Adobe Acrobat Professional Essentials

TLTC CEHS

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View, search, and print PDF files

1. Open a PDF file in Acrobat Pro in Windows 7

Method 1:

Go to Start—All Programs—Adobe Acrobat X Pro—Click on “Open” to open a PDF file in Acrobat Pro.

Note: You may open a PDF file in Adobe Reader when you click on it. When you open a file in Pro, you will see the editing tools on the top of the file.
Method 2:

Use your mouse right click on a PDF file, the default program will pop up on the top. Or go to “Open with”—“Adobe Acrobat”.
2. Search in a PDF

Go to Edit—Find, a small Searching box will appear on the top right corner of the file. Type in the word or words that you want to find and press “Enter”. The matching elements will be high-lighted in the file.

When you no long need the search tool, click on the “X” on the right to close it.

3. Advanced Search

Go to Edit—Advanced Search, this will bring up the advanced search dialogue window.

Advanced Search tool allows the users to

1) search in documents other than the one that you are working on;
2) find matching instances that are case-sensitive;
3) search in comments and bookmarks;
4) jump to the instance in the file by one-click.
4. Print a PDF

Go to File – Print, or click on the Printer icon on the tool bar at the top of the file.

1. You may choose to print the document only, or print any markups and the document, and so on.

2. When you have comments, you may also summarize the comments and print these out.
Create PDF files

1. Create PDF files from other file type

The following steps work for almost any file type that you want to convert to PDF.

When the file is open:

1. Go to File-Save As –Find the location where you want to the save the file and this will open up the Save As window.
2. On the Document Type pull-down menu, choose PDF.
3. Now you have save your file into a PDF file.
When the file is closed:

Right click on the file name and click on “Convert to Adobe PDF”, this will let you save the word file into a new PDF file in a designated location.
2. Scan paper documents into PDF and create searchable text automatically

1) Open the Adobe Acrobat Pro
2) Place the document in the scanner
3) Click on “Create” — “PDF from scanner”

4) Choose the type of coloring scales you would like for the document. A Black & White document is smallest in size.

5) If you want to scan more pages, check the “Scan more pages” option, till you finish all the pages. Then click on “OK”.

6) Go to File—save as—PDF to save the file.
Note:

The PDF file you created from the scanner using Adobe Acrobat Pro XI is searchable. However, some PDF files that you downloaded from the library may not be searchable if they were created using older versions of PDF or scanner.

If you have a PDF file that are not searchable, go to Tools—Text Recognition—In This File. Then save the file in different name to preserve the original. The new file should be searchable.
Convert PDFs to other formats

When the PDF file is open, go to File – Save as –

You can save the PDF file into an image, word, Excel, Rich Text, or Text from this menu.

Edit Contents in PDF files

Edit a PDF file is now easier than ever!

1. Open the file in Adobe Pro XI
2. Go to Tools—Content Editing
3. To edit text or images, click on “Edit Text & Images”
4. Click on the text that you want to edit, the cursor will show up and you can delete, type, and so on.
5. To resize an object (image, a paragraph, etc.), simply drag the little squares on the selection and release it to where you feel pleased.
6. You may drag and move a selected object to relocate it.
7. You may add video/audio to anywhere in a PDF file. The users have to have a compatible program to play the video/audio.
Work with pages in PDF

1. To rotate a page, go to Tools-Pages-Rotate. You may specify which pages to rotate, and how many degrees to rotate.

2. To delete a page, go to Tools-Pages-Delete. In the Delete Pages panel, specify which pages to delete.

3. To extract pages from its parent file, go to Tools-Pages-Extract
In the Extract Pages panel, specify the pages to be extracted, and if you want the pages to be removed from the parent file afterward, you will get two files, one is the parent file without the pages that are extracted and the other one is file that consists of the pages being extracted. If you want to save the extracted pages as a separate file, you will get two files, one is the parent file with no changes, and the other one is the file consists of the pages being extracted.

4. To replace pages in the parent file with pages from a second file, go to Tools-Pages-Replace. The second file has to be a PDF file.

5. To insert page from another PDF file/scanner/webpage, go to Pages -- Insert pages—choose the one that matches your file source.

6. To split a document into multiple documents, go to Tools – Pages -- Split Document.

You can split a PDF document into several PDF documents if you want to reduce the size of individual document, or to get PDFs that have less pages each.
Merge files into PDF

1. Go to Create - Combine files into a single PDF

![Image of Create menu with Combine Files into a Single PDF highlighted.]

2. In the Combine Files window, click on “Add Files” to add as many files as you need.

![Image of Combine Files window with Add Files option highlighted.]
3. Reorder the files if needed using the Move Up, Move Down, Remove buttons at the bottom of the Combine Files window.

4. Click on “Combine Files” at the lower right corner of the Combine Files window. And save the new binder into a new file.
Create PDF forms

1. Open Application Form Nonbillable.pdf
2. Go to Tools- Forms- Edit.
3. When you are prompted with the following question, click on Yes.

![Add or Edit Form Fields](image)

4. Now most of the fields have been highlighted. For those fields that you don’t need, such as the check box left to “Fall Semester of year 2014”, right click on it and delete it.

To add a Check Box

5. Go to the tool bar at the top of the file, click on the Check box icon to select it
6. Click mouse on the place where you want the text box to be, click once to place the check box there. Drag any side or corner of the box while it is selected to resize it.

To add a Dropdown List

7. Select the text box right to “High School Graduation Date”, right click and delete it.
8. Go to the tool bar at the top and click on the Dropdown list icon
9. Click on the space right to High School Graduation Date to place the dropdown list here
10. Double click on the new item to bring up the Dropdown Properties dialogue window.
11. Click on the Options tab
12. Type in 2013 in the Item box
13. Click on Add right to the box. 2013 will show up in the Item list box
14. Type in 2012 in the item box, then click on Add.
15. Add 2011 and 2010 to the list
16. Click “Close”.

To add a Radio button

17. Go the tool bar at the top of the file, click on Radio Button icon
18. Click on the place left to “Get a certificate” once to place a radio button there. Drag any side or corner of button while it is selected to resize it.
19. Redo the same to add radio buttons to the rest on the list.

To add a text box

20. Click on the Text Box icon on the tool bar at top of the file
21. At the bottom of the page under “Others, please specify:” hold and drag the text box to the size that you like and then release the mouse.
22. Save the file into a new file.
23. To exit the form editing mode, click on “Tasks-Close Form Editing” on the right panel.
24. Now you can preview the form.
**Review PDF documents**

Go to Comment panel in an Acrobat Pro or Reader, you can write comments, add stick notes, makeup the document, and even leave an audio comment.

Practice the review tools on your own and I will answer questions.

Note: When you print the PDF file, you can print the comments and markups as well.

**Protect PDF files**

To protect your PDF file from being edited or printed

1. Protect the whole file from being edited:
   
   Go to Tools – Restrict Editing to set up a password. The password is required before you can make changes to the file

2. Other options of protection:
   
   Go to Tools – Protection -- Encrypt -- Encrypt with password
3. Check “Require a password to open the document” if you want to do so.
4. Check “Restrict editing and printing of the document” if wish to do so.
   4.1 Type in the password in the “Change Permissions Password” box

   ![Image of Permissions Settings]

4.2 In the pull-menu of Printing Allowed, choose None if you don’t want allow readers to print the file.

   ![Image of Printing Allowed]

4.3 In the Changes Allowed pull-down menu, select what changes you would or would not allow for readers.
4.4 Uncheck the box left to “Enable copying of text, images, and other content” if you don’t want to allow your readers to do so.
4.5 Always check “Enable text access for screen reader devices for the visually impaired”.
4.6 On Options panel, check appropriate options or leave it to default.

5. Click on OK to finish.