the
Library

Introduction to Acrobat Standard 8

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Creating PDF using Acrobat and MS Office

1. Create a file in Word (open an existing file)

2. Go to the Acrobat Ribbon
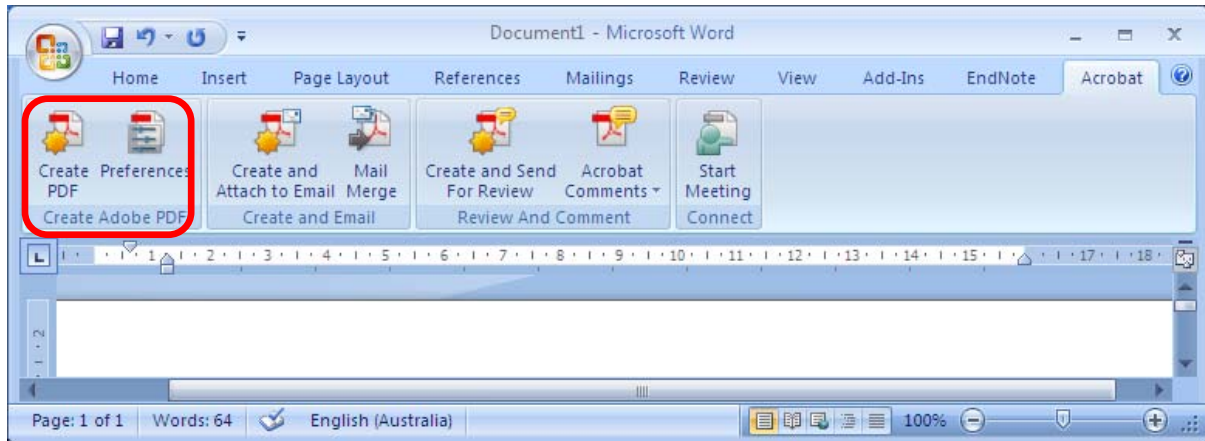
3. Save the file

4. Click the Preferences button (second in the ribbon) – This is to show you why we need to use this option instead of printing with PDF printer.
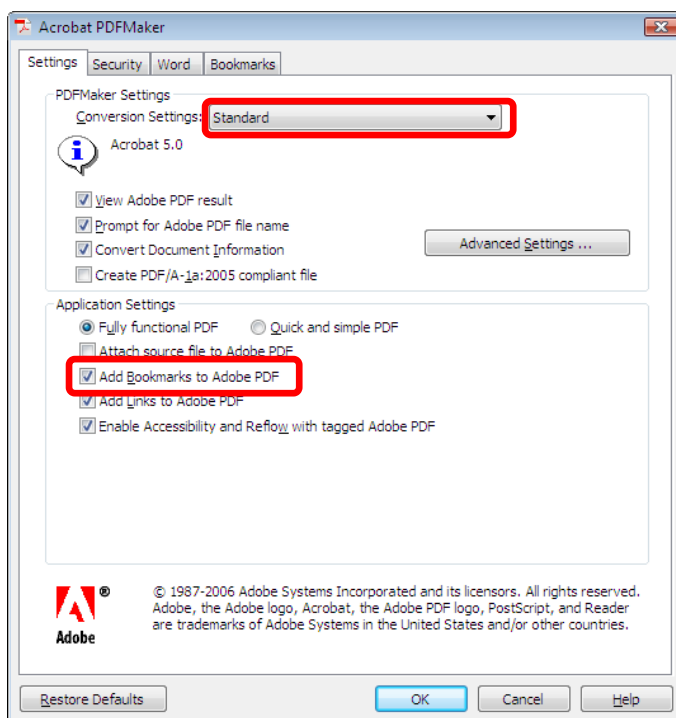
*Note:*
Using this method, your document's headings will go across to the PDF document with the correct numbering.
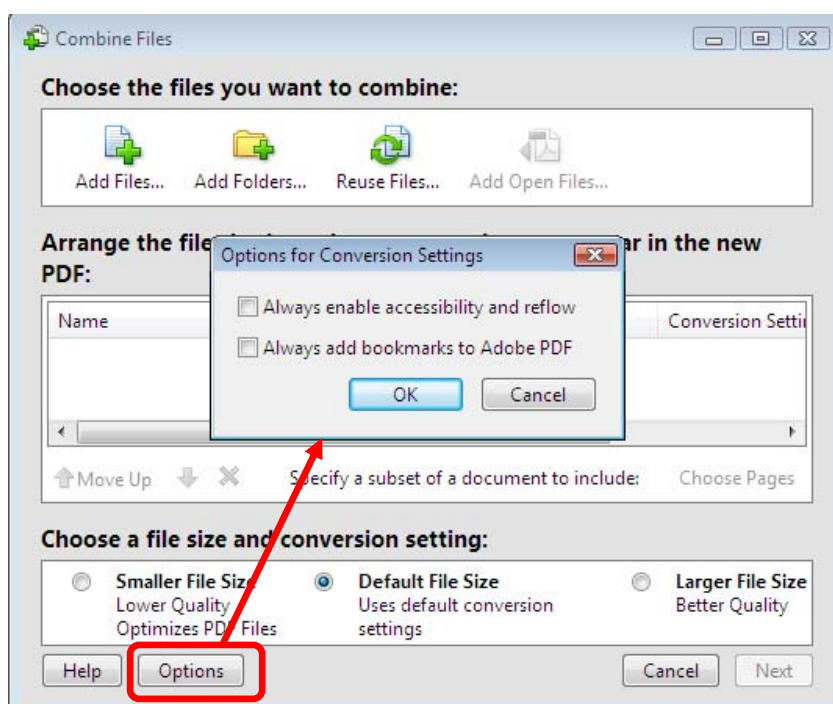*MS Office PDF conversion loses numbering for the heading.*

5. Click Create PDF button (first in the ribbon)

6. Save the file.

Combining PDF files (multiple files into single PDF)

1. Prepare all necessary PDF files (do the conversion first)
2. Open Acrobat
3. Click 'Combine Files'
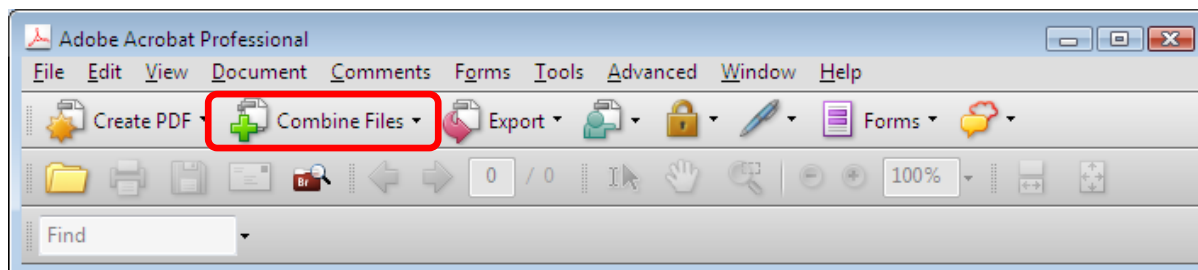
4. Click 'Combine Files'
5. Combine Files window opens


Once documents are converted using the method above you will not have to worry about this option as it's already set but if you haven't done so, you need to make sure these two options are checked.

6. Click either Add Files... or Add Folders bur for this exercise click **Add Files...**
7. Locate Document 1 and Document 2 (example files).
8. Select the files and press 'Add Files..'
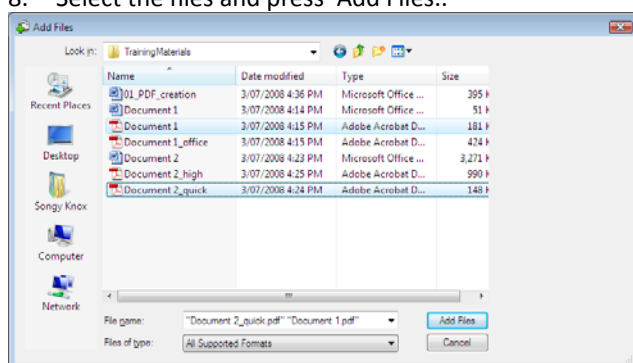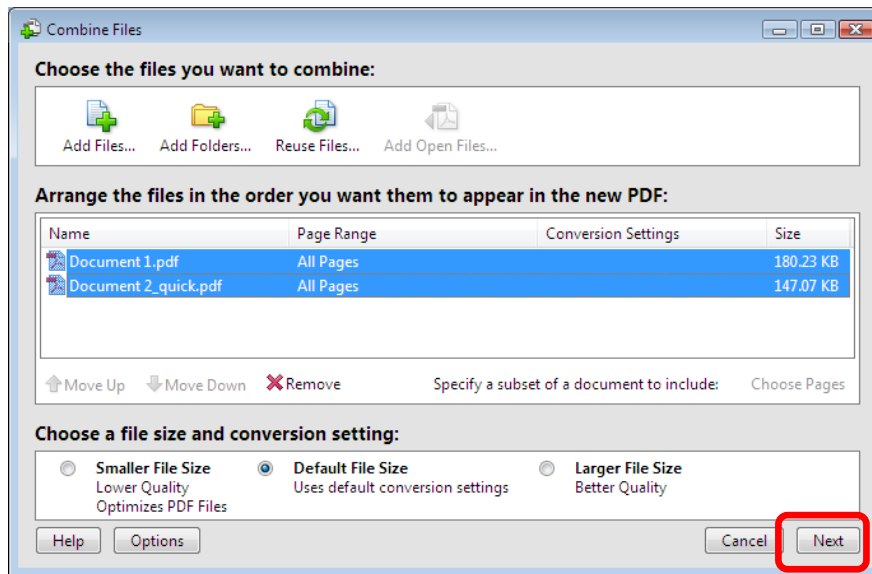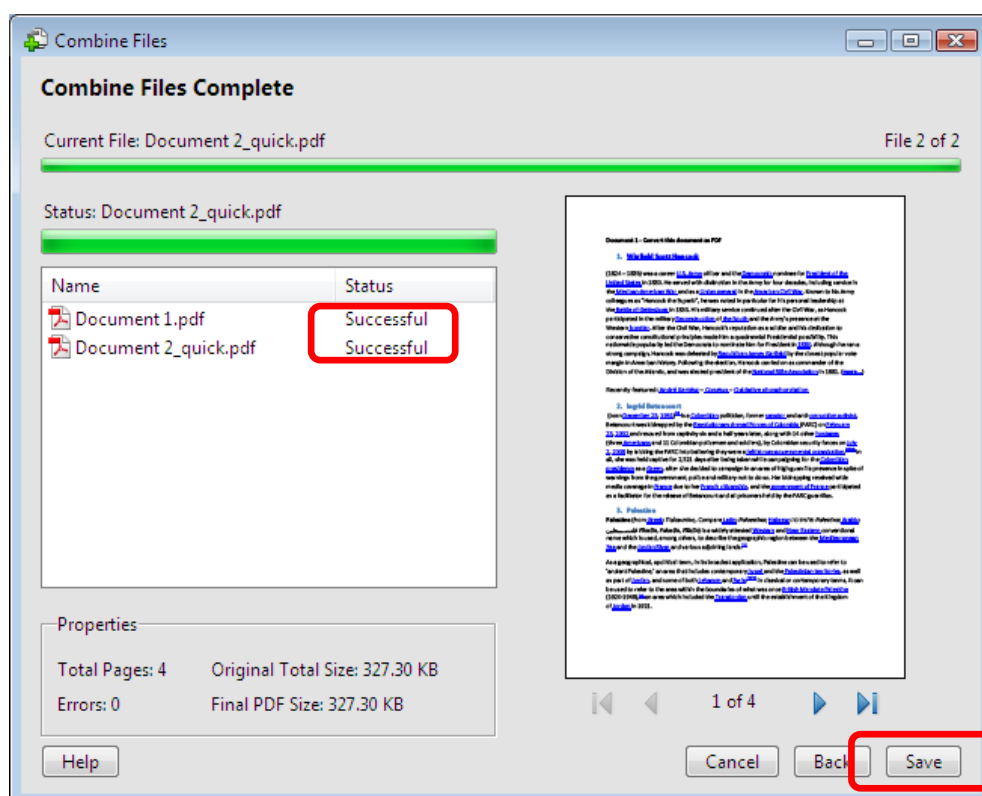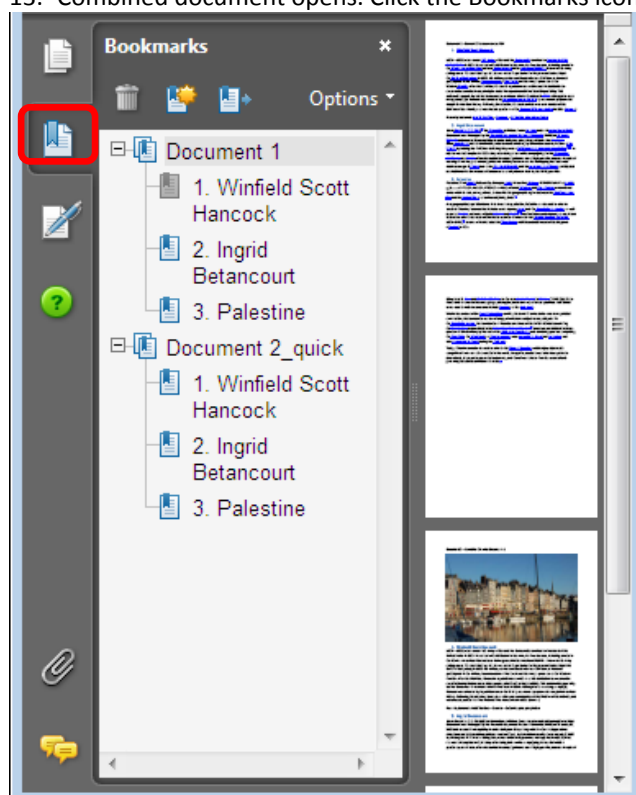
9. Files are now listed in Combined Files window. Click **Next**
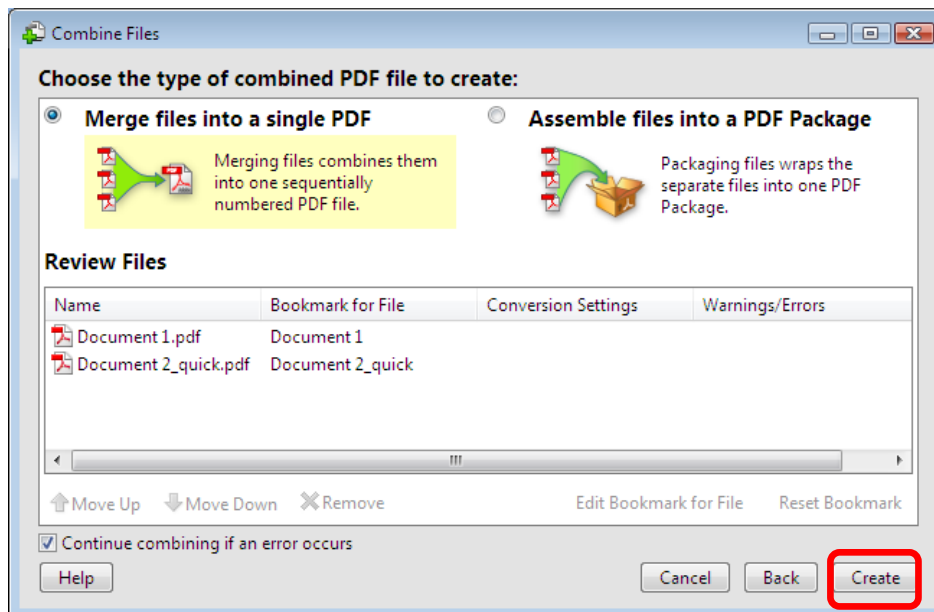
10. Leave the default settings as shown above and click **Create.**

11. Once the combining is completed the Status column reads Successful. Click **Save**.
12. Save the combined file.
13. Combined document opens. Click the Bookmarks icon in the toolbar on the left.


14. Documents names and headings came across correctly.

## Single PDF to Multiple PDF files (by deleting pages)

1. Open a PDF file.
2. Work out how you are going to split the document.
3. For this exercise we are deleting the Document 2_ quick
4. In the bookmark pane, right click 'Document 2 _quick'.
5. Select the Delete page(s) item.
6. The section is now deleted.
7. Go to the File menu and select Save As.. **Save the file as Split_Document1.PDF**. (This way you can always revisit the original file).
8. Open the original file and following the step 4-6 but this time delete Document 1.
9. **Save the file as Split_Document2.PDF.**
10. You should have original combined PDF and two PDF split from the original file.

Inserting pages (another way of combining documents)

1. Open Split1_Document1.PDF
2. Go the *Document* menu and select the *Insert Pages*.. item.
3. Select one or multiple files (while pressing control key) and press the *Select* button.
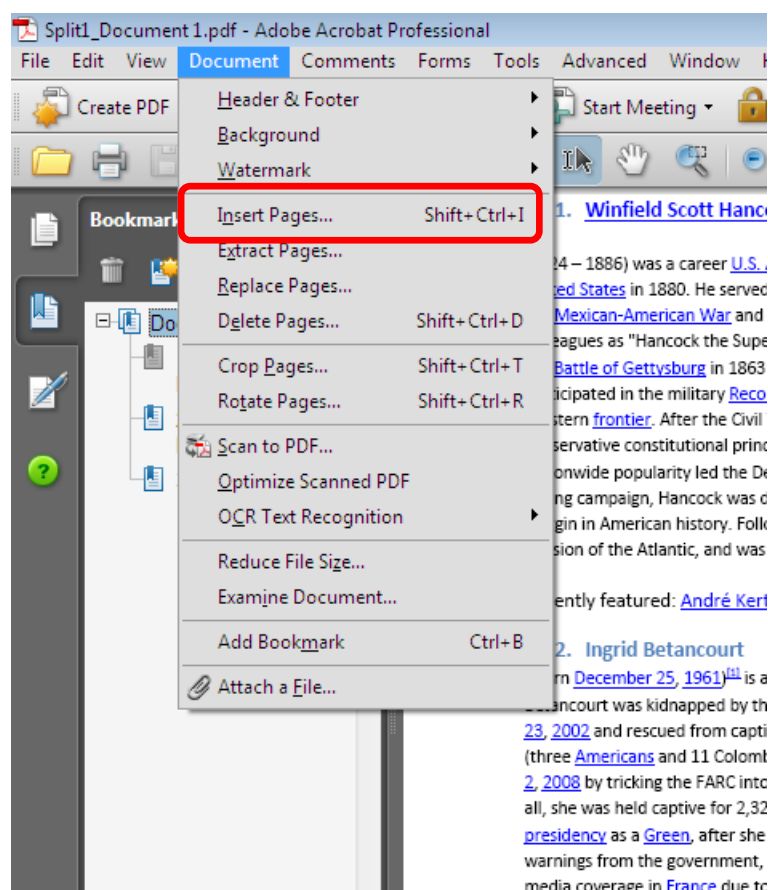
7. Insert Pages window appears. You want to insert pages after the last page. Click the Last radio button.
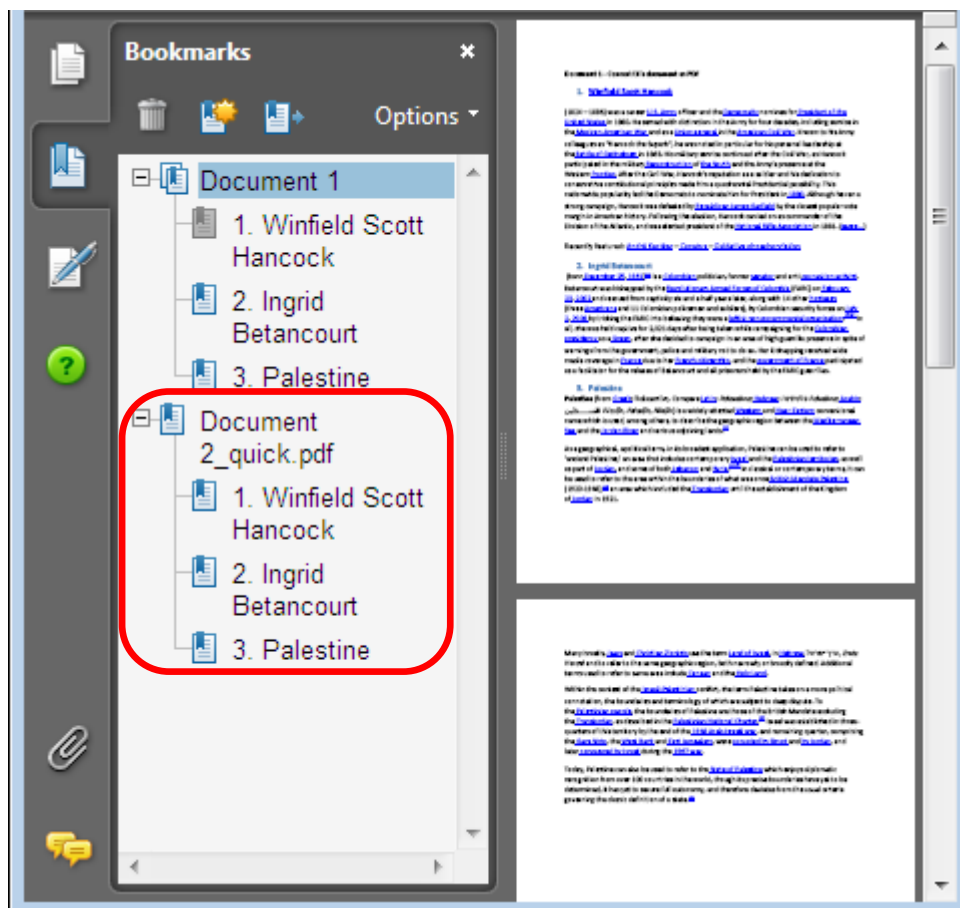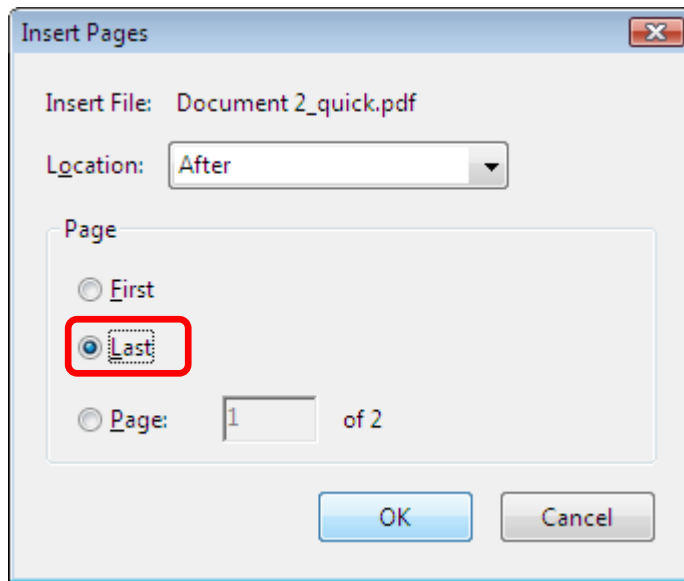
8. Pages are now added.

Simple editing in Acrobat

Treating Scanned documents

1. Open scan_prac.pdf.
2. This is a scanned document at 300dpi colour.
3. Go to the Document menu and select the Optimize Scanned PDF item.
4. Change the settings to Medium for de-skew and de-speckle.
5. Click OK.
6. The document's text has been de-skewed.
7. Save the document as 'scan_prac_yourname.pdf

> *Save as command in Acrobat 8 saves document compatible for Acrobat 7 and above.*
> *Lower version support is possible via File>Print, using PDF as a printer.*

Cropping

1. Open 'To_Crop.pdf'. We will crop this document so that the dark edges from the scanning are removed.

2. Right click on the toolbar and click Advanced Editing and Typewriter.
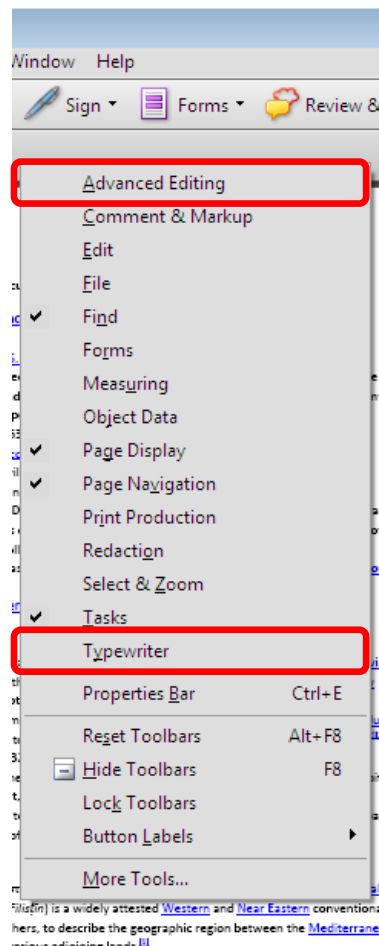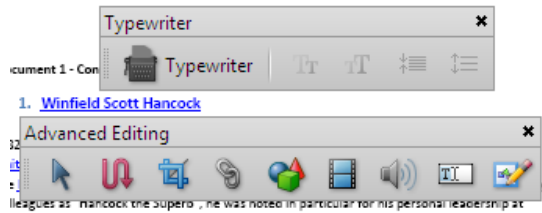
3. Advanced Editing and Typewriter toolbars appear. You can also dock them into the toolbar by dragging any grey area of the toolbar.
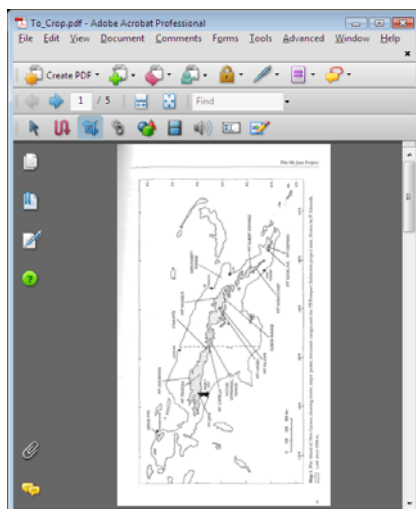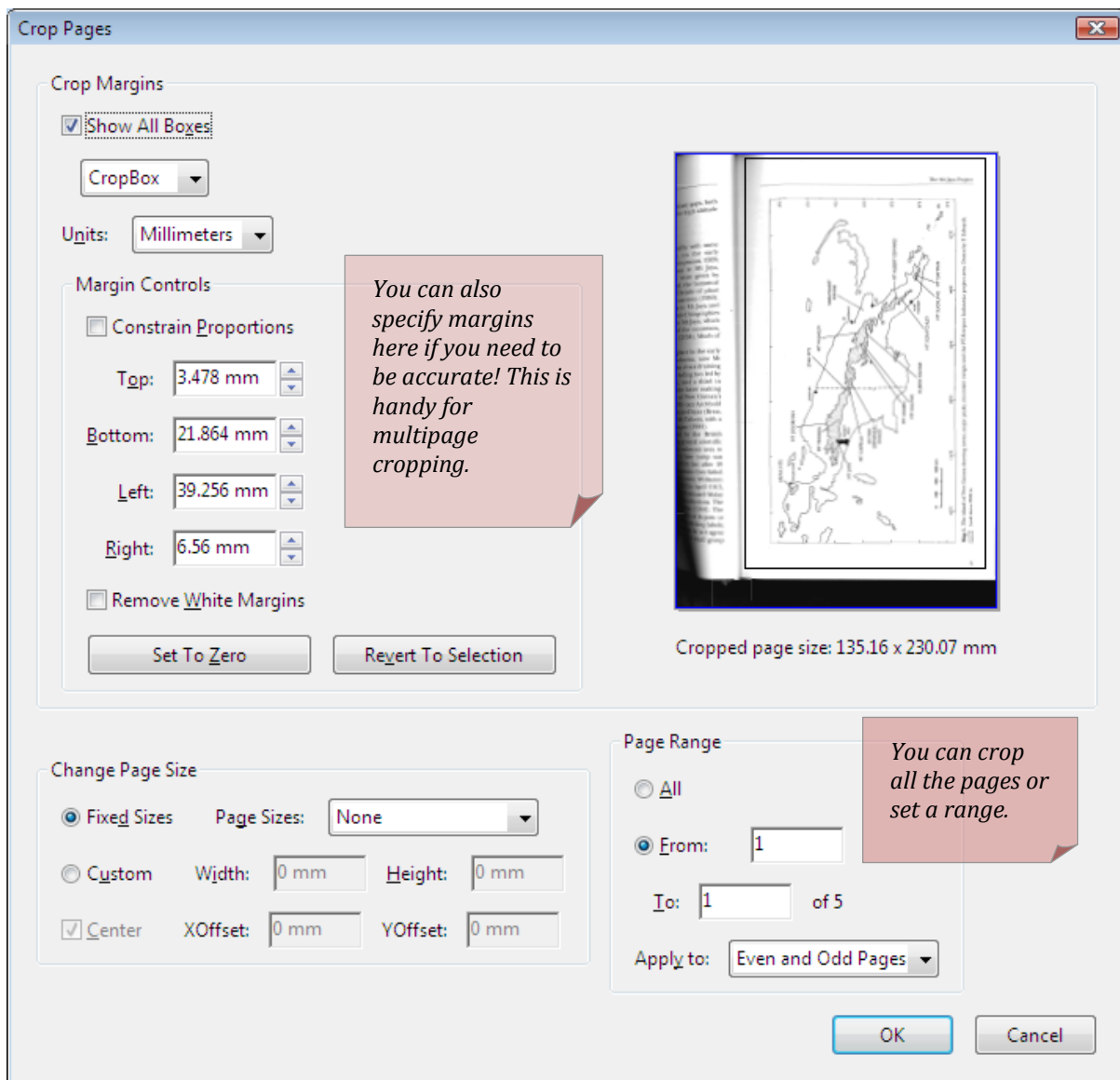4. Select the cropping tool as shown below.

5. Make sure you have the full page view (control +0 will fit page in the window)
6. Using the cropping tool drag the area to keep in the page and press Enter.
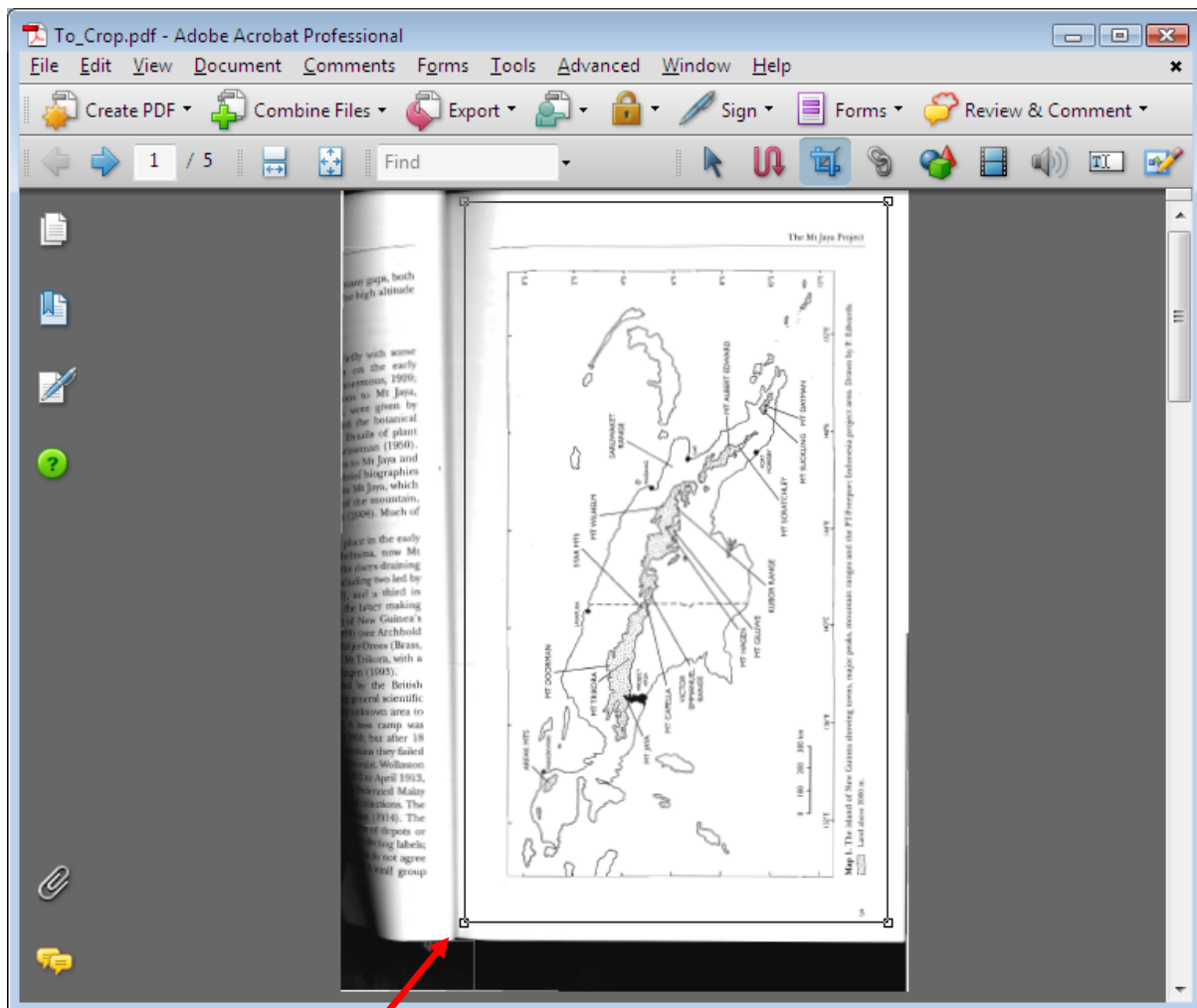
The bounding box is adjustable via each corner handle

7. Crop Pages window appears. Click OK crop the page accepting the default settings.

Cropped page.

Simple text editing

1. Open Document 1.pdf
2. Select the Text touch up tool

3. Highlight some text in the document and start typing. You will see that your text replaces the document's text.

Adding some text (This is not a commenting tool)

1. Open Fax.pdf
2. Select the Typewriter icon in the toolbar

3. Click to insert text cursor in the document
4. Start typing. When finished click the Typewriter icon to get out of the typing mode
5. Double click the typed text to edit.
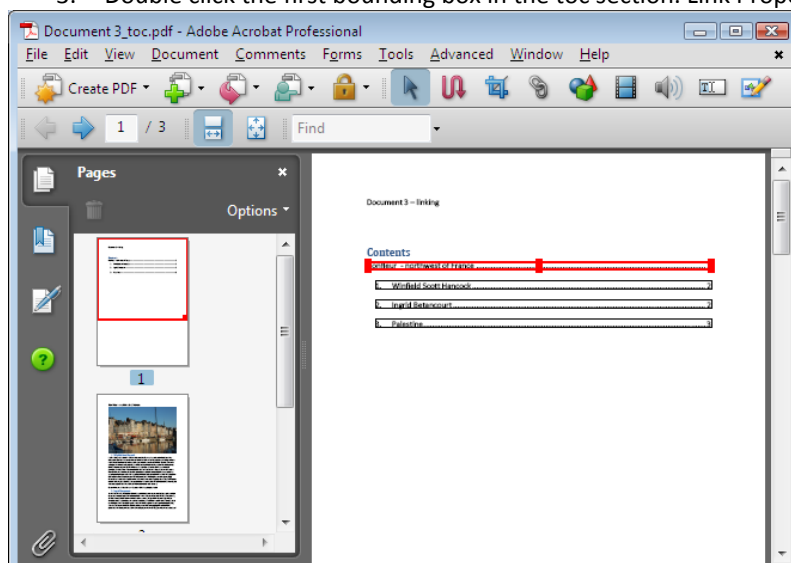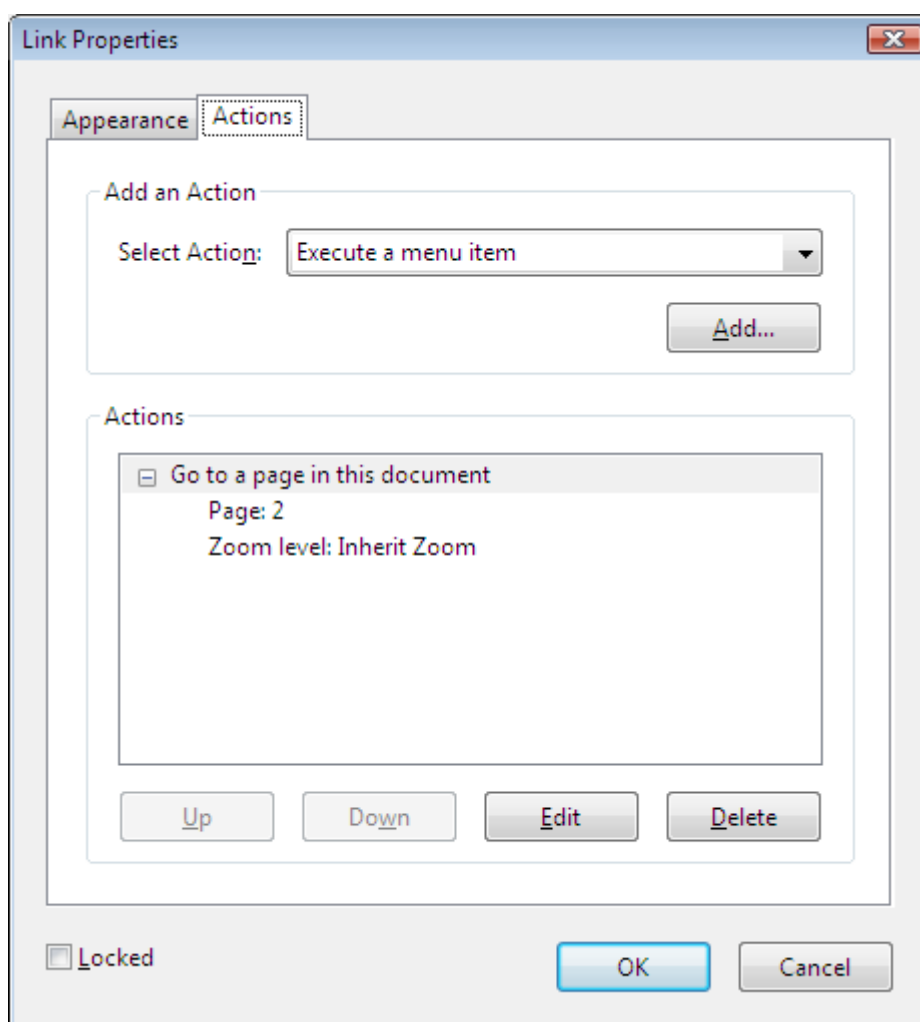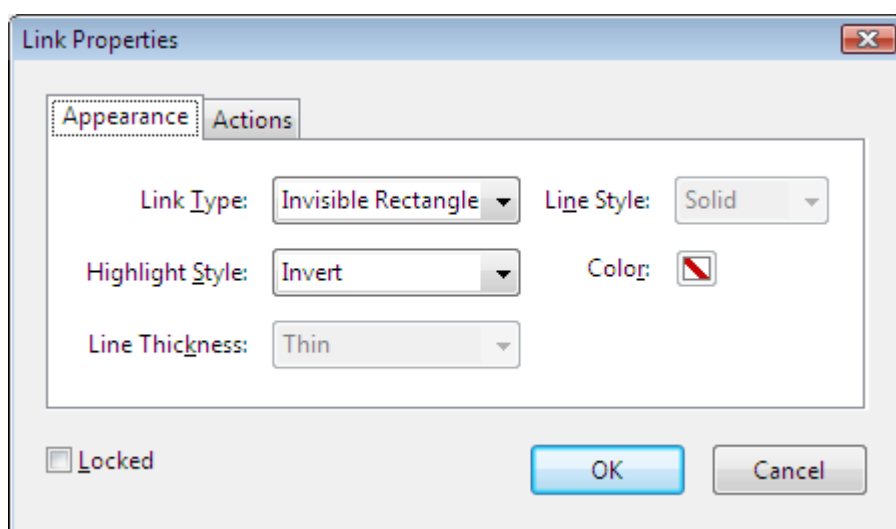6. Save the file (if you want to keep the typed text).
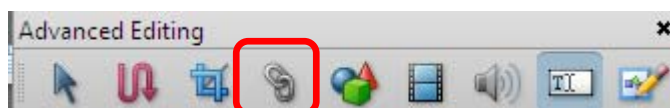
Adding links in Acrobat

1. Open Document3_toc.pdf and check the TOC linking within the document. The table of content was created in Word and the PDF conversion kept the functionality.
2. Select the arrow icon
3. Double click the first bounding box in the toc section. Link Properties dialogue box appears.

Link Properties

Appearance | Actions

Link Type: Invisible Rectangle ▼   Line Style: Solid ▼

Highlight Style: Invert ▼   Color: ◨

Line Thickness: Thin ▼

☐ Locked   OK   Cancel

Link Properties

Appearance | Actions

Add an Action

Select Action: Execute a menu item ▼

Add...

Actions

⊟ Go to a page in this document
    Page: 2
    Zoom level: Inherit Zoom

Up   Down   Edit   Delete

☐ Locked   OK   Cancel

4. Click Cancel. You can create links within Acrobat. Click the link icon.

5. Click Cancel. You can create links within Acrobat. Click the link icon.
6. Navigate to the second page. From this page we want to create a link to go back to TOC.
7. In the footer of the page drag a bounding box around 'Go to TOC' using the link tool. Create Link dialogue box appears.
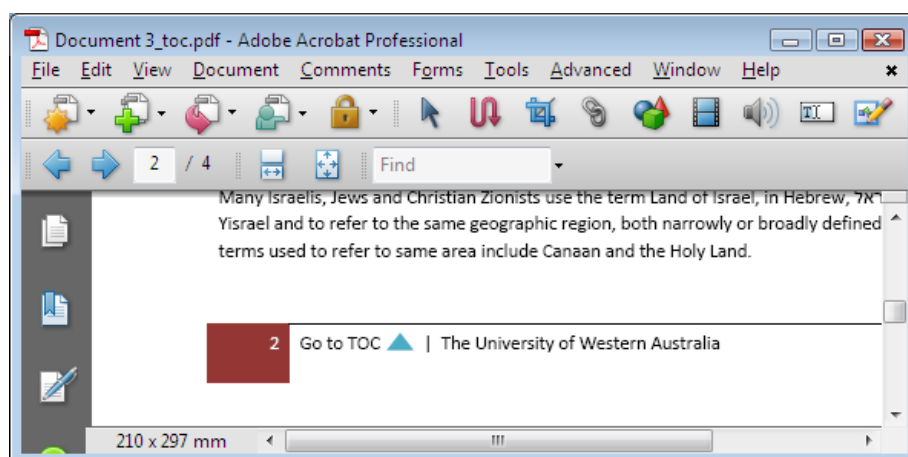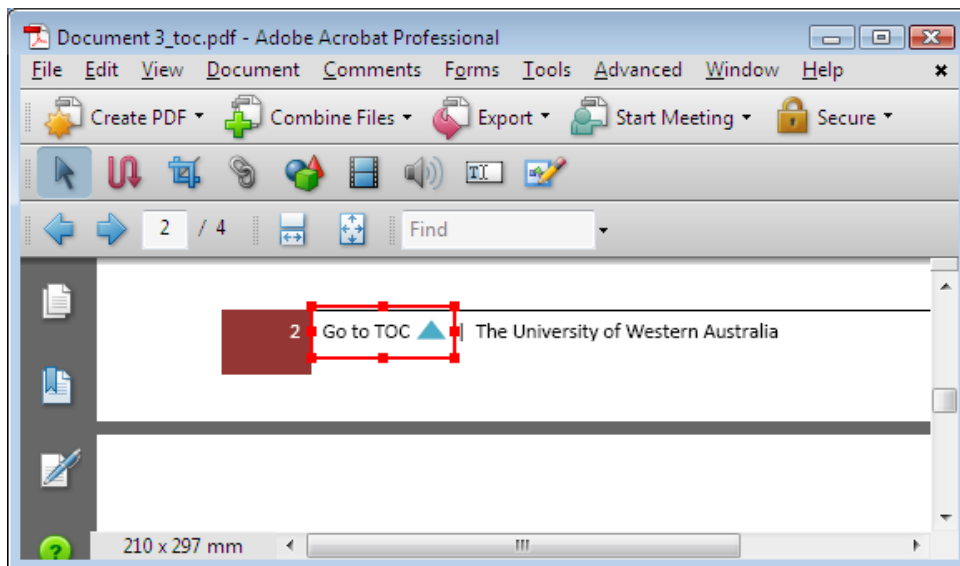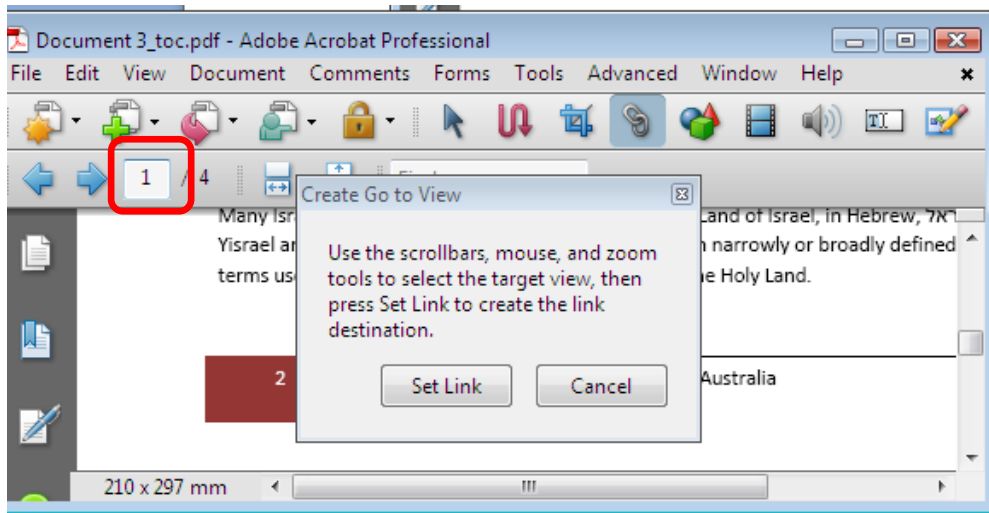

Note:
You don't need to worry about the exact size of the bounding box. You can re-size that later on.
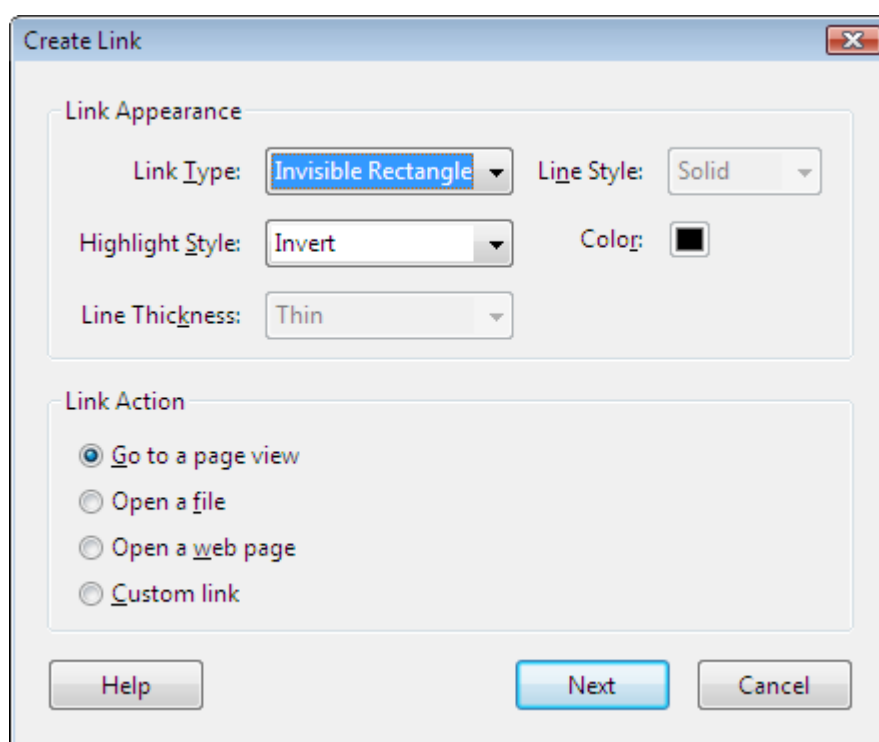
Note:
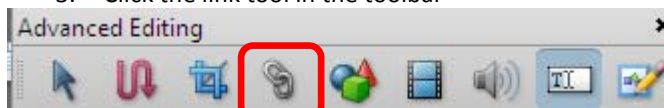*Change the link Type to Invisible Rectangle*

8. Leave the Link Action option as is and click Next.
9. Create Go to View dialogue box appears. Type 1 in the page navigation field and press enter.
10. Check that it is the TOC page click Set Link in the dialogue box.

11. Link is now established. To test the link, right click on the page and enable Hand tool. The bounding box disappears and you can click the link.
12. Select the arrow icon to resize and move the link bounding box.
13. You can also copy this box (control + c) and paste them in each page.
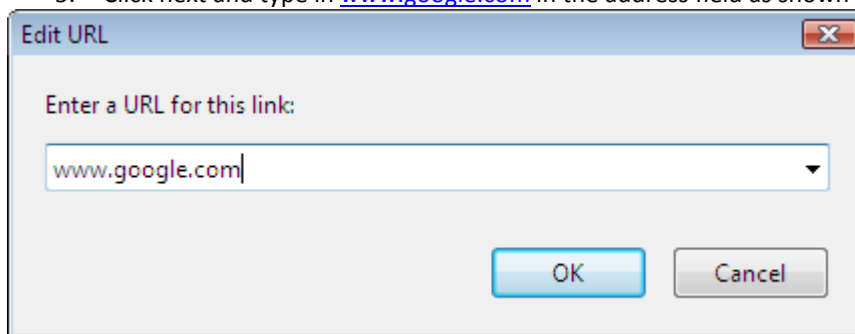
Adding hyperlinks in PDF
1. Open Fax.pdf
2. We will apply a hyperlink to the Company Name block.
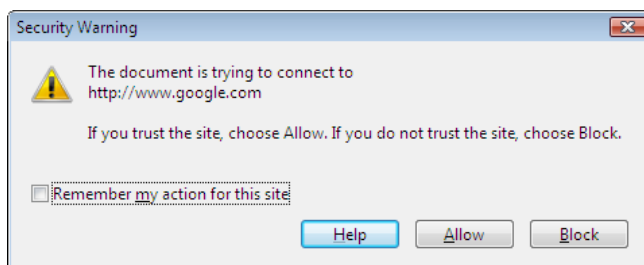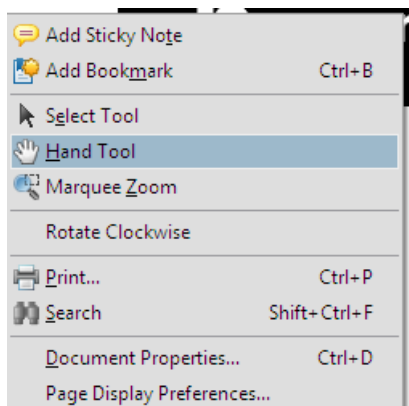3. Click the link tool in the toolbar

4. Select the Open a web page radio button and set the Link Type to Invisible Rectangle.
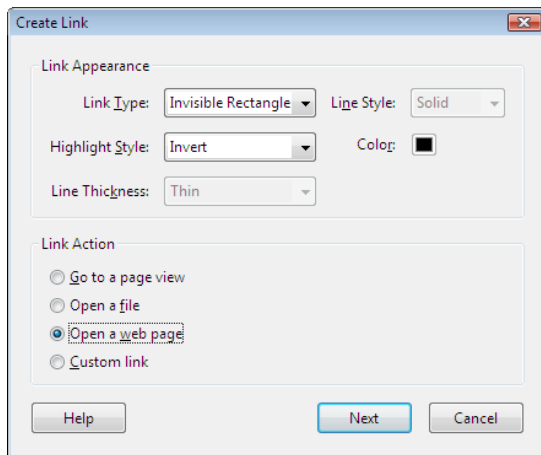
5.   Click next and type in www.google.com in the address field as shown below. Click OK.
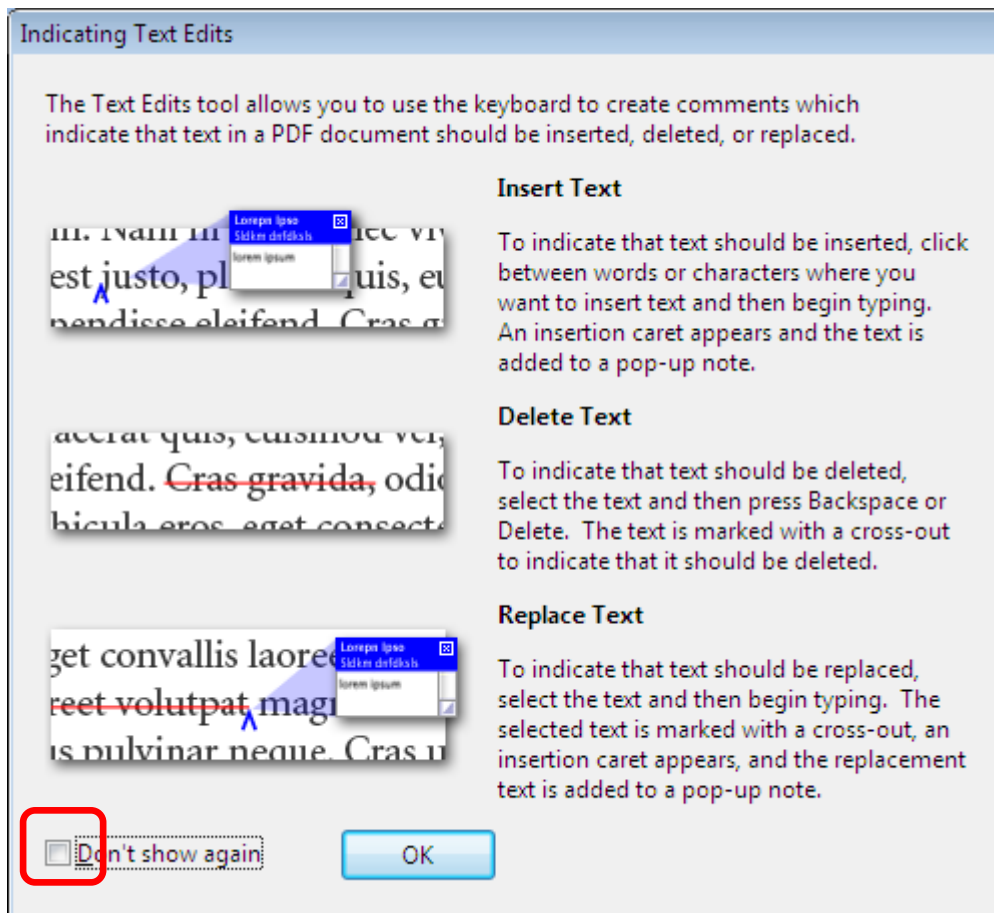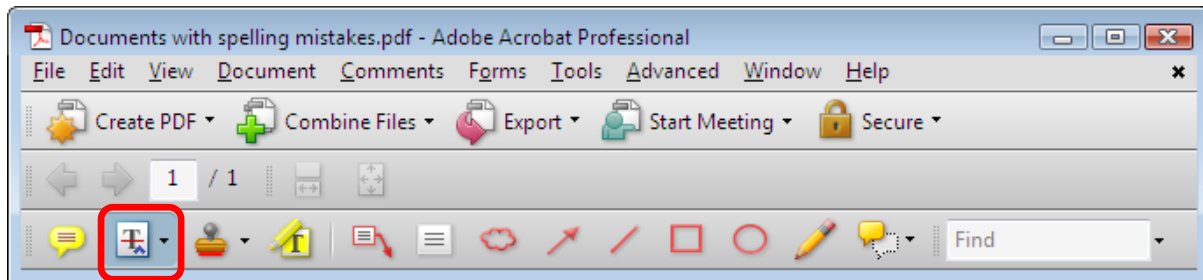

6.   Red box will be placed around inside the block.
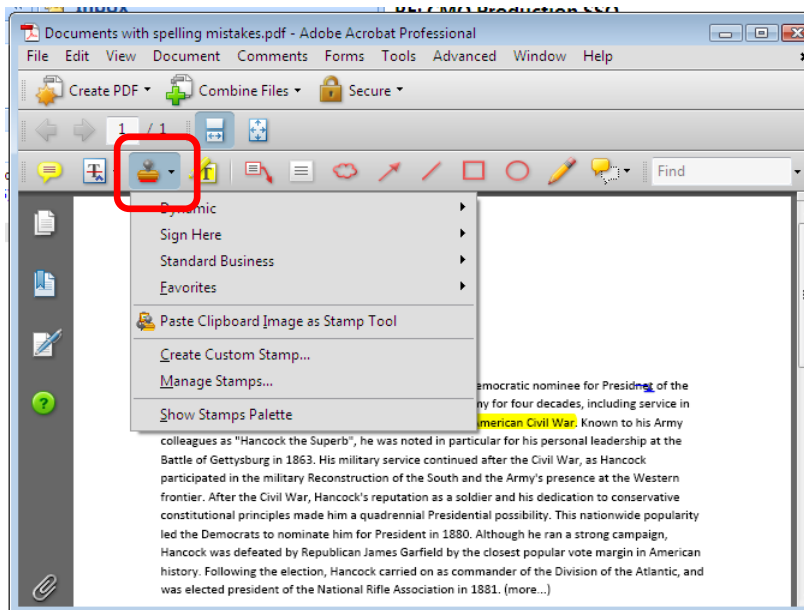7.   Right mouse click in the whitespace and select the hand tool to test the link.

8.   Click Allow in the Security Warning dialogue box to open the website.

Comment & mark up tool

1. Open Document with spelling mistakes.pdf
2. Click the text editing icon in the comment & markup toolbar

3. Text Edit help dialogue box appears. You can check the 'Don't show again' box if you do not wish to see it again next time when you use the tool.
4. The document already has some changes made. Go ahead and add, replace and delete some text.

5. Click the black down arrow next to the Stamp tool.

6. For this exercise click the Standard Business item in the menu and select Draft from the list.
7. Your mouse now has a virtual 'Draft' stamp attached to it.
8. Click on the whitespace on the page.
9. You can also click the stamp to resize and move it around the document.

Password protecting PDF

1. Open Binder1.pdf.
2. Click the Secure button in the toolbar.
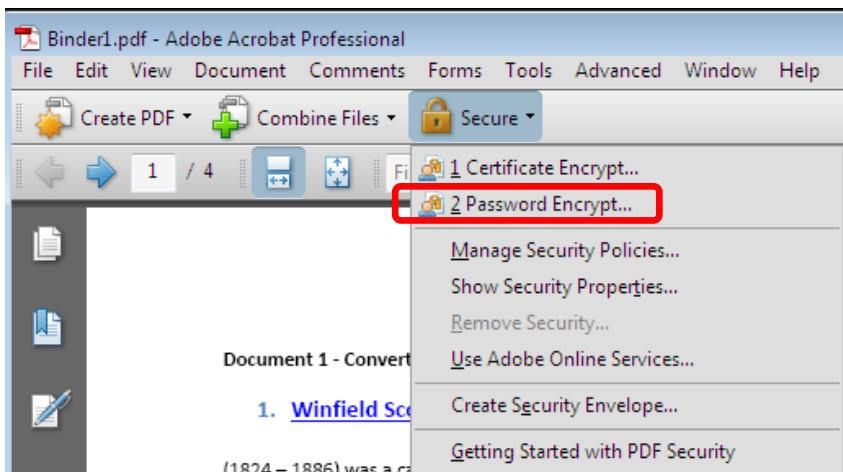
3. Select Password Encrypt. Click Yes for Applying New Security Settings dialogue.
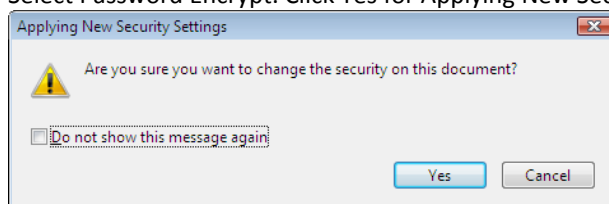
4. To set a password to restrict the editing, select the first radio button in the permission section of the window. Check the necessary settings and modify as required.
    a. Printing – low to high resolution
    b. Change – various editing, extracting, comments and form fields
    c. Enable text and image copy
    d. Make it accessible for screen readers.

5. Click OK to set a password.
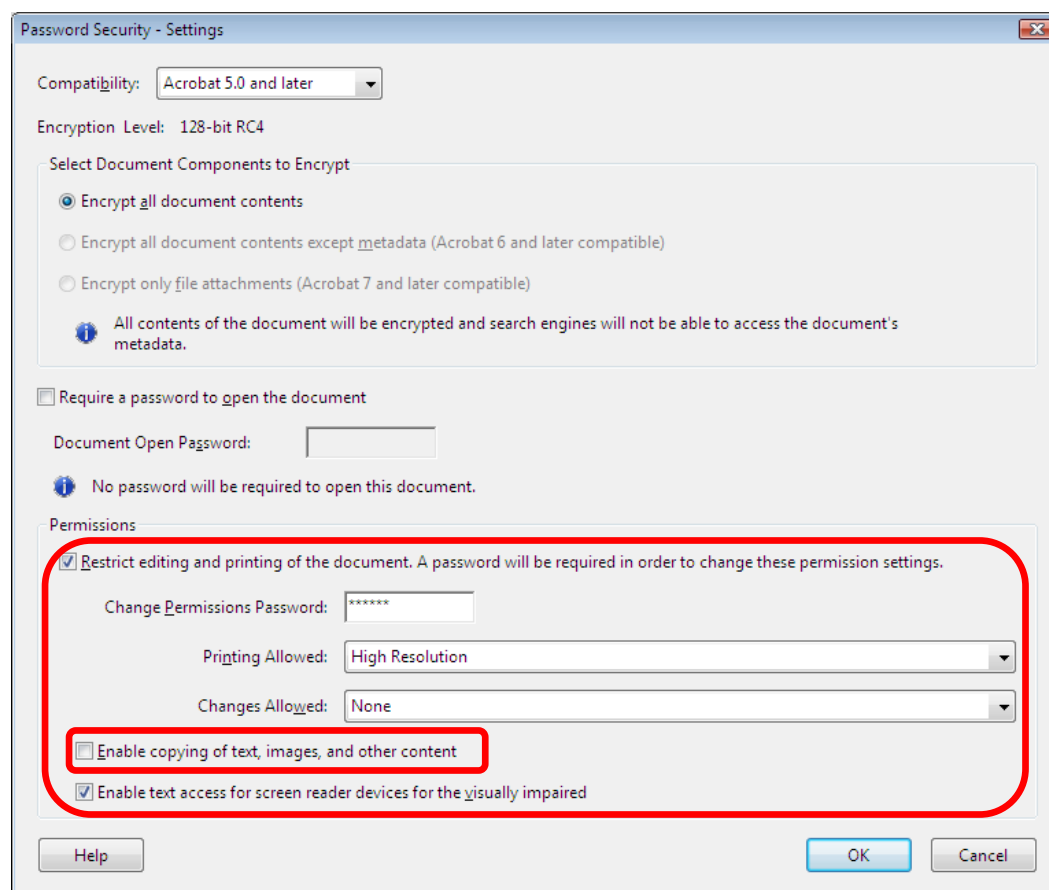
Shortcuts
1. 100% view – Ctrl 1
2. Page fit – Ctrl 0
3. Zoom in – Ctrl +
4. Zoom out – Ctrl –
5. Moving within a page – up and down arrow keys
6. Moving page by page – side arrow keys
7. Back to the first page – press Home button