

# Acrobat 7: Basics

## Learning Guide

### Why use Acrobat's PDF format?

Documents in Acrobat's Portable Document Format (PDF) can easily be viewed or printed from any computer. PDF documents appear 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. 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?

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

### How does Acrobat work?

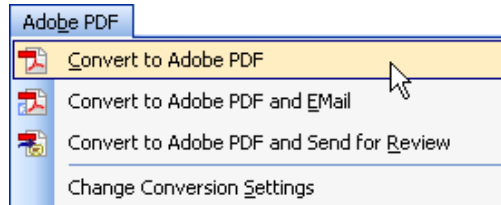
Unlike other applications, you cannot use Acrobat to create new documents. You will use Acrobat to copy and convert any existing document into the PDF format.

### How do I convert documents to PDF format?

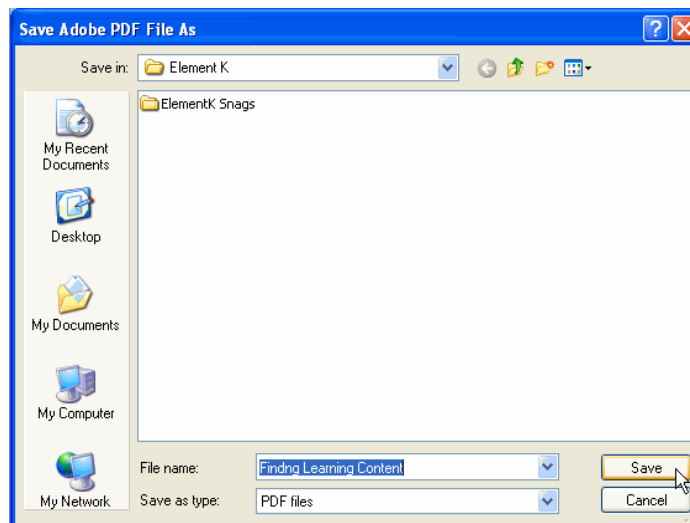
Acrobat's...	Allows you to...
<b>PDF Maker</b>	Convert any Microsoft Office document into a PDF. You can automatically create bookmarks and set the security for your new PDF document.
<b>Adobe PDF</b>	Convert any document to PDF format. With a PDF document created using the Adobe PDF printer, you will need to create bookmarks and set the security yourself.

## Converting a Word document to PDF format

- Open up the Word document that you wish to convert into a PDF.
- From the **Adobe PDF** menu, select **Convert to Adobe PDF**.

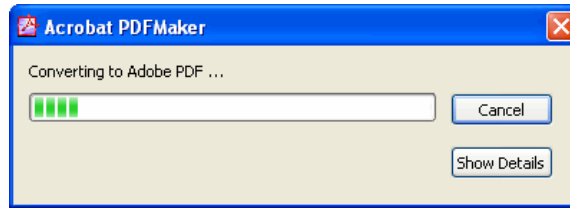


- Acrobat will scan your document and prepare it for conversion to PDF format.
- The **Save Adobe PDF File As** window will appear.
- Navigate to the folder where you wish to save your new PDF document.
- In the box labeled **File name**, type a descriptive name for your PDF.
- Click on the button labeled **Save**.



**Tip:** After you select 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**.

- While your Word document is being converted into a PDF, the **Acrobat PDFMaker** window will appear to show how far Acrobat has progressed with the conversion process.



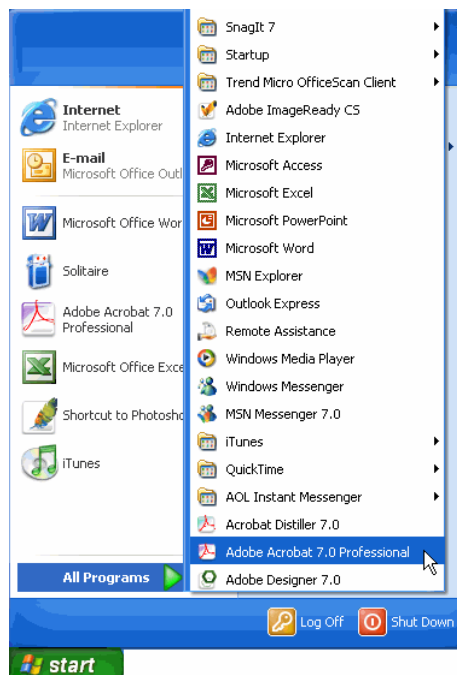
- Once your document has been converted to PDF and saved, Acrobat will display your newly-created PDF document on the screen.

### Creating bookmarks in your document

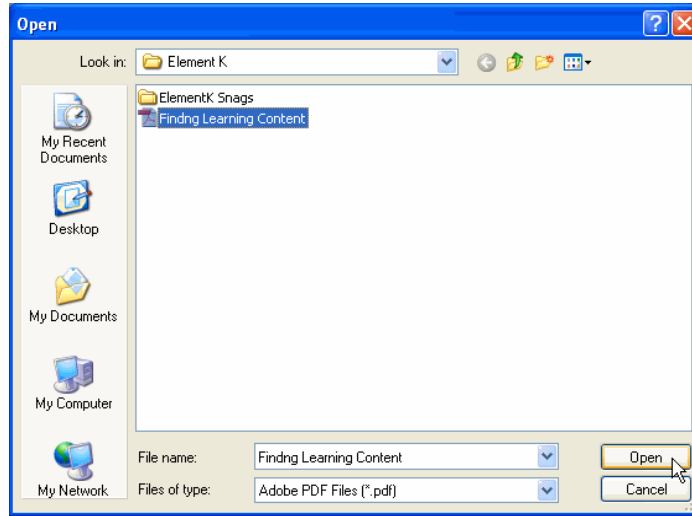
Although it is possible to navigate through a PDF document simply by scrolling, bookmarks make it easier for your colleagues to use your document. By clicking on a bookmark, a reader can view the page or document section that you have linked to the bookmark.

### Opening your new document in Acrobat

- From the **Start** menu, select the **All Programs** submenu.
- From the **All Programs** submenu, select **Adobe Acrobat 7.0 Professional**.



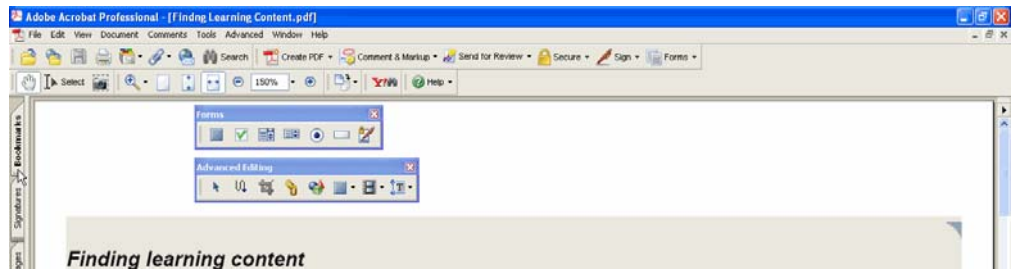
- From the **File** menu, select **Open**.
- Navigate to the folder where you saved your PDF document.
- Click on the name of your PDF document to select it.
- Click on the button labeled **Open**.



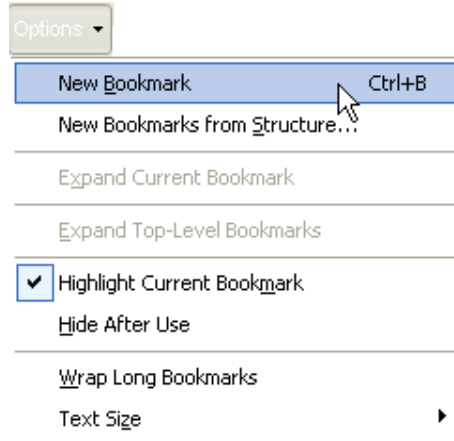
### Creating bookmarks

To create a bookmark in your PDF:

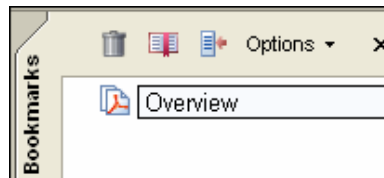
- Click on the tab labeled **Bookmarks** at the far left of the Acrobat window to display the **Navigation** pane.



- Scroll to the place in your document where you wish to insert a bookmark.
- On the **Navigation** pane, click on the button labeled **Options**.
- From the menu that appears, select **New Bookmark**.



- Acrobat will create a new, untitled bookmark in the **Bookmarks** area.
- In the box labeled **Untitled**, type a descriptive name for your new bookmark.



- Type the **Enter** key on your keyboard.
- Use the previously described techniques to add additional bookmarks to your document.

**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 through your document so 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.

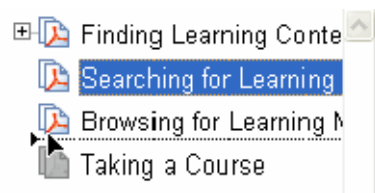
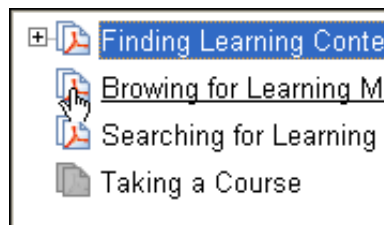
**Tip: Automatic bookmarks**

When you create a PDF document using PDFMaker, Acrobat will use Word's style headings to create bookmarks. If you have 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 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:

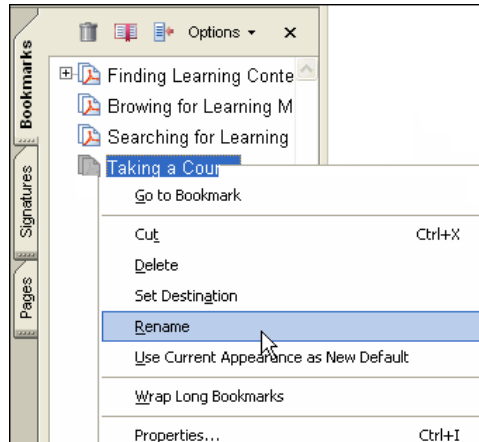
- Place the cursor over your bookmark's document icon.
- Drag the bookmark to its new location.



### Renaming an existing bookmark

Once a bookmark has been created, you can easily change its name. To change the name of your bookmark:

- Right-click on the bookmark whose name you wish to change.
- From the menu that appears, select **Rename**.

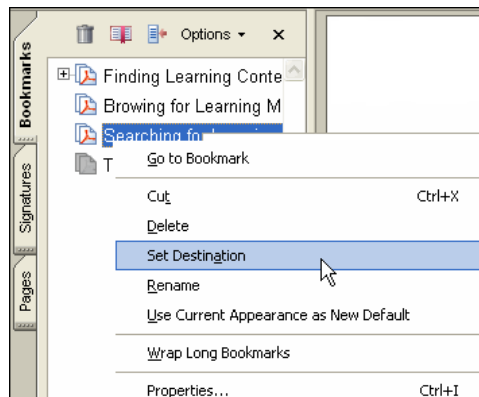


- A box will appear around the name of the bookmark.
- Type the new name for your bookmark.
- Type the **Enter** key on your keyboard to confirm the name change that you made.

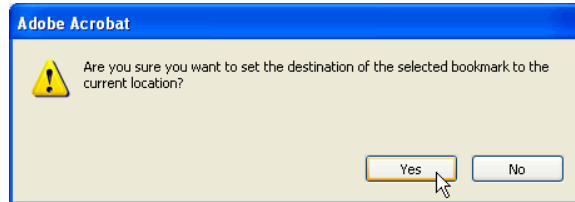
### Editing the destination of an existing bookmark

Sometimes, you will 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, select **Set Destination**.



- The **Adobe Acrobat** window will appear asking you to confirm the bookmark's destination will be set to the current location.
- Click on the button labeled **Yes**.



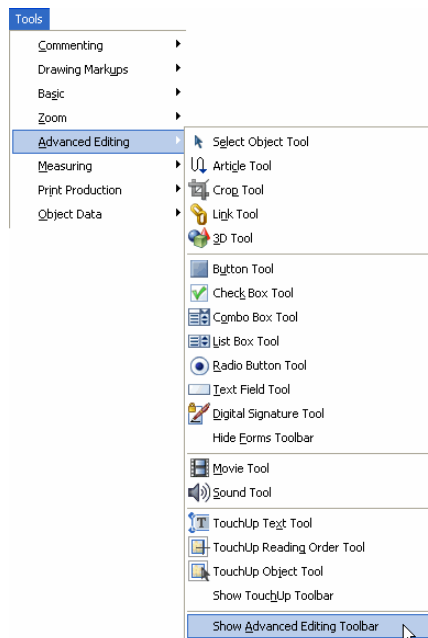
## Editing a PDF document

Once you have converted a document to PDF format, you can 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:

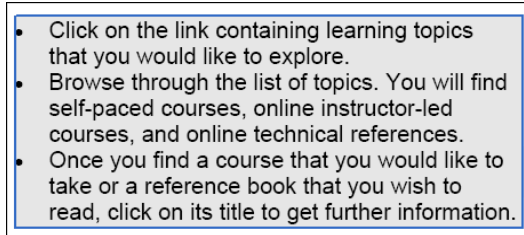
- Scroll through your document so that you can see the line you wish to edit.
- From the **Tools** menu, select the **Advanced Editing** submenu.
- From the **Advanced Editing** submenu, select **Show Advanced Editing Toolbar**.



- The **Advanced Editing** toolbar will appear.
- From the toolbar, click on the **TouchUp Text Tool** button.



- Click on the line whose text you wish to edit.
- A box will appear around the text that you have chosen to edit.



- Once the box appears, you can edit the text on each line just as you would edit text in a Word document.
- Once you have finished making changes to your text, click anywhere outside of the box to deselect it.

## Protecting your PDF document

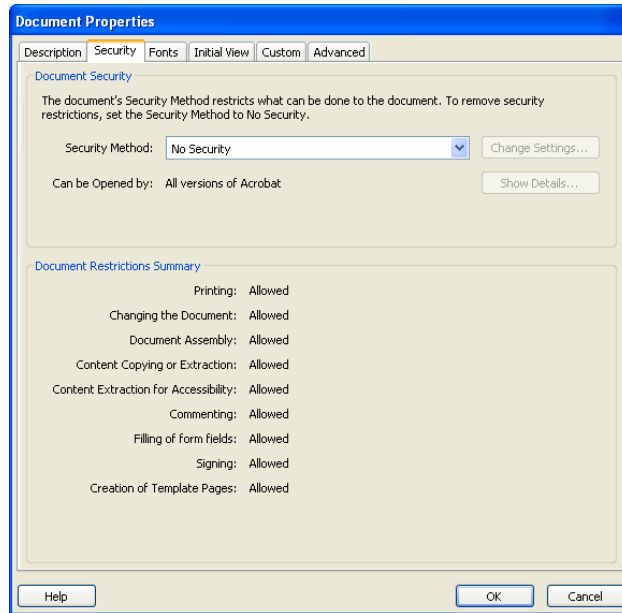
Generally, when you post a PDF document on your website, you will want to make the document widely available but prevent others from making changes to it. Acrobat provides security tools that can protect your document from unauthorized changes and your content from theft.

### Setting document permissions

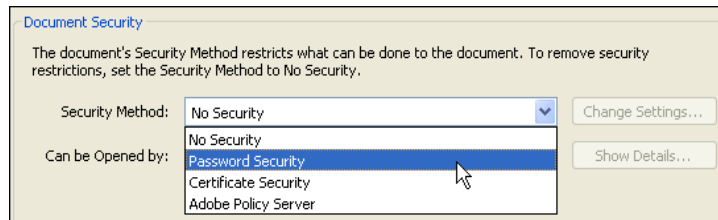
When you set permissions, you are restricting access to your document. The more restrictive you set your permissions, the more secure your document will be. Unfortunately, as your document becomes more secure, it also becomes less useful for your website's visitors. When setting permissions, try to give your users all of the capabilities they will need without giving them too much control. To set permissions to your PDF:

- From the **File** menu, select **Document Properties**.

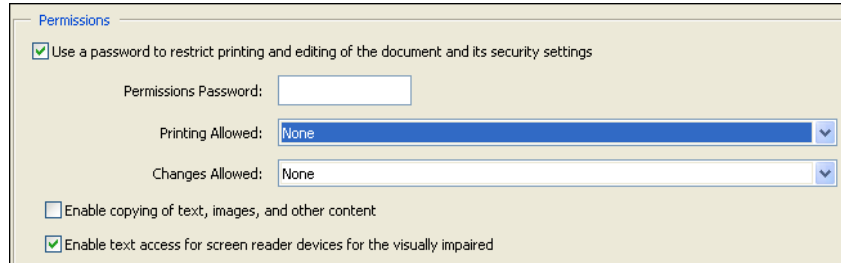
- The **Document Properties** window will appear.



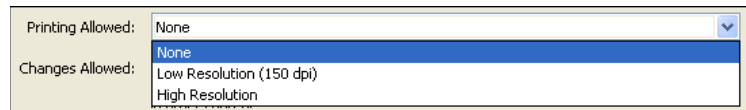
- Click on the tab labeled **Security**.
- In the **Document Security** area, click on the down-facing arrow next to the box labeled **Security Method**.
- From the menu that appears, select **Password Security**.



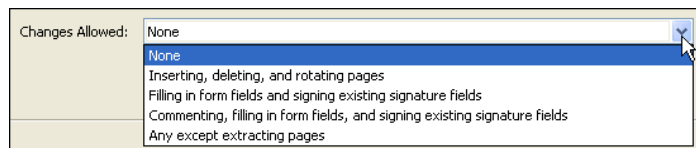
- The **Password Security-Settings** window will appear.
- In the **Permissions** area, click to place a checkmark in the box labeled **Use a password to restrict printing and editing of the document and its security settings**.



- In the box labeled **Permissions Password**, type a password that users must enter to change the security settings in 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 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 menu that appears, select 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	<b>Inserting, deleting, and rotating pages</b>
Fill out and print an Acrobat form that you've added to your document	<b>Filling in form fields and signing</b>
Review and comment on a draft of a document	<b>Commenting, filling in form fields, and signing</b>
Do any of these	<b>Any except extracting pages</b>

- 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**.

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired

- On the **Password Security-Setting** window, click on the button labeled **OK** to save the permissions you chose for your document.
- On the **Document Properties** window, click on the button labeled **OK** to apply the security restrictions to your PDF.

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

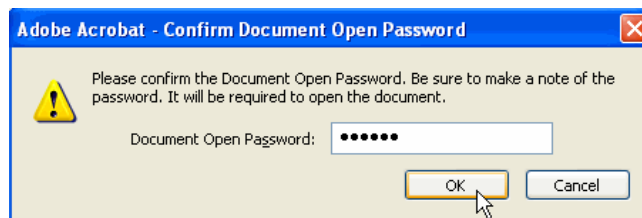
## Setting a password for document access

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**, type the password that will be required for access to your document.



- Click on the button labeled **OK**.
- The **Adobe Acrobat Confirm Document Open Password** window will appear.
- In the box labeled **Document Open Password**, re-type the password you selected to open your PDF.
- Click on the button labeled **OK** to apply the security restrictions to your PDF.

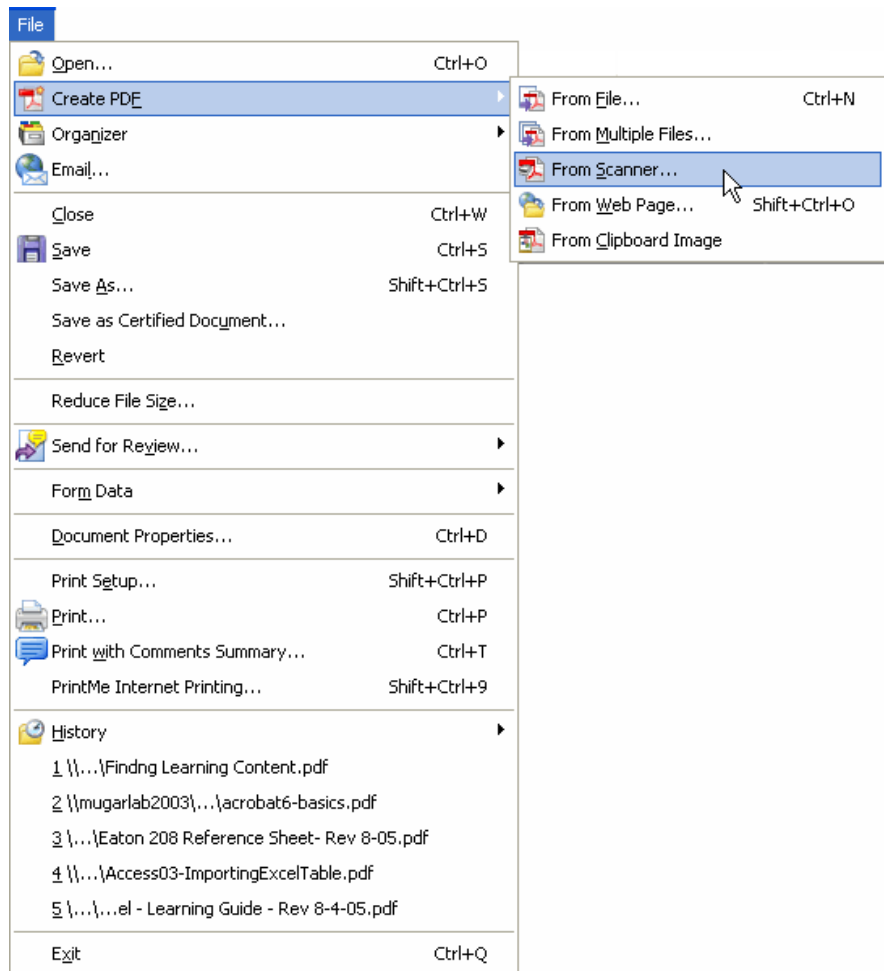


## Converting a paper document to PDF

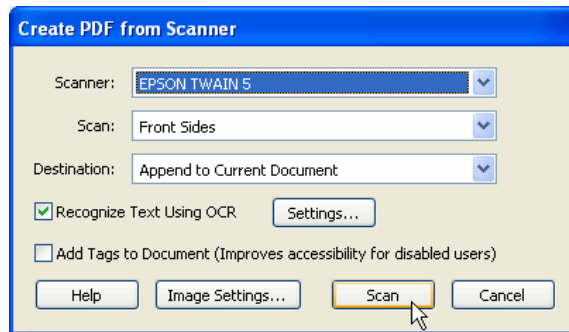
Until recently, the simplest way to distribute a paper document was by using a copier and campus mail. While that may still be the easiest way in some situations, it may sometimes be more efficient to convert that document to PDF format so that it can be posted on your departmental website or Blackboard course site.

### Beginning your scan

- Place your document on the scanner glass.
- From the **File** menu, select the **Create PDF** submenu.
- From the **Create PDF** submenu, select **From Scanner**.



- The **Create PDF from Scanner** window will appear.
- Click on the down-facing arrow next to the box labeled **Scanner**.
- From the menu that appears, select the name of your scanner (for example, Epson Twain 5).
- At the bottom of the **Create PDF from Scanner** window, click on the button labeled **Scan**.



- Your scanner will 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.
- To adjust the resolution of your scan:
  - Click on the button labeled **Settings**.
  - Select the **Resolution** of your scan.
  - Click on the button labeled **Scan** to begin scanning.

***Tip:** If you are asked to select a resolution for your scan, pick one that is 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 display your scanned document.

### Scanning a multi-page document

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 the button labeled **Next**.
- When you have finished scanning all of your pages, and the **Acrobat Scan Plug-in** window re-appears, click on the button labeled **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**.
- The **Save As** window will appear.
- Navigate to the location where you wish to save your document.
- Click on the button labeled **Save**.