

Contents

About the Author	xiii
Acknowledgments	xv
Introduction	xvii
Chapter 1 Welcome to the Acrobat 6.0 Family	1
Welcome to Acrobat 6.0.....	2
What's New in Acrobat 6.0.....	3
You Can't Use Acrobat Without PDF.....	12
Publishing—What a Concept	15
What Can Acrobat 6.0 Do for You?.....	18
From the Inbox to the Outbox and Beyond	22
Who Should Read This Book.....	26
Up Next	27
Chapter 2 What's Under the Hood?	29
A Look at the Interface	30
Menus and Palettes	34
Acrobat 6.0 Master Project.....	41
Tutorials	43
Up Next	43
Chapter 3 Creating PDF Files.....	45
Where Do the Files Come From?.....	46
Creating PDF Files Outside of Acrobat.....	47
Creating PDF Files Using Distiller	50
Converting Microsoft Office Files.....	52
Customizing the PDFMaker Conversion Process	57
Creating PDF Files Inside Acrobat 6.0	59
Up Next	70

Chapter 4	Linking, Navigating, and Repurposing.....	71
What Is This Supposed to Mean?		72
Planning Your Workflow		72
What's in a Document?		75
Working with Bookmarks.....		78
Tutorial: Manipulating a Set of Bookmarks		78
Other Tools to Repurpose Documents		83
Up Next.....		92
 Chapter 5	 Commenting and Advanced Editing Tools.....	 93
Examining the Tools of the Trade.....		94
Commenting Tools		94
Advanced Commenting Tools.....		102
The Comments Pane		107
Up Next.....		114
 Chapter 6	 Collaboration.....	 117
That's Collaboration with a Capital "C"		118
Review Tracking in Acrobat 6.0		119
Filtering Comments		124
Network and Online Reviews		126
Up Next.....		130
 Chapter 7	 Making Your Documents Secure	 131
Protecting Your Work		132
What Does a "Secure Document" Really Mean?		133
Password Security Settings.....		136
Certificate Security.....		144
Using Signatures		145
Creating Your Signature Profile		145
Choosing a Signing Method.....		150
Managing Digital IDs.....		152
Using Signatures, Custom or Otherwise.....		156
Document Signing Alternatives		157
Sharing Is a Good Thing		161
Up Next.....		166

Chapter 8 Creating Forms with Acrobat	167
Forms, Forms, Everywhere.	168
Go to the Source	171
Tutorial: Creating and Customizing Text Box Form Fields.....	172
Tutorial: Using Multiple Line Text Boxes and Aligning Fields	178
Tutorial: Adding Formatted Fields.....	180
Field Naming Theory 101	184
Using Actions and Triggers on Forms.....	186
Tutorial: Creating Form Fields Using Radio Buttons.....	187
Tutorial: Creating Hidden Sets of Fields	193
Tutorial: Creating More Form Fields.....	194
Tutorial: Creating Signature Fields.....	198
Form Math 101	199
Tutorial: Completing the Field Calculations	201
Tutorial: Setting Field Order.....	206
More Forms Information.....	210
Up Next	212
 Chapter 9 Searching and Indexing Documents	 215
Indexing: More Than It Seems.....	216
What Indexing Can Be	216
Preparing a Document Collection	217
Advanced Document Management	220
Searching Options.....	225
Managing Indexes	230
Web Searches	232
Up Next	233
 Chapter 10 Making Documents Accessible to Everyone	 235
What Does “Accessible” Mean?	236
Web Accessibility Initiative.....	237
What Acrobat Can Do?.....	239
Acrobat’s Accessibility Features	241
Using the Accessibility Tools	244
Making Documents Accessible	245
Tutorial: Running a Full Accessibility Check	247
Reflowing Tagged PDF Documents.....	252
Finessing a Layout	252
Consider the Source.....	254
Up Next	255

Chapter 11 Planning and Preparing for Output..... 257

What If I Want to Make?...	258
Using the PDF Optimizer	258
Batching Files for Conversion.....	264
All About Articles	273
Creating Web Output	280
Document Metadata	284
Headers and Footers	286
Watermarks & Backgrounds	288
Up Next.....	289

Chapter 12 Print It!..... 291

Enhancing Print Workflow	292
Acrobat 6.0 Professional and the Print Professional.....	295
A Run Through Distiller (aka, Adobe PDF Printer in Acrobat 6.0)	296
Demo: Setting Up Watched Folders.....	301
Print Job Options-PDF/X-1a	304
Fonts.....	309
Demo: Keep an Eye on Your Fonts	310
Managing Color in Acrobat	312
Advanced Print Settings	316
Soft-Proofing Colors	322
Tutorial: Preflighting a Document.....	323
Up Next.....	328

Chapter 13 All About eBooks 329

The eBook Story	330
Creating an eBook Template	331
Converting Source Material to eBook Format.....	332
Navigation Design Issues	338
Navigation Elements	341
Security and Distribution Options.....	352
Serving the Document.....	354
Handheld Devices: A Special Case.....	356
Up Next.....	358

Chapter 14 Using Advanced Acrobat Activities 359

Using PDFs vs. Other Media Formats	360
Tutorial: Adding Video to PDFs Efficiently.....	363
Layered Documents	369

Working with Destinations	372
Byte-Serving PDF Files on the Web	377
Reducing File Size	378
Up Next	380
 Chapter 15 About JavaScript	 381
JavaScript and Socks	382
Let's Start at the Beginning	383
Why You Went Shopping in the First Place	386
Using JavaScript in Acrobat	390
Editing Scripts	398
Field Calculations	411
Tutorial: Using Conditions to Manipulate Fields	414
External JavaScripts	425
Creating Batch Sequences Using JavaScript	426
Tutorial: Creating and Running a Custom Batch Script	429
Up Next	435
 Chapter 16 Putting It All Together	 437
Tutorial: Information Flow Design	440
Tackling the Project Construction	448
Documents for the Projects	450
Other Components: Plan Review, Permits, and Maps	457
 Appendix A References and Further Information	 461
Adobe Sites	462
Information Sites	462
Organizations	463
 Appendix B Acrobat Plug-ins	 465
Adobe Plug-ins Included with Acrobat 6.0	466
Other Plug-ins Used in This Book	468
 Index	 471