



Adobe® Acrobat® 4.0

Faculty Technology Seminars
Faculty Resource Center
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Important Terms:

.pdf This stands for **P**ortable **D**ocument **F**ile. PDF files are what Adobe Acrobat makes. They are very handy, especially for the web, because they keep the format of the original document and are relatively small in size.

Acrobat Reader Free software that allows you to view, but not modify, a pdf file. Reader is usually downloaded from the web, and once installed, you have it and can always view pdf files.

PDFWriter This works like a printer in that it “prints” your document into a pdf file. Writer is for non-complex documents such as those created in a word processing program.

Distiller Distiller creates a PDF file from a PostScript version of a document. A PDF file created by Distiller maintains all the formatting, graphics, and photographic images from the original document, and it usually provides higher quality output than PDFWriter.

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Key to Acrobat Symbols



The Hand Tool

One of your most useful tools. Select it to navigate through the document by clicking and dragging. Also, use it to deselect other tools.



The Zoom Tool

This tool allows you to change views, zoom in or zoom out, in order to see fine detail more clearly or fit the page on the screen.



The Text Select Tool

Used to select text in order to copy it to the clipboard and export it to another program. Also used to copy text to make a bookmark title.



The Crop Tool

This tool functions the same as it does in all other Adobe® programs. Use it to reduce the size of your object or page.



The Notes Tool

This tool is for placing “post-it” notes into your document to allow others to make changes, update, etc.



The Pencil Tool

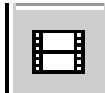
Write notes to yourself or colleague.

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The Highlighter Tool

Similar to the pencil, but more like a regular highlighter.



The Movie Tool

Allows you to insert multimedia into your document. This includes movies, sounds, pictures, and photographs.



The Link Tool

One of the most useful and most used tools. This tool allows you to link to other parts of your document, other documents, and even World Wide Web sites.



The Article Tool

This tool allows you to control the flow of text, much like in a desktop publishing program.



The Form Tool

This tool, much like it's HTML cousin, lets you make forms in your pdf. file that can be filled in and submitted electronically, or printed out and mailed or faxed.



The Text Touch-Up Tool

If you would like to make minor changes to text, use this tool. If you would like to make major changes, you will need to go back to the program that created the document.

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Open File, Save File, Print File

These work exactly the same as they do in other programs, wordprocessing or other.



Show/Hide Navigation Pane

This button toggles the view of your bookmarks, thumbnails and annotations. A key tool for navigation throughout a document.



First Page, Previous Page, Next Page, Last Page

A navigational tool that lets you jump to the above pages.



Previous and Next View

Go to the previous view and next view. This differs from Previous page, Last page in that you can possibly change the amount of document in your window, not just the page number.



Change Views

In order, Actual Size, Fit Entire document in window, and fit the width in window.



Search Tools

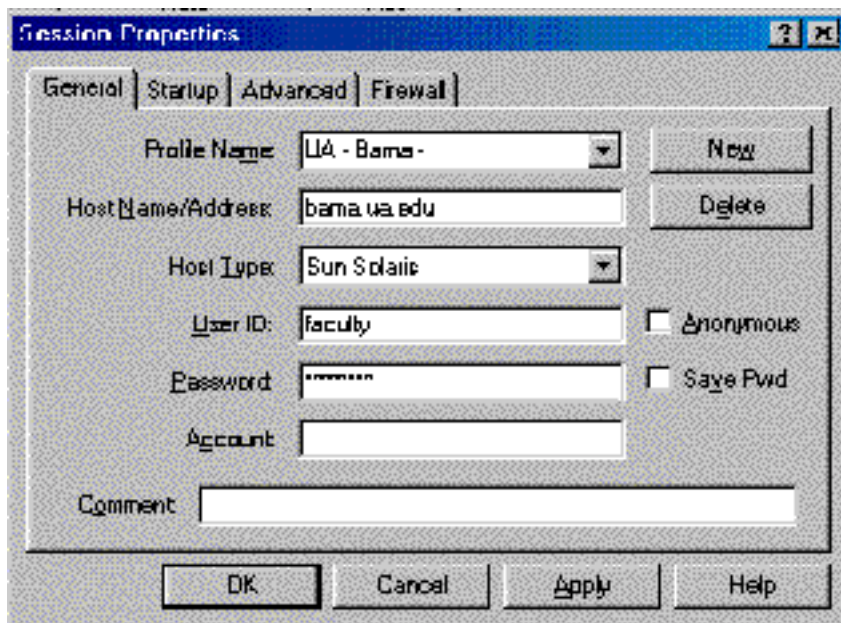
These allow you to search for specific words and phrases in your document.

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FTPing Files:

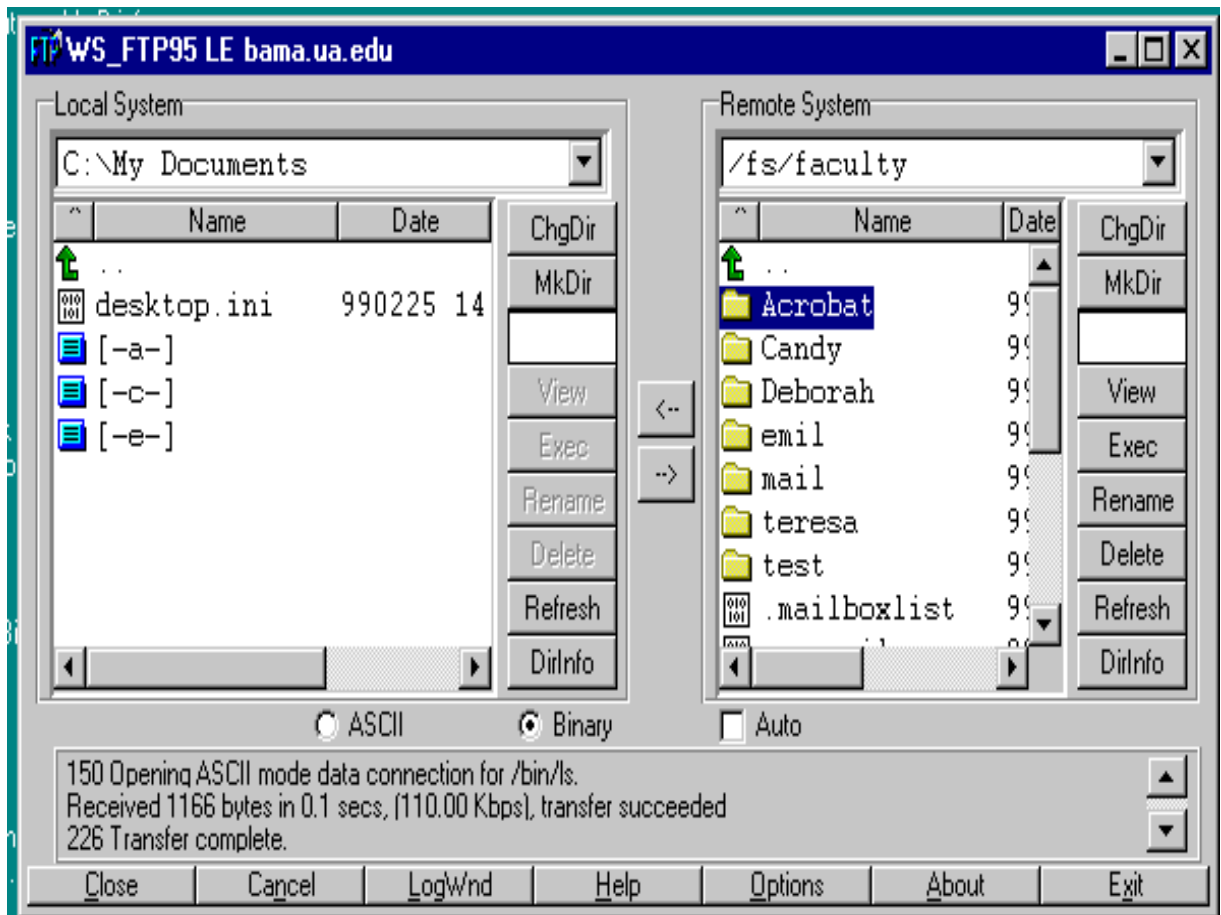
Open the FTP Client. There is an Icon on your Desktop, or Click Start Menu, Program Files, *WS_FTP*. On the Mac, use *Fetch*.

Enter Host Name/Address: bama.ua.edu
User ID: faculty
Password: worksho1
Click OK



Find the Folder named *Acrobat* on the right side of the screen.
On the left side of the screen, click until *My Documents* is highlighted.

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Click on the arrow going left. Your files are transferring to the computer you are now using.

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Converting Documents to PDF files

Open *Microsoft Word*. Click Start Menu, Program Files, (Office), Word.



Open the document XXXXXXXX.doc. Click on the Open Folder, or click File, Open, My Documents, XXXXXXXX.doc.



Modify the document if you wish. What you will do now is convert the Word document (.doc) to .pdf

Convert the document. There are multiple ways:



1) If there is an Acrobat icon in the top right corner, click it

OR

2) Click File, then Print. Instead of choosing a printer, choose Acrobat PDFWriter. Click Print

OR



3) Click the printer icon and choose Acrobat PDFWriter as your printer

OR

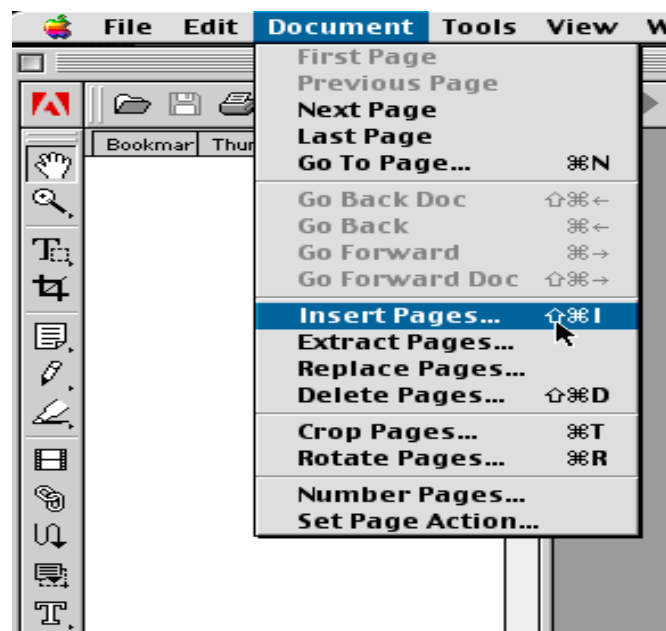
4) Click File, Create Adobe PDF and select your options

View the document in Adobe Acrobat (Start Menu/Programs/Adobe/Acrobat). You have now created a pdf file that can be used on the web, or in whatever manner you wish.

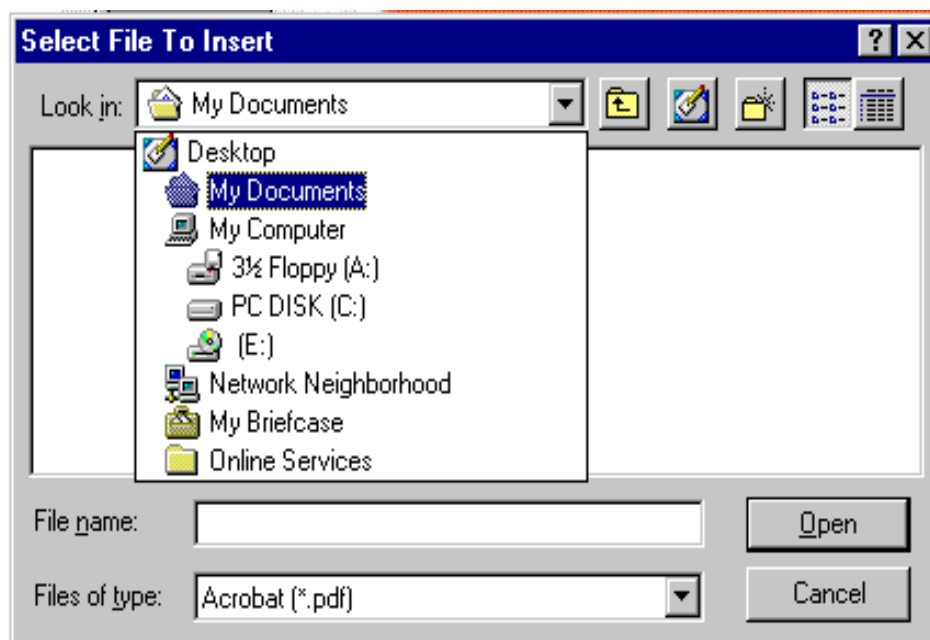
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Creating Complex PDF Documents

Click Document/Insert Pages



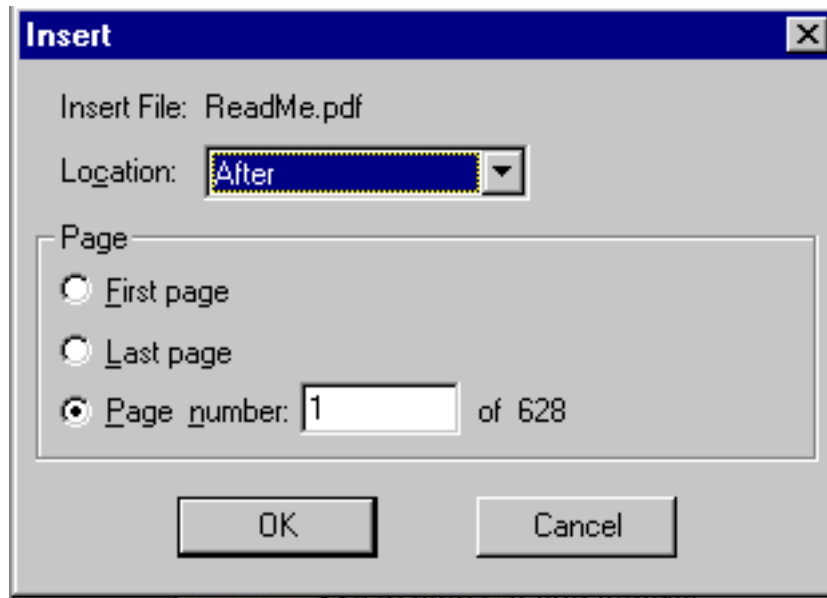
Select the file you wish to insert



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Decide

where you would like to put the file, before or after what page



Insert

documents: xxxx.doc, xxxx.doc and xxxx.doc. For the purposes of this workshop, it doesn't matter very much where you put them, but the best would be after the last page.

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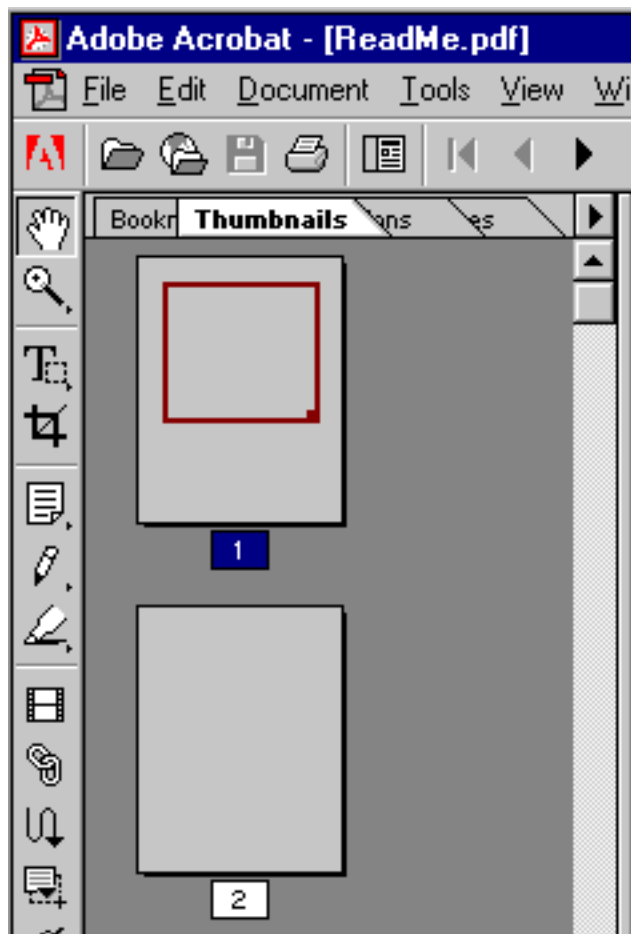
Creating Thumbnails

Thumbnails are miniature pictures that are used generally for navigation since they take up considerably less space than full pictures. In Acrobat, thumbnails are used to jump quickly from one part of the document to the next. First, we will need to create the thumbnails.

Click **Show/Hide Navigation Pane**



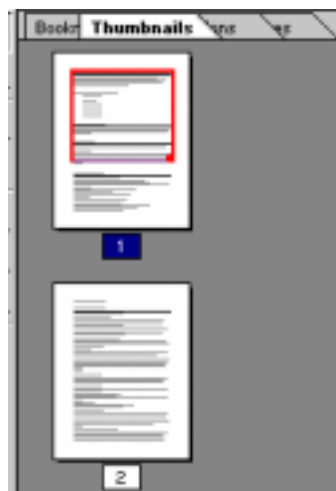
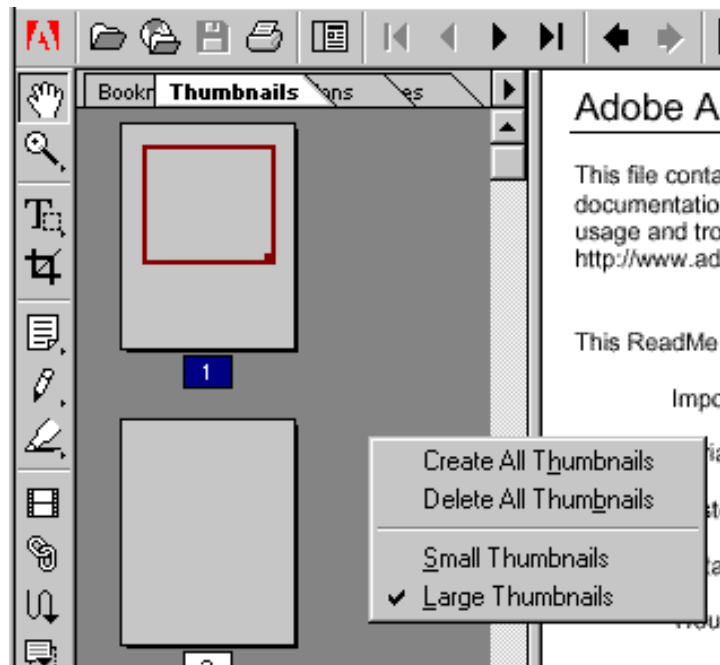
Click **on the Thumbnails tab**



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Right Mouse Click

(Windows) or Control Click (Mac)



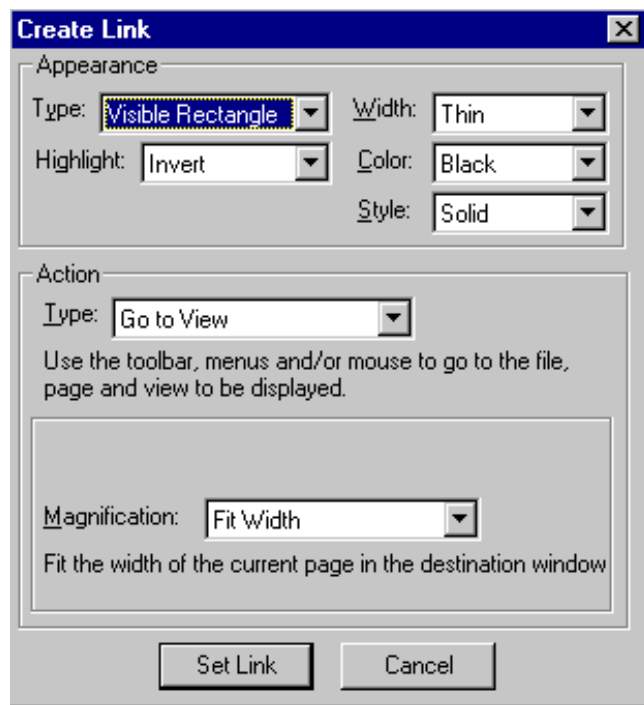
Practice navigation by clicking on various thumbnails. You can enlarge the view of the thumbnail by enlarging the red box. Click the lower right-hand corner and drag.

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Creating Links

Go to the first line of the table of contents. **Shortcut:** *Control N* (Windows) *Command N* (Mac)

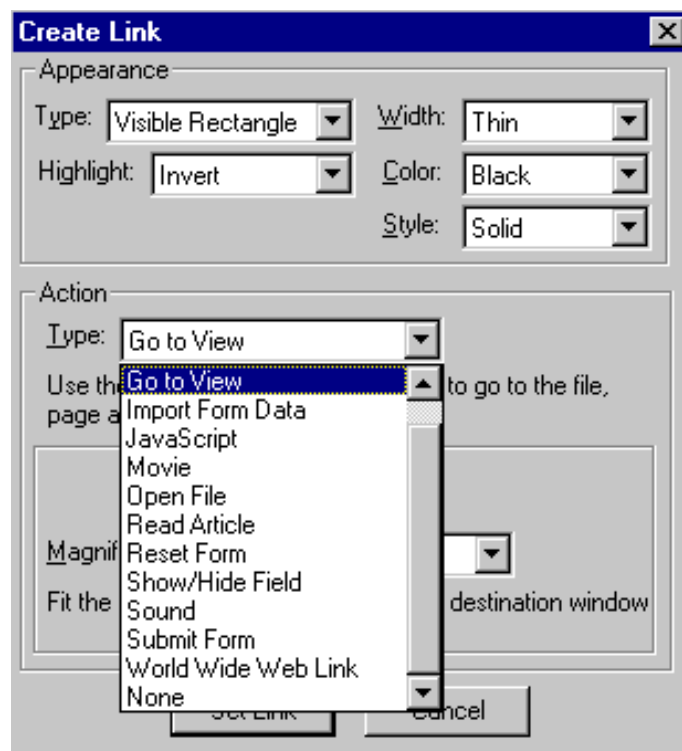
Click the Link Tool. Go to some text you want to link, and highlight that text. A dialogue box will pop up, and you will need to make some decisions. Do you want the link to be visible or invisible? If visible, what kind of border?



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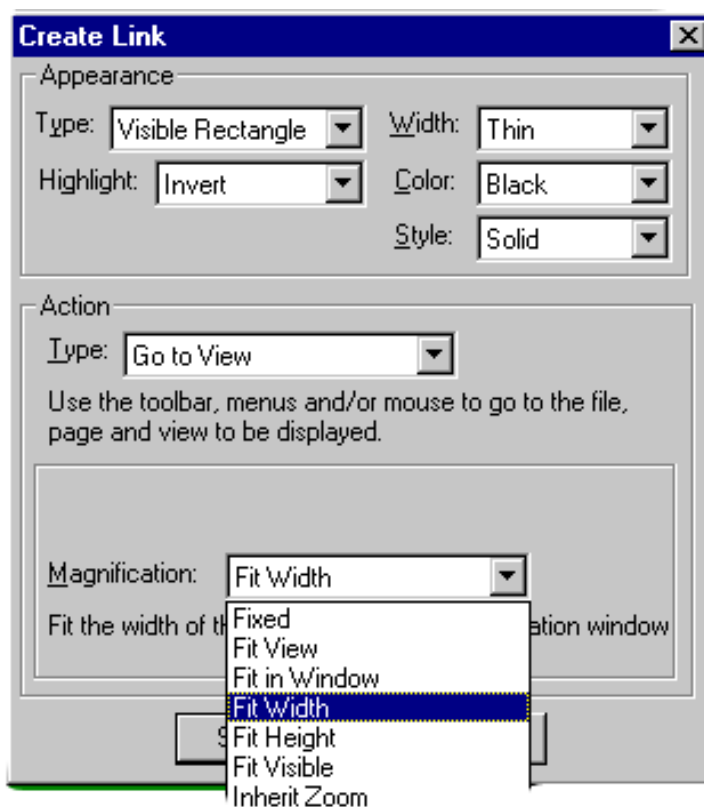
The most important choice here is under **ACTION**. When someone encounters a link, what should the link do? Go somewhere in your document? Play a movie? Jump to the World Wide Web? Run a JavaScript?

For now, what we want to do is to jump to some other position within this document. For that purpose, you need to have **“Go to View”** selected.



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Choose your Magnification. This means, how much or what part of the document will fit in the window after you jump to the link.



IMPORTANT!

Before you hit the SetLink button, you must physically move the pages to the spot that the link will jump to. You must have the page showing before you SetLink. The

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dialogue box will not move while you move pages. This is a good opportunity to use your Thumbnails. Once you have the place selected that you want the link to jump to,

Click



You will repeat this process many times, for as many links as you have. Remember, links are a great navigational tool, and one of the things that makes Acrobat a great program.

Creating Bookmarks

Acrobat bookmarks work the same way as paper bookmarks in a novel--they save your place so that you can return to a particular spot. However, bookmarks have many more uses. In fact, they are a combination of thumbnails and links. You can use bookmarks for navigation and to execute an action, like with links. If you have created a table of contents in a publishing program (PageMaker, Quark, etc), bookmarks will automatically be generated by Acrobat. However, you can add, delete and edit bookmarks once in Acrobat.

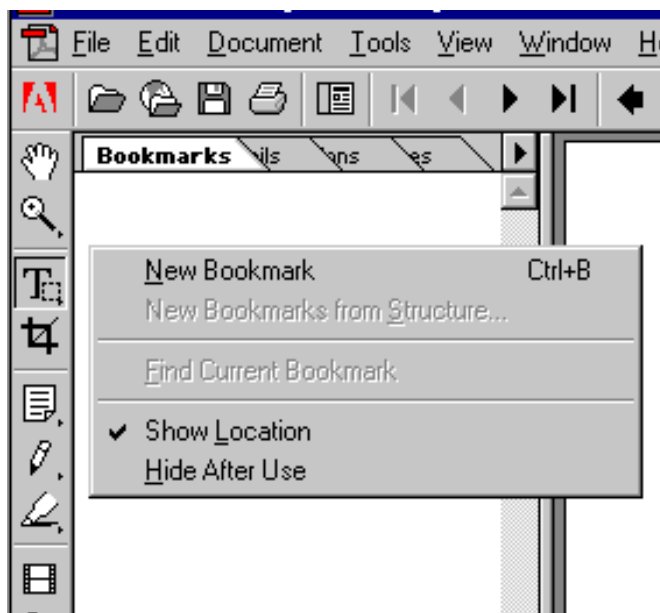
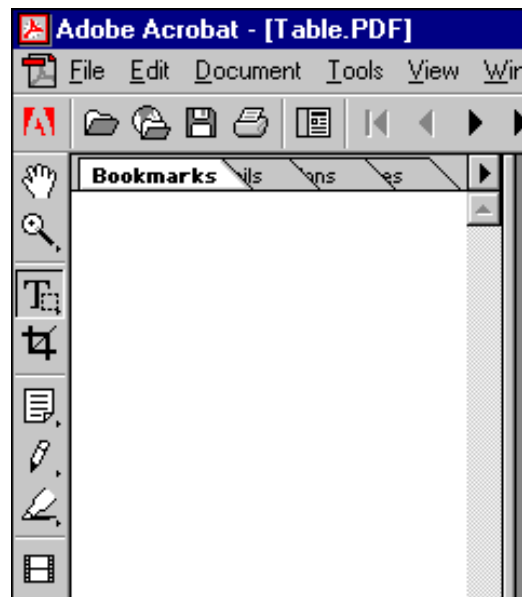
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Click Show/Hide Navigation Pane



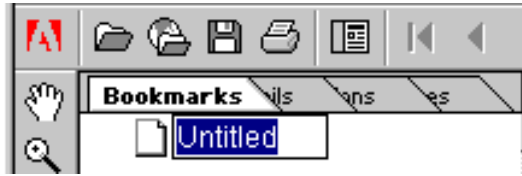
Click on the Bookmarks tab

Right Mouse Click (Windows)
Control Click (Mac) to create a bookmark.



Click on new bookmark

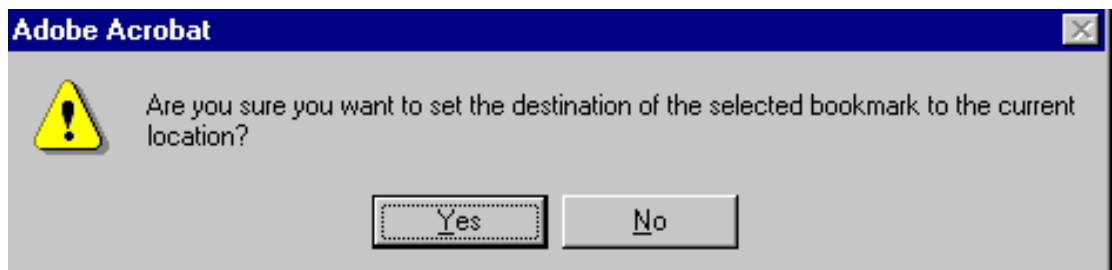
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Name your bookmark. Just begin typing if “*untitled*” is highlighted.
Now you have a bookmark, but it doesn’t go anywhere.

Move your document until the correct page is showing. This is similar to links--you need to have the page you want to jump to showing.

Right Mouse Click (Windows) Control Click (Mac). Go to **Set Destination**. Click. You will have an alert box pop up asking you if you are sure you want to set the destination. If sure, click yes.

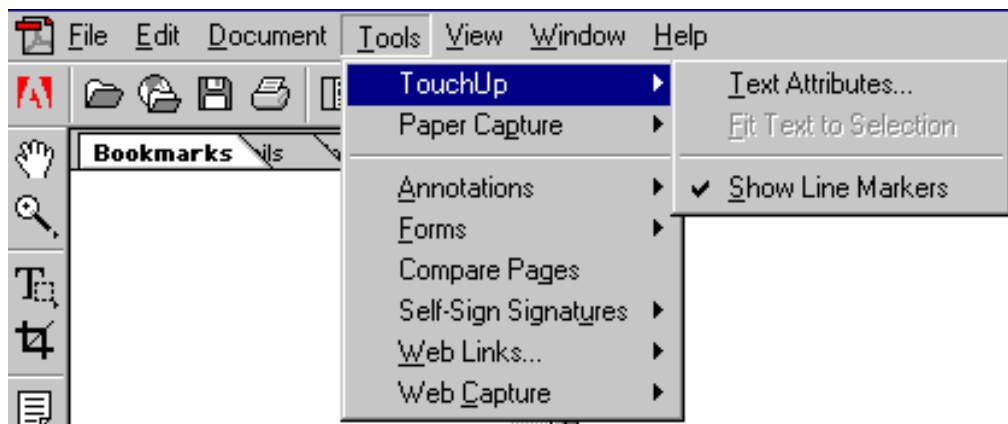


Continue creating more bookmarks in the same fashion. Always make sure you test every bookmark.

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Touching-Up Text

Click Tools, TouchUp, Text Attributes. This will open up the Text Attributes palette.



Select the text touch-up tool. Select the text you wish to modify. You can now change font, font size, font color, alignment, leading, kerning, and other text attributes. Unfortunately, you can only change one line of text at a time. Therefore, if you wish to change an attribute of all text in your document, you will need to go back to the program that created the original and change the attribute there.



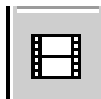
Acrobat has been known to do strange things at times and unreasonably change fonts. This is a bug in the system that will get worked out in later editions. If your fonts change, try using Distiller instead of Writer.

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Inserting Multimedia

You can insert movies and sounds into your PDF document for added interest. Use the movie tool to add multimedia.

Select

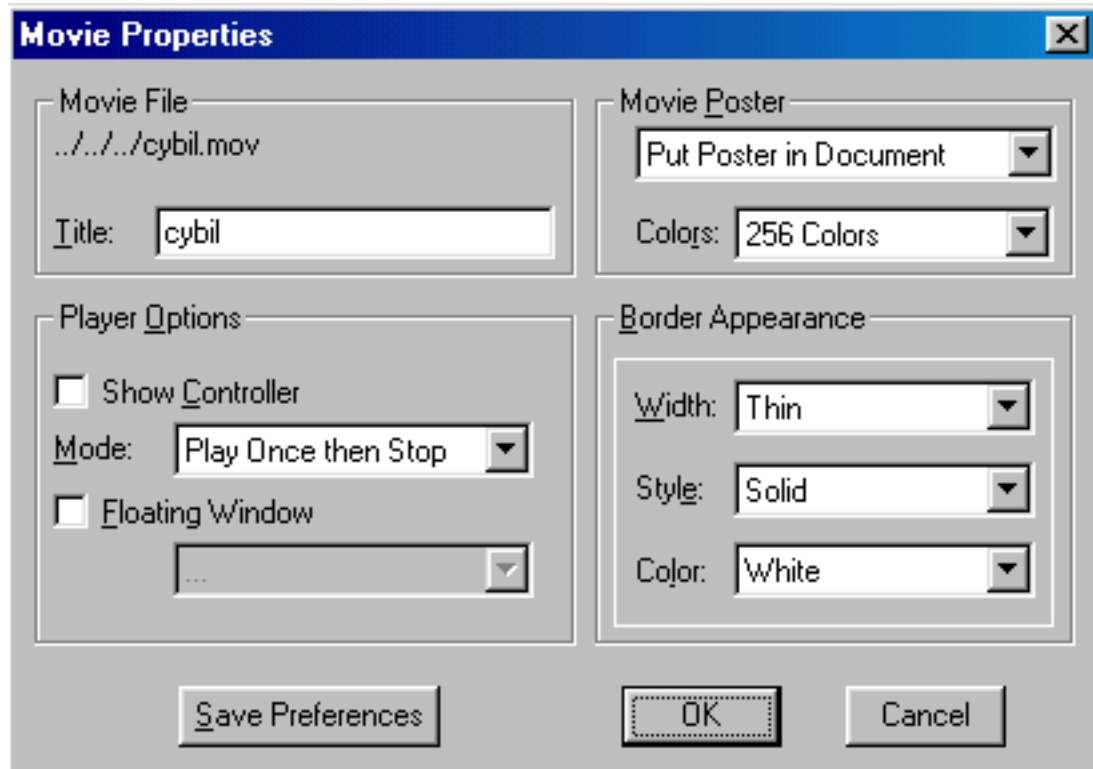


the movie tool. Click on a space in the document where you would like to place the movie. When you let go of the mouse button, you will be asked what movie to add, and you must find the correct clip.



After you select your movie, a dialogue box will appear. You must make some decisions.

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After selecting your options,

Click

the hand tool and move the hand tool over the area of the movie. The hand should change to film. This signals that there is an embedded film if you haven't put the poster on it.

Click

and the film will begin. You can insert a sound in exactly the same way.

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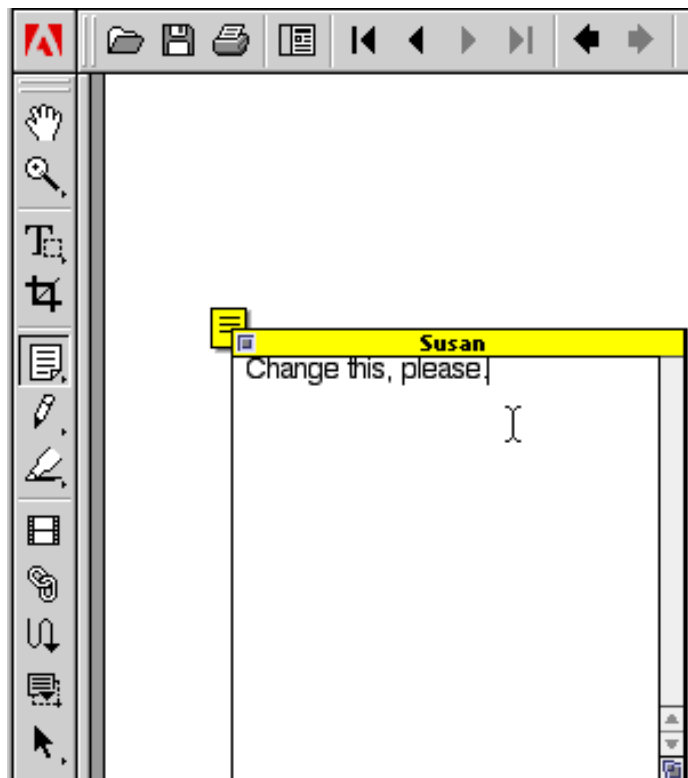
Post It Notes

These work the same as on paper.

Click



on the note tool, then click on the place in the document where you would like to put the note. A writing space will pop up. Write your note in the area available. Click on the top left corner to collapse the note.



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Making A Form

Making a form in Acrobat is unlike making an HTML form. You still need an existing document to make a form in Acrobat as there is no way to add text if some does not already exist.

Open up the document Survey.pdf.

Click on the form tool

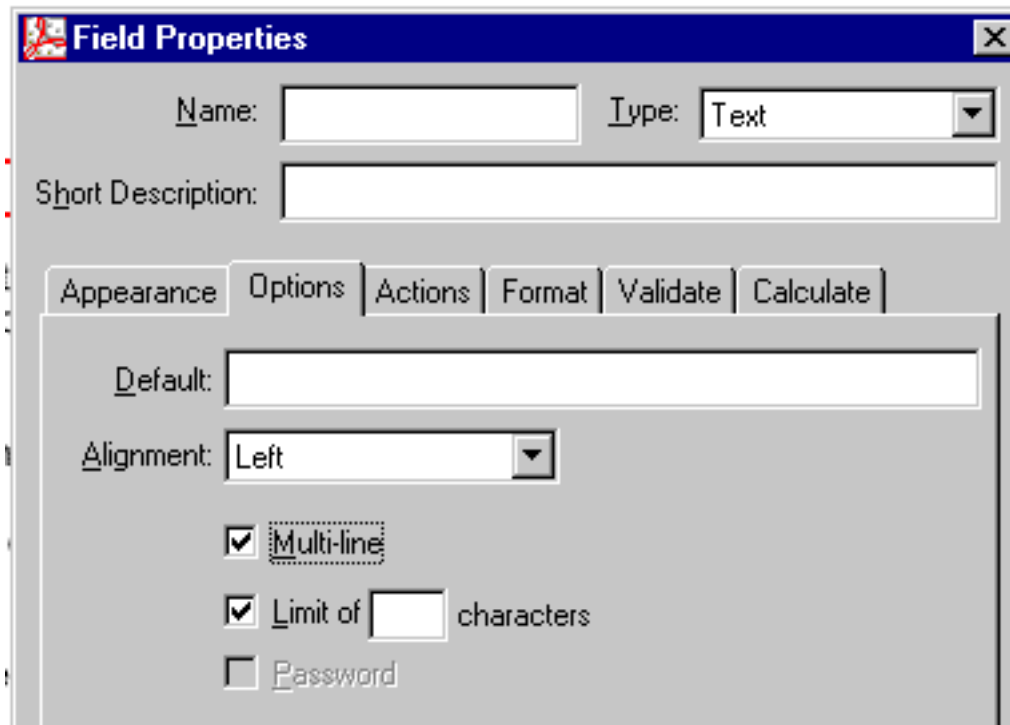


You should have crosshairs as a cursor. Choose the place in your document where you want to put a form field and drag an area the size of which will suit your needs. A dialogue box should pop up.

A screenshot of the 'Field Properties' dialog box in Adobe Acrobat. The dialog has a title bar with a close button. It contains several sections: 'Name' and 'Type' (set to 'Text'), 'Short Description', and a tabbed interface with 'Appearance', 'Options', 'Actions', 'Format', 'Validate', and 'Calculate'. The 'Appearance' tab is active, showing 'Border' settings (Border Color, Background Color, Width: 'Thin', Style: 'Solid') and 'Text' settings (Text Color: black, Font: 'Helvetica', Size: 'Auto'). The 'Common Properties' section at the bottom has 'Read Only' and 'Required' checkboxes, and 'Form field is:' set to 'Visible'.

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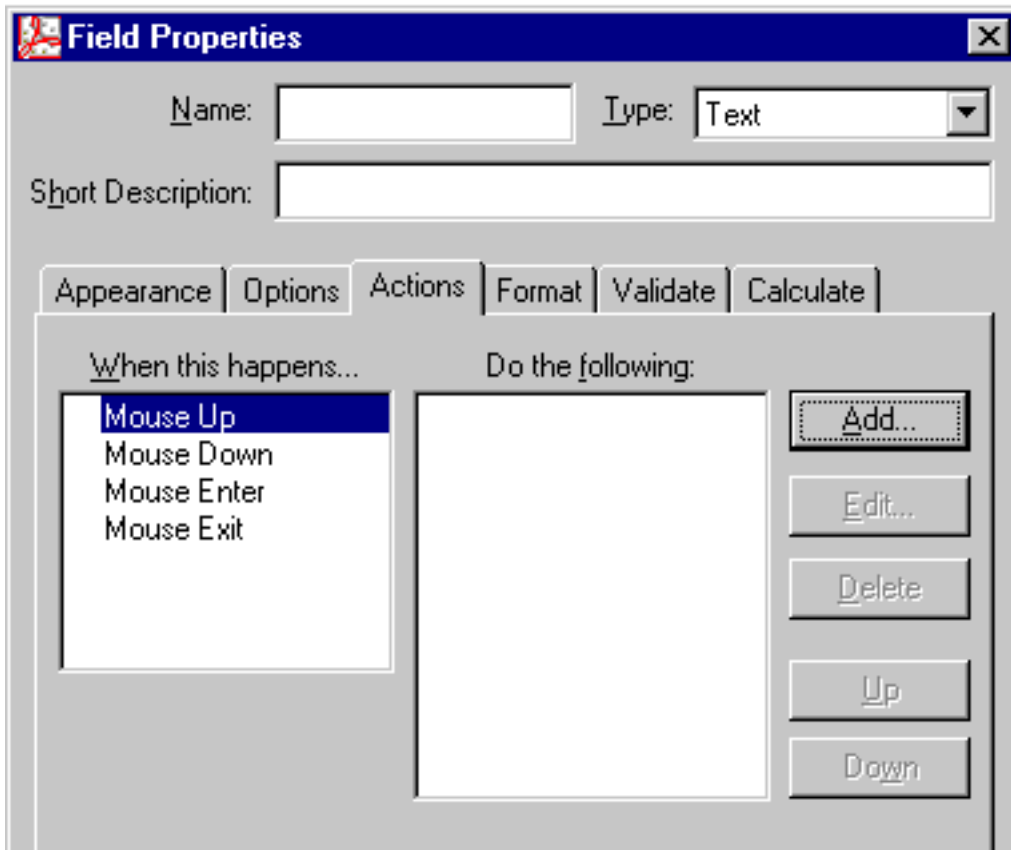
Decide what to name the form field. You must give your field a name.
Choose your Type. See page 32 for an explanation of different types.
Choose whether you want a border around the field or not.
Decide whether the form field is visible or not.
Click the Options tag.



Here you can choose how you want the input in your field aligned.
Also, will your want your field to be more than one line? If you do not check this option, the user can input data that will not be seen.
You can also choose a limit of characters per field. This is useful when you have fields with fixed information, such as social security numbers.

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Click the Actions tab.

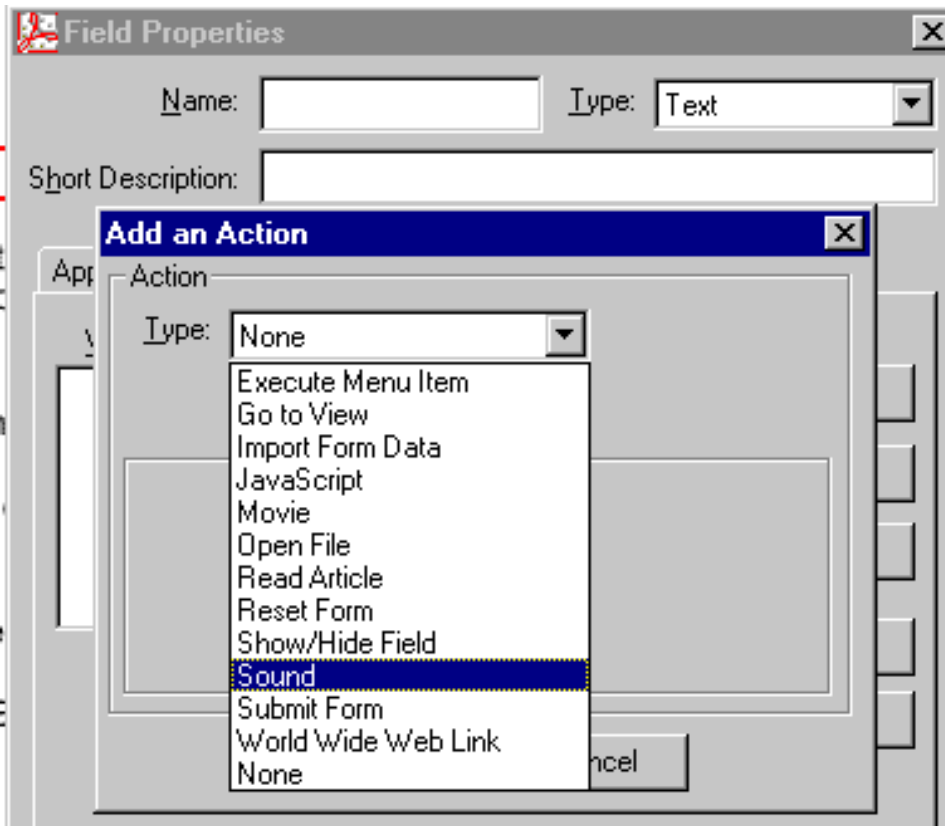


These actions are similar to JavaScript actions that are executed when a particular event occurs, such as the mouse cursor moving over a certain area.

Click on one of the actions (*When this happens. . .*) and then click **Add**.

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Now you need to choose what type of action will happen when the mouse does what you chose. You could take the viewer to a different part of the document, or to a World Wide Web page. You could play a sound or movie, or submit the form, etc. Click Sound.



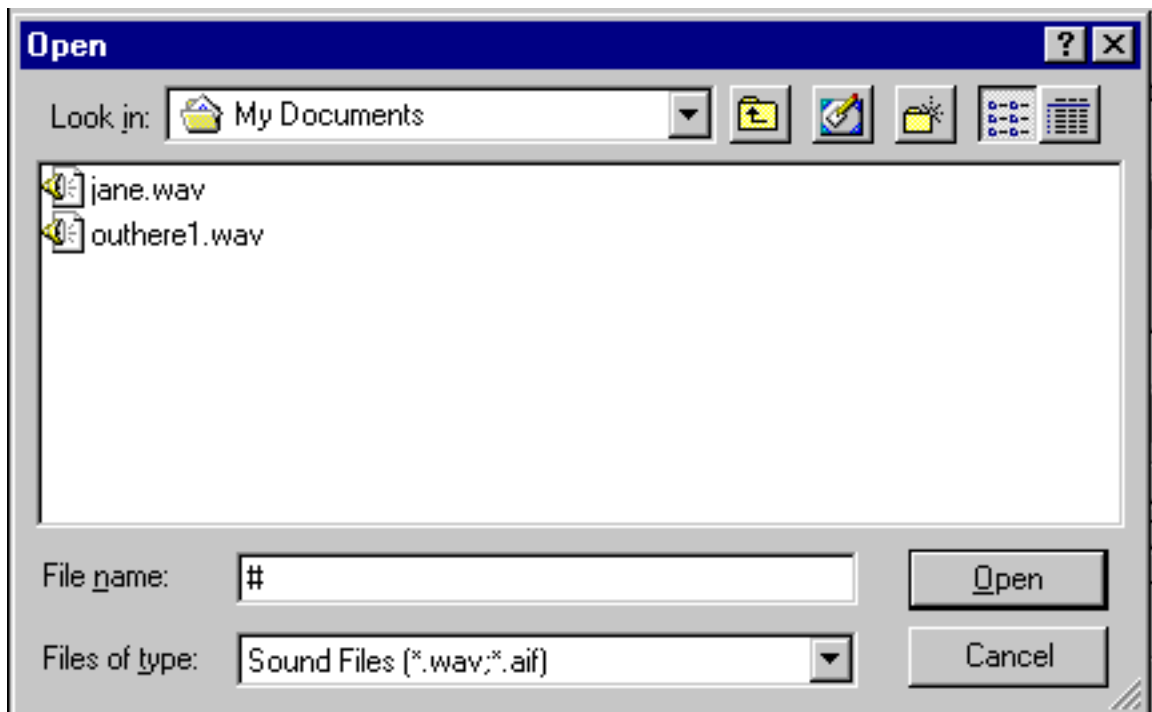
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Click

Select Sound

You will need to choose your sound file, so look through your folders until you find the file you want to use.

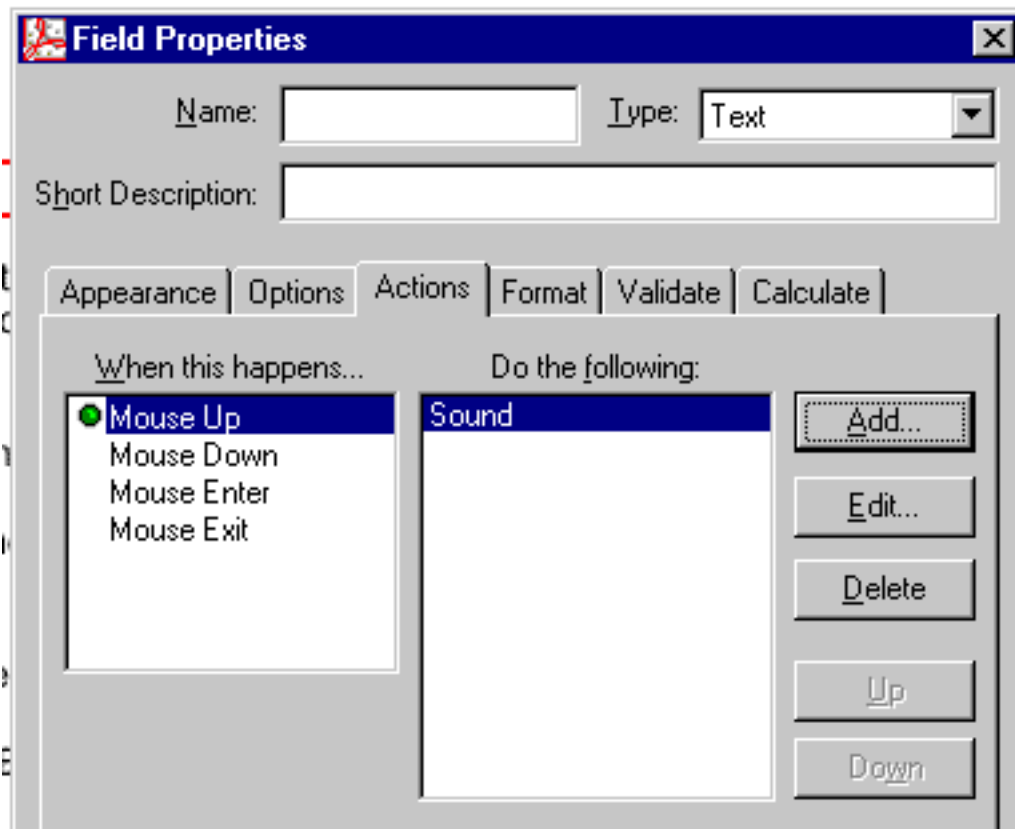


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Click on that file and then click **open**.

Click *Set Action*

After this, you will be taken back to the main Field Properties dialogue box. Click



At this point, you can go ahead and insert the field into your form by clicking OK, or do more editing.

Form Field Types

- Text Boxes** The most common type of form field is the text box where you add text or single or multiple lines.
- Combo Boxes** Used to create a pop up menu with multiple possibilities. Take up less space than a List Box because the items are hidden until scrolled through.
- List Boxes** Similar to Combo Box, but all items are visible.
- Check Boxes** Allow you to check more than one option. You can add an export value if your data will be exported to a CGI Script.
- Radio Buttons** These allow only one option to be selected. A use of Radio Buttons would be a payment option. You can only pay one way. The most important thing to remember about Radio Buttons is that for each button, the **Name** of the field must be the same, but the **Export Value** must be different. For example, if you wanted to know whether someone was paying by Visa, Mastercard or Discover, the Name of each field could be *credit*, but the export values must be distinct (visa, master, discover).
- Buttons** Buttons add interactivity to pages since they can execute actions or multiple actions. An example of a button would be the submit button at the end of a form. Additionally, a button can play a sound, make a link or take you somewhere else.

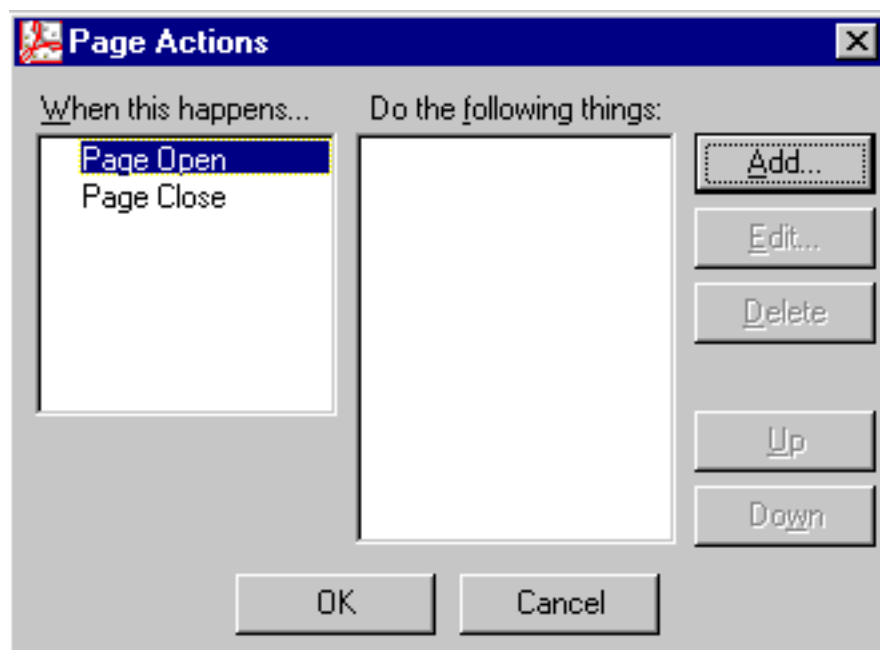
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Some Other Neat Tricks

Set Page Action

This allows you to run a JavaScript when the page opens or closes. For example, you could have a musical intro when the page opens.

Click on *Document* and then *Set Page Action*.



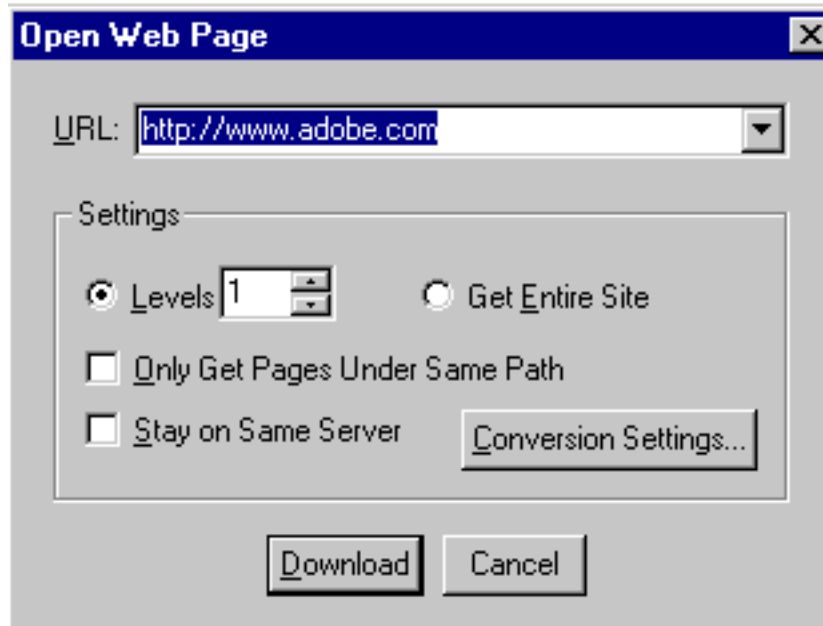
Click on *Add* and then chose what action you want. choose your file or your script. This is the same as adding actions in a form.

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Capturing Web Sites

One of the great things about Acrobat is that it allows you to capture entire web sites and turn them into .pdf files. You can then view the files at a later date or use them however you wish.

To do this, click on *File* and then *Open Web Page*.



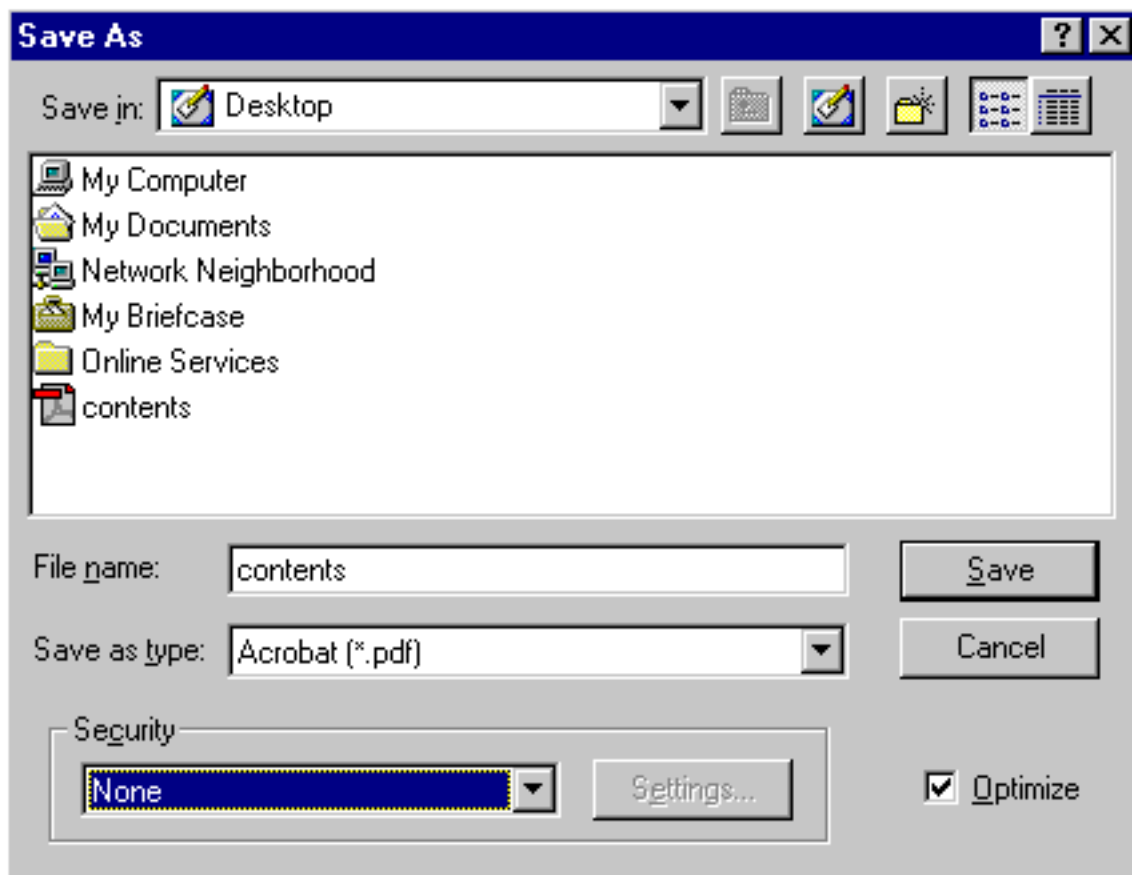
You type in the URL of the site you want to capture. You must then decide how many levels of the site you want to download. If you chose to get the entire site, it may take awhile.

Your site will be captured with the links complete and functional. If you click on an external link, it will spawn a web browser.

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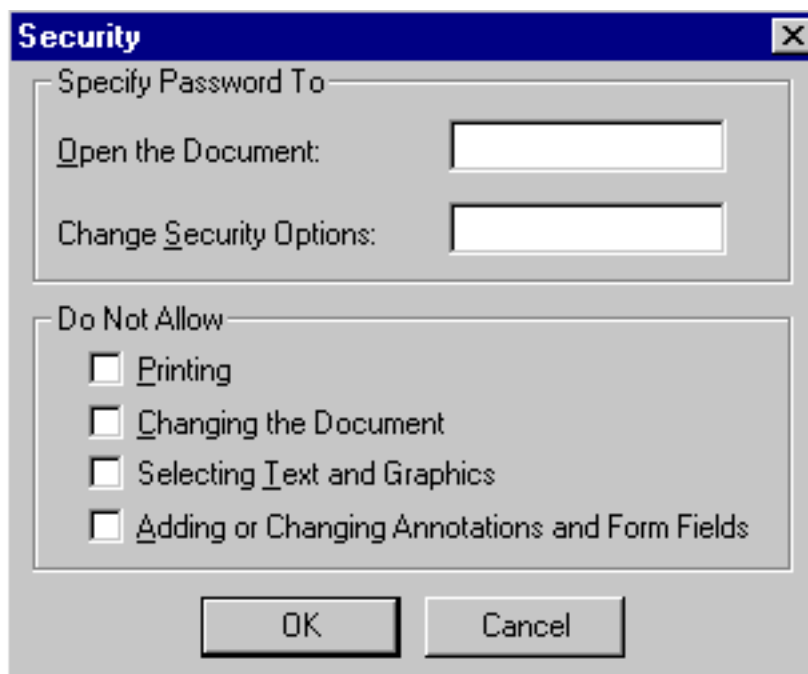
Security Settings

When you *save* your document, you can prevent people from printing or modifying your document. To do this, change *Security* from *None* to *Standard*.



Specify your passwords and decide what features you want to use. Click OK. Then save your document as usual.

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