

43

UNDERSTANDING MENUS AND OPTIONS IN ADOBE ADOBE ACROBAT

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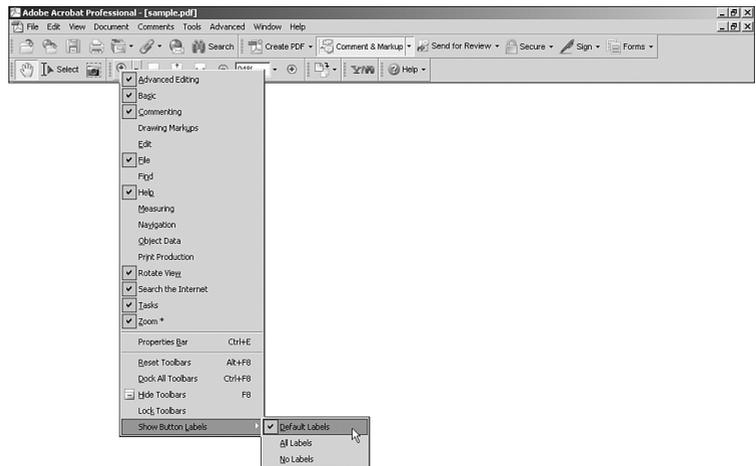
For many users, the Adobe PDF printer driver is all there is to creating PDF files, and the thought of opening Acrobat brings immediate panic. Workflow? Security? Annotations? Forms? Bookmarks? Video? Adding functionality to your PDF files is not as difficult as it might seem. What features you decide to add to a PDF file depend on what you do and what you want the PDF file to do.

CUSTOMIZING THE TOOLBAR

Adobe lets you customize Acrobat's toolbar by placing on it icons for the options you use more often. The default Acrobat toolbar is divided into two levels. The top level contains the basic icons Open, Create PDF from Web Page, Save, Print, Open the Organizer, Attach a File, Email, and Search. Next to these sit what Acrobat calls *task buttons*. These are pop-up buttons for the most common tasks that are required in Acrobat: Create PDF, Comment & Markup, Send to Review, Secure, Sign, and Forms. The bottom level of the toolbar contains buttons for the most common tools, such as the Text Select tool, the Hand tool, and the Zoom tool, as well as common functions, such as Page Rotation and Help. Right-clicking anywhere on the toolbar lets you add more tools to the toolbar or remove any that you don't need. There's also an option to show or hide buttons' text labels; this is very useful for new users who are not yet familiar with these tools. Experienced users turn off these labels to free space in the toolbar. Also, if you want to view a PDF by using the largest possible area of your screen, you can press F8 to temporarily hide the toolbar. Pressing F8 a second time brings it back (see Figure 43.1). Similarly, pressing F9 temporarily hides the menu bar. In addition, you can move tool groups freely around the screen or dock them to the toolbar.

Figure 43.1

Acrobat lets you customize the toolbar to suit your needs. You can also move tool groups around the screen to minimize cursor “travel time.”



USING THE NAVIGATION PANE

Another important feature of Acrobat's interface is the Navigation pane. The Navigation pane is normally hidden on the left side of the Acrobat document window, but you can make it visible by pulling the discrete handle on the edge of the screen. The Navigation pane is divided in two sections. The top section gives you access to the tabs Bookmarks, Signatures, and Pages, providing an easy way to

navigate a PDF. (The Navigation pane is also available in the free Adobe Reader.) The bottom section of the Navigation pane, when opened, spans the entire bottom of the Acrobat document window and contains the tabs Attachments and Comments. These tabs allow you to keep track of external files attached to a PDF file (yes, you can attach files) and of comments made to the PDF file during collaboration sessions.

The Bookmarks Tab

The Bookmarks tab displays a list of bookmarked pages in a PDF document. Adding bookmarks to long documents' chapters or sections, for example, allows for faster browsing (see Figure 43.2).

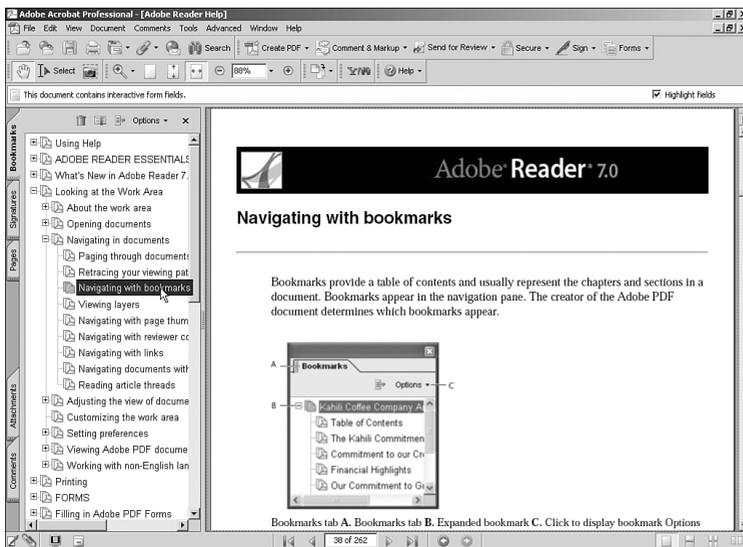


Figure 43.2

Bookmarks allow you to better structure PDF documents.

The Signatures Tab

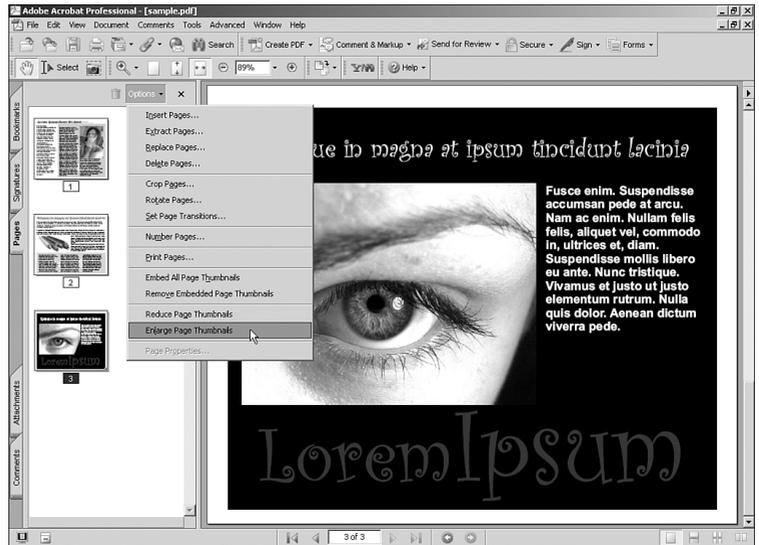
The Signatures tab in Acrobat allows authorized users to verify a document's integrity or give proof of revision by adding a personalized digital stamp. The Signatures tab allows you to quickly browse through the signatures that have been added to a document. Signatures can be made visible or invisible when a document is to be printed. Invisible signatures show in the Signatures tab but don't obstruct the viewing of a document by showing in the page. We will review digital signatures at more leisure in Chapter 42, "Working in a PDF in Acrobat."

The Pages Tab

The Pages tab allows you to see thumbnails of all the pages in a PDF document for quick browsing. Unlike the Bookmarks tab, which displays a list of only bookmarked pages, the Pages tab displays all the pages in a document (see Figure 43.3), allowing for faster browsing through long documents. You can also use the Pages tab to rearrange pages by dragging and dropping them to the order in which you want them.

Figure 43.3

For documents of a graphic nature, such as magazines or photo albums, the Pages tab lets you quickly navigate and preview page thumbnails in different sizes.

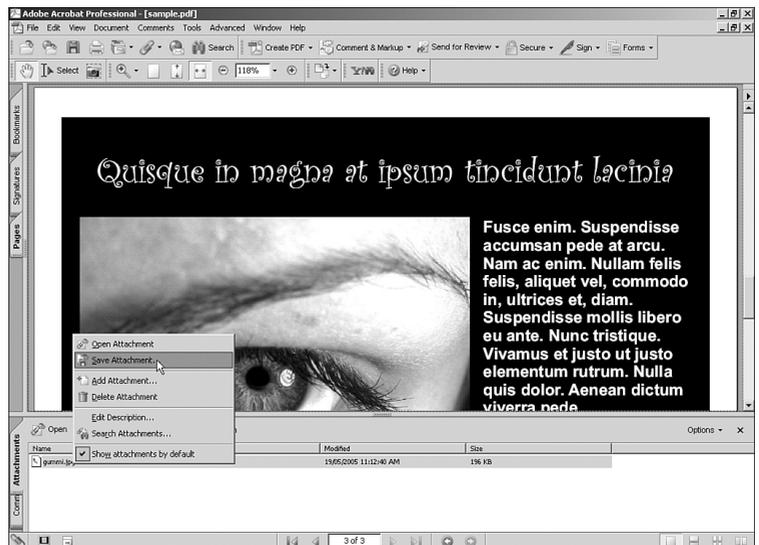


The Attachments Tab

Acrobat allows for external files to be attached to a PDF document in the same way that files can be attached to email messages. When you send the PDF electronically, its attachment is embedded and sent along as well. Because Acrobat only piggybacks these file attachments and doesn't display them, they can be in any format. The easiest way to add an attachment to a PDF file is by dragging and dropping the file into the Attachments tab. Your peers can use the Attachments tab to view and/or save the attached files in their original format (see Figure 43.4).

Figure 43.4

Just like email attachments, external files can be attached to a PDF. The Attachments tab allows for easy browsing and saving of these files.



The Comments Tab

The Comments tab displays a list of all the comments and annotations made to a PDF document. As a job progresses, these annotations can be checked as completed, allowing for a smoother revision flow (see Figure 43.5). If the document contains any invisible comments, you can use the Comments tab to locate them; the icons for visible comments can always be seen on the page.

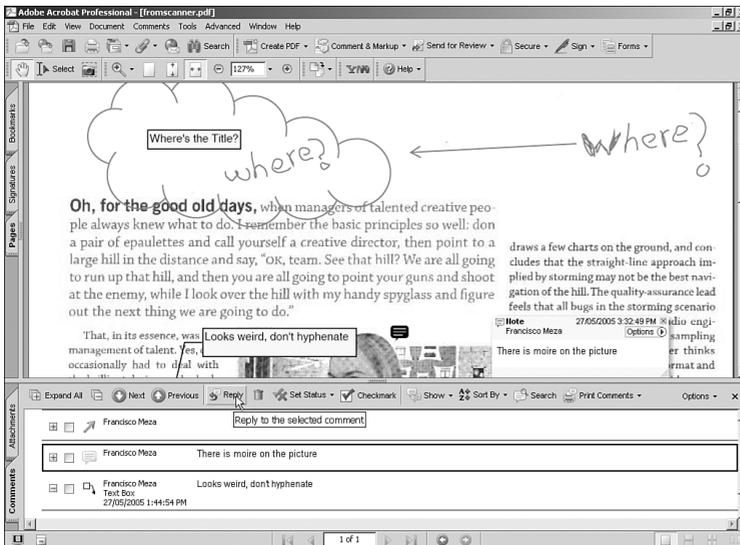


Figure 43.5

The Comments tab lets you review comments made to a PDF document, view a comment history, and add check marks or reply to comments.

WORKING WITH MENUS

Acrobat's menu bar is similar to those of other applications in that it provides an organized way to access all the tools and options available. In addition, Acrobat has context menus, which are available via right-click (Windows users) or Control-click (Mac users). Context menus do not add more options to Acrobat, but they display a selection of the most common tasks that are also available through regular menus.

The File Menu

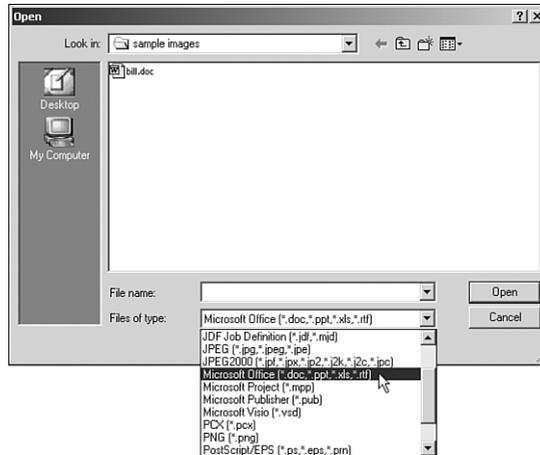
The File menu provides basic options to open, print, save, and close PDF files, plus some enhanced related options:

- **Open:** Choosing File, Open displays the Open dialog, which you can use to select a PDF file to open. You can also use the Open dialog to quickly convert files in other formats to PDF and display them in Acrobat. If a file in a supported format is selected through the Open dialog, the Adobe PDF driver activates and converts the file to PDF format on-the-fly, so Acrobat can open it.
- **Create PDF:** The Create PDF menu option offers several submenu choices for creating new PDF files:

- From File:** You use this option to quickly convert a file in a supported format to PDF via the Adobe PDF driver. Supported formats include AutoCAD (DWG), Bitmap (BMP, RLE, DIB), CompuServe GIF, HTML (HTML, HTM, SHTML), Job Definition Format (JDF, MJD), JPEG (JPG, JPEG, JPE), JPEG2000 (JPF, JPX, JP2, J2K, J2C, JPC), Microsoft Office (DOC, PPT, XLS, RTF), Microsoft Project (MPP), Microsoft Publisher (PUB), Microsoft Visio (VSD), PCX, PNG, PostScript (PS, EPS, PRN), Text (TXT, TEXT), and TIFF (TIF, TIFF) (see Figure 43.6).

Figure 43.6

The Create PDF From File feature supports many file types.



- From Multiple Files:** This option opens the Create PDF from Multiple Files dialog, from which you can select several files to combine into one new PDF. Selected files don't need to be all in the same format but can be in different formats, as long as they are supported. The dialog also allows you to rearrange the order in which these individual files will be placed within the new PDF. After the PDF has been created, Acrobat prompts you to give it a name and save it in a location of your choice.
- From Scanner:** This option allows you to scan images right into a new PDF file. If you're scanning text documents for editing, the Create PDF From Scanner command allows you to activate the built-in Optical Character Recognition (OCR) engine to generate editable text. As an added bonus, this dialog also allows you to import images saved in your digital camera or any other TWAIN device.
- From Web Page:** This option opens the Create PDF from Web Page dialog, in which you can specify a URL address for Acrobat to look up and in which you can adjust the way that Acrobat handles different elements in the web page. After you accept the settings and click the Create button, Acrobat retrieves the page from the Web and converts it, using the Adobe PDF driver. An Internet connection is required for this. If the web page is in your hard drive, you can use the Browse button to navigate to its location.
- From Clipboard Image:** If you have copied an image from Acrobat or another application to the Clipboard, you can use this option to make it into a PDF file. This option doesn't work with text copied to the Clipboard, only with images. You can use it to quickly convert parts of an Illustrator image, for example, into a PDF file.

- Organizer:** This option gives you access to the Organizer feature (see Figure 43.7). Using the Organizer is a neat way to organize PDF files into collections, even if those files reside in different folders on your hard drive. We will talk more about the Organizer in Chapter 44, “Working with Advanced Acrobat PDF Files,” so we’ll only browse briefly through the Open menu options related to it:

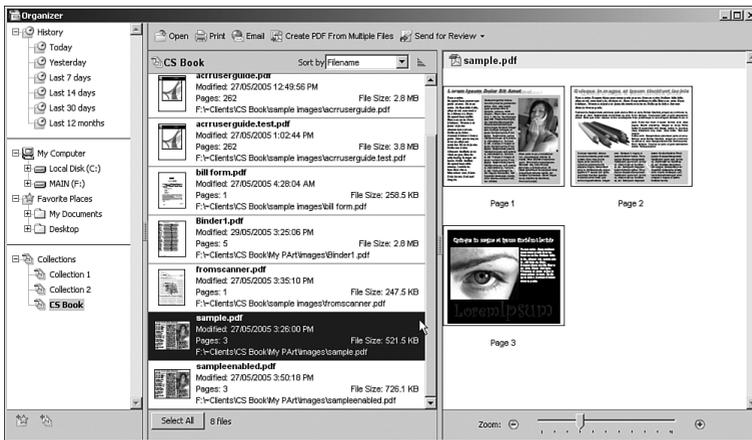


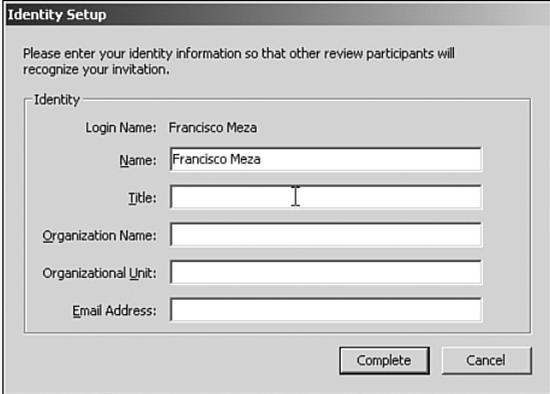
Figure 43.7
The Organizer.

- Open Organizer:** This option opens the Organizer window. Its three panes display files’ locations, descriptions, and thumbnail previews.
- Add to a Collection:** This option allows you to quickly add an open PDF to an existing collection or to create a new one. *Collections* are virtual groups of documents you can create to keep your projects organized. We’ll talk more about collections when we review the Organizer in Chapter 44.
- Collections:** This menu option displays a list of all collections currently existing in your computer for easy access to the files they contain. You can also use this menu option to create a new collection.
- Email:** You can use this menu option to email an open PDF file to any address of your choice. For this to work, you need to have a default email client selected in your machine. Windows users need to choose Control Panel, Internet Options to do this. Clicking the Programs tab allows you to select an email client from a list of all clients currently installed in your machine. Mac users need to launch Mail, choose Mail, Preferences, click General and select the email application of their choice in the Default Email Reader pop-up menu.
- Close:** This option closes the current PDF file.
- Save:** This option saves changes made to the current PDF file.
- Save As:** You use this option when you want to save a copy of your current PDF file under a different name.

- **Save as Certified Document:** This option allows you to add a digital ID to a PDF file. Digital IDs are the equivalent of digital “signatures” that you can use to authenticate and/or to encrypt a document. We discuss digital IDs in greater detail in Chapter 42.
- **Revert:** Selecting this menu option discards all editing done to a PDF and reverts it to its last saved state.
- **Reduce File Size:** With each new version of Acrobat, file compression algorithms have improved, making PDF files smaller in size without compromising their quality or features. If you have a PDF file created in an older version of Acrobat, using this option allows you to apply the newer compression and reduce the file’s size. Keep in mind that by doing this, the file’s compatibility with the version of Acrobat that created it will be lost, and it may become unreadable to that version.
- **Send for Review:** If you have enabled email-based or online reviews in a PDF file, you can use this option to submit the file. A dialog prompts you to enter your name and a valid email address (see Figure 43.8). An Internet connection is required.

Figure 43.8

The Identity Setup dialog appears when you send a form for review by email or through a web page.

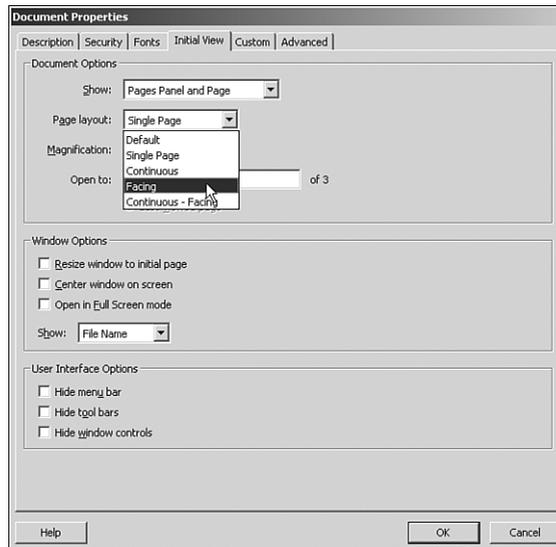


- **Form Data:** When you’re working with electronic forms, the Form Data menu option gives you access to some common procedures. We will review forms in more depth in Chapter 44.
 - **Initiate Data File Collection Workflow:** This option opens the Initiate Form Data Collection Workflow Wizard, which you can use to set up your PDF form for data collection. From that wizard you can specify the email addresses of the persons you want to send the form to, customize an invitation message to go in the email, and send the PDF (see Figure 43.9).
 - **Create Spreadsheet From Data Files:** After you’ve received forms back, you use this option to collect the data received and create a spreadsheet with it. The data can also be saved in comma-delimited TXT form and other formats.
 - **Import Data to Form:** This option allows you to automatically bring data from a comma-delimited TXT file into corresponding fields in a form.
 - **Export Data From Form:** With this option you can extract the data from one form and save it as an XML or text file. This option is different from Create Spreadsheet in that this option extracts data from only one form.

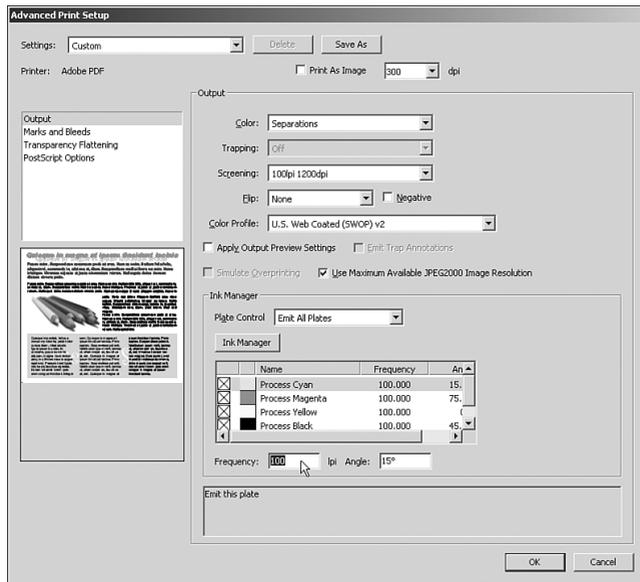
- **Fonts:** This tab displays a detailed list of the fonts that are used and embedded through the document.
- **Initial View:** This tab lets you select options on how you want Acrobat or Reader to display the PDF file when someone else opens it. You can choose to hide the menu bar and toolbars, for example. You can also choose to have the document open on a specific page, to open any tab from the Navigation pane, open the document in Full Screen mode, and more (see Figure 43.11).

Figure 43.11

You can customize the way your document shows when opened in Acrobat or Reader.



- **Custom:** If you need it, you can use this tab to add to a document more details that are not present in other Document Properties dialog tabs.
- **Advanced:** This tab allows you to set a base URL to look up if your PDF file contains links to several pages inside the same website. You can also associate the PDF file to a catalog index file stored in your computer. This feature is useful when you're doing a search through several documents at once. You also set trapping and reading options in this tab.
- **Print Setup or Page Setup:** This option opens the standard Windows Print Setup dialog or Mac Page Setup dialog, from which you can select any installed printer and adjust its properties to print a file.
- **Print:** This option opens the Print dialog, which has many options. Besides selecting a printer and defining what pages to print, the main panel shows a preview of the file's pages and lets you select auto-rotation if the pages are not all in the same orientation. Clicking the Advanced button opens a new dialog that has many advanced features for professional press production, such as selecting bleeds, printing color separations, determining halftone frequency and angle for each color plate, printing in negative, positioning job information in the bleed area, using advanced PostScript options, and much more (see Figure 43.12).

**Figure 43.12**

Clicking the Advanced button in the Print dialog gives you access to many specialized features for press production.

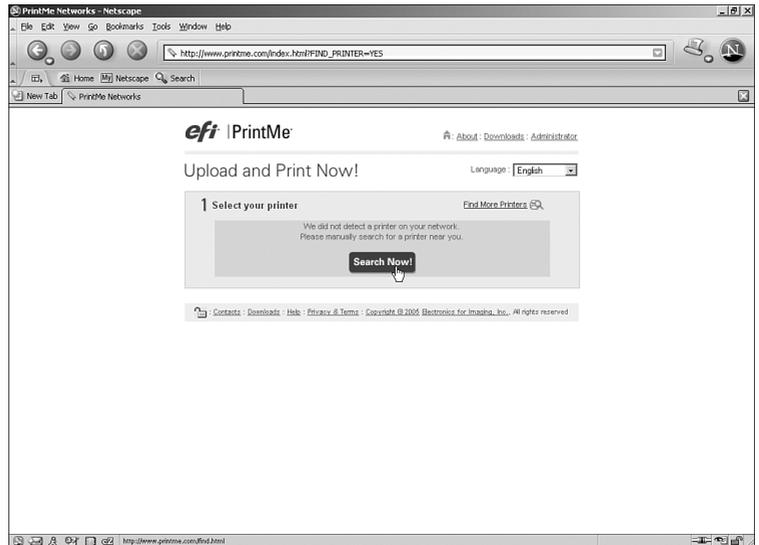
- **Print with Comments Summary:** You use this option when you have documents that have been commented and you want to print out these comments along with the document itself. There are four different options here: Document and comments with connector lines on separate pages, Document and comments with connector lines on single pages, Comments only, and Document and comments with sequence numbers on separate pages. With any of these four options, you can choose to print all the comments made to the document or only the most recent ones.
- **PrintMe Internet Printing:** You use this option when you are on the road or away from your desktop and you need to print a document. The PrintMe network gives you access to an array of public printers around the world that you can use. Clicking this option opens a web page in your default browser that guides you step-by-step in using the PrintMe network (see Figure 43.13). Using the network is not a free service, so be prepared to enter your credit card and other billing information.
- **History:** The History command keeps track of the documents you have worked on recently and displays the last five documents you saved.
- **Exit or Quit:** These options close Acrobat.

The Edit Menu

The Edit menu contains commands for cut, copy, and paste, for selecting items in the document, for undoing other commands, for searching, for the Preferences window (in Windows; on the Mac, the Preferences command is located in the Acrobat menu), and for checking spelling, among other options.

Figure 43.13

When you are traveling, you can use the PrintMe network to locate a public printer near you and send your document to print.



- **Undo:** This command allows you to go back one step at a time on changes made to a PDF file. When a document is closed, these “memorized” states are deleted from the Undo memory. Undo doesn’t work on changes made to the Document Properties window.
- **Redo:** This command allows you to reverse an Undo action.
- **Cut:** This command removes selected text, tables, or images from the document and places them in the computer’s Clipboard.
- **Copy:** This command copies the selected text and/or images to the Clipboard.
- **Paste:** This command pastes the contents of the Clipboard into a selected insertion point in a comment (text only) or form field. If you want to paste an image from the Clipboard into a PDF file, you should use the Paste Clipboard Image As Stamp tool. You can use Paste to place images from the Clipboard into an existing blank page but not into pages that already have contents.
- **Delete:** This command deletes selected text, tables, or images from a document. This option doesn’t make a copy of the deletion into the Clipboard.
- **Copy File to Clipboard:** This command copies the contents of an entire PDF file, including its formatting, to the Clipboard.
- **Select All:** This command selects all the text in the current page.
- **Deselect All:** This command deselects any text or images that have been selected.
- **Check Spelling:** This option allows you to check spelling in comments and in the contents of form fields added to a document. It also allows you to add new words to Acrobat’s built-in dictionary. You can add personal names and company names, for example, to the dictionary so that they are not tagged during a spell check.

- **Add Bookmark:** This command adds a bookmark to a selected part of a page. The bookmark appears in the Bookmarks tab.
- **Lookup:** This feature allows you to look up a selected word in an online dictionary. To use it, you select a word or phrase by using the Select tool and then click Lookup. A browser window opens, displaying the result of the lookup at www.dictionary.com. This feature works only with English words, and an Internet connection is required. If a phrase is selected, the web page shows the lookup on the first word in the selected phrase. You can also use Lookup by right-clicking (Windows users) or Control-clicking (Mac users) any word in a document with the Select tool and scrolling down to the bottom of the context menu.
- **Find:** This option activates the Find toolbar. You can use it to locate words or phrases in a document and its comments.
- **Search:** This option opens the Search pane on the right of the Acrobat window. The Search pane has more advanced capabilities than the Find toolbar; it displays a list of all matches found, allows you to do case-sensitive searches, lets you search through all documents in a folder (even if they are not open), and lets you search the Internet via the Yahoo! search engine (see Figure 43.14).

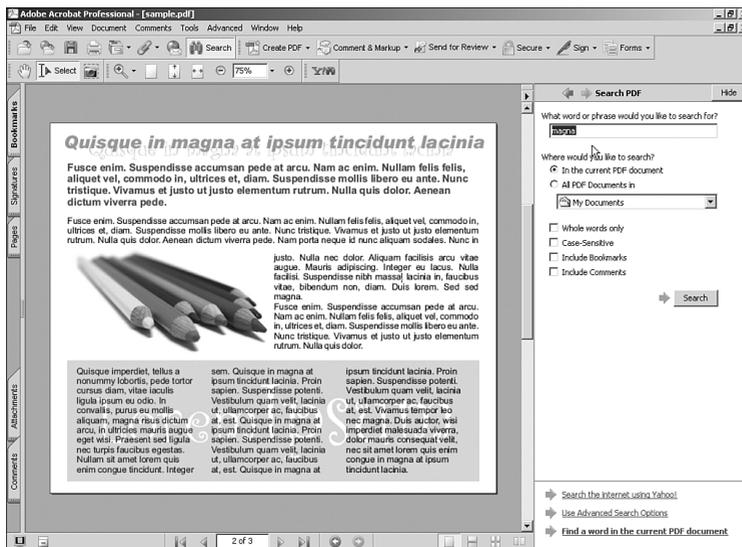


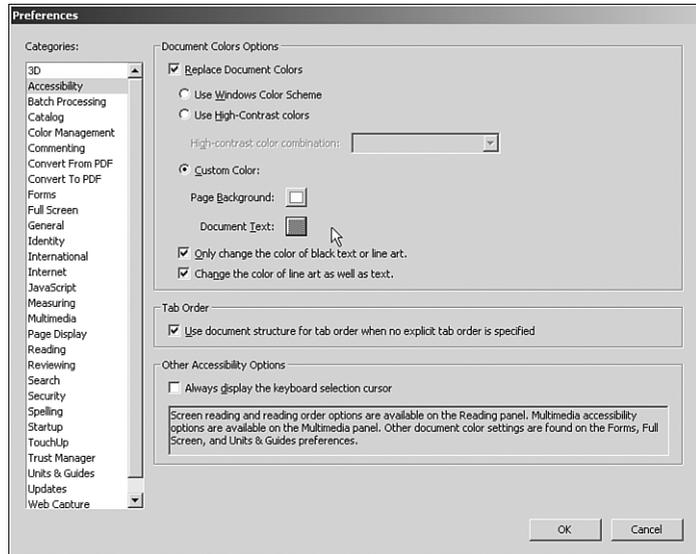
Figure 43.14
The Search pane provides advanced search options.

- **Search Results:** This command allows you to browse through the results of a search done in the Search pane. It also lets you browse through searches done in multiple documents.
- **Preferences:** This option allows you to set preferences for Acrobat itself, not for the current document. These preferences determine the way Acrobat handles and displays PDF documents. (Note that in the Mac OS, the Preferences command is located in the Acrobat menu, to the left of the File menu.) The following categories are available:

- **3D:** This setting allows you to display or hide by default the 3D toolbar that appears when 3D content has been added to a PDF document.
- **Accessibility:** This selection gives the option to globally set custom display colors for people who have visual or mobile impairments. These settings complement those in the Accessibility Setup Assistant (see Figure 43.15).

Figure 43.15

Users who have visual impairments can use the Accessibility tab to change the way Acrobat displays color.



- **Batch Processing:** You can use this selection to set basic preferences when you are processing a collection of documents at once. It allows you to create and save an error log file, for example, or to use security features when opening the files in the collection.
- **Catalog:** This selection gives you access to and lets you edit the preferences you set when creating a new indexing catalog. An index catalog is a list of text, images, comments, tags, and other elements in a group of PDF documents. We will take a closer look at the Catalog feature when we review the Advanced menu later in this chapter.
- **Color Management:** You use this selection to tell Acrobat how to display colors in documents that have no ICC (International Color Consortium) profiles embedded. These settings allow Acrobat to better simulate the way colors will look when a document is printed. We take a closer look at color management in Chapter 44.
- **Commenting:** In this selection you can set the default font, size, and opacity of fonts used in comments. You can also set the way comments are displayed and/or handled.
- **Convert From PDF:** In this selection you can adjust settings for how Acrobat converts PDF files to other formats when you use the Save As option. You can change settings for color, vectors, fonts, and more for each of the formats supported under Save As.

- **Convert To PDF:** Similarly to the Convert From PDF tab, this selection allows you to set individual settings for file types supported under the Create PDF From File option.
- **Forms:** This selection allows you to adjust the way Acrobat displays fields and other interactive elements in forms. You can also change the colors used to highlight form fields and turn the Auto-Complete feature on and off (see Figure 43.16). This selection only adjusts form display and interaction in Acrobat, not how forms are edited or created. We will review Acrobat's form tools later in this chapter and will also take an in-depth look at form data collection in Chapter 44.

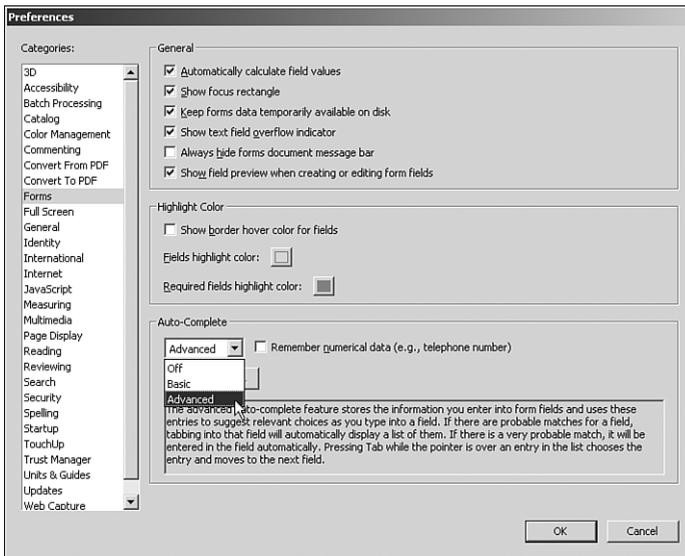


Figure 43.16

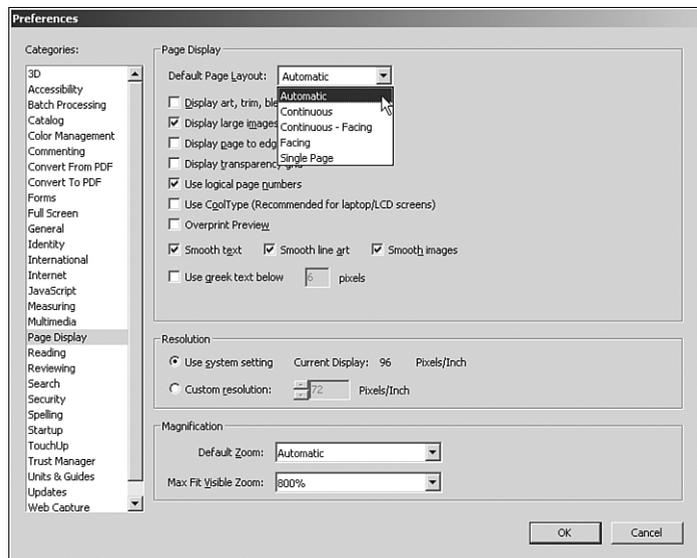
Several options to display and interact with forms are available in the Preferences window.

- **Full Screen:** You can use this selection to tell Acrobat how to behave and navigate a PDF when it is shown in Full Screen mode.
- **General:** Some generic settings are available on this selection, such as the number of minutes between autosaves, whether to automatically detect URL addresses in documents, and whether to enable warnings. You can also turn Version Cue on and off.
- **Identity:** This selection allows you to customize your Identity settings. These settings are used in comments, reviews, and digital signatures.
- **International:** You can change the default language for Acrobat on this selection, and you can also change paragraph direction when using right-to-left languages.
- **Internet:** This selection lets you change the way Acrobat interacts with your browser when you're viewing PDF files over the Internet.
- **JavaScript:** On this selection, you can enable JavaScript in PDF files that have JavaScript code (for example, PDF files created from web pages that contain JavaScript). You can also choose to use the built-in Acrobat JavaScript editor or another editor of your preference.

- **Measuring:** You can use this selection to set the tolerance levels for the Measuring tool (more about this tool later in this chapter). You can also set colors for snap hints and choose whether the Measuring tool uses the default measurement units or those specified when the document was created.
- **Multimedia:** You can use this selection when viewing a document with embedded video and/or audio to set a preferred player for the media.
- **Page Display:** This selection contains the preferences for how Acrobat displays pages. Among the options available are display of page layout, how to display large images, the resolution at which to display images, text greeking, display of bleeds, and more (see Figure 43.17).

Figure 43.17

You can adjust the way Acrobat displays pages, image resolution, text greeking, and more.



- **Reading:** You can use this selection to set preferences for external screen readers or the built-in Read Out Loud feature. You can set volume, speed, which pages to read (whole document or displayed pages only), and select a preferred voice.
- **Reviewing:** This selection lets you adjust options for using online reviewing in a document.
- **Search:** This selection is where you set preferences for the Search feature. You can choose to ignore Asian characters or accents, for example, or set a maximum number of documents returned when doing a Search on multiple documents.
- **Security:** The options on this selection allow you to select and/or create new digital signatures to be used when certifying a PDF file or adding comments. Digital IDs and signatures will be reviewed in Chapter 42.
- **Spelling:** On this selection you can activate or deactivate the automatic spell checker, change the color used to underline misspelled words, and select one or more dictionaries to be used for spell checking.

- **Startup:** Several Startup options are available on this selection: the maximum number of documents displayed in the Open Recent File submenu, how long a document can remain in the Organizer history, whether to use or hide Acrobat's splash screen at startup, what kind of plug-ins to use, and more.
- **TouchUp:** This tab lets you select which programs to use to edit embedded images.
- **Trust Manager:** On this selection you can change security settings for documents with embedded multimedia. You can determine whether a PDF file is allowed to launch external applications to play attached files (see Figure 43.18).

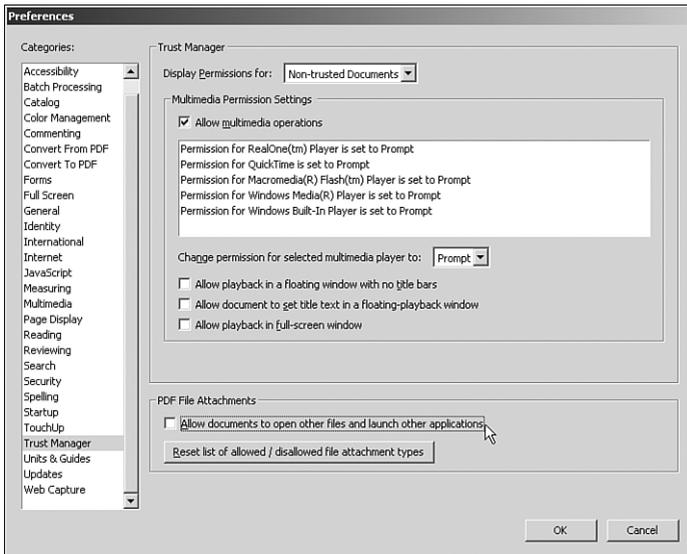


Figure 43.18

You can set permissions for external multimedia viewers.

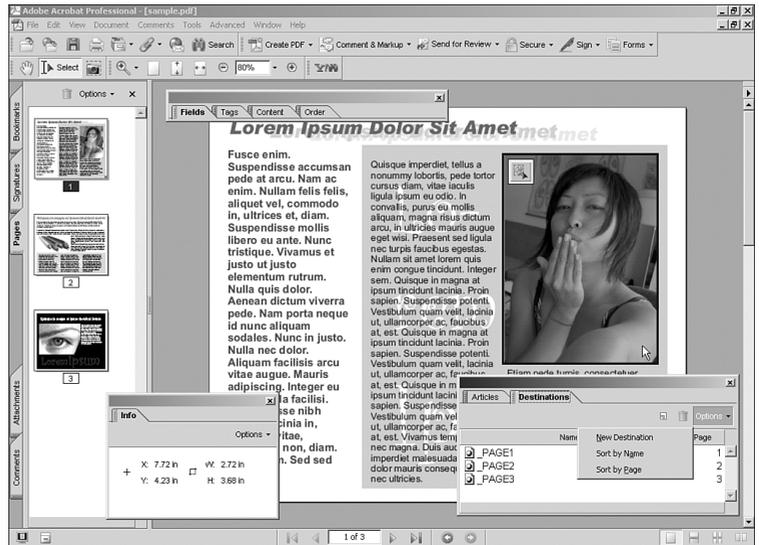
- **Units & Guides:** This selection allows you to set up measurement units for Acrobat's rulers. Settings for Acrobat's grid and guides are also available here.
- **Updates:** You can allow Acrobat to automatically access the Internet and look for and install updates.
- **Web Capture:** You use this selection when converting web pages from the Internet to PDF format. You can set URL links to open in Acrobat or in your default browser.

The View Menu

The View menu contains options to adjust Acrobat's document window to better suit your needs and likings:

- **Navigation tabs:** Besides the default tabs in the Navigation pane, Acrobat has many other tabs to help you navigate a document. After activation, you can drag these tabs and dock them in the Navigation pane together with the default ones. Or you can group them together or keep them separate (see Figure 43.19). Each tab has different options, depending on what they display:

Figure 43.19
Navigation tabs can be separated, collapsed, or docked to better fit your needs.



- **Articles:** This tab displays all articles created in the document. You can use it to easily navigate and follow articles that span several pages.
- **Attachments:** This tab displays all files attached to the PDF document.
- **Bookmarks:** This tab lists all the bookmarks set in a document. You can also use it to delete existing bookmarks or to create new ones. Bookmarks are covered in more detail in Chapter 42.
- **Comments:** This tab displays all the comments added to a PDF file. You can use it to navigate through them, edit them, or manage them during a review process. We'll take a closer look at comments in Chapter 42.
- **Content:** This tab displays an itemized list of all elements included in the PDF document, separated by page.
- **Destinations:** This tab shows a list of all Destinations links set in the PDF for easy navigation through multiple documents.
- **Fields:** This tab displays a detailed list of all fields present in a form.
- **Info:** This tab displays the position of the cursor in the document at any time. If an image or text is selected, Info also displays the width and length of the selected block.
- **Layers:** If you chose to preserve layers when exporting an image or file to PDF, the Layers tab displays those layers. You can make them visible or hide them, according to your needs.
- **Order:** This tab shows the order in which contents flow through the document. Changing the order of contents affects the way text is placed when exporting the PDF to TXT format.
- **Pages:** This tab shows thumbnails of all pages in the document.

- **Signatures:** If signatures have been added to the document, this tab lists them.
- **Show/Hide Navigation Pane:** This option maximizes viewing area by hiding the Navigation pane and only leaving the tabs visible.
- **Dock All Tabs:** This option docks all currently open tabs to the Navigation pane.
- **Reset All Tabs:** This option closes all non-default tabs and removes them from the Navigation pane.
- **Task buttons:** Task buttons contain shortcuts to specific features or tasks you can accomplish with Acrobat. Six task buttons are available that you can hide or make visible in your taskbar. By default, these task buttons are all visible in the top row of your taskbar. In addition, you can choose to undock them and position them anywhere on the window. These are the six buttons:
 - **Create PDF:** This button contains all the same five options found under the File menu. In addition, it has an extra option to open the How To Create PDF section in the Help file.
 - **Comment & Markup:** This button contains a basic set of commenting tools that are also found in the Comments menu.
 - **Send for Review:** This button contains the same options found under the File menu, plus a link to the How To Send for Review section in the Help file.
 - **Secure:** This button shows the same options found under the Document, Security menu.
 - **Sign:** This button contains a few of the options found under the Document, Digital Signatures menu, plus a link to the How To Sign section of the Help file.
 - **Forms:** This button contains a few of the options found under the Advanced, Forms menu, plus three links to the Help file.
- **Toolbars:** Similar in behavior to tasks buttons, the toolbars give you access to a wide array of tools that you can use to edit a PDF document. Some of these tools can be found under the Tools menu, and others are found under other menus. Task buttons are grouped on toolbars to give you faster access to them than by pulling down menus. The following toolbars are available:
 - **Advanced Editing:** This toolbar contains tools for selecting, moving, and cropping objects; creating paragraph flows and links; inserting multimedia files; inserting form objects; and editing text. These tools can also be found under Tools, Advanced Editing.
 - **Basic:** This toolbar contains buttons for the basic tools needed to edit a document: the Hand tool, Select tool, and Snapshot tool. By default, they are found on the bottom left of your toolbar.
 - **Commenting:** The Commenting toolbar contains some of the tools found under the Comments menu, and you use it to add and edit comments to your document.
 - **Drawing Markups:** In addition to the Commenting toolbar, the Drawing Markups toolbar is also used to add commenting elements, such as cloud bubbles, arrows, callout boxes, and dimension marks. These tools are also found under the Comments menu.

- **Edit:** This toolbar contains a button to do spell checks on comments and markups, a Copy button, and an Undo and Redo button.
- **File:** The File toolbar contains a set of tools found under the File menu to open, create, save, and print files; plus Search, Email, and Attach File buttons. There's also a button to open the Organizer. By default, this toolbar is docked on the top left of your toolbar.
- **Help:** This toolbar allows you to open the Help file. It also contains links to the same sections in the Help file that are found under the Help menu.
- **Measuring:** The tools on this toolbar are also found under the Tools, Measuring menu and are useful to measure lengths, perimeters, and areas in a document.
- **Navigation:** This toolbar is not the same as the Navigation Tabs command. The Navigation toolbar contains buttons to move forward or backward along the pages of a document or to skip to the first or last page of the document.
- **Object Data:** This toolbar displays specific information about objects in a PDF created with Microsoft Visio.
- **Print Production:** This toolbar contains the same tools found under the Tools, Print Production menu, which are used for advanced prepress and press work.
- **Rotate View:** This toolbar contains two buttons to rotate a page's view either clockwise or counterclockwise. These options are also found under the View, Rotate View menu.
- **Search the Internet:** This one-button toolbar opens the Search pane on the right of the window, but it adds an option to look up a word or phrase on the Internet through your browser.
- **Tasks:** This toolbar toggles between showing and hiding the toolbar containing all six task buttons.
- **Zoom:** This toolbar contains buttons set to the most common Zoom percentages; these options are also found under the View menu.
- **Menu Bar:** This option hides the menu bar. You can press the F9 key (in Windows) or ⌘ -Shift-M (on the Mac) to make it visible again.
- **Full Screen:** This option temporarily hides all panes, toolbars, menus, and active windows to display a document at the maximum size allowed by the monitor. You can press the Esc key to return to the Normal View mode.
- **Zoom To:** This option pops up a small dialog that lets you choose a percentage of magnification for the document.
- **Actual Size:** Selecting this option resets the document zoom to 100%.
- **Fit Page:** This option resizes the document's display so that a whole page fits in the screen.
- **Fit Width:** This option resizes the document's display to the maximum possible width.
- **Fit Visible:** This option resizes the page so that all its text and images are visible, but it leaves margins out of the window.

- **Reflow:** This option shows how the PDF contents will reflow when displayed on a handheld device or a small monitor without having to be scrolled horizontally to be read. Reflow follows the order of text and images set in the Order tab (see Figure 43.20).
- **Automatically Scroll:** This option allows you to scan through long documents without having to click arrow keys or drag the scrollbar. To change the scrolling speed, you simply press a number key in your keyboard, where 0 is the slowest and 9 is the fastest. Pressing the minus sign key or the hyphen key reverses the scrolling direction. To stop scrolling, you press the Esc key.
- **Read Out Loud:** This option activates the Read Out Loud feature, which lets you listen to the contents of a page or entire document instead of reading it. Read Out Loud settings can be changed from the Reading options selection of the Preferences dialog (which you get to by choosing Edit, Preferences in Windows or Acrobat or by choosing Preferences on the Mac). You can also use this option to pause or stop the reading of a document.
- **Go To:** This option allows you to quickly navigate between pages in the document. These are the same buttons that show in the status bar at the bottom of the window.

Read Out Loud is one of Acrobat's features to help persons with visual disabilities. With this feature, any user can turn up the computer volume and sit back, letting Acrobat read a document. Read Out Loud doesn't require any special software to be installed; all you need is a pair of speakers connected to your computer through its sound output. The feature comes with two voices (a male and a female) that can be selected on the Reading page of the Acrobat Preferences dialog. In addition, if you use Windows and have text-to-speech software installed that uses SAPI4 or SAPI5 voice engines, the voices from those engines are also available to Read Out Loud. Consult your operating system manufacturer for more information about its support of speech technology or to obtain additional voices for Windows.

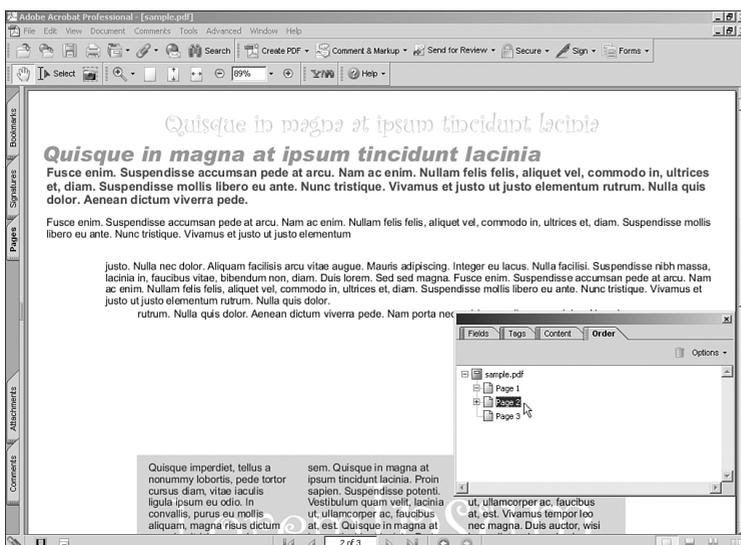


Figure 43.20
Reflow follows the order set in the Order tab.

- **Page Layout:** This option lets you toggle between different ways to display page spreads. Page Layout buttons are also shown on the right side of your status bar, in the bottom-right corner of the screen.
- **Rotate View:** When you're working with pages created at different orientations, this feature lets you quickly rotate an entire page to make it easier for you to work with it, and it doesn't affect the way a document is printed.
- **Grid:** This option displays Acrobat's grid to help you adjust the positioning of elements within the document.
- **Snap To Grid:** A complement to the grid, this command activates the Snap feature for better alignment of elements (see Figure 43.21).

Figure 43.21
Snapping elements to the grid helps you keep elements aligned when editing a document.



- **Rulers:** This option displays horizontal and vertical rulers along the top and left edges of an Acrobat document window. Right-clicking (Windows users) or Control-clicking (Mac users) the rulers allows you to quickly change measurement units and turn grid and guides on and off.
- **Guides:** Guides are horizontal or vertical lines you can drag from the rulers as visual aids. Guides don't show in Full Screen mode, nor do they appear when a document is printed. You can use the Guides option to temporarily hide or make guides invisible.
- **Wireframe:** If a document contains vector elements, the Wireframe command changes their display to a uniform stroke width of 1 pixel for faster display. This doesn't affect photos or text, and it doesn't affect the way a document prints.
- **Tracker:** This option opens the Tracker window, which allows you to keep track of comments and reviews made to a PDF file. We discuss the Tracker window in more detail in Chapter 42.
- **Show Comments List:** This option opens the Comments tab at the bottom of the Acrobat document window.

The Document Menu

The Document menu contains some general options for adding security and handling pages in a document:

- **Attach a File:** This option opens the Add Attachment dialog, which you can use to browse through your computer and locate files to attach to a document. If a document contains an attachment, a paperclip icon appears in the status bar. Attached files are listed in the Attachments tab.
- **Add Headers & Footers:** This option opens a dialog you can use to customize and insert up to three headers and three footers to a document (see Figure 43.22). We will review this feature at more length in Chapter 42.

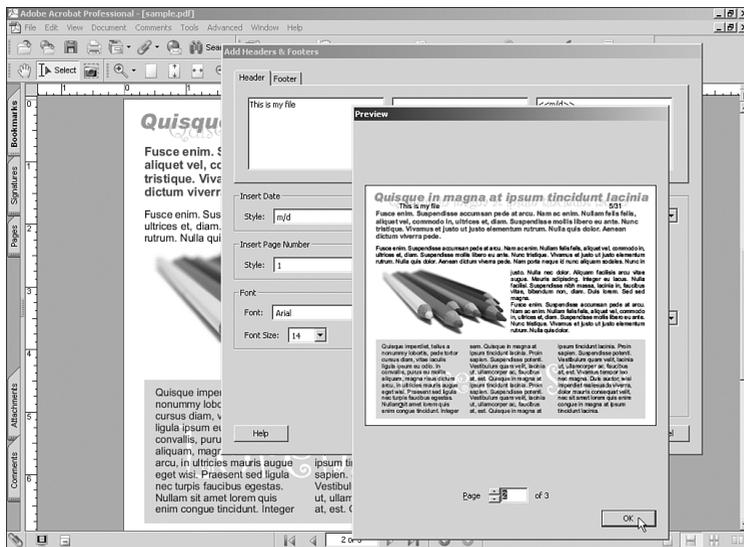


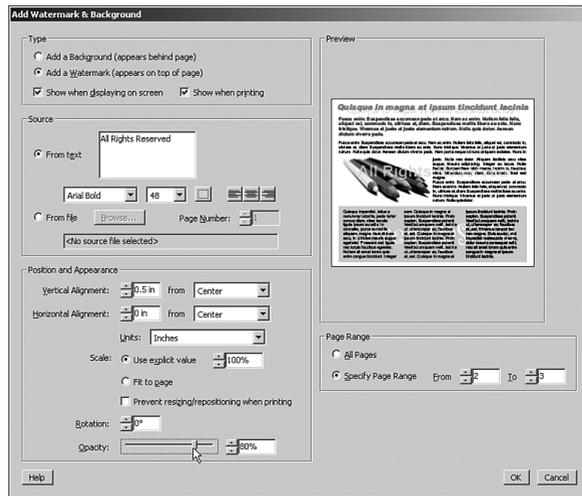
Figure 43.22

You can add headers and footers to a document without difficulty. The Preview window shows how they will display before you accept the settings.

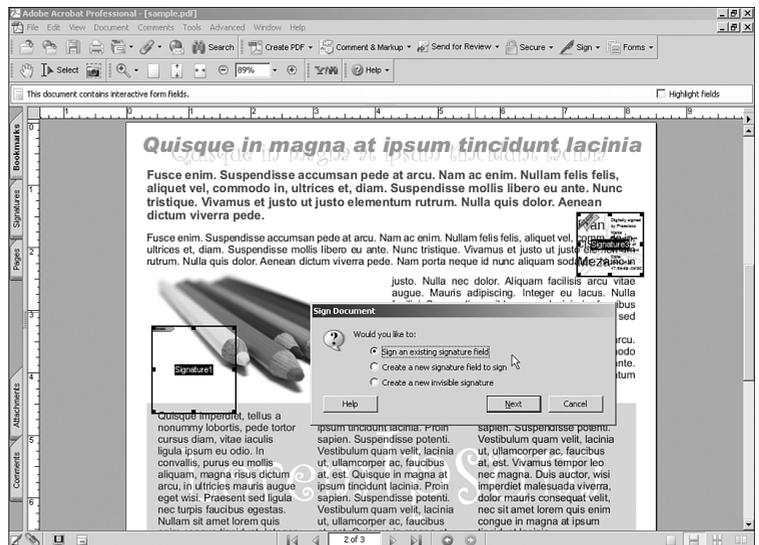
- **Add Watermark & Background:** You use this option to add custom watermarks or backgrounds to a document. Watermarks and backgrounds can be text or images (see Figure 43.23).
- **Digital Signatures:** From this submenu, you can sign a document by using a digital signature, create or delete signature fields, verify signatures in a document, and more (see Figure 43.24).
- **Security:** This submenu gives you access to several options related to protecting PDF documents with existing security policies. You can also use this submenu to show the current security settings for the document or to access a wizard to create new security policies to use in your documents.
- **Recognize Text Using OCR:** This option opens the Recognize Text dialog, where you can select OCR preferences and initiate an OCR scan.

Figure 43.23

Watermarks and backgrounds can be text or images. Settings such as size and transparency are available.

**Figure 43.24**

You can sign a document to certify its origin or you can create blank signature fields for your peers to sign in and verify that they have received it.



- **Compare Documents:** This option opens the Compare Documents dialog, which allows you to select two files and run a comparison to identify differences between them. You can select between visual or text differences and how you want any differences found to be reported (see Figure 43.25).
- **Set Page Transitions:** You can use this option to add slideshow-type transition effects to documents. Transitions show only when a document is viewed in Full Screen mode.
- **Insert Pages:** With this option, you can insert pages from an existing file in PDF or other supported format into the currently open document. If you need to add blank pages to a document, you can quickly create a blank page file in Illustrator, save it as a PDF file, and use this option to insert it.

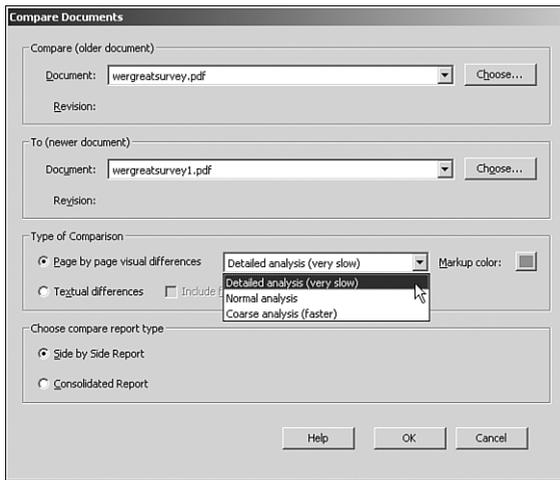


Figure 43.25

The Compare Documents feature allows you to quickly verify whether a document has been altered.

- **Extract Pages:** You can use this option to extract pages from a current document to be saved as new PDF files. You are given the option to delete the extracted pages from the current file.
- **Replace Pages:** You can use this option to replace one or more pages in a document with pages from another one. Bookmarks and links are not affected.
- **Delete Pages:** This option quickly removes pages from a document.
- **Crop Pages:** You can use this option to crop pages and set trim and bleed boundaries for press production. You can apply these settings to individual pages or to entire documents (see Figure 43.26).

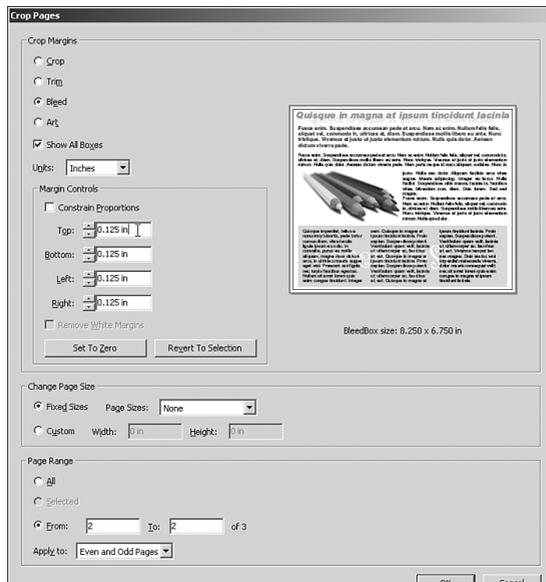


Figure 43.26

The Crop Pages dialog gives you advanced options to set up crops and bleeds for press production.

- **Rotate Pages:** With this option you can rotate pages in 90-degree increments. You can rotate specific pages or all the pages in a document. Unlike Rotate View, Rotate Pages affects the way a page is printed.

The Comments Menu

The Comments menu contains all the tools that Adobe has implemented to allow Acrobat users to participate in review sessions and insert comments and markups into a PDF file. These comments are modeled after the way markups are done in a traditional print workflow environment. Comments exist in a separate layer in the PDF file and do not alter the document's layout or design. The following commands are available on the Comments menu:

- **Add a Note:** Notes are the equivalent of sticky notes that can be attached anywhere on a page. You can use them to add general comments. Notes minimize automatically when they are not focused on (see Figure 43.27).

Figure 43.27

A note has its own pointers and displays detailed information such as who wrote it and when.



- **Text Edits:** This command provides options for editing text in a document. With Text Edits you can replace words or phrases, highlight segments, add specific comments to selected words, and cross out and highlight words.
- **Commenting Tools:** This command provides a set of tools that you can use to mark up a file. You can right-click (Windows users) or Control-click (Mac users) to gain access to the tools' properties so that you can edit their color, transparency, and other formatting. The following tools are available through the Commenting Tools command:
 - **Note Tool:** Similarly to the Add a Note command, this one lets you drag the cursor to create a note of any size you like anywhere you like. Notes created this way behave exactly the same as ones created with the Add a Note command.

- **Indicate Text Edits Tool:** You can use this command to select the place where a text edit is to be inserted.
- **How To Indicate Text Edits:** This command opens the Help file page that corresponds to the Text Edits tools.
- **Stamp Tool:** Clicking anywhere on a document with this command applies the equivalent of a rubber stamp (see Figure 43.28). The last stamp used remains loaded in the Stamp tool. Use the Stamps command (see the next point) to load new stamps. After a stamp has been applied to a page, you can click it with the Select tool to resize the stamp, or you can access its context menu (right-click the stamp in Windows or Control-click on the Mac) to change its color and transparency level.

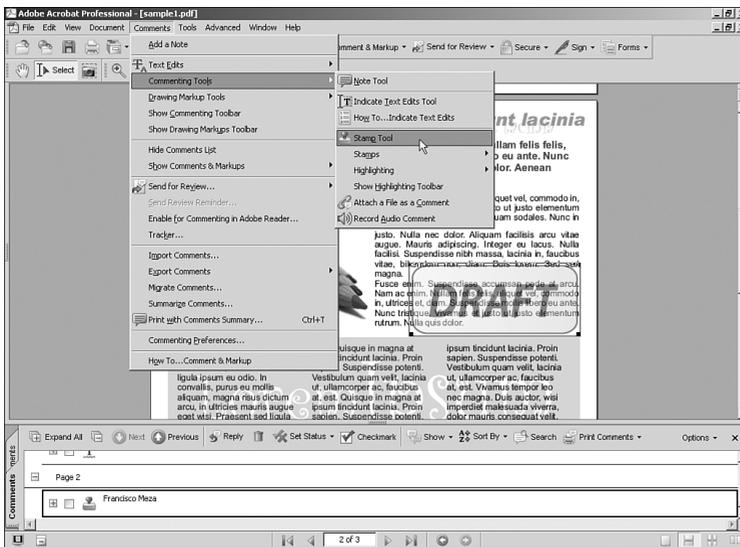


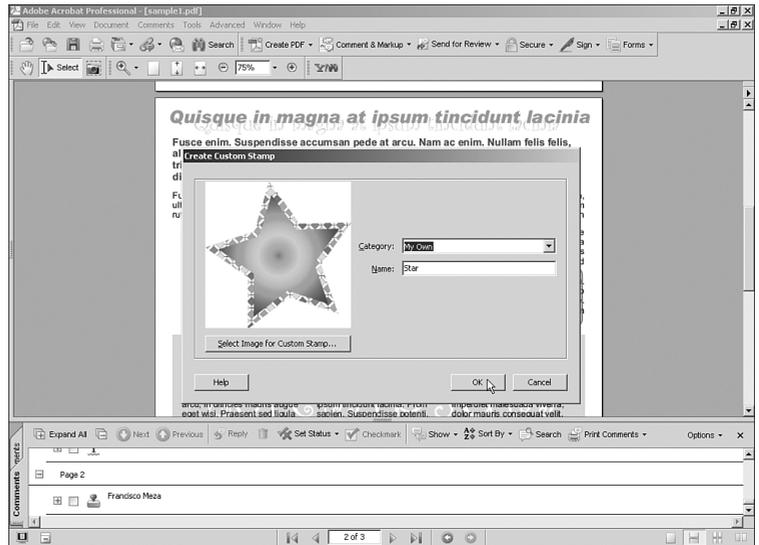
Figure 43.28

The Stamp Tool command places the equivalent of rubber stamps on a document.

- **Stamps:** This command offers you an array of stamps in different colors and with different messages to use with the Stamp tool. You can also choose to create your own custom stamps with imported images and your own message. In addition, you can activate a Stamp palette, from which you can browse through all existing stamps and then drag-and-drop stamps onto a document (see Figure 43.29). When you select a stamp from the Stamps command, the stamp is automatically placed on the page. To apply copies of the same stamp (to different pages, for example), you use the Stamp tool.
- **Highlighting:** This command gives you three tools you can use to highlight, cross out, or underline text. After text has been highlighted, you can right-click (in Windows) or Control-click (on the Mac) it to edit the color and transparency level.
- **Show/Hide Highlighting Toolbar:** This command toggles the Highlighting toolbar on and off. From this toolbar you can select any of the three highlighting tools.

Figure 43.29

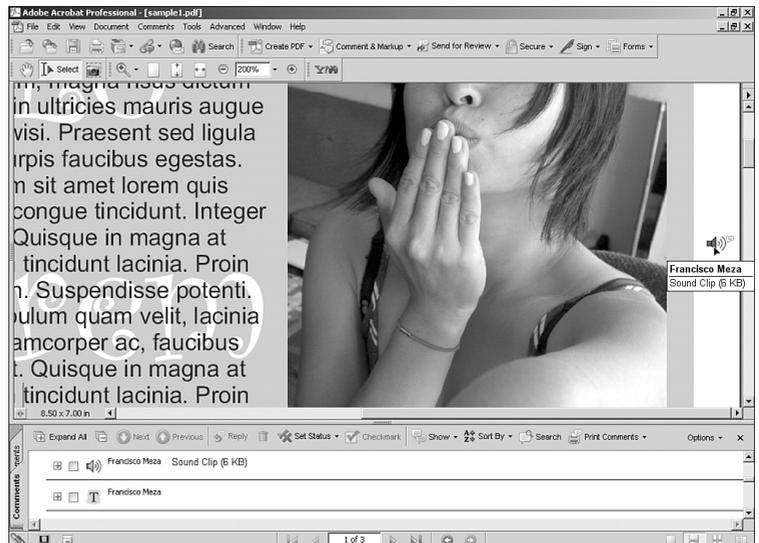
You can create your own custom stamps.



- **Attach a File as a Comment:** This command allows you to click anywhere on a page and attach a file. A small thumbtack icon shows where a file has been attached. Files attached this way show in the Attachments tab.
- **Record Audio Comment:** Instead of writing a note, you can choose to record a voice message and attach it to a PDF file by using this tool. You need a microphone to use this option. You can also attach a prerecorded audio message in WAV or AIF format. Audio comments are embedded in the PDF file (see Figure 43.30).

Figure 43.30

You can record a custom voice message and attach it as a comment.



- **Drawing Markup Tools:** This command allows you to draw markups on the page as an aid in a document's revision process. Right-clicking (Windows users) or Control-clicking (Mac users) them lets you adjust their individual preferences for color, size, transparency, and more. The following tools are available through the Drawing Markup Tools command:
 - **Callout Tool:** You can use this tool to create callouts. Like the notes we reviewed earlier, callouts also look like sticky notes but, unlike notes, they don't minimize themselves and are always visible.
 - **Cloud Tool:** You can use this tool to draw a cloud outline and give emphasis to your markups or notes.
 - **Drawing:** The Drawing command lets you draw freehand on your document. You can write; draw boxes, circles, arrows, or polygons; or use the pencil tool and just doodle.
 - **Show Drawing Toolbar:** This command toggles the Drawing toolbar on and off.
 - **Dimensioning Tool:** This command lets you draw dimension lines across the page.
 - **Text Box Tool:** You can use this command to draw text boxes, which are similar to callout boxes but without arrow pointers.
- **Show/Hide Commenting Toolbar:** This command toggles the Commenting toolbar on and off.
- **Show/Hide Drawing Markups Toolbar:** This command toggles the Drawing Markups toolbar on and off.
- **Show/Hide Comments List:** This command toggles the Comments tab on and off.
- **Show Comments and Markups:** This command gives you several sorting options for displaying markups (see Figure 43.31).

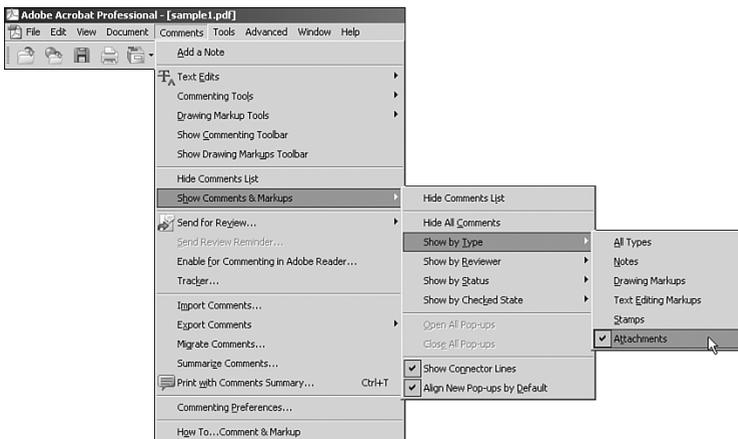


Figure 43.31

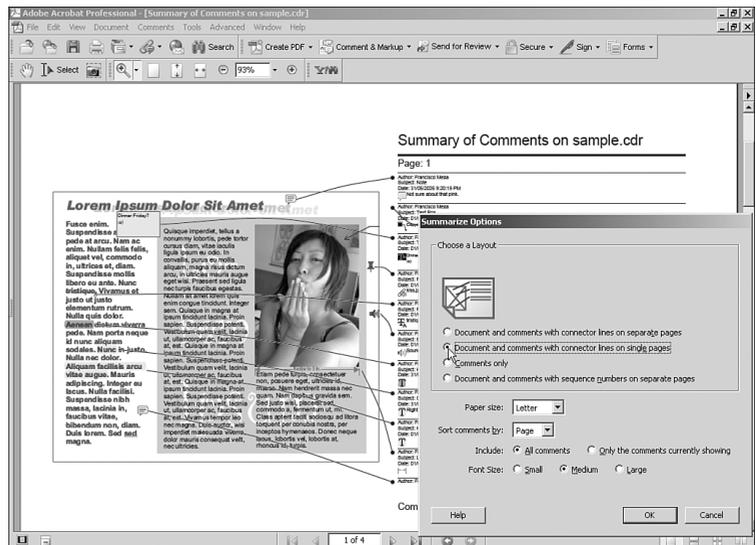
There are many ways to sort and display comments and markups made to a document.

- **Send for Review:** This command is the same as the Send for Review option in the File menu.
- **Send Review Reminders:** If you have initiated an email-based review, you can use this command to send all participants an email reminding them of an impending deadline.

- **Enable for Commenting in Adobe Reader:** After you've finished preparing a document, you can use this option to enable the PDF file to be commented with Adobe Reader.
- **Tracker:** Tracker is a comprehensive dialog that allows you to keep track of a review process. We discuss Tracker at leisure in Chapter 42.
- **Export Comments:** This command allows you to export the comments made to a PDF file into a separate file for revision. Comments exported don't contain the PDF file itself (only the comments) and are saved in a special FDF file.
- **Import Comments:** If you are not part of an email- or web-based review and you need to see comments made to a PDF file, you can use this option to import and view the comments saved in a FDF file. You can also import comments directly from other PDF files.
- **Migrate Comments:** Sometimes you need to double-check previous comments against an updated document. You can use this command to import comments from a previous version of a PDF file after it has been revised and comments have been removed or edited.
- **Summarize Comments:** This command is similar to the Print with Comments Summary command found under the File menu. With Summarize Comments, you can create a new PDF file that shows these summarized comments the same way they are printed (see Figure 43.32).

Figure 43.32

You can create a new PDF file that summarizes all comments.



- **Print with Comments Summary:** This is the same command found under the File menu.
- **Commenting Preferences:** Clicking this command opens the Commenting section in the Preferences window, as found under the Edit menu.
- **How to Comment & Markup:** This command opens the corresponding page in the Help file.

The Tools Menu

The Tools menu contains basic and advanced tools for editing a PDF document and setting up press production options:

- **Commenting:** This command gives you access to the same commenting tools you can access via the Comments menu.
- **Drawing Markups:** This command gives you access to the same drawing markups tools you can access via the Comments menu.
- **Basic:** This command gives you access to tools for basic handling of a document:
 - **Hand Tool:** You can use this command to “grab” a document and move it around the window.
 - **Select Tool:** You can use this command to select text, images, or comments in a document.
 - **Snapshot Tool:** You can use this command to select an area of a document and capture an image of it into the Clipboard.
- **Zoom:** You can use this command to zoom in or out of the document, according to your needs. The maximum magnification possible is 6400% and the lowest is 8.33%. The Zoom command gives you the following options:
 - **Zoom In:** You use this option to increase the page magnification.
 - **Zoom Out:** You use this option to decrease the page magnification.
 - **Dynamic Zoom:** With this option selected, you can move the cursor upward to increase magnification or downward to decrease it. If you use a wheel mouse, moving the wheel up increases magnification and moving it down decreases it.
 - **Loupe:** This option opens a small window that displays an enlarged view of a selected area in the document. You can adjust the amount of magnification by dragging the corners of the area box or by moving the slider in the tool window (see Figure 43.33).
 - **Pan and Zoom Window:** This option opens a small window that displays a full page and a frame around the current visible area. You can move that frame around to pan around the document or you can drag its corners to increase or decrease magnification (see Figure 43.34).
 - **Hide Zoom Toolbar:** You use this option to toggle the Zoom Toolbar on and off.
- **Advanced Editing:** The Advanced Editing command allows you to add multimedia functionality and form objects to a PDF file. Data collected with text fields, radio buttons, list boxes, combo boxes, check boxes, and buttons can be exported to spreadsheet format for evaluation. You will learn how to collect data from forms in Chapter 44. This command provides the following sub-menu options:

Figure 43.33
The Loupe tool.

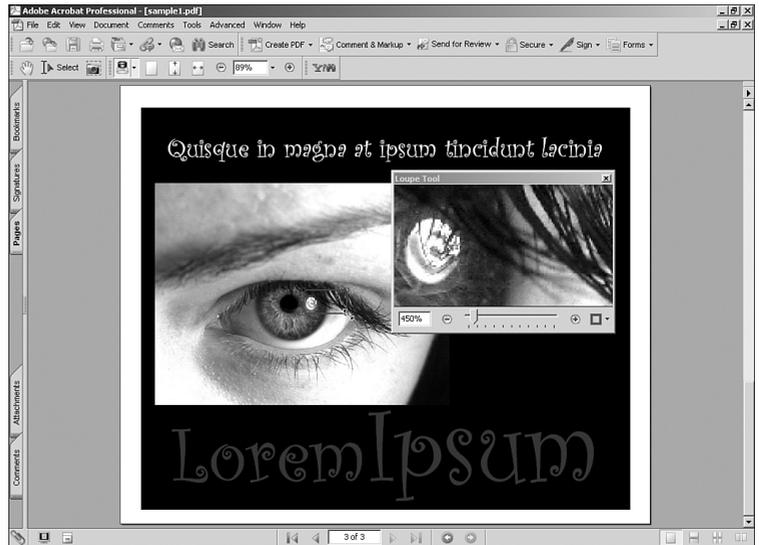


Figure 43.34
The Pan and Zoom Window resembles the Navigator feature in Photoshop, Illustrator, and InDesign.



- **Select Object Tool:** You use this command to select advanced elements such as links, form fields, and multimedia objects placed in a document. Dragging this tool across a page also temporarily makes visible any hidden notes and callouts.
- **Article Tool:** You use this command to determine the reading order of a document by dragging consecutive bounding boxes around blocks of text. The Read Out Loud feature follows this order.
- **Crop Tool:** You use this command to crop an area of a page. Everything outside that area gets removed. This tool works the same as the Crop feature under Document, Crop Pages.

- **Link Tool:** This command creates hyperlinks from any selected point in a document to another page, a point in another document, or a web address.
- **3D Tool:** You use this tool to draw a placeholder box and insert 3D contents into a document.
- **Button Tool:** With this command you can add buttons to a document and have them execute different actions, such as jump to a specific page or play, pause, or stop a placed movie or audio file (see Figure 43.35).
- **Check Box Tool:** This command allows you to insert check boxes to collect data. You can customize their color, size, and shape, and you can attach pop-up messages to them.
- **Combo Box Tool:** This command inserts a customizable pop-up menu. You can edit font, color, borders, and size and collect the generated data.

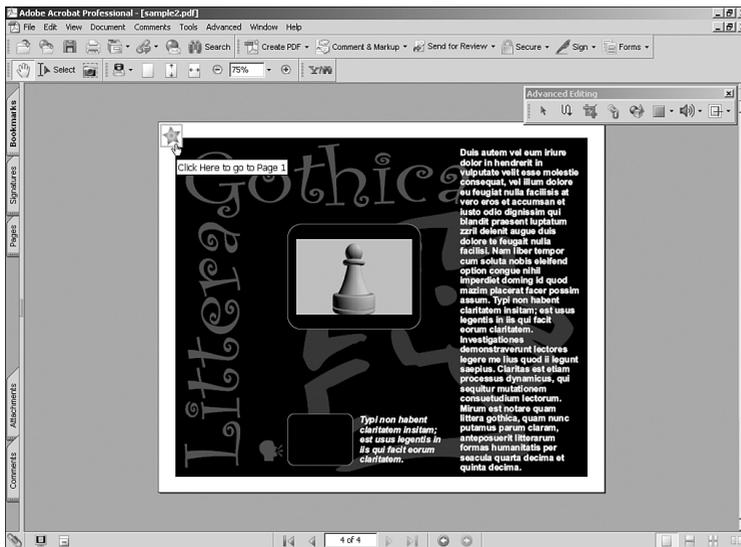
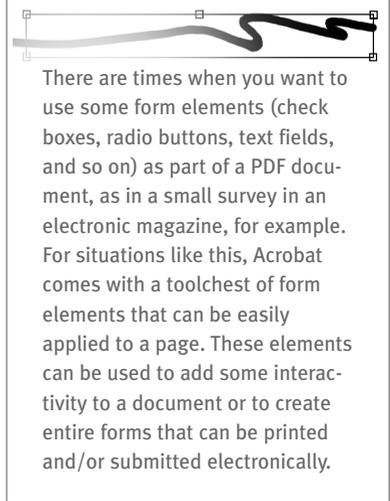
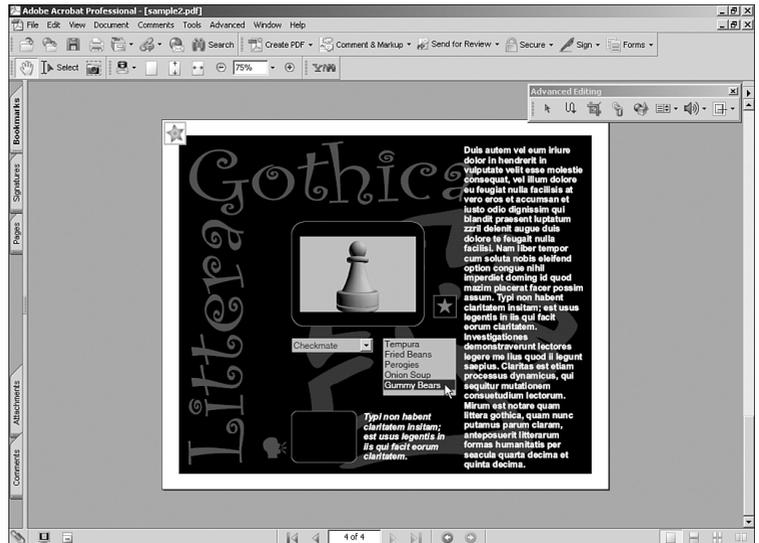


Figure 43.35

You can use pictures as buttons.

- **List Box Tool:** This command inserts a customizable list of selectable items (see Figure 43.36).
- **Radio Button Tool:** You use this command to place clickable radio buttons on a page.
- **Text Field Tool:** You can add text fields to a document by using this command.
- **Digital Signature:** This command lets you draw an area into which to place a digital signature. You'll find more information about digital signatures in Chapter 42.

Figure 43.36
Combo and list boxes are easy to set up in Acrobat.



- **Show Forms Toolbar:** This command toggles the Forms toolbar on and off.
- **Movie Tool:** You use this command when you want to add a video file to a document. Video added this way can be played inside the page.
- **Sound Tool:** Similar to the Movie Tool command, the Sound Tool command lets you add a customizable box as a container for sound files.
- **TouchUp Text Tool:** You use this command to do minor text editing in a document. The font used in the text to be edited must be present in the computer where the editing is being done. For major retyping, it's better to use the application where the PDF was created.
- **TouchUp Reading Order Tool:** When a document has been tagged for accessibility, you can use this tool to edit the tags or rearrange their order. To select an area to tag, you simply drag a rectangle around it with this command and click the corresponding type of contents in the TouchUp Reading Order Tool dialog. The area appears as a tag in the Order tab (see Figure 43.37).
- **TouchUp Object Tool:** You use this command to select placed images that require editing with an external program.
- **Show TouchUp Toolbar:** This command toggles the TouchUp toolbar on and off. The TouchUp toolbar contains the three TouchUp tools you can use for content editing.
- **Show Advanced Editing Toolbar:** This command toggles the Advanced Editing toolbar on and off.
- **Measuring:** This command provides tools that help you find physical measurements of objects and areas in a document:

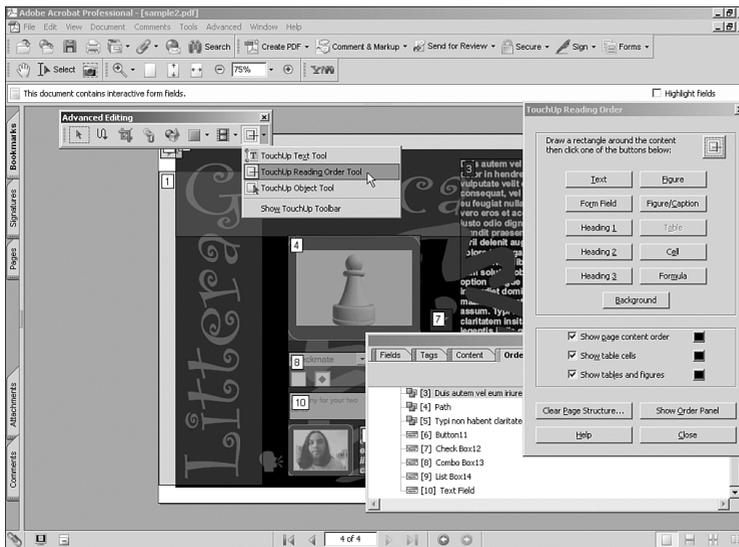


Figure 43-37

The order set with the TouchUp Reading Order Tool command changes the way Read Out Loud navigates through the page.

- Distance Tool:** You can select start and end points with this command to find the exact distance in the measurement units of your choice. The Ortho option snaps the tool for exact horizontal or vertical measurements.
- Perimeter Tool:** Instead of measuring straight lines, you can use this command to draw rectangles or irregular shapes to measure (see Figure 43.38).

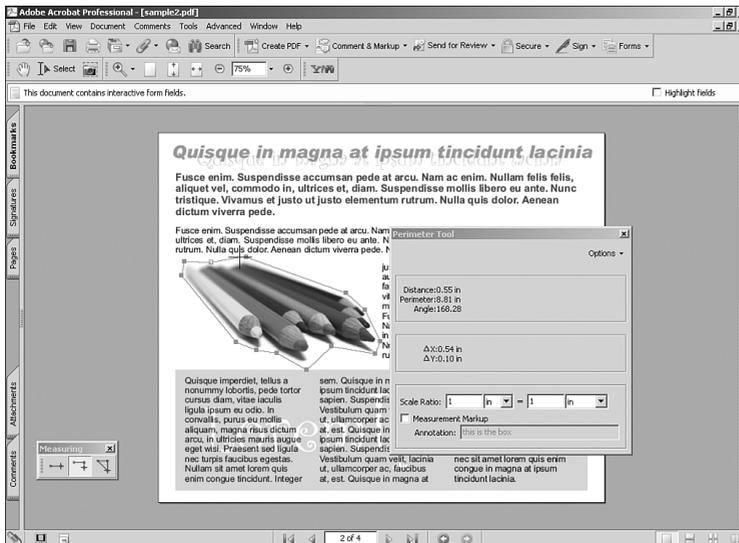


Figure 43-38

The Perimeter Tool command can measure the angles of drawn lines.

- Area Tool:** Similar to the Perimeter Tool command, the Area Tool command calculates the total area covered by a shape.

- Print Production:** You use this command when you're preparing a document for high-quality off-set reproduction. The Print Production tools add very sophisticated control over the way documents are reproduced and are essential to a successful PDF-based print workflow. We discuss the Print Production command in more depth in Chapter 44, so for now let's just take a quick overview at the commands available in this submenu:

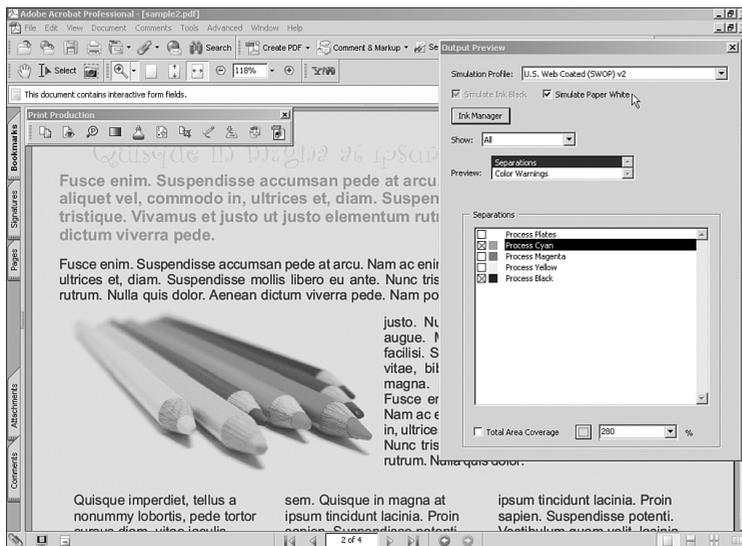
Enabling the Measurement Markup check box for any of the Measurement tools makes the tool generate a markup box containing the measurements taken and a customizable message.
- Trap Presets:** Due to the way inks are applied when printing color in an offset printing press, sometimes a thin gap appears between two areas of different colors. To prevent that from happening, you can apply *traps*, which are very thin lines of overlapping inks applied to critical areas to prevent gaps from appearing. Acrobat provides a comprehensive way to customize traps (see Figure 43.39).

Figure 43.39

Customizing and saving your own trapping presets is easy to do in Acrobat.



- Output Preview:** With this command, Acrobat simulates how a document will look when printed and displays possible trouble areas (see Figure 43.40).
- Preflight:** The Preflight command runs a series of diagnostics on a file to identify any incompatibilities that may arise. You need to select what kind of output the file is intended for, and Acrobat runs its test based on that selection.
- Convert Colors:** Sometimes a file contains images or objects in color models that are not appropriate for reproduction. The Convert Colors command, which opens the Convert Colors dialog, helps you convert these objects to a color model suitable for the intended output.

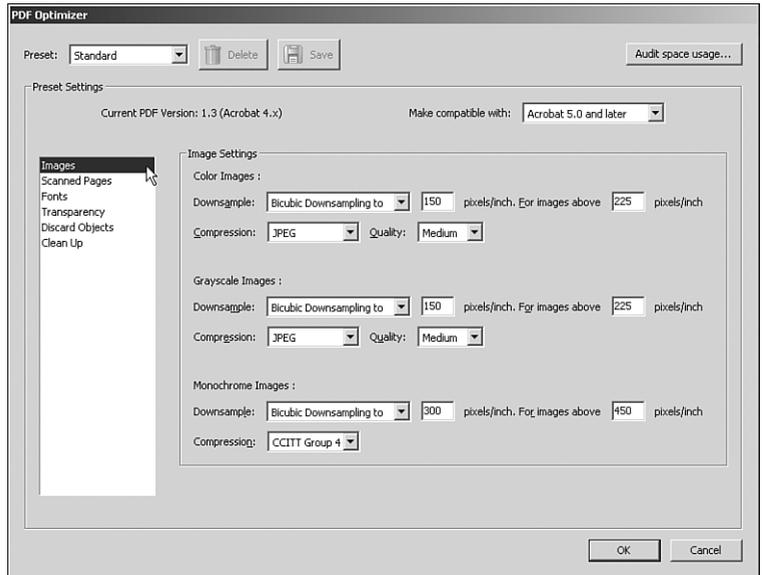
**Figure 43.40**

You can see how each color plate will print.

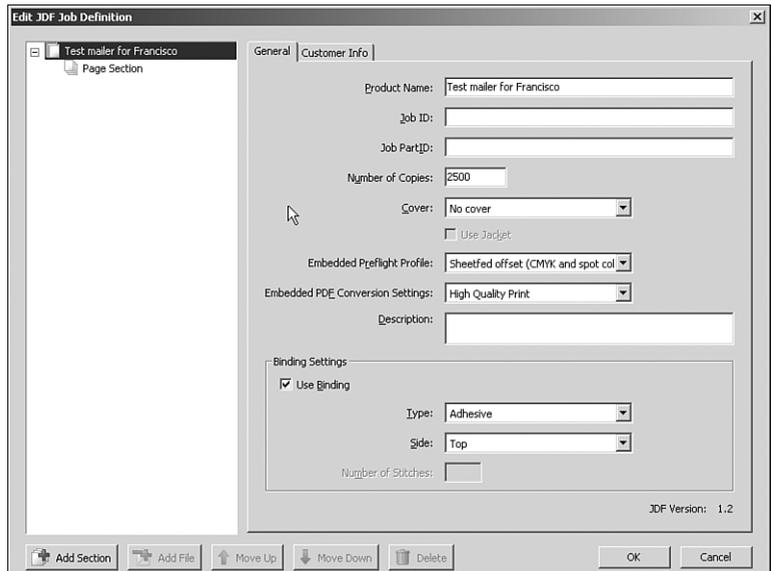
- **Ink Manager:** The Ink Manager command allows you to see and change density values for inks in the printing process. Unless you are an experienced commercial printer producing print plates from PDF files, you should avoid changing the default values in the Ink Manager.
- **Add Printer Marks:** With this command, you can add marks required on printing plates for press registration and proofing.
- **Crop Pages:** This is the same command found under the Document menu.
- **Fix Hairlines:** If a document contains objects with very thin lines or borders, those lines might not print properly. The Fix Hairlines command helps you adjust the minimum width of these thin lines.
- **Transparency Flattening:** Sometimes documents contain vector objects with transparency values. In the Transparency Flattening dialog, which you open by selecting the Transparency Flattening command, you can tell Acrobat how to handle those objects at print time.
- **PDF Optimizer:** During print production, smaller files are processed faster than large ones. This command allows you to change parameters such as image compression levels, font embedding, compression of scanned images, and more, in order to reduce the size of a file (see Figure 43.41).
- **JDF Job Definitions:** A job definitions file (JDF) is a small file that contains some production information about a PDF file; it is the equivalent of a traditional job ticket. Data such as type of stock to be used, number of copies to be printed, type of binding to be used, and so on is contained in these files. Press operators look up and load these files to presses in order to know how to handle a job (see Figure 43.42).

Figure 43.41

The PDF Optimizer command is a precision tool for managing compression and compatibility of a document.

**Figure 43.42**

Creation of job definitions files is easy in Acrobat.



- **Show/Hide Print Production Toolbar:** This command toggles the Print Production toolbar on and off.
- **Object Data Tool:** If a PDF file contains elements created in Microsoft Visio, you can use the Object Data Tool command to view details about the object.

The Advanced Menu

The Advanced menu contains options to further customize or process a document:

- **Accessibility:** The Accessibility command helps you prepare a document for people who have visual or motor disabilities.
- **Change Reading Options:** You use this command if you have a third-party screen reader program installed and wish to adjust its settings. If you don't have one, this option remains grayed out.
- **Quick Check:** Clicking this option prompts Acrobat to run a fast check on a document's accessibility options to spot any possible problems.
- **Full Check:** This option opens the Accessibility Full Check dialog, where you can set parameters for Acrobat to perform a thorough check for accessibility conflicts in the document. You can choose for Acrobat to generate a report in text format and/or add comments to elements in the page that are not accessibility friendly. You can also tell Acrobat to include or skip different options for the check (see Figure 43.43).

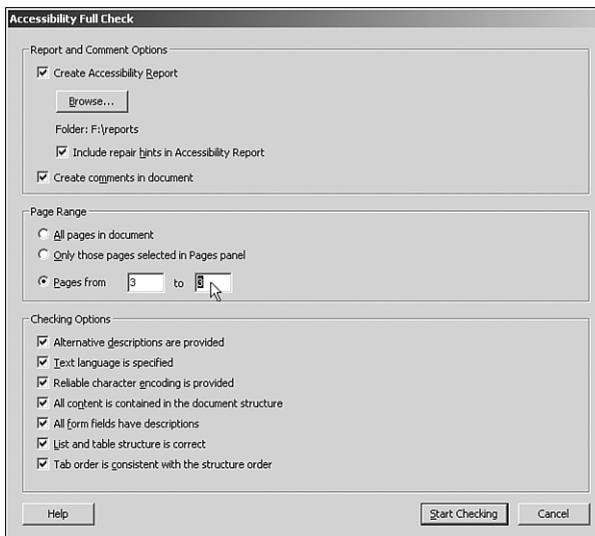


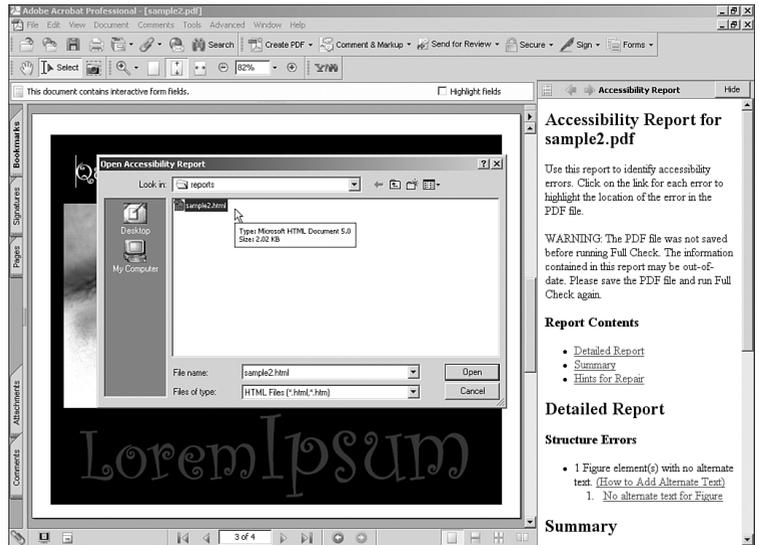
Figure 43.43

You can have Acrobat check only determined pages in a document.

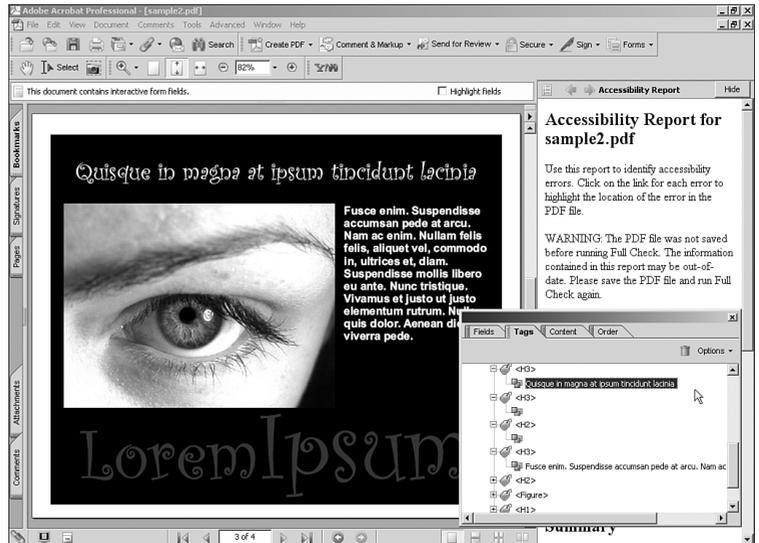
- **Open Accessibility Report:** With this command you can have Acrobat open a previously saved Accessibility report. The report is displayed in the right pane of your Acrobat window (see Figure 43.44).
- **Add Tags to Document:** If a document hasn't been tagged for accessibility, you can tag it by using this command. Tags define the order and hierarchy of elements in a document. If a document has already been tagged, this option remains grayed out (see Figure 43.45).

Figure 43.44

The Accessibility report shows a detailed list of problems encountered during a full check.

**Figure 43.45**

Tags are listed in the Tags tab for easy editing.



- **TouchUp Reading Order:** This is the same command found under Tools, Advanced Editing.
- **Setup Assistant:** This command opens the Accessibility Setup Assistant, which guides you through the steps of setting global accessibility options.
- **Acrobat Distiller:** This command opens Acrobat Distiller. We discuss Distiller in Chapter 45, “Using Distiller.”
- **Batch Processing:** When you need to do the same editing in or run checks on several documents, you can use the Batch Processing command to automate that task. Batch sequences are

macros that run common tasks through a group of documents. Unlike the actions found in Photoshop, which are also macros, batch sequences don't need to be recorded step-by-step. The Batch Sequences dialog comes with several preset sequences you can choose from. You can have a sequence add a watermark to all pages in all documents in a folder, for example, and run a preflight check at the same time. You can also create and save your own custom sequences by choosing from an extensive list of commands. After selecting a sequence, you can have Acrobat overwrite the processed documents or save them in a new folder of your choice (see Figure 43.46).

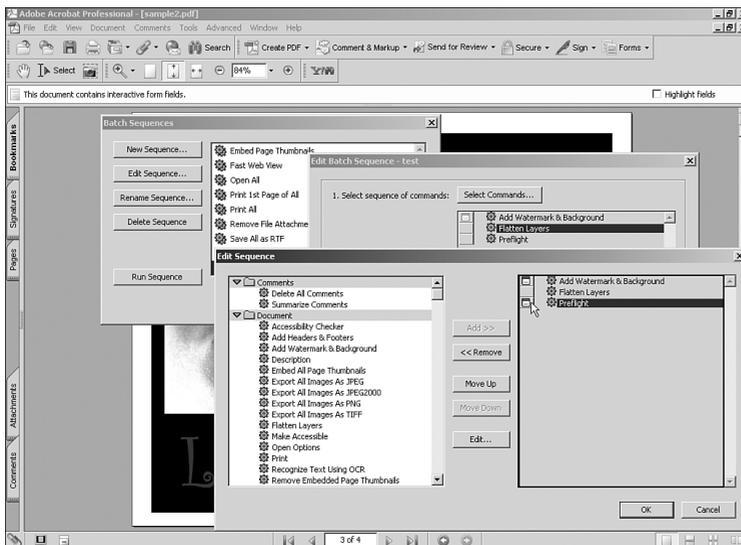


Figure 43.46

You can select commands to add to a custom sequence.

- **Catalog:** A *catalog* is a special type of file that Acrobat uses to index keywords found in a document. Acrobat uses these entries when performing a search through the document. You can have several documents in a project or an entire folder or group of folders included in one catalog. You can also use the Catalog command to open and rebuild an existing catalog.
- **Digital Editions:** Clicking this option opens the My Digital Editions window. Adobe digital editions are *eBooks*—PDF files that have been specially encoded. These eBooks can be purchased online from many ebook vendors or borrowed from public libraries. A code is required to open an ebook. You can use the My Digital Editions window to display thumbnails of your current collection. In addition to digital editions, you can also add regular PDF documents to the list (see Figure 43.47).
- **Export All Images:** This option lets you extract and export all raster images in a document to a folder of your choice. Exported images can be saved in JPEG, TIF, or PNG format. You can adjust settings for resolution, color mode, and compression.
- **Forms:** This option contains several commands to create or edit electronic forms. We review forms in Chapter 44.

Figure 43.47

My Digital Editions is like a virtual bookshelf that can list your PDF documents and ebooks, organized by categories.



- **JavaScript:** This option gives you access to Acrobat's JavaScript Debugger and the JavaScript Editor. JavaScript is discussed in Chapter 42.
- **Links:** This option allows you to automate the creation of links in a document. If a document contains URLs, you can click Create from URLs in Document to have Acrobat automatically generate links throughout the whole document or only in elected pages. Acrobat uses the settings in the Links command to display these links. If you need to delete links from a document, you can use the Remove All Links from Document option.
- **Migrate Comments:** This is the same command found under the Comments menu.
- **Number Pages:** With this option, you can add custom numbering to parts of a document. If a document is divided into sections, for example, you can renumber pages at the beginning of each section. This numbering shows only in the Pages tab and in the status bar and doesn't affect the physical page numbering of the document.
- **PDF Optimizer:** This is the same command that shows under Tools, Print Production.
- **Security Settings:** This command opens the Security Settings window to manage your digital IDs.
- **Trusted Identities:** This command opens the Manage Trusted Identities dialog. Security, digital IDs, and trusted identities are covered more extensively in Chapter 42.
- **Web Capture:** This command gives you several options to choose from that allow you to bring web pages into a document. An Internet connection is required. These are the options under the Web Capture command:
 - **Append Web Page:** This option allows you to import the contents of a web page, convert it to PDF format, and add it to an existing open document. You can choose to import only the page in the URL entered or also pages that are linked in it (see Figure 43.48). Some settings

are available for the handling of images imported this way. Checking the Save Refresh Commands check box enables the captured page to be refreshed.

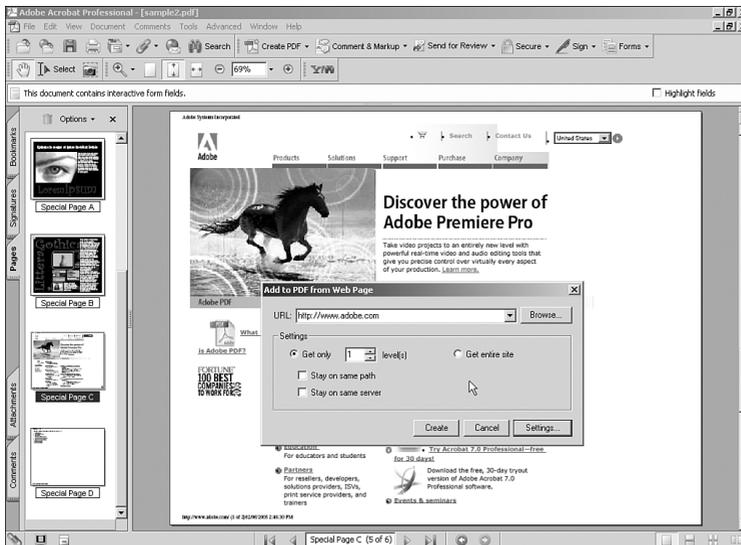
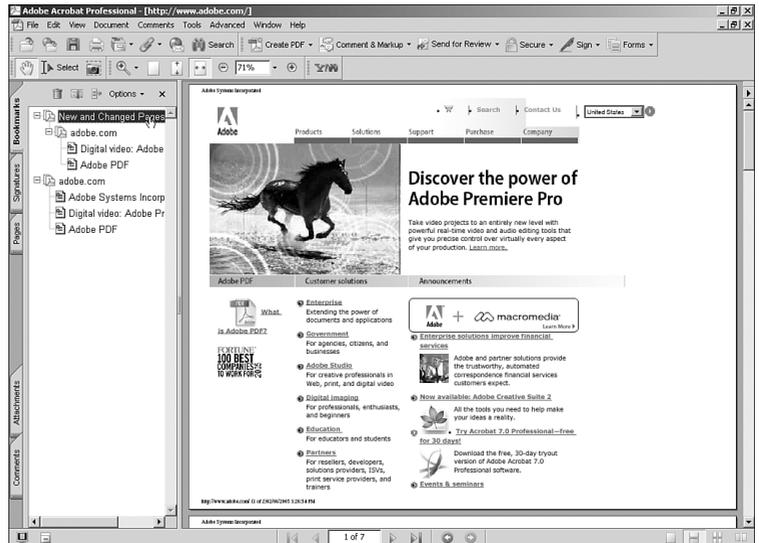


Figure 43.48

You decide how many levels of a website Acrobat captures.

- **Append All Links in Page:** If a document contains links, you can use this option to pull the linked pages from the Web and add them to the document. A status window shows the download progress.
- **View Web Links:** This option presents a list of all links in a document. From this list you can select links to bring into your document.
- **Refresh Pages:** With this option you can make sure that captured web pages are always up-to-date. Clicking Refresh Pages prompts Acrobat to look up and download the web page again and save it as a fresh PDF file. In this new document, any pages that have changed since the previous capture or refresh are bookmarked (see Figure 43.49). Refresh Pages is not available if the Save Refresh Commands check box was not checked during the original capture.
- **Page Info:** This option displays the title of the HTML page, its original URL, and the date it was captured.
- **Open Page in Web Browser:** This option opens the originating URL in your default browser.
- **Bring Status Dialog to Foreground:** When you are capturing large websites, the Status dialog moves to the background so that you can continue working on the document. If you want to check on the download progress, you can use this option to bring the Status dialog back to the foreground.
- **Use Local Fonts:** This command tells Acrobat to substitute embedded fonts with fonts presently installed on your computer. If a font embedded in a PDF file has no equivalent in your computer, the corresponding text shows as bullets.

Figure 43.49
Acrobat automatically generates bookmarks for pages that have changed since the last refresh.



- **Overprint Preview:** *Overprints* are areas where two or more areas with different inks overlap each other. Overprint Preview causes Acrobat to simulate the way these areas will appear when printed in an offset process.
- **Output Preview:** This is the same command that appears under Tools, Print Production.
- **Preflight:** This is the same command that appears under Tools, Print Production.

The Window Menu

The Window menu contains standard operating system options for viewing multiple documents, plus some additions that are unique to Acrobat. The New Window, Cascade, Tile, Close All, and Split commands are all standard operating system window options found in the Window menu. The following Window menu options are specific to Adobe Acrobat:

- **Spreadsheet Split:** This window option creates a four-pane grid that allows you to see different areas of a document at once.
- **Clipboard Viewer:** This a Windows-only option that allows you to view the contents of text or images copied to the Clipboard.
- **Full Screen View:** This is the same option found under the View menu.

The Help Menu

The Help menu gives users quick and easy access to Acrobat's built-in Help features:

- **How To:** This command opens the How To pane.
- **Complete Acrobat 7.0 Help:** This command opens the Acrobat Help file.

- **About Acrobat 7.0 Professional:** This command displays the Acrobat splash screen in Windows. The equivalent command on the Mac is About Acrobat, found in the Acrobat menu to the left of the File menu.
- **About Adobe Plug-Ins:** This command opens a dialog that displays a list of all Adobe PlugIns currently installed on your Windows computer. If you use a Mac, this command is located in the Acrobat menu to the left of the File menu.
- **System Info:** This command displays a detailed view of your computer's specifications. This command is not available as an Acrobat menu option on the Mac; it appears as the About This Mac command in the Apple menu.
- **Adobe Expert Support:** This command opens the Adobe Expert Support section of Adobe's website in your browser. That web page guides you through the registration process to Adobe's premium support services. An Internet connection is required.
- **Online Support:** This command opens the Adobe Acrobat support area of Adobe's website in your browser. That searchable page contains many help and support papers that you can browse through in case of trouble. An Internet connection is required to use this option.
- **Check for Updates Now:** Clicking this option prompts the Acrobat auto-updater feature. If an Internet connection exists, this command connects your computer to the Adobe website and looks for, downloads, and installs any updates that are available for your software.
- **Activate Acrobat:** You can use this command to activate your copy of Acrobat through the Internet after installation in Windows. *Activation* adds key information to your Windows Registry and is required before you can use any of the CS2 programs. If you have already activated it, this option is grayed out. This command is not present in the Mac version of Acrobat.
- **Transfer Activation:** If you have purchased only one license to use CS2 but need to use Acrobat or another CS2 program in more than one machine—for example, on your office PC during the day and on your home PC at night—the Transfer Activation command (Windows only, Internet connection required) allows you to temporarily deactivate Acrobat and all other CS2 programs from one machine so that you can use them in the other one. Deactivating Acrobat and other CS2 programs does not uninstall them from your computer but prevents their use on that machine until they have been activated again. Deactivating removes key entries in your Windows Registry that link the suite to your unique CS2 serial number. After you have deactivated CS2, you can complete the transfer by activating it on another computer using the Activate Acrobat command.
- **Acrobat Online:** This option opens the main Acrobat web page in your browser. An Internet connection is required.
- **Accessibility Information Online:** This option opens the Accessibility page of Adobe's website in your browser. An Internet connection is required.
- **Detect and Repair:** You can use this option if you are having problems with your installation of Acrobat and want to restore it to its initial installed state. Your Adobe CS2 DVD is required to complete any repairs.

USING KEYBOARD SHORTCUTS

Using keyboard shortcuts is a great way to save time while working in Acrobat. People with motor impediments can use keyboard shortcuts to navigate through PDF documents with more ease. Keyboard shortcuts can also help reduce the risk of acquiring repetitive-motion injuries.

The following keyboard shortcuts are available in Acrobat:

Option	Windows Shortcut	Mac OS Shortcut
Activate Selected Item	Spacebar or Enter	Return or Enter
All Content (deselect)	Ctrl+Shift+A	⌘-Shift-A
All Content (select)	Ctrl+A	⌘-A
Article tool	A	A
Attach File as Comment	J	J
Attach Tools (toggle)	Shift+J	Shift-J
Bookmark (collapse)	Left arrow or minus sign	Left arrow or minus sign
Bookmark (expand)	Right arrow or Shift+plus sign	Right arrow or Shift+plus sign
Browser-based review (save document and work offline)	Y	Y
Browser-based review (send/receive comments)	O	O
Button tool	F	F
Cloud tool	Q	Q
Close Current Document	Ctrl+F4	⌘-F4
Close Windows (all)	Ctrl+Shift+W	⌘-Shift-W
Context menu (close)	F10	(N/A)
Context menu (open)	Shift+F10	Control-click
Crop tool	C	C
Distance tool	B	B
Document (next)	Alt+Shift+Right arrow	Option-Shift-Right arrow
Document (previous)	Alt+Shift+Left arrow	Option-Shift-Left arrow
Drawing Markup tools (toggle)	Shift+D	Shift-D
Expand All Bookmarks	Shift+*	Shift-*
Fit Page	Ctrl+0	⌘-0
Forms tools (toggle)	Shift+F	Shift-F
Go Back Online	I	I
Hand tool	H	H
Hand tool (temporary)	Spacebar	Spacebar
Help window (close)	Ctrl+W or Alt+F4	⌘-W
Help window (open)	F1	⌘-?
Highlighting tool (current)	U	U

Option	Windows Shortcut	Mac OS Shortcut
Highlighting tool (toggle)	Shift+U	Shift-U
How-To home page	Home	Home
How To window (next page)	Right arrow	Right arrow
How To window (open/close)	Shift+F4	Shift-F4
How To window (previous page)	Left arrow	Left Arrow
Link tool	L	L
Measuring tools (toggle)	Shift+B	Shift-B
Menu bar (show/hide)	F9	Shift-⌘-M
Move Focus Among Areas of Document	F6	(N/A)
Move Focus Among Tabs	Right arrow or Left arrow	Right arrow or Left arrow
Move Focus Between Active Tab and Tab Contents	Tab	Tab
Move Focus Between Header and Elements of How-To Window	Ctrl+Tab or Ctrl+Shift+Tab	⌘-Tab or ⌘-Shift-Tab
Move Focus Through Elements in How-To Window	Tab or Shift+Tab	Tab or Shift-Tab
Move Focus to Comment	Tab	Tab
Move Focus to Document Pane	F5	F5
Move Focus to How-To Window	Shift+F1	Shift-F1
Move Focus to Menus	F10	F10
Move Focus to Next Comment	Tab	Tab
Move Focus to Next Element of Active Navigation Tab	Tab	Tab
Move Focus to Next Item in Navigation Tab	Down arrow	Down arrow
Move Focus to Next Pane or Panel	F6	F6
Move Focus to Next Tab (in a tabbed dialog)	Ctrl+Tab	⌘-Tab
Move Focus to Previous Comment	Shift+Tab	Shift-Tab
Move Focus to Previous Item in Navigation Tab	Up arrow	Up arrow
Move Focus to Previous Pane or Panel	Shift+F6	Shift-F6
Move Focus to Status Bar	Shift+F5	Shift-F5
Move Focus to Text in Comment	F2	(N/A)
Move Focus to Toolbar in Browser	Shift+F8	Shift-F8
Move to Next Element in Active Tab	Up arrow or Down arrow	Up arrow or Down arrow

Option	Windows Shortcut	Mac OS Shortcut
Move to Next Navigation Tab	Up arrow or Down arrow or Ctrl+Tab	Up arrow or Down arrow or ⌘-Tab
Move to Next Open Document (when focus is on Document pane)	Ctrl+F6	⌘-~ (tilde)
Move to Next Search Result	F3	(N/A)
Move to Previous Open Document (when focus is on Document pane)	Ctrl+Shift+F6	⌘-Shift-F6
Movie tool	M	M
Navigation pane (open/close)	F4	F4
Navigation pane (open and move focus to)	Ctrl+Shift+F5	⌘-Shift-F5
Note tool	S	S
Open Pop-up Window for Comment That Has Focus	Spacebar	Spacebar
Page (first)	Shift+Ctrl+Page Up or Shift+Ctrl+up arrow	Home or Shift-⌘-Page Up or ⌘-Shift-up arrow
Page (last)	Shift+Ctrl+Page Down or Shift+Ctrl+down arrow	Home or Shift-⌘-Page Down or ⌘-Shift-down arrow
Move to Next Search Result	F3	(N/A)
Page (next)	Right arrow or Ctrl+Page Down	Right arrow or ⌘-Page Down
Page (previous)	Left arrow or Ctrl+Page Up	Left arrow or ⌘-Page Up
Pencil Eraser tool	Shift+N	Shift-N
Pencil tool	N	N
Properties dialog box (open/close when an object is selected)	Ctrl+I	⌘-I
Properties toolbar (open/close)	Ctrl+E	⌘-E
Rectangle tool	D	D
Screen (next)	Page Down	Page Down
Screen (previous)	Page Up	Page Up
Scroll (when Hand tool is selected)	Spacebar	(N/A)
Scroll down	Down arrow	Down arrow
Scroll up	Up arrow	Up arrow
Select Next Word or Deselect Previous Word (when Select tool is selected)	Ctrl+Right arrow or Left arrow	⌘-Right arrow or Left arrow
Select Object tool	R	R
Select Text (when Select tool is selected)	Shift+Arrow keys	Shift-Arrow keys
Selection tool (current)	V	V
Selection tool (toggle)	Shift+V	Shift-V

Option	Windows Shortcut	Mac OS Shortcut
Snapshot tool	G	G
Sound tool	Shift+M	Shift-M
Stamp tool	K	K
Text Box tool	X	X
Text Edits tool	E	E
Touch Up Object tool	Shift+T	Shift-T
Touch Up Text tool	T	T
View (next)	Alt+Right arrow	Option-Right arrow
View (previous)	Alt+Left arrow	Option-Left arrow
Zoom tool (current)	Z	Z
Zoom tool (temporary)	Ctrl+Spacebar	⌘-Spacebar
Zoom tool (toggle)	Shift+Z	Shift-Z
Zoom tool dynamic (temporary)	Shift	Shift
Zoom In	Ctrl+equal sign	⌘-equal sign
Zoom In (temporary)	Ctrl+Alt+Spacebar or Ctrl+Spacebar+click	⌘-Option-Spacebar or ⌘-Spacebar-Click
Zoom Out	Ctrl+hyphen	⌘-hyphen
Zoom Out (temporary)	Ctrl+Alt+Spacebar or Ctrl+Shift+Spacebar+click	⌘-Option-Spacebar or ⌘-Shift-Spacebar-click
Zoom to	Ctrl+M	⌘-M

USING HELP

As with previous versions of Adobe Acrobat, pressing the F1 key (in Windows) or the ⌘-? keys (on the Mac) activates Acrobat's online Help. This Help file is independent of the Help file that is common to Photoshop, Illustrator, GoLive, and InDesign, and it contains very specific information that is not available elsewhere.

The Help File

The Help file contains two panes: a Navigation pane on the left side and a Topic pane on the right side. Entries selected in the Navigation pane are explained in detail in the Topic pane. The Navigation pane has three tabs you can use to look up information:

- **Contents:** The Contents tab displays entries in an organized way and resembles a book's table of contents. Information is grouped in several expandable main headers.
- **Search:** The Search tab contains a text field where you can type a word or phrase to look up. Matching entries are listed underneath it.
- **Index:** The Index tab contains a very detailed list of most command words and terms used in Acrobat and included in the Help file. These words are sorted in alphabetical order.

The How To Pane

In addition to the Help file, Acrobat also has a built-in How To option that contains step-by-step instructions on how to accomplish many tasks in Acrobat. In addition to these instructions, the How To pane also displays links to relevant information in the Help file (see Figure 43.50).

Figure 43.50

The How To pane contains instructions to accomplish advanced and new tasks. These instructions are grouped under eight generic headings. The complete Help file can also be accessed from the How To pane.



Help for People with Visual or Motor Impairments

Acrobat makes it easier for people who have impediments to interact with its interface via the Accessibility Setup Assistant.

Found under the Advanced, Accessibility Setup Assistant menu, this wizard guides you through the steps to set up screen readers and magnifiers. If Acrobat detects during installation that accessibility features are present in your computer, the Accessibility Setup Assistant appears the first time you run Acrobat.

In addition to these settings, you can also use the accessibility options found under the Edit, Preferences menu to change colors and fine-tune other settings.

If you use a third-party voice reader or Braille reader, you can adjust its settings from within Acrobat by using the Advanced, Accessibility, Change Reading Options command.

WORKING WITH ADVANCED ACROBAT PDF FILES

IN THIS CHAPTER

Understanding Optical Character Recognition (OCR) **PDF:996**

Understanding Fonts **PDF:997**

Understanding Color **PDF:997**

Compressing PDF Files **PDF:1000**

Preparing Files for Press **PDF:1001**

Embedding and Displaying 3D Objects **PDF:1011**

Collecting Data from Forms **PDF:1011**

The JavaScript Editor **PDF:1014**

The Organizer **PDF:1015**

In addition to commenting, embedding voice annotations, editing text, and rearranging pages, Acrobat puts a few more advanced features in your hands to enhance your ability to produce files for press production. Again, if your files require any heavy editing it's better that it be done in the application that created them rather than in Acrobat. These tools in Acrobat enhance your file for optimum reproduction.

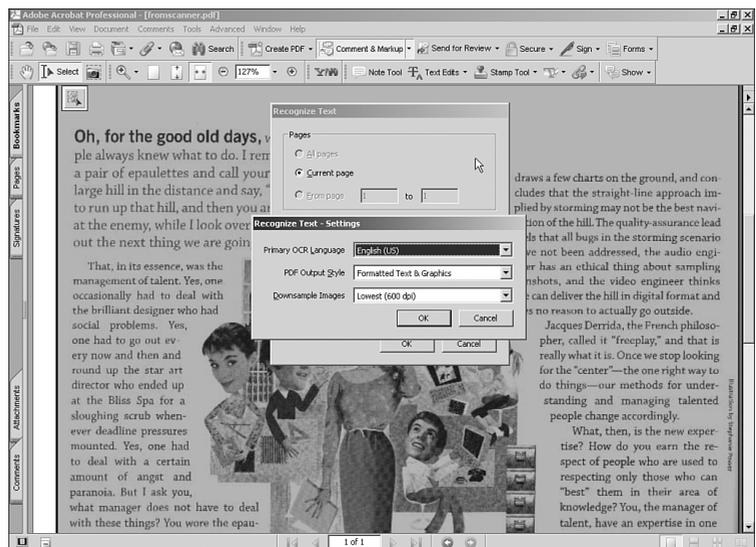
UNDERSTANDING OPTICAL CHARACTER RECOGNITION (OCR)

Optical Character Recognition (OCR) is the ability to “read” text from a rasterized image and create an editable text from it. There are two ways to use the OCR engine that is built inside Acrobat and each depends on whether the image that contains the text has already been scanned.

If the image is already part of a PDF document, open the OCR engine by choosing Document, Recognize Text Using OCR, Start. In the Recognize Text dialog you can adjust language, resolution to downsample images, and the output method in addition to specifying pages of the document you want processed. Acrobat recognizes not only the text but also the font and other formatting and presents the converted text so that it looks as close to the original as possible (see Figure 44.1). If you need to process only one scanned image in a document you can click on it with the Select tool to select it. Next, right-click (in Windows) or Control-click (on the Mac) on it and select Recognize Text using OCR from the context menu.

If you have a printed page—or several pages—with text that you need to convert to editable text you need to bring it into Acrobat first. To do this, choose File, Create PDF, From Scanner. A dialog prompts you to select your scanner and edit OCR settings. These OCR settings are the same as when using the previous method. You can use this feature to scan long paper documents, for example, if your scanner has an auto-feeder. Acrobat generates the total number of pages of the original document.

Figure 44.1
Acrobat makes it easy to use OCR to generate editable text.



UNDERSTANDING FONTS

One of the greatest advantages of using PDF files for proofing, as opposed to JPEGs, is that text remains as editable text and it never loses its crispness. This is of special importance when you are working across different platforms (Mac/Windows/Linux) and need to make sure that text in a file looks right every time.

As explained in Chapter 42, “Working in a PDF in Acrobat,” Acrobat makes a copy of the font file, embeds it within the PDF itself, and uses its own rendering engine to display text with it. This ensures that text will always render and print as text, with crisp edges and no pixelation.

Recall that Acrobat allows only minor text editing. There’s a reason for that. Acrobat is not a page layout program or a word processor. Acrobat is a program that you should use to optimize files created in other programs. Yes, there are exceptions like creating PDF files from a scanner or using the Designer (more about that in Chapter 46, “Using Adobe Designer (*Windows CS2 Suite Only*)”), but the main objective remains the same.

UNDERSTANDING COLOR

Color is an important part of a production process; Acrobat understands that and has support for the same color management as the rest of the Creative Suite programs.

Using Color Profiles

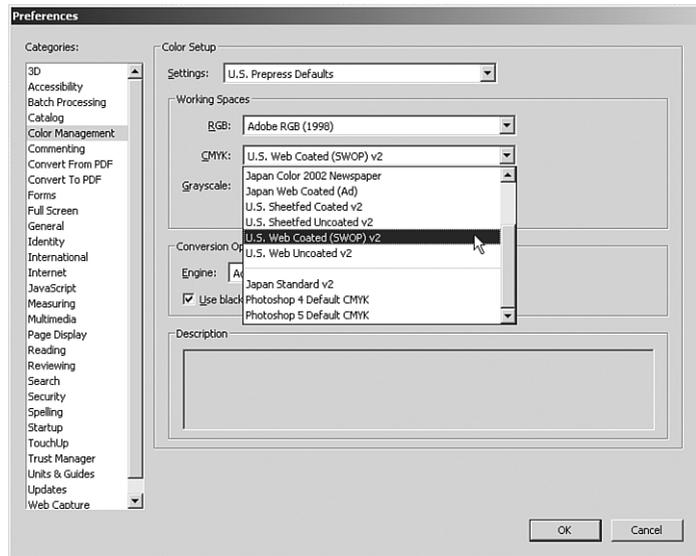
When you create images in Illustrator or Photoshop you are given the option to apply an existing ICC color profile or to create your own. An ICC color profile is a set of values that measures the color space where the image was created (how your scanner or digital camera “sees” color, for example) and the color space where it will be reproduced (an offset press or a computer monitor), and then it translates between both so that the image is reproduced accurately. ICC color profiling is an industry-standard color management method that was created by the International Color Consortium. When an ICC profile is applied to a file, the information is embedded and travels with it. This ensures that color is seen as close as possible to its intended output.

PDF files can also contain ICC profiles and it’s recommended that you use them, especially if your intended output requires accurate color reproduction. The Color Management panel in Acrobat’s Preferences dialog comes with many preset profiles you can use (see Figure 44.2). In these profiles RGB (red, green, blue) refers to the way color shows in a monitor, CMYK (cyan, magenta, yellow, black) refers to the intended press output, and grayscale refers to the halftone balance of the image.

A Word About Dot Gain

Dot gain is the amount by which a halftone dot is expected to expand when applied to paper or other media during an offset printing process. A dot gain setting of 20%, for example, means that a dot is expected to expand by that much when it’s printed. The ICC profile uses that information to display a color, with its intensity increased accordingly.

Figure 44.2
Acrobat includes many preset profiles to suit different output needs.



Comparing RGB, CMYK, and Grayscale

Acrobat does not give you an easy option to see what elements of a file are done in what color model: RGB, CMYK, grayscale, or spot color (although there is a workaround that we'll look at); but it gives you the option to optimize and/or change color models to fit your intended output using the Convert Colors feature that we'll review later in this chapter.

Let's say for now that knowing the difference between RGB and CMYK is very important if you're preparing files for production. RGB is the color space used to display images in a monitor. Like a TV set, color in a computer monitor is made up of combinations of these three basic colors. Images saved in RGB color mode are good for monitor display or for printing on an inkjet printer only. The CMYK color mode (stands for Cyan/Magenta/Yellow/Black) is a color space used to reproduce color in a printing press. Presses use inks in those four colors to print tiny dots of varying diameters to reproduce other colors. Images saved in CMYK mode are best suitable for print production. Grayscale images have no color information in them and are suitable for black-and-white display on a computer or for output on a printing press.

Because image files need to save the information for each of the color components, RGB files are generally smaller than CMYK files. An RGB image has only three channels, but the same image saved in the CMYK color mode has four channels. Grayscale images have only one channel. This is important when you're optimizing your PDF files. If the intent of the file is print, it's better to have all the RGB images converted to CMYK (although it's even better to do that in Photoshop before creating the PDF). If the intent is display on a monitor only, having images in CMYK mode only makes the final file bigger than it needs to be. The same rings true for grayscale images. A common mistake people make is to save grayscale images in RGB mode, making the image file three times bigger than it should be.

Although Acrobat doesn't have a tool to change the color mode of each image, it provides you with a way to change color mode using the Object TouchUp tool. To use this method, first make sure that Photoshop is selected as your image editor and Illustrator is selected as your page/object editor in

the TouchUp panel of the Preferences dialog (choose Edit, Preferences to open the dialog, as shown in Figure 44.3). Next choose Tools, Advanced Editing and select the TouchUp Object tool. Now you can navigate to where your image is located in the document, right-click (in Windows) or Control-click (on the Mac) on it, and select Edit Image from the context menu (see Figure 44.4). This command prompts Photoshop to launch (or Illustrator if the image is a vector) with the image opened and ready to be edited. After changing the color mode in Photoshop or Illustrator, simply close Photoshop (or Illustrator) and the image is updated in the PDF document automatically. You can use this method to do any other editing required, like resizing the image, adding or removing elements, changing colors, etc.

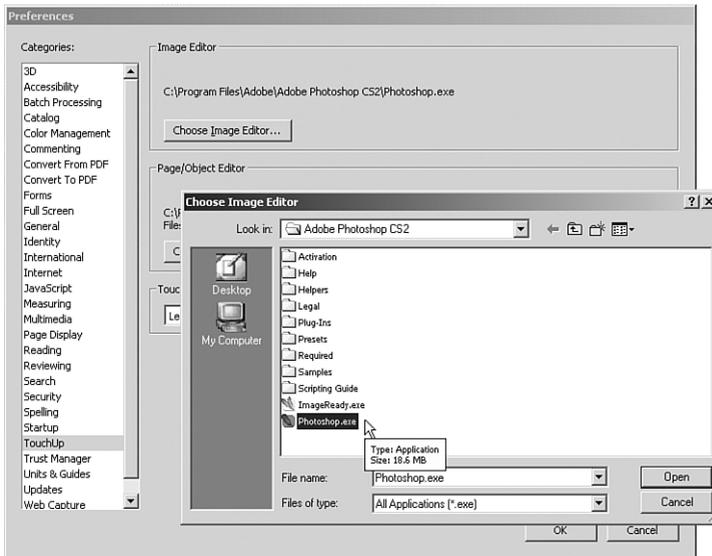


Figure 44.3

For the TouchUp tool to work well make sure that Photoshop and Illustrator are selected as your preferred editors.



Figure 44.4

Select Edit Image to launch Photoshop or Illustrator and edit your embedded graphics.

Acrobat also supports 1-bit images, also known as *monochrome images*. These are a special type of image that contain no halftone information and are made out of pixels that can have only a specific color in them or not, with no variations possible.

What About Spot Colors?

Spot colors are an entirely different color space used for printing. The premise of spot colors is that there are times when a specific color is required. Spot colors are sometimes referred to as *Pantone colors*, the industry standard for selection and use of spot color in much of the world. Pantone created a way to organize these varied colors into the Pantone Matching System (PMS).

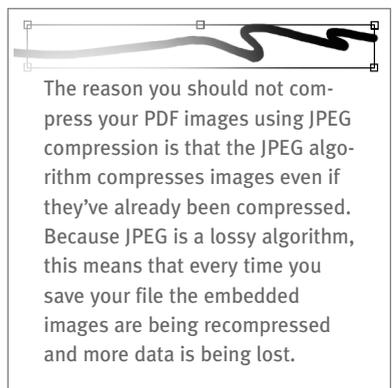
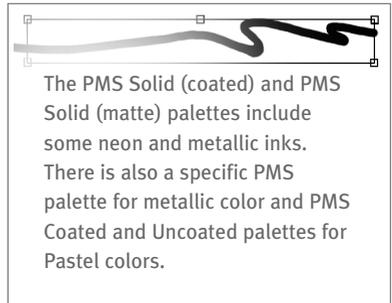
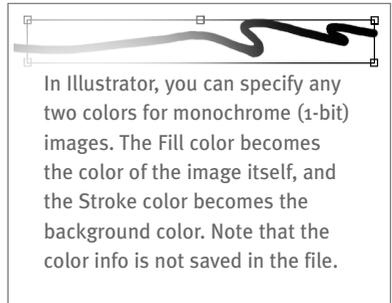
When you use a spot color in an image Acrobat produces a separate plate for that color and the printer has to apply a pass of that ink in addition to the other four (cyan, magenta, yellow, and black). Sometimes a job can be done using only spot colors, in which case only plates in those colors are produced.

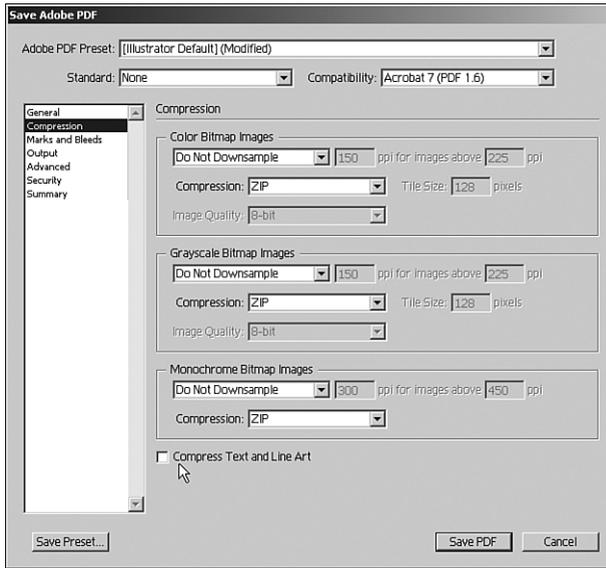
COMPRESSING PDF FILES

To reduce file size, Acrobat gives you the option to compress contained images using either ZIP or JPEG compression algorithms. Without getting too technical, the difference between these two is that ZIP compression maintains an image's quality integrity. This type of compression is sometimes referred to as *lossless*. JPEG compression degrades the image quality and is referred to as *lossy*. JPEG compression achieves smaller files than ZIP but not without sacrificing quality. Acrobat also enables you to choose None, leaving your embedded images uncompressed. This option makes your PDF files larger.

As a general rule you should try to avoid JPEG compression, especially if you are working on documents intended for print. If your document is to be displayed on screen only you may get away with a limited amount of JPEG compression without any visible loss of quality.

Now, here's the tricky part: If you plan to use JPEG compression, do not compress your images until you have the final version of your document ready. This means that when you create your PDF you shouldn't apply any type of compression. To do this, open the Compression panel in the Save Adobe PDF dialog when you save your file from its originating application to PDF. While in the Compression panel, select Do Not Downsample for all types of images and also disable the Compress Text and Line Art check box (see Figure 44.5). This produces a larger PDF file, but you will have the chance to compress it later when you finish editing it in Acrobat.



**Figure 44-5**

If you plan to edit your PDF in Acrobat do not apply any compression to it when creating it.

After you have the final version of your document you can use the PDF Optimizer (described in Chapter 42) to apply compression to your images.

PREPARING FILES FOR PRESS

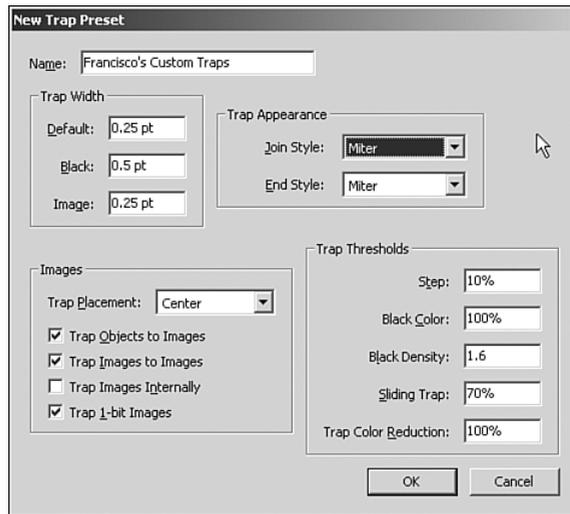
If your intended output is a printing press, Acrobat offers a wide array of tools to make sure your final files print the way they should. These tools are grouped in the Print Production toolbar. Let's take a look at what each of these can do for you.

Trap Presets

Because of the way inks are applied when printing color in an offset preset and because of the elasticity of the paper stock used for print, sometimes a thin gap may appear between two areas of different colors. To avoid that from happening traps are applied. *Traps* are very thin lines of overlapping inks applied to those critical areas to prevent these gaps from appearing. To create a trap, normally the area of the lightest color is slightly expanded to fit under the area of darker color. Acrobat files can contain specific information that enables printers to generate traps automatically when sending a job to press. The default Trap Presets contain generic values for the automatic creation of traps for most cases, but sometimes a job requires these values to be changed. Acrobat gives you the flexibility not only to change these default values but also to save them as a recorded preset. If you have doubts about setting traps, consult with your printer or service bureau. Most printers prefer to do the trapping themselves, so most of the time you should not worry about trapping. However, if you are producing your own color separation films, these trap settings are available to you. Settings may vary depending on the particular characteristics of the paper and inks to be used (see Figure 44.6). The available settings are

Figure 44.6

You can customize your trapping preferences and save them for future use.



- **Trap Width:** This value determines the width the created trap lines should have in points (points are a measuring unit used in the graphics industry. One *point* is roughly equivalent to 1/72 of an inch). A trap too wide becomes too visible to the naked eye and makes the image look bad. The value for the Default option applies to all inks except black. The Black option has its own separate value and we'll explain why later in the chapter. The value for the Images option is for all images if you want to use different trapping widths for images and for colored text or other objects.
- **Trap Appearance:** This refers to the way traps behave around corners or on their edges. Setting the Join Style option to Miter makes the traps have angled corners and edges, and setting the option to Round makes them look rounded. The End Style option determines the way traps are shaped when more than two of them meet.
- **Images:** These options determine how traps behave between or within images. The Trap Placement option refers to how traps are created between vector objects and raster images. Enable the Trap Objects to Images option to ensure that traps are created when vectors and rasters meet. If this option is unchecked no trap will be created. The Trap Images to Images option does the same when two rasters meet. The Trap Images Internally option has Acrobat generate traps for color areas within a raster image and not only around its edges. The Trap 1-bit Images option tells Acrobat to create traps for that type of image as well.
- **Trap Thresholds:** These values refer to the conditions under which the traps are generated. The Step value is the amount of displacement between colors that must occur before a trap is generated. The lower this number the more sensitive Acrobat will be to variations. The Black Color value specifies how much black ink there must be before a black trap is generated. The Black Density value applies to spot inks and tells Acrobat when to apply the black ink settings to it. The default setting of 1.6 means that any spot ink with a neutral density of 1.6 or higher should be given the same trapping treatment as if it were black. Consult your printing service if you

need to obtain neutral density values for special inks you plan to use. The Sliding Trap value defines when Acrobat should generate a dynamic trap that shifts position depending on the variation of density between two color areas. If you are using pastel inks, for example, you may need to give them a special treatment to avoid having the trapping area become darker than the actual color area. The Trap Color Reduction value helps you do this. A 100% value produces a trap using 100% of the inks that form it, and a 0% value reduces the amount of ink in the trapping to match the ink's neutral density. If you are not using spot pastel inks, leave this value at its 100% default.

What Is Neutral Density?

Conversion of spot colors to the CMYK space is never exact, and most of the time all you get is a close approximation. This difference becomes even more obvious if you consider special spot inks like varnishes, neons, pastels, or metallic hues. An ink's *neutral density* is a value that tells you how much lighter or darker a spot ink is than its CMYK equivalent. This value tells a commercial printer which of two or three spot inks “looks” the darkest so that he can adjust the trapping order. A metallic ink, for example, has a higher density than a process black ink so it should be applied *after* the black ink and not before. When working with two adjacent metallic inks, a printer can look at their neutral densities to determine which should be applied first.

Output Preview

The Output Preview feature enables you to see how the colors will break when producing separations and is for reference only. The preview doesn't display traps or halftone screens, and it shouldn't be used for proofing but only as way to check on the amount of ink coverage on the printed page (see Figure 44.7) or to spot any overprints quickly (see Figure 44.8).

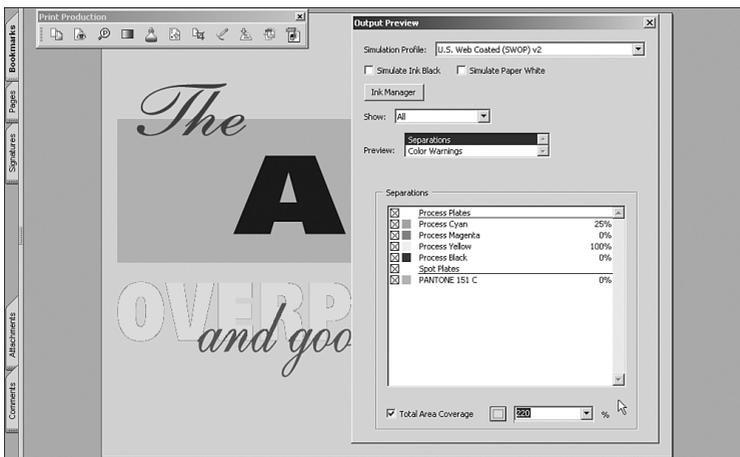


Figure 44.7

Use Output Preview to see how each color plate will print and to check the amount of ink coverage. Too much ink can result in excessive moisture and cause paper to break when passing through a press.

Figure 44.8

Output Preview also displays overprint areas. Because inks are not entirely solid but have transparency to them, overprinting can result in big color variations in the final product.

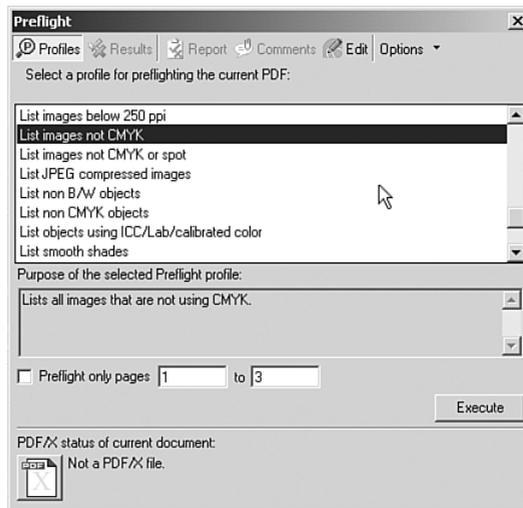


Preflight

If you are reviewing a PDF file created by someone else, you can have Preflight generate a report in text or PDF format that you can use for reference (see Figures 44.9 and 44.10).

Figure 44.9

Preflight comes with many profiles to help you spot and correct problems before sending the file to production.



Convert Colors

Sometimes, due to time constraints or because the document has just too many images that need to be converted from one color mode to another, you may want to do the conversion with one click. The Convert Colors dialog is there for you. It is a no-nonsense way to straighten colors across a document quickly, especially if it's a long one (see Figure 44.11). It gives you options for three types of images: RGB, CMYK, and grayscale. You select the intended output and Acrobat converts the images. Keep in mind that this tool does not magically retouch and correct color. If an embedded image is of poor quality there's nothing that Acrobat can do about it.

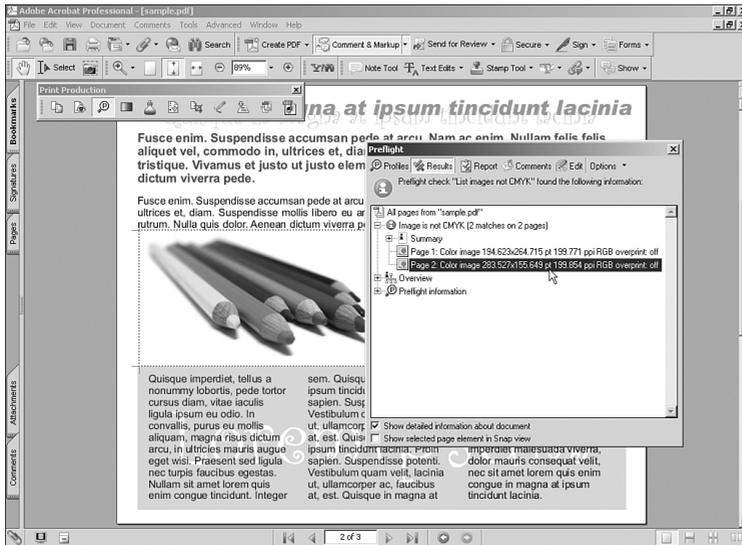


Figure 44.10
Use Preflight's reports to correct problems before files are sent to a commercial printer for production.

Because the cost of reproducing a job increases with the number of inks required, you can also use the Ink Manager to reduce the amount of inks by mapping an ink to another. There are times, for example, when an artist may have chosen two slightly different spot colors when only one was needed. By mapping one of them to the other in the Convert Colors dialog (using the Action pop-up menu), you tell Acrobat to create one separation plate for both rather than two individual plates (see Figure 44.12). After color has been mapped to another, it can't be reversed to its original.

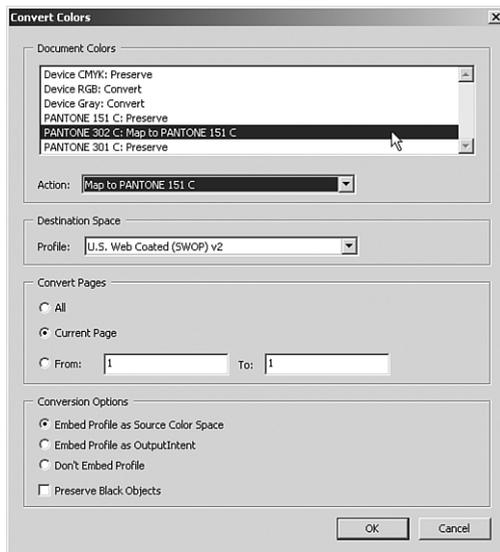


Figure 44.11
The Convert Colors dialog is a quick way to change color modes to images all across a document or on selected pages.

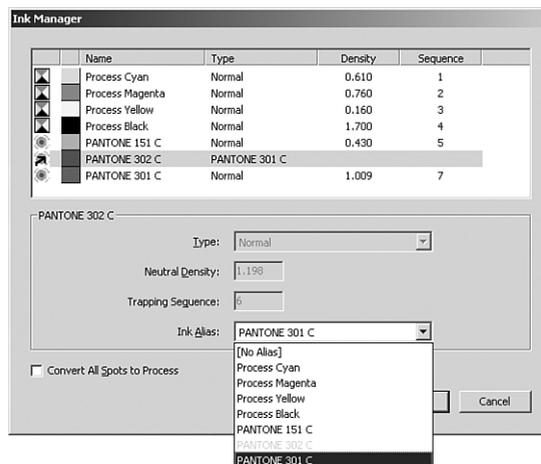
Ink Manager

The Ink Manager is a fast way to preview how many inks are going to be required to reproduce a job. This is of special importance when working with spot colors since the cost of reproducing a job increases with the number of inks required. If you need to reduce the amount of inks used in a job but don't want to map similar inks, you can use the Ink Manager to alias one ink to another (see Figure 44.12). Aliasing inks produces the same result as mapping but, unlike mapping, it doesn't alter the images in the PDF.

The Ink Manager also enables you to change the *trapping sequence* of inks (the order in which inks are printed in a press). Because inks are not entirely opaque but have varying degrees of transparency, the order in which they are printed can make a difference to the final look of your printed document, especially in trapped areas.

Figure 44.12

Use the Ink Manager to change ink density, trapping order of inks, or to alias one ink to another.



Add Printer Marks

Printer marks are markings placed on film, outside the actual print area, that help printers by identifying what plate should be what color, the positioning of the page, the name of the job, registration marks, and so forth. Without printer marks a printer would be clueless as to what to do with a piece of film after it's produced. Acrobat can generate these printer marks automatically based on parameters you feed it in the Add Printer Marks dialog (see Figure 44.13).

Crop Pages

What happens if the page size in Acrobat is not the final page size intended? A page in Acrobat could contain bleed areas or be a two-page spread, for example, in which case autogenerated printer marks would be placed in the wrong places. In situations like that, the Crop Pages dialog enables you to set up margins to define the exact size the finished product should be.

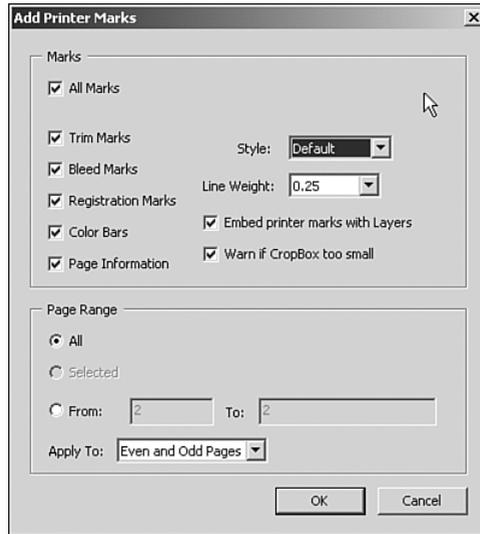


Figure 44.13
The Add Printer Marks dialog.

The *crop box* is the area that the final product will be and it is the area that the printer marks will frame. The *trim box* represents the actual size of your PDF page. The *bleed box* is the area that will be printed outside the trim box when there are bleeding objects or images (a *bleed* is when a page is printed all the way out to its edge). The *art box* (or *media box*) is the size of the page as it was exported from the application that created it (see Figure 44.14).

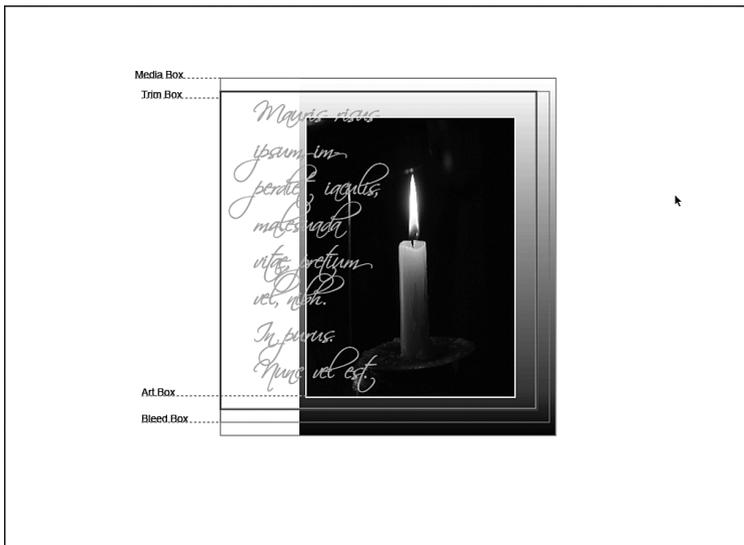


Figure 44.14
The boxes in the Crop Pages dialog.

Fix Hairlines

Fix Hairlines is a straightforward feature. If there are any thin lines in the PDF that are part of text strokes or part of a vector object, Acrobat makes sure that they're not too thin and bumps up their width so that they show when the document is printed. Acrobat uses the parameters you supply in the Fix Hairlines dialog to accomplish this.

Transparency Flattening

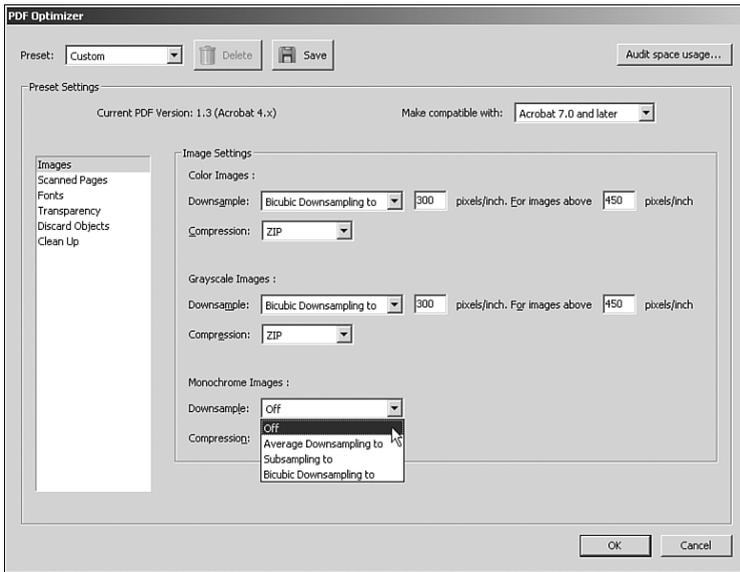
If your document contains overlapping raster images with transparency (like embedded GIF or PNG images), Acrobat flattens them at print time. However, if your document contains overlapping transparency vectors, Acrobat breaks each transparent area into pieces of solid (flat) color that can be either new vectors or rasters. You can determine how much of these transparent areas are converted to rasters or vectors using the Transparency Flattening feature and its Raster/Vector Balance slider. The lowest setting produces all the areas to become rasters, and the highest setting makes them all vectors. You can also determine the resolution of these generated rasters.

The vector/raster conversion is important if you are concerned about file size. Converting all transparent areas to raster produces larger files, and having Acrobat generate too many small vector images adds an extra demand on processing to the RIP or printer, which can translate to a longer processing time.

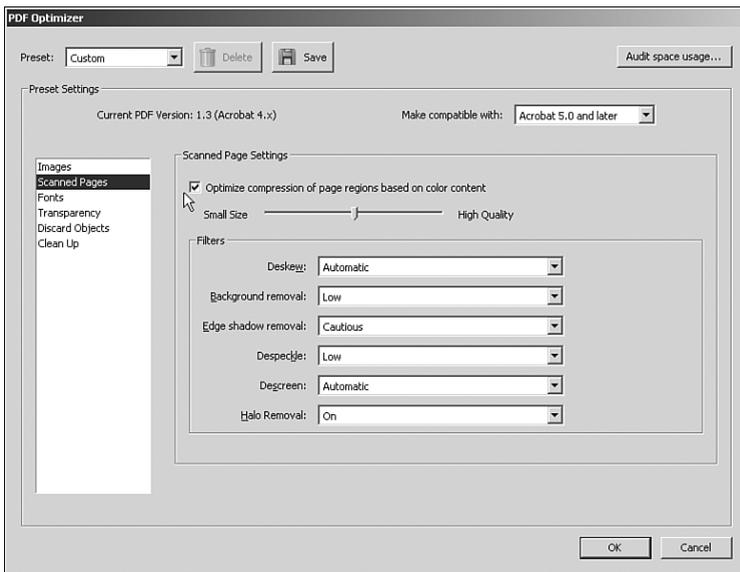
PDF Optimizer

The PDF Optimizer dialog has several panels with options to clean up your PDF and make it smaller and easier to transport. Clicking on the Audit Space Usage button generates a report telling you what elements use how much space and their percentage in relation to the entire file size. After you have edited these settings you can save them for future use:

- **Images:** In this panel you can apply compression to all rasters embedded in your file and down-sample them if their resolution is too high. These settings apply across the document, not to individual images (see Figure 44.15).
- **Scanned Pages:** The settings on this panel apply compression and correction filters to images that have been acquired using the Create PDF From Scanner function. However, turning on this option disables the settings in the previous panel (see Figure 44.16).
- **Fonts:** As explained in Chapter 43, you can use this panel to unembed fonts that are no longer required.
- **Transparency:** The settings on this panel are the same settings found in the Transparency Flattening option.
- **Discard Objects:** Use the settings on this panel to select types of elements to be discarded from your PDF. You should be careful using these options because discarded objects can't be brought back. The Discard Embedded Thumbnails option, for example, removes the page thumbnails you see in the Pages tab. The Discard Document Structure option removes tags and reflow information. If you have layered objects (like drawing done in Illustrator) Discard Hidden Layer Content merges all layers.

**Figure 44.15**

If your images are already embedded at the right resolution, you can turn Downsampling off.

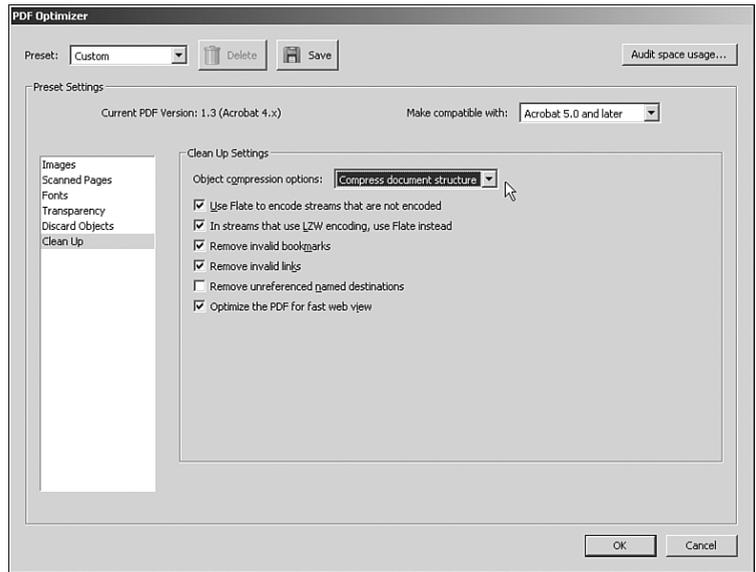
**Figure 44.16**

The compression settings in the Scanned Page Settings slider override those in the Images panel.

- Clean Up:** This panel contains complementary settings to the previous one. You can choose to apply Flate (ZIP) compression to text or other parts of the file or remove bookmarks to pages that no longer exist. The Remove Unreferenced Named Destinations option looks for destinations that have no link within the same document, so if you have links in other documents you should not check this option (see Figure 44.17).

Figure 44.17

Some of the PDF Optimizer settings are undoable and therefore you must practice caution using them.

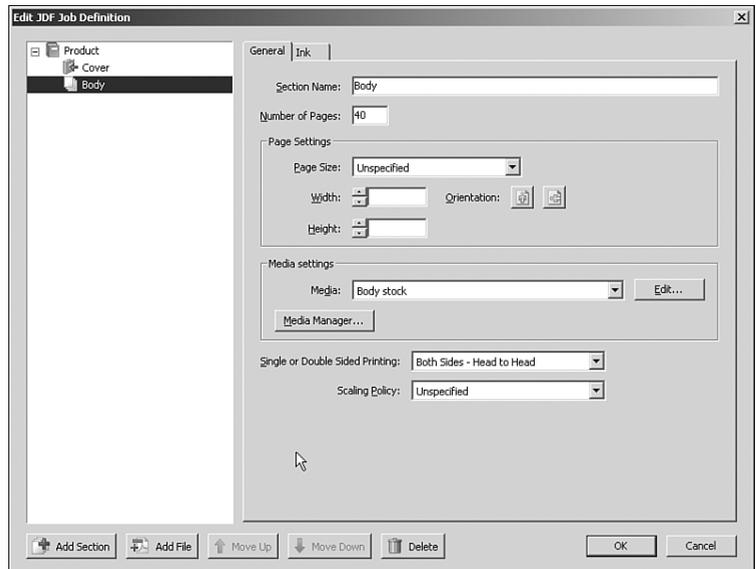


JDF Job Definitions

Job definition files (JDFs) are small files that can be attached to a PDF and contain information, such as number of copies to be made; the type of stock to be used for cover, body, and any other special sections in your document; the person to contact; billing information; a preflight report; and more. The job definitions are saved in a file of JDF format that you can reuse in future jobs (see Figure 44.18).

Figure 44.18

Job definitions contain all the information required for a printer to reproduce your document in a press environment.



Show/Hide Print Production Toolbar

Choose Tools, Print Production to toggle between showing and hiding the Print Production toolbar.

EMBEDDING AND DISPLAYING 3D OBJECTS

Another advanced feature in Acrobat, although it has nothing to do with print production, is its new ability to embed and display 3D images created in AutoCAD. It's always been difficult for CAD modelers to send “live” 3D models to clients for proofing. With this new ability Acrobat makes it easy for them to send samples of work to clients in a PDF that can also be annotated or to use live 3D models in their portfolios.

To insert a 3D object first make sure the object is in U3D format. While in Acrobat, use the 3D tool to drag a placement box for your file. Use the dialog to navigate and select your 3D file—and bingo.

That's all there is to it. When a user clicks on it, a control panel appears with options to pan, walk around, zoom, and move the 3D object (see Figure 44.19).

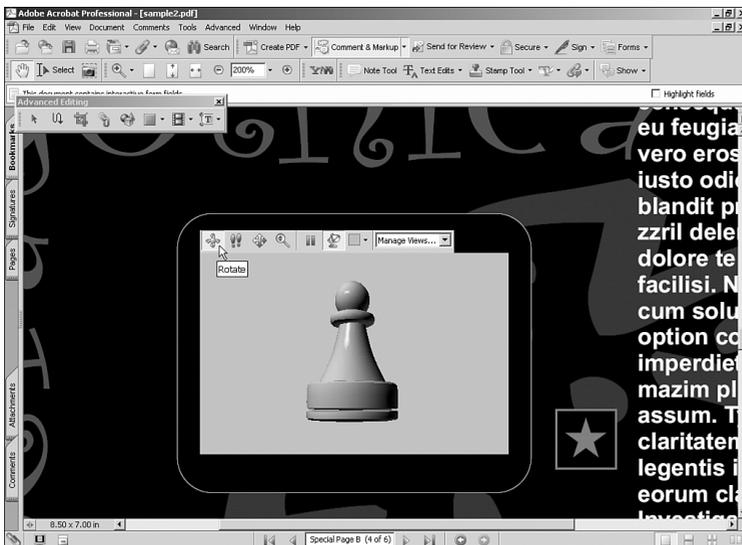


Figure 44.19

Your peers can use the 3D control panel to move embedded 3D objects.

COLLECTING DATA FROM FORMS

Although Acrobat gives you some basic tools to convert a document into an electronic form—a legacy from the pre-Designer days—it is better to use Designer if you intend to create new forms from scratch and are feeling creative about the way your forms should look. The drawback is that Designer is available only to Windows users. For Mac users the legacy form tools in Acrobat should still be able to do a decent job. You have already learned about those tools in Chapter 43, “Understanding Menus and Options in Acrobat,” and you explore Designer in Chapter 46, so let's concentrate for now on how you can use Acrobat forms to collect data. Electronic forms can be used to survey your clients about the quality of your services, for example, or to submit tests in web-based training courses.

There are two basic ways to set up a form to collect data via Acrobat: email-based and web-based. In an email-based collection you create a list of email recipients to whom you'll send the form, and in a web-based collection you upload the form to a web server to be accessed via a web browser. To create either one, you need to insert a Submit button in your form using either Acrobat or Designer.

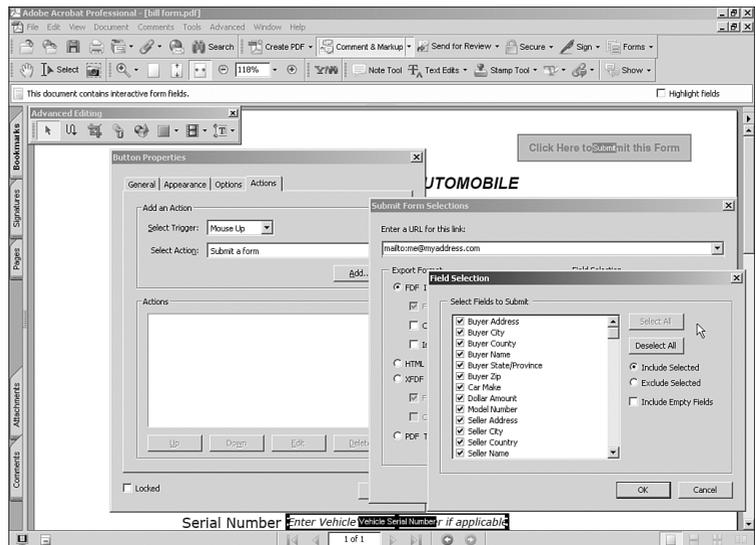
Creating a Submit Button

To create a Submit button in Acrobat use the Button tool in the Advanced Editing menu or the Forms toolbar and create a normal button. Right-click (in Windows) or Control-click (on the Mac) on it to access its properties. Click on the Actions tab and pick Mouse Up from the Select Trigger pop-up menu. Under the Select Action pop-up menu, pick Submit a Form and hit the Add button. In the next dialog you have two main options. If you want the data to be sent to a web server, enter the server's URL in the Enter a URL for This Link field. If you want the data to be sent to your email address, enter the text `mailto:` followed by your email address, with no spaces between.

Next you need to select a format for the form to be exported. FDF is good if your peers will be using the Adobe Reader to fill the form; PDF is good if the form contains a digital signature that you want to preserve. XFDF can also be filled using the Adobe Reader and gives you the option not to include comments. HTML converts the document to HTML format. You also have the option not to include some fields by clicking on Select Fields and checking only those you want to make fillable to your peers (see Figure 44.20).

Click on the other tabs to edit the way your button should look, and you're done with that part. Now you need to set up your data collection flow.

Figure 44.20
From the Field Selection dialog you can uncheck any fields that you want to make unfillable.



The Data Collection Workflow

If you want to have a web server collect the form data, you need to install and configure CGI software on the server. Acrobat does not include that software and you should consult with your web host provider regarding CGI scripts.

If you want to collect the data via email, you can use Acrobat's automated option to send your form to its intended recipients. To do this choose Advanced, Forms and click on Initiate Data File Collection Workflow to launch the Initiate Form Data Collection Workflow wizard; you are prompted to enter the email addresses of all the peers you want to receive the form. After you entered the addresses, clicking Next takes you to the message that will be emailed to your peers. Acrobat uses a default invitation, but you can customize it at will. The default invitation contains detailed instructions for those not familiar with Acrobat or with electronic forms (see Figure 44.21). When you click on Send Invitation, Acrobat opens your email client and prompts it to send an email containing the invitation and the form as an attachment to all the recipients you specified.

The screenshot shows a dialog box titled "Initiate Form Data Collection Workflow". On the left, a "Steps" pane lists "Getting Started", "Invite Recipients", and "Preview Invitation" (which is selected with a mouse cursor). The main area is titled "Preview Invitation" and contains the following text: "Preview the text of the email invitation below. You can edit or add to the text of the invitation. Click the 'Send Invitation' button to send the invitation and the form." Below this is a text box for "Invitation Message Subject:" containing "Please fill in the attached form: bill form.pdf". Underneath is another text box for "Invitation Message:" containing a list of instructions: "1. First, open the form. --- 2. Then, fill it in with information as required. --- 3. Your form may contain an email submit button. After you have finished filling in your form with information, click this button to email the information." At the bottom of the dialog are three buttons: "Cancel", "Previous", and "Send Invitation".

Figure 44.21

The default invitation contains detailed step-by-step instructions on how to fill and submit the form back to you.

Collecting the Data

When your peers click on the Submit button that you created in the form, the data is sent to the email address you specified in its Enter a URL for This Link field. The data comes in the format you specified. It's helpful to create a new folder to save the data files to, which makes it easier for Acrobat to find the data and process it.

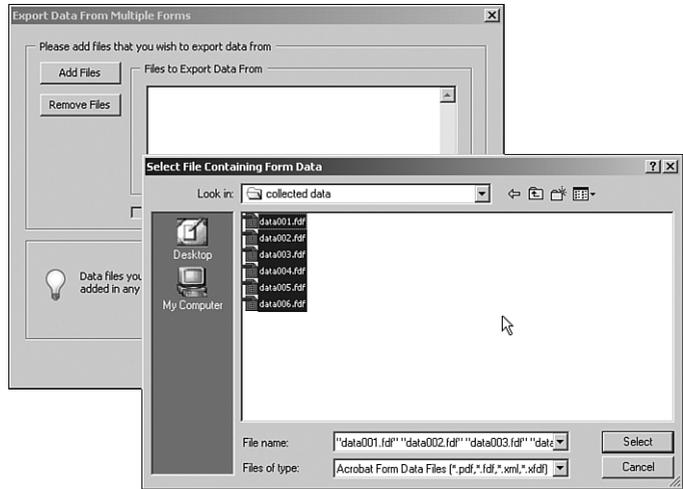
After opening the received emails and saving the attached files to your new folder, you can use Acrobat to process them and generate a CSV file. A *CSV file* is a comma-delimited spreadsheet file that you can use in Excel or any other spreadsheet program to analyze data. Note that Acrobat can't generate a CSV file if the data has been sent to you in HTML format. If you want to take advantage of this processing option you must have the data sent to you in either XML, FDF, PDF, or XFDF. You can choose the format in which the data will be sent to you in the Submit button properties.

To generate a CSV file from your collected data choose Advanced, Forms, Create Spreadsheet From Data Files. In the dialog that appears you are prompted to select the data files you've received. Click on the Add button to navigate to the folder where you saved these files and they will be added to the Files To Export Data From list (see Figure 44.22). If you want to remove files from the list simply

select them and click on Remove. After your files are selected, click on Export. Acrobat prompts you to select a location to place the new CSV file.

Figure 44.22

Use the Ctrl (Windows) or ⌘ (Mac) key as you click to select several files at once.

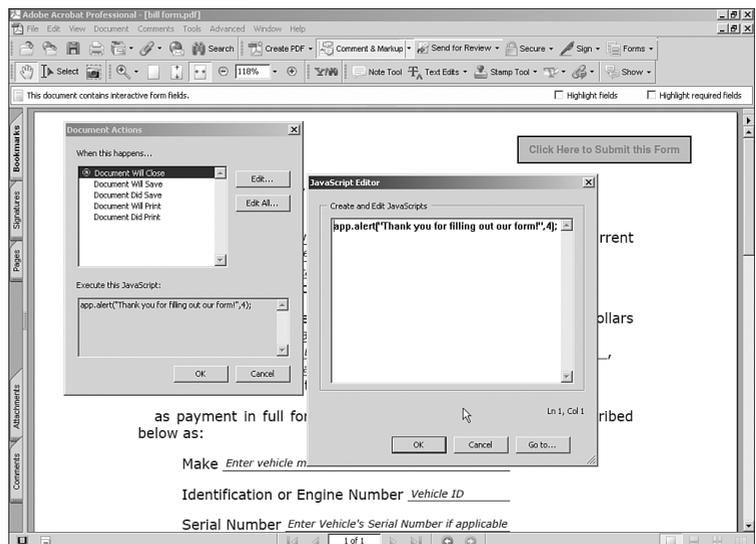


THE JAVASCRIPT EDITOR

Actions in Acrobat are handled using Adobe's own version of JavaScript. You can attach scripts to buttons or other form objects using the Run a JavaScript option in the Actions tab when editing these objects' Preferences. Keep in mind that the Adobe Reader doesn't support custom JavaScript, so if you intend your form to be filled using the Adobe Reader, you should avoid using custom scripts.

Figure 44.23

You can add JavaScripts to your document easily using Document Actions.



Another way to use JavaScript is by choosing Advanced, JavaScript, Document Actions. Document Actions are basic states that Acrobat watches to trigger JavaScripts. You can use a JavaScript pop-up, for example, to thank your customers for filling out a survey form when they close it (see Figure 44.23).

To learn more about Adobe JavaScript you can visit the JavaScript reference page in the Adobe website at http://partners.adobe.com/public/developer/pdf/topic_js.html.

THE ORGANIZER

You will simply love the Organizer. Imagine a window from where you can view thumbnails of all the pages in your PDF documents before you open them. Neat, huh? The Organizer gives you that and more.

To open the Organizer choose File, Organizer and select Open Organizer. Its left panel gives you a list of your recent history, a view of your hard drive, and a list of your created Collections. The central panel shows you a list of files in either a selected folder or Collection. The right panel shows you a preview of any file you select in the center panel.

Besides helping you organize your files in Collections, the Organizer has a few other nice functions on its own toolbar. You can use it to print files without having to open them, email files using your mail client, send files for review when they're enabled for that, or merge several files into one PDF (see Figure 44.24).

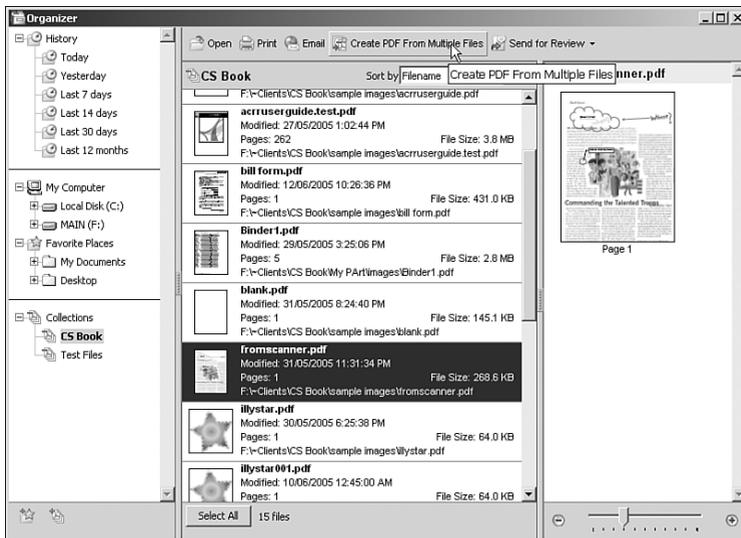
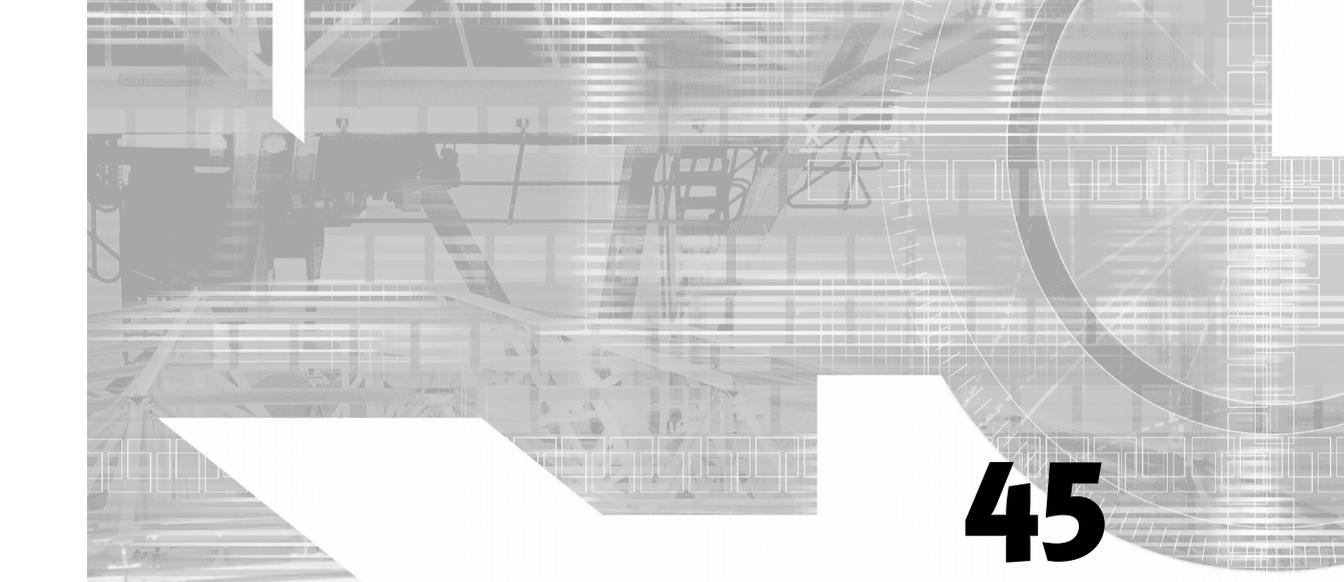


Figure 44.24
Easily merge several files into one using the Organizer.

As you can see, there's a lot more in Acrobat than embedding fonts; and in the previous two chapters you only scraped the surface of these neat features. As with the other elements in the Creative Suite, delving deeper into its features would require an entire book. However, the review presented here should help you understand Acrobat better and garner some of its power.



45

USING DISTILLER

IN THIS CHAPTER

Setting Distiller Preferences **PDF:1018**

Creating and Loading .joboptions **PDF:1018**

Working with Watched Folders **PDF:1019**

Working with Fonts **PDF:1021**

Distilling Errors **PDF:1022**

What is PDF/X? **PDF:1023**

Processing a File with Distiller **PDF:1023**

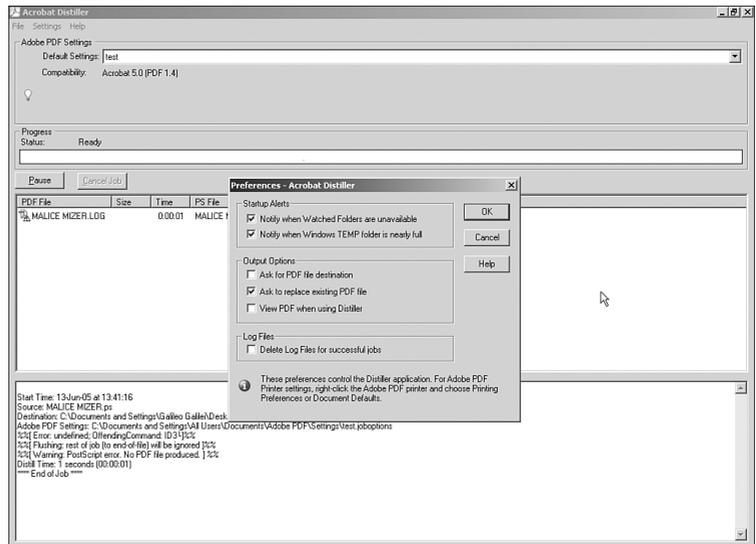
Acrobat Distiller is a compact program that interprets PostScript (PS or EPS) files and converts them to the PDF format. When you use Distiller to create a PDF file from a PostScript file, the new PDF file preserves all the data in the original PostScript and adds functions that are not supported by the PostScript format directly, like comments, font embedding, image compression, and more. In some cases you may be working with designers that don't have access to Acrobat and the programs they use have no PDF-creation capabilities. In any case, you can use Distiller to convert PostScript files one at a time or use its automation features to process entire folders.

SETTING DISTILLER PREFERENCES

Distiller's Preferences dialog is very simple. The Startup section refers to actions that happen when Distiller is launched. If the Ask for PDF File Destination check box is disabled, Distiller places the new PDF in the same folder location where the originating PostScript file is. You can also have Acrobat launch and display a new PDF after it's been created by Distiller (see Figure 45.1).

45

Figure 45.1
Distiller Preferences dialog.



CREATING AND LOADING .JOBOPTIONS

If the Distiller settings dialog looks familiar to you, it is because it's the same panel you see when customizing settings in the Adobe PDF printer driver. Distiller uses the Adobe PDF engine to generate PDF files and, as you saw in the previous chapter, you can choose from many presets that fit most common output targets. At any time, you can select an existing setting, make whatever changes necessary to it, and save it as a custom setting.

Custom settings can be saved for future use and loaded using the Distiller Default Settings pop-up menu at the top of the screen. These settings are saved as .joboptions files in a default location: \Documents and Settings\All Users\Shared Documents\Adobe PDF 7.0\Settings (for Windows) or Library/Application Support/Adobe/PDF/Settings (for Mac). Settings saved

after you choose Print, Adobe PDF can be used in Distiller and vice versa. You can also send these settings to your peers or load settings sent to you.

To load a `.joboptions` file into Distiller, choose Settings, Add Adobe PDF Settings and navigate to the location of the `.joboptions` file. The file is copied to Distiller's default settings folder and appears listed in the Defaults pop-up menu. Similarly, you can use the Remove Adobe PDF Settings option to delete from the default folder `.joboptions` files that you no longer need (see Figure 45.2).

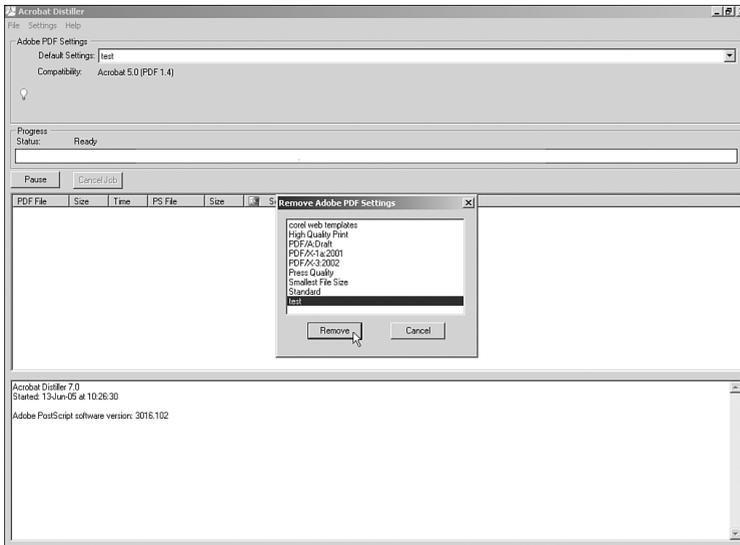


Figure 45.2

It's always a good idea to make a backup copy of your custom `.joboptions` files before deleting them.

Some printing shops and service bureaus allow clients to download free `.joboptions` files that they can use to make sure their PDF files are created up to standard and to minimize errors during processing.

WORKING WITH WATCHED FOLDERS

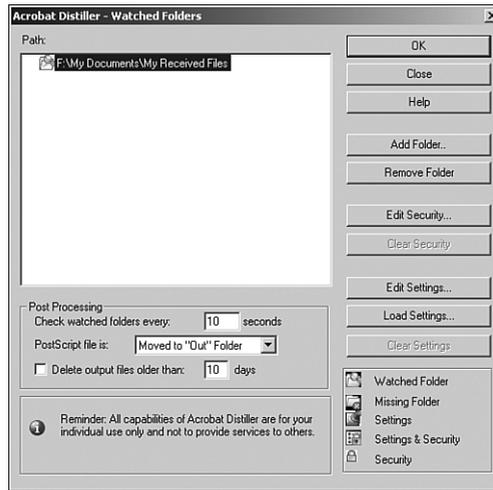
One of the greatest features in Distiller is its ability to process many files automatically and without supervision. In fast-paced environments like newspaper or magazine production, this ability is of vital importance. Distiller does this through the use of watched folders. A *watched folder* is a folder in your computer that Distiller “keeps an eye” on.

Creating and Editing Settings in Watched Folders

To set up a watched folder, choose Settings, Watched Folder to launch the Watched Folder dialog (see Figure 45.3). Clicking on the Add button enables you to navigate and select a folder to include in the watched folders list. When a folder is added, Acrobat creates two new folders inside your selection: In and Out. Distiller monitors the contents of the In folder and, when a PostScript file is dropped in, it automatically processes it and places the new PDF file in the Out folder.

Figure 45.3

Distiller allows up to 100 different folders to be added to the watched folders list.



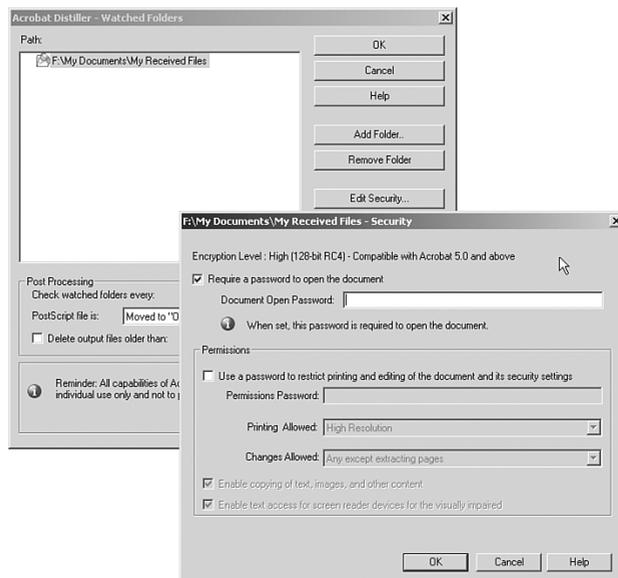
Distiller enables you to select individual Settings files for each folder in the list by selecting it and clicking on the Load Settings button. You can also adjust settings if they are not saved by clicking on the Edit Settings button to open the Adobe PDF Settings dialog.

Changing Security Settings in Watched Folders

You can add security features to the new PDF files by selecting a watched folder and clicking on the Edit Security button. These settings are the same as found when you create password-based security policies in Acrobat (see Figure 45.4). You can set different security levels for each folder in the watched folders list. When a watched folder has security settings added to it a lock icon shows next to its name in the list.

Figure 45.4

Setting separate security policies to each watched folder is possible in Distiller.



Changing Other Settings

You can also use the Watched Folders dialog (choose Settings, Watched Folders) to set a time interval for Distiller to check for new files. The maximum interval is 9999 seconds, which is equivalent to roughly 2 hours and 45 minutes. Deleting old files automatically to save hard drive space is also possible.

Processing Files

When a file is dropped in the In folder of a watched folder, Distiller automatically processes it using the settings selected for that folder, and it saves the PDF in the corresponding Out folder. You can use this functionality to process PostScript or EPS files sent to you via email or via a web server, for example. Or if you want to add security to your documents automatically without having to open them in Acrobat, save them as PostScript files in the In folder of the corresponding watched folder and Distiller takes care of the rest.

You can also process individual files by using the File, Open menu and navigating to the location of the file or by dragging and dropping the file icon into the Distiller window. Distiller uses the settings selected in the Default Settings menu to process files selected individually (see Figure 45.5).

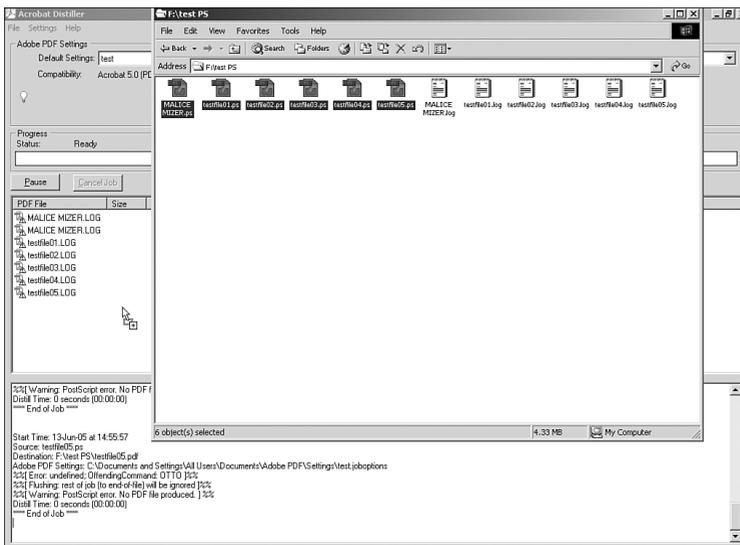


Figure 45.5

You can drag and drop several files at once into Distiller's window for processing.

WORKING WITH FONTS

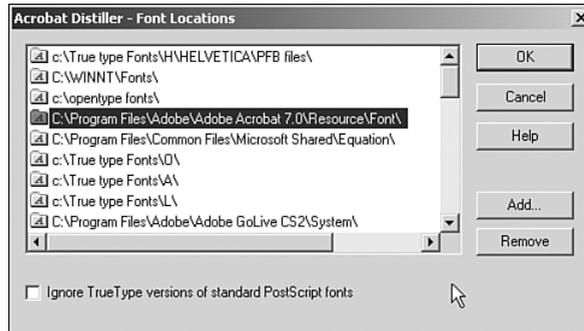
Sometimes you need to embed fonts in the PDF files created by Distiller. This is specially important if the PDF files are being sent out for production; a missing font can wreak havoc in a fast-production environment.

Distiller automatically looks for fonts to embed in the Program Files\Adobe\Adobe Acrobat 7.0\Resource\Font folder and the Windows\Fonts folder in Windows and in the /Resource/Font

folder, Users / (username) /Library/Fonts folder, /Library/Fonts folder, and /System/Library/Fonts folder in a Mac OS environment.

Additionally, you can add more folders to Distiller's list by choosing Settings, Font Locations and clicking on the Add button. You can also select a folder from the list and click on Remove to stop Distiller from looking for fonts in it (see Figure 45.6).

Figure 45.6
Distiller's Font Locations list.



DISTILLING ERRORS

Sometimes, if a PostScript file hasn't been exported properly or there is any other kind of problem that prevents Distiller from generating a PDF, the file is skipped and a text log file is created in the same location where the PostScript is located. The most common errors are due to memory problems, font issues, or corrupted PostScript files.

Font-related error messages usually have this form:

```
%[ Error: invalidfont; OffendingCommand: findfont ]%
```

An `invalidfont` type error usually occurs when a font used in the PostScript file is not present in any of the Font Locations folders or if the font is present but can't be embedded due to restrictions set in the font by its manufacturer. A less common error is when a font file has become corrupted.

Memory problems (not enough memory available) or corrupted PostScript file problems usually produce errors with this form:

```
%[ Error: undefined; OffendingCommand: xxxx ]%
```

where `xxxx` corresponds to a string of code that Distiller can't recognize.

Sometimes, if the error is caused by low memory available, shutting down other applications and re-sending the PostScript file to Distiller solves the problem. If the problem is a corrupted PostScript file, the only solution is to have it re-created.

Other errors can have more cryptic headers like `exch` or `limitcheck`. The first often refers to corrupted graphics embedded in the PostScript file, and the second to excessively complex vector objects. In both cases the only solution is to go back to the application that created the PostScript file and fix the problem there.

WHAT IS PDF/X?

The PDF/X file format was created with the objective of eliminating problems when making PDF files for press production. It is not a substitute for PDF but rather a “flavor” of it customized for press.

The reason to create the PDF/X format was that not all PDF files are suitable for press, which is one of the strengths of PDF format, after all. Distiller solved that problem partially by enabling users to save and share .joboptions files, but in order for them to work, a user needs to have Acrobat. Because these days there are several third-party programs that do the same task as Distiller—create PDF files from PostScript files—using .joboptions files with them is impossible. This prompted many printing industry leader companies to work on a standard format that could be used with press production in mind, and that’s how PDF/X was created.

Currently there are two main versions of PDF/X, each suitable for a distinct market. Which to use? It mainly comes down to where you are. If you are in North America the PDF/X-1a format is right for you because it uses the U.S. Web Coated (SWOP) working profile. If you are in Europe, the PDF/X-3 is for you because it uses the Euroscale Coated profile instead.

In addition to those two, the PDF/XA standard is currently being developed as a format for optimum archival of documents.



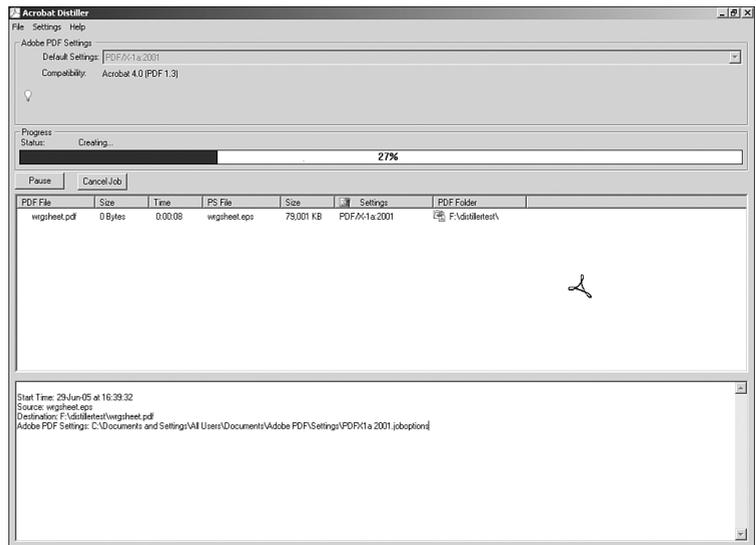
PROCESSING A FILE WITH DISTILLER

When you open a file with Distiller, it starts to process it right away. This means that if you need to adjust any settings you should do it before opening a file.

To process files individually, choose File, Open in Distiller and then select the file to process (you can select more than one by holding the Ctrl key and clicking the files you want to process). As soon as you click OK, Distiller starts to process the selected file. The file’s name shows in Distiller’s main pane. You see a status bar indicating the job progress. After the processing is completed, a small report shows in Distiller’s Status pane (the bottom one) indicating whether there are any errors and the time the processing was completed (see Figure 45.7). If you need to pause a job, click the Pause button and Distiller stops working. To continue after a pause, click the same button again; Distiller takes off from where it stopped.

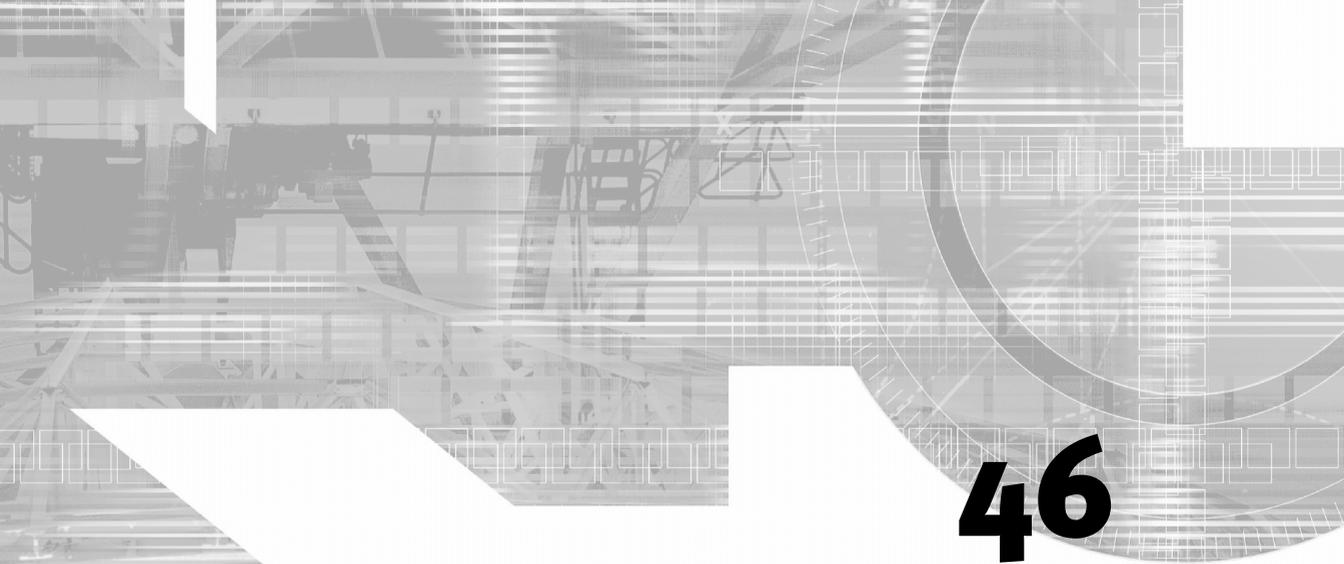
Another way to process files is to drag and drop them from any open folder into Distiller’s window. The result is the same as when you open them using the File, Open command. If you have Watched Folders set, dropping the files in it is all you need to do. Distiller sees them in its next round and processes them automatically.

Figure 45.7
Distiller's progress bar and the report in the Status pane.



If you have many old entries in Distiller's Status pane, you can right-click the pane and select **Clear All** from the context menu to remove the old files. The same context menu enables you to view or clear Distiller's default log file. The *log file* is a text transcript of all the messages you see displayed in the Status pane; it's stored in `C:\Documents and Settings\<(username)\Application Data\Adobe\Acrobat\Distiller 7\messages.log` (in Windows) or `Users/(username)/Library/Application Support/Adobe/Acrobat/Distiller 7/messages.log` (on the Mac). The file can be viewed with any text editor. If you set Distiller's Preferences to create a log for individual jobs, that log is saved as `(filename).log` in the same folder as the PDF is saved in, and it contains only the report for that particular file.

As you see, Distiller is not as intimidating as it may look. On the contrary, it's a very simple program to use, and it is a great ally if you need to process PostScript files into PDF files on a regular basis.



46

USING ADOBE DESIGNER (WINDOWS CS₂ ONLY)

IN THIS CHAPTER

Best Practices (When to Use and Not Use Designer) **PDF:1026**

New Features (What Was Designer Previously?) **PDF:1027**

File Format Chart (Import, Export, Save) **PDF:1028**

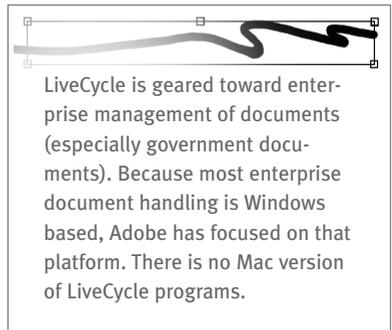
Creating a Simple Form **PDF:1028**

Barcodes and Custom Objects **PDF:1038**

Substituting and Embedding Fonts **PDF:1038**

JavaScript Inside Forms **PDF:1039**

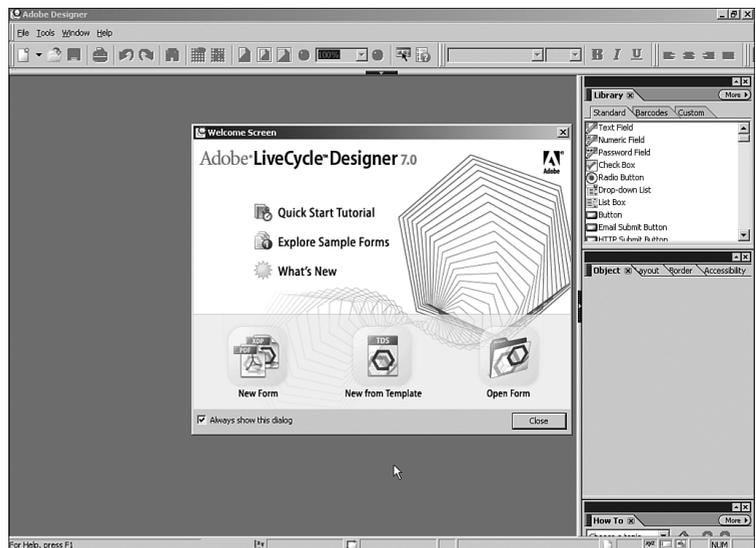
Adobe Designer—also known by its official name of Adobe LiveCycle Designer—is part of LiveCycle, an Adobe family of programs aimed at streamlining the production and processing of intelligent documents and forms in an enterprise environment. Designer's part in that initiative is the creation of electronic PDF and XDP forms and form templates. Designer uses the same form creation tools found in Acrobat but provides more customization options. A lot more, actually, which is the reason why Adobe has included it in the Creative Suite (see Figure 46.1).



LiveCycle is geared toward enterprise management of documents (especially government documents). Because most enterprise document handling is Windows based, Adobe has focused on that platform. There is no Mac version of LiveCycle programs.

Figure 46.1

Designer shows its LiveCycle roots in its welcome screen and in an interface that is different than that of Illustrator, Photoshop, or GoLive.



BEST PRACTICES (WHEN TO USE AND NOT USE DESIGNER)

Why use Designer if you already have form creation and editing tools in Acrobat?

The answer is that, unlike Acrobat, with Designer you can create forms from scratch. Think of it as a page layout program for forms. This means that, besides the tools to create form elements, Designer also enables you to import graphics (like your company's logo), create blank pages, add text boxes, and more.

Designer also comes with many predesigned templates for most common form tasks. And you can create and save your own forms as well.

So, if you need to modify an existing form quickly or add a couple of form elements to a PDF document, Acrobat is your answer. If you need to create an entire set of forms for your company, visually enhance forms beyond Acrobat's capabilities, or add JavaScript to your electronic forms, Designer is your answer.

There are other advantages of using Designer as part of a LiveCycle enterprise solution, but we concentrate on what makes Designer a good addition to Adobe Creative Suite. If you want to learn more about LiveCycle products, visit <http://www.adobe.com/products/server/main.html>.

NEW FEATURES (WHAT WAS DESIGNER PREVIOUSLY?)

Designer was born out of two different programs, Form Designer 4 and Output Designer 5, after Adobe acquired their creator Accelio in 2002. When Adobe decided to create the LiveCycle initiative, it merged these two programs into one: Adobe LiveCycle Designer 6.

In Designer's current incarnation, Adobe has included some welcomed additions. First is its integration with Acrobat 7. Because of its origins outside Adobe, earlier versions of Designer generated forms in proprietary formats that were still supported until version 6. In the current version Designer has gone "full PDF," and forms created with it are compatible with Acrobat 7. If you choose Acrobat's Advanced, Forms, Create New Form menu option, Designer is launched. In Designer, clicking on the PDF Preview tab (more about it later in this chapter) displays some basic Acrobat tools and Acrobat's Navigation Tabs pane (see Figure 46.2).

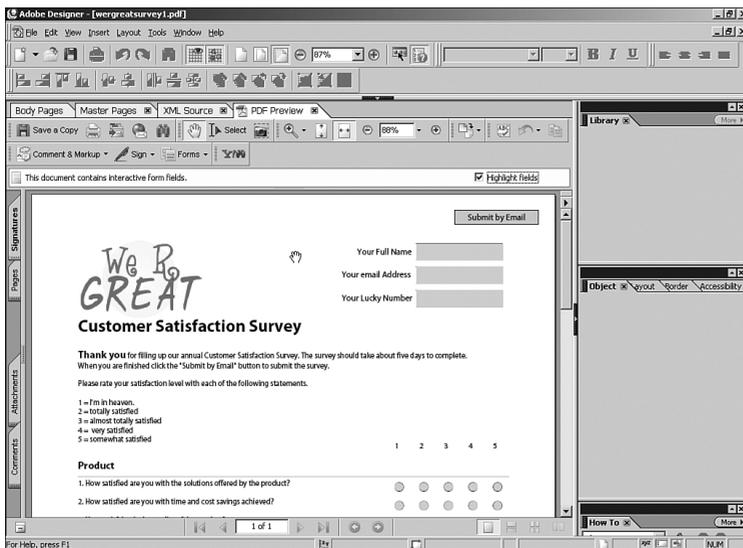


Figure 46.2

Better integration with Acrobat is just one of Designer's improvements.

Linking interactive images is also a new feature in Designer. You could have, for example, a webcam feed updated photos of your office environment to a web server and have the photo linked in a form. Anyone reading or filling out the form could see the updated photos as long as they're connected to the Internet.

Perhaps the most impressive addition to Designer's arsenal is its capability of generating a paper form's barcode. If a user doesn't have access to the Internet they can fill in the form using the Acrobat Reader and print it. The form prints with a barcode containing the data entered. The user can then fax or mail you the form and you can extract the data using a barcode reader with no need to retype it all.

FILE FORMAT CHART (IMPORT, EXPORT, SAVE)

Following is a chart of formats currently supported by Adobe Designer 7.0:

Format	Open	Save As
Adobe PDF (PDF)	X	X
Adobe XML forms (XDP)	X	X
Adobe Designer Templates (TDS)	X	X
Adobe Form Designer 5.0 (XFT) (legacy proprietary format)	X	N/A
Adobe Output Designer (IFD) (legacy proprietary format)	X	N/A
Microsoft InfoPath (XSN)	X	N/A
Microsoft Word (DOC, RTF, DOT)	X	N/A

In addition, Designer can also import the following image formats to be used in forms:

- Bitmap (BMP)
- Joint Photographic Experts Group (JPEG)
- Not animated CompuServe Graphic Interchange Format (GIF)
- Portable Network Graphics (PNG)
- Tagged Image File Format (TIFF)

CREATING A SIMPLE FORM

The easiest way to create a form in Designer is by opening one of many preset templates and customizing it. To do this click on the New From Template icon in the welcome screen to display the New Form Assistant (see Figure 46.3).

After choosing a template from Designer's comprehensive list you are prompted to select a delivery method, how you want the form returned to you. Selecting Print makes the form not fillable electronically; the user prints it and fills it manually for submission by fax or mail. Selecting Fill Then Submit/Print enables users to fill the form using Adobe Reader and then either print it or submit it to an email address of your choice. You need to enter an email address at this point but you can edit it later. Depending on your selection Designer automatically places buttons for Print and/or Submit in your new form. Clicking on the Finish button accepts these options and you see your form (a copy of the editable template, actually) displayed in Designer's work area.

Form Tools and Palettes

The first thing you notice in Designer's interface is that it's different from Acrobat and closer to the Photoshop/Illustrator work area, with a grid all across your new form and dockable palettes on the right.

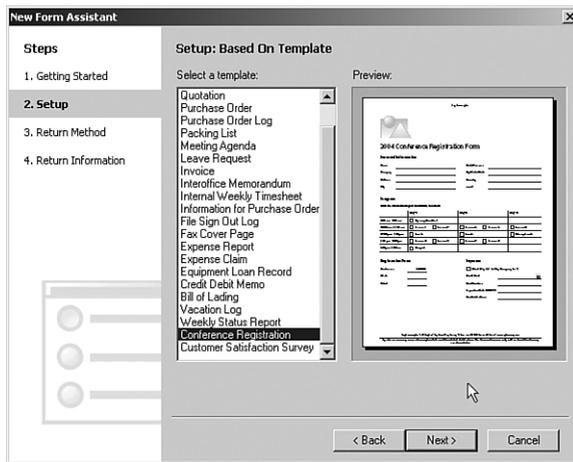


Figure 46.3
Designer comes with templates to fill almost any corporate need.

The grid is there to help you position your form objects and you can make it visible or invisible by choosing View, Grid. Rulers around the top and left sides of your work area are there for the same reason and can also be turned off by choosing View, Rulers. If you need guidelines, you can drag them from the rulers.

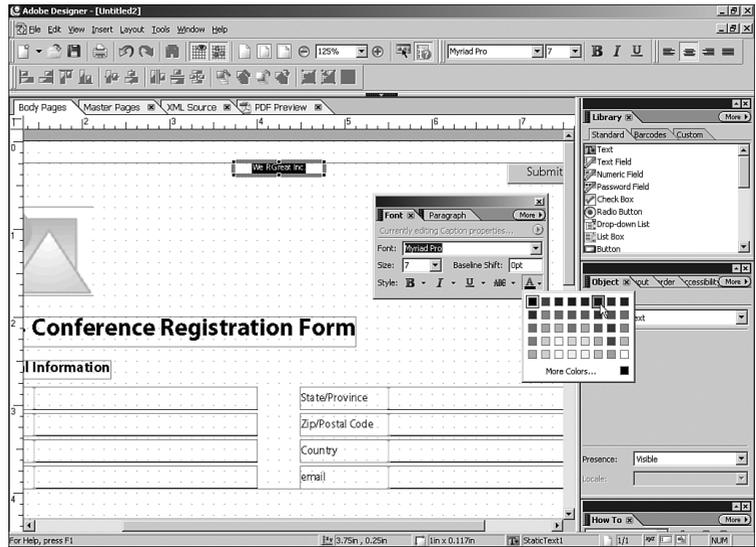
The most important palettes for now are the Library palette—situated at the top of the right panel—and the Object palette, situated right under the Library.

The Library palette contains all the objects you can add to your form, separated onto three tabs: Standard, Barcodes, and Custom. In the Standard tab you see many of the same objects found in Acrobat's Forms toolbar plus a few more, such as Text Box, Password Field, Email and HTTP button, Print button, Submit button, and so on. To insert any of these objects into your form, drag them from the palette and drop them in the work area. Another way to insert these objects is by picking one of the tools from the Library and dragging the mouse pointer across your page. Characteristics of these boxes can be edited using the Object palette. Let's take a quick look at what each of these objects in the Standard tab does. You look at the other tabs later in the chapter.

- **Text:** Insert text blocks in the body of your form. These are not fillable fields, but just simple text like your company's address, for example, or instructions on how to fill out the form. You can change font, font size, style, and alignment using the Font and Paragraph toolbars; or you can double-click on it to display the Font and Paragraph palettes, which have more options like font color, indents, line spacing, and vertical alignment (see Figure 46.4). You can also use the Object palette to change the box size, position in the page, fill color, outline style and color, and more.
- **Text Field:** Draw a fillable text field where a user can enter text. This tool has two parts, a label area and a field area. The same Text, Paragraph, and Object customization options are available as with the text box—plus, you can highlight the text in the label side and change its formatting. Use the Value tab in the Object palette to determine whether filling a text field is required or not before submitting the form to you.

Figure 46.4

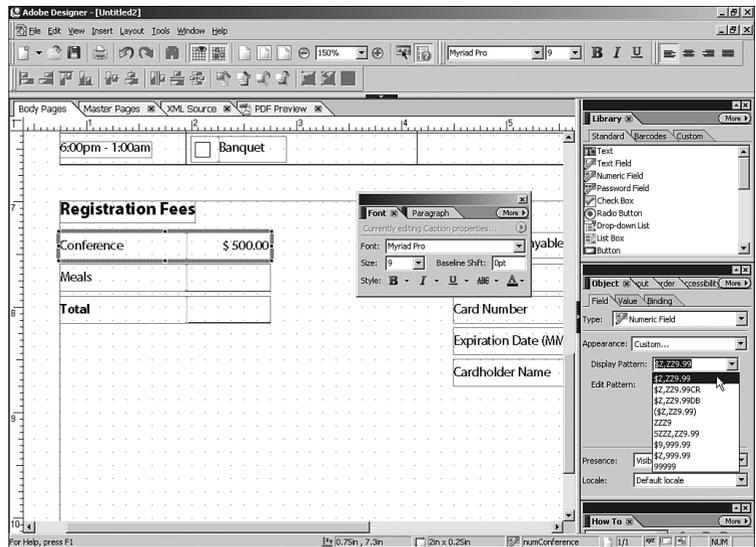
Unlike with Acrobat, with Designer you can add text boxes and type!



- **Numeric Field:** This is like a text field but it only accepts numeric values that can be adjusted from the Object palette (see Figure 46.5).

Figure 46.5

You can adjust the way numbers are displayed in a Numeric Field from the Object palette.



- **Password Field:** Create a field for users to enter a password when you want to restrict access to the form to only authorized people. If an incorrect password is entered, the fields can't be filled in.
- **Check Box:** Create check boxes just like the ones in Acrobat but with more design options through the Object palette (see Figure 46.6).

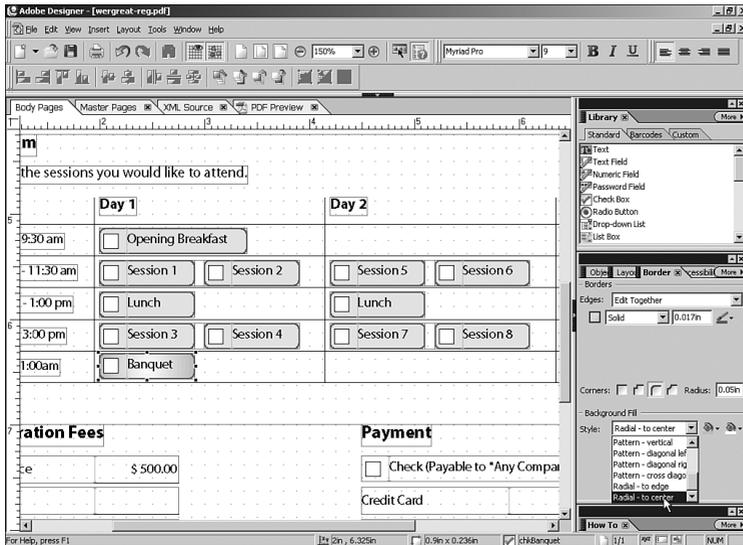


Figure 46.6
You can change the outline and fill color of your check boxes.

- **Radio Button:** Create radio buttons similar to those you can create in Acrobat but with more design options (see Figure 46.7).

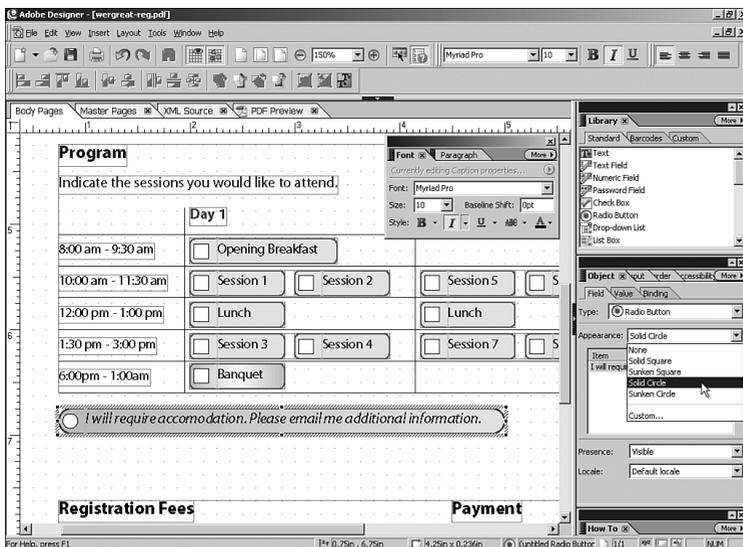
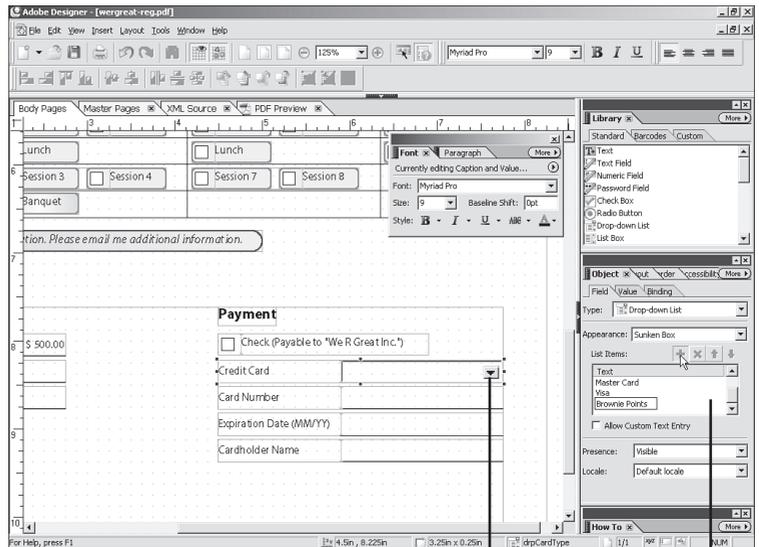


Figure 46.7
Gradient fills are available for radio buttons and check boxes.

- **Drop-down List:** Like Acrobat's combo boxes, Designer's drop-down lists display a list of items to select from, like credit cards. Clicking on the + icon in the Field tab of the Object palette enables you to add items to the list (see Figure 46.8).

Figure 46.8

Drop-down lists can contain any type of item.



Drop-down list

Add items to drop-down list here

- **List Box:** Create a list of items for users to select from. This is similar to using Acrobat's List Box form object.
- **Button:** Create general-purpose buttons that can be used to trigger actions. Unlike Acrobat buttons, you can't use an image as a button in Designer.
- **Email, HTTP, Print, and Reset Buttons:** These buttons are precoded for specific tasks. Email and HTTP buttons enable users to send the filled form to you via email or by uploading the data to a server. The Print button sends the form to the user's default printer. The Reset button clears all data entered in the form.
- **Date/Time Field:** A custom field that accepts data in a predefined form that you can customize—for example, DD-MM-YYYY.
- **Image and Image Field:** Display images in both, but they but work in different ways. An *image* could be as simple as a corporate logo that you want to add to your form. An *image field* is a placeholder that can be used to link an external image in a dynamic type of form, such as displaying a thumbnail after a user has selected a photo from a list box, for example (see Figure 46.9).
- **Lines, Rectangles, and Circles:** Create basic geometric shapes that you can use to enhance your form visually.
- **Signature Field:** When collecting sensitive information, you can set a signature field to enable users to add an electronic signature to a form after they fill it in. When they add a signature, filled fields become locked and can't be edited or cleared.

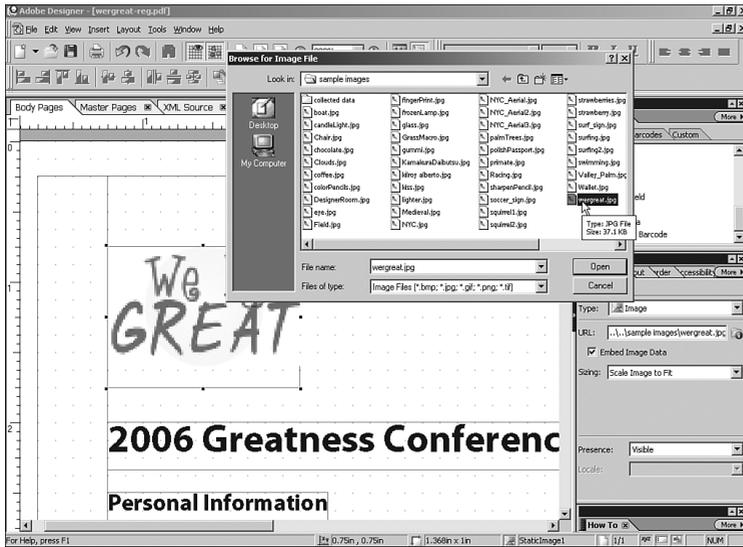


Figure 46.9

Use images or image fields to add your corporate logo or other visual enhancements to a form.

- Subform:** Create a sort of bounding box used to group elements in a page. When subforms are used in dynamic forms, they ensure that the data entered doesn't flow beyond the subform's boundaries, helping preserve the form's visual integrity. When you create a new form or add a blank page to an existing form, a subform is automatically created defining the margins on the page, and additional nested subforms can be created (see Figure 46.10). You can use subforms to keep objects grouped by sections on a page and make them easier to move around.

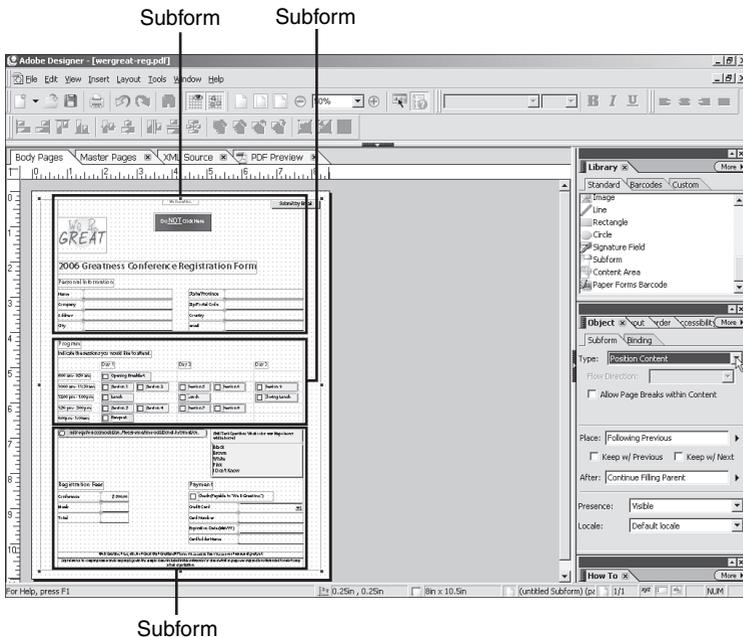


Figure 46.10

Each page in a form document is, by default, a subform. In the figure, elements are grouped in three subforms shown as thin blue container boxes.

- **Content Area:** A content area is like a super subform that resides in a layout's master page (you learn more about them later) and provides a bounding box across the entire document—and not only for one page as bounding boxes do. Content areas can be edited only through the Master Pages tab in the work area or Layout Editor.
- **Paper Forms Barcode:** Add a special container field for an Adobe Paper Forms Barcode. If the option is enabled, when a user fills in a form via Acrobat or Adobe Reader, the barcode is automatically updated to contain the data entered in an encoded form. The user can print the filled form, sign it, and mail or fax it to you. You can then scan the barcode with a standard 2D barcode reader to collect the encoded data in XML form. To be able to collect the data, you need to install the Adobe LiveCycle Barcoded Forms 7.0 ST decoder software. To learn more about Adobe LiveCycle Barcoded Forms 7.0 ST, visit the Adobe website at <http://www.adobe.com/products/server/barcodedpaperforms/>.

All these objects can be customized through the Object palette or by right-clicking on them and selecting the same options from the context menu.

The Layout Editor Tabs

The Layout Editor is the main area of Designer's window, where you work with your form. It contains four tabs that give you different previews of your document and can be made active from the View menu:

- **Body Pages:** This is the view you see when you start work on a form. It shows you the form objects, grid, and subform outlined in blue.
- **Master Pages:** A *master page* is an underlying page that contains elements common to more than one page in your form document. You can use master pages to place your corporate logo, a watermark, or header and footers to be repeated across an entire document. You can also use a master page to place repeating fields like a user's name or a date/time field, or to insert page numbers (see Figure 46.11). Master pages are listed in the Hierarchy palette.
- **XML Source:** This tab displays the XML code for the entire document and should not be manually edited; it is mainly for reference only. To display the XML code for a particular object in your form, select it in the Body Pages tab or in the Hierarchy palette and click on the XML Source tab.
- **PDF Preview:** When you click on this tab you see your form as it will look in Acrobat or Adobe Reader. The preview even enables you to see Acrobat's left navigation pane without the Bookmarks tab (see Figure 46.12). If you are working on an existing PDF form, this tab is not available.

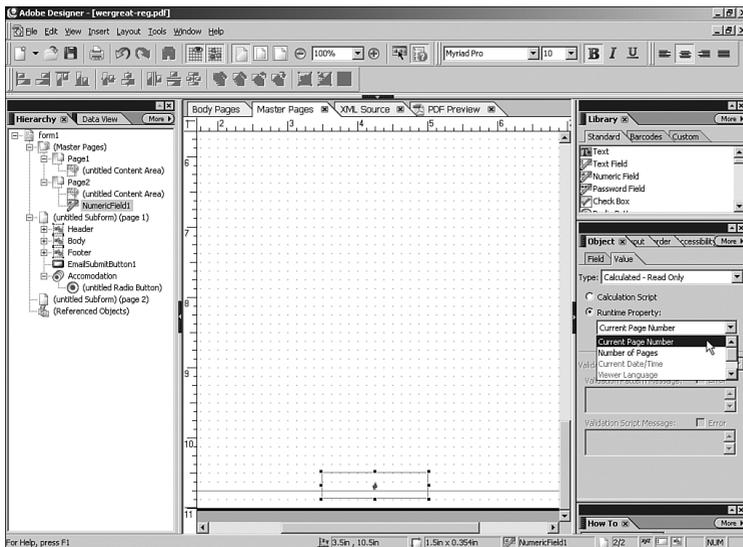


Figure 46.11

A numeric field with the proper Value tab settings can be used in a master page to add auto page numbering to your document.

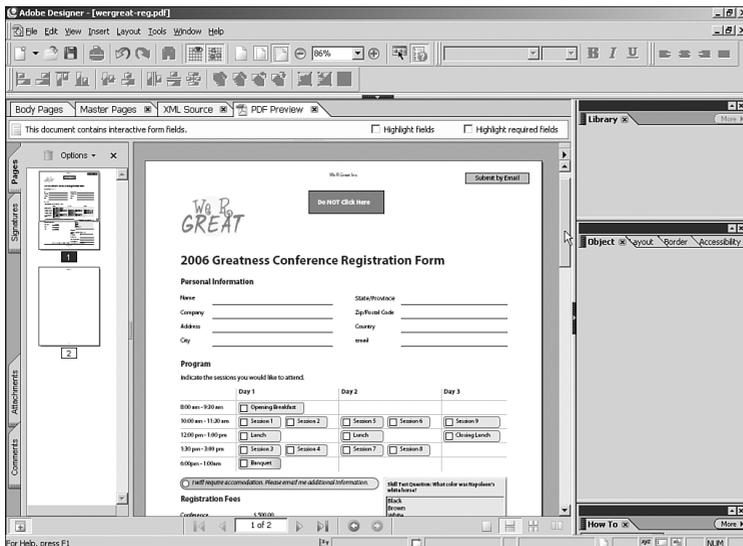


Figure 46.12

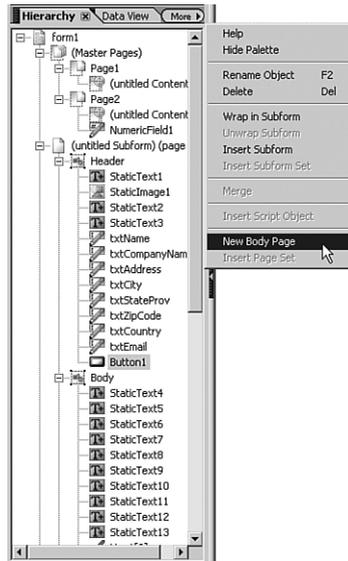
You can quickly see how your layout will look in Acrobat or Reader by clicking on the PDF Preview tab.

The Hierarchy Palette

The Hierarchy palette is an object inspector of sorts that enables you to see the structure of your document at a quick glance. You can see the objects in each page listed by groups (subforms), and you can also manage your master pages or add or delete body pages from there (see Figure 46.13).

Figure 46.13

With the Hierarchy palette you can see and organize the objects in your form.



Using the How To Palette

The How To palette contains step-by-step instructions for 10 common tasks in Designer, ranging from creating new fields to merging text objects. The tutorials are easy to follow and can help you get a quick grip on Designer.

Importing a Document from Word

If you have forms created in Word it's easy to convert them to Designer and/or save them as Designer templates.

From the Welcome screen or the File menu, select New Form to open the New Form Assistant dialog. Enable the Import a Word Document radio button and click Next to navigate to the location of the Word document and select it. After setting up a Submit method in the New Form Assistant, Designer converts the Word document. Paragraphs are converted into subforms automatically and fields are given a light gray fill to make them easily identifiable.

Microsoft InfoPath forms can also be imported in the same manner. When importing InfoPath forms you can choose which view to use from the File Import Options dialog (see Figure 46.14).

Form Properties and Settings

Basic form details can be accessed and edited from the File, Form Properties menu option. A form name, creator name, form version, and date of creation can be entered to help you keep track of updates to your forms. You can also use the Properties dialog to set up password and security permissions. For example, you can make the form unprintable or disable all editing except for filling in the form fields.

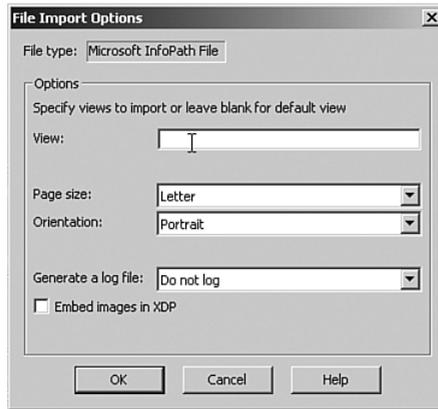


Figure 46.14
Select the InfoPath View you want to use from the File Import Options dialog.

Setting Up a Tabbing Order

If you do a lot of form filling you may already be familiar with using the Tab key to navigate from one field to the next instead of using a mouse to click on fields. Designer enables you to determine the order in which you or your peers can navigate through your forms.

To set up a tabbing order, choose View, Tab Order. A numbered tag appears next to each object in your form. These tags show the current tab order. Hold the Shift key and click on the object you want to be the first in the tab sequence. Next, release the Shift key and continue clicking on objects in the order you want them to be in the sequence. When you are finished, choose View, Tab Order one more time. That's it. Your new tabbing order is set (see Figure 46.15).

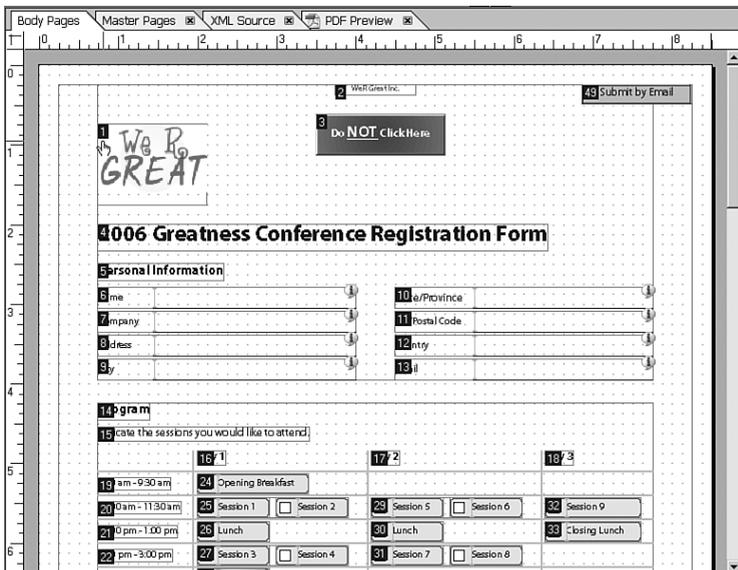


Figure 46.15
Changing the tabbing order is easy with Designer.

BARCODES AND CUSTOM OBJECTS

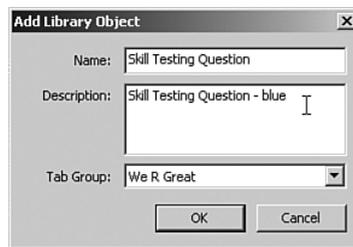
Besides the form objects shown in the Library's Standard tab, Designer supports barcodes in over 30 formats with customizable settings through the Object palette. These barcodes can be used for tasks such as form identification and version tracking. If you need to print barcodes on adhesive labels for product identification, you can also use Designer for that task.

Custom objects are ready-to-use objects for common tasks like inserting dates; inserting survey questions with set radio buttons; inserting preset address fields; inserting a list of countries; inserting a list of all the U.S. states; inserting a page navigation bar with buttons for First Page, Next Page, Previous Page, and Last Page; and more.

You can also create and save your own custom objects and group them by project. To add a group, click on the More button in the Library palette and select Add Group. After you enter a name for your group, it shows as a new tab in the Library palette. To add a custom object to a group drag it to the Library palette. A dialog pops up prompting you to enter a name for your object and the group where you want it to appear in the Library palette (see Figure 46.16).

Figure 46.16

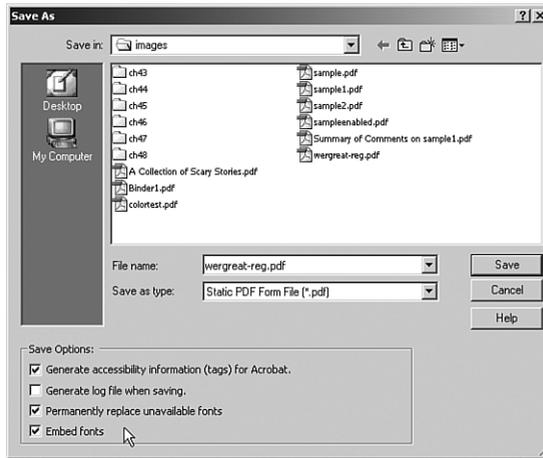
You can create new groups in the Library palette to keep your own custom objects organized.



SUBSTITUTING AND EMBEDDING FONTS

When you open an existing form in Designer it looks in your computer for all the fonts that were used to create it. If Designer fails to find any required font it displays a warning message and uses an existing font as a temporary substitute. When you save the form, the substitute font is dumped and the PDF maintains its original font data. You can choose to make this font substitution permanent by choosing File, Save As and checking the Permanently Replace Unavailable Fonts check box in the Save As dialog. Enabling the Embed Fonts check box in the same dialog prompts Designer to embed all fonts used in the form that are not already embedded (see Figure 46.17).

How does Designer determine which fonts to use as substitutes? During installation, Designer creates an XML schema file named `designer.xci` in the `C:\Program Files\Adobe\Adobe Acrobat 7.0\Designer 7.0` folder that contains a basic substitution table. If you want or need to create a custom substitution table you can do it not by editing this schema file (it's recommended that it be left untouched) but by editing another file created just for that purpose, `ConvertPDF_FontMap.txt`, located in the same folder.

**Figure 46.17**

Unlike Acrobat, no subsetting is available when embedding fonts in Designer.

By default this file is empty and editing it is easy by using Notepad or any other ASCII text editor. You can type a substitution list using the following syntax:

```
inputfont=Designerfont
```

where *inputfont* is the name of the font you want to substitute and *Designerfont* is the font to use as the substitution. You can use asterisk (*) and question mark (?) wildcards in the names to cover for any small variations in the font names. Thus, the entry

```
*Futur*=Arial
```

makes Designer use Arial whenever it finds a request for Futura or Future or Futurist. If you want to use a general substitute for uncommon fonts you can use a wildcard like

```
*=Times New Roman
```

which tells Designer to use Times New Roman as a substitute for any font not found in the substitution list.

JAVASCRIPT INSIDE FORMS

Like Acrobat, Designer enables the use of JavaScript in its forms. In fact, Designer uses two different scripting languages: Its own FormCalc is the main one, and JavaScript is a supporting language. However, unlike Acrobat, Designer's emphasis in the use of JavaScript is on the business side of form management because it's a part of LiveCycle, which is not a graphics suite but a business document management solution.

For example, if you use Designer to create invoice forms, you could use JavaScript to have the form query a database and retrieve current prices for items in the invoice and then calculate and display the totals.

Implementing JavaScript opens a whole new perspective for Designer users. To learn more about using JavaScript and/or FormCalc with Designer, visit <http://partners.adobe.com/public/developer/livecycle/devcenter.html>.

