

ADOBE® ACROBAT® X



CLASSROOM IN A BOOK®

The official training workbook from Adobe Systems

CD-ROM Included for Windows and Mac OS



Adobe® Acrobat® X Classroom in a Book®

© 2011 Adobe Systems Incorporated and its licensors. All rights reserved.

If this guide is distributed with software that includes an end user agreement, this guide, as well as the software described in it, is furnished under license and may be used or copied only in accordance with the terms of such license. Except as permitted by any such license, no part of this guide may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, recording, or otherwise, without the prior written permission of Adobe Systems Incorporated. Please note that the content in this guide is protected under copyright law even if it is not distributed with software that includes an end user license agreement.

The content of this guide is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Adobe Systems Incorporated. Adobe Systems Incorporated assumes no responsibility or liability for any errors or inaccuracies that may appear in the informational content contained in this guide.

Please remember that existing artwork or images that you may want to include in your project may be protected under copyright law. The unauthorized incorporation of such material into your new work could be a violation of the rights of the copyright owner. Please be sure to obtain any permission required from the copyright owner.

Any references to company names in sample files are for demonstration purposes only and are not intended to refer to any actual organization.

Adobe, the Adobe logo, Acrobat, Adobe Reader, Adobe LiveCycle, the Adobe PDF logo, Classroom in a Book, Distiller, Dreamweaver, Flash, FrameMaker, Illustrator, InDesign, PDF Portfolio, PageMaker, Photoshop, PostScript, and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Apple, Macintosh, Mac OS, and QuickTime are trademarks of Apple Computer, Inc., registered in the United States and other countries. Microsoft, Windows, Windows 7, Windows Vista, and Windows XP are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. JavaScript is a trademark or registered trademark of Sun Microsystems, Inc. in the United States and other countries. Lotus Notes is a trademark or registered trademark of IBM. All other trademarks are the property of their respective owners.

Adobe Systems Incorporated, 345 Park Avenue, San Jose, California 95110-2704, USA

Notice to U.S. Government End Users. The Software and Documentation are “Commercial Items,” as that term is defined at 48 C.F.R. §2.101, consisting of “Commercial Computer Software” and “Commercial Computer Software Documentation, as such terms are used in 48 C.F.R. §12.212 or 48 C.F.R. §227.7202, as applicable. Consistent with 48 C.F.R. §12.212 or 48 C.F.R. §§227.7202-1 through 227.7202-4, as applicable, the Commercial Computer Software and Commercial Computer Software Documentation are being licensed to U.S. Government end users (a) only as Commercial Items and (b) with only those rights as are granted to all other end users pursuant to the terms and conditions herein. Unpublished-rights reserved under the copyright laws of the United States. Adobe Systems Incorporated, 345 Park Avenue, San Jose, CA 95110-2704, USA. For U.S. Government End Users, Adobe agrees to comply with all applicable equal opportunity laws including, if appropriate, the provisions of Executive Order 11246, as amended, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (38 USC 4212), and Section 503 of the Rehabilitation Act of 1973, as amended, and the regulations at 41 CFR Parts 60-1 through 60-60, 60-250, and 60-741. The affirmative action clause and regulations contained in the preceding sentence shall be incorporated by reference.

Adobe Press books are published by Peachpit, a division of Pearson Education located in Berkeley, California. For the latest on Adobe Press books, go to www.adobepress.com. To report errors, please send a note to errata@peachpit.com. For information on getting permission for reprints and excerpts, contact permissions@peachpit.com.

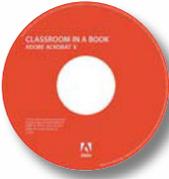
Printed and bound in the United States of America

ISBN-13: 978-0-321-75125-6

ISBN-10: 0-321-75125-6

9 8 7 6 5 4 3 2 1

CONTENTS

	GETTING STARTED	1
	About Classroom in a Book	2
	Acrobat Pro and Acrobat Standard	3
	Prerequisites	3
	Installing Adobe Acrobat.	3
	Starting Adobe Acrobat.	4
	Copying the Classroom in a Book files	4
	Additional resources	4
	Adobe certification	5
1	INTRODUCING ADOBE ACROBAT X	8
	Lesson overview	8
	About Adobe PDF	10
	About Adobe Acrobat.	10
	About Adobe Reader.	13
	Adobe PDF on the web	13
	A first look at the work area	14
	Viewing PDF presentations in Full Screen mode.	18
	Viewing PDF files in Read mode	20
	Designing documents for online viewing	20
	Getting help	23
	Review questions and answers	28
2	EXPLORING THE WORK AREA	30
	Lesson overview	30
	Opening a PDF file	32
	Working with the toolbars	33
	Working with task panes	36
	Customizing the Quick Tools toolbar	40

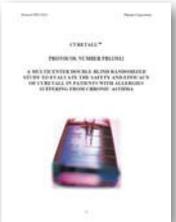
Using keyboard shortcuts to select tools	41
Navigating PDF documents	42
Review questions and answers	50

3 CREATING ADOBE PDF FILES 52



Lesson overview	52
About creating Adobe PDF files	54
Using the Create command	54
Dragging and dropping files	57
Converting and combining different types of files.	58
Using PDFMaker	61
Using the Print command to create Adobe PDF files.	64
Reducing file size	68
About compression and resampling	69
Scanning a paper document	70
Making scanned text editable and searchable	70
Converting email messages to PDF (Windows).	72
Converting web pages to Adobe PDF.	76
Review questions and answers	82

4 READING AND WORKING WITH PDF FILES 84



Lesson overview	84
Changing the opening view.	86
About the onscreen display	88
Reading PDF documents.	88
Searching PDF documents	97
Printing PDF documents	99
Filling out PDF forms.	101
About flexibility, accessibility, and structure.	103
Working with accessible documents.	104
Making files flexible and accessible.	107
Using the Acrobat accessibility features	111
Sharing PDF files.	116
Review questions and answers	118

5 USING ACROBAT WITH MICROSOFT OFFICE FILES (WINDOWS) 120



Lesson overview120

Getting started122

About Acrobat PDFMaker122

Converting Microsoft Word files to Adobe PDF.....123

Converting Excel documents and starting a review128

Converting PowerPoint presentations133

Converting web pages from Internet Explorer134

Saving PDF files as Word documents135

Extracting PDF tables as Excel spreadsheets136

Review questions and answers138

6 ENHANCING AND EDITING PDF DOCUMENTS 140



Lesson overview140

Examining the work file142

Moving pages with page thumbnails144

Editing Adobe PDF pages146

Renumbering pages148

Editing links150

Working with bookmarks154

Adding multimedia files157

Editing text160

Copying text and images from a PDF file162

Setting document properties and metadata165

Review questions and answers166

7 COMBINING FILES IN PDF PORTFOLIOS 168



Lesson overview168

About PDF Portfolios170

Creating a PDF Portfolio171

Customizing your PDF Portfolio175

Sharing your PDF Portfolio180

Searching a PDF Portfolio180

Review questions and answers182

8 ADDING SIGNATURES AND SECURITY 184



Lesson overview	184
Getting started	186
Viewing documents in Protected Mode (Windows only)	186
About security	188
Viewing security settings	189
Adding security to PDF files	191
About digital signatures	194
Creating digital signatures	194
Signing a document digitally	202
Modifying signed documents	203
Certifying PDF files	206
Signing certified documents	208
Exploring on your own: Using security envelopes	209
Review questions and answers	211

9 USING ADOBE ACROBAT IN A REVIEW CYCLE 212



Lesson overview	212
About the review process	214
Getting started	214
Adding comments to a PDF document	215
Working with comments	221
Initiating a shared review	225
Exploring on your own: Initiating live collaboration	230
Review questions and answers	232

10 WORKING WITH FORMS IN ADOBE ACROBAT 234



Lesson overview	234
Getting started	236
Converting PDF files to interactive PDF forms	236
Adding form fields	238
Distributing forms	244
Collecting form data	249
Working with form data	251

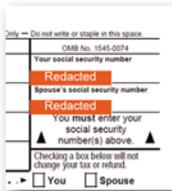
Exploring on your own: Calculating and validating numeric fields	252
Review questions and answers	254

11 USING ACTIONS 256



Lesson overview	256
About actions	258
Using predefined actions	258
Creating an action	261
Sharing actions	269
Review questions and answers	270

12 USING THE LEGAL FEATURES 272



Lesson overview	272
Legal features in Adobe Acrobat X	274
About Bates numbering and redaction	275
Applying Bates numbering	275
Defining Bates numbering	278
Editing Bates numbering	281
Applying redaction	282
Changing the appearance of redactions	283
Searching text for redaction	285
Assembling PDF documents	287
Marking redactions across multiple pages	288
Review questions and answers	291

13 USING ADOBE IN PROFESSIONAL PRINTING 292



Lesson overview	292
Creating PDF files for print and prepress	295
Preflighting files (Acrobat Pro)	297
Working with transparency (Acrobat Pro)	301
Setting up color management	305
Previewing your print job (Acrobat Pro)	306
Advanced printing controls	309
Review questions and answers	314

Index 316

See last page of this eBook for instructions on downloading your lesson files.

GETTING STARTED

Adobe® Acrobat® X is an essential tool in today's electronic workflow. As in earlier versions, you can use Acrobat Standard or Acrobat Pro to convert virtually any document to Adobe Portable Document Format (PDF), preserving the exact look and content of the original, complete with fonts and graphics. Additionally, Acrobat provides native support for Adobe Flash technology, so you can be sure that multimedia components in a PDF will play smoothly.

Adobe has completely redesigned the Acrobat user interface to make it more intuitive. If you're new to Acrobat, you'll be able to get up to speed quickly. If you've used earlier versions, the new user interface may take a little getting used to. However, you'll likely appreciate the uncluttered work area and streamlined design. You can customize the Quick Tools and Common Tools toolbars to give you quick access to the tools you use most frequently.

Whether you're using Acrobat Standard or Acrobat Pro, you can distribute PDF documents reliably and securely by email or store them on the web, an intranet, a file system, a CD, or a web service such as Acrobat.com. With shared reviews, you and your colleagues can collaborate easily as you perfect a document. Reviewers can view and comment on your work, regardless of the platform they work on. Acrobat makes it easy to collect and organize data from reviews or from forms. You can create interactive forms and enable users of the free downloadable Adobe Reader X software to save the completed form.

If you're using Acrobat Pro, you can automate processes and make them more consistent using the new Action Wizard. Acrobat includes several actions for common tasks, such as making documents accessible. And you can create your own actions, including instructional comments, for processes you perform.

Additionally, in Acrobat Pro, you can unify documents, spreadsheets, presentations, email, rich media, and more into a single, cohesive PDF Portfolio. You can also apply redaction to confidential information, compare versions of documents, and use advanced print production controls for a faster, more reliable print workflow.

About Classroom in a Book

Adobe Acrobat X Classroom in a Book® is part of the official training series for Adobe graphics and publishing software, developed with the support of Adobe product experts. The lessons are designed to let you learn at your own pace. If you're new to Adobe Acrobat, you'll learn the fundamental concepts and features you'll need to master the program. If you've been using Acrobat for a while, you'll find that Classroom in a Book teaches many advanced features, helps you become familiar with the new user interface, and includes lessons targeted specifically for legal professionals and for print professionals.

The lessons in this edition include information on a host of Adobe Acrobat features, including:

- Creating and using actions.
- Creating PDF Portfolios.
- Creating Adobe PDF files with a single click.
- Saving websites and other clipboard content as PDF files.
- Repurposing the content of Adobe PDF files for use in other applications (if permitted by the author).
- Editing PDF documents.
- Creating multimedia presentations.
- Reviewing and commenting on Adobe PDF documents, including the ability to share a document for live review.
- Creating, distributing, and gathering data from forms.
- Redacting information and using Bates numbering (for legal professionals).
- Securing PDF documents.

Although each lesson provides step-by-step instructions for specific projects, there's room for exploration and experimentation. You can follow the book from start to finish or do only the lessons that match your interests and needs.

Acrobat Pro and Acrobat Standard

This book covers features included in Acrobat Pro and Acrobat Standard. We've noted where a tool or feature described in this book is available only in Acrobat Pro. Features available only in Acrobat Pro include:

- Preflighting documents and other print production tasks.
- Creating PDF Portfolios.
- Modifying the reflow order of objects on a page to optimize accessibility.
- Applying Bates numbering and redaction.
- Comparing versions of a document.
- Using and creating actions.

Prerequisites

Before beginning to use *Adobe Acrobat X Classroom in a Book*, you should have a working knowledge of your computer and its operating system. Make sure you know how to use the mouse, standard menus and commands, and also how to open, save, and close files. If you need to review these techniques, see the printed or online documentation included with your system.

Installing Adobe Acrobat

Before beginning to use *Adobe Acrobat X Classroom in a Book*, make sure that your system is set up correctly and that you've installed the required software and hardware. You must purchase Adobe Acrobat X software separately. For system requirements, see the Adobe website at www.adobe.com/products/acrobat/main.html.

You must install the application from the Adobe Acrobat X CD onto your hard drive; you cannot run Acrobat X from the CD. Follow the onscreen installation instructions.

Starting Adobe Acrobat

You start Acrobat just as you would any other software application.

- **Windows:** Choose Start > Programs or All Programs > Adobe Acrobat X Standard or Adobe Acrobat X Pro.
- **Mac OS:** Open the Adobe Acrobat X Standard folder or the Adobe Acrobat X Pro folder, and double-click the program icon.

Copying the Classroom in a Book files

The *Adobe Acrobat X Classroom in a Book* CD includes folders that contain all the electronic files for the lessons. Each lesson has its own folder, and you must copy the folders to your hard drive to work through the lessons. To save room on your drive, you can install only the folder necessary for each lesson as you need it, and remove the folder when you're done.

To copy the Classroom in a Book files:

- 1 Insert the *Adobe Acrobat X Classroom in a Book* CD into your CD-ROM drive.
- 2 Create a folder named **AcrobatX_CIB** on your hard drive.
- 3 Copy all the lessons, or only those you want to work with now, to the hard drive:
 - To copy all of the lessons, drag the Lessons folder from the CD into the AcrobatX_CIB folder.
 - To copy a single lesson, drag the individual lesson folder from the CD into the AcrobatX_CIB folder.

● **Note:** If you overwrite the lesson files as you work through the lessons, you can restore the original files by recopying the corresponding lesson folder from the Classroom in a Book CD to the AcrobatX_CIB folder on your hard drive.

Additional resources

Adobe Acrobat X Classroom in a Book is not meant to replace documentation provided with the Adobe Acrobat X program. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features, refer to these resources:

Acrobat Help and Support: www.adobe.com/support/acrobat, where you can find and browse Help and Support content on Adobe.com.

Adobe TV: <http://tv.adobe.com> is an online video resource for everything from getting started to expert instruction and inspiration about Adobe products.

AcrobatUsers.com: the official site for the Acrobat user community, where you'll find tutorials, videos, interviews, forum posts, and more.

Adobe Forums: <http://forums.adobe.com> lets you tap into peer-to-peer discussions, questions, and answers on Adobe products.

Resources for educators: www.adobe.com/education includes a wealth of resources for educators and students.

Adobe Acrobat X product home page: www.adobe.com/products/acrobat

Adobe Labs: <http://labs.adobe.com> gives you access to early builds of cutting-edge technology, as well as forums where you can interact with both the Adobe development teams building that technology and other like-minded members of the community.

Adobe certification

The Adobe training and certification programs are designed to help Adobe customers improve and promote their product-proficiency skills. There are four levels of certification:

- Adobe Certified Associate (ACA)
- Adobe Certified Expert (ACE)
- Adobe Certified Instructor (ACI)
- Adobe Authorized Training Center (AATC)

The Adobe Certified Associate (ACA) credential certifies that individuals have the entry-level skills to plan, design, build, and maintain effective communications using different forms of digital media.

The Adobe Certified Expert program is a way for expert users to upgrade their credentials. You can use Adobe certification as a catalyst for getting a raise, finding a job, or promoting your expertise.

If you are an ACE-level instructor, the Adobe Certified Instructor program takes your skills to the next level and gives you access to a wide range of Adobe resources.

Adobe Authorized Training Centers offer instructor-led courses and training on Adobe products, employing only Adobe Certified Instructors. A directory of AATCs is available at <http://partners.adobe.com>.

Accelerate your workflow with Adobe CS Live

Adobe CS Live is a set of online services that harness the connectivity of the web and integrate with Adobe Creative Suite 5 to simplify the creative review process, speed up website compatibility testing, deliver important web user intelligence, and more, allowing you to focus on creating your most impactful work. CS Live services are complimentary for a limited time* and can be accessed online or from within Creative Suite 5 applications.



Adobe BrowserLab is for web designers and developers who need to preview and test their web pages on multiple browsers and operating systems. Unlike other browser-compatibility solutions, BrowserLab renders screenshots virtually on demand with multiple viewing and diagnostic tools, and can be used with Dreamweaver CS5 to preview local content and different states of interactive pages. Being an online service, BrowserLab has fast development cycles, with greater flexibility for expanded browser support and updated functionality.



Adobe CS Review is for creative professionals who want a new level of efficiency in the creative review process. Unlike other services that offer online review of creative content, only CS Review lets you publish a review to the web directly from within InDesign, Photoshop, Photoshop Extended, and Illustrator and view reviewer comments back in the originating Creative Suite application.



Acrobat.com is for creative professionals who need to work with a cast of colleagues and clients in order to get a creative project from creative brief to final product. Acrobat.com is a set of online services that includes web conferencing, online file-sharing and workspaces. Unlike collaborating via email and attending time-consuming in-person meetings, Acrobat.com brings people to your work instead of sending files to people, so you can get the business side of the creative process done faster, together, from any location.



Adobe Story is for creative professionals, producers, and writers working on or with scripts. Story is a collaborative script-development tool that turns scripts into metadata that can be used with the Adobe CS5 Production Premium tools to streamline workflows and create video assets.



SiteCatalyst NetAverages is for web and mobile professionals who want to optimize their projects for wider audiences. NetAverages provides intelligence on how users are accessing the web, which helps reduce guesswork early in the creative process. You can access aggregate user data such as browser type, operating system, mobile device profile, screen resolution, and more, which can be shown over time. The data is derived from visitor activity to participating Omniture SiteCatalyst customer sites. Unlike other web intelligence solutions, NetAverages innovatively displays data using Flash, creating an engaging experience that is robust yet easy to follow.

You can access CS Live three different ways:

- 1 Set up access when you register your Creative Suite 5 products, and get complimentary access that includes all of the features and workflow benefits of using CS Live with Creative Suite 5.
- 2 Set up access by signing up online, and get complimentary access to CS Live services for a limited time. Note that this option does not give you access to the services from within your products.
- 3 Desktop product trials include a 30-day trial of CS Live services.

*CS Live services are complimentary for a limited time. See www.adobe.com/go/cs5live for details.

This page intentionally left blank

4

READING AND WORKING WITH PDF FILES

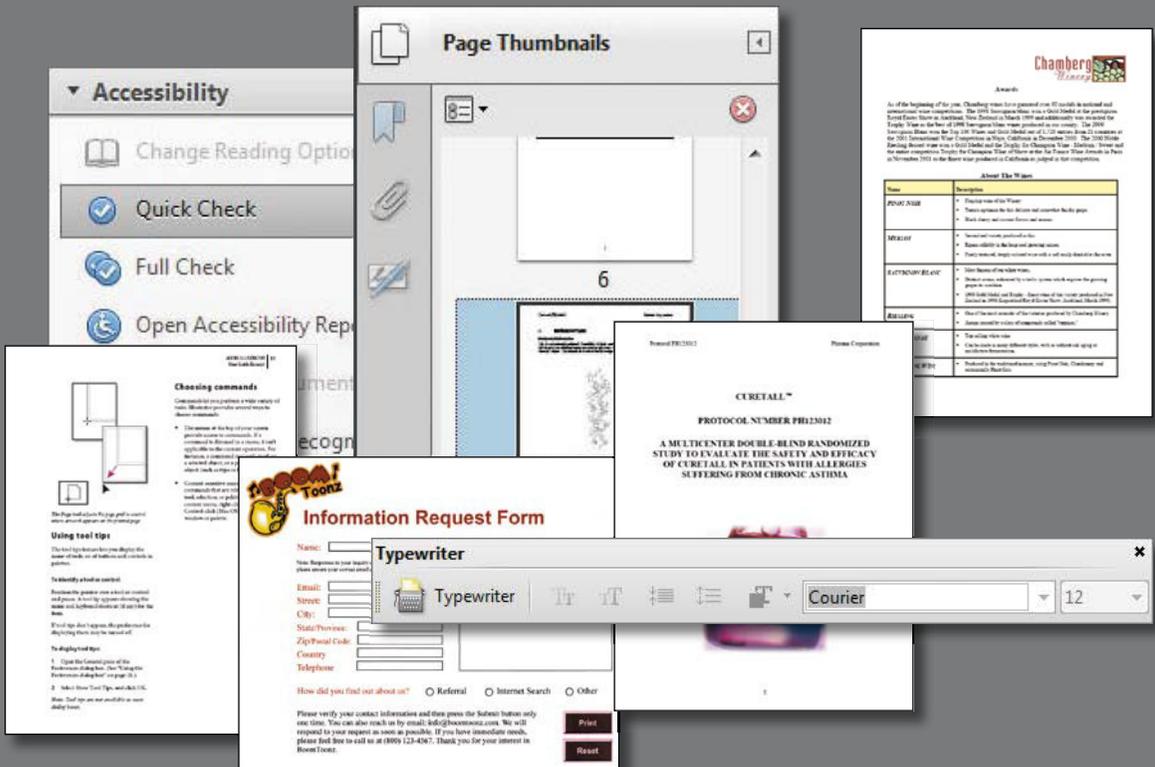
Lesson overview

In this lesson, you'll do the following:

- Navigate an Adobe PDF document using tools, page thumbnails, and bookmarks.
- Change how an Adobe PDF document scrolls and displays in the document window.
- Search a PDF document for a word or phrase.
- Fill out a PDF form.
- Print all or a portion of a PDF document.
- Explore the accessibility features that make it easier for users with vision and motor impairments to use Acrobat.
- Add tags and Alt text to a PDF document.
- Share a document with others electronically.



This lesson will take approximately 60 minutes to complete. Copy the Lesson04 folder onto your hard drive if you haven't already done so.

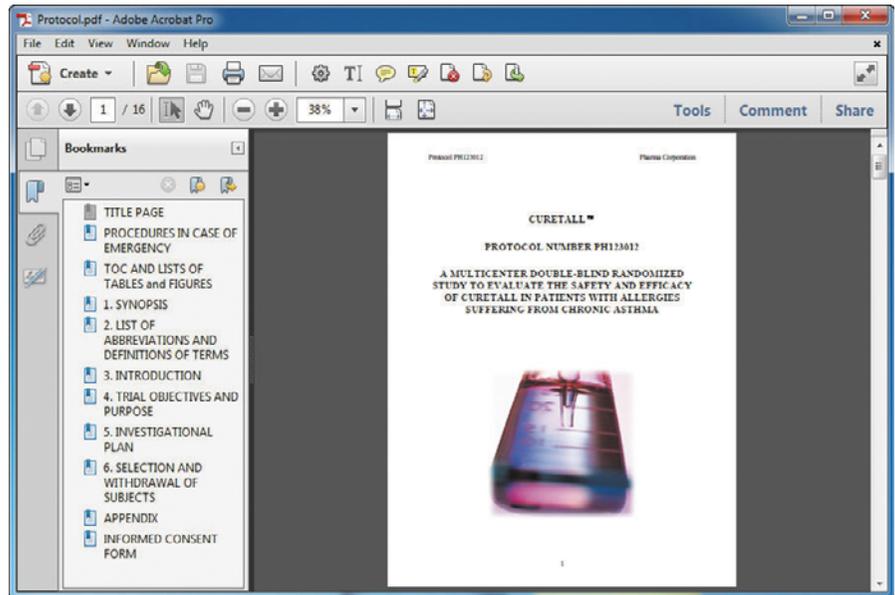


Get the most out of the PDF documents you create and read using navigational aids, accessibility features, search tools, and more.

Changing the opening view

You'll open a PDF file and look at the initial view settings, and then you'll change those settings to reflect your personal preferences.

- 1 In Acrobat, choose File > Open, navigate to the Lesson04 folder, and select the Protocol.pdf file. Click Open.



Acrobat displays the cover page with the Bookmarks panel open.

- 2 Choose File > Properties. Then, in the Document Properties dialog box, click the Initial View tab.

In the Layout And Magnification area, you see that the creator of this document set the file to open to page 1, with one page filling the document pane, and with the Bookmarks panel open.

Now you'll experiment with some different opening views.

You can use the initial view settings to determine how viewers initially see documents that you create and distribute.

- 6 Close your file and reopen the original work file, Protocol.pdf.

About the onscreen display

► **Tip:** To see the printed size of your page, move your pointer into the lower-left area of the document pane.

Take a look at the magnification field in the Common Tools toolbar at the top of the document window. The magnification does not refer to the printed size of the page, but rather to how the page is displayed onscreen. Acrobat determines the onscreen display of a page by treating the page as a 72 ppi (pixels-per-inch) image. For example, if your page has a print size of 2-by-2 inches, Acrobat treats the page as if it were 144 pixels wide and 144 pixels high ($72 \times 2 = 144$). At 100% view, each pixel in the page is represented by one screen pixel on your monitor.

How big the page appears onscreen depends on your monitor size and resolution setting. For example, when you increase the resolution of your monitor, you increase the number of screen pixels within the same monitor area. This results in smaller screen pixels and a smaller displayed page, since the number of pixels in the page itself stays constant.

Reading PDF documents

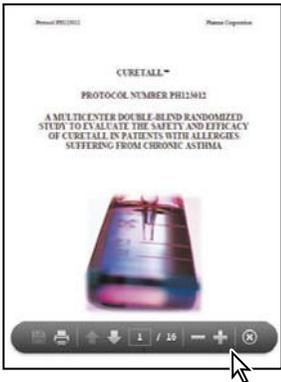
Acrobat provides a variety of ways for you to move through and adjust the onscreen magnification of a PDF document. For example, you can scroll through the document using the scroll bar at the right side of the window, or you can turn pages as in a traditional book using the Next Page and Previous Page buttons in the Common Tools toolbar. You can also jump to a specific page.

Using Read mode

As you saw in Lesson 1, Read mode maximizes the screen space available to a document in Acrobat so you can read it more comfortably.

- 1 Choose View > Read Mode. In Read mode, all elements of the work area are hidden except the document pane and the menu bar.
- 2 Use the Page Up, Page Down, or arrow keys on your keyboard, or use the scroll bar to move through the document.

- 3 Move the mouse over the lower area of the document. The semi-transparent floating toolbar appears, so that you can easily move to a different page or change the magnification.
- 4 When you're done reading, choose View > Read Mode again to restore the work area.



Browsing the document

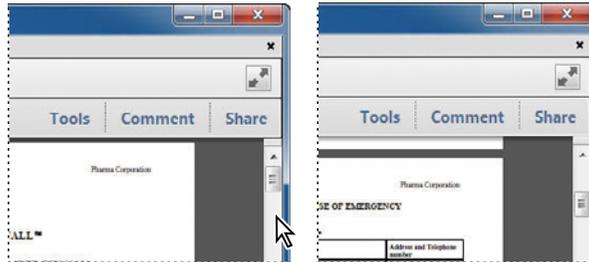
You can move to different pages in a document using a variety of navigation methods.

- 1 If you're not on the first page of the document, enter 1 in the page number box on the Common Tools toolbar, and press Enter or Return.
- 2 Choose View > Zoom > Fit Width or click the Scrolling Mode button (🖱️) on the Common Tools toolbar to resize your page to fit the width of your screen.
- 3 Select the Hand tool (👉) from the Common Tools toolbar, and then position your pointer over the document. Hold down the mouse button. Notice that the pointer changes to a closed hand when you hold down the mouse button.
- 4 Drag the closed hand up and down in the window to move the page on the screen. This is similar to moving a piece of paper around on a desktop.



- 5 Press Enter or Return to display the next part of the page. You can press Enter or Return repeatedly to view the document from start to finish in screen-sized sections.

- 6 Choose View > Zoom > Zoom To Page Level, or click the Fit One Full Page button (📄). Click the Previous Page button (⏪) as many times as necessary to return to page 1.
- 7 Position the pointer over the down arrow in the scroll bar or click in any empty portion of the scroll bar, and click once.



The document scrolls automatically to display all of page 2. In the next few steps, you'll control how Acrobat scrolls and displays PDF pages.

You can also access the Actual Size, Zoom To Page Level, Fit Width, and Fit Visible commands by clicking the arrow to the right of the magnification pop-up menu in the Common Tools toolbar.

- 8 Click the Scrolling Mode button in the Common Tools toolbar, and then use the scroll bar to scroll to page 3 of 16.

The Scrolling Mode option displays pages end to end, like frames in a filmstrip.

- 9 Choose View > Page Navigation > First Page to go back to the beginning of the document.

- 10 Click the Fit One Full Page button (📄) to return to the original page layout.

You can use the page number box in the Common Tools toolbar to move directly to a specific page.

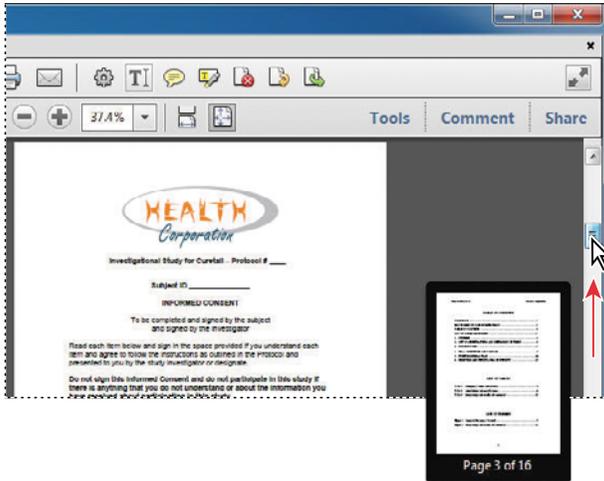
- 11 Click in the page box so that the pointer changes to an I-beam, and then highlight the current page number.

- 12 Type 15 to replace the current page number, and press Enter or Return.

Acrobat displays page 15.

The scroll bar also lets you navigate to a specific page.

- 13 Begin dragging the scroll box upward in the scroll bar. As you scroll, a page preview box appears. When page 3 of 16 appears in the preview box, release the mouse.



The table of contents is displayed.

Browsing with page thumbnails

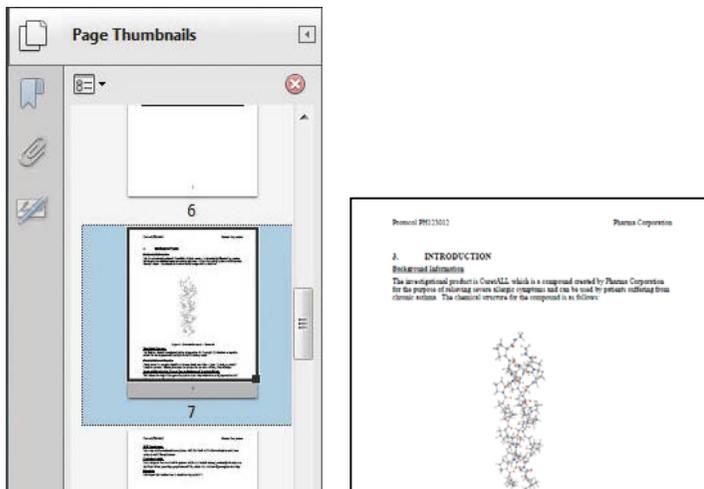
Page thumbnails are miniature previews of document pages that are displayed in the Page Thumbnails panel of the navigation pane. You used page thumbnails in Lesson 2 to navigate a PDF document.

Now, you'll gain more experience with page thumbnails, as you use them to change the view of pages. In Lesson 6, "Enhancing and Editing PDF Documents," you'll learn how to use page thumbnails to reorder pages in a document.

- 1 Choose View > Zoom > Fit Width, or click the Scrolling Mode button to view the full width of the page. You should still be looking at page 3.
- 2 Click the Page Thumbnails button () in the navigation pane to open the Page Thumbnails panel.

Acrobat automatically displays page thumbnails for every page in the document in the navigation pane. The page thumbnails represent both the content and page orientation of the pages in the document. Page-number boxes appear beneath each page thumbnail.

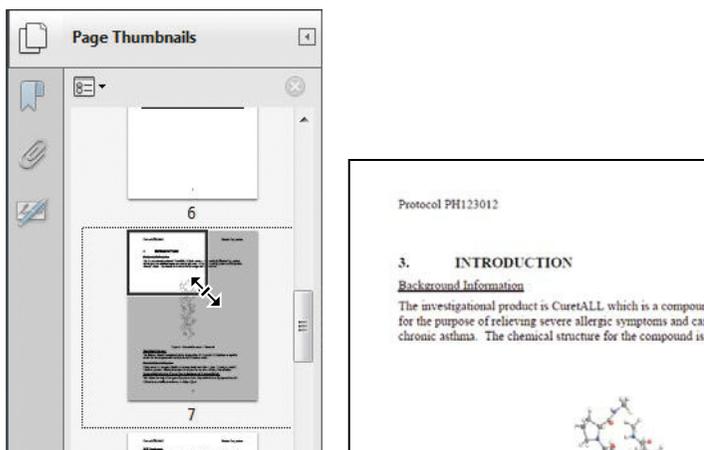
- Click the page 7 thumbnail to go to page 7. You may need to scroll down through the thumbnails to see the one for page 7.



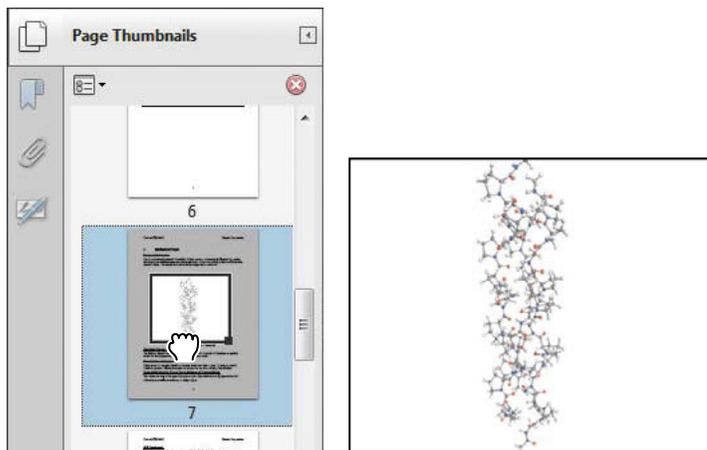
The page number for the page thumbnail is highlighted, and a full-width view of page 7 appears in the document window.

Take a look at the page 7 thumbnail. The rectangle inside the page thumbnail, called the page-view box, represents the area displayed in the current page view. You can use the page-view box to adjust the area and magnification of the page being viewed.

- Position the pointer over the lower-right corner of the page-view box. The pointer turns into a double-headed arrow.
- Drag to shrink the page-view box, and release the mouse button. In the Common Tools toolbar, the magnification level has changed to represent the smaller area.



- 6 Position the pointer over the bottom border of the page-view box. The pointer changes to a hand.
- 7 Drag the page-view box within the page thumbnail, and watch the view change in the document window.
- 8 Drag the page-view box down to focus your view on the graphic in the middle of the page.



Page thumbnails provide a convenient way to monitor and adjust your page view in a document.

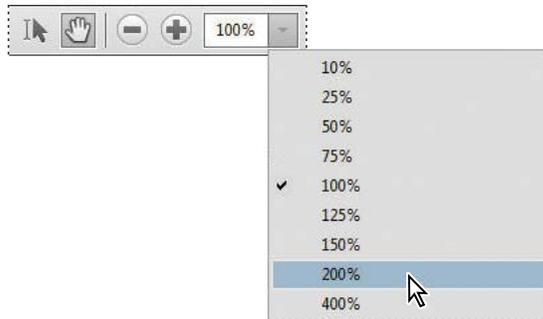
- 9 Click the Page Thumbnails button to hide the panel.

Changing the page view magnification

You can change the magnification of the page view using controls in the Common Tools toolbar.

- 1 Choose View > Zoom > Fit Width, or click the Scrolling Mode button. A new magnification appears.
- 2 Click the Previous Page button (⏪) as many times as necessary to move to page 3. Notice that the magnification remains the same.
- 3 Choose View > Zoom > Actual Size to return the page to a 100% view.

- 4 Click the arrow to the right of the magnification text box to display the preset magnification options. Choose 200%.



You can also type in a specific value for the magnification in the text box.

- 5 Click the arrow to the right of the magnification box, and choose Actual Size to display the page at 100% again.

Next, you'll use the Zoom In button to magnify the view.

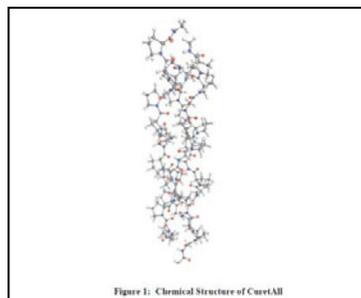
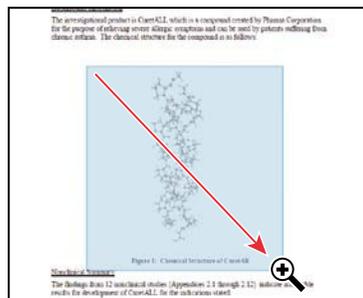
- 6 Select the page number, type 7, and press Enter or Return to go to page 7.
7 Click the Zoom In (+) button once.
8 Click the Zoom In button again to increase the magnification further.

Each click on a Zoom button increases or decreases the magnification by a set amount.

- 9 Click the Zoom Out (–) button twice to return the view to 100%.

Now you'll use the Marquee Zoom tool to magnify the image. The Marquee Zoom tool is hidden by default, so you'll add it to the Common Tools toolbar.

- 10 Choose View > Show/Hide > Toolbar Items > Select & Zoom > Marquee Zoom to display the Marquee Zoom tool in the Common Tools toolbar.
11 Select the Marquee Zoom tool (🔍). Position the pointer near the upper-left of the image, and drag down to the lower-right corner.



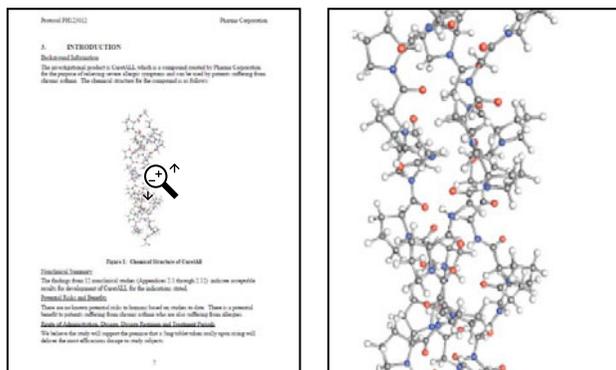
The view zooms in on the area you enclosed. This is called marquee-zooming.

12 Choose View > Zoom > Zoom To Page Level.

Using the Dynamic Zoom tool

The Dynamic Zoom tool lets you zoom in or out by dragging the mouse up or down.

- 1** Choose View > Show/Hide > Toolbar Items > Select & Zoom > Dynamic Zoom to add the Dynamic Zoom button to the Common Tools toolbar, if it's not already there.
- 2** Select the Dynamic Zoom tool (.
- 3** Click in the document pane. Drag upward to increase the view, and drag down to reduce it.



- 4** When you're finished, select the Hand tool, and then click the Fit One Full Page button (.

Following links

In a PDF document, you don't have to view pages in sequence. You can jump immediately from one section of a document to another using custom navigational aids such as links.

One benefit of working with electronic documents is that you can convert traditional cross-references into links, which users can use to jump directly to the referenced section or file. For example, you can make each item under the Contents list into a link that jumps to its corresponding section in the document. You can also use links to add interactivity to traditional book elements such as glossaries and indexes.

First you'll add some navigational tools to the Common Tools toolbar.

Tip: You can show or hide other tools in the Common Tools toolbar by choosing View > Show/Hide > Toolbar Items, selecting a category, and then selecting the tool you want to display or hide.

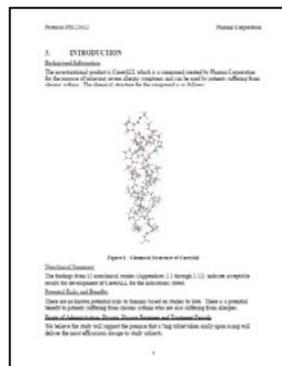
- 1 Choose View > Show/Hide > Toolbar Items > Page Navigation > Show All Page Navigation Tools.



Now you'll use an existing link to move to a specific area in the document.

- 2 Click the First Page button (⌂) in the Common Tools toolbar to return to the first page, and then click the Next Page button (➡) twice to move to the Table of Contents page (page 3).
- 3 Move the pointer over the "3. Introduction" heading in the Table of Contents. The Hand tool changes to a pointing finger, indicating the presence of a link. Click to follow the link.

TABLE OF CONTENTS	
TITLE PAGE	1
PROCEDURES IN CASE OF EMERGENCY	2
TABLE OF CONTENTS	3
LIST OF TABLES and FIGURES	3
1. SYNOPSIS	4
2. LIST OF ABBREVIATIONS AND DEFINITIONS OF TERMS	6
3. INTRODUCTION	7
4. THERAPEUTIC INDICATIONS AND PURPOSE	9
5. INVESTIGATIONAL PLAN	10
6. SELECTION AND WITHDRAWAL OF SUBJECTS	13



This entry links to the Introduction.

- 4 Click the Previous View button (⏪) to return to your previous view of the Table of Contents.

You can click the Previous View button at any time to retrace your viewing path through a document. The Next View button reverses the action of your last Previous View.

You have learned how to page through a PDF document, change the magnification and page layout mode, and follow links.

- 5 To restore the default toolbar configuration, choose View > Show/Hide > Toolbar Items > Reset Toolbars. Click OK to confirm that you want to restore the defaults.

Searching PDF documents

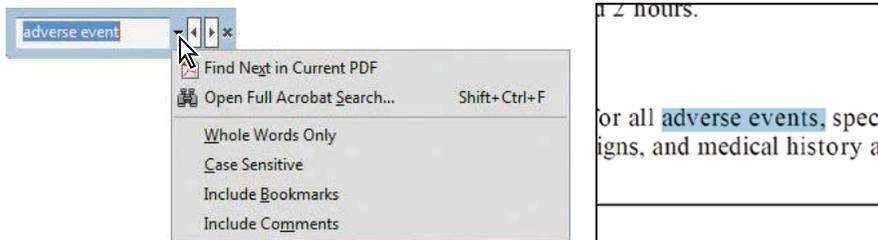
You can quickly search through a PDF document, looking for a word or a phrase. If, for example, you didn't want to read through this Protocol document but simply wanted to find occurrences of the term *adverse event*, you can use either the Find feature or the Search feature to locate that information. The Find feature locates a word or phrase in the active document. The Search feature locates a word or phrase in one document, across a selection of documents, or in a PDF Portfolio. Both features search text, layers, form fields, and digital signatures.

First you'll run a simple Find operation on the open document.

- 1 Choose Edit > Find. In the text box in the toolbar that appears in the upper-right corner of the application window, type **adverse event**.

To see the options available with the Find feature, click the arrow to the right of the text box. You can use these options to refine your search, looking for whole words only or specifying uppercase or lowercase letters, and you can also include bookmarks and comments in the search. An option is in effect (on) when there is a check mark next to its name.

- 2 Press Enter or Return to start the Find operation.



The first occurrence of *adverse event* is highlighted on page 5 of the document.

- 3 Click the Find Next button (↵) in the toolbar to find the next occurrence of the phrase.

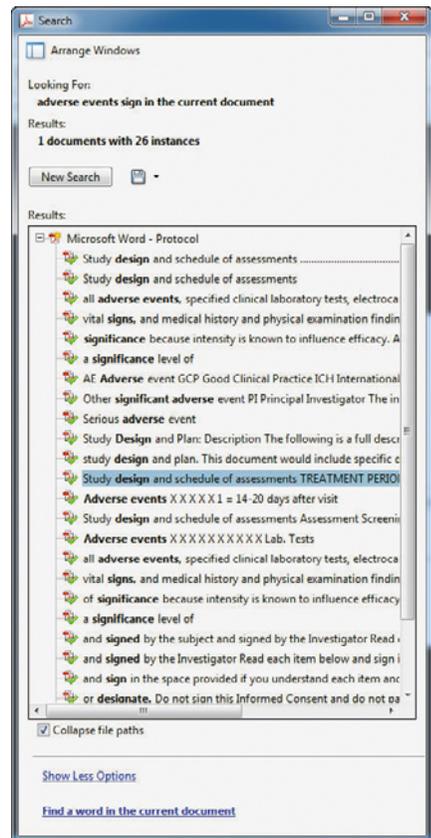
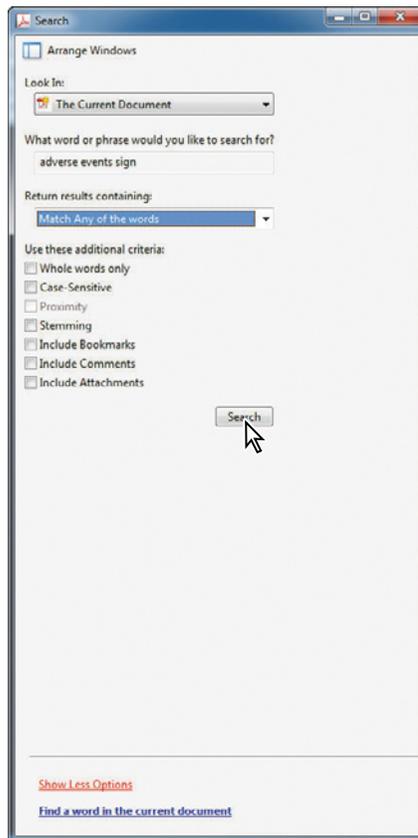
Next, you'll perform a more sophisticated search of the Protocol document using the Search feature. In this exercise, you'll search only the Protocol document, but you can use the Search feature to search all documents in a folder as well as all documents in a PDF Portfolio. You can even search non-PDF files in a PDF Portfolio.

- 4 Choose Edit > Advanced Search.
- 5 To search only the open document, select In The Current Document.

► **Tip:** You can also save your search results in Acrobat X. To do so, click the Save icon next to the New Search button in the Search pane, and then choose either Save Results To PDF or Save Results To CSV.

In this search, we'd like to find references to adverse events that are significant.

- 6 In the Search text box, enter **adverse events sign**.
- 7 Click the Show More Options link at the bottom of the Search pane.
- 8 From the Return Results Containing pop-up menu, choose Match Any Of The Words. This ensures that the search will return all results for “adverse,” “events,” and derivatives of “sign.”
- 9 Click Search.



The search results are displayed in the Search pane.

- 10 Click any search result to go to the page that contains that information. You can check any of the other search results in the Search pane by clicking them.
- 11 When you're finished, close the Search pane.

The Search feature searches object data and image XIF (extended image file format) metadata. When you search multiple PDF documents, Acrobat also looks at the document properties and XMP metadata. If any of your PDF documents have attachments, you can also include those attachments in the search. If you include a PDF index in your search, Acrobat searches indexed structure tags. To search an encrypted document, you must first open the document.

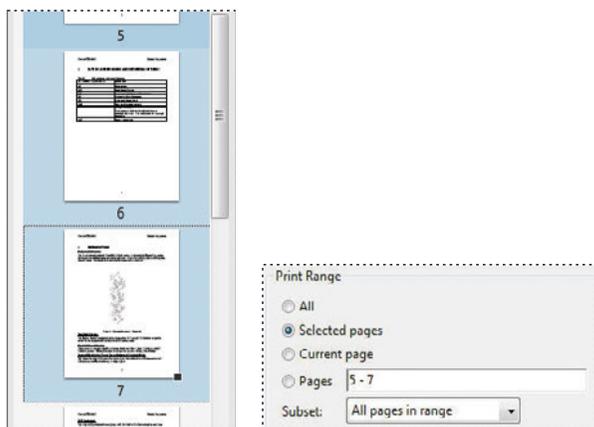
Printing PDF documents

Many of the options in the Acrobat Print dialog box are similar to those you'd find in the Print dialog boxes of other popular applications. For example, you can select a printer and set up parameters such as paper size and orientation. However, Acrobat also gives you the flexibility to print only the current view (that is, what is displayed on the screen at that moment), a specific page, selected pages, or a range of pages within the PDF file.

You'll instruct Acrobat to print pages you select in the Page Thumbnails panel, a particular view, and noncontiguous pages from Acrobat.

- 1 In the Protocol.pdf document, click the Page Thumbnails button in the navigation pane. Then, click the thumbnails that correspond with the pages you want to print. You can Ctrl-click (Windows) or Command-click (Mac OS) page thumbnails to select contiguous or non-contiguous pages.
- 2 Choose File > Print. Select the name of the printer you want to print to. Because you selected pages in the Page Thumbnails panel, the Selected Pages option is selected automatically in the Print dialog box.

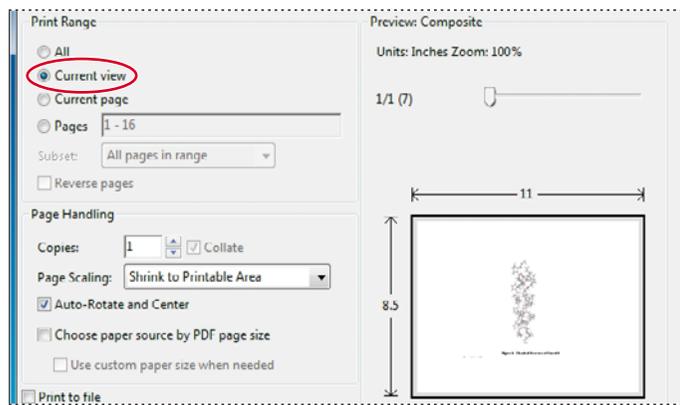
► **Tip:** In Windows, you can also access the Print dialog box by choosing Print from the context menu.



- 3 Click OK or Print to print your selected pages. Click Cancel if you want to abort the printing operation.

If you need help troubleshooting a printing issue, click Printing Tips in the Print dialog box to go to the Adobe website for the latest printing tips and information.

- 4 After the pages print (or the Print dialog box closes, if you opted not to print), deselect any thumbnails, and then close the Page Thumbnails panel.
- 5 Go to page 7 of the document.
- 6 Zoom in to 200%, and then use the Hand tool to shift the page so that you see only the diagram.
- 7 Choose File > Print, and select the name of the printer you want to print to.
- 8 Select Current View. The preview changes to represent what is actually visible in the document pane. If you print with Current View selected, Acrobat prints only the contents of the document pane.



- 9 Select Pages. The preview changes to display the first page of the document again.
- 10 In the Pages text box, type 1, 3-5, 7-9. If you click OK or Print now, Acrobat will print pages 1, 3, 4, 5, 7, 8, and 9. You can enter any set of noncontiguous pages or ranges of pages, using commas, in this text box.
- 11 If you want to print the pages you've selected, click OK. If you don't want to print, click Cancel.
- 12 Choose File > Close to close the Protocol document.

For information on printing comments, see Lesson 9, "Using Acrobat in a Review Cycle."

If your PDF file contains odd-sized pages, you can use the Page Scaling options in the Print dialog box to reduce, enlarge, or divide pages. The Fit To Printable Area option scales each page to fit the printer page size; pages in the PDF file are magnified or reduced as necessary. The Tiling options print oversize pages on several pages that can be assembled to reproduce the oversize image.

Printing booklets

If your printer supports duplex printing, you can print a 2-up, saddle-stitched booklet from Acrobat. Booklets comprise multiple pages that are arranged so that they can be folded to present the correct page order. In a 2-up, saddle-stitched booklet, two side-by-side pages, printed on both sides, are folded once and fastened along the fold. The first and last pages print on the same sheet, the second and next-to-last pages print on the same sheet, and so on. When you collate, fold, and staple the double-sided pages, you create a single book with correct pagination.

To print a booklet from Acrobat:

- 1 Choose File > Print, and select your printer.
- 2 In the Page Handling area of the Print dialog box, choose Booklet Printing from the Page Scaling menu.
- 3 In the Print Range area, specify which pages to print.
- 4 Choose additional page-handling options. You can auto-rotate pages, specify the first and last sheet to print, and select the binding edge. The Preview image changes as you specify options. For information about the options, see "Printing booklets" in Adobe Acrobat X Help.

Filling out PDF forms

PDF forms can be interactive or noninteractive. Interactive PDF forms have built-in form fields and behave in much the same way as most forms that you encounter on the web or that are sent to you electronically. You enter data using the Selection tool or Hand tool in Acrobat or Adobe Reader. Depending on the settings applied by the person who created the form, users of Adobe Reader may or may not be able to save a copy of the completed form before they return it.

Noninteractive PDF forms (flat forms) are pages that have been scanned to create a facsimile of a form. These pages do not contain actual form fields; they contain only the images of form fields. Traditionally you would print out these forms, fill them out by hand or using a typewriter, and then mail or fax the hard copy. With Acrobat, you can fill out these noninteractive or flat forms online using the Typewriter tool.

For information on creating and managing interactive forms, see Lesson 10, "Working with Forms in Acrobat."

You'll fill out fields in an interactive form, and then add information where there is no field using the Typewriter tool.

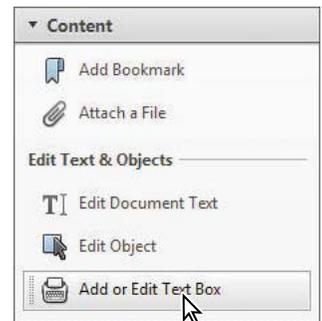
- 1 Choose File > Open, and navigate to the Lesson04 folder. Select the MusicForm.pdf file, and click Open.
- 2 With the Hand tool selected, click in the Name field. Enter your name. The text appears in the font and type size chosen by the form creator.

- 3 Complete another field.

Some fields, such as Street and Email, require you to type in text, while check boxes and radio buttons require you only to click to select them. The Print and Reset buttons perform actions when you click them.

The person who created this form forgot to create an interactive field for the telephone number. You'll use the Typewriter tool to enter the data.

- 4 In the Tools pane, open the Content panel. Then click Add Or Edit Text Box.



Acrobat opens the Typewriter toolbar.

- 5 Move your pointer over the tools in this toolbar and take a moment to read the tool tips. You can use these tools to increase or decrease the size of the text you enter, or to increase or decrease the space between lines of text that you enter.
- 6 Select the Typewriter tool (🖋️). The pointer icon changes to an I-beam.

- 7 Position the pointer over the Telephone field, and click to create an insertion point. Then type in any phone number.

You can use the Typewriter tool to add text to any PDF file, unless security applied to the document prohibits it.

- 8 Choose File > Save As > PDF, and save a copy of the form in the Lesson04 folder, using the filename **MusicForm_complete.pdf**.

You can open the saved file if you wish to verify that all your data was saved.

- 9 Click the close button to hide the Typewriter toolbar.

- 10 Choose File > Close to close the order form.

About flexibility, accessibility, and structure

The accessibility and flexibility of your Adobe PDF files determine how easily vision- and motion-impaired users and users of hand-held devices can access, reflow, and, if you allow it, reuse the content of your files. You control the accessibility and flexibility of your Adobe PDF files through the amount of structure you build into the source file and the method you use to create the Adobe PDF file.

By making your PDF documents more accessible to users, you can broaden your readership and better meet government standards for accessibility. Accessibility in Acrobat falls into two categories:

- Accessibility features that help authors create accessible documents from new or existing PDF documents. These features include simple methods for checking accessibility and adding tags to PDF documents. With Acrobat Pro, you can also correct accessibility and reading-order problems in PDF files by editing the PDF file structure.
- Accessibility features that help readers who have motion or vision limitations to navigate and view PDF documents more easily. Many of these features can be adjusted by using a wizard, the Accessibility Setup Assistant.

For Adobe PDF files to be flexible and accessible, they must have structure. Adobe PDF files support three levels of structure—tagged, structured, and unstructured. Tagged PDF files have the most structure. Structured PDF files have some structure, but are not as flexible or accessible as tagged PDF files. Unstructured PDF files have no structure. (As you will see later in this lesson, you can add limited structure to unstructured files.) The more structure a file has, the more efficiently and reliably its content can be reused.

Structure is built into a document when, for example, its creator defines headers and columns, adds navigational aids such as bookmarks, and adds alternate text descriptions for graphics. In many cases, documents are automatically given logical structure and tags when they are converted to Adobe PDF.

When you create PDFs from Microsoft Office files or from files created in later versions of Adobe FrameMaker®, InDesign, or Adobe PageMaker®, or when you create Adobe PDF files from websites, the resulting PDF files are tagged automatically.

In Acrobat Pro, if your PDF documents don't reflow well, you can correct most problems using the Accessibility panel or the TouchUp Reading Order tool. However, this is not as easy as creating a well-structured document in the first place. For an in-depth guide to creating accessible PDF documents, visit <http://access.adobe.com>.

Working with accessible documents

You'll examine a tagged PDF document and see how easy it is to reflow the document and extract content.

Checking for accessibility

It's always a good idea to check the accessibility of any Adobe PDF document before you distribute it to users. The Acrobat Quick Check feature tells you right away if your document has the information necessary to make it accessible. At the same time, it checks for protection settings that would prohibit access.

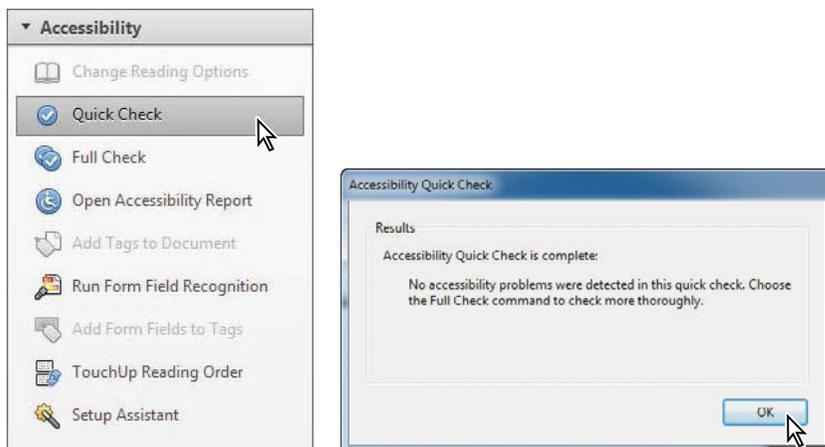
First you'll look at the accessibility and flexibility of a tagged PDF file that was created from a Microsoft Word file.

- 1 Choose File > Open, navigate to the Lesson04 folder, and double-click the Tag_Wines.pdf file.
- 2 Choose File > Save As > PDF, and save the file as **Tag_Wines1.pdf** in the Lesson04 folder.
- 3 In the Tools pane, open the Accessibility panel. If the Accessibility panel isn't listed, choose View > Tools > Accessibility to open it.
- 4 In the Accessibility panel, select Quick Check.

Acrobat quickly checks the document for accessibility issues, and displays the message that it didn't identify any issues in the document.

► **Tip:** By default, Acrobat displays only some of the panels in the Tools pane. To select which panels appear in the list, click the menu button at the top of the Tools pane, and then select or deselect individual panels.

5 Click OK to close the message box.



6 Close the Tools pane.

You can add security to your PDF files and still make them accessible. The 128-bit encryption offered by Acrobat X prevents users from copying and pasting text from a PDF file while still supporting assistive technology. You can also use the Enable Text Access For Screen Reader Devices For The Visually Impaired option to modify security settings in older PDF documents (Acrobat 3 and later) to make them accessible without compromising security. This option is in the Password Security Settings dialog box. (See Lesson 08, “Adding Signatures and Security” for more about adding security.)

Reflowing a flexible PDF file

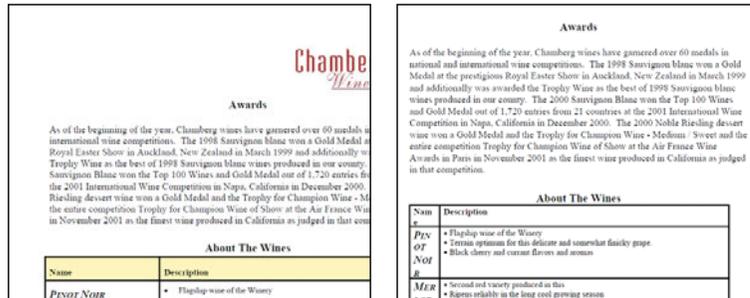
Now you’ll take a quick look at how flexible a tagged PDF file is. You’ll reflow the PDF file, and then you’ll save the contents of the PDF file as accessible text.

First, you’ll adjust the size of your document window to mimic the smaller screen of a hand-held device.

- 1 Choose View > Zoom > Actual Size to display the document at 100%.
- 2 Resize the Acrobat window to about 50% of the full-screen display. In Windows, click the Maximize/Restore Down button if the window is currently maximized; if the window isn’t maximized, drag a corner of the application window to reduce it. In Mac OS, resize the document pane by dragging a corner.

Your goal is to resize the Acrobat window so that the ends of the sentences in the document pane are cut off.

3 Choose View > Zoom > Reflow.



The content of the document is reflowed to accommodate the smaller document screen, and you can now read an entire line of text without using the horizontal scroll bar.

When you reflow text, artifacts such as page numbers and page headers often drop out because they are no longer relevant to the page display. Text is reflowed one page at a time. You cannot save the document in the reflowed state.

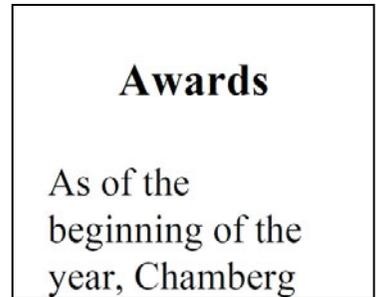
Now you'll examine how the display changes when you change the magnification.

4 Choose 400% from the magnification pop-up menu.



5 Scroll down the page to see how the text reflows. Again, because the text is reflowed, you don't have to use the horizontal scroll bar to move back and forth across the page to read the enlarged text. The text is automatically contained within the document pane.

6 When you've finished viewing the reflowed text, restore the Acrobat document window to its usual size, and close the file.



You can save the contents of a tagged document in a different file format for reuse in another application. For example, if you save this file as accessible text, you'll see that even the contents of the table are saved in an easy-to-use format.

With Acrobat, you can even make some unstructured documents more readily accessible to all types of users. You can add tags to a PDF document using the Add Tags To Document command in any version of Acrobat. However, to correct tagging and order errors, you must be using Acrobat Pro.

Making files flexible and accessible

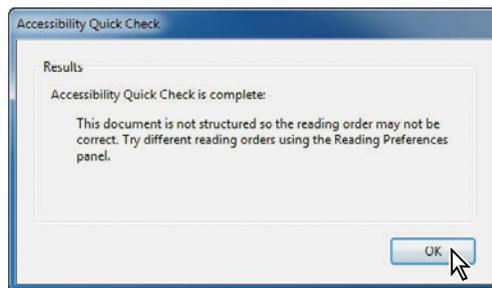
Some tagged Adobe PDF documents may not contain all the information necessary to make their contents fully flexible or accessible. For example, your file may not contain alternate text for figures, language properties for portions of the text that use a different language than the default language for the document, or expansion text for abbreviations. (Designating the appropriate language for different text elements ensures that the correct characters are used when you reuse the document for another purpose, that the word can be pronounced correctly when read out loud, and that the document will be spell-checked with the correct dictionary.)

If you're using Acrobat Pro, you can add alternate text and multiple languages using the Tags panel. (If only one language is required, it is easier to choose the language in the Document Properties dialog box.) You can also add alternate text using the TouchUp Reading Order tool.

Now you'll look at the accessibility of a page of a user guide. This document was designed to be printed, so no attempt was made to make it accessible.

1 Choose File > Open, and open the AI_UGEx.pdf file in the Lesson04 folder.

2 Open the Tools pane. Then, in the Accessibility panel, click Quick Check. The message box indicates that the document has no logical structure. Click OK to clear the message box.



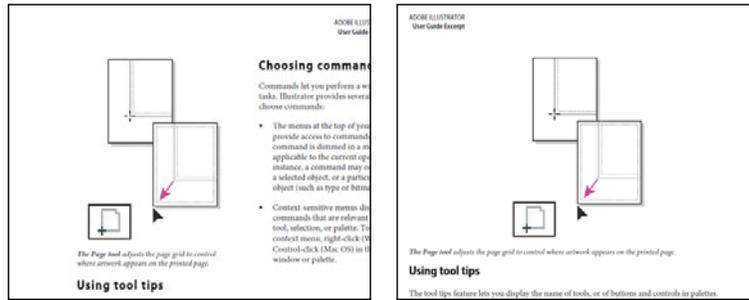
Now you'll see how this page reflows.

3 Choose View > Zoom > Actual Size to display the document at 100%.

4 Close the Tools pane.

5 Reduce the size of the document pane: In Windows, click the Maximize/Restore Down button if the window is maximized; if it isn't, drag a corner of the window. In Mac OS, drag a corner of the document pane to resize it. Resize the Acrobat window small enough that the width of a full page cannot be displayed on the screen (at 100%).

6 Choose View > Zoom > Reflow.



The text reflows well, despite the lack of structure.

7 Choose View > Zoom > Zoom To Page Level. Resize the Acrobat window to its usual size.

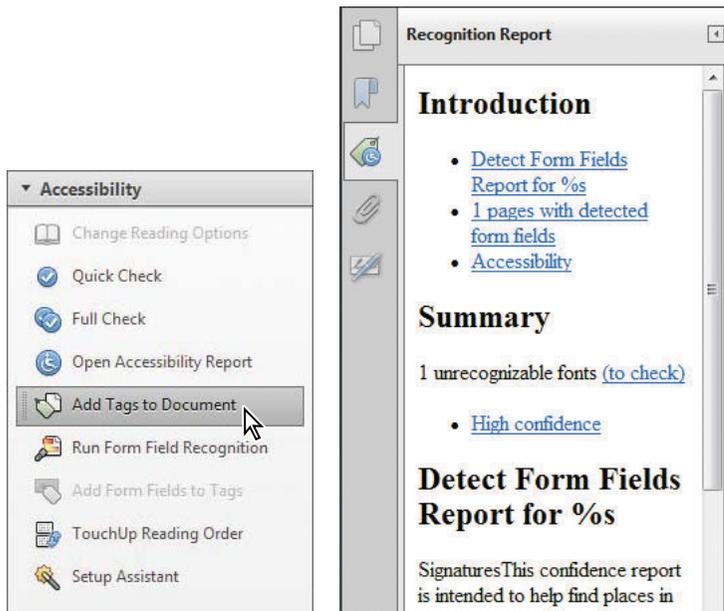
Acrobat is able to reflow even this unstructured document relatively well. However, the lack of structure in the document makes it inaccessible. You can add tags to improve the flexibility and accessibility of the page.

Adding tags

You can add tags to a PDF document in Acrobat. When you add tags to a document, Acrobat adds a logical tree structure to the document that determines the order in which page content is reflowed and read by screen readers and the Read Out Loud feature. On relatively simple pages, the Add Tags To Document command can work well. On more complex pages—pages that contain irregularly shaped columns, bulleted lists, text that spans columns, and so on—the Add Tags To Document command may not be sufficient.

You'll add tags to this document to make it more accessible.

1 Open the Tools pane. In the Accessibility panel, click Add Tags To Document.



Acrobat adds tags to the document and opens a Recognition Report in the navigation pane.

- 2 Scroll through the Recognition Report. Notice that the Accessibility section indicates that the document does not include Alt text. If you're using Acrobat Pro, you can use the TouchUp Reading Order tool to add it.
- 3 Click the Tags button to open the Tags panel in the navigation pane. (If the Tags button isn't displayed, choose View > Show/Hide > Navigation Panes > Tags.) Click the arrow next to Tags to view the tags Acrobat has added to the document.

While Acrobat can track the structure of most page elements and tag them appropriately, pages with complex layouts or unusual elements may not always result in successfully tagged PDF documents and may require editing. When you tag a PDF file using Acrobat, the Recognition Report lists pages where problems were encountered and suggestions for fixing them.

► **Tip:** The Recognition Report is a temporary file and can't be saved. The Full Check feature generates an accessibility report that you can save.

It's a good idea to check these items in the PDF document to determine what corrections, if any, need to be made. Use the report to navigate to the problem areas of your PDF document by clicking the links for each error. Then, if you're using Acrobat Pro, use the TouchUp Reading Order tool to correct the problem.

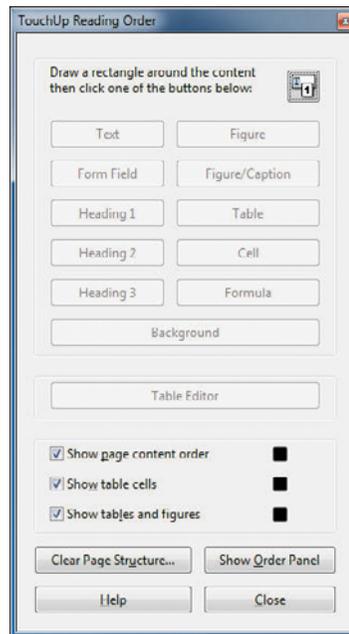
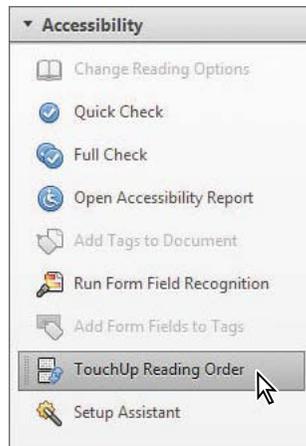
- 4 If you're using Acrobat Standard, close the document and skip the next exercise.

Adding Alt text (alternate text)

Non-text elements in your document, such as figures and multimedia elements, won't be recognized by a screen reader or Read Out Loud feature unless they are accompanied by alternate text. When you reviewed the Recognition Report, you noticed that the figure is missing Alt text. Using Acrobat Pro, you'll add alternate text now. First, though, you'll close the Tags panel.

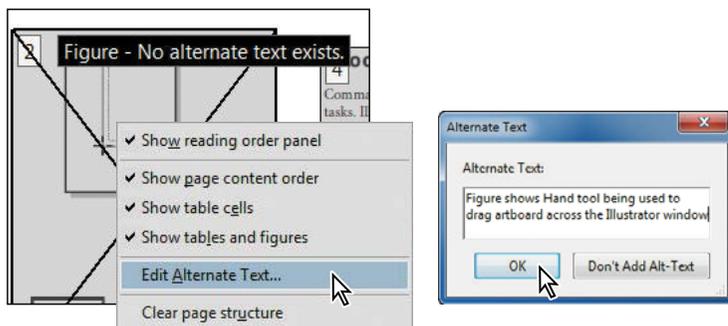
- 1 Click the Tags button to close the Tags panel.
- 2 In the Accessibility panel, click TouchUp Reading Order. Acrobat opens the TouchUp Reading Order panel.

► **Tip:** If the Show Tables And Figures option is selected in the TouchUp Reading Order panel, the Alt text will be displayed in a label in the document pane.



You could use this panel to create tags: Simply drag a rectangle around an area of content and then click the tag you want to apply. For example, drag around a heading, and then click Heading 1 to apply that tag. However, you've already added tags in this document, so you don't need to use the TouchUp Reading Order panel.

- 3 Right-click (Windows) or Control-click (Mac OS) the figure in the document pane, and choose Edit Alternate Text from the context menu.
- 4 In the Alternate Text dialog box, enter **Figure shows Hand tool being used to drag the artboard across the Illustrator window**. Then click OK.



- 5 Click Close to close the TouchUp Reading Order panel.
- 6 To check your alternate text, choose View > Read Out Loud > Activate Read Out Loud. Then choose View > Read Out Loud > Read This Page Only. You'll hear your alternate text. To stop the reading, press Ctrl+Shift+E (Windows) or Command+Shift+E (Mac OS).

Notice that both the alternate text and the caption are read. If you want only the alternate text to be read, combine the figure and caption elements using the TouchUp Reading Order panel.

- 7 Choose File > Close to close your work without saving your changes.

For an in-depth guide to creating accessible PDF documents, visit <http://access.adobe.com>.

Using the Acrobat accessibility features

Many people with vision and motor impairments use computers, and Acrobat has a number of features that make it easier for these users to work with Adobe PDF documents. These features include:

- Automatic scrolling
- Keyboard shortcuts
- Support for several screen-reader applications, including the text-to-speech engines built into Windows and Mac OS platforms
- Enhanced onscreen viewing

Using the Accessibility Setup Assistant

Both Acrobat X and Adobe Reader include an Accessibility Setup Assistant that launches automatically the first time the software detects a screen reader, screen magnifier, or other assistive technology on your system. (You can also launch the Assistant manually at any time by selecting Setup Assistant in the Accessibility panel in Acrobat, or by choosing Edit > Accessibility > Setup Assistant in Reader.) The Accessibility Setup Assistant walks you through setting the options that control how PDF documents appear onscreen. You can also use it to set the option that sends print output to a Braille printer.

A full explanation of the options you can set in the Accessibility Setup Assistant is available in the Adobe Acrobat X Help. The options available depend on the type of assistive technology you have on your system. The first panel of the Accessibility Setup Assistant requires you to identify the type of assistive technology that you are using:

- Select Set Options For Screen Readers if you use a device that reads text and sends output to a Braille printer.
- Select Set Options For Screen Magnifiers if you use a device that makes text appear larger on the screen.
- Select Set All Accessibility Options if you use a combination of assistive devices.
- Select Use Recommended Settings And Skip Setup to use the settings Adobe recommends for users with limited accessibility. (Note that the preferred settings for users with assistive technology installed are not the same as the default Acrobat settings for users who are not using assistive technology.)

In addition to the options you can set using the Accessibility Setup Assistant, you can select a number of options in the Acrobat or Adobe Reader preferences that control automatic scrolling, reading-out-loud settings, and reading order. You may want to use some of these options even if you don't have assistive technology on your system. For example, you can set your Multimedia preferences to show available descriptions for video and audio attachments.

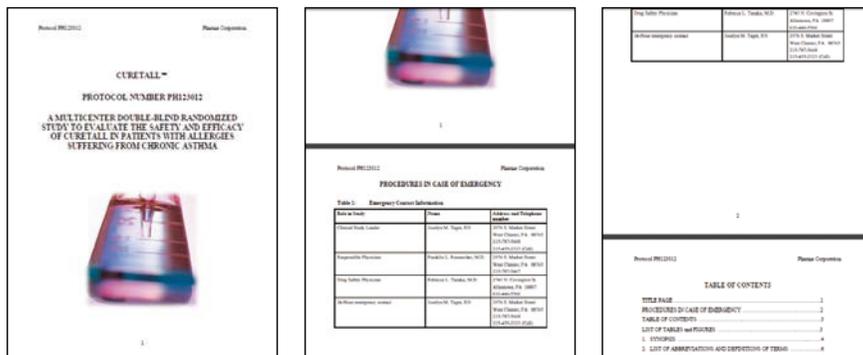
If you opened the Accessibility Setup Assistant, click Cancel to exit the dialog box without making any changes.

About automatic scrolling

When you're reading a long document, the automatic scrolling feature saves a lot of keystroke and mouse actions. You can control the speed of scrolling, scroll backward and forward, and exit automatic scrolling with a single keystroke.

Now you'll test the automatic scroll feature.

- 1 Choose File > Open, and open the Protocol.pdf file. If necessary, resize the Acrobat window to fill your desktop, and select the Hand tool (🖱️).
- 2 Choose View > Page Display > Automatically Scroll.



- 3 You can set the rate of scrolling using the number keys on your keyboard. The higher the number, the faster the rate of scrolling. Try pressing 9, and then pressing 1, for example, to change the rate of scrolling. To exit automatic scrolling, press the Esc key.

About keyboard shortcuts

Before keyboard shortcuts are available, you may have to change your General preferences (see Lesson 2, “Exploring the Work Area”).

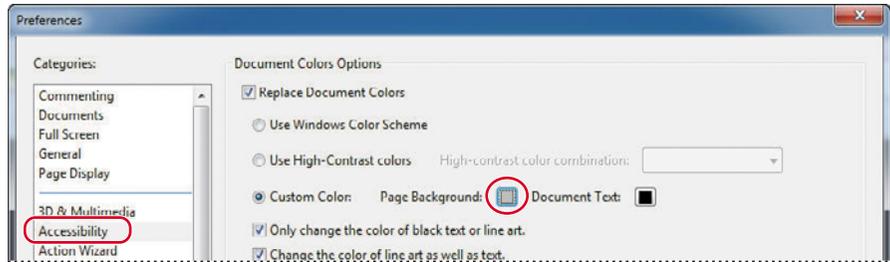
For some common commands and tools, the keyboard shortcut is displayed next to the command or tool name if you have the preferences set to use single-key accelerators. A list of keyboard shortcuts is available in Adobe Acrobat X Help.

You can also use the keyboard to control Acrobat within Microsoft Internet Explorer in Windows. If the focus is on the web browser, any keyboard shortcuts you use act according to the web browser settings for navigation and selection. Pressing the Tab key shifts the focus from the browser to the Acrobat document and application, so navigation and command keystrokes function normally. Pressing Ctrl+Tab shifts the focus from the document back to the web browser.

Changing the background color

Now you'll experiment with changing the color of the background. Note that these changes affect only the onscreen display on your own system; they do not affect the printed document, nor are they saved with the document for display on systems other than your own.

- 1 Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select Accessibility from the list of categories on the left.
- 2 Select the Replace Document Colors option.
- 3 Select Custom Color.
- 4 Click the Page Background color square to open the color picker.
- 5 You can select a color from the color picker or you can select a custom color. We chose pale gray.



- 6 Click OK to apply your changes.
- 7 View the PDF file in Acrobat. The background color of the page has changed to the color you specified.
- 8 When you are finished, leave your background color as it is, select a different color, or return it to white.

You can also change the background color of form fields, and the color of form fields displayed when your pointer moves over them, in the Forms preferences. You can change the background color for full-screen presentations in the Full Screen preferences. You can change the underline color used in the spell-check feature to identify misspelled words in the Spelling preferences.

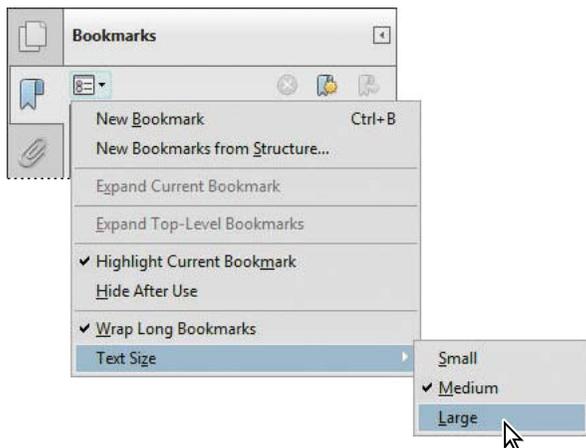
Smoothing text

You can smooth text, line art, and images to improve onscreen readability, especially with larger text sizes. If you use a laptop or if you have an LCD screen, you can also choose a Smooth Text option to optimize your display quality. Set the options to smooth text in the Page Display preferences.

Magnifying bookmark text

You can increase the text size used in bookmark labels.

- 1 Click the Bookmarks button to display the Bookmarks panel, if it's not already open.
- 2 Choose Text Size > Large from the options menu of the Bookmarks panel.



- 3 Restore your bookmark text size to medium.

You may want to experiment with screen-display options and other accessibility controls to find a combination that best suits your needs.

- 4 When you are finished, choose File > Close. You need not save your work.

Setting screen reader and reading-out-loud preferences

After you have installed your screen reader or similar application and set it up to work with Acrobat, you can set the screen reader preferences in Acrobat. You set these preferences in the same panel in which you set the Read Out Loud feature preferences that control the volume, pitch, and speed of the speech; the nature of the voice; and the reading order preferences.

Newer systems (both Windows and Mac OS) have built-in text-to-speech engines. Although the Read Out Loud feature can read the text of a PDF file out loud, it is not a screen reader. Not all systems support the Read Out Loud feature.

In this exercise, you'll look at the preferences that affect how Adobe PDF documents are read out loud. Unless you have text-to-speech software on your system, you do not need to set these preferences.

- 1 Choose File > Open, and open the Tag_Wines.pdf file.
- 2 If your system has text-to-speech software, choose View > Read Out Loud > Activate Read Out Loud. (You may not need to activate the Read Out Loud function, depending on how much of the lesson you completed.)
- 3 After you have activated the Read Out Loud feature, choose View > Read Out Loud > Read This Page Only. Acrobat reads the page that is currently displayed. To stop the reading, press Shift+Ctrl+E (Windows) or Shift+Command+E (Mac OS).

You can experiment with the reading options.

- 4 Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select Reading from the list on the left. Experiment, if you like.

You can control the volume, pitch, speed, and voice used. If you use the default voice, you cannot change the pitch and speed of delivery.

If your system has limited memory, you may wish to reduce the number of pages Acrobat reads before data is delivered page by page. The default value is 50 pages.

- 5 Click OK in the Preferences dialog box to apply any changes that you make. Or click Cancel to exit the Preferences dialog box without making any changes.
- 6 To test the settings you changed, choose View > Read Out Loud > Read This Page Only.
- 7 To stop the reading, press Ctrl+Shift+E (Windows) or Command+Shift+E (Mac OS).

Sharing PDF files

You can share a PDF document with other people by posting it on a website, burning it to a disc, or sending it as an email attachment. Acrobat makes it easy to distribute a PDF document to others using Adobe SendNow Online or by attaching the document to an email message.

Adobe SendNow Online uploads a document to Acrobat.com, a free, secure web service. It sends email to the recipients you specify so that they can read the file online or download it. You need a free Adobe ID to upload files to Acrobat.com.

- 1 With the Protocol.pdf file open, click Share to open the Share pane.
- 2 In the Share pane, select Use Adobe SendNow Online. Acrobat automatically adds the active document.

If you want to upload a different file, clear the filename, click Add File, select the file you want to share, and click Open (Windows) or Add (Mac OS) to add it.

- 3** Enter the email addresses of people you want to notify about the document, separating the addresses with semicolons or returns. For this exercise, enter your own email address.
- 4** Enter a subject and a simple message, and then click Send Link.
- 5** Sign in with your Adobe ID and password, if prompted. If you don't have an Adobe ID, follow the onscreen instructions to create one.

Acrobat uploads the document and then sends email to recipients with a link to the uploaded file.

To send a PDF file as an attachment, select Attach To Email in the Share pane, add a file, and then click Attach. Acrobat attaches the document to a blank email message in your email application.

- 6** Close any open documents, and quit Acrobat.

Review questions

- 1 Name three methods you can use to navigate to a different page.
- 2 Name two ways to change the view magnification.
- 3 How can you determine whether a file is accessible?
- 4 How can you print discontinuous pages?

Review answers

- 1 You can move to a different page by clicking the Previous Page or Next Page button in the Page Navigation toolbar; dragging the scroll box in the scroll bar; entering a page number in the page box in the Page Navigation toolbar; or clicking a bookmark, page thumbnail, or link that jumps to a different page.
- 2 You can change the view magnification by choosing View > Zoom, and then choosing a view; dragging the Marquee Zoom tool; choosing a preset magnification from the magnification pop-up menu; or entering a specific percentage in the magnification text box.
- 3 Select Quick Check in the Accessibility panel to determine whether a PDF file is accessible.
- 4 To print discontinuous pages, either select the page thumbnails, and then choose File > Print, or, in the Print dialog box, select Pages, and then enter the page numbers or ranges you want to print, separated by commas.

This page intentionally left blank

This page intentionally left blank

INDEX

A

- accessibility 103, 111, 113
 - adding 107–111
 - checking 104
- Accessibility panel 38
- Accessibility preferences 113–114
- Accessibility Setup Assistant 112
- accessible text, copying text as 162
- ACE (Adobe Color Engine) 306
- Acrobat 9 tools, finding in Acrobat X 35
- Acrobat.com
 - about 6, 227
 - hosting a form on 249
 - sharing files on 36, 116
 - using in shared reviews 226
 - using with PDF Portfolios 180
- Acrobat Help. *See* Adobe Acrobat X Help
- Acrobat PDFMaker 11, 122
 - dialog box 123, 129
 - in Lotus Notes 72
 - in Microsoft Outlook 72
 - options 62–64
 - using 61
- Acrobat Pro. *See* Adobe Acrobat X Pro
- Acrobat ribbon in Microsoft Office 122
- Acrobat Standard. *See* Adobe Acrobat X Standard
- actions
 - about 258
 - adding steps to 262
 - adding to form fields 242
 - creating 261
 - exporting 269
 - instruction steps in 262
 - naming 265
 - overview windows for 259
 - saving 265
 - sharing 269
 - using 258, 266
- Action Wizard panel 38, 258
- Actual Size command 90, 93
- adding
 - Alt text 110–111
 - barcodes 244
 - bookmarks 154
 - comments 215–221
 - files to PDF Portfolios 171, 172
 - form fields 237, 238–244
 - keywords 165
 - navigational tools to the Common Tools toolbar 95–96
 - passwords 191
 - security 191
 - steps to actions 262
 - sticky notes 217
 - SWF files 160
 - tags 108–109
 - text fields 238
 - tools to the Quick Tools toolbar 40
 - video files 158
- Add New Field menu 238
- Add Note To Text tool 216
- Add Or Edit Text Box 61, 102
- Add Tags To Document command 108
- Adobe Acrobat X
 - about 10–12
 - installing 3
 - resources for learning 4–5
 - starting 4
- Adobe Acrobat X Classroom in a Book*
 - about 2
 - copying lesson files for 4
 - prerequisites 3
- Adobe Acrobat X Help 23–27
 - searching 26
- Adobe Acrobat X Pro 3
 - compared with Acrobat Standard 3
 - legal features in 274
 - lessons requiring 3
- Adobe Acrobat X Standard 3
- Adobe Authorized Training Centers 5
- Adobe BrowserLab 6
- Adobe certification 5
- Adobe Certified Associate (ACA) 5
- Adobe Certified Expert 5
- Adobe Certified Instructor 5
- Adobe Color Engine (ACE) 306
- Adobe CS Live 6
- Adobe CS Review 6

- Adobe IDs, creating and verifying 226
- Adobe LiveCycle Designer ES 238
- Adobe LiveCycle Rights Management 189
- Adobe PDF files
 - about 10
 - accessible 103
 - adding security to 188
 - advantages 10
 - certifying 206
 - closing 18
 - comparing 282
 - consolidating and converting
 - source files 58
 - converting to Microsoft Word documents 135
 - creating 10, 52–83
 - creating by dragging and dropping 57
 - designing for online viewing 20
 - from Microsoft Excel files 128
 - from Microsoft Word documents 123
 - from web pages 76, 77, 134
 - modifying signed 203
 - navigating 42–46, 89
 - on the web 13
 - opening 17, 32
 - reflowing 105
 - signing 202
 - splitting into multiple documents 288
 - structured 103
 - switching between open 17
 - tagged 103, 104
- Adobe PDF Print Engine 301
- Adobe PDF Printer 64–65
- Adobe PDF Settings dialog box 56
- Adobe PDF Settings (presets) 55
- Adobe Portable Document Format (PDF). *See* Adobe PDF files
- Adobe Presenter 134
- Adobe Reader
 - about 13
 - commenting in 216
 - distributing 14
 - enabling forms for 238, 245
 - extending commenting features for 216
 - using Protected Mode in 186
- Adobe SendNow Online 116
- Adobe Story 6
- Allow Fast Web View option 76

- Allow Speculative Downloading In
 - The Background option 77
- alternate text. *See* Alt text
- Alt text, adding to a PDF 110
- Analyze panel 38
- analyzing
 - form data 251
 - PDF files for printing 297
- Annotations panel 39
- Append To Document, web pages 79
- archiving email 73
- arranging files to be combined 59
- Arrow tool 216
- Attach File tool 215
- attaching PDF files to email 117
- attachments, encrypting 209
- audio, adding to PDF files 157
- AutoDesk AutoCAD PDFMaker
 - options 63
- automatic scrolling 112
- automating tasks using actions 258

B

- background color, changing
 - onscreen 113–114
- barcodes, adding 244
- Bates numbering
 - about 275
 - applying 275–278
 - changing 281
 - defining 278–281
 - formatting 278–281
- best practices for creating print-ready PDF files 294
- blank pages, inserting 61
- booklets, printing 101
- bookmarks
 - adding 154–155
 - changing destinations for 155–156
 - creating 46, 156
 - for converted web pages 78
 - from Word headings and styles 123
 - increasing text size in 115
 - moving 157
 - naming automatically 156
 - navigating with 45
 - nesting 46, 157
- Bookmarks button in navigation pane 17, 45, 142
- Bookmarks panel 17, 142
- Bookmarks tab, PDFMaker 124
- buttons, adding to forms 242, 244

C

- calculating values in form fields 252–253
- Callout tool 216
- cascading multiple documents 47
- certificates, digital ID 201
- certified PDF files, signing 208
- certifying PDF files 206–211
- check boxes, adding to forms 244
- checking accessibility 104
- check marks in the Comments list 223
- checks in preflighting 297
- ClearScan 71
- clipboard
 - creating Adobe PDF from contents 69
 - pasting contents into PDFs 164
- Clip Complex Regions, when flattening transparency 304
- closing PDF files 18
- Cloud tool 216
- Collaborate Live 214, 230–231
- collecting form data 249–250
- color, changing text 162
- color management
 - about 305
 - setting up 305
 - synchronizing settings across Adobe Creative Suite 305
 - when printing 312
- color schemes in PDF Portfolios 177
- color separations
 - about 306
 - previewing 306
 - printing 310
- Combine Files dialog box 58
- Combine Files Into A Single PDF command 58, 287
- combining files
 - in PDF Portfolios 170
 - into a single PDF 58, 181, 287
- combo boxes, in forms 244
- commenting tools 39, 215–216
- Comment pane 36, 39
- comments
 - adding in Adobe Reader 216
 - adding to a PDF 215–221
 - changing reviewer's name in 217–218
 - changing the color of 217–218
 - changing the status of 224
 - customizing the appearance of 217

- comments (*continued*)
 - exporting 222
 - filtering 223
 - importing 221–222
 - inserting text with 220
 - in shared reviews 228
 - marking text edits in 219–221
 - replying to 224
 - sorting 222
 - summarizing 225
 - viewing 221, 222
 - viewing in context 223
 - Comments List 39, 221
 - using check marks in 223
 - Common Tools toolbar 33
 - adding tools to 96
 - Compare Documents command 229, 282
 - comparing versions of a PDF 229, 282
 - compatibility in encryption 191
 - compression 69
 - Connected Lines tool 216
 - Content panel 37, 38
 - conversion settings
 - for converting web pages 77
 - in PDFMaker 125
 - Convert All Strokes To Outlines option 304
 - Convert All Text To Outlines option 304
 - Convert Displayed Comments To Notes In Adobe PDF option 124
 - converting
 - and combining files 58
 - a page range 59
 - emails 72
 - spot colors to process colors 311
 - web pages 76, 77
 - web pages from Internet Explorer 134
 - Convert To Adobe PDF And Send For Review button 130
 - Convert To Adobe PDF button 126
 - Convert To PDF preferences 56
 - copying and pasting images 162
 - copying lesson files 4
 - Copy With Formatting command 163
 - Create And Send For Review button 130
 - Create Artifact option 164
 - Create button 55
 - Create commands 10, 54
 - Create PDF commands 55, 58
 - Create PDF From File command 55
 - Create PDF From Web Page command 11, 77, 78
 - creating
 - actions 261
 - custom preflight profiles 299
 - custom stamps 216
 - forms 236
 - links in PDF files 152
 - PDF Portfolios 171
 - creating Adobe PDFs 10, 54
 - by dragging and dropping 57
 - for print and prepress 295
 - from Office applications 122–139
 - from scanned documents 70
 - from the clipboard 69
 - from web pages 77
 - using the Adobe PDF Printer (Windows) 64–65
 - using the Print command 64
 - using the Save As Adobe PDF option (Mac OS) 66
 - CS Live. *See* Adobe CS Live
 - customizing
 - PDF Portfolios 175
 - preflight profiles 299
 - the appearance of comments 217
 - the Quick Tools toolbar 40
- ## D
- date fields, creating 240
 - default
 - tool 33
 - work area 32
 - Delete Clip option 164
 - deleting pages 148
 - descriptions in PDF Portfolios 174
 - designing PDFs for online viewing 20
 - Details pane when editing PDF Portfolios 173
 - digital IDs
 - about 194
 - certificates for 201
 - creating 198
 - self-signed 199
 - digital signatures
 - about 194
 - adding to forms 244
 - creating 194
 - customizing the appearance of 196
 - personalizing 195
 - reversing 205
 - using Preview Document mode with 197
 - validating 205
 - verifying 197
 - displaying page size 17
 - display, onscreen 88
 - Display PDF In Browser option 76
 - display settings 113
 - Distiller
 - creating PDFs with 297
 - starting 297
 - distributing
 - Adobe Reader 14
 - forms 244, 249
 - PDF files for review 225
 - document message bar 247
 - Document Open password 191
 - document pane 17
 - Document Processing panel 38
 - document properties, setting 165
 - document review processes 214
 - documents
 - comparing 229
 - examining for hidden information 274
 - reading 88, 97
 - splitting 288
 - switching between 17
 - dragging and dropping to create PDFs 57
 - drawing tools for commenting 216
 - drop-down menus, adding to forms 244
 - duplex printing 101
 - dynamic forms, creating with LiveCycle Designer 238
 - Dynamic Zoom tool 95
- ## E
- Edit Document Text tool 37, 161
 - Edit Image command 164
 - editing
 - Bates numbering 281
 - images 164
 - PDF Portfolios 175, 176
 - Edit Object command 164
 - email
 - automatic archiving 73
 - converting folders 72
 - converting messages 72
 - distributing forms through 249
 - distributing PDF Portfolios through 180

- email-based reviews 130, 230
 - about 214
- Enable Accessibility And Reflow
 - With Tagged PDF option 129
- Enable Additional Features
 - command 245
- Enable Content Access For The Visually Impaired option 105
- enabling usage rights 206
- encrypting file attachments 209
- encrypting PDF files 188, 191
- encryption 200
- Enter key, navigating with 89
- Eraser tool 216
- examining documents for hidden information 274
- Excel spreadsheets
 - converting to PDF 128
 - saving PDF tables as 136
- exiting Full Screen mode 19
- exporting
 - actions 269
 - comments 222
 - form data 251
 - preflight profiles 299
 - tables from PDF as Excel spreadsheets 136

F

- Fields panel 237
- File Details view in PDF Portfolios 179
- files. *See also* Adobe PDF files
 - combining 58
- file size, reducing 68
- filling out PDF forms 101, 244
- filtering
 - comments 223
 - form data 251
- find and search 97
- Find First Suspect tool 72
- Find Hidden Information tool 274
- FIPS mode 189
- First Page button 96
- First Page command 90
- Fit One Full Page button 56, 90
- Fit To Paper Width option 130
- Fit Visible command 90
- Fit Width command 42, 89, 93
- Fit Worksheet To A Single Page option in Excel 130
- fixing PDF files for printing 297
- fixups in preflighting 297
- Flash animations, adding to PDF files 157, 160

- flat forms, converting into interactive forms 101, 236
- Flattener Preview 302
- flattener preview settings 302
- flattening transparency 301
 - options 304
- FLV files, adding to PDFs 158
- folders
 - adding files to in PDF Portfolios 173
 - adding to PDF Portfolios 173
- formatting text field responses 240
- form data
 - analyzing 251
 - exporting 251
 - filtering 251
 - sorting 251
 - using in a spreadsheet or database 251
 - viewing responses in a PDF Portfolio 249
- Form Editing mode 237, 238
- form fields
 - adding actions to 242
 - adding automatically 237
 - adding labels to 242
 - barcodes 244
 - buttons 242, 244
 - calculating numeric fields 252
 - check boxes 244
 - combo boxes (pop-up menus) 244
 - date fields 240
 - digital signatures 244
 - editing properties for 239
 - list boxes 244
 - naming 238
 - phone number fields 240
 - previewing 240
 - radio buttons 241, 244
 - resizing 239
 - restricting answer formats for 240
 - reviewing in Fields panel 237
 - scrolling text fields 240
 - text fields 238, 244
 - types 244
 - validating numeric fields 252
 - zip code fields 240
- forms
 - adding a reset button to 242
 - adding text fields to 238
 - changing the tab order in 244
 - collecting data from 249
 - compiling responses from 250
 - converting paper to PDF 236

- creating from scanned documents 236
- creating from Word documents 236
- distributing 244, 249
- distributing with Microsoft SharePoint 249
- document message bar in 247
- enabling for Adobe Reader 238, 245
- filling out 101, 244
- flat 101
- making interactive 236
- noninteractive 101
- tracking 247, 248

Forms panel 38

Forms preferences 114

Full Screen mode

- avoiding the warning message 269
- displaying navigation tools in 19
- exiting 19
- setting a file to open in 19
- setting preferences for 19, 114
- viewing PDFs in 18

G

- General preferences 113
- Go To Page dialog box 43
- Gradient And Mesh Resolution option 304

H

- Hand tool 34, 89
- headers in PDF Portfolios 177
- headings and styles in Word,
 - converting to bookmarks 123
- Help. *See* Adobe Acrobat X Help
- hiding layers when printing 299
- highlighting areas affected by transparency 302
- Highlight Text tool 215, 219
- hosting a form on Acrobat.com 249

I

- IBM Lotus Notes 11
 - archiving email as PDF from 72
 - PDFMaker options 63
- images
 - copying and pasting 162
 - editing 164
 - saving 163

- importing
 - actions 269
 - comments 221
 - preflight profiles 299
- initial view
 - setting 86
 - setting to Full Screen mode 19
- initiating
 - live collaboration 230
 - shared reviews 225
- Ink Manager 307, 311
- inserting
 - blank pages 61
 - pages from one PDF file into another 146
- Insert Text tool 216, 220
- inspecting objects in a PDF file 308
- installers, Adobe Reader 14
- installing Acrobat 3
- instruction steps, adding to
 - actions 262
- interactive forms, creating 236
- Internet Explorer, converting web pages 134
- Internet settings, converting web pages 76
- inviting reviewers 225

J

- JavaScript panel 38

K

- keyboard shortcuts 41–42, 113
- keywords, adding to a PDF 165

L

- labels, adding to form fields 242
- launch settings for video files 158
- layers, printing 299
- layouts in PDF Portfolios 175–176
- legal features in Adobe Acrobat X Pro 274
- Line Art And Text Resolution
 - option 304
- links
 - creating 152
 - editing 150
 - following 95–96
- Link tool 152
- list boxes, adding to forms 244
- listing comments 221, 222

- live collaboration
 - about 214, 230
 - initiating 230
- LiveCycle Designer 238
- LiveCycle Rights Management 189
- logos
 - in digital signatures 196
 - in PDF Portfolios 177–178
- Lotus Notes. *See* IBM Lotus Notes

M

- magnification
 - about 88
 - changing 34, 42
- mail merge, converting Word files to PDF 128
- Make Searchable option 70
- Mark For Redaction tool 288
- markup tools 215–216
- marquee zooming 95
- menu bar 15
 - reopening 16
- merging files into a single PDF 58, 181, 287
- metadata
 - adding to PDF files 165
 - removing 274
- Microsoft Access PDFMaker
 - options 63
- Microsoft Excel
 - exporting tables to 136
 - PDFMaker options 62
 - using PDFMaker with 128–132
- Microsoft Internet Explorer
 - converting web pages from 134
 - PDFMaker options 64
- Microsoft Office applications, using PDFMaker with 122–139
- Microsoft Office for Mac OS,
 - creating PDFs from 57
- Microsoft Outlook 11
 - archiving email as PDF from 72
 - PDFMaker options 62
- Microsoft PowerPoint
 - PDFMaker options 62
 - using PDFMaker with 133–134
- Microsoft Project PDFMaker
 - options 62
- Microsoft Publisher PDFMaker
 - options 63
- Microsoft SharePoint, using with forms 249
- Microsoft Visio PDFMaker
 - options 63

- Microsoft Word
 - PDFMaker options 62
 - using PDFMaker with 123–128
- modifying PDF Portfolios 175
- monitor resolution 88
- moving pages 144
- Mozilla Firefox PDFMaker
 - options 64
- multiline text fields, adding 239
- multimedia files, adding to PDF files 157–160
- multiple documents
 - combining into a single PDF 58
 - comparing 282
 - viewing 46

N

- naming
 - form fields 238
 - radio buttons 241
- navigating
 - documents 88–96
 - in Full Screen mode 19
 - PDF files 42, 89
 - using bookmarks 17
 - with Enter and Return keys 89
 - with page thumbnails 91
 - with scroll bar 90
- Navigation Bar in Full Screen mode 19
- navigation pane 18, 142
 - Bookmarks panel 17
 - opening navigation panels in 18
 - Page Thumbnails panel 43
 - Signatures panel 204
 - Tags panel 107
- navigation panels, opening 18
- navigation tools, adding to the
 - Common Tools toolbar 96
- network folders, using to distribute forms 249
- New Bookmark button 46, 154, 156
- Next Page button 45
- Next Page command 43
- Next View button 96
- notes from Microsoft Word
 - comments 124
- Number Pages command 149
- numeric fields, calculating and validating 252–253

- O**
- Object Inspector 308
 - OCR, applying 70
 - Office. *See* Microsoft Office,
 - Microsoft Word, Microsoft Excel, Microsoft PowerPoint, or Microsoft Outlook
 - online documents, designing 20
 - onscreen display 88
 - opening
 - password-protected PDF files 193
 - PDF files 17, 32
 - PDFs in Full Screen mode 19
 - opening view, changing 86
 - Output Preview dialog box 307
 - Oval tool 216
- P**
- Page Display preferences 114
 - page preview box 91
 - page range, converting 59
 - pages
 - deleting 148
 - inserting 146
 - moving with page thumbnails 144
 - printing 99
 - renumbering 148
 - rotating 36, 147
 - page size, displaying 17
 - Pages panel 36, 38
 - page thumbnails 91
 - magnifying pages with 92
 - moving pages with 144
 - navigating with 91
 - Page Thumbnails button 43
 - Page Thumbnails panel 43, 91
 - page-view box, in thumbnails 92
 - page view magnification 93
 - password-protected PDF files
 - creating 191–192
 - opening 193
 - password protection 191
 - password strength 192
 - pasting clipboard content into
 - PDFs 164
 - PDF/A
 - saving as 299
 - validating 299
 - PDF/E
 - saving as 299
 - validating 299
 - PDF files. *See* Adobe PDF files
 - PDF From Web Page command 77
 - PDFMaker. *See* Acrobat PDFMaker
 - PDF Portfolios
 - about 170
 - adding descriptions to
 - component files 174
 - adding files to 171, 172–173
 - adding files to folders in 173
 - adding headers to 177
 - advantages of 170
 - collecting form responses in 249
 - creating 171
 - creating folders in 173
 - customizing 175
 - Details pane 173
 - editing 175, 176
 - File Details view 179
 - for legal documents 287
 - layouts 175
 - previewing 176
 - publishing 180
 - searching 180
 - selecting color schemes for 177
 - sharing 180
 - using logos in 177
 - viewing components in 172
 - viewing file details in 179
 - PDF settings files (presets)
 - about 67, 295
 - selecting 296
 - PDF standards 300
 - PDF tables, saving as Excel
 - spreadsheets 136
 - PDF/X files
 - creating for professional
 - printing 294
 - saving as 299
 - validating 299
 - Pencil tool 216
 - Permissions password 191
 - personalizing PDF Portfolios 175
 - phone number field, creating 240
 - Polygon tool 216
 - pop-up menus, adding to forms 244
 - posters for video files 159
 - PostScript printer driver 309
 - PowerPoint presentations,
 - converting to PDF 133–134
 - preferences
 - Accessibility 113, 114
 - Convert To PDF 56
 - Forms 114
 - Full Screen mode 19, 114, 269
 - General 113
 - Internet 76
 - Page Display 114
 - Reading 115, 116
 - Security 194
 - Spelling 114
 - preflighting PDF files 297–299
 - preflight profiles
 - creating custom 299
 - exporting 299
 - importing 299
 - preflight summary report 299
 - prepress, creating PDF files for 295
 - prerequisites for Classroom
 - in a Book 3
 - presentations, setting up 160
 - Presenter 134
 - Preserve Overprint option 304
 - presets for creating PDF files 67, 295
 - Preview Document mode 197
 - previewing
 - color separations 306
 - form fields 240
 - PDF Portfolios 176
 - printing 306
 - transparency 301
 - Previous Page command 43
 - Previous View command 96
 - Print command 11
 - using to create PDF files 64
 - printers' marks 312
 - printing
 - booklets 101
 - color separations 310
 - comments 225
 - PDF files 99
 - printers' marks 312
 - using color management 312
 - printing options 309
 - print preview 306
 - Print Production panel 38, 297
 - professional printing, creating PDFs
 - for 294
 - Prompt For Selecting Excel Sheets
 - option, in Excel 129
 - proofing onscreen 307
 - properties
 - document 165
 - editing for form fields 239
 - redaction tool 283
 - Protected Mode in Adobe Reader
 - 13, 186
 - disabling 188
 - verifying 186–187
 - protecting PDF files 188–211
 - Protection panel 38, 191, 286
 - publishing PDF Portfolios 180

Q

Quick Tools toolbar 16, 33
customizing 40

R

radio buttons
adding 241, 244
naming 241
rasterization 302
Raster/Vector Balance slider 303
reading
comments 221
PDFs 12, 88
reading out loud 115
Reading preferences 115–116
Read mode 20, 88
Recognition Report 109
Recognize Text panel 38, 71
Record Audio tool 216
Rectangle tool 216
redactions
about 282
adding text overlays to 284
applying 286
changing properties for 283
marking across multiple
pages 288
searching and redacting 285
reducing file size 68
reflowing text 105–107
remapping spot colors to process
colors 307, 311
Remove Split command 49
removing metadata 274
renumbering pages 148–150
reopening the menu bar 16
Replace Text tool 216, 219
replying to comments 224
resampling 69
reset buttons, adding to forms 242
resetting toolbars 96
resizing form fields 239
resolution, checking 308
resources for learning Acrobat 4
response file, adding form data
to 250
Results pane in the Preflight dialog
box 298–299
Return key, navigating with 89
reversing digital signatures 205
reviewers, inviting to a shared
review 225

reviews

about 214
commenting and markup tools
for 215
email-based 130, 230
shared 214
types of 214
rich text format, copying text as 162
rotating pages 147

S

sandboxing. *See* Protected Mode
Save As Adobe PDF option 66
saving
actions 265
as image files 163
as RTF 162
scanned documents, creating
interactive forms from 236
scanning paper documents to
PDF 70
using OCR 70
scrolling 90, 112
Scrolling Mode button 89
searching
Adobe Acrobat X Help 26
for redaction 285
PDF documents 97
PDF Portfolios 180
security envelopes 209–210
security in PDF files
about 188
adding 191
and accessibility 105
Security preferences 194
security settings 189
selecting tools in the Tools pane 36
Selection tool 45
self-signed digital IDs 194
Send For Shared Review wizard 225
Set Bookmark Destination
command 156
setting an opening view 86
setting up presentations 160
shared reviews
about 214
initiating 225
inviting reviewers to 225
participating in 228
tracking comments in 229
using Tracker in 229
Share pane 36, 116, 180

sharing

actions 269
PDF files 116
PDF files as email attach-
ments 117
PDF Portfolios 180
shortcuts, keyboard 41–42
showing and hiding layers when
printing 299
Signatures button 204
Signatures panel 204
Sign & Certify panel 38, 202
signing
certified files 208
methods 197
PDF files 202
SiteCatalyst NetAverages 6
skins for video files 159
slide shows, creating 134
smoothing text 114
Snapshot tool 163
soft-proofing a PDF file 307
sorting
comments 222
form data 251
Spelling preferences 114
Split command 48
splitting
PDF files into multiple
documents 288
the view of a document 48
spot colors, remapping to
process 307
Spreadsheet Split command 132
stamps, creating custom 216
Stamp tool 216
Standards pane 299
sticky notes, adding 217
Sticky Note tool 39, 215
Strikethrough tool 216, 220
structure in PDF files 103
summarizing comments 225
SWF files, adding to PDF files 160
switching between documents 17

T

tab order, changing in forms 244
tagged PDF 103, 104
tags, adding to a PDF 108–110
Tags panel 107
Take A Snapshot command 163
task pane buttons 16
task panes 35, 36

- text
 - alternate (Alt) 110
 - changing the color of 162
 - copying as accessible text 162
 - copying from a PDF file 162
 - copying in RTF 162
 - editing 37, 160–162
 - inserting in comments 216, 220
 - making scanned text editable 70
 - marking for deletion 220–221
 - redacting 285
 - reflowing 105–107
 - smoothing 114
 - Text Box tool 216
 - text edits, marking in comments 219–221
 - text fields
 - adding to forms 238, 244
 - formatting for multiple lines 239
 - text overlays in redaction 284
 - thumbnails. *See also* page thumbnails
 - moving pages with 144
 - viewing 43
 - tiling documents 46
 - toolbars
 - about 33
 - Common Tools toolbar 33
 - Quick Tools toolbar 33
 - resetting 96
 - Typewriter 102
 - tools
 - Arrow 216
 - Callout 216
 - Cloud 216
 - commenting and markup 215
 - custom stamp 216
 - finding in Acrobat X 35
 - for drawing comments 216
 - Highlight Text 215, 219
 - Oval 216
 - Pencil 216
 - selecting 33
 - selecting in the Tools pane 36
 - Stamp 216
 - Sticky Note 215
 - Text Box 216
 - Tools pane 16, 33, 36
 - panels in 38
 - Touchup dialog box 72
 - TouchUp Properties dialog box 162
 - TouchUp Reading Order tool 107
 - Tracker
 - in shared reviews 229
 - using to track forms 247, 248
 - Track Forms command 247
 - transparency
 - about 301
 - flattener preview settings 302
 - flattening 301
 - options for flattening 304
 - previewing 301
 - using efficiently for printing 294
 - transparency flattener preset
 - options 303
 - trusted identities 201
 - Typewriter tool 102
 - Typewriter toolbar 61
- U**
- Underline tool 216
 - Use Single-Key Accelerators To
 - Access Tools option 42
- V**
- validating form field data 252
 - verifying digital signatures 197
 - video files
 - adding to PDF files 157
 - selecting skins for 159
 - setting options for 158
 - Video tool 158
 - viewing
 - comments 221, 222
 - components in PDF
 - Portfolios 172
 - multiple documents 46
 - multiple views of a document 48
 - PDFs in Full Screen mode 18–20
 - views
 - Actual Size 90
 - changing 93
 - Fit Visible 90
 - Fit Width 90
 - initial 86
 - split 48
 - spreadsheet split 132
 - Zoom To Page Level 90
 - View Signed Version option, digital signatures 205
 - visual themes in PDF Portfolios 177
- W**
- web links, downloading and
 - converting 79
 - web pages
 - conversion settings 77, 80
 - converting to PDF 76, 134
 - navigating 79
 - websites, including PDFs in 13
 - Welcome screen 32
 - creating PDFs from 55
 - Windows Certificates 198
 - Word comments, converting to PDF notes 124
 - Word documents
 - converting to Adobe PDF 123
 - saving PDF files as 135
 - Word tab, PDFMaker 124
 - work area
 - default 32
 - overview 14
- Z**
- zip code fields, creating 240
 - Zoom In button 34
 - Zoom Out button 34
 - Zoom To command 43
 - zoom tools 34, 94
 - Zoom To Page Level command 39