

Introduction to



Adobe Acrobat X Pro

Himmelfarb Health Sciences Library ♦ The George Washington University

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Introduction

Adobe Acrobat X Pro allows users to create, view and edit files in Portable Document Format (PDF). Acrobat enables viewing documents created in various software programs on any computer, with the look and layout of the source program intact, like an electronic snapshot.

Open the Program

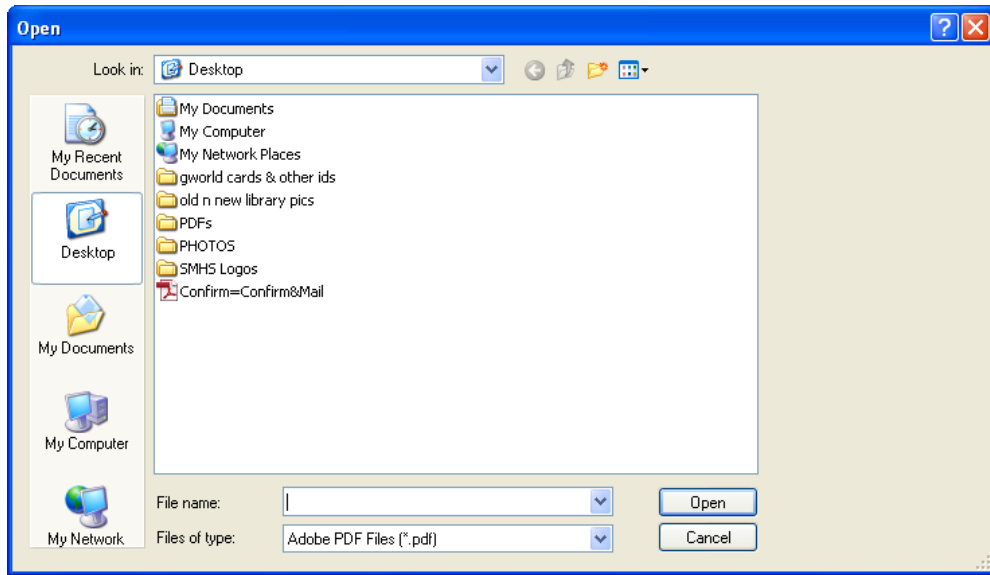
Open Adobe Acrobat X Pro to bring up its Getting Started window.



Create a PDF File

In the 'Getting Started' menu, you can open an existing PDF file or create a new one.

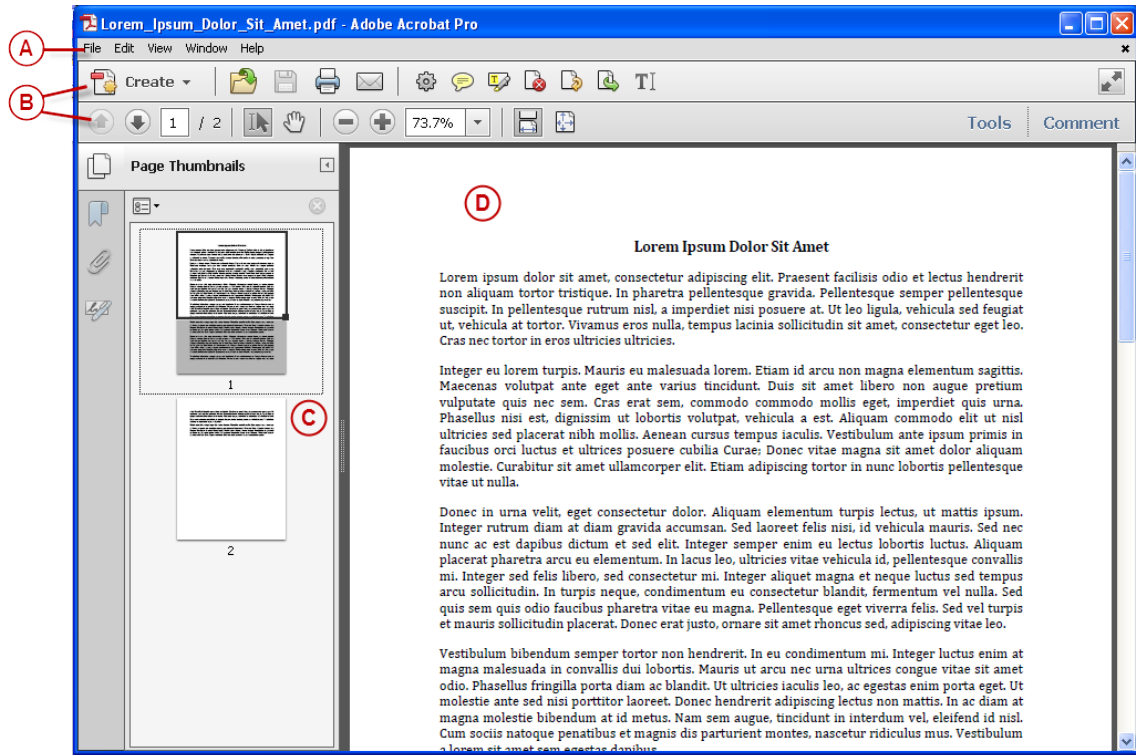
1. Click on 'Create PDF'.



2. In the 'Open File' dialog box, find the document to open as a PDF and click 'Open'. Adobe automatically converts the file to PDF format.
 - a. It does not matter what type of file you choose; it could be an Excel spreadsheet, Word document or even an image.

Overview of Work Area

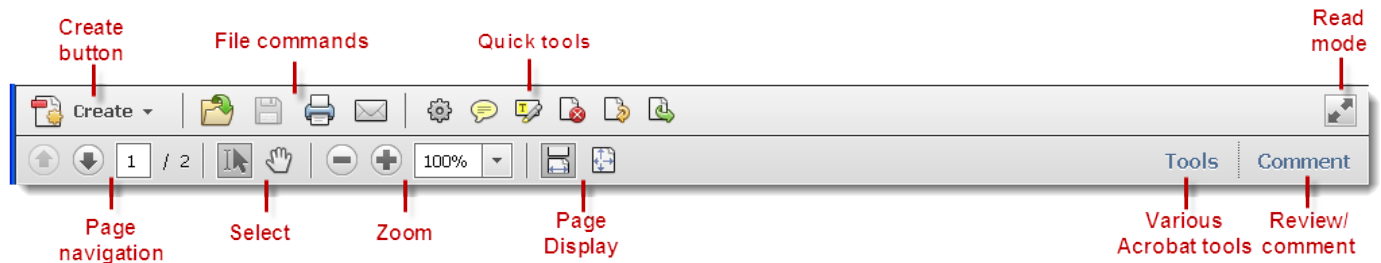
Adobe Acrobat X Pro opens to display a document window and a navigation pane, along with toolbars and a menu bar. The document window displays the PDF documents. The navigation pane is located on the left side of the document window and allows you to browse through the PDF.



- A. Menu bar
- B. Toolbars
- C. Navigation pane
- D. Document window

Acrobat Toolbars

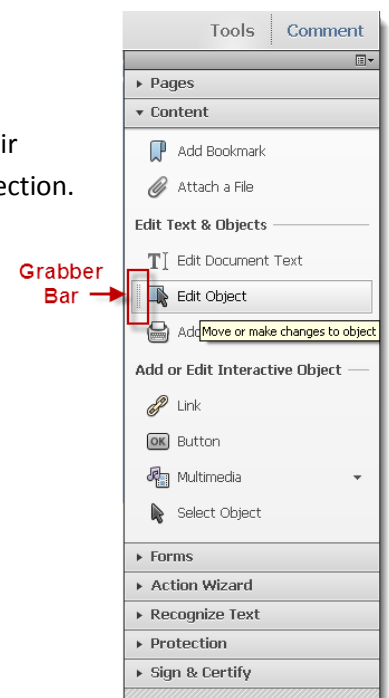
Acrobat's default toolbar groupings are Create, File commands, Quick tools, Page navigation, Select, Zoom, Page display, Tools, Comment and Read mode.



1. Create - allows you to create a PDF from an electronic or scanned document. Also allows you to create a PDF portfolio.
2. File commands - toolbar contains the Open, Save, Print, and Share document buttons.
3. Quick tools - provide one-click access to common functions in Acrobat. Customizable.
4. Page Navigation - toolbar contains the Previous Page, Next Page buttons and Page Number display.
5. Select - toolbar contains the Select and Hand buttons.
6. Zoom - toolbar contains Zoom Out, and Zoom in icons and Zoom Value display.
7. Page Display - toolbar contains the Scrolling Mode and Single Page icons.
8. Tools pane - access to numerous functions in Acrobat.
9. Comment pane - allows you to add comments to PDF file.
10. Read mode - view your document without the clutter of toolbars or task panes.

Add Tools to the Quick Tools Toolbar

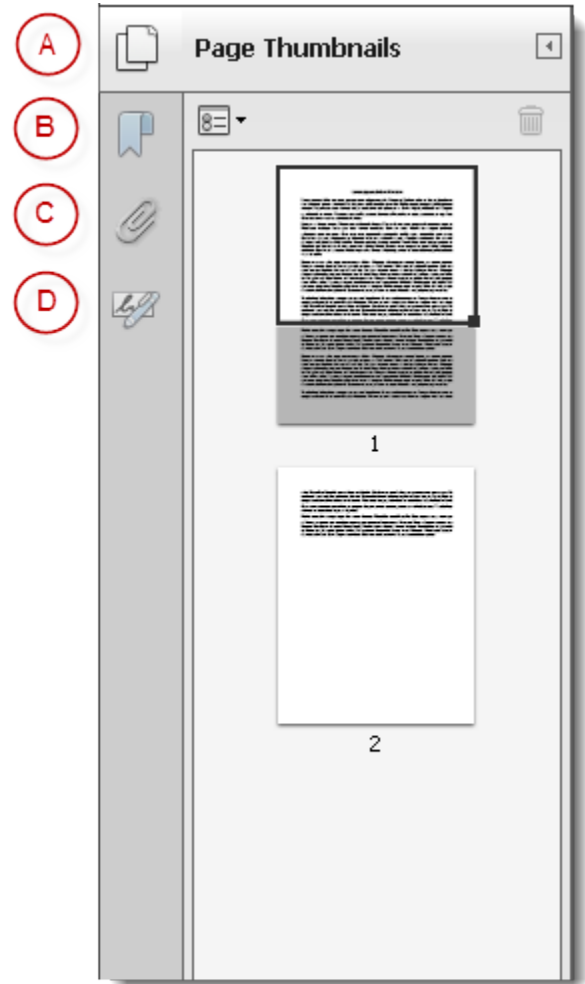
Tools can be moved to the Quick Tools toolbar from the Tools pane by dragging their grabber bars. The grabber bar appears once you hover your mouse over a tool selection.



Review the Navigation Pane Buttons

The buttons along the left side of the document window are the default buttons. Each of the buttons opens a different panel in the navigation pane.

- A. **Page Thumbnails** – ‘Page Thumbnails’ displays a thumbnail view of all the pages in the open PDF document.
- B. **Bookmarks** – ‘Bookmarks’ enables you to jump to a specific section or page that’s has been previously bookmarked in a PDF document.
- C. **Attachments** - Attaches files to the PDF document.
- D. **Signatures** - A digital signature verifies your identity and may include a photo or an image of your hand-written signature.

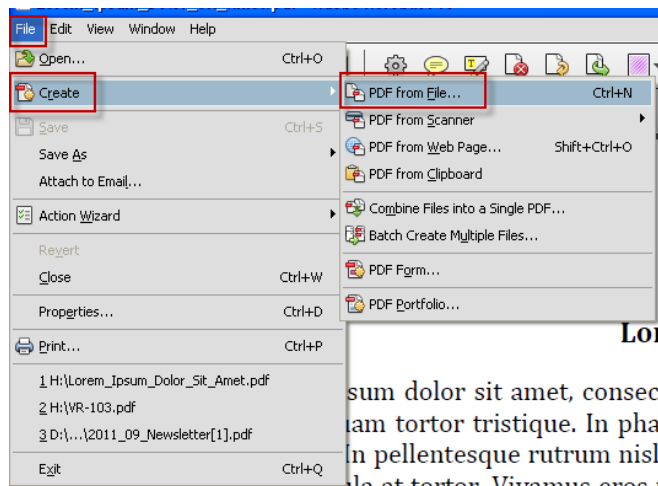


Create Simple PDF Files from Inside the Program (if another file is already open onscreen)

If no file is currently open, you will always see the ‘Getting Started’ window and can create a PDF there. If a file is currently open, you can choose ‘File’ from the menu bar, or you can select the ‘Create’ button from the top row of toolbar buttons, to create a PDF file.

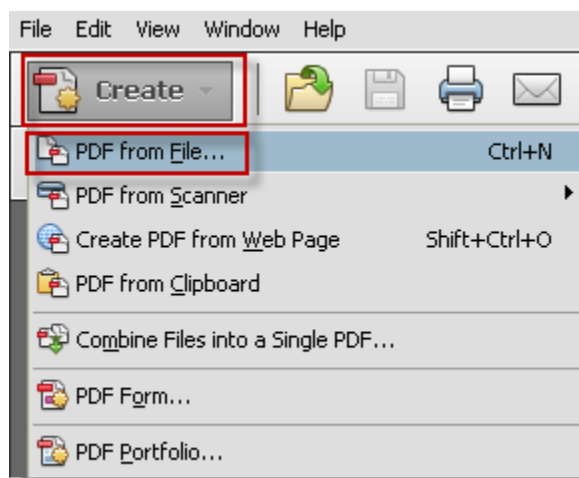
Creating a PDF using 'File' from the menu bar:

1. Click on 'File' from the top menu
2. Scroll down and select 'Create PDF'
3. From the fly-out menu, select 'PDF From File'.
4. A dialog box pops up. Select the file that you want use and click 'Open'.



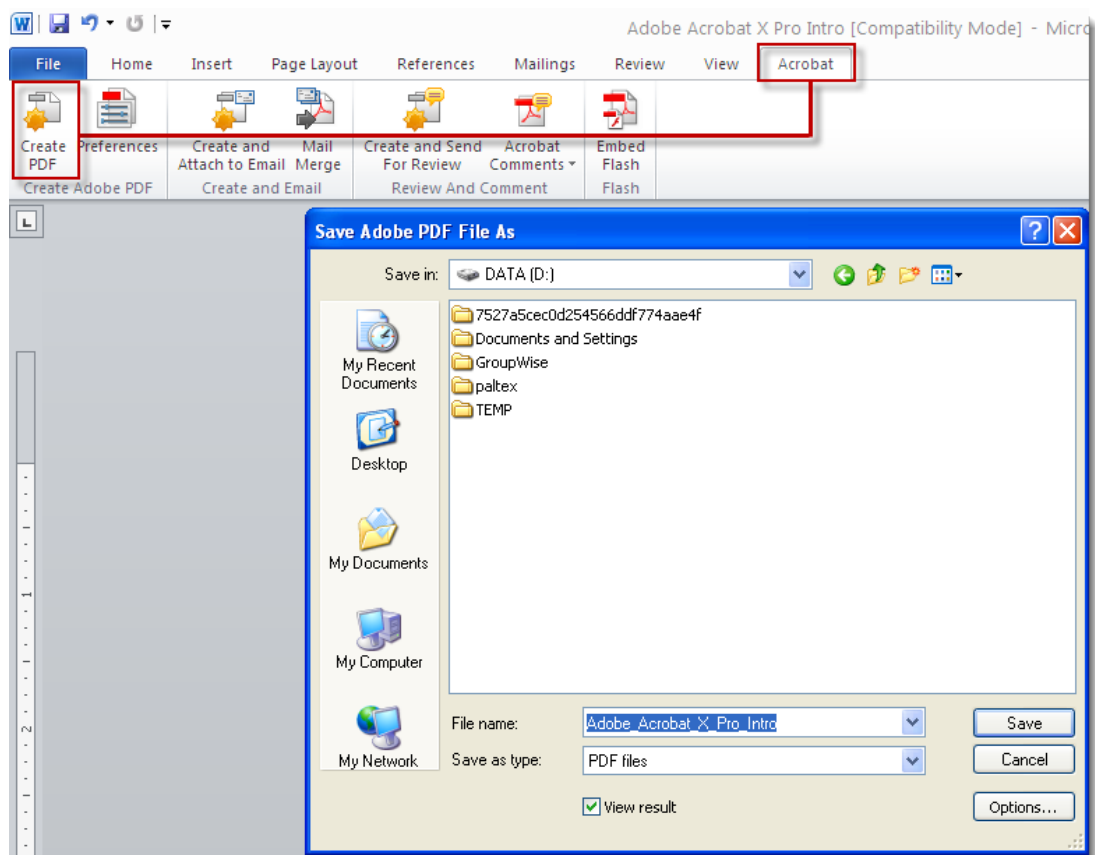
Creating a PDF using the 'Create' button:

1. Click on the 'Create' button on the toolbar.
2. Select 'PDF from File...'
3. A dialog box pops up. Select the file that you want to use and click 'Open'.



Create a PDF from within Microsoft Word 2010

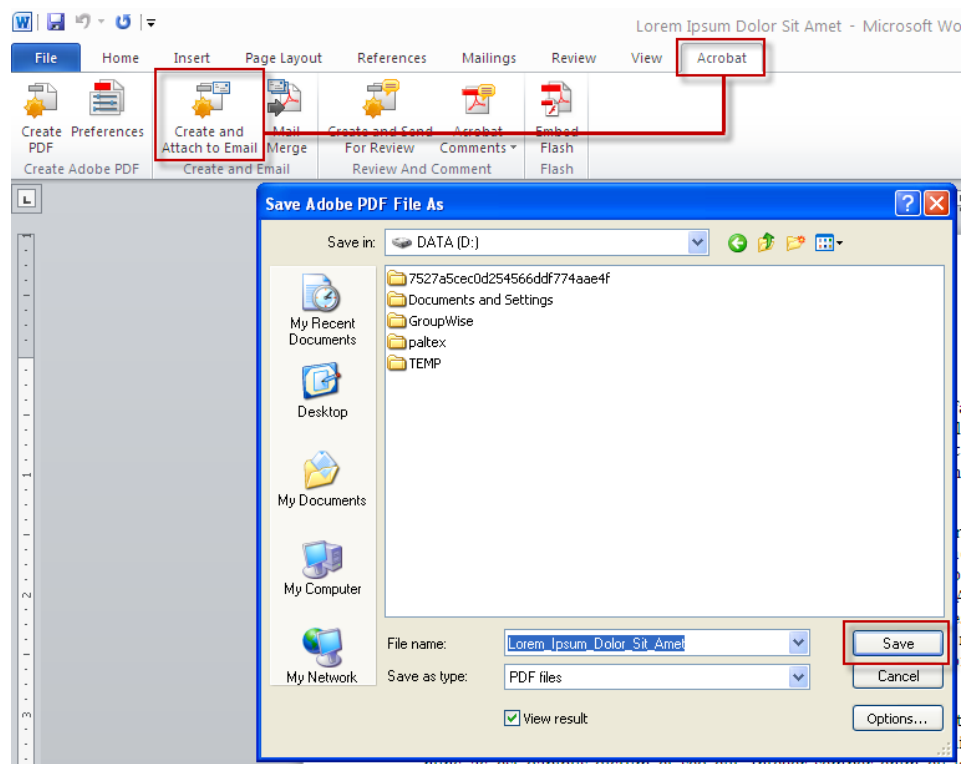
In Microsoft Office 2010, you can click on the Acrobat tab to open the PDF toolbar.



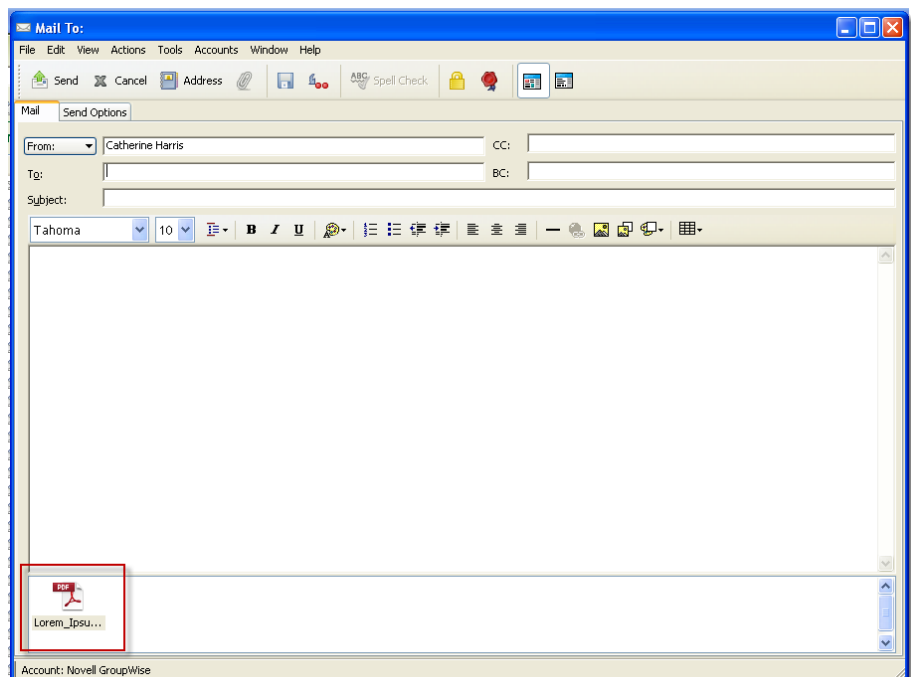
1. Click on the 'Create PDF' icon and the dialog box will pop up asking you to save your document. Navigate to the directory that will house the document and type the name you want to use. Then click on the "Save" button.
 - a. When naming your PDF documents, *do not use spaces between words*. You can use underscores to separate the words in your filename (e.g., Acrobat_X_Pro_Intro).
2. The file will open up in Acrobat X Pro.

Create a PDF File in MS Word 2010 and Save It as an Email Attachment

1. To create a PDF file and save it as an email attachment, click on the 'Acrobat' tab.
2. Click on the 'Create and Attach to Email' icon. A dialog box will appear, type in the name of the new PDF file and click the 'Save' button.



3. Your default email client will automatically open to the 'Mail To/Compose' screen with newly created PDF file attached.
4. Fill in the pertinent email information and click the 'Send' button.

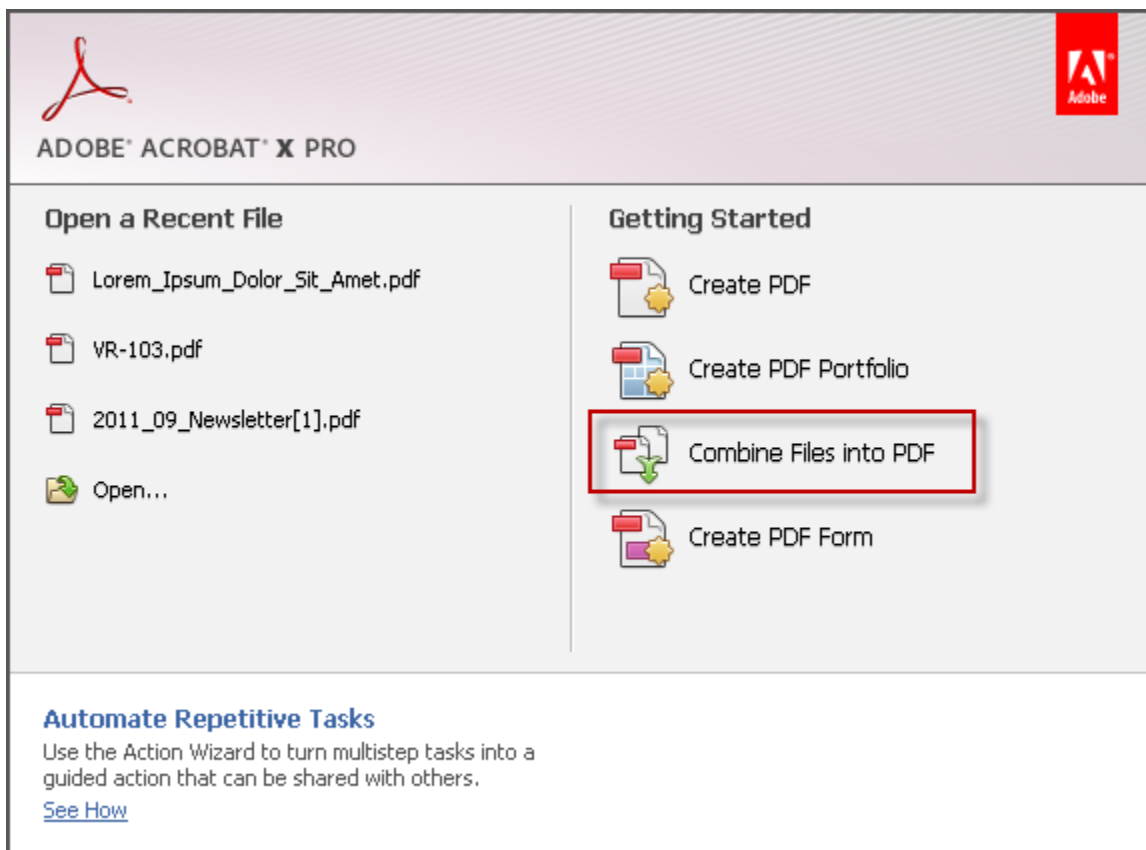


Convert and Combine Different Types of Files into a Single PDF Document

There are two different methods for combining files in Adobe Acrobat. The first is the 'Create PDF Portfolio' method, and the second is the 'Combine Files into a Single PDF' method. This handout will discuss the latter method.

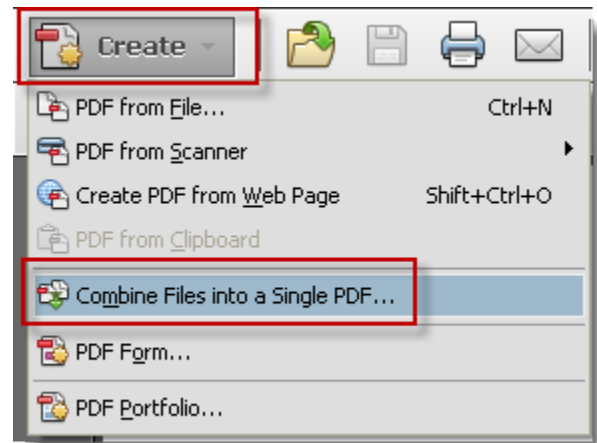
If you have just launched Acrobat X Pro, or if you are in the program but have no files open,

1. Select 'Combine Files Into PDF' from the 'Getting Started' window.



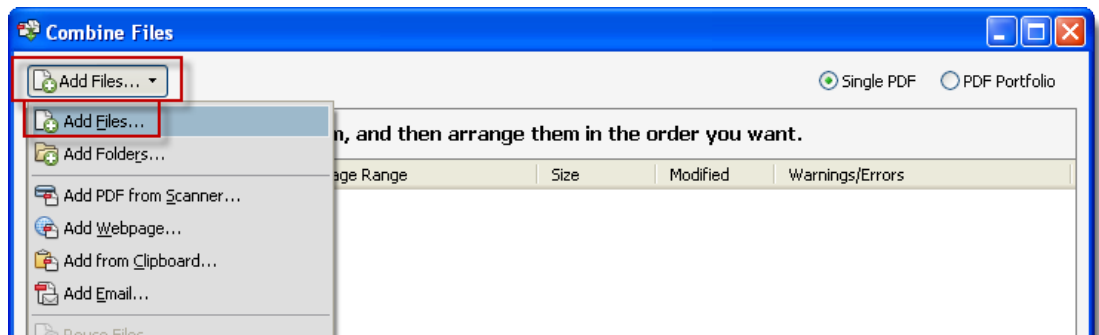
If you currently have a file open,

2. Click on the 'Create' button from the upper toolbar and choose 'Combine Files Into a Single PDF...'



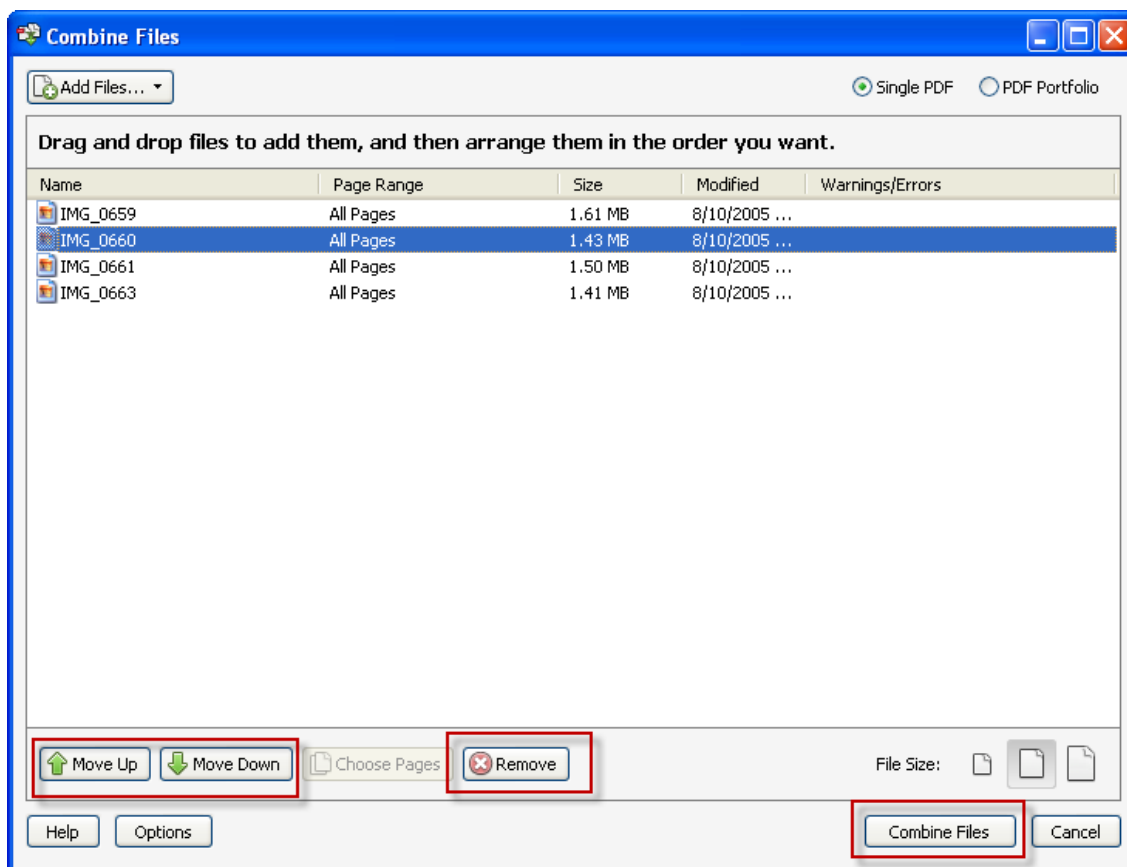
The 'Combine Files' window will appear onscreen.

3. Click on the "Add Files" button. A dialog box will appear. Then navigate to the directory



that holds the files that you want to combine. These files do not necessarily have to be in PDF format; they can be files in various formats, such as Excel or Word, or they can even be image files.

4. Hold down the Control key and click once on each file you wish to add. If you are adding several files in a row, you can hold down the Shift key and click once on the first and last file to add all the files.
5. Click the 'Add Files' button. Your files will be displayed in in the 'Combine Files' window.



6. To change the position of a file in the list, click on any filename and then use the 'Move Up' or 'Move Down' button to shift its position.
7. To remove a file from the list, highlight a file and click on the 'Remove' button.
8. When ready, click the 'Combine Files' button.

All files are converted to PDF format, and the consolidated PDF document is named 'Binder1' by default.

To rename the file,

1. Go to 'File' on the menu bar and choose 'Save As'.
2. In the 'Save As' dialog box, rename your newly combined PDF document and press 'Save'.


Open an Existing File in Adobe Acrobat

Click on 'Open...' on the 'Getting Started' screen and locate your file.



Re-Order Pages within A PDF Document

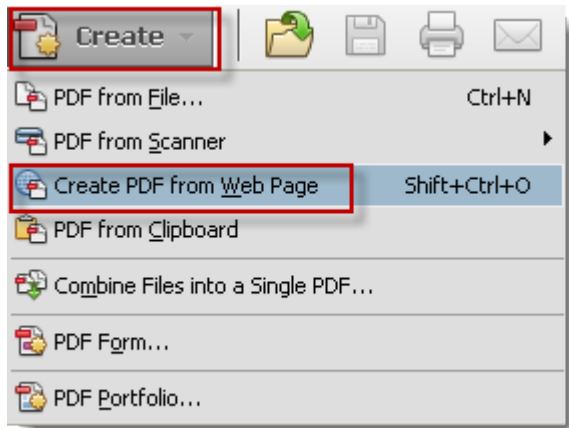
To re-order pages in a PDF document involves a quick and easy drag-and-drop action.

1. Open your multi-page document in Adobe Acrobat.
2. Notice the page thumbnails arranged in a vertical line along the left side of the window.
 - a. If the page thumbnails are not displaying, click on the 'Page Thumbnails' icon  to display them.
3. Scroll to the page that you want to re-order. Click on the thumbnail for that page to highlight it, and then drag the thumbnail up or down to the desired location. Release the mouse button.



Convert Web Pages into PDF Files

Adobe Acrobat allows you to capture or convert selected content on a web page, entire web site or several layers of a multipage website. Since the web pages are converted into PDF format, they can be saved, printed or emailed to others.



1. Click on the 'Create' button from the upper toolbar and choose 'Create PDF from Web Page'.

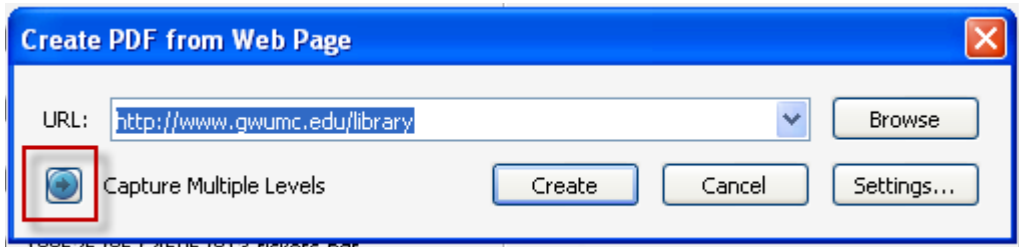
Configure How PDFs Display in Your Internet Browser

To set your internet preferences in Adobe Acrobat,

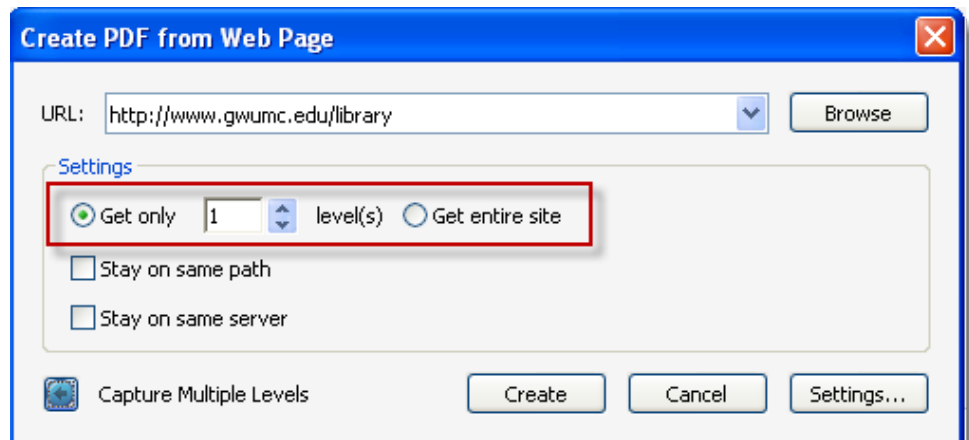
1. Choose 'Edit' on the top menu and select 'Preferences'.
2. From the menu on the left-hand side, select 'Internet'.
3. In the 'Web Browser Options' section, check the options that best suit your needs.
 - a. Display PDF In Browser - allows any PDF opened from the web to display inside the current browser window. If this option is not selected, PDF documents open in a separate Acrobat window.
 - b. Allow Fast Web View - downloads PDF files for viewing one page at a time. If this option is not selected, the entire file downloads before it is displayed.
 - c. Allow Speculative Downloading in the Background – allows a PDF file to continue downloading from the web, even after the first requested page displays. Downloading in the background stops when any other task, such as paging through the document, is initiated in Acrobat.
4. Unless you have Administrative Rights for the computer you are using, ignore the 'Internet Options' section.

Set Options and Convert Web Pages

1. Click on the 'Create' icon on the Task toolbar in Adobe Acrobat.
2. Select 'Create PDF from Web Page'.
3. The 'Create PDF from Web Page' dialog pops up to display the URL, Settings, and Capture Multiple Levels options.
4. Click on the Capture Multiple Levels icon to expand the 'Create PDF from Web Page' dialog box.

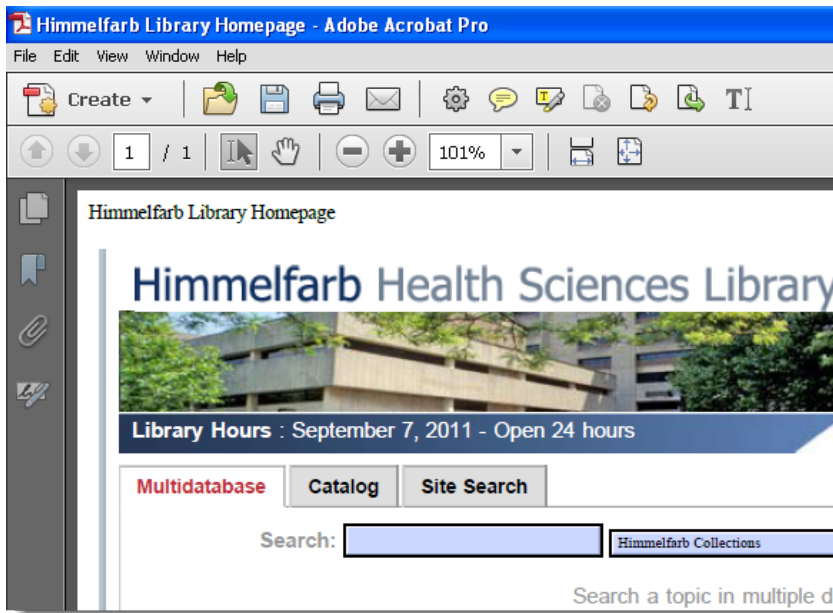


5. Select how many levels of the web page you want to capture. (Note: capturing all levels will take a long time and bloat your file size.)
6. The 'Settings' button takes you to the 'Web Page Conversion Settings' dialog box. In this dialog box you have the General tab and the Page Layout tab.
7. The General tab is where you change the conversion settings and the PDF settings.



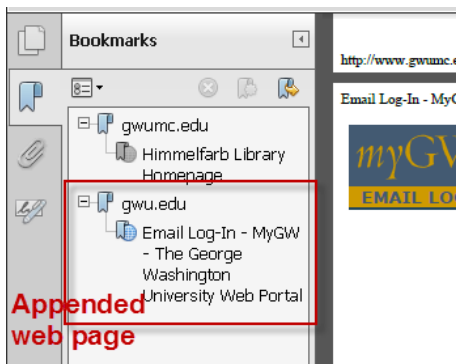
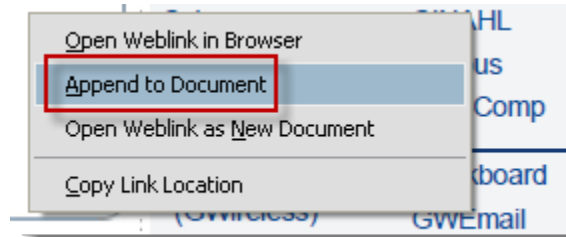
8. On the Layout tab, you can choose page size, margins, page orientation and scaling.
9. After you have reviewed, all of your settings click on the 'Create' button.

The web page is converted into a PDF file and assigned a filename based on the web page name.




Download and Convert Linked pages

When reviewing your converted web page you will notice links to unconverted web pages. If you roll the cursor over an unconverted link, the pointer turns into a pointing finger and displays the unconverted URL. To convert and download the page, *right-click* on the link and you will see a drop-menu. From the drop-menu, select the 'Append to Document' option. This will download and convert the page, enabling the link to work; it also places a bookmark in the bookmark panel.





Work with Bookmarks

While many authoring programs create bookmarks automatically that link to different sections within the document, you can also create your own.

1. To add a bookmark, scroll to the page in the document that you want bookmarked.
2. In the Bookmarks panel, click the New Bookmark icon. 
3. A new untitled bookmark is added. Click on the word 'Untitled' and replace it with a title of your choosing.

Add Comments to a Document.

1. Click the 'Add Sticky Note' button on the 'Quick Tools'  toolbar.
2. Position your mouse where you wish to insert the sticky note and click once.
 - a. A note is added automatically in the document window. If necessary, click inside the note to create an insertion point, and type a short comment about the document.
3. When you're finished, click the minimize button in the upper-right corner of the pop-up note, or click outside the pop-up note.
4. To view a sticky note, simply click once on the Sticky Note icon. 
 - a. The content of the sticky note will appear.



Edit Original Text in Adobe Acrobat X Pro

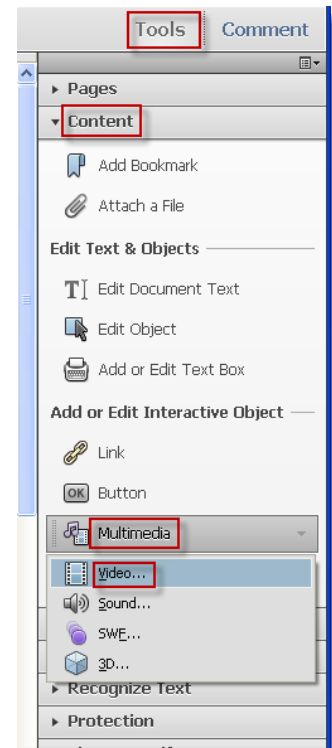
1. Click on the 'Edit original document text' button on the 'Quick Tools' Toolbar.
2. Position the cursor by the text you wish to edit and click once.
3. Begin editing your text.



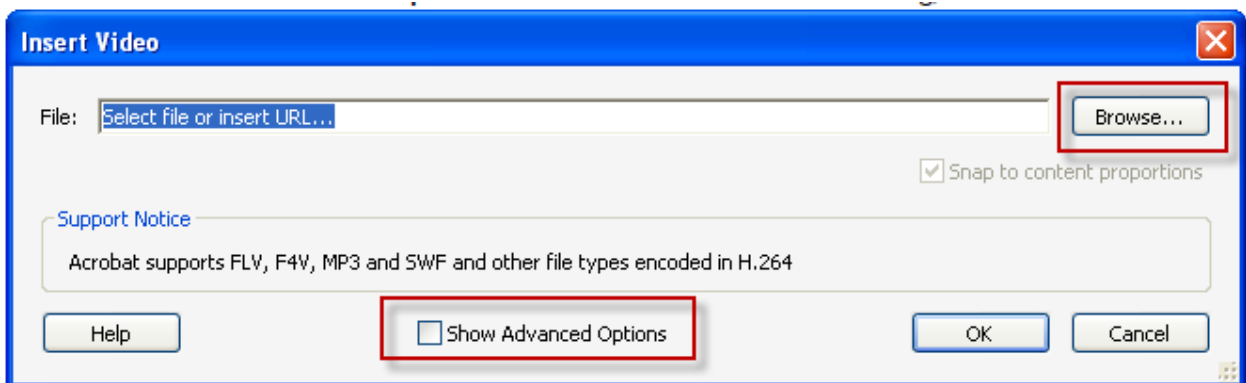
Add Multimedia to PDF Files

One of the new features in Adobe Acrobat X Pro is the ability to incorporate multimedia into PDF documents. For the purpose of this class, we will be reviewing how to add video to a PDF document.

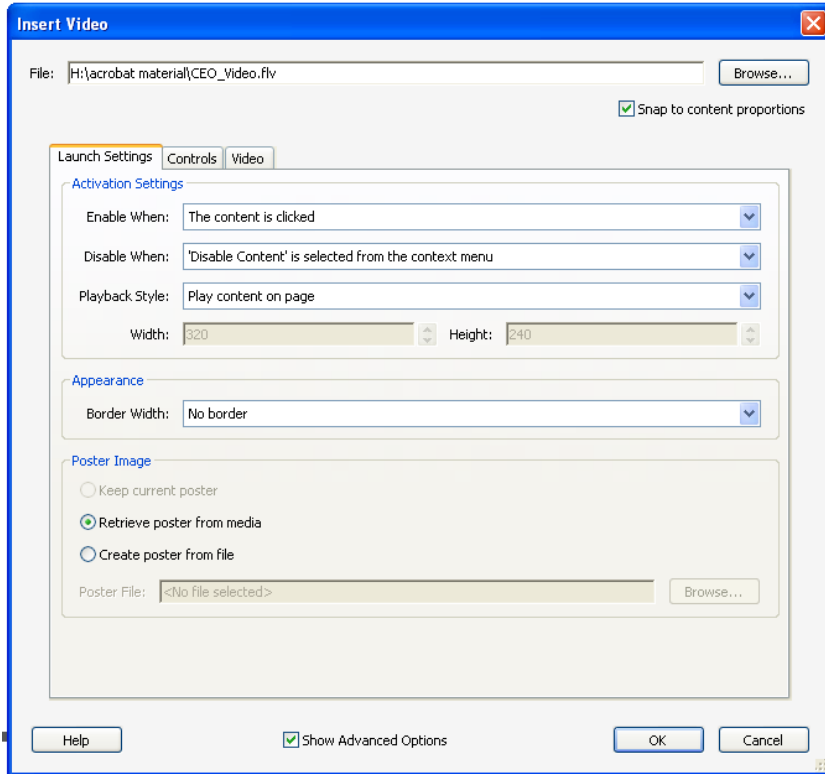
1. Click on File > Open
2. Select and open the PDF document that you want to use.
3. Scroll to the portion of the document where you plan to insert the video.
4. Click on 'Tools' on the right side of the screen.
5. Click on 'Content' and then select 'Multimedia'.
6. Choose 'Video'.
7. You will notice that the cursor changes into a crosshair symbol.
8. Draw a box where you wish your video to appear on the page.



9. The 'Insert Video' dialog box will pop-up.



10. Click the 'Browse' button, and then select the media file that you want to use. **NOTE:** You can insert FLV (Flash Video) files and H.264-compliant MP4 (MPEG-4 Video) and MOV (QuickTime) files.
11. Before you click the 'OK' button, checkmark the 'Show Advanced Options' box.
12. The Insert Video dialog box will now show the advanced options.



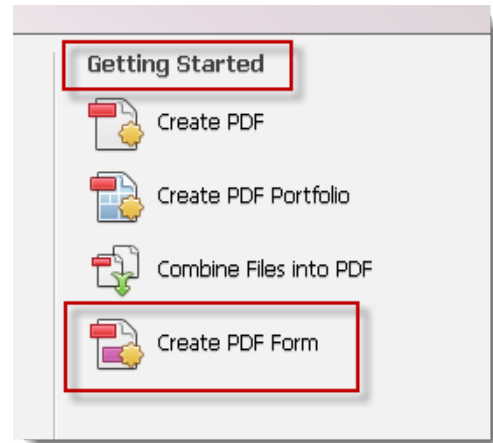
13. On the 'Launch Settings' tab select the following settings:
 - a. Enable when: The content is clicked
 - b. Disable when: 'Disable Content' is selected from the context menu
 - c. Playback Style: Play content on page.
 - d. Width: When you choose the 'Play content in floating window' option in the 'Playback Style' section, you can set the width and height of the floating window in the width section.
 - e. Border: You can choose to display your movie without a border or choose between a thin, medium or thick border.
 - f. Under the 'Poster Image' section, make sure 'Retrieve poster from media' is selected and then click OK.
 - g. Click the Play button to begin the video. Once the movie starts to play, roll the cursor over the lower section of the video to see the playback controls.
 - h. Stop the video and save the newly updated PDF document.

Create Forms

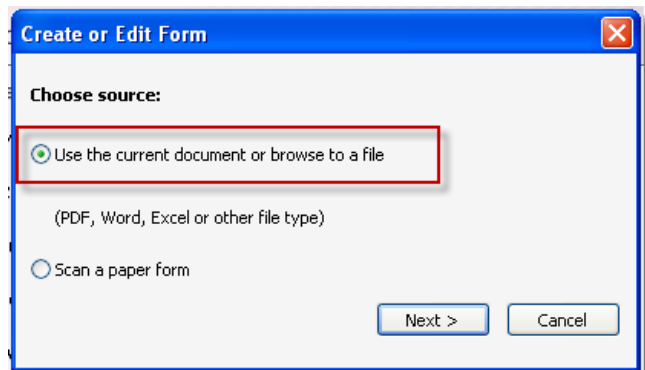
You can create a form from an existing electronic document (for example, Word, Excel, or an existing PDF document) or scan and convert a copy of a form, and then add interactive form fields to it. For the purpose of this class, we will be learning how to create a form from an existing electronic document.

Create a Form from an Existing Electronic Document

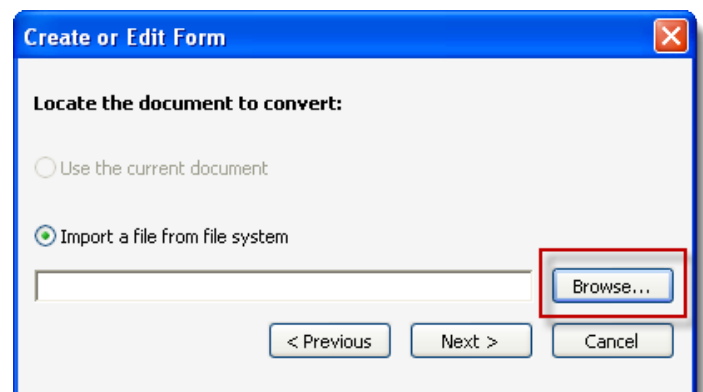
1. Choose 'Create PDF Form' under 'Getting Started'. (If you do not see the 'Getting Started' menu, then you likely have an existing file open. Close the file and the menu should appear.)



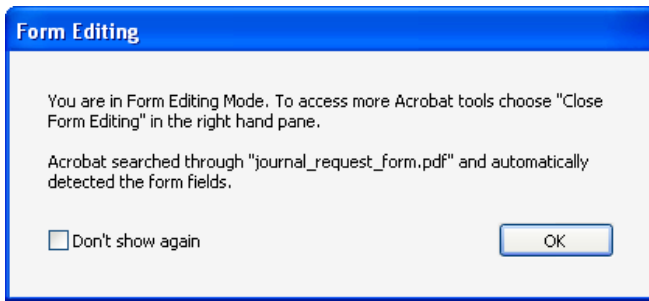
2. From the 'Create or Edit Form' dialog box, select the 'Use the Current Document or browse to a file' option under 'Choose source' and then hit the 'Next' button.



3. Under 'Locate the document to convert:', click on the 'Browse' button and locate your file. Then click 'Next'.



4. Adobe Acrobat converts your file into a PDF and then displays a message telling you that you are in 'Form Editing Mode'. It also tells you that it has automatically detected form fields from your original document.



NOTE: Adobe Acrobat is often not entirely successful in recognizing form fields. Some fields go undetected, and some areas of the file are recognized as fields, when in fact they are not. The clean-up work you must do to eliminate incorrect form fields and to create manually the form fields that the program failed to detect can be tedious and lengthy. You might save time by redesigning your original document, if that is feasible, so that the fields are easier for Acrobat to recognize. Notice what in your form design tends to be ignored by Acrobat and what tends to be picked up as a form field.

Illustrated below are two converted forms from MS Word. In the first example, all fields were correctly detected by Adobe Acrobat (the blue highlight color in each of the cells indicates a fillable form field in Acrobat).

Request a Print Journal Volume or Article
Only use this form for journals formerly shelved on 2nd Floor Himmelfarb.

Requestor information	
date/time requested	datetime requested
first name	first name
last name	last name
e-mail	email
phone	phone
department	department
Journal article information	
author	author
article title	article title

In the second example, numerous fillable fields were not recognized. Note the absence of the blue highlight color by the phone number entry sections and by the round check boxes at the bottom. You could not enter data in those spaces in Acrobat. Additionally, an erroneous form field was detected and created where the user has nothing to fill in.

Himmelfarb Library Application for Circulation Privileges

Personal Information

Date:

GWid (REQUIRED FOR CHECK-OUT OF MATERIALS):

Last Name: First: MI:

Complete Mailing Address:

GW Email Address:

Work: Home:
 Cell: Pager:

Medical Center Students

Medical student, class of
 Biochemistry
 Pathology
 Public Health
 Emergency Medical Services
 Health Services Management & Policy

Annotations: Red boxes highlight phone number fields and radio buttons. Red arrows point to the "fill_18" field and the radio buttons, labeled "erroneous form field" and "unrecognized form fields".

To remove a form field that appears in error,

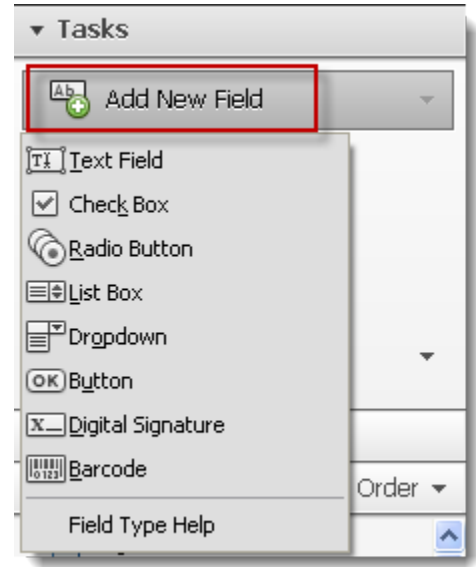
1. Click once inside the form field to select it.
2. Press the 'Delete' key.

To add a form field that Acrobat left out,

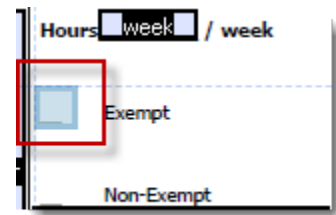
1. Click on 'Add New Field' under 'Tasks' on the right-hand side of the screen.
2. Select the appropriate field type from the drop-down list (see below for descriptions of field types).

The following types of fields can be included in a PDF form:

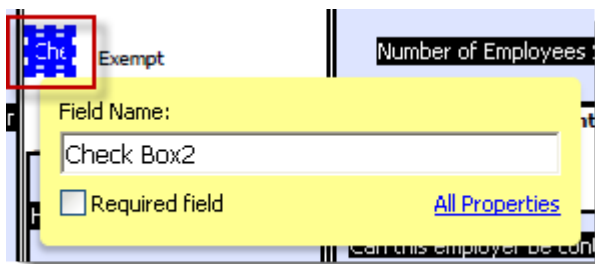
- a. Text fields - allow the user to type in text such as name, address, email address, or phone number.
- b. Check boxes - are used by the user to choose between two options such as, yes-or-no or true-or-false. A form may also use check boxes for making multiple-choice selections.
- c. Radio buttons - allow the user to select from a group of choices in which they can select only one item. All radio button with the same name work together as a group.
- d. List boxes - display a list of options the user can select. You can set a form field property that enables the user to Shift-click or Control-click to select multiple items on the list.
- e. Dropdown menus - allow the user either choose an item from a drop-down menu list or type in a response.
- f. Buttons - initiate an action on the user's computer, such as opening a file, playing a sound, or submitting data to a web server. You can customize buttons with images, text, and visual changes triggered by moving or clicking a mouse.
- g. Digital signatures - allow the user to sign electronically a PDF document with a digital signature, which can be a scanned image of your signature or some other image.
- h. Barcodes - encode the input from selected fields and display it as visual pattern that can be interpreted by decoding software or hardware.



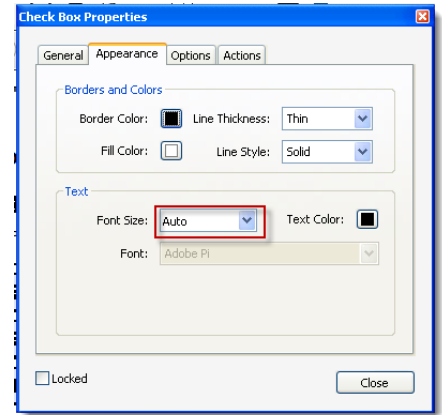
- 3. Next, click where you want to insert the field (an outline of the field displays so you know where it will appear after clicking).



- 4. Blue handles appear around the field, allowing you click on them and drag to resize the field as necessary.

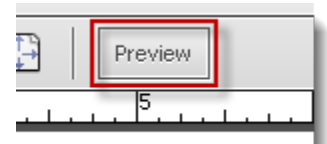


5. It is recommended that you assign a field name that is based on the text next to it. For example, in the illustration above, I would want to change 'Check Box2' to 'Exempt'.
6. Click on 'All Properties' to set properties for your form field.
 - a. For instance, you may want to click on the 'Appearance' tab and change the font size from 'Auto' (which may make the text larger or smaller than you need) to a size that you determine.
 - i. Note: If you want to make changes to the font size, for instance, of many form fields at once, you can highlight multiple fields on your form using the Ctrl key (hold down Ctrl and click on every field you wish to change). Right-mouse click inside any one of the highlighted fields, click on 'Properties', and adjust your settings. All highlighted fields will accept this setting change at once.
7. Click 'Close' when done.



When you have completed the form, you can then leave the Editing mode and preview how your information will look when information is entered. To do so,

1. Click on the 'Preview' button on the toolbar directly above your form.
2. Enter information into various fields, making sure the font/font size/etc. are as you want them.
3. If you need to make more changes to the layout of your form, click on 'Edit' on the toolbar directly above your form. After making changes, click again on 'Preview' to see if the layout suits you.
4. Remember to erase the text you entered in preview mode; otherwise, it will be distributed with the form.



To begin entering data in your form, you need to be in 'Editing' and not 'Preview' mode.

1. Under 'Tasks' on the right side of the screen, choose 'Close Form Editing'.
2. You may begin entering form data.

