# Using Help

Using online Help

The Adobe Acrobat 5.0 application includes complete documentation in an accessible PDF-based help system. The help system includes information on all the Acrobat tools, commands, and features for both Windows and Mac OS systems. The accessible PDF format is designed to provide easy navigation online, as well as easy reading using third-party screen readers compatible with Windows. The file can also be printed out to provide a handy desktop reference.
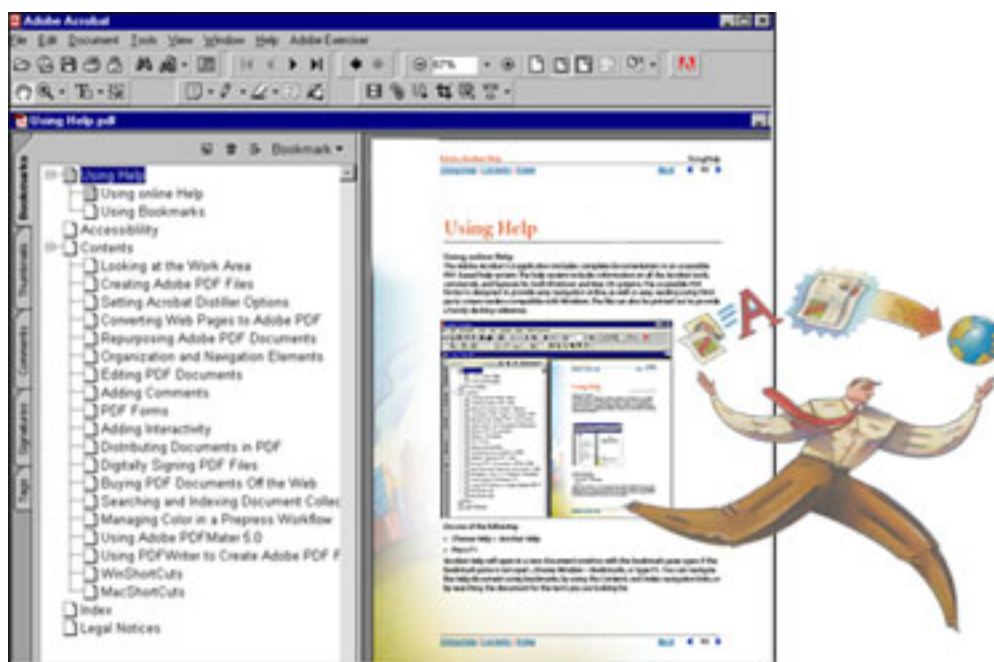
The online Help file displayed in Acrobat 5.0

To start online Help:

Do one of the following:

• Choose Help > Acrobat Help.

• Press F1.

Acrobat Help will open in a new document window with the bookmark pane open. If the bookmark pane is not open , choose Window > Bookmarks, or type F5. You can navigate the Help document using bookmarks, by using the Contents and Index navigation links, or by searching the document for the term you are looking for.

Using Bookmarks

The contents of Acrobat Help are shown as bookmarks in the bookmark pane. To view subtopics, click the plus sign next to a topic. The topic will be expanded to show the subtopics it contains.

Each bookmark is a hyperlink to the associated section of the Help document. To view the contents, click the bookmark. As you view the contents in the document pane, the bookmark associated with that content will be highlighted in the bookmark pane to help you easily identify where you are in the document.

You can turn highlighting on or off by selecting Highlight Current Bookmark in the bookmark pane menu.

Using the navigation bar

A navigation bar is provided at both the top and bottom of each page of the Acrobat Help document. Click Using Help at any time to return to this guide to using help. Click Contents to view the table of Contents, or Index to see a complete index of Acrobat Help.

The navigation bar also provides the Next Page ▶ and the Previous Page ◀ navigation arrows before and after the page number to allow you to navigate through the pages one at a time. Clicking Back will take you to the last page you viewed. You can also page through the document using the First Page, Previous Page, Next Page, and Last Page navigation arrows in the Acrobat toolbar. For more information on navigating PDF documents, see .

To find a topic using Contents:

1 Click on Contents in the navigation bar at the top or bottom of any page.

2 Click on a topic in the list that appears on the Contents page to view the first page of that topic.

3 To see a list of the subtopics, click the plus sign next to the topic name in the bookmark pane.

To find a topic using the index

1 Click on Index in the navigation bar at the top or bottom of any page.

2 Click on the appropriate letter of the alphabet displayed at the top of the index page. You can also click a letter bookmark listed under Index in the bookmark pane.

3 When you have located the topic you want, click the page number to the right of the topic to display the associated subject matter.

4 To view multiple entries, click Back to return to the same place in the index .

To find a topic using the Find command:

1 Choose Edit > Find.

2 Enter a word or a phrase in the text box, and click OK.

3 Acrobat will search the document, starting from the current page, and display the first occurrence of the word or phrase you are searching for.

4 To find the next occurrence, choose Edit > Find Again.

Printing the Help file

Although Acrobat Help has been optimized for on-screen viewing, you can print out the file or portions of the file. To print, choose Print from the File menu, or click the printer icon in the Acrobat toolbar.

Other help resources

In addition to Acrobat Help, the Help menu provides you with other help resources, such as fast links to Top Customer Support Issues on Adobe.com and software and help updates on Adobe Online.

Contents

Accessibility

Adobe Systems is committed to developing and providing the vision and motion-challenged community with the tools and resources to make digital information more accessible.

Using accessibility features in Acrobat 5.0

All the features available in Adobe Acrobat Reader are supported in Adobe Acrobat. What you can do in Acrobat Reader you can do in Acrobat, and just as easily. At present, accessibility features are more robust on the Windows platform. This chapter covers using the accessibility features of Acrobat 5.0.

To make an accessible PDF file, you must create the document with accessibility in mind. For example, the PDF file must have structure. Screen readers will have trouble presenting the document if the structure tree is incomplete. For more information on tagged PDF, see "Repurposing Adobe PDF Documents" on page 82. Tagged PDF files created with Acrobat 5.0 are optimized for accessibility. You should include alternative text descriptions for graphics and figures. Be sure to use fonts that specify character encodings, so that the display and screen reader deliver the correct characters.

To create an accessible PDF from scanned paper documents (TIFF files), choose Tools > Paper Capture, and follow the on-screen directions.

Using a screen reader with Acrobat 5.0

Mac OS does not offer a general accessibility interface for screen readers. Acrobat 5.0 does not support screen readers on the Mac OS. On the Windows platform Adobe Acrobat supports the use of several screen reader applications. Please refer to your screen reader documentation for information on installation and use with Adobe Acrobat. The screen reader will follow the logical structure of the document. You can control whether the content is delivered to the screen reader in single pages, or the entire document at once. For more information on accessibility preferences, see "Setting Accessibility preferences" on page 7.

Using Acrobat and Microsoft Internet Explorer (Windows only)

You can use the keyboard to control Adobe Acrobat 5.0 within Microsoft® Internet Explorer. If you open an Adobe PDF document from within Internet Explorer, the navigation and command keystrokes will function normally. The Tab key moves the focus from the browser to the Acrobat document pane. Pressing Tab again will select the items in the document. Press Shift + Tab to move in reverse. To return the focus to the browser, press Ctrl + Tab. When in the browser, use the Internet Explorer keystrokes for navigation and selection.

Using keyboard shortcuts for menu commands and navigation

Navigation functions can be controlled through the keyboard as well as the mouse. You can change focus areas, and manipulate menus and dialog boxes. Focus areas are large sections of the interface that are treated as logical entities. Within these you may have more detailed navigation. Focus areas have an outline around them.

Some of the gestures used to navigate may differ from those used in other Windows applications. This is due to the different types of elements that are available in Adobe Acrobat, and also to ensure compatibility with earlier versions.

To toggle the focus area between the document and navigation panes:

Press F6 to toggle the focus between the document and navigation panes.

Menu bar keystrokes

Press Alt or F10 to access the Menu bar. Then use the arrow keys and Enter to select from the menus.

Document pane keystrokes

When the focus rests on the document pane, pressing the following keys will help you navigate and invoke commands:

Tab Moves the cursor from one item to the next.

Shift-Tab Returns to the previous selection.

Spacebar Invokes an action. For example, if the focus is on a hyperlink, pressing the spacebar will open that link.

Shift + F10 Opens a contextual menu related to the selected item.

Application (Windows only) Also opens the contextual menu.

Alt then Ctrl +Tab (Windows only) Accesses the toolbar.

Toolbar keystrokes (Windows only)

Press Alt then Ctrl + Tab to move to the toolbar. Within the toolbar the following keystrokes will cycle through the tools, commands, and menus:

Ctrl + Tab Moves from one section of the toolbar to the next. For example, this will cycle from the File toolbar to the Navigation toolbar, then to the View History toolbar, and so on.

Tab Moves from one toolbar item to the next. If the File toolbar is active, Tab will cycle through Open, Open Web Page, Save, Print, and E-mail.

Arrow keys Once a toolbar item is selected, you can also press the arrow keys to move between items. The Down Arrow key will open hidden menu items.

Enter Selects the tool or command.

Esc (Escape) Exits the menu.

Navigation pane keystrokes

Press F6 to focus on the navigation pane. Within each of the tabbed palettes, lists of objects are organized into a tree structure. Adobe Acrobat 5.0 follows the standard Windows keyboard behaviors for tree views. When the focus is on the navigation pane, the following keystrokes will help you move around:

Ctrl + Tab Moves between the palette tabs. Cycles through the Bookmarks, Thumbnails, Comments, and Signature palettes.

Tab Moves between items within the palette. Pressing Tab will move down the list of bookmarks, comments, and so on.

Shift +Tab Moves back to the previous item in the palette.

Arrow keys Move the selection forward and backward within the palette.

Enter Opens the selected palette item.

Spacebar Opens the selected item.

Floating palette access (Windows only)

Alt + F6 and Ctrl + F6 will move the focus to floating palettes. If you have detached palettes, or created custom palette groups you can move the focus to them. Within the palettes the Tab, arrow, and Enter keys will let you select and invoke actions.

Dialog box keystrokes

When the focus is inside of a dialog box, use the Tab, arrow, and Enter keys to select and invoke actions. Dialog-specific controls are shown in the keystroke shortcut table. After tabbing through all the items in a dialog box, the focus wraps back to the default selection. Navigation will occur top down, left to right, first by group box location.

For a complete list of shortcuts, see "Windows Shortcuts" on page 248 and "Mac OS Shortcuts" on page 253.

Setting Accessibility preferences

The Accessibility preferences are designed to aid vision and motion-challenged users. You can set high-contrast color schemes, custom text and background colors, and screen reader options. In general, Adobe recommends that you use the system color schemes available through your operating system.

To set Accessibility preferences:

1 Choose Edit > Preferences > General, and select Accessibility from the scroll list.

2 In the Alternate Document Colors section, select from the Adjust Display of Colors options:

When document doesn't specify colors Is the default. Acrobat will adjust colors to your custom scheme when the document does not specify any.

Always, overriding document colors Will always change the colors of the document to your custom scheme.

3 Select from the Color Scheme options:

Use colors specified in document Will display the document as presented by the author.

Use custom color scheme Will present the document with your selections.

Use Windows colors Will present the document using your system colors.

4 In the Custom Scheme section, specify a Custom Scheme (available only if Use custom scheme is selected):

•   Click the Text Color button to open the color swatch and choose a color.

•   Click the Page Background Color button to open the color swatch and choose a color.

Once you have created a custom color scheme, you can choose Custom Colors from the Color Scheme pop-up menu to use your scheme when displaying a document. Some on-screen items won't be affected by a custom color scheme. For example, the color of lines and images won't change.

5 Choose a Content Delivery option (Windows only):

•   Select Deliver data in pages when document exceeds and enter a value.

Acrobat can deliver a PDF document one-page-at-a-time to a screen reader if it exceeds the number of pages you specify. If you check this option and set this number to 0, then Acrobat will deliver every PDF document one-page-at-a-time.

•   Deselect the Deliver data in pages when document exceeds option, and Adobe Acrobat always delivers the entire PDF document to the screen reader.

6 Click OK.

Learning Adobe Acrobat 5.0

Welcome to the Adobe® Acrobat® 5.0 application, the essential tool for universal document exchange. With Acrobat, you can convert virtually any document from any application to the compact, searchable Adobe Portable Document Format (PDF). Documents in Adobe PDF preserve the exact look and content of the originals, complete with fonts and graphics, and can be printed, distributed by e-mail, and shared and stored on the Web, an intranet, a file system, or a CD-ROM for other users to view on the Microsoft® Windows®, Mac OS, and UNIX® platforms. Plus, collaboration is easy because you and others can add comments, approve documents with digital signatures, and more, all within a Web browser.

Using Web resources

If you have an Internet connection and a Web browser installed on your system, you can access additional resources for learning Acrobat, located on the Adobe Systems home page on the World Wide Web. These resources are continually updated.

To access the Adobe home page for your region:

1 Open the Adobe U.S. home page at www.adobe.com.

2 From the Adobe Sites menu, choose your geographical region. The Adobe home page is customized for several geographical regions.

Using Adobe Online

Adobe Online provides access to the latest products and features that expand your application's power, including professional services from Adobe and our partners. Bookmarks are also included to take you quickly to noteworthy Adobe and Acrobat-related sites.

Through Adobe Online, you'll find the following information about how to use and update Acrobat:

- Step-by-step tutorials.

- Quick tips that provide fast answers to common problems.

- Updates, patches, and plug-ins.

- Acrobat Top Issues containing the latest Acrobat technical support solutions.

- Technical guides.

- A searchable database of answers to technical questions.

- Links to user forums.

Adobe Online is constantly changing, so you should click the Refresh button to load the latest content. Using the refresh command through Adobe Online updates bookmarks and buttons so you can quickly access the most current content available. You can select preferences to automatically refresh Adobe Online daily, weekly, or monthly.

When you set up Adobe Online to connect to your Web browser, Adobe can either notify you whenever new information for Adobe Online is available, or automatically download that information to your hard disk and install it for you. If you choose not to use the automatic download feature, you can still view and download new Adobe Online files whenever they are available by using the Refresh command.

To use Adobe Online:

1 In Acrobat, choose Help > Adobe Online, or click the Adobe icon in the toolbar.

Note: You must have an Internet connection and an Internet browser installed. Adobe Online will launch your browser using your default Internet configuration.

2 Do any of the following:

- Click Refresh to make sure that you have the latest version of the Adobe Online window and its buttons, as well as the latest bookmarks. It is important to refresh the screen so that the current options are available for you to choose.

- Click Preferences to specify connection options. General preferences affect how Adobe Online interacts with all the Adobe products installed on your system, and Application preferences affect how Adobe Online interacts with Acrobat. To see an explanation of each preference option, click Setup and follow the prompts. You also can set up an automatic refresh using the Update Options.

- Click any button in the Adobe Online window to open the Web page to which the button is linked.

- Click the bookmark button (🔖) to view suggested Web sites related to Acrobat and Adobe. These bookmarks are automatically updated as new Web sites become available.

- Click Close to return to Acrobat.

Other learning resources

Other Adobe learning resources are available, but are not included with your application.

Classroom in a Book® Is the official training series for Adobe graphics and publishing software, and developed by experts at Adobe. The *Adobe Acrobat Classroom in a Book* includes lessons and a CD-ROM to help you learn the application. For information on purchasing *Adobe Acrobat Classroom in a Book*, visit the Adobe Web site at www.adobe.com, or contact your local book distributor.

Official Adobe Print Publishing Guide Provides in-depth information for successful print production, including topics such as color management, commercial printing, constructing a publication, imaging and proofing, and project management guidelines. For information on purchasing the *Official Adobe Print Publishing Guide*, visit the Adobe Web site at www.adobe.com.

Official Adobe Electronic Publishing Guide Tackles the fundamental issues essential to ensuring quality online publications in HTML and Adobe PDF. Using simple, expertly illustrated explanations, design and publishing professionals tell you how to design electronic publications for maximum speed, legibility, and effectiveness. For information on purchasing the *Official Adobe Electronic Publishing Guide*, visit the Adobe Web site at www.adobe.com.

The Adobe Certification program Offers users, instructors, and training centers the opportunity to demonstrate their product proficiency and promote their software skills as Adobe Certified Experts, Adobe Certified Instructors, or Adobe Authorized Learning Providers. Certification is available for several different geographical regions. Visit the Partnering with Adobe Web site at www.partners.adobe.com to learn how you can become a certified expert.

Customer support

When you register your product, you may be entitled to technical support for up to 90 days from the date of your first call. Terms may vary depending on your country of residence. For more information, refer to the technical support card provided with the Acrobat documentation.

Customer support on Adobe Online

Adobe Online provides access to Frequently Asked Questions (FAQs) and troubleshooting information that provides solutions to common problems.

Additional customer support resources

Adobe Systems provides several forms of automated technical support:

- See the ReadMe and ReadMe First! files installed with the program for information that became available after this guide went to press.

- Explore the extensive customer support information on the Adobe World Wide Web site (www.adobe.com). To access the Adobe Web site from Acrobat, choose Help > Adobe Online, or click the icon in the Adobe Online toolbar. (See "Using Web resources" on page 9.)

- Read the Top Issues Adobe PDF document that is available from the Help menu.

Looking at the Work Area

Acrobat provides a powerful set of tools for viewing, navigating, commenting, and searching in PDF documents.

Using the work area

The Acrobat work area includes a window with a document pane for viewing PDF documents and a navigation pane showing bookmarks, thumbnails, comments, and other navigation elements related to the document. A menu bar, status bar, and several toolbars around the outside of the window provide other controls you need to work with documents.
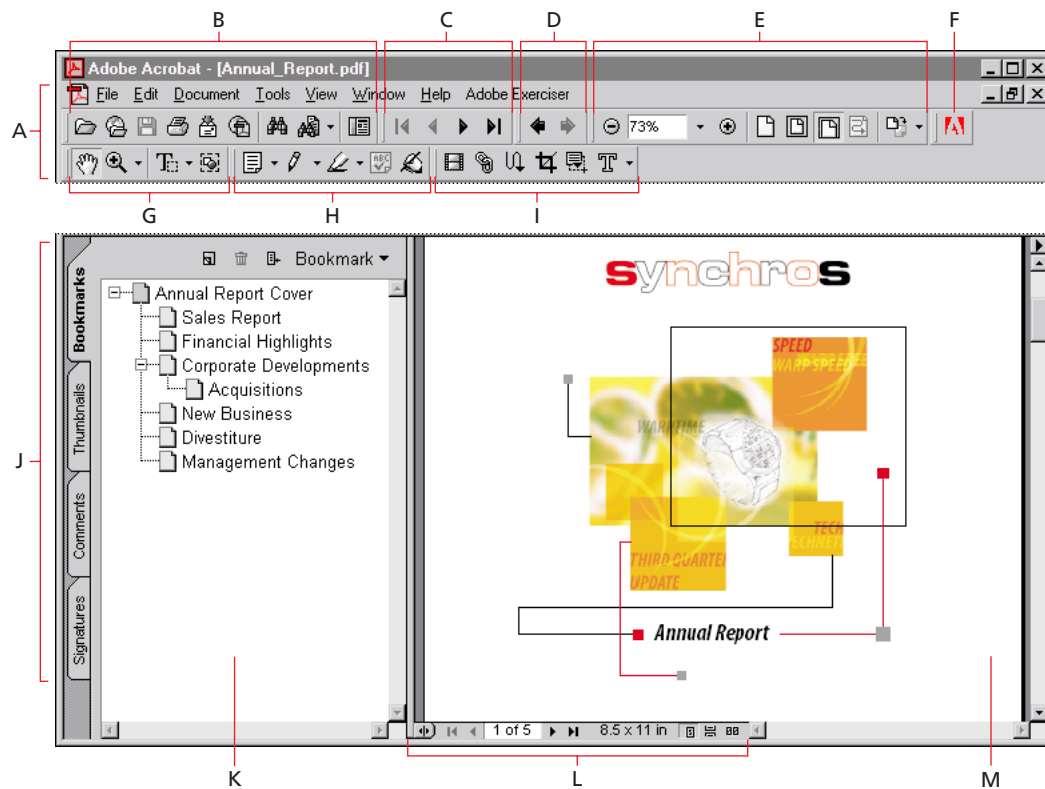
The work area
A. Menu bar **B.** File toolbar **C.** Navigation toolbar **D.** View history toolbar **E.** Viewing toolbar
F. Adobe Online button **G.** Basic Tool toolbar **H.** Commenting toolbar **I.** Editing toolbar
J. Tab palettes **K.** Navigation pane **L.** Status bar **M.** Document pane

The buttons and menus in the status bar provide quick ways to change your on-screen display and to navigate through documents.
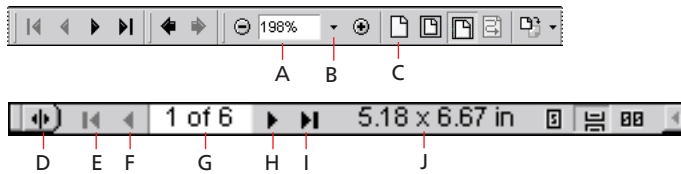
The status bar
A. Magnification level **B.** Magnification pop-up menu **C.** View actual size button **D.** Navigation Pane button **E.** First Page button **F.** Previous Page button **G.** Current page **H.** Next Page button **I.** Last Page button **J.** Page size

Using menus and tools

You can show or hide the Acrobat menus and toolbars. The toolbars contain buttons for many commonly used tools and commands in Acrobat, such as scrolling and zooming. The document pane menu contains a smaller group of commands for setting General preferences and for getting information on the current document. A small triangle at the lower right of a tool indicates the presence of hidden tools.

To show or hide the menu bar:

To hide the menu bar, choose Window > Hide Menu Bar. To show it again, press F9.

To show or hide a toolbar:

To show or hide a toolbar, choose Window > Toolbars and choose a toolbar name. A check markcheck mark appears in the menu next to a toolbar name if it is currently visible.

You can also show or hide a toolbar by right-clicking (Windows) or Ctrl-clicking (Mac OS) in the toolbar area, then selecting a toolbar.

To separate a toolbar:

Drag the toolbar by the separator bar between two groups of icons. You can drag the bar back to its original location to reattach it. You can also drag another toolbar on top of it to combine them in a single floating window.

To change the orientation of a floating toolbar, right-click (Windows) or Ctrl-click (Mac OS) it and choose Horizontal, One Column, or Two Column.

**To choose a command from the document pane menu:**

Click the triangle in the upper right corner of the document pane to open the menu, and drag to the command you want. To close the pane menu without choosing a command, click anywhere.

To select a tool in a toolbar:

Do one of the following:

- To select a visible tool, click the tool, or press the letter key shown in the tool's tip. (Move the pointer over a tool to see its tip.)

- To select a visible tool for only one use, Ctrl-click (Windows) or Option-click (Mac OS) the tool. This works for any tool except zoom, select text, select graphic, crop, movie, and article.

- To select a hidden tool, hold down the mouse button on either the related tool or the triangle next to the related tool until the additional tools appear, and then drag to the tool you want. Or hold down Shift, and press the letter key showing in the tool's tip to cycle through the group of tools.

- To place hidden tools in the toolbar alongside the visible tools, hold down the mouse button on the related tool or the triangle next to it until the additional tools appear, and select the Expand This Button option. To collapse the hidden tools again, click the triangle to the right of the tools.
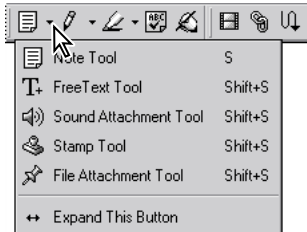
Clicking the triangle of a tool to open a hidden group of tools

- To select the hand tool temporarily, hold down the spacebar. To select the current zoom tool temporarily, hold down Ctrl-space (Windows) or hold the spacebar and press the Command key (Mac OS). To select the noncurrent zoom tool temporarily, hold down Ctrl-Alt-space (Windows) or Command-Option-space (Mac OS). The tools are selected as long as you hold down the keys.

Using context menus

In addition to menus in fixed locations in the work area, Acrobat provides context-sensitive menus that display commands for the particular item under the pointer.

To choose a command from a context menu:

1 Position the pointer over an item in the work area, such as a thumbnail, comment, bookmark, or document page.

2 Right-click (Windows) or Control-click (Mac OS) to open the context menu. Then drag to the command you want.

Using palettes and the navigation pane

Palettes help you organize and keep track of a document's bookmarks, thumbnails, signatures, comments, articles, and destinations. Palettes can be docked inside the navigation pane, or they can float in windows over the work area. They can also be grouped with other palettes.

To show or hide the navigation pane:

Click the Show/Hide Navigation Pane button 📇 in the menu bar, or click the left border of the document pane.

To show or hide a palette:

Choose the palette's name from the Window menu. A check mark appears in the menu next to a palette name if it is currently visible. The palette appears in the navigation pane or in a floating window, depending on where the palette was located the last time it was visible.

To change the display of a palette:

Do one of the following:

- To change the width of the navigation pane while a palette is visible, drag its right border.

- To bring a palette to the front of its group, click the palette's tab.

- To move a palette to its own floating window, drag the palette's tab to the document pane.

- To move a palette to an existing floating palette window to create another group, or back to the navigation pane, drag the palette's tab to the group or the navigation pane.
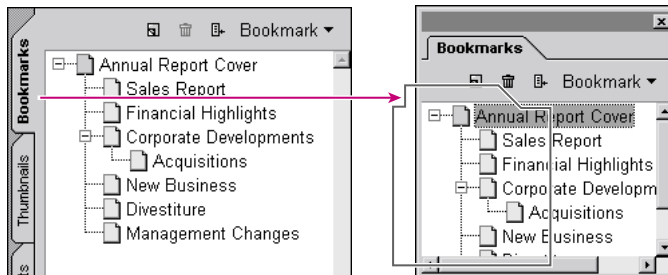

Dragging the palette's tab to create a floating palette window

- To collapse a floating palette window to show only the tabs, double-click any tab in the palette. Double-click a tab again to return the window to its full size.

- To move a floating palette window, drag it by the title bar.

To choose a command from a palette menu:

Click the palette name and triangle in the upper right corner of the palette to open the menu, and choose the command you want.
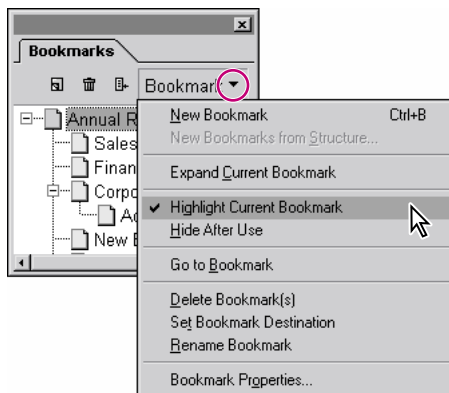
Clicking the palette name and triangle in a palette to open a palette menu

Using the grid

You can use the Acrobat grid to accurately line up text and objects in a document. When turned on, the grid is visible over the document. By default, it consists of vertical and horizontal lines spaced 1 inch apart, with three smaller subdividing lines within each square. The Snap to Grid option aligns an object with the nearest grid line when you move the object. You can change the spacing between grid lines, the number of subdivisions within a grid square, the color of the grid lines, and the grid units.

To view or hide the grid:

Choose View > Grid. A check mark appears next to the command name when the grid is active.

To turn the Snap to Grid option on or off:

Choose View > Snap to Grid. A check mark appears next to the command name when the option is active.

To customize the grid options:

1 Choose Window > Info to open the Info palette.

2 From the Info palette menu, choose a unit of measurement for the grid.

3 Choose Preferences from the document pane menu. Select Layout Grid from the scroll list and do one of the following:

- To change the spacing between grid lines, use the arrow keys or the text box to enter a value between 0 and 10000 for Width and Height.

- To change the origin of the grid, use the arrow keys or the text box to enter a value between 0 and 10000 for Horizontal Offset and Vertical Offset.

- To change the number of subdivisions within each grid square, use the arrow keys or the text box to enter a value between 0 and 10000 for Subdivisions.

- To change the color of the grid lines, click the Color square and choose a new color from the Color palette. Then click OK.

4 Click OK to close the Preferences dialog box.

Using the Info palette

The Info palette lets you see the coordinate position of the cursor within the document pane. The position numbering begins at the upper left corner of the document. The Info palette also shows the width and height of a selected object as you resize it. You can change the units used in the Info palette.

To show or hide the Info palette:

Choose Window > Info. A check mark appears next to the palette name when the palette is visible.

To change the palette's measurement units:

Click the triangle next to the palette title and select a unit option. The currently selected option has a check mark next to its name.

Opening PDF documents

The creator of a PDF document can set the document to open in a variety of ways. For example, a document might open to a particular page number, at a particular magnification, or with the bookmarks or thumbnails visible.

If a document is set to open in Full Screen view, the toolbar, command bar, menu bar, and window controls are not visible. You can exit Full Screen view by pressing Escape, if your preferences are set this way, or by pressing Ctrl+L (Windows) or Command+L (Mac OS). For more on this view, see .

To open a PDF document:

Do one of the following:

• Click the Open button 📂, or choose File > Open. In the Open dialog box, select one or more filenames, and click Open. PDF documents usually have the extension .pdf.

• Choose the document's filename from the File menu. The menu lists the four PDF documents you last opened.

• Double-click the file icon in your file system.

Note: *On Mac OS, you may not be able to open a PDF document created in Windows by double-clicking the icon. If double-clicking the icon on Mac OS does not open the document, use File > Open in Acrobat to open the document, close the document, and try again. After you've used the Open command once on the document, you'll be able to open the document next time by double-clicking.*

Adjusting the view of PDF documents

You can change the magnification level of a PDF document and set a page layout that determines whether you'll see one page at a time or a continuous flow of pages.

Magnifying and reducing the view
The minimum and maximum zoom levels available depend on the current page size.

If you need to magnify a page to a size larger than the window, use the hand tool 🖐 to move the page around so that you can view all the areas on it. Moving a PDF page with the hand tool is like moving a piece of paper on a desk with your hand.

To increase magnification:

Do one of the following:

• Select the zoom-in tool 🔍, and click the page.

• Select the zoom-in tool, and drag to draw a rectangle, called a marquee, around the area to magnify.

• Click the triangle next to the magnification value box in the viewing toolbar, and choose a magnification level.

• Click the Zoom In button ⊕ in the viewing toolbar.

To decrease magnification:

Do one of the following:

• Select the zoom-out tool 🔍, and click the page.

- Select the zoom-out tool, and drag to draw a marquee the size you want the reduced page to be.
- Click the triangle next to the magnification value box in the viewing toolbar, and choose a magnification level.
- Click the Zoom Out button ⊖ in the viewing toolbar.

Note: *When the zoom-in tool is selected, you can press Ctrl (Windows) or Option (Mac OS) while clicking or dragging to zoom out instead of in. When the zoom-out tool is selected, press Ctrl or Option to zoom in.*

To change the magnification level using a thumbnail:

1 Choose Window > Thumbnails to open the Thumbnails palette.

2 Position the pointer over the lower right corner of the red page-view box in the thumbnail until the pointer changes to the double arrow ⬊.

3 Drag the corner of the box to reduce or expand the view of the page.

To resize a page to fit the window:

Do one of the following:

- To resize the page to fit entirely in the window, click the Fit In Window button 🖺, or choose View > Fit in Window.
- To resize the page to fit the width of the window, click the Fit Width button 🖺, or choose View > Fit Width. Part of the page may be out of view.
- To resize the page so that its text and graphics fit the width of the window, choose View > Fit Visible. Part of the page may be out of view.

To return a page to its actual size:

Click the Actual Size button 🗋, or choose View > Actual Size. The actual size for a PDF page is typically 100%, but the document may have been set to another magnification level when it was created.

Setting the page layout and orientation

You can use three page layouts when viewing PDF documents:

- Single Page layout displays one page in the document pane at a time.
- Continuous layout arranges the pages in a continuous vertical column.
- Continuous - Facing layout arranges the pages side by side. This configuration accommodates a two-page spread display and multiple-page viewing in the window. If a document has more than two pages, the first page is displayed on the right to ensure proper display of two-page spreads.
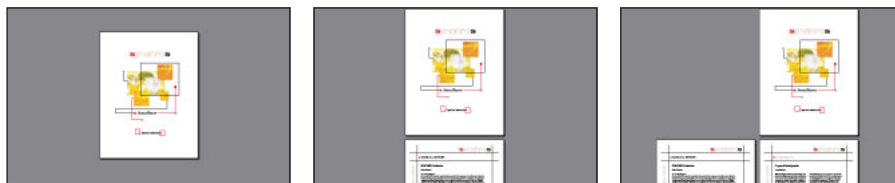

Single Page layout, Continuous layout, and Continuous - Facing layout compared

In Single Page layout, the Edit > Select All command selects all text on the current page. In Continuous and Continuous - Facing layouts, it selects all text in the PDF document.

To set page layout:

Do one of the following:

*   Click the Single Page button ☐, the Continuous button ⊟, or the Continuous - Facing button ⊞ in the status bar.

*   Choose Single Page, Continuous, or Continuous - Facing from the View menu.

💡 To see two-page spreads most efficiently, use the Continuous - Facing page layout, and choose View > Fit Width.

To rotate a page:

Do one of the following:

*   Click the Rotate View Clockwise button ⤵ or the Rotate View Counter-Clockwise button ⤴ in the status bar.

*   Choose Rotate View Clockwise or Rotate View Counter-Clockwise from the View menu.

💡 You can change the orientation of a page in 90-degree increments with the rotation tools.

Reading documents in Full Screen view

In Full Screen view, PDF pages fill the entire screen; the menu bar, command bar, toolbar, status bar, and window controls are hidden. A document creator can set a PDF document to open in Full Screen view, or you can set the view for yourself. Full Screen view is often used for presentations, sometimes with automatic page advancement and transitions.

The pointer remains active in Full Screen view so that you can click links and open notes. You can use keyboard shortcuts for navigational and magnification commands, even though the menus and toolbar are not visible. You can also set preferences to define how Full Screen view appears on your system.

To read a document in Full Screen view:

Choose View > Full Screen. Press Return or the Down Arrow or Right Arrow key to page through the document. Press Shift-Return or the Up Arrow or Left Arrow key to page backward through the document.

Note: *If you're using Windows 98, Windows 2000, or Mac OS and have two monitors installed, the Full Screen view of a page appears on only one screen. To page through the document, click the screen displaying the page in Full Screen mode.*

To exit Full Screen view:

Press Escape, if your Full Screen preferences are defined this way, or press Ctrl+L (Windows) or Command+L (Mac OS).

To set preferences for Full Screen view:

1 Choose Edit > Preferences > Full Screen.

2 Select the navigation options:

- Advance Every specifies whether to advance automatically from page to page every set number of seconds. You can page through a document using mouse or keyboard commands even if automatic paging is selected.

- Advance On Any Click lets you page through a PDF document by clicking the mouse. If this is not selected, you can page through a document by pressing Return, Shift-Return (to go backward), or the arrow keys.

- Loop After Last Page lets you page through a PDF document continuously, returning to the first page after the last. This option is typically used for setting up kiosk displays.

- Escape Key Exits lets you exit Full Screen view by pressing the Escape key. If this is not selected, you can exit by pressing Ctrl+L (Windows) or Command+L (Mac OS).

3 Choose the appearance options:

- Background Color specifies the window's background color. If you choose Custom, the system color palette is displayed. See your computer's user guide for instructions on setting a custom color.

- Default Transition specifies the transition effect to display when you switch pages in Full Screen view.

- Mouse Cursor specifies whether to show or hide the cursor in Full Screen view.

- Monitor (Mac OS) selects a monitor to use for Full Screen view when two monitors are installed. You can choose Main (for the monitor with the menu bar), Largest Inter-section (for the monitor that displays the largest portion of the document), Deepest (for the monitor with the most colors), Widest (for the monitor with the greatest horizontal resolution), Tallest (for the monitor with the greatest vertical resolution), or Largest Area (for the monitor with the most pixels).

4 Click OK.

Navigating in PDF documents

You can navigate in PDF documents by paging through them or by using navigational structures. You can also retrace your steps through documents to return to where you started.

Paging through documents

Acrobat provides buttons, keyboard shortcuts, and menu commands for paging through a PDF document.

Note: *If you use the number keys on your keyboard's number pad, make sure Num Lock is off.*

To go to another page:

Do one of the following:

- To go to the next page, click the Next Page button ▶ in the navigation toolbar or status bar, press the Right Arrow key, press Ctrl (Windows) or Option (Mac OS) and the Down Arrow key, or choose Document > Next Page.

- To go to the previous page, click the Previous Page button ◀ in the navigation toolbar or status bar, press the Left Arrow key, press Ctrl (Windows) or Option (Mac OS) and the Up Arrow key, or choose Document > Previous Page.

- To move down one line, press the Down Arrow key.

- To move up one line, press the Up Arrow key.

Note: *The Down Arrow and Up Arrow keys move you one line at a time when you are not in Fit in Window view. In Fit in Window view, these keys move you one page at a time.*

- To move down one screenful, press Page Down or Return.

- To move up one screenful, press Page Up or Shift+Return.

- To go to the first page, click the First Page button ◀| in the navigation toolbar or status bar, press the Home key, or choose Document > First Page.

- To go to the last page, click the Last Page button |▶ in the navigation toolbar or the status bar, press the End key, or choose Document > Last Page.

To jump to a page by its number:

Do one of the following:

- Drag the vertical scroll bar until the number of the page you want to jump to is displayed.

- Select the current page number in the status bar, type the page number to jump to, and press Return.

- Choose Document > Go To Page, type the page number, and click OK.

Note: *If the Use Logical Page Numbers option is selected in General preferences, and if your document's page numbers are different from the page position in the PDF file, the page position appears in parentheses in the status bar. For example, if a first page is numbered "iii", the numbering might appear as "iii(1 of 10)". You can double-click inside the parentheses, edit the page-position number, and press Return to go to that page.*

Browsing with navigational structures

Acrobat offers a wide range of navigational structures to help you move to specific places in PDF documents:

- Bookmarks provide a visual table of contents and usually represent the chapters, sections, and other organizational items in a document.

- Thumbnails provide miniature previews of document pages. You can use thumbnails to move pages, to change the display of pages, and to go to other pages. A page-view box in a thumbnail indicates the area of the page currently showing in the document pane.

- Links take you to specific locations another user (usually the document creator) has defined; these locations can be in the current document, in other electronic files, or in Web sites. A link usually points to a titled section or other organizational item.

- Articles are electronic threads that lead you through a document. An article typically begins on one page and continues on another, just as articles do in traditional newspapers and magazines. When you read an article, Acrobat zooms in or out so the current part of the article fills the screen.

- Destinations are links that take you to locations a user has defined. Generally, these links go to other documents.

To browse using a bookmark:

1 Show the Bookmarks palette. You may need to choose Window > Show Bookmarks to open the palette or click the Bookmarks tab to bring the palette to the front of its group.

2 To jump to a topic using its bookmark, click the bookmark's icon or text in the palette.

Note: Clicking a bookmark might perform an action, such as playing a movie, instead of taking you to another location. It depends on how the bookmark was defined.

The bookmark for the part of the document currently showing is boldfaced.

If the navigation pane disappears when you click a bookmark, the document creator has activated the Hide After Use command. To show the navigation pane again, click the Show/Hide Navigation Pane button on the command bar. Deselect Hide After Use in the navigation pane's palette menu if you want the navigation pane to remain open after you click a bookmark.

Bookmarks can be subordinate to other bookmarks in their hierarchy; a higher level bookmark in this relationship is the parent, and a lower level bookmark is the child. You can collapse a parent bookmark in the palette to hide all its children. When a parent bookmark is collapsed, it has a plus sign (Windows) or a right-pointing triangle (Mac OS) next to it. If the bookmark you want to click is hidden in a collapsed parent, click the plus sign or triangle next to the parent to show it.

💡 To select the bookmark for the part of the document showing in the document pane, choose Find Current Bookmark from the Bookmarks palette menu, or click the Find Current Bookmark button ▤◂ at the top of the Bookmarks palette. If the bookmark is hidden in a collapsed parent, the parent bookmark is opened so you can see the selected bookmark.

To browse using a thumbnail:

1 Show the Thumbnails palette. You may need to choose Window > Show Thumbnails to open the palette or click the Thumbnails tab to bring the palette to the front of its group.

2 Do one of the following:

• To jump to another page, click the page's thumbnail.

• To display another part of the current page, position the pointer over the edge of the page-view box in the page's thumbnail until the pointer changes to the hand tool 🖑. Then drag the box to move the view area.

To follow a link:

1 Select the hand tool 🖑, a zoom tool, or a selection tool.

2 Position the pointer over the linked area on the page until the pointer changes to the hand with a pointing finger 👆. (The hand has a plus sign in it if the links point to the Web.) Then click the link.

Note: Clicking a link might perform an action, such as playing a movie, instead of taking you to another location, depending on how the link was defined.

To read an article:

1 Do one of the following:

• Show the Articles palette. Then double-click the article's icon in the palette to start reading at the beginning of the article.

- Select the hand tool ✋. Then click in the article to start reading it at that point, or press Ctrl (Windows) or Option (Mac OS) and click anywhere in the article to start reading at the beginning.

2 The pointer changes to the follow article pointer ✋. Do one of the following to navigate through the article:

- To go to the next page in the article, press Return or click.

- To go to the previous page, press Shift-Return, or press Shift and click.

- To go to the beginning of the article, press Ctrl (Windows) or Option (Mac OS) and click.

- To exit the article before reaching the end, press Shift-Ctrl (Windows) or Shift-Option (Mac OS) and click.

3 When you reach the end of the article, the pointer changes to the end article pointer ✋. Press Return or click to return to the view displayed before you started reading the article.

To follow a destination:

1 Show the Destinations palette. You may need to choose Window > Show Destinations to open the palette or click the Destinations tab to bring the palette to the front of its group.

2 Choose Scan Document from the Destinations palette menu, or click the Scan Document button 📄 at the top of the palette.

3 To change the sort order of names in the palette, do one of the following:

- Click the Name bar at the top of the Destinations palette to list the destinations alphabetically by name.

- Click the Page bar at the top of the Destinations palette to list the destinations by their order in the document.

4 To jump to a topic using its destination, double-click the destination in the palette, or right-click (Windows) or Control-click (Mac OS) the destination, and choose Go To Destination from the context menu.

Retracing your viewing path

After you have paged through documents or used navigational structures to move through documents, you can retrace your path back to where you started. You can go 64 steps back in Acrobat, or 32 steps back for documents in external browser windows.

To retrace your viewing path:

Do one or more of the following:

- To retrace your path within a PDF document, click the

- View button ◀ in the navigation toolbar, or choose Document > Previous Page for each step back. Or click the Go To Next View button ▶, or choose Document > Next Page for each step forward.

- To retrace your viewing path through other PDF documents, choose Document > Go To Previous Document for each step back or Document > Go To Next Document for each step forward. Or hold down Shift, and click the Go Previous View or Go Next View button. This command opens the other PDF documents if the documents are closed.

Finding words in PDF documents

You can use the Find command to find a complete word or part of a word in the current PDF document. Acrobat looks for the word by reading every word on every page in the file, including text in form fields.

If a full-text index has been created for your PDF document, you can search the index for a word rather than using the Find command. A *full-text index* is an alphabetized list of all the words used in a document or, more typically, in a collection of documents. Searching with an index is much faster than using the Find command, because when Acrobat looks for a word in the index it goes right to the word in the list rather than reading through the documents. (See "Searching indexes" on page 215.)

To find a word using the Find command:

1 Click the Find button 🔍, or choose Edit > Find.

2 Enter the text to find in the text box.

3 Select search options if necessary:

• Match Whole Word Only finds only occurrences of the complete word you enter in the text box. For example, if you search for the word *stick*, the words *tick* and *sticky* will not be highlighted.

• Match Case finds only words that contain exactly the same capitalization you enter in the text box.

• Find Backwards starts the search from the current page and goes backward through the document.

• Ignore Asian Character Width finds only those Kana characters that exactly match the text you enter.

4 Click Find. Acrobat finds the first occurrence of the word.

To find the next occurrence of the word:

Do one of the following:

• Choose Edit > Find Again.

• Reopen the Find dialog box, and click Find Again. (The word must already be in the Find text box.)

Getting information on PDF documents

When you view a PDF document, you can get information on the file, such as the title, the fonts used, and any security settings. Some of this information is set by the person who created the document, and some is generated by Acrobat. You can change any of the information that can be set by the document creator (unless the file has been saved with security settings that do not allow you to change the document).

To get information on the current document:

Choose a category from the File > Document Properties menu or from the document pane menu to open an information dialog box. (You can open only the Summary, Security, and Font dialog boxes from the document pane menu.)

- Summary shows basic information about the document. The title, subject, author, and keywords may have been set by the document creator and can be changed. If you create an index in Acrobat, you can search for these items in Acrobat to find particular documents.

Note: Acrobat Catalog and many Web search engines use the title to describe the document in their search results list. If a PDF file does not have a title, the filename appears in the results list instead. A file's title is not necessarily the same as its filename.

The binding option affects how the pages are arranged side by side when you view pages using the Continuous - Facing page layout. This is provided so that the arrangement of pages will match the reading direction (left to right or right to left) of text in the document. Right Edge binding is useful for viewing Arabic or Hebrew text or vertical Japanese text. You can change this setting.

Some information is generated by Acrobat and cannot be modified. This includes the application that created the original document, the Acrobat utility that produced the PDF file, the date and time the PDF file was created and last changed, whether the file was optimized for online Web viewing, the file size, and the PDF version number. Acrobat generates this information from comments in the PostScript file.

- Open describes the opening view of the PDF document. This includes the initial window size, the opening page number and magnification level, and whether bookmarks, thumbnails, the toolbar, and the menu bar are displayed. You can change any of these settings to control how the document displays the next time it is opened.

- Fonts lists the fonts and the font types used in the original document, and the fonts, font types, and encoding used in Acrobat to display the original fonts. Only the fonts viewed in the document so far are listed. To see a list of all fonts used in the entire document, click List All Fonts.

Note: You can look at this dialog box to see what fonts were used in the original document and whether the same fonts are used in Acrobat. If substitute fonts are used and you aren't satisfied with their appearance, you may want to install the original fonts on your system or ask the document creator to re-create the document with the original fonts embedded in it.

- The Trapping Key menu describes whether trapping has been applied to the file; this information can be used by prepress software to determine whether to apply trapping to the file at print time.

- Index gives the name of an autoindex associated with the file. Opening the file adds the associated index to the list of indexes that can be searched. The Choose button in this dialog box allows you to mount a different index for the file.

- Document Metadata describes the content or use of a PDF file and its components. Document metadata is stored in the XAP format and is displayed in groups of properties that can be expanded and collapsed by clicking the triangle next to the property group. To view the document metadata source code, which is in the XML format, click the View Source button. For more information on Document Metadata, see "Viewing Document Metadata" on page 192.

- Embedded Data Objects lists any embedded data objects in the PDF file (these are files of other types that are contained in the PDF). To add an embedded data object, click Import. To launch the embedded file, select a listed embedded data object, and click Open. To save a listed embedded data object to a new location, select it, and click

Export. To remove a listed embedded data object from the PDF, select it, and click Delete.

- Base URL displays the base Uniform Resource Locator (URL) set for Weblinks in the document. Specifying a base URL makes it easy for you to manage Weblinks to other Web sites. If the URL to the other site changes, you can simply edit the base URL and not have to edit each individual Weblink that refers to that site. The base URL is not used if a link already contains a complete URL address.

Printing PDF documents

You can specify a range of pages to print in the Acrobat Print dialog box, or you can specify noncontiguous pages or a particular page area to print before opening the dialog box.

To print a PDF document:

1 If necessary, do one of the following:

- To select pages to print, click thumbnails in the Thumbnails palette. You can Ctrl-click (Windows) or Command-click (Mac OS) thumbnails to select noncontiguous pages, or Shift-click to select a contiguous range of pages. You can also select a contiguous page range in the Print dialog box.

- To select an area on a page to print, select the graphic select tool 🔲, and drag on the page to draw the area you want.

2 Use File > Page Setup to set general printing options. The available options will vary with different printers and drivers. See your printer driver documentation for details.

3 Click the Print button 🖨, or choose File > Print. Specify the printer, page range, number of copies, and other options, and click OK. Most of the options are the same as they are for other applications, but note the following:

- Selected Pages Or Selected Graphic (Windows) or Selected Thumbnails/Graphic (Mac OS) prints only the pages or page area you selected before opening the Print dialog box.

- Page From/To prints a range of pages. In Windows, if the Use Logical Page Numbers option is selected in General preferences, you can enter page-position numbers in parentheses to print those pages. For example, if the first page of a document is numbered "iii", you can enter (1) to print that page.

- Comments prints Acrobat comment graphics on the pages.

- Shrink oversized pages to paper size reduces the PDF file to fit the paper size specified in the printer properties.

- Expand small pages to paper size enlarges the PDF file to fit the paper size specified in the printer properties.

- Auto-rotate and center pages adjusts the PDF file's orientation to match that specified in the printer properties.

- Print As Image (Windows) prints the pages as bitmap images. (In Mac OS, this is set in the Print Method pop-up menu.) You may want to print pages as images if normal printing does not produce the desired results.

- Print Method, in Windows, specifies which level of PostScript to generate for the pages. Choose the level of PostScript appropriate for your printer. In Mac OS, this specifies

whether to print using PostScript (without selecting a level) or to print pages as bitmap images.

- Optimize for Speed downloads fonts to the printer as they are needed. With this option checked, the pages must be printed in the order in which Acrobat emits them.

- Download Asian Fonts downloads Asian fonts to a PostScript printer. Select this option if you want to print a PDF document with Asian fonts but do not have the fonts installed on the printer and do not have the fonts embedded in the document. (Embedded fonts are downloaded whether or not this option is selected.) You can use this option with a PostScript Level 2 or higher printer, or a Level 1 printer that supports Type 0 font extensions.

- Save Printer Memory downloads all the fonts for a given page to the printer before the page is printed. When unchecked, print jobs may be smaller but require more printer memory.

Note: *Some fonts cannot be downloaded to a printer, either because the font is a bitmap or because embedding of the font is restricted in that document. In these cases, a substitute font is used for printing, and the printed output may not match the screen display exactly. For information on seeing what substituted fonts will look like on another system, see "Previewing PDF files without embedded fonts" on page 57.*

If Download Asian Fonts is not selected, the PDF document prints correctly only if the referenced fonts are installed on the printer. If the fonts are not on the printer but the printer has similar fonts, the printer substitutes the similar fonts. If there are no suitable fonts on the printer, Courier is used for the text.

If you have a PostScript Level 1 printer that does not support Type 0 font extensions, or if Download Asian Fonts does not produce the results you want, print the PDF document as a bitmap image. Printing a document as an image may take longer than using a substituted printer font.

4 To set additional print features including tiling, output tray selection, and color management options, click the Advanced button. For information on advanced printing options, see "Printing oversize pages using tiling" on page 27, "Selecting a printer output tray (Windows only)" on page 28, and "Managing color on a printer" on page 239.

Printing oversize pages using tiling

Tiling is used to print oversize pages. (The alternative is to scale the image to fit the print page.) The oversize page is divided into tiles or sections, each of which is printed on one page. Automatic tiling is designed to use the minimum number of sheets per image.

To set the tiling options:

1 In the Print Settings dialog box, select automatic or no tiling. Select Automatic to tile the image across multiple sheets if necessary. If you select None, all the other tiling options are grayed out.

2 In the Overlap text box, enter a value of 0 to 0.333 times the PDF page width or height (whichever is the smaller). This overlap is designed to be equivalent to the margin in which your laser printer cannot print, and the units are those specified in the Page Units setting of the General Preferences. After you trim off this overlap or unprinted area, the tiled sheets line up exactly.

3 Select Scale to increase or decrease the size of your current image.

4 Select Emit Slug to print a one-line description on each tiled page. These slugs, which contain the file name, print date, and row and column in the tile array, are useful when assembling complex tiled pieces.

5 For Tile Marks, choose None, Western Style, or Eastern Style. Tile marks aid in the alignment of tiled sheets.

6 Click OK to accept the settings and return to the Print dialog box.

Selecting a printer output tray (Windows only)

For users who print PDF files that contain multiple page sizes on printers that have different-sized output trays, letting the size of the PDF page determine which output tray is used is a useful option.

To set the output tray option:

1 In the Advanced Print Settings dialog box, select Output Tray by PDF Page Size to use the PDF page size to determine the output tray rather than the page setup option.

2 Click OK to accept the settings and return to the Print dialog box.

Setting Acrobat preferences

You can use preferences to define a default page layout, set an author name for comments, select a browser for Weblinks, and customize Acrobat in many other ways. General preferences settings are described here. For information on other sets of preferences, see the index.

Note: *These preferences control the Acrobat application on your system; they are not associated with a particular document.*

To open a preferences dialog box:

Choose a category from the Edit > Preferences menu.

To set General preferences:

Choose Edit > Preferences > General, or choose Preferences from the document pane menu. Select one of the features from the list at the left and select preference options for that feature.

Accessibility Defines preferences for customizing color and page layout to make documents easier to read. For information on the specific options, see "Setting Accessibility preferences" on page 7.

Comments Defines preferences for the appearance and functionality of document comments. For information on the specific options, see "Setting comment preferences" on page 141.

Batch Processing Defines preferences for processing entire document collections at once. For information on the specific options, see "Distributing Documents in PDF" on page 185.

Collaboration Defines server information for sharing comments. For information on the specific options, see "Sharing comments on a server" on page 143.

Color Defines preferences for a color management system for interpreting color accurately across devices. See "Setting the Distiller Color job options" on page 60 for information on how a color management system works with an ICC profile tagged to an image in a PDF document.

Digital Signatures Defines preferences for creating and managing digital signatures. For information on the specific options, see "Digitally Signing PDF Files" on page 195.

Display Defines preferences for the appearance of pages within Acrobat. The display options are the following:

- Default Page Layout sets a page layout used for scrolling when you first open a document. You can display pages one at a time as you scroll, continuously one above the next, or continuously side by side.

- Page Units specifies a unit of measure for displaying page size in the status bar, Crop dialog box, and Info palette.

- Application Language sets a language for the Acrobat user interface. The pop-up menu shows the languages you installed with Acrobat. If you choose a different language, the change takes effect the next time you start the application.

- Use Greek Text Below displays text below the designated point size as gray lines (or *greeked text)* to speed display time.

- Display Page To Edge eliminates the thin white border that is displayed around the edge of PDF pages created by some applications. If you do not select this option, pages are printed with a white border, as defined by the printer driver.

- Display Transparency Grid displays a grid behind transparent objects.

- Smoothing smooths the edges of text and monochrome images to minimize the contrast between the background and the text or image. This sometimes improves the quality of the display on-screen, especially with larger text sizes. You can choose to smooth text, line art, and images.

- Use CoolType lets you adjust your Acrobat's text display to work optimally with your monitor. When you choose this option, you must also calibrate CoolType by clicking Configure CoolType and choosing the text sample that looks the best.

- Default Zoom sets the magnification level for PDF documents when they are first opened. This affects only documents that have Default set for their magnification in Document Properties > Open Options.

- Max "Fit Visible" sets the maximum magnification level for the Fit Visible view and for viewing articles.

Extract Images   Defines the minimum size an image must be to display on-screen.

Forms Defines preferences for the appearance and functionality of forms. For information on the specific options, see "Setting appearance options" on page 151 and "Setting calculation options" on page 154.

Full Screen Defines preferences for the appearance and navigation of documents when Acrobat is in the Full Screen mode. For information on the specific options, see "Reading documents in Full Screen view" on page 19.

Identity Defines preferences for personal information used for authorship and digital signatures.

JavaScript Defines preferences for enabling JavaScript in Acrobat and for default Java–Script editors. For information on the specific options, see "Using custom JavaScripts in forms" on page 164.

Layout Grid Defines preferences for the division and appearance of the grid. For information on the specific options, see "Positioning form fields with the grid" on page 156.

Options Defines preferences for opening Acrobat, Web browsers, and other application preferences. The preference options are the following:

• Display PDF in Browser displays any PDFs opened from the Web in your default browser. If this option is not selected, the PDFs will open offline, in Acrobat.

• Check Browser Settings checks your browser settings for compatibility with Acrobat each time Acrobat is launched.

• Allow Fast Web view displays PDFs from the Web one page at a time. If this option is not selected, the entire PDF will download before it is displayed.

• Allow Background Downloading allows a PDF document to continue downloading from the Web, even after the first requested page displays on-screen in a Netscape Navigator-compatible browser. If you do not select this option, only the requested page downloads to your computer, and other pages are downloaded as you request them.

• Display Splash Screen At Startup shows the splash screen each time Acrobat is launched.

• Certified Plug-ins Only loads only Adobe-certified third-party plug-ins. This option may be required if you are using the Web Buy feature. If you change this option, you must restart Acrobat by clicking Relaunch in the General Preferences dialog box.

• Use Page Cache places the next page in a buffer even before you view the page in Acrobat. This reduces the amount of time it takes to page through a document.

• Use Logical Page Numbers allows you to set page numbering in a PDF document using the Document > Number Pages command. You typically do this when you want PDF page numbering to match the numbering printed on the pages. A page's number, followed by the page position in parentheses, appears in the status bar and in the Go To Page, Delete Pages, and Print dialog boxes. For example, if the first page in a document is numbered "i", it might appear as "i(1 of 10)". If this option is not selected, Acrobat ignores page numbering information in documents and numbers pages using arabic numbers starting at 1.

Note: You will get unexpected results from the Go Back command in your Web browser if you do not select this option. For example, if you link to another document from a partially downloaded PDF document and then want to return to that document by using Go Back, you return to the first page of the PDF document, even if you were not on the first page. This option should alleviate most cases of unexpected Go Back behavior in your Web browser.

• Allow File Open Actions and Launching File Attachments warns you of security risks when you open a file in another application from a link in a PDF document and gives you a chance to cancel the operation. If this option is not selected, links to files in other applications are disabled.

• Open Cross-Document Links In Same Window opens linked PDF documents and views in one window to minimize the number of windows open in Acrobat. If you do not

select this option, a new window is opened for each new Go To View link. If a linked document is open when a Go To View link to it from another document is activated, the document remains open in a separate window.

Note: *To override this setting, either selected or deselected, you can press Ctrl (Windows) or Option (Mac OS) when clicking a link.*

- Skip Editing Warnings disables warning boxes when you delete notes, links, pages, thumbnails, bookmarks, and other items in PDF documents.

- Save As Optimized for Fast Web View restructures a PDF document to prepare for page-at-a-time downloading (byte-serving) from Web servers. With page-at-a-time downloading, the Web server sends only the requested page of information to the user, rather than the entire PDF document. If this option is not selected, the entire PDF will be downloaded before it is displayed.

- Reset All Warnings causes any warnings you have disabled to be redisplayed on start-up.

Self-Sign Security Defines preferences for security signatures and alerts. For information on the specific options, see "Setting Acrobat Self-Sign Security preferences" on page 208.

Spelling Allows you to choose whether to underline misspelled words, and define a color for underlining, and select language dictionaries.

Update Defines how often to check for updates to Acrobat 5.0 and Acrobat Web Services, and allows you to check for updates instantly.

Web Buy Defines preferences for purchasing and viewing electronic books from the Web. For information on the specific options, see "Setting your Web Buy preferences" on page 209.

Creating Adobe PDF Files

Acrobat offers you a variety of methods for converting electronic files from virtually any application to the Portable Document Format (PDF). It also gives you powerful tools for managing fonts, images, and color in your Adobe PDF files.

Using Acrobat Distiller

Acrobat uses Acrobat Distiller—a simulated printer—to create Adobe PDF files. All the components necessary to create this printer are installed and configured automatically when you perform a typical installation of Acrobat so that you are ready to create Adobe PDF files right away. (If you did not use the default installation and did not include the necessary drivers in a custom installation, you can install the most recent printer drivers from the Adobe Web site at www.adobe.com.)

For many Acrobat users, Acrobat Distiller operates very much "behind the scenes." These users need only be aware that Distiller does have powerful sets of job options that can be customized should the quality or size of their Adobe PDF files ever need to be changed. Other users, because of their heavy use of graphics, fonts, and color, for example, prefer to customize the Distiller settings to create the best possible Adobe PDF file for their purpose.

The default Distiller job option is eBook, which provides optimization suitable for most general purposes. Other available predefined job options settings include Press, Screen, and Print optimization. For more information on setting and customizing Distiller job options, see "Setting job options" on page 46.

Converting Microsoft Office application files (Windows)
The default Acrobat installation in Windows includes a macro—Adobe PDFMaker 5.0—that allows you to create Adobe PDF files quickly and easily from within Microsoft Office applications. PDFMaker works with Microsoft Word 97, Word 2000, Excel 97, Excel 2000, PowerPoint 97, and PowerPoint 2000 and is installed automatically if you have the Microsoft Office application on your system.

By default Adobe PDF files created with PDFMaker generate tagged PDF and preserve hyperlinks, styles, and bookmarks present in the source document.

To convert a Microsoft Office application document to PDF, choose Acrobat > Convert to Adobe PDF from your Microsoft Office application menu bar. For further information, choose Acrobat > Change Conversion Settings and click Help in the PDFMaker dialog box.

Using an authoring application's Print command (Windows)
In a Windows authoring application such as Adobe FrameMaker®, use the File > Print command with the Acrobat Distiller printer to "print" the current document as Adobe PDF.

To create an Adobe PDF file using the Print command (Windows):

1 Open the document that you want to convert to Adobe PDF in its authoring application.

2 Choose File > Print.

3 Choose Acrobat Distiller from the list of printers, enter any other print options you want, and click Print or OK. In some applications, you may need to click Setup in the Print dialog box to access the list of printers. For information on setting the Acrobat Distiller printer preferences, see "Setting Distiller options" on page 46.

By default, Distiller appends the extension .pdf. You can configure Distiller to ask you for a location when it creates PDF files. (See "Setting Distiller preferences" on page 67.)

Using an authoring application's Print command (Mac OS)

Use the AdobePS™ 8.7 driver to create PDF files directly from within Mac OS authoring applications using Create Adobe PDF.

To create Adobe PDF files using Create Adobe PDF (Mac OS 8.6):

1 In your authoring application, open the file you want convert to an Adobe PDF file.

Important: *For Adobe PageMaker 6.5®, in order to access Create Adobe PDF, you must have Desktop Printing enabled in the Extensions Manager. Afterward, simply drag the application file you want to turn into a PDF onto the Create Adobe PDF desktop icon. You will get a print-optimized PDF (unless you previously changed this default setting in another application's Print dialog box). The PDF file is saved to your desktop.*

2 Choose File > Page Setup.

3 From the Printer pop-up menu, select Create Adobe PDF. Close the Page Setup dialog box.

4 Choose File > Print. In the Printer pop-up menu, verify that the printer is Create Adobe PDF and that the destination is File.

5 In the Job Options pop-up menu, choose Print, Press, Screen, or eBook. For information on Job Options, see "Setting job options" on page 46.

6 Click Save to create the PDF file.

7 Type a filename, browse to a destination for your PDF file, and then click Save.

💡 If you have any PostScript printer defined in the Chooser, choose File > Page Setup after you install Acrobat, and a Create Adobe PDF printer is defined automatically. If you do not have a PostScript printer defined in the Chooser, visit the Adobe Web site for instructions on installing and using the AdobePS printer driver.

Dragging a file onto the Create Adobe PDF icon (Mac OS)

You can drag an application file onto the Create Adobe PDF icon on your desktop.

To create an Adobe PDF file by dragging and dropping (Mac OS 8.6 or later):

1 Drag the file's icon onto the Create Adobe PDF icon to launch the authoring application and open the Print dialog box with Create Adobe PDF printer selected.

2 Select the required job options, set the view preferences, and click Print.

Using an authoring application's Save As or Export command

In some authoring applications, including Adobe FrameMaker and Adobe PageMaker, you can use a Save As or Export command to create an Adobe PDF file from the current document. See the documentation that came with your application for information on converting files this way.

Converting image, HTML, and text files

You can convert BMP, CompuServe® GIF, HTML, JPEG, PCX, PICT (Mac OS only), PNG, Text, or TIFF files to Adobe PDF by opening the files in Acrobat using the Open as Adobe PDF command or by dragging the file onto the Acrobat icon or window.

To create an Adobe PDF file using the Open as Adobe PDF command:

1 In Acrobat, choose File > Open as Adobe PDF. Select your file type from the Files of Type pop-up menu, and browse to locate your file. Select the file you want to convert to Adobe PDF. You can Control-click to select multiple files or Shift-click to select a contiguous range of files.

2 Click Settings to change the color and grayscale compression conversion settings. (The Settings button is grayed out if the option is not available for the selected file type. The Settings button is also grayed out if you choose All Files, even if your file type is supported.)

3 Click Open.

4 In the alert, select whether to append the converted files to the current document or open them in a new document. Click OK.

💡 When you use the Save As command on multiple image files, you create a separate PDF file for each image file. If you want to consolidate the converted files into one PDF file, use the Document > Insert Pages command.

To create an Adobe PDF file by dragging an image file into Acrobat:

1 Do one of the following:

• Drag the image file onto the Acrobat icon on your desktop. The file will open as an Adobe PDF file.

• Drag the image file into the open Acrobat window.

Note: *If you have a document open in the Acrobat window and you drag in an image, HTML, or text file, the pages in the file will be converted to Adobe PDF and appended at the end of the open file.*

Converting scanned documents to Adobe PDF

You can use Acrobat with a scanner to create a PDF file from a paper document. The resulting file is a PDF Image Only file—that is, a bitmap picture of the pages that can be viewed in Acrobat but not searched.

If you want to be able to search, correct, and copy the text in an Image Only file, you can "capture" the pages in the file. See "Capturing pages to convert to searchable text" on page 35.

Scanning pages from paper documents

You can use the Acrobat Scan command to run your scanner from Acrobat. Before you begin scanning, make sure that your scanner is installed correctly and that it works independently of Acrobat. Follow the scanner instructions and test procedures to ensure proper setup.

Acrobat supports TWAIN scanner drivers, which are industry-standard drivers compatible with almost all desktop scanners, and Photoshop Acquire plug-ins. To install an Acquire plug-in, add the plug-in to the Plug-ins folder in your Acrobat Scan folder.

To scan pages from a paper document:

1 Start your scanner, and place the first page in it.

2 In Acrobat, choose File > Import > Scan.

3 Choose the scanner and a page format from the pop-up menus. The Device pop-up menu lists all TWAIN drivers and Photoshop Acquire plug-ins installed on your system.

Note: *Even if you install a TWAIN driver after installing Acrobat, the new driver should be listed in the menu. If it is not, check to be sure your driver is TWAIN software and is installed properly.*

4 Select whether to add the scanned pages to the end of the current PDF file or to put them in a new file.

5 Click OK.

6 Set the scanning options in the scanner's interface. Some scanners open a dialog box with options, and others display a menu bar that gives you access to commands for setting options. In most cases, you also need to click a Scan button or send the page to the scanner in some other way. See the documentation that came with your scanner for details.

7 For each additional page you want to scan, place the page in the scanner, and click Next in the Acrobat dialog box that appears.

8 Click Done. The scanned pages open in Acrobat.

Capturing pages to convert to searchable text

To make text in scanned documents searchable, you can use Adobe Capture, or upload your scanned document to the Adobe Create Adobe PDF Online service. Using this service, you can capture a limited number of documents for free, or subscribe to the service for unlimited access.

Note: *At time of release, subscription service is available only in the United States and Canada. For more information about availability of subscriptions in other areas, visit http://createpdf.adobe.com.*

The first time you use Create Adobe PDF Online, you will be asked to register and choose a password. When Create Adobe PDF Online has completed the capture of your document, you can use Acrobat's cleanup tools to fix any errors that may have occurred in attempting to recognize and convert the image to text.

To upload a document for online capture:

1 With the document you want to capture open, choose Tools > Paper Capture.

2 If you have not already registered, click Sign Up and register an account. If you already have an account, enter the information on the Login page, and click Login.

3 Verify that the correct filename is displayed and select a delivery method. For help with these and other settings, see the online help provided on the Create Adobe PDF Online Web page.

4 Click Create Adobe PDF!

Note: This menu command may not appear in your Tools menu if you do not have an Internet connection, or if your system administrator has disabled Web services.

Correcting words on captured pages

During the capture process, Acrobat "reads" bitmaps of text and tries to substitute words and characters for the bitmaps. When it isn't certain that one of its substitutes is correct, it marks the word as *suspect* and gives you a chance to accept it as it is or change it. Acrobat keeps the bitmap in the meantime so that no data is lost in the process.

If you converted pages to the PDF Normal file type when you captured them, you can correct any text on those pages. Acrobat can identify suspect words to help you find words that may need to be corrected. If you converted pages to PDF Original Image With Hidden Text, you cannot correct text on the pages because the captured text is behind a bitmap picture of the original pages (though you can change the font and color of text in this format).

To review and correct suspect words on captured pages:

1 Choose Tools > TouchUp Text > Show Capture Suspects. The boxes show the suspect words on the pages.

2 Choose Tools > Touchup Text > Find First Suspect. The first suspect word is highlighted on the page, and its original bitmap image appears in the Suspect Image window.
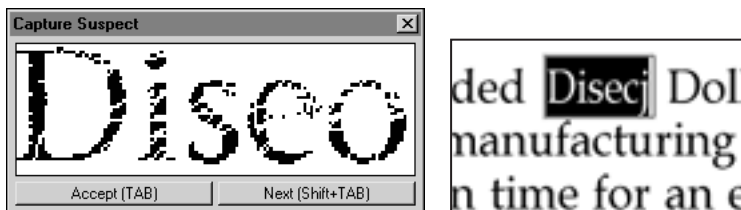
Suspect word as it appears in the Suspect Image window (left) and as it appears highlighted on the page (right)

3 Compare the suspect word on the page with the image of the word in the Suspect Image window. If necessary, select the zoom tool 🔍, and drag it across the word on the page to zoom in on it.

4 Do one of the following:

• To accept the word as correct, click Accept. You move to the next suspect word.

• To correct the word, select the text touchup tool 𝕋, and edit the word directly on the page. See "Editing text with the touchup text tool" on page 117 for details. Then click Next to move to the next suspect word.

5 Review and correct remaining suspect words on the pages.

6 Close the Suspect Image window.

Creating PostScript files

Not all authoring applications offer a mechanism for creating Adobe PDF files directly. In these cases, you must first create a PostScript file and then convert this PostScript file to Adobe PDF. Advanced users may also want to use this two-step method so they can insert Distiller parameters into the PostScript file to more closely control the creation of the PDF file. (See "Setting the Distiller Advanced job options" on page 63.) You can also convert multiple PostScript files to Adobe PDF in a watched folder and combine multiple PostScript files into a single Adobe PDF file. (See "Setting up watched folders" on page 40, and "Combining PostScript files" on page 41.)

You create PostScript files using the AdobePS driver and an Acrobat Distiller PPD with the source application. The AdobePS driver and an Acrobat Distiller PPD are installed automatically in the default Acrobat installation. (The PScript driver is installed on Windows 2000 systems.)

To create a PostScript file from a source application (Windows):

1 Open the document in its authoring application.

2 Choose File > Print.

3 Choose the PostScript printer from the list of printers (Acrobat Distiller is the default PostScript printer). In some applications, you may need to click Setup in the Print dialog box to get access to the list of printers. Return to the Print dialog box if necessary.

4 Select Print to File or Save to File, and enter a name and location for the PostScript file. Use .ps as the filename extension (for example, myfile.ps). If you are printing to Acrobat Distiller, you must turn off the hostfont feature in order to print to file. Click Properties in the Print Setup dialog box for the Acrobat Distiller printer. Verify that Do Not Send Fonts to Distiller is unchecked on the Adobe PDF Settings tab of the Acrobat Distiller Properties dialog box.

Note: *Some applications use a .prn extension instead of the .ps extension. Distiller recognizes both .ps and .prn extensions.*

5 Enter any other print options you want, and click Print or OK.

6 If the Save As dialog box appears, choose All Files (*.*) from the Save As Type menu, and click Save.

To create a PostScript file from a source application (Mac OS):

1 Make sure you have a default PostScript printer set up with the AdobePS printer driver. If necessary, open the Chooser, select the AdobePS printer driver, select a PostScript printer, and click Setup. Then click Select PPD, select Acrobat Distiller (PPD) in the list, click Select, and click OK. Close the Chooser.

2 Open the document in its authoring application.

3 Choose File > Page Setup, choose the PostScript printer from the Format For pop-up menu, enter any other setup options you want, and click OK.

4 Choose File > Print, and choose Save as File from the main pop-up menu to change the options panel in the dialog box.

5 Choose PostScript Job from the Format pop-up menu, enter the PostScript options you want, and click Save.

6 In the Save As dialog box, enter a name and location for the PostScript file, and click Save. Use .ps as the filename extension (for example, myfile.ps).

Tips on creating PostScript files

Because Print dialog boxes can vary from application to application, it is difficult to provide specific instructions for creating a PostScript file from each application. For specific instructions on creating a PostScript file from the application you are using, see the application's documentation.

Keep the following guidelines in mind when creating PostScript files:

• Give a PostScript file the same name as the original document, but with the extension.ps. When Distiller creates the Adobe PDF file, it replaces the .ps extension with .pdf. This makes it easy to keep track of the original, PostScript, and PDF versions of a document.

• Color and custom page sizes are available if you use one of the Acrobat Distiller 4.0 (or later) PPDs. Choosing a PPD from some other printer may result in PDF files that do not contain appropriate color, font, or page size information. In other words, if your source document is intended for PDF rather than directly for print, use the AdobePS printer driver and the Acrobat Distiller PPD to create your PostScript files.

• To create PDF files with custom page sizes, select a printer that supports custom sizes. The Acrobat Distiller PPDs support custom page sizes.

• When using FTP to transfer PostScript files between computers, especially if the platforms are different, send the files as 8-bit binary data to avoid conversion of line feeds to carriage returns or vice versa.

• In Mac OS, do not select Substitute Fonts, Smooth Text, or Smooth Graphics in the PostScript Options panel of the Page Setup dialog box. If you select these options, the printer driver smooths graphics by adding many tiny images to the document. This may result in a large PDF file that takes a long time to display and print. (These options may be selected by default.)

• The file Pdfmrkex.ps is a PostScript file that has examples of how to create various markers for such things as cropping pages, adding comments, and creating text in articles directly in the PostScript file. This file is located in the Acrobat/Distiller/Xtras folder and can be viewed in a text editor. You need to be familiar with the PostScript language to use this file. See the related technical note on your Acrobat CD for more information.

Creating Adobe PDF files from PostScript files

You can convert a PostScript file to Adobe PDF by opening the PostScript file in Distiller, dragging the file onto the Distiller icon or into the Distiller window, placing the PostScript file in a watched folder (see), or specifying the Distiller and file pathnames in the Run dialog box in Windows. Distiller converts the file to Adobe PDF using the current set of job options.

While Distiller converts a PostScript file to Adobe PDF, the Distiller window shows information about the job:

- The Info area in the window tells the name and size of the PostScript file and the source of the job request, such as User Selection or Watched Folder. The bar in the Progress area illustrates the progress of the job.

- The pane at the bottom of the window gives the source and destination pathnames, the start time, and any error messages. This information remains in the pane after processing is complete until you convert another file or quit Distiller; it is also stored in the Messages.log file in the Distiller folder. You can lengthen the Distiller window to view more messages.

To convert a PostScript file by opening it in Distiller:

1 Start Distiller.

2 Choose File > Open, and use the browser to select the PostScript file. Choose All Files from the Files of Type pop-up menu if the PostScript file has an extension other than .ps (such as .prn).

3 Do one of the following:

- Click Open, enter a name and location for the PDF file, and click Save.

- Hold down Shift (Windows) or Option (Mac OS) while clicking Open. The PDF file has the same name as the PostScript file, plus the extension .pdf, and is stored in the same folder as the PostScript file.

To convert a PostScript file or an EPS file by dragging it into Distiller:

Do one of the following:

- Drag the file's icon onto the Distiller icon on the desktop or into the Distiller window. The PDF file has the same name as the PostScript file, plus the extension .pdf, and is stored in the same folder as the PostScript file.

- In Windows, to append the file to an existing PDF file, drag the file's icon onto the existing PDF file in the Acrobat application window.

💡 To place a Distiller icon on your desktop in Windows, select AcroDist.exe in your file system, choose File > Create Shortcut, and then drag the new icon to the desktop. In Mac OS, select Acrobat Distiller 5.0 in your file system, choose File > Make Alias, and then drag the new icon to the desktop.

To convert a PostScript file using the Run command (Windows):

1 Choose Run from the Windows Start menu.

2 Enter the pathname of Distiller on your system, a space, and then the pathname of the file to be converted. If there are spaces within a pathname, enclose the pathname in quotation marks. To convert more than one file, separate the pathnames with a comma. The files are processed in the order they are listed, with one PDF file for each PostScript file. For example: "C:\Program Files\Adobe\Acrobat 5.0\Distillr\AcroDist.exe" C:\q1\chart.ps,C:\q1\report.ps

3 Click OK.

To convert a PostScript file to Adobe PDF in a watched folder:

1 Copy the PostScript file to the In folder in the watched folder. Distiller checks the In folder for PostScript files on a set schedule and converts any files in it to PDF. Be sure all files have unique names.

2 After the file has been converted, move the PDF file out of the Out folder to save it.

To interrupt or cancel a processing job:

Do one of the following in the Distiller window:

• Click Pause to have Distiller stop distilling after it finishes processing the current PostScript file. Click Resume when you're ready to go on to the next file.

• Click Cancel Job to stop processing on the current PostScript file. Distiller begins processing the next file. If a PDF file is partially processed, Distiller creates a log file (with the name *filename*.log) reporting that the job was terminated at the user's request. The log file is saved in the same folder as the PostScript file.

Setting up watched folders

You can configure Distiller to look in certain folders for PostScript files. When Distiller finds a PostScript file in the In folder in one of these watched folders, it converts the file to Adobe PDF and moves the resulting PDF file to the Out folder. A watched folder can have its own Distiller job options and security settings that will apply to all files processed from that folder.

Distiller does not convert a PostScript file in a watched folder if the file is marked with read-only permission.

Important: You cannot set up watched folders as a network service for other users. Every user who creates Adobe PDF files must have an Acrobat license. Use watched folders only for converting your own files.

To set up watched folders:

1 In the Acrobat Distiller dialog box, choose Settings > Watched Folders.

2 For each folder you want to add, click Add. Use the browser to select the folder, and click OK. Distiller automatically puts an In folder and an Out folder in the watched folder. Distiller can monitor up to 100 watched folders.

You can place In and Out folders at any level of a disk drive. In Windows, for example, you can create a pair of DOS folders E:\In and E:\Out by selecting E:\ as a watched folder. To do this in Mac OS, select the drive as a watched folder.

3 For each folder you want to remove, click Remove.

Note: When you remove a watched folder, Distiller does not delete the In and Out folders, their contents, or the Folder.JobOptions file. You can delete these when appropriate.

4 Set options for the folders:

• To define security options for a folder, select the folder, click Security, and set the options you want. See "Adding security to Adobe PDF files" on page 65 for more information.

• To select an existing set of job options for a folder, select the folder, click Load Options, and select a job options file. See "Setting job options" on page 46 for more information. This file is saved to the watched folder as folder.joboptions. The original job options file is not changed or moved.

• To customize or define and save your own set of job options, click Job Options or Load Options. See "Setting job options" on page 46 for more information. The resulting file is

saved to the watched folder as folder.joboptions. Any original job options file is not changed or moved.

- To return a folder to the original options selected in the Distiller window, select the folder, and click Clear Options.

5 Set options to manage the processing of files:

- Enter a number of seconds to specify how often to check the folders. You can enter a value from 1 to 9999. (For example, 120 equals 2 minutes and 9999 equals about 2-3/4 hours.)

- Choose what to do with a PostScript file after it has been processed. The file can be moved to the Out folder along with the PDF file or deleted altogether. Any log file is also automatically copied to the Out folder.

- To delete PDF files after a certain period of time, select the option and enter a number of days. You can enter a value from 1 to 999. This option also deletes PostScript and log files, if you have chosen to delete them.

6 Click OK.

Combining PostScript files

Distiller can combine two or more PostScript files together to produce a single Adobe PDF file. If the PostScript files have embedded font subsets, Distiller gives the resulting PDF file only one subset for each font. This is much more efficient than creating a set of several PDF files with duplicate font subsets. (See "Embedding fonts" on page 56.)

To combine PostScript files into one Adobe PDF file:

1 Start a text editor or a word processor.

2 Choose File > Open, and locate Runfilex.ps (Windows) or RunFilEx.ps (Mac OS) in the Acrobat Distiller Xtras folder, and open the file as a text file with carriage returns.

3 Follow the instructions in the Runfilex.ps or RunFileEx.ps file. Note that this utility combines PostScript files in the order in which they are listed.

4 Choose File > Save As, and save the modified Runfilex.ps or RunFileEx.ps under a new name. Use the name you want Distiller to give the PDF file. For example, if you name the file Handbook.ps, Distiller creates a PDF file called Handbook.pdf. If you're using a word processor, save the file as a text file.

5 Quit the text editor or word processor.

6 Open the file in Distiller.

7 Convert the combined file to PDF, or place the file in an In folder to be converted later.

8 When the PDF file is ready, open the file in Acrobat and make sure that all of the document parts are present and in the correct order.

Converting Asian text to Adobe PDF (Windows)

In Acrobat 5.0, you can create, view, and print PDF documents that contain Japanese, Korean, Traditional Chinese, and Simplified Chinese text by installing the Asian support files. In Windows, install Acrobat with the custom installation, and select the Asian Language Support option. For additional information, see the Asian fonts PDF document in the Help folder on your Acrobat CD-ROM.

About Asian language Adobe PDF files

All of the Acrobat features are supported for Asian-language text, with the following exceptions:

- In Windows, you can use Distiller to create Adobe PDF files from documents with Asian text on any system, as long as you have the Asian language support files installed. In Mac OS, you can use Distiller to create files on any system, as long as you have the Asian Language Distiller Extensions installed. The original documents must be created on a native system.

- In Windows, you can use the Web Capture command in Acrobat to download Web pages with Japanese text, and you can use the Open as Adobe PDF command to convert some types of Japanese documents to Adobe PDF. To take advantage of these features, you must have the Acrobat Asian language files installed on your system. These features are not available for the other Asian languages.

- The Catalog tool, the Search command, and the Acrobat Paper Capture Online feature are not available for Asian text.

- You can use the table/formatted text select tool to select Japanese text; this feature is not supported for other Asian text. The text markup tools for highlighting, striking through, and underlining are not available for any Asian text.

Note: Asian text in bookmarks, comments, and the Document Properties dialog boxes require the native operating system to display correctly.

Embedding Asian TrueType fonts in an Adobe PDF file (Windows)

If you're creating an Adobe PDF file from a document that uses Asian TrueType fonts, you should embed those fonts in the PDF file so that the file will look exactly like the original document on every system. To do this, you need to include information about the fonts in the interim PostScript file in a form that Distiller can interpret. On Windows systems, this information can come from Asian TrueType fonts included in the PostScript file or from PostScript fonts on the system.

Note: Because the ability to embed Asian fonts is an Acrobat 4.0 (and later) feature, Distiller's job options must be set to 4.0 (or later) compatibility.

To embed Asian TrueType fonts in an Adobe PDF file:

1 Choose Settings > Printers from the Windows Start menu. Then right-click on the Acrobat Distiller printer, and choose Properties. See your Windows documentation for details on the Properties dialog box.

2 In the Fonts panel, select the Send TrueType Fonts to Printer option, and click Edit the Table.

3 Set the download option to Type 42 for each TrueType font used in the document. Type 42 is a format that "wraps" TrueType character outlines in a PostScript format that Distiller can recognize.

4 Click OK in the Font Substitution Table dialog box and in the Properties dialog box.

Substituting Asian TrueType fonts with printer font references

You can also substitute Asian TrueType fonts with PostScript printer fonts in the PDF file. Distiller puts references to the appropriate printer fonts in the file rather than embedding the original fonts, which usually results in a smaller PDF file. Note, however, that the PDF file will not maintain the original look of the TrueType fonts.

If you use your own printer to create the PostScript file rather than the Distiller printer, use the AdobePS 4.5 driver (Windows 9X) or AdobePS 5.2 driver (Windows 2000 and Windows NT) installed with Acrobat and the Acrobat Distiller PPD (Adist5*.ppd in your Windows System folder).

To substitute Asian TrueType fonts with printer font references:

1 Choose Settings > Printers from the Windows Start menu. Then right-click on the Acrobat Distiller printer or other printer you are using, and choose Properties. See your Windows documentation for details on the Properties dialog box.

2 In the Fonts panel, select the Always Use PostScript Fonts option. Then click OK.

Working with Japanese ATM Type 1 fonts

If your document has Japanese Adobe Type Manager® (ATM) Type 1 PostScript fonts, and you have these fonts installed on your Windows system, Distiller can directly access the fonts to display and print Asian text.

The fonts must be in folders that are managed by ATM for Distiller to access them. In addition, the fonts must be in the CID-keyed (character ID-keyed) format; the earlier OCF (original composite format) is not supported. You can use the Distiller job options to specify whether to embed the fonts in the resulting PDF file or to put references to the fonts in the file.

Converting Asian text to Adobe PDF (Mac OS)

In Acrobat 5.0, you can create, view, and print PDF documents that contain Japanese, Korean, Traditional Chinese, and Simplified Chinese text by installing the Asian support files. In Mac OS, use the custom installation, and select the Asian Language Kit and the Asian Language Distiller Extensions options. For additional information, see the Asian fonts PDF document located in the Help folder on your Acrobat CD.

Working with Asian ATM Type 1 fonts

If your document has Asian ATM Type 1 PostScript fonts, and if you have these fonts installed on your Mac OS, Distiller can directly access the fonts to display and print Asian text. The fonts must be in the System Folder/Fonts folder or in folders managed by ATM for Distiller to access them. In addition, the fonts must be in the CID-keyed (character ID-keyed) format; the earlier OCF (original composite format) is not supported. You can use the Distiller job options to specify whether to embed the fonts in the resulting PDF file or to put references to the fonts in the file.

If you have Type 1 fonts in OCF, you can run MakeCID to create CID fonts with the same properties as the OCF fonts. The fonts will be referenced in the PDF file; they cannot be embedded in the file. See for details on this utility.

Working with Adobe Type Composer Japanese fonts

The Adobe Type Composer (ATC) utility enables you to create a composite Japanese font that may use different fonts for different types of characters, one font for Kanji and another font for Kana or Gaiji. When you create an ATC font and place it in your Mac OS system font folder, MakeCID runs automatically, creates a width-only CID font, and updates the PPD.

By creating an ATC font with Gaiji rows, you can write documents that contain Gaiji characters as if they were part of the original font. When Distiller creates a PDF file, the Gaiji are automatically embedded in the file so that the Gaiji will display and print correctly on any system.

Preventing ATM from rasterizing Asian fonts

If you have Adobe Type Manager (ATM) on your system, you need to make sure that ATM will not rasterize the Asian characters. (*Rasterizing* means converting character outlines to images. ATM rasterizes text if a printer does not have the appropriate font installed.)

To prevent ATM from rasterizing Asian fonts:

1 In Acrobat, choose File > Print.

2 Choose Save As File in the pop-up menu for printing options.

3 Do one of the following:

• Choose None from the Font Inclusion pop-up menu to avoid loading bitmapped fonts to the printer.

• Choose All but Fonts in PPD File from the pop-up menu, and make sure the fonts you want in the PDF file are in the Distiller PPD file. When MakeCID converts an OCF or TrueType font to CID, it updates the PPD file to include the new CID font.

4 Click Print.

Using MakeCID to create width-only fonts

If your document has Asian Type 1 OCF fonts or Adobe Type Composer fonts, Distiller needs character-width information from roman characters found in the fonts to be able to create a PDF file. You can run a utility called MakeCID to extract the width information and store special width-only CID fonts in a Resource folder for Distiller to use. The width-only fonts do not have character outlines and are used only by Distiller.

The first time you start Distiller on a Macintosh, you are asked to run MakeCID. If you click OK, Distiller creates the width-only fonts from Asian fonts on your system. If you add or remove Asian fonts, the next time you start Distiller you are prompted to run MakeCID again. You can also run MakeCID manually by double-clicking its icon. The fonts are stored in the Distiller/Data/PSdisk/Resource/CIDFont folder.

MakeCID runs only on a Macintosh and extracts information from only Macintosh Asian fonts. If you want Distiller to use the width-only CID fonts in Windows, you can copy the fonts to your Windows system. The Windows version of Distiller will then process PostScript files created on a Mac OS system that have references to the Macintosh Asian fonts.

Acrobat comes with width-only CID fonts and compatible fonts for all Chinese, Japanese, and Korean fonts in the Adobe Type Library, and all Macintosh and Windows Chinese, Japanese, and Korean system fonts. Distiller can process these fonts without having to run MakeCID.

Note: *The widths of roman characters in Adobe Japanese fonts are predefined for Distiller, so you do not need to run MakeCID on Adobe Japanese fonts.*

To run MakeCID manually:

1 Open the Acrobat Xtras folder, and double-click the MakeCID icon.

2 Choose File > Open Font Folder.

3 Use the browser to select a font folder or a single font.

4 Select the Acrobat/Data/PSdisk/Resource folder, and click Select, or double-click the folder. MakeCID processes the font or fonts and places width-only fonts in appropriate subfolders of the Resource folder.

Note: *If you select a folder other than Resource, CIDFonts and CompatibleFonts subfolders are automatically created in the folder you select.*

5 Choose File > Quit.

To copy the width-only fonts to a Windows system:

1 Copy the contents of the Acrobat/Distiller/Data/PSdisk/Resource/CIDFonts folder on the Mac OS system to the Acrobat/Distillr/Data/PSdisk/Resource/CIDFonts folder on the Windows system.

2 Copy the contents of the Acrobat/Distiller/Data/PSdisk/Resource/CompatibleFonts folder on the Mac OS system to the Acrobat/Distillr/Data/PSdisk/Resource/Compatible-Fonts folder on the Windows system.

3 Restart Acrobat in Windows.

About Eastern European and Middle Eastern language Adobe PDF files

You can create, view, and print Adobe PDF documents in Acrobat 4.0 (and later) that contain Cyrillic text (including Bulgarian, Russian, and Ukrainian), Eastern European text (including Czech, Hungarian, and Polish), and Middle Eastern text (Arabic and Hebrew). If the fonts are embedded in the Adobe PDF documents, you can view and print the documents on any system. However, you must have the proper (language kit) fonts installed on a system to be able to create the documents, or to view or print them without the fonts being embedded.

Acrobat creates bookmarks for documents with Cyrillic, Eastern European, and Middle Eastern text, and you can use the text comment tool to attach comments to the text. You can use the Find command to search for Cyrillic and Eastern European text. Other features in Acrobat 5.0 are not supported for these languages.

Acrobat Distiller Options

Acrobat Distiller converts PostScript files to Adobe PDF files. The Distiller options let you select fonts to embed in the new PDF file, define how to compress images in the file, provide color management information for images in the file, define security settings, set up watched folders for batch processing of files, and customize the conversion in many other ways.

Note: *Even if you use PDFMaker or the Acrobat Distiller printer in your authoring application to create Adobe PDF files, you are still using the Distiller utility.*

Setting Distiller options

You can change the job options, manage watched folders, change where Distiller looks for fonts, or apply security settings to Adobe PDF files that you create. You can set all these options from within Distiller. You can also set job options and apply security settings to files from within Acrobat PDFMaker 5.0 when you are converting Microsoft Office applications documents to Adobe PDF. And you can set job options from the Print Setup menu for the default Acrobat Distiller printer.

To set file options from Microsoft Office applications (Windows):

1 In Word, PowerPoint, or Excel, choose Acrobat > Change Conversion Settings.

2 In the Acrobat PDFMaker 5.0 for Microsoft Office dialog box, click Edit Conversion Settings.

3 Under File Options, choose PDF version compatibility.

To set the Distiller options from the Acrobat Distiller printer:

1 In your authoring application's Print Setup or Page Setup dialog box, select Acrobat Distiller as the printer, and click Properties.

2 Click the Adobe PDF Settings tab, and click Edit Conversion Settings. Set the job options, as described in <u>"Setting job options" on page 46</u>. (The terms *conversions settings* and *job options* are used interchangeably.)

Note: *Print Setup dialog boxes vary, so you may need to consult the documentation that came with your application for more information.*

Setting job options

For your convenience Acrobat Distiller comes with several sets of predefined settings for creating Adobe PDF files. These settings are designed to balance file size with quality, depending on how the Adobe PDF file is to be used.

💡 You should check your Acrobat Distiller job options periodically. Distiller always uses the last set of job options defined; it does not automatically revert to the default settings.

You can check the Distiller job options by opening Distiller. In Windows, you can also select Printers from the Control Panel and check the Properties, Printing Preferences, or Document Defaults of the Acrobat Distiller printer, depending on your platform.

To reset job options

In the Acrobat Distiller dialog box, choose an existing set of job options from the Job Options menu. (Alternatively, you can edit one of the predefined sets of job options and save it under a different name, or you can create your own set of job options from scratch.) Acrobat Distiller has the following sets of predefined job options:

- eBook job options for PDF files that will be read primarily on-screen—on desktop or laptop computers or eBook Readers, for example. This set of options balances file size against image resolution to produce a relatively small self-contained file. All color spaces are converted to sRGB; color and grayscale images are downsampled at 150 dpi, monochrome images at 300 dpi; subsets of all fonts used in the file (except the Base 14) are embedded; and all information is compressed. PDF files created using the eBook job options are compatible with Acrobat 4.0 (and later).

- Screen job options for PDF files that will be displayed on the World Wide Web or an intranet, or that will be distributed through an e-mail system for on-screen viewing. This set of options uses compression, downsampling, and a relatively low resolution; converts all colors to CalRGB, CalGray, or Lab; maintains compatibility with Acrobat 3.0; and embeds subsets of all fonts used in the file except the Base 14 fonts (which are not embedded), for example, to create a PDF file that is as small as possible. It also optimizes files for byte serving.

Note: The CJKScreen job options are the same as the Screen job option except that the compatibility setting is Acrobat 4.0 (or later) and the Auto-Rotate Pages option is different. The CJK job options file is available only if you use the CJK installer.

- Print job options for PDF files that are intended for desktop printers, digital copiers, publishing on a CD-ROM, or to send to a client as a publishing proof. In this set of options, file size is still important, but it is not the only objective. This set of options uses compression and downsampling to keep the file size down, but it also embeds subsets of all fonts used in the file, tags everything for color management, and prints to a medium resolution to create a reasonably accurate rendition of the original document.

- Press job options for PDF files that will be printed as high-quality final output to an imagesetter or platesetter, for example. In this case, file size is not a consideration. The objective is to maintain all the information in a PDF file that a commercial printer or service bureau will need to print the document correctly. This set of options downsamples color and grayscale images at 300 dpi, monochrome images at 1200 dpi, embeds subsets of all fonts used in the file, prints to a higher resolution, and uses other settings to preserve the maximum amount of information about the original document.

Note: Before creating an Adobe PDF file to send to a commercial printer or a service bureau, check with the provider to find out what the output resolution and other settings should be, or ask them to provide a .joboptions file containing their recommended settings. You may need to customize the job options for a particular provider and then provide them with a .joboptions file of your own.

To set Distiller job options:

1 Do one of the following:

• In Acrobat, choose Tools > Distiller.

• In Windows, choose Start > Programs > Acrobat Distiller 5.0.

2 In the Acrobat Distiller dialog box, select one of the predefined job options from the pop-up menu.

3 Click OK.

 Note: The instructions for setting the Distiller job options are the same as for setting the job options (conversion settings) from within PDFMaker and the Print Setup dialog box. However, the names of the dialog boxes may vary somewhat.

To create custom job settings:

1 In the Acrobat Distiller dialog box, choose Settings > Job Options.

2 Modify settings for General, Compression, Fonts, Color and Advanced options.

3 To apply the changes to the current job options, click OK. (You cannot overwrite the predefined sets of options.) To save the changes as a different job options file and make that the new job options file, click Save As. Then enter a name and location for the new set, click Save in the Save Job Options As dialog box. By default, these files are saved in the Distillr/Settings folder (Windows) or Distiller/Settings folder (Mac OS) in the Acrobat folder.

Setting the Distiller General job options

The General job options allow you to specify the version of Acrobat for file compatibility and other file and device settings.

You can create Adobe PDF files that are compatible with Acrobat 3.0, Acrobat 4.0, or Acrobat 5.0. If you create files with Acrobat 4.0 compatibility or later, the resulting Adobe PDF files may not be compatible with earlier versions of Acrobat. These are some of the differences between files created with Acrobat 3.0, Acrobat 4.0, Acrobat 5.0 and the related versions of Distiller.

Acrobat 3.0 (PDF 1.2)	Acrobat 4.0 (PDF 1.3) and 5.0 (PDF 1.4)
PDF files can be opened by Acrobat viewers 3.0 and later.	PDF files can be opened by Acrobat viewers 3.0 and later. However, some or all of the document may be unviewable if opened with versions earlier than the version used to create the file.
Patterns display as 50% gray, but print correctly.	Patterns display and print correctly.
Users can preserve, remove, or apply Transfer functions.	Users can preserve or remove Transfer functions in 4.0, but not apply them. Users can preserve, remove, or apply Transfer functions in 5.0.
All colors are converted to CalRGB.	All colors are converted to sRGB.

Acrobat 3.0 (PDF 1.2)	Acrobat 4.0 (PDF 1.3) and 5.0 (PDF 1.4)
ICC profile color management is not supported.	ICC profile color management is supported.
DeviceN color space is converted to alternate color space.	DeviceN color space is supported.
Smooth shaded objects are converted to images.	Smooth shading is supported.
Masked images do not display or print correctly.	Masked images display and print correctly.
Pages can be up to 45 inches in either dimension.	Pages can be up to 200 inches in either dimension.
Documents up to 32,768 pages long can be converted, depending on disk space and available memory.	There is no limit on the document length, depending on disk space and available memory.
Double-byte fonts cannot be embedded.	Double-byte fonts can be embedded.
TrueType fonts are not searchable.	TrueType fonts can be searchable.
Supports PDF level 1.2.	Acrobat 4.0 supports PDF level 1.3. Acrobat 5.0 supports PDF Level 1.4.
Supports 40-bit RC4 security.	Acrobat 4.0 supports 40-bit RC4 security. Acrobat 5.0 supports 128-bit RC4 security.

To set the General job options:

1 Select an existing set of job options from the Job Options menu in the Acrobat Distiller dialog box to use as a starting point.

2 Choose Settings > Job Options.

3 In the General panel, choose a compatibility setting from the pop-up menu. Unless you know that recipients of your PDF files have only Acrobat 3.0, you should probably use the default Acrobat 4.0 compatibility (which creates a PDF version 1.3 file).

 It is a good idea to keep a copy of the original file so that you can make Acrobat 3.0-, 4.0- or 5.0-compatible PDF versions at any time.

4 Select other options:

• Optimize for Fast Web view optimizes a PDF file to reduce file size. Acrobat restructures the file to prepare for page-at-a-time downloading (byte serving) from Web servers. This option compresses text and line art regardless of what you have selected in the Compression settings. This makes for faster access and viewing when downlaoding the file from the Web or a network. For more information, see "Optimizing or creating Fast Web View files" on page 187.

- Embed Thumbnails creates a thumbnail preview for each page in the PDF file. For more information, see "Creating and deleting thumbnails" on page 90.

Note: *Acrobat 5.0 automatically generates thumbnails "on the fly" whenever you open the Thumbnails palette of a PDF file; prior versions do not, however. Adding thumbnails increases the file size of the PDF file.*

- Auto-Rotate Pages automatically rotates pages based on the orientation of the text or DSC comments. For example, some pages (such as those containing tables) in a document may require the document to be turned sideways to be read. With Auto-Rotate Pages selected, choose Individually to rotate each page based on the direction of the text on that page. Choose Collectively by File to rotate all pages in the document based on the orientation of the majority of text.

Note: *If the Process DSC Comments option is selected in the Distiller Advanced job options and if %%Viewing Orientation comments are included, Distiller gives precedence to these comments.*

- Page Range specifies which pages to convert to Adobe PDF. You can convert all of the pages in the file, or enter numbers representing a range of pages. You can leave the To text box empty to create a range from the page number you enter in the From text box to the end of the file.

- Binding specifies whether to display a PDF file with left-side or right-side binding. This affects the display of pages in the Facing Page - Continuous layout and the display of thumbnails side by side.

- Resolution emulates the resolution of a printer. For PostScript files that adjust their behavior according to the resolution of the printer they are running on to behave correctly, Distiller must emulate the behavior of a printer. For most PostScript files, a higher resolution setting will result in larger but higher quality PDF, while a lower setting will result in smaller but lower quality PDF. Most commonly, resolution determines the number of steps in a gradient or blend. You can enter a value from 72 to 4000. Generally, however, you should leave this at the default setting unless you plan to print the PDF file on a specific printer and you want Distiller to emulate the resolution defined in the original PostScript file.

Note: *Increasing the resolution setting increases the file size and may slightly increase the time required to process some files.*

5 To specify a default page size, enter a width and height, and choose a unit of measure. The maximum size is 200-by-200 inches (45-by-45 inches for Acrobat 3.0 compatibility). Distiller uses this page size only if a PostScript file does not specify a paper size. Typically, PostScript files include this information, except for EPS files, which give a bounding box size but not a page size.

6 To apply the changes to the current job options, click OK. (You cannot overwrite the predefined sets of options.) To save the changes as a different job options file and make that the new job options file, click Save As. Then enter a name and location for the new set, and click Save in the Save Job Options As dialog box. By default, these files are saved in the Distillr/Settings folder (Windows) or Distiller/Settings folder (Mac OS) in the Acrobat folder.

Applying compression and resampling

When converting files, you can have Distiller compress text and line art, and compress and resample color, grayscale, and monochrome images. Depending on the settings you choose, compression and resampling can significantly reduce the size of a PDF file with little or no loss of detail and precision.

- Line art, or vector graphics, is described with a mathematical equation; it is usually created with a drawing program such as Adobe Illustrator®.

- Images are described as pixels and are created with paint programs or from scanners. Monochrome images include most black-and-white illustrations made by paint programs and any images scanned with an image depth of 1 bit. Adobe Photoshop, for example, works with images.

About methods of compression

Distiller applies ZIP compression to text and line art; ZIP or JPEG compression to color and grayscale images; and ZIP, CCITT Group 3 or 4, or Run Length compression to monochrome images.
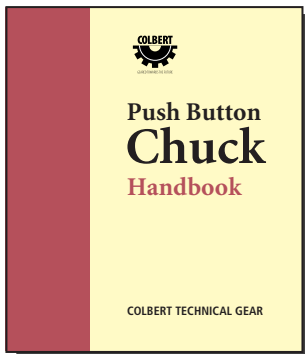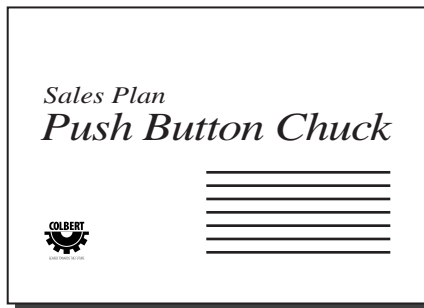
Suitable compression methods for different source art types
A. ZIP **B.** JPEG **C.** CCITT **D.** Run Length

- ZIP is a compression method that works well on images with large areas of single colors or repeating patterns, such as screen shots and simple images created with paint programs, and for black-and-white images that contain repeating patterns. Acrobat provides 4-bit and 8-bit ZIP compression options. If you use 4-bit ZIP compression with 4-bit images, or 8-bit ZIP with 4-bit or 8-bit images, the ZIP method is *lossless*, which means it does not remove data to reduce file size and so does not affect an image's

quality. However, using 4-bit ZIP compression with 8-bit data can affect the quality, since data is lost.

Note: *Adobe implementation of the ZIP filter is derived from the zlib package of Jean-loup Gailly and Mark Adler, whose generous assistance we gratefully acknowledge.*

• The JPEG (Joint Photographic Experts Group) compression method is suitable for grayscale or color images, such as continuous-tone photographs that contain more detail than can be reproduced on-screen or in print. JPEG is *lossy*, which means that it removes image data and may reduce image quality, but it attempts to reduce file size with the minimum loss of information. Because JPEG eliminates data, it can achieve much smaller file sizes than ZIP compression.

Acrobat provides five JPEG options, ranging from Maximum quality (the least compression and the smallest loss of data) to Minimum quality (the most compression and the greatest loss of data). The loss of detail that results from the Maximum and High quality settings are so slight that most people cannot tell an image has been compressed; at Minimum and Low, however, the image may become blocky and acquire a mosaic look. The Medium quality setting usually strikes the best balance in creating a compact file while still maintaining enough information to produce high-quality images.

• The CCITT (International Coordinating Committee for Telephony and Telegraphy) compression method is appropriate for black-and-white images made by paint programs and any images scanned with an image depth of 1 bit. CCITT is a lossless method.

Acrobat provides the CCITT Group 3 and Group 4 compression options. CCITT Group 4 is a general-purpose method that produces good compression for most types of monochrome images. CCITT Group 3, used by most fax machines, compresses monochrome images one row at a time.

• Run Length is a lossless compression option that produces the best results for images that contain large areas of solid white or black.

About resampling

Resampling refers to changing the pixel dimensions (and therefore display size) of an image. When you *downsample* (or decrease the number of pixels), information is deleted from the image. When you *resample up* (or increase the number of pixels), new pixels are added based on color values of existing pixels. You specify an *interpolation* method—average downsampling, bicubic downsampling, or subsampling—to determine how pixels are added or deleted.

Note: *Distiller can only downsample; it cannot resample up.*

To resample an image, Distiller combines pixels in a sample area to make one larger pixel. You provide the resolution of your output device in dots per inch (dpi), and Distiller combines pixels as needed to reduce the image's resolution (ppi) to the specified dpi setting:

• Average downsampling averages the pixels in a sample area and replaces the entire area with the average pixel color at the specified resolution.

• Bicubic downsampling uses a weighted average to determine pixel color and usually yields better results than the simple averaging method of downsampling. Bicubic is the slowest but most precise method, resulting in the smoothest tonal gradations.

- Subsampling chooses a pixel in the center of the sample area and replaces the entire area with that pixel at the specified resolution. Subsampling significantly reduces the conversion time compared with downsampling but results in images that are less smooth and continuous.

Setting the Distiller Compression job options

The Compression job options specify compression for text and line art, and compression and resampling for images. Compression and resampling can significantly reduce the size of a PDF file but can also degrade the quality of images. However, it does not affect the quality of text and line art. You may want to experiment with these options to find an appropriate balance between file size and image quality. (See "Applying compression and resampling" on page 51.)

To set the Compression job options:

1 Select an existing set of job options from the Job Options menu to use as a starting point.

2 Choose Settings > Job Options, and click the Compression tab.

3 To resample color or grayscale images, choose Average Downsampling To, Subsampling To, or Bicubic Downsampling To, and enter a resolution in dots per inch (dpi) in the Color Images or Grayscale Images area as appropriate. Then enter a resolution in dpi in the For Images Above text box. Acrobat resamples all color or grayscale images with resolution above this threshold.

The resolution setting for color and grayscale should be 1.5 to 2 times the line screen ruling at which the file will be printed. (As long as you don't go below this recommended resolution setting, images that contain no straight lines or geometric or repeating patterns won't be affected by a lower resolution.)

You should also consider whether users will need to magnify a page. For example, if you are creating a PDF of a map, consider using a higher image resolution so that users can zoom in on the map.

The following table shows common types of printers and their resolution measured in dots per inch (dpi), their default screen ruling measured in lines per inch (lpi), and a resampling resolution for images measured in pixels per inch (ppi). For example, using the table, if you were printing to a 600-dpi laser printer, you would enter 170 for the resolution at which to resample images.

Printer resolution	Default line screen	Image resolution
300 dpi (laser printer)	60 lpi	120 ppi
600 dpi (laser printer)	85 lpi	170 ppi
1200 dpi (imagesetter)	120 lpi	240 ppi
2400 dpi (imagesetter)	150 lpi	300 ppi

4 To apply compression to color or grayscale images, select Compression in the Color Images or Grayscale Images area as appropriate, and choose Automatic, JPEG, or ZIP compression, and a quality setting. Acrobat applies the compression to all color or grayscale images in a PDF file.

If you select the Automatic option, Acrobat determines the best compression method and quality for your color or grayscale images. For most PDF files, this provides satisfactory results. JPEG is applied to 8-bit grayscale images and to 8-bit, 16-bit, and 24-bit color images when the images have continuous, smooth tones. ZIP is applied to 2-bit, 4-bit, and 8-bit grayscale images; to 4-bit color images and indexed 8-bit color images; and to 16-bit and 24-bit color images when the images have sharp color changes.

5 To resample monochrome images, choose Average Downsampling To, Subsampling To, or Bicubic Downsampling To, and enter a resolution in dpi in the Monochrome Images area. Then enter a resolution in dpi in the For Images Above text box. Acrobat resamples all monochrome images that are above this threshold in a PDF file.

Use the same resolution as the output device, but be aware that saving a monochrome image at a resolution higher than 1500 dpi increases the file size without noticeably improving image quality.

Note: *Resampling monochrome images can have unexpected viewing results, such as no image display. If this happens, turn off resampling and convert the file again. This problem is most likely to occur with subsampling and least likely with bicubic downsampling.*

6 To apply compression to monochrome images, select Compression in the Monochrome Images area, and choose CCITT Group 4, CCITT Group 3, ZIP, or Run Length compression. Acrobat applies the compression to all monochrome images in a PDF file.

Note: *Make sure that monochrome images are scanned as monochrome and not as grayscale. Scanned text is sometimes saved as grayscale images by default. Grayscale text compressed with the JPEG compression method is muddy at best and may be unreadable.*

7 To smooth jagged edges in monochrome images, select Anti-Alias to Gray. Then choose 2 bit, 4 bit, or 8 bit to specify 4, 16, or 256 levels of gray. (Anti-aliasing may cause small type or thin lines to look blurry.)

8 Select Compress Text and Line Art to apply the ZIP compression method to all text and line art in a PDF file. This method results in no loss of detail or quality.

Note: *If you selected Optimize for Fast Web View in the General settings, text and line art are compressed regardless of what you choose here.*

9 To apply the changes to the current job options, click OK. You cannot overwrite the predefined sets of options. To save the changes as a different job options file and make that the new job options file, click Save As. Then enter a name and location for the new set, and click Save in the Save Job Options As dialog box. By default, these files are saved in the Distillr/Settings folder (Windows) or Distiller/Settings folder (Mac OS) in the Acrobat folder.

Applying different settings to different images

When Distiller processes a file, it normally applies your compression settings to images throughout the file. If you want images in a file to be compressed and resampled using different methods, you can do this in several ways:

- Use the Adobe Photoshop application to resample and compress images before processing with Distiller. In this case, you should deselect the compression and downsampling or subsampling options in Distiller.

- Create separate PostScript files for each part of the document you want to process differently, and use different compression options to distill each part. Then use Acrobat

to merge the resulting PDF files. You can write Distiller scripts that use the RunFileX procedure to process every page with different resampling and compression settings. For more information, see "Combining PostScript files" on page 41.

- Create color, grayscale, and monochrome images. Then select different compression and resampling settings for each image type.

- Insert Distiller parameters before images in a PostScript file. You can use this technique to process every image in a document differently. The technique is the most difficult because it requires that you edit a PostScript file and requires knowledge of PostScript programming. See the related technical note on the Acrobat CD for more information on using parameters.

Note: *The inserted Distiller parameters will not be applied unless you select Allow PostScript File to Override Job Options in Distiller's Advanced job options dialog box. However, selecting this option overrides the settings you selected through the job options dialog boxes. For more information, see* "Setting the Distiller Advanced job options" on page 63.

Giving Distiller access to fonts

When converting a PostScript file to Adobe PDF, Distiller needs access to the file's fonts to be able to insert appropriate information in the PDF file. Distiller can access a file's fonts in several ways:

- Type 1 fonts or TrueType fonts can be included in the PostScript file. For information on including fonts in a PostScript file, see the documentation that came with the application and printer driver you are using to create the PostScript file.

Note: *If you check the Ignore TrueType Versions of Standard PostScript Fonts option in the Acrobat Distiller Font Locations dialog box, the font cache will exclude TrueType fonts that have the same name as a font in the PostScript 3 font collection.*

- Type 1 fonts can be included in a font folder that Distiller monitors or font substitution information is contained in the Adobe Type Manager Font Database. The fonts are called out by name in the PostScript file, and Distiller looks in the folders to get the actual fonts or in the database to get font shape information for substituting fonts.

- Width-only versions of many common Chinese, Japanese, and Korean fonts are included in Acrobat if you select the Asian Language Support option during a custom installation. On Mac OS, Chinese, Japanese, and Korean fonts can be converted to a width-only font and stored in a Resource folder that Distiller monitors. You can use the MakeCID utility on Mac OS to extract the width information and store the width-only font in the folder.(See "Converting Asian text to Adobe PDF (Mac OS)" on page 43.)

Note: *Distiller does not support Type 32 fonts.*

Acrobat provides a default font folder for Distiller to monitor; you can also add your own font folders. If a PostScript file that Distiller is converting refers to a font but does not contain the font itself, Distiller looks in these folders for the font information to embed the font.

By default, fonts and the font database are searched for in the following folders:

- Windows: Resource/Font in the Acrobat folder and in the Windows System font folder (also in /psfonts if ATM is installed).

- Mac OS: Resource/Font in the Acrobat folder (and in System Folder/Fonts if ATM is installed).

If Distiller cannot get access to a font in one of these ways, it uses Courier or attempts font substitution for the font in the PDF file. Depending on your preferences, Distiller may also display an error message and stop processing the file.

To add or remove a font folder:

1 In the Acrobat Distiller dialog box, choose Settings > Font Locations. The dialog box displays a list of the folders that Distiller searches for fonts. These folders can be on your hard drive or on a network.

Note: *Distiller indicates that a font folder is available by displaying a folder icon to the left of the folder name. If no icon appears, or if an icon with an x through it appears with a folder name, the connection to the folder has probably been lost. You'll need to reestablish the connection.*

2 To add a font folder, click Add, use the browser to select the folder to add, and click OK (Windows) or Select folder (Mac OS).

Note: *To provide Distiller with access to a font folder that has been moved, use this dialog box to remove the folder listed in its old location and add it in its new location.*

3 To remove a font folder, select the folder, and click Remove.

4 Check the Ignore TrueType Versions of Standard PostScript Fonts option to exclude TrueType fonts that have the same name as a font in the PostScript 3 font collection.

5 Click OK.

Embedding fonts

When Distiller has access to a font used in a PostScript file, it can *embed* that font in the resulting Adobe PDF file. Embedding ensures that all readers will see the text in its original font and be able to print the file using the original fonts; however, embedding fonts increases file size.

Important: *To edit text in files, you must have a licensed copy of the font on your local system.*

About font embedding and substitution

Distiller can embed roman Type 1 and TrueType fonts in an Adobe PDF file to prevent font substitution if a user doesn't have that font on their system or available to their printer. For each font embedded, Distiller can embed the entire font or the subset of characters used in the file. Embedding a subset saves file space. For more information, see "Editing text with the touchup text tool" on page 117.

Type 1 and TrueType fonts can be embedded if they are included in the PostScript file or are available in one of the font locations Distiller monitors.

Note: *In some cases, TrueType fonts that have gone through a PostScript driver and Distiller can no longer be searched, copied, cut, or pasted. To minimize this problem, use Distiller on the same system on which the PostScript file was created, and make sure that the TrueType fonts used in the file are available on the system.*

If a font is not embedded in a PDF file and the user does not have access to the original font on their system, Acrobat substitutes the font with a Multiple Master serif or sans serif typeface. If the metrics of the original font are included in the PDF file, the Multiple Master typeface can stretch or condense to fit, to ensure that line and page breaks are maintained from the original document. The substitution cannot always match the shape of the original characters, however, especially if the characters are unconventional ones, such as script typefaces. (For Asian text, Acrobat uses fonts from the installed Asian language kit or from similar fonts on the user's system. Fonts from some languages or with unknown encodings cannot be substituted; in these cases, the text appears as bullets in the file.)

Previewing PDF files without embedded fonts

You may want to see a preview of how substituted fonts will look in your PDF file to help you decide which fonts to embed.

To preview an Adobe PDF file without embedded fonts:

In Acrobat, choose View > Use Local Fonts to specify whether Acrobat should ignore the fonts installed on your system. When Use Local Fonts is off (that is, it does not have a check mark by it), Acrobat displays the PDF file using substitute fonts for all fonts that are not embedded. If a font cannot be substituted, the text in it appears as bullets, and Acrobat displays an error message. This enables you to see how your PDF file will appear on a device that doesn't have these fonts installed.

When Use Local Fonts is off, the PDF file also prints using substituted fonts.

Setting the Distiller Fonts job options

The Fonts job options specify fonts to embed in an Adobe PDF file, and whether to embed a subset of characters used in the PDF file.

Note: When you combine PDF files in Acrobat with the same font subset, the subsets are not combined. As a result, combining files that contain subsets may result in a large file.

To set the Fonts job options:

1 Select an existing set of job options from the Job Options menu to use as a starting point.

2 Choose Settings > Job Options, and click the Fonts tab.

3 Do one of the following:

• To embed all fonts used in the file, select Embed All Fonts.

• To embed only certain fonts, make sure Embed All Fonts is not selected, and move the fonts you want embedded to the Always Embed list.

• To make sure certain fonts are never embedded, move those fonts to the Never Embed list.

Note: Fonts that have license restrictions are preceded by the symbol. If you select a font with a license restriction, the nature of the restriction is described in the explanation area of the Job Options dialog box.

You can move a font to the Always Embed (or Never Embed) list by selecting the font in the list on the left and clicking the arrow button next to Always Embed (or Never Embed). If necessary, choose a different font folder from the pop-up menu to display the font in the font list. Ctrl-click (Windows) or Command-click (Mac OS) to select multiple fonts to move, or Shift-click to select a contiguous range of fonts.

If the font you want is not in a font folder, click Add Name, enter the name of the font, select Always Embed List (or Never Embed List), and click Add. For information on getting an exact font name, see "Finding PostScript font names" on page 58.

Note: *A TrueType font can contain a setting added by the font's designer that prevents the font from being embedded in PDF files.*

4 To embed only a subset of the fonts, select Subset Embedded Fonts When Percent of Characters Used Is Less Than and specify a threshold percentage. If the threshold is 35, for example, and less than 35% of the characters are used, Distiller embeds only those characters.

5 Use the option When Embedding Fails to specify how Distiller should respond if it cannot find a font to embed when processing a file. You can have Distiller ignore the request and substitute the font, warn you and substitute the font, or cancel processing of the current job.

6 To apply the changes to the current job options, click OK. You cannot overwrite the predefined sets of options. To save the changes as a different job options file and make that the new job options file, click Save As. Then enter a name and location for the new set, and click Save in the Save Job Options As dialog box. By default, these files are saved in the Distillr/Settings folder (Windows) or Distiller/Settings folder (Mac OS) in the Acrobat folder.

To prevent font embedding:

Do one of the following in the Fonts panel of the Job Options dialog box:

- If the font is in an available font folder, select the font in the list on the left, and click the right arrow button next to the Never Embed list. If necessary, choose a different font folder from the pop-up menu to display the font in the list. You can Ctrl-click (Windows) or Command-click (Mac OS) to select multiple fonts, or Shift-click to select a contiguous range of fonts.

- If the font is not in a font folder, click Add Name, enter the name of the font, select Never Embed List, and click Add. For information on getting an exact font name, see "Finding PostScript font names" on page 58.

To remove a font from the Always Embed or Never Embed list:

Select the font from the list and click Remove. This does not remove the font from your system, it just removes the reference to it in the Always Embed or Never Embed list.

Finding PostScript font names

If you need to enter a font name manually in the Fonts panel of Job Options, you can use a PDF file to find the exact spelling of the name.

To find a PostScript font name:

1 Use any application to create a one-page document with the PostScript font.

2 Create a PDF file from the document.

3 Open the PDF file with Acrobat, and choose File > Document Properties > Fonts. If the file contains more than a single page and the font you're interested in is not on the first page, click List All Fonts.

4 Write down the name of the font, using the exact spelling, capitalization, and hyphenation of the name as it appears in the Font Info dialog box.

5 Click OK to close the dialog box.

Managing color with Distiller

Distiller 5.0 gathers color management controls in a single Color Settings dialog box. When you use Distiller to convert a PostScript file to PDF, you can choose to use the color management information contained in the PostScript file or you can choose to change aspects of that color management information. If you choose to modify any color management information in the PostScript file, you can do so through the color settings in the job options file.

Note: *In Acrobat, color is managed through the Color Management preferences, as described in "Choosing a color settings file" on page 235.*

Specifying how color is managed

To specify whether Distiller uses color management information contained in the PostScript file or CSFs defined in the Color tab of the Distiller job options dialog box, do one of the following:

- To use information contained in the PostScript file to manage color, choose None in the Settings File pop-up menu as described in "Setting the Distiller Color job options" on page 60. Set the color management policy and working spaces to determine how Distiller converts or tags unmanaged color spaces in the PostScript file. The options other than the Setting File options vary with the compatibility option selected in the General tab.

- To use a Distiller color settings file to manage color, choose the required CSF from the Settings File pop-up menu as described in "Setting the Distiller Color job options" on page 60. The Color Management Policies and Working Spaces options are grayed out because they are predefined for each CSF. Set the device-dependent data options as required.

Managing ICC profiles

If you use one of the Distiller CSFs, ICC profiles are defined for you. However, if you define a custom CSF or need to define how Distiller handles unmanaged color spaces in a PostScript file, you need to select ICC profiles for Distiller to apply to grayscale, RGB, and CMYK images. The ICC profile format was defined by the International Color Consortium (ICC). An ICC profile is a color space description (for example, a description of the type of monitor on which the image was created). ICC profiles help you reproduce colors accurately across different platforms, devices, and ICC-compliant applications (such as Adobe Illustrator and Adobe PageMaker).

To manage color effectively across systems and applications, it is important to attach (or tag) ICC profiles to images in files. The ICC profile for an image then indicates the correct color space for that image. When another ICC-aware application opens a properly tagged image, that application knows what, if any, color conversions are required.

It's worth noting the following when attaching profiles:

*   PostScript files can contain calibrated color information. However, they do not contain ICC profiles. Instead, images that use device-independent colors (such as those tagged with ICC profiles) are saved in a device-independent CIE color space in PostScript. Images using device-dependent colors remain as they were. No color information is lost in the resulting PostScript file. You can use the Color dialog box to attach new, and even different, ICC profiles to the distilled PDF file. This action doesn't alter the colors, it just calibrates them to different profiles.

*   When tagging for color management, Distiller attaches a separate profile for each color space in a file. For example, a document might contain five images: one in Grayscale, and two each in the RGB and CMYK color spaces. In this case, Distiller would attach a separate ICC profile to calibrate the color for each color space, for a total of three profiles.

Note: *To ensure that the final printed output is the color you want, it is a good idea to consult your printer or service bureau and specify color options based on their recommendations.*

Setting the Distiller Color job options

Whether you elect to use color management information in the PostScript file, use Distiller CSFs, or define custom settings, you set all the color management information for Distiller in the Color tab of the Job Options dialog box.

To set the Color job options:

1 Select an existing set of job options from the Job Options menu in the Acrobat Distiller dialog box to use as a starting point.

2 Choose Settings > Job Options.

3 Click the Color tab.

4 Choose a value from the Settings File menu. This menu contains a list of color settings that are also used in major graphics applications, such as Photoshop and Illustrator. For a description of the color settings, see "Choosing a color settings file" on page 235. The color setting you choose determines the other options available in this dialog box. For example, if you choose anything other than None, all options other than those for Device-Dependent Data are predefined and are grayed out. You can edit the Color Management Policies and Working Spaces settings only if you select None for Settings File.

5 If you selected None from the Settings File menu, choose a color management policy from the pop-up menu:

*   Leave Color Unchanged. This option leaves device-dependent colors unchanged and preserves device-independent colors as the nearest possible equivalent in PDF. It is a useful option for print shops that have calibrated all their devices, used that information to specify color in the file, and are only outputting to those devices.

*   Tag (or Convert) Everything for Color Management. With Acrobat 4.0 or 5.0 compatibility selected in the General job options, the Tag Everything for Color Management option lets you embed an ICC profile when distilling files and calibrates color in the images, making colors in the resulting PDF files device-independent. With Acrobat 3.0 compatibility selected, Convert Everything for Color Management does not embed ICC profiles in the files. However, device-dependent color spaces in files (RGB, Grayscale,

and CMYK) are converted to device-independent color spaces (CalRGB, CalGray, and LAB).

- Tag (or Convert) Only Images for Color Management. With Acrobat 4.0 compatibility selected in the General dialog box, the Tag Only Images for Color Management option only embeds ICC profiles in images, not text or graphics, when distilling files. This prevents black text from undergoing any color shift. With Acrobat 3.0 compatibility selected, the Convert Only Images for Color Management option does not embed ICC profiles in the files. However, device-dependent color spaces in images (RGB, Grayscale, and CMYK) are converted to device-independent color spaces (CalRGB, CalGray, and LAB). Text and graphics are not converted.

- Convert All Colors to sRGB (or Convert Everything to CalRGB). As with the Tag (or Convert) Everything for Color Management option, this option calibrates color in the file, making the color device-independent. With Acrobat 4.0 or 5.0 compatibility selected in the General dialog box, CMYK and RGB images are converted to sRGB. With Acrobat 3.0 compatibility selected, CMYK and RGB images are converted to calibrated RGB (CalRGB).

Regardless of the compatibility option you select, grayscale images are left unchanged. This option usually reduces the size and increases the display speed of PDF files because less information is needed to describe RGB images than CMYK images. Because RGB is the native color space used on monitors, no color conversion is necessary during display, which contributes to fast online viewing. This option is recommended if the PDF file will be used online or with low-end printers.

6 Choose a method from the Intent menu to specify how to map colors between color spaces. The result of any particular method depends on the profiles of the color spaces. For example, some profiles produce identical results with different methods:

- Default means that the intent is specified in the output device rather than in the PDF file. In many output devices, Relative Colorimetric is the default intent.

- Perceptual maintains the relative color values among the original pixels as they are mapped to the destination gamut. This method preserves the visual relationship between colors, although the color values themselves may change.

- Saturation maintains the relative saturation values of the original pixels. This method is suitable for business graphics, where the exact relationship between colors is not as important as having bright saturated colors.

- Relative Colorimetric remaps the white point of the source space to the white point of the destination space.

- Absolute Colorimetric disables the matching of white and black points when converting colors. This method is not generally recommended unless you must preserve signature colors such as those used in trademarks or logos.

Note: *In all cases intents may be ignored or overridden by color management operations that occur subsequently to the creation of the PDF file.*

7 For all Color Management Policies values other than Leave Color Unchanged, choose a working space from the pop-up menu. These options let you choose which ICC profiles to use for defining and calibrating the Grayscale, RGB, and CMYK color spaces in distilled PDF files:

- For Gray, choose a profile to define the color space of all grayscale images in files. This option is available only if you chose Tag Everything for Color Management or Tag Only Images For Color Management. The default ICC profile for gray images is Adobe Gray - 20% Dot Gain. You can also choose None to prevent grayscale images from being converted.

- For RGB, choose a profile to define the color space of all RGB images in files. The default, sRGB IEC61966-2.1, is generally a good choice because it is becoming an industry standard and is recognized by many output devices. You can also choose None to prevent RGB images from being converted.

- For CMYK, choose a profile to define the color space of all CMYK images in files. The default is U.S. Web Coated (SWOP) v2. You can also choose None to prevent CMYK images from being converted.

Note: *Choosing None for all three working spaces has the same effect as selecting the option Leave Color Unchanged.*

💡 You can add ICC profiles (such as ones provided by your print service bureau) by placing them in the ICCProfiles folder in the Common folder, the Windows/System/Color folder (Windows), or the System Folder/ColorSync folder (Mac OS).

8 For device-Dependent Data, choose any of the following options (these settings are typically used with documents created with high-end documentation and graphics applications such as Adobe Illustrator and Adobe PageMaker. For more information, see the documentation that came with the application):

- Preserve Overprint Settings retains any overprint settings in files being converted to PDF. Overprint colors are two or more inks printed on top of each other. For example, when a cyan ink prints over a yellow ink, the resulting overprint is a green color. Without overprinting, the underlying yellow would not be printed, resulting in a cyan color.

- Preserve Under Color Removal and Black Generation Settings retains these settings if they exist in the PostScript file.

Black generation calculates the amount of black to be used when trying to reproduce a particular color. Undercolor removal (UCR) reduces the amount of cyan, magenta, and yellow components to compensate for the amount of black that was added by the black generation. Because it uses less ink, UCR is generally used for newsprint and uncoated stock.

- Preserve Transfer Functions retains the transfer functions traditionally used to compensate for dot gain or dot loss that may occur when an image is transferred to film. Dot gain occurs when the ink dots that make up a printed image are larger (for example, due to spreading on paper) than in the halftone screen; dot loss occurs when the dots print smaller. With this option, the transfer functions are kept as part of the file, and are applied to the file when the file is output.

Transfer functions are used for artistic effect and to correct for the characteristics of a specific output device. For example, a file that is intended for output on a particular imagesetter may contain transfer functions that compensate for the dot gain inherent with that printer.

- Apply Transfer Functions does not keep the transfer function, but applies it to the file, changing the colors in the file. This is useful for creating color effects in a file.

- Remove Transfer Functions removes any applied transfer functions. Applied transfer functions should be removed unless the PDF file is to be output to the same device that the source PostScript file was created for.

- Preserve Halftone Information retains any halftone information in files. Halftone information consists of dots that control how much ink is deposited by halftone devices at a specific location on the paper. Varying the dot size and density creates the illusion of variations of gray or continuous color. For a CMYK image, four halftone screens are used: one for each ink used in the printing process.

In traditional print production, a halftone is produced by placing a halftone screen between a piece of film and the image and then exposing the film. Electronic equivalents, such as in Adobe Photoshop, let users specify the halftone screen attributes before producing the film or paper output.

As with transfer functions, halftone information is intended for use with a particular output device.

9 To apply the changes to the current job options, click OK. You cannot overwrite the predefined sets of options. To save the changes as a different job options file and make that the new job options file, click Save As. Then enter a name and location for the new set, and click Save in the Save Job Options As dialog box. By default, these files are saved in the Distillr/Settings folder (Windows) or Distiller/Settings folder (Mac OS) in the Acrobat folder.

Setting the Distiller Advanced job options

The Advanced job options specify Docment Structuring Conventions (DSC) comments to keep in an Adobe PDF file and set other options that affect the conversion from PostScript.

In a PostScript file, DSC comments contain information about the file (such as the originating application, the creation date, and the page orientation) and provide structure for page descriptions in the file (such as beginning and ending statements for a prologue section). DSC comments can be useful when your document is going to print or press.

When working with the Advanced job options, it is helpful to have an understanding of the PostScript language and how it is translated to PDF. See the *PostScript Language Reference, Third Edition* (Addison-Wesley), the *Portable Document Format Reference Manual*, and *Updates to the Portable Document Format Reference Manual*. (The latter two documents are available on the Adobe Web site at www.adobe.com.)

To change the Advanced job options:

1 Select an existing set of job options from the Job Options menu to use as a starting point.

2 Choose Settings > Job Options, and click the Advanced tab.

3 Select the file conversion options you want:

- Use Prologue.ps and Epilogue.ps to send a prologue and epilogue file with each job. These files have many purposes. For example, prologue files can be edited to specify cover pages; epilogue files can be edited to resolve a series of procedures in a

PostScript file. Sample Prologue.ps and Epilogue.ps files are located in the Distillr\Data folder (Windows) and Distiller/Data folder (Mac OS).

Note: *Distiller processes prologue and epilogue files only if both files are present and located properly. The two files must be used together—that is, if the job option is set to use these files, both must be defined and available. Also, the files need to be in the same folder as the Distiller application if the Open command or a watched folder is used to process a PostScript file. If the prologue and epilogue files are at the same level as the In and Out folders of a watched folder (that is, local to the watched folder), they are used instead of the ones in the same folder as the Distiller application.*

- Allow PostScript File to Override Job Options uses settings stored in a PostScript file, rather than your current job options. Before processing a PostScript file, you can place Distiller parameters in the file to control compression of text and graphics, downsampling and encoding of sampled images, and embedding of Type 1 fonts and instances of Type 1 Multiple Master fonts. See the related technical note on the Acrobat CD for more information on using parameters.

- Preserve Level 2 copypage Semantics uses the copypage operator defined in LanguageLevel 2 PostScript rather than in LanguageLevel 3 PostScript. If you have a PostScript file and select this option, a copypage operator copies the page. If this option is not selected, the equivalent of a showpage operation is executed, except that the graphics state is not reinitialized.

- Save Portable Job Ticket inside PDF File preserves a PostScript job ticket in a PDF file. The job ticket contains information about the PostScript file itself, such as page size, resolution, and trapping information, rather than about content. This information can be used later in a workflow or for printing the PDF.

- Illustrator Overprint Mode enables CMYK colors to overprint.

- Convert Gradients to Smooth Shades converts blends to smooth shades for Acrobat 4.0 and later, making PDF files much smaller and potentially improving the quality of final output. Distiller converts gradients from Adobe Illustrator, Macromedia Freehand, CorelDraw, Quark XPress, and Microsoft PowerPoint.

- ASCII Format creates the PDF file in ASCII text format. This option is useful if you want to open the file in a text editor to read or edit it, or if you want to send a PDF file across networks or mail gateways that don't support binary files. You should normally leave this unselected to save the file in binary format and create a smaller file.

4 To maintain document structuring information from a PostScript file, select Process DSC (Document Structuring Conventions) Comments and related options:

- Log DSC Warnings displays warning messages about problematic DSC comments during processing and adds them to a log file for these messages.

- Resize Page and Center Artwork for EPS Files centers an EPS image and resizes the page to fit closely around the image. This option applies only to jobs that consist of a single EPS file.

- Preserve EPS Information from DSC retains information, such as the originating application and creation date for an EPS file. With this option deselected, the page is sized and centered based on the top left corner of the top left object and bottom right corner of the bottom right object on the page.

- Preserve OPI Comments retains information needed to replace a For Placement Only (FPO) image or comment with the high-resolution image located on servers that support OPI versions 1.3 and 2.0. For more information on Open Prepress Interface (OPI), see http://partners.adobe.com/asn/developer/technotes.html).

- Preserve Document Information from DSC retains information such as the title, creation date, and time. When you open a PDF file in Acrobat, this information appears in the Document Properties Summarydialog box (File > Document Properties > Summary).

5 To apply the changes to the current job options, click OK. You cannot overwrite the predefined sets of options. To save the changes as a different job options file and make that the new job options file, click Save As. Then enter a name and location for the new set, and click Save in the Save Job Options As dialog box. By default, these files are saved in the Distillr/Settings folder (Windows) or Distiller/Settings folder (Mac OS) in the Acrobat folder.

Adding security to Adobe PDF files

You can limit access to all Adobe PDF files created by Distiller by giving the files passwords and restricting certain features such as printing and editing. You can limit the access when you first create a PDF file or any time you save the file in Acrobat. When files have restricted features, any tools and menu items related to those features are dimmed.

A PDF file can have an open document password (user password) and a change security settings password (master password). If the file has both passwords, it can be opened with either one. When a file is opened with an open document password, the security restrictions are temporarily disabled. If you set any security restrictions in your file, you should also specify a change security setting password (master password); otherwise anyone who opens the file could remove the restrictions.

Acrobat uses the RC4 method of security from RSA Corporation to secure PDF files.

For information on encrypting PDF files, see "Encrypting PDF files" on page 192.

To add security to Adobe PDF files:

1 Do one of the following:

- Start Distiller, and choose Settings > Security.

- In Acrobat, choose File > Document Security. In the Document Security dialog box, choose a security option. Acrobat Standard Security is the default security handler that is automatically installed with a typical installation of Acrobat.

2 In the Security dialog box, specify any password protection you want:

- Select Password Required to Open Document and, in the User Password text box, enter the password users must enter before they can open the file.

- Select Password Required to Change Permissions and Passwords and, in the Master Password text box, enter the password users must enter before they can set or change any security options.

Note: You cannot use the same password in both boxes.

3 The encryption level is set by the compatibility level selected in the General Job options panel. The 40-bit RC4 (Acrobat 3.x, 4.x Compatible) encryption level has a lower level of security, but is compatible with Acrobat 3 and 4. The 128-bit RC4 (Acrobat 5 Only) encryption level has a higher level of security, but is compatible only with Acrobat 5.

Note: The 128-bit RC4 option is available only if you select Acrobat 5.0 compatibility in the General job options for Distiller, as described in "Setting the Distiller General job options" on page 48.

4 For 40-bit RCA encryption, select options to define the level of user actions allowed:

• No Printing to prevent users from printing the file.

• No Changing the Document to prevent users from creating form fields, as well as making any other changes.

• No Content Copying or Extraction, Disable Accessibility to prevent user from copying text and graphics, and disabling the accessibility interface.

• No Adding or Changing Comments or Form Fields to prevent users from adding or changing these areas. (Users can fill in the fields.)

5 For 128-bit RCA encryption, select options to define the level of user actions allowed:

• Enable Content Access for the Visually Impaired to allow document contents to be used, which is required to support the Accessibility feature.

• Allow Content Copying and Extraction to let users select and copy the contents of the PDF document. This option also lets facilities that need direct access to the contents of a PDF, such as Acrobat Catalog, get to those contents.

6 Choose an option from the Changes Allowed menu to describe the kind of changes you'll allow users to make on the PDF document:

• None to prevent users from doing anything with the file, including filling in signature and form fields.

• Only Document Assembly to let users insert, delete, and rotate pages, and create bookmarks and thumbnails.

• Only Form Field Fill-in or Signing to let users sign and fill in forms, but not create them.

• Comment Authoring, Form Field Fill-in or Signing to let users do everything described in the previous options, plus add comments.

• General Editing, Comment and Form Field Authoring to let users do anything to the document except extract contents, and print.

7 Choose an option from the Printing menu to define the level of printing users are allowed:

• Not Allowed prevents users from printing the document.

• Low Resolution lets users print, but at a resolution that prevents the user from re-creating the PDF file with different security settings. (Printing may be slower because each page will be printed as a bitmapped image.)

• Fully Allowed lets users print at any resolution, directing high-quality vector output to PostScript and other printers that support advanced high-quality printing features.

8 Click Close to implement your settings.

Important: *You must have selected the Certified Plugins Only option in the Options General preferences to be able to use Catalog and Search on any secured documents that do not allow content extraction.*

Setting Distiller preferences

The Distiller preferences control various aspects of the conversion process.

To set Distiller preferences:

1 Start Distiller, and choose Edit > Preferences.

2 Select the preferences you want:

• Restart Distiller after PostScript Fatal Error (Mac OS only) automatically restarts Distiller after a PostScript error that would otherwise force you to quit Distiller. (In Windows, a prompt appears asking whether you want to quit or restart Distiller.)

• Notify When Watched Folders Are Unavailable notifies you if a folder on the list of available watched folders becomes unavailable or if Distiller cannot find it.

• Notify When Startup Volume Is Nearly Full warns you if less than 1 MB of space is available on the hard disk where Distiller is installed. Although the size of the PDF file in relation to the PostScript file can vary, and is typically smaller than the PostScript file, the hard disk space you need to convert to PDF is often double the size of the PostScript file being processed.

• Ask for PDF File Destination (Windows only) displays a dialog box that lets you name and specify a location for files when you use drag-and-drop or the Print command with Distiller.

• Ask to Replace Existing PDF File (Windows only) displays a dialog box that warns you when you are about to overwrite an existing PDF file with a file of the same name.

• View PDF When Using Distiller (Windows only) automatically displays a converted PDF file when you convert a document with Distiller.

• Delete Log Files for Successful Jobs automatically deletes the log files unless the job failed.

3 Click OK.

Setting the Distiller printer preferences

On Windows systems, the Distiller Printer Properties dialog box lets you control almost every aspect of your Adobe PDF print job. This dialog box shares most of its features with the Acrobat Distiller application.

Setting Distiller printer properties (Windows only)

The Distiller Printer Properties dialog box lets you control almost every aspect of your Adobe PDF print job. This dialog box shares most of its features with the Acrobat Distiller application.

Specifying printing properties on Windows 95, 98, and Millennium Edition

The available tabs and options depend on your operating system and default printer drivers. Windows 95, 98, and Millennium Edition offer five tabs: Paper, Graphics, PostScript, Watermarks, and Adobe PDF Settings.

To set Distiller printer properties for Windows 95, 98, and ME:

1 Choose File > Print to open the Print dialog box.

2 In the Printer name section, select Acrobat Distiller.

3 Click the Properties button. This opens the Acrobat Distiller Printer Properties dialog box.

4 Click a tab to set options for Paper, Graphics, PostScript, Watermarks, and Adobe PDF Settings.

For more help with these settings, click Help. For help with Adobe PDF Settings, see "Setting job options" on page 46.

5 When you are finished, click OK.

Specifying printing properties on Windows NT and Windows 2000

The available tabs and options depend upon your operating system and default printer drivers. Windows NT and Windows 2000 offer three tabs: Page Setup, Advanced, and Adobe PDF Settings.

To set Distiller printer properties for Windows NT and Windows 2000:

1 Choose File > Print to open the Print dialog box.

2 In the Printer name section, select Acrobat Distiller.

3 Click the Properties button. This opens the Acrobat Distiller Printer Properties dialog box.

4 Click a tab to access Page Setup, Advanced, and Adobe PDF Settings option settings.

For more help with these settings, click Help. For help with Adobe PDF Settings, see "Setting job options" on page 46.

5 When you are finished, click OK.

Converting Web Pages to Adobe PDF

You can download Hypertext Markup Language (HTML) pages from the World Wide Web or an intranet in Acrobat and convert them to Adobe PDF. You provide the address, or Uniform Resource Locator (URL), of the Web pages, and Acrobat converts and opens the pages in one step.

About Adobe PDF documents created from Web pages

In most respects, an Adobe PDF document created from HTML Web pages is like any other PDF document. You can navigate through the document and add comments and other enhancements to it. Any Weblinks on the pages are still active in PDF—just click a link to download the link's pages, and add them to the end of the document.

Depending on the options you select when downloading Web pages, an Adobe PDF document created from Web pages can display special tagged bookmarks that retain Web information, such as the URLs for all links on the pages. You can use these tagged bookmarks to navigate, to reorganize or delete pages, and to download more pages. You can also add more tagged bookmarks to represent paragraphs, images, table cells, and other items on the pages.

Note that one "Web page" may correspond to more than one PDF page. This is because Acrobat divides long HTML pages into standard-size pages (depending on the PDF page layout settings).

Configuring your Internet or proxy settings

Before you use Web Capture, you must configure your Internet or proxy settings for access to the World Wide Web.

To configure your Internet or proxy settings:

1 Choose Edit > Preferences > Internet Settings.

2 Do one of the following:

• In Windows, click the Connection tab in the Internet Properties dialog box, and provide the necessary information for your setup. Your system administrator or ISP will give you the information you need.

• In Mac OS, select Use an HTTP Proxy Server, and then enter your proxy URL and port number in the text boxes.

💡 In Windows, if you do not configure your Internet settings using the Internet Settings preferences, Internet Explorer must be installed and the Internet Properties dialog box configured to allow access to the World Wide Web. (In an enterprise environment, you are likely to have to configure your proxy server.) Once Internet Explorer has been installed

and configured, you may use any browser as your default browser. If your version of Internet Explorer does not have an Internet Properties dialog box, you must upgrade to a current version of Internet Explorer (available from the Microsoft Web site).

Downloading Web pages in Acrobat

You can download Web pages by specifying a URL in Acrobat, by opening the pages for a Weblink in a PDF document you already have open, and by dragging and dropping a Weblink or HTML file to an Acrobat window or Acrobat icon. The Web pages are converted to PDF and open in the Acrobat work area.

Note the following when downloading Web pages in Acrobat:

• Acrobat can download HTML pages, JPEG and GIF graphics (including the last frame of animated GIFs), text files, and image maps.

• HTML pages can include tables, links, frames, background colors, text colors, and forms. Cascading stylesheets are supported. HTML links are turned into Weblinks, and HTML forms are turned into PDF forms. (See "PDF Forms" on page 145 for information on working with forms.)

Note: *Acrobat downloads the default/index.html frame only once. Other pages may not open in a frame.*

• JavaScript is partially supported at this time; Java applets in HTML pages are not supported.

• To convert Japanese Web pages to PDF on a Roman (Western) system in Windows, you must have chosen to install the Asian language support files at initial installation. (Also, it is preferable to select a Japanese encoding from the HTML conversion settings.) The conversion of Web pages to PDF is not supported for other Asian languages. (See "Converting Asian text to Adobe PDF (Windows)" on page 41 and "Converting Asian text to Adobe PDF (Mac OS)" on page 43.)

About pages on Web sites

Keep in mind that a Web site can have more than one level of pages. The opening page is the top level of the site, and any links on that page go to other pages at a second level. Links on second-level pages go to pages at a third level, and so on. In addition, links may go to external sites (for example, a link at a Web site on tourism may connect to a Web site for a travel agency). Most Web sites can be represented as a tree diagram that becomes broader as you move down the levels.
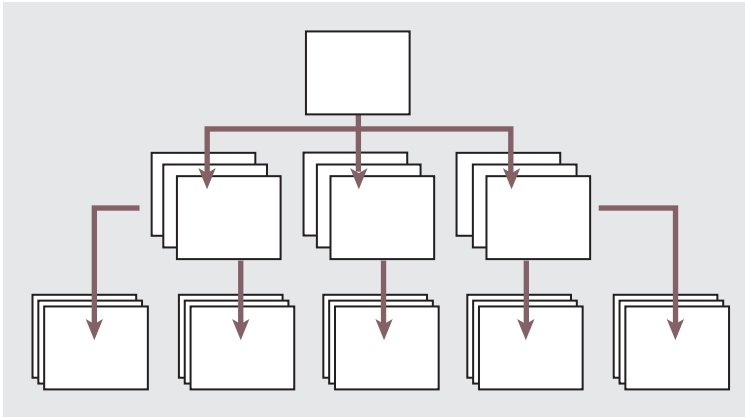
Web site tree diagram

Important: You need to be aware of the number and complexity of pages you may encounter when downloading more than one level of a Web site at a time. It is possible to select a complex site that will take a very long time to download. Use the Get Entire Site option with great caution. In addition, downloading pages over a modem connection will usually take much longer than downloading them over a high-speed connection.

Converting Web pages by specifying a URL

You can open Web pages in a new PDF document or append them to an existing document. You provide the URL by using a command in Acrobat, and Acrobat downloads the page from the top level of that URL, breaking it into units of multiple PDF pages if necessary. Acrobat can also download pages from the entire site or from a specified number of levels below the top level.

If you later append another level in a site that is already converted to PDF, only the additional levels are added. For example, if you have downloaded two levels of a site, and if you later append four levels from the same site, only the pages from the additional third and fourth levels are added to the PDF document.

To convert Web pages by specifying a URL:

1 Do one of the following:

• To open the pages in a new PDF document, click the Open Web Page button 🖼, choose File > Open Web Page, or choose Tools > Web Capture > Open Web Page. The Open Web Page button appears in the toolbar if you have Show Tool Bar Buttons selected in your Web Capture preferences.

• To add the pages to the end of the current document, choose Tools > Web Capture > Append Web Page.

2 Enter the URL for the Web pages to open or append, or browse to locate the Web page.

3 Enter the number of levels you want to include, or select Get Entire Site to include all levels from the Web site.

💡 Some Web sites may have hundreds or even thousands of pages and can take a long time to download. You may want to begin by downloading only one level of pages and then go through the pages in Acrobat to find particular links to download. Some sites are extremely large and can use up your system's hard disk space and available memory, causing a system crash.

4 If you entered a number of levels, you can specify the following options:

• Only Get Pages Under Same Path downloads only Web pages that are subordinate to the URL you provide.

• Stay on Same Server downloads only Web pages that are stored on the same server as the pages for the URL you provide.

5 To set other options that apply to all Web pages you convert, click Conversion Settings, and follow the instructions in "Specifying conversion options for capturing Web pages" on page 74. You can define a page layout for PDF documents, set options for converted HTML and text, and choose to generate supporting items such as tagged bookmarks.

6 In the Open Web Page dialog box, click Download. A status dialog box shows the progress of the conversion to PDF. Click Stop to cancel the processing of pages not yet converted.

If you're downloading more than one level of pages in Windows, the Download Status dialog box moves to the background after the first level is downloaded. The globe in the Open Web Page button in the toolbar continues spinning to show that pages are being downloaded. Choose Tools > Web Capture > Bring Status Dialogs to Foreground to see the dialog box again. (In Mac OS, the Download Status dialog box stays in the foreground in window shade mode.)

Note: You can view pages in Acrobat while they are downloading, however you cannot modify a page until it has completed the download process. Once they are downloaded, you can view and modify pages as desired. Acrobat may seem unresponsive if it is in the process of downloading a lot of pages.

If Acrobat encounters an error while downloading, a message lists the type of error and the URL with which the error is connected.

Converting a link's Web pages

You can convert the Web pages for a link (Weblink) on a page already in PDF. The new pages can be appended to the current PDF document or opened in a new document. The link is changed from a Weblink to an internal link, and clicking the link takes you to the converted PDF page if it is appended, rather than to the original HTML page on the Web.

To append a link's Web pages to the current PDF document:

Do one of the following:

• Move the pointer over the Weblink. If your Web Capture preferences are set to open Weblinks in Acrobat, a plus sign appears with the hand tool when you point on a Weblink; if your preferences are set to open Weblinks in a Web browser, a *W* appears with the hand tool. You can press Shift to toggle this to the other setting temporarily. Click OK.

- Right-click (Windows) or Control-click (Mac OS) the Weblink, and choose Append to Document from the context menu.

- Choose Tools > Web Capture > View Web Links. Or right-click (Windows) or Control-click (Mac OS) a tagged bookmark, and choose View Web Links from the context menu. The dialog box lists all the links on the current page or on the tagged bookmark's pages. Select the links to download, and click Download. You can Ctrl-click (Windows) or Command-click (Mac OS) to select multiple links, or Shift-click to select a contiguous range of links.

For information on the options available through the View Web Links dialog box, see .

To append Web pages for all links on a page:

Do one of the following:

- To add pages for all Weblinks on the current page, choose Tools > Web Capture > Append All Links on Page. Or choose Tools > Web Capture > View Web Links, click Select All, and click Download.

- To add pages for the next level on a tagged bookmark's pages, right-click (Windows) or Control-click (Mac OS) the tagged bookmark, and choose Append Next Level from the context menu.

To open a link's Web pages in a new PDF document:

Do one of the following:

- Right-click (Windows) or Control-click (Mac OS) the Weblink, and choose Open Weblink as New Document from the context menu.

- Ctrl-click (Windows) or Command-click (Mac OS) the Weblink.

To copy the URL of a link:

Right-click (Windows) or Control-click (Mac OS) the Weblink, and choose Copy Link Location. You can then paste the URL of that Weblink into a text document, for example.

Converting Web pages by dragging and dropping

You can convert Web pages to Adobe PDF by dragging a link into the Acrobat window or by dragging an HTML file on your system onto the Acrobat icon.

To convert Web pages by dragging and dropping:

Do one of the following:

- In Windows, drag a link or a Web site icon from the Web browser into an open Acrobat window. Acrobat downloads the page from the top level of that URL, breaking it into multiple PDF pages if necessary. If you have a PDF document open, the Web page is appended to that document; if you do not have a document open, the Web page opens in a new document. This option preserves links and graphics.

- In Windows or Mac OS, drag an HTML file's icon onto the Acrobat icon on the desktop, the Acrobat application icon, or into an open Acrobat window. Unless the images and other files referred to in the HTML file are on your local disk, they will not appear in the PDF file. For this reason, it's generally better to use the Open Web Page command to create PDF files of Web sites that are not on your system.

Specifying conversion options for capturing Web pages

You can specify two groups of options for converting Web pages to Adobe PDF—General options and Page Layout options. Within the General options, you can set options relating to the type of file converted, such as font properties, and display characteristics, and you can set options for tagged bookmarks and headers for the PDF documents. Within the Page Layout options, you can define the page size, margins, orientation, and scaling properties for the resulting PDF documents.

These options apply to Web pages you will convert to PDF, not to pages already converted. You can use the preferences to restore the original options. For information on customizing or streamlining the downloading process, see "Viewing PDF documents on the Web" on page 211.

To set global options in the Conversion Settings dialog box:

1 Do one of the following:

- Click the Open Web Page button 🗐, and click Conversion Settings.
- Choose File > Open Web Page, and click Conversion Settings.
- Choose Tools > Web Capture > Open Web Page or Append Web page, and click Conversion Settings.

2 Do any of the following:

- To control tagged bookmarks, headers and footers, and create tagged PDF for Web pages, or to preserve the information need to refresh the document, set the General options. (See "Setting General conversion options" on page 74.)
- To determine the font properties and other display characteristics of HTML pages you convert to Adobe PDF, set the HTML options. (See "Setting display options for HTML files" on page 75.)
- To determine the font properties and other display characteristics of text pages you convert to Adobe PDF, set the Text options. (See "Setting display options for text files" on page 76.)
- To determine the page size, margins, orientation, and scaling of Web pages in your PDF documents, set the Page Layout options. (See "Defining page layouts" on page 77.)

3 Click OK to return to the Open Web Page, Append Web Page, View Web Links, or Refresh Commands List dialog box.

To set options for an individual Weblink:

1 Choose Tools > Web Capture > View Web Links, select a link, and click Properties.

2 Then click the General tab, and select the desired options.

3 Click OK.

Setting General conversion options

The General conversion options control tagged bookmarks, headers and footers, and create tagged PDF for Web pages. They also preserve the information needed to refresh the document.

To set General conversion options:

1 In the General Conversions Settings dialog box, set conversion options for a specific content type. Select a file description from the list, click Settings, and follow the instructions in "Setting display options for HTML files" on page 75 and "Setting display options for text files" on page 76. If the Settings button is not dimmed, there are file-type-specific settings you can make. Currently, only HTML and Plain Text file types have additional settings available.

2 Under General Settings for Generated PDF, select from the following options:

• Create Bookmarks to New Content creates a tagged bookmark for each downloaded Web page, using the page's title (from the HTML Title element) as the tagged bookmark name. If the page has no title, Acrobat uses the URL as the tagged bookmark name.

• Add PDF Tags stores a structure in the PDF file that corresponds to the HTML structure of the original Web pages. If this option is selected, you can create tagged bookmarks for paragraphs, list elements, table cells, and other items that use HTML elements.

• Put Headers and Footers on New Pages (Windows) or Put Headers and Footers on New Content (Mac OS) places a header and footer on every page. The header shows the Web page's title, and the footer shows the page's URL, the page number in the downloaded set, and the date and time of the download.

• Save Refresh Commands (Windows) or Save Update Commands (Mac OS) saves a list of all URLs and remembers how they were downloaded in the PDF file for the purpose of refreshing (updating) pages. This option must be selected for Acrobat to update a PDF-converted Web site. For more information, see "Refreshing converted Web pages" on page 80.

3 Click OK to return to the Open Web Page, Append Web Page, View Web Links, or Refresh Commands List dialog box.

Setting display options for HTML files

You can determine the font properties and other display characteristics of HTML pages you convert to Adobe PDF.

To set display options for HTML pages:

1 In the General Conversion Settings dialog box, double-click HTML, or select HTML, and click Settings.

2 In the HTML Conversion Settings dialog box, click the Layout tab if necessary.

3 Select the display options:

• Text, Background, Links, and Alt. Text set the default colors for text, page backgrounds, Weblinks, and text that replaces an image in a file when the image is unavailable. For each color, click a button to open a palette, and select the color.

• Force These Settings for All Pages uses your selected colors on all HTML pages, including those that have their own colors defined. If you do not select this option, your colors are used only on pages that do not have colors defined.

• Background Options specify whether to display colors and tiled images in page backgrounds and colors in table cells. If you do not select these options, the Web pages may look different than they do in a Web browser, but they may be easier to read if printed.

- Wrap Lines Inside PREs Longer Than wraps preformatted (HTML) lines of text if they are longer than a specified length. Acrobat scales a Web page so the longest line on the page will fit on the screen. Select this setting if an HTML file you're downloading has unreasonably long lines of preformatted text.

- Convert Images includes images in the conversion to PDF. If you do not select this option, an image is indicated by a colored border (and possibly text, if specified by the page's design).

- Underline Links underlines textual Weblinks on the pages if they aren't already underlined.

4 For roman fonts, click the Fonts tab to specify fonts for body text, headings, or preformatted text:

- For each font, click Choose Font (Windows) or select the font from the pop-up menu (Mac OS), select the font and text size, and click OK.

- Select Embed Platform Fonts if you want the fonts used on the pages to be stored in the PDF file so that the text always appears in the original fonts in Acrobat. Note that embedding fonts increases the size of the file. For information on whether to embed fonts, see "About font embedding and substitution" on page 56.

5 For Japanese fonts, click the Japanese tab, and do the following:

- Choose an encoding option. Auto instructs Acrobat to automatically set the encoding. ShiftJIS, JIS, or EUC sets a specific Japanese character set.

- For body text, headings, and preformatting, choose Gothic or Mincho.

- For roman characters, you may choose whether roman characters on a Japanese page are laid out using proportional spacing or fixed spacing.

Note: *You must have installed the Asian language support files for the Japanese tab to be present.*

6 Click OK in the HTML Conversion Settings and General Conversion Settings dialog boxes to return to the Open Web Page, Append Web Page, View Web Links, or Refresh Commands List dialog box.

Setting display options for text files
You can determine the font properties and other display characteristics of text pages you convert to Adobe PDF.

To set display options for text files:

1 In the General Conversion Settings dialog box, double-click Plain Text, or select Plain Text and click Settings.

2 In the Text Conversion Settings dialog box, select the display options:

- Text and Background sets the colors for text and page backgrounds. For each color, click a button to open a palette, and select the color.

- Font specifies a font. Click Choose Font (Windows) or select the font from the pop-up menu (Mac OS), select the font and text size, and click OK.

- Embed Platform Font stores the font used on the pages in the PDF file so that the text always appears in the original fonts in Acrobat. Note that embedding fonts increases

the size of the file. For information on whether to embed fonts, see "About font embedding and substitution" on page 56.

- Wrap Lines at Margin wraps lines that reach the margin of the text files. It is generally a good idea to select this option because Web pages have no preset page width. Otherwise lines will be defined only by carriage return or newline characters, and the page will be scaled so the longest line will fit on the screen.

- Reflow Text puts as much text on a line as possible. If the original text was entered in many short lines, the text is displayed continuously, wrapping to other lines as it reaches the margin. Blank lines and white space at the beginning of sentences are preserved from the original text. Other formatting is ignored when the text is reflowed. This option is available only if Wrap Lines At Margin is selected.

- Limit Lines per Page limits the number of lines that can appear on a PDF page to the specified number.

3 Click OK in the Text Conversion Settings and General Conversion Settings boxes to return to the Open Web Page, Append Web Page, View Web Links, or Refresh Commands List dialog box.

Defining page layouts

The page layout options determine the page size, margins, orientation, and scaling of Web pages in your Adobe PDF documents.

To define a page layout:

1 In the Conversion Settings dialog box, click the Page Layout tab. In Windows, a sample page with the current settings applied appears in the dialog box.

2 Choose a page size from the menu, or enter a custom page width and height in the text boxes below the menu.

3 Select portrait or landscape orientation.

4 Enter margins for the top, bottom, left, and right borders of the page.

5 Specify the scaling options:

- Scale Wide Contents to Fit Page rescales a page's contents, if necessary, to fit the width of the page. If this option is not selected and if the contents of the page exceed the paper size, Acrobat ignores the preferred paper size and resizes the width and height to fit pages up to 200 inches.

Note: *A large PDF page may not be compatible with Acrobat Exchange 3.0, which has a page-size limit of 45-by-45 inches.*

- Auto-Switch to Landscape if Scaling Smaller Than changes the orientation of the page from portrait to landscape if the contents of a page are rescaled beyond a specified percentage. If the new version will be less than 70% (the default setting) of the original size, the display switches to landscape. This option is available only if you selected portrait orientation.

6 Click OK in the Page Layout dialog box to return to the Open Web Page, Append Web Page, View Web Links, or Refresh Commands List dialog box.

Working with Web pages converted to Adobe PDF

You can navigate through an Adobe PDF document created from Web pages, print pages from the document, zoom in and out, and work with it in the ways described in "Adjusting the view of PDF documents" on page 17. Depending on how you've configured Acrobat, if you click a link on a converted Web page you're viewing, Acrobat adds the pages for that link to the end of the PDF document, if the pages aren't already there. For other ways to append Web pages, see "Converting a link's Web pages" on page 72.

Note: Remember that one Web page can become multiple PDF pages. The Web page is a single topic (or URL) from a Web site. It is usually one continuous HTML page that is divided into multiple standard-size PDF pages to make it easier to view and print as a document.

Depending on the options selected when the Web pages were converted to PDF, tagged bookmarks may be available as well. For information on tagged bookmarks, see "About Adobe PDF documents created from Web pages" on page 69 and "Setting General conversion options" on page 74.

The context menu for Web bookmarks includes commands for downloading more Web pages, but in other respects these tagged bookmarks are just like other tagged bookmarks in Acrobat. For information on tagged bookmarks not described in this section, see "Working with bookmarks" on page 91.

Using tagged bookmarks to organize converted Web pages

When you first create an Adobe PDF document from Web pages, Acrobat generates tagged bookmarks for the document if Create Bookmarks to New Content is selected when you download. A standard (untagged) bookmark representing the Web server appears at the top of the Bookmarks palette. Under the server bookmark is a tagged bookmark for each Web page downloaded; the name of the tagged bookmark comes from the page's HTML title or the URL, if no title is present.
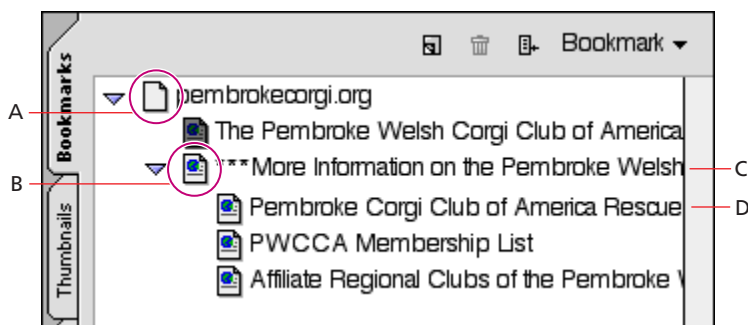
Types of bookmarks
A. Standard bookmark representing the Web server **B.** Tagged bookmark representing downloaded Web pages **C.** Parent bookmark **D.** Child bookmark

Tagged Web bookmarks are initially all at the same level (subordinate to the server bookmark), but you can rearrange the tagged bookmarks and nest them in family groups to help you keep track of the hierarchy of material on the Web pages. You can also use the tagged bookmarks to rearrange their corresponding pages in the PDF document.

Acrobat maintains the family relationships you set up among tagged bookmarks. If you move or delete a parent tagged bookmark, its children tagged bookmarks are moved or deleted along with it. It helps to work with the navigation pane open, so you can see the Web pages and their tagged bookmarks side by side.

To move or delete a Web bookmark:

1 Select the tagged bookmark ⬚. You can Ctrl-click (Windows) or Command-click (Mac OS) to select multiple tagged bookmarks, or Shift-click to select a contiguous range of tagged bookmarks.

2 To move or delete the tagged bookmark, do one of the following:

• To move the tagged bookmark, drag it to where you want it in the hierarchy. Release the mouse button when the black line is in the correct position. If the line is below another tagged bookmark's icon, the relocated tagged bookmark will be a sibling, immediately after that tagged bookmark. If the line is below another tagged bookmark's name, the relocated tagged bookmark will be a child of that tagged bookmark.

• To delete the tagged bookmark, press the Delete key, choose Edit > Delete, or right-click (Windows) or Control-click (Mac OS) the tagged bookmark, and choose Delete (Windows) or Clear (Mac OS) from the context menu. Note that this deletes the bookmark, not the associated material.

To move or delete a Web page along with its tagged bookmark:

Do one of the following:

• To move the Web page along with its tagged bookmark, press Ctrl (Windows) or Option (Mac OS) while dragging the tagged bookmark.

• To delete the Web page along with its tagged bookmark, right-click (Windows) or Control-click (Mac OS) the tagged bookmark, and choose Delete Page(s) from the context menu.

Adding more tagged bookmarks

If Add PDF Tags is selected when you download Web pages, Acrobat stores structure information in the PDF document that corresponds to the HTML structure of the original pages. You can use this information to add tagged bookmarks to the file for paragraphs and other items that have HTML elements.

To add tagged bookmarks to an Adobe PDF document:

1 Choose New Bookmarks from Structure from the Bookmarks palette menu.

2 Select the items you want specified as tagged bookmarks. An article is a complete Web page, represented by the HTML Title element. The other items in the list are HTML elements used in the Web pages.

3 Click OK.

Getting information on converted Web pages

Acrobat can display a dialog box with the current page's URL, the page's title (from the HTML <TITLE> tag or URL of the page), the date and time downloaded, the content type (such as HTML text or JPEG graphic), and the preferred zoom setting (based on the scaling and image size).

To get information on the current Web page:

Choose Tools > Web Capture > Page Info.

If the PDF document has headers and footers, you can also find most of this information there. For information on adding headers and footers, see "Setting General conversion options" on page 74.

Refreshing converted Web pages

You can refresh Web pages in a PDF document to retrieve the most up-to-date version from the Web site. When you refresh, you download the entire Web site or link again and build a new PDF file. In the resulting new PDF file, Acrobat lists any pages where components have changed, including text, Weblinks, embedded filenames, and formatting. It also downloads new pages if they have been added to the site. The changed pages are listed as bookmarks in the Bookmarks pane under a bookmark labeled New and Changed Pages.

Acrobat can refresh Web pages only if Save Refresh Commands was selected when the pages were first downloaded. For more information, see "Downloading Web pages in Acrobat" on page 70.

💡 When you refresh Web pages, Acrobat retains both the original PDF and the refreshed version. To keep an archive of changes made to a Web site, save both versions.

To create bookmarks for new and changed converted Web pages:

1 Choose Tools > Web Capture > Refresh Pages.

2 To view new and changed pages, select Create Bookmarks for New and Changed Pages. Then specify the scope of the updated tagged bookmarks:

* Compare Only Page Text to Detect Changed Pages compares only the text on the pages.

* Compare All Page Components to Detect Changed Pages compares all page components, including text, images, Weblinks, embedded filenames, and formatting.

3 To refrain from resubmitting any previously submitted form data, unselect Resubmit Form Data. Be very careful if you have Resubmit Form Data selected. It could result in duplicate purchases or other submissions. This option is available only if a form and query results are on the pages.

4 To change which pages are updated by the refresh, select Edit Refresh Commands List, select the URLs you want, and click OK.

5 Click Refresh.

Comparing converted pages with current Web pages

You can start a Web browser and display a Web page you've already downloaded in Acrobat. This can be useful if you want to compare any differences between the downloaded PDF version and the current Web page at the site. The browser opens in a new application window to the page you specify. In the PDF document, you can open a Web page or a Weblink in a Web browser. Opening a Weblink is useful for deciding if you want to download and convert a Web page linked to the PDF document.

Acrobat uses the Web browser selected in your Weblink preferences.

To compare a converted page with a current Web page:

Do one of the following:

• Choose Tools > Web Capture > Open Page in Web Browser to open the current page in a Web browser.

• Right-click (Windows) or Control-click (Mac OS) a Web bookmark, and choose Open Page in Web Browser from the context menu to open the bookmark's page.

• Right-click (Windows) or Control-click (Mac OS) a link, and choose Open Weblink in Browser from the context menu to open the link's page.

Setting Web Capture preferences

You can set several preferences to customize the process of converting Web pages to Adobe PDF.

To set Web Capture preferences:

1 Choose Edit > Preferences > Web Capture.

2 Choose how often to check if images have changed on the current Web site before downloading.

3 Choose whether to open pages for Weblinks in Acrobat or in a Web browser. Clicking a Web link opens the link based on this preference setting; Shift-clicking opens the link in the other way.

4 Select any of the following options:

• Show Bookmarks When New File Opened automatically opens the navigation pane and displays tagged bookmarks when you open a new document. If this option is not selected, the navigation pane is closed when you open Web pages, but the tagged bookmarks are still created. You can choose Window > Bookmarks to see the tagged bookmarks in the pane.

• Show Tool Bar Buttons shows the Open Web Page button 🖫 in the toolbar. You can click the button to open the Open Web Page dialog box.

5 Select Reset Warning Dialogs to Default to turn on any disabled Web Capture warning dialog boxes.

6 Select Always or After to skip secured pages when downloading multiple levels of a Web site. If you select After, Acrobat displays a password dialog box that times out and skips the secured pages after the specified number of seconds.

7 Select Reset Conversion Settings to Default to change the conversion options back to their original settings. (See "Specifying conversion options for capturing Web pages" on page 74.)

8 Click OK.

Repurposing Adobe PDF Documents

With Acrobat, you can easily repurpose the contents of your documents using structured or tagged Adobe PDF files. Tagged Adobe PDF files in particular allow you to save your document's contents to other formats such as RTF with better results, reflow your document's contents into different-sized devices such as eBook reading devices, and make your document's contents accessible to the motion and vision challenged through the use of a screen reader for Windows. You can create tagged Adobe PDF files automatically when you use Acrobat to convert Web pages to Adobe PDF, or you can do so when you use Acrobat PDFMaker 5.0 to create Adobe PDF files from within Microsoft Office 2000 for Windows applications.

About the different types of Adobe PDF documents

There are three types of Adobe PDF documents: unstructured, structured, and tagged. These document types differ in what they contain and how their contents can be repurposed. In general, the more structural information the Adobe PDF document contains, the more options you have for repurposing its contents.

If you're already familiar with the different types of Adobe PDF documents and need information on how to create them, see "Creating structured Adobe PDF documents" on page 84 and "Creating tagged Adobe PDF documents" on page 84.

Contents of different types of Adobe PDF documents

To understand the different types of Adobe PDF documents, it's important to first understand their differences in content. Unstructured Adobe PDF documents can contain several forms of content:

- The author's content, including pages, articles, paragraphs, tables, and figures.

- Comments such as online notes, graphic markups, and text markups.

- Pagination artifacts such as page numbers and running headers.

- Layout and typographic artifacts such as colored bars between columns of text and horizontal lines separating footnotes from text.

- Printing artifacts such as crop marks, printer's stars, and the document name printed outside of the crop marks.

In addition to this content, structured and tagged Adobe PDF documents contain information that provides you with more options for repurposing their contents. Structured and tagged Adobe PDF documents both contain a logical structure tree that references the author's content in a natural reading order. Comments and artifacts aren't referenced by the logical structure tree, because they're not considered useful when repurposing the document's contents. For example, when a document's contents are read by a screen reader, the document's page numbers aren't considered useful information for users.

In addition to a logical structure tree, tagged Adobe PDF documents contain further information about the document's contents, including Unicode values of characters, spacing between words, and the recognition of soft and hard hyphens. As a result of its more complete information, tagged Adobe PDF documents provide even more options for repurposing your document's contents than structured Adobe PDF documents.
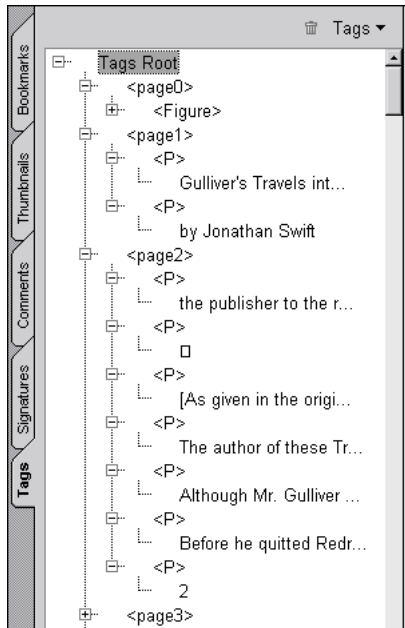
The logical structure tree of tagged Adobe PDF document in Tags palette

How different types of Adobe PDF documents can be repurposed

Depending on the type of Adobe PDF document you have created, you can repurpose its content in different ways with different results.

Unstructured Adobe PDF You can save unstructured Adobe PDF files to other formats such as RTF with good results. An unstructured Adobe PDF file saved to RTF recognizes paragraphs, but not basic text formatting, lists, or tables. You can't reflow unstructured Adobe PDF files into different-sized devices, such as eBook reading devices. Unstructured Adobe PDF files aren't reliably accessible using a screen reader for Windows.

Structured Adobe PDF You can save structured Adobe PDF files to other formats such as RTF with results that are better than unstructured Adobe PDF files but not as good as tagged Adobe PDF files. Structured Adobe PDF files saved to RTF recognize paragraphs and basic text formatting, but not lists or tables. You can't reflow structured Adobe PDF files into different-sized devices. Structured Adobe PDF files can be accessed using a screen reader for Windows, but without the reliability of tagged Adobe PDF files.

Tagged Adobe PDF You can save tagged Adobe PDF files to other formats such as RTF with the best results, including the recognition of paragraphs, basic text formatting, lists, and tables. You can reflow tagged Adobe PDF files so that they're readable in different-sized devices. Tagged Adobe PDF files have been optimized for accessibility, so they can be accessed reliably using a screen reader for Windows.

Creating structured Adobe PDF documents

You can create structured Adobe PDF files in some authoring applications, including Adobe FrameMaker 6.0. In FrameMaker 6.0, you can create a structured Adobe PDF file using the Save As command, or by printing your document to PostScript and then converting it to Adobe PDF using Acrobat Distiller. For more information on creating structured Adobe PDF files, see the documentation that came with your application. For more information on structured Adobe PDF documents and how they can be repurposed, see "About the different types of Adobe PDF documents" on page 82.

Creating tagged Adobe PDF documents

You can create tagged Adobe PDF files automatically when you use Acrobat to convert Web pages to Adobe PDF, or you can do so when you use Acrobat PDFMaker 5.0 to create Adobe PDF files from within Microsoft Office 2000 for Windows applications. For more information on tagged Adobe PDF documents and how they can be repurposed, see "About the different types of Adobe PDF documents" on page 82.

To create a tagged Adobe PDF document:

Do one of the following:

• Create an Adobe PDF file directly from one or more Web pages using the Open Web Page button 🖳 on the toolbar or the Open Web Page command in Acrobat. In the Open Web Page dialog box, click Conversion Settings, and make sure that the Add PDF Tags option is selected in the General tab of the Conversion Settings dialog box. For more information on creating Adobe PDF files using the Open Web Page button or Open Web Page command, see "Converting Web pages by specifying a URL" on page 71.

• In a Microsoft Office 2000 for Windows application, choose Acrobat > Change Conversion Settings, and make sure that the Embed Tags in PDF option is selected in the Office tab of the Acrobat PDFMaker 5.0 for Microsoft Office dialog box. Then create an Adobe PDF file directly from within the application using the Convert to Adobe PDF button on the toolbar or the Convert to Adobe PDF command.

Saving Adobe PDF documents to other formats

You can save Adobe PDF files to other formats such as the Rich Text Format (RTF) and reuse your document's contents in other applications. For example, once you save an Adobe PDF document to RTF, you can open the RTF file in word-processing applications such as Microsoft Word. For information on the results you get when you save different types of Adobe PDF documents to RTF, see "How different types of Adobe PDF documents can be repurposed" on page 83.

To save an Adobe PDF document to another format:

1 Choose File > Save As.

2 Enter a filename, specify a location for the new file, and choose a file type from the Save as Type pop-up menu to save the file in a format other than Adobe PDF.

3 Click Save.

Reflowing the contents of tagged Adobe PDF documents

With Acrobat and Acrobat Reader, you and your readers can reflow the contents of tagged Adobe PDF documents so that the contents are readable in different-sized devices such as eBook reading devices. The tagged Adobe PDF document is reflowed one page at a time in the document window. As a document author, you don't need to reflow your tagged Adobe PDF documents before saving them and distributing them to your readers. In fact, Acrobat and Acrobat Reader don't save documents in a reflowed state. Instead, reflowing documents is something that is done by your readers for viewing purposes only.

Note: *The Acrobat Reflow feature works reliably for tagged Adobe PDF documents that contain Roman language text. It doesn't work reliably for tagged Adobe PDF documents that contain Asian language text.*

To reflow a tagged Adobe PDF document:

In Acrobat, click the Reflow button 🗗 on the toolbar, or choose View > Reflow. To return to the view of the tagged Adobe PDF document in an unreflowed state, click the Actual Size button 🗋, the Fit in Window button 🗎, or the Fit Width 🗎 button on the toolbar, or choose a related command from the View menu.

Note: *If your tagged Adobe PDF document doesn't reflow exactly how you want, you can check a sequence of words to verify whether they are properly partitioned and insert special characters such as word breaks to improve the way your document reflows. For more information, see* <u>*"Verifying the sequence of words in Adobe PDF documents" on page 89*</u> *and* <u>*"Inserting special characters in Adobe PDF documents" on page 89*</u>*.*

Editing the reflow order of tagged Adobe PDF documents

Some tagged Adobe PDF documents might not reflow in the order that you want. You can use the TouchUp Order tool in Acrobat to change the order in which elements are reflowed on a page of a document, without actually changing the author's contents or information in the logical structure tree. For example, you might want to change the reflow order so that a table that occurs in the middle of a paragraph appears after the paragraph when the document is reflowed.

To change the reflow order of elements on a page of a tagged Adobe PDF document:

1 Go to the page in the document that contains elements of which you want to change the reflow order.

2 Select the TouchUp Order tool ¹₂₃. Each element on the page appears with boxes around it in the document window. In addition, numbers in the upper left corner of the boxes indicate the order and position of each element on the page.
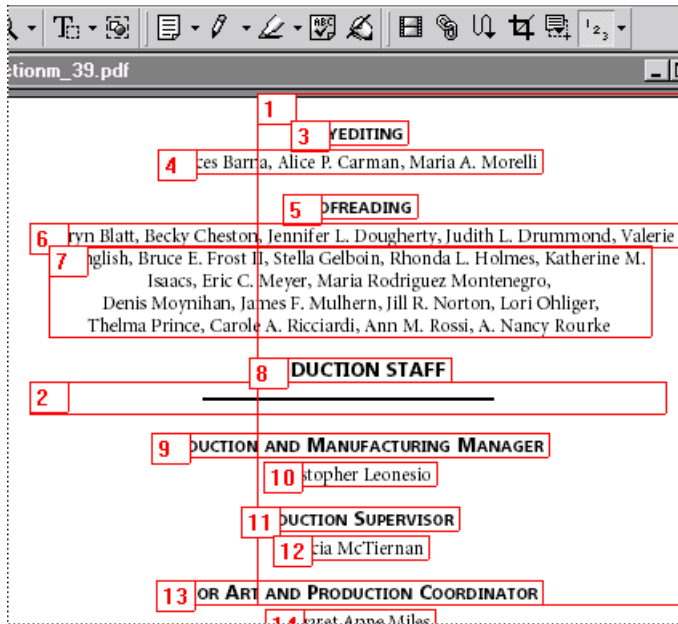
Tagged Adobe PDF document after selecting TouchUp Order tool

3 To change the reflow order of elements on the page, do one of the following:

- Click the numbers in the boxes in the order that you want them to appear when the page is reflowed. If needed, you can restart this process at any time by selecting another tool in the toolbar and reselecting the TouchUp Order tool.

- Right-click (Windows) or press Control and hold down the mouse button (Mac OS) inside a box that you want to change in order, and choose an option from the context menu that appears. Choose Bring to Front, Bring Forward, Send Backward, or Send to Back to rearrange the position of elements that overlap.

The order and position of the elements on the page changes the next time that you save and reflow the document.

Providing accessibility to Adobe PDF documents

To ensure that your document's contents can be accessed by the motion and vision challenged through the use of a screen reader for Windows, you should provide your users with tagged Adobe PDF files. If you provide your users with unstructured Adobe PDF files, Acrobat attempts to deliver the document's contents to the screen reader in a natural reading order, but the results are not guaranteed. If you provide your users with structured Adobe PDF documents, Acrobat delivers only the document's contents that are referenced by the logical structure tree to the screen reader.

Editing the logical structure tree of Adobe PDF documents

Some tagged Adobe PDF documents might not contain all of the information necessary for your document's contents to be fully accessible. For example, your tagged Adobe PDF document might not contain alternative text for figures, specified languages for text, or expansion text for abbreviations. To make your structured and tagged Adobe PDF documents yield better results when their contents are repurposed, you can add this type of information to their logical structure tree.

Note: *Although Acrobat provides you with other means of editing your document's logical structure tree, it's highly recommended that you don't edit it further than what's described in this section unless you are an expert user of Acrobat. For further information on a document's logical structure tree, see the technical note entitled TN 5406 included with the Adobe Acrobat 5.0 Software Development Kit (SDK).*

To add alternative text for a figure or specify a language for text:

1 Choose Window > Tags to display the logical structure tree. If the document doesn't have a logical structure tree, the palette displays "No tags available." To expand an element in the logical structure tree, click the symbol to the left of the element.

2 Do one of the following:

•   If you want to add alternative text for a figure, select an element in the logical structure tree that is tagged as <Figure>.

•   If you want to specify a language for the text contained in a paragraph or another element, select an element in the logical structure tree that is tagged as <Paragraph> or select a different type of element that contains text.

3 Click the triangle in the upper right corner of the Tags palette to display the Tags palette menu, and choose Element Properties from the menu. (If you have associated content highlighting turned on, you must first turn this option off before you can select any other command from the Tags palette menu.)

4 Do one of the following:

•   To add alternative text for a figure, enter text that describes the figure for Alternate Text. For example, you might want to add alternative text that begins "A figure depicting" and then describe what the figure depicts. The information that you add for Alternate Text is read by a screen reader, so that users can be aware of what figures are shown in the document.

•   To specify a language for the text contained in a paragraph or another element, choose a language from the Language pop-up menu. For example, choose EN-US to specify for the language to be U.S. English. The language attribute specified for an element at the top level of the logical structure tree is inherited by all elements below it. In most cases, you only need to specify a language when the language switches in your document, so that the correct characters are used when repurposing the document's contents.

5 Click OK.
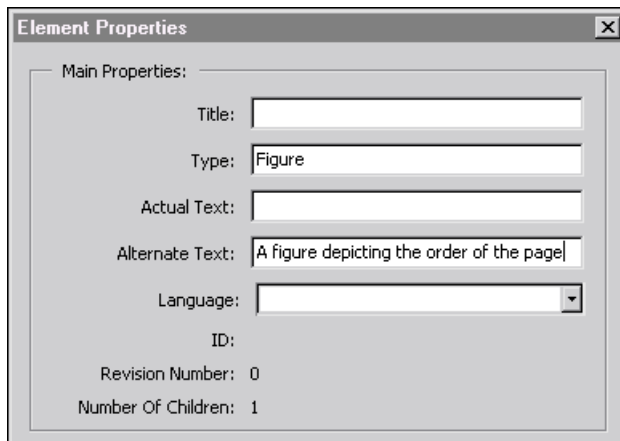
Adding alternative text for figure using Element Properties dialog box

To add expansion text for an abbreviation:

1 Choose Window > Tags to display the logical structure tree.

2 Select an element in the logical structure tree that is tagged as <Span>. You can't add expansion text to any other type of element.

3 Click the triangle in the upper right corner of the Tags palette to display the Tags palette menu, and choose Set Span Expansion Text from the menu. In the dialog box that appears, enter the full text of the abbreviation as the expansion text.

Checking the accessibility of Adobe PDF documents

You can check your Adobe PDF documents for accessibility before providing them to your users. Acrobat provides you with an Accessibility Check command that lets you check each document to see whether or not it has the information necessary to make it accessible, including alternative text for figures, specified languages for text, reliable character encodings, and a complete logical structure tree referencing all of its contents.

To check the accessibility of an Adobe PDF document:

1 Choose Tools > Accessibility Check.

2 Under Options, select Create Logfile to have Acrobat create a log file containing the results of the accessibility check, and click Choose to select a location for the file.

3 Select Create Comments in Document to insert comments identifying individual problems resulting from the accessibility check into your document.

4 Under Pages, specify the pages that you want included in the accessibility check. Select Selected Pages to have the accessibility check performed on the page or pages displayed in the document window.

5 Under Check For, select the accessibility requirements that you want to be checked. Select Reliable Character Encodings to make sure that all characters include Unicode values. An example of a character not including a Unicode value is a special font character drawn in the document without any further information about what character it represents.

6 Click OK. If accessibility problems are found, a summary is displayed and comments identifying individual problems appear in your document depending on whether or not you selected this option.

Verifying the sequence of words in Adobe PDF documents

It's important that words are properly partitioned when you reflow a tagged Adobe PDF document, make an Adobe PDF document accessible to users of Window screen readers, or distribute an Adobe PDF document for general readability purposes. Acrobat makes it easy for you to check a sequence of words in an Adobe PDF document, so that you can verify whether words are properly partitioned with word breaks, line breaks, and hyphenation. If you find that words aren't properly partitioned, you can edit your document by inserting special characters. For more information, see "Inserting special characters in Adobe PDF documents" on page 89.

To verify a sequence of words:

1 Select the TouchUp Text tool 🔠.

2 Select a sequence of words on a page of your document.

3 Choose Tools > TouchUp > Text Breaks. The sequence of words that you've selected appears in a scrolling window. Word breaks are indicated by three spaces to make them more visible, line breaks are indicated by a blank line, soft hyphens are removed so that you know that any visible hyphens are hard hyphens, and specific glyphs that can't be displayed using the system font are indicated by a question mark (?).

4 When you've finished, close the window.

Inserting special characters in Adobe PDF documents

You can insert special characters in a tagged Adobe PDF document to improve the way it reflows. You can also insert special characters in any Adobe PDF document to improve the way it's read by a screen reader for Windows or to simply edit it for general readability purposes. Acrobat makes it easy for you to insert special characters in an Adobe PDF document using the TouchUp Text tool and menu commands. The special characters that you can insert include line breaks, soft hyphens, zero width spaces, nonbreaking spaces, and em dashes.

To insert a special character in an Adobe PDF document:

1 Select the TouchUp Text tool 🔠.

2 Do one of the following:

- Click in the document to insert a text cursor at the location where you want to insert a special character.

- Select text in the document that you want to be replaced by a special character.

3 Choose a special character from the Tools > TouchUp > Insert submenu.

Organization and Navigation Elements

When creating documents for electronic publication, it is important to provide the reader with a way to move efficiently through a document, as well as across documents. Acrobat provides a variety of methods you can use for navigation, including thumbnails, bookmarks, articles, and links. Each navigation method has its own special features. You can choose when and where to apply each one to create a document structure and flow that are best for your audience.

For the most efficient workflow, it is best if you implement navigation paths for your document after your PDF document is complete in content and organization. Using the navigation methods described in this chapter as the last stage in the workflow ensures that you will no longer need to insert or delete pages, or perform major editorial tasks that might cause you to have to redo navigation procedures.

Working with thumbnails

Thumbnails, located in the navigation pane, are miniature previews of the pages in a document. You can use thumbnails to jump quickly to a selected page and to adjust the view of the current page. Thumbnails allow you to direct the reader's attention and to print, move, insert, copy, replace, and delete pages. You can use the small thumbnails option to display more pages in the Thumbnails palette.

Clicking a thumbnail takes you directly to the corresponding page. Moving, copying, or deleting a thumbnail actually moves, copies, or deletes the corresponding page. This makes thumbnails especially useful during the development phase of a document.

To show the Thumbnails palette:

Do one of the following:

- Click the Show/Hide Navigation Pane button ▦, and then click the Thumbnails tab.
- Choose Window > Thumbnails.

Creating and deleting thumbnails

Because thumbnails take up extra file space, approximately 3K per thumbnail, they are not automatically created with a document unless you set the Acrobat Distiller option to do so. Instead, they are created dynamically when you click the Thumbnails palette tab in the navigation pane. Consequently, for large documents, it may take several seconds for all the thumbnails to be drawn after you open the palette. You can embed the thumbnails into a document so that they do not need to be redrawn every time you open the palette. They can easily be unembedded later if necessary.

To create thumbnails:

1 Click the Thumbnails tab in the navigation pane to bring the Thumbnails palette to the front.

2 Choose Small Thumbnails from the Thumbnails palette menu to view thumbnails at approximately one-half the default size (38 x 48 pixels). To toggle the view back to the default size (76 x 98 pixels), choose Large Thumbnails from the palette menu.
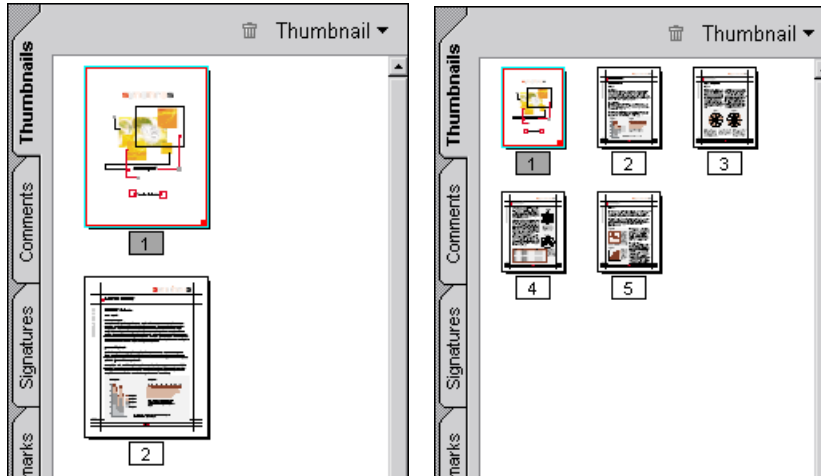
Large and small thumbnails compared

To embed or unembed all thumbnails in a document:

1 Click the Thumbnails tab in the navigation pane to bring the Thumbnails palette to the front.

2 Do one of the following:

• Choose Embed All Thumbnails from the Thumbnails palette menu.

• Choose Remove Embedded Thumbnails from the Thumbnails palette menu.

Creating and deleting thumbnails in a document collection

Acrobat lets you embed or unembed thumbnails for an entire collection of documents in one automatic process. To embed or unembed thumbnails in a document collection, choose File > Batch Processing and set up a batch processing operation as described in "Batch processing" on page 124. In the Edit Sequence dialog box, select the Embed All Thumbnails or Remove Embedded Thumbnails option.

Working with bookmarks

A bookmark is a type of link with representative text in the navigation pane. Each bookmark in the navigation pane goes to a different view or page in the document. You can use electronic bookmarks as you would paper bookmarks, to mark a place in a document to which you want to return. You can also use bookmarks to modify the view of its destination, thus directing your reader's attention where you want it. Bookmarks allow you to jump within a PDF document, to another document (PDF or non-PDF), or to a Web page. They can also perform actions, such as playing a movie or sound, executing a menu item, or submitting a form.

The tables of contents of documents created by most desktop publishing programs become bookmarks in Acrobat. The creator (or sometimes the user) of a PDF document can set up additional bookmarks in an existing PDF document to link to another PDF document or to a Web page. In addition to the bookmarks Acrobat generates automatically from a table of contents and index, Acrobat can create tagged bookmarks from Web pages (HTML) and Microsoft Word documents converted to PDF using PDFMaker 5.0. For information on creating tagged bookmarks, see "Downloading Web pages in Acrobat" on page 70 and *Using Adobe PDFMaker 5.0 for Microsoft Word 97, Word 2000, PowerPoint 97, and PowerPoint 2000* (which is available as online help when you use the Create PDF command from within a Microsoft application).

To show the Bookmarks palette:

Do one of the following:

• Click the Show/Hide Navigation Pane button ▦, and then click the Bookmarks tab.

• Choose Window > Bookmarks.

Creating bookmarks

Bookmarks generated from a table of contents are usually adequate to navigate through a document. There may be times, however, when you will want to add bookmarks that point to specific sections to draw the reader's attention to them.
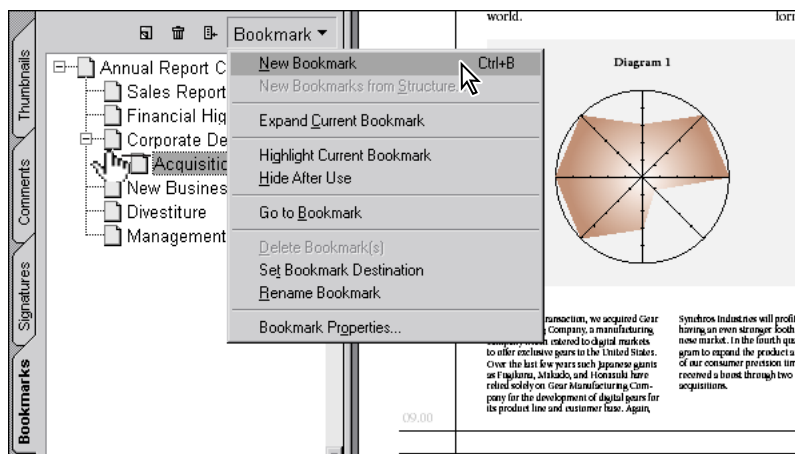
Creating a new bookmark

To create a new bookmark in the current document:

1 Click the Bookmarks tab in the navigation pane to bring the Bookmarks palette to the front.

2 Click the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the list.

3 Use the Next Page and Previous Page arrows on the command bar to navigate to the destination in the PDF document to which you want the bookmark to link.

4 Modify the view so it directs the reader's attention to the correct information. For more information, see "Setting magnification options" on page 99. Any magnification option you set will apply to any new bookmarks you create, as well as to the current bookmark, until you change the option.

5 Choose New Bookmark from the Bookmarks palette menu, or select the new bookmark icon at the top of the Bookmarks palette.

6 If any text is currently selected in the document, it is used as the bookmark's label. Otherwise, enter the text for the bookmark label, and press Enter (Windows) or Return (Mac OS). Bookmark labels can be up to 128 characters long.

7 To make sure the correct location and magnification are set, go to another page in the document, and then test the bookmark.

To create a bookmark linked to another PDF file, an application file, or to specify an action:

1 Click the Bookmarks tab in the navigation pane to bring the Bookmarks palette to the front.

2 Choose New Bookmark from the Bookmarks palette menu.

3 Type in the text for the bookmark label, and then click outside the text box. You can type in up to 125 characters for a bookmark label.

4 Select the bookmark, and then choose Bookmark Properties from the Bookmarks palette menu.

5 Select an action type. Follow the on-screen directions, or see "Using actions for special effects" on page 179 for more information.

6 Select options for the color and text style of the bookmark.

7 Click OK.

Note: *If you want to link your PDF document with another PDF document, use the Go To View action. Open the file in Acrobat, and then navigate to the location where you want it to open.*

Editing and deleting bookmarks

Initially, bookmark destinations are the view you are looking at when you create a bookmark. Although you can set bookmark destinations as you create each bookmark, it is sometimes easier to create a group of bookmarks, and then set the destinations later. Once you've created a bookmark, you can change bookmark text, destination, or action type at any time. You can also edit the appearance of a bookmark in order to draw attention to it.

To edit a bookmark:

1 To edit a bookmark name, select the bookmark, click inside the text box, and type in the new text.

2 To edit a bookmark destination, select the bookmark, and then (in the document pane) move to the location you want to specify as the new destination.

3 Adjust the magnification. For more information, see "Setting magnification options" on page 99.

4 Choose Set Bookmark Destination from the Bookmarks palette menu, and click Yes in the warning dialog box. The bookmark is now set to the new location.

5 To edit a bookmark's appearance, choose Bookmark Properties from the Bookmarks palette menu, and select a color and text style for the bookmark.

To delete a bookmark:

1 Select the bookmark or range of bookmarks you want to delete.

2 Choose Edit > Delete (Windows) or Clear (Mac OS), and then click OK.

Important: Deleting a bookmark deletes any bookmarks that are subordinate to it (children); deleting a bookmark does not delete any document text.

To delete all bookmarks:

1 Select the bookmarks.

2 Choose Delete Bookmarks from the Bookmarks palette menu.

3 Click OK.

Creating a bookmark hierarchy

You can nest a list of bookmarks to show a relationship between topics. Nesting creates a parent/child relationship, and you can expand and collapse this hierarchical list as desired.

To expand and collapse the bookmark hierarchy:

1 Click the plus sign (+) (Windows) or the horizontal triangle (Mac OS) next to the bookmark icon to show any children related to the bookmark.

2 Click the minus sign (-) (Windows) or the inverted triangle (Mac OS) to collapse the list again.

To nest a bookmark under another bookmark:

1 Click the bookmark or range of bookmarks you want to nest.

2 Drag the icon(s) underneath the first letter in the parent bookmark; a black bar shows the position of the icon(s).

3 Click OK. The bookmark is nested; however, the actual pages remain in their original location in the document.
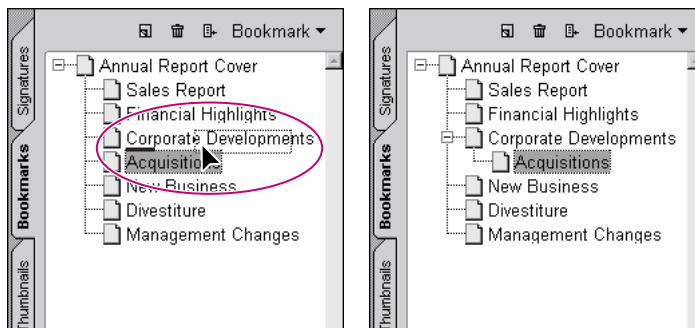
Nesting a bookmark

To move a bookmark out of a nested position:

1 Select the bookmark or range of bookmarks you want to move.

2 Drag the icon(s) to the left, positioning the black bar directly under the parent bookmark.

3 Click OK.
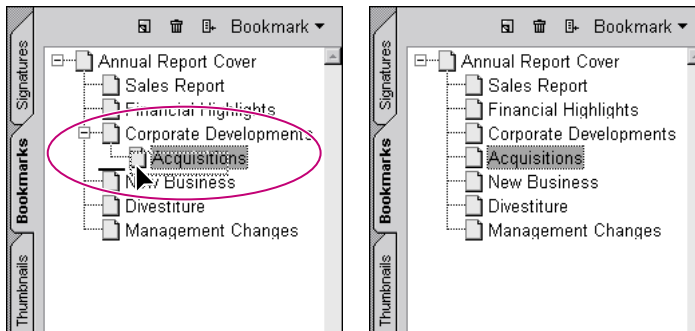
Moving a bookmark out of its nested position

Tagged bookmarks

Tagged bookmarks give you greater control over page content than do regular bookmarks. Because tagged bookmarks use the underlying structural information of the document elements (for example, heading levels, paragraphs, table titles, and the like) to create bookmarks, they can be used for editing the document. Tagged bookmarks, which are easily identified by their icon, allow you to move, copy, extract, and delete pages.

Currently, Microsoft Word is the only word-processing application that provides the necessary internal information to support tagged bookmarks. To create a PDF document with tagged bookmarks, you must use PDFMaker and set the necessary options for tagged bookmarks. For more information, see *Using Adobe PDFMaker 5.0 for Microsoft Word 97, Word 2000, PowerPoint 97, and PowerPoint 2000* (which is available as online help when you use the Create PDF command from within a Microsoft application). Acrobat 5.0 provides a second type of tagged bookmark—tagged bookmarks for Web pages. For more information, see .

Working with articles

Many traditional print documents, such as magazines and newspapers, arrange text in multiple columns. Stories flow from column to column and sometimes across several pages. While the format is effective for printed material, this type of structure can be difficult to follow on-screen because of the scrolling and zooming required.

Acrobat's article feature allows you to guide readers through material presented in multiple columns and across a series of pages. You use the article tool to create a series of linked rectangles that connect the various sections of the piece and follow the flow of text. You can choose to automatically generate article threads from a page layout file as you convert it to PDF. Most, but not all, desktop publishing programs allow you to automatically generate article threads for files. If the file you're viewing has articles, you can show the names of the articles in a palette and navigate easily through them. For information on using article threads when reading a PDF document, see .

To open the Articles palette:

Choose Window > Articles.

The Articles palette opens, showing the structure of the article segments. If you have not yet created article segments, the palette is empty.

Defining articles

You specify an article by defining a series of boxes around the content in the order in which you want the content read. The navigational path you define for an article is known as the *article thread*. You use the article tool to create a thread connecting the various boxes that hold the content of the article, unifying them into a continuous text flow.
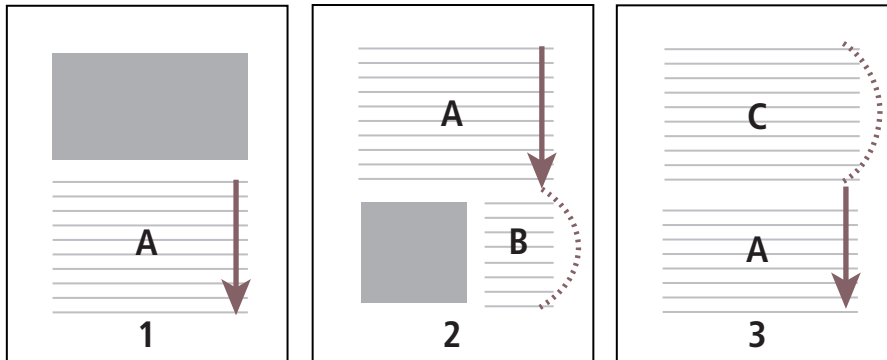
The flow of an article thread

To define an article:

1 Select the article tool 🔽. The pointer appears as a cross-hair pointer in the document window.

2 Drag a marquee to define the first article box, and release the mouse button when the marquee is complete. An article box appears around the enclosed text, and the pointer changes to the article pointer.

Each article box you create has a label. The label consists of the article number in the PDF document, and its sequence within the article. For example, the first box for the first article you define in a document would be labeled 1-1, the second box 1-2, and so on. The boxes for the second article in the same document would be labeled 2-1, 2-2, 2-3, and so on.

3 Go to the next part of the document you want to include in the article, and draw a marquee around that text. Repeat step 3 until you have defined the entire article.

To resize or move an article box, you must first end the article.

4 To end the article, press Enter (Windows) or Return (Mac OS).

5 In the Article Properties dialog box, enter the article title, subject, author, and any keywords to describe the article, and click OK.

6 To hide the Articles palette after the article opens, select Hide After Use in the palette menu.

Editing and deleting articles

You can edit an existing article thread at any time using the article tool. For example, you can delete, insert, combine, move, or resize an article box, and edit article properties.

To delete an article or article box:

1 Select the article tool ⎁ to display the articles in the document.

2 Choose Window > Articles, and do one of the following:

- To delete the entire article, select the article in the Articles palette, and press the Delete key.

- To delete only one box from an article, select the box in the document. From the context menu, choose Delete. In the Adobe Acrobat dialog box, select Box. If you select Article, the entire article is deleted.

The remaining articles or article boxes are automatically renumbered.

To insert an article box into an article thread:

1 Select the article tool ⎁, and select the article box after which you want the new article box placed.

2 Click the plus tab at the bottom of the selected box, and click OK when prompted to drag and create a new article box.
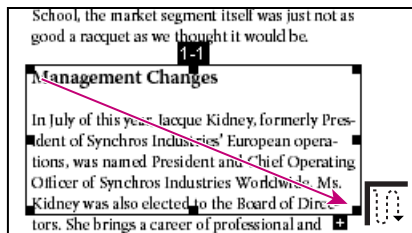
Selecting an article with the article tool cursor

3 Draw a new article box. The new box is inserted into the article flow, and all following boxes are renumbered.

To move or resize an article box:

1 Select the article tool ⎁, select the article box you want to move or resize, and do one of the following:

- To move the box, drag it to the new location.

- To resize the box, drag one of the corner points until the box is the correct size.
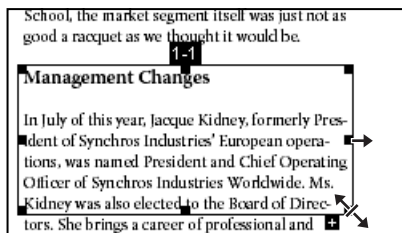
Resizing an article box

To edit article properties:

1 Select the article tool ⎁, and select the article box that you want to edit.

2 Choose Edit > Properties.

3 Change the information in the Articles Properties dialog box text fields as necessary, and click OK.

To combine two articles:

1 Select the article tool ⨆⏬, and select any article box in the article you want to be read first.

2 Select the plus tab at the bottom of the article box.

3 Hold down Ctrl (Windows) or Option (Mac OS), and click the article box you want to be read next. The second article is appended to the end of the first article. All article boxes in the piece are renumbered automatically.

Working with links

Links let you jump to other locations in the same document, to other electronic documents, or to Web sites. You can use links when you want to ensure that your reader has immediate access to related information. You can also use links to initiate actions, such as playing a sound or movie file, or to enter articles, to show comments, or to submit forms. (See Chapter 10, "Adding Interactivity" on page 172).

Creating links

You create links in a document using the link tool. You can specify your links as visible or invisible.

To create a link:

1 Navigate to the section of the document where you want to create a link.

2 Select the link tool 🖑. The pointer becomes a cross hair (+), and any existing links in the document—including invisible links—are temporarily visible.

3 Create the link rectangle in one of the following ways:

• Drag the mouse to create a marquee.

• Press Ctrl (Windows) or Option (Mac OS), and select the target text with the I-beam. This allows you to fit a link rectangle exactly around the selected text.

4 In the Create Link dialog box, choose a rectangle type:

• Visible Rectangle indicates that the link rectangle is visible. Set the appearance of the link rectangle by choosing a width, color, and style.

• Invisible Rectangle indicates that the link rectangle should be invisible under normal circumstances.

5 Select a highlight option for when the link is selected.

• None does not change the appearance of a link when the link is selected.

• Invert changes the link's outline color to its opposite when the link is selected.

• Outline changes the link's color to its opposite when the link is selected.

• Inset creates the appearance of an embossed rectangle when the link is selected.

6 Choose an action type. This specifies the action that occurs when the link is selected. For more information, see "Using actions for special effects" on page 179.

Note: If you want to link your PDF document with another PDF document, use the Go To View action. Open the file in Acrobat and then navigate to the location where you want it to open.

7 Choose a magnification option. This allows you to control the view that appears when the link is selected. For more information, see "Setting magnification options" on page 99.

8 Click Set Link.

Setting magnification options

You can specify a particular view of a page for the destination of the link, bookmark, or thumbnail by setting the magnification for the page. You can choose from any of the following options:

Fixed Displays the magnification level and page position that were in effect when you created the link or bookmark as the destination. Use the zoom tool, the view buttons in the tool bar, the status bar, or the scroll bar to adjust the view before accepting this setting.

Fit View Displays the visible portion of the current page as the destination. The magnification level and window size vary with monitor resolution.

Fit in Window Displays the current page in the destination window.

Fit Width Displays the width of the current page in the destination window.

Fit Height Displays the height of the current page in the destination window.

Fit Visible Displays the width of the visible contents of the current page in the destination window. This usually means the margins are not displayed.

Inherit Zoom Displays the destination window at the magnification level the reader is using when they click the link or bookmark.

Note: When you specify a magnification setting for a link or bookmark, it is inherited by all subsequent links and bookmarks you create until you change it.

Editing links

You can edit a link at any time—changing its appearance, hotspot area, or link action; deleting or resizing the link rectangle; or changing the destination of the link. Changing the properties of a link affects only the currently selected link.

To move or resize a link rectangle:

1 Select the link tool 🖑, and then move the pointer over one of the corners of the link rectangle. The cross hair changes to an arrow. If the cursor is not directly over a corner of the link rectangle, the cursor is a standard pointer.

2 To move the link rectangle, position the arrow anywhere in the rectangle, and drag it to the new location.

3 To resize the link rectangle, drag any corner point until the rectangle is the correct size.

To change the properties of a link:

1 Select the link tool 🖑, and double-click inside the link rectangle.

2 Change the properties of the link, as described in "Creating links" on page 98, and click OK.

To delete a link:

1 Select the link tool 🖐, and select the link rectangle you want to delete.

Note: You cannot undo this action.

2 Do one of the following:

• Choose Edit > Delete (Windows) or Clear (Mac OS).

• Press the Delete key.

• Choose Delete from the context menu.

3 Click OK.

Creating and editing Weblinks

Acrobat allows you to open a site on the World Wide Web as easily as you open another PDF document. When you click a link to the Web embedded in a PDF document, the linked Web page opens in a Web browser. If the PDF document was created by downloading Web pages, however, clicking a link in it may add the target page to the PDF document. (See "Converting a link's Web pages" on page 72).

To create and edit a link to the World Wide Web:

1 Select the link tool 🖐, and create a link rectangle.

2 Select Visible Rectangle or Invisible Rectangle as the type. If you select Visible, set the appearance for the link rectangle.

3 Choose an option for highlighting the link when it is selected.

4 Choose World Wide Web Link as the action type, and click Edit URL. For more information on action types, see "Using actions for special effects" on page 179.

5 Enter the URL, or select one from the list of previously used URLs. You can edit a URL once you select it from the list.

6 Click OK to accept the URL, and then click Set Link.

7 Check the link by clicking the link with the hand tool 🖐. The hand tool changes to a pointing finger with a small *w* when it is over the link. You can choose to view the link inside Acrobat or a Web browser.

8 To edit a link, select the link tool 🖐, and double-click the link you want to modify.

9 Click Edit URL, and make the desired changes in the text box. You can also select a URL from the menu list of previously used URLs and edit it once selected.

10 Click OK on the Weblink Edit URL dialog box, and click OK on the Link Properties dialog box.

Working with destinations

A destination is a link represented by text in the Destinations palette. Destinations set navigation paths across a collection of PDF documents. Linking to a destination is recommended when linking across documents because, unlike a link to a page, a link to a destination is not affected by the addition or deletion of pages within the target document.

To display and sort the destinations list:

1 Choose Window > Destinations, and do one of the following:

• Choose Scan Document from the Destinations palette menu.

• Select the scan document icon 🔁 at the top of the palette.

2 To sort the destinations, do one of the following:

• Click the Name bar at the top of the Destinations palette to sort the destination names alphabetically.

• Click the Page bar at the top of the Destinations palette to sort the destinations by page number.

To go to, delete, reset, or rename a destination:

1 Choose Window > Destinations, and do one of the following:

• Choose Scan Document from the Destinations palette menu.

• Select the scan document icon 🔁 at the top of the palette.

2 Press the right mouse button (Windows) or Ctrl-click (Mac OS) to select the destination. Choose one of the following from the context menu:

• Go To Destination to move to the target location.

• Delete to delete the destination.

• Set Destination to reset the target of the destination.

• Rename to give the destination a different name.

To create and name a destination and to create a link to another PDF document:

1 Choose Window > Destinations.

2 Choose Scan Document from the Destinations palette menu.

3 In the target document, navigate to the location where you want to create a destination, and set the desired view. For more information on setting the view, see "Setting magnification options" on page 99.

4 Set the destination by doing one of the following:

• Choose New Destination from the Destinations palette menu.

• Click the Create new destination button 🔲 at the top of the palette.

5 Enter the text for the name of the destination, and press Enter (Windows) or Return (Mac OS). A destination name must be unique for it to work.

6 Open the source document (the document you want to create the link from), and select the link tool 👆.

7 Drag a rectangle to specify a source for the link.

8 For the action type, choose Go To View. This is the action you apply to execute a link to a destination. For information on the other action types, see "Using actions for special effects" on page 179.

9 Choose a magnification option. For more information, see "Setting magnification options" on page 99.

10 Open the target document (leaving the source document open as well), and display the Destinations palette. Scan the document to show the list of destinations.

11 Select the destination you want to link to. When the destination (page or view) is displayed, click Set Link. The filename of the target document and the destination name appear in the dialog box. A link is created from the source document to the target document.

Note: *You must scan a document for any existing destinations before you can create a new destination. This step is required, even when you are creating the first destination for the document.*

To delete a destination:

1 Choose Window > Destinations.

2 Choose Scan Document from the Destinations palette menu, and scan the document for destinations.

3 Select the destination from the list.

4 Choose Edit > Delete, and click OK to confirm your action.

Working with PDF

Acrobat allows you to edit PDF documents in a variety of ways. You can edit text and graphics within a file, and you can edit images and line art using Adobe Photoshop 6.0 and Adobe Illustrator 9.0 from within a PDF document. You can also crop and rotate pages in a PDF document. You can rearrange the order of pages in a document, add new pages, or extract pages from a PDF document and create a new document with them. You can combine two or more PDF files to create a new PDF document file. You can delete pages, and you can renumber pages. You can also use the Batch Processing command to define and apply a sequence of commands to one or more documents.

Acrobat 5.0 also allows you to more easily extract the content—text or images—of a PDF file. You can extract all the text in a PDF file using the Save As command and then save the content in Rich Text Format (RTF). You can also save an image of each page of the PDF file using the Save As command, or you can export all images within a PDF file to an image format using the Extract Images As command.

Important: *You cannot copy or export text and graphics from any PDF file if the security settings for that file are set to prevent copying.*

Copying PDF text and graphics to other applications

Acrobat 5.0 gives you powerful commands for repurposing or extracting text and graphics in PDF files. You can use the Save As command to save all text in a PDF file in Rich Text Format (RTF) for import into your favorite authoring application. If your PDF files use tagged Adobe PDF, you can extract the text without losing the formatting. For example, you can save pages of tables from a PDF file for import into an application such as Adobe FrameMaker or Microsoft Word and the table formatting will be preserved. Both PDFMaker and Acrobat Web Capture create tagged Adobe PDF automatically. (See "About the different types of Adobe PDF documents" on page 82.)

You can also use the Save As command to save each page in a PDF file to an image format. You can use the Export command to export all images in a PDF file; each image is saved in a separate file.

In addition, Acrobat provides several tools—the text select tool, the column select tool, the table/formatted text select tool, and the graphics select tool—for copying and pasting small amounts of text and graphics from a PDF file to your clipboard. You can also paste text from a PDF document into a comment or bookmark name. While in a PDF document, you select the text or graphic and copy it onto the clipboard. Once the text or graphic is on the clipboard, you can launch the other application and paste the text or graphic into a file. If the other application supports Object Linking and Embedding (OLE), you can use OLE commands to paste text into an OLE compound document. For more information, see "Incorporating PDF documents in documents with OLE support" on page 122.

Note: *If a font copied from a PDF document is not available on the system displaying the copied text, a default font is substituted.*

Copying all the text in a PDF file

With Acrobat 5.0 you have an easy way to copy all the text in a PDF file.

To copy all text in a PDF file using the Save As command:

1 With the PDF file open, choose File > Save As.

2 In the Save As dialog box, select the location in which to save the file, choose Rich Text Format from the Save as Type (Windows) or Show (Mac OS) menu, and enter a name for the file in the filename text box.

3 Click Save.

4 Open the RTF file in your target application.

Note: Any images in the file are discarded.

Copying images from a PDF file

You can save every page in a PDF file to an image format, or you can extract all the images in a PDF file to an image format.

To create an image file for each page in a PDF file:

1 With the PDF file open, choose File >Save As.

2 In the Save As dialog box, select the location in which to save the file, choose the image type from the Save as Type (Windows) or Show (Mac OS) menu, and enter a name for the file in the filename text box. You can save your files as Encapsulated PostScript, JPEG, PNG, or TIFF.

3 If necessary, click Settings, and set the required options as described for extracting images using the Export command.

Note: In most cases, the default settings are recommended.

4 Click Save.

Note: Each page in the PDF file is saved as a separate image file.

To extract graphics from a PDF file using the Export command:

1 Choose File > Export > Extract Image As.

2 Choose the image type: JPEG, PNG, or TIFF.

3 In the Extract Image and Save As dialog box, enter a name for the file and browse to select a location in which to save the file. By default, the source filename is used with the image file type appended (.jpg, .png, .tif) and the file is saved in the My Documents folder (Windows). In Mac OS, the file is saved on the desktop.

4 Click Settings.

5 In the Options dialog box, select the required compression, format, interlace, filter, color space, and resolution options as described in the following procedures.

Note: In most cases, the default settings are recommended.

6 Click OK.

7 In the Extract Images and Save As dialog box, click Save.

Note: You can set the minimum size of images to be extracted in the Extract Image preferences. (Edit > Preferences > General > Extract Images.)

To extract graphics in JPEG format using the Export command:

1 In the JPEG Options dialog box, choose the compression, format, color space, and resolution options.

2 For Compression, choose a JPEG quality to balance file size with image quality. For more information on compression, see "About methods of compression" on page 51.

3 For Format, choose Baseline (Standard), Baseline (Optimized), or Progressive:

• Baseline (Standard) to use a format recognizable to most Web browsers.

• Baseline (Optimized) to optimize the color quality of the image and produce a slightly smaller file size. This option is not supported by all Web browsers.

• Progressive to download the image first as a low-resolution image, with progressive improvement in quality as downloading continues.

4 For Colorspace, let Acrobat determine the color space automatically or choose Color or Grayscale. Choose Grayscale, for example, to convert color images in the file to shades of gray. Or choose Color to override the document's original color management information with the default settings.

5 For Resolution, let Acrobat determine the resolution automatically or choose 72, 96, 150, 300, or 600 dpi.

To extract graphics in PNG format using the Export command:

1 In the PNG Options dialog box, choose the interlace, filter, color space, and resolution options.

2 For Interlace, choose None or Adam7:

• None to create an image that displays in a Web browser only after downloading is complete.

• Adam7 to create an image that displays low-resolution versions in a browser while the full image file is downloading.

Interlacing can make downloading time seem shorter and assures viewers that downloading is in progress; however, it increases file size.

3 For Filter, choose None, Sub, Up, Average, Paeth, or Adaptive:

• None to compress the image without a filter. This option is recommended for indexed-color and Bitmap-mode images.

• Sub to optimize the compression of images with even horizontal patterns or blends.

• Up to optimize the compression of images with even vertical patterns.

• Average to optimize the compression of low-level noise by averaging the color values of adjacent pixels.

• Paeth to optimize the compression of low-level noise by reassigning adjacent color values.

• Adaptive to apply the filtering algorithm—Sub, Up, Average, or Paeth—best-suited for the image. Select Adaptive if you are unsure of which filter to use.

4 For Colorspace, let Acrobat determine the color space or choose Color, Grayscale, or Monochrome. Choose Grayscale, for example, to convert color images in the file to shades of gray. Choose Monochrome to convert images to black and white. Or choose Color to override the document's original color management information with the default settings.

5 For Resolution, let Acrobat determine the resolution automatically or choose 72, 96, 150, 300, or 600 dpi.

To extract graphics in TIFF format using the Export command:

1 In the TIFF Options dialog box, choose the Monochrome compression, Grayscale/Color compression, color space, and resolution options:

Note: *Some applications cannot open TIFF files that are saved with JPEG or ZIP compression, therefore LZW compression is recommended.*

2 For more information on Monochrome compression and Grayscale/Color compression, see "About methods of compression" on page 51.

3 For Colorspace, let Acrobat determine the color space automatically or choose Color, Grayscale, or Monochrome. Choose Grayscale, for example, to convert color images in the file to shades of gray. Choose Monochrome to convert images to black and white. Or choose Color to override the document's original color management information with the default settings.

4 For Resolution, let Acrobat determine the resolution automatically or choose 72, 96, 150, 300, or 600 dpi.

Copying small amounts of text and graphics from a PDF file

You can copy and paste small amounts of text and graphics from a PDF file to your clipboard. You can also paste text from a PDF document into a comment or bookmark name.

To select a section of text and copy it to the clipboard:

1 Select the text select tool , and do one of the following:

• To select a line of text, select the first letter of the sentence or phrase and drag to the last letter.

• To select multiple columns of text (horizontally), hold down Ctrl (Windows) or Option (Mac OS) as you drag across the width of the document.

• To select a column of text (vertically), hold down Ctrl+Alt (Windows) or Option+Command (Mac OS) as you drag the length of the document.

Note: *You can also use the column select tool.*

• To select all the text on the page, choose Edit > Select All. In Single Page mode, all the text on the current page is selected. In Continuous or Continuous - Facing mode, most of the text in the document is selected. When you release the mouse button, the selected text is highlighted. To deselect the text and start over, click anywhere outside the selected text.

Note: *The Select All command will not select all the text in the document. To select all the text in a PDF file, use the Save As command.*

2 Choose Edit > Copy to copy the selected text to the clipboard.

3 To view the text, choose Window > Show Clipboard (Windows).

In Windows 95, the Clipboard Viewer is not installed by default, and you cannot use the Show Clipboard command until it is installed. To install the Clipboard Viewer, choose Start > Settings > Control Panel > Add/Remove Programs, and then click the Windows Setup tab. Double-click Accessories, check Clipboard Viewer, and click OK.

To copy te xt to a new bookmark:

1 Select the text select tool ![icon], and select a line of text.

2 Choose New Bookmark from the context menu. A new bookmark is created, and the selected text automatically displays as its title.

To copy graphics to the clipboard:

1 Select the graphics select tool ![icon].

2 Drag a rectangle around the graphic you want to copy. To deselect the graphic and start over, click anywhere outside the selected graphic.

3 Choose Edit > Copy to copy the graphic to the clipboard.

4 To view the graphic, choose Window > Show Clipboard (Windows). The graphic is copied using the WMF (Windows) or PICT (Mac OS) format.

Selecting tables and formatted text (Windows)

The table/formatted text select tool allows you to select tables and text in a PDF document and retain the original formatting when the material is copied (or imported) into other applications. You can specify vertical or horizontal format, the type of text flow, and whether you want ANSI Text (simple text), OEM Text, Unicode Text, or Rich Text Format (RTF).

Note: *To select large quantities of formatted text or large tables, use the Save As command, as described in* "Copying PDF text and graphics to other applications" on page 103.

You can copy selected tables and text in the following ways:

•   Drag and drop the selected table or text to a Windows application. Drag and drop is always performed in Rich Text Format.

•   Copy to a clipboard for use with Windows applications.

•   Save to a file that can then be loaded or imported to Windows applications. The default for the Save As command is ANSI Text format.

Using the table/formatted text select tool

The default settings of the table/formatted text select tool automatically read the nature and format of the selected data as table or text, horizontal or vertical. Currently, vertical format is used only with Japanese fonts.

Note: *When working with multiple columns of text, such as a newspaper or magazine article format, you must manually choose the Table option from the context menu for the tool to correctly read the selected text.*

To change the default settings, choose from the options in the context menu or the Preferences menu. For more information, see "Setting preferences for the table/formatted text select tool" on page 108.

Important: *You cannot select both horizontal and vertical text in a single zone. Also, if you select vertical (Japanese) text to be copied into Word, you must change the text direction settings to vertical to be able to view the outcome.*

To copy a table or formatted text:

1 Select the table/formatted text select tool ⊞. The cursor changes to a cross hair.

2 Drag a rectangle to enclose the table or formatted text you want to copy. The currently selected copy or export options are identified in the upper left of the selection rectangle.

3 Press the right mouse button, and choose the necessary options from the context menu:

• Text > Flow to disregard the PDF line breaks and to flow the text into column format. Paragraph breaks are applied as they were in the PDF document.

• Text > Preserve Line Breaks to keep the line breaks that were in the PDF document, as well as keeping the original paragraph breaks. If RTF output is specified, horizontal positioning is maintained using tabs. For more information, see "Setting preferences for the table/formatted text select tool" on page 108.

• Table to maintain the original format of the table, preserving the data as rows and columns of cells. If you specify RTF for output, spanning cells are preserved. If ASCII is specified, cells are delimited with tabs (the standard format for importing text into most spreadsheets).

• Horizontal to specify a horizontal format for tables or (Roman) fonts.

• Vertical to specify a vertical format for tables or (Japanese) fonts.

4 From the same context menu, choose a method to preserve the information:

• Copy to copy to the clipboard, and then paste the material into a Windows application.

• Save As to save the information at a specified location and with a given filename. You can then import this file into a Windows application. (To avoid problems with copying and pasting symbols, save as ANSI Text, Unicode Text, or Rich Text Format; do not save as OEM Text.)

• Clear to negate the selection and close the bounding box. You are free to make another selection, or use another tool.

💡 If you have difficulty copying Japanese text into Word documents, try saving in ANSI Text format rather than RTF.

Setting preferences for the table/formatted text select tool

You can set the preferences for selected tables and text to specify the selection type, text layout, document language, and color selection. You can also set paragraph and character formatting.

To set table/formatted text select tool preferences:

1 Choose Edit > Preferences > Table/Formatted Text.

2 Choose from the following options from the General tab:

• Default Selection Type menu to allow you to choose between Auto-Detect, Text, or Table. Auto-Detect determines the data type of the selection automatically, Text always specifies the selection as text, and Table always specifies the selection as a table.

• Default Text Layout menu to allow you to choose between Horizontal for Roman fonts and tables in a linear format, or Vertical for Japanese fonts.

- Preserve Line Breaks to keep the original line breaks intact, when selected. It ignores the original line breaks if not selected.

- PDF Document Language to specify the correct language for the PDF document: English, French, German, or Japanese.

- Table Border Color to choose a color for the table selection border. Select the color swatch, and then choose a new color from the pop-up menu. Click OK to accept the new color.

- Text Border Color to choose a color for the text selection border. Select the color swatch, and then choose a new color from the pop-up menu. Click OK to accept the new color.

3 Click the RTF Export tab, and choose from the following Character Formatting options:

- Font Name to preserve the font typeface but not embed the font. If the font name matches a font installed on your system, that font is used. If the font is not installed, a substitute font is chosen that best matches the font metrics of the selected font. If this is disabled, the default font in the destination document is used.

- Font Style to preserve bold and italic styles.

- Font Size to preserve the PDF font size.

- Text Color to preserve text foreground and background colors. Disabling this option outputs RTF text using black on white.

- Superscripts to detect and preserve superscripts automatically. These are preserved using superscript RTF formatting tags.

4 Choose from the following Paragraph Formatting options:

- Alignment to preserve paragraph alignment (left, center, right, justified) as it appears in the original PDF document.

- Line Spacing to preserve the space between lines of text (single, double, and so on) as it appears in the original PDF document.

- Space Before/After to preserve space before and after paragraphs as they appear in the original PDF document.

- Indentation to preserve the left, right, and first line indent settings so the RTF text appears like that in the original PDF document.

5 Choose one of the following actions:

- Defaults to revert to the original system settings.

- OK to accept and apply your selections.

- Cancel to quit the Table/Formatted Text Preferences dialog box and revert to the previous settings.

- Apply to use these choices on the current selection.

Cropping and rotating pages

The crop tool provides an easy method for modifying a page layout. You can adjust the margins of one or all the pages in a document, or you can specify margins on a per-page basis. The crop tool allows you to adjust page margins by setting specific parameters or by visually setting page boundaries. You can undo a crop operation by opening the Crop Pages dialog box and resetting the margins. No information is discarded, therefore cropping does not reduce file size.

Acrobat also provides the option of rotating all pages in a document or only selected pages. You can rotate a page from a portrait (vertical) display to a landscape (horizontal) display. Rotation is based on 90-degree increments.

To use the crop tool:

1 Choose View > Single Page to display the document in single page layout. It is recommended that you crop pages in Single Page layout.

2 Do one of the following:

• Choose Document > Crop Pages.

• Select the crop tool ⌧, and drag a cropping rectangle. Select a handle at a corner of the cropping rectangle, and drag to the correct size. Double-click inside the rectangle to bring up the Crop Pages dialog box and manually set the size of the cropping rectangle.

3 In the Crop Pages dialog box, for Crop Margins, do one of the following:

• Set the required Top, Right, Left, and Bottom margins by typing in a value or clicking the increment arrows. (The unit of measure for the margins is set in the Acrobat General preferences.) The thumbnail shows the crop area in red. As you define new margin values, their boundaries appear on the thumbnail display in the Crop Pages dialog box.

Clicking the increment arrows changes the margins by 1 point, 1/8 inch, or 1mm, depending on the default value of the unit of measure for the margins. Shift-clicking the increment arrow increases the amount by which the margins are changed.

• Click Set to Zero to restore the crop margins to zero.

• Click Remove White Margins to crop the page so that the margins are minimal. This option is useful, for example, for trimming the edges of presentation slides saved in PDF format.

• Click Revert to Selection to revert to the prior cropping rectangle.

4 For Page Range, select All to apply the margins to the entire document, select Selected to apply the margins to all thumbnails selected in the Thumbnails palette, or select From, and enter the range of pages to which the new margins should apply.

5 Select Even and Odd Pages, Odd Pages Only, or Even Pages Only from the Crop menu.

6 Click OK to apply the new margins.

To rotate a page, a range of pages, or all pages:

1 To rotate a page, a range of pages, or all pages, do one of the following:

• Choose Document > Rotate Pages.

• From the Thumbnails palette menu, choose Rotate Pages.

2 Select Clockwise 90 degrees or Counterclockwise 90 degrees as the direction to rotate the pages. Select 180 degrees to rotate the page through 180 degrees (top to bottom).

3 Select All to rotate all pages in the document, select Selected to rotate the pages corresponding to thumbnails selected in the Thumbnails palette, or select From, and enter the range of pages to rotate.

4 Select Even and Odd Pages, Odd Pages Only, or Even Pages Only.

5 For Apply Rotation To (Windows) or Rotate (Mac OS), select Landscape Pages, Portrait Pages, or Pages of Any Orientation.

6 Click OK.

Moving and copying PDF pages and files

Acrobat allows you to move a PDF page or range of pages, or copy a PDF page or range of pages within a document or from one document to another. When you copy a PDF page or pages, the information is left in the original location, as well as being put in the new destination. When you move a PDF page or pages, the original information is removed from the original location and relocated to the new destination.

Acrobat also allows you to easily combine PDF files with one another. You can append a file to the beginning or end of another file, or specify the page where you want it located.

Combining PDF files

Acrobat allows you to combine one or more PDF files with another with the Insert Pages command and specify where the new file is placed in the target document. If you insert more than one document using drag and drop (Windows), all the documents are inserted in the order specified by Windows Explorer. For example, if files are sorted by name, the files will be inserted alphabetically. If the files are sorted by size, they are inserted in ascending or descending order, according to the sort in Windows Explorer.

To combine two PDF files:

1 With the target document open, choose Document > Insert Pages.

2 In the Select File to Insert dialog box, select the source document you want to insert into the target document, and click Select.

3 In the Insert Pages dialog box, specify whether you want to insert the document before or after the specified page.

4 Specify whether the document is to be inserted before or after the first page, last page, or enter a page number.

5 Click OK.

To combine PDF files by dragging and dropping (Windows):

1 Set up your Windows environment so that Acrobat and Windows Explorer windows are tiled side by side.

2 Select and drag files from Windows Explorer to the document area of an open PDF file. If you selected multiple files, press Ctrl while dragging to insert the files. If you press Ctrl, the files are added automatically without the Insert dialog box appearing.

3 In the Insert Pages dialog box, specify whether you want to insert the document Before or After the specified page.

4 Specify whether the file is to be inserted before or after the first page, last page, or enter a page number.

5 Click OK.

Moving and copying using thumbnails

Thumbnails provide an easy means for moving and copying pages within a document and between documents. You can copy and move one thumbnail at a time or multiple thumbnails simultaneously.

To move or copy a PDF page within a document using a thumbnail:

1 In the Thumbnails palette of the navigation pane, select one or more thumbnails to move.

2 Do one of the following:

• To move a thumbnail page, select and drag the page number box, or the thumbnail itself, to the new location. A page icon appears at the lower right of the cursor, and a bar appears to show the new position of the thumbnail. Release the mouse button when the bar is in the correct location. The thumbnail page is inserted at that point in the document, and the pages are renumbered.

• To copy a thumbnail page, hold down Ctrl (Windows) or Option (Mac OS) as you drag. When copying a thumbnail page, the page icon at the lower right of the cursor contains a plus sign (+).

To move or copy a PDF page between documents using a thumbnail:

1 Open both PDF documents, and display them side by side with their navigation panes showing the Thumbnails palette.

2 Select one or more thumbnails.

3 Do one of the following:

• To copy a thumbnail page, drag it into the thumbnail area of the target document. A page icon containing a plus sign (+) appears at the lower right of the cursor, and a bar appears at the bottom or top when the thumbnails are in a single column, or to the left or right if more than one column of thumbnails is displayed. Release the mouse button when the black bar is in the correct location. The thumbnail page is copied into the document, and the pages are renumbered.

• To move a thumbnail page, select the thumbnail and then hold down Ctrl (Windows) or Option (Mac OS) as you drag. The thumbnail page is inserted into the target document and deleted from the source document. The pages are renumbered.

Moving and copying using tagged bookmarks (Windows)

Tagged bookmarks are another method you can use for moving and copying pages within a document. Tagged bookmarks, which are easily identified by their icon, use the internal information of the document to create a bookmark hierarchy.

You can rearrange the organization of the tagged bookmark hierarchy and rearrange the content in the document at the same time. Several applications, including Microsoft Word and Adobe FrameMaker 6.0, provide the necessary internal information in their documents to support tagged bookmarks. Acrobat Web Capture has the ability to generate tagged bookmarks with even greater functionality from HTML documents it downloads from the Web. For more information, see "About Adobe PDF documents created from Web pages" on page 69 and "Reconfiguring your Web browser" on page 211.

To move material associated with a tagged bookmark:

1 In the Bookmarks palette of the navigation pane, select the tagged bookmark 📄 for the material you want to move. Shift-click to add more bookmarks to the selection. You can select bookmarks from different levels in the hierarchy; the hierarchy is maintained when the bookmarks are moved.

If you select a parent bookmark, its children are selected automatically. To move a child without the parent, you must select it individually (that is, without selecting the parent).

2 Hold down Ctrl (Windows) or Option (Mac OS) as you drag. A black bar appears above or to the left of the new location. Release the mouse button when the black cursor bar is in the correct location. The hierarchy in the Bookmarks palette changes, as does the organization of the document content.

Important: *This procedure works only with tagged bookmarks, which are represented with a special icon in the navigation pane.*

Extracting pages

You can extract pages from a PDF document and save them to a separate file. Be aware that when you extract a page from a PDF document, all comments, form fields, and links associated with the page content are also extracted. Bookmarks and articles associated with the pages, however, are not extracted.

To extract a page:

1 Choose Document > Extract Pages.

2 Specify the range of pages to extract.

3 To delete the pages from the document during the extraction process, select Delete Pages After Extracting. If you do not select this option, the extracted pages are copied to create a new file, but they still remain in the original document.

4 Click OK. If you choose Delete Pages After Extracting, you need to click OK again to confirm the deletion. A new document is opened with the name *Pages from <document_name.pdf>*.

Deleting and replacing pages

You can delete pages from a PDF document with the Delete Pages command or by deleting the page's thumbnail or tagged bookmarks. You can minimize the size of the document file by using the Save As command after deleting pages. If you want to keep a copy of the original document intact, use the Save As command, and save the restructured document under a new name.

Important: *You cannot undo the Delete Pages command.*

There may be times when you want to replace an entire PDF page with another PDF page. When you replace a page, only the text and graphics on the original page are replaced. Any interactive elements associated with the original page, such as links and bookmarks, are not affected. Likewise, bookmarks and links that may have been previously associated with the replacement page do not carry over. Comments, on the other hand, are carried along with the replacement page and are combined with any existing comments in the document.
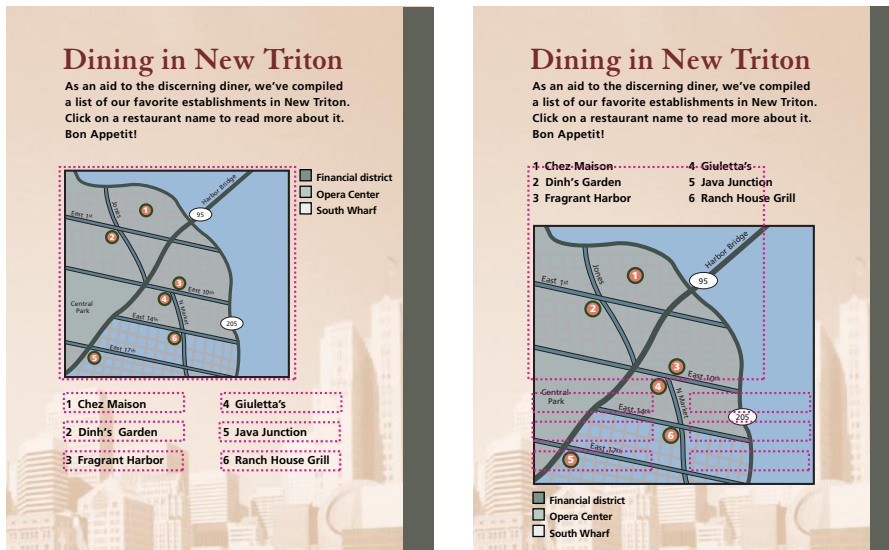
A page before and after it is replaced, compared. The page's bookmarks and links remain in the same locations.

To delete a page using the Delete Pages command:

1 Choose Document > Delete Pages.

2 Enter the page range to be deleted, and click OK. Click OK on the prompt dialog box for final acceptance.

You cannot delete all pages; at least one page must remain in the document.

Note: *If you select Use Logical Page Numbers in the General Preferences dialog box (Edit > Preferences > General > Options), you can enter a page number in parentheses to delete its logical equivalent. For example, if the first page in the document is numbered i, you can enter (1) in the Delete Pages dialog box, and page i will be deleted.*

To delete a page using a thumbnail:

1 Select the page number box of the thumbnail or the thumbnail itself:

• Select one thumbnail.

• Shift-click to select a range of thumbnails. Ctrl-click (Windows) or Command-click (Mac OS) to toggle the selection of individual thumbnails.

• Drag a rectangle around a grouping of thumbnails.

2 Choose Edit > Delete (Windows) or Edit > Clear (Mac OS).

3 Click OK on the prompt dialog box to accept the deletion.

To delete material associated with a tagged bookmark:

1 In the Bookmarks palette of the navigation pane, click the tagged bookmark for the material you want to delete. Shift-click to select multiple bookmarks.

2 Hold down Ctrl (Windows) or Option (Mac OS), and drag the bookmark to the trash at the top of the navigation pane. The tagged bookmark and its associated page are deleted from the document.

For more information on how to use tagged bookmarks for editing, see "Moving and copying PDF pages and files" on page 111.

To replace the contents of a page using the Replace command:

1 Open the PDF document that contains pages you want to replace.

2 Choose Document >Replace Pages.

3 Select the document containing the replacement pages, and click Select.

4 Under Original, enter the pages to be replaced in the original document.

5 Under With Pages, enter the first page of the replacement page range. The last page is calculated based on the number of pages to be replaced in the original document. You can only replace the same number of pages.

6 Click OK.

To replace a page using a thumbnail:

1 Open two PDF documents.

2 In the Thumbnails palette of the navigation pane, select the page number box of the thumbnail or thumbnails you want to use as replacement pages:

- Select one thumbnail.

- Shift-click to select multiple thumbnails. Ctrl-click (Windows) or Command-click (Mac OS) to toggle the selection of individual thumbnails.

- Drag a rectangle around a grouping of thumbnails.

3 Drag the selected thumbnails onto the Thumbnails palette of the target document. Position the cursor directly over the page number box of the thumbnail you want to replace.

4 Release the mouse to replace the pages. The pages you selected in the first document replace the same number of pages in the second document, starting at the page number you selected to drop the new pages on.

Renumbering pages

You may notice that the page numbers on the document pages do not always match the page numbers that appear below the thumbnails and in the status bar. Acrobat numbers pages with integers, starting with page 1 for the first page of the document, and so on. Because some PDF documents may have originally been hard-copy documents that contain front matter, such as a copyright page and table of contents, their body pages may not follow the numbering shown in the status bar.
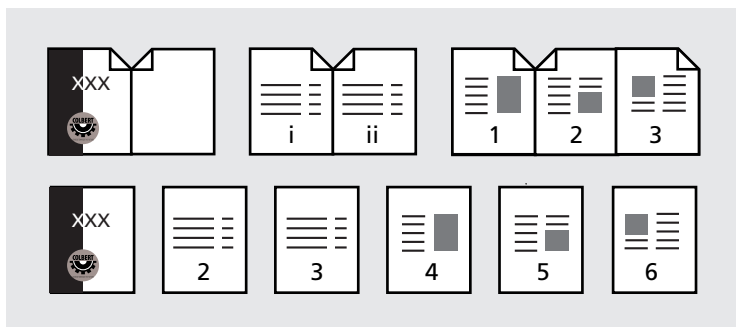
Printed page numbering compared to online page numbering

Acrobat allows you to number or renumber the pages in your documents in a variety of ways. You can specify a different numbering style for groups of pages, for instance, 1, 2, 3, or i, ii, iii, or a, b, c. You can also customize the numbering system by adding a prefix. For example, the numbering for chapter 1 could be 1-1, 1-2, 1-3, and so on, and for chapter 2, it could be 2-1, 2-2, 2-3, and so on.

To renumber one or more pages:

1 In the Thumbnails palette of the navigation pane, choose Number Pages from the Thumbnails palette menu. Or choose Document > Number Pages.

2 Specify a page range in one of the following ways:

• Select All to specify the entire document.

• Select Selected to specify the thumbnails selected in the Thumbnails palette. Selected thumbnails must be contiguous.

• Select From to type in a range of pages.

3 Select one of the following:

• Begin New Section to start a new numbering sequence. Choose a style from the pop-up menu, and enter a starting page number for the section. Specify a prefix, if desired.

• Extend Numbering Used in Preceding Section to Selected Pages to remove the numbering currently assigned to the selected pages. The numbering used for the previous set of pages will be extended to cover the selected pages.

4 Click OK.

Editing text

You can perform last-minute corrections to PDF documents using the touchup text tool. You can choose from a variety of properties to apply to selected text, including font size, embedding, color scale, baseline shift, tracking, word spacing, and line alignment.
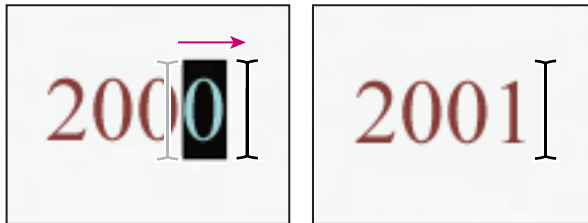
Editing with the touchup text tool

Note: *The touchup feature cannot be used with form fields.*

For information on how to touch up graphics using the touchup object tool, see "Editing graphic objects within PDF documents" on page 120. For information on how to touch up flow using the touchup order tool, see "Editing the reflow order of tagged Adobe PDF documents" on page 85.

About the touchup text tool

Acrobat offers the following features for touching up text:

*   Ctrl-click (Windows) or Option-click (Mac OS) creates a new empty line of text at the location where you clicked in the document. This feature is for horizontal text only.

*   A single level of Undo is now available with touchup text.

*   The Embed check box allows you to quickly remove embedding from any embedded font by selecting it.

*   The touchup text tool edits text on rotated lines in the same way as it edits text on horizontal lines.

*   The touchup text tool edits text using vertical fonts in the same way as it edits text using horizontal fonts. The baseline shift for vertical fonts is left and right, instead of up and down for horizontal fonts.

Editing text with the touchup text tool

While you can use the touchup text tool to edit text, you can only do so one line at a time. As a result, editing large sections of text can be a slow and laborious task. In general, you should reserve use of the touchup text tool for minor text edits in a PDF document. For extensive revisions, you should edit the document in the original document creation program and then regenerate the PDF file. You may choose to regenerate only the corrected pages and insert these corrected PDF pages into the document that needs to be corrected.

Embedded fonts require special attention when editing a PDF document. Be aware that embedding or unembedding a font affects all the characters in the file using this font. This applies whether you embed or unembed a font from the Text Attributes dialog box or from the warning dialog box that tells you the only way to enter characters is to remove the embedding.

💡 If an embedded or subsetted font is not installed on your system, you are only allowed to make limited editing changes to the text using this font. Without the font installed on your system, you can only make changes to color, tracking, word spacing, baseline, margins, or justification. To be able to edit the content of the text by adding more characters, you must first install the font.

Follow these guidelines when using the touchup text tool:

- You can change text attributes, with the exceptions of Font and Embedding. You can always delete characters.

- You can add characters using a font, or you can change existing characters in a font, if that font is installed on your system or if the font is a nonembedded single-byte font in the system's encoding.

- If you attempt to add characters to a single-byte embedded font that is not installed, you receive a message that asks if you want to remove the embedding. If the single-byte embedded font is not in the system's encoding, the message you receive says "You cannot edit this text font."

- You can embed added characters only if the font is installed and any instance of the font is embedded. Otherwise added characters are not embedded.

- You cannot add characters to selected text using a multibyte font unless the font is installed on your system.

- You can always unembed an embedded font.

- Single-byte fonts are fully embedded when you choose Embed. multibyte fonts are subset embedded when you choose Embed.

To use the touchup text tool:

1 Select the touchup text tool 🆃.

2 Select the text you want to change, one line at a time.

Note: *Cut, Copy, and Paste commands work on touchup text selections. The Select All command selects all characters in the currently active line.*

3 Type in the corrected text, or choose Tools > TouchUp **>** Text Attributes to change the properties of the selected text. If you change the text attributes when more than one line of text is selected, only the first line of text is changed.

4 Set the appearance of the text:

- Select a font from the Font menu. You can select any font installed on your system or any font that has been fully embedded in the PDF document.

- Enter a size in the point size box ᴛᴛ.

- Choose a fill color from the pop-up menu, or click More Colors to bring up the Custom Color dialog box.

- Choose an outline color, or click More Colors to bring up the Custom Color dialog box from which you can choose a color.

5 Set the Scale, Baseline shift, Tracking, and Spacing options:

- Enter a value to change the horizontal scale in the horizontal scale box ⬒. The *horizontal scale* specifies the proportion between the height and the width of the type.

- Enter a value to offset the text from the baseline in the offset box ⬒. The *baseline* is the line on which the type rests.

- Enter a value to set tracking in the tracking box ⬒. *Tracking* inserts uniform spacing between more than two characters in selected text.

- Enter a value to set word spacing in the word spacing box ⬒. *Word spacing* inserts uniform spacing between two or more words in selected text.

6 Set the text alignment options:

- Select the alignment icon for left justified, right justified, center justified, or uniformly justified.

- Enter a point value in the indent right box ⬒, or indent left box ⬒ to move the line a specified amount to the left or right.

7 Type your corrections.

Note: *For legal reasons, you must have purchased a font and have it installed on your system to be able to revise text using that font. For more information on embedded fonts, see* "Giving Distiller access to fonts" on page 55.

Editing line breaks

You can use the touchup order tool to change hard hyphens to soft hyphens or em dashes, and to fix word and line breaks in tagged Adobe PDF documents, as described in "Editing the reflow order of tagged Adobe PDF documents" on page 85.

Fitting text within a selected text line

You can automatically fit new text into a specified space within a text line by using the Fit Text to Selection command.

To fit type into a text selection area:

1 Select the touchup text tool ⬒, and select a line of text.

2 On Windows, choose Fit Text to Selection from the context menu; on Mac OS, choose Tools > Touchup > Fit Text to Selection.

3 Type in the new text. The new text will stretch or condense to fit the area of the originally selected text without disturbing the spacing of the other text on the line.
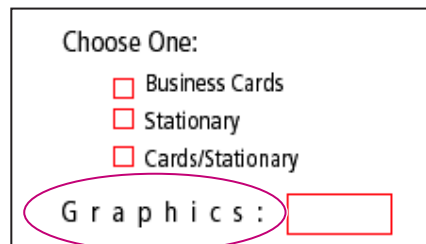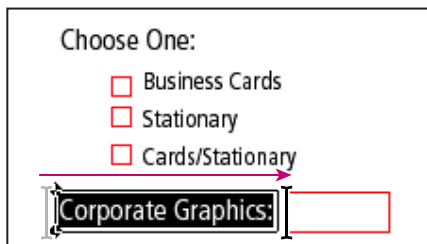
Fitting new text into a selected area

To shift a line horizontally:

1 Select the touchup text tool ![T] , and select the line of text you want to modify.

2 Choose Tools > TouchUp > Show Line Markers (default selection). Selecting this command again toggles it off or on, depending on the current state.

3 Drag the markers to the left or right.

You can also adjust the margins of a line using the Text Attributes dialog box. Margin values in the Text Attributes dialog box are relative to the page boundaries. The line markers that appear depend on the selected alignment mode.

Editing graphic objects within PDF documents

Acrobat allows you to edit any number of individual PDF graphic objects, such as line art, images, or text blocks, using Adobe Photoshop, Adobe Illustrator, and other applications that can read and write PDF files directly. If you choose to edit a text box, the entire text box is selected, even if it spans several pages. Be aware that the touchup object tool cannot select individual characters that are part of larger text blocks. You need to use the touchup text tool to edit individual characters and words. The touchup object tool enables you to make last-minute corrections to graphic objects in a PDF document. For major revisions, it is recommended that you revert to your original authoring application, make the necessary changes, and then regenerate the PDF document.

Using the touchup object tool ![cursor] , you can select a graphic object in a PDF document and move it to a new location, edit it using the touchup object tool task features, or take it into Photoshop, Illustrator, or other application directly from the PDF document, and edit it. Once you complete the edit, you can place the object directly back in the PDF document if you are using an external application, and view the newly edited object in its original context. To take full advantage of this tool, you should have prior experience using the external editing applications accessed by the touchup object tool.

Note: *Acrobat comments—even though they have a graphic appearance—are not considered page elements and therefore cannot be selected or manipulated by touchup tools.*

The touchup object tool context menu enables you to perform some editing tasks without launching an external editing application:

• Cut removes the selected graphic object from the PDF document and places it on the clipboard.

• Copy copies a selected graphic object onto the clipboard.

• Paste places a graphic object from the clipboard into a select object, or onto the document page.

• Paste in Front places a graphic object from the clipboard in front of the topmost selected object, or on top of everything on the document page if nothing is selected.

• Paste in Back places a graphic object from the clipboard in back of the bottommost selected object, or behind everything on the document page if nothing is selected.

• Delete removes any selected graphic objects from the document.

• Select All selects all graphic objects on the document page.

• Select None deselects any selected graphic objects in the PDF document.

- Delete Clip deletes the objects that are clipping the selected objects. For example, if you scale text and if the resulting characters are clipped, selecting this option shows you the entire characters.

- Edit Image, Object, Objects, Page changes according to what is currently selected (image, object, objects, page). Page is shown if nothing is selected on the page.

Important: To be able to save an edited graphic object directly back into the PDF document, you must have Adobe Photoshop (version 5.0 or later) or Adobe Illustrator (version 7.0 or later) installed on your system. With Photoshop 5.0 or 5.5, you must also have the PDFFormat Photoshop plug-in installed in the Photoshop plugins folder on your hard drive, otherwise a graphic object edited using Photoshop will be saved to disk instead of back into the PDF document. With Acrobat 5.0, if the graphic image is in a format supported by Photoshop 6.0, your edited image will be saved back into the PDF document (the required plug-ins are installed automatically). However, if the graphic image is in an unsupported format, Photoshop 6.0 handles the image as a generic PDF image and the edited image is saved to disk instead of back into the PDF document. Illustrator does not require a special plug-in to work with Acrobat.

To move a graphic object in a PDF document:

1 Open the PDF document to the page where the graphic object or text block is located.

2 Select the touchup object tool ▶.

3 Select the object, and drag it to the desired location. Release the mouse button to place the image.

If you mistakenly place the object and want to move it back to its original position, there is only one level of Undo. Otherwise you have to manually reposition the image, which only provides an approximation of the original placement. For this reason, it is recommended that you save a backup of the PDF document before you begin editing.

Note: When Photoshop 5.0 is launched using the touchup object tool, editing an image is limited to a single layer. In this situation, Photoshop 5.0 also does not convert the ICC profile when you change viewing modes. To ensure the display of the correct colors for the image after changing the viewing mode, choose Image > Mode > Profile, and then change the mode (that is, Lab Color to RGB.1).

To edit a graphic object inside a PDF document:

1 Open the PDF document to the page where the image is located.

2 Select the touchup object tool ▶.

3 Select the object, and then choose an option from the context menu. The external editing application is launched.

If your graphic object cannot be opened in Adobe Photoshop, verify that Photoshop is configured correctly. (See "Managing Acrobat plug-ins" on page 212.) If you receive a message asking whether to convert to ICC profiles, choose "Don't Convert." If the image window displays a checkerboard pattern when it opens, the image data could not be read.

Editing in Photoshop and Illustrator from within Acrobat is a modal feature. If you change the object selection, the editing session is terminated. Any subsequent changes in the external editor (after the session is terminated), even if saved, are not placed into the PDF file by Acrobat. For this reason, if a session is terminated, you should start a new session before continuing to make changes to the object. Or you can use this as a means to extract graphic objects from PDF files for use in creating new PDF files.

4 Make the desired changes, and then flatten the image (if you are working in Photoshop). You must flatten the image to be able to save it in PDF Photoshop format.

If you change the dimensions of the image in Photoshop, the image returns to its place in the PDF document, but the alignment may be different than before it was edited. Also, transparency information is preserved only for masks specified as index values in an indexed color space. Image masks are not supported. Last, if you change image modes while editing the image, you may lose valuable information that can only be applied in the original mode.

5 Choose File > Save, and the graphic object is automatically updated and displayed in the PDF document. If you choose Save As, choose Photoshop PDF as the file type. The object is saved as a new file, and Acrobat won't automatically incorporate the changed object into the PDF file.

Setting the TouchUp preferences

The TouchUp preferences define the default applications used as the image and object editors when art and graphics are selected using the tool.

To set the TouchUp preferences:

1 Choose Edit > Preferences > General. Select Touch Up in the left pane of the Preferences dialog box.

2 Select Choose Image Editor, and browse to choose an image editor other than the default.

3 Select Choose Page/Object Editor, and browse to choose a page or object editor other than the default.

4 Click OK.

Incorporating PDF documents in documents with OLE support

You can incorporate PDF documents into any container document with Object Linking and Embedding (OLE) support and later edit the PDF documents in Acrobat.

To incorporate PDF documents into an application with OLE support:

Do one of the following:

* Choose the OLE container application's Insert Object command to insert the document directly into the container application.
* In Acrobat, choose Edit > Copy File to Clipboard to copy the current document to the clipboard, and then choose the Paste Special command in the container application.

Comparing two PDF documents

The Compare Two Documents and Compare Two Versions Within a Signed Document commands are two similar commands that compare every page in two documents. Both commands look at PDF information that describes the pages precisely, enabling them to find even the most subtle differences between pages. With the Compare Two Documents command, you compare pages in two separate documents; with the Compare Two Versions Within a Signed Document command, you compare two versions of the same signed document. With the Compare Two Versions Within a Signed Document command, changes made at each signature checkpoint are displayed.

In the comparison file, each document begins with a summary page that gives the document's filename and the number of pages containing hidden and visual differences, depending on the parameters used in the comparison. Subsequent pages in the file show a side-by-side comparison of the pages that differ, with the differences highlighted.

A header on each page identifies the file and the differences found on the page.

The differences are highlighted in magenta on the pages. Acrobat identifies differences in these ways:

• If any pixels differ on the two pages, the specific differences are highlighted on both pages. For example, a word may have been edited or deleted, or a comment may have been added. The change may also be one that is barely noticeable, such as a slightly different tab stop or a small shift of the page's content to one side.
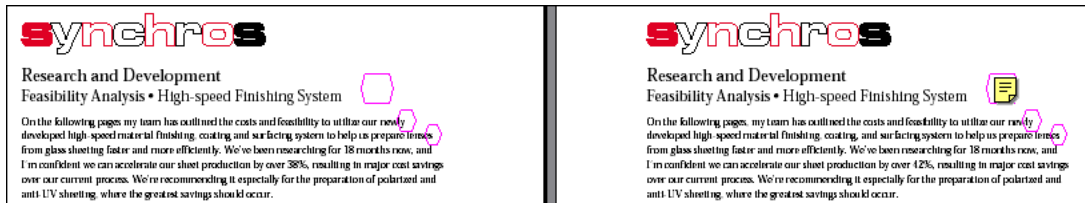
Differences highlighted on both pages

• If no pixels differ but the PDF information on the pages differs, both pages are entirely highlighted. For example, some PDF marking behind an opaque object may have changed, or the crop box may have changed without any additional cropping being obvious.

• If a page has been added, it is paired with a new blank page. If a page has been deleted, it is represented by a blank page and paired with its corresponding page in the other document.

The highlighted differences are stored as pencil comments in the comparison file. You can use the Comments palette to see a list of all the differences, and you can double-click a difference in the palette to go to that place on a page.

Note: *The side-by-side display of pages in comparison files is designed for two-up printing. If you are printing only one page, select Fit to Page in the Print dialog box to be sure you include all highlights and the page numbering in the printed copy.*

To compare pages, words, and fonts between two documents:

1 Choose Tools > Compare > Two Documents.

2 In the Compare Documents dialog box, choose the name of the file. The active PDF file is displayed in the Compare text box by default.

3 Click Choose, and select the second file to be used in the comparison.

4 Under Type of Comparison, define the parameters to be compared:

- Page by Page Visual Differences to compare both text and graphics pixel-by-pixel, and choose whether to use Normal Sensitivity, High Sensitivity, or Low Sensitivity. High Sensitivity is slow but more accurate; Low Sensitivity is fast but less accurate.

- Text Only to compare only changes in text content.

- Text Including Font Information to compare changes in text content and in fonts and font attributes.

5 Click OK.

To compare versions of a signed document:

1 Choose Tools > Compare > Two Versions Within a Signed Document.

2 In the Compare Document Revisions dialog box, enter the name of your document. The active PDF file is displayed by default. If necessary, click Choose to locate your document.

3 In the Compare and To text boxes, choose the two versions of the document to be compared.

4 Under Type of Comparison, define the parameters to be compared:

- Page by Page Visual Differences to compare both text and graphics pixel-by-pixel, and choose whether to use Normal Sensitivity, High Sensitivity, or Low Sensitivity. High Sensitivity is slow but more accurate; Low Sensitivity is fast but less accurate.

- Text Only to compare only changes in text content.

- Text Including Font Information to compare changes in text content and in fonts and font attributes.

5 Click OK.

Batch processing

Acrobat allows you to create and execute a series of commands on one document, several documents, or an entire collection of documents in one automated process. In this type of batch processing, any number of documents can comprise a documentation set, but in Windows all the documents must be contained in the same folder.

Some commands have an interactive mode that pauses processing when the batch processing sequence is executing, allowing the user to modify options associated with that command before the command is executed.

To batch process a document or collection of documents:

1 Choose File > Batch Processing > Edit Batch Sequences. (Any batch processes that you have previously defined are listed in the Edit Batch Sequences submenu, together with a number of simple, predefined Adobe batch processes.)

2 Do one of the following:

- Click New Sequence to name and create a new sequence. Enter a name for the new sequence, and click OK. In the Batch Edit Sequence dialog box, create a new batch processing sequence.

- Select the batch sequence you want to modify, click Edit Sequence, and follow the steps for editing a batch processing sequence.

To create a new batch processing sequence:

1 In the Batch Edit Sequence dialog box, click Select Commands.

2 In the Edit Sequence dialog box, choose the commands that will make up the batch processing sequence. Select each command in turn in the left pane of the dialog box, and click Add to add the command to the right pane. To remove a command from the batch processing sequence, select the command in the right pane, and click Remove. By default commands are added to the bottom of the list. To change the sequence of commands, highlight the command you want to move, and click either the Move Up or the Move Down button.

3 To set options for each command, highlight the command in the right pane, and click Edit. The options you can set depend on the command selected. At any time, you can click the triangle to the left of the command name to view the options currently set for the command.
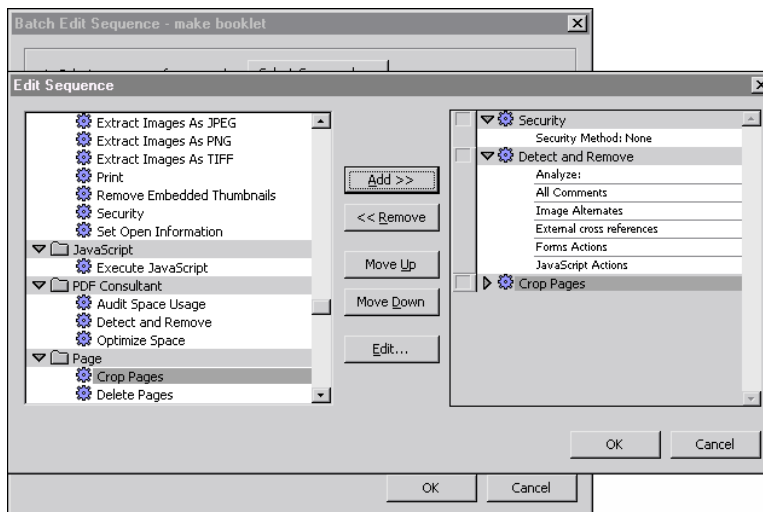
Setting batch process command options

4 Select the Toggle Interactive Mode option 🔧 to the left of the command if you want to pause the batch processing before this command is executed. Pausing allows the user to modify any options associated with that command before the command is executed. (This option, which is not available for all commands, toggles between normal and interactive mode.)

5 When the commands for the batch processing sequence are defined and listed in the correct order, click OK and follow the steps for editing a batch processing sequence.

To edit a batch processing sequence:

1 In the Batch Edit Sequence dialog box, verify that the sequence of commands that make up the batch processing sequence are correct. If you need to modify the commands or the order of commands, click Select Commands and follow the steps for creating a new batch sequence.

2 For Run Commands On, choose an option from the pop-up menu:

• Choose Selected Files to select multiple individual files. On Windows, files must be in the same folder; on Mac OS, files may be in different folders. On Windows, click Choose to select the files; Shift-click to select contiguous files; and Ctrl-click to select noncontiguous files. On Mac OS, Shift-click to select noncontiguous files.

• Choose Selected Folder to batch process all the files in the selected folder and all its subfolders. Click Choose to select the folder. Click Source File Options to select the source file types to be processed. By default, all the acceptable file types are checked.

• Choose Ask When Sequence Is Run to allow the user to specify files when the batch processing begins. This option is useful if your batch processing sequence is applied to a variety of files in different locations—for example, if your batch processing sequence is used by different users in different locations.

• Choose Files Open in Acrobat to process any currently open files. With this option, files are not saved automatically but are left open for the user to save as required.

3 Choose where the processed files will be saved:

• Specific Folder to designate a folder other than the source folder. Click Choose to locate the folder.

• Ask When Sequence Is Run to allow the user to determine where the files will be saved.

• Same Folder as Original(s) to save all files back to their original locations.

4 Click Output Options to define file naming and output format options:

• Select Same as Original(s) to keep the same filename as the source filename. The .pdf extension will be used in Windows.

• Select Add to Original Base Name(s) to add a prefix (Insert Before) or suffix (Insert After) to the original filename. If you add a prefix or suffix to an existing filename, be aware that long filenames may be truncated, depending on your operating system.

• Select Don't Overwrite Existing Files if you want to avoid overwriting files with the same name.

• Use the Save File(s) As pop-up menu to select the file format used to save the processed files.

• Select the Fast Web View (PDF Only) option to optimize PDF files and reduce file size.

5 Click OK as required to return to the Batch Sequences dialog box, and click Run to apply the batch processing sequence to the selected folders and files. Click Stop in the Progress dialog box to halt processing. (Any files already processed are saved as defined in the batch processing sequence.) The Batch Process progress box expands automatically to show the percentage completion and any error or warning messages. Any error or warning messages are displayed automatically when the Progress dialog box closes, and errors are written automatically to the batch processing error log.

To set Batch Processing preferences:

1 Choose Edit > Preferences > General.

2 Select Batch Processing in the left pane of the General Preferences dialog box.

3 Select Show Run Confirmation Dialog to have Acrobat show the Run Confirmation dialog box before any batch processing sequence is run.

4 Select Save Warnings and Errors in Log File to create a log file whenever batch sequences are run. The log file has the name batch-date-time.log.

5 Click Choose Location to determine where the log file is saved. The current path is given below the button.

6 For Security Handler, choose the security handler that will be used to open secured documents scheduled for batch processing. The default is Don't Ask for Password. If you choose a security handler that requires a password for opening documents, users will be prompted to enter a password at the appropriate time during the batch processing.

7 Click OK.

Adding Comments

The Acrobat comment tools provide a variety of methods for marking up text and attaching notes and commentaries to PDF documents. These annotations can be in text, graphic, or audio format; you can even attach external files if you like. Comments and markups can be imported and exported from a PDF document.

About comments

There are three types of comment and markup tools available on the toolbar—comment, graphic markup, and text markup. Each has a hidden tool menu.

- The comment tools—notes tool, free text tool, sound attachment tool, stamp tool, and file attachment tool—allow you to attach comments to a PDF document in a variety of formats. Each tool provides a unique method for conveying comment information. For information on how to use these tools, see "Using the comment tools" on page 129.

- The graphic markup tools—pencil tool, square tool, circle tool, and line tool—allow you to visually mark an area of a PDF document with a graphic symbol and associate a note with the markup for additional comments. For information on how to use these tools, see "Marking up documents with text markup tools" on page 137.

- The text markup tools—highlight tool, strikeout tool, and underline tool—allow you to visually mark up text on a PDF document page and associate a text note with the markup for further comments. For information on how to use these tools, see "Marking up documents" on page 135.

You can change properties of the current comment with the comment's Properties dialog box; this will also change these properties for all subsequent comments. You can change other comment properties in the Preferences dialog box.

Using the Comments palette

The Comments palette lists the comments in a document and sorts them by type, author, page number, or creation date. The comment list initially groups comments by page number.

Each comment displays its associated text next to the comment icon. The text is also displayed in a pop-up text box when the cursor is held over the comment icon. If there is no comment for graphic markup and text markup comments, then the underlying text (text beneath the comment) is displayed. File comments display the filename of the attached file, or the text entered in the Description text box of the File Comments Properties dialog box.

To show or hide the Comments palette:

- Click the Show/Hide Navigation Pane button 🖽 to display the navigation pane, and then click the Comments tab to bring the palette to the front.

To view or hide the comments outline:

- To expand or collapse the comments outline, click the plus sign (+) or the minus sign (-) next to a comment (Windows), or click the down arrow or horizontal arrow (Mac OS).

- To sort the list of comments, choose Type, Author, Page, or Date from the palette menu.

To navigate using comments:

Click a comment from the comment list. The page on which the selected comment is located appears in the document pane, and the highlighted comment scrolls into view. To go to the page where another comment is located, simply click the comment from the list. The comment is highlighted on the document page.
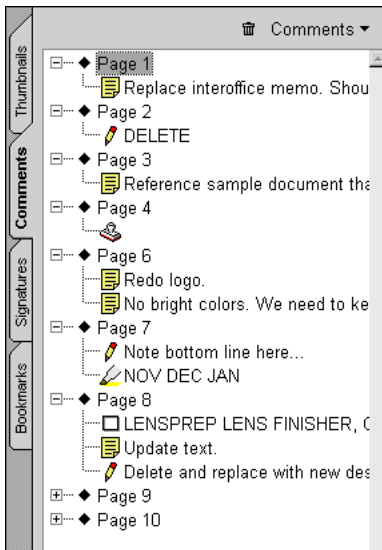
Comments organized by comment type

Using the comment tools

You can place comments anywhere in the document frame, and you can tailor the style and format of the comment to suit the document and type of comment. Lengthy remarks can be put into a note, recorded as an audio file, or embedded as a file that can be opened. Brief comments can be expressed by applying a stamp comment, marking up the text, or using one of the graphic markup tools.

As you move over a comment, its related text note appears in a semitransparent box. This means you can read the note, but the comment is not actually open. To edit the text note, you must open the comment.

Note: *Because comments can be placed anywhere within the document frame, you may need to zoom out in order to see comments that are located off the page.*

To open and close a comment:

1 Double-click the comment in the PDF document, or choose Open Note from the context menu.

Opening a note comment brings up a note window, opening a sound comment plays the audio file, and opening a file comment launches the embedded file (if you have the program used to create the file on your system). Graphic markup, text markup, and stamp comments can have note comments associated with them. In these cases, double-clicking the comment brings up the note window in the same way as with a note comment.

2 Click the close box in the upper left corner of the window to close a note, or choose Close Note from the context menu.

A sound comment plays through to the end and stops automatically. For a file attachment, the method for closing the file depends on the file format and program used to create the file.

Using the notes tool

You can create notes on any page in a PDF document, and you can position them anywhere on the page. If you enter more text than will fit in the window, the text scrolls. You can resize the window, if desired.

You can set the Comments preferences so that note windows open automatically. For more information, see "Setting comment preferences" on page 141.

To add a note comment:

1 Select the note tool 📝.

2 Click the location where you want to place the note, or drag to create a custom-sized window. The maximum size for the note window is 288 pixels high and 432 pixels wide.

3 To set comment properties, choose Edit > Properties with the comment selected. Set the desired options, and then click OK.

• Select an icon to represent your type of note. You can choose from Text Note, Insert Text, Comment, New Paragraph, Paragraph, Key, and Help.

• Specify an author name if you wish to replace the default author name.

• Select a color for the note. To specify a custom color, see "Setting the custom color option" on page 138.

4 Click inside the window, and type the text for the note. You can use the standard editing commands for your system. You can also use the text select tool 🔤 to copy text from the current document into the note.

5 Click the close box in the upper left corner of the window to close the note.

Using the free text tool

You can create a text comment on any page in a PDF document, and position it anywhere on the page. A text comment remains visible on top of the document page; it does not close like a note comment.

You can annotate Japanese, Chinese, and Korean text with the free text tool, but you must have the Asian-language resource files installed. Vertical text is not supported.

To add a text comment:

1 Select the free text tool T₊.

2 Click the location where you want to place the text comment, or drag a rectangle to define the boundaries of the text field.

3 Enter the text and click outside the bounding box to complete the entry. You have to complete the text before you can edit the properties.

4 To set comment properties, choose Edit > Properties with the comment selected. Set the desired options, and then click OK.

• Choose a font style from the pop-up menu.

• Choose a font size from the pick list in the pop-up menu, or enter a number between 4 and 144 for font size.

• Select a font color. To specify a custom color, see "Setting the custom color option" on page 138.

• Select a border thickness around the comment or no border at all. The default border setting is 1 point. Borders can be from 0 to 12 points thick.

• Select a background. Transparent is the default background setting. If you deselect Transparent, you can select a background color. To specify a custom color, see "Setting the custom color option" on page 138.

• Specify an author name if you wish to replace the default author name.

5 Click inside the text field to edit the text for the comment.

6 Click anywhere outside the text field to finish the task.

To spell check comments:

1 Choose Tools > Spelling > Edit Dictionary and choose the language dictionary you want to use from the Language pop-up menu.

2 Choose Tools > Spelling > Check Form Fields and Comments.

3 Click Start to begin the spell check.

A text string containing an unrecognized word appears in the Not in Dictionary field. Suggested corrections appear in the Suggested Corrections field. To edit the word, do one of the following:

• Edit the highlighted word in the Not in Dictionary section. To undo your change, click Undo Edit. To accept your change, click Change.

• Double-click to select a correction from the list of suggestions.

• Click Ignore if you don't want to change the unrecognized word, and want to continue with the check.

• Click Ignore All to ignore every instance of the unrecognized word.

• Click Add if you want to add the word to your personal dictionary. The Edit Dictionary dialog box appears, allowing you to customize your dictionary by adding or removing words.

• Click Change to replace the unrecognized word with the one in the Suggested Corrections section.

• Click Change All to replace every instance of the unrecognized word with the one in the Suggested Corrections section.

4 Click Done when you are finished with the spell check.

To set spelling preferences:

1 Choose > Edit > Preferences > General and choose Spelling from the list on the left.

2 Select Underline misspelled words to have Acrobat underline any unrecognized words as you type in a form field.

3 Click Underline Color to select the color used for underlining unrecognized words.

4 Select a dictionary from the Available Dictionaries list, and click Add to add it to the bottom of the Dictionary Search List. This list is the order in which the spell checker will go through dictionaries in search of words. The dictionary at the top of the list is the first dictionary searched.

5 Select a dictionary from the Dictionary Search List and click Remove to remove it from the list.

6 Select a dictionary from the Dictionary Search List and click Up or Down to change its position in the list.

7 Click OK.

Using the sound attachment tool

The sound attachment tool allows you to add a prerecorded sound as a comment, or record and place an audio comment in a document. You must have the appropriate hardware and software installed to use this feature.

To add a prerecorded audio comment:

1 Select the sound attachment tool 🔊. Click the location where you want to place the audio comment.

2 Click Choose and navigate to the sound file you want to add. Click OK. The audio icon 🔊 marks the location of the comment.

3 To set comment properties, choose Edit > Properties with the comment selected. Set the desired options, and then click OK.

• Specify an author name if you want to replace the default name.

• Type in a description for the comment. This text appears in the Comments palette and the pop-up comment text.

To record an audio comment:

1 Select the sound attachment tool 🔊.

2 Click the location where you want to place the audio comment.

3 In Windows, click the Start button ▶ on the Audio Comment dialog box, and speak into the microphone. Click the Stop button ⬤ when you're finished. In Mac OS, click Record, and speak into the microphone. Click Stop to complete the recording, and then click Save. An audio icon marks the location of the comment.

4 To set comment properties, choose Edit > Properties with the comment selected. Set the desired options, and then click OK.

• Specify an author name if you want to replace the default name.

• Type in a description for the comment. This text appears in the Comments palette and the pop-up comment text.

Using the stamp tool

The stamp comment tool allows you to apply a stamp to a document in much the same way you would use a rubber stamp on a paper document. You can also create and add your own stamps to the selection list.

Before you can add your own stamp to the selection list, it must be in PDF format, categorized, and placed in the correct folder or directory. For information on how to categorize a stamp, see "Adding custom stamps to the stamp library" on page 133.

To stamp a document or change an existing stamp:

1 Select the stamp tool 🕮.

2 Click the document page where you want to place the stamp at its default size, or drag a rectangle to define the size and placement of the stamp.

You can move a stamp by dragging it to a new location, or you can resize it by dragging a corner of the bounding box.

3 Select the stamp and choose Edit > Properties, and set the desired options:

• Select a category of stamps. Your list may contain custom stamp categories you have added. For more information, see "Adding custom stamps to the stamp library" on page 133.

• Select a stamp from the list in the left pane, and preview the associated graphic in the right pane.

• Specify an author name if you want to replace the default name.

• Select a color for the pop-up note for the stamp. To specify a custom color, see "Setting the custom color option" on page 138.

• Click OK. The newly selected stamp is used for this and all subsequent stamp comments, until you change the stamp selection again.

4 To associate a note with the stamp, double-click the stamp. Type the text in the note window that appears, and click the close box in the upper left corner of the window to close the note.

Adding custom stamps to the stamp library

You can add your custom stamps to the Acrobat stamp library and use them as comments. All stamp files must be PDF files, and must be located in the Acrobat Plug-ins folder Annotations/Stamps. Otherwise Acrobat won't be able to find them. Each file in a subfolder is a stamp Category. Either the filename or the title of the document is used as the category name. Each page of a PDF document can be used as an individual stamp. There is a preferred naming convention for stamps to ensure that they are easily recognizable. Name each stamp page using the following format:

```
<CategoryName><StampName>=<Stamp Label>

Example: MyStampsHello=Guten Tag
```

The CategoryName (MyStamps in this example) is the name of the stamp category or filename, and StampName (Hello in this example) is the name of the stamp page. Both of these names should be in English. The Stamp Label (Guten Tag in this example) should be in your native language. This naming convention ensures proper cross-language distribution and easy identification of stamps.

To specify a category name for a file containing one or more stamps:

1 Open the PDF document you want to use as a stamp.

2 Choose File > Document Info > General.

3 Type the category name in the Title text box.

4 Click OK.

To specify a page name for a stamp:

1 Open your PDF document in Acrobat, and go to the page you want to name.

2 Choose Tools > Forms > Page Templates, and enter a name for the stamp page. This should be in the format <CategoryName><StampName>=<LocalizedName>.

The localized name is the same as the stamp label.

3 Click Add, and then click Yes. The name is now associated with that page of the document.

4 To name another stamp page, go to the appropriate page in the PDF document, and repeat steps 2 and 3.

Using the file attachment tool

The file attachment tool allows you to embed a file at a selected location in a PDF document, so the reader can open it for viewing. Rather than referencing the file, as you would with a link, the file becomes part of the PDF document. Thus if you move the PDF document to a new location, the embedded file comment automatically goes with it.

Note: *You can attach any file type as a file attachment. However, your user will not be able to open the file unless they have the authoring application installed on their system.*

When attached files are launched from within a PDF document, temporary files are created in a TEMP directory. The location of this directory varies in Windows and Mac OS. See the user documentation for your system for more information.

To attach a file:

1 Select the file attachment tool 📌.

2 Select the location where you want to place the file attachment.

3 Select the file to embed from the Select File To Attach dialog box. You can also change the filename. Click Select.

4 In the Comment Properties dialog box, set the desired options:

• Select an icon to represent the type of file that is embedded. You can choose from Attachment, Graph, Tag, and Paperclip.

• Select a color for the comment icon. To specify a custom color, see "Setting the custom color" on page 138.

• Add a description of the file.

• Specify an author name if you wish to replace the default.

• Click OK.

Marking up documents

There are times when annotating a document with a graphic is the most efficient means to convey your ideas. Other times, using text is a better choice. Acrobat provides a suite of both graphic and text markup tools so you can annotate a document effectively and save these annotations as comments.

Marking up documents with graphic markup tools

The graphic markup tools provide several methods for visually annotating a document. They also allow you to add a note to the graphic markup, if desired. When selecting a tool, consider the effect you want:

- The pencil tool creates a free-form line.

- The square tool creates a rectangle boundary you can position over text or graphics.

- The circle tool creates a circular boundary you can position over text or graphics.

- The line tool creates a straight line from two specified points.

The visual information you convey with this type of comment can be purely abstract or highly symbolic. For instance, you might draw a circle as an abstract representation of the workflow process and attach your comments on the workflow in an associated note. Or you might draw a rectangle that encloses a graphic and write your critique on the image in the associated note.

To draw with the pencil:

1 Select the pencil tool ✐.

2 Move the cursor to the location where you want to begin writing. You do not have to use one unbroken stroke. You can release the mouse button very briefly, move the cursor to a new location, and continue drawing.

3 Select the comment and choose Edit > Properties to display the Comment Properties dialog box. Set the desired options:

- Select a line thickness from 0 to 12 points.

- Select a color for the markup. To specify a custom color, see "Setting the custom color option" on page 138.

- Specify an author name if you wish to replace the default.

The color and author name are applied automatically to the associated pencil comment.

4 To adjust the placement, select the hand tool and move the cursor over the bounding box until the cursor changes to a pointer. Drag to the correct location.

5 To adjust the size, with the hand tool still selected, move the cursor over a handle at one of the corners, until the cursor changes to a double-headed arrow. Drag to the desired size—up, down, left, or right.

6 To associate a note with the pencil comment, with the hand tool selected, double-click the pencil graphic, and type the note text inside the window. Click the close box in the upper left corner of the window to close the note.

To use the line, square, or circle tool:

1 Select the line tool ╲, the square tool ☐, or the circle tool ◯.

2 Click a starting point on the document page, and hold down the mouse button and drag the graphic element to the required size. Release the mouse button to complete the graphic element.

3 To adjust the placement, move the cursor over the bounding box until the cursor changes to a pointer. Click to select the comment and drag to the correct location.

4 To adjust the size, move the cursor over a handle at one of the corners, until the cursor changes to a double-headed arrow. Click to select the comment and drag to the desired size—up, down, left, or right.

5 With the comment still active, choose Edit > Properties to display the Comment Properties dialog box. Set the desired options:

• Select a line thickness from 0 to 12 points.

• Select a color for the markup comment. To specify a custom color, see "Setting the custom color option" on page 138.

• Specify an author name if you wish to replace the default.

The color and author name of the graphic tool are applied to currently selected and subsequent comments.

6 To associate a note with a graphic markup comment, double-click the markup and type the text in the note window. Click the close box in the upper left corner of the window to close the note.

To move and resize a graphic comment:

1 Select the hand tool 🖐.

2 Select the comment. A bounding box appears around the graphic element.

3 To adjust the size, select a handle at one of the corners of the bounding box, and drag to the desired size.

4 To adjust the placement, select the comment, and drag to a new location on the same page.

Marking up documents with text markup tools

The text markup tools provide several methods for visually annotating text in a document. You can use these comments by themselves or in conjunction with other comment types. For example, you may want to highlight or strike through a section of text, and then double-click to add a note window to explain your reason for the markup.
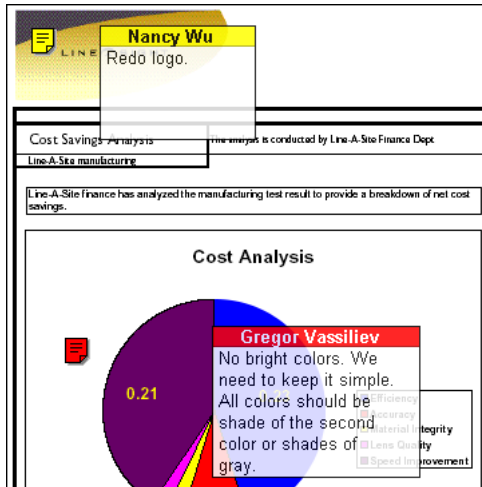
Examples of the uses for text markup tools

To highlight, strike through, or underline text:

1 Select the highlight tool ✎, the strikeout tool ⊖, or the underline tool ⊔.

2 Move the cursor to the beginning of the text you want to mark up and drag:

- Left/right mouse actions mark up text horizontally.

- Up/down mouse actions mark up text vertically.

- Ctrl-drag (Windows) and alt-drag (Mac OS) mouse actions create a rectangle to mark up a column of text.

Release the mouse button to complete the action. The selected text area changes color when the action is complete.

3 Select the comment and choose Edit > Properties to display the Comment Properties dialog box. Set the desired options:

- Select a color for the markup. To specify a custom color, see "Setting the custom color option" on page 138.

- Specify an author name if you wish to replace the default name.

4 To associate a note with the marked-up text, double-click the comment, and type the text in the note window. Click the close box in the upper left corner of the window to close the note.

Setting the custom color option

You can set the color of your comments. For example, you might want to change the color of your comments to make them easily identifiable from those of other reviewers in a document, or you might want to specify a different color for each type of comment. The options you select apply to the current and subsequent comments of the same type within a document; they are not applied retroactively to prior comments.

To specify a custom color (Windows):

1 Select a comment.

2 Choose Edit > Properties.

3 Click the Color button in the Comment Properties dialog box, and choose More Colors from the color palette.

4 In the Color dialog box, click the Define Custom Colors button, and do one of the following:

• Drag the marker over a color in the palette, or specify numerical values for hue, saturation, and luminosity in their respective fields.

• Adjust the pointer on the value scale, or specify numerical values for red, green, and blue.

5 Click Add to Custom Colors. The new color appears in the Custom colors palette and is saved for future use.

6 Select the custom color from the Custom colors palette, and click OK. The comment changes to the custom color.

To specify a custom color (Mac OS):

1 Click inside the Color field in the Comment Properties dialog box.

2 Select a color picker, and do one of the following:

• Choose the desired color from the palette.

• Specify numerical values.

• Move the slider to adjust the color values.

3 Click OK to accept the values, and then click OK again to apply the color.

Managing comments

All types of comments in Acrobat can be edited. This allows you to make changes and corrections to comments, as well as replace them.

The Acrobat sort and display capabilities make it easy to manage comments from a number of sources. You can sort comments by type, author, date, and page, and selectively display them as groups. The comment outline is a hierarchical list that is shown in the Comments palette; it is both a navigation tool and an organization tool.

Editing comments

Acrobat allows you to move comments, edit notes and text comments, and edit graphic markup and text markup comments. Acrobat also allows you to edit the pop-up note that is associated with a comment. Audio and file comments are the exceptions. Although you can move audio and file comment icons, you cannot edit these files from within Acrobat and preserve the changes.

To edit or resize a comment:

1 Select the hand tool 🖐 or the appropriate comments tool.

2 Select the comment in one of the following ways:

• Double-click a comment to open the note window.

• Select the boundary of a text, text markup, or graphics comment to make it active and available for editing.

3 Edit the text as needed, and click the close box in the upper left corner of the window to close the note. Click outside a text comment to conclude editing.

4 Resize the comment in one of the following ways:

• For a note comment, click the Resize button in the lower right-hand corner of the window, and drag to the appropriate size.

• For a text comment or graphic markup comment, select a handle at one of the corners, and drag to the appropriate size. You cannot resize a text markup comment once it is created.

5 Close, or deactivate the comment.

To move a comment:

1 Select the hand tool 🖐 or the appropriate comment tool. Highlight, strikeout, and underline comments cannot be moved.

2 Select the comment, and drag it to the new location.

3 To reset the location of an associated pop-up note window, hold down the right mouse button (Windows) or Control-click (Mac OS), and choose Reset Pop-up Note Location. The note window realigns with the associated comment.

To delete comments:

Do one of the following:

• Select the comment, and choose Delete from the context menu.

• Select the hand tool 🖐, and select the comment you want to delete (in the Comments palette or in the document). Choose Edit > Delete, or press the Delete key.

• Choose Tools > Comments > Delete All to delete all comments in a document.

Important: *You can delete comments from a document only if you have the proper security permissions.*

Generating comment summaries

The comments summary is a convenient way to generate a synopsis of all the comments associated with a document. The summary lists each comment's text, location, type, author, and date and time of creation. When you select the option for showing sequence numbers in summarized notes, the sequence number for each comment also appears in the summary.

To prepare a summary of comments:

1 Choose Tools > Comments > Summarize.

2 Choose how the comments will be sorted: by author, date, or page.

3 Click Filter to restrict the comments in the summary to specific types. For more information on the comment filter, see "Sorting, showing, and hiding comments" on page 140.

4 Click OK.

A new PDF document is created. This new file is neither associated with nor linked to the parent PDF document that the comments are derived from.

Sorting, showing, and hiding comments

The comments filter provides an easy means for sorting and filtering comments. You can sort by comment type, as well as by author. You can choose to hide or show comments based on their type or author, and hide or show all comments or none. The Comments Filter dialog box allows you to classify, sort, and display any specific set of comments easily.

To show or hide all comments in a document:

1 Choose Tools > Comments > Filter.

2 Click Select All or Deselect All beneath the comments types list or author list. Select All and Deselect All are toggle switches.

If you choose Deselect All and then close the document, this choice remains valid for the next document you open. You will have to open the comments filter and choose Select All to display the comments in the newly opened document. These options also affect PDF documents open inside a Web browser.

3 Choose an option from the Modified pop-up menu. This determines what comments your filter selections apply to, based on when the comments were added.

4 Click OK.

To show only a select group of comments:

1 Choose Tools > Comments > Filter.

2 Turn off the comment types you do not want to display by clicking their check boxes. The boxes toggle on or off when selected.

3 Choose an option from the Modified pop-up menu. This determines what comments your filter selections apply to, based on when the comments were added.

4 Click OK.

Finding comments

Acrobat has a comment search feature that lets you find specific comments based on their text.

To find a comment:

1 Choose Tools > Comments > Find, or choose Find from the Comments palette menu. The Find Comment dialog box appears.

2 Enter the text you want to find in a comment.

3 Select search options if necessary:

• Match Case finds only words that contain exactly the same capitalization you enter in the text box.

• Find Backwards starts the search from the current page and goes backward through the document.

• Match Whole Word Only finds only occurrences of the complete word you enter in the text box. For example, if you search for the word *stick*, the words *tick* and *sticky* will not be found.

4 Click Find. If the word is found, the page on which the comment containing the word is located appears in the document pane, and the comment is selected.

5 Click Find Again in the Find Comment dialog box. Acrobat finds the next comment that contains the word.

Setting comment preferences

Setting comment preferences sets global choices for subsequent comments. For example, you can change the author name for a single comment with the Properties dialog box, but to change the author name for future comments, you must specify the change in the Preferences dialog box.

To set preferences for comments:

1 Choose Edit > Preferences > General and choose Comments from the list.

2 Select a font style from the Font menu.

3 Enter a number for the Font Size, or choose a size from the pop-up menu.

4 Enter an opacity value between 0 and 100 for the comment pop-up windows.

5 Select from the following options:

• Automatically Open Note Pop-up automatically displays the window when you create a new note comment. This is an authoring preference.

• Automatically Open Other Comment Pop-ups automatically displays the window when you create a new graphic or text markup comment.

• Automatically Open Pop-ups on Mouse Over displays the window for a comment of any type when the mouse is over the comment.

• Show Comment Sequence Numbers displays sequential numbers with each comment to show the order in which they were created. This is useful when used in conjunction with the summarize comment feature.

• Always Use Identity for Author uses the information you have set in the Identity preference as your author name.

• Print Comment Pop-ups prints the text notes associated with comments.

6 Click OK.

Importing and exporting comments

You can exchange comments between Form Data Format (FDF) documents using the comments import and export features. FDF documents contain only comments, and not the document to which they were added. You cannot open and view FDF documents on their own; you must import them into your own copy of their original document. When you import comments from another document, they are added to your document in the location that corresponds to their original location, page, and positioning. Importing comments does not affect the comments already in your document. This page matching of comments on import provides for easy correlation between documents.

When you export comments, you can export all the comments associated with a document, or you can filter the comments and export a selected group of comments. Exported comments are placed in their original positions in a new empty FDF document. The new FDF document is much smaller than the original because it contains only comments. The smaller file size makes it more convenient to distribute by e-mail or other means. For information on the Forms Data Format (FDF), see the PDF Reference Manual, which is available on the Adobe Web site (www.adobe.com).

💡 Importing and exporting can be especially useful when you need to collate comments from several reviewers into one draft. First export each set of comments into a new FDF document. Then import the comments into the draft (from the new documents), one at a time. Once imported, you can use the Comments Filter Manager to organize the comments. For more information, see "Managing comments" on page 138.

To import comments:

1 In the document you want to receive the comments, choose File > Import > Comments, or choose Import from the palette menu.

2 Choose Acrobat (*.fdf or *.pdf) from the Files Of Type menu.

3 Select the name of the document with the comments. The comment positioning matches that of the file they were imported from. Comments on mismatched pages are not placed. Any existing comments in the receiving file are unaltered.

To export all the comments for a document:

1 In the document with the comments you want to export, choose File > Export > Comments.

2 Go to the directory to which you want the comments exported, and enter a filename for the export document.

3 Click Save. An FDF file is created. The comments maintain the same location and position they occupied in the original file.

To export a selected group of comments:

1 In the document with the comments you want to export, choose Tools > Comments > Filter.

2 Choose the comment types and author names you want to export, and click OK. The check boxes toggle on and off when selected. Check boxes with an *x* (on) are exported.

3 Choose Export Selected from the Comments palette menu.

4 Navigate to the destination where you want the comments exported, and then enter a filename in the text box.

5 Click Save to complete the export.

Sharing comments on a server

In addition to sharing comments by importing them into your document, you can now share them by keeping them on a server, where they can be quickly accessed by others. Comments shared over a server are secure, meaning they cannot be changed by anyone other than their original author.

Working online versus offline

You can only read and add comments on a server from a Web browser. This ensures that the file comments on the server are always up-to-date.

To begin the comment process:

1 Choose Edit > Preferences > General, and choose Online Comments from the left panel.

2 Choose the Server Type and enter the Online Comments Server Settings that correspond to the server where the online comments are saved. This only has to be done the first time you collaborate online, or if the server information changes.

In general, your systems administrator should let you know the specifics of your server type and settings. If you need more information on setting up a server for online comments, see the OnlineComments PDF file located in the Collaboration folder on the Acrobat 5.0 CD.

To use a network folder as your server type, choose Network Folder from the Server Type menu. Then click Browse under Sever Settings and navigate to the appropriate network folder.

3 Click OK.

4 Open a Web browser and navigate to the PDF file you want to annotate. Open the file.

All the comment tools are available within the browser window.

5 Annotate the file. For information on annotating files, see "Using the comment tools" on page 129.

Uploading, downloading, and viewing comments

When you have annotated the file, you can upload your notes so they are available to all the users on the server. You can also view any other comments that have been made to the file by other users. Uploading and downloading comments simultaneously uploads your comments and downloads other comments made to the file. All of these actions must be performed from a Web browser.

To upload your comments:

Click the Upload Comments button ⬆.

Your comments are added to the file on the server.

Note: *Comments are automatically uploaded to the server if you close the browser window or navigate to a different Web page.*

To receive comments:

Click the Download Comments button ⬇.

To synchronize comments:

Click the Upload and Download Comments button ⬍.

Deleting comments

You can delete all comments from the PDF file you are looking at in order to reduce clutter, and to create new personal comments. All the comments in your document are erased after deletion. When you upload the file after deleting the comments, only your comments are deleted from the PDF file on the server—all other comments remain intact.

To delete comments:

Choose Tools > Comments > Delete All.

To show or hide comments:

Click the Show/Hide Comments button ⬚.

Working off-line and sharing comments on a server

Although you can only upload and download comments from a browser, you do have the option of working offline within Acrobat. This is helpful if you will be unable to access the server while creating your comments. You can make your comments to the PDF file in Acrobat, then upload them onto the server from a browser window. Acrobat provides a simple method of going back online, so you do not have to save and reopen your annotated files.

To create offline comments, and upload them to the server:

1 Save a local copy of the PDF file from the browser using the Saves a Copy button 💾, which is located on the Acrobat toolbar in the browser.

2 Annotate the file. For information on annotating files, see .

3 Choose File > Upload Comments.

4 Click Start.

The file opens in your default browser, and closes in Acrobat.

5 Send, receive, and synchronize comments from the browser. For more information on how to share comments, see .

PDF Forms

Adobe Acrobat makes it easy for you to create, fill in, and submit electronic PDF forms. You can design and create an entirely new form, or you can quickly convert your existing paper and electronic forms to PDF and then add PDF form fields. Creating a PDF form from an existing form lets you maintain your organization's corporate identity and branding, while saving you the effort of re-creating the form. You can create forms with text boxes, buttons, check boxes, combo boxes, list boxes, radio buttons, and signature fields. And if all the proper software and hardware components are in place, form data can be submitted over the Web and collected in a database, just as if you were using HTML forms.

Adobe Acrobat's ability to import and export form data also makes it possible for a user to populate different forms with the same set of data. A user can enter commonly requested information, such as name, address, phone number, and so on, just once, and then use the data again and again to fill out different forms.

Creating PDF forms

The process of creating a PDF form that can collect data includes several tasks:

- Creating a new form or scanning an existing form, and then converting it to PDF. For more information, see "Designing, building, and editing forms" on page 155.

- Generating form fields for a PDF form, and specifying type, appearance, action, and other options. For more information, see "Creating form fields" on page 145.

- Creating or working with an existing Common Gateway Interface (CGI) script to collect and route form data over the Web. For more information, see "Making forms Web ready" on page 160.

Creating form fields

The Acrobat form tool allows you to create interactive form fields. You create a form field by defining the area of the field on the PDF document page, naming the field, and specifying its type. For each field type, you can set a variety of options through the Field Properties dialog box that allow you to customize the field for your form. You can spell check forms, and undo and redo changes as you make them. For more information, see "Setting form field options" on page 151.

To create a form field:

1 Select the form tool ▦.

2 Drag the cross-hair pointer to create a field of the required size.

3 In the Field Properties dialog box, enter a name in the Name text box, and select a format from the Type menu. The seven field types are described further in separate sections.

4 Select the options for your field type, and click OK.

5 Click the Appearance tab, and select attributes for the form field. For more information, see "Setting appearance options" on page 151.

6 To specify an action for your form field, click the Actions tab, and select a mouse behavior. Then select Add, specify an action, and select Set Action. For more information, see "Setting action options" on page 152.

You can select any combination of mouse behaviors for a field. Mouse Up is the most common button behavior, and Mouse Up is the default appearance. You can specify any combination of actions for a mouse behavior, although no more than 10 are recommended.

7 Select the hand tool 🖑 to display the finished form field.

Note: You cannot create a form field on top of an annotation. For information on moving an annotation, see "Editing comments" on page 139.

To undo or redo a change:

Choose Edit > Undo or Edit Redo. The name of the change operation appears next to the menu option.

To spell check a form:

1 Choose Tools > Spelling > Edit Dictionary and choose the language dictionary you want to use from the Language pop-up menu.

2 Choose Tools > Spelling > Check Form Fields and Comments.

3 Click Start to begin the spell check.

A text string containing an unrecognized word appears in the Not in Dictionary field. Suggested corrections appear in the Suggested Corrections field. To edit the word, do one of the following:

• Edit the highlighted word in the Not in Dictionary section. To undo your change, click Undo Edit. To accept your change, click Change.

• Double-click to select a correction from the list of suggestions.

• Click Ignore if you don't want to change the unrecognized word, and want to continue with the check.

• Click Ignore All to ignore every instance of the unrecognized word.

• Click Add if you want to add the word to your personal dictionary. The Edit Dictionary dialog box appears, allowing you to customize your dictionary by adding or removing words.

• Click Change to replace the unrecognized word with the one in the Suggested Corrections section.

• Click Change All to replace every instance of the unrecognized word with the one in the Suggested Corrections section.

4 Click Done when you are finished with the spell check.

To set spelling preferences:

1 Choose > Edit > Preferences > General and choose Spelling from the list on the left.

2 Select Underline misspelled words to have Acrobat underline any unrecognized words as you type in a form field.

3 Click Underline Color to select the color used for underlining unrecognized words.

4 Select a dictionary from the Available Dictionaries list, and click Add to add it to the bottom of the Dictionary Search List. This list is the order in which the spell checker will go through dictionaries in search of words. The dictionary at the top of the list is the first dictionary searched.

5 Select a dictionary from the Dictionary Search List and click Remove to remove it from the list.

6 Select a dictionary from the Dictionary Search List and click Up or Down to change its position in the list.

7 Click OK.

Creating text boxes

You can use a text box to allow a user to fill in text such as name, address, and phone number.

| Name | | Home Phone | |
| Address | | Work Phone | |

Text fields

To create a text box:

1 Create a form field, as described in "Creating form fields" on page 145, and select Text from the Type menu of the Field Properties dialog box.

2 Click the Options tab, and select from the following options:

• Default specifies text to display as the suggested default value. You can leave the text box empty. You can also use the Appearance tab to make the text box Read Only. (See "Setting appearance options" on page 151.)

• Alignment sets the alignment of text *within* the text box; it does not align the text box itself.

• Multi-line allows you to create a text box with more than one line.

• Limit Of Characters limits the number of characters that can be entered in the field. You can enter from 1 to 32,000 characters.

• Password specifies that text will be displayed as a series of asterisks, so the text entry cannot be read when typed.

• Field Is Used for File Selection allows a file path to be the field's value. The file is submitted along with the form. Adding the field level JavaScript action *browseForFile-ToSubmit* causes a file selection dialog box to appear when the field is selected. The Field Is Used for File Selection option cannot be used along with the Default, Multi-line, Limit Of Characters, and Password options. It is also grayed out if the field has a defined formatting script. For more information on JavaScript actions, see "Working with JavaScript actions" on page 181.

• Do Not Spell Check removes the text box from items that are reviewed by the spell checker.

3 Click the Format tab to format and limit the type of data (numeric, date, time, and so on) the user can enter in the text box. For more information, see "Setting format options" on page 153.

4 Click the Validate tab to restrict entries to a certain range, for example. You can also use custom JavaScripts to define other types of validation, such as allowing only numeric entries in a field. For more information, see "Setting validation options" on page 153.

5 Click the Calculate tab if you want to perform mathematical operations on two or more form field entries. For more information, see "Setting calculation options" on page 154.

Creating buttons

The button can appear as a line of text, an icon (or other graphic image), or a combination of text and icon. You can specify up to three icons for the same button—one for the button in the up position, another for the button when it is pushed (down position), and one for a rollover effect (when the mouse passes over the button area).

You can use buttons in your forms to specify an action, such as opening a file, playing a sound, or submitting data to a Web server. For information on buttons, see "Creating inter-active buttons" on page 173.

Creating check boxes

You can use check boxes for lists of items in which more than one item can be selected. For a list of items in which only one item can be selected, you should use related radio buttons, combo boxes, or list boxes.

Note: *The size of the check (inside the check box) is determined by the size of the font you specify for the check. A check is a character in a font.*

To create a check box:

1 Create a form field, as described in "Creating form fields" on page 145, and select Check Box from the Type menu of the Field Properties dialog box.

2 Click the Options tab.

3 Select a check style to display when a user selects the check box. The default value is Check.

4 Select whether you want the check box to appear checked by default.
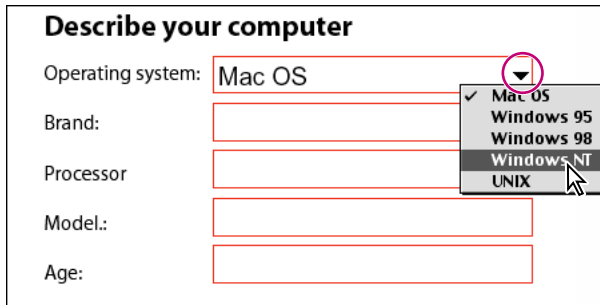
5 Enter an export value that will represent the chosen item if it is exported to a CGI appli-cation. For more information, see "Defining CGI export values" on page 163.

Creating combo boxes and list boxes

You can use combo boxes and list boxes to present a list of items on your form. Users can select only one item in a combo box. The shape of the display area for these boxes is deter-mined by their content:

• Use a combo box to present a list of items in a pop-up menu (uses less space on a form).

• Use the list box to display the entire list, and allow the user to scroll through it.

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You can assign a custom action that is activated when a user switches between items in a list box. For example, you can play a sound or display an image as the user changes selections. You define the list box actions using custom JavaScripts. For information, see "Using custom JavaScripts in forms" on page 164, or choose Help > Acrobat JavaScript Guide to display the *Acrobat JavaScript Object Specification*.

A combo box

To create a combo box:

1 Create a form field, as described in "Creating form fields" on page 145, and select Combo Box from the Type menu of the Field Properties dialog box.

2 Click the Options tab.

3 Enter a name in the Item field. Items should be no longer than 100 characters.

4 Enter an export value (optional) to represent the chosen item if it is exported to a CGI application. (See "Defining CGI export values" on page 163.) If no export value is entered, the item name is used as the exported value.

5 Select Add, and continue to enter items and export values until the list is complete. Lists should be no longer than 50 items.

6 You may also select from the following options:

• To sort the items numerically and alphabetically, select the Sort Items option. A numeric sort (if applicable) is performed before an alphabetical sort.

• To allow user editing of the list, select the Editable option.

• To move an item one position up or down in the list, select the item, and click the Up or Down button. This option is not available if the Sort Items option is selected.

7 Click the Format tab, and choose a category type from the list. This specifies the type of data (numeric, date, time, and so on) the user can enter. The Editable option must be set for this to be effective. For more information, see "Setting format options" on page 153.

8 Click the Validate tab to specify a method for validating data. You can use custom JavaScripts to define types of validation, such as allowing only numeric entries in a field. For more information, see "Setting validation options" on page 153.

9 Click the Calculate tab if you want to perform mathematical operations on two or more form field entries. For more information, see "Setting calculation options" on page 154.

To create a list box:

1 Create a form field, as described in "Creating form fields" on page 145, and select List Box from the Type menu of the Field Properties dialog box.

2 Click the Options tab, and enter a name in the Item field. Items should be no longer than 100 characters.

3 Enter an export value (optional) to represent the chosen item if it is exported to a CGI application. (See "Defining CGI export values" on page 163.) If no export value is entered, the item name is used as the exported value.

4 Select Add, and continue to enter items and export values until the list is complete. Lists should be no longer than 50 items.

5 Click the Selection Change tab, and do one of the following:

- Select "Nothing happens when a listbox changes."

- Select "This script executes when the listbox selection changes." Then click Edit, and copy and paste a predefined script into the provided editing area. Or you can enter the script directly. Click OK. For information on creating JavaScripts, see "Working with JavaScript actions" on page 181. You must click Edit to enter or modify the script; you cannot edit the script that appears in the preview area.

6 Click the Appearance tab, and select border and text attributes for the form field. For more information, see "Setting appearance options" on page 151.

Creating radio buttons

You can use related radio buttons to ensure that a user selects only one item from a list of choices. When you create related radio button fields, field names must be the same, and export values must be different. The export value is the information used by a CGI application on a Web server to identify the selected field.
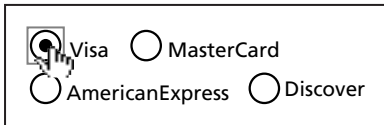
Radio buttons

To create a radio button:

1 Create a form field, as described in "Creating form fields" on page 145, and select Radio Button from the Type menu of the Field Properties dialog box.

2 Click the Options tab.

3 Select a style for the radio button. Circle is the default.

4 Enter an export value (optional) to represent the chosen item if it is exported to a CGI application. The export value for each radio button must be unique. (See "Defining CGI export values" on page 163.)

5 Select whether you want the radio button to appear selected by default.

Note: *Related radio buttons must have the same name and the export values must be different.*

Creating signature fields

Acrobat provides for the secure digital signing of PDF documents in the following ways:

- Field signing allows you to create a blank signature field in a form. This method is useful when the signature field must be filled in as part of filling out a form. The blank signature field is filled in, and a printable copy is placed in the field.

Note: *You use the form tool to create a blank signature field inside a form. The other types of digital signatures are created using the digital signature tool on the toolbar. For more information, see "Digitally Signing PDF Files" on page 195.*

- Blind signing allows the document to be signed with no visible appearance on the page. This method is useful for signing documents where a printable signature is not important.

- Manual signing allows you to drag a rectangle to create the signature field and sign on the page. This signing method is useful for document approval when the document was not originally designed with a signature field. In this case, a generated appearance of the signature is placed on the PDF page that is printable.

To create a blank signature field:

1 Create a form field, as described in "Creating form fields" on page 145, and select Signature from the Type menu of the Field Properties dialog box.

2 Click the Signed tab, and select an action for when the signature field is signed:

- Nothing Happens When The Signature Field Is Signed. This is the default action.

- Mark as read only and a selected value: All Fields, Just These Fields, or All Fields Except These. If you choose Just These Fields or All Fields Except These, click Pick. In the Select a Field dialog box, select a field, and then click Add. Select Done to complete the step.

- This executes a script when the signature is signed. Click Edit to edit an existing Java-Script or create a new JavaScript in the dialog box.

💡 You can duplicate a signature field (using the Duplicate command in the context menu) and copy it to the same location on more than one page. This is convenient for instances when the user signs the document once, but the signature appears on all pages. Duplicating the field on each page in this manner automatically adds the signature on each page when the first page is signed.

Setting form field options

Depending on the field type, you can set a variety of options. These options allow you to specify the appearance of the form field, the associated actions, the format and type of data that it allows, as well as the types of calculations that can be performed within the field.

The interactive capabilities of these options can be enhanced with the use of custom JavaScripts. For more information, see "Using custom JavaScripts in forms" on page 164, or choose Help > Acrobat JavaScript Guide to display the *Acrobat JavaScript Object Specification*.

Setting appearance options

You can set appearance properties for each field type by clicking the Appearance tab in the Field Properties dialog box and in the General Properties dialog box.

To set appearance options in the Field Properties dialog box:

Choose the following options:

- The Border panel sets the border color, background color, width, and style. Click a color box to select a color from the Color dialog box. To specify a custom color, see "Setting the custom color option" on page 138.

- The Text panel sets the text color, font, and size for text typed into the form field. The Auto option under Size specifies a font's vertical size on a text line, button, radio button, check box, or combo box. It adjusts the text size (to a minimum of 4 points) to fit the text area. If the text exceeds the text space, another line is added. If Do Not Scroll is selected, you can enter only as much text as will fit into the initial text area, and no extra lines are added. List boxes automatically adjust the text to fit the form field. If there are multiple lines of text in a field, resize the text (using anywhere from 12- to 4-point text), so all text in the string is visible.

- Read Only specifies whether or not the text field can be modified by the user.

- Required specifies that the user must fill in this field before data can be submitted.

- Form Field Is specifies whether the field is Visible, Hidden, Visible but doesn't print, or Hidden but printable. The Hidden but printable option can be used to create a watermark on a document that prints (when the document is printed), but otherwise is not visible.

To set appearance options in the General Properties dialog box:

1 Choose Edit > Preferences > General, and choose Forms from the list on the left.

2 To highlight fields when they are selected, select Highlight Form Fields and indicate a color for the highlighting.

3 To indicate the field in focus, select Show Focus Rectangle.

Setting action options

You can specify different actions to occur for a form field, depending on the behavior of the mouse over the field. Acrobat also lets you assign a custom action that is activated when a user changes selections in a list box. For example, you can play a sound or display an image as the user switches between items.

To specify action options:

1 Click the Actions tab in the Field Properties dialog box.

2 Select a mouse behavior that will trigger an action:

- Mouse Up specifies releasing the mouse button. This is the most common button action, because it gives the user one last chance to drag the cursor off the button and not register the selection.

- Mouse Down specifies pressing the mouse button.

- Mouse Enter specifies moving the mouse into the field boundaries.

- Mouse Exit specifies moving the mouse out of the field boundaries.

- On Focus specifies moving into the field boundaries, through either a mouse action or tabbing.

- On Blur specifies moving out of the field boundaries, through either a mouse action or tabbing.

3 Click Add, and select an action Type in the Add an Action dialog box. For a description of the actions, see "Using actions for special effects" on page 179.

4 Click Set Action. Actions are executed in the order they appear in the Do the Following window.

5 If you defined more than one action for a behavior, and if you want to reorder the actions, select the action, and then select the Up or Down button.

6 To edit a field action, select the action item, click Edit, and make the necessary changes.

7 To delete a field action, select the action item, and click Delete.

Setting format options

You can specify a format for data entered in text and combo box fields, such as the number of decimal places for numbers. You can also create new data formats and keystroke validation scripts with your own custom JavaScripts, such as defining a new currency format or limiting the form field entry to specific keystroke characters. For more information, see "Using custom JavaScripts in forms" on page 164.

Formatting is optional and available only for the text and combo box form fields. The default format is None.

To specify format options:

1 Click the Format tab in the Field properties dialog box.

2 For Category, select a data type and desired formatting options.

3 If you select Custom, do one or both of the following:

- Click Edit, next to Custom Format Script. Copy and paste a predefined custom format script, or type the script in the text box provided. Then click OK.

- Click Edit, next to Custom Keystroke Script. Copy and paste a predefined custom keystroke script, or type the script in the text box provided. Then click OK.

For more information, see "Using custom JavaScripts in forms" on page 164, or choose Help -> Forms JavaScript Guide to display the *Acrobat JavaScript Object Specification*.

Setting validation options

You use validation options to restrict entries to specified ranges, values, or characters. By setting validation properties, you can ensure that users enter the appropriate data for a specified form field. You can also use custom JavaScripts to define other types of validation, such as allowing only numeric entries in a form field. Validation is available only for text and combo box fields.

To specify validation options:

1 Select either Text or Combo Box in the Field Properties dialog box, and click the Validate tab.

2 Do one of the following:

- To validate that the form field entry is within a numeric range, select Value Must Be, and enter the lower and upper bounds of the desired range (the bounds themselves are included in the range of valid entries).

Range validation is available only for form fields that use number or percentage formats. (See "Setting format options" on page 153.)

- To use a custom validation script, select Custom Validate Script, and click Edit. Copy and paste a predefined script into the editing area, or enter the script directly; then click OK.

You must click Edit in the Field Properties dialog box to enter or modify the script; you cannot edit the script that appears in the preview area. For more information, see "Using custom JavaScripts in forms" on page 164.

Setting calculation options

The calculation options let you perform mathematical operations on two or more existing form field entries and display the result. You can use the common operations predefined in the Field Properties dialog box, or you can define more complex operations using a custom JavaScript. For more information, see "Using custom JavaScripts in forms" on page 164, or choose Help -> Forms JavaScript Guide to display the *Acrobat JavaScript Object Specification*.

When you define two or more calculations in a form, the order in which these calculations are carried out is the same as the form fields' tab order. In some cases, you may need to change this default calculation order to obtain the correct results. For example, if you wanted to use the result obtained from calculating two form fields to calculate the value of a third form field, the first two form fields must be calculated first to obtain the correct final results. Acrobat automatically performs all assigned field calculations when you are creating and testing your form fields. For convenience, you can turn off this automatic calculation while you work.

To specify form field calculation options:

1 Select either Text or Combo Box in the Field Properties dialog box, and click the Calculate tab.

2 Do one of the following:

- To define the form field without calculation properties, select Value Is Not Calculated (default).

- To define the form field as a simple calculation result, select Value is the <operation> of the Following Fields, and select an operation from the menu. Click Pick to bring up the Select a Field dialog box, and select the form fields you want to calculate. Click Done when you have finished selecting form fields. You can also enter the case-sensitive form field names directly in the text box (beneath the Value is the radio button), separating the names with commas.

Simple calculations are available only for form fields that use number or percentage formats. (See "Setting format options" on page 153.)

- To use a custom calculation script, select Custom Calculation Script, and click Edit. Copy and paste a predefined script into the editing area, or enter the script directly; then click OK.

You must click Edit in the Field Properties dialog box to enter or modify the script; you cannot edit the script that appears in the preview area. For more information, see "Using custom JavaScripts in forms" on page 164.

To set the calculation order:

1 Choose Tools > Forms > Set Field Calculation Order.

2 Select the desired form field name or form field names, and select Up or Down to move their position in the list. Then click OK.

To turn calculations off and on:

Choose Edit > Preferences > General and choose Forms from the list to the left. Click Auto Calculate Field Values to toggle the feature off and on. A check mark appears next to the command when Auto Calculate is turned on.

Note: *The Auto Calculate command does not affect calculations when you are using the form tool. Form fields defined with calculation properties are always calculated in Acrobat.*

Designing, building, and editing forms

Acrobat offers several features that simplify the process of putting together an entire form. Acrobat lets you select multiple form fields and edit, duplicate, or move them simultaneously. This saves time and effort in creating and redesigning forms and ensures the exact reproduction of form fields across pages and documents. With the Set Tab Order command, you can set the order in which users move from one form field to the next. And with grids, you can precisely place and align form fields on a page.

Another useful tool for editing form fields is the Fields palette in the navigation pane. The Fields palette lists all the fields in a form, in a hierarchical structure, making it easy for you to locate and edit fields. You can also lock form fields to prevent them from being edited by other users. (See "Working with the Fields palette and context menu" on page 160.)

Selecting form fields

You can select multiple form fields and then modify the appearance, size, and location of all of them within the selection.

To add or delete a form field selection:

1 Select the form tool 🖼, and do one of the following:

• Click inside an existing form field.

• Shift-click to select multiple form fields.

• Hold down Ctrl (Windows) or Shift (Mac OS), and drag a selection rectangle, or marquee, around the desired form field.

When you use Shift-click to select multiple form fields, the first form field you select is highlighted in red, and all other form fields are highlighted in blue. When you drag a marquee, the form field located in the top left position of the selection is designated as the first form field. Any size or alignment changes you make to the selected form fields are made relative to the first form field. You can select a different form field as the first form field, if desired.

2 To specify a form field as the first form field, click inside the form field.

3 To add to a selection, select the form tool 🖼, and do one of the following:

• Shift-click inside another form field to add it to the selection.

- Press Shift-Ctrl (Windows) or Shift (Mac OS), and drag a selection marquee around an additional form field or fields (Windows).

When you add to a selection, the first form field does not change.

4 To remove a form field from a selection, Shift-click inside the form field you want to remove from the selection. To deselect an entire selection, click outside a form field. If you remove the first form field from a selection, the form field located in the top left position of the selection becomes the new first form field.

Positioning form fields with the grid

You can use grids to help position form fields at precise points on a page. Although the lines of a grid appear on-screen, they do not print with the page.

Acrobat lets you define the grid spacing, color, and position of a grid. You can also choose whether to have the boundaries of a form field snap to grid lines when you are editing the form field.

To show or hide the grid:

Choose View > Grid to toggle between showing and hiding the grid. A check mark appears next to the command when the grid is visible.

To set grid preferences:

1 Choose Edit > Preferences > General and select Layout Grid from the list.

2 Do one or more of the following:

- To set the spacing between major grid lines, enter values for Width and Height.
- To display subdividing lines between the major grid lines, select the desired number of subdivisions from the menu. Subdividing lines display as muted lines between the solid major lines.
- To offset the origin of the grid from the top left corner of the page, enter values for Horizontal Spacing and Vertical Spacing.
- To set the color of grid lines, select the color box. Select the desired color from the Color dialog box, and click OK.

3 Click OK to accept the grid settings.

To set snap-to-grid behavior:

Choose View > Snap to Grid to toggle between having form fields snap or not snap to grid lines. A check mark appears next to the command when the snap-to-grid behavior is on.

Creating form tables

Acrobat lets you create multicell, formatted tables out of a few fields. You set up the first row or column, then drag to create an entire table.

To create a form table:

1 Create one or more fields next to each other as the table's initial row cells, or stacked in a line as the table's initial column cells. The number of initial fields is the number of row or column cells in your table.

2 Shift-drag to create a red rectangle around the fields you want to include in the table.

The table boundary is at the boundaries of the selected fields, or the nearest grid line, if the grid is turned on and Snap To Grid is selected.

3 Ctrl-drag (Windows) or command-drag (Mac OS) the rectangle to the size you want the table. The table is filled in with cells. The cells are named sequentially, starting from the names you gave to the initial fields.

4 Click to finish creating the table.

Editing form fields

You can move, resize, cut, and paste multiple form fields on the same page, across pages, or across PDF documents. For more information on modifying and copying individual form fields, see "Setting form field options" on page 151 and "Duplicating form fields" on page 158.

To edit a form field:

1 Use the form tool ▦ to select the form field you want to edit.

2 To move a form field, do one of the following:

• Approximately position the form field by moving the pointer inside the selected form field, and drag the field to the new location. To constrain movement to a horizontal or vertical direction, begin dragging, and then hold down Shift while continuing to drag the selection.

• Precisely position the form field by using the arrow keys to nudge the selected form fields into position.

• Exactly relocate the form field to the center of the current view by choosing Edit > Cut, navigate to the desired location, and then choose Edit > Paste. The form field is pasted in the center of the current view.

3 To resize a form field, position the pointer over an anchor point of the selected form field. When the pointer changes to the double-headed arrow, hold the mouse button down, and drag to resize the form field. To resize multiple form fields, do one of the following:

• Hold down Shift, and press an arrow key to resize the form fields in small increments. To reduce or enlarge the form field widths, use the Left Arrow or Right Arrow key, respectively; to reduce or enlarge the heights, use the Up Arrow or Down Arrow key, respectively.

• Choose Tools > Forms > Fields > Size > Height to make all form fields in the selection the same height as the first form field.

• Choose Tools > Forms > Fields > Size > Width to make all form fields in the selection the same width as the first form field.

• Choose Tools > Forms > Fields > Size > Both to make all form fields in the selection the same height and width as the first form field.

4 To align form fields with the first form field, choose one the following commands from the Tools > Forms > Fields > Align menu:

• Left, Right, Top, or Bottom aligns all form fields with the respective border of the first form field.

• Vertically aligns all form fields along the vertical axis of the first form field.

- Horizontally aligns all form fields along the horizontal axis of the first form field.

You must select a minimum of two form fields.

5 To center form fields, choose one of the following commands from the Tools > Forms > Fields > Center menu:

- Vertically centers the group of form fields with respect to the page's vertical dimension.
- Horizontally centers the group of form fields with respect to the page's horizontal dimension.
- Both centers the group of form fields in the page.

6 To distribute form fields, choose one of the following commands from the Tools > Forms > Fields > Distribute menu:

- Vertically distributes the intermediate form fields evenly between the topmost and bottommost form fields in the selection. This action disregards Snap to Grid.
- Horizontally distributes the intermediate form fields evenly between the leftmost and rightmost form fields in the selection. This action disregards Snap to Grid.

You must select a minimum of three form fields.

7 To delete form fields, do one of the following:

- Press Delete, and select Yes in the confirmation dialog box.
- Choose Edit > Delete, and select Yes in the confirmation dialog box.

If you are deleting a form field that has a duplicate, another dialog box asks if you want to remove all occurrences of the form field.

Note: *Holding down the Shift key when resizing a form field maintains the original aspect ratio of the form field.*

Duplicating form fields

You can duplicate form fields on the same page or across pages. When you duplicate a form field, users can fill in one form field and have that information appear in all the form fields with the same name, no matter what page they are on. The copied form fields can be given different appearances, but they must have the same name and actions. Changing an action in a form field will change the action for all form fields with the same name, with the exception of mouse actions. Mouse actions are confined to a single field.

To duplicate a form field on the same page:

1 Select the form tool ⊞, and select a form field.

2 Do one of the following:

- Approximately position the form field by pressing Ctrl (Windows) or Option (Mac OS), and drag the form field to the new location. To constrain the movement horizontally or vertically, hold down Ctrl or Option, begin dragging, and then hold down Shift while continuing to drag the form field.
- Exactly duplicate the form field to the center of the current view by choosing Edit > Copy, and then choose Edit > Paste. The duplicate form field appears in the center of the current view.

To duplicate a form field across pages:

1 Select the form tool ⊞, and select the form field.

2 Do one of the following:

- Choose Tools > Forms > Fields > Duplicate, select All or type in a page range, and click OK. The form field is duplicated across the specified page range and placed in the location (*x* and *y* coordinates) of the selected form field across the entire page range.

- Choose Edit > Copy, and then choose Edit > Paste. Position the duplicate form field in the new location. Go to each page (on which you want the form field to appear), and repeat these actions.

Changing the appearance of form fields

You can change the appearance of multiple form fields simultaneously by setting the options in the Field Properties dialog box. For information on how to change the appearance of a field using a JavaScript, see "Using custom JavaScripts in forms" on page 164, or choose Help -> Forms JavaScript Guide to display the *Acrobat JavaScript Object Specification*.

Note: *The Field Properties dialog box generally displays only the Appearance tab when multiple form fields are selected. If all the selected fields are of the same type, the Options tab is also displayed.*

To change the appearance of a form field:

1 Select the form tool ⬚, and select the form fields you want to change.

2 Choose Edit > Properties to open the Field Properties dialog box.

3 Select the options that you want to change. For information about the available options, see "Setting appearance options" on page 151 and "Setting form field options" on page 151.

If a particular property differs among the selected form fields, the property setting will either be blank or contain a dimmed check or question mark. You can change the marked option and apply the new property to all form fields in the selection, or you can keep the existing properties.

4 Click OK.

Setting tabbing order

You can determine the order that a user tabs through form fields on a single page. The default tab order is the order in which the form fields were created.

To set tabbing order:

1 Select the form tool ⬚.

2 Choose Tools > Forms > Fields > Set Tab Order.

3 The form fields display the tab order currently set. Select from the following:

- To reorder the tabs, click the form fields in the order that you want them numbered.

- To start at a number other than 1, press Ctrl (Windows) or Option (Mac OS), and click the form field numbered one less than you want to start with. Then click the form field you want to renumber.

4 Click outside a form field, or switch tools to exit Set Tab Order.

Working with the Fields palette and context menu

The Fields palette in the navigation pane lists all the form fields (in a hierarchical structure) that you have created in your document. You can jump to a particular form field by double-clicking the field's icon in the Fields palette. You can sort, rename, delete, lock, unlock, and set properties for form fields using the Fields palette context menu and the palette menu.

To show or hide the Fields palette:

Do one of the following:

- Click the Show/Hide Navigation Pane button ▦, and click the Fields tab.

- Choose Window > Show Fields.

To choose a command from the Fields palette menu:

Position the pointer over the triangle in the upper right corner of the palette, hold down the mouse button to open the menu, and drag to the command you want.

To choose a command from the field context menu:

1 Right-click on the field in the Fields palette.

2 Choose the command you want:

- The Go to field command selects the field in the form.

- The Rename field command allows you to type in a new name for the field.

- The Delete field(s) command deletes the selected field and any of its child fields.

- The Lock command locks the field so that no modifications can be made to it until it is unlocked. To unlock a locked field, click the Unlock command.

- The Properties command brings up the Field Properties dialog box, where you can edit the properties of the field just as you did when creating it.

Making forms Web ready

PDF forms can be useful for submitting and collecting information over the Web. This is done in Acrobat forms by providing several button actions that perform functions similar to some HTML scripting macros. For this process to work, you must have a CGI application on the Web server to collect and route the data to a database. Any existing CGI application that collects data from forms (in HTML or FDF format) can be used to collect data from PDF forms.

Before you complete these tasks, make sure that your form field names match those set in the CGI application. For information on the Form Data Format (FDF), see the FDF Toolkit Overview, which is available on the Adobe Web site (www.adobe.com).

Important: *CGI scripts must be built outside of Acrobat, and their creation is not covered by the Adobe Acrobat product. See* .

Creating Submit Form and Reset Form buttons

You can send form data to a Web server by specifying a Uniform Resource Locator (URL) with the Submit Form action. You can use the Reset Form action to clear any form data already entered.

To create a Submit Form button:

1 Select the form tool 🖳.

2 Create a form field, and choose Button from the Type menu.

3 Click the Actions tab. Select Mouse Up as the behavior (that triggers the action), and click Add.

4 In the Add an Action dialog box, select Submit Form, and click the Select URL button.

5 In the Submit Form Selections dialog box, enter the (destination) URL.

6 Select an export format:

• FDF exports as an FDF file. You can choose to export the form fields data, comments, incremental changes to the PDF, or all three. The Incremental Changes to the PDF option is useful for exporting a digital signature in a way that is easily read and reconstructed by a server.

• HTML exports as an HTML file.

• XML exports as an XML file. You can choose to export the form fields data, annotations, or both.

• The Complete Document (PDF) exports the PDF file that is your form. Although this creates a larger file than the FDF option, it is useful for preserving digital signatures.

7 Select which fields to export. If you choose Include Empty Fields, the selected form fields are exported, even if they do not contain values. If you choose All Except or Only These, click Select Fields, and indicate the form fields to exclude (All Except) or include (Only These).

8 Select the Convert Dates to Standard Format option to export all form dates in a single format no matter how they are entered into the form.

Note: *If the server returns data to the user in Forms Data Format, the server's URL must end with the #FDF suffix, for example, http://myserver/cgi-bin/myscript#FDF.*

9 Click OK to accept the selections.

10 Click Set Action.

11 Click another tab in the Field Properties dialog box to continue defining properties of the form field, or click OK.

To create a Reset Form button:

1 Select the form tool 🖳.

2 Create a form field, and choose Button from the Type menu.

3 Click the Actions tab. Select Mouse Up as the behavior (that triggers the action), and click Add.

4 In the Add an Action dialog box, select Reset Form.

5 Click Select Fields and choose which fields to reset.

6 Click OK to accept the selections.

7 Click Set Action.

8 Click another tab in the Field Properties dialog box to continue defining properties of the form field, or click OK.

Creating Import Data buttons

You can use the Import Form Data action to enable users to automatically fill out common form fields, such as name and e-mail address, with data imported from another form. Before you set an Import Form Data action, you must have set up a form with common information form fields from which data will be imported. For more information, see "Exporting and importing form data" on page 169.

Personal Field Names (PFN) can be used with Acrobat forms to create a personal profile that automates filling out Acrobat forms. With any form that uses the same form fields as those in your personal profile, you can apply your personal profile and automatically fill in the form. Forms that conform to this standard should display the PFN icon (included in the folder) and should also be equipped with a button that automatically imports personal profile data when selected. For sample forms and the tools to create a personal profile form, go to the Pfn_kit folder inside the Forms folder located on the Acrobat 5.0 product CD.

Note: The Import Form Data action searches for the data file from which to import data in different locations in Windows than on Mac OS. In Windows, the Import Form Data action searches the Acrobat or Acrobat Reader folder, the current folder, the System folder, the Windows folder, and the folders that are in the PATH statement. On Mac OS, the Import Form Data action searches the Acrobat or Acrobat Reader folder and the System Preferences folder.

To create an Import Data button:

1 Select the form tool 🗒.

2 Create a form field, and choose Button from the Type menu.

3 Click the Actions tab. Select Mouse Up as the behavior that triggers the action, and select Add. In the Add an Action dialog box, select Import Form Data.

4 Click Select File, select a file, and click Select (Windows) or Open (Mac OS).

5 Click Set Action.

6 Click another tab in the Field Properties dialog box to continue defining properties of the form field, or click OK.

Users can use this Import Data button to populate the common form fields with their personal profile information. Only form fields that match are updated. Those that do not match are ignored.

Submitting images with a PDF form

You can create buttons that allow users to submit image data to a database. For example, users can select scanned images, such as identification photos, X-rays, or insurance photos, and attach them to the form. The selected images are encoded as button icons and are submitted along with the rest of the form data.

You can also use a JavaScript action to update the button display with the selected image as the user fills in the form. For more information, see "Using custom JavaScripts in forms" on page 164, or choose Help -> Forms JavaScript Guide to display the *Acrobat JavaScript Object Specification*.

To create an image submission button:

1 Select the form tool 🗒.

2 Create a new form field or double-click inside an existing button form field to open the Field Properties dialog box. If this is a new form field, choose Button from the Type menu.

3 Click the Actions tab, and select a mouse behavior that will trigger the action.

4 If the Submit Form action is already listed, select it, and click Edit. Otherwise, click Add, and select Submit Form.

5 Enter the appropriate URL for the target database.

6 Select an export format:

• FDF exports as an FDF file. You can choose to export the form fields data, annotations, incremental changes to the PDF, or all three. The Incremental Changes to the PDF option is useful for exporting a digital signature in a way that is easily read and recon-structed by a server.

• The Complete Document (PDF) exports the PDF file that is your form. Although this creates a larger file than the FDF option, it is useful for preserving digital signatures.

7 For Field Selection, select All, Except or Only These. Button icons will not be exported if you select All Fields. For more information on buttons, see "Creating interactive buttons" on page 173.

8 Click Select Fields, indicate the form fields to exclude (All Except) or include (Only These), and click OK.

9 Click OK to accept the Submit Form selections.

10 Click Set Action.

11 Click another tab in the Field Properties dialog box to continue defining properties of the form field, or click OK.

Defining CGI export values

An export value is the information sent to a CGI application to identify a user-selected form field. You need to define an export value only if both the following are true:

• The data will be collected electronically in a database over a company intranet or the Web.

• The data is different from the item designated by the form field, or the form field is a radio button.

You can also define export values for check boxes, combo boxes, list boxes, and radio buttons:

• Use the default export value Yes to indicate that a check box, or radio button, has been selected.

• Enter an export value for combo boxes or list boxes only if you want the value to be different from the item listed—for example, to match the name of the form field in a database. The item selected in the combo box or list box is used as the export value unless a different export value is explicitly entered in the Field Properties dialog box.

• Related radio buttons must have exactly the same form field name but different export values. This ensures that the radio buttons toggle and that the correct values will be collected in the database.

For information on customizing Acrobat, see the Acrobat Software Development Kit (SDK). Support for the Adobe Acrobat SDK is provided to members of the Adobe Solutions Network (ASN) Developer Program. For information on joining the ASN Developer Program, requesting developer technical support, or obtaining updates to this SDK, refer to the Developer Support section of the Adobe Web site (partners.adobe.com/asn/developer/).

Using custom JavaScripts in forms

The JavaScript language was developed by Netscape Communications so you could more easily create interactive Web pages. Adobe has enhanced JavaScript so you can easily integrate this level of interactivity into your PDF forms. The most common uses for Java-Script in Acrobat forms are formatting data, calculating data, validating data, and assigning an action.

While there are plug-in, document, and field level JavaScripts, we are concerned only with document level and field level scripts here. For information on plug-in level scripts, see "Working with JavaScript actions" on page 181, or choose Help > Acrobat JavaScript Guide to display the *Acrobat JavaScript Object Specification*.

- Document level scripts are executed with the document open and apply only to this document.
- Field level scripts are associated with a specific form field or fields. This type of script is executed when an event occurs, such as a Mouse Up action.

Creating simple JavaScripts

There are a number of simple JavaScripts you can integrate into your forms to enhance their interactive capabilities. The scripts described here are commonly used with Acrobat forms. Trying out these scripts in the forms you create will give you a glimpse of what JavaScript offers.

Careful selection of field names when creating forms is an important factor in data collection. If two fields share the same name, they also share the same value. You can use this capability to create fields that have different appearances (that is, appear on different pages and have different background colors) but have the same value. This means you can modify one field and the other field is updated automatically.

Note: For more information on JavaScript naming conventions for Acrobat forms, choose Help > Acrobat JavaScript Guide to display the Acrobat JavaScript Object Specification.

Creating an automatic date field

Many forms require a date for tracking purposes. The following procedure shows you how to create a text field that automatically displays the current date when the document is opened.

The script you create to display the current date when the document is opened is a document level script.

To create an automatic date field:

1 Select the form tool ▦ , and create a text field. For information, see "Creating form fields" on page 145. Name the field *Today*.

2 Click the Format tab, choose Date, and choose the short month, day, and long year format option (for example, Feb 2, 2001). Make sure the field is read-only because it will be a calculated field, and click OK.

3 To create a document level script that is executed each time the document is opened, choose Tools > JavaScript > Document JavaScripts. Name the script *Today*, and click Add.

4 Delete the automatically generated text that is displayed in the script window, type in the following text in the exact format, and click OK.

```
var f = this.getField("Today");
f.value = util.printd("mm/dd/yyyy", new Date());
```

This script binds the *Today* field to the variable f, and then calculates the value. The *new Date()* expression creates a new date object initialized to the current date and time. The utility object is used to format the date into the month/day/year format.

5 Click OK in the JavaScript Edit dialog box, and then click Close in the JavaScript Functions dialog box.

Subtracting and dividing two values

You can use JavaScript to automatically calculate the difference between the values in two fields and display the results. In the following example, you create three form fields in which the value in the second field is subtracted from the value in the first. The results are calculated, and the value is automatically displayed in the third field.

You can use this same JavaScript to divide two values by simply substituting a division sign
(/) for the minus sign (-) in the last line of the script.

To create an automatic calculation of fields:

1 Select the form tool ▣, and create a text field. For more information, see "Creating form fields" on page 145. Name this field *ValueA* with no spaces.

2 Click the Format tab, choose Number, and choose the number of decimal places, a currency symbol if needed, and a separator style.

3 Click the Options tab, specify a default value (for example, 1), and click OK.

4 Create a second text field, and name this field *ValueB* with no spaces.

5 Click the Format tab, and make the format of this field the same as for the previous field.

6 Click the Options tab, specify a default value (for example, 1), and click OK.

7 Create a third text field, and name this field *ResultsC* with no spaces.

8 Click the Format tab, and make the format of this field the same as for the previous field.

9 Click the Calculate tab, choose Custom Calculation Script, and then click Edit.

10 In the script window, type in the following text exactly as shown:

```
var f = this.getField("ValueA");
var g = this.getField("ValueB");
event.value = f.value - g.value;
```

11 Click OK.

The script created in step 10 defines a variable f, which corresponds to the value of the *ValueA* field, and another variable g, which corresponds to the value of the *ValueB* field. The script then defines an event that calculates the difference between the values of the two variables. This calculation is automatically displayed in the *ResultsC* field.

To divide the value for variable f by variable g, replace the script text in step 10 with the following text:

```
var f = this.getField("ValueA");
var g = this.getField("ValueB");
event.value = f.value / g.value;
```

To multiply the value for variable f by variable g, type in the following script (in its exact format):

```
var f = this.getField("ValueA");
var g = this.getField("ValueB");
event.value = f.value * g.value;
```

12 Click OK in the Field Properties window.

Assigning a 'go to page' action

If you create a multiple page form, it is useful to add a button that automatically takes you to the next page. This type of action is most commonly associated with the Mouse Up action.

The JavaScript you use to take you to the next page at the click of a button can be easily modified to automatically take you to the previous page of the form, the first page of the form, or the last page of the form. All these variations are presented in the following procedure.

To specify a 'go to page' action for a button:

1 Select the form tool 🖳, and create a form field. For information, see "Creating form fields" on page 145. Name this field *GoNext*.

If you want to create several 'go to page' buttons on the same form, name each field accordingly: *GoNext*, *GoPrev*, *GoFirst*, and *GoLast*.

2 Choose Button from the Type menu, and specify the border, background, text, and field appearances. Click the Options tab, and specify selections as needed. For more information, see "Creating interactive buttons" on page 173.

3 Click the Actions tab, choose Mouse Up, and then click Add.

4 Choose JavaScript from the Type menu, and then click Edit.

5 To specify *go to the next page* when the button is selected, in the script window, type in the following text in the exact format, and click OK:

```
this.pageNum++;
```

For other go to page buttons, use the following scripts with the appropriate button fields:

Go to the previous page:

```
this.pageNum--;
```

Go to the first page:

```
this.pageNum = 0;
```

Go to the last page:

```
this.pageNum = this.numPages - 1;
```

6 Click Set Action, and then click OK in the Field Properties dialog box.

Sending a document or form via e-mail

You can create a button on your form that automatically mails the PDF document to a specified e-mail address when selected. You can also specify that only the form data is mailed as an FDF file.

In the following example, the *name@address.com* variable represents the e-mail address to which the form is to be sent. Most e-mails have a message subject that gives a brief description of the content of the message. The *Message Subject Description* variable in the example represents the description that would accompany an e-mail message. The double sets of quotes are where you can enter a cc: e-mail address and (blind) bcc: e-mail address, if desired.

To assign an action that e-mails a document or form:

1 Select the form tool ▦, and create a form field. For more information, see "Creating form fields" on page 145. Name this field *MailPDF*.

If you want to create a second button that mails only the forms data (an FDF file), do so, and name the field *MailFDF*. An FDF file is smaller in size because it contains only the data entered into the form, and not the form itself.

2 Choose Button from the Type menu, and specify the border, background, text, and field appearances. Click the Options tab, and specify selections as needed. For more information, see "Creating interactive buttons" on page 173.

3 Click the Actions tab, choose Mouse Up, and then click Add.

4 Choose JavaScript from the Type menu, and then click Edit.

5 To mail the PDF document to the specified e-mail address when the button is selected, in the script window, enter the following text in the exact format, and click OK:

```
this.mailDoc(true, "name@address.com", "", "", "Message Subject
Description");
```

To mail the forms data (only) as an FDF file, use the following script instead:

```
this.mailForm(true, "name@address.com", "", "", "Message Subject
Description");
```

6 Click Set Action, and then click OK in the Field Properties dialog box.

Hiding a field until a condition is met

In more complex forms, you might want to have one field that is hidden, or inactive, until a specific condition is met. For example, a field could be hidden, grayed out, or read only until a dollar amount greater than a specified number is entered into another field.

In our example, a dollar amount greater than 100 must be entered in the ActiveValue field to activate the GreaterThan field. The active field is called *ActiveValue*, and the inactive field is called *GreaterThan*.

To activate a field when a condition is met in another field:

1 Select the form tool ▦, and create a text field. For information, see "Creating form fields" on page 145. Name the field *ActiveValue*.

2 Click the Format tab, and choose Number from the Category list. Choose two decimal places, Dollar as the Currency Symbol, and the common Separator Style (the default). Click OK.

3 Create a second text field, and name it *GreaterThan*.

4 Click the Format tab, and choose Number from the Category list. Choose two decimal places, Dollar as the Currency Symbol, and the common Separator Style (the default). Click OK.

5 Double-click the ActiveValue field. Click the Validate tab, select Custom Validation Script, and click Edit.

6 To keep the GreaterThan field hidden until an amount greater than 100 is entered in the ActiveValue field, in the script window, type in the following in the exact format, and click OK:

```
var f = this.getField("GreaterThan");
f.hidden = (event.value < 100);
```

To keep the GreaterThan field read only until an amount greater than 100 is entered in the ActiveValue field, in the script window, type in the following in the exact format, and click OK:

```
var f = this.getField("GreaterThan");
f.readonly = (event.value < 100);
```

To keep the GreaterThan field grayed out and read only until an amount greater than 100 is entered in the ActiveValue field, in the script window, type in the following in the exact format, and click OK:

```
var f = this.getField("GreaterThan");
f.readonly = (event.value < 100) ;
f.fgcolor = (event.value < 100) ? color gray : color black;
```

7 Click OK in the JavaScript dialog box, and then click OK in the Field Properties dialog box.

Using templates to generate forms dynamically

Acrobat lets you define a page in your document as a template, which can then be used to dynamically generate a new form, or duplicate PDF pages on the fly. In essence, you can build a form that dynamically creates another form. Templates are useful in several ways:

• Templates allow the user to fill out as many form pages as needed. Additional pages (complete with new form fields) are spawned on the fly. For information on defining an action that dynamically creates new pages, choose Help > Acrobat JavaScript Guide to display the *Acrobat JavaScript Object Specification*.

If you are generating a form by importing data from a database, you can spawn as many pages as needed to contain different quantities of data.

• They can be used as button icons in another form by invoking the template names from an FDF file. See the FDF Toolkit or the *PDF Reference Manual* (available on the Adobe Web site at www.adobe.com) for more information.

Important: *Template functionality is not supported in Acrobat Reader. Therefore, if you create an Acrobat application that uses template functionality, a user who only has access to Acrobat Reader will not be able to use your application.*

To define a template:

1 Navigate to the page you want to use as a template, and choose Tools > Forms > Page Templates.

2 Enter a name for the template, and click Add. Click Yes in the confirmation dialog box.

3 Click Close to define the template and close the Document Templates dialog box.

To edit a template:

1 Choose Tools > Forms > Page Templates.

2 Select the desired template in the list, and do one of the following:

• To hide the selected template page, click the eye icon to the left of the template name. To show the template, click the icon again. When you show a hidden template page, it appears appended to the end of the document. You cannot hide a template page if it is the only page in the document. If you delete a hidden template page, it is deleted from the PDF file.

• To change the template contents to the current displayed page, click Change.

• To remove the selected template from the list, click Delete.

• To display the selected template page, click Goto. You cannot use Goto to display a template that is hidden.

3 Click Close to accept the template changes and close the Document Templates dialog box.

Exporting and importing form data

You can export form data from a PDF file and create a new file containing only the form data. The newly created file will be in Forms Data Format (FDF) or in XFDF (for XML-based FDF files) and will be considerably smaller than the container PDF file. The smaller FDF file is useful for archiving or electronically sharing data. You can also import data from this file into another form, if that form has fields with the same names.

File data can be imported from a text file. Each row in the text file must be tab delineated, to create columns as in a table. The first row of the text file is the column names, which correspond to the fields in the form, and each row below that is a cell in the table. When a row of data is imported, each cell becomes the value of the form field that corresponds to the column name.

If you are using Acrobat Reader (without having Acrobat 5.0 installed), you are not able to export form information. If you are creating forms that will be used by people who only have Acrobat Reader, this is something you should be aware of when you are creating your forms.

Note: *The folder entitled Pfn_kit contains sample forms and the tools to create a personal profile form. If you use these tools to develop a personal profile for use in filling out Acrobat forms, any form that uses these same form fields can be filled in automatically. Forms that conform to this standard should display the PFN icon (included in the folder) and should also be equipped with a button that automatically imports personal profile data when selected.*

To export form data to a file:

1 Choose File > Export > Form Data.

2 Enter a filename, and click Save.

To import form data from a file:

1 Choose File > Import > Form Data.

2 Select a file, and click Select (Windows) or Open (Mac OS).

Note: *If you import form data from a form that does not match the form you are importing into, only the form fields that match are updated, and those that do not match are ignored.*

Filling out forms

You can fill out forms in Acrobat and submit them across the Web if you are filling them out from inside a Web browser or using Acrobat Web Capture. For information, see "Converting Web Pages to Adobe PDF" on page 69 and "Viewing PDF documents on the Web" on page 211.

With Acrobat, you can also print the form or export the form data to a separate file. Exporting form data allows you to save the existing data, or to transport it with an alternative method such as e-mail.

To fill out a form:

1 Select the hand tool ⟨ꙮ⟩.

2 Position the pointer inside a form field, and click. The I-beam pointer allows you to type text. The arrow pointer allows you to select a button, a check box, a radio button, or an item from a list.

3 After entering text or selecting an item, check box, or radio button, do one of the following:

• Press Tab to accept the form field change and go to the next form field.

• Press Shift+Tab to accept the form field change and go to the previous form field.

• Press Enter (Windows) or Return (Mac OS) to accept the form field change and deselect the current form field.

In a multiline text form field, Enter or Return goes to the next line in the same form field. You can use Enter on the keypad to accept a change and deselect the current form field.

• Press Escape to reject the form field change and deselect the current form field.

If you are in Full Screen mode, pressing Escape a second time causes you to exit Full Screen mode.

4 Once you have filled in the appropriate form fields, do one of the following:

• Click the Submit Form button, if one exists. The button may be named differently. Clicking this button sends the form data to a database across the Web or over your company intranet. This button works only if you are viewing the PDF document from inside a Web browser, or you have Web Capture.

• Choose File > Export > Form Data to save the form data in a separate FDF file. The form itself is not saved. Type a filename, and click Save. Opening the Forms Data Format

(FDF) file in an Acrobat viewer automatically opens the associated PDF document containing the form if the files maintain their relative locations.

To clear a form in a browser window:

Do one of the following:

- Select a Reset Form button, if one exists.

- Exit the Acrobat viewer without saving the file, and start again.

Clicking the Reload button or the Go Back button, or following a link in a World Wide Web browser window does not clear a form.

Important: *There is no undo for this action.*

To clear a form in Acrobat:

Choose File > Revert.

Adding Interactivity

Acrobat provides a variety of interactive features you can add to a PDF document to enhance its visual appeal and provide supplemental information. You can add interactive buttons or show and hide graphics to add interest to a page. Adding movie and sound clips can transform a PDF document into a multimedia experience. Movies and sounds can be played when they are selected, or they can be assigned as actions so they play when a link, bookmark, or button is activated. You can also create page actions that occur when a page is opened or closed.

Using buttons

Buttons are most commonly associated with forms. However, they offer great potential for enhancing the visual and interactive quality of a document, as well as providing another method for instigating an action. Buttons can open a file, play a sound, play a movie, submit data to a Web server, and much more. For more information about using the form tool, see "Creating form fields" on page 145.

When deciding on how to initiate an action, remember that buttons offer the following capabilities that links and bookmarks do not:

- A button can activate a series of actions, not just a single action.
- A button can have alternate appearances, determined by mouse behavior over the button.
- A button can be easily copied across many pages.
- Mouse actions can activate different button actions: Mouse Up, Mouse Down, Mouse Enter, or Mouse Exit.

Buttons on a sample PDF page

Creating interactive buttons

Buttons are an easy, intuitive way to generate visual interest and interactive usability options in many types of online documents. Buttons can combine text and graphics to lead users through a series of actions or events by changing as the mouse is moved.

Mouse Up is the default mouse appearance. You can select any combination of mouse behaviors for a field and specify any combination of actions for a mouse behavior, although no more than 10 are recommended.

To add an interactive button:

1 Select the form tool ▦, and drag the cross-hair pointer to create a box.

2 Enter a name in the Name text box of the Field Properties dialog box, and select Button from the Type menu.

3 With the Field Properties dialog box still active, set the desired appearance options:

• Specify a border color, background color, and border width and style.

• Specify a font, font size, and text color.

• Select Read Only or Required, and specify whether the form field is to be hidden, visible, visible but doesn't print, or hidden but printable.

• Specify the button's orientation in degrees.

4 Select the Options tab.

5 Specify the display of the button when clicked, choosing one of the following options:

• Invert inverts the colors in the button.

• None results in no change to the appearance of the button.

• Outline highlights the field border.

• Push uses the elements specified in the Button Face attributes section.

6 Choose a button layout from the menu. You can choose a text only display, an icon only display, or various combinations of icon and text. You select the text and icon for the button layout in the Button Face Attributes section of the dialog box.
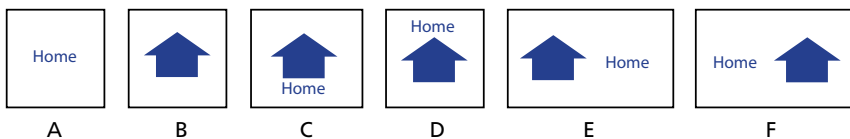
Button layouts
A. Text only **B.** Icon only **C.** Icon over text **D.** Text over icon **E.** Text right, icon left
F. Icon right, text left

7 If you want the button to change in appearance when the mouse interacts with it, select a button state from the Button Face When list, and then enter text or select an icon from the Button Face Attributes. Choose from the following options:

• Up indicates the button display when the mouse is not interacting with the button.

• Down indicates the button display when the mouse is pressed over the button.

- Rollover indicates the change in the button display when the cursor moves across the button (before it is actively selected).

💡 It is recommended that you assign a navigation action, such as Next Page, as a Mouse Up action so the action happens when the user releases the mouse button.

8 Enter text or select an icon from the Button Face Attributes section. (See "Customizing button displays" on page 174.)

9 Click OK.

Customizing button displays

Each button can have up to three different displays, depending on the position of the mouse. The Advanced Layout option on the Options panel of the Field Properties dialog allows you to specify how a button icon fits into a field border.

You can make button icons from any file format Acrobat can display, including PDF, JPEG, and GIF. If you want to use only a portion of a page as an icon—for example, only a bitmap on the page—you need to crop the page before carrying out this procedure. The smallest allowable PDF page size is 1-by-1 inch. If you want the icon to appear smaller than 1-by-1 inch, scale it to fit the size of the box drawn with the form tool.

Note: The Acrobat forms crop box overrides the bounding box (if there is one) for an image or PDF page you may choose for a button display. This can result in white space or margins being ignored and the dimensions being recalculated, resulting in a change in the height/ width ratio.

To specify button display properties:

1 Select the form tool 🔲, and drag the cross-hair pointer to create a box.

2 Enter a name in the Name text box of the Field Properties dialog box, and choose Button from the Type menu.

3 Click the Options tab in the Field Properties dialog box, and do one of the following:

- If you chose a text option from the Layout menu, type the text in the Text box.

- If you chose an icon option from the Layout menu, click Select Icon, and then click Browse. Choose a PDF file to use as the icon, click Select, and then click OK.

4 To set another display for the button, select another button state from the Button Face When list, select an option from the Layout menu, and choose the appropriate option from step 3.

5 Click OK to accept these display properties.

Note: Clicking the Clear button does not clear the text entered in the text box.

To scale button icons:

1 Select the form tool 🔲, and drag the cross-hair pointer to create a box.

2 Enter a name in the Name text box of the Field Properties dialog box, and choose Button from the Type menu.

3 From the Options tab, choose a button state from the Button Face When list, and choose an icon option from the Layout menu.

4 Click Select Icon, choose a file for your icon image, and click OK to accept.

5 Select Advanced Layout, and choose one of the following for the Scale When option:

Always Scales the icon regardless of its size in relation to the field size.

Never Preserves the icon's original size; it clips the icon if it doesn't fit.

Too Big Scales the icon only if it is larger than the field.

Too Small Scales the icon only if it is smaller than the field.

Note: If you select Never, the Scale How options are not available.

6 Choose whether or not to scale the icon proportionally.

7 To define where the icon is placed inside the field, drag the slider arrows.

Icon placement is defined according to the percentage of space preserved between the icon and the left field boundary, and between the icon and the bottom field boundary. The default setting (50, 50) places the icon in the middle of a field. You can click Reset at any time to revert to the default placement setting.

8 Click OK.

Showing and hiding graphic form fields

Form fields can include both graphics and text. You can use buttons, links, bookmarks, and page actions to show or hide a form field. By alternately showing and hiding a graphic form field, you can create interesting visual effects within a document. For example, when you move a cursor over a city on a map, a detail map of the city could be displayed. When the cursor moves away from the city, the detail map could disappear.

To create the effect of showing and hiding a graphic form field, you first specify a graphic element for the button that will be shown and hidden. Next, you create a second button to activate the Show-Hide Field action. You do not assign an icon for the appearance of the second button. Instead, you assign actions to occur when the mouse enters and exits the field border. For more information, see "Setting appearance options" on page 151 and "Setting action options" on page 152.

To define an image field that is shown and hidden:

1 Select the form tool 🔲, and drag a box to represent the area of the image field.

2 Type a name in the Name text box, and choose Button from the Type menu.

3 From the Options tab, choose Push from the Highlight menu.

4 From the Button Face When list, choose Up.

5 For Layout, choose Icon Only.

6 Click Select Icon, and then click Browse. Navigate to the location of the PDF (image) file, select the file, and click Select. Click OK to accept the previewed image as the button.

7 Click the Appearance tab. If needed, deselect Border Color and Background Color. Choose Solid for Style, and then click OK.

To assign actions to occur when the mouse enters and exits a field:

1 Select the form tool 🔲, and drag a box to represent the activation area. This will be a hotspot that causes the graphic that you defined to appear and disappear.

2 Enter a name in the Name text box, and choose Button from the Type menu. You do not assign a graphic to this button. Instead you assign actions to occur when the cursor enters and exits the field border.

3 Click the Actions tab. Select Mouse Enter, and click Add.

4 Choose Show/Hide Field as the Type, and click Edit.

5 Navigate to the location of the PDF (graphic) file you specified, click Show, click OK, and then click Set Action.

6 Select Mouse Exit, and click Add.

7 Choose Show/Hide Field as the Type, and click Edit.

8 Select the same image you specified in step 5, click Hide, click OK, and then click Set Action.

9 Click OK to close the Field Properties dialog box.

10 Select the hand tool 👆, and move the cursor across the hotspot area. The image field you defined appears as the cursor enters the hotspot area and disappears when it exits.

Integrating media clips into PDFs

Movie files are not physically embedded in the PDF document. Instead, you define a rectangle within the document, and then associate a pointer with the movie file. Sound files, unlike movie files, are physically embedded in a PDF document. You can specify how media files play by setting options for the file.

Acrobat PDF documents will play all video and sound files that are compatible with Apple QuickTime.

Note: *System 7 sound files and Sound Mover (FSSD) files are automatically converted to QuickTime movies before they are played (Mac OS). This conversion may cause a slight delay in the playback response time. With Windows, no conversion is necessary before playing AIF or WAV files.*

Adding movie clips

When you add QuickTime movie clips to a PDF document, you create a pointer to them. Therefore, if you distribute the PDF document, you must remember to distribute the movie files as well. Be sure to use the correct filenames and relative path locations for the movie clips when you distribute them.

The movie image format is made up of a set number of pixels and is therefore a set size. For this reason, it is recommended that you keep the magnification of the document page at 100% to prevent the added movie file from being scaled inadvertently. Also, when you click to place a movie, the pixel size of the movie frame determines the size of the activation area. However, if you define the play area for the movie by dragging and creating a rectangular boundary, the movie frame is enlarged or compressed to better fit the specified area, although the movie's original aspect ratio is always preserved. This resizing of the movie frame to fit the custom area can result in a distorted image quality. For this reason, clicking to place a movie is recommended over creating custom frame sizes.

Note: *Movie files can also be played from links, bookmarks, form fields, and page actions. For more information, see* .

To add a movie clip and specify movie properties:

1 Select the movie tool 🎞.

2 Click a location on the page to place the movie. Where you click specifies the center of the movie frame. The play area is the exact size of the movie frame.

3 In the Movie Properties dialog box, either navigate to a movie file, or enter a remote URL for the movie.

4 In the Movie Properties dialog box, enter a name for the file in the Title text box. By default, the name of the movie file appears as the title.

5 Select Show Controller if you want to display a controller bar at the bottom of the play area.

6 Select a Mode option from the pop-up menu to determine the play action of the movie clip. You can have the movie play once then stop, play once and stay open, play repeatedly, or play forward and then backward repeatedly.

When you choose Play Once Then Stop, selecting the clip or the controller bar stops the movie when it is playing. Double-clicking inside the movie frame starts the clip playing again. When you choose Play Once And Stay Open and set the default to floating window, the movie plays until the viewer presses the Escape key.

7 To create a floating clip, select Use Floating Window. This specifies that the movie plays in a separate window. Then specify the dimensions, including scale factors, of the floating window in the pop-up menu.

8 Select Movie Poster to show the first frame in the clip as a still image when the movie is not playing. You can choose to display the poster in the document, or retrieve it directly from the movie file. If you are displaying the poster, choose the number of colors from the pop-up menu. Choose 256 colors to display 8-bit color images; choose Millions Of Colors to display 32-bit color images.

9 Specify the appearance of the border for the play area:

- For a visible border, choose a Width value of Thin, Medium, or Thick, and the desired style and color options.

- For no border around the unselected play area, choose Invisible for the Width value.

- For information on how to specify a custom color, see "Setting the custom color option" on page 138.

10 Click OK. Any further movie files that are added default to this file's properties.

Note: *When the movie tool is selected, the borders around all play areas are highlighted, even those with invisible borders. The highlight disappears when the movie tool is no longer active.*

To edit movie clip properties:

1 Select the movie tool ▤.

2 Select a movie icon to make it active, and choose Edit > Properties. Set the options in the Movie Properties dialog box for the selected movie and all subsequent movie clips.

3 Click OK.

4 Move or resize the movie clip in the following ways:

- Move the clip by dragging its icon to a new location on the page.

- Resize the clip by dragging one of the corners of the movie frame until it is the desired size. This is not recommended, as it distorts the image.

Adding sound clips

You add sound clips using the movie tool. You can also play sound clips from links, bookmarks, form fields, and page actions. For more information about page actions, see "Using actions for special effects" on page 179.

To add a sound clip:

1 Select the movie tool ⊞, and drag to create a rectangle that defines the play area. The rectangle boundaries define the activation area for the sound clip.

2 In the Movie Properties dialog box, either navigate to a sound file, or enter a remote URL for the sound. If you navigate to the file, change the file type to All files (.mov is the default), select a sound file, and click Open. If the file is not in a format that can be read by QuickTime, you may be asked to convert it. Follow the on-screen instructions.

3 In the Movie Properties dialog box, type a name for the clip in the Title text box. By default, the name of the sound file appears as the title. This title must be a unique name.

4 Choose a play action mode for the sound clip.

5 Specify the appearance of the border for the play area:

• For a visible border around the play area, choose a Width value of Thin, Medium, or Thick, and the desired style and color options.

• For no border around the play area, choose Invisible for the Width value.

• For information on how to specify a custom color, see "Setting the custom color option" on page 138.

6 Click OK.

To edit sound properties:

1 Select the movie tool ⊞, select a sound clip, and choose Edit > Properties.

2 In the Movie Properties dialog box, select the necessary options for play action and appearance of the border of the play area:

• For a visible border around the play area, choose a Width value of Thin, Medium, or Thick, and the desired style and color options.

• For no border around the play area, choose Invisible for the Width value.

• For color, choose a standard color from the menu (black, white, red, green, blue, cyan, magenta, yellow), or custom. For information on specifying a custom color, see "Setting the custom color option" on page 138.

3 Click OK.

Tips for adding movie and sound clips

When adding movie and sound clips to PDF documents, consider the following suggestions:

• Use a graphic image for the activation area of the link to a movie. You can do this by inserting an image that you capture from the movie. (Capture the image using a movie authoring application.) Once the image is incorporated into the PDF document, draw a rectangle around it to specify the play area for the movie. Then deselect the Put Poster In Document option from the Movie Properties dialog box, and select Use Floating Window.

- Use a miniature version of the movie poster to create an icon for the movie. The movie can play in a separate window. You can create the icon by adjusting the movie boundaries to less than full size, and then selecting Display Poster. The Use Floating Window option sets the movie to play in a separate window.

- Use a play action other than Play Once Then Stop when a controller bar is used with a clip. Selecting the controller bar stops the clip. Double-clicking inside the movie frame starts it playing again.

- Use movie and sound files that are located on your hard disk or on a CD with your PDF files. This ensures optimum performance. If you link your PDF documents to movie or sound files residing across a network or on the World Wide Web, performance decreases.

Playing movies and sound clips

Before you can play movies or sounds, your computer must have the appropriate hardware and software installed. See "Integrating media clips into PDFs" on page 176 for information on the movie and sound file formats for Windows and Mac OS. See your system's documentation for more information. You must also have the necessary software installed on your system:

- Apple QuickTime 2.5 or later, or Microsoft Video (Windows).

- Apple QuickTime 2.5 or later (Mac OS).

Note: *QuickTime 4.0 or later is recommended. QuickTime 5.0 or later is required for working with MPEG files.*

To play a movie or sound clip:

1 Select the hand tool ✋.

2 Move the cursor over a movie or sound clip, and the cursor changes to a filmstrip.

3 Click to begin playing the clip.

4 Click again to stop playing, or press Escape.

Using actions for special effects

Acrobat allows you to add special effects to PDF documents. You can specify that a particular action will occur when a bookmark, link, or form field is selected, or when a page or form is viewed. For example, you can use links and bookmarks to jump to different locations in a document, but you can also use them to play movies and sound clips, execute commands from a menu, or other actions. Page actions are another way of activating special effects in a PDF document. For example, you can specify a movie or sound clip to play when a page is opened or closed.

About action types

You can specify actions for links, bookmarks, page actions, buttons, and other form fields. To assign an action to a link, you choose an action type from the Actions menu in the Link Properties dialog box. To assign an action to a bookmark, you choose an action type from the Type menu in the Bookmark Properties dialog box. To assign an action to a button or other form field, you choose an action type from the Type menu in the Add an Action dialog box. The Add an Action dialog box opens from the form tool Field Properties dialog box.

Execute Menu Item   Executes a specified menu command as the action. Click Edit Menu Item, select a menu item, and then click OK.

Go To View   Jumps to a destination within the current document or in another PDF document. Go to the destination where you want the reader to end up, and set the position and magnification for the view. You can either navigate to the location in the current document or choose File > Open, select a PDF file, and then go to the destination.

Import Form Data   Brings in form data from another file, and places it in the active form. (See "Exporting and importing form data" on page 169.)

JavaScript   Runs a specified Java script. The Edit button allows you to create or edit a Java script action that is activated when the bookmark, link, or other element is selected. For more information, see "Using custom JavaScripts in forms" on page 164.

Movie   Plays a specified QuickTime or AVI movie. Click Select Movie, and select the movie you want to play when the action is activated. A link to the movie must already be added to the PDF document for you to be able to select it.

Open File   Launches and opens a non-PDF file. Click Select File, locate the file, and click Select. (If you are distributing a PDF file with a link to a non-PDF file, the reader needs the native application of the non-PDF file to open it successfully.)

Read Article   Follows an article thread in the active document or in another PDF document. To choose an article from the active document, Click Select Article, select an article from the list, and click OK. To choose an article in another PDF document, make the destination file the active document, click Select Article, select an article from the list, and click OK.

Reset Form   Clears previously entered data in a form. You can control the fields that are reset with the Select Fields dialog box.

Show/Hide Field   Toggles between showing and hiding a field in a PDF document. Choose Edit to select a field, and specify whether to show or hide it.

Sound   Plays a specified sound file. The sound will be embedded into the PDF document in a cross-platform format that will play in Windows and Mac OS. In Mac OS, you can add QuickTime, System 7 sound files, AIFF, Sound Mover (FSSD), and WAV files. In Windows, you can add AIF and WAV files.

Submit Form   Sends the form data to a specified URL. (See "Setting action options" on page 152.)

World Wide Web Link   Jumps to a destination on the World Wide Web. You can use http, ftp, and mailto protocols to define your link. See "Converting Web Pages to Adobe PDF" on page 69 and "Viewing PDF documents on the Web" on page 211.

None   Specifies no action. This is often used for a bookmark representing a section heading that does not have a specific destination.

Using page actions

To enhance the interactive quality of a document, you can specify actions, such as playing sounds or movies, to occur when a page is opened or closed.

💡 If you choose Go To Next Page as a page action and later want to change the action, you must first switch to Continuous - Facing Pages layout to edit the action. If you are in Single Page layout, the page always goes to the next page, making it impossible to edit that action.

To set a page action or edit an existing page action:

1 Go to the page in the document that will activate the action.

2 Choose Document > Set Page Action.

3 Select one of the following:

• Page Open sets an action when the page opens.

• Page Close sets an action when the page closes.

4 Click Add and choose an action. For a list of action types and descriptions on how to use them, see "About action types" on page 180.

• To create a series of actions, click Add again. Choose an action from the menu, and use the Up and Down buttons to arrange the actions in the order you want them to occur.

• To edit a page action, select the page action, and select an item from the Do The Following Things list. Select Edit, and make the desired changes to the Type or Destination. Click OK to accept these changes.

• To delete a page action, select an item from the Do The Following Things list, and then click Delete.

Note: If you set a Page Action/Execute Menu Item to Full Screen on Page Open or Page Close, the next time the same page opens or closes, Full Screen is toggled off.

5 Click OK to accept the page actions.

Working with JavaScript actions

A JavaScript action allows you to invoke a JavaScript from a form field, a link, a bookmark, a document, or a page action. Familiarity with JavaScript is required. Storing a JavaScript for a commonly used function as a field level script allows you to invoke the function from other JavaScripts. Storing a function as a document level JavaScript makes the function available to all JavaScripts in the current document. Storing a function as a plug-in level script makes the function available to all JavaScripts in the application. Plug-in level scripts are contained in files with a .js extension. These scripts should be located within the Plug-ins folder in the JavaScripts subfolder.

For more information on creating simple JavaScripts, see "Using custom JavaScripts in forms" on page 164, or choose Help > Forms JavaScript Guide to display the *Acrobat Forms JavaScript Object Specification*. This document provides information about the classes and objects that have been defined to accommodate Acrobat forms.

Note: In order to create and use JavaScript actions in Acrobat, you must have JavaScript enabled. Make sure that JavaScript is enabled by choosing Edit > Preferences > General

and selecting JavaScript from the list on the left. Select Enable Acrobat JavaScript if it is not already selected, and click OK.

To choose the JavaScript action:

1 Create or select a form field, link, bookmark, or page action.

2 Press the right mouse button (Windows) or Control-click (Mac OS), and choose Properties.

3 Select JavaScript as the action. For information about selecting an action for a form field, link, bookmark, or page action, see "About action types" on page 180.

4 Click Edit.

5 Copy and paste a predefined custom script, or type the script in the text box provided, and then click OK.

6 Click Set Action or Set Link, as appropriate.

To create a document level JavaScript:

1 Choose Tools > JavaScript > Document JavaScripts.

2 Type the name of the script in the text box.

3 Click Add.

4 Copy and paste a predefined custom script, or type the script in the text box provided, and then click OK. The name of the script appears in the lower text box.

5 Click Close.

6 Choose Tools > JavaScript > Console to open the console window. When a JavaScript is executed, you are alerted to any script errors by a message in the console window. Click Clear to clear the results, or Close to close the window.

To edit or delete an existing document level JavaScript:

1 Choose Tools > JavaScript > Document JavaScripts.

2 To edit a document level JavaScript, select the JavaScript from the list, and click Edit. Change the existing text, or paste a predefined custom script into the text box provided. Click OK to accept and conclude the editing.

3 To delete a document level JavaScript, select the JavaScript from the lower text box, and click Delete.

4 Click Close.

To create a plug-in level JavaScript:

1 Create a text file containing the JavaScript function. Name and save the file with a .js extension.

2 Copy the text file into the JavaScripts directory inside the Acrobat folder, or into the JavaScript folder in your system directory.

Working with document level JavaScript actions

In addition to JavaScript functions that can be accessed by any JavaScript in the current document, you can create document level JavaScript actions that apply to the entire document. When you do something that affects the entire document, like printing it, the document level action applied to that occurrence will run. You create and edit the JavaScript code in the editor of your choice. You can later edit all your document level JavaScript actions at once.

To set a document level JavaScript action:

1 Choose Tools > JavaScript > Set Document Actions.

2 In the Document Actions dialog box, choose the appropriate document occurrence.

• Document Will Close runs the JavaScript while the document closes.

• Document Will Save runs the JavaScript while the document is saved.

• Document Did Save runs the JavaScript after the document is saved.

• Document Will Print runs the JavaScript while the document is printed.

• Document Did Print runs the JavaScript after the document is printed.

3 Click Edit. A JavaScript editor appears (you can set a default JavaScript editor in the Preferences dialog box).

4 Enter your code into the editor and click OK. If you are using an external editor, follow the editor's instructions. You will have to save your code and close the editor window before returning to Acrobat. The code is entered into the Execute this JavaScript section of the dialog box, and a green circle appears next to the occurrence to show that a JavaScript action is set for it.

5 Click OK.

To delete a document level JavaScript action:

1 Choose Tools > JavaScript > Set Document Actions.

2 In the Document Actions dialog box, choose the document occurrence whose JavaScript you want to remove.

3 Click Edit.

4 In the JavaScript editor, delete the code and click OK.

5 Click OK to close the Document Actions dialog box.

To edit all document level JavaScript actions:

1 Choose Tools > JavaScript > Set Document Actions.

2 Click Edit All. All scripts for the file will appear. Select the document level scripts.

3 Edit the code in the editor, then click OK.

4 In the dialog box, click OK.

To set a default JavaScript editor:

1 Choose Edit > Preferences > General.

2 Choose JavaScript from the list on the left.

3 In the JavaScript editor section, select the appropriate option.

- The Acrobat Editor option sets the built-in Acrobat JavaScript editor as the default.

- The External Editor option sets an external editor as the default. If you choose this option, type in the path to the editor in the text box, or click Choose to navigate to the JavaScript editor application, and then click Select.

4 Click OK.

Distributing Documents in PDF

With its small file sizes, platform independence, and online navigation, PDF is an ideal format for distributing documents electronically. You can e-mail PDF documents to other users directly from Acrobat, or you can distribute the documents on the World Wide Web, an intranet, or a CD.

E-mailing documents from Acrobat

You can send an e-mail message from Acrobat with a PDF document as an attachment.

In Windows, Acrobat uses the Messaging Application Program Interface (MAPI) to communicate with your e-mail application. Most e-mail applications come with a MAPI server to handle this interface. Before you begin, make sure that your e-mail application is working outside Acrobat, and set it up to use its MAPI server. When you choose the Send Mail command in Acrobat, the MAPI server opens a new outgoing message with the current PDF document attached. For information on running the MAPI server and on setting options that affect the attached PDF document, see the documentation that came with your e-mail application.

In Mac OS, you select your mailer of choice from the Default E-Mail Application menu in the E-Mail tab of the Internet Control Panel. If your mailer is not listed in this Default E-Mail Application menu, choose Select from this menu and browse to locate your application of choice. (Be aware that if you select an application that is not listed in the Default E-Mail Application menu your application may not be supported by Acrobat.) For information on configuring your mailer, see your mailer documentation.

Note: *Netscape Messenger for Mac OS is not supported.*

To e-mail a PDF document from Acrobat:

1 Open the document you want to attach to an e-mail.

2 Choose File > Send Mail.

3 If your e-mail application is not open, Acrobat opens it automatically or prompts you to open it.

4 Address and write your e-mail message in the new message window. Then click Send. Your PDF document is attached automatically to the e-mail that you send.

Preparing documents for electronic distribution

Important: *Before distributing any document over the Web or on a CD, please be sure that you are not violating the author's copyright.*

Before putting PDF documents on a Web site or a CD, check to see that the text, artwork, and layout in the documents are complete and correct, and that all links, bookmarks, and other enhancements are in place. The documents should be at the point where you would print them if you were distributing on paper. It often helps if you give your users access to Acrobat Reader in case they do not have Acrobat on their system. For information on giving your users access to Acrobat Reader, visit the Adobe Web site at http:// www.adobe.com/products/acrobat.

💡 Adobe provides an online Web service for checking files. To try out this service, visit http://preflightpdf.adobe.com. Use the Adobe Web profile for checking files that will be distributed on the Internet or a corporate intranet.

You should also think about filenames and file sizes for your documents, and consider including searchable information, defining opening views, and setting up passwords and other security options.

💡 Instead of distributing one large document, it's usually better to distribute a collection of small documents with links between them. Small documents open faster than large ones, and with links between them, users can go straight to the relevant information instead of trying to locate the information on their own.

Adding a Welcome page

When a user first visits a Web site or opens a CD, it can be difficult to know where to begin or to determine what's in the document collection. To point your users in the right direction, consider including a Welcome page. Such a page typically gives an overview of the documents and provides links to specific places in them.

If you're setting up a Web site, you may want to use an HTML page as the Welcome page and put links to the PDF documents in the HTML code.

Naming PDF documents

When naming a PDF document that is going to be distributed electronically, it's a good idea to follow standard naming conventions:

- Use ISO 9660 filenames. An ISO 9660 filename can contain one to eight characters (with no spaces), optionally followed by an extension (a period and from one to three characters). (Some network and e-mail programs truncate long filenames.) Only uppercase roman letters, the underscore (_), and digits (0–9) can be used in ISO 9660 folder names and filenames. Folder names must be no more than eight characters, have no extension, and can be no more than eight levels deep. If you're using a Macintosh as the host system, make sure that your filenames and folder names don't have a leading space.

- Use the .pdf extension with a PDF filename. In Windows, documents without the .pdf extension may not display in the Open dialog box if you search for documents by typing in *.pdf. Most Web browsers, Web servers, and versions of Microsoft Windows have been configured to associate .pdf documents with Acrobat or the Web browser plug-in and to launch the appropriate application when they encounter a filename ending in .pdf.

Compressing image files

To make bitmap images small enough for network distribution or for mass storage on CDs, you generally need to compress PDF documents to save the images in a way that uses less space. For continuous-tone images, such as photographs, JPEG Medium compression saves a lot of space with little loss of quality. You may want to try applying different compression settings to your PDF documents and comparing the resulting image quality and file size. For more information, see "Applying compression and resampling" on page 51.

Optimizing or creating Fast Web View files

You should convert your PDF files to Fast Web View PDF files—that is, optimize them—before distributing them. This minimizes file size and facilitates page-at-a-time downloading. In most cases, converting your PDF files to Fast Web View PDF files by optimizing them reduces their file size significantly.

Fast Web View also restructures a PDF document to prepare for page-at-a-time downloading (byte-serving) from Web servers. With page-at-a-time downloading, the Web server sends only the requested page of information to the user, rather than the entire PDF document. This is especially important with large documents, which can take a long time to download from a server.

To find out if a PDF document has been converted to Fast Web View:

Choose File > Document Properties > Summary, and look at the Fast Web View option.

To create a Fast Web View document:

1 Choose Edit > Preferences > General. Select Options in the left panel of the General Preferences dialog box. Select Save As Optimizes for Fast Web View (This option is set by default.) Click OK.

2 Use the File > Save As command to save your file.

To create Fast Web View versions of a collection of documents:

1 Define a new batch processing sequence or edit an existing sequence, as described in *"Batch processing" on page 124*.

2 With the newly named sequence highlighted, click Edit Sequence.

3 In the Batch Edit Sequence dialog box, click Output Options.

4 Select Fast Web View (PDF Only). Specify how to name the generated file and whether the generated file is allowed to overwrite any existing file with the same name in that location. Click OK.

5 Do one of the following:

- If you are adding an opening view command to an existing batch processing sequence, click OK and exit the Batch Sequence dialog box.

- If you are defining a new sequence, continue adding commands as described in "Batch processing" on page 124.

Note: *For information on setting Batch Processing preferences, see "Batch processing" on page 124*.

Adding searchable information and setting the binding

You can provide a title, a subject, an author, and one or more keywords for a PDF document. This provides users with basic data about the document and gives them a useful way to search for information, especially if the document is part of a collection that is going to be indexed. For information on creating an index, see "Defining and building an index" on page 224.

You can also select a type of binding to be used when the document is viewed on-screen with its pages side by side.

To add searchable information and set the binding:

1 Choose File > Document Properties > General.

Note: *You can also include searchable information in the Document Metadata. (See "Viewing Document Metadata" on page 192.)*

2 Enter a title, subject, and author, and one or more keywords. Separate keywords with a comma and no space. (Entries that you make here are also be reflected in the Document Metadata.)

Note: *Many Web search engines use the title to describe the document in their search results list. If you do not provide a title, the filename is used in the results list instead.*

3 Choose left-edge or right-edge binding for the document. This affects how the pages are arranged side by side when the pages are viewed in the Continuous - Facing page layout. Set the binding to match the reading direction of text in the document: left-edge for text read from left to right, and right-edge for text read from right to left. Right-edge binding is useful for viewing Arabic, Hebrew, Chinese, or Japanese (vertical) text.

4 Click OK.

Defining opening views

You can define how the Acrobat work area appears when a user first opens a PDF document.

To define an opening view for a document:

1 Choose File > Document Properties > Open Options.

2 Choose an initial page view:

• Page Only to open only the document pane.

• Bookmarks and Page or Thumbnails and Page to open the navigation pane with bookmarks or thumbnails in front. The document pane is also opened.

3 Enter an opening page number.

4 Choose a magnification level:

• The numbers in the pop-up menu represent a percentage of the actual page size.

• Fit in Window sizes the page to fit entirely in the window.

• Fit Width sizes the page to fit the width of the window.

• Fit Visible sizes the page so that its text and graphics fit the width of the window.

• Default uses the default magnification set in the user's General preferences.

5 Choose a page layout for scrolling. If you choose Default, Acrobat uses the default layout set in the user's General preferences.

6 Select the window options:

- Resize Window to Initial Page sizes the application window to fit snugly around the first document page.

- Center Window on Screen opens the application window in the middle of the screen.

- Open in Full Screen Mode opens the document without the menu bar, toolbar, or window controls. For more information on working with full screen mode, see "Reading documents in Full Screen view" on page 19.

- Display Document Title displays the document title in the title bar of the application being used to view the document.

Note: A user can exit Full Screen view by pressing Escape if their preferences are set this way.

7 To hide part of the work area, even when a user is not in Full Screen view, select appropriate user interface options.

Note: If you hide the menu bar and toolbar, users cannot apply commands and select tools unless they know the keyboard shortcuts. You may want to set up page actions or buttons in the document to provide this functionality for them. (See "Using actions for special effects" on page 179 and "Using buttons" on page 172.)

8 Click OK.

To define an opening view for a collection of documents:

1 Define a new batch processing sequence or edit an existing sequence, as described in "Batch processing" on page 124.

2 With the named sequence highlighted, click Edit Sequence.

3 In the Batch Edit Sequence dialog box, click Select Commands.

4 Select Set Open Information in the left pane of the Edit Sequence dialog box, and click Add.

5 With Set Open Information highlighted in the right pane, click Edit. In the Set Open Information dialog box, set the parameters for the opening view, as described in "Defining opening views" on page 188. Click OK to exit the definition process. You can review the opening view parameters by clicking the triangle to the left of the sequence name. Click OK to return to the Batch Edit Sequence dialog box.

6 Do one of the following:

- If you are adding an opening view command to an existing batch processing sequence, click OK and exit the Batch Sequence dialog box.

- If you are defining a new sequence, continue adding commands as described in "Batch processing" on page 124.

Note: For information on setting Batch Processing preferences, see "Batch processing" on page 124.

Setting security for documents

You can limit access to an Adobe PDF document by setting up passwords and by restricting certain features, such as printing and editing. When a document has restricted features, any tools and menu items related to those features are dimmed.

A document can have an open password and an owner password. If the document has both types of passwords, it can be opened with either one, but you can set or change the restricted features only with the owner password.

Note: *If you forget a password, there is no way to recover it from the document. It's a good idea to store passwords in another secure location in case you forget them.*

Acrobat uses the RC4 method of security from RSA Corporation to secure PDF documents.

To set security for a document:

1 Choose File > Document Security.

2 In the Document Security dialog box, choose Acrobat Standard Security for the security method.

3 If necessary, click Display Settings to check the current security settings.

4 If necessary, click Change Settings to edit the security settings.

5 In the Standard Security dialog box, set the security options, as described in "Adding security to Adobe PDF files" on page 65.

To set security for a collection of documents:

1 Define a new batch processing sequence or edit an existing sequence, as described in "Batch processing" on page 124.

2 With the named sequence highlighted, click Edit Sequence.

3 In the Batch Edit dialog box, click Select Commands.

4 Select Security in the left pane of the Edit Sequence dialog box, and click Add.

5 With Security highlighted in the right pane, click Edit. In the Document Security dialog box, choose Acrobat Standard Security for Document Secured With, and click Change Settings. Define the security parameters, as described in "Adding security to Adobe PDF files" on page 65. Click OK to exit the definition process. You can review the security parameters by clicking the triangle to the left of the sequence name. Click OK to return to the Batch Edit Sequence dialog box.

6 Do one of the following:

• If you are adding security to an existing batch processing sequence, click OK and exit the Batch Sequence dialog box.

• If you are defining a new sequence, continue adding commands as described in "Batch processing" on page 124.

Note: *For information on setting Batch Processing preferences, see "Batch processing" on page 124.*

Indexing document collections

Adobe recommends using Catalog to index document collections distributed on a CD. Indexing builds a searchable database of all text in the documents in alphabetical order. Users who have Acrobat on their system can use the Search command to quickly find specific text in the index. See "Defining and building an index" on page 224 for details on building an index.

An index created by Catalog is not searchable over the Web or a company intranet, but your documents can be indexed by a Web search engine that supports indexing PDF documents. See the Adobe Web site (www.adobe.com) for a list of search engines that support PDF indexing.

Distributing documents containing media clips

If you are distributing a PDF file that contains a link to a video clip, you must distribute both the PDF file and the external video clip. Use a ZIP utility or other method of packaging files. (See *"Integrating media clips into PDFs" on page 176*.)

Using PDF Consultant to analyze and repair documents

PDF Consultant provides easy access to Adobe and third-party plug-ins, also referred to as *agents*, designed to inspect, analyze, and repair PDF documents before they are distributed.

Detect and Remove   Searches for noncritical or unwanted document elements, such as JavaScript actions, image alternates, and file attachments, which it then can either list in a report or remove.

Optimize Space Helps decrease the size of a PDF file by removing any invalid bookmarks, links, or unused named definitions.

 Audit Space Usage Provides a report of the total number of bytes used for specific document elements, including fonts, images, bookmarks, forms, named destinations, and comments, as well as the total file size. The results are reported both in actual bytes, and as a percentage of the total file size.

To detect and remove unwanted elements:

1 Choose Tools > PDF Consultant > Detect and Remove.

2 Select the items you want to detect or remove. Selecting All Comments will cause File Attachments Only and Multimedia to be selected as well.

3 Do one of the following:

• Click Analyze to see a report of the number of each of the selected items PDF Consultant detects in the PDF file.

• Click Remove to remove the selected items from the PDF file.

To optimize space:

1 Choose Tools > PDF Consultant > Optimize Space.

2 Select the items you wish to remove or modify to optimize space, and click OK.

To audit space usage:

1 Choose Tools > PDF Consultant > Audit Space Usage.

2 Do one of the following:

• Click OK to close the Space Audit report.

• Click Remove Elements to open the Detect and Remove dialog box.

Note: *To perform analysis and repair on a number of documents at the same time, all of the PDF Consultant operations can also be accessed and configured using the Batch*

Processing command. For more information on Batch Processing, see [*"Batch processing"*](#) *on page 124.*

Viewing Document Metadata

In Acrobat 5.0, Adobe PDF files contain Document Metadata in XML format. This Document Metadata contains (but is not limited to) information that is also in the Document Properties. Any changes made in the Acrobat Document Properties dialog box are reflected in the Document Metadata. Because Document Metadata is in XML format, it can be extended and modified using third-party products.

You can copy and paste the Document Metadata XML source code.

To view the Document Metadata:

1 Choose File > Document Properties > Document Metadata.

2 The Document Metadata dialog box displays all the metadata embedded in the document. (Metadata is displayed by schema—that is, in predefined groups of related information.) The information associated with each schema is visible by default; it can be hidden by clicking the triangle next to the schema name. If a schema doesn't have a recognized name, it is listed as Unknown. The XML name space is contained in parentheses after the schema name.

3 To view the XML code, click View Source. You can cut, copy, and paste XML code from the Metadata Source View dialog box. Click OK to return to the Document Metadata dialog box.

4 Click OK to close the Document Metadata dialog box, and click Cancel to close the dialog box without making any changes.

Encrypting PDF files

Acrobat Self-Sign Security encrypts PDF files, allowing you to securely share those files with a list of recipients you define. You must have a Trusted Certificate for each recipient to whom you want to send your encrypted file. You can also define the recipient's level of access to the file—for example, whether the recipient can edit, copy, or print the files. You should be sure that the certificate is intended for encrypting PDF files. This will be the case, if the certificate comes from the Self-Sign Security plug-in on the recipient's machine. However, if you import a certificate from any p7c file into Self-Sign list of trusted certificates, the private key that corresponds to this certificate may not be accessible from the recipient's Acrobat program. (See [*"Building a list of trusted certificates" on page 207*](#).)

You encrypt a PDF file automatically when you create a list of recipients for that file using Adobe Self-Sign Security.

Note: *For information on Acrobat Self-Sign, see* [*"About Acrobat Self-Sign Security" on page 197*](#). *For information on Trusted Certificates, see* [*"Managing user certificates" on page 205*](#).

To create a recipient list and encrypt a file:

1 With your PDF file open, choose File > Document Security.

2 In the Document Security dialog box, choose Acrobat Self-Sign Security for the security handler. Log in if necessary.

3 In the Encryption Settings dialog box, create a recipient list for your encrypted file. Select a recipient in the Trusted Certificate pane, and click Add to move that recipient to the Recipients list. Shift-click to highlight contiguous recipients, Control-click to highlight noncontiguous recipients.

Note: You are always defined as a recipient with full access.

To set levels of access for recipients:

1 In the Recipients pane of the Encryption Settings dialog box, highlight the recipient or recipients for whom you wish to set levels of access, and click User Access. You can set different levels of access for different recipients, or you can give full access to all recipients.
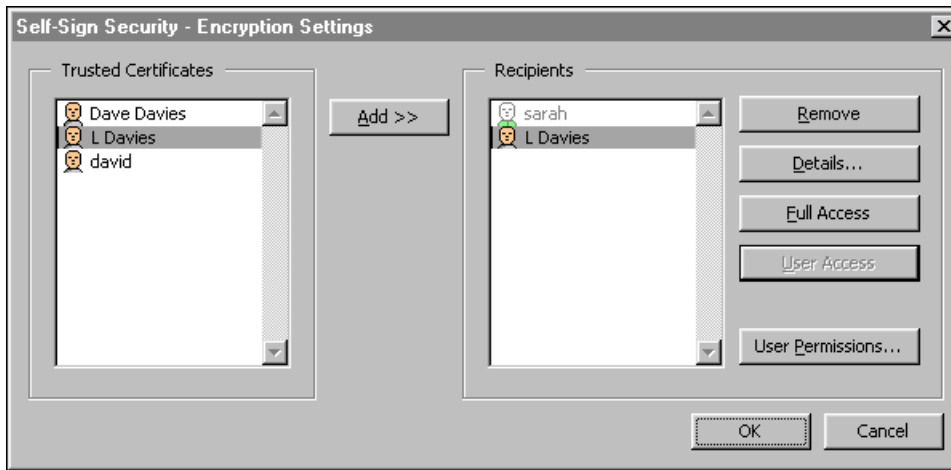
User access levels

2 Click Full Access to give the recipient full access to the PDF file. This gives the recipient general editing, commenting, and form field privileges, the ability to print at any resolution, copying and extraction capabilities, and full content accessibility.

3 Click User Access to define a limited level of accessibility, and then click User Settings to set the limits of accessibility in the User Permission dialog box:

- Enable Content Access for the Visually Impaired to allow document contents to be copied, which is required to support the Accessibility feature.

- Allow Content Copying and Extraction to let users select and copy the contents of the PDF document. This option also lets facilities that need direct access to the contents of a PDF, such as Catalog, get to those contents.

4 Choose an option from the Changes Allowed menu to describe the kind of changes you'll allow users to make on the PDF document:

- None to prevent users from doing anything with the file, including filling in signature and form fields.

- Only Document Assembly to let users insert, delete, and rotate pages, and create bookmarks and thumbnails.

- Only Form Field Fill-in or Signing to let users sign and fill in forms, but not create them.

- Comment Authoring, Form Field Fill-in or Signing to let users do everything described in the previous options, plus add comments.

- General Editing, Comment and Form Field Authoring to let users do anything to the document except extract contents, and print.

5 Choose an option from the Printing menu to define the level of printing users are allowed:

- Not Allowed prevents users from printing the document.

- Low Resolution lets users print, but at a resolution that prevents the user from re-creating the PDF file with different security settings. (Printing may be slower because each page is printed as a bitmapped image.)

- High Resolution or Fully Allowed allows high-quality vector output to PostScript and other printers that support advanced high-quality printing features, letting users print at any resolution.

6 Click OK to implement your settings.

To check a recipient's Trusted Certificate:

In the Recipients pane of the Encryption Settings dialog box, select the recipient, and click Details. Click Close to return to the Encryption Settings dialog box.

To remove a recipient from a distribution list:

1 In the Recipients pane of the Encryption Settings dialog box, select the recipient you wish to remove, and click Remove. Shift-click to highlight contiguous recipients, Control-click to highlight noncontiguous recipients.

2 Click OK.

To check the security settings on an encrypted document:

1 With the document open in Acrobat, choose File > Document Security. In the Document Security dialog box, Adobe Self-Sign is displayed in the Document Secured With text box if the file is encrypted using Adobe Self-Sign.

2 Click Display Settings.

To change the security settings for an encrypted document:

1 With the document open in Acrobat, choose File > Document Security.

2 In the Document Security dialog box, click Change Settings. Follow the instructions for encrypting files and setting levels of access for recipients.

Digitally Signing PDF Files

The digital signatures feature in Acrobat offers much more than the ability to "sign" a document to indicate that you have read and approved it, for example.

- You can digitally sign a document to ensure that any changes you make to the document are preserved. If any changes are made to the document after you sign it, you can roll back to recover the version that you signed.

- You can verify another person's digital signature to verify that their signature is authentic. The verification process uses a user certificate that the signer makes available to you.

- You can review all the signatures on a document in the Signatures palette, you can retrieve any signed version of a document, and you can use the Compare Two Versions Within a Signed Document command to compare different versions of a signed document.

- You can create different identities (digital signatures) for yourself if you handle documents in more than one capacity.

- You can create a signature that uses or includes a graphic such as your company logo.

The encryption feature also allows you to encrypt a PDF document for distribution to selected recipients. For more information, see "Encrypting PDF files" on page 192.

About using digital signatures

A digital signature, like a conventional handwritten signature, identifies a person or entity signing a document. Unlike traditional signatures on paper, however, each digital signature stores information "behind the scenes" about the person signing and about the exact state of the document when it was signed.

What your signature looks like.   A digital signature can have any one of several formats—a handwritten name, a logo or other graphic, or simply text explaining the purpose of the signing. Depending on your signature handler, a signature may even be invisible. (It is important to remember that the appearance of a signature is just its representation on the page and is not the actual electronic signature information.)

Signature formats
A. Text signature   **B.** Graphic signature
C. Handwritten name signature

Signing a document. Before you can digitally sign a document for the first time, you must choose a signature handler (if you have more than one installed). If you haven't installed any additional signature handlers, Acrobat Self-Sign Security will be used as the default signature handler. If Acrobat Self-Sign Security is your signature handler, you must also create a password-protected profile within the signature handler before you can sign.

Verifying someone else's signature. When you receive a document signed by a third party, you should verify the signature to ensure that the document was indeed signed by that person and has not been altered since it was signed. To verify the signature of a third party, you need to import their user certificate. They can e-mail you their user certificate, or they can store it in a shared folder from which you can copy it. Similarly, if you send a signed document to a third party, you should e-mail them a copy of your certificate so that they can verify your signature. Alternatively, you can put a copy of your certificate in a shared folder.

Checking a document for changes made since it was signed. Once a document is signed, any changes made since the signing are recorded in the Signatures palette. You can track changes made between signings using the Signatures palette or by comparing signed versions of the document.

Comparing versions of signed documents. You can easily see changes made between two signed versions of a document using the Compare Two Versions Within a Signed Document command. Acrobat will display the pages of the document side-by-side and highlight the differences between the two documents.

Selecting a signature handler

The digital signatures feature in Acrobat uses a signature handler plug-in. You add, verify, and manage your signatures using commands and tools in the Acrobat interface, but the signature handler plug-in determines the nature of the signatures—their appearance on the page, the exact information stored in them, and the attributes and method used for their verification. The flexibility of this structure allows you to use whichever signing method your company or regulations require, with Acrobat providing a consistent and convenient front end.

Acrobat comes with the default signature handler Acrobat Self-Sign Security for basic signing purposes. Self-Sign Security is included in the default Acrobat installation. Third-party signature handlers are available on the Acrobat CD for custom installation (Windows). For information on compatible handlers from third-party vendors, see the Security folder on the Acrobat CD and the Adobe Web site (www.adobe.com).

Setting a default signature handler
You set your default signature handler in the Digital Signatures Preferences dialog box.

To set your default signature handler:

1 Choose Edit > Preferences > General. Click Digital Signatures in the left pane of the Preferences dialog box.

2 Choose a default signature handler. The pop-up menu lists all handlers installed in your Acrobat Plug-ins folder (the default is Acrobat Self-Sign Security).

3 Select Verify Signatures When Document Is Opened to determine if signatures will be verified automatically when a document is opened.

4 Click OK.

About Acrobat Self-Sign Security

Acrobat Self-Sign Security, the default Acrobat signature handler, provides a quick and easy method of signing documents using a private/public key (PPK) system to verify the authenticity of signatures and the integrity of signed document versions. (This is a direct-trust system.) You can also use Acrobat Self-Sign Security to encrypt PDF files, as described in "Encrypting PDF files" on page 192.

In Acrobat Self-Sign Security, each signature is associated with a profile that contains unique security data—a private key and a public key. The private key is a password-protected numerical value that allows the user to sign a document. The *public key* is embedded in the digital signature and is used to mathematically verify digital signatures when the signatures are verified. The private key encrypts a checksum that is stored with a signature when you sign; the public key decrypts the checksum when you verify. (Acrobat Self-Sign Security uses the RSA algorithm for generating private/public key pairs and the X.509 standard for certificates.)

Because other users must have access to your public key to verify your signature, your public key is contained in a *certificate* that can be shared. (See "Managing user certificates" on page 205.) This system of sharing certificates used by Acrobat Self-Sign Security is referred to as *direct-trust*, which means that you share directly with other users rather than going through a third-party agent.

Note: *Acrobat Self-Sign Security does not include a public-key infrastructure with third-party certification and is not intended to serve all signing purposes. See the Security folder on the Acrobat CD or the Adobe Web site (www.adobe.com) for information on signature handlers with more advanced features.*

Setting up profiles in Acrobat Self-Sign Security

Before you can sign documents with Acrobat Self-Sign Security, you must set up a profile—a password-protected file—containing your name, your password, and other basic attributes. You may want to create more than one profile if you sign documents in different roles.

Creating profiles

Your profile file stores your private key (encrypted), your public key (wrapped in a certificate), your list of trusted certificates (certificates of other users), and a time-out value representing when a password is required for signing. The name of the file is the profile name you provide, plus the extension .apf.

Important: *Always make a backup copy of your profile file. If your profile file is lost or corrupted, or if you forget your password, you cannot add or verify signatures with that profile. (See "Backing up your profiles" on page 198.)*

To create a profile:

1 Assuming you are not already logged in to a profile, do one of the following:

• Choose Tools > Self-Sign Security > Log In.

• Choose Tools > Digital Signatures > Sign Document. Click OK in the Digital Signatures Alert dialog box, and drag on the page to create a signature box.

• Select the digital signature tool, and drag to create a signature box.

2 In the Log In dialog box, click New User Profile.

3 In the Create New User dialog box, enter a name for your user profile. Do not use accented characters or any of the following characters: ! @ # $ % ^ & *, double quotation marks, and | \ ; < > _. When you add a signature to a document, this user profile name is the name you'll see in the Signatures palette. It is also the name that will appear in the signature field.

4 Enter a password containing at least six characters. You need to enter the same password in both the User Password and Confirm Password text boxes.

5 Click OK.

6 Click Save. The default location for saving your profile file is the Acrobat Preferences folder (Windows) or the Adobe Acrobat 5.0 folder (Mac OS).

7 Do one of the following:

• Click OK to end the profile creation process.

• Click User Settings to change the profile's password, and password options, to set the appearance of your signature, to configure picture appearances, or to add certificates to your list of trusted certificates.

Backing up your profiles
Acrobat Self-Sign Security does not automatically back up your profiles. You should create a backup file whenever you create a new profile.

To back up your profile:

1 Choose Tools > Self-Sign Security > User Settings. (You must be logged into your profile.)

2 In the User Settings dialog box, select User Information in the left panel.

3 For Profile File, click Backup. Browse to select a location for your backup file, and click OK (Windows) or Backup (Mac OS).

4 Click Close.

Adding graphics to signatures
You can use a picture or a combination of graphics and words as your digital signature. You might want to include your company logo or use an image of your handwritten signature. The amount and type of information that can be contained in a digital signature also means that it can meet legal requirements.

You can also write text on a Palm organizer, store the text as a picture, and then use the picture in a digital signature. Most often, the text is a handwritten signature, but you can also use this feature to create a short handwritten message or a freehand drawing to appear with digital signatures. Acrobat provides an application to use for writing text on your Palm organizer. For information, see the Adobe Web site (www.adobe.com).

To add a picture to a signature:

1 Create or import a picture from any authoring application, place the graphic on a page *by itself*, and convert the file to PDF.

When you use the picture in a signature, Acrobat Self-Sign Security copies only the picture out of the page, not the white space around it. Self-Sign Security crops and scales the picture to fit in the signature field.

2 Log in to Acrobat Self-Sign Security as described in "Logging in to a profile" on page 201, and choose Tools > Self-Sign Security > User Settings**.**

3 Select Signature Appearance in the left pane of the User Settings dialog box, and click New.

4 In the Configure Signature Appearance dialog box, enter a title for the picture. Your current signature is shown in the preview box.

Note: When you sign a document later, you'll select the picture by its title, so use a short title that describes the image accurately.

5 For Configure Graphic, select Imported Graphic and click PDF File.

6 In the Select Picture dialog box, click Browse to locate the file. (Your picture file must be in PDF format.) Click OK (Windows) or Open (Mac OS).

Note: The Palm Organizer button will be grayed out unless Acrobat Self-Sign Security Security detects that Palm Organizer files are present. For information on importing graphics created on Palm Organizers, see the Adobe Web site (www.adobe.com).

7 In the Configure Text panel, select any text items you want to appear with the picture on document pages:

• Distinguished Name to show the user attributes defined in the profile, which may include common name, organization, and country.

• Labels to display labels such as *Signed by, Date,* and *Reason* with any text in the signature appearance.

8 Click OK in Configure Signature Appearance, and click Close in User Settings.

To edit or delete a picture:

1 Log in to Acrobat Self-Sign Security as described in "Logging in to a profile" on page 201, and choose Tools > Self-Sign Security > User Settings**.**

2 Select Signature Appearance in the left pane of the User Settings dialog box.

3 Do one of the following:

• To edit a picture, select the appropriate name in the right pane, and click Edit. You can change the title, select a different graphic, or change the text items, as described in the procedure for configuring a new picture.

• To delete a picture from the configuration file, select the name of the picture in the right pane, and click Delete.

Changing your password options

You can change both your profile password and how and when Acrobat Self-Sign Security prompts for a password.

Changing your password

You can change the password for your user profile at any time. Changing your password does not change your signature.

To change your password:

1 Log in to Acrobat Self-Sign Security as described in "Logging in to a profile" on page 201, and choose Tools > Self-Sign Security > User Settings**.**

2 In the User Setting dialog box, select Change Password in the left pane.

3 Enter your current password in the old password text box.

4 Enter your new password in the New Password and Confirm Password text boxes, and click Apply. Your password must contain at least six characters and may not contain the following characters: ! @ # $ % ^ & *, double quotation marks, and | \ ; < > _. You must enter the same password in both boxes.

5 Click Apply, and click OK in the alert that appears.

6 Click Close.

Changing your password time-out options

By default, your profile is preset to prompt for a password every time you sign a document. You can change it to prompt only after a certain period of time has elapsed or to never prompt for a password.

To change password time-out options:

1 Log in to Acrobat Self-Sign Security as described in "Logging in to a profile" on page 201, and choose Tools > Self-Sign Security > User Settings**.**

2 In the User Settings dialog box, select Password Timeout in the left pane.

To change when a password should be required, choose a value from the pop-up menu, and enter your password in the text box. Click Apply, and click OK in the alert that appears. The periods of time in the menu give the amount of time that has passed since you last entered a password while logged in to Acrobat Self-Sign Security in the current session.

Working with signatures

A document in Acrobat can be signed more than once and by more than one person. The first time a document is signed, it is saved in an *append-only* form of Adobe PDF that can be appended to but not altered. Every time the document is signed after that, the new signature and any changes made since the preceding version are appended to the file. When you view a document with more than one signature, you're viewing the most recent version, but you can open an earlier version in a separate file and compare the two versions to see changes between them.

In Acrobat 5.0, the digital signatures feature enables your signature handler to add digital signatures to PDF files, supports the Signature navigation pane, gives access to all the signatures in a document, and supports the Compare commands.

Important: *Because a document is saved in append-only form the first time it is signed, you can only append changes to the file (using Save As); you cannot do a full save (using Save). A full save will invalidate all signatures.*

Logging in to a profile

You need to be logged in to your profile before you can sign documents or verify signatures. If you sign a document using the digital signatures feature or the digital signature tool, you will be prompted to log in to your profile (if you have not already done so) before you can sign the document.

To log in to a profile:

1 Choose Tools > Self-Sign Security > Log In. (If you are already logged in to a profile, this command changes to Log In As Different User. If you have multiple profiles, use this command to log in to one of your other profiles.)

2 Choose a profile. The pop-up menu lists the most recently opened or created profiles. Or click Find Your Profile File, and browse to find a profile.

3 Enter your password, and click Log In.

4 If an alert appears confirming that you are logged in, click OK. Your Acrobat Self-Sign Security preference settings determine whether this alert appears.

To log out of a profile:

Choose Tools > Self-Sign Security > Log Out *<profile name>*.

About signature fields

When you sign a document, your signature and the related information are stored in a signature field embedded on the page. A signature field is an Acrobat form field.

You can add a signature field to a page as you sign, or you can use the form tool 📝 to create an empty signature field that can be signed later. When you create a signature field with the form tool, you can have Acrobat execute a script or lock all fields in the document when it is signed. You can also customize the field in several other ways. For information on creating empty signature fields with the form tool, see "Creating signature fields" on page 150.

Note: *If you're signing an existing field, be aware that the document author may have put duplicates of the field on other document pages. For example, sometimes a field is copied to the same place on every page. You need to sign the field only once, and your signature will appear in all occurrences of the field. This is sometimes done to allow quick initialing of every page in a document.*

Adding signatures to a document

You can sign a document in several ways, both visibly and invisibly. Invisible signatures do not appear in the document, but they are visible in the Signatures palette. (In Acrobat 5.0, invisible signatures are added to the page of the document currently being viewed when the signature is added; in Acrobat 4.0, invisible signatures were added only to the first page of a document.)

Note: *If you delete a page that carries a signature, visible or invisible, the signature is deleted also.*

When you add a signature with Acrobat Self-Sign Security as your signature handler, your signature is verified automatically. Adding a signature does not affect the verification status of existing signatures in the document. For more information on the appearance or status of digital signatures in Acrobat Self-Sign Security, see "Verifying signatures" on page 203.

To sign a document:

1 If you are not already logged in to a profile, choose Tools > Self-Sign Security > Log In.

2 In the Log In dialog box, choose your profile from the pop-up menu, or click Find Your Profile File and use the browser to find a profile. Then enter your password for the profile, click Log Inn and click OK.

3 If you are logged in to a digital signatures profile, do one of the following:

- To fill in an existing signature field, click the unsigned field in the document pane, or select the unsigned field in the Signatures palette and choose Sign Signature Field from the Signatures palette menu.

- Right-click (Windows) or Control-click (Mac OS) the existing signature field in the palette or document, and choose Sign Signature Field from the context menu.

- Choose Tools > Digital Signatures > Sign Document, and click OK.

- To add a new signature field and sign at the same time, select the signature tool 🖎 and drag to draw the field.

- To sign the document invisibly, choose Tools > Digital Signatures > Invisibly Sign Document.

4 In the Sign Document dialog box, enter your password in the Confirm Password text box. (You determine how often your password is required in the User Settings dialog box; the default is to require your password every time you sign.) Click Show Options to enter a reason for signing the document. You can either type a reason or choose one from the pop-up menu. Additionally, you can enter a location for the signature, such as your city, state, or country, or the hostname of your computer, and you can add contact information for validation purposes.

5 Choose a signature appearance. Standard Text displays the icon with the distinguished name defined in the profile, the date and time of the signing, and the reason for signing. If you have defined a personalized signature, choose it from the pop-up menu. To create a new signature appearance, click New and follow the steps in "Adding graphics to signatures" on page 198. To preview your signature before signing the document, click Preview.

6 Click Save. To save the file under a different name, click Save As, enter a filename, specify a location for the file, and click Save.

Note: *Except in your file system (Windows Explorer, for example) you will not have another opportunity to use Save As on the document (because Save As invalidates existing signatures), so you may want to use a name that is not based on a date or a particular version.*

The new signature appears as the last item in the Signatures palette.

Adding signatures to a document in a browser

Signing a document in a browser as opposed to in Acrobat is slightly different. When you sign a document in a browser, only the incremental portion of the file is saved to your hard drive. (You will notice that there is a Sign rather than a Save or Save As button when you sign the document.) To save a copy of the signed document, you must save the copy in the browser to your hard drive.

To sign a document in a browser:

1 Select the digital signature tool and drag to draw a rectangle on the document.

2 If you are not logged in to a profile, in the Log In dialog box, choose your profile, enter your password, and click Log In. For information on creating a new profile, see "Creating profiles" on page 197.

3 If you are already logged in to a profile, click Show Options to enter a reason for signing the document. You can either type a reason or choose one from the pop-up menu. Additionally, you can enter a location for the signature, such as your city, state, or country, or the hostname of your computer, and you can add contact information.

4 Click Sign, and click Save in the Save As dialog box.

5 To retain a copy of the signed document, click the Save a Copy of the File button on the toolbar, browse to select a location in which to save the file, and enter a name for the file. You must save the file in this way to retain a copy.

Verifying signatures

When you verify a signature that was added with Acrobat Self-Sign Security, Acrobat can confirm the authenticity of the signature in two ways:

- Acrobat checks to see that the document and the signature have not been altered since the signing.

- If you are logged in to a profile and have the signer's user certificate in your profile's list of trusted certificates, Acrobat compares information in the signature against the certificate to verify the identity of the signer.

You can view a signature's verification status on the document page and in the Signatures palette.

To verify a signature:

1 In an open document, do one of the following:

- Click the signature in the document pane. A dialog box indicates the status of the signature. Click Properties to access the Signature Properties dialog box. Click Verify Identity to check fingerprint information.

- Right-click (Windows) or Control-click (Mac OS) on the signature, and click Validate Signature. In the Validation Status dialog box, on Windows click Verify Identity (if you are logged in) or Log In (if you are not logged in, and follow the login process); on Mac OS click Properties and click Verify Identity in the Signature Properties dialog box.

2 In the Verify Identity dialog box, follow the on-screen instructions for verifying fingerprint information. Click Add to List when you are sure that this is a valid user certificate. (Click Details to see information about the signer.)

3 Click OK in the Alert dialog box, and click Close in the Validation Status dialog box to verify the signature.

Deleting signatures and clearing signature fields

You can remove a signature totally or you can clear a signature field (that is, delete the signature but leave the empty signature field). As with other edits you make to a signed document, this adds another version to the document without altering earlier versions. Another user can roll back to an earlier version to see the original signature.

To remove a signature or clear a signature field:

1 Do one of the following:

- To remove a signature, select the signature in the Signatures palette, and choose Delete Signature Field from the Signatures palette menu. (Shift-click to add more signatures to the selection.) Or right-click (Windows) or Control-click (Mac OS) the signature in the palette or document pane, and choose Delete Signature Field from the context menu. The signature is removed, and the Signatures palette notes that the document was modified.

- To remove a signature and leave the empty signature field, select the signature in the Signatures palette, and choose Clear Signature Field from the Signatures palette menu. (Shift-click to add more signatures to the selection.) Or right-click (Windows) or Control-click (Mac OS) the signature in the palette or document pane, and choose Clear Signature Field from the context menu. The signature is removed, and the Signatures palette notes that the document was altered after the last signing. The digital signature icon ![icon] in the Signatures palette indicates the presence of the empty signature field.

- To clear all signature fields in a document, choose Tools > Digital Signatures > Clear All Signature Fields.

Tracking digital signatures in the Signatures palette

The Signatures palette lists all the signatures in the current document (with their status), in the order they were added. You can collapse a signature to see only a name, date, and status, or you can expand it to see more information.

To show the Signatures palette:

Choose Window > Signatures, or click the security key icon ![icon] in the status bar and choose Show Signatures from the security key pop-up menu. The security key menu is available only when a document has signatures or other security properties.

To expand or collapse a signature in the palette:

Click the plus sign (Windows) or triangle (Mac OS) to the left of the signature to expand it. Click the minus sign (Windows) or the rotated triangle (Mac OS) to the left of the signature to collapse it.
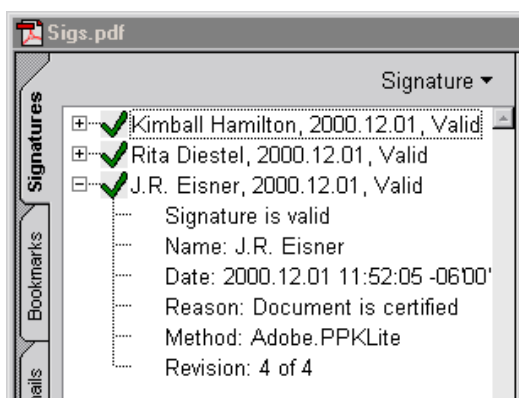
Expanded signature

Each signature in the palette has an icon identifying its current verification status. For an explanation of these icons, see "Verifying signatures" on page 203.

If you edit a signed document, the question mark icon ![icon] indicates that the document has been modified with the signature in the Signatures palette.

Getting information on signatures

You can open a dialog box to view an explanation of a signature's verification status, the document version the signature applies to, and information such as date and time of the signing. This dialog box is not editable, but you can copy text from it and click buttons to work with the signature.

To get information on a signature:

1 Select the signature in the Signatures palette, and choose Properties from the Signatures palette menu. Or right-click (Windows) or Control-click (Mac OS) the signature in the palette or document pane, and choose Properties from the context menu.

2 In the Signature Properties dialog box, do any of the following:

• To verify the signature, click Verify Signature. This also updates information in the dialog box.

• To view user attributes, verification parameters, and other information on the signature's certificate, click Show Certificate. (See "Getting information on certificates" on page 206.) This button is available only if the signature has been verified.

3 Click Close.

Viewing earlier versions of a signed document

If a document is signed more than once, Acrobat maintains all of the signed versions in a single Adobe PDF file. After the first time a document is signed, and each time the document is signed, a version is saved as append-only to ensure that it will not be altered. All signatures and the versions of the document corresponding to those signatures are listed in the Signatures palette.

To open an earlier signed version:

Select the signature in the Signatures palette, and choose View Signed Version from the Signatures palette menu. Or right-click (Windows) or Control-click (Mac OS) the signature in the palette or document pane, and choose View Signed Version from the context menu.

The earlier version opens in a new Adobe PDF file, with the version information and the name of the signer in the title bar.

To compare two versions of a signed document:

For information on comparing two versions of a signed document, see "Comparing two PDF documents" on page 123.

Managing user certificates

Your user certificate contains a public key that is used to verify your digital signature. Before other users can verify your signature on documents they receive, they must have access to your user certificate. You should build a list of user certificates that you use often.

Sharing your user certificate

You can share your user certificate with others by exporting your certificate (as an FDF file) to a key file or by e-mailing your certificate directly. Users can also import your user certificate from verified signatures in a document.

To share your user certificate:

1 Log in to Acrobat Self-Sign Security, and choose Tools > Self-Sign Security > User Settings**.**

2 In the User Settings dialog box, select User Information in the left pane to verify that your user information is correct.

3 Under Certificate, do one of the following:

• Click Details to verify the information for your user certificate.

• Click Export to File to save the user certificate in FDF or PKCS#7 format. Browse to specify a location for the key file, and click Save. In the Export Certificate dialog box, make a note of the fingerprint information, and click OK. (You can copy this fingerprint information out of the dialog box.) When other users import your certificate, they'll probably ask you to check this information against the information they receive with the certificate.

• Click EMail to launch your e-mail application and e-mail your user certificate to another user.

4 Click Backup to save a copy of your user certificate in another location.

5 Click Close (Windows) or Done (Mac OS) to exit the user profile setup.

Getting information on certificates

You can open a dialog box to view user attributes, verification parameters, and other information on a particular certificate. The dialog box is not editable, but you can copy text from it.

• The distinguished name (DN) is the name, organization, and country that the user provided when they created the profile. In Acrobat Self-Sign Security, the user DN and the certificate issuer DN are the same because a certificate is always issued by the user rather than by a third-party authority.

• The fingerprint information can be compared for two users when importing a certificate to make sure the certificate came from the user it represents. The serial number is a unique number that ensures no two certificates from the same DN can be identical.

• The validation period specifies a span of time in which the certificate is valid. It begins with the date and time the certificate was created.

To get information on a certificate:

1 Choose Tools > Self-Sign Security > User Settings. Or if you're not logged in, choose Tools > Self-Sign Security > Log In to log in, and then click User Settings in the alert.

2 Do one of the following:

• To get information on your own certificate, select User Information in the left pane of the User Settings dialog box. For Certificate, click Details.

• To get information on a certificate in your list of trusted certificates, select Trusted Certificates in the left pane of the User Settings dialog box, select the certificate in the list, and click Details.

3 Click Close to exit the dialog boxes.

Building a list of trusted certificates

You can keep a copy of other users' certificates in a list of trusted certificates so that you can verify the signatures of these users on any documents you receive. You add another user's certificate to your list of trusted certificates by importing the certificate from an Acrobat key file or from a PDF document signed by another Self-Sign user.

Important: *The format of the Acrobat key file is specific to Self-Sign Security; you cannot import user certificates from key files created by other applications.*

Acrobat Self-Sign Security provides unique fingerprint information for each certificate to help you ensure the certificate's authenticity when you import it.

To import a certificate from a key file:

1 Choose Tools > Self-Sign Security > User Settings. Or if you're not logged in, choose Tools > Self-Sign Security > Log In to log in, and then click User Settings.

2 In the User Settings dialog box, select Trusted Certificates in the left pane.

3 Click Import from File, use the browser to locate the Acrobat key file with the certificate, and click Open. A key file has the extension .apf or .p7c.

4 In the Import Certificate dialog box, note the MD5 Fingerprint and the SHA-1 Finger-print numbers, and click OK. Confirm with the certificate's originator that the information is correct. If the strings are not correct, the certificate should not be trusted.

5 Click Close.

To import a certificate from a signature in a document:

1 Right-click (Windows) or Control-click (Mac OS) the signature in the Signatures palette or document pane, and choose Properties from the context menu.

2 If the signature is not valid, click Verify Signature. You can import a certificate only from a verified signature.

3 In the Signature Properties dialog box, click Verify Identity.

4 In the Verify Identity dialog box, note the MD5 Fingerprint and the SHA-1 Fingerprint numbers. Confirm with the certificate's originator that the strings are correct. If the strings are incorrect, the certificate should not be trusted. If the strings are correct, click Add to List.

5 Click Close.

To delete a certificate from the list of trusted certificates:

1 Log in to Acrobat Self-Sign Security, and choose Tools > Self-Sign Security > User Settings**.**

2 Select the certificate in the Trusted Certificates panel of the User Settings dialog box, and click Delete, and then click OK.

Setting Acrobat Self-Sign Security preferences

You can choose to encapsulate your signature in the standard PKCS#7 format for compatibility with other signature handlers.

To set Acrobat Self-Sign Security preferences:

1 Choose Edit > Preferences > General. Select Self-Sign Security in the left pane of the Preferences dialog box.

2 Select Use Certificate Message Syntax (PKCS#7 format) Signature to encapsulate signatures in the standard PKCS#7 format rather than leaving them as two separate entries in the PDF file. Select this option if interoperability with signature mechanisms other than Self-Sign Security (that support the PKCS#7 standard) are desired. Selecting this option is recommended.

3 Click OK.

Viewing and Buying PDF on the Web

Acrobat 5.0 installs plug-ins that make viewing and buying PDF documents on the Web easier. You can view PDF documents in your browser, or set up Acrobat to work as a helper application when you open or download PDF documents from the Web.

The Web Buy feature lets you buy and download PDF files that have been locked with the Adobe secure PDF technology to protect the copyrights of authors and publishers. Web Buy lets you unlock these files so that you can read and search them on your personal computer. A series of Web pages pops up in your browser to guide you through the process.

Additional functionality is available through online Web services hosted by Adobe Online. These services can be accessed directly from within the Acrobat application, provided you have an Internet connection.

Setting your Web Buy preferences

Sellers of electronic documents may require that the use of a document be tied to a particular computer or storage device. You can specify in the Web Buy preferences dialog box what storage device information you are willing to make available to sellers automatically when you purchase a secure PDF document over the Web. An advisory page will pop up in your Web browser if a seller seeks information other than what you have defined in your Web Buy preferences dialog box.

To set your Web Buy preferences:

1 Select Edit > Preferences > General, and select Web Buy from the list on the left.

2 Make sure Enable Web Buy is checked.

3 Specify which warnings you would like to receive before information is sent to an online seller.

4 You may optionally select your preference of storage devices from the Other Identifier 1 and Other Identifier 2 drop-down menus. All devices that are visible to your computer are listed in the drop-down menus.

Note: If you lock a document to a removable media such as a Zip cartridge or Jaz drive, the document is portable. That means you may open and view the document on another computer, provided the specified removable media is present. If you lock a document to your computer, the document can be read only on that machine.

5 Enter a path in the text box or click the Choose button to select a default folder in which to store your licensed PDF documents, along with their associated license files.

6 Click OK.

About locked PDF files and license files

When you attempt to download or open a PDF file that has been locked, Web Buy will look for a matching license file. The license file is created by the seller and specifies certain security and permission parameters. For example, a seller may restrict printing, copying, or extracting images from a copyrighted document. You can view the security settings for a PDF file by choosing Document Security from the document pane menu or clicking on the key icon in the status bar, and clicking the Display Settings button in the Document Security dialog box. These settings cannot be modified by the user.

If Web Buy is able to locate a valid license file, the locked PDF will be opened for viewing. If a matching license file is not located, a dialog box will be displayed to allow you to manually locate the license file on your computer or go online to obtain a license file to unlock the document.

To find a license file:

1 Click Find License and locate the license file. The license file will have the same name as the associated PDF file followed by the extension .rmf.

2 Click OK. The PDF will be unlocked and opened.

To obtain a license online:

1 Click Go online. Your browser will open to the URL specified in the locked PDF file.

2 Follow the on-screen instructions to complete the transaction with the seller or source of the PDF file.

Transacting a purchase using Web Buy

Web Buy is the client (user-end) plug-in that is used to transact with a seller's server and open a locked PDF file. Such a transaction may be initiated in a variety of ways, such as purchasing a PDF directly from an online vendor, or attempting to open a document that has been distributed free, but which requires the purchase or acquisition of a license file to open the document. In any case, a typical transaction includes the following steps:

1 In your browser, you will click, Buy, Buy Now, Purchase, or the equivalent.

2 The seller's server will send a request to Web Buy to provide the required identifier.

3 Web Buy sends the information specified in the Web Buy preferences dialog box to the seller's server.

4 If the seller requires additional information, you will be prompted to provide the information. Otherwise, the server will send a license file (.rmf) to the default location you have specified on your computer.

5 Web Buy will begin to download the PDF document, and prompt you to save the file.

6 When the download is complete, Web Buy will open the document after validating the file against the previously downloaded license file.

It is important to remember that to open the document, the associated license file must be present in the same directory as the document you wish to open. If it is not found, you will be prompted to search for the license file. If the file has been locked using a removable media, the specified media must also be present.

Reconfiguring your Web browser

In Acrobat 5.0, if the Web Buy plug-in determines that your browser settings are configured improperly, you will be prompted to allow Acrobat to change them.

Viewing PDF documents on the Web

You can view PDF documents that are on the World Wide Web or an intranet using a Web browser. Every document on the Web is identified by a unique address called a Uniform Resource Locator (URL). When a PDF document is stored on the Web, you can click a URL link to it to open the document in your Web browser.

Reading PDF documents in a Web browser

PDF documents can display in Web browsers compatible with Netscape Navigator 4.0 (or later) or Internet Explorer 4.5 (or later). The necessary plug-ins are installed automatically when you install Acrobat. For information on getting your browser ready, see "Installing the Web browser plug-in" on page 212.

Note: *Netscape Navigator 6.0 is not compatible with Acrobat's Web browser plug-in and does not support viewing PDF documents in the browser.*

When you view a PDF document in a Web browser, all of the Acrobat Reader tools are available in the browser.

Note: *Many keyboard commands are mapped to the Web browser rather than to Acrobat, so some Acrobat keyboard shortcuts may not be available in the browser window.*

Searching in a Web browser

Some Web search engines index PDF documents as well as HTML documents on Web servers. And some search engines support PDF search highlighting, although not all search engines that support PDF indexing support search highlighting.

If you visit a Web site that uses a search engine that indexes PDF documents, your search results list may include PDF documents. If the Web site uses a search engine that supports PDF search highlighting, and if you open one of the PDF documents in the search results list, the Highlight Next button ▶📄 and the Highlight Previous button 📄◀ activate on the Acrobat command bar in your Web browser. The search term is also highlighted in the document.

To go to the next search hit, click the Highlight Next button. To go to the previous hit, click the Highlight Previous button. These two commands jump across PDF documents, but not across HTML documents.

Enabling Fast Web View

With Fast Web View, the Web server sends only the requested page of information to the user, not the entire PDF document. As a reader of the PDF document, you do not have to do anything to make this happen; it is communicated in the background between Acrobat and the Web server. If you want the entire PDF document to continue downloading in the background while you view the first page of requested information, be sure Allow Background Downloading is selected in the Web Browser Options section of the General Preferences > Options dialog box (default). For more information, see "Setting Acrobat preferences" on page 28.

Setting up Acrobat as a helper application

If your Web browser does not display PDF documents in the browser window, or if you prefer not to view PDF documents in the Web browser, you can set up Acrobat as a helper application in your browser's preferences. Then, when you view a PDF document on the Web, Acrobat will start and display the document. When Acrobat works as a helper application, you cannot use page-at-a-time downloading, form submittal in a browser, or search highlighting on the Web.

To set up your Web browser to recognize PDF files, you must define a MIME type and a file type. The file type should be pdf. The MIME type should be application/pdf. See your browser's documentation for information on configuring it.

If you are using Netscape Navigator 4.0 or later, and you want to use Acrobat as a helper application, rename the PDFViewer plug-in or delete it from the Netscape plug-in folder. The plug-in is named nppdf32.dll (Windows) or PDFViewer (Mac OS).

Note: *Netscape Navigator 6.0 does not support using Acrobat as a helper application.*

To use Acrobat as a helper application in Windows:

1 Choose Edit > Preferences > General, and select Options in the list on the left.

2 Deselect Display PDF in Browser, and click OK.

Note: *This is not necessary in Mac OS.*

Installing the Web browser plug-in

Browsers compatible with Netscape Navigator need the nppdf32.dll file (Windows) or PDFViewer plug-in (Mac OS) to display PDF. When you install Acrobat, this plug-in is automatically installed in the Netscape plug-in folder, if you have Navigator on your system. If you install Navigator after installing Acrobat, or if you're using another browser compatible with Navigator, you can install this plug-in yourself.

Note: Netscape Navigator 6.0 does not support the Acrobat Web browser plug-in.

To install the Web browser plug-in:

1 Open the Browser folder (Windows) or the Web Browser Plug-in folder (Mac OS) in the Acrobat folder.

2 Copy the nppdf32.dll file (Windows) or the PDFViewer plug-in (Mac OS) to your Web browser's plug-ins folder.

Managing Acrobat plug-ins

Acrobat uses plug-ins to add more functionality. Plug-ins increase the required amount of memory needed to run Acrobat. To minimize that memory, you may want to install only the plug-ins that you use. A plug-in must be located in the Acrobat Plug-ins folder to load with Acrobat. You can temporarily disable plug-ins when starting Acrobat.

If you install Acrobat after you install Photoshop 5.0 or 5.5, the Acrobat installer will automatically supply Photoshop with a PDF plug-in that enables you to edit an image in a PDF document using Photoshop. With this plug-in, you can edit an image in Photoshop while in the PDF document, save the changes, and automatically return the image to the PDF document for viewing. The Acrobat Installer puts the required Photoshop plug-in in the File Formats folder in your Photoshop application folder. The plug-in file is named PDFFormat.8bi (Windows) or PDFFormat (Mac OS). If you install Photoshop 5.x after you've installed Acrobat, you will need to configure the application manually.

To configure Adobe Photoshop 5.x to work with Acrobat:

1 Open Windows Explorer, and locate the Photoshop plug-in in Program Files\Adobe\Acrobat 5.0\Acrobat\Photoshop\PDFFormat.8bi.

2 Copy this file to Program Files > Adobe > Photoshop 5.0 > Plug-ins > File Formats.

3 Shut down Photoshop if it is currently running. When you restart Photoshop, it will recognize the new plug-in.

To disable a plug-in:

1 Open the Plug-ins folder in your Acrobat folder.

2 Select the plug-ins you do not want to load. Some of the plug-ins may be in folders within the Plug-ins folder.

3 Move the selected plug-ins to the Optional folder in the Acrobat folder (Windows) or the Optional Plug-ins folder in the Acrobat folder (Mac OS).

To temporarily disable all plug-ins:

Hold down the Shift key immediately after starting the Acrobat program.

About Web Services

Acrobat 5.0 provides functionality beyond that supplied by the software installed on your computer. Some features are enabled by online services (also known as Web services, or Web-hosted applications). For example, Acrobat 5.0 can connect you to services automatically to allow you to convert scanned pages to Adobe PDF (see "Capturing pages to convert to searchable text" on page 35), or check your PDF files before sending them to a commercial printer or service bureau, or posting them to the Web (also known as preflighting).

To set your computer to check for updated Web services:

1 Choose Edit > Preferences > General and select Update from the list on the left.

2 Select the frequency of automatic updates using the pop-up list, or select Manually.

3 Do one of the following:

• Click Update Web Services Now to check immediately for new Web services

• Click OK to close the Preferences dialog box without updating Web services.

Note: When Acrobat checks for new Web services, it will use an open Internet connection; if none is available, Acrobat will merely check again later. An automatic check takes place when you start the application and the designated time period has elapsed. To avoid unintended connections to the Internet, set the frequency of updates to Manually.

To view available services

When Acrobat checks for new Web services, it presents a list of all those currently available. New services will be introduced on www.adobe.com from time to time. When Update finds new Web services, they will be displayed in a list as the update takes place, and the list of Web services in the Tools menu will be updated as well. To use any of these services, simply select the name of the service from the Tools menu.

Redirection of Web services updates

Web services, such as Create Adobe PDF Online for scanned pages, can be deployed inside of corporate firewalls. See your IS department about setting up Web services for Acrobat 5.0 if you do not have access to www.adobe.com.

Searching and Indexing Document Collections

Searching indexes

The Adobe Acrobat Search command allows you to perform full text searches of PDF documents and collections that have been indexed with the Acrobat Catalog feature. The Search command is more powerful and flexible than the Find command. It lets you search multiple documents, and define advanced query criteria. Search is faster than Find because it reads the index rather than the entire document.

To search an index created using Adobe Acrobat Catalog, you first select the indexes to search, define a search query, and view the occurrences of the search term within the documents you selected to review. You can also select the documents to review from those returned by the search. A *search query* is an expression made up of text and other items to define the information you want to find.

💡 Opening a PDF document associated with an index automatically makes the index searchable.

Selecting indexes
You can search any or all indexes displayed in the Index Selection dialog box. Dimmed indexes are not available for searching.

To add or remove indexes to search:

1 Choose Edit > Search > Select Indexes to list the currently available indexes and to add or delete indexes, and then do one of the following in the Index Selection dialog box:

- To add an index to the available indexes list, click Add, navigate to the index, and double-click on the index file.

- To remove an index, select the index name, click Remove, and then click OK.

- To select or deselect an index, select the box for the index, and then click OK. Dimmed indexes are currently unavailable for searching.

- To view information about an available index, highlight the index name, click Info, and then click OK. The information displayed includes the build date, creation date, number of documents in the index, location of the index, status, and information provided by the builder of the index.

Using the Search command
The Search command allows you to perform a search on indexed PDF documents. You can search for a simple word or phrase, or you can expand your search query by using wild-card characters and Boolean operators. You can use the search options to further refine your search. And if document and date information were provided for the documents you are searching, you can use that information to further narrow your search.

The text that you type in can be a single word, a number, a term, or a phrase. It can be a word, with or without wild-card characters (*, ?), or any combination of letters, numbers, and symbols. Because you can use Boolean operators in the text box, you must enclose any search term that includes *and*, *or*, or *not* in quotation marks. You can also use the operators =, ~, and != with text, but only to perform *exact matches*, *contains*, and *does not contain* searches, respectively. You can use comparison operators (<, <=, >, >=) with values of the same type.

To perform a full-text search:

1 Launch Acrobat 5.0, and choose Edit > Search > Query.

2 Enter the text you want to search for in the Find Results Containing Text box. To clear the Search dialog box and redefine the search, click Clear.

3 Select any combination of the search options:

• Word Stemming. Finds words that contain part of (a word stem) the specified search word. It applies to single words, not phrases; does not apply to words that contain wild-card characters (*, ?); finds words that end in *ing*, *ed*, *s*, *ion*, and so on, but not *er*; and cannot be used with the Match Case option. Word Stemming works only for indexes built with this option.

• Sounds Like. Finds different spellings for proper names. It applies to single words, not phrases; does not apply to words that contain wild-card characters; and cannot be used with the Match Case option. Sounds Like works only for indexes built with this option.

• Thesaurus. Finds similar words that appear in the documents you are searching, not necessarily all the similar words you might find in a complete thesaurus. It applies to single words, not phrases; does not apply to words that contain wild-card characters; and cannot be used with the Match Case option.

• Match Case. Limits the results of the search by finding only those documents that contain words with the same capitalization. It can be used with a Boolean expression and with terms that use wild-card characters. Characters matched by wild-card characters can be either uppercase or lowercase.

• Proximity. Limits the results of simple AND searches to one pair of matches per document—the pair closest together. The two matches must be within three pages or fewer of each other. This option is useful for locating a document that concentrates on some topic of interest. Proximity affects relevancy ranking in searches. The closer the matches are within a document, the higher the ranking. Proximity does work with complex AND searches—such as, Hawaii AND (cruise OR fly).

If the search options are not displayed in the Acrobat Search dialog box, restore them by closing the Search dialog box, choosing Edit > Preferences > General > Search (Windows), or Edit > Preferences > Search (Mac OS) and selecting Word Options. Choose Edit > Search > Query to continue. For information on how these options affect your search query, see "Selecting options" on page 225.

4 Select Search. The Search dialog box is hidden, and documents that match your search query are listed in the Search Results window in order of relevancy.

• The results are displayed in the Search Results window. Documents more likely to contain relevant information are listed first on the list. The relevancy ranking of each document is indicated by an icon. The degree of fill in the circle in the icon indicates the probability that the document contains the search information. A solid fill indicates a

high probability that the document contains your search term; an empty circle indicates a low probability that the document contains your search term. When you open a document in the list, you view only pages containing matches. All the matches on a page are highlighted. When you use ordinary search text, the relevancy ranking indicates how frequently the search word appears in the document. This means both in absolute terms and relative to the number of other words in the document.

• When you use a Boolean OR operator between two words or phrases in a search, documents that contain both items have a higher relevancy ranking than documents that contain just one item.

• When you use the Proximity option, the closer the matches are within a document, the higher the relevancy ranking of the document.

5 View the document by doing one of the following:

• Select the document, and click the View button.

• Double-click the document.

6 Click the Next Highlight button or the Previous Highlight button to go to other matches in the document. You can also choose another document to view.

High ● ● ◑ ◔ ○ Low

Relevancy ranking for search results

Advanced search techniques

You may need to perform searches using advanced criteria and special operators. If your search returns too many matches, none, or information you don't need, you can change how Acrobat searches. This section covers refining, Word Assistant, options, and Boolean operators.

💡 If you want to keep the Search dialog box small, you can hide (or keep hidden) the options and type in their names in the Find Results Containing Text box. Along with the text box names, you need to use operators such as = (equals) and > (greater than). For the options, type in /st (stemming), /so (sounds like), /th (thesaurus), /ca (match case), or /pr (proximity).

Before you perform a search with one of these techniques, you can preview the type of results you'll receive using the Word Assistant. For more information, see "Using Word Assistant" on page 218. Alternatively, you can redefine the query by typing new text in the Acrobat Search dialog box or by using other techniques to expand the search to include more documents or to limit the search to fewer documents. For more information, see "Limiting searches" on page 221.

Refining searches

If you want to narrow a search, you can refine or confine your search to documents listed in a prior search. For example, you can first search for (and find) all documents by an author, and then define a search query for that subset of documents. The result would be a subset of documents that are authored by the specified author and that contain the search string.

To refine a search:

1 Choose Edit > Search > Results to display the Search Results window. Select and show the results of a previous search.

2 Choose Edit > Search > Query to open the Search dialog box. Edit or replace the query that produced the first list of documents.

If you used a simple text string for the search query, you might consider refining the search query by using the search options, by including document and date information in the search, or by using Word Assistant. For more information, see <u>"Using Word Assistant" on page 218</u>.

3 Press Ctrl (Windows) or Option (Mac OS). The button label changes from Search to Refine.

4 Click Refine. This produces a Search Results list of documents that are a subset of the previous list, and that match the new query.

Using Word Assistant

Word Assistant enables you to build a list of terms that will appear when you specify a search using the Sounds Like, Word Stemming, or Thesaurus options. The resulting list shows you if the option you are using is likely to return helpful results. If the list is too long or full of irrelevant words, you can quickly construct a list of words to find by copying words from the Word Assistant dialog box and pasting them into the Search dialog box.

To use the Word Assistant with search options:

1 Choose Edit > Search > Word Assistant.

2 Click Indexes to check the available indexes or change the selection of indexes.

3 In the Index Selection dialog box, select the indexes you want to use, and click OK.

4 Select a search option (Sounds Like, Word Stemming, or Thesaurus) from the Assist menu.

5 Enter the search word in the Word text box, and click Look Up.

To copy words from the Word Assistant dialog box:

1 Choose Edit > Search > Query to open the Search dialog box.

2 Choose Edit > Search > Word Assistant, and use the Word Assistant to generate a list of related words.

3 Double-click a word to search. The selected word appears in the Word text box.

4 Copy the results in the Word text box, and paste them into the Find text box of the Search dialog box.

5 Repeat steps 3 through 5 for each word you want to use; separate each pair of words in the Find text box with AND or OR.

6 Click Search.

Searching with Document Info and Date Info

If document and date information was provided for the documents you are searching, you can use this information in the Search dialog box to limit your search. For example, you can limit your search to documents authored by one person and created or modified within a given period or on a given date. You can view the document and date information (if any) provided by choosing File > Document Properties > Summary from within the PDF document. If these options are not displayed in the Acrobat Search dialog box, restore them by closing the Search dialog box, choosing Edit > Preferences > General > Search (Windows), or Edit > Preferences > Search (Mac OS) and selecting Document Information. Open the Query dialog box to continue.

To search using Document Info:

In the Search dialog box, enter your search query information in the appropriate title, subject, author, and keywords text boxes. You can use Boolean operators and wild-card characters in these text boxes, with the search text. All documents that contain the value are returned. If the With Document Info text boxes are not displayed in your Search dialog box, choose Edit > Preferences > General > Search (Windows), or
Edit > Preferences > Search (Mac OS) and select Document Information. You may see additional custom text boxes in your display, depending on the information supplied for the PDF document.

To search using Date Info:

1 In the Search dialog box, do one of the following:

- Enter a date (month, day, year), or use the Up Arrow and Down Arrow keys to select a value.

- To limit a search to documents created or modified after a specific date, specify the after date, and leave the before date blank.

- To limit a search to documents that were created or modified before a specific date, specify the before date, and leave the after date blank.

- To create a Boolean AND condition, enter the creation and modification dates in the Search dialog box. An AND condition returns only documents created or modified during the specified period.

Searching for phrases, stopwords, numbers, and separator characters

If the indexes do not specify stopwords, you can search for phrases in which they appear. For more information on stopwords, see "Selecting options" on page 225. If your search phrase includes the words *and*, *or*, or *not* used in their ordinary sense (not as a Boolean operator), put the phrase in quotation marks. The search phrase

"once or twice"

finds all occurrences of the phrase *once or twice*, not all occurrences of *once* and all occurrences of *twice* as it would without the quotes.

- If your search phrase includes punctuation (other than an apostrophe) or special characters (such as @ and *), they are ignored. For example, either of the terms

son-in-law, son in law

finds all occurrences of both *son-in-law* and *son in law*.

- If you are unsuccessful in searching for a phrase that includes a common word, it is probably because it is a specified stopword.

- If you are unsuccessful in searching for a term that includes numbers, it is probably because numbers have been excluded from the index. Adobe Acrobat Catalog defines a number to be a sequence of one or more digits (0 through 9), optionally preceded by a minus sign (-), optionally separated by one or more commas (,) or periods (.), and optionally containing a decimal point, which can be a period (.) or a comma (,).

- If you use a separator character in a search term, it is discarded automatically. Separator characters include all symbols, the space character, and punctuation characters except the apostrophe. When indexing a PDF document, Acrobat Catalog uses separator characters to recognize where one term ends and the next term begins.

- If alphanumeric terms are made up of numbers and separator characters, they can also be excluded.

Using Boolean operators

To avoid building inaccurate search queries, follow these guidelines:

- You can use operators in text and Document Info text boxes.

- You can use =, ~, and != with text only to perform *exact matches*, *contains*, and *does not contain* searches, respectively.

- You can use comparison operators (<, <=, >, >=) with values of the same type.

- When NOT is used with either or both of the AND and OR operators, it is evaluated before either the AND or OR. For example, *evolution AND NOT Darwin* finds all documents that contain the word *evolution* but not the word *Darwin*.

- When you combine AND and OR in the same expression, AND is evaluated before OR. For example, *Darwin OR origin AND species* finds all documents that contain *Darwin* or that contain both *origin* and *species*.

- When you use parentheses, you change the default order of evaluation for Boolean operators. For example, *(Darwin OR origin) AND species* finds all documents that contain either *Darwin* and *species* or that contain *origin* and *species*. Parentheses can be nested.

- When you use a literal phrase that contains an operator name, a symbol for an operator name (such as & for AND), or parentheses, the phrase must be enclosed in quotation marks. For example: "cats and dogs" finds all documents that contain the phrase *cats and dogs*, not all documents that contain either the word *cats* or the word *dogs*. The phrase cats & dogs also needs quotation marks to be interpreted literally.

In addition to *and*, *or*, *not*, and parentheses, the symbols that require quotation marks are

&	AND
│ and ,	OR
!	NOT

However, search phrases in quotation marks that contain parentheses or vertical bars can produce unexpected results.

Expanding searches

If your search returns too few or no results, you may have to expand the search criteria. Use the Search dialog box, and follow these general guidelines:

- Use wild-card characters in the search text to increase the number of matches for the text.

- Use an asterisk (*) to match zero, one, or more characters; use a question mark (?) to match any one character.

- Use wild-card characters in a term that is part of a Boolean expression.

- Use wild-card characters to specify Document Info text box values. However, you cannot use wild-cards to represent separator characters such as the hyphen (-) and the slash (/).

- Use Boolean expressions in Document Info text box values.

- Use a Boolean OR operator between two words to return documents containing either word.

- Use the Sounds Like, Word Stemming, and Thesaurus options to increase the number of matches for the text.

- Use a comma (,) or vertical bar (|) to separate items in an OR search.

Limiting searches

- Use a Boolean NOT operator before a word or search term to exclude documents containing the word or search term.

- Use an exclamation point (!) as another way to specify a NOT search.

- Use a Boolean AND operator between two words to return only documents containing both words.

- Use the Proximity option to limit AND searches. This specifies that words must be in close proximity to each other—within three pages or fewer.

- Use the Match Case option to exactly match capitalization.

Indexing PDF Documents

You can use the Adobe Acrobat Catalog command to create a full-text index of your PDF documents and document collections. A full-text index is a searchable database of all the text in a document or set of documents. The following sections guide you through the steps to create indexes.

Preparing and structuring document collections for indexing

Before you index a document collection, you need to structure the documents on the disk drive or network server volume, verify cross-platform filenames, complete the Document Info fields, and develop collateral information. You can then set other options to help your readers find the information they need.

Creating the file structure

Begin the indexing process by creating a folder to contain the documents you want to index, the index definition file (PDX) and its support folder. Adobe Acrobat Catalog generates the PDX file and its support folder in the same folder with the document collection. The index definition file will have the same name as the index folder and a .pdx extension. The support folder has the same name as the PDX file, and contains related folders that are generated automatically by Adobe Acrobat Catalog. The following guidelines apply:

• Your documents should be complete in content and electronic features, such as links, bookmarks, and form fields, *before* you use Acrobat Catalog to index them.

• Consider creating a separate PDF file for each chapter or section of a document. When you separate a document into parts and then search it, search performance is optimized.

• The entire index—both the PDX file and the support folder—must be located inside a single folder. See for more information.

• The indexed documents must reside on a single disk drive or network server volume, and the index must be on the same drive or volume as the indexed documents (Windows).

To prepare and structure documents for indexing:

1 Create and name a new folder to contain the document collection and the index files.

2 Move or copy all the PDF documents you want to index into the new folder.

3 Name the PDF documents, considering the following:

• When you name PDF documents and build indexes for cross-platform document collections, the safest approach is to observe MS-DOS filenaming conventions. Though Adobe Acrobat has a sophisticated mapping filter for identifying formats of indexed documents, ambiguities caused when names created for one platform are mapped to usable names on another platform can slow down the searches. There may even be cases where this prevents documents from being located.

• If you are using the Mac OS version of Adobe Acrobat Catalog to build a cross-platform indexed document collection, and if you don't want to change long PDF filenames to MS-DOS filenames, select Make Include/Exclude Folders DOS Compatible in the Index group of preferences before you build your index. If you check this preference, you must use MS-DOS filenaming conventions for the folder names (8 digits with 3-digit extension); however, you do not have to use these conventions for the names of the files inside the folders.

• If you are using Mac OS with an OS/2 LAN Server and if you want to be sure that the indexed files are searchable on all PC platforms, either configure LAN Server Macintosh (LSM) to enforce MS-DOS filenaming conventions, or index only FAT volumes. (HPFS volumes may contain unretrievable long filenames.)

• If you are indexing PDF documents with long filenames that will be truncated for Windows use, be consistent in your use of either the Windows or Mac OS version of Adobe Acrobat Catalog to build or update the index.

- If you are creating documents that will be searched only by Macintosh users, do not use deeply nested folders or pathnames longer than 256 characters.

- If you are planning to deliver the document collection and index on an ISO 9660-formatted disc, you should use ISO 9660 filenames. With the Macintosh version of Adobe Acrobat Catalog, check Log Compatibility Warnings in the Logging preferences to be warned of noncompliant filenames. For more information, see "Naming PDF documents" on page 186.

Note: *Avoid using extended characters, such as accented characters and some non-English characters, in the names of files and folders used for the index or the indexed files. The font used by Adobe Acrobat Catalog does not support character codes 133 through 159.*

4 Complete the Document Info fields for each indexed file, considering the following guidelines:

- Use a descriptive title in the Title field. The filename of the document appears in the Search Results dialog box.

- Always use the same field for category information. For example, don't use the Subject field for some documents and the Keywords field for others.

- Use the same word for the same category. For example, don't use *biology* for some documents and *life sciences* for others.

- Use the Author field to identify the group responsible for the document. For example, the author of a hiring policy document might be the Human Resources department.

- Add the document part numbers as keywords. For example, add something like *doc#=m234* to the Keywords field.

- Use the Subject or Keywords field or both to categorize documents by type. For example, you might use *status report* as a Subject value and *monthly* or *weekly* as a Keywords field value for a single document.

- Make a table that shows the values assigned to each document if you are publishing a large number of documents. While you are developing the index, use the table to maintain consistency. When you publish the index, include the table as part of your documentation.

You can also define custom data fields, such as Document Type, Document Number, and Document Identifier, to improve searchability. Be advised, however, that you need a strong understanding of the PDF format to be able to create these customizations.

5 Provide information in the Index Description text box. When index users list available indexes, they can read these descriptions.

6 Provide a separate index description in a Readme file, if necessary. Such a document could provide the following information:

- The kind of documents indexed.

- The search options supported.

- The person to contact or a phone number to call with questions.

- A list of numbers or words that are excluded from the index.

- A list of the folders containing documents included in a LAN-based index, or a list of the documents included in a disk-based index. You might also include a brief description of the contents of each folder or document.

- A list of the values for each document, if Document Info field values are assigned to indexed documents.

You can place index-description Readme files in the same folders as the indexes they describe. Alternatively, you can place them in a central location. That way users can easily find descriptions of all the indexes without having to know where the indexes themselves are located.

Defining and building an index

Before defining and building your index, be sure that you have prepared the files and collections properly. Adobe Acrobat Catalog will index all the documents in the folders you choose, so review "Preparing and structuring document collections for indexing" on page 221 if you need help.

To define and build an index:

1 Choose Tools > Catalog to open the Adobe Acrobat Catalog dialog box.

2 Click the New Index button.

3 In the New Index Definition dialog box, enter a name for the index.

4 In the Include These Directories section, click Add and navigate to the folder you want to include in the index. Select the folder and click OK (Windows) or Choose (Mac OS).

Note: *On Mac OS, if you do not plan on moving the index and document collection, you can add folders from multiple servers or disk drives.*

5 To exclude folders from the index, click Add under Exclude These Subdirectories, navigate to the folders, and select them. You cannot exclude individual files inside a folder; you have to exclude the entire folder.

6 To change index options, select Options, make the necessary selections, and click OK. You can exclude specific words (stopwords) from the index, exclude numbers, and disable some of the user's search options (Case Sensitive, Sounds Like, Word Stemming). See "Selecting options" on page 225 for more information.

7 Click Build. Retain the .pdx extension provided for the filename.

8 Determine the location where the index will be saved. Use the following guidelines when selecting a location for the index folder and file:

- The folder must be on the disk or network server volume where the documents to be indexed are stored (Windows).

- The folder may be put on a different disk or network server volume from that of the indexed documents, if you don't plan to move the index and documents. In this case, choose Allow Indexing On a Separate Drive from the Tools > Catalog > Preferences > General dialog box.

- The pathname of the folder should not contain high ANSI characters (such as some foreign characters) or the slash (/) character.

9 Click OK.

Whenever Catalog builds or updates an index, it creates a log file of errors and messages. In Windows, the log file (.log) is in the same folder as the index files. On Mac OS, the log file is in the Catalog index folder by default. You can set the preferences to save the log file in any other folder.

Stopping index builds

As Catalog builds the index, it displays messages that report the progress of the build. You can stop building an index any time from the Adobe Acrobat Catalog dialog box.

To stop index builds:

Click the Stop button in the Adobe Acrobat Catalog dialog box.

The message "Build stopped by user" appears in the dialog box. It takes a few seconds for all the active processes to halt.

Catalog maintains the partial results of the build for use when you next update the index. This partial index can be searched.

Selecting options

The Options dialog box gives you searching and optimizing choices. You can exclude, or *stop*, up to 500 words from appearing in an index. For instance, you might want to exclude words such as *the*, *a*, *but*, *or*, *for*, and *by*. When you exclude stopwords from an index, it makes the index 10–15% smaller. The drawback is that users will be unable to search using phrases that contain these stopwords. For this reason, it is helpful to provide a list of the stopwords with the index. The Optimize for CD-ROM option in the Options dialog box arranges index files for the fastest possible access on a CD. You can change the defaults for most of the options in the Index Defaults group in the Preferences dialog box.

To add or remove stopwords and numbers:

1 To add a stopword, type the word in the Word text box, and select Add. Stopwords can be up to 26 characters long and are case sensitive.

2 To remove a word from the list of stopwords, select a word in the Words to Not Include in Index text box, and select Remove.

3 To exclude numbers, specify the exclusion in the Options dialog box. For Windows, this is necessary because the default is to include numbers. For Windows and Mac OS, change the default in the Index Defaults group of preferences, as well as specify exclusion for a particular index in the Options dialog box.

Excluding numbers can significantly reduce the size of an index. However, the disadvantage of excluding numbers is that users will not be able to find phrases that contain numbers. You should always inform users when numbers are excluded from an index.

4 Click OK.

To enable or disable word search options:

1 Select or deselect any combination of options:

• Case Sensitive enables the Match Case option in Acrobat Search. The Case Sensitive option limits the search to word matches with specified upper- and lowercase elements.

• Sounds Like enables the Sounds Like option in Acrobat Search. The Sounds Like option expands searches for proper names.

- Word Stemming enables the Word Assistant preview in Acrobat Search. The Word Stemming option finds words that share a word stem with the search term.

2 Click OK.

To enable or disable the CD-ROM optimize option:

1 Select or deselect the Optimize for CD-ROM option. Click OK.

Optimize for CD-ROM arranges the files for quick retrieval from a CD. This option also makes it easier for you to modify Document Info fields or security settings after you have indexed a document. Normally when a user searches a document that has been modified after it was indexed, a message indicates that the document was changed, and the user must choose whether to use the index. When you select the Optimize for CD-ROM option, the message and choice are bypassed.

Adding document identifiers to 1.0 PDF files for cross-platform compatibility

You may need to add unique document identifiers to PDF documents created with version 1.x of Acrobat Distiller or PDFWriter when you need them in cross-platform environments. Version 2 and later of these programs add the identifiers automatically.

Document identifiers are needed when Mac OS filenames are shortened when translated to DOS filenames. Filenaming ambiguities often result from this cross-platform renaming process. Acrobat Search uses the unique identifiers to resolve such ambiguities. Add these document identifiers in the Options dialog box.

To add document identifiers:

1 Select the Add IDs to Acrobat 1.0 PDF files option. Click OK.

Setting Acrobat Catalog and Search preferences

There are a number of preferences available to skilled users of Adobe Acrobat Catalog. The default settings are designed to work for most users, and it is recommended that you do not customize these preferences unless you are familiar with the underlying programming concepts.

Setting Acrobat Catalog preferences

The preferences you set here will determine what options are available to your readers when they use the Acrobat Search feature. The Catalog and Search preferences are very closely related, so be sure to consider both when building your indexes.

Note: *You can restore the default preference values by clicking the Restore All Defaults button.*

To set Acrobat Catalog general preferences:

1 Click the Preferences button in the Adobe Acrobat Catalog dialog box.

2 Select General from the preferences list.

3 Edit the general settings you want to change:

- Delay Before Purge (seconds): 30–905 (Default=905). Specifies the delay from the time the purge command is invoked. It is strongly recommended that you leave this at the default.

- Document section size (words): Small=200000, Medium=400000, and Large=800000. Specify Small if you have a low memory configuration. The larger the setting, the faster the update. This setting determines the maximum size of a document before Acrobat Catalog creates two or more indexes for the document.

- Group Size For CD-ROM: Should not be set above 4000.

- Index available after (number of) Documents: 16–4000 (Default=1024). Specifies the number of PDF files Catalog processes before making a partial index available, or before updating the current index with entries for new and changed documents. The larger the number, the faster the search. To make partial indexes available quickly during large updates, specify a small build-group size (100 or fewer). However, note that decreasing this setting slows the update and the execution of search queries.

- Minimum memory for building indexes (kilobytes): (Default=128). Specifies that the build stops if the percentage of memory available at the start of a build drops below this figure. The larger the setting, the faster the search.

- Allow indexing on a separate drive: Permits you to index on a separate drive when this check box is selected.

- Make Include/Exclude Folders DOS Compatible: Makes these folders DOS compatible (Mac OS only).

4 Click OK.

To set Index Defaults preferences:

1 Click the Preferences button in the Adobe Acrobat Catalog dialog box.

2 Select Index Defaults from the preferences list.

3 Edit the settings you want to change:

- Do not include numbers.

- Optimize for CD-ROM.

- Add IDs to Acrobat 1.0 PDF files.

- Case sensitive.

- Sounds like.

- Word stemming.

4 Click OK.

For more information on these options, see .

To set Logging preferences:

1 Click the Preferences button in the Adobe Acrobat Catalog dialog box.

2 Select Logging from the preferences list.

3 Edit the settings you want to change:

- Enable logging.

- Log search engine messages.

- Log compatibility warnings.

- Maximum log file size (kilobytes): (Default=1024).

- Log file name: (Default=Catalog).

- Save log file in: (Default=Application folder).

To set Index File Location preferences:

1 Click the Preferences button in the Adobe Acrobat Catalog dialog box.

2 Select Index File Location from the preferences list.

3 Edit the settings you want to change:

- Default index name: (Default=index.pdx).

- Save Index: (Default=Inside First Include Folder).

To add Custom Fields:

1 Click the Preferences button in the Adobe Acrobat Catalog dialog box.

2 Select Custom Fields from the preferences list.

3 Edit the settings you want to change:

- Field Name Enter a name for the new field you want to create.

- Field Type Select from Integer, Date, or String.

Note: *Add custom fields to the search preferences only if the indexed documents have these fields. If you add a Date field and no document includes that field, entering a value and searching on it will return no results.*

For information on customizing Acrobat, see the Acrobat Software Development Kit (SDK). Support for the Adobe Acrobat SDK is provided to members of the Adobe Solutions Network (ASN) Developer Program. For information on joining the ASN Developer Program, requesting developer technical support, or obtaining updates to this SDK, refer to the Developer Support section of the Adobe Web site (partners.adobe.com/asn/developer/).

Setting Search preferences

You can change the default settings in the Search Preferences dialog box to add more choices to your Search dialog box, if necessary. For example, if you check Show Fields, a With Document Info section is added to the Search dialog box.

To change search preferences:

1 Choose Edit > Preferences > General > Search (Windows) or Edit > Preferences > Search (Mac OS).

2 Set the preferences in the dialog box as necessary:

- Document Information displays Document Info fields. For more information, see .

- Word Options displays search word options. For more information, see .

- Date Filtering displays the Date Info fields.

- Hide Query Dialog on Search hides the dialog box during a search.

- Sort by allows you to specify a sort by Modified, Producer, Score, Subject, or Title.

- Show First displays a specified number of documents that are the first returned from the search.

- Hide Results Dialog on Search hides the dialog box when viewing results.

- Next Highlight allows you to specify highlighting By Page, By Word, or No Highlight.

3 Click OK.

Purging and rebuilding indexes

When you rebuild an index, entries for deleted documents and for the original versions of changed documents remain in the index but are marked as invalid. This incremental updating slightly increases the time required for searches that use the index. It also can greatly increase the disk space required by the index. For example, if every document indexed has changed since an initial build, the space required for the index is doubled.

Because these increases accumulate over time, you should occasionally purge the index before rebuilding it. You should also purge and rebuild if you change the optional search features supported by an index or change the stopwords list used to build an index. Otherwise, search performance may be slowed or search results distorted.

To purge and rebuild an index:

1 Select Tools > Catalog and click the Open Index button.

2 Locate and select the index-definition (PDX) file for the index.

3 Click the Purge button.

The index is purged. If the index is currently in use, users are given time to complete queries in progress before the purge begins.

The default "time before purge" is 905 seconds, which is equal to 15 minutes. Users receive an "Index unavailable for searching" message if they attempt to enter a new query.

4 When the purge is complete, select the PDX file (for the index), and click Open.

5 Click the Build button.

Moving document collections and their indexes

You can develop and test an indexed document collection on a local hard drive and then move the finished document collection to a network server or disk. An index definition contains relative paths between the index-definition (PDX) file and the folders containing the indexed documents. If these relative paths are unchanged, you don't have to rebuild the index after moving the indexed document collection. If the PDX file and the folders containing the indexed documents are in the same folder, you can maintain the relative path simply by moving that folder.

If the relative path changes, you must create a new index after you move the indexed document collection. However, you can still use the original PDX file. To use the original PDX file, first move the indexed documents. Then copy the PDX file to the folder where you want to create the new index, and edit the Include and Exclude lists as necessary.

If the index resides on a drive or server volume separate from any part of the collection it applies to, moving either the collection or the index will break the index. If you intend to move a document collection either to another network location or onto a CD, create and build the index in the same location as the collection.

Managing Color in Acrobat

When your document must meet strict color standards, viewing and editing colors consistently becomes critical, all the way from scanning source images to creating final output. A color management system reconciles color differences among devices so that you can be reasonably certain of the colors your system ultimately produces.

Why colors sometimes don't match

No device in a publishing system is capable of reproducing the full range of colors viewable to the human eye. Each device operates within a specific color space that can produce a certain range, or *gamut*, of colors.

The RGB (red, green, blue) and CMYK (cyan, magenta, yellow, and black) color models represent two main categories of color spaces. The gamuts of the RGB and CMYK spaces are very different; while the RGB gamut is generally larger (that is, capable of representing more colors) than CMYK, some CMYK colors still fall outside the RGB gamut (see "Color gamuts" on page 232). In addition, different devices produce slightly different gamuts within the same color model. For example, a variety of RGB spaces can exist among scanners and monitors, and a variety of CMYK spaces can exist among printing presses.

Because of these varying color spaces, colors can shift in appearance as you transfer documents between different devices. Color variations can result from different image sources (scanners and software produce art using different color spaces), differences in brands of computer monitors, differences in the way software applications define color, differences in print media (newsprint paper reproduces a smaller gamut than magazine-quality paper), and other natural variations, such as manufacturing differences in monitors or monitor age.

About color management

Because color-matching problems result from various devices and software using different color spaces, one solution is to have a system that interprets and translates color accurately between devices. A color management system (CMS) compares the color space in which a color was created to the color space in which the same color will be output, and makes the necessary adjustments to represent the color as consistently as possible among different devices.

The following components are integral to a workflow:

Device-independent color space   To successfully compare different device gamuts and make adjustments, a color management system must use a reference color space—an objective way of defining color. Most CMSs use the internal CIE (Commission Internationale d'Eclairage) LAB color model, which exists independently of any device and is large enough to reproduce any color visible to the human eye. For this reason, CIE LAB is considered device-independent.

Color management engine   Different companies have developed various ways to manage color. To provide you with a choice, a color management system lets you choose a *color management engine* that represents the approach you want to use. Sometimes called the color management module (CMM), the color management engine is the part of the CMS that does the work of reading and translating colors between different color spaces.

Color profiles   The CMS translates colors with the help of *color profiles*. A profile is a mathematical description of a device's color space, that is, how the reference CIE values of each color in the color space map to the visual appearance produced by the device. For example, a scanner profile tells a CMS how your scanner "sees" colors so that an image from your scanner can be translated into the CIE color space accurately. From the CIE space, the colors can then be translated accurately again, via another profile, to the color space of an output device.

Rendering intents   No single color translation method can manage color correctly for all types of graphics. For example, a color translation method that preserves correct relation-ships among colors in a wildlife photograph may alter the colors in a logo containing flat tints of color. Color management engines provide a choice of *rendering intents,* or trans-lation methods, so that you can apply a method appropriate to a particular graphic element.

Note: *Don't confuse color management with color correction. A CMS won't correct an image that was saved with tonal or color balance problems. It provides an environment where you can evaluate images reliably in the context of your final output.*

About color models

Common models include RGB (for red, green, blue) and CMYK (for cyan, magenta, yellow, black).

RGB model

A large percentage of the visible spectrum can be represented by mixing red, green, and blue (RGB) colored light in various proportions and intensities. Where the colors overlap, they create cyan, magenta, and yellow.

RGB colors are called *additive* colors because you create white by adding R, G, and B together—that is, all light is reflected back to the eye. Additive colors are used for lighting, television, and computer monitors. Your monitor, for example, creates color by emitting light through red, green, and blue phosphors.
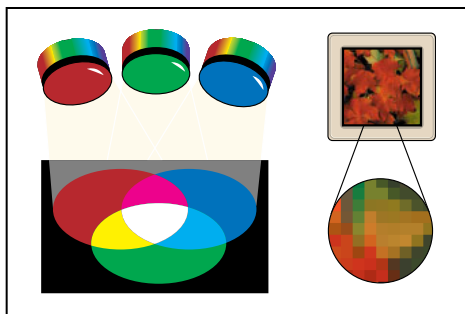
Additive colors (RGB)

CMYK model

Whereas the RGB model depends on a light source to create color, the CMYK model is based on the light-absorbing quality of ink printed on paper. As white light strikes translucent inks, a portion of the spectrum is absorbed. Color that is not absorbed is reflected back to your eye.

Combining pure cyan (C), magenta (M), and yellow (Y) pigments would result in black by absorbing, or subtracting, all colors. For this reason they are called *subtractive* colors. Black (K) ink is added for better shadow density. (The letter *K* came into use because black is the *key* color for registering other colors, and because the letter B also stands for blue.) Combining these inks to reproduce color is called *four-color process printing*.

Subtractive color (CMYK)

Grayscale model

Grayscale uses tints of black to represent an object. Every grayscale object has a brightness value ranging from 0% (white) to 100% (black). Images produced using black-and-white or grayscale scanners are typically displayed in grayscale.

Grayscale also lets you convert color artwork to high-quality black-and-white artwork. All color information in the original artwork is discarded; the gray levels (shades) of the converted objects represent the luminosity of the original objects.

When you convert grayscale objects to RGB, the color values for each object are assigned that object's previous gray value. You can also convert a grayscale object to a CMYK object.

Color gamuts

The *gamut,* or color space, of a color system is the range of colors that can be displayed or printed. The spectrum of colors that can be viewed by the human eye is wider than any method of reproducing color.

The RGB gamut contains the subset of colors that can be viewed on a computer or television monitor (which emits red, green, and blue light). Some colors, such as pure cyan or pure yellow, can't be displayed accurately on a monitor. The smallest gamut is that of the CMYK model, which consists of colors that can be printed using process-color inks. When colors that cannot be printed are displayed on-screen, they are referred to as *out-of-gamut* colors (that is, they are outside the CMYK gamut).
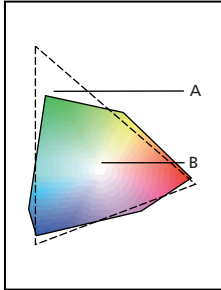
The RGB color gamut exceeds the CMYK color gamut.
A. RGB color gamut   **B.** CMYK color gamut

Device-dependent color

Color varies depending on the device that produces it. An object (a vector drawing or bitmap image) with a device-dependent color space displays colors that depend on the hardware with which the image is created and output. Device-dependent color works best when each part of the imaging process is controlled. For example, at a print service provider, the scanner is calibrated to digitize color in a photo accurately, the electronic image is then displayed on a particular calibrated monitor, and the resulting file is printed on a particular calibrated printer. All of these devices are calibrated to display color accurately from one device to the other.

Device-independent color

In a sense, each device speaks its own color language, and it can't communicate that color very well to another device. What's needed is an interpreter, such as a color management system.

A color management system uses a device-independent color model as the color language by which all color information is referenced. The color model Acrobat uses is called CIE LAB, developed in 1976 by the Commission Internationale de l'Eclairage (International Committee on Illumination, or CIE). The CIE's standard for measuring color is based on how the human eye perceives it, not on the device that created it.

Color objects can be edited in a device-independent color space that is larger than the color space of the output device, such as a computer monitor, a TV screen, film, or a four-color press. Color objects can then be saved with profiles that contain information describing the characteristics of the source and output color devices.

This makes a color-managed workflow advantageous. The objects become portable because they can be displayed on widely differing devices simply by tagging the objects with different destination ICC profiles.

Do you need color management?

You might not even need color management if your production process is tightly controlled for one medium only. (For example, you or your prepress service provider may prefer to tailor CMYK images and specify color values for a known set of printing conditions.) Whenever you have more variables in your production process though, you can probably benefit from color management.

Color management is recommended if you anticipate reusing color graphics for print and online media, using various kinds of devices within a single medium (such as different printing presses), if you manage multiple workstations, or if you plan to print to different domestic and international presses. If you decide to use color management, consult with your production partners—such as graphic artists and prepress service providers—to ensure that all aspects of your color management workflow integrate seamlessly with theirs.

About working spaces

Among other options, predefined color management settings specify the color profiles to be associated with the RGB, CMYK, and Grayscale color modes. The settings also specify the color profile for spot colors in a document. Central to the color management workflow, these profiles are known as *working spaces*. The working spaces specified by predefined settings represent the color profiles that will produce the best color fidelity for several common output conditions. For example, the U.S. Prepress Defaults setting uses a CMYK working space that is designed to preserve color consistency under standard Specifications for Web Offset Publications (SWOP) press conditions.

Managing color in Acrobat

Colors must often be converted when they are displayed to a monitor or sent to a printer. This will always be the case when the color models do not match (for example, when CMYK color is displayed on an RGB monitor). The techniques used for these conversions are based on the use of ICC profiles. For managed colors, this conversion is well understood because managed colors are described using ICC profiles. For unmanaged colors, however, the process is less obvious. Because unmanaged colors do not use ICC profiles, one must be temporarily assumed for the purpose of conversion. The choice of profiles to use for these conversions of unmanaged colors is controlled by the Acrobat Color Preferences dialog box. Users may either use the profiles specified using a predefined color settings file, or select specific profiles based on local press conditions.

In Acrobat 5.0, the soft proofing feature allows you to use your monitor to accurately see how colors in a PDF document will look when rendered on a particular output device. (See "Soft-proofing colors" on page 237.)

At print time, using the Acrobat Advanced Print Settings dialog box, Acrobat 5.0 also allows the user to determine if color is managed on the host or on the printer. Host-based color management gives better control over the output color space and more predictable ICC workflows. (See "Managing color on a printer" on page 239.)

Choosing a color settings file

Acrobat provides several common color settings optimized for various workflows and pre-press and online documents. Each color settings file (CSF) has associated values for the working spaces and color management engine, and the color settings file you choose determines the other options available in this dialog box. You can edit the Working Spaces settings only if you select Custom for Settings.

In most cases, the predefined settings provide sufficient color management for your needs. However, these settings can also serve as starting points for customizing your own workflow settings.

Note: These CSFs are a subset of those used in Adobe Photoshop and Adobe Illustrator. In Acrobat, you cannot save customized CSF files; if you wish to share a customized CSF file, you must create the file in Photoshop or Illustrator.

To choose a color settings file:

1 Choose Edit > Preferences > General. Select Color Management in the left pane of the Preferences dialog box.

2 For Settings, choose one of the predefined common color settings files (CSFs), or define your own custom settings. Choose Custom to define your own color management policy.

Acrobat uses only the profiles and color management engine choice in the CSF.

Note: The color management information embedded in a PDF file always takes prece-dence over the CSF. In Acrobat, the information in the CSF is used only to determine the color management engine and profiles used to display or print unmanaged (device-dependent) colors in a document. The information in the CSF may also affect whether PostScript printing uses the CMYK working space as the default when the policy for CMYK is not "off."

Color Management Off Uses passive color management techniques to emulate the behavior of applications that do not support color management. Although working space profiles are considered when converting colors between color spaces, Color Management Off does not tag documents with profiles. Use this option for content that will be output on video or as on-screen presentations.

Note: Color Management Off is not the equivalent of no color management.

U.S. Prepress Defaults Manages color for content that will be output under common press conditions in the U.S.

Europe Prepress Defaults Manages color for content that will be output under common press conditions in Europe.

Japan Prepress Defaults Manages color for content that will be output under common press conditions in Japan.

Web Graphics Defaults Manages color for content that will be published on the World Wide Web.

ColorSync Workflow (Mac OS only) Manages color using the ColorSync CMS with the profiles chosen in the ColorSync control panel. Use this option if you want to use color management with a mix of Adobe and non-Adobe applications. This color management configuration is not recognized by Windows systems, or by versions of ColorSync earlier than 3.0.

Emulate Photoshop 4 Emulates the color workflow used by the Mac OS version of Adobe Photoshop 4.0 and earlier.

Photoshop 5 Default Spaces The default color settings in Photoshop 5.0

The values for the color management engine and the RGB, CMYK, and Grayscale working spaces vary with the Settings value. If you edit any of these settings, your Settings selection reverts to Custom.

Note: *These settings apply to any color spaces in a PDF file that are not color managed, and they remain in effect until you change them again. Acrobat uses the profiles and color management system information from the color settings file to convert only unmanaged color in the document for display and printing.*

Specifying working spaces for unmanaged colors

In a color-managed workflow, each color mode must have a working space profile associated with it. Acrobat ships with a standard set of CMYK, RGB, and Grayscale profiles that have been recommended and tested by Adobe Systems for most color management workflows. By default, only these profiles appear in the working space menus. Note the following for Grayscale working space profiles:

• You can specify a Grayscale working space profile that is based on the characteristics of a particular dot gain. *Dot gain* occurs when a printer's halftone dots change as the ink spreads and is absorbed by paper. Dot gain is the amount by which the expected dot increases or decreases. For example, a 50% halftone screen may produce an actual density of 60% on the printed page, exhibiting a dot gain of 10%. The Dot Gain 10% option represents the color space that reflects the grayscale characteristics of this particular dot gain.

Proof (no dot gain), and printed image (with dot gain)

• You can also specify a Grayscale working space profile that is based on the characteristics of a particular gamma. A monitor's *gamma* setting determines the brightness of midtones displayed by the monitor. Gray Gamma 1.8 matches the default grayscale display of Mac OS computers and is also the default grayscale space for Photoshop 4.0 and earlier. Gray Gamma 2.2 matches the default grayscale display of Windows computers.

Specifying a color management engine

The color management engine specifies the system and color-matching method used to convert colors between color spaces. Acrobat uses industry-standard color management engines:

• Adobe (ACE), which uses the Adobe color management system and color engine. This is the default setting for most preset color configurations.

- (Windows) Microsoft ICM, which uses the color management system provided by Microsoft Corporation for Windows 98 and Windows 2000 computers.

- (Mac OS) Apple ColorSync, Apple CMM, or Heidelberg CMM.

The color management engines displayed in the Color Management Preferences dialog box depend on the platform on which Acrobat is running. Any third-party color management engines you have installed are displayed also.

Using black-point compensation

The Use Black Point Compensation option controls whether to adjust for differences in black points when converting colors between color spaces. When this option is enabled, the full dynamic range of the source space is mapped into the full dynamic range of the destination space. When disabled, the dynamic range of the source space is simulated in the destination space; although this mode can result in blocked or gray shadows, it can be useful when the black point of the source space is lower than that of the destination space.

The Use Black Point Compensation option is selected for all predefined color management configurations. It is highly recommended that you keep this option selected.

Note: *Black point compensation is never applied when printing to a PostScript printer using RIP-based color management. Also, the black point compensation flag does not affect the display, only printing with host-based color management. The only way to turn off black point compensation for the display is to enable soft proofing with Simulate Ink Black selected.*

To set black point compensation:

In the Color Management Preferences dialog box, select Use Black Point Compensation.

Soft-proofing colors

In a traditional publishing workflow, you print a hard proof of your document to preview how the document's colors will look when reproduced on a specific output device. You can use the precision of color profiles to soft-proof your document directly on the monitor. You can display an on-screen preview of how your document's colors will look when reproduced on a particular output device.

Keep in mind that the reliability of the soft proof is highly dependent upon the quality of your monitor, your monitor profile, and the ambient lighting conditions of your workstation.

💡 For best soft-proofing results, you should characterize or calibrate your monitor. For more information, see "Creating a viewing environment" on page 238.

To display a soft proof:

1 Choose View > Proof Setup > Custom.

2 In the Proof Setup dialog box, choose a proofing space. Choose a device profile to emulate, or select None to proof only for ink black or paper white simulation, without simulating a different output device.

3 Select whether to simulate Ink Black or Paper White.

- Select Ink Black to use the relative colorimetric rendering intent with no black point compensation. The intent of Relative Colorimetric is identical to that of Absolute Colorimetric except for the following difference: relative colorimetric compares the *white point* (extreme highlight) of the source color space to that of the destination color space and shifts all colors accordingly. Relative colorimetric can be more accurate if the image's profile contains correct white point information. This is the default rendering intent used by all predefined color management configurations.

- Select Paper White to use the absolute colorimetric rendering intent. Absolute Colorimetric rendering intent leaves colors that fall inside the destination gamut unchanged. Turning this off (Relative Colorimetric) maps Paper White to the whitest value that the monitor can display. Turning this on (Absolute Colorimetric) attempts to reproduce the actual color and tone of the document on the monitor. Thus, if the paper is darker or a different shade, the color on the monitor will appear somewhat muted, offering a more realistic rendition of how the color actually reproduces, especially in the case of limited-gamut media such as uncoated stock.

If you select Simulate Paper White, Simulate Ink Black is automatically selected and grayed out because it is required.

4 Click OK to accept the settings.

5 Choose View > Proof Colors to toggle the proof display on and off. When soft proofing is on, a check mark appears next to the Proof Colors command.

Creating a viewing environment

Your work environment influences how you see color on your monitor and on printed output. For best results, control the colors and light in your work environment by doing the following:

- View your documents in an environment that provides a consistent light level and color temperature. For example, the color characteristics of sunlight change throughout the day and alter the way colors appear on your screen, so keep shades closed or work in a windowless room. To eliminate the blue-green cast from fluorescent lighting, consider installing D50 (5000 degree Kelvin) lighting. Ideally, view printed documents using a D50 lightbox.

- View your document in a room with neutral-colored walls and ceiling. A room's color can affect the perception of both monitor color and printed color. The best color for a viewing room is polychromatic gray. Also, the color of your clothing reflecting off the glass of your monitor may affect the appearance of colors on-screen.

- Match the light intensity in the room or lightbox to the light intensity of your monitor. View continuous-tone art, printed output, and images on-screen under the same intensity of light.

- Remove colorful background patterns on your monitor desktop. Busy or bright patterns surrounding a document interfere with accurate color perception. Set your desktop to display neutral grays only.

- View document proofs in the real world under which your audience will see the final piece. For example, you might want to see how a housewares catalog looks under the incandescent light bulbs used in homes, or view an office furniture catalog under the fluorescent lighting used in offices. However, always make final color judgments under

the lighting conditions specified by the legal requirements for contract proofs in your country.

Managing color on a printer

With Acrobat 5.0, you have the option of selecting host-based or printer-based color management. Host-based color management gives better control over the output color space and more predictable ICC workflows. You make this selection in the Advanced Print Settings dialog box, where you also control tiling options, set transparency options, and set device-dependent characteristics such as transfer functions. The range of options available depends on your printer and printer driver. For additional information on using the Print dialog box, see "Printing PDF documents" on page 26.

Note: The Advanced Print Settings dialog box is available for PostScript printers only.

If you are sending your PDF files to a service bureau, you can use the Trapping Key dialog box to declare whether an Adobe PDF file contains trapping information.

💡 If you are connected to the Internet, click Printing Tips in the Print dialog box to connect to the Adobe Web site for information on troubleshooting printing problems in Acrobat.

To access the Advanced Print Settings dialog box:

1 Choose File > Print. In the Print dialog box, click Advanced (Windows).

2 In the Print Settings dialog box, select the options for tiling, managing color, and various advanced printing features. Options that are not available for your printer driver are grayed out. See "Printing PDF documents" on page 26 for more information.

💡 To display helpful descriptions of the terminology and options in the dialog box, click in the text box for that option. A description appear in the lower area of the dialog box.

3 Select the tiling, color management, and high-end printing options as outlined in the following procedures.

4 Click OK at any point to accept your settings and return to the Print dialog box.

Using printer-based color management

In the Print Settings dialog box, select Printer/PostScript color management in the Color Profile pop-up menu to manage color in the printer RIP.

Using host-based color management

In the Print Settings dialog box, choose one of the standard press profiles or color space emulations to have Acrobat manage color using the color management engine selected in the Color Management preferences. You can also define your own press or printer profiles.

The Same as Source (No Color Management) option does not perform any color management on the host or on the printer.

Setting color management options

The printing function in Acrobat 5.0 supports a number of options that control color management. Color can be managed on the printer or using ICC profiles embedded in the PDF file. Overprinted colors and spot colors are printed using composite colors, and the printing of transparent objects is supported using the same transparency settings as are used in Adobe Illustrator 9.0.

To set the color management options:

1 In the Advanced Print Settings dialog box, select Print ICC colors as Device Colors to ignore ICC profiles embedded in the PDF file during printing. Unless this option is checked, color is managed on the printer and ICC profiles are converted to color space arrays (CSAs).

2 Choose a color profile from the pop-up menu to determine how color is managed on the printer. (You should generally use the color profile of the printer selected, depending on the media and resolution used.)

• Same as Source (No Color Management) to discard all color management information and send device color to the printer, whether or not the document contains color management information. Color is not managed anywhere.

• Print/PostScript Color Management to use PostScript CSAs in the print stream to manage color in the printer RIP.

• One of the predefined ICC profiles listed for your printer to have Acrobat manage color using the color management model (CMM) you defined in the Color Management preferences. (See "Choosing a color settings file" on page 235.)

Note: *The CMYK working space is used as the default when printing to PostScript if the policy for CMYK is not "off."*

3 Apply Overprint Preview to use composite colors to simulate the appearance of overprinted colors and spot colors. (All spot colors in the document are converted to process colors in order to simulate them.) Selecting this option may increase the time required to print the file. Follow the instructions outlined in the next procedure to view an overprint preview.

4 Choose a value for Transparency Quality/Speed to adjust the degree of rasterization of transparent artwork when printing or exporting a PDF file:

• Lowest/Fastest to rasterize all objects in the artwork. This setting should be used when printing or exporting very complex artwork with many objects.

• Lower/Faster to maintain simple vector objects but rasterize most complex areas. This setting is ideal for objects containing only a few transparent objects.

• Medium/Medium (the default setting) to maintain most objects as vectors but rasterize the most complex transparent areas. This setting provides the best results for most artwork.

• Higher/Slower to maintain most of the artwork in vector form and rasterize very complex artwork. This setting can increase processing time when the artwork contains much transparent artwork.

• Highest/Slowest to maintain as much of the artwork as possible in vector form. However, very complex artwork may still be rasterized. This setting is both time and memory intensive, but usually produces the highest-quality resolution.

5 Click OK to accept the settings and return to the Print dialog box.

To view an overprint preview:

With the PDF file open, choose View > Overprint Preview to toggle the preview mode on and off. The Overprint Preview mode is on when the command is checked.

Setting device-dependent print options

If a PDF file contains device-dependent constructs, such as halftones and transfer functions, these constructs can be emitted in the PostScript output to the printer.

To preserve device-dependent constructs:

1 Select Emit Halftones to use the halftones embedded in the PDF file rather than the default halftones in the printer.

2 Select Transfer Functions to use the transfer functions embedded in the PDF file rather than the default transfer function in the printer.

3 Select Emit Undercolor Removal/Black Generation to use the undercolor removal and black generation information embedded in the PDF file rather than the default information in the printer.

4 Click OK to accept the settings and return to the Print dialog box.

Declaring trapping information

If you are sending your PDF files to a service bureau, you can use the Trapping Key dialog box to declare whether an Adobe PDF file contains trapping information. This can help prevent the service bureau from adding potentially conflicting trapping commands to the file. See the documentation that came with your authoring application for details on including trapping information in a PostScript file.

For more information on ICC profiles and color management, see "About color management" on page 230 and "Setting color management options" on page 240.

To declare trapping information:

1 Open the PDF file, and choose File > Document Properties > Trapping Key.

2 Choose a Trapping option:

• Yes if the file contains trapping information, or No if the file does not contain trapping information.

• Unknown if you do not know whether the file contains trapping information.

3 Click OK.

Exporting to PostScript or EPS

You can export a PDF file to PostScript for use in printing and prepress applications. The PostScript file will include full Document Structuring Conventions comments and other advanced information preserved by Distiller. You can also create an EPS file of any page in a PDF document for placement in another application file—color separations are generated correctly.

Note: *If you are creating EPS files for separations, all image color spaces should be CMYK.*

To save a PDF file in PostScript or EPS format:

1 Choose File > Save As.

2 For Save as Type, choose PostScript File (*.ps) or Encapsulated PostScript (*.eps), and click Settings.

3 Choose a PostScript language level for file formatting. Choose LanguageLevel 1 for an EPS file that will be placed in another document and color separated as part of that other document.

Note: You cannot color separate an EPS file created from a PDF file that contains smooth shading or masked images (LanguageLevel 3 PostScript operators).

4 Select ASCII or Binary to specify the output format of image data. Binary output yields smaller files, but not all workflows can accommodate binary output.

5 Select Include Preview to include a TIFF format preview on Windows or a TIFF or PICT preview on Mac OS.

6 Select All to convert the entire file, or enter a page range. If you are creating EPS output, each page in the range will be saved as a separate EPS file.

7 Choose a level of font embedding (inclusion) for the exported file:

• None to emit no fonts.

• All Embedded to emit all fonts embedded in the PDF file.

• All to emit all fonts referenced in the PDF file.

8 Choose a value for Transparency Quality/Speed to adjust the degree of rasterization of transparent artwork when printing or exporting a PDF file:

• Lowest/Fastest to rasterize all objects in the artwork. This setting should be used when printing or exporting very complex artwork with many objects.

• Lower/Faster to maintain simple vector objects but rasterize most complex areas. This setting is ideal for objects containing only a few transparent objects.

• Medium/Medium (the default setting) to maintain most objects as vectors but rasterize the most complex transparent areas. This setting provides the best results for most artwork.

• Higher/Slower to maintain most of the artwork in vector form and rasterize very complex artwork. This setting can increase processing time when the artwork contains much transparent artwork.

• Highest/Slowest to maintain as much of the artwork as possible in vector form. However, very complex artwork may still be rasterized. This setting is both time and memory intensive, but usually produces the highest-quality resolution.

9 Select whether to convert TrueType fonts to Type 1 and whether to include RGB and Lab images, comments, and halftone screens. The availability of these options varies depending on which PostScript language level you're using.

10 Deselect Clip to Bounding Box only if your workflow does not support bounding box emission. Virtually all workflows support bounding box emission; this option is on by default.

11 Click OK, enter a filename and location, and click Save.

Using PDFWriter to Create Adobe PDF Files (Windows)

Acrobat can create Adobe PDF files using two different utilities —PDFWriter and Acrobat Distiller. Acrobat Distiller is the default utility for creating Adobe PDF files, but if you're converting simple business memos and other documents that have only text, PDFWriter is often acceptable and faster than Distiller.

Note: *PDFWriter is a custom install option and is supported for Windows only.*

About PDFWriter

PDFWriter is a printer driver that converts files directly to Adobe PDF from another software application. It is most suitable for documents that contain mainly text. Here are a few guidelines that can help you decide when to use PDFWriter:

- You're converting simple business documents, such as those created with Microsoft Word or Excel.

- Your documents do not contain Encapsulated PostScript (EPS) graphics.

- Your system has a limited amount of RAM.

- You want to produce PDF files more quickly than you can with Distiller.

Creating Adobe PDF files with PDFWriter

PDFWriter "prints" a document quickly in Adobe PDF. You can create Adobe PDF files using the Print command in your authoring application.

In most cases, PDFWriter's default compression and font settings create an acceptably small and efficient Adobe PDF file. If you want more control over file size or image quality, see "Setting PDFWriter properties" on page 244 for information on changing these settings.

To create an Adobe PDF file with PDFWriter using the Print command:

1 Open the document in its authoring application.

2 Choose File > Print.

3 In the Print dialog box, choose Acrobat PDFWriter from the Printer Name menu, enter the page range, and click Print or OK. In some applications, you may need to click Setup in the Print dialog box to get access to the Printer Name menu.

4 In the Save As dialog box, enter a filename and location for the PDF file, and set other options if necessary:

- View PDF File opens the new PDF file automatically in Acrobat.

- Edit Document Info opens the Document Information dialog box so you can provide search keywords for the PDF file. Enter a title and other keywords, and click OK. (The information is optional.)

5 Click Save.

💡 To bypass the Save As dialog box and view the document in Acrobat before saving it in PDF, hold down the Control key, and click the Print button in the application's toolbar, or the Print or OK button in the Print dialog box. Then use the Save command in Acrobat to save the file in PDF. To be able to use this shortcut, PDFWriter must be selected as the default printer.

Setting PDFWriter properties

The PDFWriter properties control the page setup, the compression settings, and the font embedding of all Adobe PDF files created with PDFWriter.

Changing the page setup

The page setup for PDFWriter determines the size and orientation of pages. You can also set the resolution of Adobe PDF files you send to a printer.

To change the page setup:

1 Do one of the following:

- In a Windows application, choose File > Print (Print Setup in some applications), select Acrobat PDFWriter from the Printer Name menu, and click Properties (Setup in some applications). This will change the settings for the open file and for other files you convert to Adobe PDF during the current session with this application.

- In the Windows 95 or 98 desktop, choose Settings > Control Panel > Printers from the Start menu, right-click Acrobat PDFWriter, choose Properties, click the Details tab, and click Setup. In the Windows NT desktop, choose Settings > Printers from the Start menu, right-click Acrobat PDFWriter, and choose Document Defaults. This will change the settings for all Adobe PDF files created with PDFWriter.

2 To change the page size, do one of the following:

- Select Standard, and choose a page size from the menu.

- Select Custom, choose a unit of measure, and enter the page dimensions and margins. The minimum page size is 1-by-1 inch; the maximum is 45-by-45 inches.

3 To change the orientation, select Portrait or Landscape.

4 To change the scaling, enter a percentage in the Scaling text box. Scaling lets you magnify or shrink the document for printing. For example, a document that is 8-1/2-by-14 inches can be scaled to 75% to fit on an 8-1/2-by-11-inch page. Similarly, if an 8-1/2-by-11-inch document is scaled to 200%, you will need to adjust the page size to 17-by-22 inches to display the entire page.

5 To change the resolution, choose a Resolution value. The resolution setting determines the number of dots per inch (dpi) with which a PDF file is printed and can sometimes alter character spacing. For best results, use the resolution setting of the printer chosen when the original file was created.

6 Click OK.

Changing the compression options

PDFWriter can compress text, line art, and bitmap images to reduce file size. You can change the compression options for specific purposes, or remove compression altogether if file size is not an issue. Because small files open and display more quickly than large ones, you should normally compress a PDF file as much as possible without noticeably degrading the quality of the images in it. In most cases, the PDFWriter default compression settings create an acceptably small PDF file.

PDFWriter can also downsample high-resolution bitmap images to reduce file size. A bitmap consists of digital units called *pixels*. Downsampling reduces the number of pixels in a file by averaging the color of pixels in a sample area and replacing that area with one pixel of the averaged color. By default, PDFWriter downsamples images to the following resolutions:

- Color images are downsampled to 96 dpi.

- Grayscale images (those that have a continuous tone of gray, such as black-and-white photographs) are downsampled to 96 dpi.

- Monochrome images (those in which each pixel is either black or white, with no shades of gray) are downsampled to 300 dpi.

Note: *PDFWriter does not downsample 8-bit grayscale images, and it does not downsample when the bitmap source rectangle is smaller than the image rectangle.*

If you need more precise control over compression and resampling, use Distiller instead of PDFWriter. For a more detailed discussion, see <u>"Applying compression and resampling" on page 51</u>.

💡 You may want to try different compression settings to fine-tune the balance between image quality and file size. Create a few Adobe PDF files from your document using different types of compression, and compare the results. Zoom in at 200% or 400%, and look at a detail of the same image in each file. For your final PDF file, use the compression settings that produced the smallest file with acceptable image quality.

To change the compression options:

1 Do one of the following:

- In a Windows application, choose File > Print (Print Setup in some applications), select Acrobat PDFWriter from the Printer Name menu, and click Properties (Setup in some applications). This will change the settings for the open file and for other files you convert to Adobe PDF during the current session with this application.

- In the Windows 95 or 98 desktop, choose Settings > Control Panel > Printers from the Start menu, right-click Acrobat PDFWriter, choose Properties, click the Details tab, and click Setup. In the Windows NT desktop, choose Settings > Printers from the Start menu, right-click Acrobat PDFWriter, and choose Document Defaults. This will change the settings for all Adobe PDF files created with PDFWriter.

2 Click the Compression Options tab.

3 Select the options you want:

- Compress Text and Line Art applies ZIP compression (a lossless method) to all text and line art in the file.

- ASCII Format creates Adobe PDF files in ASCII text format. This option is useful if you want to open files in a text editor to read or edit them, but it increases file size.

- Downsample Images downsamples bitmap images to a lower resolution. Turn this option off if you want a specific resolution.

4 To apply compression to color or grayscale images, select the appropriate Compress Using option, and choose a method from the pop-up menu. PDFWriter applies the compression to all color or grayscale bitmap images in the PDF files.

5 To apply compression to monochrome images, select the Compress Using option, and choose a method from the pop-up menu. PDFWriter applies the compression to all monochrome bitmap images in the PDF files.

6 To restore the original compression options, click Default.

7 Click OK.

Embedding fonts in Adobe PDF files

PDFWriter can embed Roman Type 1, TrueType, and base fonts in an Adobe PDF file. This ensures that the original font is used for display and printing on computers that do not have the font installed. Adobe Type Manager (ATM) must be installed and loaded as a control panel for PDFWriter to be able to embed Type 1 fonts. PDFWriter cannot embed Asian fonts.

PDFWriter embeds only the set of characters used in the file if fewer than 35% of the characters in a font are used in the file. (Standard Roman fonts contain 256 characters; 35% of a Roman font is approximately 90 characters.) You cannot change this threshold in PDFWriter. If you need more precise control, see "Setting the Distiller Fonts job options" on page 57 for information on embedding fonts with Distiller.

If you do not embed fonts in a PDF file and a user opens the file on a system that does not have the file's fonts, Acrobat temporarily substitutes fonts. For Roman text, Acrobat uses serif and sans serif Multiple Master fonts to simulate the original font. For Asian text, Acrobat uses fonts from the installed Asian Language Kit or from similar fonts on the user's system. See "About font embedding and substitution" on page 56 for an example. If you embed a font and the user has that font on their system, they can edit the text in the PDF file.

An embedded font typically adds about 30K to 40K to a PDF file. If it is not important that readers see the file in its original fonts, do not embed fonts. Let Acrobat use substitute fonts when necessary. This will produce the smallest file possible.

💡 To help you decide which fonts to embed in a PDF file, you can get a preview of how the substituted fonts will look in the file. See "Previewing PDF files without embedded fonts" on page 57.

To modify which fonts are embedded in an Adobe PDF file:

1 Do one of the following:

- In a Windows application, choose File > Print (Print Setup in some applications), select Acrobat PDFWriter from the Printer Name menu, and click Properties (Setup in some applications). This will change the settings for the open file and for other files you convert to Adobe PDF during the current session with this application.

- In the Windows 95 or 98 desktop, choose Settings > Control Panel > Printers from the Start menu, right-click Acrobat PDFWriter, choose Properties, click the Details tab, and click Setup. In the Windows NT desktop, choose Settings > Printers from the Start menu, right-click Acrobat PDFWriter, and choose Document Defaults. This will change the settings for all Adobe PDF files created with PDFWriter.

2 Click the Font Embedding tab.

3 Do one of the following:

- To embed all fonts used in the file, select Embed All Fonts.

- To embed only certain fonts, make sure Embed All Fonts is not selected, and move the fonts you want embedded to the Always Embed list. You can move a font by selecting it in the Available Fonts list and clicking the Add button associated with the Always Embed list or by dragging the font to this list. Ctrl-click to select multiple fonts. Shift-click to select a contiguous range of fonts.

- To embed all but some fonts, select Embed All Fonts, and move the fonts you do not want embedded to the Never Embed list. You can move a font by selecting it in the Always Embed list and clicking the Add button associated with the Never Embed list or by dragging the font to this list. Ctrl-click to select multiple fonts. Shift-click to select a contiguous range of fonts.

- To remove a font from the Always Embed or Never Embed list, select the font, and click Remove, or drag the font to the Available Fonts list. If you remove a symbol font from the Never Embed list, it is added back to the list if you reinstall PDFWriter or if you click the Default button.

Note: *Some TrueType fonts cannot be embedded. You will not be able to remove these fonts from the Never Embed list.*

Font types are indicated in the font lists in the following ways:

- Type 1 fonts have the Type 1 icon 🆃🅸 next to the font name.

- TrueType fonts have the TrueType icon 🆃🆃 next to the font name.

- Underlined font names indicate symbol fonts, such as ITC Zapf Dingbats®. Acrobat cannot substitute these, which is why (except for any symbol base font) they are on the Always Embed list by default.

The font lists show additional restrictions by color:

- Black font names indicate normal fonts with no restrictions, except as indicated by any underlining.

- Blue font names indicate base fonts. These fonts are in the Never Embed list by default.

- Red font names indicate TrueType fonts that cannot be embedded. These fonts will appear only in the Never Embed list.

- Green font names are for Chinese, Japanese, and Korean fonts.

4 To restore the original font settings, click Default.

5 Click OK.

Windows Shortcuts

Selecting tools

Tool	Keystroke
Article	A
Crop	C
Form	F
Hand	H
Link	L
Movie	M
Pencil	N
TouchUp object	O
Notes	S
TouchUp text	T
Highlight text	U
Text select tool	V
Zoom in tool	Z
Zoom out tool	Shift + Z
Hidden Pencil tools: line, rectangle, ellipse	Shift + N
Hidden Notes tools: text comment, audio comment, stamp, file comment	Shift + S
Hidden Text Select tools: column select, graphics select, table select	Shift + V
Hidden Highlight tools: strikethrough, underline	Shift + U
Hidden TouchUp Text tools: touch up object	Shift + T
Graphics Select	G

Navigation

Result	Keystroke
Previous screen	Page Up
Next screen	Page Down
Temporarily select hand tool	Spacebar
First page	Home
Last page	End
Delete/clear	Del
Previous page	Left Arrow
Next page	Right Arrow
Scroll up	Up Arrow
Scroll down	Down Arrow
Show/Hide full screen	Ctrl + L
Go to page	Ctrl + N
Previous page	Left Arrow
Go to Previous View	Alt + Left Arrow
Go to Next View	Alt + Right Arrow
Next page	Right Arrow
First page	Shift + Ctrl + Page Up
Last page	Shift + Ctrl + Page Down
Go to Previous Document	Alt + Shift + Left Arrow
Go to Next Document	Alt + Shift + Right Arrow
First page	Shift + Ctrl + Up Arrow
Last page	Shift + Ctrl + Down Arrow
Next tab in Navigation pane, Next toolbar in menu mode, Next tab in tabbed dialog boxes, Next window in document view	Ctrl + Tab

Function Keys

Result	Keystroke
Help	F1
Show/Hide bookmarks	F5
Next pane	F6
Spell check	F7
Show/Hide toolbars	F8
Find Again	F3
Menu mode	F10
Context menus	Shift + F10
In Navigation pane, goes to document view and leaves Navigation pane open	Shift + F6
Next window	Ctrl + F6
Next secondary window	Alt + F6
Rename	F2
Show/Hide thumbnails	F4
Show/Hide Menu Bar	F9

Editing Documents

Result	Keystroke
Select all	Ctrl + A
Copy	Ctrl + C
Zoom to	Ctrl + M
Open	Ctrl + O
Print	Ctrl + P
Quit	Ctrl + Q
Rotate page(s)	Ctrl + R
Save	Ctrl + S
Crop page(s)	Ctrl + T
Paste	Ctrl + V

Result	Keystroke
Close	Ctrl + W
Cut	Ctrl + X
Undo	Ctrl + Z
Fit in window	Ctrl + 0
Actual size	Ctrl + 1
Fit width	Ctrl + 2
Fit visible	Ctrl + 3
Zoom-in	Ctrl + +
Zoom-out	Ctrl + -
Previous (search)	Ctrl + [
Next (search)	Ctrl +]
Zoom-in temporarily	Ctrl + Spacebar
Zoom-out temporarily	Alt + Ctrl + Spacebar
Switch scripts	Ctrl + F1
Deselect all	Shift + Ctrl + A
Delete page(s)	Shift + Ctrl + D
Insert page(s)	Shift + Ctrl + I
Page setup	Shift + Ctrl + P
Save as	Shift + Ctrl + S
Word Assistant	Shift + Ctrl + W
Use local fonts	Shift + Ctrl + Y
Show/Hide Grid	Ctrl + U
Snap to Grid	Shift + Ctrl + U
Proof Colors	Ctrl + Y
Rotate Clockwise	Shift + Ctrl + +
Rotate Counterclockwise	Shift + Ctrl + -
Add new bookmark	Ctrl + B

Searching

Result	Keystroke
Find	Ctrl + F
Find again	Ctrl + G
Find first suspect	Ctrl + H
Query	Shift + Ctrl + F
Search results	Shift + Ctrl + G
Previous document (search)	Shift + Ctrl + [
Next document (search)	Shift + Ctrl +]

Document Information and Preferences

Result	Keystroke
Document Summary dialog box	Ctrl + D
General Preferences dialog box	Ctrl + K

Windows

Result	Keystroke
Cascade	Shift + Ctrl + J
Tile horizontally	Shift + Ctrl + K
Tile vertically	Shift + Ctrl + L
Close all	Alt + Ctrl + W

Miscellaneous

Result	Keystroke
Open Web Page	Shift + Ctrl + O
Summarize Comments	Shift + Ctrl + T
Select Indexes	Shift + Ctrl + X

Mac OS Shortcuts

Selecting tools

Tool	Keystroke
Article	A
Crop	C
Form	F
Hand	H
Link	L
Movie	M
Pencil	N
TouchUp object	O
Notes tool	S
TouchUp text	T
Highlight text	U
Text select tool	V
Zoom in tool	Z
Zoom out tool	Shift + Z
Hidden Pencil tools: line, rectangle, ellipse	Shift + N
Hidden Notes tools: text comment, audio comment, stamp, file comment	Shift + S
Hidden Text Select tools: column select, graphics select, table select	Shift + V
Hidden Highlight tools: strikethrough, underline	Shift + U
Hidden TouchUp Text tools: touch up object	Shift + T
Graphics Select	G

Navigation

Result	Keystroke
Previous screen	Page Up
Next screen	Page Down
Temporarily select hand tool	Spacebar
First page	Home
Last page	End
Delete/clear	Del
Previous page	Left Arrow
Next page	Right Arrow
Scroll up	Up Arrow
Scroll down	Down Arrow
Show/Hide full screen	Cmd + L
Go to page	Cmd + N
Previous page	Left Arrow
Go to Previous View	Cmd + Left Arrow
Go to Next View	Cmd + Right Arrow
Next page	Right Arrow
First page	Shift + Cmd + Page Up
Last page	Shift + Cmd + Page Down
Go to Previous Document	Option + Shift + Left Arrow
Go to Next Document	Option + Shift + Right Arrow
First page	Shift + Cmd + Up Arrow
Last page	Shift + Cmd + Down Arrow
Next tab in Navigation pane, Next toolbar in menu mode, Next tab in tabbed dialog boxes, Next window in document view	Cmd + Tab

Function Keys

Result	Keystroke
Help	F1
Show/Hide bookmarks	F5
Next pane	F6
Spell check	F7
Show/Hide toolbars	F8
Find/Find Again	Cmd + F, Cmd + G
Context menus	Control + click
In Navigation pane, goes to document view and leaves Navigation pane open	Shift + F6
Next secondary window	Option + F6
Show/Hide thumbnails	F4
Show/Hide Menu Bar	F9

Editing Documents

Result	Keystroke
Select all	Cmd + A
Copy	Cmd + C
Zoom to	Cmd + M
Open	Cmd + O
Print	Cmd + P
Quit	Cmd + Q
Rotate page(s)	Cmd + R
Save	Cmd + S
Crop page(s)	Cmd + T
Paste	Cmd + V
Close	Cmd + W
Cut	Cmd + X
Undo	Cmd + Z

Result	Keystroke
Fit in window	Cmd + 0
Actual size	Cmd + 1
Fit width	Cmd + 2
Fit visible	Cmd + 3
Zoom-in	Cmd + +
Zoom-out	Cmd + -
Previous (search)	Cmd + [
Next (search)	Cmd +]
Zoom in temporarily	Cmd + Spacebar
Zoom out temporarily	Option + Cmd + Spacebar
Deselect all	Shift + Cmd + A
Delete page(s)	Shift + Cmd + D
Insert page(s)	Shift + Cmd + I
Page setup	Shift + Cmd + P
Save as	Shift + Cmd + S
Word Assistant	Shift + Cmd + W
Use local fonts	Shift + Cmd + Y
Show/Hide Grid	Cmd + U
Snap to Grid	Shift + Cmd + U
Proof Colors	Cmd + Y
Rotate Clockwise	Shift + Cmd + +
Rotate Counterclockwise	Shift + Cmd + -
Add New bookmark	Cmd + B

Searching

Result	Keystroke
Find	Cmd + F
Find again	Cmd + G
Find first suspect	Cmd + H
Query	Shift + Cmd + F
Search results	Shift + Cmd + G
Previous document (search)	Shift + Cmd + [
Next document (search)	Shift + Cmd +]

Document Information and Preferences

Result	Keystroke
Document Summary dialog box	Cmd + D
General preferences dialog box	Cmd + K

Windows

Result	Keystroke
Cascade	Shift + Cmd + J
Tile horizontally	Shift + Cmd + K
Tile vertically	Shift + Cmd + L
Close all	Option + Cmd + W

Miscellaneous

Result	Keystroke
Open Web Page	Shift + Cmd + O
Summarize comments	Shift + Cmd + T
Select Indexes	Shift + Cmd + X

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