



## Intermediate Acrobat 6.0

### I. Creating Bookmarks

You can create Bookmarks on the Navigation Pane on the left hand side to make navigating inside your PDF easier for the user. In some cases Bookmarks will be automatically created for you, for example, if you have a table of contents in a Word document which you convert to PDF. However, in most cases, you must create the Bookmarks manually.

To create a bookmark, follow these steps:

1. Click the Bookmark tab on the Navigation pane
2. Navigate to the location in your document that you want to create a bookmark to
3. Click the Options drop-down menu
4. Select New Bookmark
5. Give your bookmark a name

Now the user can click on the bookmark and jump right to the location you set.

### II. Creating Thumbnails

Thumbnails are preview images of the pages in a PDF and are another way to navigate within the document. They can also be used to rearrange, copy, and remove pages. Thumbnails are dynamically created when clicking on the Pages tab on the Navigation Pane. This is done because they make the file size larger. However, thumbnails can be embedded within the PDF.

To embed thumbnails:

1. Click the Pages tab on the Navigation pane
2. Select Embed All Page Thumbnails

### III. Editing PDF

#### Edit Text

Only minor changes should be made to text in a PDF. If major changes are necessary, changes should be made in the original document then converted again to a PDF. Some changes that can be made include: font color, font size, and deleting/adding text.

*Note: Text can only be edited if fonts are located on computer or embedded in the PDF.*

To edit text: Choose Tools>Advanced Editing>Touchup Text Tool from the main menu

- If deleting text, select text and hit the delete key on the keyboard or choose Edit>Cut from the main menu.
- If adding text, place cursor in desired location and begin typing.
- To change text properties, select text and then right-click to open Touchup Properties. Make desired changes and click the Close button.

#### Insert, Extract, Replace, and Delete Pages

To insert a file:

1. Choose Document>Pages>Insert from the main menu
2. Select file to insert
3. Choose location to insert page and click the OK button

To extract pages:

1. Choose Document>Pages>Extract



2. Choose pages to extract
3. Click the checkbox next to Delete Pages After Extracting if deleting pages is desired
4. Click the OK button

*Tip: Choose to extract pages instead of deleting pages if you want to keep extracted pages to create another document.*

To replace pages:

1. Choose Document>Pages>Replace from the main menu
2. Set pages you would like to replace in original document under Original and with what pages from replacement document under Replacement
3. Click the OK button

To delete pages:

1. Choose Document>Pages>Delete from the main menu
2. Set pages to delete
3. Click the OK button

*Note: These commands are also located on the Options drop-down menu on the Pages tab of the Navigation Pane.*

### **Document Properties – Set initial view**

Acrobat allows you to set an initial view of a PDF document. Things you can define include: page layout, magnification, work area, etc... This is how users will view the PDF when opened.

To set initial view:

1. Choose File>Document Properties from the main menu
2. From the Document Properties dialog box, select Initial View in the scroll box to the left
3. Set desired document options, window options, and user interface options
4. Click the OK button, changes are reflected next time the document is opened

### **Insert Headers and Footers**

To insert header or footer:

1. Choose Document>Add Headers & Footers from the main menu
2. If inserting a header, click the header tab, type header text and set desired options. If inserting a footer, click the footer tab, type footer text and set desired options.
3. Click the OK or Preview button

## **IV. Using Comment Tools**

Acrobat has several comment tools available such as note, stamp, text edit, text box, etc... Comments can be placed anywhere on a PDF and are very useful way to provide feedback to students or a co-worker.

### **Adding Note Comments**

Note comments are the electronic equivalent to yellow sticky notes.

To add a note comment:

1. Choose Tools>Commenting>Note Tool from the main menu
2. Determine location of note and click the mouse button, this will place your note in that location on the PDF
3. Type note in the Note popup window
4. Click the X in the upper right corner of the window to close note comment



### **Adding Text Edits**

Text Edits convey to students, co-workers, or anyone viewing the PDF where text needs to be deleted, inserted, and/or replaced.

To add text edits:

Choose Tools>Commenting>Text Edits>Indicate Text Edits from the main menu or Choose View>Toolbar>Commenting from the main menu to open the Commenting Toolbar and select Indicated Text Edits from the Text Edits drop-down menu

*Tip: open the Commenting toolbar while adding text edits.*

- To insert text:
  1. Place cursor where text needs to be inserted
  2. Choose Insert Text at cursor from the Text Edits drop-down menu
  3. Type text in the Insert Text pop-up
  
- To remove text:
  1. Highlight text to delete
  2. Hit the Backspace or Delete key on the keyboard – OR – choose Cross out text for deletion from the Text Edits drop-down menu on the commenting toolbar
  
- To replace text:
  1. Highlight text to replace
  2. Hit the Backspace or Delete key on the keyboard then, start typing new text – OR – choose Replace selected text from the Text Edits drop-down menu on the Commenting toolbar and type new text in the Insert Text pop-up

To export comments to Word:

1. Choose File>Export Comments to Word from the main menu
2. Word opens and the Import Comments from Adobe Acrobat will appear
3. You are asked...Would you like to begin the import process now? Click the Yes button
4. Click the Browse button beside Place comments in this Word file and choose the Word document you want to import comments from PDF to
5. Choose comment types to import
6. Click the Continue button
7. The Successful Import box will appear and summarize how many comments and text edits are present. Click the Integrate Text Edits button
8. You are guided edit by edit and allowed to apply or discard the change. Click the Apply button to apply the change and click the discard button to discard the change. Click the next button to advance to the next edit.
9. Click the Stop button when completed
10. The Text Integration Summary will appear. Click the Done button to return to the Word document.
11. Save the Word document to keep changes

### **Highlighting, Crossing out Underlining Text**

To highlight, cross out, or underline text:

1. Select Tools>Commenting>Highlighting to select tool from the main menu or Select View>Toolbar>Commenting from the main menu to open the Commenting toolbar
2. Highlight text you would like to apply the tool



To remove highlighting, crossing, or underlining right-click on the text with the highlight tool or the Hand tool and choose delete from the menu.

### **Using the Stamp Tool**

Just like stamping a paper document with an ink stamp, you can use Acrobat's stamp tool in the same manner. The stamp tool has three categories of stamps: Dynamic, Sign Here, and Standard Business. There is also an option to create custom stamps.

To use the stamp tool:

1. Choose Tools>Commenting>Stamp Tool from the main menu or Choose View>Toolbars>Commenting from the main menu to open the commenting toolbar
2. Select Stamp type from the stamp drop-down on the commenting toolbar
3. Cursor will change to a stamp image. Click PDF where you would like to stamp to be located

To add a note to stamp, double click the stamp image on the PDF and type note in pop-up.

To change the appearance of the stamp, right click on the stamp and choose Properties.

### **Adding Attachments**

Files and sound clips can be attached to a PDF much like attaching a file to an email. Any file type can be attached as long as the user has the appropriate application to open the file. Prerecorded sound clips in WAV or AIFF format can be attached. You can also record sound comments within Acrobat.

To attach a file:

1. Choose Tools>Advanced Commenting>Attach>Attach File Tool from the main menu. Cursor will change to a push pin image
2. Click PDF where you would like to attach a file
3. Select file to attach
4. Set file attachment properties
5. Click the Close button

To attach a prerecorded sound clip:

1. Choose Tools>Advanced Commenting>Attach>Attach Sound Tool from the main menu. Cursor will change to a speaker image
2. Click PDF where you would like to attach the sound clip
3. Click the Browse button on the Sound Recorder window
4. Select sound clip to attach (remember must be in WAV or AIFF format)
5. Click the OK button
6. Set sound clip properties
7. Click the Close button

To record a sound clip:

1. Choose Tools>Advanced Commenting>Attach>Attach Sound Tool from the main menu. Cursor will change to a speaker image
2. Click PDF where you would like to attach the sound clip
3. Click the Record button on the Sound Recorder window
4. Speak comment into microphone and click the stop button when finished
5. Click the OK button on the Sound Recorder window
6. Set sound clip properties
7. Click the Close button



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### **Spell-check Text in Comments and Form Fields**

New to Acrobat 6, you can spell-check text within comments and form fields.

To spell-check text:

1. Select Edit>Check Spelling>In comments and form fields
2. Click the Start button on the Check Spelling dialog box
3. Misspelled words will appear in the text box under Word not found. Choose a suggestion from the list or edit the text in the Word not found text box and then click the Change button
4. Click the Done button to close Check Spelling dialog box.

### **Setting Comment Preferences**

Comment preferences allow you to change the look and functionality of comments within a PDF. Setting comment preferences will affect all comments. Some preferences that can be changed include font, font size, etc...

To set comment preferences:

1. Choose Edit>Preferences from the main menu
2. Select Commenting from the scroll-box on the left side of the Preferences window
3. Set comment preferences to your liking
4. Click the OK button to apply changes