Guide
to
Adobe Acrobat

by

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Adobe Acrobat

The World Wide Web has greatly expanded the possibilities of delivering electronic documents to a wide and varied audience. Because Web browsers can be configured to run other applications inside the browser window, you can post PDF files as part of a Web site. Then your students can download or view the files inside their own web browsers using the Acrobat Reader, which anyone can download for free on the World Wide Web.

Based on the PostScript programming language, PDF is a flexible, cross-platform file format that is transportable and viewable on Windows, Mac OS, or Unix computer systems

Users need a viewer such as Acrobat Reader to view a PDF document. If you include PDF files on your web site you should have a link that will direct your viewer to the Adobe web site, so they can down load the Reader free of charge.

PDF preserves the exact layout, fonts, and text formatting of electronic documents, regardless of the computer system or platform used to view the document.

You also can use security passwords to lock your PDF documents from undesired changes or printing, or limit access to important documents.   Password protection provides you with an extra measure of security when publishing over the Web.

Publishing your document electronically is a flexible way to distribute information. Using PDF, you can create documents for printing, for multimedia presentations, or for distribution on a CD or over a network.

- PDF Writer – Lets you convert simple documents, such as those created with word processing or spreadsheet programs, to PDF documents.

- Acrobat Distiller – Lets you convert more complex documents to PDF, such as those created with drawing, page layout, or image editing programs.

- Adobe Acrobat -- Lets you produce, modify, and view PDF documents, giving them the latest electronic document features such as password protection, hypertext links, electronic bookmarks, media clips, and interactive forms. You can also convert scanned paper documents into portable, searchable PDF pages.

- Acrobat Reader -- Lets you view PDF documents. You can download the reader/viewer free of charge for all platforms from the Adobe web site at **www.adobe.com** or many other sites in the World Wide Web. The reader can be used to view, navigate, and print a PDF document. You cannot make any changes to a PDF document with the Acrobat Reader, or create a PDF document with the reader or viewer.

- Acrobat Catalog -- Lets you create a full-test index of a collection of PDF documents. You can then use the index to search the document collection using the search query tool in the Adobe Acrobat or Acrobat Reader.
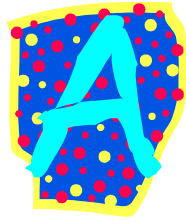
Converting files to PDF from Microsoft applications (Windows) the default Acrobat installation in Windows includes macros that allow you to create PDF files quickly and easily from Microsoft Office applications. A Macro called PDFMaker works with Microsoft Word 97 and PowerPoint 97, a PDFWriter Macro works with Microsoft Word 95 and Excel 97 and 95. The Macro's are installed automatically with Acrobat if you have the appropriate Microsoft applications on your system.

The content of a PDF document must be created in a program other than Acrobat. You can use any of your favorite word processing, page layout, graphics or business programs to create content and then convert those documents to PDF at the time you would normally print to paper.

Acrobat provides a variety of ways for converting documents to Portable Document Format (PDF).

1) You can use the PDF Writer to convert simple documents, such as those created with word-processing or spreadsheet applications.
2) You use the Acrobat Distiller to convert more complex documents, such as those created with page-layout, drawing, or photo-editing applications.
3) You use the Import Image command in Acrobat to import and convert images files.
4) You use the Import Scan command in Acrobat to create a PDF file from a paper document.
5) You also can use the Open Web Page command in the Acrobat for Windows version to download HTML pages from the World Wide Web and convert them to PDF.

Steps for creating a simple document to PDF

-PC-

1) **Open the file in the your word processing program (Microsoft Word, etc.)**
2) **To convert the file to PDF.**
3) **Choose File > Print**
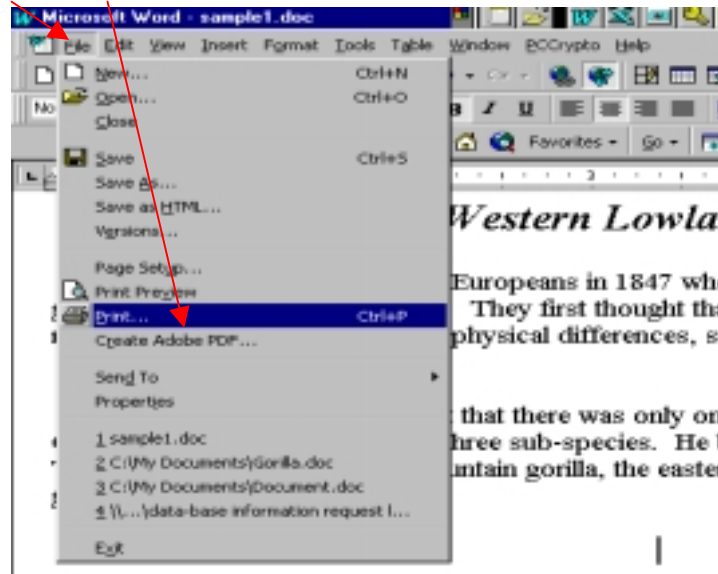
4) **From the Printer Name menu, choose Acrobat PDFWriter, and click OK.**

5) When ask for a name type the name you would like to assign to this file.

Save PDF File As

Save in: 3½ Floppy (A:)

File name: sample1.PDF   Save

Save as type: PDF files (*.PDF)   Cancel
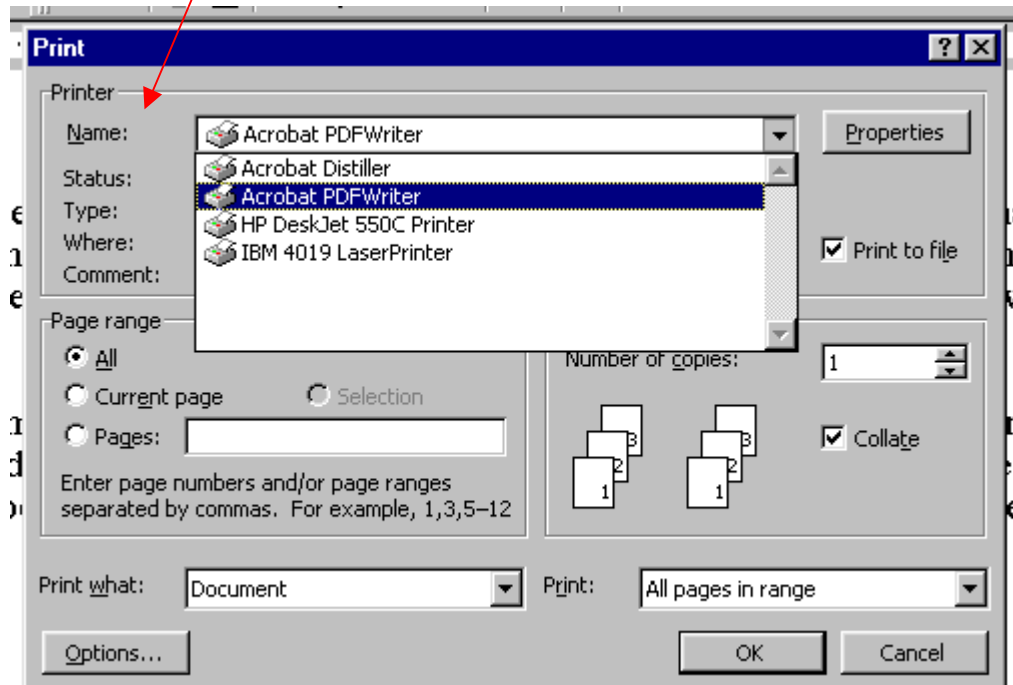
Edit Document Info.   ☐ View PDF File
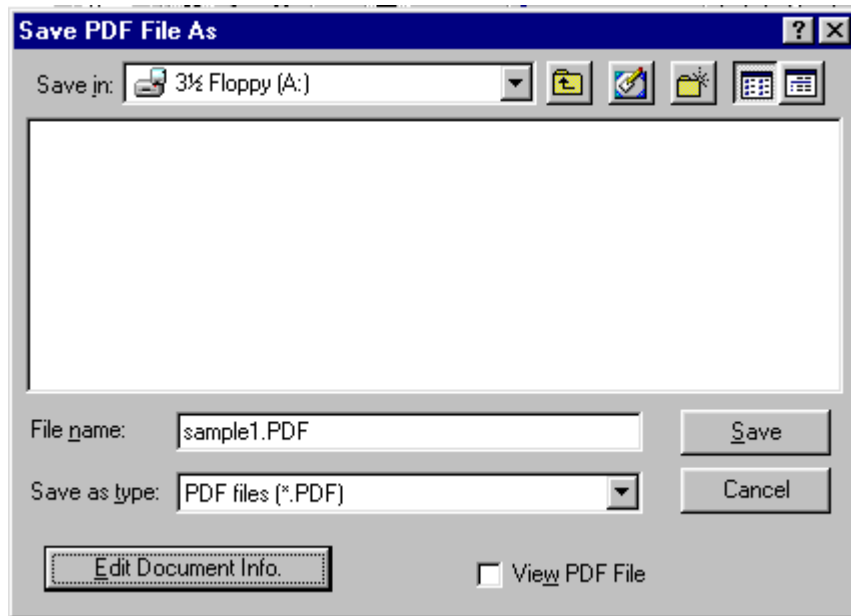
6) You can also click on the Edit Document Info button and enter the requested information you want to. However, you don't have to enter anything.

Acrobat PDFWriter Document Information

Title: sample1.PDF

Subject:

Author: Tom Des Lauriers

Keywords:

Creator: Microsoft Word

Producer: Acrobat PDFWriter 4.0 for Windows

Created: Wednesday, December 15, 1999 11:53:56

OK   Cancel
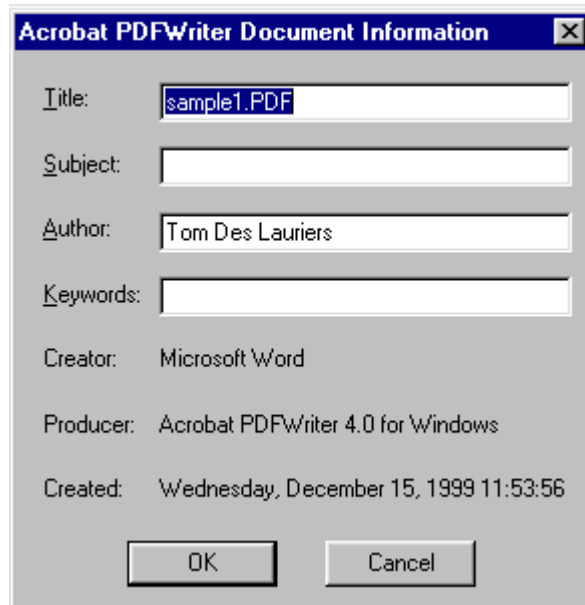
7) Exit your word-processing program.

8) You have created your PDF.

-MAC-

1) **Hold down Control, and choose File > Print. (You can also select Acrobat PDFWriter as your printer driver in the chooser, and choose File > Print.)**
2) **Select Prompt for Document Info, and click OK.**
3) **When ask for a name type the name you would like to assign to this file.**
4) **Exit your word-processing program.**
5) **You have created your PDF.**

Working with digital signatures (Windows)

You can add a digital signature to a document in Acrobat to attest to something about the document in its current state. A digital signature, like any other signature, identifies a person or entity signing a document. In acrobat, a digital signature can appear on a page in many different forms – a handwritten name, a logo or graphic, or some text explaining the purpose of the signing. The particular appearance of the signature is determined by the signature handler, which is a plug –in that works with Acrobat.

Setting file Security

Sometimes you may want to lock a PDF document to prevent it from being edited. After your team has made all the required changes and you want to protect the file from accidental changes.

Setting file security:

1) **Open your file in Adobe Acrobat.**
2) **Choose File > Save As, and choose Standard from the Security menu.**
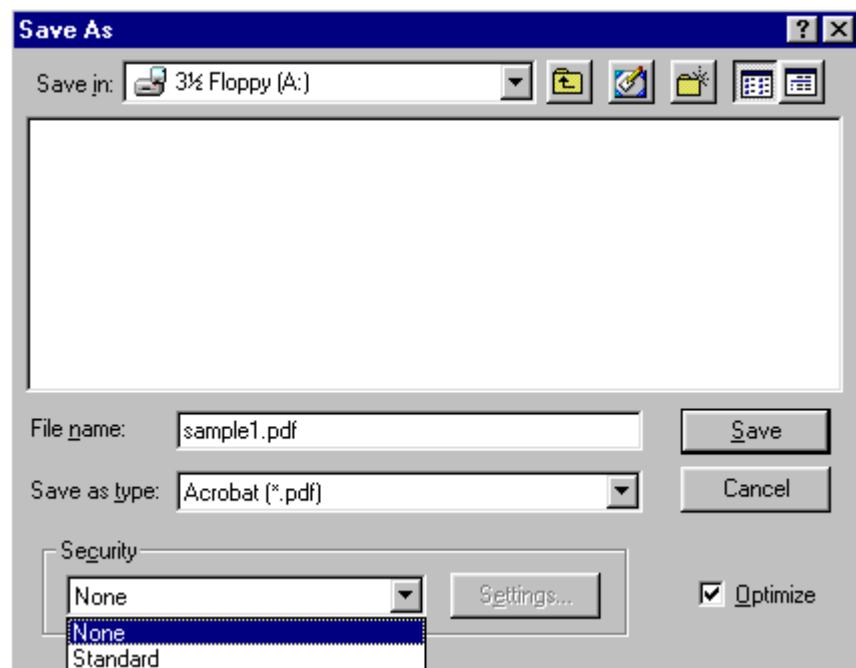
3) A dialog box appears asking you to specify up to two passwords -- one for opening the file and one for changing security options to the file. These passwords are case sensitive.
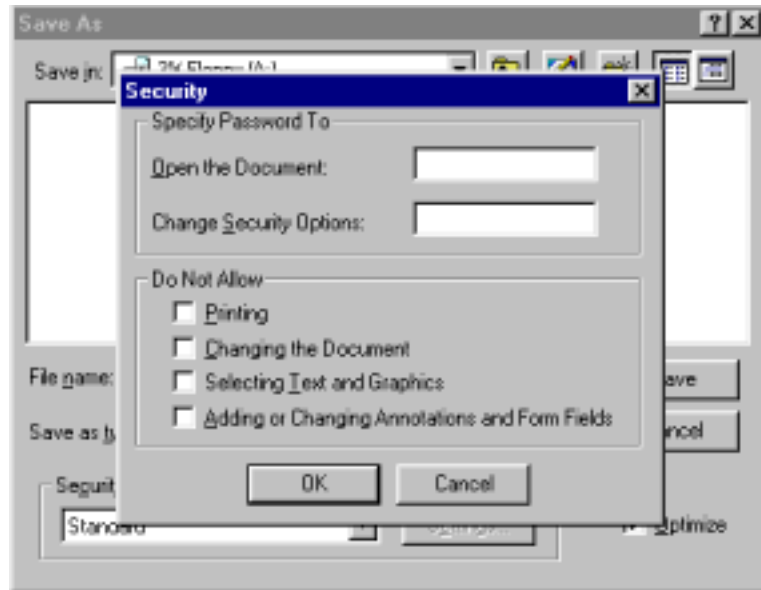
4) When you have finished press OK, another dialog box will appear and ask you to confirm the password to open the document.
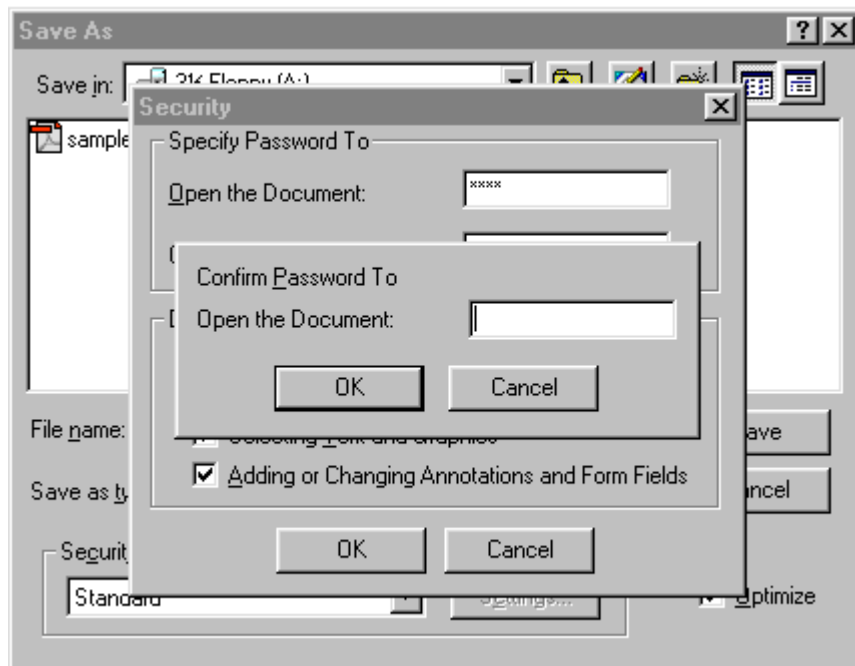
Testing for Security

After you have set the security for your document close it.

Now, to test your security.

1) **Choose File >Open**
2) **A dialog box should appear asking you for the Open Password,**
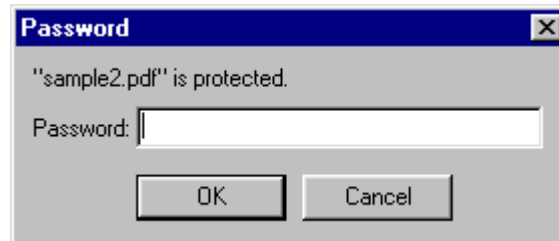
3) **Enter the password to open the document.**

4) **NOTE: You will notice that most commands under the Edit and Document menus are dimmed, indicating that you cannot invoke them. Notice also that most of the tools in the tool bar are also dimmed.**

5) **Now choose File > Document Info > Security**
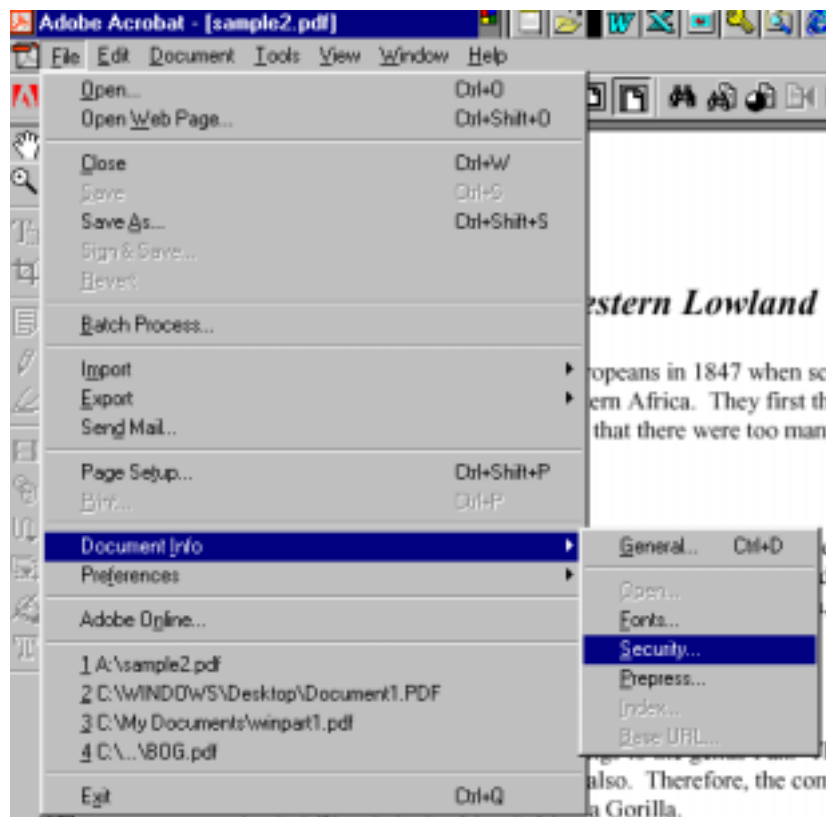
6) **A dialog box appears summarizes the security settings that have been placed on the document. Notice that I have set both Open and Security passwords and have set it so no actions are allowed.**

```
┌─────────────────────────────────────────────────────────────────┐
│ Document Security                                           [×]  │
├─────────────────────────────────────────────────────────────────┤
│                                                                  │
│                    Security Method:  Standard                    │
│                    Open Password:  Yes                           │
│                    Security Password:  No                        │
│                                Printing:  Not Allowed            │
│             Changing the Document:  Not Allowed                  │
│        Selecting Text and Graphics:  Not Allowed                 │
│  Adding or Changing Annotations and Form Fields:  Not Allowed    │
│                                                                  │
│                         ┌──────────┐                             │
│                         │    OK    │                             │
│                         └──────────┘                             │
└─────────────────────────────────────────────────────────────────┘
```

7) **Click the OK when you have finished viewing the information.**
8) **Choose File > Save As, and click Settings.**
    (A dialog box appears asking you for the Security Password.)

    Enter the password and lets deselect printing so other people will be able to print the document, and then click OK and Save to save the changes we you have made.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ Save As │ Security                                          [×] [?][×]   │
├─────────┼─────────────────────────────────────────────────────────────┐ │
│         │ ┌─ Specify Password To ─────────────────────────────────┐   │ │
│ Save in:│ │                                                       │   │ │
│  [📁]   │ │ Open the Document:     [********************]         │   │ │
│         │ │                                                       │   │ │
│ 📄sample2.pd│ Change Security Options:  [                ]        │   │ │
│         │ │                                                       │   │ │
│         │ │ ┌─ Do Not Allow ──────────────────────────────────┐  │   │ │
│         │ │ │  ☑ Printing                                     │  │   │ │
│         │ │ │  ☑ Changing the Document                        │  │   │ │
│         │ │ │  ☑ Selecting Text and Graphics                  │  │   │ │
│         │ │ │  ☑ Adding or Changing Annotations and Form Fields│  │   │ │
│         │ │ └──────────────────────────────────────────────────┘  │   │ │
│File name:│ │      ┌────────┐      ┌─────────┐                     │   │ │
│         │ │      │   OK   │      │ Cancel  │                     │   │ │
│Save as type:│    └────────┘      └─────────┘                     │   │ │
│         │ └───────────────────────────────────────────────────────┘   │ │
│ ┌─ Security ──────────────────────────────────┐      ☑ Optimize        │ │
│ │ [Standard            ▼]  [ Settings... ]     │                        │ │
│ └──────────────────────────────────────────────┘                        │ │
└─────────────────────────────────────────────────────────────────────────┘
```
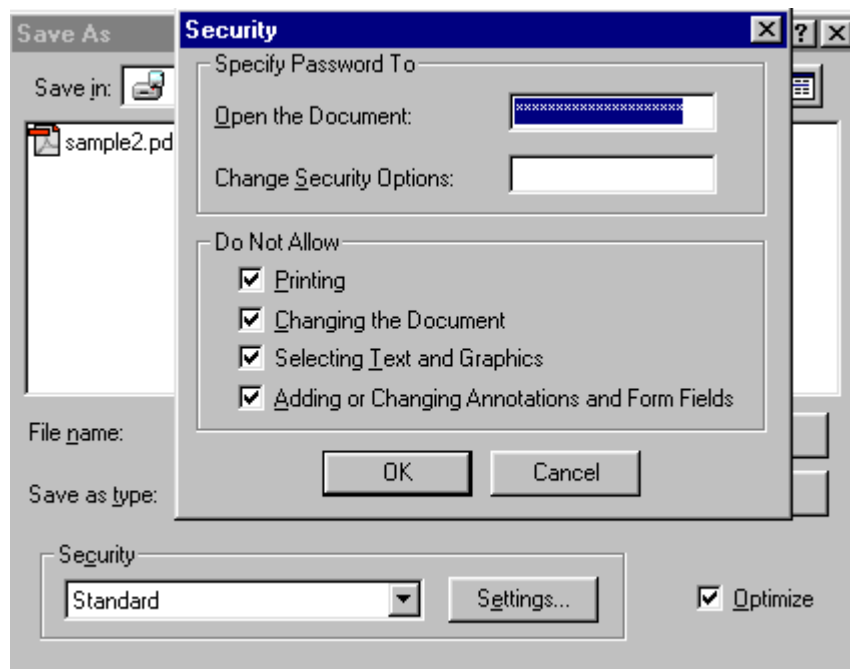
The Adobe Acrobat Tool Bar

Hand

Zoom In

Text Select

Crop

Notes

Pencil

Highlight Text

Movie

Link

Article

Form

Digital Signature

Touchup Text