

# **Adobe Acrobat Tips**

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What does PDF stand for? Portable Document Format

**Pro** product includes form creation. Get **Pro** if you want to make forms.

**Standard** has fewer features.

The **Reader** software has fewest features, and is free.

Comparison table

# Acrobat family



**Adobe® Acrobat® Elements 6.0** software allows enterprises to standardize on Adobe PDF for document distribution. (Volume licensing only.)



**Adobe Acrobat 6.0 Standard** software streamlines business document exchange and review.



**Adobe Acrobat 6.0 Professional** software offers the most advanced control over document exchange, review, and output.

Need more detail? [View a comprehensive feature comparison.](#) (PDF: 310k)

Choose the right Adobe Acrobat product	Adobe Reader	Acrobat Elements 6.0	Acrobat 6.0 Standard	Acrobat 6.0 Professional
Ability to view and print Adobe PDF files	✓	✓	✓	✓
One-button Adobe PDF file creation from Microsoft® Office applications		✓	✓	✓
128-bit encryption and password protection for increased document security		✓	✓	✓
Review management and commenting tools			✓	✓
Ability to combine document types from various applications into one Adobe PDF file			✓	✓
One-button Adobe PDF file creation from AutoCAD®, Microsoft Visio, and Microsoft Project (Windows® only)				✓
Electronic forms creation				✓
Support for document layers in technical drawings				✓
Enhanced tools for printing, viewing, and navigating of large-format documents				✓
Built-in preflighting tools for print production				✓

Most current applications can be printed to Acrobat.

To convert [Word](#) etc. to PDF, use **Print**, and choose **Acrobat or PDF printer**.

WordPerfect: set printer to Acrobat, close box without printing, check page breaks, etc.

Then print, and page breaks should be right.

[Web pages](#) convert to Acrobat easily. Explorer has Acrobat icon at right edge.

In Acrobat, see **File/Create PDF**. Let's convert this picture of [cows](#).

**How To** window is a quick help menu, opens at right side. It's mainly for new users.

Use **View/How To** or **F4** key to display or hide. Try out **How To** menu.

Avoid spaces and most punctuation marks in file names for web.

Over one meg is too big. Smaller is better.

Use **Control-D** to see **File/Document Properties/Description**, file size.

Add title, author, etc.

If no title, file name and path goes in automatically as title.

This Acrobat document was originally a web search result for [toads](#).

Title for a 4-H newsletter is the path and file name for the original document.

Web links are preserved by Acrobat.

Get the newsletter through the browser.

Acrobat 6 file tells Acrobat 5 users to get latest version of software--annoying!

**File/Reduce File Size** is helpful, choose compatibility with Acrobat 5.

Or use **Advanced/PDF Optimizer**, choose "Compatible with Acrobat 5.0 and later."

PDF Optimizer usually reduces the file size, has more options than Reduce File Size.

Recent Internet Explorer patch Q832894 disables V. 5 Reader, so users need v. 6 anyway.



**File/Save as** Postscript, click on Postscript file to create new PDF usually also shrinks it.

Let's shrink this [breakfast recipe](#) file.

Check the Acrobat Distiller (**Advanced/Acrobat Distiller**).

See level of default. **Smallest File Size** is usually good for web documents.

Use high quality and other choices for artwork or print reproduction.

Break up large documents into sections for manageable download.

Most people don't notice minor font changes. Unusual fonts make files big.

See [two versions](#) of [Tender Hearts](#) publication

File size difference between these two versions of publication: 482K vs. 63K.

Document Information/Font shows extra fonts Rogers, Aberaham9 and Hardbrush.

I modified fonts in Page Maker and recreated the PDF document as a smaller version.

Acrobat is used in government documents, like [tax forms](#).

It is set up with form fields so users can save, open it in Acrobat, fill it out, and print it.

Use the hand tool for input, can copy/paste. This form does not have a calculation feature.

Our [KSU travel form](#) does have calculation feature, see Total Miles.

Use **Tools/Advanced Editing** and choose **Forms/Show Forms Toolbar**.

Using (double click) **Form text field** tool (rectangle) reveals structure of fields.

If user only has the Reader software, filled-out form can't be saved, only printed.

Work-around: Make draft of responses in other application that allows saving changes.

For PDF forms on web, software exists that can capture responses to a server database, if users fill out form using hand tool. I have not used this myself.

Our [undergraduate admissions application](#) form doesn't have form fields.

Let's add form fields to our admissions form.

We'll start with the **Checkbox field** tool.

The **Text form field** looks like a rectangle.

This is also helpful to add a little more text to an Acrobat document quickly.

Give each field a name; lots of choices in fonts, colors, etc.

Options: Check a box to have more than one line for responses (for essay questions).

You can copy fields, but remember to give each one a separate name.



Frequently asked questions: How to fix typos in an Acrobat document?

To make minor text changes in an Acrobat document, use the **Touchup Text Tool**.

Use **View/Toolbars** and choose **Advanced Editing** to see this tool.

(See [tax form](#), change date.)

If text won't change, document may have an unusual font.

If document uses an odd font, highlight, right-click, use **Properties**, and change font.

Note that we can change this tax form because it has no security.

See **File/Document Properties/Security**.

We'll talk about security later if time permits.

You can lock your publication so people can't make changes, print, or copy from it.

To copy text from Acrobat to other applications, use **Select Text** tool, copy, and paste.

Use related tools to copy **tables** and **images** to other applications.

Make a simple **newsletter** in Word by copying **text** and **images** from Acrobat documents.

To completely rewrite an Acrobat [publication](#), **save-as** [rich text](#) or Word.

Work on it in Word, etc., and print to PDF to turn it back to Acrobat.

Use the **Touchup Object** tool to move or copy images or blocks of text in Acrobat.

You can change a document drastically with one click.

Copy a block of text from one Acrobat document to another with **Touchup Object**.

We can use this [letterhead](#) to make a [4-H](#) newsletter, all in Acrobat.

I use **Document/Pages** a lot. I can add, delete, crop, or rotate pages in PDF [documents](#).



Look under **View** for the **Read Out Loud** feature.

It reads a publication out loud in a computer voice, for visually impaired users.

The feature is in Adobe Reader 6, which is free, as well as in the full Acrobat.

You need real text, rather than an image of text, to use it.



The **link** feature lets you connect [documents](#) of various kinds to Acrobat.

Put an Acrobat document on the web and link it to [web pages](#), [Acrobat documents](#), etc.

You can also link documents within CD-ROMs, etc.

Sometimes you will see a [big fuzzy Acrobat](#) file online.

A scanner made an image of the text. It makes a huge file that is not usable as text.

Ideally, go back to the file and print it to Acrobat, keeping the text intact.

If that's not possible, and if the resolution on your [big file](#) is high enough:

Use the **Document/Paper Capture** feature to recreate the text.

This makes the file [smaller and neater](#). You will probably have to clean up the result.

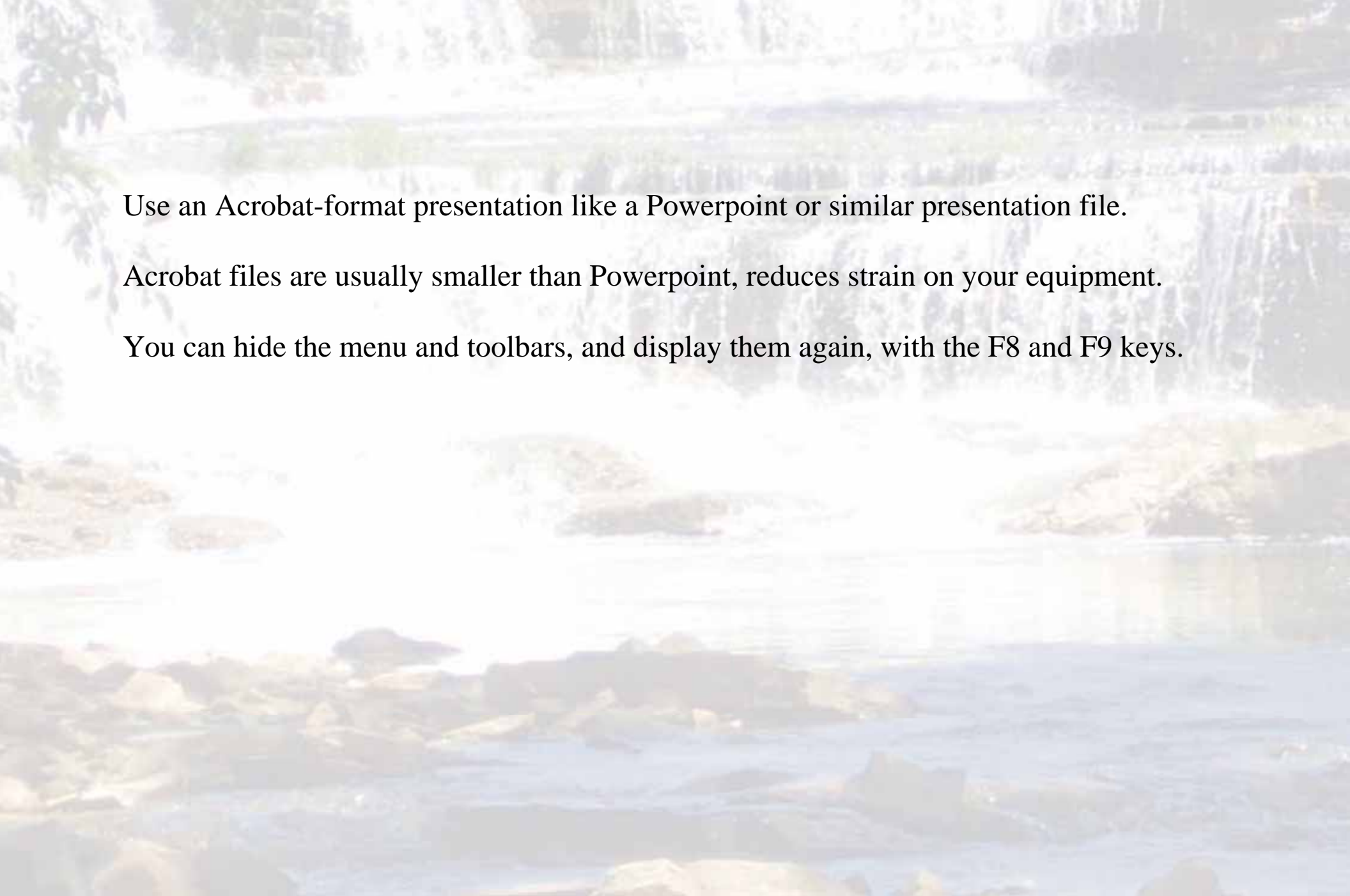
This text can be read out loud. The image file couldn't.

The **Stamp** and **Watermark** features add logos, letterheads, etc. to PDFs.

**Document/Add Watermark**, add [4-H letterhead](#) to [blank](#) document.

Use the **Stamp** tool, **Create Custom Stamp**.

Choose an Acrobat file, give it a stamp category and name, use it to stamp PDF files.



Use an Acrobat-format presentation like a Powerpoint or similar presentation file.

Acrobat files are usually smaller than Powerpoint, reduces strain on your equipment.

You can hide the menu and toolbars, and display them again, with the F8 and F9 keys.

Let's look at security: **File/Document Properties/Security**.

I just lock a few documents, like [drafts](#) that are not ready for distribution.

Save, close, and reopen your document after setting security.

Make sure printing, etc. is grayed out so you know it's locked.

I set security so the accessibility features still work.

