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## *About the Author*

**Greg Harvey**, the author of more than 50 computer books, has had a long career of teaching business people in the use of IBM PC, Windows, and Macintosh software application programs. From 1983 to 1988, he conducted hands-on computer software training for corporate business users with a variety of training companies (including his own, PC Teach). From 1988 to 1992, he taught university classes in Lotus 1-2-3 and Introduction to Database Management Technology (using dBASE) in the Department of Information Systems at Golden State University in San Francisco.

In mid-1993, Greg started a new multimedia publishing venture called mind over media. As a multimedia developer, he hopes to enliven his future computer books by making them into true interactive learning experiences that will vastly enrich and improve the training of users of all skill levels. You can send him e-mail at [gharvey@mindovermedia.com](mailto:gharvey@mindovermedia.com) and visit his Web site at [www.mindovermedia.com](http://www.mindovermedia.com).

In 1999, Greg began graduate school at the California Institute of Integral Studies (CIIS) in San Francisco. In the summer of 2000, he received his master's degree in philosophy and religion in the area of Asian and Comparative Studies. Currently, he has finished all his coursework in the Ph.D. program at CIIS and is getting ready to begin work on his dissertation in the area of Chinese and Tibetan end-of-life religious beliefs.

## *Dedication*

To Chris for his unflagging support and encouragement

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# Introduction



**A**dobe PDF (Portable Document Format) is just now starting to fulfill its promise as a truly transportable file format that enables people to share sophisticated electronic documents across a wide array of otherwise incompatible computer platforms without requiring access to either the software that generated the documents or the fonts used in the documents. Part of the proof of this statement is evidenced in the ever-growing presence of PDF documents, especially on the World Wide Web.

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this book's information emphasizes more the purpose you ultimately have in mind for the PDF file than the features used to accomplish this purpose in the various programs such as Acrobat, Adobe Reader, and the Acrobat eBook Reader.

As a result, this book is not meant to be read from cover to cover. Each discussion of a topic briefly addresses the question of how a particular feature enables you to accomplish your purpose before launching into how to use it. In Acrobat, as with most other sophisticated programs, there is usually more than one way to do a task. For the sake of your sanity, I have purposely limited the choices, usually by giving you only the most efficient ways to do a particular task. Later on, if you're so tempted, you can experiment with alternative ways of doing a task. For now, just concentrate on performing the task as described.

As much as possible, I've tried to make it unnecessary for you to remember anything covered in another section of the book. From time to time, however, you come across a cross-reference to another section or chapter in the book. For the most part, such cross-references are meant to help you get more complete information on a subject, should you have the time and interest. If you have neither, no problem; just ignore the cross-references as if they never existed.

## *How to Use This Book*

As a reference to all things PDF, you should start out by looking up the topic you need information on (either in the Table of Contents or the Index) and then refer directly to the section of interest. Most topics are explained conversationally. Many times, however, my regiment-commander mentality takes over, and I list the steps you need to take to accomplish a particular task in a particular section.

## *What You Can Safely Ignore*

When you come across a section that contains the steps you take to get something done, you can safely ignore all text accompanying the steps (the text that isn't in bold) if you have neither the time nor the inclination to wade through more material.

Whenever possible, I have also tried to separate background or footnote-type information from the essential facts by exiling this kind of junk to a sidebar. These sections are often flagged with icons that let you know what type of information you will encounter there. You can easily disregard text marked this way. (I discuss the icons used in this book a little later.)

## *Foolish Assumptions*

I'm going to make only two assumptions about you (let's see how close I get): You have a need to create and use PDF files in your work, and you have access to Acrobat 6. Some of you are working on PCs running some version of Windows or Windows NT. Others of you are working on Macintosh computers running one of the later versions of the Mac operating system. Note that there are rather specific system requirements for Acrobat 6 whether you use a Windows or Macintosh computer. These requirements are covered in Chapter 1.

Beyond that, it's anyone's guess what brings you to Acrobat and PDF. Some of you need to know how to convert all your paper documents into PDF files. Some of you need to know how to save your graphics files as PDFs. Others of you need to know how to create PDF form files in which users can submit important data. Still others of you need to know how to create and publish PDF files as eBooks for sale and distribution on the World Wide Web. Regardless of your needs, you will be able to find the information you require somewhere in the pages of this book.

## *How This Book Is Organized*

This book is organized into five parts, the first four of which cover all the basics of reading, making, and managing PDF files. The fifth part, the indispensable Part of Tens, recaps important Acrobat and PDF enhancements and resources. You should not, however, get too hung up about following along with the structure of the book; ultimately, it doesn't matter at all if you find out how to use Paper Capture to convert printed documents to PDF before you find out how to use PDFMaker 6.0 to convert your Word documents, or if you figure out how to archive your PDF documents in a searchable collection before you discover how to create interactive forms for collecting data online. The important thing is that you find the information — and understand it when you find it — when you need to do what needs getting done.

In case you're interested, here's a synopsis of what you find in each part of this book.

### *Part I: Presenting Acrobat and PDF Files*

Part I looks at what makes PDF files tick and the most common ways of accessing their information. Chapter 1 covers the many purposes of PDF documents in today's business world. Chapter 2 lays out essential information about using the different Adobe programs that enable you to read and

print PDF documents. Chapter 3 acquaints you with the interface of Acrobat 6, Adobe's utility for preparing and editing PDF documents.

## ***Part II: The Wealth of Ways for Creating PDF Files***

Part II looks at the many ways of making PDF files. Chapter 4 gives you vital information on how to use and customize the Acrobat Distiller to create the PDF document suited to just the purpose you have in mind. Chapter 5 covers the ins and outs of converting Microsoft Office documents (specifically those created with Word, Excel, and PowerPoint) to PDF. Chapter 6 covers capturing paper documents as PDF files primarily by scanning them directly into Acrobat 6. Chapter 7 tells you how to capture Web pages as PDF files. Chapter 8 covers the printing of all or part of your PDF files on printers you have in-house.

## ***Part III: Reviewing, Editing, and Securing PDFs***

Part III covers a mixture of techniques for reviewing, editing, and protecting your PDF files. Chapter 9 introduces you to the many ways for annotating the PDF documents that you send out for online review and introduces the new e-mail-based and browser-based review features in Acrobat 6. Chapter 10 covers editing PDF files in Acrobat 6. Chapter 11 tells you how to secure your PDF documents and protect them from further changes. Chapter 12 acquaints you with the different ways you can extract contents in your PDF files for repurposing with the other software programs you use. Chapter 13 gives you the ins and outs of cataloging your PDF files by creating searchable collections that you can distribute across networks or on CD-ROM.

## ***Part IV: PDFs as Electronic Documents***

Part IV covers the different roles of electronic PDF files. Chapter 14 covers the creation and usage of PDF documents as interactive forms that you can fill out and whose data you can extract. Chapter 15 acquaints you with creating and preparing PDF files as eBooks for sale and distribution on the World Wide Web. Chapter 16 gives you information on how you can turn PDF documents into online presentations by adding multimedia elements, including audio and video clips.

## *Part V: The Part of Tens*

As is the tradition in these *For Dummies* books, the last part contains lists of the top ten most useful facts, tips, and suggestions. Chapter 17 gives you a list of my top ten third-party (that is, not developed by Adobe Systems) add-in programs for augmenting and enhancing the program's already considerable features. Chapter 18 gives you a list of my top ten online resources for discovering even more about Acrobat and PDF files!

## *Conventions Used in This Book*

The following information gives you the lowdown on how things look in this book — publishers call these the book's *conventions* (no campaigning, flag-waving, name-calling, or finger-pointing is involved, however).

### *Keyboard and mouse*

Although most of the keyboard and mouse instructions given in the text are self-explanatory, there are a few important differences between the typical Windows and Macintosh keyboards and mice that are worth noting here. For example, keystroke shortcuts in Acrobat 6 and Adobe Reader 6 in Windows often use the Ctrl key in combination with one or more letter keys. The Macintosh, however, substitutes its ⌘ key (called the Command key, the one with the apple and the cloverleaf icon) for the Windows Ctrl key (rather than using its Control key). Also, because the Macintosh keyboard has no Alt key, its Option key is routinely substituted in all shortcuts using the Alt key.

Regarding the mouse, Windows favors a two-button (left- and right-button) mouse, whereas Macintosh favors a single-button mouse. As a result, while you access shortcut (or context) menus in Acrobat in Windows by clicking the right mouse button (a technique commonly known as right-clicking), you hold down the Control (not the ⌘) key as you click the mouse on the Macintosh (a technique commonly known as Control+clicking). Note that if you do have a two button mouse on the Macintosh, the right-clicking technique applies.

Other than these common keyboard and mice anomalies, it's pretty much the same whether you are working with PDFs in Acrobat and Adobe Reader on a Windows or Macintosh machine. In the few cases where there are differences in Acrobat's capabilities across the platforms, I have duly noted them in the text, usually in the form of a tip or warning (described in the next section).

## *Special icons*

The following icons are strategically placed in the margins to point out stuff you may or may not want to read.



This icon alerts you to nerdy discussions that you may well want to skip (or read when no one else is around).



This icon alerts you to shortcuts or other valuable hints related to the topic at hand.



This icon alerts you to information to keep in mind if you want to meet with a modicum of success.



This icon alerts you to information to keep in mind if you want to avert complete disaster.

## *Where to Go from Here*

If you've never had any prior experience with PDF files, I suggest that, right after getting your chuckles with the cartoons, you go first to Chapter 1 and find out what you're dealing with. If you're already familiar with the ins and outs of PDF files, but don't know anything about how you go about creating them, jump to Chapter 4, where you find out how to get started using Acrobat's Create PDF features and using the Acrobat Distiller. Then, as specific needs arise (like "How do I annotate PDF documents in Acrobat 6?" or "How do I protect PDF files from further changes?"), you can go to the Table of Contents or the Index to find the appropriate section and go right to that section for answers.

# Part I

# Presenting Acrobat and PDF Files

The 5th Wave

By Rich Tennant



"...and I'd also like to thank Doug Gretzel here for all his work in helping us develop our interactive, multimedia stapling division."

## *In this part . . .*

**A**dobe's PDF (Portable Document Format) is characterized as a truly universal file format that preserves all the original document's formatting — including its fonts, graphics, and layout — across a wide array of different computer platforms. This part of the book is where you find out how PDF came to warrant this lofty characterization.

In Chapter 1, you discover the many platforms that support documents saved as PDFs, the many uses for PDF documents in your work, the different classes of PDF files that you will be dealing with, along with a general overview of the process you follow in saving documents as PDF files. In Chapter 2, you get the lowdown on how to use the various PDF reader software programs offered by Adobe Systems, including Acrobat 6, Adobe Reader, and Acrobat eBook Reader. Chapter 3 rounds out Part I by introducing you to the interface of Acrobat 6, the Adobe program that not only enables you to view and print PDF files but edit them as well.

# Chapter 1

## The Ins and Outs of PDF Files

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### *In This Chapter*

- ▶ What is a PDF file?
  - ▶ The benefits of using PDF files
  - ▶ Where PDF files come from
  - ▶ The different flavors of PDF files
- 

**I**'m so enthusiastic about Adobe PDF files that I think the abbreviation PDF should stand for Pretty Darn Fantastic instead of the more mundane Portable Document Format. In PDF files, you not only see the first inklings of a truly paperless office (or as close as we're likely to get), but also the delivery of a truly universal file format; that is, one truly capable of being opened and used on any of the many computer operating systems currently in use.

In this chapter, you get introduced to what makes PDF files so special and how they can be used to your advantage, especially in office environments that mix and match different computer platforms. As part of this process, you also get acquainted with the different versions of PDF files and how they can be tailored to fit the particular needs of those who use the documents.

### *The Purpose of PDF Files*

PDF, as the name Portable Document Format implies, was developed by Adobe Systems as a means for digital file exchange. The main idea behind the file format is to enable all computer users to be able to open, review, and print the documents saved in it. This means that users who work on computers that don't have the software with which the files were originally created can still see the document as it was originally designed and laid out, including all its fonts and graphics.

The key to this digital file interchange is the nifty little software program known as Acrobat (although Adobe originally named it Carousel when it first appeared in 1993). A free form of this software, known as the *Adobe Reader*, is available from Adobe Systems for all the major personal computing devices and most versions of all the operating systems known to humankind. As of this writing, these forms include:

- ✓ Microsoft Windows machines with the following versions: Windows 3.1, Windows 95 (OSR 2.0), Windows 98 SE, Windows Millennium Edition, Windows NT 4.0 (with Service Pack 5), Windows 2000, or Windows XP
- ✓ Macintosh computers with version 7.5.3, 8.1–8.6, 9.1–9.2, or OS X of the Macintosh operating system
- ✓ Palm handhelds with OS 3.0 or later
- ✓ Pocket PC computers with Windows CE or Windows 2002
- ✓ IBM AIX workstations with IBM AIX 4.2.1
- ✓ HP 9000 Series workstations (model 700 or higher) with HP-UX 9.0.3
- ✓ SGI workstations with Silicon Graphics IRIX 5.3
- ✓ DEC workstations with DEC OSF/1, version 4
- ✓ Sun Solaris SPARCStations with Sun OpenWindows 3.0 or later, Motif 1.2.3 or later, OpenLook 3.0, or CDE 1.0 or later
- ✓ Computers running versions of Linux including Red Hat Linux 5.1 or Slackware Linux 2.0



Acrobat 6 and Adobe Reader are both major upgrades to the Acrobat software family. Consequently, backward-compatibility with older operating systems is limited. In order to run Acrobat 6 on Windows you must use one of the following operating systems: Microsoft Windows 98 Second Edition, Windows NT Workstation 4.0 with Service Pack 6, Windows 2000 Professional with Service Pack 2, Windows XP Professional or Home Edition, or Windows XP Tablet PC Edition. Macintosh users must use OS X versions 10.2.2–10.2.6.

All you have to do to get the appropriate version of Adobe Reader for your current operating system is point your Web browser to the following page on the Adobe Systems Web site at

[www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

and in the Step 1 of 2 area of the Adobe Reader download page choose your language, your connection speed (dial-up or broadband), and your computer platform. After you choose your computer platform, the Step 2 of 2 area appears. Note that the selections you make in Step 1 determine the version of

Adobe Reader best suited for your computer system. If your current system is compatible with Adobe Reader, you are offered two choices: either the Basic or Full versions if you chose dial-up as your connection speed, or Full if you chose broadband. The Basic version is 8.7MB and can typically take up to 30 minutes or more to download with a 56K modem. The Full version of Adobe Reader has enhanced features that are described in the Step 2 of 2 dialog box and weighs in at a hefty 15.3MB — not a big deal if you have broadband Internet access but worth the consideration if you use a modem to connect to the Web. After choosing your desired version of Adobe Reader, click the Download button. After downloading the Adobe Reader to the desktop of your computer platform, double-click the icon representing the compressed version of the program to unpack and install it on your computer.

After you install the Adobe Reader on your computer, you can then open, review, and print any PDF file that you get, regardless of what application programs were used in generating its text and graphics, and regardless of the computer platform on which these programs ran. (See Chapter 2 for details on how to access and review PDF files with the Adobe Reader.)



Adobe Reader comes in two versions with very different feature sets that you can compare during the process of downloading the program. Adobe also created not two, but three different versions of Acrobat 6: Professional, Standard, and Elements. In order to compare the different features of these products, Adobe provides an Acrobat family features matrix page on their Web site. Go to the following page on Adobe's Web site to view this important information:

[www.adobe.com/products/acrobat/matrix.html](http://www.adobe.com/products/acrobat/matrix.html)

## *Benefits of Using PDF Files*

The most important benefit derived from the use of PDF files is that anyone whose computer is equipped with Adobe Reader can open, read, and print them. This essentially enables you to concentrate on the software tools that you have at hand and feel are best suited for producing the document without having to worry about whether or not your client or coworker has the same software available to them. As you'll soon see, this is only one of the many important uses to which you can put your PDF files with Acrobat 6. Keep in mind that the availability of many features described in the following sections depend on which version of Adobe Reader or Acrobat 6 you are using. For that reason, it's a good idea to go to the Acrobat family features page described in the previous section to familiarize yourself with all of Adobe's new Acrobat products.

## *What you designed is what they see*

Because you are assured that your PDF files will essentially appear on-screen and print as you originally designed them, no matter the computer on which they're opened or the printing device to which they're output, you don't have to hold back on your design, avoiding the use of certain more decorative fonts and/or complex layouts. Figures 1-1 and 1-2 illustrate this situation. In Figure 1-1, you see a PDF file as it appears when opened with Adobe Reader on a computer running Windows. Figure 1-2 shows the same PDF file as it appears when opened on a Macintosh computer. As you can see, they are both comparable in terms of the appearance of their fonts and their layout.

## *PDF files in the review cycle*

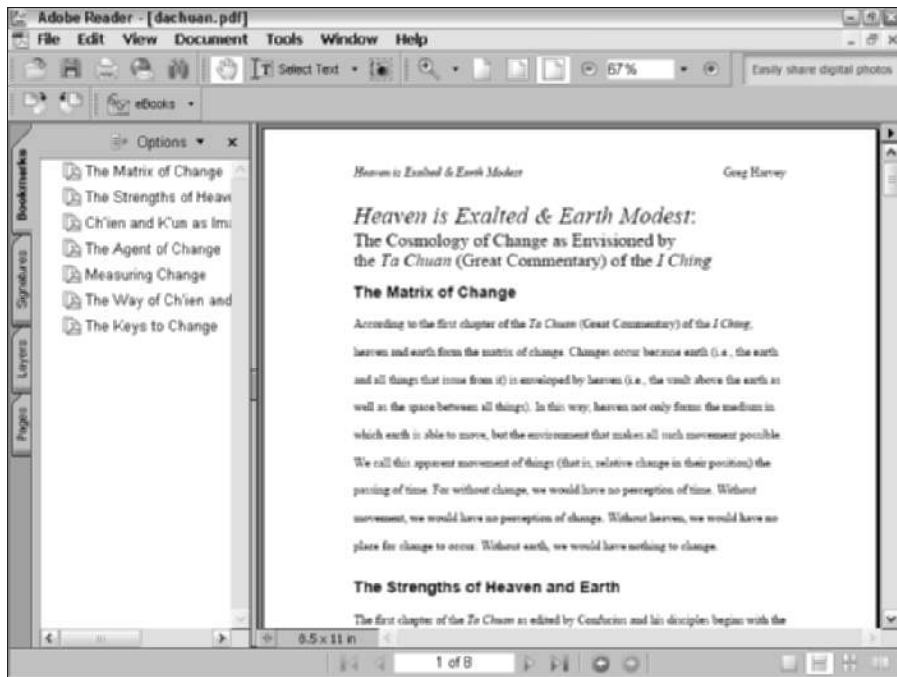
While PDF debuted as a universal file format for viewing and printing documents on various types of computers and printers, thanks to advances to the Acrobat software (and here I'm referring to the full-fledged Acrobat program that you must pay for rather than the freebie Adobe Reader available for download), you can now make PDF files an integral part of your design review process. After converting a document to PDF, you can disseminate copies of it to each of the people from whom you need feedback or approval before you put it into use. Each of these people can then add their feedback by adding comments or actually marking up the PDF document in Acrobat 6.

You can then collect their feedback and make the necessary changes either to the PDF version of the file in Acrobat 6 or to the original document (prior to PDF conversion) in the program used in its creation. If managers, coworkers, or clients are required to sign off on the document (either in its original or revised form), they can indicate their approval by stamping the document with their approval or by digitally signing off on it, as shown in Figure 1-3. (See Chapter 9 for details on how to use PDF files in a review cycle and Chapter 11 for details on how to use digital signatures.)

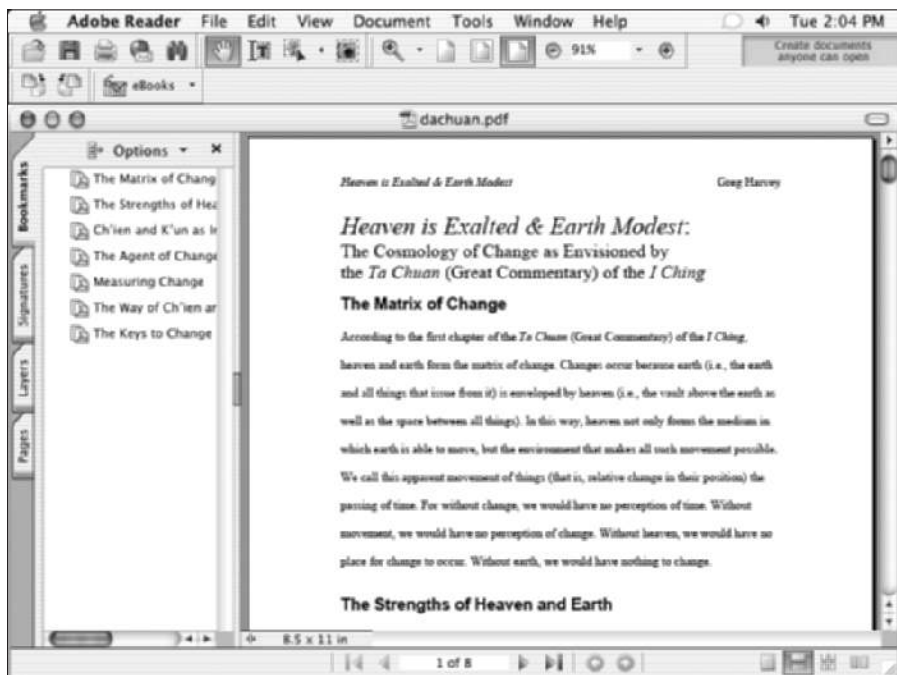
## *Providing forms, both paper and electronic*

With the widespread reliance on the World Wide Web for getting and submitting crucial information, PDF files have taken on another important use, that of providing forms to fill in both online and after printing. Acrobat 6 makes form creation about as easy as it can be.

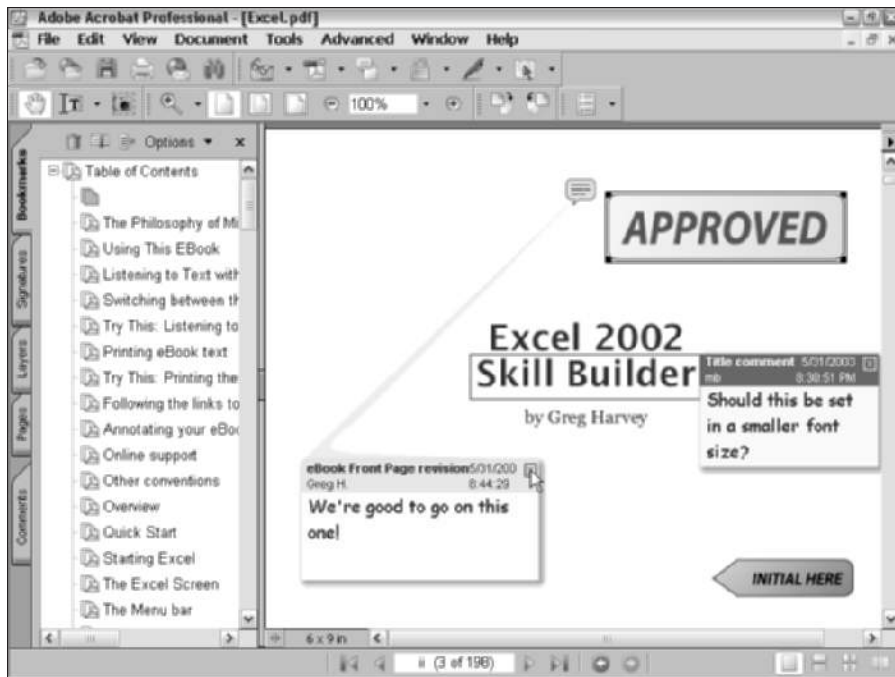
**Figure 1-1:**  
A PDF  
document  
as it  
appears in  
the Adobe  
Reader 6 on  
a computer  
running  
Windows.



**Figure 1-2:**  
The same  
PDF  
document  
as it  
appears in  
the Adobe  
Reader 6  
on a Mac  
computer.



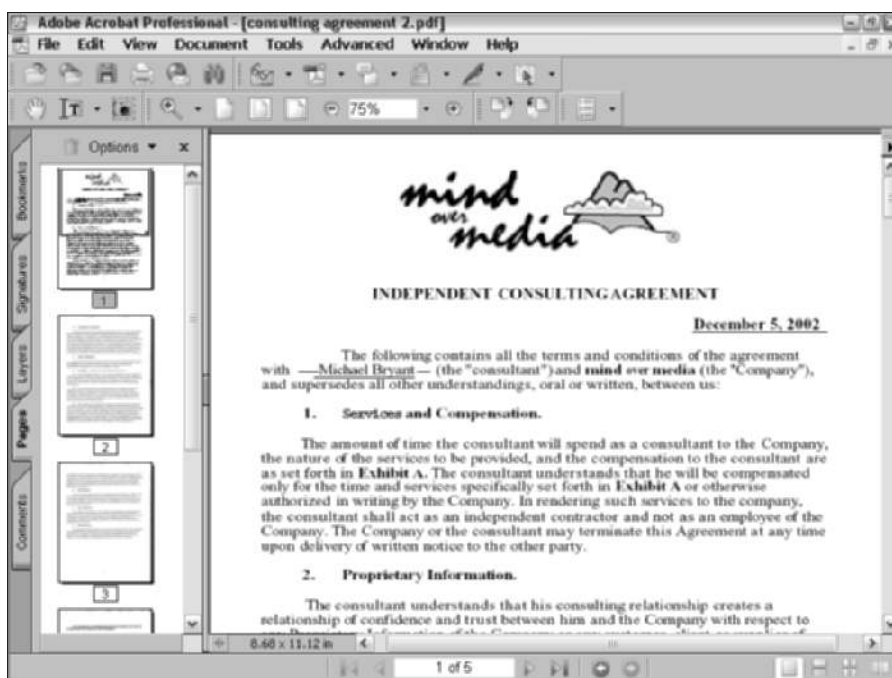
**Figure 1-3:**  
With Acrobat 6, you can add comments and mark up text that needs revising, as well as give your stamp of approval.



If you need to make certain paper forms available on your company's intranet or your public Web site so that users can download, print, and then fill them in by hand, you can use Acrobat 6 to scan the paper forms and immediately convert their digital images into PDF files (see Figure 1-4). If you need to be able to search and edit the text in the electronic versions of these forms, you can use the Paper Capture feature — Acrobat's version of OCR (Optical Character Recognition) software — to convert the text image into searchable and editable fonts. (See Chapter 6 for details on scanning paper forms and converting them into PDF files with Acrobat 6.)

If you need to get feedback or process informational or order forms directly from your company's intranet or its public Web site, you can use Acrobat 6 to design the electronic forms. Acrobat 6 makes it possible to add all types of interactive fields, including text boxes, combo boxes (also known as drop-down list boxes), check boxes, radio buttons, and command buttons (that users can select to do things such as submit their information or clear the form). With the addition of a simple CGI (Common Gateway Interface) script (courtesy of your friendly IT personnel or Internet service provider), you can store the data submitted by way of your PDF forms in text files that your favorite database or spreadsheet program can read and store. (See Chapter 14 for details on creating interactive PDF forms for use online.)

**Figure 1-4:**  
Acrobat 6  
makes it  
easy to scan  
and convert  
paper forms  
to PDFs,  
which can  
then be  
distributed  
for  
download  
from your  
Web site.



You don't have to use the World Wide Web or a company intranet to be able to fill in electronic PDF forms that you create with Acrobat 6. Users who have Acrobat 4 or later installed on their computers can open and fill in these electronic forms using this version or later of Acrobat.

## Document archiving

Let's face it: Paper archives are not just bulky and heavy, but they also degrade quickly and are a veritable nightmare to search. For this reason alone, out of all the possible uses for Adobe's Portable Document Format, archiving your documents as PDF files may prove to be the most important to you. Imagine all your paper contracts, correspondence, company reports, and the like stored as collections on CD-ROMs, from which you can retrieve individual files through searches for keywords or for vital statistics such as author name, client name, or job number.

You can use the Paper Capture feature in Acrobat 6 on the Windows or Macintosh platform to scan and convert such paper documents into searchable PDF files. After you do that, Acrobat makes it easy for you to organize

these files into collections (known officially as catalogs), which you can index for truly speedy retrieval using the Acrobat 6 search feature. (See Chapter 6 for details on converting paper documents to PDF and Chapter 13 for details on cataloging and indexing your files prior to storing them on various media.)



The Paper Capture feature in Acrobat 6 for Windows restricts you to scanning and converting paper documents of no more than 50 pages in length. If you know that you must scan and convert documents longer than 50 pages on the Windows platform, you need to purchase the standalone module, Acrobat Capture 3 for Windows NT, 2000, or XP or Acrobat Capture 2.0 for Windows 95/98.

## *PDF in the prepress workflow*

One of the most obvious uses for PDF files is in the prepress workflow, during which documents that require professional printing are checked for potential printing errors and readied for conversion from electronic images to the film or plates used in the final printing of the document using high-end imagesetters (a process known in the industry as *preflight*). Acrobat 6 (Professional version only) contains a number of prepress-related printing options, along with an overprinting preview and an on-screen color correction feature.

These specialized print options and error-checking features in Acrobat 6 are designed to help professional graphic artists and service bureau personnel in finding and eliminating potentially costly printing problems. Most users not directly involved in this end of the business will have no reason to fool with these printing options or use these specialized preview features. (If, for some unknown reason, you are interested in knowing more about these prepress features, refer to Chapter 8.)

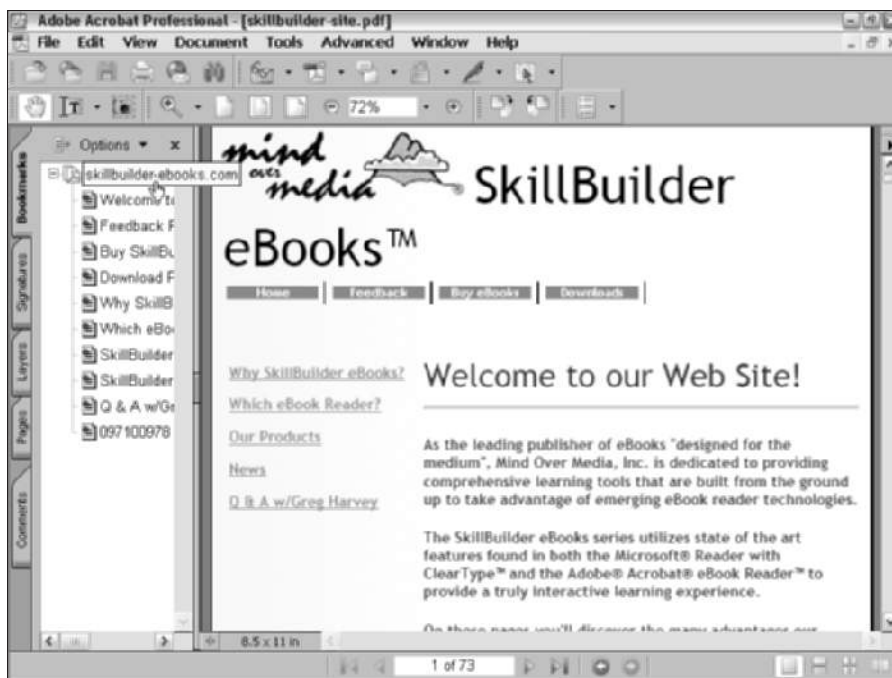


Always check with your service bureau personnel to find out what, if any, prepress options they want you to use prior to sending them your PDF files for preflight. Some houses definitely prefer that you not use *any* of these prepress options, so it's always good to check it out ahead of time.

## *Quick and easy Web site retrieval*

If you are involved with your company's Web design or you are a Web freak who travels frequently and is therefore bereft of a way to stay connected to the Net, you can use the Acrobat 6 Web Capture feature to copy and convert to PDF specific Web pages or even entire Web sites that are of interest to you (see Figure 1-5). After you've converted a set of Web pages or an entire Web site into PDF files, you can then browse them from your hard drive with Acrobat or Adobe Reader without being connected to the Internet.

**Figure 1-5:**  
Acrobat 6  
makes it a  
snap to  
capture  
Web pages  
as PDF files.

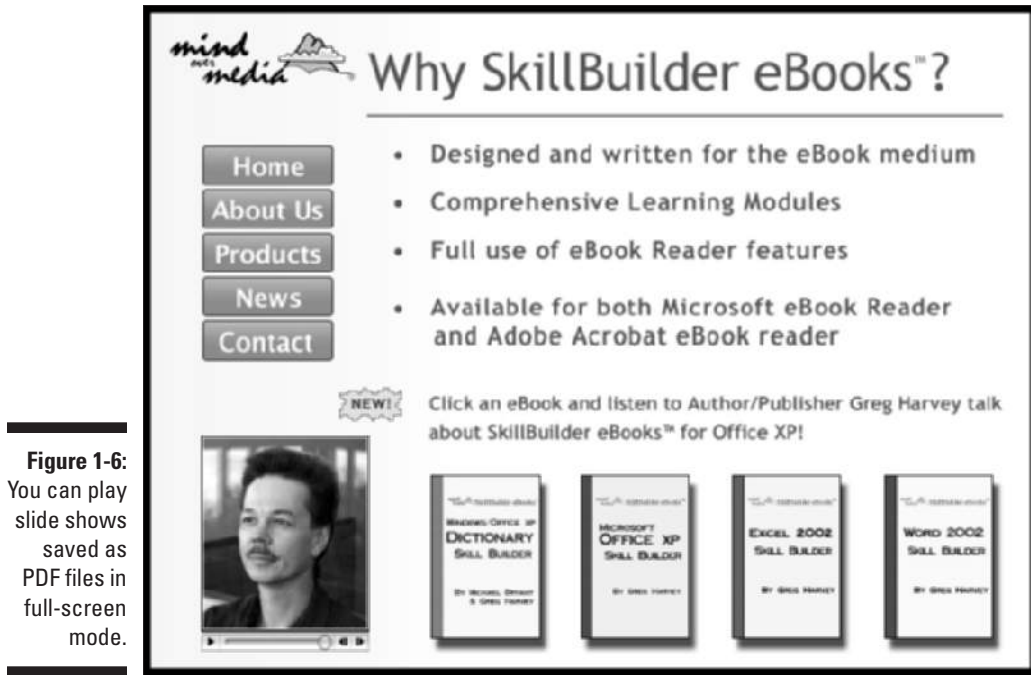


As both a road warrior and Web enthusiast, you can use this feature to keep up on the latest online information right from the comfort of your portable computer at those times when you're traveling or just waiting to travel.

If you work as a Web designer, the Web Capture feature provides a perfect means for distributing your Web pages for approval to your client or coworkers. If they have Adobe Reader or Acrobat 6 on their computers, they can even annotate the pages with their suggestions in the form of notes and markups or even give you that final nod of approval using the stamp feature. (See Chapter 7 for details on retrieving and converting Web pages to PDF.)

## *PDF files as slide shows and multimedia presentations*

Another application for PDF files is to use them to create and distribute slide shows and multimedia presentations (see Figure 1-6). Acrobat 6 enables you to add interactivity to your slides in the form of hyperlinks, buttons, and slide transitions. You can also use the program to add sound and/or digital movie files to the slides that your users can play back for a true multimedia experience. Note that Acrobat 6 now supports slide shows and greeting eCards created in Adobe Photoshop Elements 2.0 and Photoshop Album 1.0.



**Figure 1-6:**  
You can play  
slide shows  
saved as  
PDF files in  
full-screen  
mode.

To enhance the online slide show or multimedia presentation, Acrobat 6 supports a full-screen mode that the user can invoke with none of the screen clutter normally associated with using Acrobat and Adobe Reader (full-screen mode hides the menus, toolbars, scroll bars, status bar, and in Windows, even the omnipresent Task bar). When a user views your slide show or presentation in full-screen mode, you can set it up so that Acrobat automatically advances through each page after a set time interval, using a slide transition of your choice.



If you normally use Microsoft PowerPoint to create your slide shows, you can convert them into PDF files at the touch of a button. You can then use Acrobat 6 to add any extra interactivity and then distribute them for playback on any computer on which the free Adobe Reader 6 is installed.

## *The Different Types of PDF Files*

In addition to the many different uses for the Adobe Portable Document Format described in this chapter, PDF files also give you a great deal of flexibility when you want to reuse their content for other purposes. For example,

you can use various PDF formats to distribute a graphically rich report with lots of tables and pictures for printing or viewing on a computer monitor, and then “repurpose” that same content for viewing in a Web page or on a handheld device where such graphics are prohibitive. This fabulous chameleon act is possible because Adobe PDF files support three basic document structure types: *unstructured*, *structured*, and *tagged*. PDF documents that are created from these types of documents create the following PDF files:

- ✓ **Unstructured PDF:** These PDFs have no logical structure tree to define or further describe the author’s content. All document information is treated as a single unit with just the author’s text and paragraph structure recognized. Basic text formatting, tables, and lists are not recognized.
- ✓ **Structured PDF:** These PDFs recognize the author’s text and paragraph structure but also have a logical structure tree that defines basic text formatting, such as font attributes. Tables and lists are not recognized.
- ✓ **Tagged PDF:** These PDFs have a logical structure tree that includes all the attributes of structured PDFs and also includes definitions such as document styles and stories (this allows tables and lists to be recognized) and dependencies among various document elements that allow the text to be reflowed. (For more information on reflowing text, see Chapter 15.)

To understand document structure types, you need to look under the hood of your favorite word processor or page layout program. As you create your document, these programs can provide a logical structure tree and tags that define how your document appears when printed or viewed on-screen. I say *can provide* because programs such as Notepad in Windows and Macintosh, which are simple text editing programs with no formatting ability, don’t provide for a logical structure tree and so create unstructured documents. You can get an idea of how a document structure tree works using the Document Map feature in Microsoft Word. Open a document and choose View⇨Document Map. The program displays the document’s structure tree as hierarchies of headings, paragraphs, and so on. Word then adds tags to this tree that define paragraph styles, font types, font attributes, and allow you to use this structure tree to navigate the document by clicking different structure elements.

The support of document structure types enables you to create unstructured, structured, and tagged PDF files with Acrobat 6. The subsequent result is that the more structured your original document, the more you can reliably reuse your content for other purposes using Adobe PDF. To find out more about PDF file types, see “Understanding how structure types affect flexibility” in the online Acrobat help module. To access the online help guide, choose Help⇨Complete Acrobat 6.0 Help or choose Complete Acrobat 6.0 Help on the How To Window.



## Chapter 2

# Accessing PDF Files

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### *In This Chapter*

- ▶ Viewing PDF files with Adobe Reader 6
  - ▶ Viewing PDF files with Acrobat 6
  - ▶ Reading PDF files with Acrobat eBook Reader
  - ▶ Browsing PDF files in your Web browser
- 

As this chapter proves, there's more than one way to open and read a PDF file. You have a choice between using Adobe Reader, which comes in two flavors; Basic and Standard (both of which are free), or if you've purchased the full-blown Acrobat 6 (which also comes in two versions; Standard or Professional) for creating and editing PDF files, you can, of course, use it as well. In addition, Adobe also introduced a new product this year for the enterprise sector called Acrobat Elements. The program allows you to view and create, but not edit, PDF documents and must be bulk purchased in lots of 1000. See Chapter 5 for more information on creating PDF documents with Acrobat Elements. As if these weren't enough browsing choices, you can also open and view your PDF files in common Web browsers, such as Internet Explorer and Netscape Navigator on all Windows operating systems and Macintosh OS 9.2.2 and earlier. Note that as of this writing, in order to use the Windows version of Acrobat 6 or Adobe Reader for in-browser viewing of PDF documents, you must have Internet Explorer 5 or later. In-browser viewing of PDF files is also not supported in Mac OS X. As of this writing, Adobe plans to add that functionality in the near future for Mac OS X users. In the meantime, you can configure Acrobat 6 or Adobe Reader as Helper applications in OS X versions of Internet Explorer and Netscape Navigator.

## *Perusing PDF Files in Adobe Reader*

The most common way to view PDF files is by using Adobe Reader (formerly called Acrobat Reader). Adobe Systems offers this program as a free download for a wide number of different computer platforms. As of this writing, the

most current version of Adobe Reader is version 6.0. Adobe Reader coincides with the release of Acrobat 6 and utilizes many of the same feature enhancements and improvements to the User Interface (UI) that characterize the latest version of the full-blown product. If you're using Windows XP or Mac OS X, Adobe Reader is automatically selected when you specify your operating system on the Adobe download page. Note that the Macintosh version of Adobe Reader (and also Acrobat 6 Standard and Professional versions) only runs on the Jaguar version of Mac OS X, because the minimum system requirement for the Macintosh version is 10.2.2.

Adobe Reader can open and read all PDF files created with earlier versions of Acrobat. Be aware, however, that earlier versions of Acrobat Reader cannot open and read PDF files created with the later versions of Adobe Acrobat unless you specify compatibility with earlier versions when you create a PDF. Consequently, you also lose newer Acrobat functionalities when you create backward compatible PDF files. See Chapter 4 for more information on creating PDF documents. As Table 2-1 indicates, each version of Adobe Acrobat creates its own version of PDF files. Later versions of Acrobat can read files created in earlier versions, but not vice versa.

<b>Table 2-1      Versions of Acrobat and Their PDF Files</b>		
<b><i>Acrobat Version</i></b>	<b><i>PDF File Version Created</i></b>	<b><i>Year Released</i></b>
Acrobat 1.0	PDF 1.0	1993
Acrobat 2.0	PDF 1.1	1994
Acrobat 3.0	PDF 1.2	1996
Acrobat 4.0	PDF 1.3	1999
Acrobat 5.0	PDF 1.4	2001
Acrobat 6.0	PDF 1.5	2003

As you can see in Table 2-1, you can tell which version of Acrobat produced a particular PDF file version because the sum of the digits in the PDF file version equals the number of the Adobe Acrobat version that created it. For example, you know that a PDF file in version 1.3 was likely created with Acrobat 4 because the sum of its file version numbers, 1 and 3, is 4.

When you're viewing PDF files in Acrobat on a Windows computer, you can tell what version of PDF file you're dealing with by choosing File⇨Document Properties to open the Document Properties dialog box. Select Description in

the list box in the PDF Information area of the Description palette and you find the PDF version. Note that the file version listed will not always tally with the version of Acrobat that created the file because engineering a PDF for backward compatibility is possible.



When creating a PDF file with the Acrobat Distiller in Acrobat 6, you can make it possible for viewers using earlier versions of Acrobat Reader to open your files by selecting a Compatibility setting in the Adobe PDF Settings dialog box for an earlier version of Acrobat. This setting provides compatibility with Acrobat versions 3.0 through 6.0 and their corresponding PDF versions, which ensures that your files will reach a wider audience.

## *Downloading and launching Adobe Reader 6*

Adobe Reader 6 (formerly Acrobat Reader) is available in two flavors: Basic and Full. The Full version gives you the added functionality of local, network, or Internet PDF searches, Accessibility features, eBook support, and Multimedia enhancements.

All you have to do to get the appropriate version of Adobe Reader for your current operating system is point your Web browser to the following page on the Adobe Systems Web site:

[www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

This URL takes you to the Download Adobe Reader page, where all you have to do is make a selection from each of three drop-down lists provided in the Step 1 of 2 dialog box:

- 1. Select the Language of the Adobe Reader (English in most cases).**
- 2. Select the Platform (or operating system) that your computer uses (that is, Windows Me, Windows NT, Windows 2000/XP, Mac 8.6, Mac 9.x, OS X, and so on).**
- 3. Choose a Connection speed that you use to access the Internet (dial-up or broadband).**

Note that the selections you make in Steps 2 and 3 above determine the version of Adobe Reader best suited for your computer system. After you choose your Connection speed, the Step 2 of 2 dialog box appears and displays the result of your Platform and Connection speed choices. If your

current operating system is compatible with Adobe Reader 6 and you chose dial-up as your connection speed, you are offered two choices: either the Basic or Full version. If you chose broadband as your connection speed, only the Full version is offered. Earlier platform/operating system choices that are not compatible with Adobe Reader provide the appropriate version of the older Acrobat Reader program for download.

The Basic version of Adobe Reader is 8.7MB in size and can typically take up to 30 minutes or more to download with a 56K modem. The Full version of Adobe Reader has enhanced features described in the Step 2 of 2 dialog box and weighs in at a hefty 15.3MB (20.9MB for the Mac version). Downloading the Full version is not a big deal if you have broadband Internet access, but it may be worth considering the Basic version if you use a modem to download from the Web.

After choosing your desired version of Adobe Reader, click the Download button, select a download location in the Browse for Folder dialog box, and wait until the Adobe Reader file is downloaded on your computer. Then double-click its installer icon to decompress the Reader files and install them on your hard drive (on the Mac, the Adobe Reader Installer actually downloads the Reader files and installs them when you double-click the Adobe Reader Installer icon).

After installing Adobe Reader on your hard drive, you can launch the Reader with or without also opening a PDF file. To launch the program without also opening a PDF on the Windows platform, choose Start⇨Programs⇨Adobe Reader (Start⇨All Programs⇨Adobe Reader in Windows XP).

To launch Adobe Reader on the Macintosh in OS X, follow these steps:

- 1. Click the Finder icon on the Dock to open the Finder and click the Applications button on the Finder toolbar.**
- 2. Double-click the Adobe Reader file icon in the Applications folder.**

After you launch Adobe Reader, you can then open PDF files for viewing and printing by choosing File⇨Open and selecting the PDF file to open in its Open dialog box.



In addition to simply double-clicking a PDF file icon you can also launch Adobe Reader and open a PDF file for viewing by dragging a PDF file icon onto an Adobe Reader shortcut on the Windows or Macintosh desktop. Note that when you install Adobe Reader on a Windows machine, the installer automatically creates a desktop shortcut called Adobe Reader 6.0.

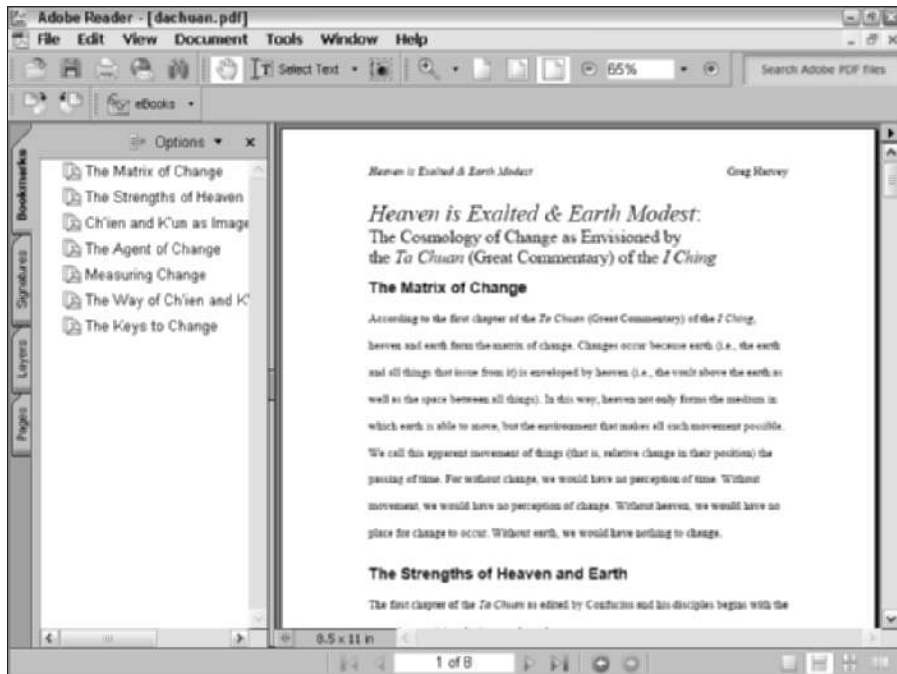
To create such a desktop shortcut on the Macintosh (where it's called an *alias*), click to select the Adobe Reader icon (located in the Applications folder on your hard drive), press  $\mathbb{A}+\mathbb{M}$  to create an Adobe Reader 6.0 alias, and then drag this alias icon onto the Macintosh desktop.

Figure 2-1 shows you how the Adobe Reader window appears on a Windows computer when you launch the Reader and simultaneously open a PDF file within it. Note that in this particular case, the PDF file that opens takes up the full width of the program window up to the Navigation pane, which displays the bookmarks in this document.



You can have more than one PDF file open at a time in Adobe Reader 6. To open multiple files when launching Adobe Reader 6, Ctrl+click individual PDF file icons or lasso a group of them and then drag the entire selection onto the Adobe Reader desktop shortcut (alias). To do this from the Open dialog box, Ctrl+click or lasso the group before you click the Open button.

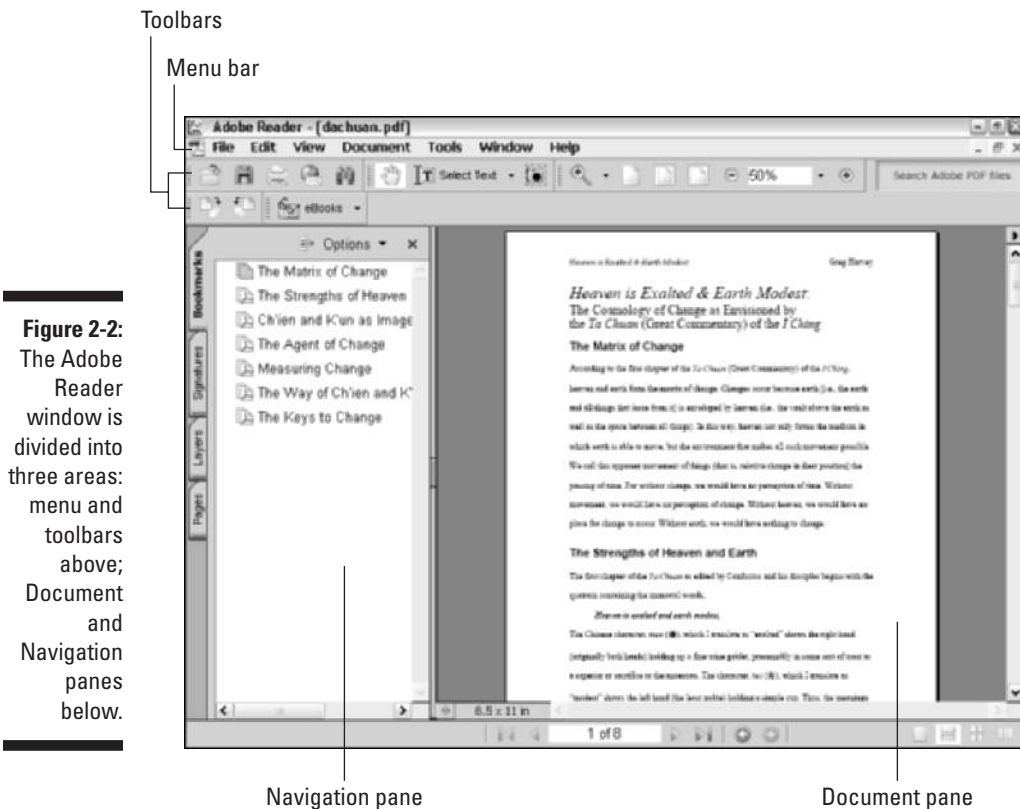
**Figure 2-1:**  
The Adobe  
Reader  
window  
with the  
open PDF  
file used to  
launch it.



## The Adobe Reader window

As you can see in Figure 2-2, the Adobe Reader window is divided into three areas:

- ✓ Menu and toolbars at the top of the screen
- ✓ Document pane with scroll bars to the right and bottom and a status bar to immediate left at the bottom
- ✓ Navigation pane with tabs for its four palettes: Bookmarks, Signatures, Layers, and Pages.



The menu bar contains standard application menus: File through Help. To select a menu and display its items, you click the menu name (or you can press the Alt key plus the underlined letter in the menu name, the so-called *hot key*, in the Windows version). To select a menu item, you drag down to highlight it and then press Enter, or you click it (in the Windows version, you can also select an item by typing its hot key). Menus on the Macintosh version display hot keys with the cloverleaf symbol that represents the Command key. You can select these commands simply by holding down the Command key plus the appropriate hot key without opening the menu.

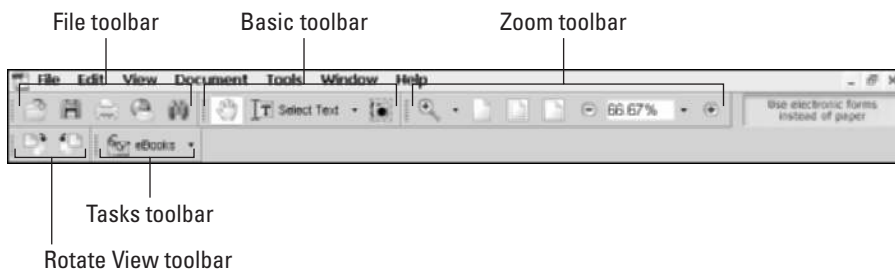
### ***The Adobe Reader toolbars***

Directly beneath the menu bar, you see a long toolbar with an almost solid row of buttons. The toolbar may appear on two rows, depending on your screen resolution, when you install and open Adobe Reader for the first time. As Figure 2-3 indicates, this toolbar is actually five separate toolbars, File through Tasks. Note the Tasks toolbar is a single button with a pop-up menu for acquiring, opening, or accessing help on eBooks. This is one example (and the only one you see in Adobe Reader 6) of several new single-button Tasks toolbars. The rest are covered in the section about toolbars in Chapter 3.



The File toolbar, shown in Figure 2-3, displays buttons and labels. You can gain more space on the upper toolbar area by hiding the File Toolbar labels. To do so, right-click the toolbar area and choose Tool Button Labels to remove the checkmark from the context menu.

**Figure 2-3:**  
The space below the menu bar of the Adobe Reader window contains five toolbars side by side.




Four of the buttons shown in the toolbars in this figure sport downward-pointing shaded triangles. These downward-pointing triangles (formerly titled More Tools in previous versions of Acrobat) are buttons that, when clicked, display a pop-up menu with additional related tools or commands. In Adobe Reader, these buttons, from left to right, are as follows:













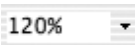
- ✓ **The Select Text tool:** Right next to the Hand tool in the Basic toolbar, its pop-up menu button enables you to choose either Text or Image and also the Expand This Button option to add both menu items as buttons on the toolbar.
- ✓ **The Zoom In tool:** The first button in the Zoom toolbar. Its pop-up menu button enables you to select the Zoom In tool if you’re using one of the other Zoom tools, the Zoom Out tool (Shift+Z) for zooming out on an area, or a new Dynamic Zoom tool that enables you to dynamically (without incremental changes) zoom in and out by clicking on a viewing area and dragging the mouse up or down.
- ✓ **The Viewing button:** Shows the current page magnification setting as a percentage in the Zoom toolbar.
- ✓ **The Read an eBook tool:** The only button on the Tasks toolbar. Its pop-up menu lets you open an eBook in your library (called My Bookshelf) and display an online guide to reading eBooks in the How To window.

Another similar option you may encounter on these pop-up menus is the Show (insert name) Toolbar command that displays, by default, all the menu commands in a floating toolbar window that can be docked anywhere in the toolbar area. To hide this floating toolbar, click its Close button. If the toolbar has been docked, uncheck the Show Toolbar command on the original toolbar button pop-up menu to hide it. The next time you select this command, the toolbar will appear in its last displayed state, either floating or docked.

Users of Acrobat Reader 5 or earlier may notice that Adobe has consolidated the Find and Search tools into a single Search tool button on the File Toolbar. I find this most gratifying, because I can never remember the difference between a Find and a Search. The Acrobat 6 Search feature is very clear. It enables you to do fast text searches in either the current PDF document, a PDF file on your computer or local network, and even on the Internet when you’re using the Full version of Adobe Reader. Clicking the button opens the Search PDF pane in the How To window, where you specify search criteria and then click the Search button. Search results are then displayed in the Search PDF pane. See the “Adobe Reader Document pane” section, later in this chapter, to find out more on the new How To window.











Table 2-2 lists the buttons on each of these toolbars and describes their functions.

Table 2-2 The Toolbars of Adobe Reader 6			
Toolbar	Icon	Name	Use It To . . .
File		Open	Display the Open dialog box.

<i>Toolbar</i>	<i>Icon</i>	<i>Name</i>	<i>Use It To . . .</i>
		Save a Copy	Display the Save a Copy dialog box.
		Print	Open the Print dialog box.
		E-mail	Open your e-mail client and attach the current PDF to a new e-mail.
		Search	Open the Search PDF pane in the How To window.
Basic		Hand tool (H)	Move the PDF document to different areas of the viewing window or of the document itself, depending on your zoom setting; the Hand tool changes to an arrow over menus and buttons, and to a pointing finger over hyperlinks.
		Select Text tool (V)	Select text or images in the document for copying to the Clipboard.
		Snapshot tool	Select text or graphics in the document for copying to the Clipboard by drawing a marquee around your selection.
Zoom		Zoom In tool (Z)	Zoom in on the area that you point to with the magnifying glass icon.
		Actual Size	Resize the zoom magnification setting to 100%.
		Fit in Window	Resize the zoom magnification setting so that you see the entire document.
		Fit Width	Resize the zoom magnification setting so that the width of the document fills the entire Document pane.
		Zoom Out	Decrease the magnification (to see more of the entire document) by set intervals of 25% or less.
		Magnification Level	Display the current magnification level as a percentage of the actual size (100%). To change the magnification, type a number in the Magnification Level text box or select a preset zoom value from the pop-up menu.

(continued)

**Table 2-2 (continued)**

<i>Toolbar</i>	<i>Icon</i>	<i>Name</i>	<i>Use It To . . .</i>
		Zoom In	Increase the magnification (to see more detail and less of the entire document) by set intervals of 25% or less.
Tasks		Read an eBook	Go online to acquire eBooks.
Rotate View		Rotate Clockwise	Reorient the current page by rotating it 90 degrees to the right (clockwise).
		Rotate Counter-clockwise	Reorient the current page by rotating it 90 degrees to the left (counterclockwise).
Navigation		First Page	Jump to the beginning of a multipage document.
		Previous Page	Jump to the previous page in a multipage document.
		Next Page	Jump to the subsequent page in a multipage document.
		Last Page	Jump to the end of a multipage document.
View History		Previous View	Go to the last page you visited.
		Next View	Go back to the page that was current when you clicked the Previous View button.

### ***The Adobe Reader Document pane***

The Adobe Reader Document pane is where your PDF files load for viewing. How much document text and graphics appear in this pane depends upon a number of factors:

- ✓ The size of the pages in the document (displayed in the Page Size indicator in the status bar at the bottom of the Document pane — see Figure 2-4)
- ✓ The size of your computer monitor
- ✓ The current zoom (magnification) setting in Adobe Reader (shown in the Magnification Level button in the Viewing toolbar)



## Musical toolbars

You don't have to leave the five Adobe Reader toolbars in the original arrangement. You can move them to new rows or even move them out of the top area of the screen so that they float on top of the Navigation or Document pane. To move a toolbar, you drag it by its separator bar (the slightly raised vertical bar that appears before the first button in each toolbar). As you drag, a dark outline appears at the mouse pointer until you release the mouse button and plunk the toolbar down in its new position. Note that when you release the toolbar in the Navigation or Document pane area, the Adobe

Reader reshapes the toolbar so that its buttons are no longer in a single row and gives the toolbar its own title bar. You can move the floating toolbar by clicking the title bar and dragging the window to a new location, but you can't change the shape of the toolbar. To close a floating toolbar, click its close button. To dock a floating toolbar, drag it by its title bar until its outline assumes a single-row shape, and then drop it in place. These features also apply to the Navigation toolbar, which is not displayed by default in Adobe Reader or Acrobat 6.

Of these factors, you can change only the current zoom setting either with the buttons in the Viewing toolbar (see Table 2-2) or the options on the View menu. Zoom out to get an overview of the document's layout. Zoom in to make the text large enough to read.



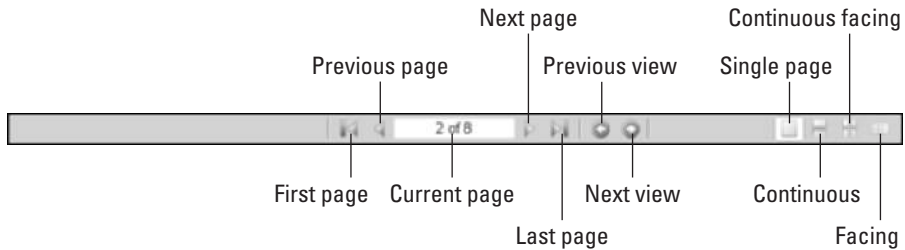
The How To window is a new feature in both Adobe Reader and Acrobat 6 that provides help and dialog boxes for common tasks, displays the online help guide for both programs, and takes up a significant portion of the Document window. To quickly display or hide the How To window in both the Windows and Macintosh versions of Adobe Reader and Acrobat 6, press F4. See Chapter 3 to discover more about the How To window.



The best way to zoom in on some document detail (be it lines of text or a graphic) is to click the Zoom In tool (or press Z, its hot key) and then use the magnifying-glass pointer to draw a bounding box around the desired text or graphic. When you release the mouse button, Adobe Reader zooms in on the selected area so that it takes up the entire width of the Document pane.

At the bottom left of the Document pane, you find the status bar, which gives you valuable information about the current PDF file you're viewing. The status bar also enables you to advance back and forth through the pages and to change how the pages are viewed in the Document pane (the default setting is a single page at a time). Figure 2-4 helps you identify the status bar buttons.

**Figure 2-4:**  
The status bar shows the current page and lets you control the page's view.



### *The Adobe Reader Navigation pane*

The Navigation pane to the left of the Document pane contains four Tab palettes in Adobe Reader 6:

- ✓ **The Bookmarks palette:** Shows the overall structure of the document in an outline form. Note, however, that not all PDF files that you open in Adobe Reader have bookmarks because this is a feature that the author of the document must decide to include prior to or when actually making the PDF file. (See Chapter 4 for more on this topic.)
- ✓ **The Signatures palette:** Displays your digital signature or any others that exist in a PDF document signature form field. (See Chapter 11 for more info on signing and securing PDF documents.)
- ✓ **The Layers palette:** Enables you to view any content layers that the author has inserted, such as headers and footers or watermarks, in the current PDF document. (For more on this new feature, see Chapter 10.)
- ✓ **The Pages palette (formerly the Thumbnails palette):** Shows little representations of each page in the PDF document you're viewing. Note that Adobe Reader generates thumbnails for each page in a PDF document, whether or not the author embedded them at the time when the PDF was made.

Adobe Reader offers you several ways to open and close the Navigation pane (which may or may not be displayed automatically when you first open the PDF file for viewing):

- ✓ If the Navigation Pane is closed, click any of the Navigation Tabs on the left side of the document pane to open the Navigation Pane and display that palette.
- ✓ If the Navigation Pane is open, you can close it by clicking the Close button (X) on the Options bar at the top of the pane.

- ✓ Click the Navigation Pane button (the double-headed arrow) at the beginning of the status bar in the Document pane to open or close the Navigation Pane.
- ✓ Press F6 (Windows or Mac).

Note that you can manually resize the Navigation pane to make it wider or narrower. Position the Hand tool mouse pointer on its border or on the Navigation Pane button at the beginning of the Status bar. When the tool changes to a double-headed arrow, drag right (to make the pane wider) or left (to narrow it). Adobe Reader remembers any width changes that you make to the Navigation pane, so that the pane resumes the last modified size each time you use the Reader.

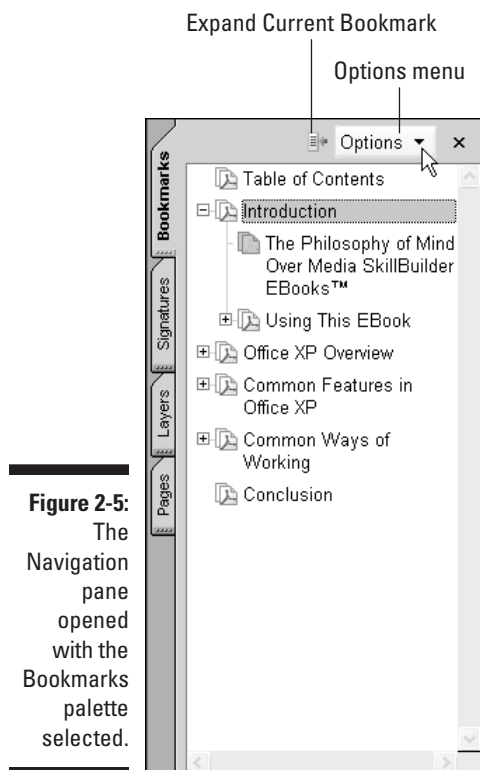


You might be tempted to increase the width of the Navigation pane because it isn't wide enough to display all the text in the headings in the Bookmarks palette. Rather than reduce the precious real estate allotted to the Document pane in order to make all the headings visible, you can read a long heading by hovering the Hand tool mouse pointer over its text. After a second or two, Acrobat displays the entire bookmark heading in a highlighted box that appears on top of the Navigation pane and extends as far as necessary into the Document pane. As soon as you click the bookmark link or move the Hand tool off the bookmark, this highlighted box disappears. You can also choose Wrap Long Bookmarks on the Options menu at the top of the Bookmarks pane which automatically adjusts the width of bookmark text to the current width of the Navigation pane.

### ***Using the Bookmarks palette***

The Bookmarks palette gives you an overview of the various sections in many PDF documents (see Figure 2-5). Adobe Reader indicates the section of the document that is currently being displayed in the Document pane by highlighting the page icon of the corresponding bookmark in the Bookmarks palette.

In some documents you open, the Bookmarks palette will have multiple nested levels (indicating subordinate levels in the document's structure or table of contents). When a Bookmarks palette contains multiple levels, you can expand a part of the outline to display a heading's nested levels by clicking the Expand button that appears in front of its name. In Windows, Expand buttons appear as boxes containing a plus sign. On the Macintosh, Expand buttons appear as shaded triangles pointing to the right. Note that you can also expand the current bookmark by clicking the Expand Current Bookmark button at the top of the Bookmark palette.

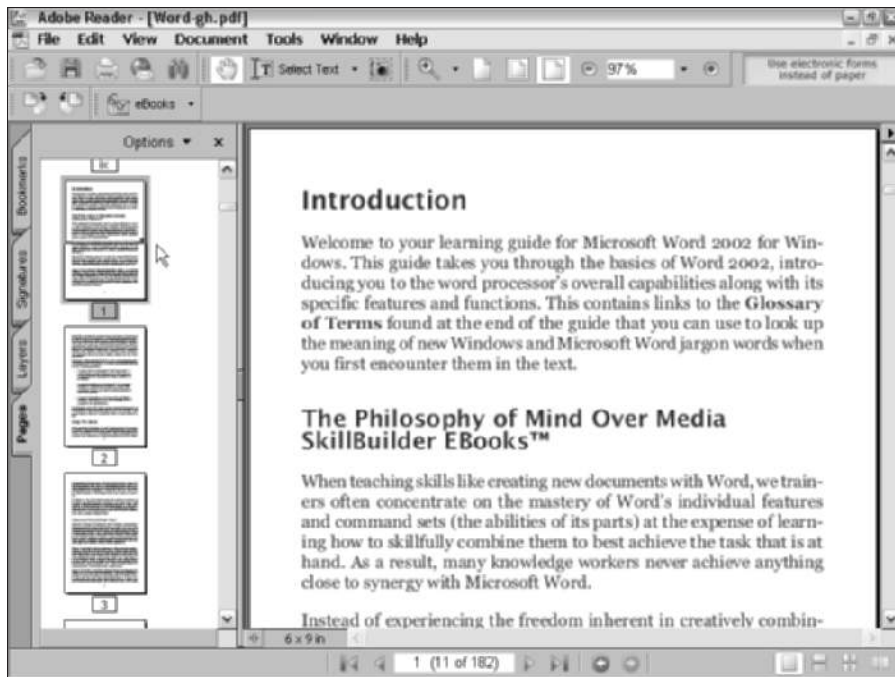


When you expand a particular bookmark heading, all its subordinate topics appear in an indented list in the Bookmarks palette, and the Expand button becomes a Collapse button (indicated by a box with a minus sign in it in Windows and by a downward-pointing shaded triangle on the Mac). To hide the subordinate topics and tighten up the bookmark list, click the topic's Collapse button. You can also collapse all open subordinate topics by selecting Collapse Top-Level Bookmarks on the Options menu.

### *Using the Pages palette*

The Pages palette shows you tiny versions of each page in the PDF document you're viewing in Adobe Reader (see Figure 2-6). You can use the Navigation pane's vertical scroll bar to scroll through these thumbnails to get an overview of the pages in the current document, and sometimes you can even use them to locate the particular page to which you want to go (especially if that page contains a large, distinguishing graphic).

**Figure 2-6:**  
The  
Navigation  
pane  
opened with  
the Pages  
palette  
selected.



Note that Adobe Reader displays the number of each page immediately beneath its thumbnail image in the Pages palette. The program indicates the current page that you're viewing by highlighting its page number underneath the thumbnail. The program also indicates how much of the current page is being displayed in the Document pane on the right with the use of a red outlining box in the current thumbnail (this box appears as just two red lines when the box is stretched as wide as the thumbnail).

You can zoom in and out and scroll up and down through the text of the current page by manipulating the size and position of this red box. To scroll the current page's text up, position the Hand tool on the bottom edge of the box and then drag it downward (and, of course, to scroll the current page's text down, you drag this outline up). To zoom in on the text of the page in the Document pane, position the Hand tool on the sizing handle located in the lower-right corner of the red box (causing it to change to a double-headed diagonal arrow) and then drag the corners of the box to make the box smaller so that less is selected. To zoom out on the page, drag the corner to make the box wider and taller. Of course, if you stretch the outline of the red box so that it's as tall and wide as the thumbnail of the current page, Adobe Reader responds by displaying the entire page in the Document pane, the same as if you selected the Fit in Window view.

By default, Adobe Reader displays what it considers to be large thumbnails (large enough that they must be shown in a single column within the Pages palette). To display more thumbnails in the Pages palette, choose Reduce Page Thumbnails on the Options menu at the top of the Pages palette. When you select this command, the displayed thumbnails are reduced in 33% increments. This means that if you want to reduce the thumbnail display substantially, you have to repeatedly select the Reduce Page Thumbnails command. To increase the size of the thumbnails, choose Enlarge Page Thumbnails on the Options menu.

### Using the Article palette

Acrobat 6 supports a feature called *articles* that enables the author or editor to control the reading order when the PDF document is read online. This feature is useful when reading text that has been set in columns, as are many magazine and newspaper articles, because it enables you to read the text as it goes across columns and pages as though it were set as one continuous column. Otherwise, you end up having to do a lot of zooming in and out and scrolling, and you can easily lose your place.

To see if the PDF file you're reading has any articles defined for it, choose View⇨Navigation Tabs⇨Articles. Doing this opens a floating Articles palette in its own dialog box that lists the names of all the articles defined for the document. If this dialog box is empty, then you know that the PDF document doesn't use articles. Note that you can dock this palette on the Navigation pane and add its tab beneath the one for the Pages palette by dragging the Articles tab displayed in the dialog box and dropping it on the Navigation pane.

To read an article listed on the Articles tab, double-click the article name in the list or click its name in the list and then click the Read Article item on its pop-up menu. The first part of the text defined in the article appears in fit-width viewing mode at the Adobe Reader's default maximum-fit setting, and the mouse pointer changes to a Hand tool with a down arrow on it. After reading the first section of the article, you continue to the next section either by pressing the Enter key (Return on Mac) or by clicking the Hand tool pointer. Adobe Reader indicates when you reach the end of the article by placing a horizontal bar under the arrowhead of the down arrow on the Hand tool. If you then click the Hand tool again or press Enter (or Return), Adobe Reader returns you to the start of the article (indicated by a horizontal bar appearing at the top of the shaft of the down arrow). To return to normal viewing mode after reading an article, click one of the regular viewing buttons on the Zoom toolbar — Actual Size, Fit in Window, or Fit Width — or its corresponding menu option on the View menu (you can even use the View⇨Fit Visible command, which resizes the text and graphics in the document — without page borders — and has no comparable button).



To change the magnification used in reading an article in a PDF file, before you start reading the article, choose Edit⇨Preferences or press Ctrl+K (⌘+K on the Mac). In the Preferences dialog box that appears, click Page Display in the left window, and then select a new magnification setting from the Max Fit Visible Zoom drop-down list. Click OK to close the Preferences dialog box and change the magnification.

## *Navigating PDF documents*

Between the buttons on the Navigation toolbar at the top, the navigation buttons on the status bar, the Bookmarks and Pages palettes in the Navigation pane to the left, and the scroll bars on the Document pane to the right, you have quite a few choices in how you navigate a PDF document in Adobe Reader. The following list describes the most popular ways to move through the pages of a PDF document:

- ✓ **To move a page at a time:** Press the → or ← key, click the Next Page button in the Navigation toolbar or the status bar to move forward, or click the Previous Page button to move back.
- ✓ **To move to the last page:** Press the End key or click the Last Page button in the Navigation toolbar or the status bar.
- ✓ **To move to the first page:** Press the Home key or click the First Page button in the Navigation toolbar or the status bar.
- ✓ **To move to a specific page:** Drag the scroll button in the Document pane's vertical scroll bar until the page number appears in the ScreenTip; click the Current Page indicator in the status bar, type the page number, and press Enter; or scroll to the page's thumbnail in the Pages palette and click it.
- ✓ **To scroll through sections of text (about half a page at a time):** Press the Page Down key (to move forward) or the Page Up key (to move back).
- ✓ **To scroll continuously through the text:** Click and hold down the down (to move forward) and up (to move back) scroll arrows on the vertical scroll bar in the Document pane.

### *Changing the page viewing mode*

Normally, Adobe Reader displays a single page of the PDF document at a time so that when you scroll from the end of one page to the next page, the next page seems to replace the previous one. You can, if you want, change the page viewing mode from single to continuous paging, wherein you see a steady stream of pages as you scroll through the document. To change from

single-page to continuous-page viewing, click the Continuous button on the right side of the status bar or choose View⇨Continuous.

As part of continuous paging, you can also display facing pages (with verso or left-hand pages on the left, and recto or right-hand pages on the right). To display a PDF document with continuous facing pages, click the Continuous - Facing button on the status bar or choose View⇨Page Layout⇨Continuous - Facing. A new addition to the status bar is the Facing button that displays two full pages side by side in the document window.

### *Reading text in full-screen mode*

If you're like me and your computer isn't equipped with a mega-size monitor, you may want to make the most of your screen real estate by viewing the PDF document in full-screen mode. When you switch to full-screen viewing, the program removes all the screen controls, including the menu bar, toolbars, Navigation pane, status bar, and yes, even the ubiquitous Windows taskbar.

To view a PDF document in full-screen mode, press Ctrl+L (⌘+L on the Macintosh), or choose View⇨Full Screen. To get out of full-screen mode and return to your regular viewing settings (replete with menus, toolbars, and so on), press the Escape key (usually marked Esc on your keyboard) or press Ctrl+L again.

Note that when viewing a PDF document in full-screen mode, Adobe Reader always displays a single page at a time (no matter what page viewing mode you were using prior to selecting full-screen mode). Because full-screen mode hides all menus and toolbars, you normally need to rely on keystroke shortcuts to alter the magnification and move through the document text. Here are some of the more useful keystroke shortcuts for doing just that:

- ✓ **Ctrl++ (Ctrl plus the plus key) and Ctrl+- (Ctrl plus the minus key):** Increase magnification by 25% by pressing Ctrl++; decrease magnification by 25% by pressing Ctrl+-.
- ✓ **Ctrl+0:** Select the Fit in Window view.
- ✓ **Ctrl+1:** Select the Actual Size view.
- ✓ **Ctrl+2:** Select the Fit Width view.
- ✓ **Ctrl+3:** Select the Fit Visible view (this enlarges the document so that it takes up as much of the screen width as possible).
- ✓ **Page Down or Ctrl+↓:** Scroll down the text (and move to the next page in the Fit in Window view).
- ✓ **Page Up or Ctrl+↑:** Scroll up the text (to the previous page in the Fit in Window view).

Note that if you use Fit Visible, the view that enlarges the document to the highest degree, you can use the arrow keys to scroll either up, down, left, or right through the document.

### ***Reading text in the fit-visible viewing mode***

Reading a PDF document in full-screen viewing mode is fine as long as you don't mind having to navigate the pages with keystroke shortcuts. If, however, you prefer using the various Adobe Reader screen controls (including the scroll bars and the navigating buttons on the Navigation toolbar and on the Document window status bar), you're out of luck.

To make online viewing as comfortable as possible while still retaining access to the Adobe Reader screen controls, try viewing the document text in the fit-visible viewing mode. This viewing mode is very similar to the fit-width mode, except that it doesn't retain the space for the document's left and right margins, using this margin space instead to further boost the magnification of the document's text and graphics.

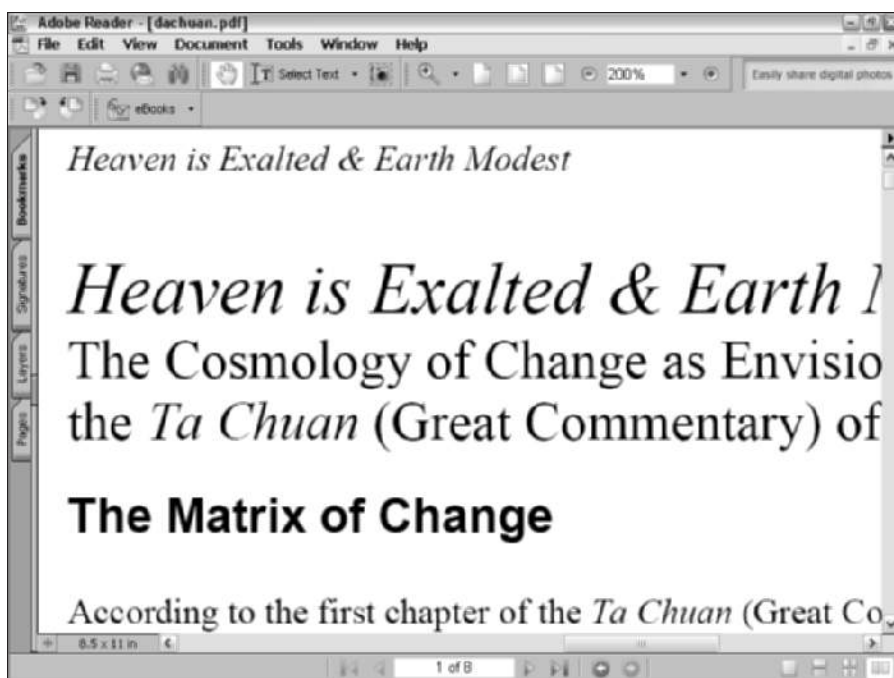
To use this viewing mode, you need to choose View⇨Fit Visible or press Ctrl+3 (⌘+3 on the Macintosh) because the viewing mode does not have a button on the Viewing toolbar. Note that the four page view modes (Fit Page, Actual Size, Fit Width, and Fit Visible) also appear at the bottom of the Zoom toolbar magnification drop-down list.

### ***Reading reflowed text at larger magnifications***

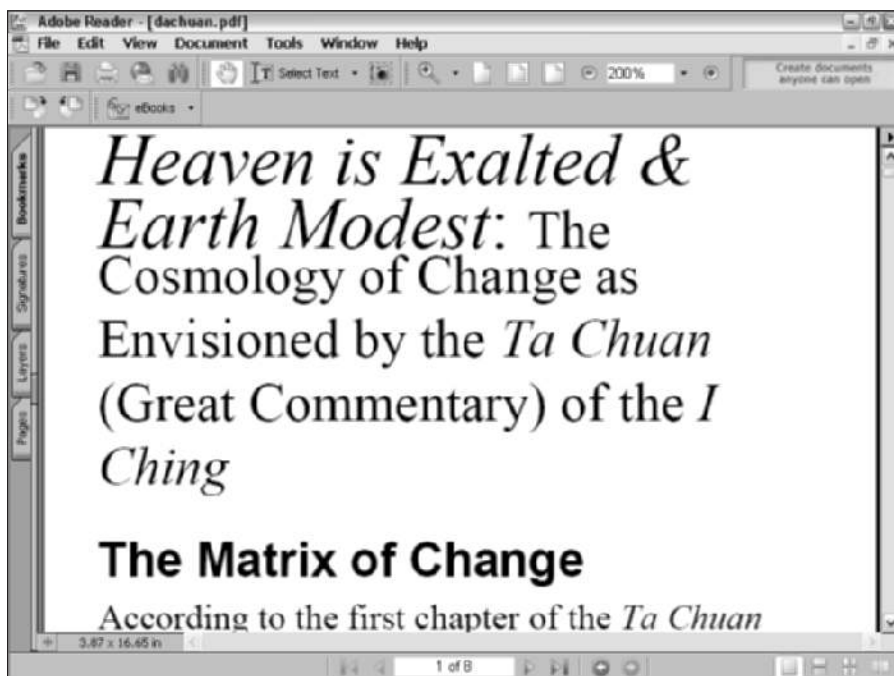
As part of the new accessibility features in Adobe Reader 6, the program is equipped with a Reflow command that you can use to prevent document text from disappearing off the page at larger magnifications. This feature is a god-send for visually impaired users who otherwise wouldn't be able to read the text on the screen at all, and it can be a real boon for anyone, particularly when reading a PDF document that uses especially ornate and decorative fonts that can be very difficult to decipher given the current screen resolution.

Figures 2-7 and 2-8 illustrate how beneficial reflowing the text can be when doing online reading in Adobe Reader 6. In Figure 2-7, I selected the Fit Visible command on the Adobe Reader View menu and then increased the magnification setting to 200%. As you can see, at this magnification, you would have to do a lot of horizontal as well as vertical scrolling to read the text. Figure 2-8 shows what happens when you use the Reflow command by choosing View⇨Reflow. Note how, when this viewing setting is turned on, all the lines of text now fit within the screen width. Although you have to do more vertical scrolling to get through the reflowed text at this magnification, you won't be forced to do any horizontal scrolling at all.

**Figure 2-7:**  
Viewing PDF  
document  
text in  
fit-visible  
mode at  
200%  
magnifi-  
cation.



**Figure 2-8:**  
PDF  
document  
text at  
200%  
magnifi-  
cation after  
reflowing.



## Getting a non-tagged PDF to reflow

Note that the Reflow feature works only on tagged PDF documents that have been prepared with one of the latest versions of an Acrobat Distiller including, of course, the Distiller in Acrobat 6 and PDFMaker for Microsoft Office 2000 and XP (see Chapter 15 for more on tagged files). If the PDF file you're viewing isn't tagged, you can tell right away because the Reflow

command on the View menu is grayed out and not available for use. To convert such a PDF file to a tagged version for use with the Reflow feature with Acrobat 6, choose Advanced→Accessibility→Add Tags to Document (the Accessibility items are available on the Advanced menu when you perform a Complete installation of Acrobat 6).

You can turn on the reflow viewing mode by choosing View→Reflow or by pressing Ctrl+4 (⌘+4 on the Mac). While viewing the PDF document with Reflow turned on, you can increase or decrease the magnification settings, and Adobe Reader will immediately reflow the text to accommodate the increase or decrease in magnification.

To get out of reflow viewing mode, simply select one of the other viewing modes — Actual Size, Fit in Window, Fit Width, or Fit Visible — from the View menu or the Viewing toolbar (remember, Fit Visible is available only on the View menu). When you select one of these other viewing modes, Adobe Reader automatically reduces the magnification setting to accommodate the text in the mode.

### *Using bookmarks to locate a particular spot in the document*

Instead of just aimlessly scrolling through the PDF text, you may want to find a particular place in the text. If the document has bookmarks, you can often use their links to go right to the spot you want. Simply display the Bookmarks palette in the Navigation pane, expand the topic of interest, and then click the heading at which you want to start reading. When you click a bookmark link, Adobe Reader displays that heading in the Document pane.



If you scroll through the text of a PDF document in the Document pane and then decide that you want to find your place in the bookmarks, click the Reveals Bookmark for the Current Page button (the one with the arrow pointing toward the tiny sheet of paper) located to the immediate left of the Options menu at the top of the Bookmarks palette. When you click this button, Adobe Reader highlights the bookmark in the Bookmarks palette corresponding to the heading closest to your place in the text displayed in the Document pane.

***Using Search to locate a particular spot in the document***

If your document doesn't have bookmarks (and not all PDF files do), you can use the Adobe Reader (Full version only) Search function to search for a heading, key term, or identifying phrase. To search for text with the Search feature, click the Search button in the File toolbar or choose Edit→Search to open the Search PDF pane in the How To window. Enter the word or phrase you want to locate in the document in the What Word or Phrase Would You Like to Search For? text box in the Search PDF pane, and then click the Search button or press Enter to search for it in the document. The program then scans the entire document and displays the results in a list box. The word or phrase is highlighted in each occurrence in the Results list, and you can then click the highlighted term to highlight and move to that occurrence in the document. If no matching text is located, you receive a warning dialog box indicating that this is the case.

To find subsequent occurrences after you close the Search dialog box, press Ctrl+G (⌘+G on the Mac). You can use this keystroke shortcut until you reach the final occurrence of the term in the document, at which point the command stops working.

To narrow your search by preventing Adobe Reader from finding matches for your search text within other, longer words (such as the occurrence of *her* in the word *whether*), select the Match Whole Words Only check box in the Search PDF pane before you begin the search. To narrow your search to exact case matches, select the Match Case check box. To search for a term in the Bookmarks or Comments in a PDF file, check the appropriate check boxes. The Search PDF pane also provides two radio buttons that specify where you would like to perform your search. Select the In the Current PDF Document radio button to search the document displayed in the document window or select the All PDF Documents In radio button and then choose a location on your computer or LAN (Local Area Network). You can even select the Search PDFs on the Internet link at the bottom of the pane to perform your search on the Internet. This feature is powered by Google, the well-known Internet search engine, but keep in mind that you are searching across all PDF documents on the Internet, so the time it takes to perform your search depends on your Internet connection speed. For more information on the Adobe Reader/Acrobat 6 Search feature, see Chapter 13.

## ***Perusing PDF Files in Acrobat 6***

It should come as little or no surprise to discover that viewing PDF files in Adobe Acrobat 6 is no different from viewing them in Adobe Reader. After all, the free, giveaway Adobe Reader is simply a trimmed-down version of the full-fledged, must-be-purchased Acrobat 6, lacking all Acrobat's editing tools (they being what you pay for) but none of the browsing tools.

This means that if you have Acrobat 6 installed on your computer (and I'm assuming that you do or will shortly, otherwise why invest in this book?), you can dispense with Adobe Reader altogether and use Acrobat 6 as your exclusive PDF editing *and* viewing program. Of course, this means that for details on how to view and browse your PDF files in Acrobat 6, you need to back up and read the earlier information on perusing PDF documents in Adobe Reader, because all of it pertains to using Acrobat 6 to view PDF documents. (For information on using Acrobat 6's editing features to create, edit, and proof PDF files that can then be distributed to readers using Adobe Reader, refer to the chapters in Parts II and III of this book.)

## *Reading eBooks with Adobe Reader and Acrobat 6*

Adobe has added eBook support to their new releases of Acrobat 6 and Adobe Reader. By *support*, I mean that you can use either program to log onto secure eBook servers, purchase and download eBooks that are encrypted so that authors and publishers are protected with respect to copyrights, and even migrate your old Adobe Acrobat eBook Reader library to the new Acrobat Bookshelf feature. These enhancements mark the end of the Adobe Acrobat eBook Reader program, which has been discontinued (the name was too long anyway). The following sections show you how to use Adobe Reader or Acrobat 6 to specifically read Adobe eBooks.



If you are using the Basic version of Adobe Reader, you must go online and download the eBooks plug-in in order to access My Bookshelf and use eBooks. To get the plug-in, choose Help⇨Updates and in the Adobe Reader plug-ins page choose the eBooks package and click Update. The plug-in is downloaded and automatically installed in your Basic version of Adobe Reader.

### *I want my DRM*

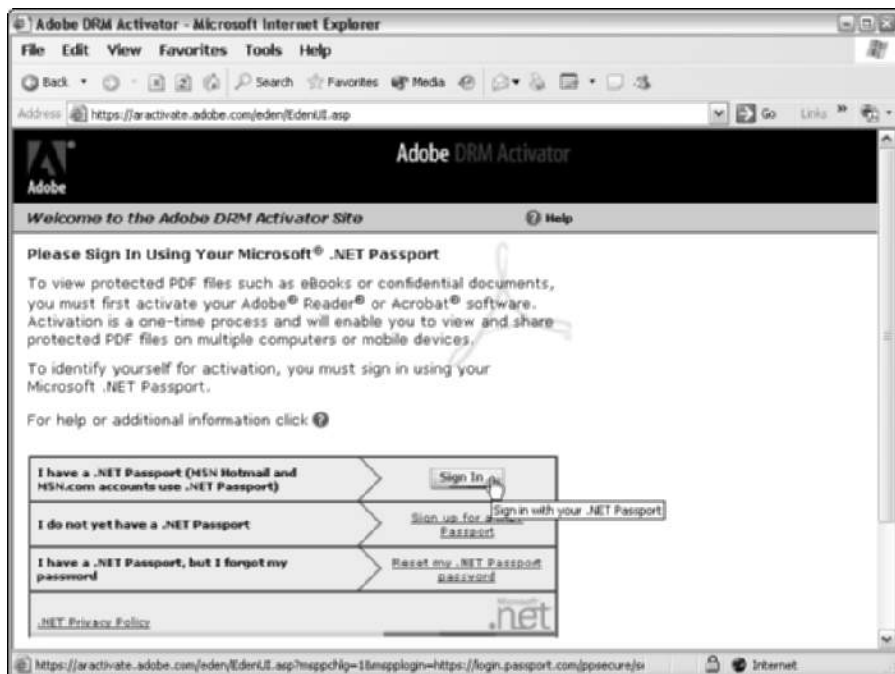
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Adobe allows you to activate Acrobat or Adobe Reader on *only* two devices: a computer and a PDA (Personal Digital Assistant) running Palm OS. The computer can be a desktop or laptop and the limitation applies to cross-platform machines — so if you have both Windows and Macintosh computers, you have to decide which platform you want to use for eBook consumption. Consider these choices carefully because it's a one shot deal. If you know you want to read eBooks on your desktop computer, activate your desktop of choice. If you plan on reading eBooks while traveling with a laptop, make sure to activate that machine. Again, you can only activate one of your computers!

## Using the Adobe DRM Activator

Adobe makes it a snap to perform this very important eBook DRM business through My Bookshelf in both Adobe Reader and Acrobat 6. As I mentioned earlier, My Bookshelf is a separate module that replaces the Adobe Acrobat eBook Reader Library and can be accessed by either Acrobat 6 or Adobe Reader. To do so, choose File→My Bookshelf. The first time you open My Bookshelf, an Alert box appears, suggesting that you go online to activate a DRM account. Click OK in this alert box to open your browser and go to the Adobe DRM Activator Web page, as shown in Figure 2-9.



**Figure 2-9:**  
The Adobe  
DRM  
Activator  
Web site.

The Adobe DRM Activator site uses Microsoft's .NET Passport service to create an online identity for you when performing secure transactions on the Internet. If you don't have a .NET Passport you can click the I Do Not Yet Have a .NET Passport link and easily register yourself. Note that you also have the option of signing into the Adobe DRM Activator using your Adobe ID (acquired if you've ever done business at the Adobe Store online). Scroll to the very bottom of the Web page (it's not shown in Figure 2-9) and click the tiny I Prefer Not to Sign in Using Microsoft .NET Passport link. With ID in hand, follow these steps to activate your computer or Palm OS device:

**1. Click the Sign In button.**

A new page appears with a form for signing into the Adobe DRM Activator.

**2. Fill in the E-Mail Address and Password text boxes then click the Sign In button on this page.**

After signing in, the Adobe DRM Activator page appears where you can perform three important functions: activate Adobe Reader or Acrobat, activate Adobe Reader on your Palm OS device, and migrate eBooks from the Adobe Acrobat eBook Reader (both Windows and Macintosh versions of the eBook Migration Utility are provided).

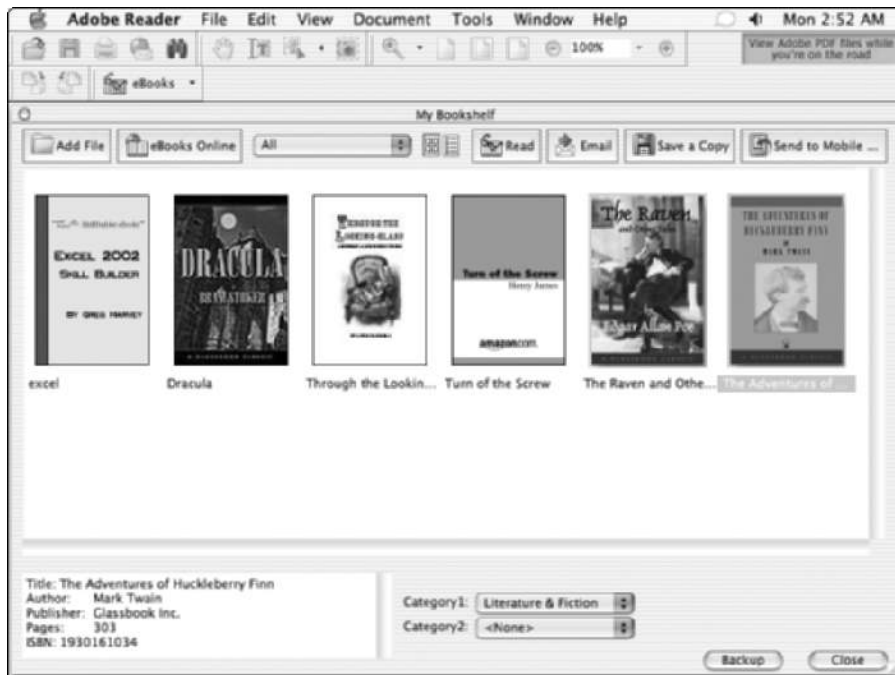
**3. Click the Activate or Activate Palm OS Device button.**

After clicking the desired Activate button, a lot of behind the scenes digital tinkering occurs between the DRM Activator and your computer or Palm device that results in an alert box telling you Adobe Reader or Acrobat has been successfully activated. You can now start using My Bookshelf to purchase and download eBooks.

You can access the Adobe DRM Activator page to perform any of its functions at any time by choosing Tools⇨eBook Web Services⇨Adobe DRM Activator in Adobe Reader, or by choosing Advanced⇨eBook Web Services⇨Adobe DRM Activator in Acrobat 6. On the eBook Web Services submenu, you also find the Adobe eBook Central command that takes you online to Adobe's eBook Web site, where you can get all manner of eBook information and support, access online booksellers, and even find out how to use online lending libraries or create your own lending library using Adobe's Content Server software.

## *Dusting Off My Bookshelf*

My Bookshelf, similar to the one shown in Figure 2-10, is a separate module used to access and organize your Adobe eBook collection. You can open My Bookshelf in either Adobe Reader or Acrobat 6 by choosing File⇨My Bookshelf or by selecting My Bookshelf on the Read an eBook drop-down list on the Tasks toolbar. Whichever program you use (either Adobe Reader or Acrobat 6) to open My Bookshelf is the program that is used to view selected eBooks.



**Figure 2-10:**  
Viewing  
an eBook  
collection  
in My  
Bookshelf.

As you can see in Figure 2-10, My Bookshelf displays collected eBooks as individual thumbnails for each book in the display area. You can use My Bookshelf as a repository for regular PDF files as well as eBooks. When you select an eBook, its vital statistics appear in a window in the lower-left corner of My Bookshelf. To open an eBook or PDF document you've added to My Bookshelf and view it in Adobe Reader or Acrobat 6, double-click its thumbnail display. At the top of My Bookshelf is a button bar with the following buttons and functions:

- ✓ **Add File:** Use this button to add a PDF document to My Bookshelf. After clicking the button, browse for the desired PDF and click OK. You can then access and manage the file in the same manner as eBooks.
- ✓ **eBooks Online:** Use this to go online to the Adobe eBook Central Web site and from there navigate to the Adobe eBook Mall, where you can purchase or borrow eBooks from the online Lending Library.
- ✓ **Categories:** Use this drop-down list to sort the display of eBooks in My Bookshelf by either All eBooks, All Documents, or any of six default categories provided such as Fiction, History, Romance, and so on. You can also choose Edit Categories on this drop-down list to create custom categories, as well as delete categories in the Bookshelf Categories

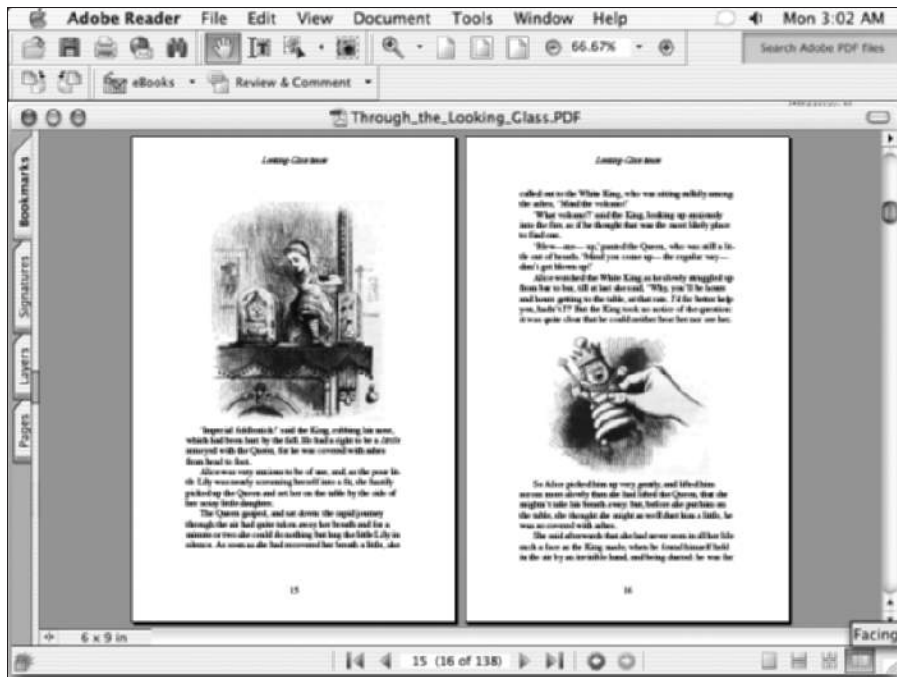
dialog box. To assign a category to an eBook or document, select the item in the My Bookshelf display window, and then choose up to two categories in the drop-down lists provided at the bottom of the My Bookshelf window.

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- ✓ **Save a Copy:** Click this button to create and save a copy of an eBook in a directory on your hard drive. Restrictions on the ability to copy or the number of copies that can be made are set forth in the individual eBook permissions. See the “Viewing eBook permissions” section, later in this chapter, for more information.
- ✓ **Send to Mobile Device:** Use this button to transfer an encrypted copy of an eBook to a Palm OS hand-held device. You must have a DRM activated installation of Adobe Reader for Palm OS on the destination handheld in order to transfer and view a purchased eBook on it. You can’t use this button to transfer regular PDF files to a Palm device. Use your Palm Hot Sync software instead. **Note:** This button appears automatically in My Bookshelf only if you have a Palm device cradle attached to your computer when you install Acrobat 6 or Adobe Reader.

### *Viewing Adobe eBooks*

When reading an eBook in Acrobat 6 or Adobe Reader, you use the same viewing and navigational tools (including keyboard shortcuts) that you use when viewing regular PDF documents. In addition, Adobe has added a new viewing mode, called Facing mode, that is particularly well-suited to reading eBooks. Facing mode presents two eBook or PDF document pages at a time side by side in the document window, emulating the look of an opened book. Figure 2-11 shows an eBook viewed in Facing mode. The normal viewing modes found on the View menu (Actual Size, Fit Page, and so on) can be applied to pages viewed in Facing mode. Paging through an eBook is easily accomplished via the navigational buttons found on the status bar at the bottom of the document window.

**Figure 2-11:**  
Using  
Facing  
mode to  
view an  
eBook in  
Adobe  
Reader.



Adobe has also added two features to Acrobat 6 and Adobe Reader. The new automatic scrolling makes it easier to scan through pages in an eBook, and the new Read Out Loud feature enhances accessibility for visually impaired readers by reading eBook or PDF document text out loud.

To use automatic scrolling, choose **View** ⇨ **Automatically Scroll**. The document window begins a continuous vertical scroll to the end of the document. To momentarily stop the scrolling, click and hold the mouse button. Releasing the mouse button continues automatic scrolling. To completely halt automatic scrolling, press **Esc** before the end of the document. Note that there is no control over scrolling speed and the scrolling movement blurs the text and degrades readability somewhat. This feature is best used to scan for a particular place in an eBook where you want to start reading.

The Read Out Loud (formerly Read Aloud in the Adobe Acrobat eBook Reader) uses your Windows or Macintosh speech engine to read an eBook or PDF document text out loud through your computer speakers. To use Read Out Loud, choose **View** ⇨ **Read Out Loud**, and then choose either **Read This Page Only**, or **Read to the End of Document** on the Read Out Loud context menu. This context menu also provides **Pause** and **Stop** commands for the Read Out Loud feature. To specify the default voice, volume, and speech attributes, choose **Edit** ⇨ **Preferences**, and then select **Reading** in the list box in the Preferences dialog box. In the Reading palette that appears, specify options in the Read Out Loud Options area.

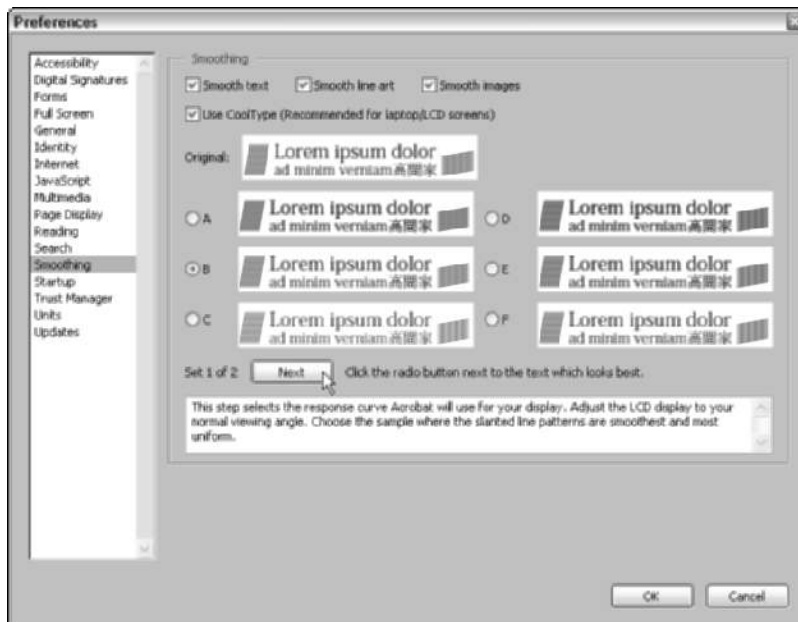


When you're reading an eBook, you can look up the definitions of words using the Select Text tool. Choose the Select Text tool on the Basic toolbar and drag to select a single word in an eBook or PDF document, and then right-click and choose Look Up "selected word" on the context menu. Acrobat automatically takes you online to Dictionary.com and instantly looks up the definition of your selected word on that Web site. This feature is especially handy if you're blessed with broadband (always on) Internet access. If you've only got dial-up access to the Web, it's probably quicker to use the old fashioned method — grab your dog-eared copy of Webster's and look the word up yourself.

### *Improving readability*

You can utilize Adobe's CoolType technology to improve the on-screen readability of eBooks and other PDF documents. CoolType is a font and image smoothing process that increases the contrast of text and images on their background. The technology works particularly well on flat-screen LCD computer monitors or handheld devices. To adjust CoolType settings, follow these steps:

1. Choose **Edit→Preferences (Acrobat→Preferences on Mac)** to open the **Preferences** dialog box.
2. Select **Smoothing** in the list box to display the **Smoothing** palette, as shown in **Figure 2-12**.
3. Select the **Use CoolType (Recommended for Laptops/LCD Screens)** check box.



**Figure 2-12:**  
Specifying  
CoolType  
settings to  
improve  
eBook  
readability.

4. Select one of the example radio buttons (A-F) that is most readable on your monitor, and then click the Next button.
5. Select one of the example radio buttons (A-D) that is most readable on your monitor, and then click OK to save your CoolType settings.

Note that you can also experiment with readability settings for the type of content you're viewing by selecting different combinations of the Smooth Text, Smooth Line Art, and Smooth Images check boxes in the Preferences dialog box.

### *Viewing eBook permissions*

All Adobe eBooks you purchase and download have permissions built in as part of their DRM (Digital Rights Management) architecture. These permissions are set by the publisher of the eBook and specify how many times you can print and copy an eBook, as well as the eBook expiration date. To view permissions set for a particular eBook, open the eBook from My Bookshelf and choose File⇨Document Properties. In the Document Properties dialog box that appears, choose Security in the list box to display the Security settings for your selected eBook.

### *Migrating eBooks from Adobe Acrobat eBook Reader*

Adobe provides a utility on the DRM Activator Web site that enables you to migrate eBooks you've previously purchased using the Adobe Acrobat eBook Reader into My Bookshelf. Note that if you don't use this utility to move previously purchased eBooks into My Bookshelf, you'll have no choice but to use Acrobat eBook Reader in order to access these older books, and because the program has been discontinued, future compatibility is not guaranteed.

To download this valuable utility, go online to the Adobe DRM Activator Web site by choosing Tools⇨eBook Web Services⇨Adobe DRM Activator in Adobe Reader, or by choosing Advanced⇨eBook Web Services⇨Adobe DRM Activator in Acrobat 6. After signing in (see the preceding section, "Using the Adobe DRM Activator"), click the appropriate link on the Adobe DRM Activator Web page (Windows and Macintosh versions of the migration utility are provided) to download the migration utility to your computer. After your selected version of the utility is downloaded, you can run the application to migrate your Adobe Acrobat eBook library to My Bookshelf. Note that when you run this utility, you *cannot* have Adobe Reader or Acrobat 6 open. If either program is open, an alert dialog box will stop the process and tell you to close those programs and run the migration utility again. When the process is finished, your old library eBooks will then be recognized in My Bookshelf.

## *Browsing PDF Files in a Web Browser*

The last way to read PDF files is with your Web browser. In order for your Web browser to be able to open PDF files, it needs a special PDFViewer

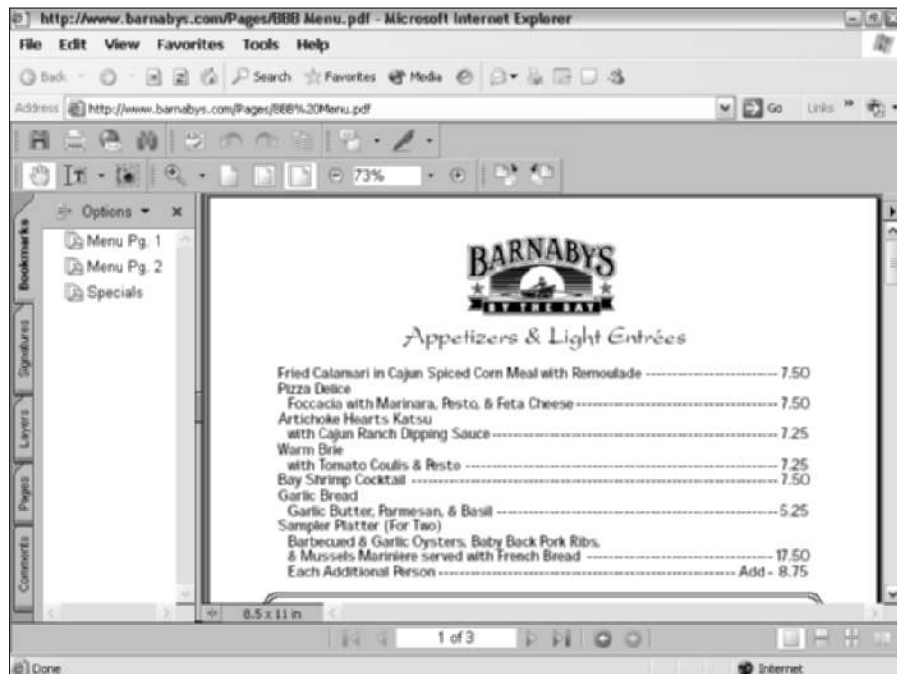
plug-in that is automatically installed when you perform a complete install of Acrobat 6 or download and install the Full version of Adobe Reader on your computer. The programs have a detect and repair feature that automatically checks for the browser plug-in when you launch Acrobat 6 or Adobe Reader 6, so you're sure to get this plug-in one way or another.



The Acrobat 6 PDFViewer plug-in is not supported on browsers running under Mac OS X, though the Acrobat 5 version of the plug-in works perfectly on the Macintosh for OS 9.2.2 and earlier using both Netscape Navigator and Internet Explorer. Adobe has stated that it will make an OS X version of the PDFViewer available in the near future. For now, OS X users must configure their browsers to use Acrobat 6 or Adobe Reader as a helper application in order to download and view PDF files.

Figure 2-13 shows you how Internet Explorer 6 looks when you open a PDF file in it. Note how the Adobe Reader toolbars are integrated into the normal Internet Explorer 6 user interface, along with the Adobe Reader Navigation bar, complete with the palette tabs for Bookmarks and Pages. If you're using Internet Explorer 5.0 or greater as your Web browser, you also get the PDFMaker plug-in, in addition to the PDFViewer plug-in, when you install Acrobat 6. This plug-in adds a Create PDF button to the browser toolbars that allows you to create PDF documents from Web pages you're viewing in the browser.

**Figure 2-13:**  
Opening an  
online PDF  
file for  
viewing in  
Internet  
Explorer 6.0  
on Windows  
XP.



If you have Acrobat 6 (the one you have to buy) installed on your computer instead of just the freebie Adobe Reader, the additional toolbars (Basic Tools, Commenting, and Editing) and palette tabs (Comments and Signatures) not found in Adobe Reader are also added to the Web browser's user interface.



You can save a copy of the PDF document that you're viewing online with the Web browser to your hard drive by clicking the Saves a Copy of the File button (the one with the disk icon at the very beginning of the very first toolbar). In the Save a Copy dialog box that appears, specify the folder where you want the copy saved, and then click the Save button to make the copy. After the PDF document is saved on your hard drive, you can then open it for reading with Acrobat 6 or Adobe Reader.

## Chapter 3

# Getting Acquainted with Acrobat 6

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### *In This Chapter*

- ▶ Finding out ways to start Acrobat 6
  - ▶ Opening and arranging PDF files for viewing and editing
  - ▶ Getting familiar with the Acrobat 6 user interface
  - ▶ Scoping out the Acrobat 6 menus
  - ▶ Becoming familiar with the Acrobat 6 extra toolbars
  - ▶ Getting online help when you need it
  - ▶ Getting familiar with some of the more important keyboard shortcuts
- 

**Y**ou can think of Acrobat 6 as the full-Monty edition of Adobe Reader 6. Adobe Reader acts as the free viewer for the PDF files that you prepare with Acrobat 6 (which will put you back about U.S. \$250 unless you're upgrading from a previous version). As the full-featured Acrobat product goes, its user interface, while similar to a great degree with that of Adobe Reader 6, is still a wee bit more fun-filled and jam-packed than that of Adobe Reader (which is covered at length in Chapter 2).

In this chapter, you find out what makes Acrobat 6 so special that it's worth all the bucks. As part of this orientation process, you start to discover all the ways you can use Acrobat 6 to put your PDF files into the hands of all of those freeloaders using Adobe Reader.

## *Launching Acrobat 6*

When you install Acrobat 6 on a Windows computer, the installer automatically puts a shortcut to the program on the desktop called Adobe Acrobat 6.0. To launch Acrobat 6, double-click this shortcut, or if you have a PDF file you want to edit with the program, drag its file icon onto this shortcut or double-click the PDF file icon to start Acrobat and open the file for editing. You can also launch the program from the Start menu by choosing Start⇨Programs⇨Adobe Acrobat 6.0 (in Windows XP, choose Start⇨All Programs⇨Adobe Acrobat 6.0).

If you plan on using Acrobat regularly, you should add an Adobe Acrobat 6.0 button to the Quick Launch toolbar on the Windows Taskbar. That way, you can launch the program from the Windows Taskbar with a single click of the Acrobat button, even when another application program is running full-screen. To add an Adobe Acrobat 6.0 button to your Quick Launch toolbar, simply drag the Adobe Acrobat 6.0 desktop shortcut to the place on the Quick Launch toolbar where you want the Adobe Acrobat 6.0 button to appear, and then release the mouse button. Note that the Quick Launch feature does not appear by default on the Windows XP Taskbar. To enable this feature, right-click the Taskbar, choose Properties, and select the Show Quick Launch check box in the Taskbar and Start Menu Properties dialog box.

You can easily add an Acrobat 6.0 alias to the Dock in the Macintosh OS X by following these steps:

- 1. Open Acrobat 6 by double-clicking its icon in the Applications folder.**
- 2. Right-click if you have a two-button mouse (when will Steve Jobs get a clue about single-button mice?) or  $\mathbb{C}$ +click the Acrobat icon on the Dock and choose Keep in Dock on the context menu that appears.**

After creating an Acrobat 6.0 alias on the Dock, you can launch the program by clicking the program icon on the Dock, or you can launch it and open a PDF file for editing by dragging its file icon and dropping it on the same program icon.

## *Opening PDF files for viewing or editing*



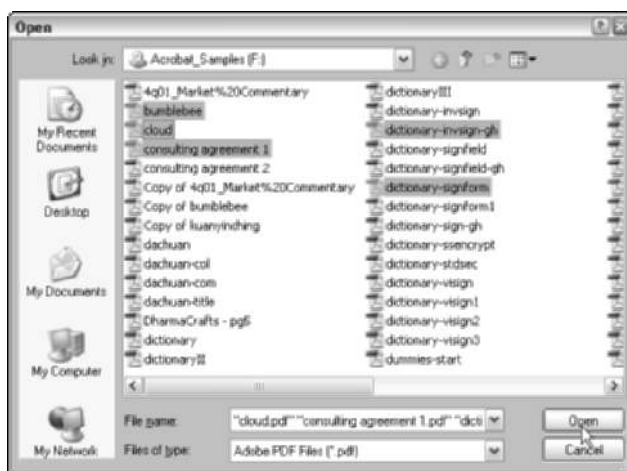
Acrobat 6 and the Adobe Reader 6 enable you to open multiple PDF files at a time. The easiest way to open more than one PDF file is from the Open dialog box, which you can display by choosing File→Open on the Acrobat menu, by clicking the Open button (the very first button on the File toolbar), or by pressing Ctrl+O ( $\mathbb{C}$ +O on the Macintosh).

In the Open dialog box, first select the folder that contains the PDF files you want to open, and then select the multiple PDF files using one of the following methods:

- ✓ To select a cluster of files, lasso them by dragging a bounding box around the group with the Arrowhead mouse pointer (Windows only).
- ✓ To select a bunch of files in a single column or row, click the first one to select it and then hold down Shift when you click the last one.
- ✓ To select individual files not all in a cluster, single column, or single row, hold down the Ctrl ( $\mathbb{C}$  on the Mac) key as you click each file icon or name.

Figure 3-1 shows the Open dialog box in Windows after selecting several individual PDF files for opening in Acrobat 6. When you click the Open button after selecting multiple files for opening, all the selected files open in Acrobat in alphabetical order by filename, although only the one whose filename is last in this sequence is actually displayed in Acrobat's document window.

**Figure 3-1:**  
Selecting  
multiple PDF  
files to open  
in Acrobat 6.



To display one of the files that's currently open but not visible on the screen in the Acrobat document window, choose Window on the Acrobat menu bar and then type the number or click the name of that PDF file displayed at the bottom of the Window menu.

## *Arranging open PDF files in the Acrobat window*

When you're working with more than one file in Acrobat, you can use the Tile or Cascade options on the Window menu to display part of all the open files in the Acrobat document window. You have a choice between two tiling options, Horizontally or Vertically. When you choose Window⇨Tile⇨Horizontally, Acrobat arranges the open document windows one on top of the other. When you choose Window⇨Tile⇨Vertically, Acrobat arranges the open document windows side by side.

Generally speaking, vertical tiling is usually more useful than horizontal tiling, given that computer monitors are wider than they are tall, so that when you place them side by side, you can see more of the document's text

and graphics. Tiling is very useful when you want to copy text and graphics from one PDF document to another using the drag-and-drop method.

When you choose Window⇨Cascade, Acrobat arranges the open document windows in a cascade. When you cascade the open document windows, the title bars and the tabs of the palettes on the Navigation pane are visible for all the files, although you can only see part of the contents of the first file (that is, alphabetically speaking). To bring a different PDF file to the front, simply click its title bar. The cascade arrangement is useful when you need to see all the names of the PDF files that are open and you want to copy text and graphics using the Copy and Paste commands.

To end a tiled or cascading window arrangement, click the Maximize button on the active document (the one whose title bar is highlighted and its file-name is not grayed out). As soon as you maximize the active PDF document window in Acrobat in Windows, all the other document windows are automatically maximized as well. In Acrobat on the Mac, however, this is not the case, and you must still manually maximize the other document windows when you activate them.



When you have a number of PDF files open at the same time in Acrobat, their document titles are listed at the bottom of the Window menu on the Acrobat menu bar. To select a file and make it current in the document window, choose its name on the Window menu or press Alt+W and then the keyboard shortcut number that appears next to the document title on the Window menu.

## *Closing open PDF files*

Of course, you can close any document open on the Acrobat screen by clicking its Close button, by choosing File⇨Close, or by pressing Ctrl+W (⌘+W on the Mac). When you have multiple files open in a tiled or cascading arrangement in Acrobat, you have to be cognizant of which file is active when you close it, or you can end up accidentally closing a file that you still want to use.

To activate a particular document for closing (or editing, for that matter) when ordered in a tiled or cascading arrangement, click its title bar to highlight the title bar and activate the document window (on Acrobat in Windows, you can do this by pressing Ctrl+F6) or select its filename on the Window menu.



Acrobat 6 has a very useful menu command, Window⇨Close All, that you can use to close all the document windows that you have open at that time. Of course, Acrobat stops and prompts you to save changes to any file or files in the group it's closing in which you have edits that have yet to be saved.

## *Getting Comfy with the Acrobat 6 Interface*

Adobe has given quite a makeover to the Acrobat 6 UI (User Interface) and feature set. For the most part, the improvements entail adding depth to features that were already present in Acrobat 5 and reorganizing menus and toolbars in a more intuitive fashion. While the initial effect may be disconcerting to “old school” users of Acrobat, the enhanced usability quickly becomes apparent. Because Adobe Reader 6 is essentially a watered-down version of Acrobat 6, you’re already good friends with the basic interface enhancements if you’ve read the sections pertaining to viewing files with the Adobe Reader 6 in Chapter 2. If you skipped over that material, you may want to give it a quick look before reading the Acrobat 6-specific stuff in the following sections of this chapter.

Acrobat 6, despite its obvious similarity with Adobe Reader 6 in terms of viewing and navigating PDF documents, offers you a much richer interface with which to work, given its ability to both generate and edit PDF files. In the remaining sections of this chapter, you find important information about the features in the Acrobat 6 interface that make the program the powerful PDF generating and editing tool that it is.

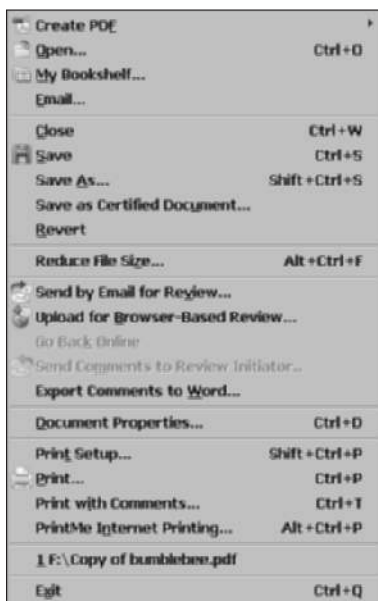
### *What’s good on the Acrobat 6 menus today?*

The Acrobat 6 menus (File, Edit, View, Document, Tools, Advanced, Window, and Help) contain all the commands found on the Adobe Reader 6 menus; however, the items in the Acrobat 6 menus vary greatly from those found on Adobe Reader. The variance is due to the fact that Acrobat 6 has many more commands than Adobe Reader 6; in addition, Acrobat 6 sports a new Advanced menu (Adobe Reader does not have this menu) that contains many of the commands currently sprinkled throughout the Adobe Reader 6 menu set. You find, even in cases where the menu items seem to match exactly between the programs, that the options offered on the Acrobat 6 menus are either more numerous or their functions are tailored specifically to suit the program’s editing abilities. The follow sections give you a menu-by-menu description of the most salient Acrobat 6 menu items.

#### *Fun stuff on the File menu*

The File menu in Acrobat 6 (shown in Figure 3-2) is home to the common command items for opening, closing, and saving PDF files. Because you can

edit PDF files in Acrobat 6, this menu contains a Save option for saving editing changes, as well as a Save As command for renaming, saving copies, and changing file formats (Adobe Reader 6 has only a Save as Copy command that enables users to save to disk a copy of the PDF document that they're viewing, and a Save as Text command that converts the current PDF file to Rich Text Format). Acrobat 6 also lets you use the Save as Certified Document command to vouch for the contents of a document by digitally signing it. (See Chapter 11 for more on Certified documents.)



**Figure 3-2:**  
Examining  
the File  
menu in  
Acrobat 6.

Among the items for opening, closing, and saving files and the standard print (Page Setup and Print) and exiting commands (Exit on Windows and Quit on the Mac), are various new File menu commands categorized in the following areas:

- **PDF Creation/Viewing:** Use the Create PDF command to easily create a new PDF file from either another file, multiple files, your scanner, a Web Page, or an item in the Clipboard. Choosing any of the commands on the Create PDF submenu opens a dialog box that enables you to select your source items for PDF creation. The My Bookshelf command lets you access your Adobe eBook library and read eBooks within Acrobat 6. The new support for EBX encryption that Adobe uses to secure its eBooks, previously available only in the Acrobat eBook Reader, is also supported in the Adobe Reader 6 Full version.

- ✓ **E-mail:** Use the E-mail command to open your default e-mail program and attach the current PDF document to a new message. You can also use the Send by E-mail for Review command to initiate an e-mail review of the current PDF document. Choosing the command opens a dialog box where you enter a return e-mail address that reviewers will use to send Comments from a review of an attached PDF back to you. The e-mail address you enter is saved for future reviews. When reviewers receive and open the PDF file in Acrobat 6, they use the Send Comments to Review Initiator command to send their comments back to you.
- ✓ **Comment/Review:** In addition to sending PDF files for review and receiving comments via e-mail as described in the preceding bullet, you can also use the Upload for Browser-Based Review command (Windows only) to send a PDF file to a specified server on a local network, company intranet, or the Web. Others can then review the online document in their Web browsers and provide comments that are uploaded and stored in an Online Comments Repository that you, as the initiator, can review. You use the Export Comments to Word command to create a Microsoft Word document containing comments attached to the current PDF file. Note that the PDF file must be tagged using the Accessibility options in order to use this command. See Chapter 2 for more on creating tagged PDF files and Chapter 9 for more on annotating and reviewing PDF files.
- ✓ **Printing:** Use the Print with Comments command to select print formatting options for a PDF file and its annotations in the Summarize Options dialog box. Here you choose the page layout, the specific comments and how they are sorted in the printout, and font size of printed comments. The PrintMe Internet Printing command enables you to send the current PDF file to the PrintMe online printing service — a new company offering Mobile and Internet printing that lets any user with Internet access print their documents to any fax machine or PrintMe-enabled printer, regardless of location.



The Reduce File Size command is a much-needed improvement on previous methods of optimizing a PDF document so that it is the smallest possible size. To optimize a PDF file in previous versions of Acrobat, you either used the Save As command (optimizing was accomplished by replacing the current document by saving under the same name), or you used the multi-stepped Optimize command in Acrobat 5. The Reduce File Size command is a simple one-click operation with the added feature of allowing you to set backwards compatibility with earlier versions of Acrobat. Note that if you really like to tinker with all the optimizing options available for reducing the size of a PDF document, you can choose Advanced PDF Optimizer for a look at some truly advanced optimizing options.



Don't forget the very valuable Revert item on the File menu. You can use the File⇨Revert command to dump all the edits that you've made since you last saved your PDF document. Click the Revert button in the alert dialog box that appears, asking you if you want to revert to the previously saved version of the file, and Acrobat opens this last-saved version without bothering to save your edits.

### *Edification on the Edit menu*

The Acrobat 6 Edit menu (shown in Figure 3-3) is pretty standard stuff, with the usual items for undoing and redoing, copying, cutting and pasting, and searching. A new addition to the Edit menu in both Acrobat 6 and Adobe Reader 6 is the Check Spelling command that lets you perform a spell check in the comments and form fields of the current PDF file. The Check Spelling command also enables you to add or delete words in the spell checker custom dictionary by choosing the appropriate command on the Check Spelling submenu. Another new addition to the Edit menu is the Look Up Definition command, which is activated when you open an eBook and gives you the definition of a selected word in the eBook. You'll find that the Acrobat 6 Edit menu mainly differs from the Adobe Reader 6 menu in its inclusion of additional Preferences menu items, and additional general preference settings that you can set for the PDF document you're editing in the Preferences dialog box. You also get the new Add Bookmark command that lets you, oddly enough, add a bookmark to the current PDF document.

**Figure 3-3:**  
Exploring  
the Edit  
menu in  
Acrobat 6.



### *Variations on the View menu*

The View menu (shown in Figure 3-4) is one of the areas that Adobe has completely reworked in Acrobat 6 by altering the UI (User Interface) to improve usability and give a more intuitive feel to the program. For example, the

options for the way the document pages are displayed (single-page, continuous, or continuous with facing pages) in the Acrobat Document window, as well as options for rotating the pages, are now consolidated on submenus under the commands Page Layout and Rotate View. The options for changing the page magnification, page fit, and reflow are all grouped together in the second section of the View menu. In the second-to-last section of this menu, you find items for using, displaying, and hiding a layout grid for aligning graphics and form fields, making those items Snap to Grid, and displaying or hiding Rulers and Guides for graphic and form field layout. (See Chapter 14 to find out more about interactive forms in Acrobat 6.) These menu consolidations create space on the View menu for the following new feature categories:

N <u>avigation</u> T <u>abs</u>	▶
H <u>ow To</u> W <u>indow</u>	F4
T <u>ask</u> B <u>uttons</u>	▶
T <u>oolbars</u>	▶
M <u>enu</u> B <u>ar</u>	F9
Z <u>oom To...</u>	Ctrl+M
A <u>ctual</u> S <u>ize</u>	Ctrl+1
F <u>it</u> P <u>age</u>	Ctrl+0
F <u>it</u> W <u>idth</u>	Ctrl+2
F <u>it</u> V <u>isible</u>	Ctrl+3
R <u>eflow</u>	Ctrl+4
A <u>utomatically</u> S <u>croll</u>	Alt+Ctrl+A
R <u>ead</u> O <u>t</u> L <u>oud</u>	▶
G <u>o</u> T <u>o</u>	▶
P <u>age</u> L <u>ayout</u>	▶
R <u>otate</u> V <u>iew</u>	▶
G <u>rid</u>	Ctrl+U
S <u>nap to</u> G <u>rid</u>	Shift+Ctrl+U
R <u>ulers</u>	Ctrl+R
G <u>uides</u>	
C <u>omments</u>	▶
S <u>how</u> C <u>omments</u> L <u>ist</u>	
R <u>eview</u> T <u>racker</u>	

**Figure 3-4:**  
Visiting the  
View menu  
in Acrobat 6.

✓ **eBooks:** The Automatically Scroll and Read Out Loud options are Acrobat eBook Reader features that Adobe integrated in Acrobat 6 and Adobe Reader 6. These features allow you to automatically scroll down the current document or have your speech-enabled computer read PDF document text out loud. As with the Acrobat eBook Reader, the features work for both eBooks and regular PDF files.

- ✓ **Comment/Review:** At the bottom of the View menu are three options that aid the initiator of a PDF review cycle or the reviewers themselves. The Comments options displays a submenu with over a dozen different criteria that you can use to display reviewer comments, which are pop-up windows that are attached to the current PDF document. Also available are commands to Open and Close these pop-up windows and specify their display in relation to the source document. Use the Show Comments List command to open the Comments tab in a floating window that displays all comments in a list that you can sort, search, change status, and filter. Choose the Review Tracker command to open the Review and Comment pane in the How To window on the right side of the document window. Here you can display and manage comments that different reviewers have attached to the current PDF document. You can also e-mail, remind, and invite more reviewers to the current PDF document review cycle. See Chapter 9 for more info on annotating PDF documents for review purposes.

As if all of these features weren't enough for a single menu, Adobe created five new options for changing the appearance of the Acrobat 6 window and placed them all in the first section of the View menu. On the submenu of the Navigation Tabs command, choose any of the 11 navigation tabs (many of which are normally displayed on the left side of the Acrobat window for viewing in the Navigation Pane) as floating windows. Choose How To Window to display the How To window in the right side of the Acrobat 6 window. On the Task Buttons submenu, you can choose any or all of the six Task Buttons for display in the toolbar area. Choose any of the 13 Acrobat 6 toolbars listed on the Toolbars submenu for display as floating boxes. You can also hide, dock, reset, and lock currently displayed toolbars. Finally, choose Menu Bar to hide the Acrobat Menu bar and give yourself a tiny bit of more space for all of those toolbars.



When using the Menu Bar command to hide the Acrobat 6 Menu bar, you must remember its keystroke shortcut F9 and press it when you want to redisplay the Menu bar. Otherwise, you have to exit the program to get a new Acrobat window with a Menu bar.

### *Delights on the Document menu*

The Document menu in Acrobat 6 (shown in Figure 3-5) is another example of Adobe's efforts to improve the User Interface (UI). The editing command items that affect all the pages in the PDF file that you're editing (such as inserting, replacing, extracting, and deleting pages, as well as commands for cropping and rotating pages) are consolidated on the submenu of the Pages option.

Consolidating all the Page option commands on the Document menu makes room for the following sets of options that are either new features or reshuffled/renamed commands formerly displayed on other menus in Acrobat 5:

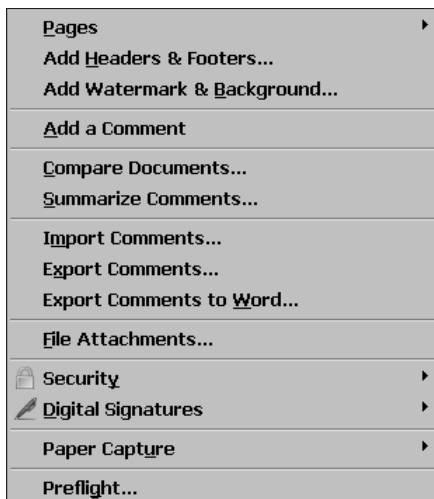
- ✓ **Pages:** Contains commands on a submenu that enable you to Insert, Extract, Replace, Delete, Crop, or Rotate pages in the current PDF document. Choose Set Page Transitions to specify transitions between pages when creating a PDF Presentation. See Chapter 16 for more information.

- ✓ **Add Headers & Footers:** Create, position, and format the text of headers and footers in a PDF file. See Chapter 10 for more information.
- ✓ **Add Watermark and Background:** Select a source image, specify page range, position, appearance, and preview a watermark or background for a PDF file. For more information, see Chapter 10.
- ✓ **Add a Comment:** Annotate a PDF document by inserting a comment.
- ✓ **Compare Documents:** Compare the visual or textual differences in an older and newer version of the same document.
- ✓ **Summarize Documents:** Specify the page layout of a PDF file and its attached comments.
- ✓ **Import/Export Comments:** Import or export comments to and from other PDF files, or export comments in the current PDF document to Microsoft Word.
- ✓ **File Attachments:** Import files that are attached to the current PDF document.
- ✓ **Security:** Restrict the ability to open or edit a PDF file. You can also encrypt a document by using certificates, display restriction, and security levels in the current document. See Chapter 11 for more about security.
- ✓ **Digital Signatures:** Use this command to digitally sign, validate, and create signature fields in a PDF document. See Chapter 11.
- ✓ **Paper Capture:** Apply OCR (Optical Character Recognition) to scanned text files so that you can search the text.
- ✓ **Preflight:** Choose from an extensive list of preflighting profiles so that you can validate the content of a PDF file prior to sending it to press. For more information, see the section on PDF in the press workflow in Chapter 1.

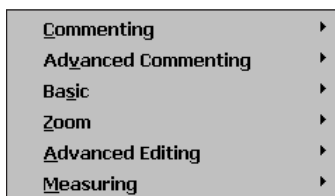
### *Treats on the Tools menu*

The Tools menu is yet another example of Adobe's great effort to consolidate the Acrobat 6 menu items. The veritable smorgasbord of useful tools from Acrobat 5 (not to worry — they've all been reshuffled to various other menus, most notably the View menu) has been removed to make room for the addition of six new tool sets. While the Tools menu is in a dead heat with the Window menu for shortest menu on the bar, as shown in Figure 3-6, its options and submenus (some of these options have five submenus!) give you access to the Basic toolbar set and all the tools that aren't accessible through the default toolbar display in Acrobat 6. For those of you who can't possibly bear the idea of clicking a toolbar button (or would rather not clutter up your Acrobat window with scads of seldom-used tool buttons), this menu is a god-send. Because all the tools on the Tools menu have corresponding toolbar buttons, you can find out about the Basic tools in Chapter 2 and the rest later in this chapter.

**Figure 3-5:**  
Discovering  
the  
Document  
menu in  
Acrobat 6.



**Figure 3-6:**  
Touring the  
Tools menu  
in Acrobat 6.



### *Angst (just kidding) artifice on the Advanced menu*

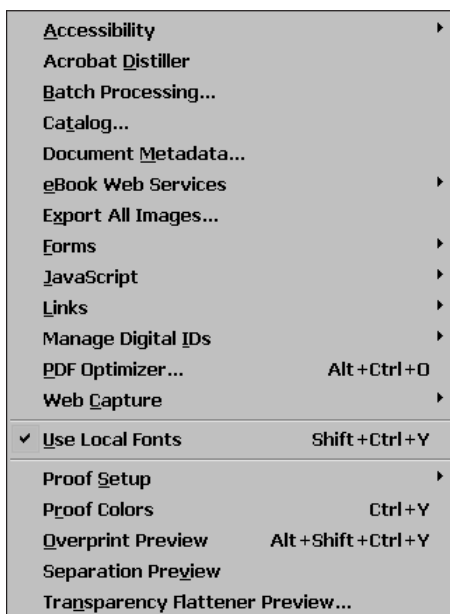
The Advanced menu (shown in Figure 3-7) seems to contain all the more esoteric options formerly sprinkled throughout the Adobe 5 menus, as well as a bevy of new and improved options. Here is your veritable smorgasbord of features. There are so many options that it may be the first time in history a menu (the first section anyway) has been alphabetized. Starting at the top of the Advanced menu, you find the following menu items:

- ✓ **Accessibility:** Enables you to do a Quick Check or Full Check of the current document to see if its structure contains tags for reflowing the document text. If it doesn't, you can choose Add Tags to Document to do so. See Chapter 2 for information on viewing reflowed text in Acrobat.
- ✓ **Acrobat Distiller:** Opens, you guessed it, the Acrobat Distiller. For more on this very important Acrobat component, see Chapter 4.
- ✓ **Batch Processing:** Select or edit one of the many batch processes that enables you to perform particular tasks, such as printing or setting basic security options for a whole bunch of PDF files at one time.

- ✓ **Catalog:** Enables you to create a full-text index of a single PDF document or a collection of PDF documents that can then be searched by using the Search command.
- ✓ **Document Metadata:** Use the Document Metadata command to view and edit the metadata information (such as Title, Author, Description, and so on) that is embedded in the current PDF document.
- ✓ **eBook Web Services:** Use the Adobe eBook Central command to go online to Adobe's eBook Web site. Choosing Adobe DRM Activator logs you on to Adobe's secure servers to create an eBook purchaser account that enables you to download commercial eBooks.
- ✓ **Export All Images:** Lets you extract all the images in the current PDF document as single images in either JPEG, PNG, TIFF, or JPEG2000 file format.
- ✓ **Forms:** Use these commands to perform advanced form use or creation functions. Choose Import Forms Data to bring form data into the current PDF document from another PDF form; choose Export Forms Data to send form data to another PDF form; choose Fields⇨Create Multiple Copies or Fields⇨Duplicate to speed up the process of field creation when building a PDF form; and choose Templates to attach, edit, or delete a Page Template when creating a PDF form. See Chapter 14 for more on creating interactive PDF forms.
- ✓ **JavaScript:** Lets you access Acrobat's JavaScript editor, where you can view, create, edit, and debug JavaScript actions for your PDF forms. See Chapter 14 for more on using JavaScript actions in interactive PDF forms.
- ✓ **Links:** Use the Create from URLs in Document command to convert all the decipherable URLs (Uniform Resource Locators) to active hyperlinks. Use the Remove All Links from Document command to do just that. See Chapter 7 for more on creating links in a PDF document.
- ✓ **Manage Digital IDs:** Use the commands on this menu to view and edit your personal Digital ID, as well as those of others who are referred to in Acrobat as Trusted Identities. See Chapter 11 to discover the ins and outs of securing PDF documents.
- ✓ **PDF Optimizer:** Choose PDF Optimizer to open the PDF Optimizer dialog box, where you can choose from a comprehensive array of options to compress images, embed or remove fonts, and compress, discard, or remove various PDF document features that bulk up its size in order to reduce the size of a PDF document to optimum levels. You can find out all about the PDF Optimizer by clicking Complete Acrobat 6.0 Help in the How To window or by choosing Help⇨Complete Acrobat 6.0 Help to open the Acrobat 6.0 online help guide. In the Contents tab window, choose Publishing in Electronic Formats and then select Optimizing Adobe PDF Files.
- ✓ **Web Capture:** Use this command to convert Web pages from the Internet into PDF documents. See Chapter 7 for more on this excellent Acrobat feature.

Well, that's all the alphabetizing fun I have for you courtesy of Adobe. The bottom sections of the Advanced menu contains these unalphabetized commands:

- ✓ **Use Local Fonts:** This command is turned on by default. When fonts aren't embedded in a PDF file, Acrobat uses font substitutions based on your computer's system fonts. To see how your PDF document will look on a computer that doesn't have your fonts, turn off this feature by clicking the command to remove the check mark. You can then preview how substituted fonts will appear and decide which fonts to embed.
- ✓ **Proof Setup:** This command and its associated commands (Proof Colors, Overprint Preview, Separation Preview, and Transparency Flattener Preview) in the last section of the Advanced menu allow you to setup, proof, and preview color separations and overprints on your computer screen for high-end commercial print output as opposed to printing out hard copy proofs. Keep in mind that the reliability of these features depends on the quality of your monitor, use of ICC profiles for color management, and the ambient lighting of your work environment. If you're a printing business professional, this will all make sense. If not, leave it up to the professionals to develop proofs of your printed PDF document. The Transparency Flattener Preview command lets you preview how transparent graphic object layers will appear when flattened. Note that you must have a Postscript printer to use this option.

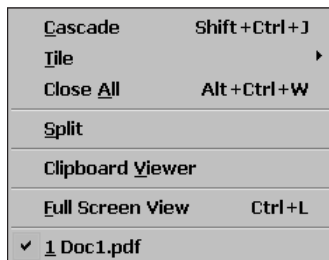


**Figure 3-7:**  
Aiming  
at the  
Advanced  
menu in  
Acrobat 6.

### *Wonders on the Window menu*

The Window menu (shown in Figure 3-8) contains the items you need for arranging and selecting document windows for the PDF files you're editing. See the "Arranging open PDF files in the Acrobat window" section earlier in this chapter for more information. It also contains the Split command that allows you to view the same PDF document in two viewing panes, the Clipboard Viewer for displaying items you've copied to the Clipboard, and Full Screen View for displaying the current document so that it fills your entire monitor and hides all menus, tools, display windows, and navigation control. You can toggle Full Screen View on and off by pressing Ctrl+L (⌘+L on the Mac).

**Figure 3-8:**  
Walking  
through the  
Window  
menu in  
Acrobat 6.

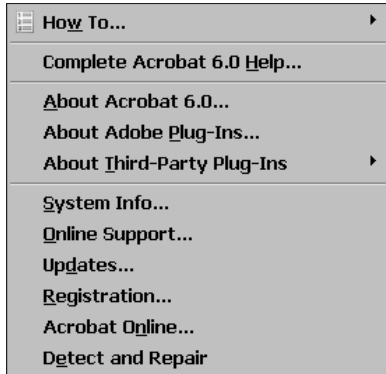


### *Happiness on the Help menu*

The Help menu (shown in Figure 3-9) shows the various options for getting online help with Acrobat 6. The first Help menu item, How To, lets you display the new Acrobat 6 How To window. This help panel, which opens up on the right side of the Acrobat window, is similar to the Microsoft Office Help window. The default set provides links to important help topics, such as Create PDF, Review & Comment, Secure, Sign, and so on. Clicking a link displays the corresponding help topics. You can also access the Complete Acrobat 6.0 Help database and choose whether or not the How To window is displayed when you start Acrobat 6.

The About Adobe Acrobat 6.0 item displays the program splash screen that shows your version number, along with your license information, including your serial number. (You need to click the splash screen to get rid of it, by the way.) The About Adobe Plug-ins command lets you view the presence and status of all plug-ins available in your current Acrobat 6 installation. The About Third-Party Plug-Ins option displays a submenu showing all the third-party (that is, not made by Adobe Systems) plug-ins installed for your copy of Acrobat 6. (Two third-party plug-ins, Preflight and PrintMe Internet Printing, are installed when you first install Acrobat 6 on your computer.)

**Figure 3-9:**  
Helping  
yourself to  
the Help  
menu in  
Acrobat 6.



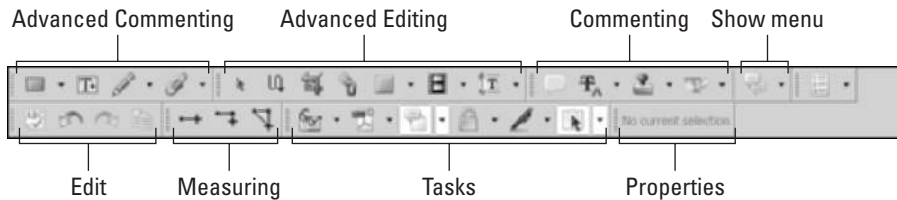
The System Info command creates a report of your current computer system and Acrobat 6 installation, opens your e-mail client, and attaches the report to an e-mail for sending to Adobe Tech Support. The Online Support, Updates, Registration, and Adobe Online commands all launch your Web browser and connect you to the appropriate pages on the Adobe Systems Web site. Choose the Online Registration option to register your copy of Acrobat 6 (of course, you need to do this only once, right after you first install Acrobat 6 on your computer). The Detect and Repair feature starts a Windows or Macintosh diagnostic routine that optimizes Acrobat's performance.







## *Tons o' toolbars!*

Acrobat 6 contains all the toolbars found in Adobe Reader 6 plus seven more: Advanced Commenting, Advanced Editing, Commenting, Edit, How To, Measuring, and Tasks. Figure 3-10 shows these extra toolbars in a custom display without the Acrobat 6 default toolbars. I've docked the extra toolbars in the order they appear on the Toolbars menu for clarity. To see this menu, choose View⇧Toolbars. The seventh toolbar found in Acrobat 6 and not Adobe Reader 6 is the Properties toolbar, which is also shown in Figure 3-10, though not activated. (The Properties toolbar comes alive when you select certain editing tools and allows quick access to that tool's functions.) For a complete rundown on the toolbars and buttons that both Acrobat and Adobe Reader share, see Chapter 2). The buttons on these extra toolbars are designed to give you quick access to every editing tool in Acrobat 6 (which are totally absent from Adobe Reader), and you will undoubtedly make much use of them as you work in the program. Table 3-1 gives a brief description of the function of each of these tools.

**Figure 3-10:**











A custom display of the toolbars used for editing and commenting in Acrobat 6 that don't appear in Adobe Reader 6.









**Table 3-1 The Complete Set of Editing Toolbars in Acrobat 6**

<i>Toolbar</i>	<i>Icon</i>	<i>Tool Name</i>	<i>Use This Tool To . . .</i>
Advanced Commenting		Drawing Markup	Draw rectangles, ovals, clouds, and polygons, as well as lines and arrows. You can also attach notes to these markups.
		Text Box	Mark up your PDF document with comments written in a text box.
		Pencil Markup	Draw freehand markups in your PDF document.
		Attachments	Attach images, sounds, and movies as comments in your PDF document.
Advanced Editing		Select Object	Select objects, such as links, comments, and form fields, in your PDF document.
		Article	Create articles in the document that designate the order in which portions of the text are to be read by using the Article palette in Adobe Reader 6.

(continued)







**Table 3-1 (continued)**

<i>Toolbar</i>	<i>Icon</i>	<i>Tool Name</i>	<i>Use This Tool To . . .</i>
		Crop	Crop pages in the PDF document.
		Link	Create a hyperlink in the PDF document.
		Button	Add form fields and form objects, such as check boxes and buttons, to your PDF document.
		Movie	Insert a digital movie for playback in the PDF document.
		TouchUp Text	Edit portions of the PDF document. Its More Tools button accesses the TouchUp Text, TouchUp Object, and TouchUp Order tools.
Commenting		Note	Annotate text in the PDF document. Its More Tools button accesses the Note, FreeText, Sound Attachment, and File Attachment tools.
		Indicate Text Edits	Mark up text in the PDF document. Use the commands on the pop-up menu to insert, replace, highlight, cross out, or underline text, or to add a note to selected text.
		Stamp	Apply an electronic rubber stamp; Approved, Confidential, Received, and many other stamps in various visual styles are available.
		Highlight Text	Mark up your PDF document with an electronic colored marker. Choose Highlight, Cross-out, or Underline from the button's pop-up menu.
		Show	View comments and change their display. Use the pop-up menu to sort by type, reviewer, and so on. Display or hide pop-up comments and connector lines, and change the alignment of pop-up comments.

<i>Toolbar</i>	<i>Icon</i>	<i>Tool Name</i>	<i>Use This Tool To . . .</i>
Edit		Spell Check Comments and Form Fields	Spell check comments and form fields that you add to a PDF document.
		Undo/Redo	Click these two buttons when you want to undo or redo a change you've made to your PDF document.
		Copy	Copy a selection in the current PDF document to the Clipboard.
How To		How To	Display all the items that appear on the How To window on the pop-up menu on the How To button.
Measuring		Distance	Accurately measure the distance between two points. Click the first point, move the mouse pointer to the second point, and click again. Distance is displayed in the Properties toolbar.
		Perimeter	Accurately measure the distance between multiple points by clicking each point you want to measure and double-clicking the last point. Perimeter distance is displayed in the Properties toolbar.
		Area	Accurately measure the area between line segments that you draw. Click at least two points and then click the first point again. The measurements (shown in square inches) are displayed in the Properties toolbar.
Tasks		eBooks	Open eBook topics in the How To window, go online to purchase eBooks, or display My Bookshelf by choosing an option from this button's pop-up menu.

(continued)

**Table 3-1 (continued)**

<i>Toolbar</i>	<i>Icon</i>	<i>Tool Name</i>	<i>Use This Tool To . . .</i>
		Create PDF	Open the Create PDF topics in the How To window or actually create a PDF from a file, multiple files, a Web page, a clipboard image, or a scanner by choosing an option from this button's pop-up menu.
		Review and Comment	Open the Review and Comment topics in the How To window or use reviewing tools on a PDF document already in a review cycle by choosing an option from this button's pop-up menu.
		Secure	Open the Security Topics in the How To window or Restrict and Encrypt a PDF document or view current security settings by choosing an option from this button's pop-up menu.
		Sign	Open the Signature Topic in the How To window or digitally Sign, Validate, or Create a Blank Signature Field in a PDF document by choosing an option from this button's pop-up menu.
		Advanced Editing	Open the Advanced Editing Topics in the How To window or Hide or Display the Advanced Editing toolbar by choosing an option from this button's pop-up menu.
Properties Bar		Current Tool	Edit properties of certain tools or objects, such as links, media clips, measuring tools, and bookmarks. Choose View⇨Toolbars⇨Properties Bar to display the floating toolbar.
Zoom		Loupe	Displays the Loupe Tool window where you view specific areas of a PDF document under high magnification using the mouse pointer to navigate.

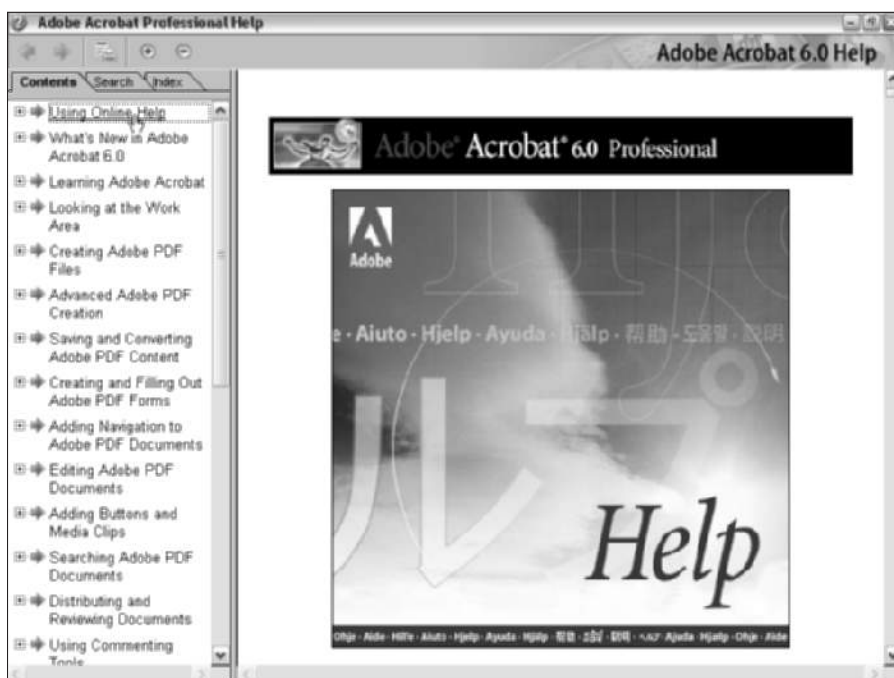
## Getting all the help you need

The Complete Acrobat 6.0 Help guide, as it's now called, is an interactive hypertext application filled with pages and pages of information (it is called *complete*, after all) that you can read online or print out for later and repeated reference. To open the Adobe Acrobat 6 Help file, choose Help⇨ Complete Acrobat 6.0 Help. If you have the How To window open, you can also click the Complete Acrobat 6.0 Help link there.

As shown in Figure 3-11, when the Complete Adobe Acrobat 6.0 Help file opens, it displays a Help splash page in a large document viewing area on the right side of the window and a navigation pane on the left. The navigation pane has three tabs at the top: Contents, Search, and Index. The Contents tab is selected by default and contains a scrolling list of hyperlinked topics highlighted with blue arrows. Clicking one of these headings displays that topic's subheadings in the viewing window. Each topic also has an Expand button (plus sign on Windows, triangle on Mac). Clicking the Expand button next to a Contents topic expands the list to display subtopics that you can click to display the topic information in the viewing window.

**Figure 3-11:**

The Complete Acrobat 6.0 Help application provides online help in Acrobat 6 and Adobe Reader 6.



The Search tab enables you to enter search criteria in the Find Pages Containing text box. Enter your text and click the Search button. Results are displayed in the scrolling list; you can then click a topic to display its information in the viewing window.

Clicking the Index tab displays each letter, A through Z, with an Expand button next to each letter. To find a help topic by name in the index, click the Expand button in front of the first letter in your help topic to display all the topics in the Help guide that start with that letter. For example, to find information on using the Find command in Acrobat 6, click the Expand button next to the letter F, and then locate the topic you want in the alphabetical list under F. You can also use the Show drop-down list to choose one letter and display all the topics for that one letter in the navigation pane. Clicking any of these links displays their information in the viewing window. Note that many of the articles in the Help guide contain links that, when clicked, take you to related topics.

## *Viewing the How To window*

Adobe Acrobat 6 and Adobe Reader 6 provide a new feature, called the How To window, that supplements the Complete Acrobat 6.0 Help guide. The How To window appears by default in Acrobat 6 on the right side of the screen, but you have to manually open it in Adobe Reader 6 by choosing View⇨ How To Window or by pressing F4.

The How To window, shown in Figure 3-12, gives you quick access to a number of everyday tasks you might perform in Acrobat 6. For example, clicking the Create PDF heading displays a list of links to every method of creating a PDF file in Acrobat 6. The articles give you quick step-by-step procedures, and related information links appear with many of the articles. At the top of the window is a Home button that takes you back to the How To Homepage (shown in the figure), Back and Forward buttons, and a Hide button to close the display, thus giving you all the navigational tools you need to easily browse the How To database.

You can change where the How To window appears on the screen by right-clicking the How To title bar and choosing Docked Left, Docked Right, or Hide. If you don't want to see the How To window every time you launch Acrobat 6, at the bottom of the How To window, deselect the Show How To Window at Startup check box.



Every button on the Task toolbar (see the “Tons o’ toolbars!” section, earlier in this chapter) has a How To topic on its pop-up menu that corresponds to that task. If you're in the middle of one of these tasks and need a quick reference guide, choose the How To command on the Task button pop-up menu to open the How To window and get some quick help.



**Figure 3-12:** The How To window gives you quick access to help with everyday tasks.

## *Making quick use of keyboard shortcuts*

Acrobat 6 is chock-full of keyboard shortcuts, which is great for a person like me who likes having access to commands directly from the keyboard (it really bugs me to have to keep taking my hand off the keyboard in order to click menu commands and toolbar buttons). The Cheat Sheet card at the front of this book is full of what I consider to be the most important keyboard shortcuts when you use Acrobat 6 on a steady basis. Of course, the Cheat Sheet is designed to tear out of the book so that you can put it up on your bulletin board or keep it close by your keyboard as you work. In this section, I want to say only a few words specifically about using the shortcut keys to select the various tools from the Basic Tools, Zoom, Commenting, Advanced Commenting, Advanced Editing, and Measuring toolbars, which you use extensively in your routine editing of PDF files.



Someone at Adobe decided that the keystrokes documented in the following table were confusing to new users, so the keyboard shortcuts are not activated by default in Acrobat 6 (much to the chagrin of seasoned users, who might think Adobe did away with this valuable feature when they first launch the new

program). To make these keystrokes work, choose Edit→Preferences or press Ctrl+K (Acrobat→Preferences or ⌘+K on Mac) to open the Preferences dialog box. Choose General on the scroll list to display those options in the dialog box, and in the Miscellaneous area, select the Use Single-Key Accelerators to Access Tools check box, and then click OK. Note that when the feature is activated, the ToolTips that appear when you hover the mouse pointer over a button tool show not only the tool's name but its keystroke shortcut, or *single-key accelerators*, as Adobe likes to call them. What'll they think of next?

This section makes a lot more sense if you turn on single-key accelerators, as described in the preceding paragraph. Table 3-2 shows you the shortcut keystrokes for all the tools in Acrobat 6 that use this feature. Note how all the shortcuts are single letters of the alphabet, used alone, without the usual combination key like Ctrl, Alt, or ⌘ on Mac. Note, too, that not all of these letters are mnemonic. (How'd they get N for the Pencil tool and S for the Note tool?)

<b>Table 3-2      Shortcut Keys for Selecting Acrobat 6 Tools</b>		
<b><i>Toolbar</i></b>	<b><i>Tool</i></b>	<b><i>Shortcut Key</i></b>
Basic Tools	Hand	H
	Select Text	V
	Snapshot	G
Zoom	Zoom In	Z
Commenting	Note	S
	Indicate Text Edits	E
	Stamp	K
	Highlight Text	U
Advanced Commenting	Rectangle	D
	Text Box	X
	Pencil	N
	Attach File	J
Advanced Editing	Select Object	R
	Article	A
	Crop	C

<i>Toolbar</i>	<i>Tool</i>	<i>Shortcut Key</i>
	Link	L
	Form	F
	Movie	M
	TouchUp Text	T
Measuring	Distance	B

To select any of the tools on these toolbars, type the letter of its shortcut key. Acrobat then selects the tool on the toolbar (indicated by highlighting the button as though it were depressed), and the mouse pointer changes to the shape associated with the tool you selected. For example, the pointer changes to a magnifying glass when you select the Zoom In or Zoom Out tool, and it changes to an I-beam when you select the TouchUp Text tool.



Many of the Acrobat toolbar buttons have hidden tools that you can view and select by clicking on their associated pop-up menus. When the single-key accelerators feature is turned on, you can cycle through and select these different tools by holding down the Shift key and pressing the keystroke shortcut for the primary (unhidden) tool. For example, the Select Text tool also has the hidden tools Select Table and Select Image. Press V to choose the Select Text tool or hold down the Shift key and tap the letter V to toggle through all three tools in the order that they appear on the pop-up menu. As you cycle through the menu list, each tool icon is highlighted on the toolbar button to indicate that tool is selected.



# Part II

# The Wealth of Ways for Creating PDF Files

## The 5th Wave

By Rich Tennant



## *In this part . . .*

**G**iven the universal nature of the Adobe PDF (Portable Document Format), it should come as little surprise to find out that there are many ways to turn the documents created with the various software programs you use into PDF files. This part of the book introduces you to all the major ways to convert both your electronic and paper documents to PDF files.

In Chapter 4, you encounter the most common ways to turn your electronic documents into PDF files. This chapter includes vital information on the most common ways to convert to PDF, how to customize the settings used in making these conversions, as well as how to automate the conversion process. In Chapter 5, you find out how to turn Microsoft Office documents into PDF files using the PDFMaker 6.0 utility (automatically installed in Word, Excel, and PowerPoint when you install Acrobat 6 on your computer). In Chapter 6, you discover how to convert paper documents into PDF files by scanning them into Acrobat 6. In Chapter 7, you find out how to capture Web pages on your company's intranet or the Internet and save them as PDF files (for later viewing and printing in Acrobat or Adobe Reader). Finally, in Chapter 8, you find out how to print all or part of the PDF files that you make using these many methods.

## Chapter 4

# Distilling PDF Files

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### *In This Chapter*

- ▶ Understanding the common ways to create PDF files
  - ▶ Creating PDF files that fill a variety of functions
  - ▶ Manually distilling PDF files in Acrobat 6
  - ▶ Customizing the Distiller settings
  - ▶ Automating the distilling of PDF files
  - ▶ Using the Adobe PDF Online service to create PDF files
- 

**P**DF files don't grow on trees, but oftentimes it does seem as though they are produced by every piece of software that you use. The first problem is understanding how exactly to go about producing PDF versions of your files, given the software you're using. (See Chapter 5 for details on producing PDFs with Microsoft Office programs and Chapter 10 for details on Acrobat 6's new ability to convert AutoCAD and Microsoft Visio files to PDF.) Then, after you do understand the software's procedure, you still have to understand what settings to apply in the Acrobat Distiller utility to produce exactly the type of PDF file you want.

In this chapter, you find out how to use the Acrobat Distiller (the Distiller utility is included as part of the Acrobat 6 program) to produce the type of PDF files you need. You also discover how to customize the basic settings and automate the PDF distillation process.

## *Common Ways to Create PDF Files*

With the advent of Acrobat 6, Adobe Systems has significantly simplified the process of creating PDF files. In the good old days of PDF production (in other words, when Acrobat 3 was the latest version), you had little choice but to print a PostScript file from whatever application program you were using to create the file to be converted to PDF. You then had to run this file through the Acrobat Distiller.

Of course, you can still perform this two-part process with Acrobat 6 (which is generally referred to as *manually distilling* the PDF file), and, in fact, the rest of this chapter is devoted to giving you the information you need to create PDF files using this good old-fashioned way. You need to know how to do manual PDF distilling primarily because it gives you the most freedom over the settings that produce exactly the type of PDF file you need. Also, in understanding how to customize the settings in the Acrobat Distiller, you almost always understand how to customize the distilling settings available in your native application software in order to produce precisely the PDF file you require.

## *Put away that PDFWriter!*



Up through version 4 of Acrobat, Adobe distributed a utility called PDFWriter (no longer automatically installed in Acrobat 6) that enabled you to create PDF files from popular application software such as Word, Excel, and PowerPoint in Office 97. Be aware that the PDF files created with the PDFWriter are PDF 1.2 files, meaning that they lack all the current quality and security features offered in the PDF 1.4 (generated by Acrobat 5) and 1.5 files (generated by Acrobat 6).



The PDFWriter is suitable only for the creation of the simplest, text-only PDF documents, completely lacking in interactivity, and please don't use it to produce prepress PDF documents because its 1.2 file format provides no support for embedded EPS graphics (which can really mess up your workflow). Instead, use either the Acrobat Distiller described in this chapter or, if you're converting Microsoft Office documents, the PDFMaker utility that's automatically installed with Acrobat 6 (described in Chapter 5).

## *Using Create PDF in Acrobat 6*

Acrobat 6 includes a File menu command, Create PDF, that you can use to open files saved in the HTML file format (that is, as Web pages) and simple text files, as well as a number of common graphics file formats including bitmap (\*.bmp or \*.rle), CompuServe GIF (\*.gif), JPEG (\*.jpg, \*.jpeg, or \*.jpe), PCX (\*.pcx), PNG (\*.png), and TIFF files (\*.tif). Note that Acrobat 6 can now open Microsoft Office, AutoCAD, MS Visio, and MS Project files using the Create PDF command as well.

To open one of these file types as a PDF file, follow these steps:

- 1. Launch Acrobat 6 and then choose File⇨Create PDF⇨From File.**

The Open dialog box appears.

2. **Browse to the folder that contains the text, HTML, or graphics file or files that you want to open as PDF files in Acrobat 6, and then click their file icons.**

To restrict the file listing in a folder to just files of the type you want to open in Acrobat, click the file type in the Files of Type drop-down list. To select multiple files in the folder you open in the Open dialog box, Ctrl+click each one or, if they're listed sequentially in the list, click the first one and then Shift+click the last one.

3. **Click the Open button in the Open dialog box.**

As soon as you click the Open button, Acrobat opens the selected files as PDF files (indicated by the appearance of the .pdf extension after the original filename in the Acrobat title bar). To save a file opened as a PDF in its new format, choose File→Save to open the Save As dialog box, and then click the Save button. To change the folder where the file is saved, select the new folder on the Save In drop-down list. To save the file with a new filename, select the File Name text box and edit the original filename (leaving the .pdf file extension) before you click the Save button.



In Windows, you can convert any of the file types listed at the beginning of this section to PDF from the desktop, a folder window, or Explorer by simply right-clicking the file and choosing Convert to Adobe PDF on the context menu. Options for converting the file and e-mailing it to someone or combining a group of selected files in Acrobat are also provided on the context menu.

Acrobat 6 enables you to open and convert multiple files to PDF using the Create PDF commands on the File menu. To do so, follow these steps:

1. **Choose File→Create PDF→From Multiple Files to open the Create PDF from Multiple Documents dialog box.**
2. **Click the Browse button in the Add Files area, choose the file(s) you want to combine in a new PDF document in the Open dialog box that appears, and then click the Add button.**

Files can be selected individually or grouped in the Open dialog box. When you click the Add button, selected files appear in the Files to Combine list box on the right side of the Create PDF from Multiple Documents dialog box.

3. **Select a file(s) in the Files to Combine list box and use the Remove, Move Up, or Move Down buttons in the Arrange Files area to specify the order in which selected files appear in the converted PDF document.**
4. **To append all open PDF documents to your multiple files selection in a new PDF document, select the Include All Open PDF Documents check box.**

5. To append the recent PDF files listed on the File menu to your multiple files selection in a new PDF document, select the Include Most Recent List of Files to Combine check box.
6. Click OK to create a new multiple document PDF file.



Converting graphics files to PDFs by choosing File⇨Create PDF⇨From File does not produce the same quality PDF graphics files as distilling them from their native application or manually distilling them with the Acrobat Distiller. Reserve this method for Windows graphics that you can't convert into PostScript files or that you intend to use only in online PDF documents or files that will be printed only on in-house printers. Never use this quick-and-dirty method to produce PDF files that you intend to send out for professional printing; they lack the encoded PostScript necessary to produce the quality that prepress demands.

## *Using the Acrobat 6 Distiller*

You use the PDF file Distiller that launches from within Acrobat 6 to convert only two kinds of files: Those saved as PostScript files (usually printed to PostScript using the application's Print command) or those saved in the EPS (Encapsulated PostScript) file format. This means that before you can use the Acrobat Distiller, you must have the files you want to convert saved in one of these two file formats.

Assuming that you have your files readied in these formats, you perform the following general steps to turn them into PDFs:

1. **Launch the Acrobat 6 program.**
2. **Choose Advanced⇨Acrobat Distiller to launch the Acrobat Distiller.**  
The Acrobat Distiller program window appears, as shown in Figure 4-1.
3. **In the Adobe PDF Settings section, select the name of the job option that uses the desired distilling settings from the Default Settings drop-down list.**

(See the following sections, "To every PDF there is a purpose . . ." for details on the default Adobe PDF settings, and "Making Adobe PDF settings of your very own" for details on creating customized Adobe PDF settings.)

4. **Choose File⇨Open from the Acrobat Distiller menus or press Ctrl+O (⌘+O on the Mac).**

The Acrobat Distiller - Open PostScript File dialog box opens.

**Figure 4-1:**  
The Acrobat  
Distiller  
program  
window as it  
appears  
when you  
launch it in  
Acrobat 6.



- 5. In the Acrobat Distiller - Open PostScript File dialog box, browse to the folder that contains the PostScript or EPS file that you want to convert to PDF, click the file icon, and then click the Open button.**

If you're distilling an EPS (Encapsulated PostScript) file rather than a plain old PostScript file, don't forget to select EPS files rather than the default PostScript files in the Files of Type (Show on the Mac) drop-down list.

As soon as you click the Open button in the Open PostScript File dialog box, the Acrobat Distiller begins distilling the selected PostScript file. The program displays the progress of the file distillation in the Progress bar in the middle of the Acrobat Distiller window. If you discover that you're distilling the wrong file, click the Cancel Job button. If, for any reason, you need to pause the distilling job, click the Pause button in the Acrobat Distiller. When you're ready to complete the job, click the Resume button (which replaces Pause as soon as you pause the job).

After the Acrobat Distiller finishes the job, it displays the destination of the resulting PDF file, the name of the source PostScript file, and the time it took to do this distillation job in a list box at the bottom of the Acrobat Distiller window (see Figure 4-2). Distiller automatically saves the new PDF file using the same name and location as the PostScript source file.



If you want Distiller to prompt you for a new name and destination folder for your newly converted PDF file, you can specify that in the Acrobat Distiller Preferences dialog box. Choose File→Preferences on the Acrobat Distiller menus or press Ctrl+K (⌘+K on the Mac). In the Acrobat Distiller Preferences dialog box, select the Ask for PDF File Destination check box, and then click

OK. After selecting this check box, upon the completion of each PDF distillation you perform with the Acrobat Distiller, Acrobat will automatically open the Specify PDF File Name dialog box so that you can edit the filename in the File Name text box and navigate to a new destination folder if so desired.

**Figure 4-2:**  
Statistics  
on the  
completed  
distilling job  
appear in  
the list box  
at the  
bottom of  
the Acrobat  
Distiller  
program  
window.



Upon completion of a distilling job, the Acrobat Distiller window remains open so that you can repeat this process and distill more PostScript files if you wish. When you're finished distilling files, close the Acrobat Distiller by clicking its Close button or by choosing the File⇒Exit (Quit on the Mac) command from its menus. After closing the Acrobat Distiller, you can open the distilled PDF file and check out the results in Acrobat 6 by choosing File⇒Open.



If you don't already have an authoring program that creates EPS or PostScript files, such as Adobe Illustrator, installed on your computer, you can simply double-click an EPS or PostScript file to open Acrobat Distiller and automatically convert a file to PDF. The conversion occurs in a single instance so the default settings in Acrobat Distiller are automatically applied. If you have a bunch of PostScript files to convert, you can easily batch process them by selecting all the files you want to distill in a folder and double-clicking them. Note that if you do have Illustrator or similar program installed, you just open all the selected files in that program.

## *To every PDF there is a purpose . . .*

The six preset Adobe PDF settings in the Acrobat Distiller represent what Adobe considers to be the optimal distilling settings for creating the basic types of PDF files:

- ✔ **Standard:** This is the default preset job option that is automatically used in distilling your file unless you select one of the other preset options or a custom setting of your own design. Use this job option to generate PDF files for business documents that will be printed and read. This job option converts all colors to sRGB, downsamples images to 150 dpi, and provides Acrobat 5 (PDF 1.4 file) compatibility.
- ✔ **High Quality:** Use this job option to generate PDF files with higher image resolution for improved printing quality. For example, use the High Quality setting for a document containing photographic images (as opposed to clipart) that you want to print on an in-house laser printer or archive on CD-ROM. This job option leaves all colors unchanged, downsamples images to 300 dpi but provides high-quality JPEG compression, and embeds all fonts used in the source document. This job option (as well as PDF/X1a, PDF/X3, and Press Quality) produces PDF files of the largest file size. When converting especially large and graphically complex documents, you may end up generating enormous PDF files that are impossible to deliver to your service bureau (in such cases, you have to split the document up into smaller, separate files that, once distilled, you can successfully send).
- ✔ **PDF/X1a:** Use this job option to generate a PDF that's destined for a professional prepress work flow and that has the same settings as High Quality. PDF/X1a is an ISO (International Organization for Standardization) standard for digital graphic content exchange used in the printing industry. This setting creates a report and produces a PDF file only if it is compliant with the PDF/X1a standard. You can get more information about this feature by choosing Help⇨Complete Acrobat 6.0 Help to open the help guide, clicking the Search tab, and typing **About PDF/X** in the Find Pages Containing text box.
- ✔ **PDF/X3:** Use this job option to generate a PDF that's destined for a professional prepress work flow and that has the same settings as High Quality. PDF/X3 is an ISO standard for digital graphic content exchange used in the printing industry. This setting creates a report and produces a PDF file only if it is compliant with the PDF/X3 standard. You can get more information about this feature by choosing Help⇨Complete Acrobat 6.0 Help to open the help guide, clicking the Search tab, and typing **About PDF/X** in the Find Pages Containing text box.
- ✔ **Press Quality:** Use this job option to generate prepress PDF files are intended for high-end printing by a professional printer or service bureau. This job option leaves all colors unchanged and downsamples images to 300 dpi, but provides high-quality JPEG compression and embeds all fonts used in the source document.
- ✔ **Smallest File Size:** Use this job option to generate PDF files to be posted on your online Web site on the Internet, a corporate intranet, or a network server for online reading or for quick downloading. This job option converts all colors to RGB, downsamples images to 100 dpi, and does not allow font embedding. Of the six presets, this job option produces PDF files of the smallest file size.

You can use any of these six default Adobe PDF settings as is or as the starting point for creating customized Adobe PDF settings that take into consideration special online display or printing parameters that you need to meet.



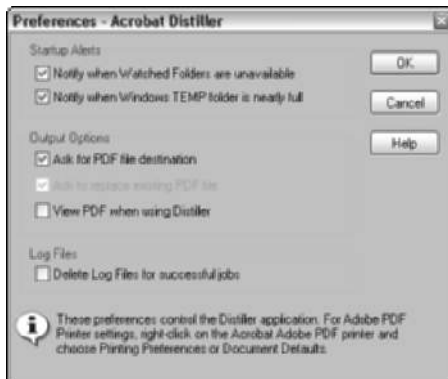
The Acrobat Distiller retains the distilling settings last used even after you close the program so that they are in effect the next time you use the Acrobat Distiller. This means that if, for example, you distill a file using the Press Quality job option, Press Quality will be selected as the new default preset (instead of the original Standard default). This makes it imperative that you check the Adobe PDF Settings field each time you open the Acrobat Distiller before you set about distilling files with it. Otherwise, you may end up wasting time distilling a huge file ready for professional printing with the Press Quality preset when you only needed to generate a smaller, compact file for your Web site with the Smallest File Size preset.

## *Automatically displaying your distilled file in Acrobat*

Normally, when you manually distill a PDF file with the Acrobat Distiller, the program does not automatically display the new PDF file in Acrobat 6. If you want to automatically check out the results of each distillation you perform with Acrobat Distiller, you need to select the View PDF When Using Distiller check box in the Acrobat Distiller - Preferences dialog box.

To open this dialog box, shown in Figure 4-3, choose File→Preferences from the Acrobat Distiller menu or press Ctrl+K (⌘+K on the Mac). Then select the View PDF When Using Distiller check box and click OK. After selecting this check box, upon the completion of each PDF distillation you perform with the Acrobat Distiller, Acrobat automatically closes the Acrobat Distiller window and displays the newly distilled PDF in the Acrobat 6 Document window.

**Figure 4-3:**  
Changing  
the Output  
options in  
the Acrobat  
Distiller -  
Preferences  
dialog box.





As you see in Figure 4-3, the Output Options section in the Acrobat Distiller - Preferences dialog box also includes an option called Ask to Replace Existing PDF File. Select this option to make sure that the Acrobat Distiller always prompts you if you are about to inadvertently replace an existing PDF file with the one you've just distilled with the Acrobat Distiller. Note that the Distiller program won't allow you to select both the Ask for PDF File Destination and the Ask to Replace Existing PDF File check boxes in the Acrobat Distiller - Preferences dialog box. When you click the Ask for PDF File Destination check box, the program immediately grays out the Ask to Replace Existing PDF File check box. The assumption is that if you have the Acrobat Distiller prompt you for the destination of the new PDF, you will notice any filename conflict in the process of selecting the file's destination folder.

## *Making Adobe PDF settings of your very own*

The best way to go about creating your own Adobe PDF settings for distilling PDF files is to select the preset job option with the settings closest to the ones you want to customize in the Acrobat Distiller, and then make appropriate changes to individual settings. For example, to create a custom job option for distilling PDF files for pamphlets with a special trim size and binding that will be professionally printed by a service bureau using a particular typesetter, you would start by selecting Press Quality in the Default Settings drop-down list under the Adobe PDF Settings area in the Acrobat Distiller window. Then you would open the Press Quality- Adobe PDF Settings dialog box by choosing Settings⇨Edit Adobe PDF Settings on the Acrobat Distiller menus or by pressing Ctrl+E (⌘+E on the Mac).

### *Changing the General options*

When you first open the Adobe PDF Settings dialog box in the Acrobat Distiller, the dialog box opens with the General tab selected, as shown in Figure 4-4. Note that the particular settings selected on the General tab (and the four other tabs in the Adobe PDF Settings dialog box, for that matter) reflect the optimal values assigned to whatever preset job option is selected at the time you open the dialog box (this being the Press Quality job option in the example shown in Figure 4-4).

You then begin customizing the values for whatever settings need changing in your custom job option. On the General tab, these settings include:

**Figure 4-4:**  
The options  
on the  
General tab  
of the  
Standard -  
Adobe PDF  
Settings  
dialog box.



✔ **Description:** Use this text box to type a description of your custom distiller settings. The entered description is displayed in the Acrobat Distiller dialog box when you select your custom setting from the Default Settings drop-down list.

✔ **Compatibility:** Specifies the PDF file version for the final distilled document and thereby its level of Adobe Reader compatibility. You have a choice between Acrobat 6.0 (PDF 1.5), Acrobat 5.0 (PDF 1.4), Acrobat 4.0 (PDF 1.3), and Acrobat 3.0 (PDF 1.2). When creating a job option for distilling prepress PDFs, stay with the default value of Acrobat 5.0 (PDF 1.4) unless your service bureau specifically tells you that it can handle PDF 1.5 files, or if you need the highest level of file encryption (PDF 1.4 and 1.5 files support 128-bit file encryption — the highest level of security available). Don't select Acrobat 3.0 (PDF 1.2) unless you are creating a custom job option for online files that requires Acrobat Reader 3.0 compatibility to reach the widest possible audience.

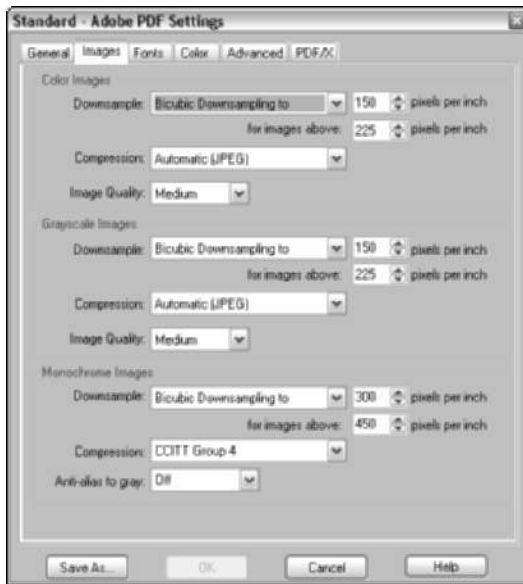
✔ **Object Level Compression:** Specifies that small objects in a PDF files, such as tags, be consolidated so that they can be efficiently compressed. Choose Off to not compress a document's structural information. The resulting PDF file will retain accessibility features and the ability to navigate and interact with bookmarks using Acrobat 5 and later. Choose Tags Only to compress the document's structural information. The resulting PDF can be viewed and printed using Adobe 5, but accessibility, navigation, and bookmarks are visible only in Acrobat 6.

- ✓ **Auto-Rotate Pages:** When selected, automatically rotates the pages of the distilled PDF file to match the orientation of the text. You can choose to apply the Individually to Pages or the Collectively by File setting.
- ✓ **Binding:** Specifies how pages and thumbnails are displayed in the Adobe Reader when the two-page and continuous page viewing options are selected. This setting has no effect on the printed binding edge. You have a choice between the Left option (the default) used for all European languages, and the Right option for this setting.
- ✓ **Resolution:** Specifies the print resolution to be used in the distilled PDF file when this setting is *not* specified by PostScript commands in the source file. Most of the time, you can leave the default 600 dpi (dots per inch) setting as is. If you change the value to match that of the printer with which the PDF file will be printed, you must enter a value in its text box that is between 72 and 4000 dpi.
- ✓ **Page Range:** Specifies the range of pages in the source document to be distilled in the final PDF file. The default setting is the All radio button. To set a range of pages, select the From radio button and then enter starting and ending page values in the From and To text boxes.
- ✓ **Embed Thumbnails:** Creates thumbnail images and embeds them as part of the distilled file for use in navigating the file's text in Adobe Reader. Note that Adobe Reader 6 automatically creates thumbnails whether or not this option is selected. Users of earlier versions of Adobe Reader will not have them unless this option is selected. Be aware, however, that embedding thumbnails does increase the PDF file size, especially for documents with many pages.
- ✓ **Default Page Size:** Specifies the size of the pages in the final PDF document when this information is not specified by the PostScript commands in the source file. By default, the Width and Height values for the Default Page Size setting are displayed in points. When modifying the page size values in the Width and Height text boxes, be sure to select the appropriate units (Picas, Inches, or Centimeters) in the Units drop-down list.

### *Changing the Images options*

The settings on the Images tab of the Adobe PDF Settings dialog box, shown in Figure 4-5, determine in large part both the quality and the size of the distilled PDF file. As you can see in Figure 4-5, the Images settings for a job option fall into three broad categories: Color Images, Grayscale Images, and Monochrome Images.

**Figure 4-5:**  
The options  
on the  
Images tab  
of the  
Standard -  
Adobe PDF  
Settings  
dialog box.



Note that when modifying the Color Images, Grayscale Images, and Monochrome Images settings, you have the ability to change the type of downsampling and the rate, as well as the type of compression (and in terms of color and grayscale images, the quality as well). *Downsampling* refers to a process of applying a mathematical algorithm to a bunch of pixels in the images to determine how to combine them into fewer (but larger) pixels at a new resolution; in other words, changing the resolution (in pixels per inch) of an image to make the file size smaller and the print quality lower. *Compression* refers to the applying of a mathematical algorithm to the pixels in your images in order to eliminate redundant pixels. There are two types of compression: *Lossless*, which results in no loss of image integrity, and *lossy*, which removes pixels from the image that can't be retrieved, and thus results in some degradation of the image quality. In Acrobat, you apply compression and downsampling to bitmap images such as photos. If you are converting text and line art (vector graphics), you use only compression.

In terms of the type of downsampling applied to bitmap images, you have the following choices:

- ✓ **Bicubic Downsampling To:** This is the default option, and it uses a weighted average to come up with a new pixel color value at a new resolution. This type of downsampling takes the longest but gives the best results for high-end images with fine color gradations.

- ✓ **Average Downsampling To:** This option averages the color pixel values in a particular area to replace them with a new color value at a new resolution.
- ✓ **Subsampling To:** This option uses the color pixel value of a pixel at the center of a particular region as the replacement value for the pixels in that region.

When using any of these types, you must specify a threshold value that tells the Acrobat Distiller which images to downsample and gives the lowest image resolution to which they can be resampled.

In terms of the type of compression for color and grayscale images, you have a choice among the following options:

- ✓ **Automatic:** This is the default option, and it leaves the decision as to which type of compression (JPEG or ZIP) to apply to the images in the distilled file to Acrobat Distiller. This is the best setting in cases where you have documents that are a mixture of bitmap and vector graphics.
- ✓ **JPEG:** This option is a lossy compression scheme best used for photos in which image data is analyzed in 8 x 8 pixel blocks and redundant pixels are permanently removed.
- ✓ **ZIP:** This option is a lossless compression best used on text and line art or vector graphics in which the image size is reduced while the image integrity is preserved.

When you choose the Automatic or JPEG option for compression, you can set the Quality setting to Maximum (the default), High, Medium, Low, or Minimum. Note that the higher the setting on this list (with Maximum at the top), the better the image quality, the less the compression, and the larger the final file size. The lower the setting on this list (with Minimum at the bottom), the lower the image quality, the higher the compression, and the smaller the file size.

When you choose ZIP compression, you can choose between 8-bit (the default) and 4-bit. Always select the type that is equal to or greater than the bit depth of your images, or you will lose image integrity (note that 4-bit images have 16 colors or shades of gray and 8-bit images have 256 or more colors or shades of gray).

For monochrome (that is, black and white) images in the source file, you can choose between ZIP (the default), two types of CCITT (Consulting Committee on International Telephony and Telegraph) developed for compressing FAX transmissions, and Run Length (or RLE for Run-Length Encoding) developed for compressing images with large separate areas of black and white. All of

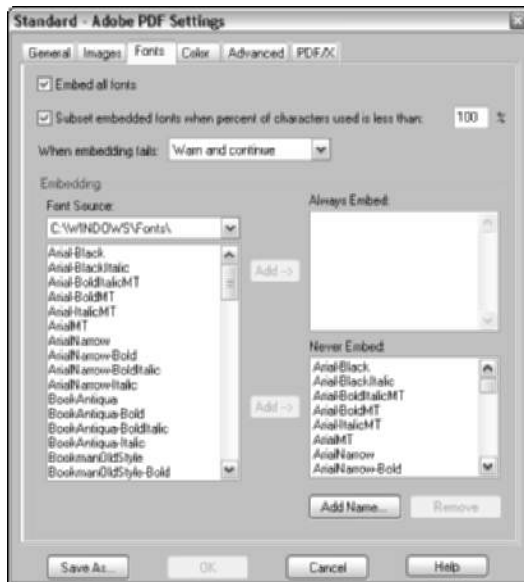
these Monochrome compression settings are of the lossless type and are pretty comparable in terms of size and quality, so in most cases, you can stay with the ZIP default.

The last setting that you can change in the Monochrome Images area is the Anti-Alias to Gray setting. Select this check box to have the Acrobat Distiller smooth jagged lines (also known as *jaggies*) on text and black-and-white images. When you check this option, Acrobat Distiller lets you select the bit depth for the anti-aliasing (that is, the levels of gray to be generated): 4-bit (the default) for 2 levels, 8-bit for 4 levels, or 8-bit for 256 levels of gray.

### Changing the Fonts options

The options on the Fonts tab of the Adobe PDF Settings dialog box (shown in Figure 4-6) enable you to determine which fonts are embedded in the distilled PDF file. By default, all presets (except for the Smallest File Size preset) automatically check the Embed All Fonts check box. When this option is checked, Acrobat Distiller includes all the fonts used in the source document as part of the final PDF file. This is essential when creating a custom job option for distilling prepress PDF files, because nothing can mess up your artwork or upset your service bureau more than delivering PDF files without the necessary fonts.

**Figure 4-6:**  
The options  
on the Fonts  
tab of the  
Standard -  
Adobe PDF  
Settings  
dialog box.



To help cut down on the bloat caused by embedding fonts in the final PDF file, the Fonts tab has the Subset Embedded Fonts When Percent of Characters Is

Less Than check box that, when checked, tells Acrobat Distiller to embed only the characters in a font that are actually used in the source document. This means that if your source document uses only 15 characters in Bodoni Bold, only the PostScript commands for generating those 15 characters, and not for the entire character set, are included in the final PDF file.

The percentage field to the immediate right of this Subset Embedded Fonts check box enables you to set the threshold percentage at which the entire character set is embedded. The 100% default setting means that the only time that all the characters are embedded is when they are all needed (and you should leave this percentage at 100% whenever you use the Subset Embedded Fonts option).

Directly beneath the Embed All Fonts and the Subset Embedded Fonts check boxes, you find a When Embedding Fails drop-down list box that tells Acrobat Distiller what warning to display or action to take if, for some reason, font embedding fails while distilling a PDF file (usually because the font is not installed on the computer on which the job option is being used).

If you intend to create prepress PDF files with the custom job option you're building, be sure to select Cancel Job on the When Embedding Fails drop-down list so that no prepress PDF file can be created without the necessary fonts. If you don't mind that Acrobat or Adobe Reader does some font substitution in the final file, you can select the Ignore option. If you want to be informed each time font embedding fails during a distilling job, select the Warn and Continue option instead.

If you prefer to handpick which fonts are to be embedded during the PDF file distilling and which are not, you use the Embedding section of the Fonts tab instead of the Embed All Fonts option. To indicate which fonts to embed, select the location of the fonts in the Font Source drop-down list (by default, this is set to C:\Windows\Fonts\, which displays all the fonts installed on your computer). Click the name of each font you want to specify in the list box on the left to select it, and then click either the Add button to the left of the Always Embed list box to add the font there, or click the Add button to the left of the Never Embed list box to put the selected font there.



To ensure that font embedding doesn't fail when distilling a file with your custom job option, make sure to list all the possible locations where fonts are installed on your system (including networked drives if fonts are stored on a special volume). To do this, choose Settings⇨Font Locations on the Acrobat Distiller menu (upon closing the Adobe PDF Settings dialog box) or press Ctrl+L (⌘+L on the Mac), and then use the Add button in the Acrobat Distiller - Font Locations dialog box (see Figure 4-7) to select and add all the font folders on your computer system that should be used in font embedding.

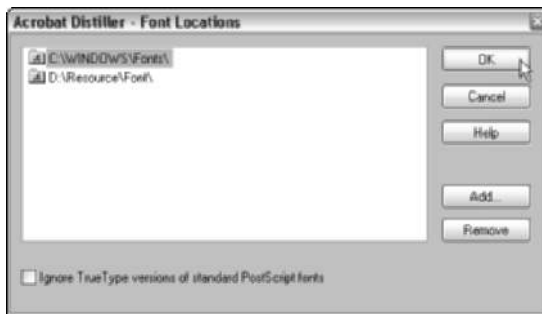


## Font substitution 101

If you don't embed certain fonts in the final PDF document, then the Acrobat Distiller does the best it can at font substitution using what's known as the Multiple Master typeface. In font substitution, Acrobat Distiller matches serif fonts with serif fonts and sans-serif with sans-serif fonts and tries to pick available substitute fonts whose use have little or no impact on the line and page layout of the final document. It does an okay job with substituting straightforward,

non-decorative fonts and a less-than-stellar job with substituting those highly decorative or script-type fonts with which you just love to embellish your documents. So if your document uses simpler fonts, you can get away with not embedding the fonts. But if you're using decorative or script-type fonts, you should embed the fonts to guarantee the best results in the final PDF document.

**Figure 4-7:** Specifying all the font folders on the computer system to aid in font embedding.



### WARNING!



Not all fonts you install on your computer give you the *license* (that is, the legal right) to embed them in the PDF files you distill. For example, Adobe lets you embed the fonts you license from it with impunity. Agfa/Monotype, on the other hand, does not. You need to check the license that came with the fonts you installed. Also, when you intend to send the PDF file out to a service bureau or professional printer, check with those folks, because they may have special standing licenses that cover the fonts you're using in a document they're printing so that you can embed the fonts without violating the law!

You may be wondering how you can tell which fonts have been embedded and which, if any, have been substituted when viewing a PDF file in Acrobat 6. To check on which fonts are embedded in the PDF document you're viewing, open the Document Fonts dialog box by choosing File→Document Properties

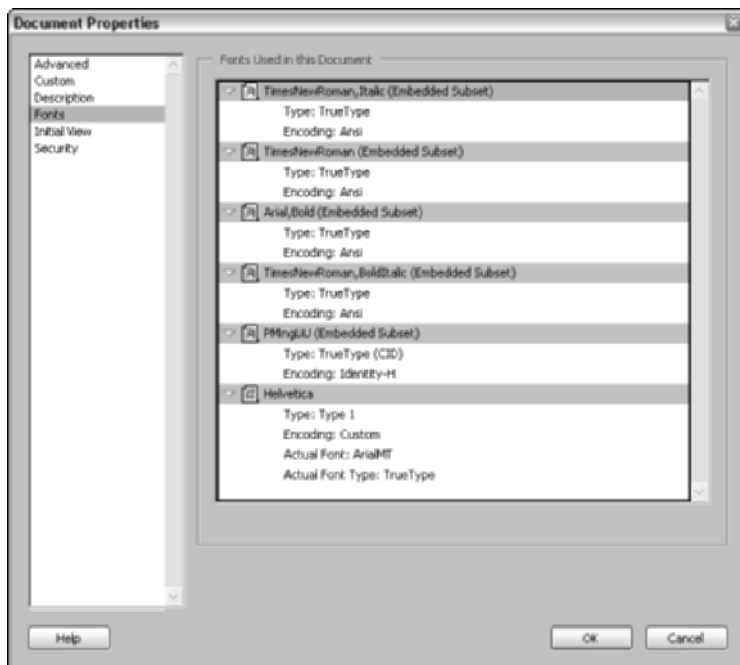
or by pressing Ctrl+D (⌘+D on the Mac). When you select this command, the Document Properties dialog box opens, as shown in Figure 4-8. Click Fonts in the scroll box on the left to display a listing of all fonts that are embedded in the file in the viewing window on the right.

The easiest way to spot substitute fonts in the file you're viewing in Acrobat is to toggle off the Advanced ⇨ Use Local Fonts command (press Ctrl+Shift+Y on Windows or ⌘+Shift+Y on the Mac). When you turn this setting off, Acrobat Distiller ignores the local fonts on your computer and then displays the substitute fonts. Any fonts that the program can't substitute are indicated with bullets, and, of course, if all the fonts are embedded in the file, the PDF document is not affected by turning this setting off.

### Changing the Color options

The Color tab on the Press - Adobe PDF Settings dialog box (shown in Figure 4-9) enables you to specify how colors are managed in the distilling process and, most importantly, whether or not you want the colors in the source document converted into what graphic designers call another *color space* (that is, converted to the sRGB — or Red, Green, Blue — model used by computer monitors to display colors).

**Figure 4-8:**  
Examining  
the  
embedded  
fonts in a  
PDF file that  
you're  
viewing in  
Acrobat 6.





## Color 101

Color and color management are about the most obtuse of topics (they must give Ph.D.s in the field). In a nutshell, monitors produce colors additively using the RGB, or Red, Green, and Blue, model (just like your color TV), and color printing produces colors subtractively using the CMYK model that combines Cyan, Magenta, Yellow, and Black inks. The problem lies in rectifying the large gamut of colors in the RGB model with the more limited and quite different range of the CMYK model. Enter ICC (International Color Consortium) color management, which profiles

the range of colors that every device involved in the displaying and printing of colors can produce so that colors are displayed or printed consistently across all devices. To discover more about the wonderful world of color and color management, go to <http://studio.adobe.com/learn/tips/phstamecmb/main.html> and then follow the links to the articles on color and color management. Note that you may need to fill out a simple registration form to access Adobe's Expert Center, but it's well worth the effort.

As you would expect, when building a custom job option using either the Standard or Smallest File Size preset, the Acrobat Distiller automatically selects Convert All Colors to sRGB in the Color Management drop-down list. This is because both of these presets are optimized for on-screen viewing instead of printing. When you build a custom job option using the Press Quality preset, the Leave Color Unchanged option is automatically selected so that no CMYK colors are changed during file distillation.



**Figure 4-9:** The options on the Color tab of the Standard - Adobe PDF Settings dialog box.



The rest of the options on the Color tab of the Adobe PDF Settings dialog box should be approached with great caution. Always check with your service bureau partners before making modifications to these settings, such as selecting a color management settings file from the Settings File drop-down list (None is the default setting for all six presets), selecting one of the tag options in the Color Management drop-down list (Tag Everything for Color Management or Tag Only Images for Color Management), or, for heaven's sake, fooling with any of the Device Dependent options.

### *Changing the Advanced options*

As the name implies, the Advanced tab of the Adobe PDF Settings dialog box (shown in Figure 4-10) contains a bunch of check box options, most of which, I'm happy to report, you won't ever have to monkey with. In case you're the least bit curious, *Prologue.ps* and *Epilogue.ps*, just as their names imply, are the beginning and ending files in between which is sandwiched the file with the PostScript codes that actually produce the text and images in your document. DSC, by the way, is an acronym for Document Structuring Conventions files. These are the types of files created by QuarkXPress, and they must be converted into a PostScript or EPS file before distilling, or else the Acrobat Distiller will burp something silly.

**Figure 4-10:**  
The options  
on the  
Advanced  
tab of the  
Standard -  
Adobe PDF  
Settings  
dialog box.



### *Changing the PDF/X options*

The PDF/X tab options of the Adobe PDF Setting dialog box, shown in Figure 4-11, are even more arcane than the Advanced tab options to those (like me) who don't jump up and down for joy that Adobe has finally provided this

functionality in Acrobat 6. Suffice it to say that these options enable you to specify criteria that Distiller uses when checking to see if your PDF file is compliant with PDF/X1a or PDF/X3 standards. If your PDF is not destined for high-resolution print production, fagetaboudit! On the other hand, if this subject makes you tingle all over, you can get more information about this feature by choosing Help➔Complete Acrobat 6.0 Help to open the help guide, clicking the Search tab, and then typing **About PDF/X** in the Find Pages Containing text box.

**Figure 4-11:**  
The options  
on the  
PDF/X tab  
of the  
Standard -  
Adobe PDF  
Settings  
dialog box.



### *Saving your custom job option*

When you finish making your modifications on the various tabs of the Adobe PDF Settings dialog box, you are ready to save your custom job option. Click the Save As button on the bottom left of the Adobe PDF Settings dialog box and then edit the default filename in the Save Adobe PDF Settings As dialog box. Be careful not to modify the `.joboptions` file extension in Acrobat Distiller for Windows (you may not see file extensions if you're using Windows XP) and don't change the folder where it's saved (it needs to be in the Settings folder; otherwise, the Acrobat Distiller won't know where to find it).

After editing the filename, click the Save button and then click the Close button in the Adobe PDF Settings dialog box to close it and return to the Acrobat Distiller window. The name of the custom job option you just defined now appears in the Default Settings drop-down list, along with the six presets, so that you can select it anytime you need to in distilling your PDF files.



To access a custom option that you need to delete, copy, or share with a coworker, go to your computer's operating system and open the Settings folder found inside the Distiller (it's misspelled as Distillr on Windows) folder within the Acrobat 6.0 folder and find the Adobe PDF settings file there. You can also Add or Delete custom job option settings by choosing the appropriate command on the Settings menu in Acrobat Distiller.

## Selecting security settings for the new PDF file

Whenever you create a PDF file with the Acrobat Distiller, you can restrict access to its contents by assigning a password to it, and, further, you can control what other Acrobat and Adobe Reader users can and cannot do with it by restricting the file permissions. To add these kinds of securities to a file in Acrobat Distiller, choose Settings→Security on the Acrobat Distiller menus or press Ctrl+S (⌘+S on the Mac) to open the Acrobat Distiller - Security dialog box, as shown in Figure 4-12. You do this after you designate which Adobe PDF settings to use but before you specify which source file to distill.

**Figure 4-12:**  
Modifying  
the options  
in the  
Acrobat  
Distiller -  
Security  
dialog box.



To prevent anyone who doesn't know the secret password from even being able to open the final PDF document, select the Requires a Password to Open Document check box and then enter the password in the Document Open Password text box. To prevent anyone who has the password for opening the document from changing the password and/or the permissions you set for

the file, select the Use a Password to Restrict Printing and Editing of the Document and Its Security Settings check box and enter a password in the Permissions Password text box (make sure you don't assign the same password here that you assigned for opening the PDF file).

When setting the permissions for the file, you have the following choices on the drop-down lists:

- ✓ **Printing Allowed:** Select None to prevent users from printing any part of the PDF document in either Acrobat 6 or Adobe Reader 6. Choose Low Resolution to enable users to print a lower quality PDF that prevents reproduction of the PDF with different security settings. Note that this setting is available only for PDF files compatible with PDF versions 1.4 or 1.5 where 128 bit encryption is supported. Choose High Resolution to allow printing at any resolution, including high output commercial printers.
- ✓ **Changes Allowed:** Choose None to prevent any changes in a PDF file or any of the following self-explanatory allowed changes: inserting, deleting, and rotation of pages, fill in of form fields and signing, commenting, or any except extracting of pages.

## *Automated PDF files — would you watch this folder for me?*

Acrobat 6 makes it easy to automate the distilling of PostScript files (the print-to-disk kind and the EPS kind). All you do is set up folders in your operating system and then tell the Acrobat Distiller to keep an eye on them (such folders are thereafter known as *watched folders*). Whenever you copy a PostScript file into the In subfolder (automatically created along with an Out subfolder) within one these watched folders, the Acrobat Distiller utility automatically distills the PostScript file into PDF as soon as the program looks at the contents of the watched folder and determines the file's ready for distilling.

When setting up watched folders, you determine which Adobe PDF settings to use in distilling the PostScript files you place there. This means that you can set up a Standard watched folder to which you assign the Standard job option or one of your custom Adobe PDF settings based on its settings, as well as a Press Quality watched folder to which you assign the Press Quality PDF Setting or one of its variants. Then, to distill a PDF file using the Standard settings, you just drop the PostScript file into the Standard watched folder. To distill a PDF file using the Press Quality settings, you drop it into the Press Quality watched folder.

To set up watched folders on your hard drive, follow these steps:

1. **In your operating system, create and name the folder you want watched.**
2. **Launch Acrobat 6, and then launch the Acrobat Distiller by choosing Advanced⇨Acrobat Distiller.**
3. **Choose Settings⇨Watched Folders on the Acrobat Distiller menus or press Ctrl+F (⌘+F on the Mac).**

The Watched Folders dialog box appears, as shown in Figure 4-13.



**Figure 4-13:**  
Setting up  
watched  
folders in  
the Acrobat  
Distiller -  
Watched  
Folders  
dialog box.

4. **Click the Add Folder button, and then in the Browse for Folder dialog box that opens, select the folder that you created and click OK.**

After the Browse for Folder dialog box closes, the folder you selected is displayed in the list box of the Watched Folders dialog box. (Windows XP displays the directory path of the watched folder.)

5. **Click the folder you created to select it.**
6. **Click the Load Settings button to display the Load Adobe PDF Settings dialog box. Click the name of the Adobe PDF Setting to be applied to the files distilled in this folder, and then click the Open button.**

Skip this step if you want to use the current Adobe PDF Setting specified in Distiller.

7. If you want to modify any of the settings in the job option you selected for the watched folder, click the **Edit Settings** button and modify the settings as desired.
8. If you want to assign a password to the file or change the file permissions, click the **Edit Security** button and assign these settings in the **Security** dialog box.

(See the “Selecting security settings for the new PDF file” section, earlier in this chapter, for details, and be sure to jot down your password and store it in a safe place.)

9. To add another watched folder, click the **Add Folder** button again and then repeat Steps 5 through 8.
10. By default, the Acrobat Distiller checks the watched folders you define every ten seconds to see whether or not they contain a new file to distill. To modify this interval (usually to lengthen it), click inside the **Check Watched Folders Every** text box and enter the number of seconds there.
11. By default, the Acrobat Distiller automatically moves all PostScript files that it distills in your watched folders into a folder marked **Out** (the PDF versions, however, remain in the watched folder). To have the PostScript files deleted after they’re distilled, select the **Deleted** option from the **PostScript File Is** drop-down list.
12. To have the Acrobat Distiller automatically clear processed files in the watched folders that are so many days old, select the **Delete Output Files Older Than** check box and then enter the number of days (10 by default) in the **Days** text box.
13. After you finish adding watched folders and setting up their parameters, click **OK**.

The Watched Folders dialog box closes.



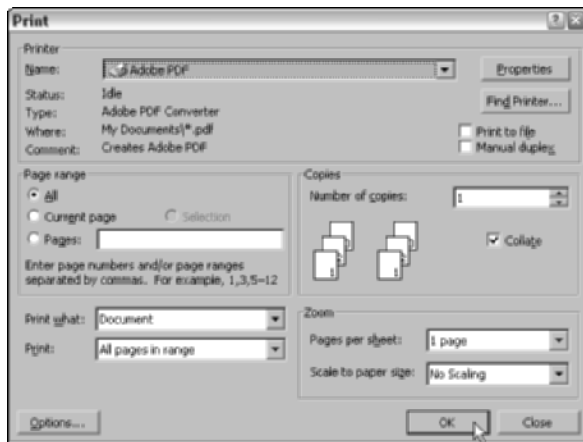
Note that watched folders are not designed to serve as the clearing house for all of your PDF distilling across the entire corporate network. If your company needs to set up just such a clearing house, look into purchasing Adobe’s Acrobat Distiller Server that is made for just that kind of bulk processing using watched folders.

## *Making Acrobat Distiller your printer*

You don’t have to launch the Acrobat Distiller in order to use it and its Adobe PDF settings (including the custom Adobe PDF settings described earlier in the “Making Adobe PDF settings of your very own” section) to distill your PDF files. In fact, with certain application software, you don’t even need to create a print-to-file PostScript or Encapsulated PostScript file in order to do the distilling. All you have to do is select the Acrobat Distiller as your printer in the program’s Print dialog box.

Figure 4-14 illustrates this process using Microsoft Word 2002 in Windows. Select Adobe PDF as the printer from the Name drop-down list in the Word Print dialog box. To select the type Adobe PDF settings (called Conversion Settings in Microsoft programs), click the Properties button in the Print dialog box and then click the Adobe PDF Settings tab in the Adobe PDF Document Properties dialog box. Here, you can change the Adobe PDF settings to use (Standard in this example) in the Default Settings drop-down list and even edit these Adobe PDF settings by clicking the Edit button — see Chapter 5 for details.

**Figure 4-14:** Making the Acrobat Distiller the printer in a program like Word causes the Acrobat Distiller utility to run in the background as it creates the PDF file.



After selecting the Adobe PDF settings/conversion settings to use and clicking the OK button to close the Adobe PDF Document Properties dialog box, you have only to click the OK button in the Print dialog box to run the Acrobat Distiller. Prior to distilling the file, the Acrobat Distiller opens a Save PDF File As dialog box that enables you to rename and to relocate the new PDF file if you wish (otherwise, the new file carries the same filename as the original Word file with a .pdf extension and is automatically saved on the desktop of your computer). Then, after you click the Save button, the Acrobat Distiller completes the distilling, finally opening the converted PDF file in Acrobat 6.0.

## *PDF Files Courtesy of Adobe PDF Online*

Adobe Systems offers a subscription service available worldwide called Create Adobe PDF Online that you can use to distill your source files. This subscription service costs \$9.99 a month or \$99.99 a year for creating an unlimited number of PDF files (you can also sign up for a trial subscription to this service that lets you create up to five PDF files for free).

You can submit a wide variety of different file formats to be converted to PDF, including HTML pages, Microsoft Office files, AutoCAD, Corel WordPerfect, and a whole bunch of graphics formats, including all those created by Adobe's many graphics and page layout programs (basically all the file formats supported by Acrobat 6). Note, however, that you can't submit native QuarkXPress files for converting (you need to convert them to PostScript files as you do with any other unsupported file format). You can get a complete list of all the file formats supported by the Create Adobe PDF Online service by visiting its Web site.

To sign up for this service or try it out free, go the following Web address:

<http://createpdf.adobe.com>

Note that for subscribers of this online service, there is a size limit of 100 pages per PDF file that you can upload for distilling, and these files must take no longer than 15 minutes to convert. There are, however, no limits on the amount of conversions that you can request. When submitting a file for distilling at the Create Adobe PDF Online Web site, shown in Figure 4-15, you can select any of the six preset Adobe PDF settings (Standard, High Quality, Press Quality, PDFX1a, PDFX3, or Smallest File Size), and you can also specify file permissions (although you can't customize the settings of the presets or assign password protection to the file). When submitting a file for distilling, you can also specify whether to have the final PDF file e-mailed to you or displayed in your Web browser.



**Figure 4-15:**  
Using the  
Create  
Adobe PDF  
Online  
subscription  
service to  
create PDF  
files.

## Chapter 5

# Converting Microsoft Office Documents

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### *In This Chapter*

- ▶ One-touch PDF files using the PDFMaker for Windows and Macintosh
  - ▶ Automatically viewing converted PDF files in Acrobat
  - ▶ E-mailing PDF files as soon as you make them
  - ▶ Customizing the PDFMaker distilling settings
  - ▶ Sending converted PDF documents for review
- 

**A**crobat 6 makes it a snap to convert Microsoft Office documents created and saved in the Word, Excel, or PowerPoint file formats to PDF files so that they can partake of all the benefits offered by this universal file format. When you install Acrobat 6 on a Windows or Macintosh computer on which these Microsoft Office applications (Office 2000 and XP on Windows and Office X on Macintosh) have already been installed, Acrobat 6 enhances the Word, Excel, and PowerPoint interface by adding three one-touch buttons (the Convert to Adobe PDF, Convert to Adobe PDF and E-mail, and Convert to Adobe PDF and Send for Review buttons) to the Office toolbars, as well as an Acrobat menu to the Office menus. Note that on Office X for Macintosh, you don't get the PDF reviewing features.

As you discover in this chapter, you can use the Convert to Adobe PDF buttons and the additional Acrobat menu to convert your native Microsoft Office documents into PDF documents in a flash. The best thing about this enhanced PDF conversion functionality is that you retain the ability to use any of the preset Adobe PDF Settings (Standard, Press Quality, High Quality, PDF/X1a, PDF/X3, and Smallest File Size) for distilling, as well as all the custom Adobe PDF Settings you create. Even more importantly, you can have the paragraph styles used in your Word documents automatically converted into bookmarks in the resulting PDF documents, and on the Windows platform, you can have your Word documents automatically converted into tagged PDF documents so that their text can reflow when viewed in Acrobat 6 or Adobe Reader 6.

## Using PDFMaker in Microsoft Office for Windows

With the release of Acrobat 6, gone are the days of having to select the Acrobat Distiller as the name of your printer in the Print dialog box in Word, Excel, or PowerPoint in order to convert the native Office document file format into PDF (although you can still make perfectly good PDF files that way). Figure 5-1 shows the two sets of controls that are automatically added to the Microsoft Word, Excel, and PowerPoint 2000 and 2002 interfaces when you install Acrobat 6 on your computer.

Convert to Adobe PDF

Convert to Adobe PDF and E-mail

Convert to Adobe PDF and Send for Review



**Figure 5-1:**  
Examining  
the Acrobat  
menu and  
PDFMaker  
6.0 toolbar  
in Word  
2002.

All you have to do in order to convert the current document open in Word, Excel, or PowerPoint into a PDF document is follow these three simple steps:

1. **Choose Adobe PDF→Convert to Adobe PDF in the Office application or click the Convert to Adobe PDF button on the PDFMaker 6.0 toolbar.**

An Acrobat PDFMaker alert dialog box appears, telling you that PDFMaker needs to save the document before continuing and asking whether or not you'd like to save the document and continue. Click Yes. The Save Adobe PDF File As dialog box appears.

2. **Edit the filename of the converted PDF file in the Name text box and select the folder on your hard drive in which to save it.**

If you don't edit the filename, PDFMaker gives the new PDF file the same name as its Office counterpart but with the .pdf filename extension. Note that by default, filename extensions aren't displayed in Windows XP.

3. **Click the Save button.**

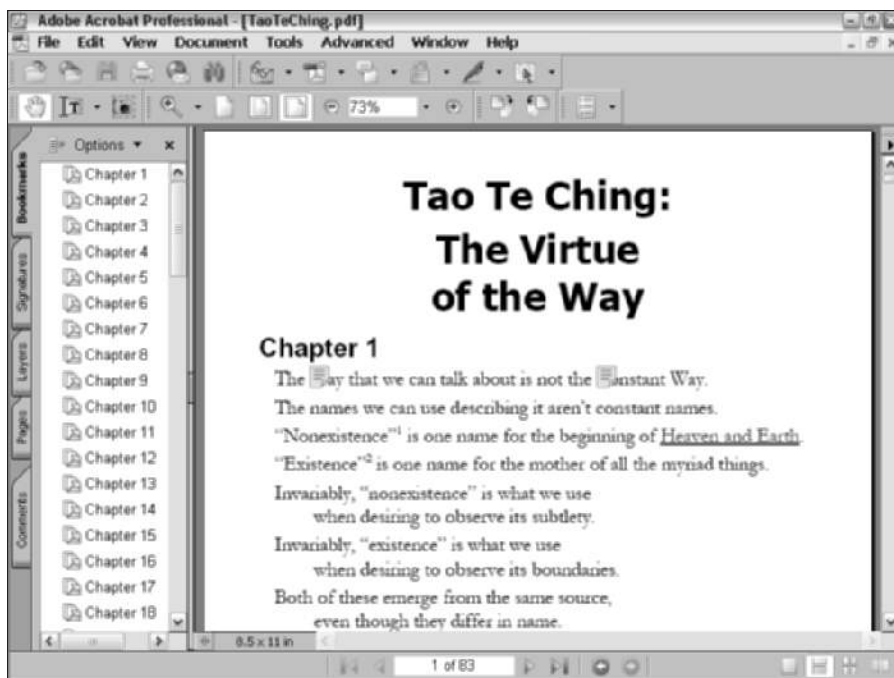
PDFMaker does the rest. As it converts the open document in the Office application to PDF, an Acrobat PDFMaker alert dialog box appears to keep you informed of the progress in converting the document's text and graphics in a progress bar. As soon as PDFMaker finishes the document conversion indicated on the progress bar, this Acrobat alert dialog box disappears.

To view the PDF document you just converted, launch Acrobat 6, and then choose File→Open and select the newly converted PDF file (or better yet, open the PDF file's folder in the My Documents or the My Computer window and then just drag its file icon onto the Acrobat 6.0 desktop shortcut). Figure 5-2 shows the Word document (that first made its appearance in the background of Figure 5-1) as it looks in Acrobat 6 after its conversion to PDF.

## ***Automatically viewing the converted PDF in Acrobat***

If you'd like to view the converted PDF file automatically in Acrobat 6 as soon as the PDFMaker completes the Office-to-PDF file conversion in your Office application, select the View Result in Acrobat option before you invoke the Convert to Adobe PDF button or select the Convert to Adobe PDF item on the Acrobat menu. In the Office application, choose Adobe PDF→Change Conversion Settings to open the Acrobat PDFMaker dialog box. Select the View Adobe PDF Result check box on the Settings tab and click OK.

**Figure 5-2:**  
The PDF  
version of  
a Word  
document  
converted  
by  
PDFMaker  
as it opens  
in Acrobat 6.



When the View Result in Acrobat option is turned on, PDFMaker converts the current Office document, displays the Save PDF File As dialog box, and then automatically launches Acrobat 6 (if it's not already running in the background) and displays the converted PDF file as the current document in the Acrobat Document window.

## *Converting and e-mailing PDF files*

When converting an Office document to PDF, the PDFMaker offers you the option to automatically send the converted file as an attachment to a new e-mail message. You can use this option to quickly send a PDF version of an important Office document to a coworker or client who needs the information delivered in the cross-platform PDF format.

To convert the document currently open in Word, Excel, or PowerPoint into a PDF document and immediately send it off attached to a new e-mail message, follow these steps:

1. **In the Office application, choose Adobe PDF⇨Convert to Adobe PDF and E-mail or click the Convert to Adobe PDF and E-mail button (the second button) on the PDFMaker 6.0 toolbar.**

If you haven't saved your Office document, Acrobat PDFMaker will prompt you to do so. After clicking Yes to save the current Office document, the Save PDF File As dialog box appears.

2. **Edit the filename of the converted PDF file in the Name text box and select the folder in which to save it on your hard drive.**

If you don't edit the filename, PDFMaker gives the new PDF file the same name as its Office counterpart but with the .pdf filename extension. If you're using Office XP, the filename extension may not be displayed along with your title in the File Name text box, but PDF Files is automatically selected in the Save as Type list box below.

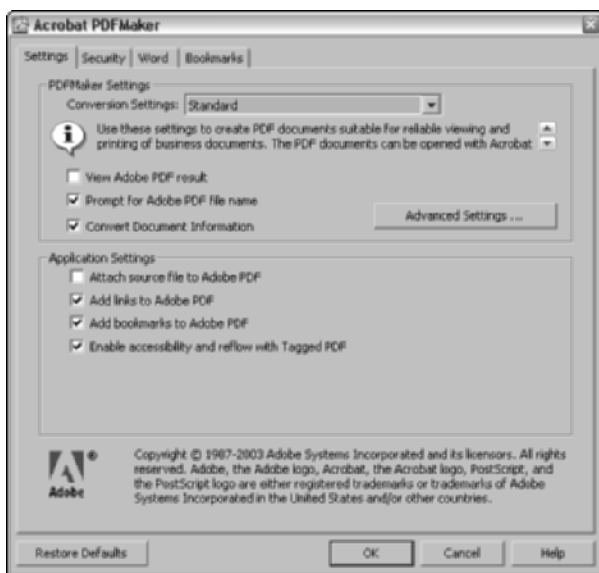
3. **Click the Save button to convert the file and then launch your e-mail program.**
4. **Fill in the e-mail addresses of the recipient(s) in the To and Cc text boxes, as required, and then describe the contents of the message in the Subject text box in the message header before writing a memo to the recipient(s) in the body of the message.**
5. **Click the Send button to send the e-mail message to the designated recipient(s), complete with the attached PDF document, and then return to your Microsoft Office program.**

## *Customizing the PDF conversion settings*

PDFMaker enables you to change and customize the distilling settings used in any of your Office-to-PDF file conversions. To customize the distilling settings, you choose Adobe PDF⇨Change Conversion Settings from the Office application program's menu bar to open the Adobe PDFMaker.

Figure 5-3 shows this dialog box as it appears in Microsoft Word with its four tabs: Settings, Security, Word, and Bookmarks. Note that the Adobe PDFMaker dialog box that opens when you choose Adobe PDF⇨Change Conversion Settings from the Microsoft Excel or PowerPoint menus has only the two tabs: Settings and Security. A separate Bookmarks tab is unique to Microsoft Word and provides the ability to select specific headings and paragraph styles in your Word document that can be converted into bookmarks in the resulting PDF file. In addition, you won't find an application-specific tab (like the Word tab in Figure 5-3) when using Excel or PowerPoint. Application-specific options in those programs are either minimal enough to include in the Application Setting area of the Settings tab (as is the case with PowerPoint) or as a new menu option (as is the case with Excel) when using PDFMaker 6.

**Figure 5-3:**  
Opening the  
Adobe  
PDFMaker  
dialog box in  
Microsoft  
Word.



### The Settings tab

The Settings tab of the Adobe PDFMaker dialog box enables you to change the Adobe PDF settings (now called *conversion settings* in PDFMaker). As when using Acrobat Distiller to create your PDFs, the default preset job option is Standard when you first open the Adobe PDFMaker dialog box. You can use the Conversion Settings drop-down list to select one of the other preset Adobe PDF Settings (PDFX1a, PDFX3, Press Quality, Smallest File Size, or Standard) or to select any of the custom Adobe PDF Settings that you create. In addition to being able to select different settings in the Conversion Settings drop-down list, you have a number of check boxes in the PDFMaker Settings and Application Settings areas on the Settings tab. The following gives a rundown on the options that appear whether you're using Microsoft Word, Excel, or PowerPoint:

- ✓ **PDFMaker Settings:** Select the View Adobe PDF Result check box to immediately view your converted PDF in Acrobat after distilling. Select the Prompt for Adobe PDF File Name check box to have the Save Adobe PDF File As dialog box open prior to converting your Word document. To convert the document-specific information (such as the Title, Subject, Author, and Keywords information found on the Summary tab of the document's Properties dialog box) to metadata in the new PDF file that can be indexed and searched (see Chapter 13 for information on searching), select the Convert Document Information check box. Note that the PDFMaker Settings area also includes an Advanced Settings button.

Clicking this button opens the Adobe PDF Settings dialog box in Acrobat 6 where you create customized Adobe Distiller conversion settings. This process is covered in detail in Chapter 4.

- ✓ **Application Settings:** Select the Attach Source File to Adobe PDF check box if you want to attach the Office source file as a comment in your converted PDF document. Select the Add Links to Adobe PDF check box to convert the hyperlinks in your Word document to Adobe PDF links. Select the Add Bookmarks to Adobe PDF check box to convert the headings and paragraph styles in a Word document to bookmarks in a PDF document. The Enable Accessibility and Reflow with Tagged PDF check box lets you create tagged PDF documents from the Word document structure.

To customize one of the preset Adobe PDF Settings and thereby create a new custom job option, select the preset that uses settings closest to the ones you want in the custom job option in the Conversion Settings drop-down list and then click the Advanced Settings button to open the Adobe PDF Settings dialog box for the selected preset.

The Adobe PDF Settings dialog box that PDFMaker opens in your Microsoft Office program contain the same tabs (General, Images, Fonts, Color, and PDF/X) with the same options as the Adobe PDF Settings dialog box that the Acrobat Distiller opens when you select its Settings⇨Edit Adobe PDF Settings menu command. As is true in the Acrobat Distiller, the particular values and settings that are selected on the individual tabs of the Adobe PDF Settings dialog box depend upon which preset you select when you open the dialog box with the PDFMaker's Advanced Settings button (refer to Chapter 4 for detailed information on how to modify these settings).

After customizing the settings on the tabs of the Adobe PDF Settings dialog box, you save these settings by clicking the Save As button and then naming the custom Conversion Settings. As with the Acrobat Distiller, any custom Conversion Settings you save are automatically added to the PDFMaker's Conversion Settings drop-down list as soon as you close the Adobe PDF Settings dialog box.

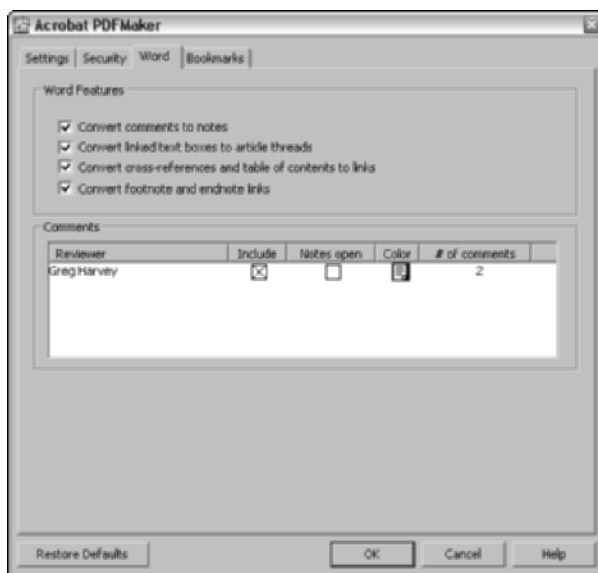
### *The Security tab*

The Security tab in the Adobe PDFMaker dialog box contains options that enable you to password-protect the converted PDF file (so that only the people you give the password can open the file) and set the file permissions (which control how the document can be edited and whether or not it can be printed). The options on this tab are identical to the ones found in the Adobe PDF - Security dialog box (refer to Chapter 4 for details on how to go about setting the password and file permission options). Note that the Security tab options are exactly the same whether you are converting a Microsoft Word, Excel, or PowerPoint document to PDF.

### *The Word tab*

The Word tab in the Adobe PDFMaker dialog box contains a bunch of check box options that enable you to control what Word-specific information is carried over to the new PDF documents you'll be generating. Figure 5-4 shows the Word tab as it appears when you open the Adobe PDFMaker dialog box in Microsoft Word.

**Figure 5-4:**  
Examining  
the Word  
tab in the  
Adobe  
PDFMaker  
dialog box  
when using  
Microsoft  
Word.



The Word Features area on the Word tab contains the following settings for converting very specific word processing features into PDF equivalents:

- ✓ **Convert Comments to Notes:** Converts all comments added to the Word document into notes in the resulting PDF document.
- ✓ **Convert Linked Text Boxes to Article Threads:** Convert all notations made in the text boxes found in the Word document into articles that control the way the text is read in Acrobat 6 or Adobe Reader 6 (see Chapter 2 for more information).
- ✓ **Convert Cross-References and Table of Contents to Links:** Changes all cross-references and any table of contents found in the Word document into active hyperlinks in the resulting PDF document.
- ✓ **Convert Footnote and Endnote Links:** Converts all footnotes and endnotes in the Word document into active hyperlinks in the resulting PDF document.

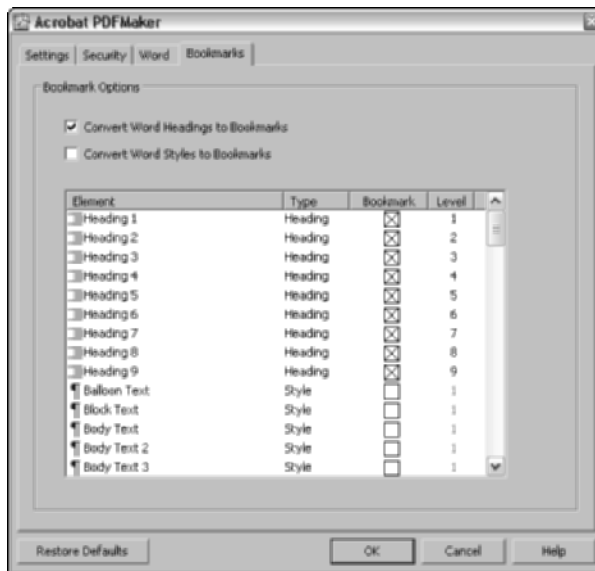
The Comments area of the Word tab displays all the comments in the current Word document and lets you choose how they will be displayed in

the converted PDF document. You can choose whether or not to include the comments, whether they appear open, and also specify a background color.

### *The Bookmarks tab*

The Bookmarks tab (shown in Figure 5-5) is unique to the Word version of the Acrobat PDFMaker dialog box. Its options enable you to convert the headings and paragraph styles found in the original Word document into bookmarks in the resulting PDF document.

**Figure 5-5:**  
Examining  
the  
Bookmarks  
tab in the  
Word  
version of  
the Adobe  
PDFMaker  
dialog box.



The Bookmarks tab contains the following options:

- ✓ **Convert Word Headings to Bookmarks:** This option automatically converts all Word Heading styles used in the original document to bookmarks in the final PDF document. When this check box is selected (as it is by default), all Heading styles used in the document are selected in the list box below. To restrict bookmark conversion to just particular heading levels, deselect the check boxes for all the Heading styles you don't want used in this list.
- ✓ **Convert Word Styles to Bookmarks:** This option automatically converts all styles (not just the heading styles) used in the original Word document to bookmarks in the final PDF document. When you select this check box, the check boxes for all the styles used in your document are selected in list box below. To restrict bookmark conversion to just particular paragraph styles, deselect the check boxes for all the individual styles you don't want used in this list.



While there are no Excel-specific options on the Acrobat PDFMaker dialog box when you choose Adobe PDF→Change Conversion Settings in Microsoft Excel, there is an important new command on the Adobe PDF menu — Convert Entire Workbook. The default PDF conversion setting for an Excel document converts only the active worksheet. If you want to convert all the worksheets in your Excel workbook to Adobe PDF, choose this command.

### *The PowerPoint-specific application settings*

The following PowerPoint-only options appear in the Settings tab on the Acrobat PDFMaker dialog box (shown in Figure 5-6) when you choose Adobe PDF→Change Conversion Settings in Microsoft PowerPoint:

- ✓ **Save Slide Transitions in Adobe PDF:** Ensures that the animated transitions setup in a PowerPoint presentation are carried over in the converted PDF file.
- ✓ **Convert Multimedia to PDF Multimedia:** Ensures that all multimedia elements in a PowerPoint presentation are converted to Adobe Multimedia in a PowerPoint-generated PDF file. Adobe Multimedia format adds interactive features to graphics, sounds, and movies that enhance their appearance in PDF documents. See Chapter 16 for more on this subject.
- ✓ **PDF Layout Based on PowerPoint Printer Settings:** Ensures that page layout in a PowerPoint-generated PDF file mirrors the printer settings specified in the PowerPoint presentation.

**Figure 5-6:**  
Examining  
the  
Application  
Settings for  
PowerPoint  
in the  
Acrobat  
PDFMaker  
dialog box.



## *Converting Office documents to PDF and sending them for review*

The third option for creating a PDF file with PDFMaker enables you to create a PDF from an Office document and use the resulting PDF file to initiate a review cycle by sending it out to reviewers. To do so, follow these steps:

1. **Choose Adobe PDF↔Convert to Adobe PDF and Send for Review in the Office application or click the Convert to Adobe PDF and Send for Review button on the PDFMaker 6.0 toolbar.**

If you haven't saved your document, an Acrobat PDFMaker alert dialog box prompts you to do so. Click Yes. The Save Adobe PDF File As dialog box appears.

2. **Edit the filename of the converted PDF file in the Name text box and select the folder in which to save it on your hard drive.**

If you don't edit the filename, PDFMaker gives the new PDF file the same name as its Office counterpart but with the .pdf filename extension. Note that by default, filename extensions aren't displayed in Windows XP.

3. **Click the Save button to close the Save Adobe PDF File As dialog box and start the conversion process.**

When the PDFMaker finishes distilling your Office document, it opens the Send by E-mail for Review dialog box, as shown in Figure 5-7. Note that if you haven't entered a return e-mail address in Acrobat Preferences, you will be prompted to enter one prior to seeing the dialog box shown in Figure 5-7.

4. **Enter e-mail addresses of those you wish to send the PDF file to for review, a subject, and message in the appropriate text boxes.**

The standard e-mail address text boxes (To, Cc, and Bcc) are provided. The Subject and Message to Reviewers text boxes have default entries that you can use or edit.

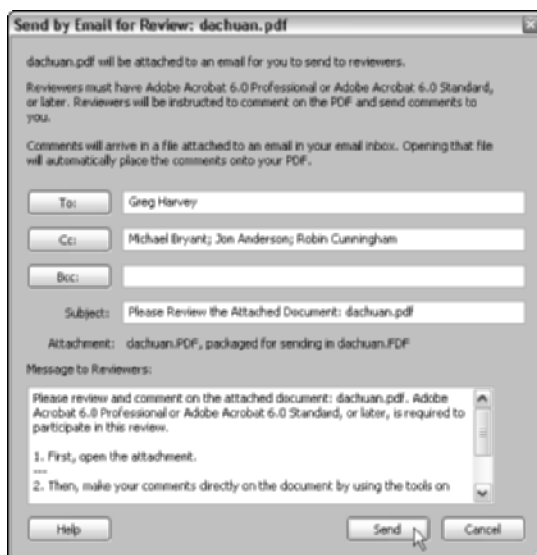
5. **Click the Send button to close the Send by E-mail for Review dialog box.**

An alert from your e-mail client program appears, asking you to verify that you want to send an e-mail with the attached PDF file.

6. **Click the Send button (again) to send out the attached PDF file for review.**

The Send for Review dialog box, shown in Figure 5-7, also appears in Acrobat 6 when you choose File↔Send by E-mail for Review. For a complete rundown on commenting and reviewing features in Acrobat 6 as well as the Acrobat Comments menu that appears in Microsoft Word, see Chapter 9.

**Figure 5-7:**  
Examining  
the Send by  
E-mail for  
Review  
dialog box.



You can add to the notes, links, and bookmarks that are carried over from the original Word document in the converted PDF document using the annotation features in Acrobat 6 — see Chapter 9 for details.

## Converting Office X files on the Mac

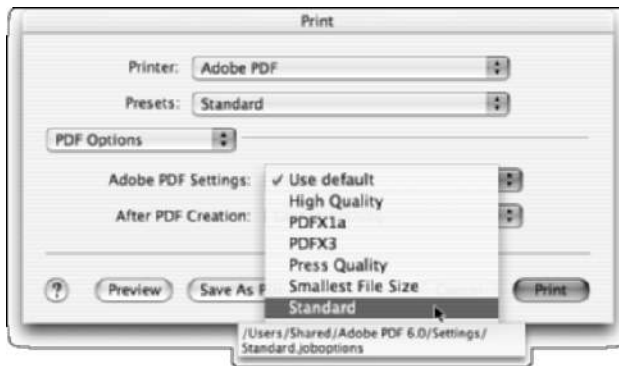
If you're using Microsoft Office X for Mac OS X (and you have to because Acrobat 6 runs only on OS X), you have access to both the Convert to Adobe PDF and the Convert to Adobe PDF and E-mail buttons on the PDFMaker 6.0 toolbar in Word, Excel, and PowerPoint after you install Acrobat 6.0 on your computer. Note that although PDFMaker 6 does not support the review and commenting features found in the Windows version, you can use these buttons to convert Office documents to PDF files and e-mail them as you would using Office for Windows. You do not, however, have access to an Adobe PDF menu as you do in the Windows version of Office. This means that you have no way to change the conversion settings as described previously in this chapter. Mac users (I can hear you screaming at Adobe for Acrobat feature parity with your Windows brethren) can, however, choose Acrobat Distiller 6 preset Conversion Settings or any custom conversion settings you've created in the Print dialog box of your Office X program. To do so, follow these steps:

1. With your Office X document open, choose **File⇧Print** or press **⌘+P** to open the Print dialog box.
2. Select Adobe PDF on the Printer drop-down list.

### 3. Select PDF Options on the drop-down list labeled Pages and Copies.

The PDF Options command is added to the list when you choose Adobe PDF as your printer. After selecting PDF Options, the Print dialog box changes to the one shown in Figure 5-8.

**Figure 5-8:**  
Selecting a  
preset or  
custom  
conversion  
setting  
when  
creating  
PDF files in  
Office X for  
Mac OS X.



### 4. Click the Adobe PDF Setting drop-down list to select a preset Distiller Conversion Setting or one you've customized.

As shown in Figure 5-8, if you hover the mouse pointer over a conversion setting in this list, a screen tip displays the directory path for that conversion setting's location on your hard drive. You also have the option to choose Launch Nothing or Acrobat on the After PDF Creation drop-down list to specify whether or not you want to view your converted Office document PDF in Acrobat.

### 5. Click either the Save as PDF or Print button to open the Save to File dialog box.

If you want to see how your converted Office document is displayed in Acrobat, click the Preview button.

### 6. Type a filename in the Save As text box, choose a location for the finished PDF file (the default is your desktop), and click the Save button to convert your Office Document to PDF.



PDF files that are created from Office X documents do not retain their document structure tags. This means that those PDF files will not have the capability of being reflowed in Acrobat or Adobe Reader. For more on reflowing document text see, Chapter 2.



## Chapter 6

# Capturing Paper Documents

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### *In This Chapter*

- ▶ Scanning paper documents into Acrobat 6
  - ▶ Making scanned PDF documents editable and searchable
  - ▶ Finding and correcting scanner foul-ups
  - ▶ Converting previously scanned documents to PDF
  - ▶ Using the Paper Capture Online service
- 

**A**crobat 6 makes it easy to turn your paper documents into PDF files that you can share with clients and coworkers via e-mail or post for viewing on your company's intranet or Web site on the Internet. Capturing paper documents as PDF files also provides a perfect way for you to electronically archive important documents such as contracts, reports, and financial statements.

Then, after you've scanned these documents in as PDF files, if you're a Windows user, you can use Acrobat's Paper Capture feature within Acrobat to turn them from graphic files to fully searchable text (if you're a Mac user, you do this using Adobe's free [for you] Paper Capture Online service). That way, even after you catalog the documents and store them on media, such as CD-ROM or removable disk media, you still retain the ability to search their text. As you find out in this chapter, all you need to turn almost any of your paper documents into PDF documents is a scanner connected to your computer and a little know-how about using the Acrobat 6 Paper Capture feature.

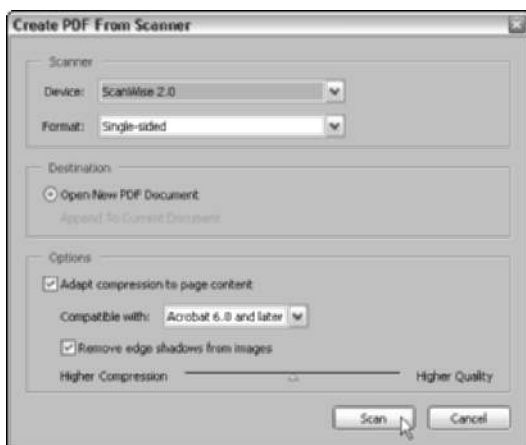
## *Scanning Paper Documents in Acrobat 6*

To capture paper documents as PDF files, you first scan them using the import scan feature in Acrobat 6. The steps for doing this are quite straightforward:

1. Turn on your scanner and position the first sheet of the document correctly on its glass.
2. Launch Acrobat 6, and if you want to add the pages you're about to scan to a particular PDF document, open that document in Acrobat.
3. Choose **File**⇨**Create PDF**⇨**From Scanner** or click the pop-up menu on the **Create PDF Task** button and select **From Scanner**.

The Create PDF From Scanner dialog box opens, as shown in Figure 6-1.

**Figure 6-1:**  
Select the scanner, page format, and destination in the Create PDF From Scanner dialog box.



4. In the **Scanner** area of the dialog box, select the name of your scanner and the driver it uses (if the device listed is not the one you want to use, select its name and driver in the **Device** drop-down list) and indicate whether the device should scan one side (the default) or both sides of the paper.

Select **Double-sided** in the **Format** drop-down list if you need to scan both the front and back of the pages.

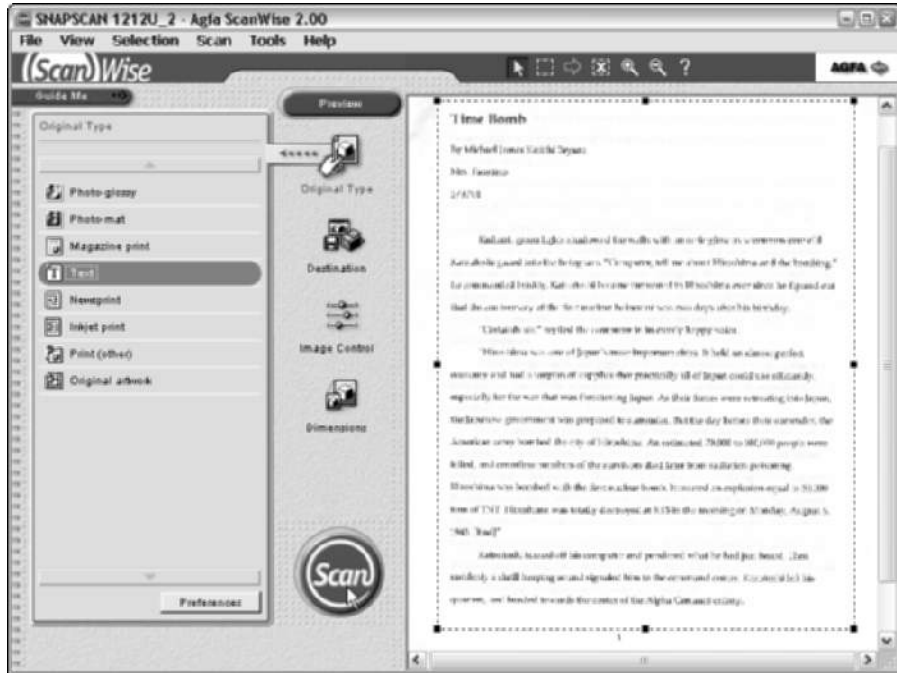
5. If you have a PDF document open in Acrobat at the time you choose **File**⇨**Create PDF**⇨**From Scanner**, you have a choice in the **Destination** area of the **Create PDF From Scanner** dialog box between the **Open New PDF Document** option and the **Append to Current Document** option.

Note that if you have no PDF document currently open, the **Append to Current Document** radio button is grayed out. If a PDF document is currently open, Acrobat selects the **Append to Current Document** radio button by default, and you must remember to select the **Open New PDF Document** radio button if you want to avoid adding the scanned pages to the end of the current document.

6. Click the **Scan** button.

When you click the Scan button in the Create PDF From Scanner dialog box, the scanning software used by your particular brand of scanner opens its own window in which you can select the scanning settings and often preview the scanned page. Figure 6-2 shows the controls in the ScanWise window used by my Agfa scanner that opens when I click the Scan button in the Create PDF From Scanner dialog box.

**Figure 6-2:**  
Select the  
scanning  
settings  
with the  
software  
installed for  
your type of  
scanner.



When choosing the scanning settings, you want to select the lowest resolution quality for the type of document that stills gives you an acceptable image in the final PDF file. The reason for this is the higher the resolution, especially when dealing with color images, the larger the file, and at high resolutions with lots of colors, you can end up with an enormous document.



When selecting the scanning settings, keep these tips in mind:

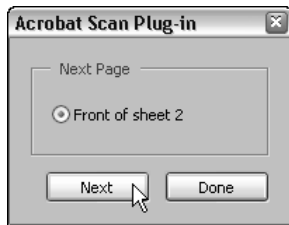
- ✓ When scanning black-and-white images and text-only documents, you must set the resolution between 200 and 600 dpi (dots per inch). When scanning color images and text, you must select a range between 200 and 400 dpi. This is because the Paper Capture plug-in that recognizes the text in a scanned document and converts it to searchable and editable text can only process documents scanned in these ranges.

- ✓ For most documents, scanning at a resolution of 300 dpi produces the best paper captures. If, when using the Paper Capture plug-in, you find that the document contains many unrecognized words, or if the document has a lot of very small text (9 points or smaller), try scanning at a higher resolution (up to 600 dpi).
- ✓ Scan in black and white whenever possible.
- ✓ When scanning color or grayscale pages containing large type, try scanning at a resolution of 200 dpi for faster processing with Paper Capture.
- ✓ Avoid using dithering or halftone scanner settings. These improve the appearance of photographic images but make it difficult for the Paper Capture plug-in to recognize text.
- ✓ When scanning text printed on colored paper, increase the brightness and contrast by approximately 10 percent. If your scanner supports color filtering capability, select a filter that drops out the background color.
- ✓ If your scanner has a manual brightness control, use it to get the letters as clean as possible. If some of the thicker characters in the document are touching when scanned, try using a higher brightness setting and scanning again. If some of the thinner characters are too separated in the scan, try a lower brightness setting next time.

After selecting your scanning settings in your scan software (and previewing the page if your scan software offers this feature), start scanning the page by clicking the Scan button (or its equivalent). When your scanner finishes scanning the page, Acrobat displays an Acrobat Scan Plug-In dialog box (similar to the one shown in Figure 6-3) that prompts you to get the next page ready for scanning or to signal that you're done scanning.

**Figure 6-3:**

Click the Next button to scan the next page in the document.



When this dialog box appears, you take one of the following three actions, depending upon what type of document you're scanning:

- ✓ If you're scanning a single-page document, click the Done button in this Acrobat Scan Plug-In dialog box.

- ✓ If you're scanning a double-sided document, turn the paper over in the scanner and then click the Next button.
- ✓ If you're scanning single-sided pages but your paper document contains multiple pages, replace the first page on the scanner with the second page and then click the Next button.

When you click the Done button, Acrobat closes the Acrobat Scan Plug-In dialog box and displays the page you just scanned in the Acrobat Document window. When you click the Next button, Acrobat closes the Acrobat Scan Plug-In dialog box and returns you to your scanning software, where you can start scanning the backside of the page or the next page by clicking its Scan button.

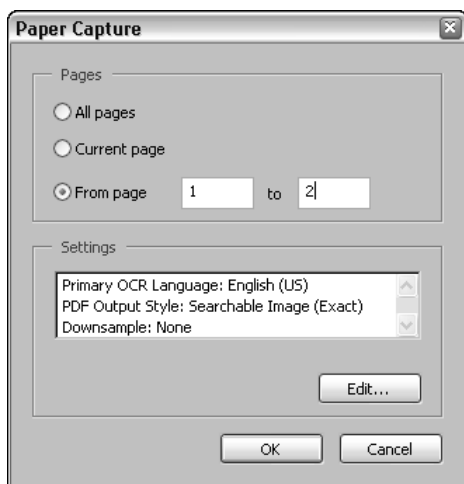
For a multipage document, you continue the process of clicking the Next button in the Acrobat Scan Plug-In dialog box, replacing the current page with the next page on the scanner, and then clicking the Scan button in your scanner software. When you finish scanning the last page in your document, click the Done button in the Acrobat Scan Plug-In dialog box to see the first page of your new PDF document displayed in Acrobat.

## ***Making scanned documents searchable and editable***

When you scan a document directly into a PDF file (as described in the preceding section), Acrobat captures all the text and graphics on each page as though they were all just one big graphic image. This is fine as far as it goes, except that it doesn't go very far because you can neither edit nor search the PDF document. (As far as Acrobat is concerned, the document doesn't contain any text to edit or search — it's just one humongous graphic). That's where the Paper Capture plug-in in Acrobat 6 for Windows comes into play: You can use it to make a scanned document into a PDF that you can either just search or both search and edit.

To use Paper Capture, all you have to do is choose Document⇨Paper Capture to open the Paper Capture dialog box (shown in Figure 6-4), select the page or pages to be processed (All Pages, Current Page, or From Page *x* to *y*), and then click the OK button; the Paper Capture utility does the rest. As it processes the page or pages in the document that you designated, a Paper Capture Plug-In alert dialog box keeps you informed of its progress in preparing and performing the page recognition. When Paper Capture finishes doing the page recognition, this alert dialog box disappears, and you can then save the changes to your PDF document with the File⇨Save command.

**Figure 6-4:**  
Selecting  
the pages to  
process in  
the Paper  
Capture  
dialog box.



When doing the page recognition in a PDF document, the Paper Capture plug-in offers you a choice between the following three Output Style options:

- ✓ **Searchable Image (Exact):** Select this option to make the text in the PDF document searchable but not editable (this is the default setting). This setting is the one to choose if you're processing a document that needs to be searchable but should never be edited in any way, such as an executed contract.
- ✓ **Searchable Image (Compact):** Select this option to make the text in the PDF document searchable but not editable and to compress its graphics. Use this setting if you're processing a document whose text requires searching without editing and that also contains a fair number of graphic images that need compressing. When you select this setting, Paper Capture applies JPEG compression to color images and ZIP compression to black-and-white images.
- ✓ **Formatted Text & Graphics:** Select this option to make the text in the PDF document both editable and searchable. Pick this setting if you not only want to be able to find text in the document but also possibly make editing changes to it.

To select a different output style setting, click the Edit button in the Paper Capture dialog box to open the Paper Capture Settings dialog box (as shown in Figure 6-5). This dialog box not only enables you to select a new output style in the PDF Output Style drop-down list, but also enables you to designate the primary language used in the text in the Primary OCR Language drop-down list (OCR stands for Optical Character Recognition, which is the kind of software that Paper Capture uses to recognize and convert text captured as a graphic into text that can be searched and edited).

**Figure 6-5:**  
Selecting  
options in  
the Paper  
Capture  
Settings  
dialog box.



If your PDF document contains graphic images, you can tell Paper Capture how much to compress the images by selecting the maximum resolution in the Downsample Images drop-down list. This menu offers you three options in addition to None (for no compression): Low (300 dpi), Medium (150 dpi), and High (72 dpi). The Low, Medium, and High options refer to the amount of compression applied to the images, and the values 300, 150, and 72 dpi (dots per inch) refer to their resolution and thus their quality. As always, the higher the amount of compression, the smaller the file size and the lower the image quality.



After processing the pages of your PDF document with the Paper Capture plug-in, use the Search feature (Ctrl+F on Windows and ⌘+F on the Mac) to search for words or phrases in the text to verify that it can be searched. If you used the Formatted Text & Graphics output style in doing the page recognition, you can select the TouchUp Text Tool by clicking its button on the Advanced Editing toolbar or by typing T, and then click the I-beam pointer in a line of text to select the line with a bounding box (see Chapter 10 for more on editing with this tool) to verify that you can edit the text as well. Always remember to choose File→Save to save the changes made to your document by processing with Paper Capture.

## *Correcting Paper Capture boo-boos*

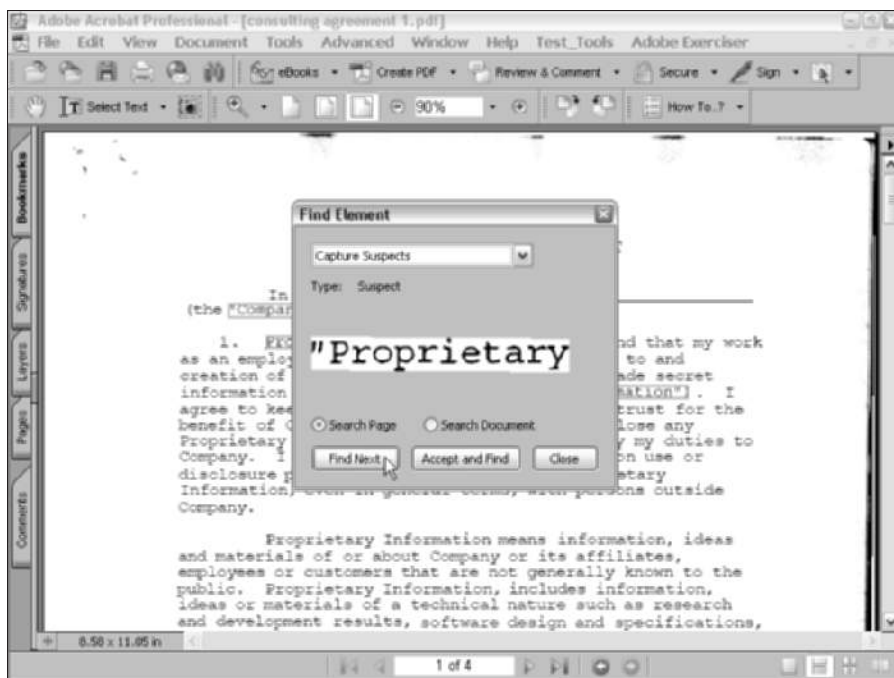
Although the OCR (Optical Character Recognition) software used by Paper Capture has become better and better over the years, it's still far from perfect. After processing a scanned PDF document using the Formatted Text & Graphics output style, you need to check your processed document for words that Paper Capture didn't recognize and therefore wasn't able to convert from bitmapped graphics into text characters.

To make this check and correct these OCR errors, follow these steps:

### **1. Choose Document→Paper Capture→Find First OCR Suspect.**

The program flags the first unrecognized word in the text by putting a gray rectangle around it and opens the Find Element dialog box. Acrobat shows a magnified view of the unrecognized word in the Find Element dialog box, as shown in Figure 6-6.

**Figure 6-6:**  
Finding an  
unrecog-  
nized  
word in the  
processed  
text.



**2. Choose the TouchUp Text tool by clicking its button on the Advanced Editing toolbar.**

**3. In the Find Element dialog box, choose one of the following options:**

- To accept the word displayed and convert it from a graphic into text and then continue to the next capture suspect, click the Accept and Find button.
- To edit the suspect word directly in the Find Element dialog box, type over incorrect characters in the suspect word and then click the Accept and Find button and go to the next suspect.
- To ignore an unrecognized word and not convert it to text, just click the Find Next button to move right on to the next suspect.

**4. Repeat Step 3 until you've checked and corrected all the unrecognized words in the processed document.**

Note that if you choose Document⇨Paper Capture⇨Find All OCR Suspects, the program finds and highlights all suspect elements in the document without opening the Find Element dialog box. This allows you to individually choose which OCR suspect you'd like to edit.

5. **To edit one of the OCR Suspects in a document after choosing Find All OCR Suspects command, make sure the TouchUp Text tool is selected and double-click the desired element to open the Find Element dialog box.**

The selected OCR Suspect appears in the Find Element dialog box. You can continue by repeating Step 3 or close the Find Element dialog box and repeat Step 5.

6. **Click the Close button in the lower-right corner of the Find Element dialog box to close it, and then choose File⇨Save to save your corrections to the PDF document.**

## *Importing Previously Scanned Documents into Acrobat*

If you already have a scanned document or an electronic fax saved on your hard drive in a graphics format such as TIFF or BMP (the Tagged Information File Format and Bitmap format are most commonly used for saving scanned images), you can open the file in Acrobat 6 and then process its pages with the Paper Capture plug-in (as described in the previous section). Note that in order for the Paper Capture plug-in to render a searchable PDF document, the source document must be scanned at a resolution setting between 200 and 600 dpi. To open the scanned graphic file in Acrobat, follow these steps:

1. **Choose File⇨Create PDF⇨From File to display the Open dialog box.**
2. **Browse to the folder that contains the graphics file containing the scanned image and click its file icon.**

If the graphics file is saved in a graphics format other than TIFF, select this file format in the Files of Type drop-down list (the Show drop-down list on the Mac) so that its file icon is displayed in the Open dialog box.

3. **Click the Open button.**

The scanned graphic is displayed in the Document window in Acrobat.

4. **To save the graphics file as a PDF file, choose File⇨Save, and then edit the filename and the folder in which you want to save it (if desired) before clicking the Save button.**
5. **To make the text in the new PDF file searchable, choose Document⇨Paper Capture⇨Start Capture.**

The Paper Capture dialog box opens.

6. To modify the Paper Capture settings before using it to process the pages of your PDF document, click the Edit button to open the Paper Capture Settings dialog box. Otherwise, skip to Step 11.
7. Select the language of the text in the Primary OCR Language drop-down list.
8. In the PDF Output Style drop-down list, select one of the following:
  - To be able to both search and edit the text, select the Formatted Text & Graphics option.
  - To make the document text searchable only, select the Searchable Image (Exact) option.
  - To make the text in a document containing many images searchable, select the Searchable Image (Compact) option instead.
9. To compress the graphics in the PDF document, select the amount of compression in the Downsample Images drop-down list.

Your choices are Low (300 dpi), Medium (150 dpi), or High (72 dpi).
10. Click OK to close the Paper Capture Settings dialog box and return to the Paper Capture dialog box.
11. Click OK in the Paper Capture dialog box to begin the page processing.
12. Choose File→Save a second time to save your changes.

After processing the pages of a scanned image that you've saved as a PDF document with Paper Capture, if you used the Formatted Text & Graphics output style, you can locate and eliminate all OCR errors in the text by following the steps in the preceding section, "Correcting Paper Capture boo-boos."

## *Using the Paper Capture Online Service*

Adobe's Paper Capture feature in Acrobat 6 is designed for individual or small office use. For the needs of larger businesses, Adobe provides their Create Adobe PDF Online service that enables you to convert any type of business document to PDF. Company reports, printed archival materials, spreadsheets, calendars, and even entire Web sites are just a few of the types of documents that you can convert in order to take advantage of the universal file-sharing aspects of PDF. The service is subscription based (U.S. \$9.99 per month or about U.S. \$99 per year), but Adobe offers the service on a trial basis that allows you to create five PDF files free of charge.

You can go to Adobe's Web site and see what all the excitement is about by typing this URL into your favorite browser's Address text box:

<http://createpdf.adobe.com>

After you've subscribed to the service, you can then upload as many scanned files (of no more than 50 pages in length) as you want and process them online with Paper Capture as follows:

1. **Use your Web browser to go to `createpdf.adobe.com`, sign in by entering your username and password in the Adobe ID and Password text boxes, and then click the Login button.**

The Create Adobe PDF page appears.

2. **Click the Choose a File graphic link to open the Create Adobe PDF Online - Select a File dialog box.**

Note that you can also click the Submit a URL link in order to capture a Web page. A page appears where you specify which file to process.

3. **Click the Browse button to locate the desired file on your hard drive, click Choose, and then click the Continue button on Adobe's Select a File dialog box to open the Conversion Settings window shown in Figure 6-7.**

Note that you can click the Supported File Types link to view a list of File types supported by the Create Adobe PDF Online service.

**Figure 6-7:**  
Choose  
conversion  
settings for  
online  
creation  
of a PDF  
document.



4. **Click the Optimization Settings drop-down list and choose either Web (the default), eBook, Screen, Print, or Press as the output conversion setting for your file.**

5. Click the PDF Compatibility drop-down list to select either Acrobat 3.0 (PDF 1.2) (the default), Acrobat 4.0 (PDF 1.3), or Acrobat 5.0 (PDF 1.4) as the output compatibility setting for your file.

6. Choose a level of security for the converted PDF by clicking the Security Options drop-down list. The default is No Security.

You have the option of choosing two other basic levels of security: No Printing (40 bit) or No Printing (128 bit). You can further customize security settings for your converted PDF by clicking the Adobe Acrobat Security link above the Security Options drop-down list.

7. Select the desired method for having the processed file returned to you in the Delivery Method drop-down list.

Your choices are No E-Mail, Download from Conversion History (which lets you archive PDF files at Adobe and download them as necessary from your Conversion History list), Wait for PDF Conversion in Browser, E-Mail Me a Link to My New PDF, or E-Mail Me My New PDF as an Attachment.

8. Click the Create PDF button at the bottom of the window to upload your file and have it processed according to your wishes.



Create Adobe PDF Online lets you create and save your own conversion settings, just as you would in Acrobat 6. To do so, click the Preferences link under the heading Set Options in the Conversion Settings window and select the new settings using the drop-down lists provided for various conversion settings in the Preferences window. Then click the OK button, enter a descriptive name for the new settings in the dialog box that appears, and click OK. Your new conversion settings will appear in the Optimization Settings drop-down list in the Conversion Settings window.

When the Create Adobe Acrobat Online service receives your uploaded document, it displays a Confirmation screen that gives you an identification number and that indicates how the processed file will be delivered to you. Depending upon your settings, the service then delivers the processed PDF file to you either by displaying it in your Web browser (assuming that you use one that supports the plug-in for displaying PDF files), in an e-mail message as a link or a file attachment, or as a link in your Conversion History list.

## Chapter 7

# Capturing Web Pages

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### *In This Chapter*

- ▶ Capturing your favorite Web site in a PDF file
  - ▶ Browsing Web pages in Acrobat
  - ▶ Adding Web pages to a PDF file by surfing its links
  - ▶ Changing the Web capture preferences and conversion settings
  - ▶ Appending Web pages to a PDF file
  - ▶ Refreshing the Web pages in a PDF file
- 

**W**hen you first hear that Acrobat 6 can capture Web pages as PDF files, you may wonder why on Earth anyone in her right mind would want to do such a thing. After all, Web browsers are not only perfectly capable of displaying any and all Web pages in their native HTML (HyperText Markup Language) format, but they are also much more widespread than Acrobat and Adobe Reader. And, of course, this is true — as long as you're connected to the Internet. The moment you get disconnected from the Internet, all Web browser access to online content shuts off (unless your browser is capable of caching the pages on your hard drive and you know how to set this up).

In this chapter, you discover how easy it is to capture Web pages as PDF files that you can browse at any time on any computer equipped with a copy of Acrobat or Adobe Reader. Because the Web pages are PDF files, not only can you browse them when you don't have Internet access handy, but you can also annotate them and distribute them as you would any other PDF document. This makes internal Web site design reviews a real joy because it's easy to send the PDF versions of the Web pages to clients and coworkers for approval, as well as elicit feedback from them right on the pages if they're using Acrobat 6.



One of the best reasons for capturing a Web site in PDF format is to be able to browse its contents when you're traveling and at other times when you can't go online. This feature is also a godsend when you need to give a presentation or conduct a training session that involves the use of Web material because you still have access to the Web content (internal links and all), even if you lose your Internet connection or are not able for one reason or another to go online. When viewing Web pages in Acrobat or Adobe Reader, you can use the Full Screen view to get rid of all the distracting menus, toolbars, and so on (see Chapter 2 for details) because you will be using the site's own links and navigation controls to move from page to page. You control what page transitions are used and how to navigate from page to page in full-screen mode by opening the Preferences dialog box (Ctrl+K on Windows and ⌘+K on the Mac) and then clicking Full Screen in the list of preferences.

## *Opening Web Pages as PDF Files*

To be able to capture Web pages (and even entire Web sites) as PDF files for viewing in Acrobat or Adobe Reader, all you need is Internet access, Acrobat 6, and the Web site's URL (Uniform Resource Locator). Before you can use Acrobat to capture Web pages, you must have your computer correctly configured for accessing the Internet. If you already get online with a popular Web browser, such as Microsoft Internet Explorer or Netscape Navigator, Acrobat should be able to detect these settings and use them for Web capture. If you find that you can't capture Web pages as described in this section, open the Internet Properties dialog box from within Acrobat by choosing Edit⇨Preferences⇨Internet Settings, and then seek help from your ISP (Internet service provider) or IP personnel in getting your Internet settings correctly configured in Acrobat.

The steps for capturing the pages are easy as can be:

- 1. In Acrobat, choose File⇨Create PDF⇨From Web Page, or click the Create PDF button on the Tasks toolbar and choose From Web Page on the pop-up menu.**

The Create PDF from Web Page dialog box appears, as shown in Figure 7-1.

- 2. In the URL text box, type or paste in the URL address of the site whose Web pages are to be downloaded.**

If you're converting a local HTML document to PDF (that is, one that's saved on your hard drive or local area network rather than on the Internet), click the Browse button. Then open the folder, select the document's file icon in the Select File to Open dialog box, and then click the Select button.

**Figure 7-1:**  
Capturing  
Web pages  
as PDF files.



**3. In the Settings area of the Open Web Page dialog box, select the Get Entire Site radio button to capture all the Web pages on the site.**

- To capture only the Web site's start page, leave the Get Only radio button selected with 1 in the level(s) spinner button text box to the immediate right.
- To capture all the pages linked to the start page, increase the value in the level(s) text box to 2; to get all the pages linked to the pages linked to the start page, increase the level(s) value to 3, and so on.
- To restrict the Web page capture to only pages found on the same Web site or on the same Web server, select the Stay on Same Path and the Stay on Same Server check boxes as well.

**4. Click the Create button to begin capturing the designated Web pages as PDF files.**

If you select the Get Entire Site radio button, the Potentially Large Download Confirmation alert dialog box automatically appears, warning you that you may have bitten off more than your computer can chew. If you're sure that you have the patience (or a lightning-fast download connection), have sufficient hard drive space, and are not attempting to download the Library of Congress Web site, click the Yes button to proceed with the potentially large download of the entire site.

As soon as you click the Download button or the Yes button in the Potentially Large Download Confirmation alert dialog box, Acrobat begins downloading and converting the designated Web pages and displays the Download Status dialog box, which keeps you informed of the progress of the first part of the downloading process.

As the Web pages start arriving on your hard drive, the Download Status dialog box disappears as quickly as it appeared, and the first page of the Web site appears in Acrobat's Document pane. The Navigation pane with the Bookmarks palette selected is also automatically displayed in the Acrobat window. The Bookmarks palette illustrates the hierarchical relationship of the pages you downloaded (see Figure 7-2) as it continues to display the names of the pages on each level as they are successfully downloaded.

**Figure 7-2:**  
Captured  
Web pages  
display their  
linked  
structure  
in the  
Bookmarks  
palette.



If Acrobat is not able to download the complete contents of all the pages on the levels you designated for download, it displays a dialog box called *There Were Errors* that lists all the files that it could not find or otherwise successfully download. After reviewing this list of files, click the OK button in the *There Were Errors* dialog box to close it.

After all the Web pages you asked for on a particular Web site are delivered to your hard drive, you still need to save the pages as a single PDF file so that you can access them in Acrobat or Adobe Reader without being connected to the Internet. To do this, choose **File**⇨**Save** and then give the new PDF file a name, select the folder in which you want to save it, and click the **Save** button.

## *Browsing captured Web pages in Acrobat or Adobe Reader*

After you download Web pages and save them as PDF documents, you can browse their contents in Acrobat 6 or Adobe Reader 6 just as you would any other PDF file. You can go from page to page by clicking the page bookmarks on the Bookmarks tab or the page thumbnails on the Thumbnails tab of the Navigation pane, or you can use the buttons on the Navigation toolbar. (See

Chapter 2 for more specific information on all the ways to navigate a PDF document.)

### ***Following Web links in Acrobat 6***

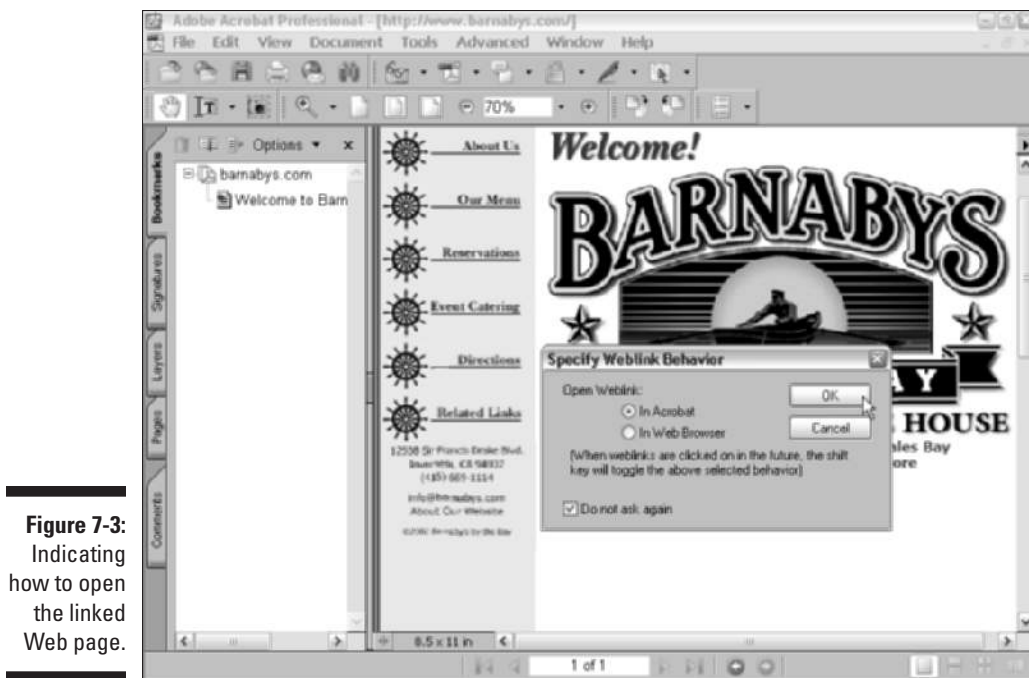
In addition to using the normal navigation controls found in Acrobat 6 and Adobe Reader 6, because you're dealing with Web pages, you can use their own navigation controls, usually in the form of various navigation buttons and hyperlinks, to move from page to page. Be aware, however, that unless you've captured the entire Web site, you will often come upon buttons and links to pages that haven't yet been downloaded and aren't currently part of the PDF file. If your computer has access to the Internet at the time you're viewing the file, you can still follow its Web links and even download its Web pages and add them to the PDF document.

When browsing the file in Acrobat 6, you can tell when you're on a link to a page that you haven't downloaded as part of the PDF file because the program adds a plus sign (+) to the Hand-with-pointing-index-finger mouse pointer, and a ScreenTip showing the page's URL address appears. In Adobe Reader 6, the program adds a W (for Web) to the mouse pointer, along with the ScreenTip showing the page's URL.

The first time you click a link to a Web page that hasn't been captured in Acrobat 6, the program displays the Specify Weblink Behavior dialog box, as shown in Figure 7-3. To have Acrobat 6 download the Web page in Acrobat and add it to the current PDF file, leave the In Acrobat radio button selected and then click OK. To have Acrobat launch your Web browser to display the page there and, therefore, not add the Web page to your PDF document, select the In Web Browser radio button instead before clicking OK.

Note in Figure 7-3 that the Do Not Ask Again check box is automatically selected in the Specify Weblink Behavior dialog box. This means that the next time you click a link in the PDF file, Acrobat will either automatically download and display the page in Acrobat (if the In Acrobat option is selected) or in your Web browser (if the In Web Browser option is selected) without prompting you to decide between using the In Acrobat and In Web Browser option in the Specify Weblink Behavior dialog box.

If you want to be prompted each time you click a link to a page that hasn't yet been downloaded, deselect the Do Not Ask Again check box. Even if you don't deselect this check box, you can still switch between the In Acrobat and In Web Browser options by pressing the Shift key when you click a link (that's what the When weblinks are clicked on in the future, the shift key will toggle the above selected behavior message in the Specify Weblink Behavior dialog box is trying to tell you). So, for example, if you leave the In Acrobat radio button selected the first time you follow a hyperlink to have the page added to the PDF file in Acrobat, but decide at the next link that you only want to browse the page with your Web browser, you accomplish this by holding down the Shift key as you click that hyperlink.



**Figure 7-3:**  
Indicating  
how to open  
the linked  
Web page.

### *Browsing Web links in Adobe Reader 6*

When you follow Web links in a Web-captured PDF file with Adobe Reader 6, the program always opens the associated Web pages in your Web browser (only Acrobat 6 has the ability to capture Web pages and save them in PDF files). You can then surf the Web site by following its links as you would when browsing any other Web site.

Figure 7-4 shows you what happened when I clicked the About Us link (shown in Figure 7-3) in the Barnaby's PDF file after opening this file in Adobe Reader 6. Because Adobe Reader doesn't let you capture Web pages, it opens the About Barnaby's page in my Web browser, which just happens to be Internet Explorer 6.

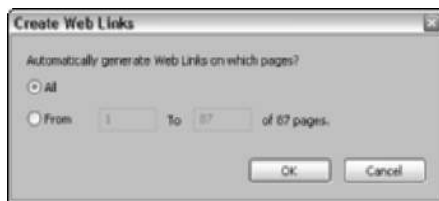
### *Creating Web links in a standard PDF file*

You can have Acrobat 6 convert all complete URL addresses (ones that follow the full format that includes `http://` in the address) entered in a standard PDF file (one not created with the Web Capture feature) into active hyperlinks by choosing **Advanced > Links > Create from URLs in Document**. This opens the Create Web Links dialog box, as shown in Figure 7-5.

**Figure 7-4:**  
In Adobe Reader, when you click a link to a Web page that wasn't captured in the PDF file, the Web page opens in your Web browser.



**Figure 7-5:**  
Converting URLs to live Web links in the Create Web Links dialog box.



To have Acrobat scan all the pages of the document for URLs to convert to live Web links, click the OK button. To have the program convert the URLs on just some of the pages in the PDF document, select the From radio button and enter the page number of the first and last page in the From and To text boxes, respectively.

After Acrobat 6 has converted the URLs on the specified pages of the PDF file to active links, you can follow the links by clicking them with the Hand-with-pointing-finger mouse pointer. Note that when following the Web links you add in this manner, Acrobat uses the Web link behavior that's in effect at that time. This is indicated by the icon that's added to the Hand-with-pointing-finger

mouse pointer: The appearance of a plus sign (+) means the page will be downloaded and added to the PDF file, whereas a W indicates that the page will open in your Web browser.

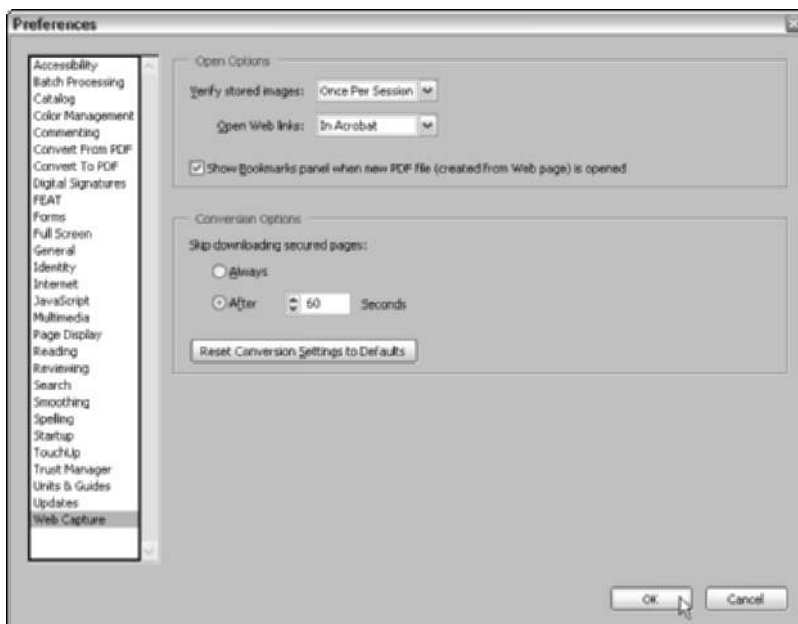
## *Modifying the Web capture preferences*

When you download and save Web pages as PDF files in Acrobat 6, the program uses a set of default capture settings that you can modify. To change the Web capture settings, choose Edit→Preferences or press Ctrl+K (⌘+K on the Mac) to open the Preferences dialog box, as shown in Figure 7-6. Click Web Capture in the scroll list on the left side of the Preferences dialog box to view those options.

You can modify the Web Capture default settings by changing any of the following options:

- ✓ **Verify Stored Images:** This setting tells Acrobat how often to check online for updates to the images on the Web pages that you've captured in your PDF files. When the default setting, Once Per Session, is selected, Acrobat automatically checks for updates just once when you first open the PDF file (provided that you have Internet access at that time). You can change this setting by selecting either Always (for continuous checking) or Never on its drop-down list.

**Figure 7-6:**  
Examining  
the Web  
Capture  
options  
in the  
Preferences  
dialog box.



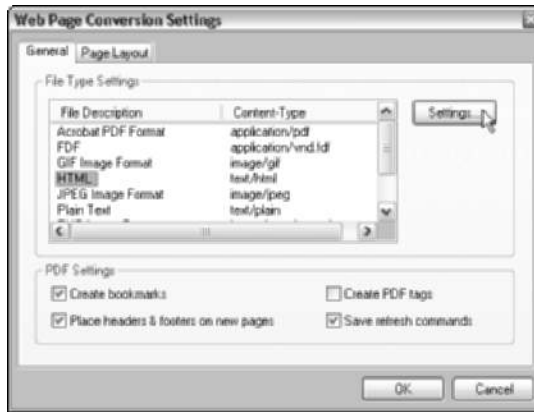
- ✓ **Open Weblinks:** This setting indicates whether Acrobat should download and save new Web pages in Acrobat when you click their Web links or simply display the pages in your Web browser. Note that the Specify Weblink Behavior dialog box inherits the setting you select here as its default (which you can override by holding down the Shift key when you click a Web link).
- ✓ **Show Bookmarks Panel When New PDF File (Created from Web Page) Is Opened:** This check box tells Acrobat whether or not to display the Navigation pane with the Bookmarks palette selected when you first open a PDF file with the captured Web pages. Deselect this check box when you don't want to give up valuable viewing real estate in the Document window to the Navigation pane. Note that Acrobat creates bookmarks for the downloaded Web pages whether or not this check box is selected.
- ✓ **Skip Downloading Secured Pages:** The radio buttons under this heading indicate whether or not Acrobat should skip over the downloading of password-protected Web pages on the site you're capturing. Select the Always radio button to have the program immediately skip over all such pages. Select the After radio button and specify the number of seconds in the associated text box to have the program stop and prompt you for the site's password dialog box for the number of seconds specified, only to then automatically skip the downloading of that page and continue downloading other pages if you don't respond to the prompt.
- ✓ **Reset Conversion Settings to Defaults:** This button resets all the conversion settings to their original values (see the following section for information on changing the conversion settings).

## *Modifying the Web capture conversion settings*

Before capturing Web pages from a Web site, you can modify the conversion settings that tell Acrobat how to treat their content in the new PDF file. To do this, click the Settings button on the bottom-right side of the Create PDF from Web Page dialog box. (To open the Create PDF from Web Page dialog box, choose File⇨Create PDF⇨From Web Page.) Clicking the Settings button opens the Conversion Settings dialog box, as shown in Figure 7-7.

The General tab is divided into two areas: File Type Settings and PDF Settings. In the File Type Settings area, you see a list box listing all the types of text and graphics files that are downloaded and converted in the new PDF file. The only settings that you can modify in this list are the HTML and Plain Text settings. When you click either one of these types, the Settings button to the right of the list box becomes active.

**Figure 7-7:**  
Examining  
the options  
on the  
General tab  
of the  
Web Page  
Conversion  
Settings  
dialog box.



When you click the Settings button when HTML is selected in the list box, Acrobat opens an HTML Conversion Settings dialog box, where you can control the default layout, colors, and fonts displayed in the Web pages you capture. Don't mess with any of these settings if your purpose is to do a design review of the Web pages you're about to capture because these changes could prevent users from experiencing the pages as the designers intended.

The PDF Settings area in the Web Page Conversion Settings dialog box contains the following four check box options:

- ✔ **Create Bookmarks:** When selected, Acrobat automatically creates bookmarks for each Web page you download, using the page's title as the bookmark name. Note that if a page doesn't have a title, Acrobat uses the page's URL address as the bookmark name.
- ✔ **Create PDF Tags:** When selected, Acrobat creates and stores a hierarchical structure in the PDF file that tells special screen-reading software for the visually impaired how to sequence the various Web page elements for reading at large magnification. The support for screen readers is part of Acrobat 6's new group of Accessibility features designed to enhance the usability of the software for people with disabilities.
- ✔ **Place Headers and Footers on New Pages:** When selected, Acrobat creates page headers and footers that display the title of each Web page in the header at the top of the page and the URL of the page in the footer at the bottom.
- ✔ **Save Refresh Commands:** When selected, Acrobat saves a list of the URLs for all the pages captured in the PDF file that it can use to later check for updated content. You must have this conversion option selected when you capture Web pages if you want Acrobat to be able to automatically download new versions of the Web pages when it detects updated content (see the "Refreshing updated content" section, later in this chapter, for more on refreshing Web content).

## *Adding Web Pages to a PDF File*

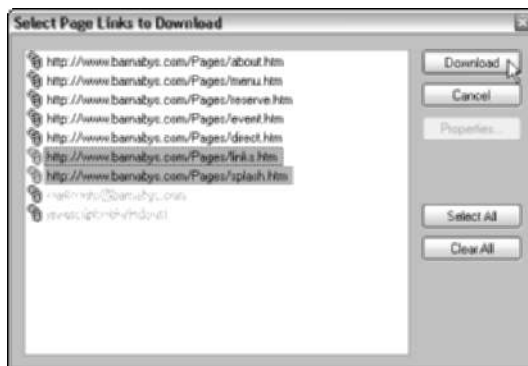
If the need arises, you can always add Web pages to an existing PDF file, whether or not that PDF document already contains captured Web pages. To capture Web pages and add them to the PDF currently displayed in the Acrobat Document window, choose **Advanced**⇨**Web Capture**⇨**Append Web Page** to open the **Add To PDF From Web Page** dialog box. Here, you enter the URL of the Web page you want to append and specify the number of page levels to include before clicking the **Create** button (this dialog box contains the same options as the **Open Web Page** dialog box — see the section, “Opening Web Pages as PDF Files,” at the beginning of this chapter for details). When you click the **Create** button in the **Add To PDF From Web Page** dialog box, Acrobat downloads the specified pages, automatically adding them to the end of the PDF file.

## *Adding linked pages to a PDF file*

Another way to add Web pages to a PDF file that contains captured Web content is through the Web links displayed in the **Select Page Links to Download** dialog box. For this method, you view all the Web links on a particular Web page in the PDF document, and then select the ones for the additional pages you want to append to the current PDF file as follows:

1. **In the Acrobat 6 Document window, display the Web page whose links you want to use for downloading new pages.**
2. **Choose **Advanced**⇨**Web Capture**⇨**View Web Links**.**

The **Select Page Links to Download** dialog box opens, as shown in Figure 7-8.



**Figure 7-8:**  
Selecting  
the URLs to  
download.

3. Click the URLs in this list for all the Web pages you want to add to the current PDF file.

To select multiple individual URLs, Ctrl+click them. To select a continuous range of URLs, click the first one and then Shift+click the last one in the range. To select all the URLs for downloading, click the Select All button.

4. Click the Download button to add the Web pages for the selected URLs to the current PDF file.

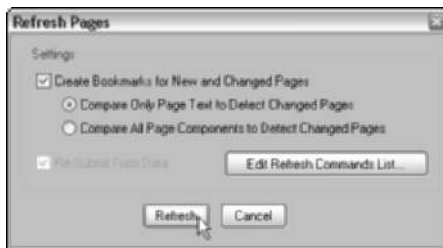
Note that if you don't want to select individual links and are sure you want to download and append all pages linked to the current Web page displayed in Acrobat 6, choose Advanced⇨Web Capture⇨Append All Links on Page.

## *Refreshing updated content*

Some Web sites, especially those that cover current affairs or the news, frequently update the content of some or all of their pages. If your purpose in capturing Web pages is to keep up-to-date on the information offered by a site, you will need to refresh the pages on a regular basis to ensure that your file has the most recent content.

To refresh the content of the captured pages in your PDF file, choose Advanced⇨Web Capture⇨Refresh Pages. Doing this opens the Refresh Pages dialog box, as shown in Figure 7-9. Click the Refresh button to have Acrobat check all the pages in the Refresh Commands list for updates.

**Figure 7-9:**  
Checking  
Web pages  
for updated  
content with  
the Refresh  
Pages  
dialog box.



By default, the program compares the text of the captured pages with their counterparts online. If Acrobat detects any discrepancies between the two, it automatically updates the downloaded page in the PDF file by replacing it with a copy of the latest page on the Web site. If you want Acrobat to compare all elements on the Web pages when looking for the ones that need

refreshing instead of just comparing the text, select the Compare All Page Components to Detect Changed Pages radio button in the Refresh Pages dialog box before you click the Refresh button.

If you want to exclude certain pages from the Refresh Command list, click the Edit Refresh Commands List button to open the Refresh Commands List dialog box. This dialog box lists all the pages marked for refreshing. To skip particular pages in the refresh operation, click the Clear All button and then select the URLs for all the pages you do want refreshed to highlight them before you click OK.



Keep in mind that you can't add new URLs to the list displayed in the Refresh Commands List dialog box: You can only tell Acrobat which ones to ignore when refreshing the pages. The only way to add a URL to the Refresh Commands list is to capture its Web page when the Save Refresh Commands check box option has been checked in the Web Page Conversion Settings dialog box.



# Chapter 8

## Printing PDF Files

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### *In This Chapter*

- ▶ Printing with the standard print settings
  - ▶ Modifying the print settings
  - ▶ Looking at the high-end, prepress printing settings
  - ▶ Troubleshooting problems with printing PDFs
  - ▶ Using an online printing service
- 

**A**crobat may offer the promise of a paperless office, and PDF may be the quintessential electronic file format, but despite it all, you will find times when the one and only thing you want to do with the program is print out the PDF documents you open in it. In this chapter, you discover all the ways to print all or just part of a PDF file with your in-house printers, as well as how to customize the print settings to print selected pages and to accommodate the printing of oversized pages.

### *Printing PDF Files*

Printing PDF documents in Acrobat 6 or Adobe Reader 6 is very similar to printing documents in any other Windows or Macintosh application program that you use.



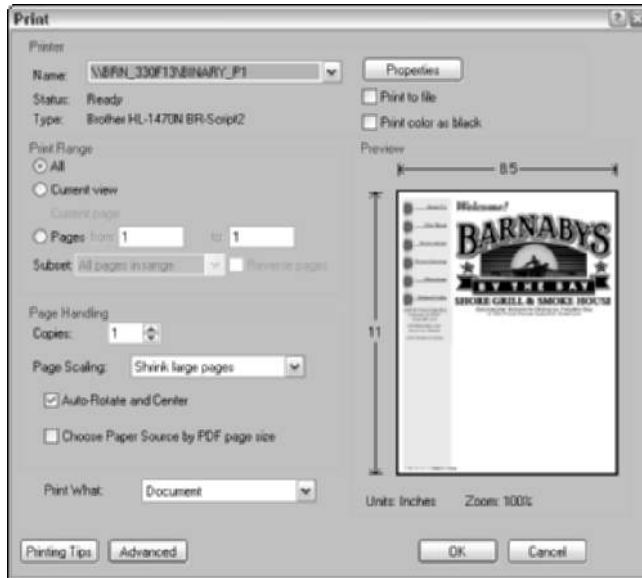
Before you print a file, you can change the general print settings, such as the paper size or the printing orientation from the default of portrait mode to landscape mode. To change these settings, choose File→Page Setup in Acrobat or Adobe Reader or press Ctrl+Shift+P (⌘+Shift+P on the Mac) to open the Page Setup dialog box, modify the printing options as desired, and then click OK. The actual options and controls available in the Page Setup dialog box vary according to the actual printer selected as your default.

If you just need a printout of the document's pages using the standard Print options, follow these simple steps:

1. Choose **File→Print** (in Acrobat or Adobe Reader) or press **Ctrl+P** (⌘+P on the Mac).

The Print dialog box opens, as shown in Figure 8-1.

**Figure 8-1:**  
Opening the  
Print dialog  
box in  
Acrobat 6 to  
print the  
current PDF  
document.



2. If you have more than one printer installed on your system, you can select a different printer to print the PDF document by selecting the name of the printer in the Name drop-down list (Windows) or by selecting a different printer on the Printer drop-down list (Mac).
3. Specify which pages you want to print by doing one of the following:
  - To print all the pages in the current PDF document, leave the All radio button selected.
  - To print just the area of a document that is currently visible in the Acrobat document window, select the Current View radio button.
  - To print only the page currently displayed in Acrobat or Adobe Reader, select the Current Page radio button.
  - To print a continuous range of pages in the document, select the Pages radio button and enter the first page to print in the From text box and the last page to print in the To text box.

See Chapter 9 for details on adding notes and marking up text, and to find out how to summarize the comments in a document and save them in a separate file that you can print.

4. Click the **OK** button to begin printing the pages of your PDF file.

In the upper-right corner of the Windows version of the Print dialog box, you find two check box options — Print to File and Print Color as Black:

- ✔ Select the Print to File option only when you want to create a file for a type of printer that you don't actually have available on your computer system. You can then send or take the print file to a computer that has the targeted printer connected to it but doesn't have the Acrobat or Adobe Reader program installed. When you drag the print file on the printer icon, it prints the PDF document with all the printing options you specified in Acrobat.
- ✔ Select the Print Color as Black option to change all non-white colors to black. This feature is useful when printing technical drawings that have lightly colored lines.

In the lower-left area of the Print dialog box you find the following Page Handling options:

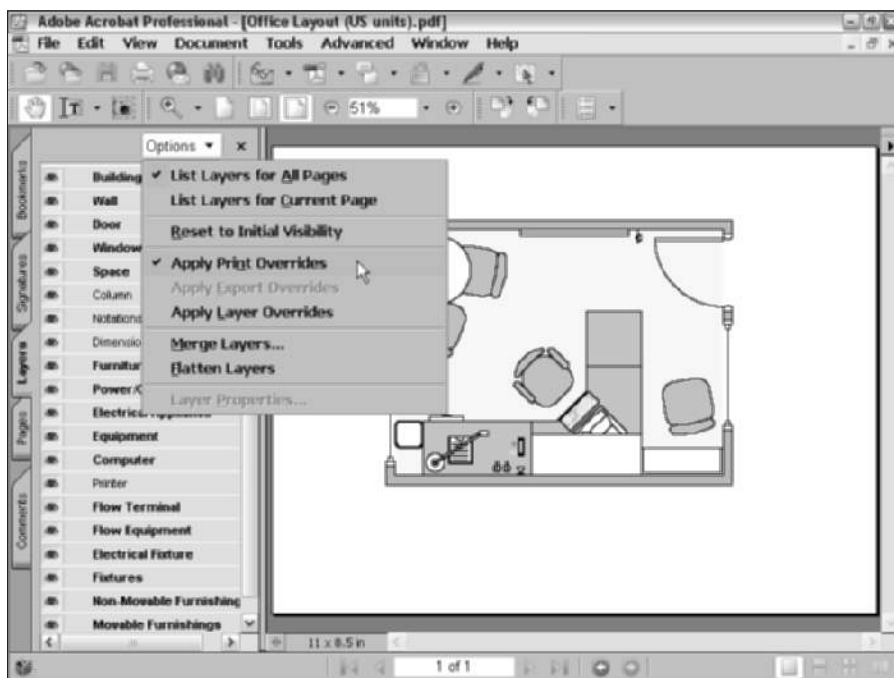
- ✔ **Copies:** Type in the text box or click the spinner buttons to specify the number of copies of each page you want printed.
- ✔ **Page Scaling:** Reduces, enlarges, or divides pages when printing. The options on the drop-down list let you select various ways of scaling the printout of the current PDF document to the selected paper size in your printer. Choose None to have no scaling applied to a PDF printout or Fit to Paper to have Acrobat reduce or enlarge a PDF file to fit the paper size selected in the Page Setup dialog box. See the "Printing oversized documents" section, later in this chapter, for more on Acrobat's Page Scaling print features.
- ✔ **Auto-Rotate and Center:** Select this check box if you want the page orientation of the current PDF file to automatically match those specified in your printer properties.
- ✔ **Choose Paper Source by PDF Page Size:** Select this Windows-only check box to have the PDF page size determine which of your printer's paper trays to use rather than the Page Setup option. Use this feature in cases where a PDF file containing multiple page sizes is printed on a printer with different-sized output trays.
- ✔ **Print What:** Use the options on the drop-down list to specify which visible contents in a PDF to print. The Document option prints all visible contents and form fields, the Document and Comments option adds comments to the printout, and the Form Fields Only option prints out interactive form fields but no document contents.
- ✔ **Printing Tips:** Click this button to go online to Adobe's Web site for information on troubleshooting PDF printing problems.

## Printing document layers

Acrobat 6 now supports document layers created in the AutoCAD and Microsoft Visio design programs. Those who create layered drawings in those programs can specify what layer content, such as watermarks or confidential information, must (or must not) be printed. They can then convert their documents to PDF, layers and all, to be viewed in Acrobat 6. If the resulting PDF file contains content that is not visible on the screen but should be printed (or vice versa), Acrobat 6 displays a warning message in the Print dialog box, as well as a preview of how the page will be printed.

You can use commands on the Options menu at the top of the Layers navigation tab to determine what specific layer content you want to print. To open the Layers tab, choose View→Navigation Tabs→Layers or just click the Layers tab on the left side of the Navigation pane. To view a document exactly as it will print, choose Apply Print Overrides on the Options menu, as shown in Figure 8-2. This option prints all layer content in the document, even if it is not visible in the Acrobat document pane.

**Figure 8-2:**  
Choosing  
the Apply  
Print  
Overrides  
command to  
print all the  
layers in a  
document.





## Playing with the PostScript options

If you have a PostScript printer, you can modify the PostScript options in the Advanced Print Setup dialog box in Acrobat or Adobe Reader. To open this dialog box, click the Advanced button in the Print dialog box. Use the Font and Resource Policy drop-down list to specify when fonts and resources are downloaded to your printer. Use the Print Method drop-down list to select the level of PostScript (2 or 3) best suited for your printer (some older laser printers don't understand levels of PostScript). When the

Download Asian Fonts check box is selected, Acrobat downloads Asian Fonts used but not embedded in the PDF document to the laser printer if they are not already installed on it. Select the Save Printer Memory check box to have Acrobat download all the fonts for a given page before that page is printed to save on printer memory. Note that all options in the Advanced Print Setup dialog box display descriptive information in a scroll box below when you select an option.

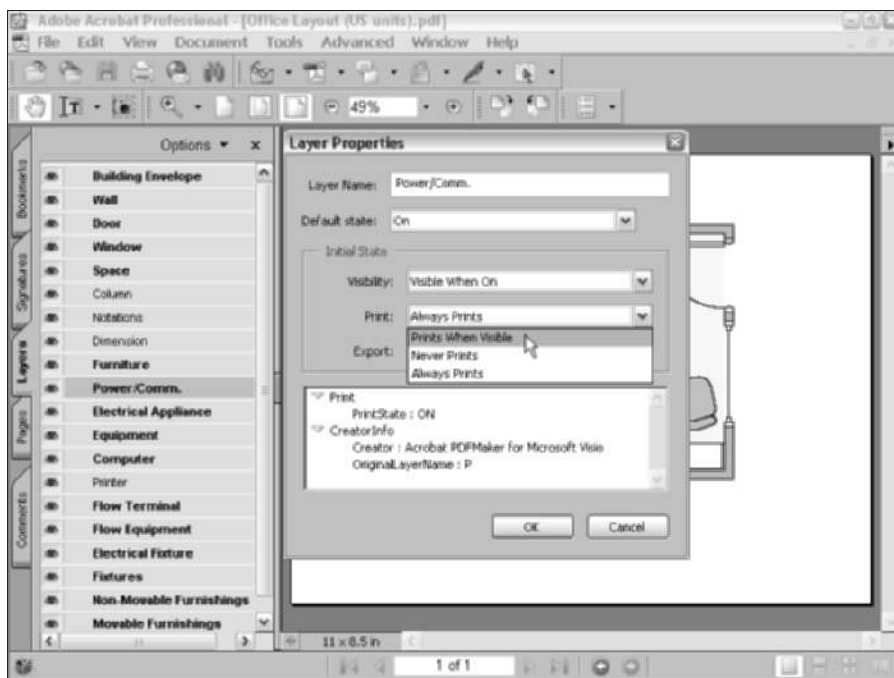
You can also change print overrides for specific layers. To do so, follow these steps:

1. **Click the Layers tab in the Navigation pane to open the Layers palette and view the list of layers in the current PDF file.**
2. **Click a layer name in the Layers palette list to select a layer, and then choose Layer Properties on the Options menu at the top of the Navigation pane.**

Alternatively, you can right-click the layer and choose Properties on the context menu to open the Layer Properties dialog box, as shown in Figure 8-3.

3. **Select the option you want from the Print drop-down list as follows:**
  - Select the Always Prints option to force the selected layer to print.
  - Select the Never Prints option to force the selected layer to not print.
  - Select the Prints When Visible option to force the layer to print only when it is visible in the document.
4. **Click OK to close the Layer Properties dialog box.**

**Figure 8-3:**  
Choosing  
print  
override  
options for  
individual  
layers in  
a PDF  
document.



## *Printing selected pages*

Sometimes, you don't need to print all the pages in a PDF document or even a continuous range of pages. If you're using Acrobat 6 or Adobe Reader 6, you can print individual, nonconsecutive pages in the document. To do this, you need to select the individual pages before you open the Print dialog box by following these steps:

1. **Click the Pages tab in the Navigation pane to bring its palette to the front. If the Navigation pane is closed, press F6 to open and select the Pages palette.**
2. **To see all the thumbnails for the pages you want to select for printing, you may need to switch to small thumbnails and widen the Navigation pane:**
  - To switch to small thumbnails, click the Options button at the top of the palette and then click Reduce Page Thumbnails near the bottom of its pop-up menu.
  - To widen the Navigation pane until all the thumbnails are displayed (or all the ones with pages you want to print), position the mouse

pointer on the border between the Navigation and Document panes and then, when the mouse pointer becomes a double-headed arrow, drag the border to the right until the Navigation pane is wide enough to display all the thumbnails.

**3. Ctrl+click (⌘+click on the Macintosh) the thumbnails for all the individual pages you want to print to select them in the Thumbnail palette.**

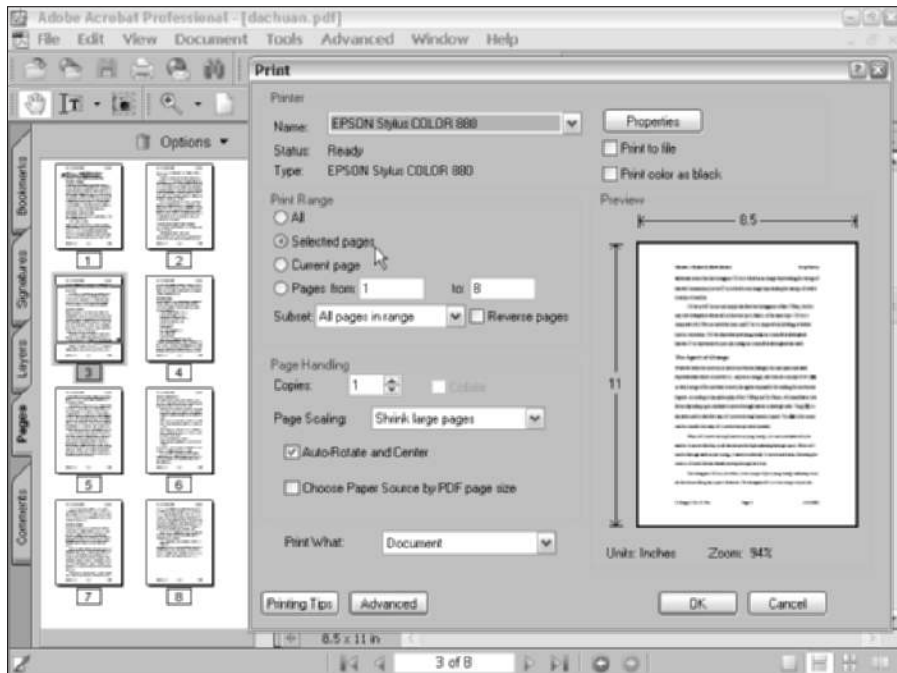
**4. Choose File⇨Print or press Ctrl+P (⌘+P on the Mac).**

The Print dialog box opens with the Selected Pages radio button selected, as shown in Figure 8-4.

**5. Click OK to begin printing only the selected pages in the PDF document.**



To print just a graphic on the page, click the Snapshot tool (G) on the Basic Tools toolbar and use it to draw a bounding box around the image. After selecting the image in this manner, right-click (Control+click on the Mac) to display the image's context menu and click the Print option to open the Print dialog box.



**Figure 8-4:**  
Selecting  
the  
thumbnails  
of the  
individual  
files to print.

## *Printing oversized documents*

Some of the PDF documents that you want to print are too large to fit even the largest paper sizes that your printer can handle. As you can see in Figures 8-1 and 8-4, Acrobat handles this in the Print dialog box by automatically selecting the Shrink Large Pages on the Page Scaling drop-down list. This option automatically scales down the text and graphics on each page to fit the paper size selected for your printer.

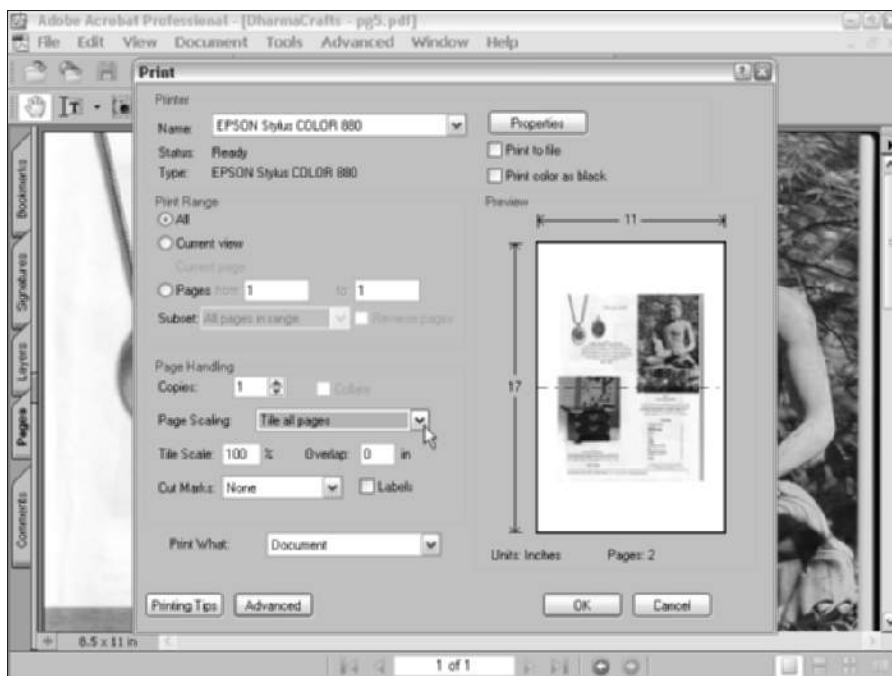
When the Shrink Large Pages option is selected, the program automatically selects the Auto-Rotate and Center Pages check box option. When this option is selected, Acrobat routinely rotates PDF documents that are wider than the selected paper size, while at the same time centering the text and graphics that do fit. When this check box is selected in conjunction with the Shrink Oversized Pages to Paper Size option, Acrobat shrinks the text and graphics on each page so that they all fit and are centered on the page.

If you have a PostScript printer installed on your system, you can print oversized pages in your PDF documents using a method called *tiling*. When you print oversized pages by tiling, Acrobat or Adobe Reader divides each oversized page into sections, each of which is printed on a single page of paper. You can then fit the printed pages together to see how the oversized page will appear when printed with a printer that can handle the oversized paper.

Acrobat gives you two print tiling options on the Page Scaling drop-down list: Tile Large Pages (only pages larger than the selected paper size are tiled) and Tile All Pages. Selecting either of these options displays the following new settings in the Print dialog box (see Figure 8-5):

- ✓ **Tile Scale:** Enter a value in this text box to scale the printed PDF file onto tiles. A higher percentage creates more tiles, a lower percentage creates fewer tiles.
- ✓ **Overlap:** Enter a value in this text box to indicate the amount you want the printing on adjacent tiles to overlap each other so you can more easily align them with each other. Enter a decimal value for this overlap distance of anywhere between 0.125 and 0.25 inches. You need this overlap distance, because laser printers have to maintain a minimum of blank space on the page where they grab and pull the paper. The exact value you enter depends on your particular printer and the page size your tiles use.
- ✓ **Cut Marks:** Choose an option from this drop-down list to indicate which guide marks you want printed on the page. Select None to have no guides printed for cropping the tiled printout, or select either Western (the crosshatched registration marks universally used in North American and European printers) or Eastern style cut marks.
- ✓ **Labels:** Select this check box to print descriptive labels on each tile.

**Figure 8-5:**  
Using the  
Tiling  
options in  
the Print  
Settings  
dialog box  
to print an  
oversized  
document.



## *Using the prepress printing settings*

In addition to the standard printing options described in previous sections, the Print dialog box (refer to Figure 8-4) also contains an Advanced button that opens the Advanced Print Setup dialog box. These features are used only when preparing a PDF document for professional printing with high-end imagesetters. Don't mess with these prepress settings without the advice and consent of your favorite service bureau people.



When you click the name of any check box option in the Advanced Print Setup dialog box, Acrobat displays a brief description of that option in a text box at the bottom of the dialog box. Just be mindful that when clicking the name of an option to get a brief explanation of its function, you also end up either selecting or deselecting that check box. If you're just exploring the options to discover more about their use, be sure that you don't inadvertently select an option you don't really want to use.

## *Troubleshooting Printing Problems*

You can click the Printing Tips button in the Print dialog box in Acrobat 6 and Adobe Reader 6 to go online to the Adobe Web site to get a slew of suggestions

on how to troubleshoot the most common printing problems with Acrobat. This area of the Adobe support knowledge base is particularly helpful if you're having trouble printing a PDF file on a PostScript printer. The Web page includes instructions on how to enable the PostScript error handler for your printer, depending upon which operating system you're using (Windows or Macintosh) so you can track the specific errors that printing the PDF file is causing. It also contains a link to another page on the Adobe Web site that tells you what these PostScript errors really mean and gives you some suggestions on how to get around them.

## *Using PrintMe Internet Printing*

Acrobat 6 offers support for the PrintMe Internet Printing service that enables you to print your PDF documents to any printer on the PrintMe Network or any fax machine in the world, which is a great convenience for globetrotters. To use the feature, just choose **File**⇨**PrintMe Internet Printing**. If you're not already signed up, the PrintMe Networks dialog box, shown in Figure 8-6, appears. Select the **New Users** radio button, and then click the **Signup Now!** button in to open the PrintMe New User Signup dialog box, shown in Figure 8-7, where you fill in the form and get a new user account.

Upon registering as a user with PrintMe Internet Printing, a PrintMe print driver is downloaded to your computer and you then follow the onscreen prompts to install the driver. After installation of the print driver, the PrintMe Networks dialog box (Figure 8-6) reappears, enabling you to log on to the network.

**Figure 8-6:** Opening the PrintMe Networks dialog box in Acrobat 6 to sign up for an account.

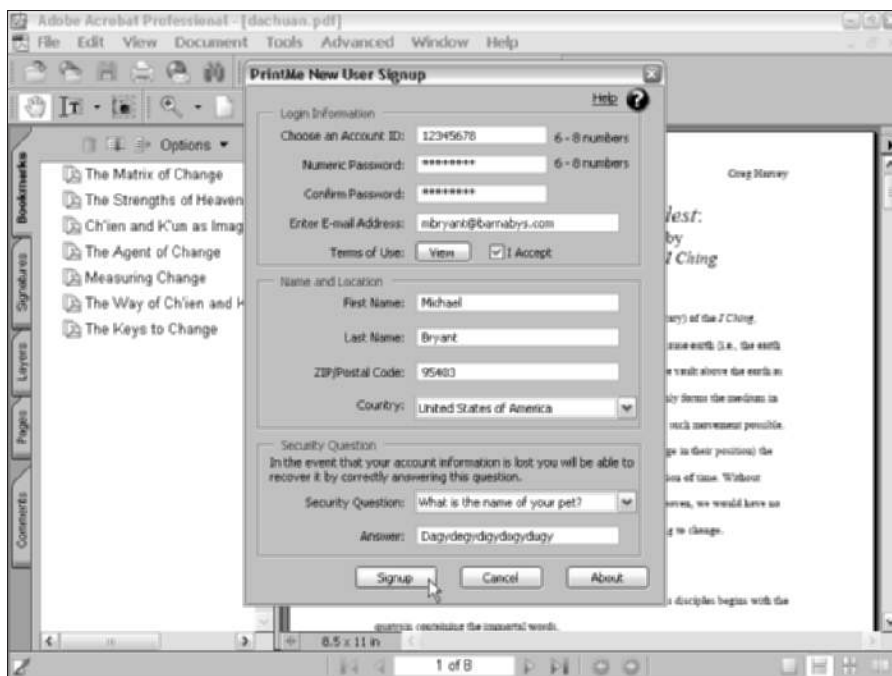


To use PrintMe Internet Printing, follow these steps:

1. **Open the PDF document you want to print to a remote PrintMe printer or fax machine and choose **File**⇨**PrintMe Internet Printing**.**

The PrintMe Networks dialog box opens (see Figure 8-8).

**Figure 8-7:**  
The PrintMe  
New User  
Signup  
dialog box.



2. Enter a new name for the printed document in the Title text box (the current document title appears here by default) and then select either the Print All Pages or Pages options in the Page Range area. If you select Pages, enter a range of pages to print in the text boxes provided, and then enter the number of copies to print in the Copies text box.

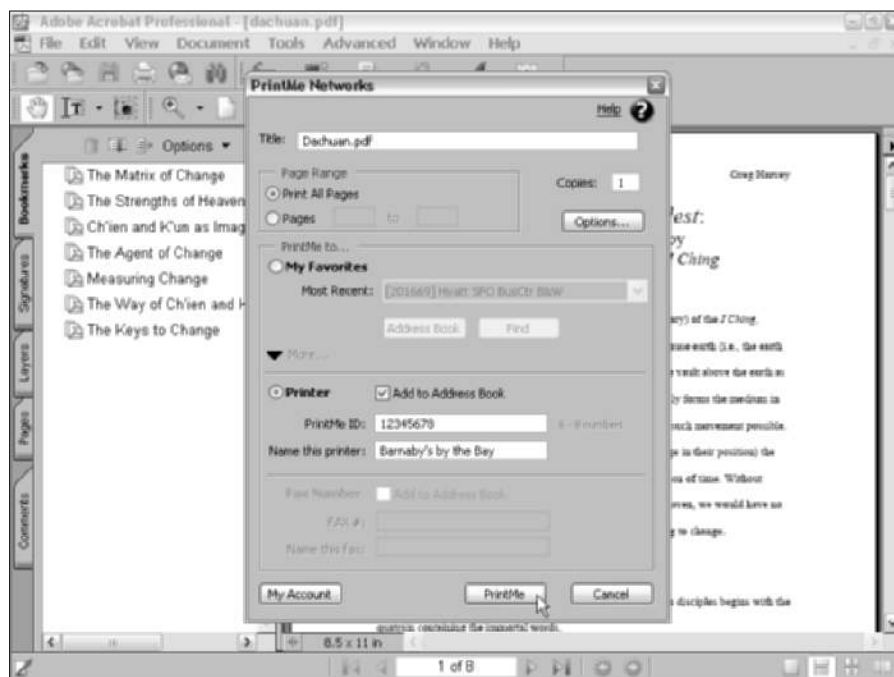
By default, the My Favorites radio button is selected in the PrintMe To area.

3. Choose a PrintMe destination or fax number from the Most Recent drop-down list that displays the last ten PrintMe destinations or fax numbers used.
4. To choose a new PrintMe printer or fax number, click the More button (black triangle) if it's not already selected when the dialog box opens.
5. Click the Printer radio button and then enter a new PrintMe destination in the PrintMe ID text box or the telephone number of the destination fax machine in the FAX# text box.
6. Click the PrintMe button to send your PDF document to the selected PrintMe enabled printer or fax machine.

The PrintMe Networks dialog box also provides an Address Book used to store PrintMe destination Printer ID's and fax numbers as well as a searchable online

directory that lists the name and Printer ID numbers of host printer locations currently signed up with the service. The service enables you to print to any fax machine whose telephone number you know. Click the Address Book button to access your PrintMe Address Book or the Find button to locate a PrintMe printer in their online directory. To add a PrintMe destination or fax number to the Address Book, choose Add to Address Book and enter a name for the printer or fax number in the appropriate text box as it will appear in your PrintMe Address Book. The entry is added to your Address Book when you click the PrintMe button. Click the My Account button to go online and view status and statistics of your PrintMe account.

Note that after selecting a printer in the PrintMe Networks dialog box, the Options button activates and provides you with additional printing options that vary depending on the selected PrintMe enabled printer.



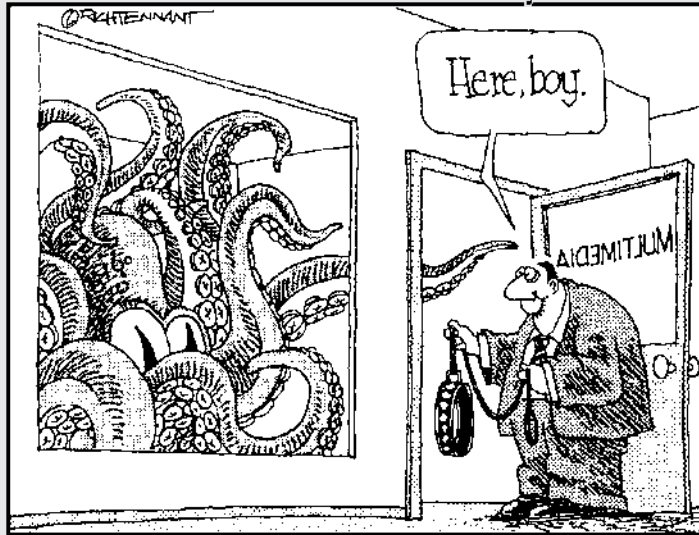
**Figure 8-8:**  
The PrintMe  
Networks  
dialog box.

# Part III

## Reviewing, Editing, and Securing PDFs

The 5th Wave

By Rich Tennant



## *In this part . . .*

**A**fter you've converted your electronic and paper documents to PDF files, you're ready to explore the many Acrobat 6 features for reviewing, editing, organizing, and making them secure. Part III introduces all of these kinds of important, post-production features.

In Chapter 9, you find out how to use Acrobat 6 to annotate your PDF files so that coworkers and clients alike can review them online, and you can summarize their feedback. In the process, I introduce you to the new e-mail-based and browser-based review features in Acrobat 6. In Chapter 10, you discover the types of PDF document editing that you can perform in Acrobat 6. Chapter 11 introduces you to the ways to secure your PDF files from unwanted changes. It also gives you the lowdown on how to use digital signatures in Acrobat 6 to sign off on changes, as well as prevent future changes. Chapter 12 covers the ways you can repurpose the contents of your PDF files by extracting the text and graphics for uses with the other software programs you commonly use. Finally, Chapter 13 rounds out Part III by giving you vital information on how to catalog and archive your PDF files by building searchable PDF document collections that you can distribute on CD-ROM or on your company's network or intranet.

## Chapter 9

# Annotating PDF Files for Review

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### *In This Chapter*

- ▶ Sending out PDF files for review
  - ▶ Adding bookmarks to aid in document review
  - ▶ Noting changes in the PDF document
  - ▶ Giving audio comments and stamping the document
  - ▶ Marking up and highlighting proposed changes in the document
  - ▶ Attaching supplemental files to the PDF document
  - ▶ Collecting and summarizing comments
- 

One of the most important groups of features in Acrobat 6 is the annotation features that enable you to mark up and add comments to a PDF document. These features facilitate the review process by enabling all the different people on a design team to give you their feedback in a consistent and timely manner. The annotation features in Acrobat 6 also assist in the approval process by enabling you to get feedback and eventually the final okay from clients and key personnel in-house.

In this chapter, you discover the many ways to send out a PDF document in order to initiate a review cycle. You also find out how to annotate a PDF document, including adding bookmarks to make it easier to navigate the document you're reviewing, as well as attaching comments (in many different formats, including text notes, sound notes, and attached files) and marking up text and graphics. You also become familiar with the ways to collect and summarize review comments for a particular PDF file in anticipation of making the final edits (as described in Chapter 10).

## *Sending Out PDF Files for Review in Windows*

Acrobat is known for its arsenal of useful annotating tools, and Adobe continues to improve those tools, as you discover in later sections of this chapter.

What makes Acrobat 6 such a worthwhile upgrade is the addition of e-mail-based and browser-based reviewing. These new reviewing features, available to users of Acrobat 6 for Windows, streamline the initiation of a review cycle by allowing you to distribute a PDF review document either by e-mail or by posting the PDF file on a network (intranet or Internet) server and allowing participants to review it in a Web browser.

Here's how a typical Acrobat PDF review cycle works — the *initiator* of a review distributes a PDF document to reviewers, known as *participants*, who then use the Acrobat commenting tools to annotate the document for the edification of the review initiator. The initiator then reviews the reviews of the reviewers (sounds fun, right?). Acrobat enables you to set up either e-mail-based or browser-based reviews. When deciding which type of review to use, note that with e-mail-based reviews, participants don't need access to a shared server; with browser-based reviews, participants can see each others' comments on an ongoing basis.

## *Initiating an e-mail-based review*

In an e-mail-based review, you (the review initiator) send an e-mail to each participant. Attached to this e-mail is a copy of the PDF document for review in the form of an FDF (Form Data Format) setup file that contains configuration settings for importing reviewer comments. FDF is an Adobe variation of PDF used to import and export form data in PDF documents. (For more on interactive forms in Acrobat, see Chapter 14.) The participants add comments to the PDF document copy, and then e-mail the comments back to you via the FDF setup file. When you open the attached FDF file, Acrobat opens your original PDF document and automatically imports participant comments and annotations for viewing in the original document. To get the ball rolling, make sure to save your PDF document in a convenient place on your hard drive so that the FDF setup file has no trouble finding it, and then follow these steps:

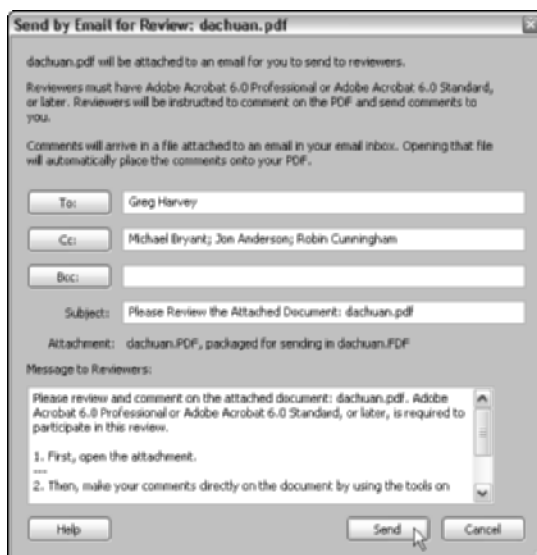
1. **Open the PDF document you want to send out for review and choose File⇨Send by E-mail for Review.**

The Send by E-mail for Review dialog box appears, as shown in Figure 9-1.

If you haven't specified an e-mail address in the Identity window of the Preferences dialog box in Acrobat 6, an alert dialog box appears, prompting you to enter an e-mail address where review comments will be sent. This e-mail address is added to your Acrobat preferences for future reviews. Enter your e-mail address and click OK.

2. **In the Send by E-mail for Review dialog box, enter participant addresses in the To, Cc (carbon copy), or Bcc (blind carbon copy) text boxes.**

**Figure 9-1:**  
Setting up  
an e-mail-  
based  
review in  
the Send by  
E-mail for  
Review  
dialog box.



### 3. Edit the default text in the Subject and Message to Reviewers text boxes as desired, and then click the Send button.

If your default e-mail client displays an alert dialog box, asking you to verify sending the e-mail, click the Send button again to distribute your PDF document to review participants.

E-mail attachments sent using the File⇨Send by E-mail for Review command are in FDF (Form Data Format). When a review participant opens this attachment, a copy of your original PDF file is opened in Acrobat, which the participant can then add comments to. When the review is finished, the participant sends the comments back to you by choosing File⇨Send Comments to Review Initiator or by clicking the Send Comments button on the Commenting toolbar. When you receive and open this FDF attachment, Acrobat opens your original PDF document and imports the participant's comments into the PDF document for viewing.



E-mail-based reviews can be initiated in the same manner described previously from applications other than Acrobat 6 that support the PDFMaker plug-in. These include Microsoft Office 2000 and XP (when using Acrobat 6 Standard or Professional), as well as AutoCAD, Microsoft Project, and Microsoft Visio (when using Acrobat 6 Professional only). Note that to initiate an e-mail-based review in those programs, you have to open the document you wish to send for review and choose Adobe PDF⇨Convert to Adobe PDF and Send for Review on the program's menu bar.

## *Participating in an e-mail-based review*

The following list gives you some pointers on making a review cycle run smoothly, whether you're the initiator or a participant in an e-mail-based review:

- ✓ When you open the FDF attachment in an e-mail-based review, a Document Status message informs you that the document has been sent for review. You must be using either Acrobat 6 Professional or Standard versions to participate.
- ✓ When you're finished annotating a PDF file, save the file with your changes in a convenient place on your hard drive so that you can review the document without having to open the original e-mail attachment. This also provides a copy of the reviewed PDF in case you want to share the reviewed PDF file by e-mailing it to others (you're not allowed to enter additional e-mail addresses when you choose File⇨Send Comments to Review Initiator).
- ✓ If you want to send additional comments to the review initiator, open your saved version of the reviewed PDF file, edit or make additional comments, and choose File⇨Send Comments to Review Initiator again. The initiator will receive your revised PDF. (Note that any comments you deleted in the revised document will still appear in the initiator's version.) Initiators can use comment filtering and deletion features to keep things legible. See the section, "Managing reviews with the Review Tracker," later in this chapter.
- ✓ When you receive a participant's copy of the reviewed PDF file and open the FDF attachment, your original PDF document opens. If the original can't be found, you are prompted to browse for it.
- ✓ If you want to make changes to the original PDF document, save those changes under a different file name in order to preserve the original; otherwise, participant annotations may appear in the wrong places in the edited document.
- ✓ Use the Review Tracker (which is covered a little later in this chapter) to manage the annotations you collect in a review cycle, whether it is an e-mail-based review or a browser-based review.

## *Setting up a browser-based review*

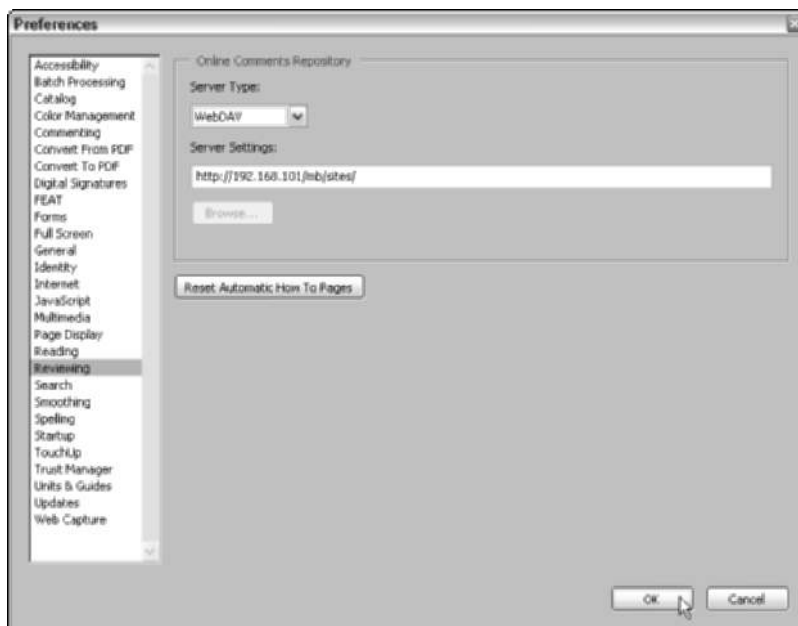
In a browser-based review, you can either upload a PDF document to a server or work with an existing document on a server. Like an e-mail-based review, the review initiator sends an e-mail to participants with an attached FDF

(Form Data Format) setup file that contains configuration settings for importing reviewer comments into the review PDF file. Reviewers must open this FDF attachment, as opposed to simply opening the PDF document posted on the server, in order to participate in a browser-based review. When a reviewer opens the FDF attachment, a copy of the PDF file is opened in their Web browser. Participants can then make annotations to the PDF document using tools on the Review and Comment toolbar that appears in their browser when the PDF file is opened. All participant comments are stored in the FDF setup file and imported into the shared PDF document for reviewing by everyone participating in the review cycle. Note that participants cannot edit or delete one another's comments, though they can reply to them, as you see in the next sections.

### *Looking at the Reviewing preferences for a browser-based review*

In order to initiate a browser-based review, you have to first specify the type of server you're using and the location of the FDF setup file where all the participant comments are stored. Having this file accessible to all browser-based review participants is what allows everyone to view the ongoing review cycle in their Web browsers. You specify these settings in the Preferences dialog box in Acrobat 6. Choose Edit→Preferences or press Ctrl+K, and then click Reviewing in the list box on the left side of the Preferences dialog box to display the Reviewing options, as shown in Figure 9-2.

**Figure 9-2:**  
Specify  
reviewing  
preferences  
for a  
browser-  
based  
review in  
the Acrobat  
Preferences  
dialog box.



The following list describes the options found in the Reviewing options of the Preferences dialog box:

- ✓ **Server Type:** Use the Server Type drop-down list to define what type of server you're using to store the FDF setup file containing browser-based review annotations. Select the Database option if there is a database application server setup on your company intranet. Select the Network Folder option to upload your FDF setup file to a shared folder on your network. Select the Web Discussions option if you have access to a Microsoft Discussions server. Note that this type of server needs to be configured in Internet Explorer as well. Select the WebDAV (Web-based Distributed Authoring and Versioning) option, which is a special kind of server that allows users to collaboratively edit and manage files remotely, if you have access to a WebDAV server.
- ✓ **Server Settings:** Fill in the necessary directory path or (HTTP type) addresses in the Server Settings text box, which activates when you make a selection on the Server Type drop-down list.
- ✓ **Browse:** If you select Network Folder as your Server Type, the Browse button activates so that you can locate the shared folder you want to use in a browser-based review. Remember that all participants need access to this folder in order to participate in the review.
- ✓ **Reset Automatic How To Pages:** Click this button to ensure that the How To window will display topics that are appropriate to the type of review cycle you define. For more information about getting help in Acrobat 6, see Chapter 3.

If all this sounds like Greek to you, it's best to get these settings from your systems administrator. Otherwise, fill in the appropriate information and click OK to close the Preferences dialog box.



If you choose WebDAV or have access to your own or someone else's Web server, you need to add that server as one of your network places in Windows XP in order to upload your PDF using the Upload for Browser-Based Review command within Acrobat. To do so, choose Start⇨My Network Places, and then click Add a Network Place in the Network Tasks area. Follow the prompts in the Add Network Place Wizard and then click the Finish button. Don't be afraid to seek help in completing this wizard from your systems administrator if necessary.

### *Initiating a browser-based review*

After setting up your Reviewing preferences, you're ready to upload the PDF review file and specify review participants. Keep in mind that though the PDF review file and the FDF setup file do not have to be in the same location, participants must have access to both files on a network in order to review the

PDF document. Also note that you should wait until you've uploaded a PDF for review to make any initial comments. If you don't, any comments you make to a PDF file prior to uploading will be embedded in the PDF document and you won't be able to further edit them. To upload your PDF document and initiate a browser-based review, follow these steps:

1. **Open the PDF review document in Acrobat 6 and choose File⇨Upload for Browser-Based Review.**
2. **In the Upload for Review dialog box that appears, click My Network and locate the folder in which you want to store the PDF review file.**  
Make sure that all participants have access to this network location.
3. **Click the Upload button to copy the PDF review document.**

When your PDF file finishes uploading, the Start Browser-Based Review dialog box appears, as shown in Figure 9-3.

**Figure 9-3:**  
Setting up a  
browser-  
based  
review in  
the Start  
Browser-  
Based  
Review  
dialog box.



4. **In the Start Browser-Based Review dialog box, enter participant addresses in the To, Cc, or Bcc text boxes.**
5. **Edit the default text in the Subject and Message to Reviewers text boxes and click the Send button.**

If your default e-mail client displays an alert dialog box asking you to verify sending the e-mail, click the Send button again to send an e-mail message to participants that specifies the location of the PDF review file.

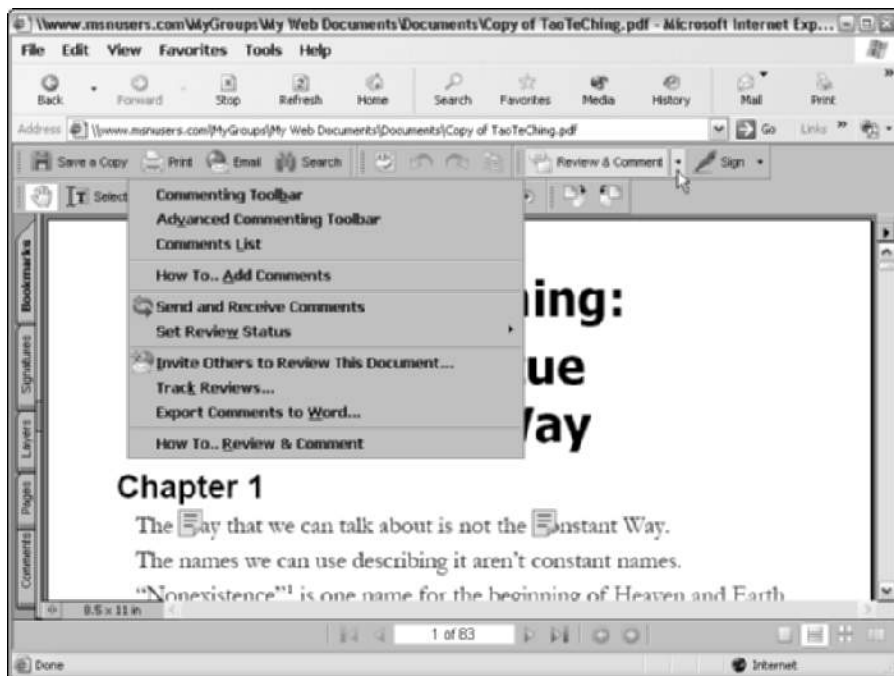


If the PDF file you want to have reviewed already exists on a server, you can initiate a browser-based review as well as invite new participants to the review cycle by first navigating to the file and opening it in your browser. The Review and Comment Tasks button appears in your browser window; from its pop-up menu, choose Invite Others to Review This Document to open the Start Browser-Based Review dialog box, where you enter participant addresses before clicking the Send button. You can also use this same command in Acrobat 6 during an e-mail-based review to invite more participants to review your PDF document.

### *Participating in a browser-based review*

When participants open the PDF setup file attached to their invitation e-mail, a copy of the PDF review document is opened in their browser. In addition to the basic Adobe Reader tool set displayed in the browser window, you also get the Review and Comment Tasks button, shown in Figure 9-4, that allows you to annotate the PDF in your browser. The following list gives you some pointers on making a review cycle run smoothly, whether you're the initiator or a participant in a browser-based review:

**Figure 9-4:** Acrobat displays the PDF review document and the Review and Comment Tasks button with its pop-up menu commands in your browser.

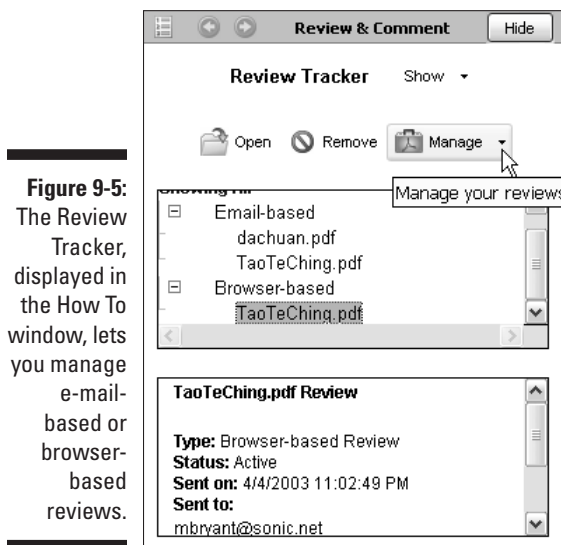


- ✔ You must use Acrobat 6 Professional or Standard versions to participate in a browser-based review.
- ✔ You must open the FDF file attached to your invitation e-mail in order to participate in a browser-based review.
- ✔ To annotate a PDF file, use the tools and commands on the Review and Comment Tasks button because the menu commands in this case are browser-specific. The Review and Comment Tasks button also contains commands for displaying the Commenting and Advanced Commenting toolbars. Like all tool bars in Acrobat, these can be displayed as either floating or docked.
- ✔ In order to be able to see other participant's comments, your Reviewing preferences must match those of the review initiator. If you can't see other people's comments, request the correct server settings from the review initiator and make sure you have access to that location.
- ✔ To view updated annotations from other participants or to enable others to view your recent contributions, choose Send and Receive Comments on the Review and Comment Tasks pop-up menu.
- ✔ When you're finished adding annotations to a PDF review document, you can change the status of your review to completed to communicate that fact to the review initiator and other participants. You complete a review by choosing Review and Comment ⇨ Set Review Status ⇨ Completed from the Review and Comment Tasks button pop-up menu.
- ✔ If you'd like to perform your review in Acrobat rather than your Web browser, click the Save and Work Offline button on the Commenting toolbar.
- ✔ If at anytime you've stopped adding annotations to a PDF review document and want to continue the process, either reopen the FDF attachment in your original e-mail invitation or, if you've saved the document to work offline, open it in Acrobat and choose File ⇨ Go Back Online. This command reopens the PDF document in your browser and uploads your comments.
- ✔ Use the Review Tracker to manage the annotations you collect in a review cycle, whether it is an e-mail-based review or a browser-based review. See the next section for details.

## *Managing reviews with the Review Tracker*

The Review Tracker is a handy new feature that helps the review initiator organize participant comments, communicate with participants, and keep track of ongoing or completed review cycles, whether they are e-mail-based

or browser-based reviews. To open the Review Tracker, shown in Figure 9-5, choose Track Reviews on the Review and Comment Tasks button pop-up menu, or choose Open Review Tracker on the Options pop-up menu at the top of the Comments palette in the Navigation pane.



**Figure 9-5:** The Review Tracker, displayed in the How To window, lets you manage e-mail-based or browser-based reviews.

As you can see in Figure 9-5, the Review Tracker has two pop-up menus, Show and Manage, as well as two list boxes, one on top of the other. The Show pop-up menu lets you specify which reviews are displayed in the top list box. Choose either All, Active, Completed, Sent, or Received. Note that displayed reviews are categorized as either e-mail-based or browser-based. Attached Expand (+) and Collapse (–) buttons on these categories, when clicked, display or hide individual review document names. Clicking a review document name in the review list displays that review’s status information in the list box directly below.

Clicking the Open button displays the review document in either Acrobat, if it’s an e-mail-based review, or in your Web browser, if it’s a browser-based review. Clicking the Remove button deletes the review from the Review Tracker.

The Manage pop-up menu enables you to communicate with participants associated with the selected review and contains the following options:

- ✓ **E-mail All Reviewers:** Used to send an e-mail message to all reviewers associated with the selected review.
- ✓ **Send Review Reminder:** Used to send a gentle (or otherwise) reminder to those participants who might be lagging in their rate of review contribution.

- ✔ **Invite More Reviewers:** Used to liven up the party, especially if you find yourself using the Send Review Reminder command a little too often.
- ✔ **Go Back Online:** Activates when you select a browser-based review in the Review Tracker list. This command, surprisingly enough, enables you to go back online and refresh the selected browser-based review for those who might be online at the very moment you decide to change the review status.

The Review Tracker also has the standard How To window navigation buttons at the top of the pane — How To, Home, Back, Forward, and Hide. Just don't click the Home button and expect to be able to click the Back button to redisplay the Review Tracker. In order to reopen the Review Tracker, you have to use the Review and Comment Tasks button or the Options command on the Comments palette in the Navigation pane.

## *The Ins and Outs of Bookmarks*

Bookmarks are the links that appear on the Bookmarks palette in the Navigation pane in a PDF document. They are most often used to take you directly to different sections within the document. Bookmarks can take you to different pages in the document or even different views of a page. Bookmarks can also link you to different documents (PDF and non-PDF) on your computer, as well as to Web pages on the Internet. All of these functions make bookmarks perfect for providing review participants with a quick means of navigating to annotations and markups you make in a PDF document review cycle. As if this weren't enough, bookmarks can also perform certain actions in the PDF document, such as submitting a form's data, playing a sound or movie, or selecting a particular menu item. (See Chapters 14 and 16 for information on working with PDF forms and adding interactivity to PDF files.)

To use a bookmark to jump to a particular page or page view, to open a new document or Web page, or to execute a command or perform a specified action, all you have to do is click the name or icon of the bookmark in the Bookmarks palette in the Navigation pane. If you want, you can have Acrobat automatically close the Navigation pane whenever you click a bookmark by selecting the Hide After Use setting on the Options pop-up menu at the top of the Navigation pane. This option is particularly useful for bookmarks that open pages in the document that are displayed in the Fit Width or Fit Visible page views and require maximum screen area for legibility.

## *Generating automated bookmarks*

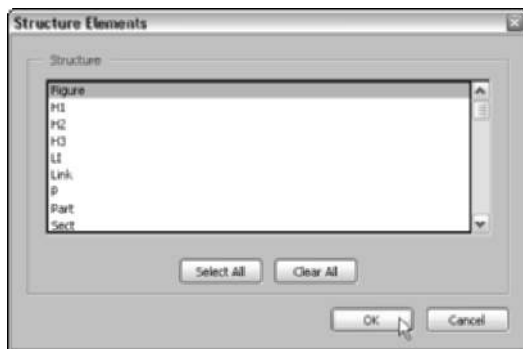
When you use the PDFMaker plug-in to convert documents created with Microsoft Word for Windows to PDF, you can specify that the document

heading and other styles, cross-references, and footnotes automatically be converted into bookmarks in the final PDF file (see Chapter 5 for details). Also, when capturing Web pages, Acrobat can automatically generate bookmarks for each page that you capture (see Chapter 7 for details).

When the Add Bookmarks to Adobe PDF option is selected during conversion, the bookmarks automatically generated from Word documents with the PDFMaker 6.0 and from Web pages in Acrobat 6 are saved as a special type called *tagged* bookmarks. Tagged bookmarks keep track of the underlying structure of the document (such as heading levels and paragraph styles in Word documents and HTML tags in Web pages) by tagging these elements.

You can use the elements stored in any tagged PDF document or captured Web page to automatically generate bookmarks for any particular element in the document. (For details on creating a tagged PDF file or converting a non-tagged PDF file, see Chapter 15.) To generate automatic bookmarks for a tagged file, click the Options pop-up menu on the Bookmarks palette and then click New Bookmarks from Structure on the menu to open the Structure Elements dialog box, as shown in Figure 9-6. Note that the New Bookmarks from Structure menu item is grayed out if the PDF document you're working with isn't tagged.

**Figure 9-6:**  
Selecting the  
elements to  
automatically  
bookmark  
in the  
Structure  
Elements  
dialog box.



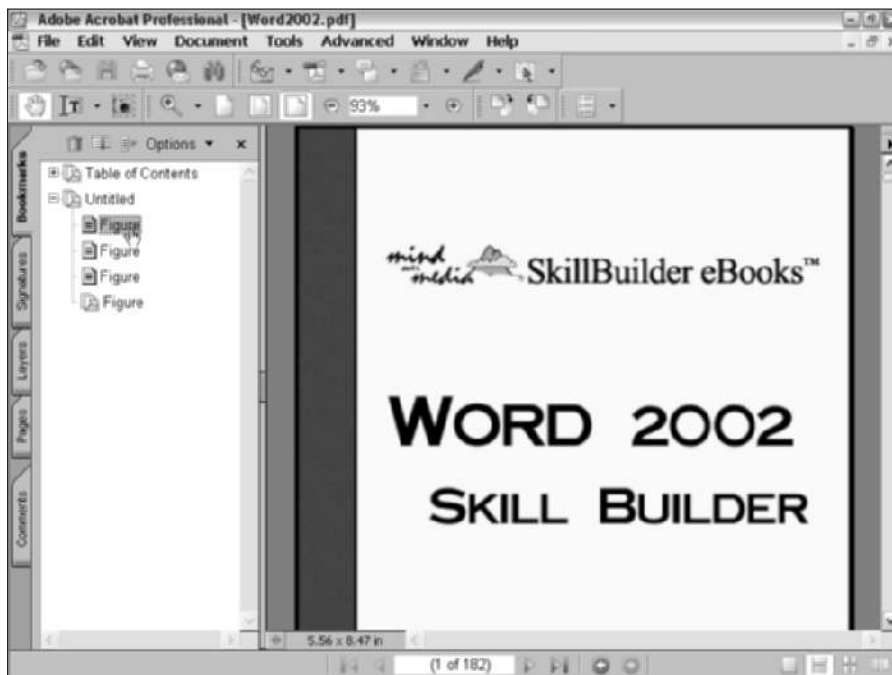
To have Acrobat generate bookmarks for particular elements in the PDF document, you then select the names of the elements for which you want the bookmarks generated (Ctrl+click on Windows or Control+click on the Mac to select multiple elements) in the Structure Elements dialog box before you click OK. Acrobat then goes through the document, identifying the tags for the selected elements and generating bookmarks for each of them.

Figure 9-7 illustrates how this works. In this figure, you see a group of four automatically generated bookmarks created from the Figure tag in the original tagged PDF document. As you can see, when Acrobat generates these tags, it

gives them the name of the tagged element used to create them (which in this case just happened to be Figure). These four Figure tags are automatically nested under a generic bookmark named Untitled. All that remains to do is to rename these bookmarks to something a little bit more descriptive, such as Table of Figures for the Untitled bookmark, Cover for the first Figure bookmark, Title Page for the second, Half Title Page for the third, and Copyright for the fourth and last bookmark. (See the “Editing bookmarks” section, later in this chapter, for details on how to rename bookmarks.)

## *Creating manual bookmarks*

Although the automated methods are by far the fastest ways to generate bookmarks, they are by no means the only ways to add bookmarks. You can also manually add bookmarks to any PDF multipage document that you’ve opened in Acrobat 6. Each bookmark that you add to a PDF document has two parts: the bookmark link and the bookmark destination. The bookmark link consists of a page icon followed by the name of the bookmark in the Bookmarks palette, and the bookmark destination is the page, page view, new document, or Web page that is displayed or the action that is executed when you click the bookmark link.



**Figure 9-7:**  
The  
bookmarks  
generated  
for the  
Figure  
element in a  
tagged PDF  
document.

### *Making bookmarks to go to pages in the document*

When you create a new bookmark to another page in the same PDF document, Acrobat records not only the page but also the page view and the magnification setting in effect as part of the bookmark's destination. This means that the most productive way to create manual bookmarks is to first navigate to the destination page *and* make any desired change to the page view and/or magnification settings *before* you begin creating the bookmark. Although you can designate the destination page as part of the process of creating the new bookmark, going to the page and setting things up beforehand just makes the process all the easier and more efficient.

With this tip in mind, the steps for manually creating a bookmark to a new page in the same document are as follows:

1. **Launch Acrobat and then open the PDF document to which you want to add bookmarks.**
2. **If necessary, open the Navigation pane by pressing F6 and click the Bookmarks tab to display its palette on top.**
3. **Using the buttons on the Navigation toolbar or navigation buttons on the Document window status bar, go to the destination page in the document for the first bookmark.**
4. **If you want the destination page to be displayed in a different page view or magnification, select the appropriate options from the View menu or click the appropriate buttons on Zoom toolbar and the Document status bar (see Chapter 2 for details).**
5. **Choose the New Bookmark command on the Options menu at the top of the Bookmarks palette or right-click the Document window to open its context menu, and then click New Bookmark (you can also press Ctrl+B on Windows or ⌘+B on the Mac).**

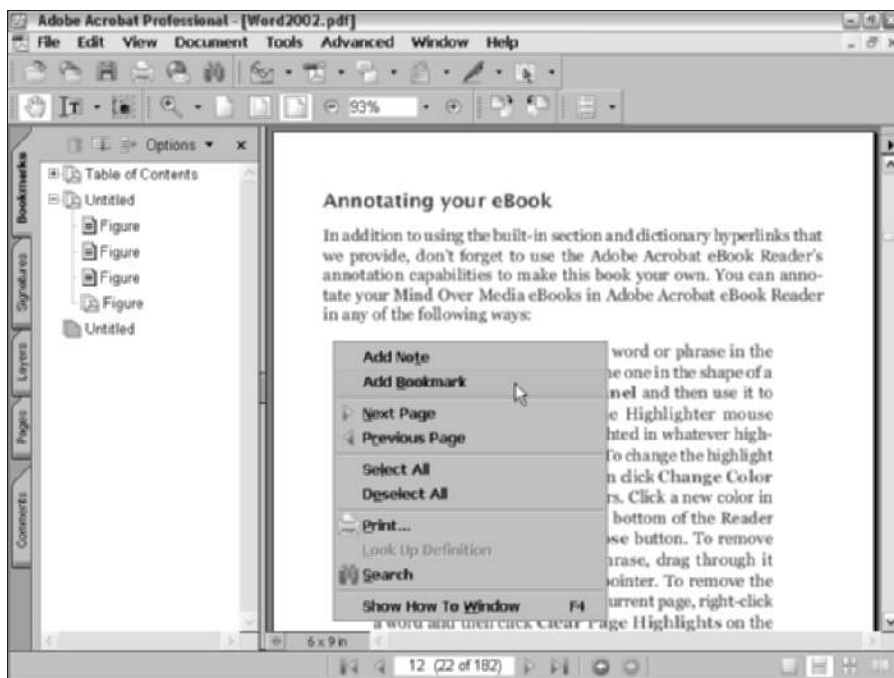
A new bookmark icon named Untitled is added (see Figure 9-8).

6. **Type a descriptive name for your new bookmark and then press the Enter key (Return on the Mac) or click the mouse pointer somewhere outside of the bookmark name to add it to the list in the Bookmarks palette.**

### *Editing bookmarks*

If, after creating a bookmark, you discover that you need to make changes to the bookmark type or its destination, you can do this in the Bookmark Properties dialog box, which you can open by right-clicking (Control+clicking on the Mac) the name of the bookmark and then clicking Properties on its context menu. You can also edit the appearance of a bookmark in this dialog box.

**Figure 9-8:**  
Adding  
a new  
bookmark  
in the  
Bookmarks  
palette to  
the page  
currently  
displayed  
in the  
Document  
window.



To change the text color of the bookmark as it appears in the Bookmarks palette, click Appearance tab and then the Color button to select a new color in the color palette. To change the text style of the bookmark, click the new style (Bold, Italic, or Bold & Italic) on the Style drop-down list. To assign your new color and/or text style to the bookmark, click the Close button in the Bookmark Properties dialog box.

### *Changing the page destination for a bookmark*

If you find that you've linked a bookmark that goes to the wrong page, you can easily edit just its destination by taking these few steps:

1. Using the buttons on the Navigation toolbar or navigation buttons on the Document window status bar, go to the correct destination page in the document for the bookmark.
2. Right-click (Control+click on the Mac) the name of the bookmark whose destination needs editing in the Bookmarks palette and click Set Destination on the context menu.
3. Click Yes in the alert dialog box that asks you if you're certain that you want to make this change.

To test the edited destination, click the buttons on the Navigation toolbar or on the Document window status bar to move to a new page, and then click the bookmark to make sure that it now takes you to the right page.

### *Renaming and deleting bookmarks*

If you aren't happy with a name of a particular bookmark, you can rename it in a snap:

1. **Right-click (Control+click on the Mac) the name of the bookmark whose name needs changing in the Bookmarks palette and click Rename on the context menu.**
2. **Replace the existing name by typing the new name and then pressing Enter (Return on the Mac) or by clicking the mouse pointer somewhere outside of the bookmark name.**

To delete a bookmark, right-click (Control+click on the Mac) the bookmark in the Navigation pane and then click Delete on its context menu.

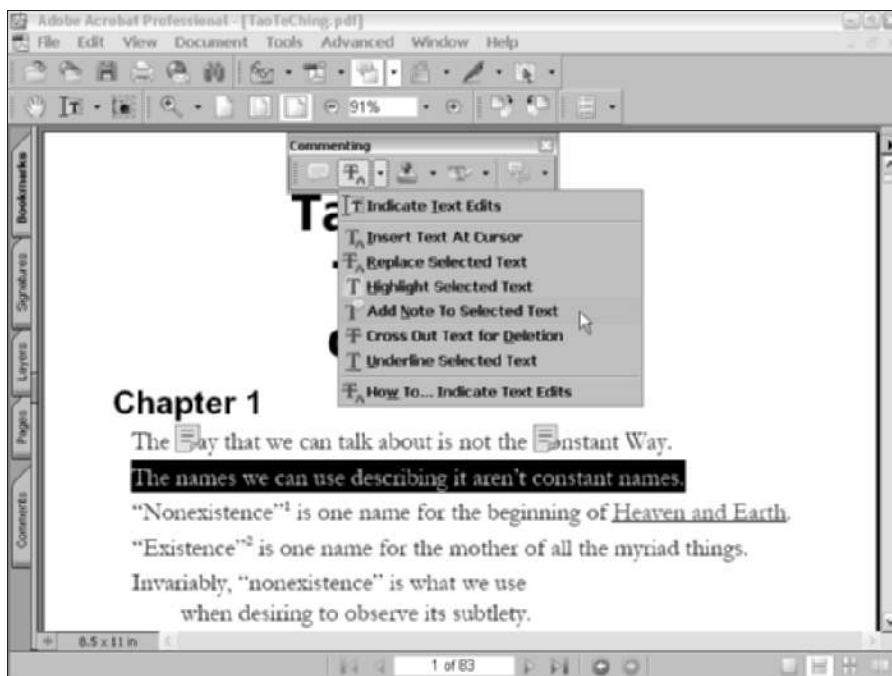
## *Inserting Document Comments with the Commenting Toolbar*

In its original state, the Commenting toolbar displays the buttons for four tools — Note, Indicate Text Edits, Stamp tool, and Highlight Text — that you can use to annotate your PDF document, as well as the Show button that is used to display or hide (also known as filtering) comments in your PDF document. (For more on filtering comments see the “Showing and hiding comments” section, later in this chapter.) Three of the tool buttons, Indicate Text Edits, Stamp tool, and Highlight Text, contain pop-up menus that you can click to display additional features for the selected tool.

When you click the pop-up menu button on the Indicate Text Edits tool, it displays options for marking up edited text selections. Figure 9-9 shows the options provided on this menu. You normally use this group of commands in conjunction with the Indicate Text Edits tool to perform various markups on selected text in PDF document you're reviewing for the benefit of other review participants. These self-explanatory options include Insert Text at Cursor, Replace Selected Text, Highlight Selected Text, Add Note to Selected Text, Cross Out Text for Deletion, and Highlight Selected Text, among others.

When you click the pop-up menu button on the Stamp tool, it displays all the options for using the electronic rubber stamp feature in Acrobat 6. See the “Using the Stamp tool” section, later in this chapter, for more information.

**Figure 9-9:**  
The  
Indicating  
Text Edits  
pop-up  
menu on the  
Commenting  
toolbar.



When you click the pop-up menu button on the Highlight tool, it displays different highlighting tools — Cross-Out Text tool and the Underline Text tool, in addition to the standard Highlighter tool. You usually use this group of tools to draw attention to text in the PDF document you’re reviewing that needs some type of editing (normally deletion, when you use the Cross-Out Text tool) or emphasizing (when you use the Underline Text tool). See the “Hitting the highlights” section, later in this chapter, for details.

Note that Acrobat saves all notations that you add with Commenting and Advanced Commenting tools on a distinct and invisible top layer of the PDF document, keeping them separate from the PDF document text and graphics underneath. This makes it possible for you to import comments from other reviewers and add them to the PDF document, as well as to summarize all comments made in the document and export them as a separate file. For a description of all Comment and Advanced Comment tools, see Chapter 3.

## *Using the Note tool*

The notes that you can add when reviewing a PDF file run the gamut of hidden comments (identified by a note icon), simple text displayed at all times in the document, audio comments that you listen to, and predefined

stamps indicating approval, confidentiality, and the like. You can even add notes that attach files to the PDF document (useful when you want to include alternative text or graphics that should be considered as possible replacements or additions).

To add a hidden comment with the Note tool, follow these steps:

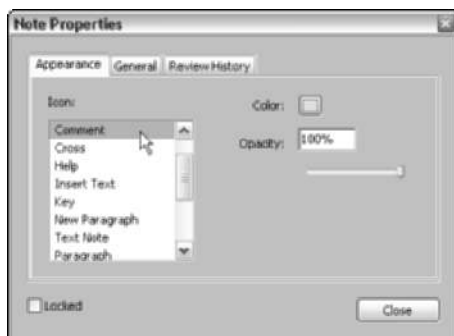
1. Click the Note tool on the Commenting toolbar or type S if the single-key accelerators feature is turned on in the Acrobat General Preferences.
2. Click the Note mouse pointer at the place on the page in the PDF document where you want the Note icon to appear.

When you click this pointer, Acrobat opens a comment box that shows your name and the current date on the colored (yellow by default) title bar.

3. Type the text of the note in the comment box.
4. If the text of your note is short, you can resize the comment box to better suit the amount of text by positioning the mouse pointer in the sizing box in the lower-right corner and dragging the outline of the box with the arrowhead pointer until it's the shape and size you want.
5. After you finish typing the text of the note, click the Close button in the upper-left corner of the comment dialog box to close it. You can also double-click the Note icon to close its comment box.

After you click the Close button in the comment box, only the Note icon appears on the page, as shown in Figure 9-10. To open the note's comment box to read its text, select the Hand tool by pressing H and double-click the Note icon, or right-click the icon (Control+click on the Mac), and then select Open Pop-up Note on its context menu. You can leave a comment box open next to its Note icon on the page by clicking outside of the box rather than clicking its Close button.

**Figure 9-10:**  
Changing  
note  
settings in  
the Note  
Properties  
dialog box.



You can move notes by dragging their Note icons or their comment boxes (if they're open) with either the Hand tool or the Note tool. Simply drag the arrowhead pointer to the desired position on the page (usually off the text that you're commenting on) and then release the mouse button. To move a note back to its original position, right-click (Control+click on the Mac) its Note icon and click Reset Pop-up Note Location on its context menu. To delete a hidden comment, choose Delete on the context menu.

You can also change the color and icons used when you add your comments with the Note tool. This is a good feature to use when many people will be adding comments to the same PDF. By having the reviewers select individual colors and icons, you can tell at a glance which notes belong to which reviewers. To select a new color and/or icon for your notes, follow these steps:

1. **Add your first note (by following the preceding steps).**
2. **Right-click the Note icon (Control+click on the Mac), and then choose Properties on the context menu.**

The Note Properties dialog box appears (refer to Figure 9-10).

3. **To select a new Note icon, select it in the Icon list box.**
4. **To select a new color for the Note icon, click the Color button and then click a new color in the palette.**

Note that you can also increase or decrease the opacity of the Note icon by entering either a percentage number in the Opacity text box or moving the slider button right for less opacity or left for more opacity.

5. **To change the author or subject for the note, click the General tab and enter a new name in the Author text box or a new subject in the Subject text box.**
6. **Click Close to put your changes into effect.**



## Roll me over and line me up

You can have Acrobat automatically open a note's comments box to display its text when you position the mouse pointer on the Note icon. To do so, open the Preferences dialog box by pressing Ctrl+K (⌘+K on the Mac), and then click Commenting in the list box. Then select the Automatically Open Pop-ups on Mouse Rollover

check box in the Viewing Comments section. You can also have Acrobat automatically display connecting lines between Note icons and its pop-up window when you rollover the Note icon by selecting the Show Lines Connecting Markups to Their Pop-ups on Mouse Rollover check box.



When you close the Note Properties dialog box, Acrobat changes the current comment to suit the new icon and/or color settings. All notes that you subsequently create will use the new note settings. Be aware, however, that the icons for notes previously added are unaffected by your changes to these settings (you would have to delete and then re-create them to have all your notes reflect the new color and icon settings). Also keep in mind that changes you make in the Author or Subject text boxes of the Note Properties dialog box affect only the particular note selected at that time.

Acrobat 6 uses your Windows Identity or Log-in name as the default entry in the Author text box for Notes. If your Windows Log-in name differs from your Acrobat Identity (entered in the Identity Preferences dialog box), you can choose your Acrobat Identity for all subsequent notes you create with the Note tool. To do so, open the Preferences dialog box (Ctrl+K on Windows, ⌘+K on the Mac), click Commenting in the list box, and then deselect the Always Use Log-in Name for Author name check box in the Making Comments Preferences area.

You can also change the font and font size for text used in the comments you create with the Note tool, as well as the opacity of the comment box (by decreasing it, you can see more of the text and graphics underneath) in the Viewing Comments area of the Commenting Preferences dialog box. Note that changes you make in the Font and Font Size drop-down lists affect only new comments created with the Note tool. The same holds true for any new setting you select with the Opacity text box or slider.

## Using the Stamp tool

You can use the Stamp tool to imprint the document with a predefined graphic mark that mimics real-world rubber ink stamps used to indicate the status of the document, such as Draft, As Is, Confidential, or Final. When you use one of these marks, you can also add a hidden comment to it, just like you do when creating a comment with the Note tool. Acrobat comes with a wide variety of ready-made stamps that you can use (which are organized into different categories). You can also add your own marks to these collections.



Don't confuse adding a stamp to the PDF document you're reviewing with digitally signing a PDF document. When you stamp a document, you're simply adding another, more graphic form of notation to the document. When you digitally sign a document, however, you're actually using a secure method for identifying yourself as the signatory (see Chapter 11 for details on the process involved in digitally signing a document). Use stamps when you want to call attention to the current state of the PDF document or add a very visible review comment, such as red-flagging a change with, of all things, a *red flag*. Digitally sign the PDF document when you're ready to freeze it and prevent all further changes to it.

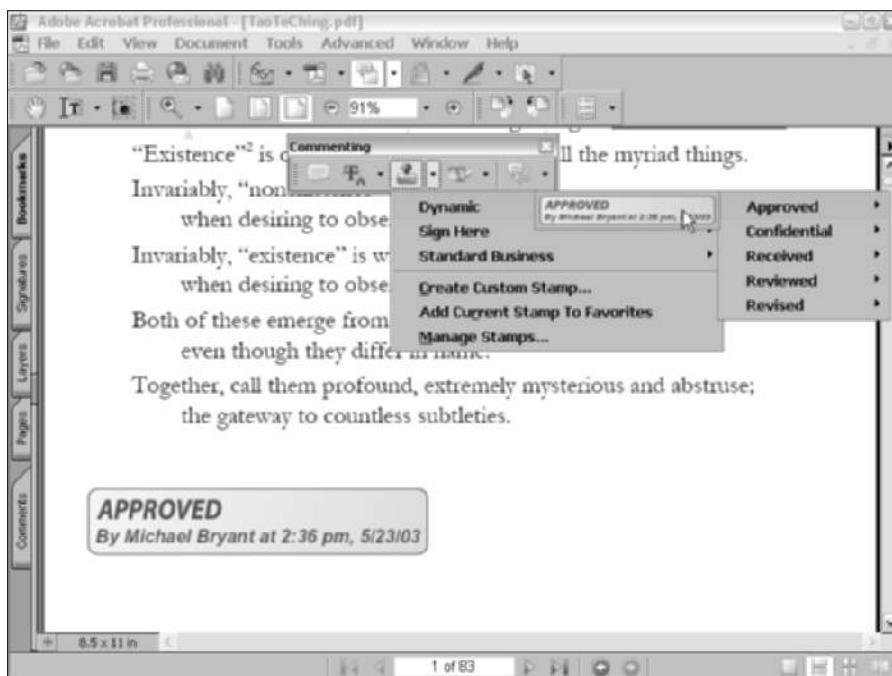
To add a stamp to a PDF document, take these steps:

1. Click the Stamp tool on the Commenting toolbar.
2. Click the Stamp tool mouse pointer at the place on the page in the PDF document where you want the stamp's imprint to appear.

When you click the Stamp tool mouse pointer, Acrobat inserts the last-used stamp at the place you click (this is the Approved mark when you first begin using this feature in Acrobat).

3. If you want to use a different stamp, click the mark that you just added to the document to select it (you can tell it's selected because a bounding box with sizing handles at the corners appears), and then click the Stamp tool pop-up menu to select another stamp.

The Stamp tool pop-up menu and submenus contain all the built-in stamps available in Acrobat 6. These are divided into three categories: Dynamic, Sign Here, and Standard Business. Dynamic stamps like the Approved stamp, shown in Figure 9-11, automatically display author, time, and date information, as opposed to Standard Business like the For Public Release stamp shown selected on Stamp tool pop-up menu in the figure, which has no additional dynamic information. The Sign Here category provides a number of stamps used to highlight digital signature areas, much like the Sign Here Post-It notes you may have seen attached to paper documents from your accountant or lawyer.



**Figure 9-11:**  
Choosing a  
new stamp  
on the  
Stamp tool  
pop-up  
menus.

As mentioned earlier, you can attach hidden comments to stamps (see the following section to find out how) and also specify properties for those comments. To change properties for comments made with the Stamp tool, right-click a stamp imprint in the current document and choose Properties on the context menu to open the Stamp Properties dialog box. The following is a rundown of the options you find there:

- ✓ **Appearance tab:** To change the color used in the title bar of any comment box that you attach to a stamp, click the Pop-up Color button and then click the new color in the palette. To decrease or increase the opacity of the stamp imprint so that you can see more or less of the document background, enter a percentage number in the Opacity text box or move the slider button to the left to decrease the opacity or to the right to increase the opacity of the stamp imprint.
- ✓ **General tab:** To change the author associated with the stamp, click the Author text box and then edit the name. To change the subject of the stamp, click the Subject text box and edit the default text. Note that Acrobat 6 uses your Windows Identity or Log-in name as the default entry in the Author text box for stamps. To use your Acrobat Identity instead for all subsequent notes you create with the Stamp tool, see the instructions at the end of the previous section, “Using the Note tool.”
- ✓ **Review History tab:** Contains a list box that displays any changes in status for the selected comment.

When you finish making changes to the settings in the Stamp Properties dialog box, click the Close button to return to the current document. Note that when you close the Stamp Properties dialog box, the imprint is still selected in the current document so that you can resize it and move it to a new place on the page if you need to.

To resize the imprint, position the mouse pointer on one of the sizing handles and then drag diagonally with the double-headed pointer. To move the imprint to a new place on the page (perhaps to the side or above related text or graphic images), position the arrowhead pointer somewhere within its bounding box and then drag its outline and drop it in place. To delete a stamp from the PDF document, right-click (Control+click on the Mac) the Stamp's imprint and click Delete on its context menu.

### ***Adding a hidden comment to a stamp imprint***

If you want to add a hidden text comment to the imprint of a stamp, you can do so by following these steps:

- 1. Double-click the imprint of the stamp to which you want to add the comment.**

Acrobat responds by opening a comment box, just like the ones used to add comments with the Note tool.



## Getting your hidden comments added and seen

When using stamps to annotate a PDF document, you may want to make a couple of changes to the Comments Preferences — one that will help you remember to add hidden comments and the other to let you and your reviewers know that hidden comments are attached to particular stamp imprints. To have Acrobat automatically open a blank comment box whenever you add a new stamp imprint, open the Commenting section of the Preferences dialog box (by pressing Ctrl+K on Windows or ⌘+K on the Mac, and then clicking Commenting in the list

box on the left), and then select the Automatically Open Comment Pop-ups for Comments Other Than Notes check box in the Pop-up Open Behavior section. To have the program automatically display the comment boxes you add to stamp imprints whenever you position the mouse over them, select the Automatically Open Pop-Ups on Mouse Over check box in the Viewing Comments section (note that selecting this check box option affects hidden comments added with the Notes tool, as well as those added with the Stamps tool).

2. Type the text of your comment in the open comment box.
3. To resize the comment box so it better fits the text you entered, drag the sizing box in the lower-right corner diagonally until it's the right shape and size.
4. To move the comment box so that its title bar doesn't obscure the stamp's imprint, drag the comment box by its title bar.
5. When you finish making changes to the comment box, click its Close button to make the box and its note disappear. You can also double-click a stamp imprint to toggle between hiding and displaying its attached comment.

### *Adding custom marks to your own stamp category*

You can create your own marks in graphics programs, such as Adobe Illustrator or Adobe Photoshop, and then use them as stamps in Acrobat 6. To do this, convert the graphic image you want to use as a stamp to either a JPEG, GIF, or bitmap file. You can also convert Illustrator and Photoshop files saved in their native format (AI or PSD).

After you have the mark saved, follow these steps to make it available as a stamp in Acrobat 6:

1. Choose Tools⇨Commenting⇨Stamp Tool⇨Create Custom Stamp or simply click Create Custom Stamp on the Stamp tool pop-up menu.

The Create Stamp dialog box opens.

2. Click the **Select** button to open the Select dialog box.
3. Click the **Browse** button, and in the Open dialog box that appears, locate the desired graphic and click the **Select** button to return to the Select dialog box.
4. Click **OK** to close the Select dialog box and return to the Create Stamp dialog box.
5. Enter the name you want to give the stamp (something with the company name or a description of the mark) in the Name text box, enter a name in the Category drop-down list box or select a previously created custom category, and then click the **OK** button.

After you add a custom graphic as a new stamp, its category, name, and thumbnail appear on the Stamp tool pop-up menu as well as the Acrobat menu bar, and you can start using it in the PDF documents you're reviewing as you would any of the other built-in stamps. After clicking the Stamp tool, select your new custom imprint on the Stamp tool submenus and then click the Stamp tool mouse pointer at the location in the current PDF document where you want the stamp to appear. If you want to delete a custom stamp you've created, choose **Manage Stamps** on the Stamp tool pop-up menu, and in the Manage Stamps dialog box that appears, select the custom stamp for deletion by choosing its category and name in the drop-down lists before clicking the **Delete** button. When you're finished deleting custom stamps, click the **OK** button to close the Manage Stamps dialog box. Note that you can also invoke the Create Stamps dialog box by clicking the **Create** button in the Manage Stamps dialog box.

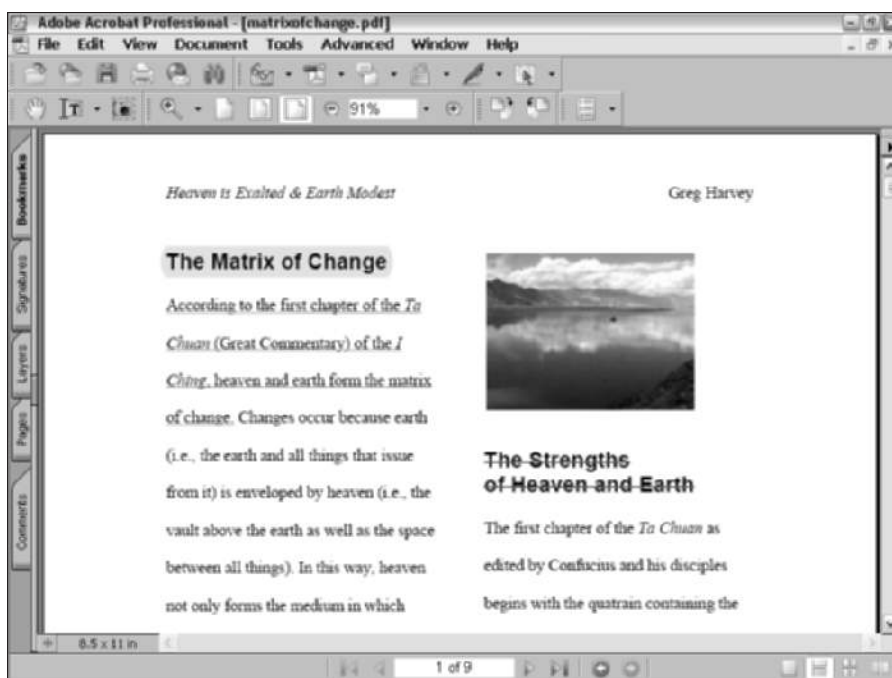
## *Hitting the highlights*

Acrobat includes three text-only markup tools: Highlighter tool, Cross-Out Text tool, and Underline Text tool:

- ✓ **Highlighter tool:** Highlights text in a color (yellow by default) just like the highlighting pens you used to mark key words and phrases to remember in your text books.
- ✓ **Cross-Out Text tool:** Indicates words and phrases that should be deleted from the text. (Acrobat puts a line through the text just like they do in voter pamphlets to show what provisions of a referendum will be removed from a statute.)
- ✓ **Underline Text tool:** Underscores the importance of text.

Figure 9-12 shows you examples of three types of text markup: highlighting in the title, underlining in the first-paragraph text at the top of the first column, and crossing-out in the title at the top of the second column.

**Figure 9-12:**  
A PDF  
document  
with  
highlighted  
text, cross-  
out text, and  
underlined  
text, thanks  
to the text-  
only markup  
tools.



As with the graphics markup tools, when you mark up text with the text-only tools, Acrobat automatically adds hidden comment boxes to the markups. To have the comment boxes contain a copy of all the text that you've marked with the text-only markup tool, open the Acrobat Preferences dialog box by choosing **Edit > Preferences** or pressing **Ctrl+K** (**⌘+K** on Mac), click **Commenting** in the list box, and then select the **Copy Selected Text into Highlight, Cross-Out, and Underline Comment Pop-Ups** check box in the **Making Comment** section before clicking **OK** to close the Preferences dialog box. You can then annotate this comment text or replace it with the corrections you'd like to see made.

The text-only tools all work the same way: After you click the desired text-only markup tool, you drag the I-beam mouse pointer through all the text you want to highlight, cross-out, or underscore. Each text-only markup tool has the same **Properties** dialog box as the graphics markup tools (**Note** and **Stamp**) where you can edit the **Color**, **Opacity**, **Author**, **Subject**, and **Review History** of created markups. To access these options, right-click the marked-up text and choose **Properties** on the context menu to open the associated **Properties** dialog box.

To delete the highlighting, strikeout, or underlining made to words or phrases in the PDF document, right-click (**Control+click** on the Mac) the marked-up text and then click **Delete** on its context menu.

To open the comments box attached to the words or phrases you've marked up with one of the text-only markup tools, double-click the marked-up text to open its comment box. You can also hide an open comment box in this manner rather than clicking its Close button.



Remember that you can have Acrobat automatically open a comment box each time you mark up text with one of the text-only markup tools by selecting the Automatically Open Comment Pop-Ups for Comments Other Than Notes check box in the Commenting Preferences dialog box. You can also have Acrobat automatically display a hidden comment when you position the mouse on the marked-up text by selecting the Automatically Open Pop-Ups on Mouse Rollover check box as well. For details, see the sidebar, "Getting your hidden comments added and seen," earlier in this chapter.

## *Inserting Document Comments with the Advanced Commenting Toolbar*

Options that appear on the Advanced Commenting toolbar give you a lot of flexibility when annotating a PDF document by providing markup tools that go way beyond the standard note, text edit, stamps, and highlighting features found on the Commenting toolbar. You can use the Rectangle tool and its many built-in variations to create drawn shapes used to highlight text or graphics that you want to call attention to with an attached comment. The Text Box tool creates static annotations that always appear in a document rather than hidden comments made with the Note tool. The Pencil tool draws free-hand shapes around document elements you want to call attention to with an attached comment. You can even attach sound files or other document files using the Attach Sound tool and Attach File tool. The following sections give the particulars on these useful markup tools. To get an overview of the Advanced Commenting toolbar, see Chapter 3.

### *Using the Text Box tool*

You use the Text Box tool to create comments in the PDF document that are always visible. Because free-text comments are always displayed, you need to position them in margin areas or places where they won't obscure document text or graphics text underneath.

To create a comment with the Text Box tool, follow these steps:

1. **Click the Text Box tool on the Advanced Commenting toolbar or press X if the single-key accelerator feature is turned on.**

(See Chapter 3 to find out how to enable single-key accelerators.)

2. **Click the I-beam mouse pointer or draw a marquee at the place on the page in the PDF document where you want the text of the comment to appear.**

When you click or draw a marquee with this pointer, Acrobat opens a yellow bounding box (which appears dotted on some monitors) in which you type the note.

3. **Type the text of the free-text note in the note's bounding box.**

As you type a note in a bounding box you created by drawing a marquee with the I-beam pointer, Acrobat automatically breaks the lines of text to fit within the width of the bounding box and expands its height.

4. **When you finish typing the text of the free-text note, click the Hand tool and then click outside of the note's bounding box.**

Acrobat displays your free-text note in a box.



If you create a bounding box by simply clicking an area in your document with the I-beam pointer, you must make the first line break in your text note by pressing Enter (Return on the Mac) in order for Acrobat to make subsequent automatic line breaks. Otherwise, you end up typing a never-ending line of text that expands the width of the bounding box right off the page!

To resize the Text Box note to make all of its text visible or to eliminate excess white space around the note text, position the Hand tool somewhere on the note and then click the arrowhead pointer to display the sizing handles at the four corners of the free-text note box. Next, position the pointer on one of the sizing handles and drag the double-headed pointer diagonally until the outline of the note box is the shape and size you need. Click outside the note box to deselect the sizing handles.

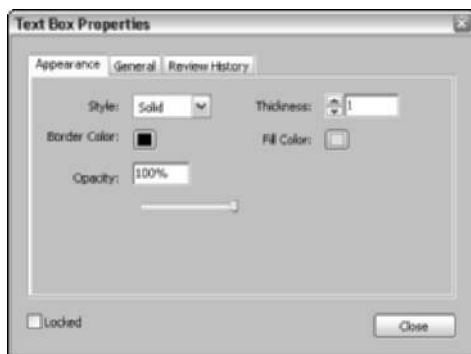
To move a free-text note, click within its note box to display the sizing handles and then, with the arrowhead mouse pointer inside the box, drag the outline to a new position on the page before releasing the mouse button. To delete a free-text note from the PDF document, right-click (Control+click on the Mac) the note text or its bounding box, and then click Delete on its context menu.

As with comments added with the Note tool, you can change the default settings for the free-text notes you create with the Text Box tool. Right-click the text box and select Properties on its context menu to open the Text Box Properties dialog box, as shown in Figure 9-13. As you can see, the setting options in this dialog box enable you to change the Appearance, General settings, and display Review History by clicking the appropriate tab.

On the Appearance tab, select a border style in the Style drop-down list. Your choices are Solid or six different dashed-line styles. To make the border of the text box thicker, increase the value in the Thickness text box. To remove the border entirely from text box, set this value down to 0. To change the color of the box border, click the Border Color button and then click a new color on the

palette. To decrease or increase the opacity of the text box so that you can see more or less of the document background, enter a percentage number in the Opacity text box or move the slider button to the left to decrease the opacity or to the right to increase the opacity of the text box. To add a background color to the text box, click the Fill Color button and click the background color from its color palette (but for heaven's sake, don't select a background color on this palette that's so dark that you can't read the note text).

**Figure 9-13:**  
Changing  
the  
appearance  
of a text  
box in the  
Text Box  
Properties  
dialog box.



The options on the General and Review History tabs are exactly the same as those for the other markup tools (Note, Stamp, and Indicate Text). Change the author or subject of a comment attached to a Text Box on the General tab or display changes of status to the Text Box comment on the Review History tab. When you finish making changes in the Text Box Properties dialog box, click Close to see the effects of your changes on the currently selected text box.

## *Using the Attach Sound tool*

You use the Attach Sound tool to record a sound note or select an audio file that is played back when the user double-clicks the Sound Note icon. Note that your computer must have a microphone in order to record your own sound notes and add them to your PDF document.

To record a sound note for playback in your PDF document, follow these steps:

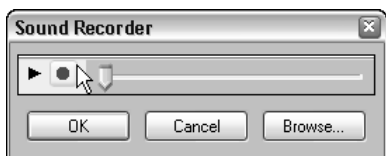
1. Click the **Attach Sound tool** on the **Advanced Commenting toolbar pop-up menu**.
2. Click the **Speaker mouse pointer** at the place on the page in the PDF document where you want the **Sound Note icon** to appear.

When you click this pointer, Acrobat opens a Sound Recorder dialog box.

3. **To record the sound note, click the Record button and speak into your computer's microphone.**

When you finish recording, click the Stop button (see Figure 9-14). To play the note before adding it to your document, click the Play button (which replaces the Stop button).

**Figure 9-14:**  
Recording a  
sound note.



4. **Click OK in the Sound Recorder dialog box.**

The Sound Recorder dialog box closes, and the Sound Attachment Properties dialog box opens.

5. **Click the Appearance tab and select an icon for the sound attachment — either Ear, Microphone, or Sound (speaker) in the Icon list box.**

Click the Color button and select a new color for the sound attachment icon on the color palette that appears. Increase or decrease the opacity of the sound attachment icon by typing in a new percentage number in the Opacity text box or using the slider button.

6. **Click the General tab and edit the default text in the Author, Subject, and Description text boxes.**

Text entered in the Description text box identifies the sound file when you position the mouse pointer over its attached sound icon.

7. **Click the Review History tab to view any recent changes to the status of the attached sound during a review cycle. When you're finished changing Sound Attachment properties, click Close to exit the dialog box.**

You can also select a prerecorded sound file to play back when the Sound Attachment is played. To select a prerecorded sound file, click the Browse button in the Sound Recorder dialog box to open the Select Sound File dialog box. Click the folder that contains the desired sound file, click the sound file icon, and then click the Select button.

To play a sound note that you've added to a PDF document, double-click its Sound Note icon with the Hand tool or right-click (Control+click on Mac) its icon and then click Play File on the context menu.

## *Using the File Attachment tool*

You can use the File Attachment tool to attach or append another file (not necessarily saved as a PDF) to the PDF document you're reviewing. You can use this feature to attach new copy and graphics that you'd like to see replace particular text passages and images in the PDF file. You can also use this tool to attach a memo or some other text document that outlines the review steps or special instructions to the design or review team.



Don't use this feature to attach files saved in other file formats besides PDF unless you're sure that each reviewer has the software necessary to open it installed on his or her computer. Of course, the way to be sure that each and everyone concerned will be able to open and evaluate all the files you attach to a PDF document under review is to save them as PDF files before you attach them.

To attach a file to the PDF file you're reviewing, follow these steps:

1. **Click the Attach File tool on the Advanced Commenting toolbar or press Shift+J until its icon (the one with the pushpin) is selected.**
2. **Click the Pushpin pointer at the place in the PDF document's text or graphics where you want the File Attachment icon (a paper clip by default) to appear, indicating to other reviewers that a file has been attached.**

Acrobat responds by opening the Select File to Attach dialog box.

3. **Open the folder and select the icon for the file that you want to attach to the current PDF document, and then click the Select button.**

The File Attachment Properties dialog box opens.

4. **Change the properties of the file attachment as follows:**

- To select a new icon besides the default paper clip, click the Appearance tab and choose an item in the Icon list box.
- To change the color of the File Attachment icon, click the Color button and then click the new color in the palette.
- To increase or decrease the opacity of the file attachment icon, type in a new percentage number in the Opacity text box or use the slider button.
- To modify the ToolTip description that appears when the user positions the mouse over the File Attachment icon, click the General tab and replace the filename in the Description text box. Acrobat automatically displays the filename as the ToolTip if you don't modify this text box.

- To change the author or subject associated with this file attachment, click the Author or Subject text box and edit the default text that appears there.

**5. Click the Close button to close the File Attachment Properties dialog box.**

As soon as you close the File Attachment Properties dialog box, you see the File Attachment icon (a paper clip unless you changed it) at the place you clicked in the document. To move this icon, drag it with the arrowhead pointer. To display the ToolTip with the name of the attached file (or some other description if you modified the Description text box), position the arrowhead mouse pointer over the File Attachment icon.

To open the attached file, double-click its File Attachment icon, or right-click (Control+click on the Mac) the icon and then click Open File on the context menu. Acrobat responds by displaying an Open Attachment alert dialog box, warning you about possible dangers in opening the file. When you click the Open button in the alert dialog box, Acrobat then goes ahead and opens the file.

If the attached file is a PDF document, Acrobat opens it and makes it the current document (you can then return to the original PDF document by selecting its name at the bottom of the Windows menu). If the attached file is saved in some other file format, your computer's operating system launches the program that created the file (provided that it can be identified and that the program is installed on the computer), opening it in a new window. You can then return to the original PDF document by clicking its program icon on the Windows taskbar or clicking the Application icon on the OS X Dock.

To remove an attached file from the PDF document, right-click the File Attachment icon (Control+click on the Mac) and then click Delete on its context menu. To save the attached file on your hard drive before you delete it, click Save Embedded File to Disk on its context menu, select the folder in which you want it saved, and click the Save button.

## *Mark it well*

The graphic markup tools (Pencil and Rectangle) found on the Advanced Commenting toolbar enable you to mark up elements that need changing in the PDF document you're reviewing. When you use these graphic markup tools to call attention to particular passages of text and graphics, you can add hidden notes (like you can do when using the Stamp and Note tools) that explain the type of changes you'd like to see made to the elements you've marked.

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