



Acrobat 6: Basics Learning Guide

Why use Acrobat's PDF format?

Documents in Acrobat's Portable Document Format (PDF) can be easily viewed or printed from any computer. Even better, PDF documents look to the viewer exactly as the document creator intended – regardless of whether the viewer has the same installed fonts and programs (or even the same kind of computer) as the creator of the document. As a result, PDF is an ideal format for sharing documents such as handbooks, forms, and newsletters on your departmental website or BlackBoard course site.

What's the difference between Acrobat and Adobe Reader?

While Adobe Reader (formerly called Acrobat Reader) is free software that allows you to view & print any document in PDF format, it can't create PDF documents. Acrobat, on the other hand, can both read PDF documents and create them.

How does Acrobat work??

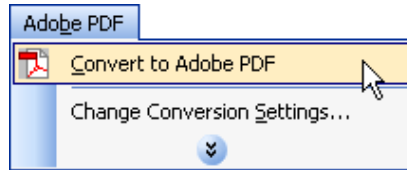
Unlike other applications, you can't use Acrobat to create new documents. Instead, you'll use Acrobat to copy and convert any existing document into the PDF format.

How do I convert documents to PDF format?

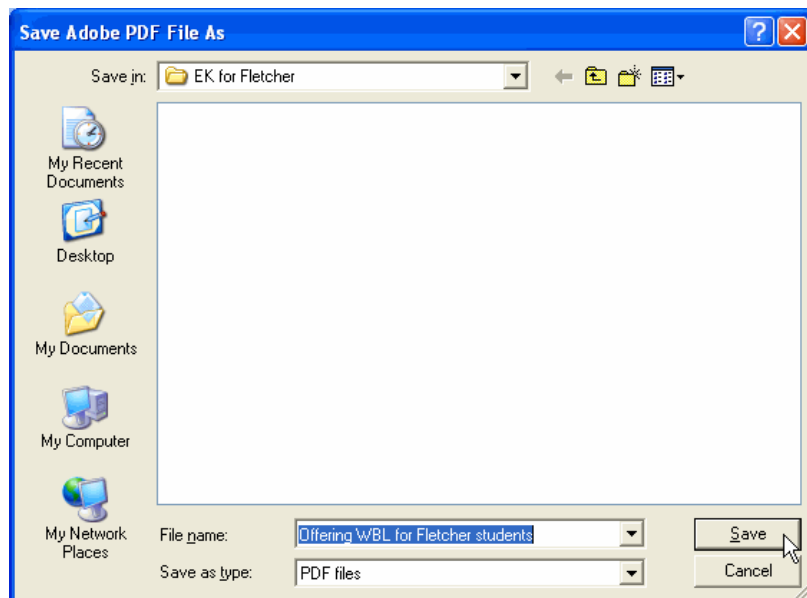
- Acrobat's **PDFMaker** tool allows you to convert any Microsoft Office document to PDF. It also allows you to automatically create bookmarks and set security for your new PDF document.
- Acrobat's **Adobe PDF** printer let's you convert any document to PDF format. With a PDF document created using the Adobe PDF printer, you'll need to create bookmarks and set security yourself.

Converting a Word document to PDF format

- Using Microsoft Word, open the document that you wish to convert.
- From the **Adobe PDF** menu, choose **Convert to Adobe PDF**.

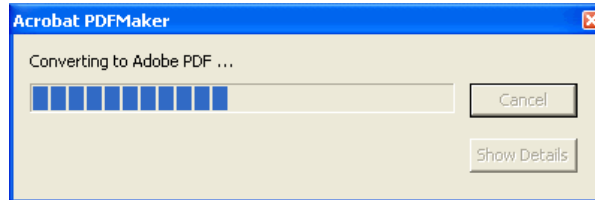


- Acrobat will scan your document, prepare it for conversion to PDF format, and display the **Save PDF File As** window.
- Navigate to the folder that will display your new PDF document.
- In the box labeled **File name**, enter the name of your new PDF document.
- Click **Save** to convert your document to PDF format.



Tip: After selecting the folder that will contain your new PDF, make sure that you can see the contents of the folder you meant to choose before clicking **Save**.

- Finally, Acrobat will convert and save your document. While the document is being converted, you'll see a window with a bar showing the how far Acrobat has progressed with the conversion process.



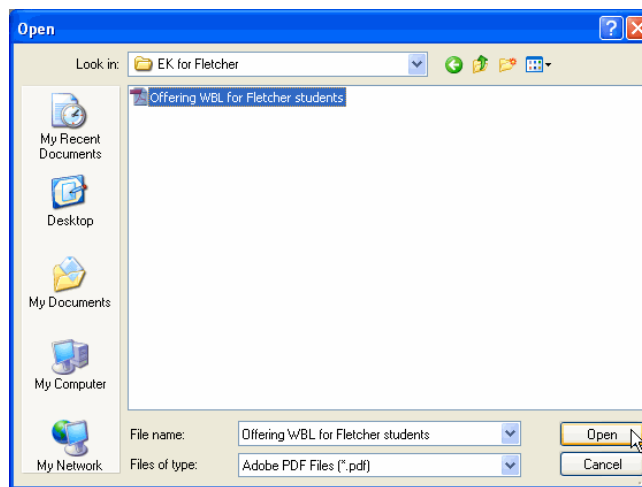
- Once your document has been converted to PDF and saved, Acrobat will display your newly-created PDF document on the screen.

Creating bookmarks in your document

Although it's possible to navigate through a PDF document simply by scrolling, bookmarks make it even easier for your colleagues to use your document. By clicking on a bookmark, a reader can view the page or document section that you've linked to the bookmark.

Opening your new document in Acrobat

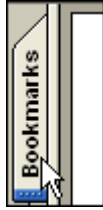
- From the **Start menu**, select the **All Programs** submenu, and click on **Adobe Acrobat 6.0 Professional**.
- From the Acrobat window's **File** menu, choose **Open**.
- Navigate to the folder where you saved your Acrobat document.
- Click on the document to select it, and click **Open**.



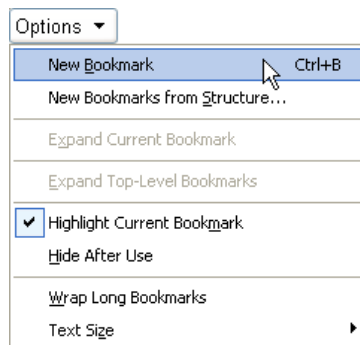
Creating bookmarks

To create bookmarks:

- Display your document's **Navigation** pane by clicking on the **Bookmarks** tab at the far left of the Acrobat window.



- Use the scroll bar at the right of the Acrobat window to navigate to the spot in your document that you wish to bookmark.
- Click on the **Options** button at the top of the **Navigation** pane.
- From the menu that appears, choose **New Bookmark**.



- Acrobat will create a new, untitled bookmark in the **Bookmarks** area.
- Enter a descriptive name for your new bookmark, and press **Enter** on your keyboard.
- To add additional bookmarks to your document, repeat this process.

Tip: Naming bookmarks

When naming a bookmark, choose a name that will provide some information about the content that you bookmarked. Just as a vague chapter title in a book's table of contents can prevent you from reading a very interesting chapter, a vague bookmark title can deter readers of your document from investigating a section of your document.

Tip: Bookmarking multiple sections on a page

You can bookmark multiple areas on a page to allow your readers easier access to your content. To bookmark a part of a page:

- Scroll within your document so that the area you wish to bookmark is displayed as close to the top of the Acrobat window as possible.
- Create and title your bookmark.
- When a reader clicks on the bookmark you just created, Acrobat will display the section of your page just as it appeared when you created the bookmark.

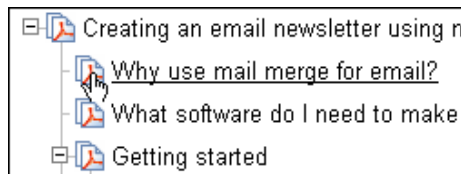
Tip: Automatic bookmarks

When you create a PDF document using PDFMaker, Acrobat uses Word's style headings to create bookmarks. If you've styled your text using the formats labeled **Heading 1**, **Heading 2**, etc. in Word's **Styles and Formatting** task pane, Acrobat will create bookmarks for your content automatically.

Moving bookmarks

Acrobat allows you to reorder your bookmarks by moving them to a new location in the bookmark pane. You can also designate a bookmark to be part of a larger section by moving it beneath the bookmark that designates the beginning of the section.

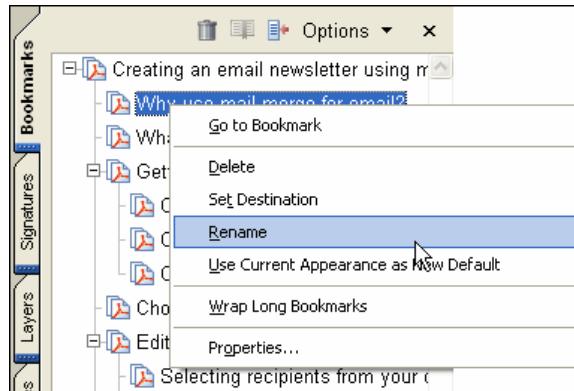
- To move a bookmark, place your cursor over its document icon and drag the bookmark to its new location.



Editing the name of an existing bookmark

Once a bookmark has been created, you can easily change its name. To change a bookmark's name:

- Right-click on the bookmark whose name you wish to change.
- From the menu that appears, click on **Rename**. A box will appear around the bookmark's name.

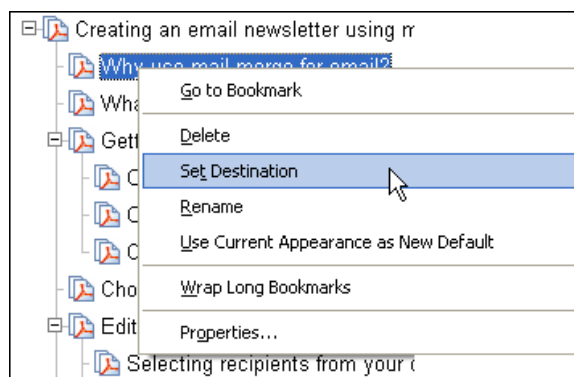


- Type the new name for your bookmark.
- Press **enter** on your keyboard to confirm the name change that you made.

Editing the destination of an existing bookmark

Sometimes, you'll need to change the location to which a bookmark points. To change a bookmark's destination:

- Scroll through the document until the new destination for your bookmark appears at the very top of the document window.
- Right-click on the bookmark you wish to edit.
- From the menu that appears, click on **Set Destination**.



- Next, a window will appear asking you to confirm that you wish to set the bookmark's destination to the current location.
- Click on the button labeled **Yes**.

Editing a PDF document

Once you've converted a document to PDF format, you can still make minor changes to that document. Acrobat provides tools that allow you to edit text within your document.

Editing text within a PDF document

Although Acrobat is not the best tool for making extensive revisions to your document, you can easily make changes within each line of text. To edit a line of text:

- Scroll within your document so that you can see the line you wish to edit.
- On Acrobat's toolbar, click on the button labeled **Advanced Editing**.



- From the Advanced Editing palette that appears, Click on the **TouchUp Text Tool** button on Acrobat's toolbar.



- Click on the line whose text you want to edit. Acrobat will display a box around the text that you've chosen to edit..

Opening the mail merge wizard

- To begin, open the document you want to use as the template document for your form letters.
- From the **Tools** menu, select **Letters and Mailings**, and click on **Mail Merge Wizard**.

- Once the box appears, you can edit the text on each line just as you'd edit text in a Word document.
- Once you've finished making changes to your text, click elsewhere in your document to deselect the text you've edited.

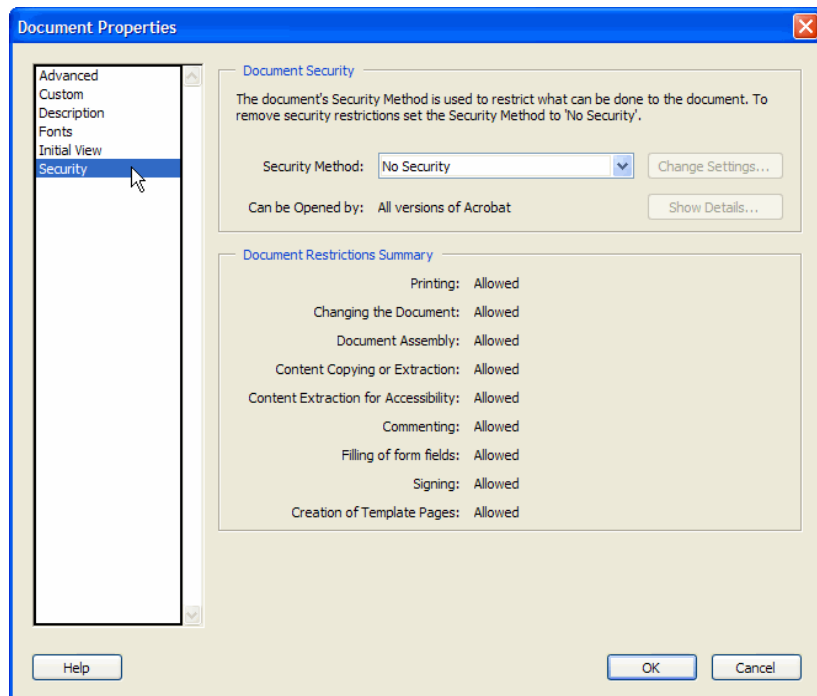
Protecting your PDF document

Generally, when you post a PDF document on your website, you wish to make the document widely available but prevent others from making changes to it. Because Acrobat allows you to edit your own PDF documents, it will also allow others to make changes to your documents unless you protect them. Thankfully, Acrobat provides security tools that can protect your document from unauthorized changes and your content from theft.

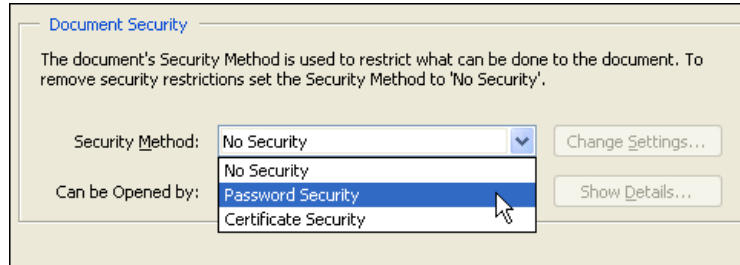
Setting document permissions

When you set permissions, you're restricting access to your document. The more restrictive you set your permissions, the more secure your document will be. Unfortunately, as your document becomes more secure, it also becomes less useful for your website's visitors. When setting permissions, try to give your users all of the capabilities they'll need without giving them too much control. For example, students applying to your graduate program will likely need to print your document but not edit it. Likewise, the staff in your department may need to be able to make changes to your document but not copy text from it. Once you've decided which permissions to set, you're ready to continue.

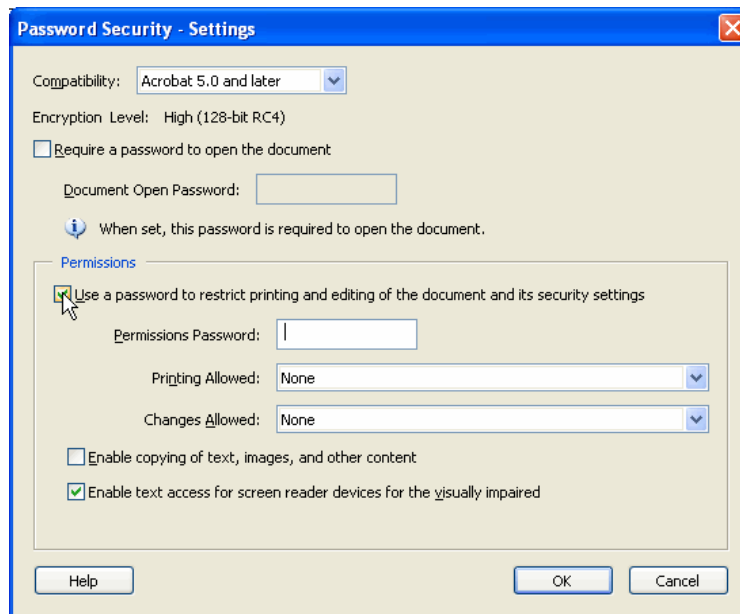
- From the **File** menu, choose **Document Properties**.
- In the list at the left of the **Document Properties** window, click on **Security**.



- In the **Document Security** area, click on the down-facing arrow next to the box labeled Security Method.
- From the drop-down menu that appears, choose **Password Security**.

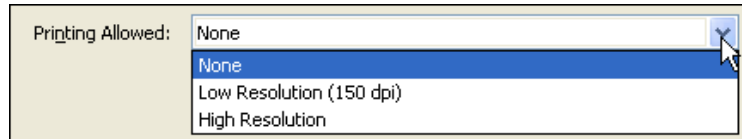


- In the **Permissions** area of the **Password Security – Settings** window, click to place a checkmark in the box labeled **Use a password to restrict printing and editing of the document and its security settings**.

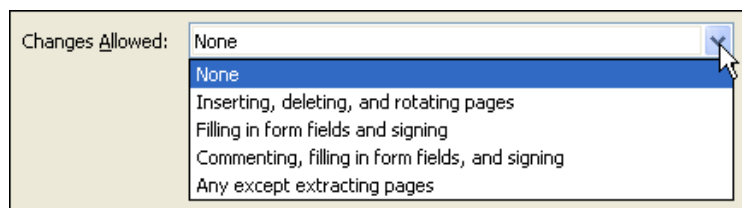


- In the box labeled **Permissions Password**, enter a password that users must enter to change your document’s security settings.

- By default, no one will be allowed to print your document.
- To permit users to print your document, click on the down-facing arrow next to the box labeled **Printing Allowed**.
- To permit users to print only a low-quality version of your document, select **Low Resolution** from the drop-down menu that appears.
- To permit users to print your document at high quality, select **High Resolution**.

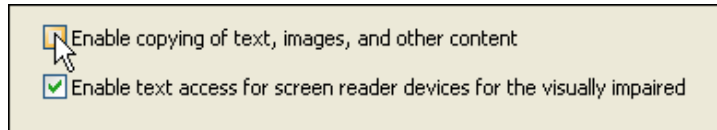


- To permit users to make changes to your document, click on the down-facing arrow next to the box labeled **Changes Allowed**.
- From the drop-down menu that appears, click on the item that describes the changes you wish to allow your users to make.



To allow users to....	Select....
Add pages to and remove pages from your document	Inserting, deleting, and rotating pages
Fill out and print an Acrobat form that you've added to your document	Filling in form fields and signing
Review and comment on a draft of a document	Commenting, filling in form fields, and signing
Do any of these	Any except extracting pages

- By default, Acrobat prevents users of a secured document from copying content for use in other documents.
- To allow document users to copy content from the document, click to place a checkmark in the box labeled **Enable copying of text, images, and other content**.



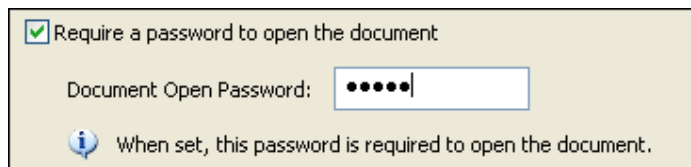
- Click **OK** to save the permissions you chose for your document.
- Click **OK** again to apply the security restrictions you've chosen.

Note: Allowing users to copy content from your document means that they'll be able to reuse your content in documents of their own. **Unless you want to allow this, don't place a checkmark in the Enable copying box!**

Setting a password for document access

For extra security, you can establish a password that will be required when users attempt to open your document. Setting such a password will prevent unauthorized users from reading your document, but will also frustrate your users by requiring them to remember yet another password. To set up a document access password:

- From the Password Security – Settings window, click to place a checkmark in the box labeled **Require a password to open the document**.
- In the box labeled **Document Open Password**, enter the password that will be required for access to your document.
- Click **OK** at the bottom of the window, and then re-enter the Document Open Password that you just set.
- Click **OK** to apply the security restrictions you've chosen.

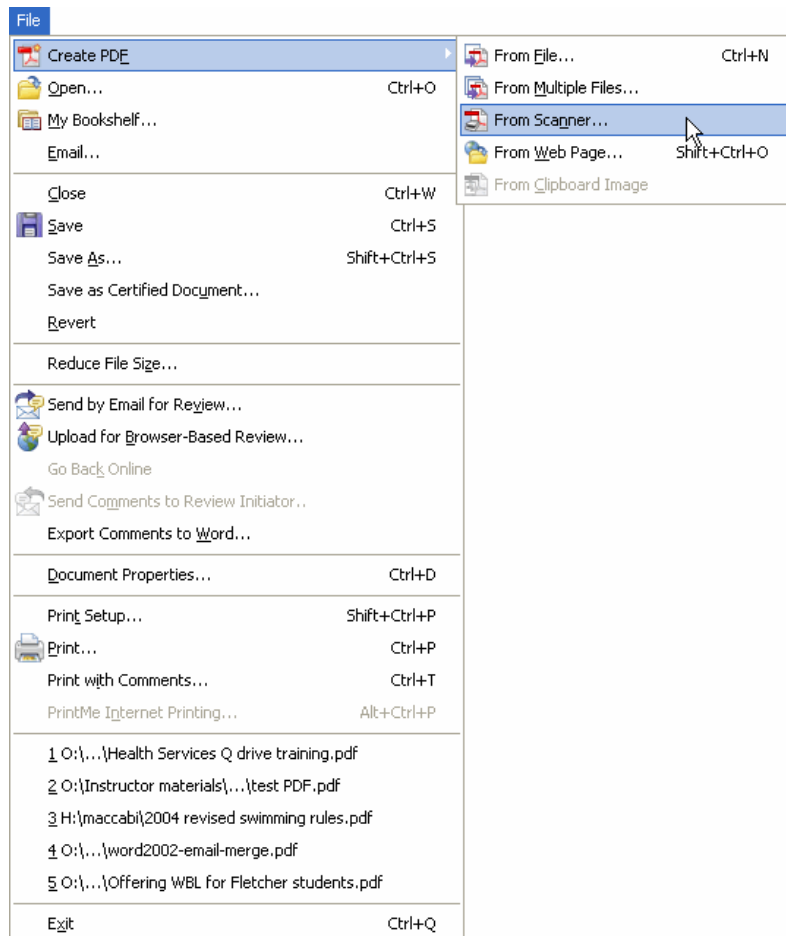


Converting a paper document to PDF

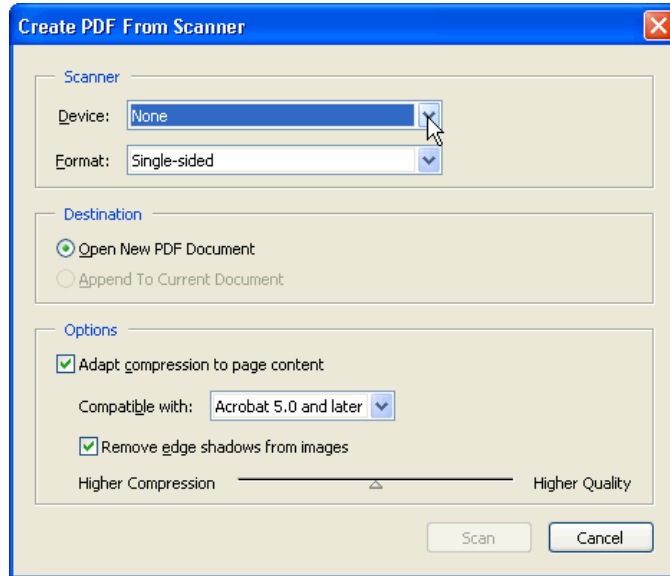
Until recently, the simplest way to distribute a paper document was by using a copier and campus mail. While that may still be the easiest way in some situations, it may sometimes be more efficient to convert that document to PDF format so that it can be posted on your departmental website or Blackboard course site. Once converted and posted, your document can be used without any further intervention from you.

Beginning your scan

- Place your document on the scanner glass.
- From the **File** menu, choose **Create PDF**, and then choose **From Scanner....**



- From the **Create PDF From Scanner** window that appears, click on the down-facing arrow next to the box labeled **Device**.
- From the drop-down menu that appears, choose the name of your scanner.



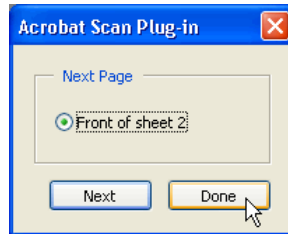
Scanning a one-page document

- At the bottom of the **Create PDF** window, click on the button labeled **Scan**.
- Your scanner will then warm up, and pre-scan your document.
- In most cases, the software that controls your scanner will launch and its window will appear on your screen.
- If necessary, using your scanner software:
 - Choose the **resolution** of your scan.
 - Click on the button labeled **Scan** to begin scanning.

Tip: If you're asked to choose a resolution for your scan, pick one that's approximately one-third of the resolution of your printer. Use this table as your guide.

When viewing/printing on....	Scan at....
The screen	50-100 dpi
A 300 dpi laser printer	100 dpi
A 600 dpi laser printer	200 dpi

- Once Acrobat has finished scanning, the **Acrobat Scan Plug-in** window will appear.
- Click the button labeled **Done**.

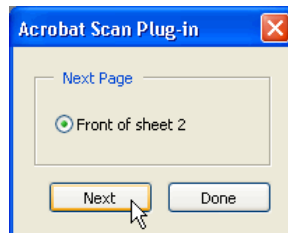


- Acrobat will then display your scanned document.

Scanning a multi-page document

Even if your document has more than one page, you can still scan all of the pages into a single PDF. Once you've scanned the first page of your document:

- Remove the first page of your document from the scanner, and place the second page on the scanner glass.
- From the **Acrobat Scan Plug-in** window, click on the button labeled **Next** to scan and append the second page of your document.



- To scan additional pages, follow this process:
 - Remove the page you just scanned from the scanner.
 - Place the document's next page on the scanner glass.
 - From the **Acrobat Scan Plug-in** window, click on **Next**.
- When all of your pages have been scanned and the **Acrobat Scan Plug-in** window re-appears, click on **Done**.

Saving your document

Once you've scanned every page in your document, you can then save your new PDF document so that it can be shared or posted on your website. To save your document:

- From the **File** menu, choose **Save**.