

Adobe Acrobat 6: The Professional User's Guide

DONNA L. BAKER AND TOM CARSON

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Chapter 5

Commenting and Advanced Editing Tools

In the new task-oriented Acrobat world, tools are separated into Review & Commenting tools and Advanced Editing tools. In this chapter you'll work with the tools and look at the new functionality. There have been some exciting changes based on the input of interface experts and cranky old users alike.

Examining the Tools of the Trade

Comments in Acrobat are equivalent to the notes scribbled on margins and the doodles and arrows you see as a paper document makes the rounds. Comments can take a variety of forms, depending on a number of factors:

- Your mood
- The toolbars you have opened
- Your method of working and communicating
- Any corporate policies or procedures you may be bound to

In addition to attaching notes or comments to a document, you can include images or sound files. One interesting feature you'll be looking at in an upcoming chapter is the ability to import and export comments. As you'll see, this is a handy, space- and time-saving feature.

As listed in Table 2-1, Acrobat 6.0 groups the tools into Commenting, Advanced Commenting, and Review Functions. You'll look at the Commenting and Advanced Commenting tools here. The Review Functions are discussed in "Collaboration and Review Tracking" in Chapter 6.

Commenting Tools

There are several Commenting tools, including the Note tool (electronic sticky notes), Text Edit tools, Highlighting tools, and Stamp tools. Click the Review & Comment Task button, and open the Commenting toolbar, as shown in Figure 5-1. The Stamp tools have dynamically generated stamps with login name and date. Before we get into specifics, here are some general commenting concepts:

- Comments can be customized.
- Comments can be used to navigate through a document.
- Comments can be imported and exported.

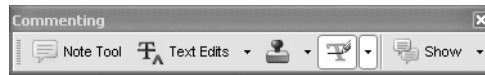
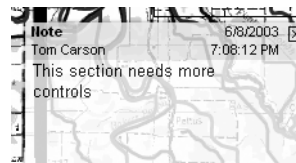


Figure 5-1
A collection of different types of comments are grouped together on the Commenting toolbar

In other words, when it comes to workflow, comments are a good way to organize your work.

Adding a Note

In Figure 5-2, a simple text comment is added to a page. The color bar and the icon for the note are yellow. Adding a comment is like inserting any type of object. Select the Note tool and click the document page where you want to add the note. To deselect the Note tool, click the Hand tool (on the Basic toolbar), or select another tool or function.



Note

You can double-click a comment to open a Note box.

Figure 5-2
A simple text comment on a page. Note that the text box is semitransparent.

Comment properties can be modified at any time. Suppose you're in a lavender mood. Right-click the Text Comment icon (the dark overlay on the icon indicates that it's selected), and select Properties from the context menu. The Note Properties dialog box shown in Figure 5-3 opens. Change the color and opacity as desired. Click Close and your new color is ready for use.

Acrobat 6.0 has totally changed the philosophy behind the simple Note tool. The note takes the appearance of its intended comment function. If the comment is intended to be a key idea, the icon for the comment can become a key, like that shown in Figure 5-4.

Note

Your mood is set once. That means once you've specified a color scheme, all the insertion icons will change to the same color. Subsequent insertions will also be the same color, until you change the scheme again.

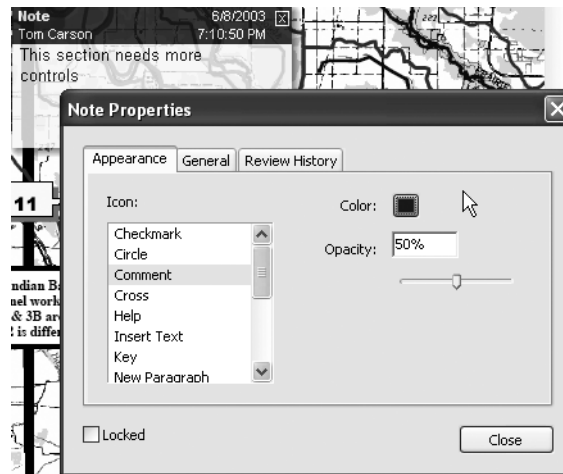


Figure 5-3
Customize a note in the
Note Properties dialog
box.

dem, of course, and



Figure 5-4
Using a key icon to
specify a note's purpose.

When...

gave me a most wor

The opacity is also easier to set. Instead of having to reset the opacity in the Comments preferences, opacity is right there on the Properties dialog box. The author can also be reset under this section for computers with unusual login names like *administrator*.

Let's have a look at the other types of commenting that can be added. This discussion doesn't describe how to create and modify each of the types in depth, rather the discussion on notes can be applied to most of the other types as well, with a couple of exceptions. Remember that you can access any customizations by right-clicking and opening the context menu.

Using the Text Editing Tools

Editors love these new features. Text editing has numerous new features that import into Word XP and will apply the selected Text Edit commands. Figure 5-5 lists the options for text editing. You can use File ► Export Comments to Word or Document ► Export Comments to Word to export comments.

Text Editing tools are somewhat passive. You select the area or text first and then select the action.

Tip

In the Real World, Would Custom Colors Ever Be Used?

Absolutely. There's more to this than a visual expression of mood! A good example: Suppose you're a member of a multidisciplinary project team. One way to coordinate processes is to color-coordinate the members. For example, database people may be coded yellow, programmers red, writers blue, program managers green, and so on.

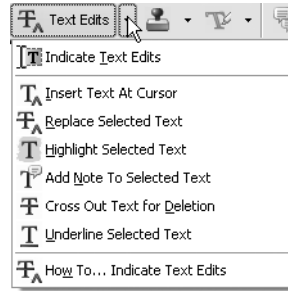


Figure 5-5
Use the Text Editing options to mark up a document for exporting comments.

Highlighting with Text Highlighting Tools

The three Text Highlighting tools are essentially the same as their counterparts under Text Edits. The highlighting tools are like your college teacher with a red pen. Select the tool then start the action.

After you've zapped a line of text with a Highlighting tool, you can add a note. Right-click the highlighted text and choose Properties to add a note to the comment. The Text Highlighting tools are described in Table 2-1 and shown in Figure 5-6. Also in the figure, you can see the Strikethrough tool in action and the highlighting of the *I* to show it requires caps.

Note

Highlighting tools work in an opposite fashion to the Text Edit tools. Select the tool first, and then select the text.

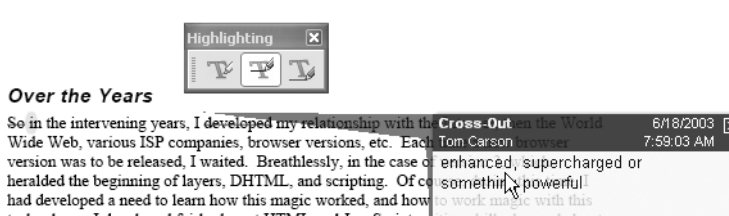


Figure 5-6
Text highlighting—just like in college

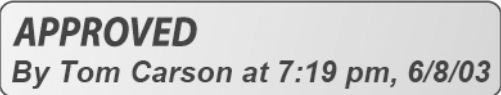
Which Tool to Choose?

Some of the tools on one toolbar look strangely like the same tool with the same name on another toolbar. For example, highlighting appears both on its own toolbar and on the Text Edit toolbar. If you want to point something out in a PDF document, use the Highlighting tool on the Highlighting toolbar. If you want the highlight exported to a source document created in Word XP, use the Highlight Selected Text on the Text Edit toolbar. The same differentiation applies to the Strikethrough and Underline tools.

Adding a Stamp

Remember the old days when nearly everyone had a stamp or two to use for various purposes? Some people had so many stamps they needed racks to hold them. Well, those days are back, in a digital way. Stamps are added like other comments. They come in quite an assortment; a common choice is shown in Figure 5-7. Adobe greatly reworked this functionality and made it a true business tool. A set of dynamic stamps have been added to the tools. Dynamic stamps imprint the login name of the user, time, and date on the stamp.

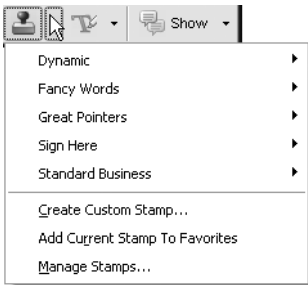
Figure 5-7
Dynamic stamps are a powerful new business feature in Acrobat 6.0.



Creating and Managing Stamps

Before Acrobat 6.0, creating and managing stamps required knowledge and persistence. Donna spent five pages in the first edition of this book describing how to create and manage stamps—we’re spending about a page showing how to do it in Acrobat 6.0. Figure 5-8 shows the Stamp tool menu. The bottom three menu choices simplify what required five pages in the last book.

Figure 5-8
The final three menu items make it easy to create and manage groups of stamps. *Great Pointers* and *Fancy Words* are stamp groups created from the Acrobat 5.0 stamps.



You can create stamp categories and then add and name stamps. Stamps can be created from Adobe Illustrator (AI), Adobe Photoshop (PSD), JPEG, GIF, PDF, and bitmap files. In the first project for this chapter, you add a custom stamp to use for the knowledgebase.

Project **Project 5-1: Creating a Custom Stamp**

Creating custom stamps is *much* easier in Acrobat 6.0. On the web site in the Chapter 5 projects folder, we've included two TIFF images used to create two stamps. The files are named tom.tif and db.tif. You're going to make custom stamps from the images.

Create the First Custom Stamp

Follow these steps to create the first custom stamp. Once the stamp is created, you add it to a custom stamp category.

1. Click the arrow next to the Stamp tool on the Commenting toolbar to open a drop-down menu. Click Create Custom Stamp from the drop-down menu. The Create Stamp dialog box opens, as shown in Figure 5-9.

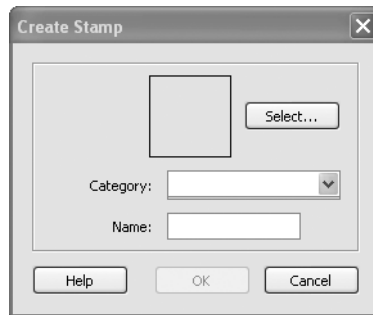


Figure 5-9
Create a custom stamp starting from the Create Stamp dialog box.

2. Click Select to open the Select dialog box, as shown in Figure 5-10.

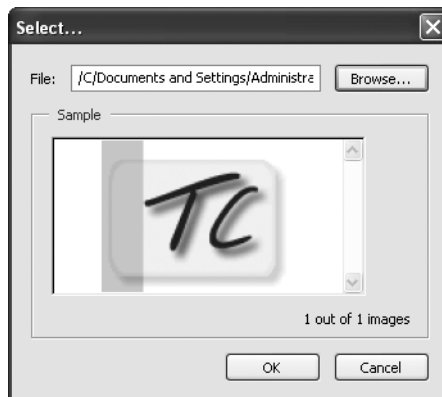


Figure 5-10
Locate the file you want to use for the stamp.

Note

Acrobat defaults to PDF as the file type. Click the drop-down list of file types and select TIFF or choose All Files.

3. Click Browse. In the Browse dialog box, navigate to tom.tif and click Select.
4. The Browse dialog box closes and the image is displayed in the Sample window.
5. Click OK to close the Select dialog box and return to the Create Stamp dialog box.
6. In the Category field, type **Authors** as shown in Figure 5-11.
7. In the Name field, type **Tom**.



Figure 5-11
Name both a stamp
category and the
individual stamp.

8. Click OK to close the dialog box and save the new stamp.

Create the Second Custom Stamp

You've created Tom's stamp, now let's create Donna's. Some of the process is the same as for the first stamp; saving the second stamp is simpler. Follow these steps:

1. Click the arrow next to the Stamp tool on the Commenting toolbar to open a drop-down menu. Click Manage Stamps to open the Manage Stamps dialog box.
2. Click the arrow to open the Category drop-down list and select Authors.
3. Click Create. Repeat Steps 3 to 5 in the previous set of instructions. Select the db.tif file and name the stamp "Donna Baker". The new stamp is added to the Authors category as shown in Figure 5-12.
4. Click OK to close the Manage Stamps dialog box.

You added another custom stamp (see Figure 5-13).



Figure 5-12
Using the Manage Custom Stamps feature to add Donna's stamp.

Where Did the Pictures Go?

Adobe took the fun out of using stamps in Acrobat 6.0. They just didn't convey the business image of 6.0. Grumpy was a lot of fun. If you still have Acrobat 5 on a computer, find the fun stamps at \Program Files\Adobe\Acrobat 5.0\Acrobat 5.0\Acrobat\Plug_ins\Annotation\Stamps\ENU. The fun stamps are the Faces, like Grumpy in Figure 5-14, Pointers, and Words.

Tom was unable to figure an easy way to add them back into 6.0, but came up with a solution. Follow these steps:

1. Paste the stamps into this folder: \Program Files\Adobe\Acrobat 6.0\Acrobat 6.0\Acrobat\Plug_ins\Annotation\Stamps\ENU.
2. In Acrobat, click the Stamp tool's drop-down menu and choose Create New Stamps.
3. Name a new category, for example, *Words* becomes *Fancy Words*.
4. Add the stamps by name.
5. Close the Create Stamps dialog box.

It takes some time, but the stamps are a lot of fun. As you can see in Figure 5-14, it would take a lot of words to convey the meaning expressed in one simple image.



Figure 5-13
Add stamps from Acrobat 5.0 to Acrobat 6.0.

Figure 5-14
Grumpy—the face
says it all.



Advanced Commenting Tools

Note

Adobe HIGHLY recommends AGAINST having two versions of Acrobat on the same machine unless the machine has a dual boot.

Tip

Ctrl+E also opens the Text Box Property toolbar depending on where you are in the process.

Acrobat 5.0 contained some drawing tools, which have been greatly enhanced in Acrobat 6.0. The tools now include the Text Box tools (formerly called the Free Text tool), an Attach tool, and both Pencil and Pencil Eraser tools.

Adding a Text Box

The Text Box tool, formerly the Free Text tool, is a major change in Acrobat 6.0. Text boxes are similar to notes, except that a text box is always visible, as you can see in Figure 5-15. Text Boxes have a full range of text configuration options and are easy to edit. As a certified techie, Tom is ecstatic about the Super- and Subscript options. After drawing the box and inserting text you can double-click to open the Text Box Text Properties toolbar. You have choices of boxes, opacity, and color.

Figure 5-15
A free text comment.
This type of comment
remains visible.



Printing Text Boxes

Text boxes are a comment. Comments only print if Print Document and Comments is turned on in the Print dialog box. Tom forgot this when he published an eBook using a mixture of text and free text. Some recipients were not pleased with the results. One workaround is to flatten the text box to the base layer.

There are flattening options for layers and transparencies in Acrobat 6.0, but we've been unable to find any mention of flattening comments.

The ARTS Tools plug-in offers a flattening solution. For each page of comments you want flattened to the background, choose File ► Flatten Current Page. The comments are flattened to the background and will always print.

You can visit www.planetpdf.com and purchase the ARTS Tools. Figure 5-16 shows a view of the extra tools added to Acrobat by ARTS Tools. A few of the tools aren't needed in Acrobat 6.0 and we expect replacements will be made in the upgrade. If you talk to Tom's good buddy Sean down there in Australia tell him G'day!

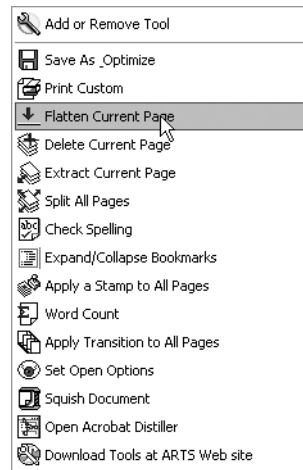


Figure 5-16
Tools added to Acrobat 6.0, available by purchasing the ARTS Tools plug-in from www.planetpdf.com.

Using the Attach Toolbar

The Attach toolbar is a subtoolbar of the Advanced Comments toolbar. To open it, choose Tools ► Advanced Commenting ► Attach ► Show Attach Toolbar. You can use three different types of attachments—a file, sound, or the contents of the clipboard.

Attaching a File

The File Attachment tool enables you to embed a file at a specific location in a document. An attached file is managed as part of the main document. For example, if you're creating a general business document, you can attach spreadsheets in areas of the document referencing specific data. A symbol appears on the document as shown in Figure 5-17; the document name serves as a description for the comment. If you email the main document, the embedded files are attached to it and emailed as well.

Click the Attach File tool on the toolbar, and then click the location on the page you want to display the icon. A Browse dialog box opens. Locate the file you want to attach and click Attach.

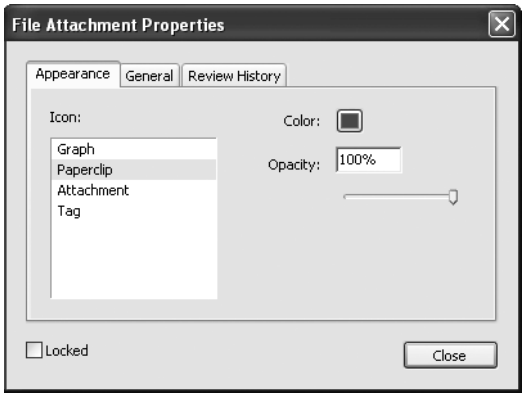
am requestin

Figure 5-17
Embed documents into
other documents using
the Attach tool.



The File Attachment Properties dialog box opens. You can set the appearance of the Attach File icon as shown in Figure 5-18. Choose an optional icon that represents the type of file attached. Click Close to close the File Attachment Properties dialog box.

Figure 5-18
The File Attachment
Properties dialog box is
used to configure an
external file attachment.



Tip

Using External File Icons

When developing a communication system within a workgroup, you may want to use the icons on a regular basis for specific types of attachments. Just as comment colors may be assigned, so may the attached file icons. For example, my comments and attached files may be colored red, and other members of my group can use other colors.

You can modify a file attachment. Simply right-click on the icon to open the context menu. Select Properties (or type **p**) to open the File Attachment Properties dialog box. Set the appearance options and click Close.

Attaching Sound

The ability to record a sound file into a PDF file is still somewhat of a novelty to most people. From experiments Tom ran with Acrobat 5.0, a one-minute recording was about 1 MB in size. The experiment was repeated with Acrobat 6.0 and a one-minute recording was only 292 KB. You can record sound directly or attach a sound file. Click the Sound tool on the Attach toolbar; click the document to open the Sound Recorder, shown in Figure 5-19.



Figure 5-19
Use the Sound Attachment tool to record or attach a sound file.

To record and attach a sound, follow these steps:

1. Click the red Record button. (The black Play arrow changes to a black square indicating that recording is active.)
2. Record your attachment.
3. Click the black Stop icon to stop recording. Click OK when finished.
4. The Sound Attachment Properties dialog box opens. Choose an optional icon for the sound attachment. You can use an Ear, Speaker, or Microphone icon. Choose the icon and click OK to close the dialog box.
5. Double-click the icon on the page and listen to how bad your Southern drawl sounds (where applicable). Donna's British-Canadian accent sounds really interesting.

Tip

Scroll your mouse over the icon on the document to display the file size.

To attach a sound from a file, follow these steps:

1. Click Browse on the Sound Recorder dialog box. In the Browse dialog box, locate the file you want to use and click Attach. The dialog box closes.
2. Click OK in the Sound Recorder dialog box. The dialog box closes and the Sound Attachment Properties dialog box opens.
3. Select an icon for the attachment and click OK. The dialog box closes and the sound file is attached to the page.

Note

In a test, we attached a 42 KB QuickTime sound file to the document. The resulting file was 24 KB.

Novel Today, Commonplace Tomorrow

A few physicians that have seen the Sound Attach tool in action aren't so sure about the novelty. Tom is working with one hospital to convert their files into PDF; the long-term plan is to have the patients' files in PDF. The staff will access the files using wireless tablets. The present-day paper forms will be replaced by PDF forms attached to databases. The medical staff will dictate their notes directly into the PDF documents.

Attaching a Clipboard Image

Attaching a clipboard image is a solution to many problems. It was difficult to place an image in Acrobat 5.0. You could use an image as an icon on a Form button or pasted as an object. The icon could be sized within Acrobat, but the object had to be sized externally to the program.

Now it's simple. You just copy the image to the clipboard, click on the Attach Clipboard tool and draw a box on the page where you want the new content.

Follow these steps:

1. Select the Snapshot tool on the Basic toolbar.
2. Click the image or drag a marquee around the image you want to copy to the clipboard. When you release the mouse, an Information dialog box states that you've copied the content to the clipboard.
3. Select Paste Clipboard Image tool on the Attach toolbar (see Figure 5-20).

Figure 5-20

The Paste Clipboard Image tool is a powerful addition to Acrobat 6.0 that replaces inferior workarounds. Both images to create this illustration were clipboard images pasted into a PDF with the tool.



4. Drag a marquee box where you want the clipboard image to be placed. Release the mouse and the clipboard content is pasted.
5. Click on the image to select it, and adjust the image box to the size you desire.

Adding Graphic Comments

Some people simply can't communicate with words. Science and technology people communicate with lines, boxes, and circles every day. Acrobat 6.0 has greatly expanded the tools available for drawing.

Polygons, polygon lines, clouds, arrows, and so on enhance the ability to communicate. Figure 5-21 is a drawing done with Acrobat's drawing tools. The tools aren't meant to replace CAD files, but with grids and snap, you

can do some good basic drawings. Being an engineer, Tom loves the Super- and Subscript options in the Text Box Text Properties toolbar.

Note

Acrobat 6.0 Standard doesn't have the Cloud tools, and arrows are a little more difficult to draw.

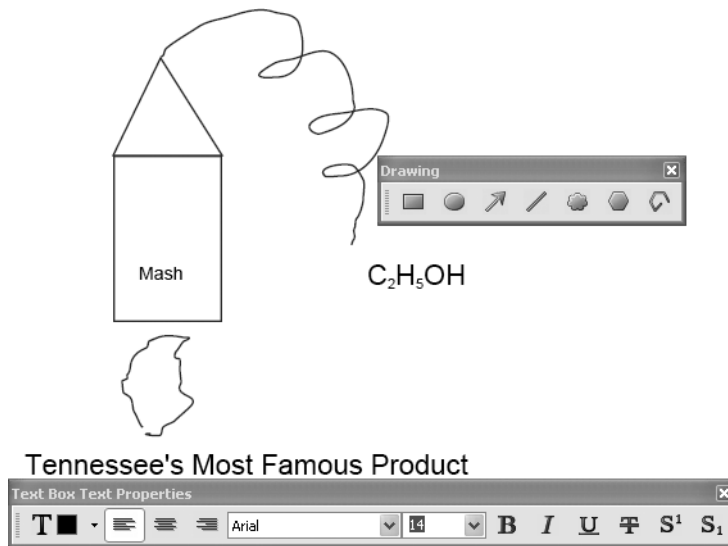


Figure 5-21

A drawing done with the Drawing tools and the new Text tools, including subs

The Comments Pane

Comments are stored in the Comments panel. Unlike the panels that are arranged as tabs down the left side of the interface, comments are listed horizontally at the bottom of the page, as shown in Figure 5-22.

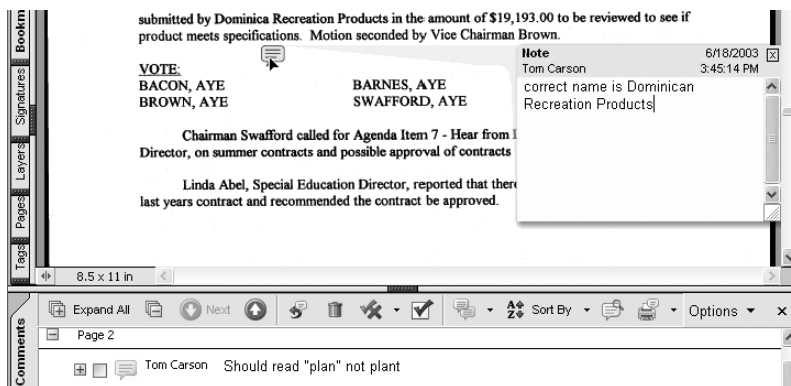


Figure 5-22

Comments display in the Comments List arranged horizontally under the document pane.

Here's how comments behave:

- Click a comment in the list. The page on which the selected comment is located appears in the document pane, and the highlighted comment scrolls into view.
- Navigate between comments by clicking another one in the Comments panel.
- Click a sound comment. It will play to the end and stop automatically.
- Launch attached files by double-clicking the file attachment; the method for closing the file depends on the file format and program used to create the file.

Project **Project 5.2: Attaching Comments to Knowledgebase Components**

Note

You'll catalog the minutes in a later chapter to make them easy to search.

In Chapter 3 you captured one year of minutes of the Dayton Tennessee School Board. Your history buffs will remember this for the famous Scopes Monkey trial in 1925, the basis for the movie *Inherit the Wind*. By the way, the minutes used in the project are not the minutes from 1925.

Minutes of a government body are public record and are not to be changed. In the knowledgebase project you're using Paper Capture to capture the minutes in Searchable Image (Exact) format.

Occasionally you may want to put notes or other comments on these documents for future researchers. As we've said several times, comments are on a layer above the document, and do not print unless you choose Print Document and Comments in the Print dialog box. Therefore, you can add comments to the documents without changing the documents.

No matter how thoroughly minutes are proofed, there will often be a few typos. Figure 5-23 shows the commenting on typos and the Comments list at the bottom.

This isn't a structured step-by-step project. Instead, download and open the 1999 Minutes with comments.pdf file in the Chapter 5 project folder on the book's web site. Add more comments using a variety of Comment tools.

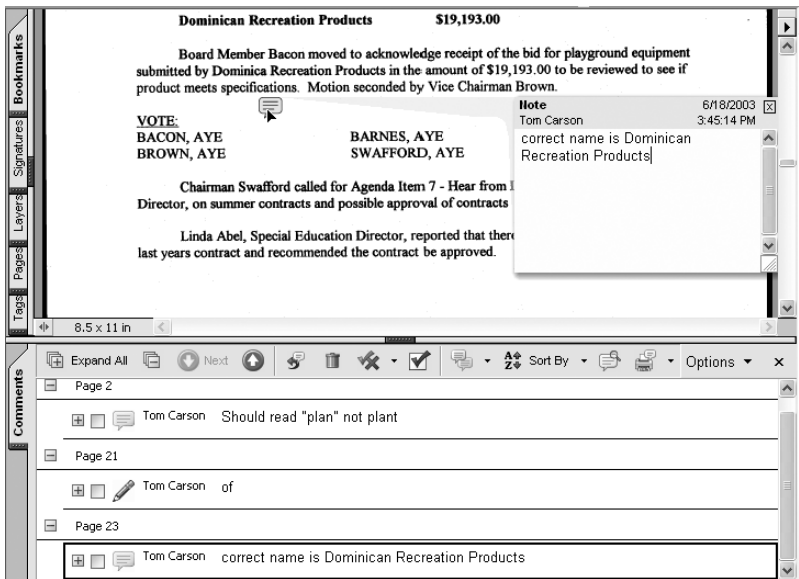


Figure 5-23
Click a comment on the Comments list to display the comment on the document pane.

The Advanced Editing Tools

Acrobat 6.0 has a set of Advanced Editing tools. To open the toolbar, click the Advanced Editing Taskbar button and select Advanced Editing Toolbar. You can also open the tools by choosing Tools ► Advanced Editing ► Show Advanced Editing Toolbar.

Table 5-1 lists the eight editing tools and their primary functions. As you can see, these tools are used for quite a range of functions. Some of the tools are prominent players in other chapters, so we'll simply give you an overview of them now. If a function figures prominently in another chapter, we've referenced that chapter in the table.

Table 5-1 The Advanced Editing Tools










Icon	Name	Function
	Object Select tool	Selects all objects of the same type in the document
	Article tool	Lets you create linked rectangles to connect sections of a document and control its flow (see Chapter 10)
	Crop tool	Crops the margins of a page
	Link tool	Inserts a link into a document (see Chapter 4)

Table 5-1 The Advanced Editing Tools (Continued)

Icon	Name	Function
	Form tool	Inserts form elements into a page (see Chapter 8)
	Movie tool	Inserts a movie into a document (see Chapter 12)
	Sound tool	Slightly different variation of sound tool described in previous section
	TouchUp Text tool	Allows you to make minor changes to a document's text
	TouchUp Object tool	Allows you to export, alter, and import graphics from Acrobat

In this chapter, you'll work with the two TouchUp tools and the Crop tool as you continue with the project. Let's start with the TouchUp tools.

Project

Project 5-3: Correcting Minor Errors Using the TouchUp and Crop Tools

Note

The Chapter 5 Projects folder contains a copy of the “clean” interface named `interface.pdf`. This is the original PDF created without errors.

In this project, you'll learn how to modify the interface file used for the project's knowledgebase. Use the `interface_bkgd.pdf` file located in the Chapter 5 Projects folder. Open the file and follow along.

The original interface is shown in Figure 5-24. Donna is a perfectionist and Tom had to plead with her to make some simple errors for you to correct in Acrobat—a text error, a graphics error, and an inappropriate layout on the page. Coincidentally, these are the touch-ups we want to discuss. First, let's look at the text error and how to correct it.

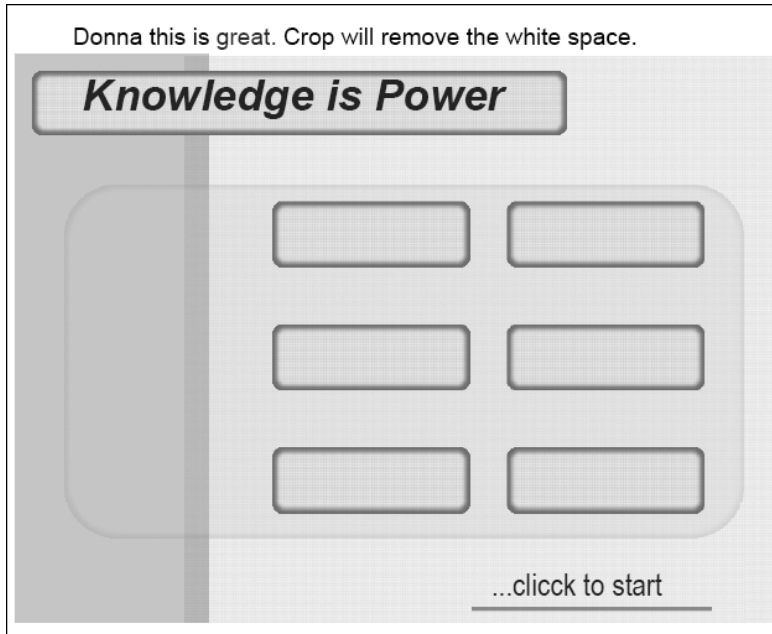


Figure 5-24
The document before touch-ups are done. The note isn't part of the original file, but an added comment used in the development process.

Touching Up Text in Acrobat

The most important thing to remember is that you can make changes in either the program you created the original document in or in the Acrobat PDF version. If you're making minor changes, use the tools. If, on the other hand, the changes required in a document are substantial, it's more practical to return to the source program. Acrobat 6.0 has improved the TouchUp Text tool as well; you can edit a paragraph at a time instead of a line at a time.

As you can see in Figure 5-24, the text contains a typo: "cclick". Here's how to correct the error using the TouchUp Text tool:

1. Click the TouchUp Text tool on the Advanced Editing toolbar to activate it.
2. Click the row of text to select it. A blue box (shown in Figure 5-25) surrounds the line.



Figure 5-25
The selected row of text is identified.

3. A cursor appears in the line. Click to position the cursor at the correct position in the line. Delete the extra letter.
4. Click the Hand tool on the Basic Tools toolbar to deselect the text line.

You can also make changes to text attributes for the line. If you right-click the selected text line and select Properties from the context menu, the palette shown in Figure 5-26 opens. The settings in the dialog box are especially helpful if the fonts used in the document aren't embedded.

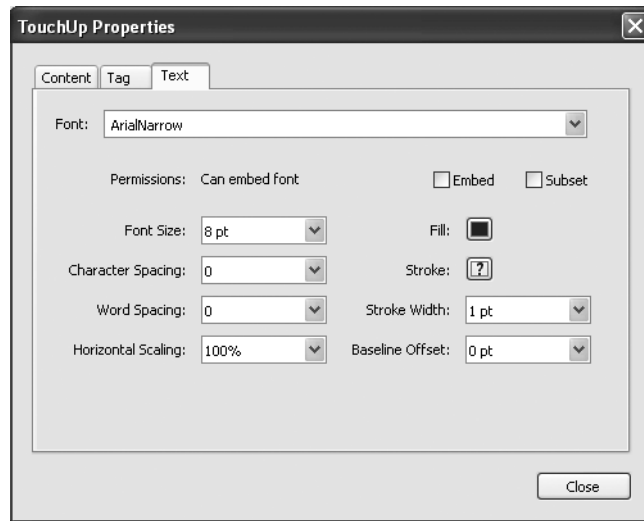


Figure 5-26
Text properties you
can alter using the
TouchUp Text tool.

Other text touch-ups you can do in Acrobat include the following:

- Create a new line of text in a document by using Ctrl+click (Option+click on a Mac).
- Remove or add embedding from a font by clicking the Embed check box on the Text Properties palette.
- Touch up rotated text (the baseline shift will be left and right instead of up and down as for horizontal fonts).

Now let's have a look at the TouchUp Object tool.

Touching Up Graphics in Acrobat 6.0

Acrobat has limited object-editing capabilities. What you can do though is access the original authoring application directly from Acrobat. You can use this technique with line art and images.

Note

You have to assign an image editor in Acrobat 6.0. Select Edit ► Preferences ► General ► TouchUp. In the resulting dialog box, click Choose Image Editor and browse to the location of your preferred application. Click OK to select it. You can also set a preference for a page-editing application in the same way by clicking Choose Page/Object Editor.

The project's Interface page contains a layout error: There is a line under "click to start".

Here's how to correct the problem using the TouchUp Object tool. Follow these steps to correct a graphic error:

1. Click the TouchUp Object tool on the Advanced Editing toolbar. The entire object is selected.
2. Click the Select Object Tool on the Advanced Editing toolbar and click the line element to select it. A bounding box will appear around the object (as shown in Figure 5-27).
3. Press Delete to remove the line.

Tip

The line isn't really an error; Tom just doesn't like it.

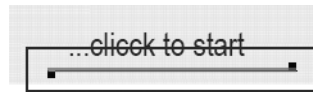


Figure 5-27

The line selected with the Object Select tool.

Now let's move on to page layouts and cropping.

Cropping a Page in Acrobat

The Crop tool is a handy feature. If you look back at Figure 5-24, you can see that the layout of the page is uneven, with margins different on all sides and too much extra space around the page. You can't see the extra space clearly in the book so we added a text box at the top of the page to use for demonstration.

Follow these steps to crop the page correctly:

1. Select the Crop tool from the Editing toolbar. Click and drag a cropping rectangle on the page.
2. Double-click inside the rectangle to open the Crop Pages dialog box, as shown in Figure 5-28.
3. Set required margins by entering a value in the margin's box or using the arrows. The location of the margins is shown on the thumbnail. Other options are available as well:
 - Click Set to Zero to restore margins to 0; click Revert to Selection to return to the values of the original cropping rectangle; or enable the Remove White Margins option to trim the page to content.
 - Select page ranges as required. The demo document has only one page.

Note

The cropping rectangle includes resizing handles along the edges you can use for resizing visually.

Note

You can crop pages in Single Page layout. Select View ► Single Page to display the document in single-page layout, or click the single page icon on the status bar at the bottom of the page.

Note

The Crop function in Acrobat is a hidden problem for engineers and others who use large-sized images. If you crop a large color map with the Crop tool, there's no effect on the file size as the entire map is still in the document. To crop permanently, open the content in another program, such as Photoshop.

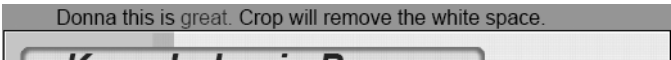


Figure 5-28
Use the Crop Pages dialog box for precise settings or multiple pages.

- 4. Click OK to set the new margins.
- 5. Save the interface.

Cropping isn't absolute in Acrobat. As you can see in Figure 5-29 the text box is still there after cropping and saving. You can reopen the crop box and reset the crop margins to zero and the white space returns.

Figure 5-29
Illustrates a cropped file but still shows the original area. The Crop function in Acrobat doesn't delete content, it only hides it.



Up Next

The idea behind this chapter was to describe how commenting and advanced editing are performed on an Acrobat document. Along the way we demonstrated the editing tools and briefly discussed reusing materials.

In the next chapter you'll put the Commenting tools together with the new Review Tracking features in Acrobat 6.0. You'll investigate the advantages of web and email review. You'll also review the new Comment Exporting to Word XP feature. In other words, we'll show you how Acrobat puts a dent in overnight delivery.

Tip**What About Other Objects?**

You can select anything on a page with the TouchUp Object tool. That doesn't mean it will do you much good. If you select a word or title and then right-click and choose Edit Object from the context menu, a temporary file consisting of many pages of code and symbols opens. So how is this a tip? If you aren't familiar with a document and you're trying to evaluate the amount of work you have to do, you can try this technique on something that may be either text or an image. Making small corrections to text is much faster than modifying embedded images.