



Acrobat 8 Professional: Basics Learning Guide

Why use Acrobat's PDF format?

Files 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, PDFs are an ideal format for sharing documents such as handbooks, forms, and newsletters on your departmental website or BlackBoard course site.

Acrobat Professional versus Acrobat Reader

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

How does Acrobat work?

Unlike other applications, Acrobat cannot be used to create new documents. Instead, Acrobat is used to copy and convert an existing file (for example, Word documents or PowerPoint presentations) into the PDF format. Although Acrobat offers several tools for converting documents to PDF, its PDFMaker tool makes it simple to transform a Microsoft Office document into a PDF document.

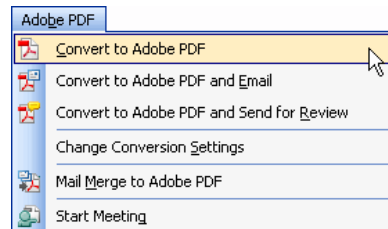
Other Acrobat Tools

In addition to the PDFMaker, Acrobat provides the following tools:

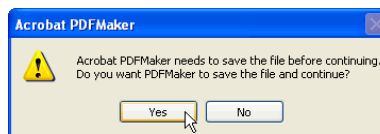
- **PDF Writer:** *Appears as a printer from within any application.* By selecting the PDF Writer printer, you can convert any document into a PDF document.
- **Distiller:** *Works best with documents that have more complex formatting.*

Converting a Word Document to PDF format Using Microsoft Word 2003

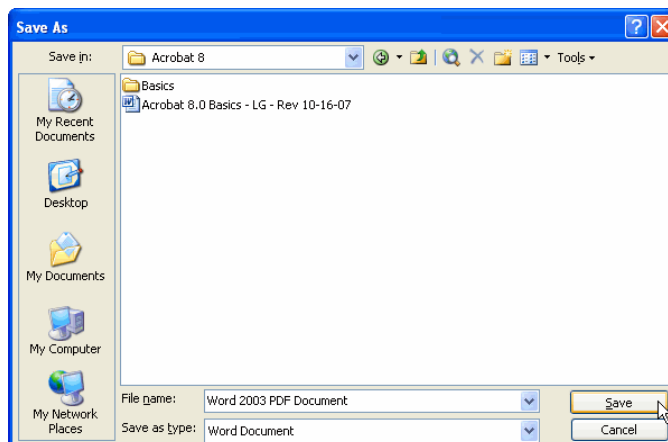
- Using Microsoft Word 2003, open the document that you wish to convert to a PDF
- From the **Adobe PDF** menu, choose **Convert to Adobe PDF**.



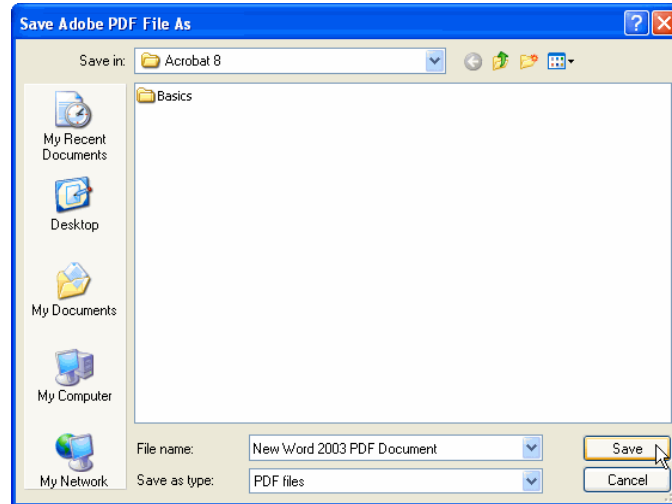
- If you made any changes to your document after opening it or if you are working on a new document:
 - The **Acrobat PDFMaker** window will appear.
 - Click on the button label **Yes** to save your document.



- The **Save As** window will appear.
- Navigate to the folder where you wish to save your document.
- In the box labeled **File Name**, type a descriptive name for your document.
- Click on the button labeled **Save**.

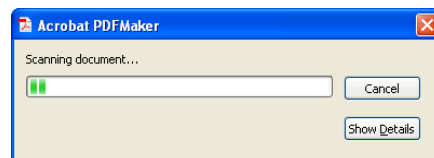


- The **Save Adobe PDF File As** window will appear.
- Navigate to the folder where you wish to save your PDF.
- In the box labeled **File Name**, type a descriptive name for your document.
- Click on the button labeled **Save**.



***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.



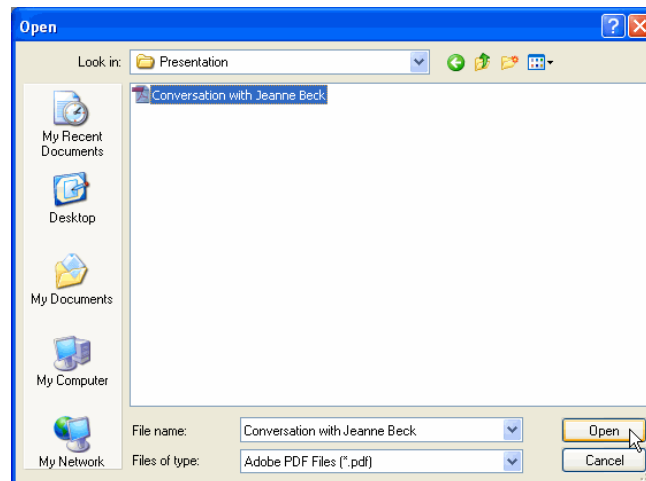
- Once your document has been converted to PDF and saved, it will be displayed in a new Acrobat window.

Creating navigation tools 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 find and read specific sections of your document.

Opening your new document in Acrobat

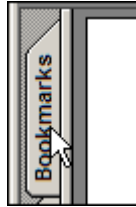
- From the **Start menu**, select the **All Programs** submenu, and choose **Adobe Acrobat 7.0 Professional**.
- From the Acrobat window's **File** menu, choose **Open**.
- Navigate to the folder where you saved your Acrobat document.
- Click on the document to select it, and click **Open**.



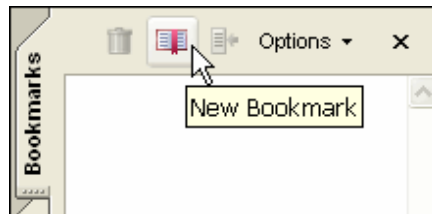
Creating bookmarks

Acrobat's bookmarks function like bookmarks in your web browser – each one links to a particular page of your document, or even to an area on a page. When a reader clicks on a bookmark that you've created, it will take the reader to a specific section of your document. 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 **Bookmark** button at the top of the **Navigation** pane.



- 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: Bookmark options

*Bookmarks can also be created using the **Options** button at the top of the **Navigation** pane. From the menu that appears you can create a new bookmark and select properties such as text size.*

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 sections on a page to allow your readers easier access to your content. To bookmark a section of a page:

- Scroll within your document so that the section 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.

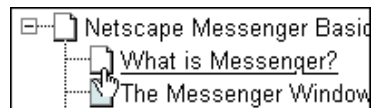
Tip: Automatic bookmarks

By default, 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 as part of a larger section by moving it beneath the bookmark that designates the beginning of the section.

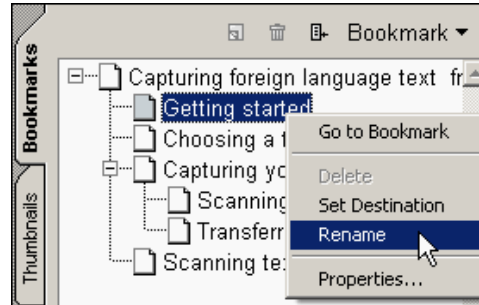
To move a bookmark, place your cursor over its blank document icon and drag the bookmark to its new location.



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.

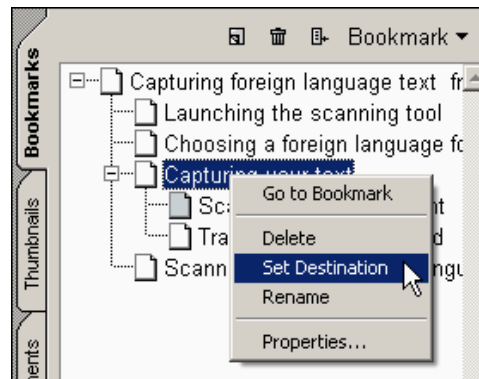


- Type the new name for your bookmark.
- Press **Enter** on your keyboard to confirm the name change that you made.

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**.

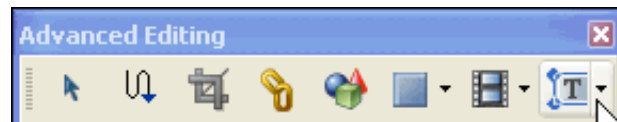


- Next, a window will appear asking you to confirm that you wish to set the bookmark's destination to the current location.
- Click on the button labeled **Yes**.

Editing Text

A PDF is typically not meant to have its text edited; however, if you need to make some slight changes, you can do that using the **TouchUp Text** tool.

- From the **Tools** menu, select the **Advanced Editing** submenu.
- From the resulting 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 you edit.
- A box will appear around the text that you have chosen to edit.

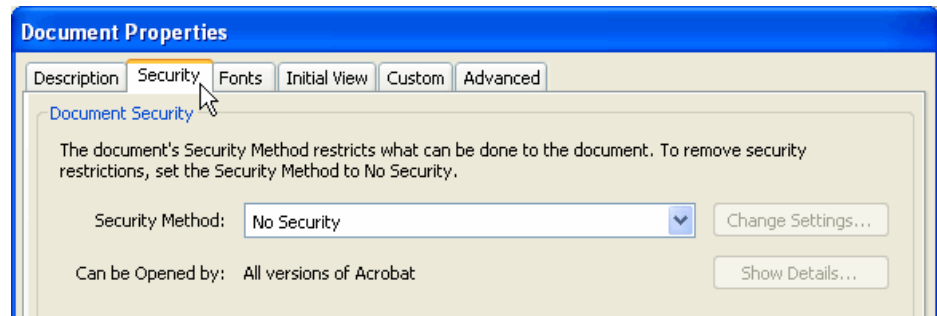
- Click on the link containing learning topics that you would like to explore.
- Browse through the list of topics. You will find self-paced courses, online instructor-led courses, and online technical references.
- Once you find a course that you would like to take or a reference book that you wish to read, click on its title to get further information.

- 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.

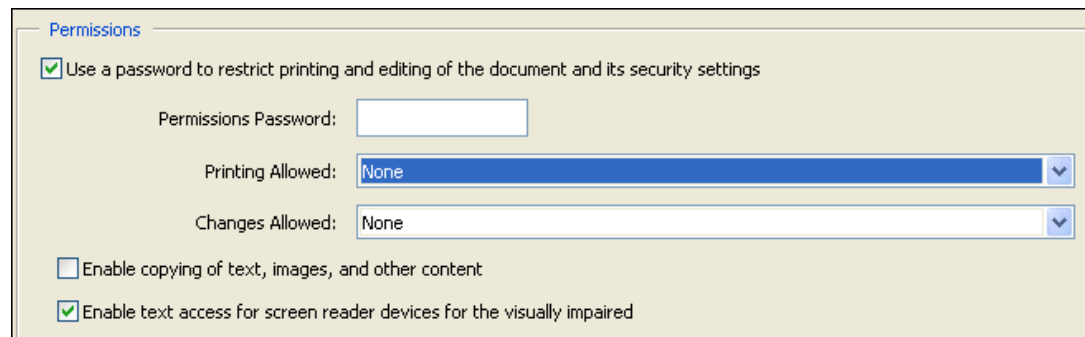
Protecting your PDF Document

If you are distributing your document to a large audience, you may want to restrict other users from making certain changes. To do this, you can protect your pdf.

- From the **File** menu, select **Document Properties**.
- The **Document Properties** window will appear.
- Click on the tab labeled **Security**.



- Click on the down-facing arrow located next to the **Security Method** box.
- From the menu that appears, select **Password Security**.
- The **Password Security-Settings** window will appear.
- 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 security settings in your document.
- To permit users to print your document, click on the down-facing arrow located next to the box labeled **Printing Allowed**.
 - To permit users to print only a low-quality version of your document, select **Low Resolution**
 - 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 located next to the box labeled **Changes Allowed**.