January 8, 2024

Important User Notes on How to Disable or Enable the New Acrobat Experience view when working with this book

Refer to this Adobe link for latest details on New Acrobat Experience (see section Opting out of the New Experience)

Learn about the new Acrobat (adobe.com)

https://helpx.adobe.com/acrobat/learn-new-acrobat.html

Please note, if you are currently reading the book *Enhancing Adobe Acrobat Forms with JavaScript (Second Edition)* and need to follow along with the exact steps and Figures, I recommend that you must disable the New Acrobat Experience if you are currently in the New Acrobat look. To do this in the New Acrobat look, you will see, for your computer:

- **Windows**: Select the hamburger menu, and then choose Disable new Acrobat.
- **macOS**: Go to View > Disable new Acrobat.
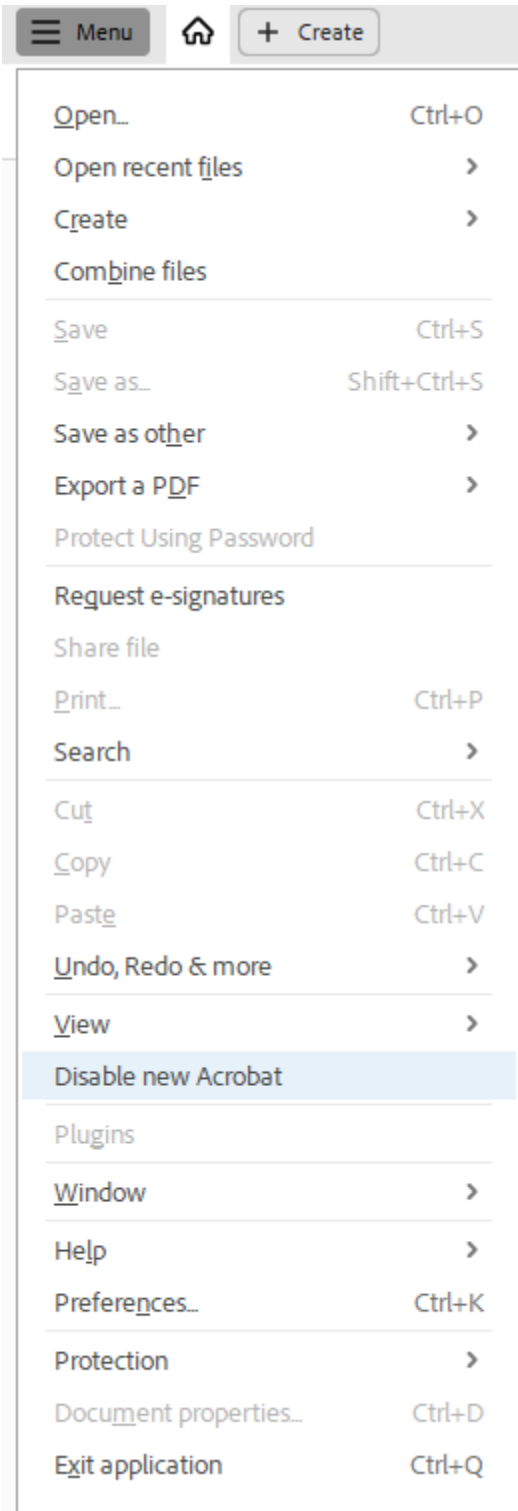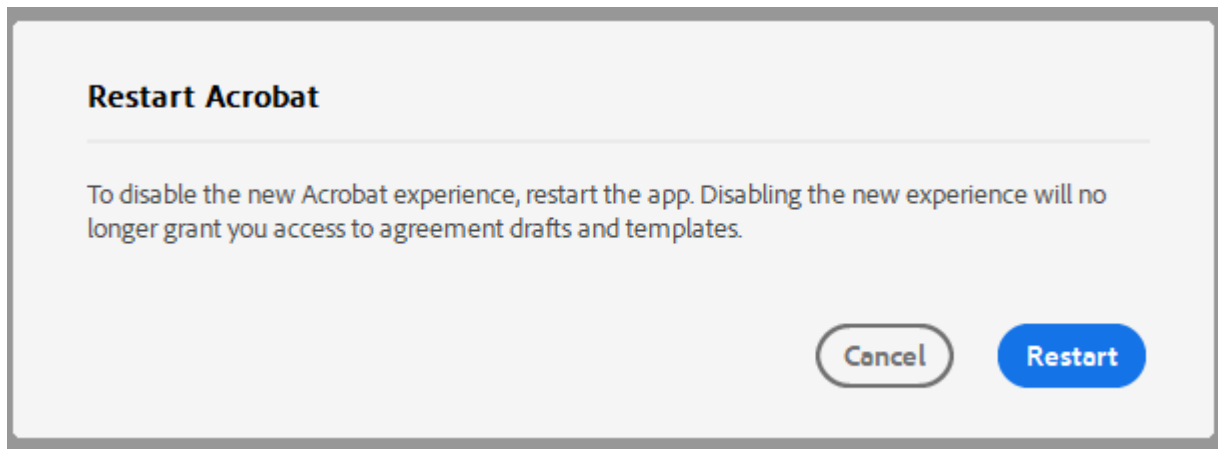 Refer to Figure 1 and Acrobat link for more details.

*Figure 1 – New Adobe Experience main menu (Hamburger)*

You will then get an alert Message explaining that disabling the new Experience will not allow you to use agreement drafts or templates. In this case, those options are not required for the book, so just click Restart. Refer to Figure 2.

Figure 2 – Restart Alert that will appear before you disable the New Acrobat experience

After you have click Restart, you can then continue to work with the current steps and figures found in the book *Enhancing Adobe Acrobat Forms with JavaScript (Second Edition)*.

Note that at any point you can return and enable New Acrobat by choosing from the menu, **View > Enable new Acrobat.** Refer to Figure 3.
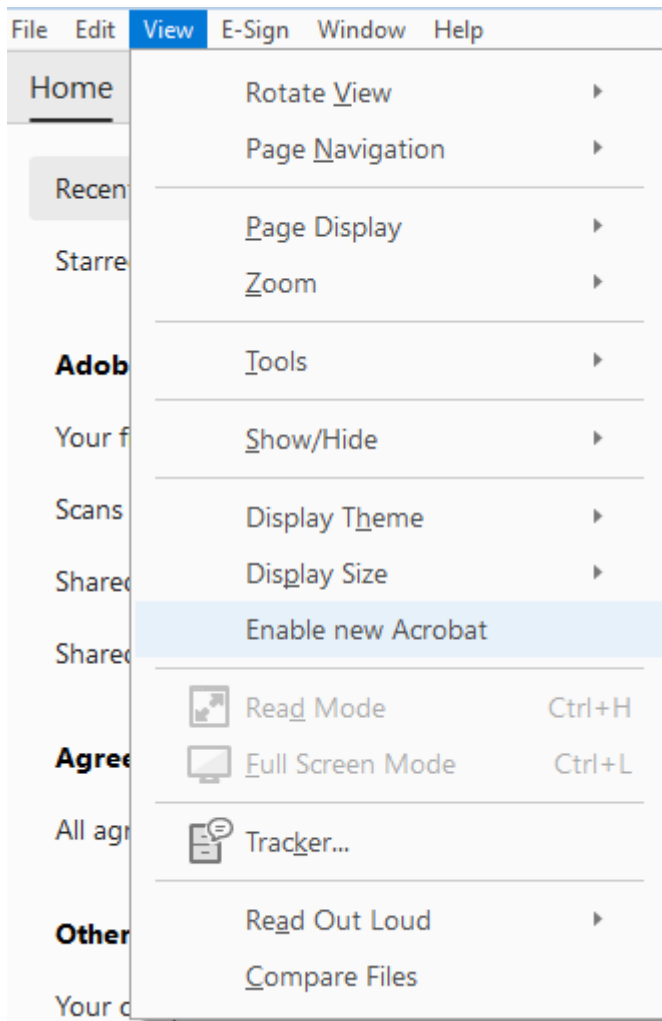
Figure 3- Enable the New Acrobat Experience

You will then get a message that will ask you to Restart the App. Click Restart and return to the New Acrobat experience. Refer to Figure 4.
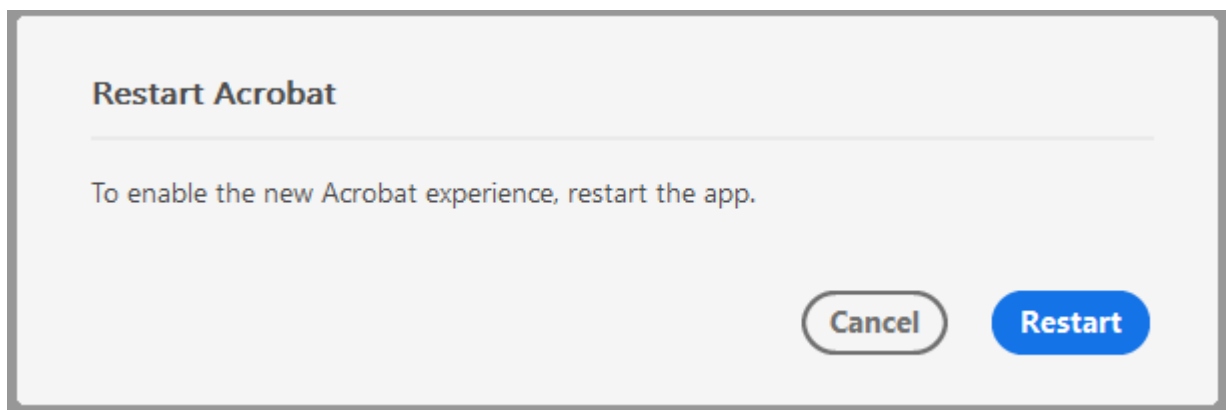
Figure 4. Alert message before you start the New Acrobat experience

Updated Notes by author: Jennifer Harder on January 2024

Important Changes in Acrobat Notes if you plan to work in the New Acrobat Experience while reading this book.

Please note the following pages describe some of the changes and current limitations of the New Acrobat Experience should you want to read the current book *Enhancing Adobe Acrobat Forms with JavaScript (Second Edition)*. Be aware that new Experience is subject to changes, however, this document will help you navigate where various tools and panes have been moved to in the new experience.

Location of tools

If you are looking for a specific Tool mentioned in the book in the New Experience, look across to the right of the upper bar and choose **See all tools…** Refer to Figure 5
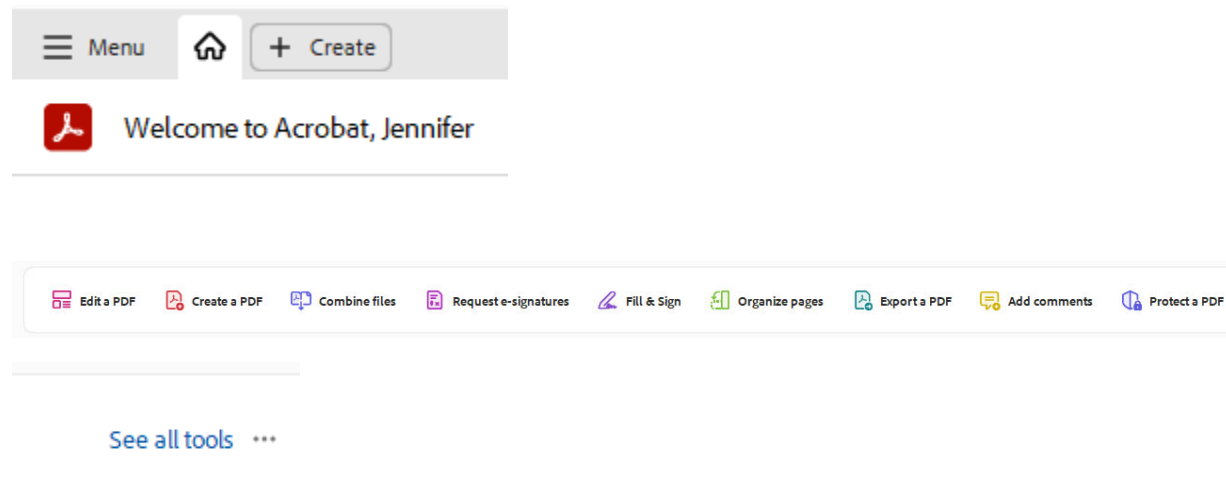

Figure 5 – Locate the all the tools in the upper bar of the Home area and click on the link (See all tools).

This will take you to the New experience All tools area. If you need to at any point exit this area, you can click the Close button on the upper right. But keep it open for now to review the New Tool order. The new sections are:

- Edit
- Convert
- Create
- E-Sign
- Protect
- Share and Review
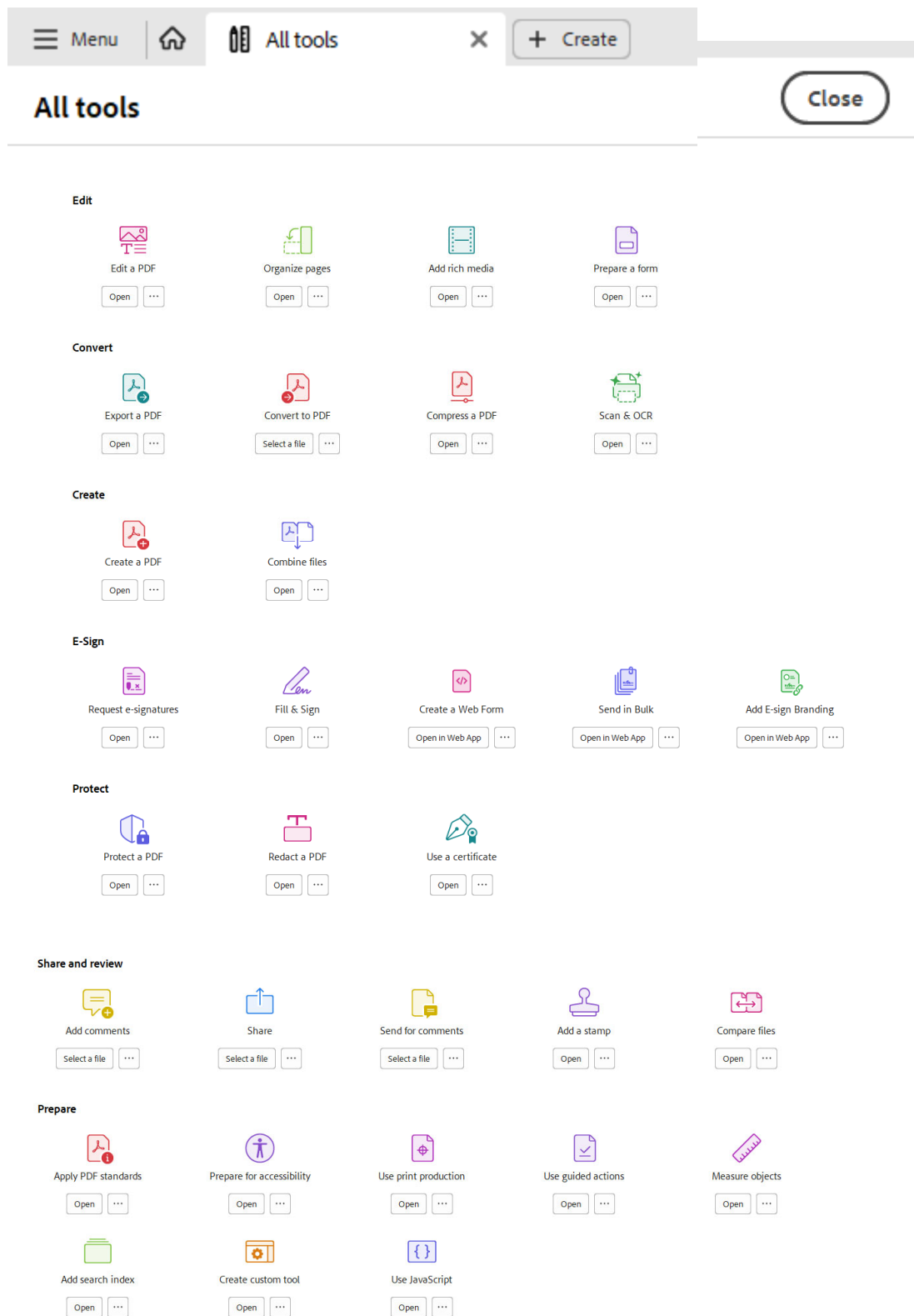- Prepare
  Refer to Figure 6

Figure 6 – Displaying the general layout of the new tools.

Please consult the link on page 1 of this document if you require more details on any specific tool.

Edit

For reference from my book, note that the tool Prepare Form in the Older Experience is now called **Prepare a Form** and is now located in the Edit section, but the shape of the Icon is the same. In this same section you will find it with **Edit a PDF** Tool along with the other tools Organize pages and Add rich media. Refer to Figure 7.

Figure 7 – Acrobat tools located in the Edit section.

Convert

Optimize PDF has been moved to the Convert section and is now called **Compress a PDF**. This area also contains Export a PDF, Convert to PDF and Scan & OCR. Refer to Figure 8.

Figure 8 – Acrobat tools located in the Convert and Create sections

Create

The create section contains the Tools Create a PDF and Combine files. Refer to Figure 8.

Share and Review

For working with the Stamp tool in as seen in my book in Chapter 3, it is now called **Add a Stamp**. Likewise, the Comments tool now called **Add comments** and is found in Share and review section. Other tools in this section include, Share, Send for Comments and Compare files. Refer to Figure 9.
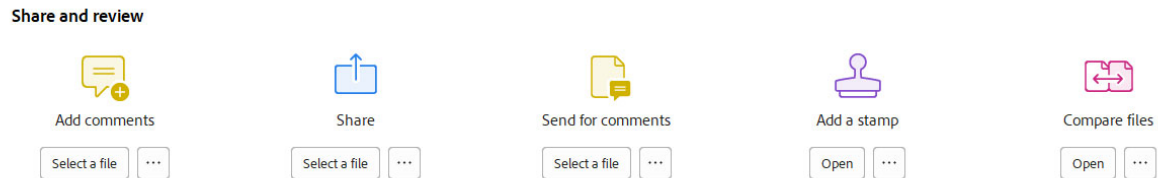
Share and review

Add comments | Share | Send for comments | Add a stamp | Compare files

Figure 9 – Acrobat tools located in the Share and Review section

E-Sign

The **Fill & Sign** and **Create a Web Form tools,** found in Chapter 20 of my book, are now under the E-Sign Section. Refer to Figure 10.

E-Sign

Request e-signatures | Fill & Sign | Create a Web Form | Send in Bulk | Add E-sign Branding
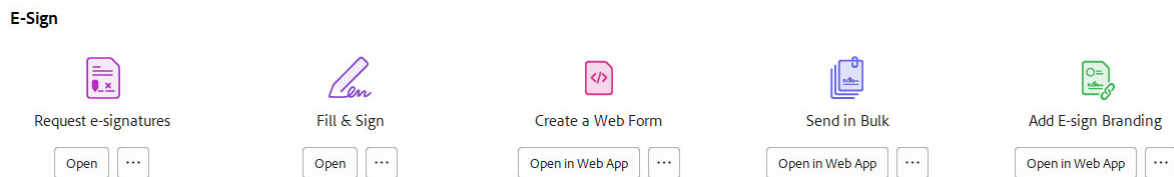
Figure 10 – Acrobat tools located in the E-Sign section

You will also find in this section Request e-signatures, Send in Bulk and Add E-Sign Branding. Note that the tool **Collect payments** has been removed.

Protect

The Certificates tool is now called **Use a Certificate,** found under the Protect section. Also, in this area Protect is called Protect a PDF and Redact is now called Redact a PDF. Refer to Figure 11.
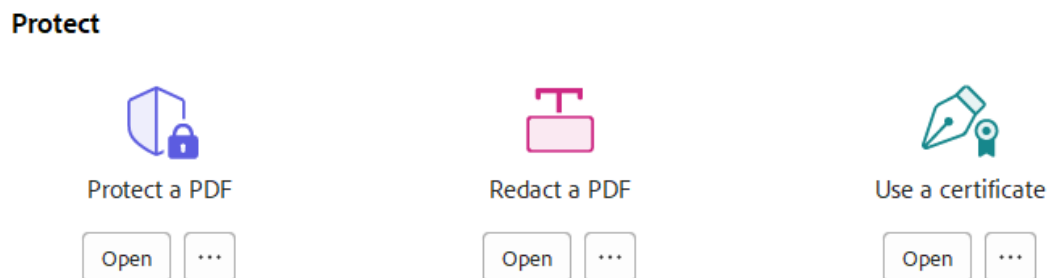
Protect

Protect a PDF | Redact a PDF | Use a certificate

Figure 11 – Acrobat tools located in the Protect section

Prepare

If you are looking for the JavaScript tool it is now called **Use JavaScript** and the Action Wizard tool from Chapter 15 of my book is now called **Use guided actions**. You will find these under the Prepare Section. Refer to Figure 12 and see note on the Use guided actions tool later in this document.
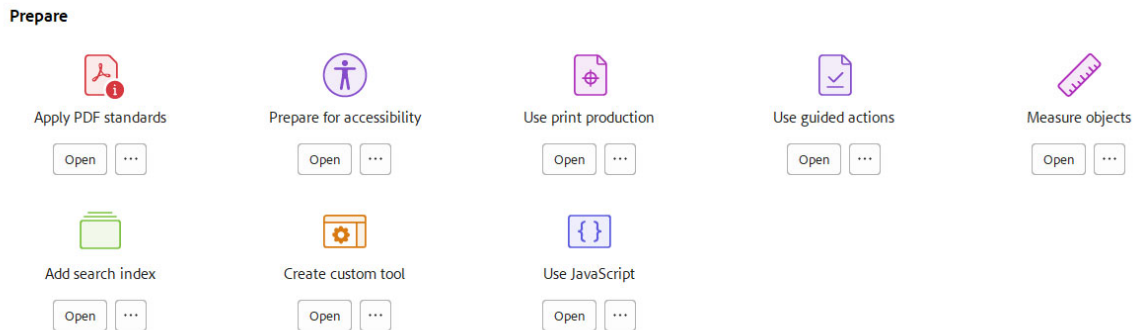

Figure 12 – Acrobat tools located in the Prepare section

Note that Accessibility is now called **Prepare for Accessibility**, PDF Standards is now **Apply PDF Standards**. Other tools in this section are Use print production, Measure objects, Add search index and create custom tool. Refer to Figure 12.

Differences in Layout for specific tool in the New Acrobat Experience.

Make sure you consult the link on page 1 for specific tools. Here I will just show the main differences in comparison to the tools mentioned in the book.

All tool and Navigation panes with Properties

Note that while working on a document in the New Experience your tools will now be moved to the left side, and you can click **View more** if you need to see all the tools. Various side panel navigation panes are now on the right of the document. If you cannot locate your navigation panes go to (Hamburger) Menu >View > Show/Hide > Side Panels. Refer to Figure 1 and Figure 13.
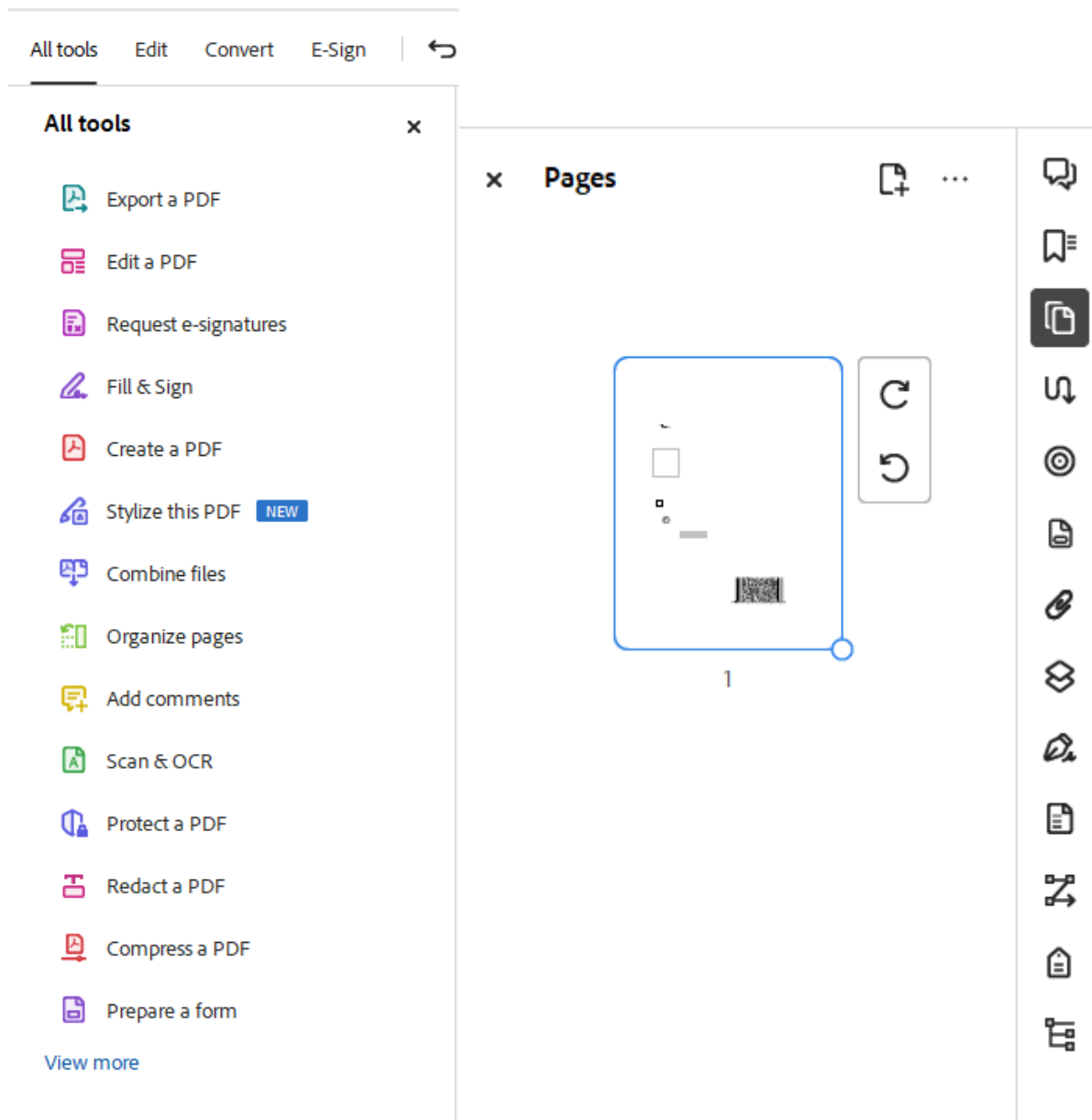
Figure 13 – Layout of panes for tools and Navigation in the New Acrobat Experience

The properties for adding actions can be located when you click on the ellipsis (…) in that specific pane as properties are discussed for adding action in Chapter 4 of my book. Refer to Figure 14.
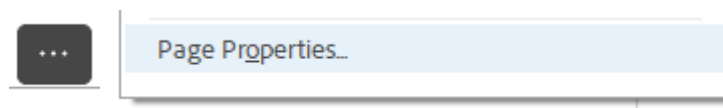

Figure 14 – Locate your Side panel navigation and page properties menu

Document Properties and preferences options can be located in the menu list. Refer to Figure 1.

When you click on most tools, they will display the sub-tools on the left side pane in Acrobat and can be exited back to all the tools either by clicking on the left pointing arrow or closed with no tools visible using the (X). Refer to Figure 15.
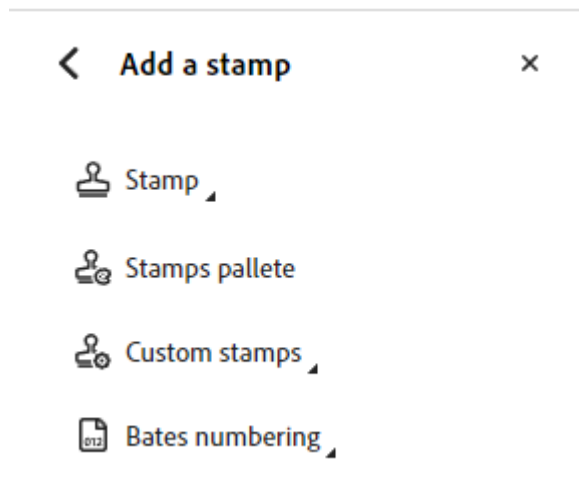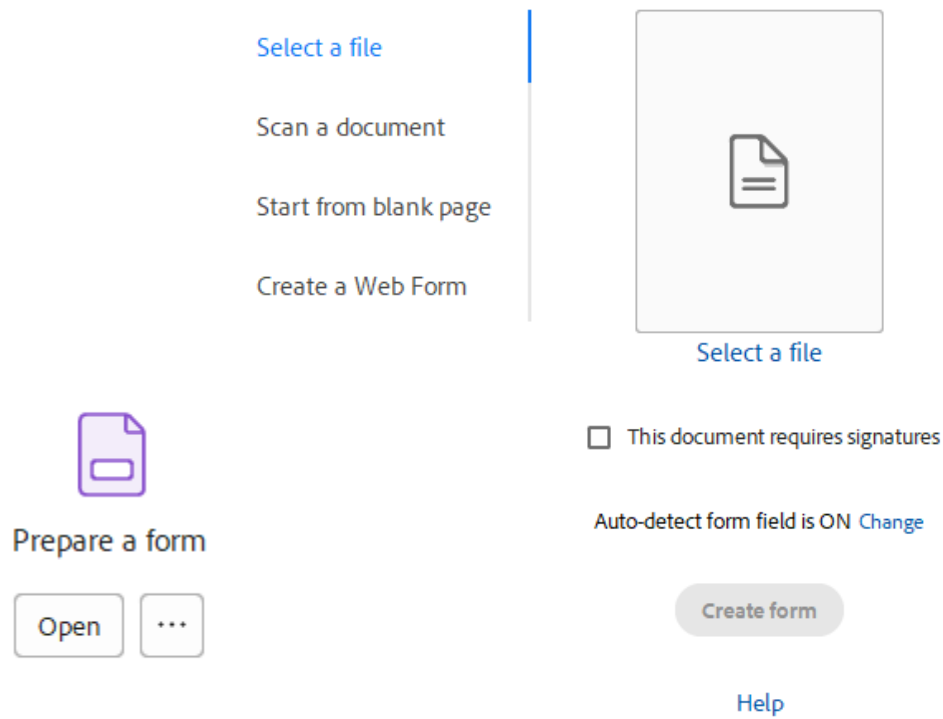

Figure 15 – A tool with some of its sub-tools displayed

Prepare a Form Tool

When working from a PDF with the Prepare a Form Tool you can **Select a File** originally named Single File, **Scan a document** (Scanner), **Start from a blank page** (Create New) or **Create a Web Form**. Refer to Figure 16.

Figure 16 – Prepare a form Tool with form options displayed

Note that specifically **Select a file** and **Start from a blank page** were used throughout my book and I will just note that while all the main fields are still in this tool their access location is slightly different. The Properties dialog boxes when you right-click on a form item have not changed and will not be shown here. To create a form leave the checkbox "document requires signature unchecked", keep "Auto-detect form field ON" then Click the **Create Form** button to access the forms tools.

The **Prepare a form** tools area is now located in the Pane on the left, take a moment to review and compare the differences between the older and newer experience which are under Add form Components. Refer to Figure 17.
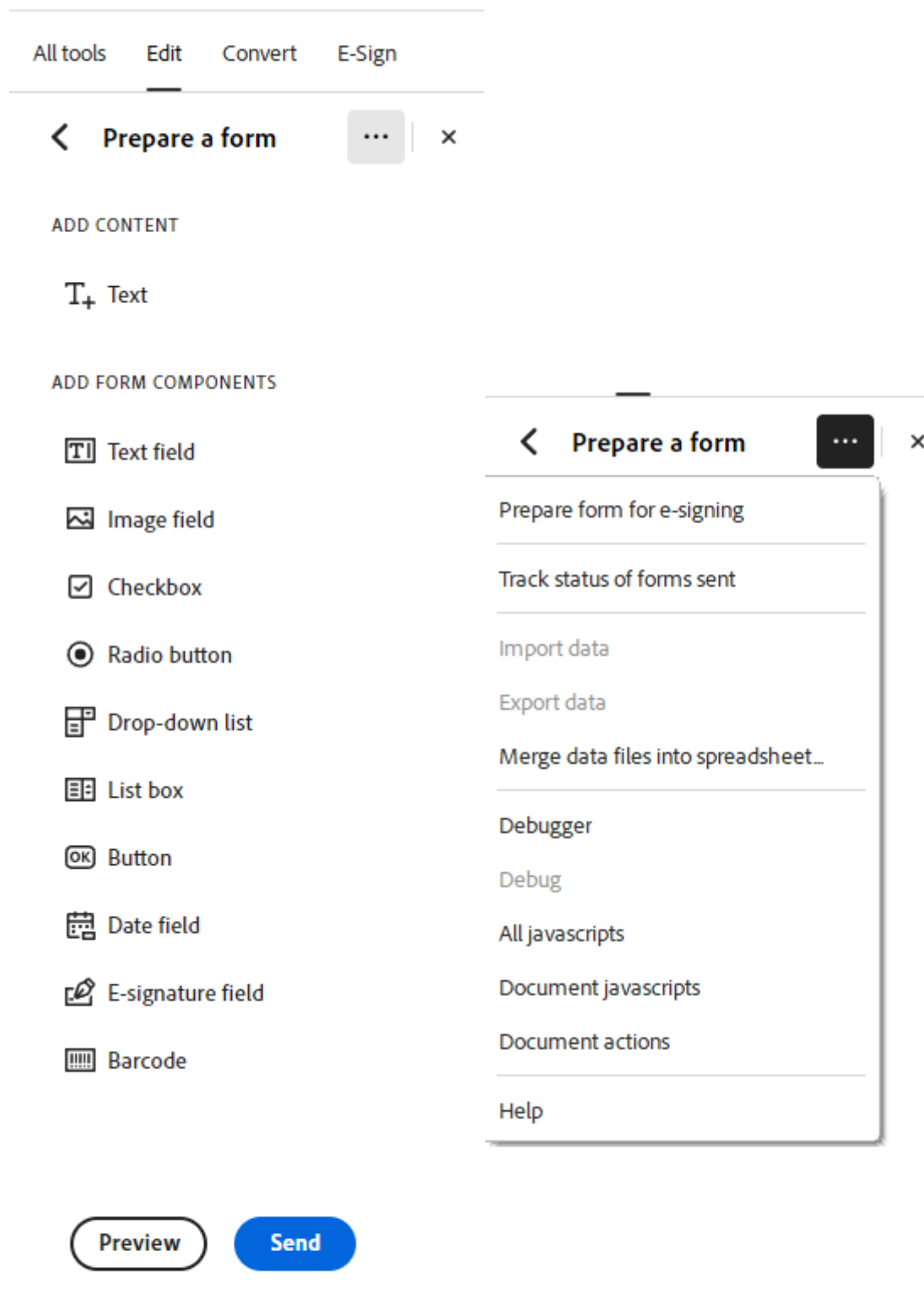
All tools   Edit   Convert   E-Sign

< **Prepare a form**   ...   ✕

ADD CONTENT

T₊ Text

ADD FORM COMPONENTS

TI Text field

🖼 Image field

☑ Checkbox

◉ Radio button

▤ Drop-down list

▥ List box

OK Button

📅 Date field

✒ E-signature field

▥ Barcode

< **Prepare a form**   ...   ✕

Prepare form for e-signing

Track status of forms sent

Import data

Export data

Merge data files into spreadsheet...

Debugger

Debug

All javascripts

Document javascripts

Document actions

Help

(Preview)   (**Send**)

Figure 17 – Tools and Options found in Prepare a form, left pane

Additional form options can be found under the dotted ellipsis (…) and clicking the (X) will allow you to exit the tool. Refer to Figure 17.

For various fields when they are created on the page you can view various options on the left and the right as you edit each field. Refer to Figure 18.
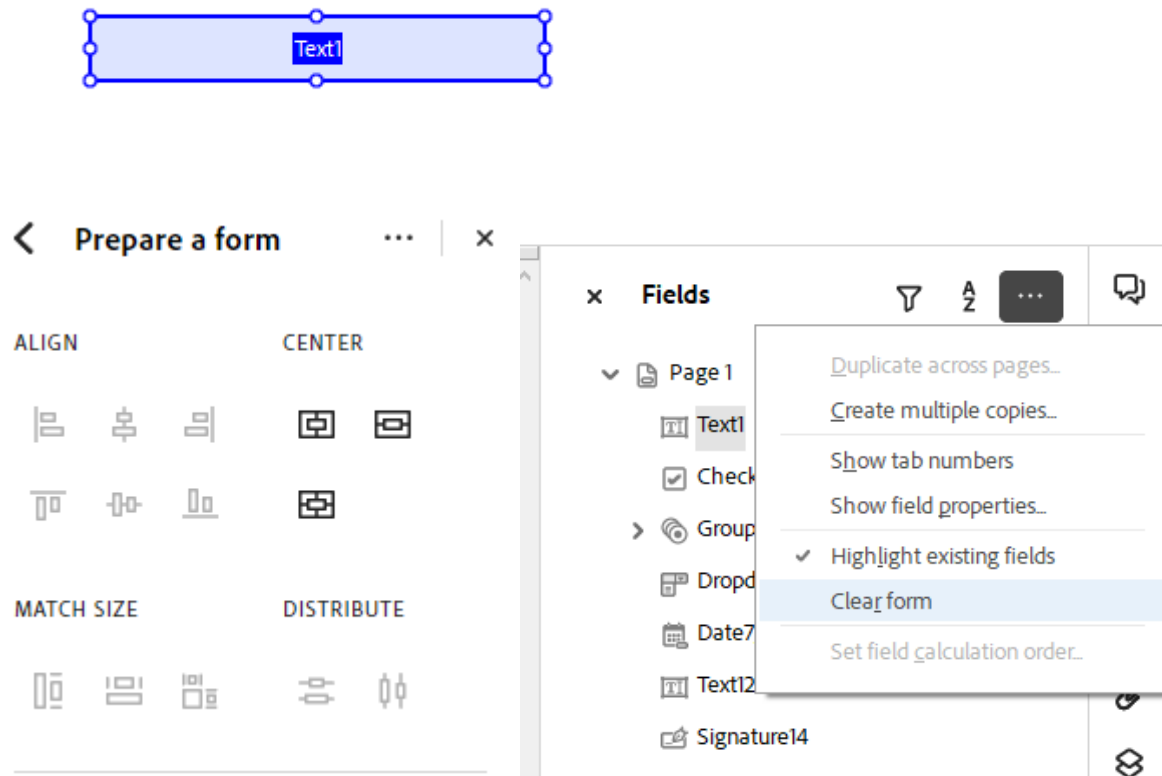
Figure 18 – Selected Text field and alignment options found in the left pane and field options found in the right pane.

If you need to select a field, the cursor arrow icon is now located in your Quick tools panel which is available to all tools and can be moved around the document. Note, this panel will also allow you to add comments, various annotations (highlight selected text or draw freehand) as well as for signatures but you can customize the panel/toolbar as well with the ellipsis. However, in my book use the arrow for selecting text and /or form field components. You can select the arrow when you do not want to add more of a specific form field. Refer to Figure 19.
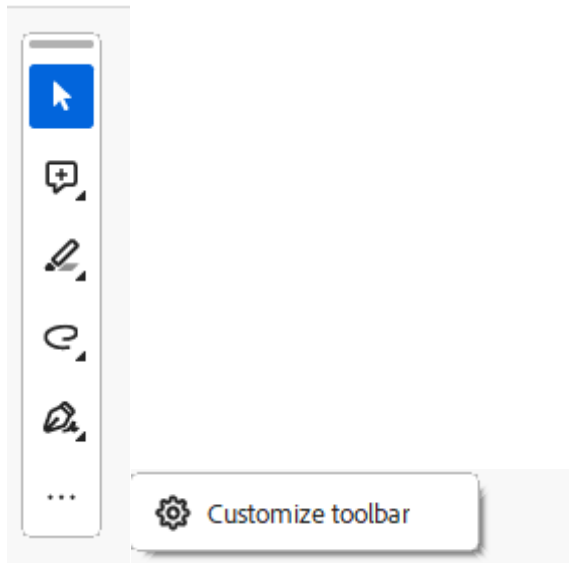
Figure 19 – Using the Quick Tools panel and customize tool bar option

While working in the form for editing the text, use the Text icon under Add Content for adding text and dragging out text fields rather than using the Edit a PDF tool. This tool has been combined into one form the original Edit Text and images and Add text tools seen in Chapter 1 of my book. Refer to Figure 20.
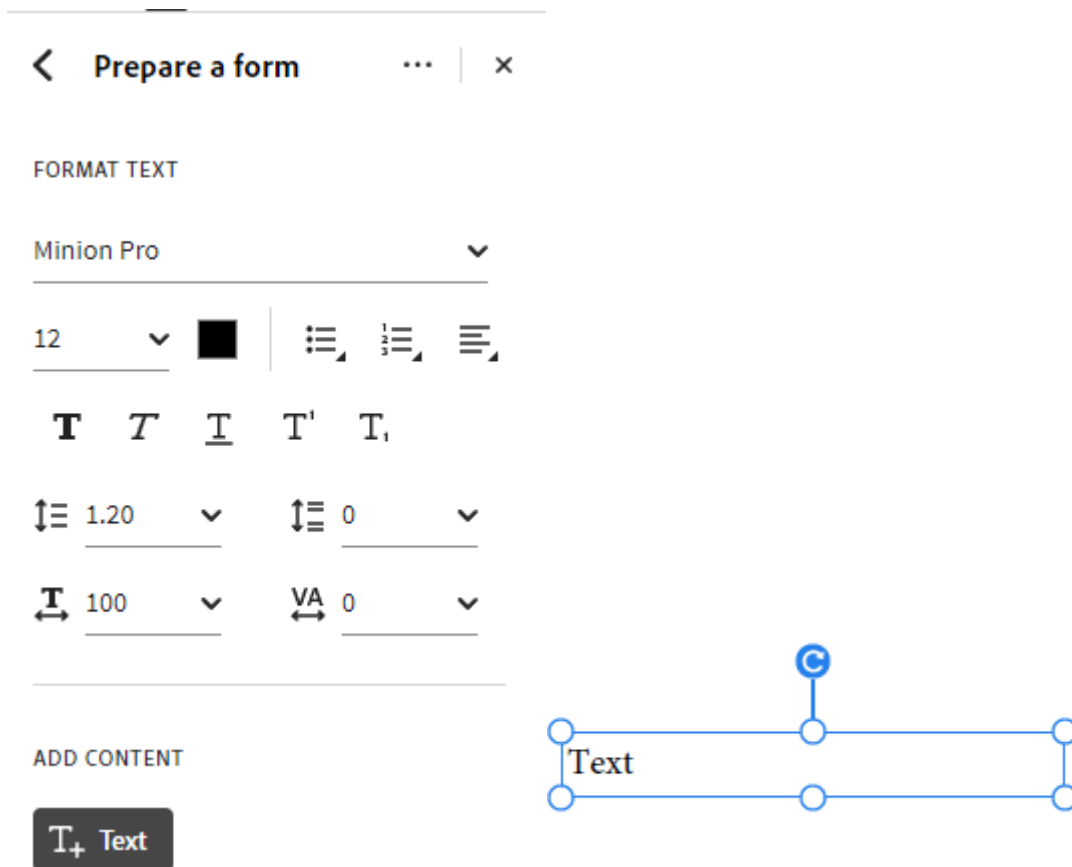

Figure 20 – Prepare a form tool text options for formatting text and adding content

To preview your fields, click the preview button in the lower left pane and Exit Preview button in the upper right to return to preview mode. Use the Send button for working with signatures. Refer to Figure 21.
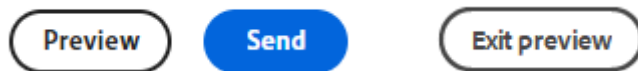

Figure 21– Prepare a form tool Preview and Exit Preview options

Use the left arrow or (X) in the left pane, as mentioned earlier, to exit the tool.

JavaScript Tool

For the Use JavaScript tool, its sub-tools have been moved to the left pane. The Document JavaScript is now called **Document JavaScript strings** and All JavaScript is called **All JavaScript strings**. Otherwise, the dialog boxes that appear are the same as in the book. Remember to click the left pointing arrow or (X) if you need to exit this area. Refer to Figure 22.
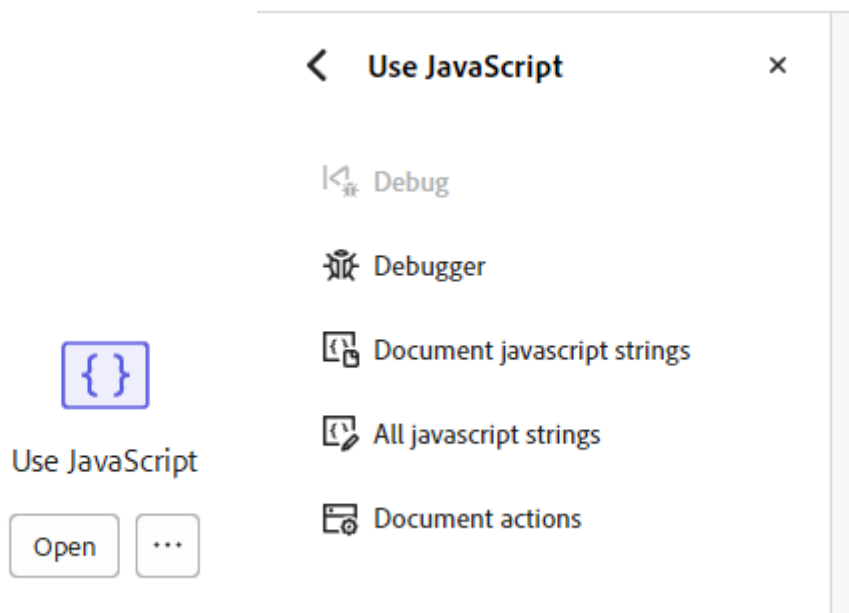

Figure 22 – Use JavaScript Tool and its sub tools in the left pane.

Use Guided Actions Tool (Action Wizard)

Important: the new Acrobat Experience **Use guided actions tool** is currently under development and not functioning. If you need to use this tool for work, make sure to disable the New Acrobat experience as mentioned in the earlier steps, starting on and use the Action Wizard tool instead. Your command and actions from past versions should still be available and you can review Chapter 15 for more details. Refer to Figure 23.
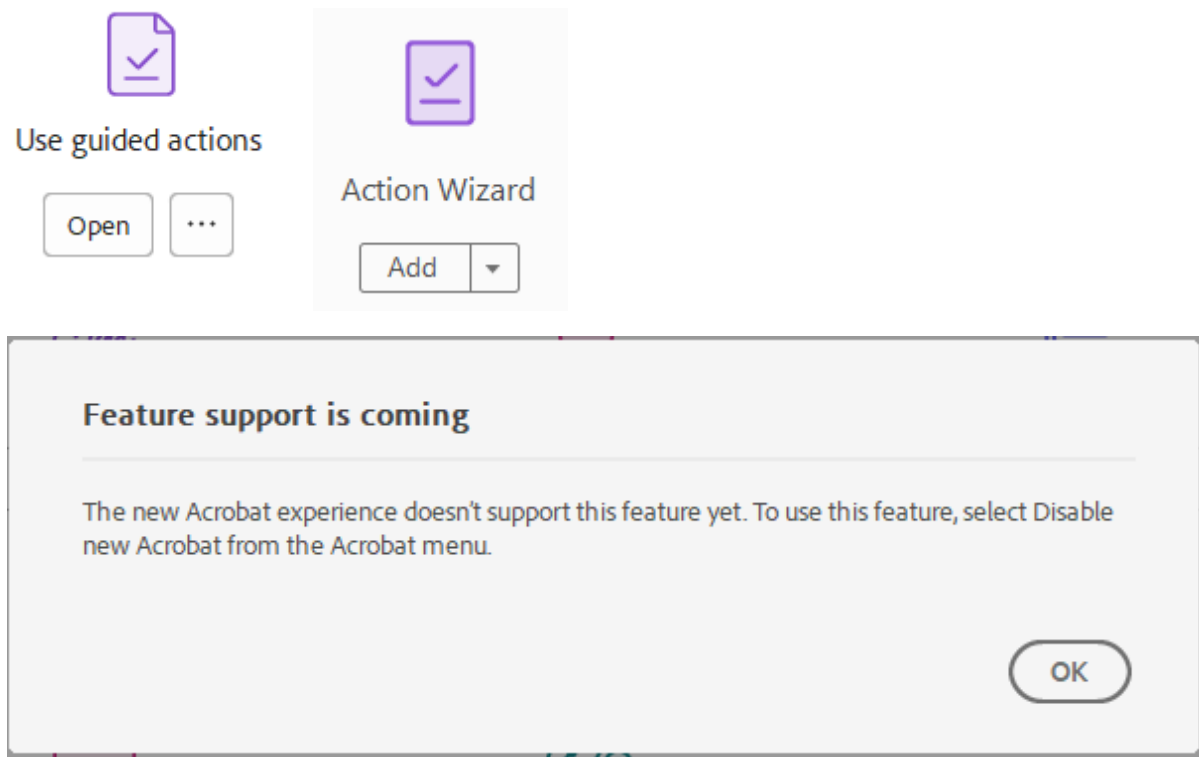
Figure 23 – Use guided actions tool is still under construction in the New Experience, use the Action Wizar for now after you disable the new Acrobat.

Add Comments Tool

Note that this tool has been simplified down to just the Quick tools panel. You can access additional sub-tools from the popout menus and the panel on the Right as before, to store the text of the comment. Refer to Figure 24.
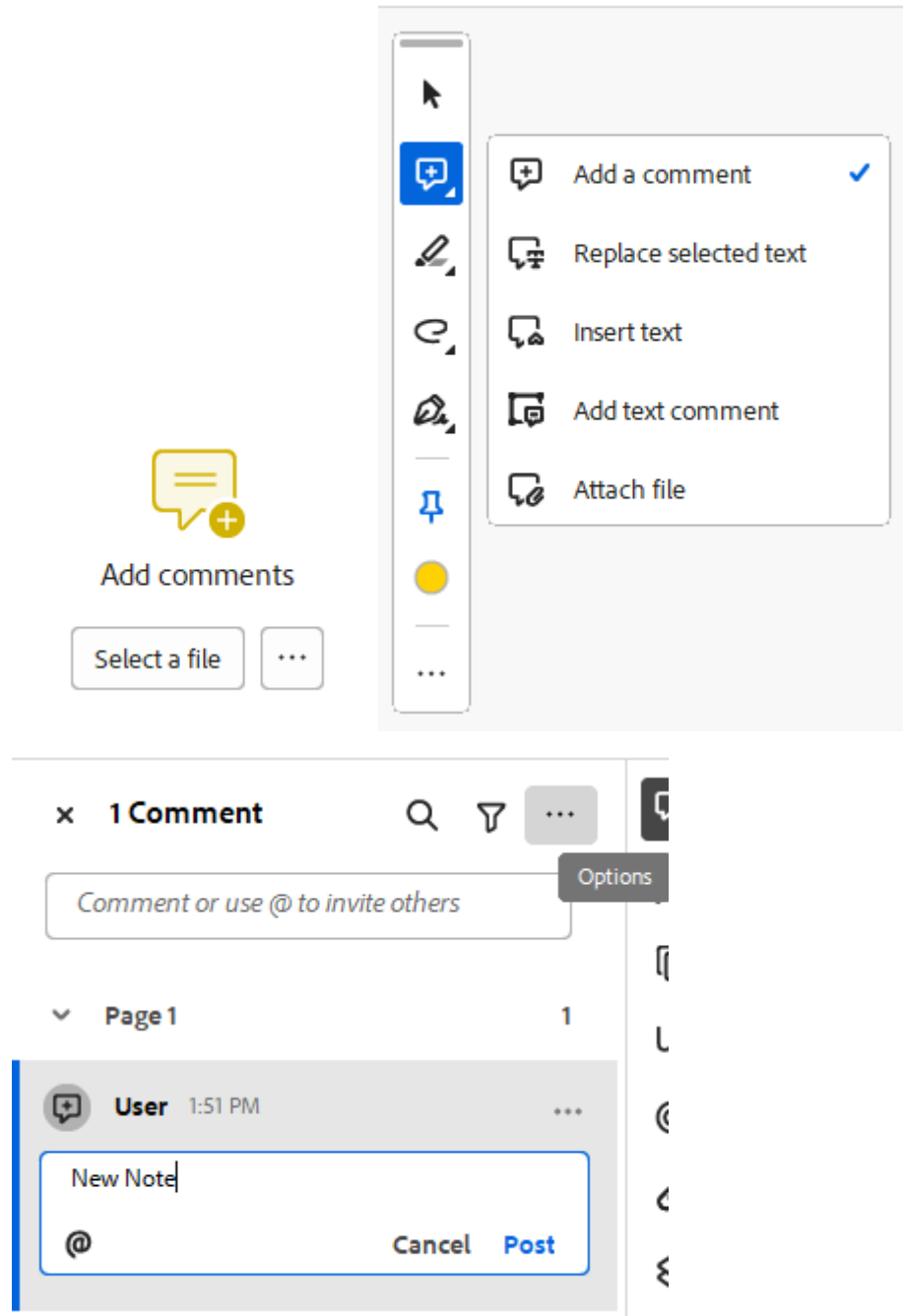
Figure 24 – Use the Quick Tools panel and right pane when you want to view or edit a comment.

Make sure to use the ellipsis (…) when you want to access additional options in the right pane.

Add a Stamp Tool

For using this tool in Chapter 3, note that the sub-tools options are now located on the left pane, and you can use the pop-out menus with a small arrow to access the additional options for creating and managing stamps. Refer to Figure 25.
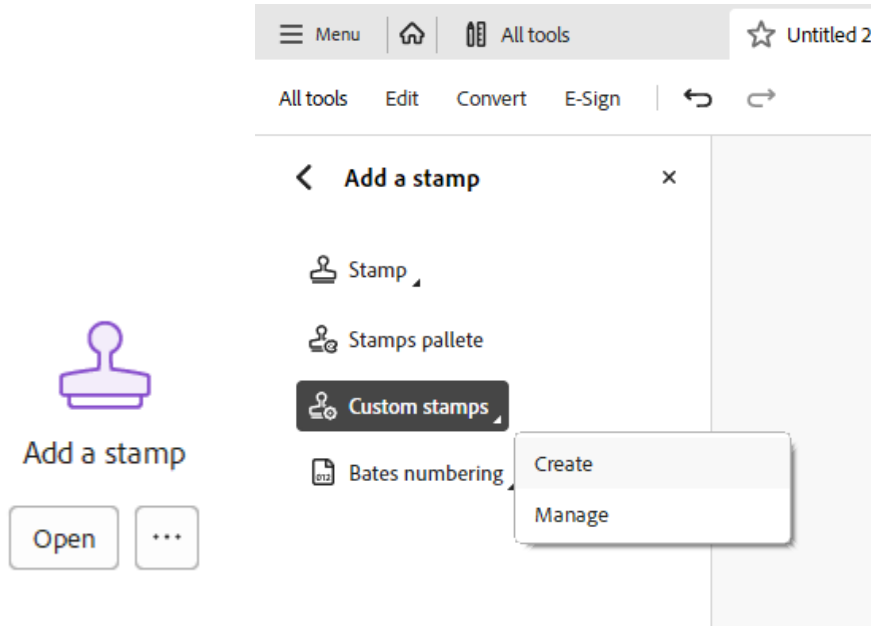

Figure 25 – Add a stamp tool and the sub-tools on the pane on the left.

As with the Add comments tool, you will still have access to the same Quick tools panel as well as the comment pane on the right. Clicking on the Arrow in the Quick tools panel will allow you to stop adding more stamps to the document. Refer to Figure 26.
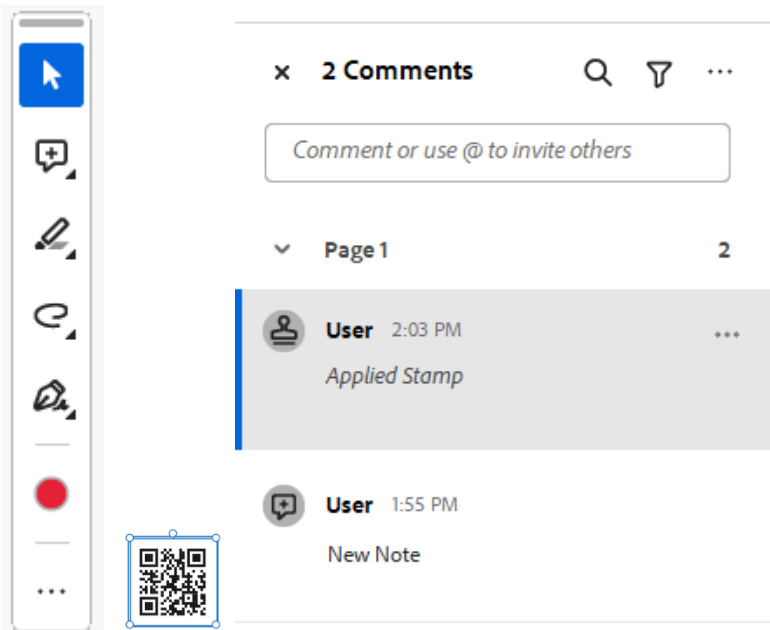

Figure 26 – Use the Quick Tools panel and right pane when you want to view or edit a comment.

Create a Web Form tool with the Prepare a form tool (Chapter 20)

This tool's options within the new experience have not been altered and you will be taken to a site to complete the Web Form, as seen in Chapter 20 of my book. However, note that when you are working with signature fields, as in Prepare for e-signing in the Prepare a form tool section, those fields are now accessed on the left pane. Otherwise, their dialog box properties remain the same as in the book. Refer to Figure 27.
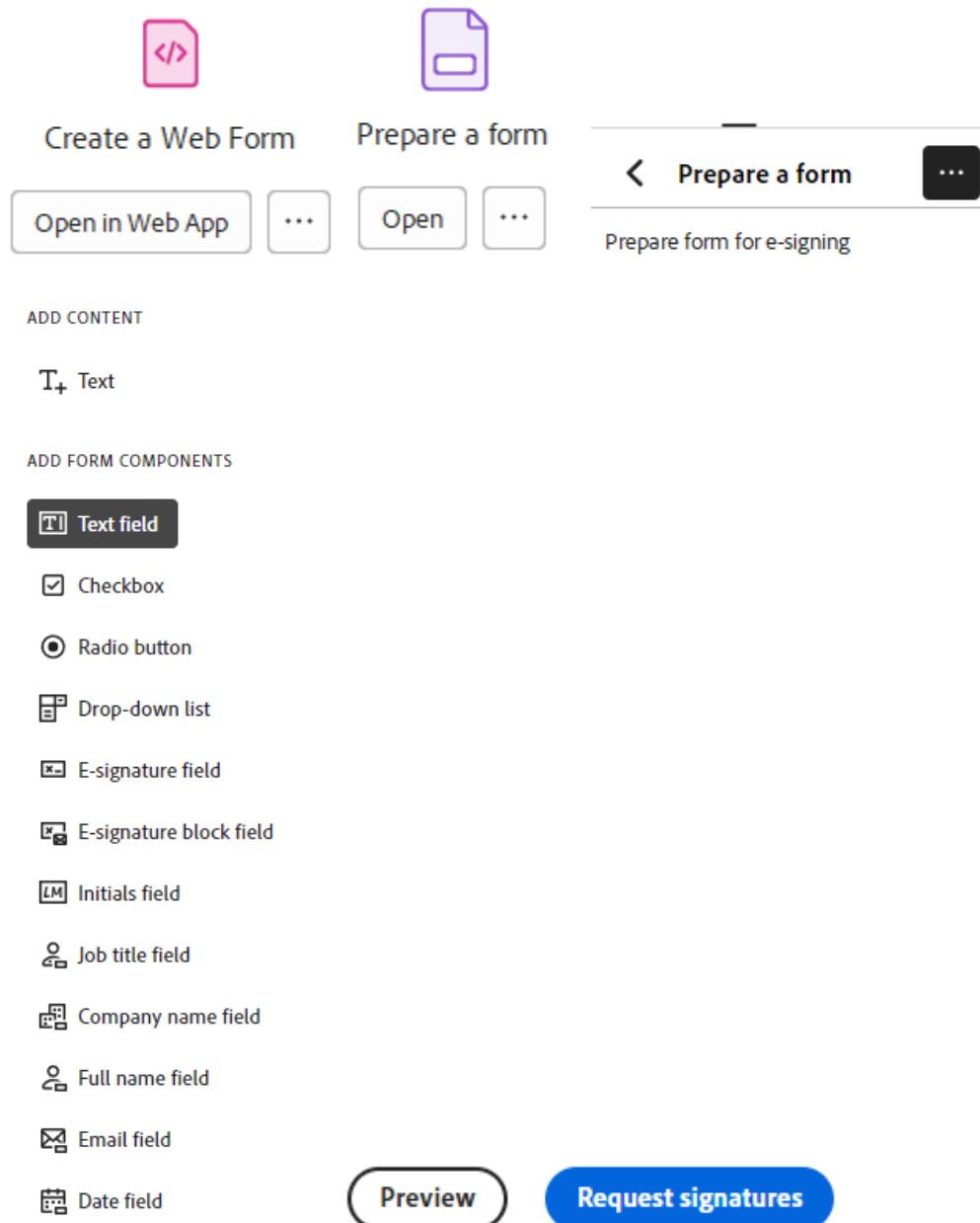

Figure 27 – Using the Prepare a form tool to create a Web Form.