

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

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 undergrad 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.