

Quick Tips

for

Adobe PDF (Portable Document Format)

Getting Started

Adobe Portable Document Format (PDF) is a universal file format that preserves the fonts, images, graphics, and layout of any source document, regardless of the application and platform used to create it. For example, if you create a newsletter in Microsoft Publisher, the recipients need to have Microsoft Publisher to view the file, *unless* you convert it to a PDF document. Then it can be shared, viewed, and printed by anyone with *free* Adobe Reader software. This QuickTip is designed to instruct you on converting a file to Adobe PDF format and some basic tools in Adobe Acrobat.

Reader versus Acrobat?

Adobe **Acrobat Reader** is *free* software that lets you **view and print** Adobe PDF files on all major computer platforms, as well as fill-in and submit Adobe PDF interactive forms online. You may download the Reader from the following web address: <http://www.adobe.com/support/downloads/main.html>.

Adobe Acrobat software enables you to easily **convert** any electronic or paper document (even a Web site) to a reliable PDF file for exchange and review with others and **create** PDF documents from scratch.

- **Adobe Acrobat Distiller** is a simulated printer used to create PDF files. All the components necessary to create this printer are installed and configured automatically when you perform a typical installation of Acrobat.

Installing and Opening Adobe Acrobat

- 1- To install Adobe Acrobat 5.0 on any campus computer, go to the **Start > Installs > Adobe Acrobat Install**. The installation program will run.
- 2- To open Adobe Acrobat, go to the **Start > General Apps > Adobe_Acrobat**

Converting Files to a PDF document

Acrobat uses Acrobat Distiller—a simulated printer—to create Adobe PDF files so to create a PDF document you use the Print command:

- 1- Open the document or file in the application you created it in (such as Microsoft Word).
- 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**. Your PDF document will automatically open in Acrobat. If it does not, simply double-click on the file to open it in Acrobat.

Note: You may also see an option for **PDFWriter**. This is similar to Distiller. It is best for documents that are primarily text. It works slightly faster than Distiller but does not compress the file as much.

Scanning to a PDF document

A scanner is available for faculty to use in the Faculty Technology Center (lower level of Giovale library, across from General Computing Lab).

- 1- Start your scanner, and place the first page in it.
- 2- In Acrobat, choose **File > Import > Scan**. Choose the scanner and a page format from the pop-up menus. Select whether to add the scanned pages to the end of the current PDF file or to put them in a new file.
- 3- Click **OK**.

- 4- For each additional page you want to scan, place the page in the scanner, and click **Next** in the Acrobat dialog box that appears.
- 5- Click **Done**. The scanned pages open in Acrobat.

Combining PDF documents

With the Insert Pages command, Acrobat allows you to combine one or more PDF files with another and specify where the new file is placed in the target document.

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. Click **OK**.

Adjusting the view of a PDF document

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.

To set the page layout view:


- From the **View** menu choose **Single Page**, **Continuous**, or **Continuous-Facing**.

Adjusting the magnification 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.


To increase magnification:

Do one of the following:

- Select the zoom-in tool () , and click the page.

To decrease magnification:

Do one of the following:


- Select the zoom-out tool () , and click the page.

Cropping

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.

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 click 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, set the required Top, Right, Left, and Bottom margins by typing in a value or clicking the arrows. The thumbnail shows the crop area in red. Click **Set to Zero** to restore the crop margins to zero.

- 4- For **Page Range**, select **All** to apply the margins to the entire document or select **From** and enter the range of pages to which the new margins should apply.
- 5- From the **Crop Menu**, select **Even and Odd Pages**, **Odd Pages Only**, or **Even Pages Only**.
- 6- Click **OK** to apply the new margins.

Rotating Pages


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 rotate a page, a range of pages, or all pages:

- 1- Choose **Document > Rotate Pages**.
- 2- From the **Direction** drop-down menu, select Clockwise 90 degrees or Counterclockwise 90 degrees as the direction to rotate the pages. Select 180 degrees to rotate the page top to bottom.
- 3- **Select All** to rotate all pages in the document or select **From** and enter the range of pages to rotate.
- 4- From the **Rotate** drop-down menu, select Even and Odd Pages, Odd Pages Only, or Even Pages Only. Select Landscape Pages, Portrait Pages, or Pages of Any Orientation.
- 5- Click **OK** to apply the page rotation.

Highlighting Text on a PDF document


To highlight text:

- 1- Select the highlight tool ()
- 2- Move the cursor to the beginning of the text you want to highlight. Click and drag over the text you want to highlight. Release the mouse button and the selected text area changes color.

Note: To delete a highlight, right click on it and select Delete.

Drawing on a PDF document


To draw with the pencil:

- 1- Select the pencil tool ()
- 2- Move the cursor to the location where you want to begin drawing. 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.


Note: To delete a pencil stroke, right click on it and select **Delete**.

Adding Comments to a PDF document


To add a note comment:

- 1- Select the note tool ()
- 2- Click the location where you want to place the note.
- 3- To set comment properties, Right-click on the comment and select **Properties**. Set the desired options, and then click OK.
- 4- Click inside the comment window, and type the text for the note.
- 5- Click the close box in the upper left corner of the window to close the note.

Copying text from a PDF document

- 1- Select the text select tool ()
- 2- Choose **Edit > Copy** to copy the selected text to the clipboard. You can then open another program and use the **Edit > Paste** feature.

Copying a graphic from a PDF document

- 1- Select the graphics select tool ()
- 2- Click and 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. You can then open another program and use the **Edit > Paste** feature.