



Adobe® Acrobat® XI



CLASSROOM IN A BOOK®

The official training workbook from Adobe Systems

CD-ROM Included for Windows and Mac OS



Adobe® Acrobat® XI



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The official training workbook from Adobe Systems

CD-ROM Included for Windows and Mac OS

Adobe® Acrobat® XI Classroom in a Book®

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WHAT'S ON THE DISC

Here is an overview of the contents of the Classroom in a Book disc.

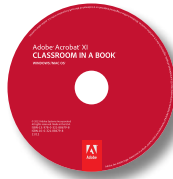
The *Adobe Acrobat XI Classroom in a Book* disc includes the lesson files that you'll need to complete the exercises in this book, as well as other content to help you learn more about Adobe Acrobat XI and use it with greater efficiency and ease. The diagram below represents the contents of the disc, which should help you locate the files you need.



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1 INTRODUCING ADOBE ACROBAT XI

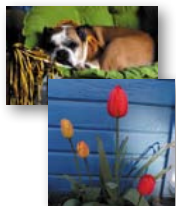
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GETTING STARTED

Adobe® Acrobat® XI is an essential tool in today's electronic workflow. You can use Acrobat Standard or Acrobat Pro to convert virtually any document to Adobe Portable Document Format (PDF), preserving the exact look and content of the original, complete with fonts and graphics. You can edit text and images in PDF documents, initiate reviews, distribute and share documents, create interactive forms, and more.

About Classroom in a Book

Adobe Acrobat XI Classroom in a Book® is part of the official training series for Adobe graphics and publishing software, developed with the support of Adobe product experts. The lessons are designed to let you learn at your own pace. If you're new to Adobe Acrobat, you'll learn the fundamental concepts and features you'll need to master the program. If you've been using Acrobat for a while, you'll find that Classroom in a Book teaches many advanced features, including tips and techniques for using the newest features.

Although each lesson provides step-by-step instructions for working with specific projects, there's room for exploration and experimentation. You can follow the book from start to finish, or do only the lessons that match your interests and needs. Each lesson concludes with a review section summarizing what you've covered.

What's new in this edition

This edition covers many new features in Adobe Acrobat XI, such as the ability to edit and reflow text in a PDF document; easily saving and reusing content from a PDF file; signing documents electronically with Adobe EchoSign; designing forms from templates in Adobe FormsCentral, which is installed with Acrobat; and combining documents of various file formats to create a single PDF file.

Acrobat Pro and Acrobat Standard

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

- Preflighting documents and other print production tasks
- Creating PDF Portfolios
- Checking PDF documents for accessibility
- Applying Bates numbering and redaction
- Comparing versions of a document
- Using and creating actions

Prerequisites

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

Installing Adobe Acrobat

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

You must install the application onto your hard drive; you cannot run Acrobat XI from a disc. Follow the onscreen installation instructions.

Starting Adobe Acrobat

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

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

Copying the Classroom in a Book files

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

To copy the Classroom in a Book files:

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

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

Additional resources

Adobe Acrobat XI Classroom in a Book is not meant to replace documentation that comes with the program or to be a comprehensive reference for every feature. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features and tutorials, refer to these resources:

Adobe Community Help: Community Help brings together active Adobe product users, Adobe product team members, authors, and experts to give you the most useful, relevant, and up-to-date information about Adobe products.

To access Community Help, press F1 or choose Help > Acrobat Help.

Adobe content is updated based on community feedback and contributions. You can add comments to both content and forums (including links to web content), publish your own content using Community Publishing, or contribute Cookbook Recipes. Find out how to contribute at www.adobe.com/community/publishing/download.html.

See <http://community.adobe.com/help/profile/faq.html> for answers to frequently asked questions about Community Help.

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

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

Adobe TV: <http://tv.adobe.com> is an online video resource for expert instruction and inspiration about Adobe products, including a How To channel to get you started with your product.

Adobe Design Center: www.adobe.com/designcenter offers thoughtful articles on design and design issues, a gallery showcasing the work of top-notch designers, tutorials, and more.

Adobe Developer Connection: www.adobe.com/devnet is your source for technical articles, code samples, and how-to videos that cover Adobe developer products and technologies.

Resources for educators: www.adobe.com/education offers a treasure trove of information for instructors who teach classes on Adobe software. Find solutions for education at all levels, including free curricula that use an integrated approach to teaching Adobe software and can be used to prepare for the Adobe Certified Associate exams.

Also check out these useful links:

Adobe Marketplace & Exchange: www.adobe.com/cfusion/exchange/index.cfm is a central resource for finding tools, services, extensions, code samples, and more to supplement and extend your Adobe products.

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

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

Adobe certification

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

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

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

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

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

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

For information on the Adobe Certified programs, visit www.adobe.com/support/certification/main.html.

4

ENHANCING PDF DOCUMENTS

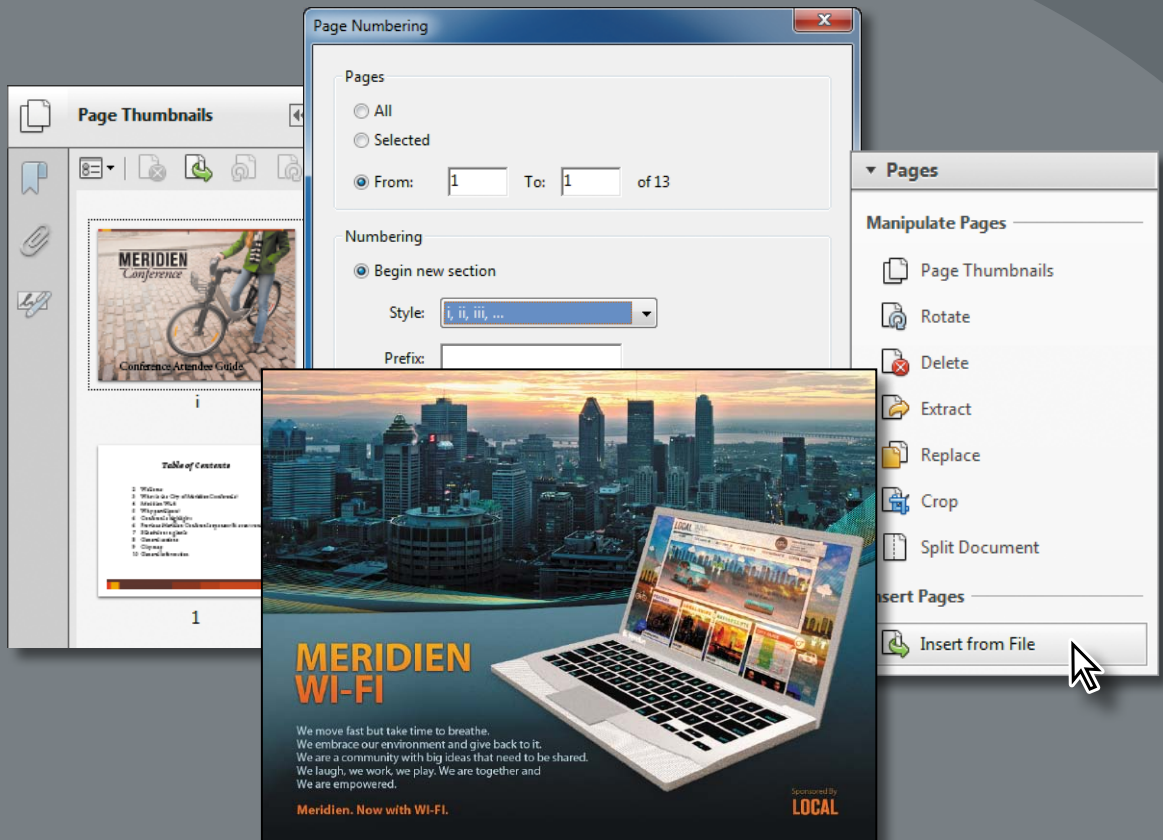
Lesson overview

In this lesson, you'll do the following:

- Rearrange pages in a PDF document.
- Rotate and delete pages.
- Insert pages into a PDF document.
- Edit links and bookmarks.
- Renumber pages in a PDF document.
- Learn how to insert video and other multimedia files.
- Set document properties and add metadata to a PDF.



This lesson will take approximately 45 minutes to complete. Copy the Lesson04 folder onto your hard drive if you haven't already done so.

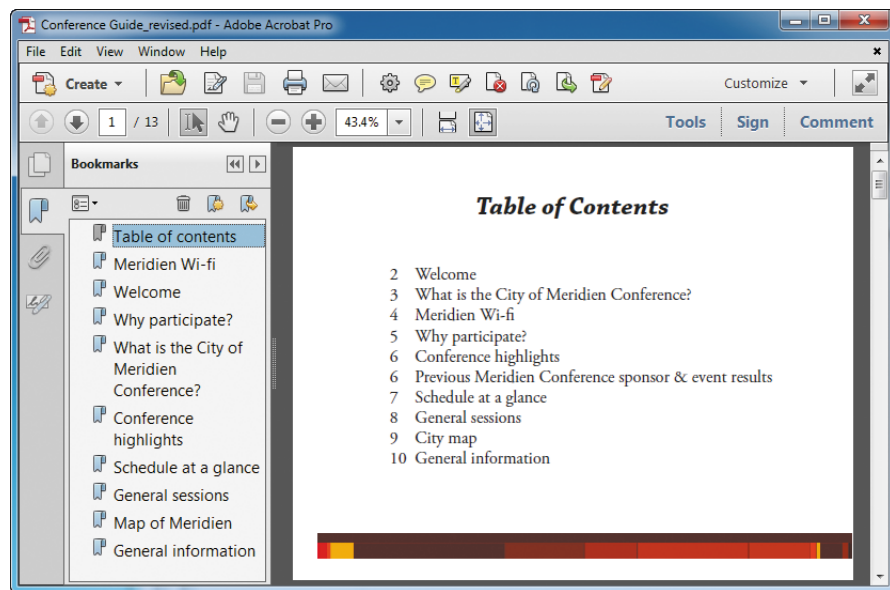


You can modify PDF documents by rearranging, cropping, deleting, or inserting pages; editing text or images; or adding multimedia files. You can also add navigational aids such as bookmarks and links.

Examining the work file

You'll work with conference materials for the fictitious Meridien Conference. The presentation has been designed both for print and for online viewing. Because this online presentation is in the developmental phase, it contains a number of mistakes. You'll use Acrobat to correct the problems in this PDF document.

- 1 Start Acrobat.
- 2 Choose File > Open. Navigate to the Lesson04 folder, select Conference Guide.pdf, and click Open. Then choose File > Save As, rename the file **Conference Guide_revised.pdf**, and save it in the Lesson04 folder.
- 3 Click the Bookmarks button (🔖) in the navigation pane.

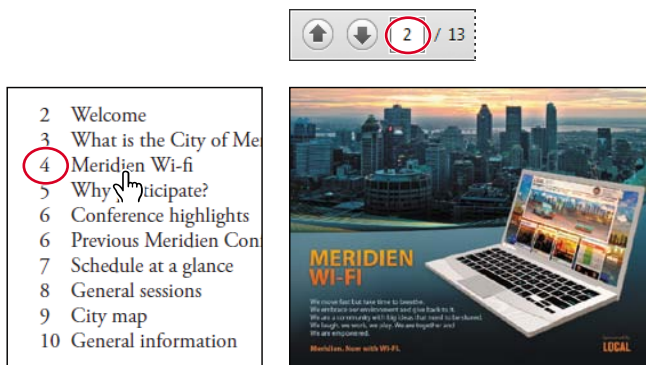


The Bookmarks panel opens, revealing several bookmarks that have already been created. Bookmarks are links to specific points in the document. They can be generated automatically from the table-of-contents entries of documents created by most desktop publishing programs or from formatted headings in applications such as Microsoft Word. You can also create bookmarks in Acrobat. You can specify the appearance of bookmarks and add actions to them.

- 4 Use the Next Page button (⬇️) to page through the document.

Notice that the bookmark icon that corresponds to the page that you are viewing is highlighted as you move through the pages. (There are a couple of bookmark errors that you'll correct later.)

- 5 With the Hand tool (🖱️) or the Selection tool (🔍), click the icon for the Table of Contents bookmark to return to the first page of the presentation.
- 6 In the document pane, move the pointer over the items listed in the table of contents. Notice that the hand changes to a pointing finger, indicating that items in the list are links.
- 7 Click the Meridien Wi-fi entry in the document pane to follow its link.
(Be sure to click the entry in the table of contents, not the bookmark in the Bookmarks panel.)



Notice that the page number on the page displayed in the document pane is 2, though the page number in the table of contents showed the page as being page 4. The page is out of order.

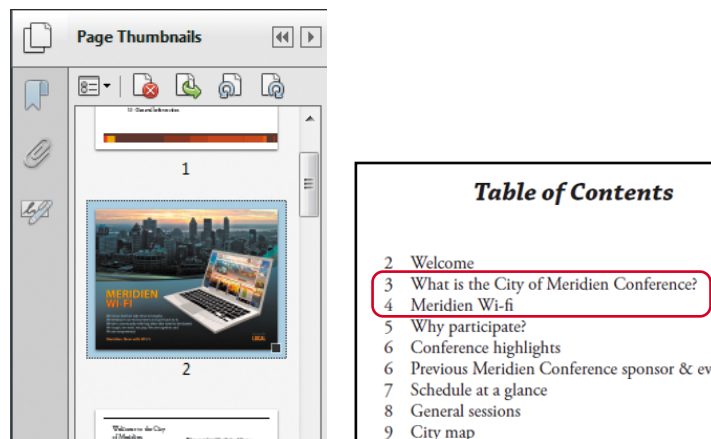
- 8 Choose View > Page Navigation > Previous View to return to the table of contents.

Moving pages with page thumbnails

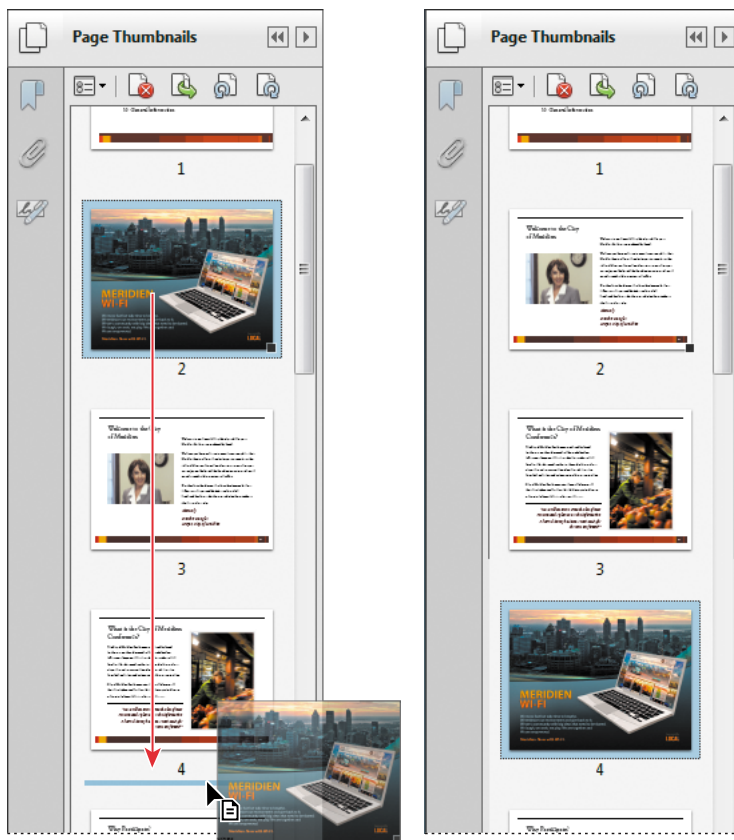
Page thumbnails offer a convenient way to preview pages. In previous lessons, you used page thumbnails to navigate a document. Now you'll use them to quickly rearrange pages in a document.

- 1 Click the Page Thumbnails button (🖼️) in the navigation pane.

The Meridien Wi-fi page is out of place. According to the table of contents, it should follow the page titled “What is the City of Meridien Conference?”



- 2 Click the page 2 thumbnail to select it.
- 3 Drag the selected thumbnail image down until the insertion bar appears between the thumbnails of pages 4 and 5.
- 4 Release the mouse button to insert the page at its new position.



The Meridien Wi-fi page now follows the “What is the City of Meridien Conference?” page, and it precedes the “Why participate?” page.

- 5 To check the sequence of pages, choose View > Page Navigation > First Page to go to the first page of the document (if you're not already there), and then use the Next Page button (→) to page through the presentation.
- 6 When you're satisfied that the pages are in the correct order, close the Page Thumbnails panel. Then choose File > Save to save your work.

Manipulating pages

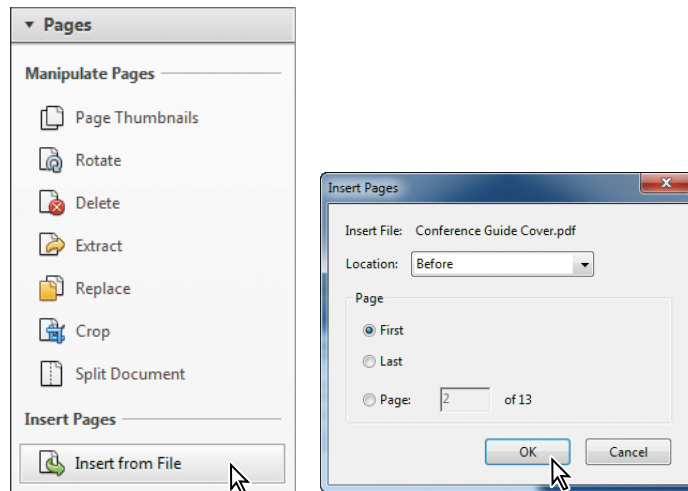
If you look at the first page of the presentation (page 1 of 13), you'll notice that the first page, the Table of Contents page, is rather plain. To make the presentation more attractive, you'll add a cover page, which you'll then rotate to match the other pages in the presentation.

Inserting a page from another file

You'll start by inserting the cover page.

- 1 Open the Tools pane, and then expand the Pages panel.
- 2 In the Insert Pages area of the panel, select Insert From File.
- 3 Navigate to the Lesson04 folder, and select Conference Guide Cover.pdf. Click Open or Select.
- 4 In the Insert Pages dialog box, choose Before from the Location menu, and select First in the Page area. Then click OK. You want to insert this PDF file before any of the pages in your document.

► **Tip:** If you insert a page that is larger than the other pages in a document, you can use the Crop tool to crop out unnecessary areas of the page. The Crop tool is in the Pages panel.



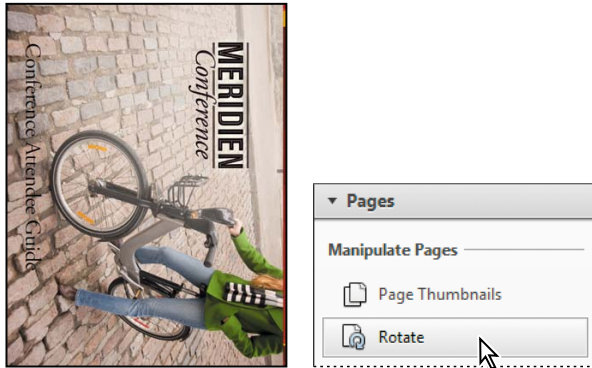
The cover document appears as page 1 in the Conference Guide_revised.pdf document.

- 5 Choose File > Save to save your work.

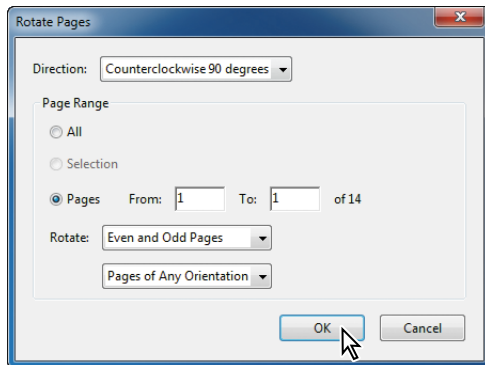
Rotating a page

The cover page is now in the conference document, but it has the wrong orientation. You'll rotate the new page to match the rest of the document.

- 1 In the Pages panel, select Rotate.



- 2 From the Direction menu, choose Counterclockwise 90 Degrees.
- 3 Select Pages, and make sure the rotation will affect only page 1 to 1. Then click OK.



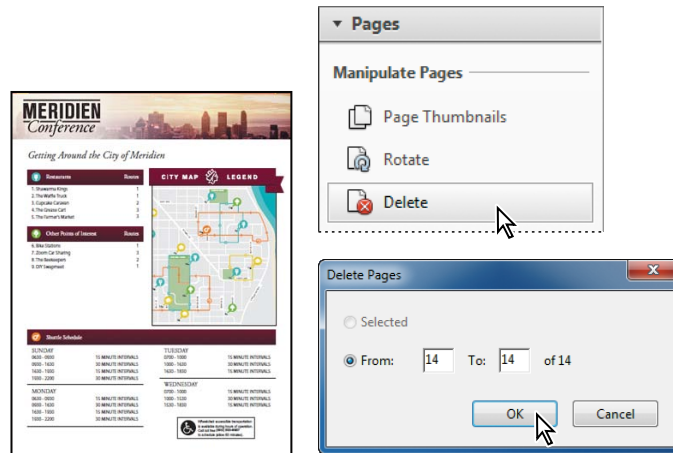
Tip: If you want to rotate all the pages in a file for viewing purposes only, choose View > Rotate View > Clockwise or Counterclockwise. When you close the file, the pages revert to their original rotation.

Acrobat rotates the page so that it matches the rest of the document. To ensure that only the first page was rotated, click the Next Page button in the Common Tools toolbar to page through the document.

Deleting a page

The last page in the document doesn't quite fit with the others, and the conference committee has decided to distribute it separately. You'll delete it from the document.

- 1 Go to the last page in the document (page 14).
- 2 In the Pages panel, select Delete.
- 3 In the Delete Pages dialog box, make sure From is selected, and that you're deleting only page 14. Then click OK.



- 4 Click Yes to confirm that you want to delete page 14.

The page is deleted from the Conference Guide_revised.pdf file.

- 5 Choose File > Save to save your work.

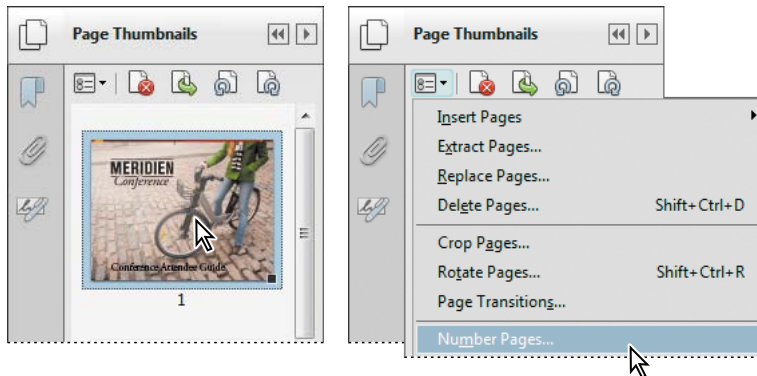
Renumbering pages

You may have noticed that the page numbers on the document pages do not always match the page numbers that appear below the page thumbnails and on the toolbar. Acrobat automatically numbers pages with Arabic numerals, starting with page 1 for the first page in the document, and so on. However, you can change the way Acrobat numbers pages. You'll give the title page a roman numeral, so that the contents page is page 1.

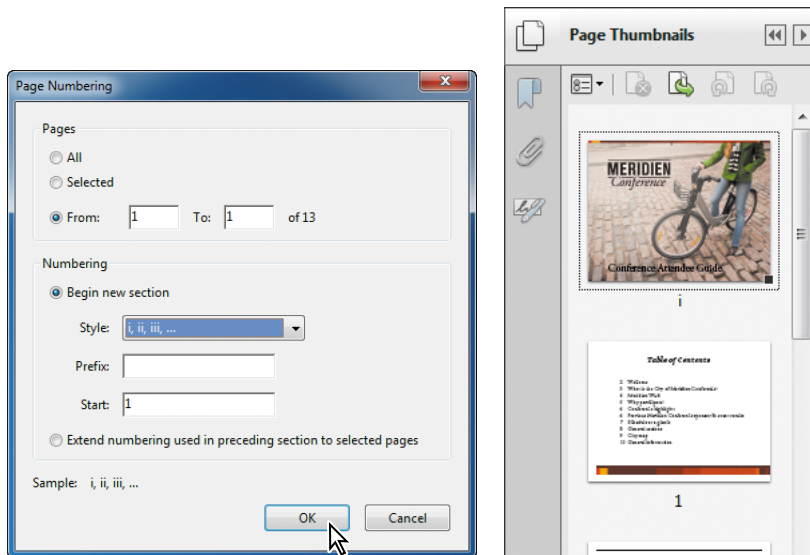
- 1 Click the Page Thumbnails button (🖼️) in the navigation pane to display the page thumbnails.
- 2 Click the page 1 thumbnail to go to the cover page.

You'll renumber the first page of the document—the cover page—using lowercase roman numerals.

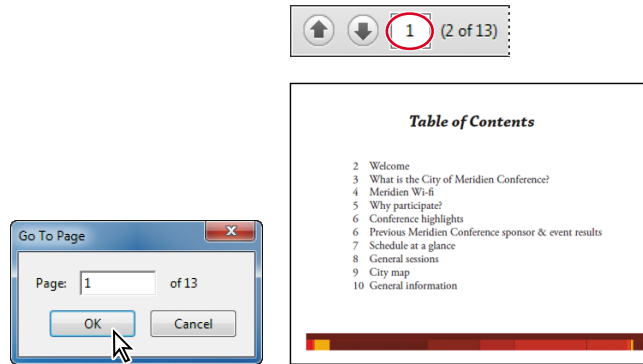
- 3 Click the options menu button at the top of the Page Thumbnails panel, and choose Number Pages.



- 4 For Pages, select From and enter from 1 to 1 of 13. For Numbering, select Begin New Section, choose “i, ii, iii” from the Style menu, and enter 1 in the Start text box. Click OK.



- 5 Choose View > Page Navigation > Page. Enter **1**, and click OK.



► **Tip:** You can physically add page numbers to the pages of your Adobe PDF document using the Add Headers & Footers command.

Acrobat displays the table of contents page. Because you renumbered the cover page, the number 1 in the page number text box is now assigned to the contents page of the document.

- 6 Close the Page Thumbnails panel.
- 7 Choose File > Save to save your changes.

Managing links

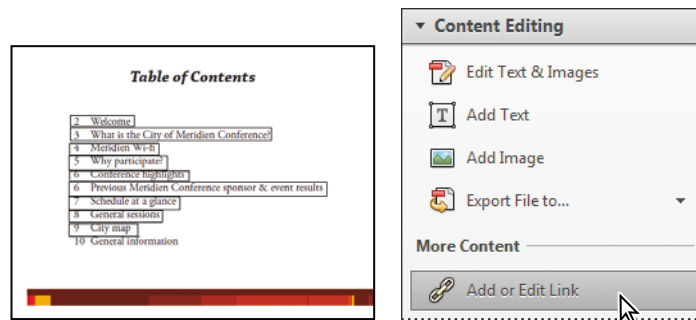
► **Tip:** To quickly return to your previous view, use the Previous View button. You can add it to the toolbar by choosing View > Show/Hide > Toolbar Items > Page Navigation > Previous View.

Now you'll correct the broken links on the contents page and add a missing link.

- 1 Go to page 1, the table of contents page, if you're not there already.
- 2 Click the links for each of the table of contents entries to identify problems. The link for page 3 and the second link for page 6 go to the wrong pages. There is no link for the last entry.

First, you'll correct the links that go to the wrong pages.

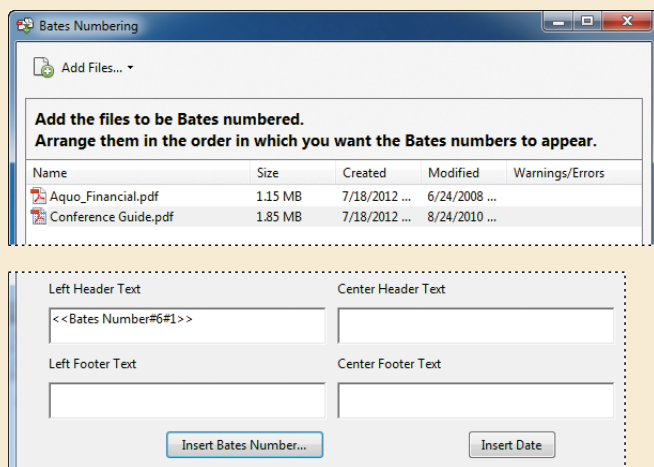
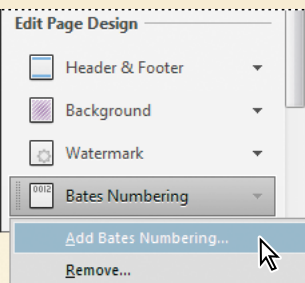
- 3 Open the Content Editing panel in the Tools pane, and select the Add Or Edit Link tool. Acrobat outlines the links on the page.



Applying Bates numbering

In law offices, Bates numbering is routinely applied to each page of a document that is part of a legal case or process. Using Acrobat XI Pro, you can automatically apply Bates numbering as a header or footer to any document or to documents in a PDF Portfolio. (If the PDF Portfolio contains non-PDF files, Acrobat converts the files to PDF and add Bates numbering.) You can add custom prefixes and suffixes, as well as a date stamp. And you can specify that the numbering is always applied outside the text or image area on the document page.

To apply Bates numbering, open the Pages panel in the Tools pane, click Bates Numbering, and choose Add Bates Numbering. In the Bates Numbering dialog box, add the files you want to number, and arrange them in the appropriate order. Click Output Options to specify the location and naming convention for the numbered files. Then use the Add Header And Footer dialog box to define the style and format of the number, which can have 6 to 15 digits, plus prefixes and suffixes.

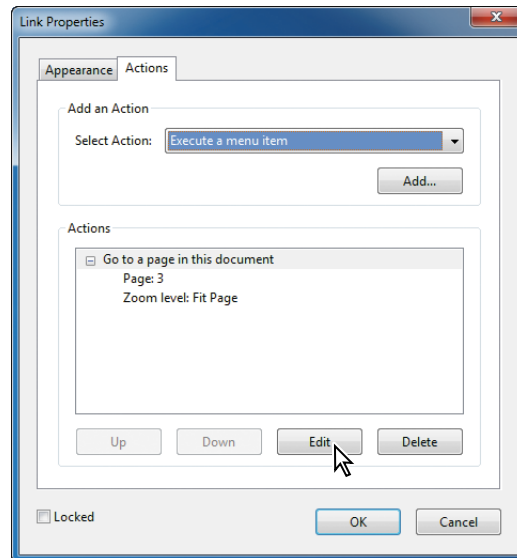


You cannot edit Bates page numbering after you've added it to a document. You can, however, delete Bates numbering and apply a different Bates numbering formula.

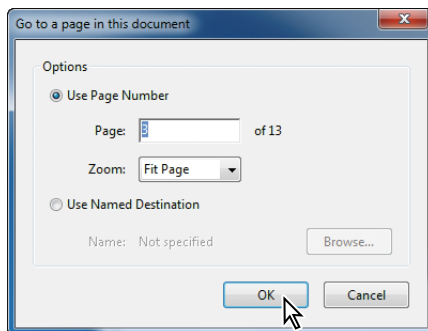
For more information on applying Bates numbering and working with other legal features in Acrobat, see Adobe Acrobat XI Pro Help.

- 4 Double-click the link for page 3, “What is the City of Meridien Conference?”
- 5 In the Link Properties dialog box, click the Actions tab. The action associated with this link is to go to page 3. Click Edit.

Table of Contents	
2	Welcome
3	What is the City of Meridien Conference?
4	Meridien Wi-Fi
5	Why participate?
6	Conference highlights
6	Previous Meridien Conference sponsor & event
7	Schedule at a glance
8	General sessions
9	City map

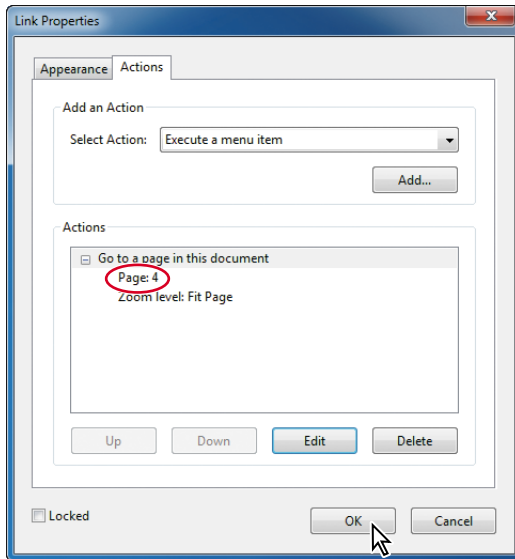


- 6 In the Go To A Page In This Document dialog box, select Use Page Number, and enter 3 in the Page box. Click OK.

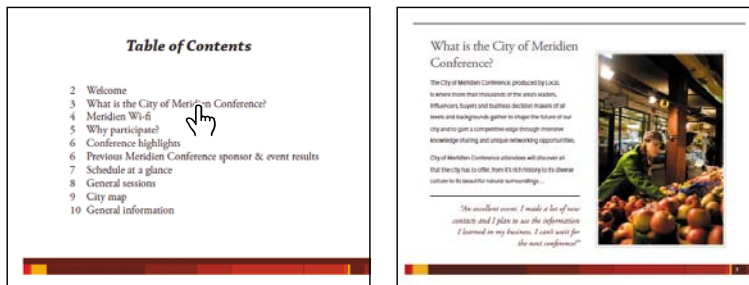


The listed action now goes to page 4. Remember that you renumbered the pages, so page 3 is actually the 4th page in the PDF file.

- 7 Click OK.



- 8 Select the Selection tool, and click the link for page 3. It goes to the appropriate page now. Return to the table of contents page.

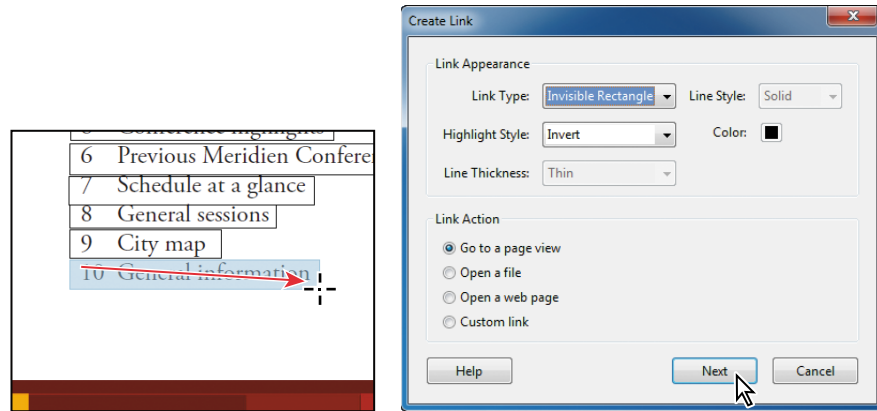


- 9 Follow steps 3–7 to make the same change for the link to the previous event results, changing the linked page number to page 6.

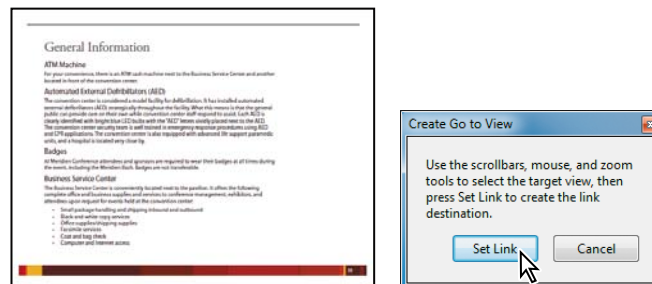
Now you'll create a link for the last entry.

- 10 Go to page 1, if you're not there already, and select the Add Or Edit Link tool in the Content Editing panel.

- 11 Drag a link box around the final contents entry, “10 General information.”
- 12 In the Create Link dialog box, choose Invisible Rectangle for the Link Type, and select Go To A Page View in the Link Action area. Then click Next.



- 13 Scroll to page 10. When the General Information page is on the screen, click Set Link. Acrobat returns you to the contents page.



- 14 Select the Selection tool, and then click the link you just created to test it.
- 15 Choose File > Save to save your work.

Working with bookmarks

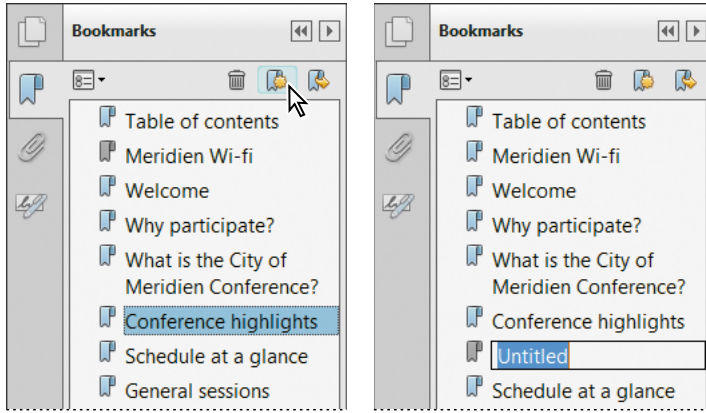
A bookmark is simply a link represented by text in the Bookmarks panel. While bookmarks that are created automatically by many authoring programs are generally linked to headings in the text or to figure captions, you can also add your own bookmarks in Acrobat to create a custom outline of a document or to open other documents.

Additionally, you can use electronic bookmarks as you would paper bookmarks—to mark a place in a document that you want to highlight or return to later.

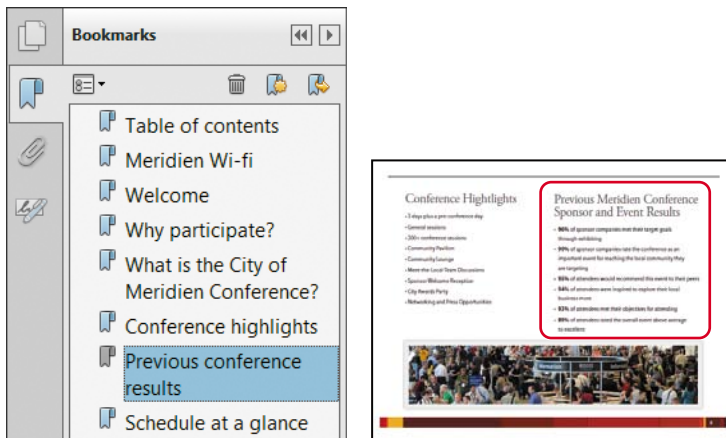
Adding a bookmark

First, you'll add a bookmark for the second topic on page 6, the section titled "Previous Meridien Conference sponsor and event results."

- 1 Go to page 6 in the document, so that you can see the event results.
- 2 Open the Bookmarks panel, and then click the Conference highlights bookmark. The new bookmark will be added directly below the selected bookmark.
- 3 Click the New Bookmark button (📌) at the top of the Bookmarks panel. A new, untitled bookmark appears.



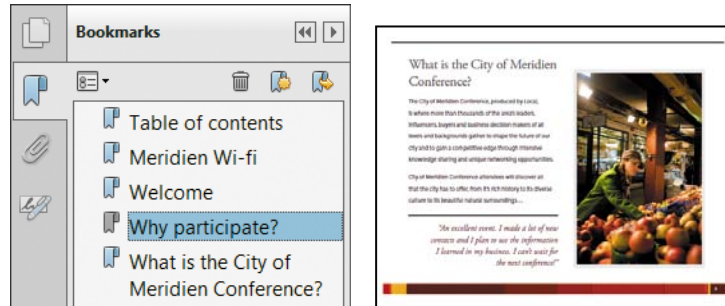
- 4 In the text box of the new bookmark, type **Previous conference results**. Press Enter or Return to accept the name.



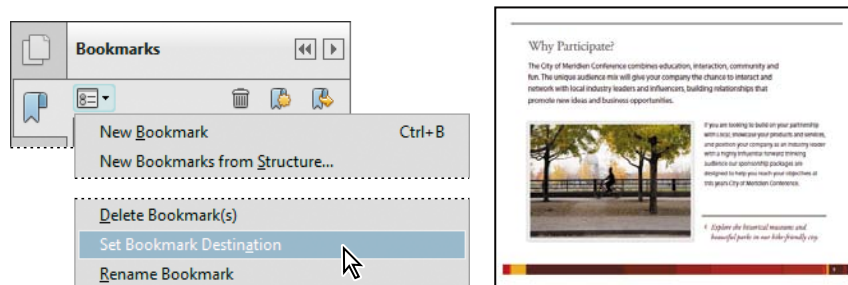
Changing a bookmark destination

A couple of bookmarks link to the wrong pages. You'll change those now.

- 1 In the Bookmarks panel, click the Why participate? bookmark. The document pane displays the “What is the City of Meridien Conference?” page.



- 2 Click the Next Page button (⏮) twice to go to page 5 (6 of 13) of the document, which is the page you want the bookmark to link to.
- 3 From the options menu at the top of the Bookmarks panel, choose Set Bookmark Destination. Click Yes in the confirmation message to update the bookmark destination.



- 4 Repeat the process to correct the destination of the “What is the City of Meridien Conference?” bookmark, which should be linked to page 3 (4 of 13).
- 5 Choose File > Save to save the Conference Guide_revised.pdf file.

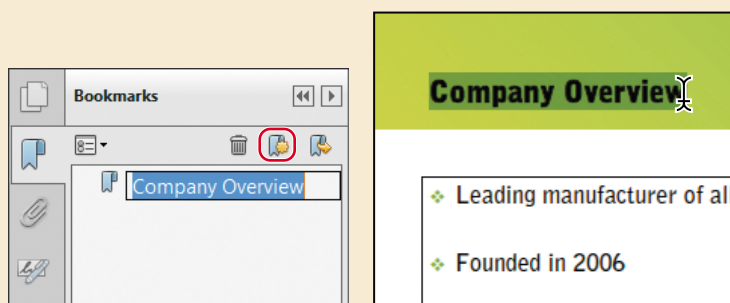
Naming bookmarks automatically

You can create, name, and automatically link a bookmark by selecting text in the document pane.

- 1 Select the Selection tool in the toolbar.
- 2 Drag the I-beam to highlight the text that you want to use as your bookmark.

Be sure to have the magnification of the page at the optimal level. Whatever magnification is used will be inherited by the bookmark.

- 3 Click the New Bookmark button at the top of the Bookmarks panel. A new bookmark is created in the bookmarks list, and the highlighted text from the document pane is used as the bookmark name. By default, the new bookmark links to the current page view displayed in the document window.



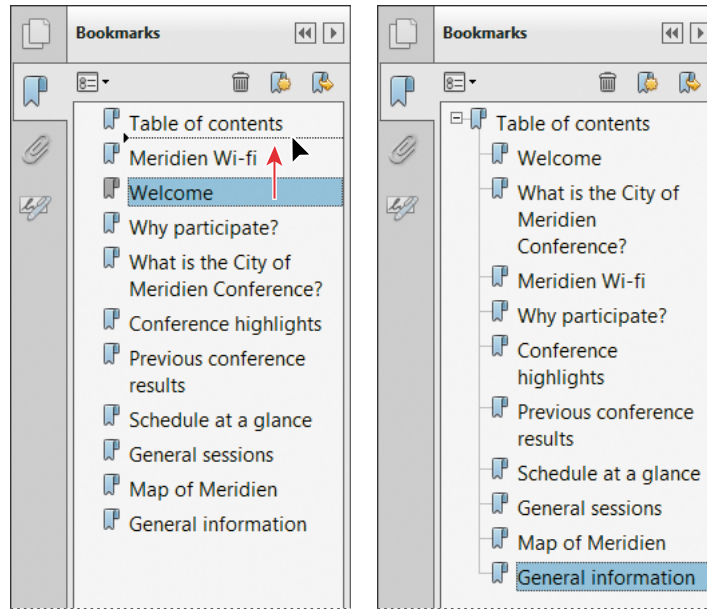
Moving bookmarks

After creating a bookmark, you can easily drag it to its proper place in the Bookmarks panel. You can move individual bookmarks or groups of bookmarks up and down in the Bookmarks panel, and you can nest bookmarks.

Some of the bookmarks are out of order in the current document. You'll rearrange them now.

- 1 In the Bookmarks panel, drag the icon for the Welcome bookmark directly below the icon for the Table of contents bookmark.

- 2 Drag the other bookmarks so that they appear in the same order as the entries in the table of contents.

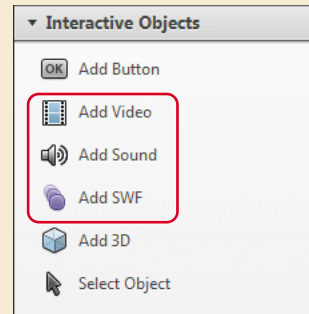


- 3 Close the Bookmarks panel, and choose File > Save to save your work.

Adding multimedia files

With Acrobat, you can easily transform your PDF files into exciting multidimensional communication tools by inserting video, audio, and Flash animations. Flash animations require that Flash Player be installed separately on the system.

When you add a multimedia file to a PDF, you can set launch behaviors and other options that determine how the file appears and plays in the PDF document. To add audio, video, or Flash animation to a file, open the Interactive Objects panel in the Tools pane, and then select the appropriate tool (Add Video, Add Sound, or Add SWF). Drag a box on the page for the content, select the multimedia file, and then specify the settings you want to use.

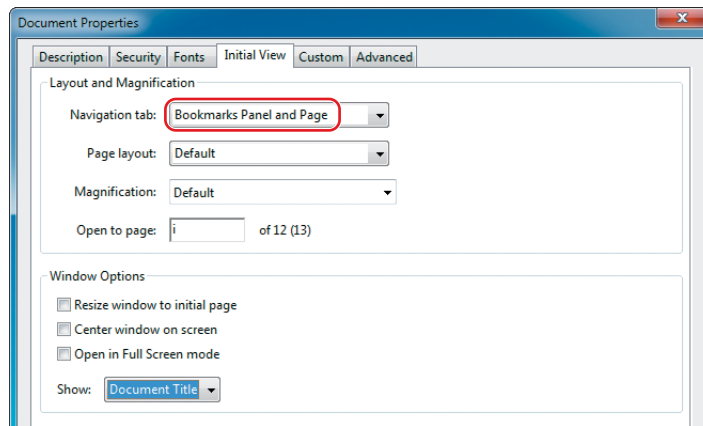


For more information on working with multimedia files in Acrobat XI, see Adobe Acrobat XI Help.

Setting document properties and metadata

You're nearly done with this conference guide. To finish it off, you'll set the initial view, which determines what people see when they first open the file, and add metadata to the document.

- 1 Choose File > Properties.
- 2 In the Document Properties dialog box, click the Initial View tab.
- 3 From the Navigation Tab menu, choose Bookmarks Panel And Page. When the viewer opens the file, both the page and the bookmarks will be visible.



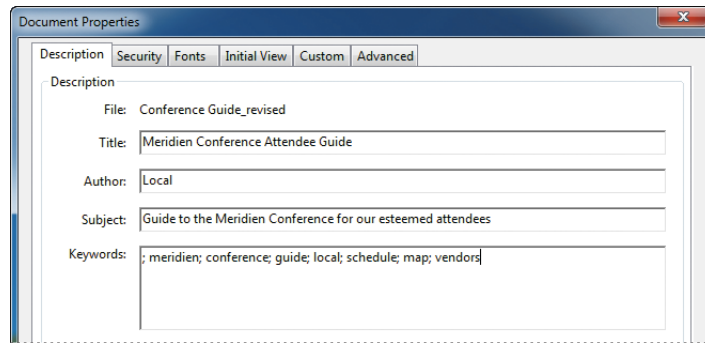
- 4 In the Window Options area, choose Document Title from the Show menu.

With this option selected, the document title will appear in the document's title bar instead of the filename.

- 5 Select the Description tab.

The document's author has already entered some metadata for the file, including some keywords. Metadata is information about the document itself, and you can use it to search for documents. You'll add some more keywords.

- 6 In the Keywords field, after the existing keywords, type **; map; vendors**. Keywords must be separated by commas or semicolons.



- 7 Click OK to accept changes in the Document Properties dialog box.
- 8 Choose File > Save to save your work, and then close all open files and quit Acrobat.

Setting up presentations

Generally, when you make a presentation to a group of people, you want the document to take over the entire screen, hiding distractions such as the menu bar, toolbars, and other window controls.

You can set up any PDF file to display in Full Screen mode in the Initial View tab of the Document Properties dialog box. In the Full Screen tab of the Preferences dialog box, you can set a variety of transition effects to play as you move between pages. You can even set the speed at which pages advance. You can also convert presentations that you've prepared in other programs, such as PowerPoint, to Adobe PDF, preserving many of the authoring program's special effects. For more information, see Adobe Acrobat XI Help.

Review questions

- 1 How can you change the order of pages in a PDF document?
- 2 How do you insert an entire PDF file into another PDF file?
- 3 How can you correct a link's destination?
- 4 What is a bookmark?

Review answers

- 1 You can change the page order by selecting the page thumbnails corresponding to the pages you want to move, and dragging them to their new locations in the Page Thumbnails panel.
- 2 To insert all the pages from a PDF file before or after any page in another PDF file, select Insert From File in the Pages panel, and then select the file you wish to insert.
- 3 To correct a link's destination, select the Add Or Edit Link tool in the Content Editing panel, and double-click the incorrect link. Then click the Actions tab in the Link Properties dialog box, click Edit, and type the correct page number in the Page box in the Go To A Page In This Document dialog box. Click OK.
- 4 A bookmark is simply a link represented by text in the Bookmarks panel.

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