Getting to Know Adobe Acrobat

I f, after perusing your local bookstore, you decided to lay down your money at the counter, carry away this ten-pound volume, and take it to bed with you tonight, you probably already know something about Adobe Acrobat. Why else would you buy this book? If you're at the bookstore shelf and you haven't bought it yet, then you're probably wondering how in the world anyone could write so many pages for such a simple application.

What Is Adobe Acrobat?

Assuming you know little about Adobe Acrobat, I start with a brief description of what Acrobat is and what it is not. As I explain to people who ask about the product, I usually define it as the most mis-understood application available today. Most of us are familiar with the Adobe Reader software, which is a product from Adobe Systems Incorporated that you can download free from the Adobe Web site (`www.adobe.com/acrobat`). You can also acquire the Adobe Reader from all the installation CD-ROMs for other Adobe software. You can even acquire Adobe Reader from other users, as long as the Adobe licensing requirements are distributed with the installer program. The Adobe Reader, however, is *not* Adobe Acrobat. Adobe Reader is a component of a much larger product that has evolved through sev-eral iterations over more than a decade.

You're probably a little more sophisticated and realize there is a major difference between the applications noted previously and you may wonder why I even spend any time discussing the difference between Acrobat and Adobe Reader. Interestingly enough, I attended a PDF con-ference not too long ago. The conference coincided with a worldwide technology conference and one of the speakers at the PDF conference took a video camera and microphone to the other conference and interviewed random attendees, asking questions like, "What is Adobe Acrobat?" and "What is PDF?" Surprisingly, most of the computer-savvy interviewees could not provide a correct answer. Inasmuch as Acrobat has come a long way, many people still confuse what you purchase from Adobe Systems and what you can download free.

To add a little more confusion, this iteration of Acrobat includes the three different kinds of viewer applications found in the last release and many new features added to the Adobe Reader software. Adobe Reader software remains a free download from Adobe's Web site.
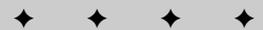
The other two Acrobat viewers are software products you need to purchase from Adobe Systems or from software vendors. They include Adobe Acrobat Standard and Adobe Acrobat Professional. As I talk about Adobe Acrobat in this chapter, I'm referring to both Acrobat Standard and Acrobat Professional.

Note   There are distinctions between the Acrobat Standard product and the Acrobat Professional product in terms of tools and commands. Most editing tasks can be handled in either viewer; however, Acrobat Professional does provide more editing features than Acrobat Standard. Throughout this book I delineate the differences and point out when an Acrobat Professional feature cannot be accomplished in Acrobat Standard.

Adobe Acrobat (either Standard or Professional) in version 7 is the upgrade from Adobe Acrobat 6 (Standard or Professional) and both viewers are the subject of the remaining chapters of this book. Acrobat is the authoring application that provides you tools and commands for a host of features outlined in the following chapters. If you haven't yet purchased a copy of Acrobat, either the Standard version or the Professional version, you might want to look over Chapter 2 and observe some of the comparisons between the viewers. If fewer tools and features suit your purpose, you might find the Standard version satisfactory. Although some of the features differ between the viewers, they both provide many features for editing, enhancing, printing, and working with PDF documents.

Acrobat is an authoring application but it has one little feature that distinguishes it from almost any other authoring program. Rather than starting from scratch and creating a new document in Acrobat, your workflow usually involves converting a document, created in just about any program, to a Portable Document Format (PDF) file. Once converted to PDF you use Acrobat to edit and refine the document, add bells and whistles and interactivity, or prepare it for professional printing. In addition to the Acrobat program, Acrobat Professional ships with companion programs such as Adobe Acrobat Distiller and Adobe Acrobat Catalog, and Adobe Designer (Windows only). Acrobat Standard ships only with Acrobat Distiller. These companion products are used to convert PostScript files to PDF, create search indexes, and author XML-based forms.

Cross-Reference   For information related to Acrobat Distiller see Chapter 8. For more information on Acrobat Catalog, see Chapter 5. For more information related to Designer, see Chapter 26.

Acrobat solutions are greatly extended with other supporting programs from Adobe Systems and many different third-party vendors. If Acrobat can't do the job, chances are you can find a plug-in or companion program to handle all you want to do with a PDF file.

Cross-Reference   For information related to Acrobat plug-ins and companion products see Chapter 2.

What Is PDF?

PDF, short for *Portable Document Format,* was developed by Adobe Systems as a unique format to be viewed through Acrobat viewers. As the name implies, it is portable, which means the file you create on one computer can be viewed with an Acrobat viewer on other computers, handheld devices and on other platforms. For example, you can create a page layout on a Macintosh computer and convert it to a PDF file. After the conversion, this PDF document can be viewed on a UNIX or Windows machine.

Multiplatform compliance (to enable the exchange of files across different computers, for example) is one of the great values of PDF documents.

So what's special about PDF and its multiplatform compliance? It's not so much an issue of viewing a page on one computer created from another computer that is impressive about PDF. After all, such popular programs as Microsoft Excel, Microsoft Word, Adobe Photoshop, Adobe InDesign, Adobe FrameMaker, and Adobe Illustrator all have counterparts for multi-platform usage. You can create a layout on one computer system and view the file on another system with the same software installed. For example, if you have Adobe InDesign installed on a Macintosh computer and you create an InDesign document, that same file can be viewed on a PC with InDesign running under Windows.

In a perfect world, you may think the capability to view documents across platforms is not so special. Document viewing, however, is secondary to document integrity. The preservation of the contents of a page is what makes the PDF so extraordinary. To illustrate, suppose you have an InDesign document created in Windows using fonts generic to Windows applications. After it's converted to PDF, the document, complete with graphics and fonts intact, can be displayed and printed on other computer platforms. And the other computer platforms don't need the fonts or graphics to print the file with complete integrity.

This level of document integrity can come in handy in business environments, where soft-ware purchases often reach quantum costs. PDF documents eliminate the need to install all applications used within a particular company on all the computers in that company. For example, art department employees can use a layout application to create display ads and then convert them to PDF so that other departments can use the free Adobe Reader software to view and print those ads for approval.

The benefits of PDF viewing were initially recognized by workgroups in local office environ-ments for electronic paper exchanges. Today users have much more opportunity for global exchange of documents in many different ways. As you look at Acrobat and discover some of the features available for document comment and markup, comparing documents, support for layered files (which adds much more functionality to Adobe Reader), and preparing PDFs for screen readers, you'll see how Acrobat and the PDF have evolved with new technologies.

Cross-Reference The term *screen reader* is used extensively throughout this book. When you see a reference to "screen reader," I'm referring to either a hardware device or special software (JAWS, Kurzweil, and so on) used to convert visual information to audio format. For more informa-tion on screen readers and making documents accessible to the readers, see Chapter 20.

Document repurposing

The evolution of the computer world has left extraordinary volumes of data that were originally designed to be printed on paper on computer systems. Going all the way back to UNIVAC, the number crunching was handled by the computer and the expression was the printed piece. Today, forms of expression have evolved to many different media. No longer do people want to confine themselves to printed material. Now, in addition to publishing information on paper, we use CD-ROMs, the Internet, and file exchanges between computers. Sometimes we use motion video, television, and satellite broadcasts. As high-speed access evolves, we'll see much larger bandwidths, so real-time communication will eventually become commonplace. And the world of tomorrow will introduce more communication media. Think of outputting to plasma, crystal, and holograms, and then think about having a font display or link problem with one of those systems!

Technology will advance, bringing many improvements to bandwidth, performance, and speed. To enable the public to access the mountains of digital data held on computer systems in a true information superhighway world, files will need to be converted to a common format. A common file format would also enable new documents to be more easily *repurposed,* to exploit the many forms of communication that we use today and expect to use tomorrow.

Acrobat Professional has added more tools for helping users repurpose documents. Tools for repairing problem files, downsizing file sizes, porting files to a range of different devices, and eliminating unnecessary data are part of the many features found in Acrobat Professional. In addition, the new PDF/A format available in Acrobat 7 is designed specifically for archiving documents. A standards committee has developed this format so documents viewed on computer systems 100 years from now will be compatible with future operating systems.

PDF and Adobe PostScript

The de facto standard of almost all printing in the graphics industry is Adobe PostScript. Ninety-nine percent of North America and about seventy-five percent of the rest of the world uses PostScript for all high-end output. Adobe developed this page description language to accurately display the design created on your computer screen to the printed page. If graphics and fonts are included in your files and you want to print the pages to high-end professional devices, then PostScript is the only show in town. The Adobe PostScript language was responsible for the rise of so many software and hardware manufacturers. If you stop and think about it, PostScript ranks up there with MS-DOS and Windows in terms of its installed user base.

Okay, so how does PostScript relate to PDF? In the initial release of Acrobat, all PDF conversion began with a file that was created as a PostScript file. Users selected the Print command in an authoring program and printed the file to disk — thus creating a PostScript file. This file was then opened in the Acrobat Distiller program and Distiller converted the PostScript to a PDF.

Distiller is still a part of Acrobat. In some cases, creating a PDF from a PostScript file rather than through any of the many other means available may be preferable. It could be that you have a problem with exporting to PDF from a program, such as fonts not appearing embedded, or you may need to create a PDF for a special purpose like printing and prepress. In such circumstances using Acrobat Distiller may be your best solution for generating a PDF document to properly suit the purpose.

Cross-Reference For information related to printing PostScript files and using Acrobat Distiller see Chapter 8.

Printing to PostScript and opening PostScript files in Distiller is used much less today because now so many programs support PDF creation through one-button clicks or using the Save As command. However, many of these one-button clicks still use the Distiller application in the background to create the PDF file. You may not see Distiller launched when PDFs are created in the background, but the program is working away to convert your authoring application document to a PDF file.

PostScript can be a problem solver for you, and you may have an occasional need to use it even if your workflow does not require its use all the time. The more you know about PostScript and Acrobat Distiller, the more often you might be able to rescue problem files that don't seem to properly convert to PDF.

PDF versions

Acrobat is now in version 7. The version number indicates the number of releases of the product. PDF is a file format and with it you'll also find a version number. The PDF version relates to the specifications of the file format; for the end user it's usually not so important to understand all the specifications as much as it is to know what it does for you or what you can expect from it. If you create PDF documents for users of older Acrobat viewers and use the newer PDF format, your users may not be able to view your PDF files. Conversely, creating PDF files with the older version might prohibit you from using some newer features in the recent release.

With PDF file conversion you have choices for creating and saving PDF documents with your choice of version number. Depending on which version you select you'll have different specifications assigned to the file. To give you an idea for how PDF format has changed, look over Table 1-1.

Table 1-1: PDF Version Compatibility Differences

Acrobat 3.0	Acrobat 4.0	Acrobat 5.0	Acrobat Professional 6.0	Acrobat Professional 7.0
Supports PDF version 1.2.	Supports PDF version 1.3.	Supports PDF version 1.4.	Supports PDF version 1.5.	Supports PDF version 1.6.
PDF files can be opened by Acrobat viewers 3.0 and later.	PDF files can be opened by Acrobat viewers 3.0 and later.	PDF files can be opened by Acrobat viewers 3.0 and later.	PDF files can be opened by Acrobat viewers 3.0 and later.	PDF files can be opened by Acrobat viewers 3.0 and later.
	Minor viewing problems with earlier viewers may be experienced.	Some viewing problems with earlier viewers may be experienced.	Some viewing problems with earlier viewers may be experienced.	Some viewing problems with earlier viewers may be experienced.
Page size is limited to 45 inches × 45 inches.	Page size is available up to 200 inches × 200 inches.	Page size is available up to 200 inches × 200 inches.	Page size is available up to 200 inches × 200 inches.	Page size is available up to 200 inches × 200 inches.
Document conversion is limited to 32,768 pages.	Document length is limited only by RAM and hard drive space.	Document length is limited only by RAM and hard drive space.	Document length is limited only by RAM and hard drive space.	Document length is limited only by RAM and hard drive space.
Color conversion supports CalRGB.	Color conversion supports sRGB.	Color conversion supports sRGB.	Color conversion supports sRGB.	Color conversion supports sRGB, supports color conversion of RGB to CMYK.
ICC Profile embedding supported.	ICC Profile embedding supported.	ICC Profile embedding supported.	ICC Profile embedding supported.	ICC Profile embedding supported.

Continued

Table 1-1 *(continued)*

Acrobat 3.0	*Acrobat 4.0*	*Acrobat 5.0*	*Acrobat Professional 6.0*	*Acrobat Professional 7.0*
DeviceN color space is converted to an alternate color space.	DeviceN color space is supported.	DeviceN color space is supported.	DeviceN color space with 32 colorants is supported.	DeviceN color space with 32 colorants is supported.
Smooth shading is converted to images.	Smooth shading is supported.	Smooth shading is supported.	Smooth shading is supported.	Smooth shading is supported.
Patterns display at 50 percent but print correctly.	Patterns display accurately and print correctly.	Patterns display accurately and print correctly.	Patterns display accurately and print correctly.	Patterns display accurately and print correctly.
Places halftone information in the PDF.	Will place halftone information only when the Preserve Halftone information is selected in the Color Job Options.	Will place halftone information only when the Preserve Halftone information is selected in the Color Job Options.	Will place halftone information only when the Preserve Halftone information is selected in the Color Job Options.	Will place halftone information only when the Preserve Halftone information is selected in the Color Job Options.
Preserve, remove, and apply Transfer functions are supported.	Preserve and remove Transfer functions are supported but NOT apply Transfer functions.	Preserve, remove, and apply Transfer functions are supported.	Preserve, remove, and apply Transfer functions are supported.	Preserve, remove, and apply Transfer functions are supported.
Masks do not display or print properly.	Masks are supported in viewing and printing.	Masks are supported in viewing and printing.	Masks are supported in viewing and printing.	Masks are supported in viewing and printing.
Photoshop 6.0 layers and transparency are not supported.	Photoshop 6.0 layers and transparency are not supported.	Photoshop 6.0 layers and transparency are supported in Save as PDF from Photoshop only.	Photoshop 6.0 layers and transparency are supported in Save as PDF from Photoshop only.	Photoshop 6.0 and above layers and transparency supported in Saves as PDF from Photoshop only.
Illustrator 9.0 transparency is supported.	Illustrator 9.0 transparency is supported.	Illustrator 9.0 transparency is supported in Save as PDF from Illustrator only.	Illustrator 9.0 transparency is supported in Save as PDF from Illustrator only.	Illustrator 9.0 and above transparency supported in Save as PDF from Illustrator only.
Cannot embed double-byte fonts.	Can embed double-byte fonts.	Can embed double-byte fonts.	Can embed double-byte fonts.	Can embed double-byte fonts.
TrueType fonts cannot be searched.	TrueType fonts can be searched.	TrueType fonts can be searched.	TrueType fonts can be searched.	TrueType fonts can be searched.

Acrobat 3.0	Acrobat 4.0	Acrobat 5.0	Acrobat Professional 6.0	Acrobat Professional 7.0
Supports 40-bit encryption.	Supports 40-bit encryption.	Supports 40-bit encryption and 128-bit encryption.	Supports 40-bit encryption and 128-bit encryption.	Supports 40-bit, 128-bit, and 256-bit encryption.
No PDF/X support. No PDF/A support.	No PDF/X support. No PDF/A support.	No PDF/X support. No PDF/A support.	PDF X/1-A and PDF X/3 are supported. No PDF/A support.	PDF X/1-A, PDF/X1-A 2003, PDF X/3, PDF/X3 2003, PDF/A are supported.
No Adobe PDF Layer support.	No Adobe PDF Layer support.	No Adobe PDF Layer support.	Support for Layers from certain authoring applications.	Support for Layers from certain authoring applications. Supports object level metadata.

Table 1-1 lists a comparison of attributes of the different PDF versions and should not be confused with certain features you can employ in one release that may make the PDF unusable to users with earlier versions of Acrobat. For example, embedding movie clips in a PDF document or using a JavaScript that won't work in earlier versions is not a function of the PDF version. Rather, they are features added to the program and employed after the PDF has been created.

One of the nice new features of Acrobat Professional with the current PDF version is support for PDF/A files. If you want to be certain your files are saved in an archive format that can be opened several years in the future, you'll want to know more about the new PDF/A archiving format.

Cross-Reference   For information related to PDF/A, see Chapter 8.

Acrobat Environment

Experienced Acrobat users will immediately notice the user interface (UI) in Acrobat 7 appears very similar to the UI introduced in version 6. If you're updating from Acrobat 4 or 5 then the UI is probably overwhelming to you. There's a lot to absorb when looking at the Acrobat window and you'll need some initial help to understand all the changes. Fortunately you bought this book and, together with Adobe Systems and the new help features in all Acrobat viewers, I'll walk you through the many different items located in the Acrobat workplace.

Acrobat provides you with features such as menu commands, toolbars, and palettes to accomplish work for whatever goal you hope to achieve with PDF documents. When you launch the program you see many of these features in the Acrobat window. Just so you know what is being referred to when I discuss accessing a feature in Acrobat, take a look at Figure 1-1 to understand the names used to describe the various areas of the new Acrobat workplace.
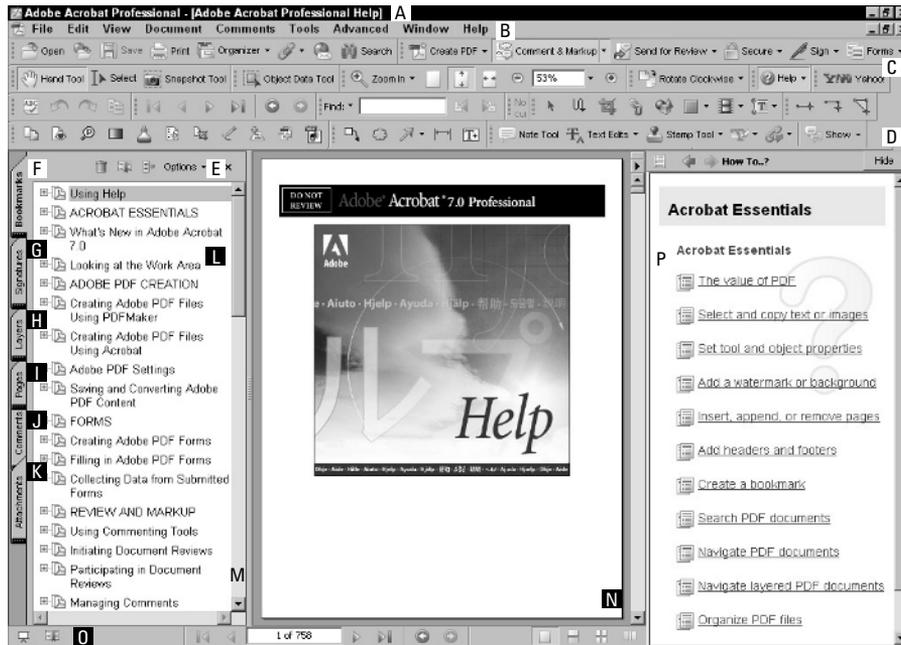
Figure 1-1: The Acrobat Professional workplace contains menus, toolbars, and palettes.

A Title bar: By default, the name of the file you open appears within parentheses in the Title bar. The title appearing in the Title bar can change according to an option for displaying the Document Title in the Open Options dialog box.

Cross-Reference

For information related to Open options and displaying Document Titles, see Chapter 5.

B Menu bar: The menu bar contains all the top-level menu commands. These menu choices are also available from various actions associated with links and form fields when you choose the Execute a menu item command in the Actions Properties dialog box for links, form fields, and other features that permit associating an action with a command.

Cross-Reference

For information related to link actions and the Execute a menu item command action type, see Chapter 17. For more information on actions with form fields, see Part VI.

C Toolbar: A number of individual toolbars are nested below the menu bar. Individual toolbars are marked with a vertical separator bar at the left side of the toolbar. This bar can be selected and dragged to move it out of the Toolbar Well.

Cross-Reference

For information related to working with toolbars, see the "Tools and toolbars" section later in this chapter.

D **Toolbar Well:** The Toolbar Well houses the toolbars. You can drag toolbars away from the Toolbar Well or add other toolbars and expand the Toolbar Well to house your new additions. When you drag a toolbar away from the Toolbar Well, the toolbar is "undocked" and becomes a floating toolbar. When you drag a floating toolbar and drop it in the Toolbar Well, the toolbar becomes "docked."

E **Palette pull-down menu:** Individual tabs can be tucked away in the Navigation pane (see Navigation pane later in this list) or appear anywhere in the Acrobat window. Each palette contains its own menus accessible by clicking the down-pointing arrow. These menus are referred to as palette pull-down menus in all subsequent chapters.

F **Bookmarks tab:** The first of the default tabs appearing in the Navigation pane is the Bookmarks tab. If bookmarks are contained in the PDF document they appear in the palette when the palette is open, as is shown in Figure 1-1.

Cross-Reference

For information related to creating bookmarks from authoring programs, see Chapter 7. For information related to creating and managing bookmarks in Acrobat, see Chapter 17.

G **Signatures tab:** If digital signatures are included in your PDF document, they can be viewed in the Signatures tab.

Cross-Reference

For information related to digital signatures, see Chapter 21.

H **Layers tab:** Acrobat supports layers that have been created from some authoring applications and exported as a PDF file with layers intact in versions 6 and 7. The Layers tab enables you to view or hide layers when they are present in the PDF.

Cross-Reference

For information related to working with layers, see Chapter 19.

I **Pages tab:** Users of versions of Acrobat prior to version 6 will notice there is no tab for Thumbnails. The Thumbnails tab was renamed in version 6 to the Pages tab. When you open the Pages tab, you'll see thumbnail images of each page in your document and you'll find many page-editing features available to you from the Pages tab palette pull-down menu.

Cross-Reference

For information related to using the many options available in the Pages tab, see Chapter 12.

J **Comments tab:** A major overhaul to the Comments tab was made in version 6, and Acrobat version 7 continues with the same palette design. When you open the Comments tab, the display of comments and reviews is shown horizontally at the bottom of the Acrobat window.

Cross-Reference

To learn how to use the Comments tab options, see Chapter 15.

K **Attachments:** A new pane has been added in Acrobat version 7 to display all file attachments in a document. When usage rights are permitted for Adobe Reader users, the attachments are accessible in Adobe Reader.

Cross-Reference

To learn how to use file attachments, see Chapter 15. To learn how to deploy usage rights for Adobe Reader users, see Chapter 3.

L Bookmarks: Figure 1-1 shows the Bookmarks tab opened with bookmarks listed in the palette. Bookmarks enable you to jump to the page view associated with the bookmark. In addition, you can assign attributes other than views to bookmarks, such as opening/closing files, running a menu command, invoking a JavaScript, and many other actions.

Cross-Reference

For information related to link actions associated with bookmarks, see Chapter 17.

M Navigation pane: The Navigation pane can be expanded or collapsed. The view in Figure 1-1 is an expanded view where the Bookmarks tab is the active pane. To open the Navigation pane you can click a tab to display the respective information associated with that tab in the expanded palette window. Clicking again on the tab collapses the view. You can also use the keyboard shortcut F4 to expand and collapse the Navigation pane.

N Document pane: The Document pane is the container for PDF files you see in Acrobat. When no file is open, the Document pane is empty. When you open a PDF document, the document appears in the Document pane.

O Status bar: The status bar contains viewing tools for zooming, page navigation, page modes, and page layout, and displays information about your PDF document. You can see the current zoom level and the number of pages in the open PDF at a glance in the status bar, as shown in Figure 1-1 where page 1 of 758 is displayed. You can navigate pages in the status bar by clicking on a navigation tool (represented by the arrows), entering a number in the status bar, and pressing Enter/Return on your keyboard. You can change page layout views by selecting one of the four tools on the far right side of the status bar.

Cross-Reference

For information related to navigation with the status bar, see Chapter 4.

P How To pane: The How To pane enables you to obtain instant help with menu commands, tools, palette options, and many selected tasks you perform routinely. When you invoke a search in Acrobat the How To pane is replaced with the Search pane. By default, the How To pane opens when you first launch Acrobat. You can toggle the pane off by deselecting the check box for Show How To Window at Startup on the home page in the How To pane.

Cross-Reference

For information on using the How To pane, see the "Accessing Help" section later in this chapter.

For more detail on specific menu commands, tools, and palettes, see the related chapters to discover the different options available to you. All of the items discussed here are explained in more depth in subsequent chapters.

Menus

Like any program operating on a computer system that supports a windows type of environment, you'll notice menu commands at the top level of the Acrobat window. Users of previous versions will notice different menu commands have been relocated under different menu headings. If at first glance you don't see an option you used in Acrobat 6, poke around the menus. None of the Acrobat 6 features have been eliminated; they may just be in a different place or referred to by a different name.

File menu

`File` The File menu is where you open and close documents, create PDF files, import and export certain data, access print commands, and find some other nifty new additions in Acrobat. The Mac and Windows operating systems display recent files in different menus. On the Mac in OS X you'll find recently viewed documents by choosing File ⇨ Open Recent File. This command opens a submenu where you can access recent documents. On Windows, a list of the recently viewed documents is located at the bottom of the File menu, as shown in Figure 1-2.
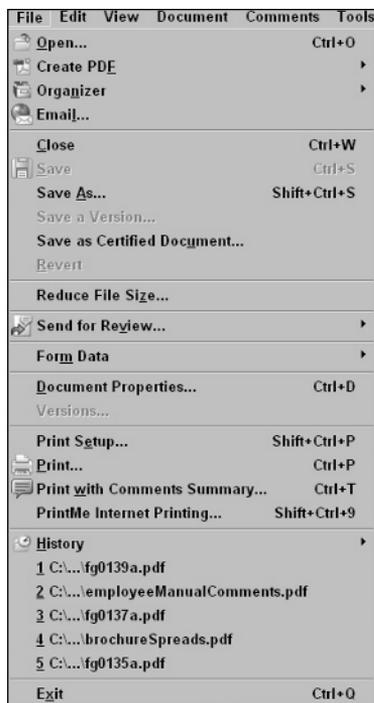

Figure 1-2: Recently opened files in Windows appear at the bottom of the File menu. Macintosh users can display a list of recently viewed files by choosing File ⇨ Open Recent File.

Note The Form Data menu command, shown in Figure 1-2 is only available in Acrobat Professional. Save a Version and Versions appear only in Acrobat Professional when Version Cue is enabled.

You'll note that the My Bookshelf command has been eliminated and a new file management tool called *Organizer* now appears in the File menu.

Cross-Reference For information related to using the Organizer, see Chapter 4. For information about saving versions, see Chapter 9.

Edit menu

Edit As shown in Figure 1-3, the traditional Cut, Copy, and Paste commands are located in the Edit menu along with other familiar commands from Acrobat 6. No changes appear in the Edit menu in Acrobat 7 than were present with Acrobat 6.

Edit	View	Document	Comments	Tools
↶ Undo 'Button3' field creation				Ctrl+Z
↷ Redo				Shift+Ctrl+Z
Cut				Ctrl+X
📋 Copy				Ctrl+C
📋 Paste				Ctrl+V
Delete				
Copy File to Clipboard				
Select All				Ctrl+A
Deselect All				Shift+Ctrl+A
Check Spelling				▸
Add Bookmark				Ctrl+B
Lookup "Adobe"				
Find				Ctrl+F
Search				Shift+Ctrl+F
Search Results				▸
Preferences...				Ctrl+K

Figure 1-3: The Edit menu contains the same commands found in Acrobat 6.

View menu

View The View menu (see Figure 1-4) contains all the commands you'll use for viewing PDF documents. Additions to the View menu include items such as Wireframe and Tracker. Wireframe mode displays all lines at one point for easier viewing when you zoom out on drawings. You can launch the Review Tracker from either this menu command or the Tracker command in the Comment & Markup Task Button.

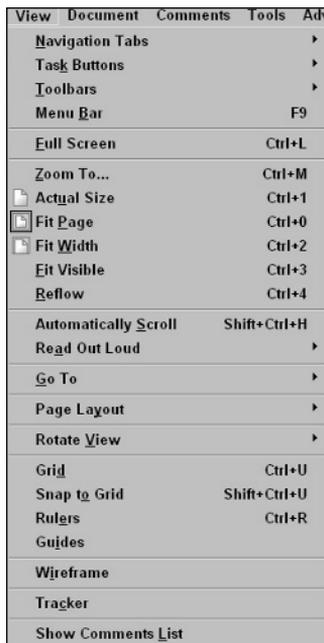**Note** Wireframe, Grids, Guides, and Rulers are available only in Acrobat Professional.

View	Document	Comments	Tools	Adv

Navigation Tabs	▶
Tas**k** Buttons	▶
Toolbars	▶
Menu **B**ar	F9
Full Screen	Ctrl+L
Zoom To...	Ctrl+M
Act**u**al Size	Ctrl+1
Fit **P**age	Ctrl+0
Fit **W**idth	Ctrl+2
F**i**t Visible	Ctrl+3
Reflow	Ctrl+4
Automatically **S**croll	Shift+Ctrl+H
Re**a**d Out Loud	▶
Go To	▶
Page La**y**out	▶
Rotate **V**iew	▶
Gri**d**	Ctrl+U
Snap **t**o Grid	Shift+Ctrl+U
Rul**e**rs	Ctrl+R
Gu**i**des	
Wireframe	
Trac**k**er	
Show Comments **L**ist	

Figure 1-4: The View menu contains commands for viewing PDF documents and navigating through pages and different PDF files. This menu contains the commands for many of the new features appearing in Acrobat Professional.

Cross-Reference

For information related to Wireframe viewing see Chapter 4. For information on tracking reviews, see Chapter 16.

Document menu

Document The Document menu (see Figure 1-5) contains a collection of commands specific to document handling. Options in the Document menu have changed substantially in Acrobat 7 compared to the options in Acrobat 6. Notice a new command — Attach a File — at the top of this menu handles attaching files to PDF documents. This command does not create a file attachment as a comment as you might use with the Attach a File as a Comment tool. Recognize Text Using OCR is a new label for Paper Capture (used in Acrobat 6) and now more intuitively describes the function. Set Page Transitions is a new command in this menu and simply duplicates the same command contained in the Pages pane. Below Set Page Transitions you'll find various commands for handling pages. These commands were previously displayed in the Pages submenu in Acrobat 6.

Cross-Reference

For information related to attaching files, see Chapter 15. For information related to deploying documents for Reader users to extract attachments, see Chapter 3. For information related to Print Production, see Chapter 25. For information on recognizing text as OCR (optical character recognition), see Chapter 13. For information on setting page transitions, see Chapter 23.

Menu commands that have been eliminated from the Document menu in Acrobat 7 compared to Acrobat 6 are the Pages submenu, Import Comments, Export Comments to Word, Add a Comment (which now appears in the Comment & Markup Task Button described as Add a Note), and Summarize Comments. The Preflight command has also been eliminated from the Document menu and relocated to the Tools ⇨ Print Production submenu.

Most of the aforementioned Comments-related commands have now been moved to the new Comments menu. For example, this is where you go to print comments with a summary. The Summarize Comments command is also available in the Comments pane Options menu as in Acrobat 6. In Acrobat 6 you opened a dialog box to manage comments. In Acrobat 7 you manage comments in the new Comments menu.

Cross-Reference

For information related to adding comments, summarizing comments, and using the Comments menu, see Chapter 16. For information related to Print Production and pre-flighting, see Chapter 25.
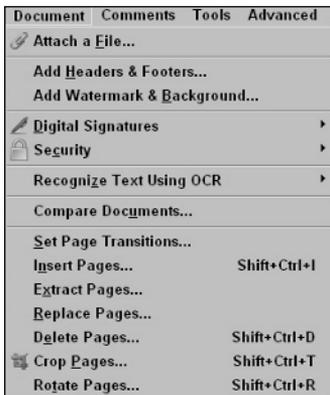
Figure 1-5: The Document menu reflects several changes in Acrobat 7.

Comments menu

`Comments` New in Acrobat 7 is a separate menu for handling comments. In addition to the Comments pane that also provides tools and menu commands, the Comments menu (see Figure 1-6) provides access to commenting tools as well as commands for importing and exporting comments, adding a note, opening the Comments pane, enabling commenting for Adobe Reader users, printing documents with comments, opening the commenting preferences, and access to help information related to commenting.

Cross-Reference

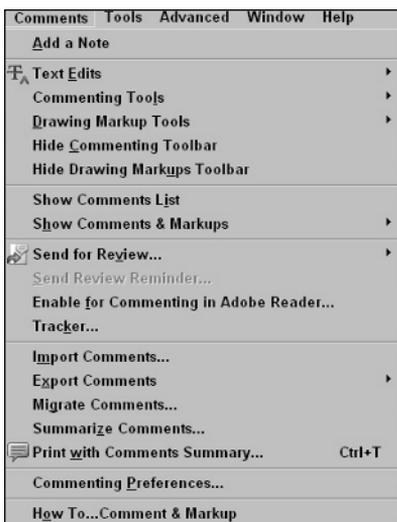For details on all the menu commands in the Comments menu, see Chapter 15.

Comments Tools Advanced Window Help
━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━
    Add a Note
T̲A Text E̲dits   ▶
    Commenting Tools   ▶
    Drawing Markup Tools   ▶
    Hide Commenting Toolbar
    Hide Drawing Markups Toolbar
    ───────────────────────────────────
    Show Comments List
    Show Comments & Markups   ▶
    ───────────────────────────────────
    Send for Review...   ▶
    Send Review Reminder...
    Enable for Commenting in Adobe Reader...
    Tracker...
    ───────────────────────────────────
    Import Comments...
    Export Comments   ▶
    Migrate Comments...
    Summarize Comments...
    Print with Comments Summary...   Ctrl+T
    ───────────────────────────────────
    Commenting Preferences...
    How To...Comment & Markup

Figure 1-6: The new Comments menu offers commands specific to review and markups.

Tools menu

Tools The Tools menu (see Figure 1-7) in Acrobat logically places access to many editing tools in a single convenient menu. You can access certain tools from the Acrobat toolbars (explained in the section "Tools and toolbars" later in this chapter) or you can use a context menu to access toolbars from the Acrobat Toolbar Well. The difference between the menu command in the Tools menu compared to both the View menu and a context menu is the Tools submenus give you direct access to individual tools as opposed to toolbars. When you load a toolbar, several individual tools appear in the bar.

Tools Advanced Window
━━━━━━━━━━━━━━━━━━━━━━━━
    Commenting   ▶
    Drawing Markups   ▶
    Basic   ▶
    Zoom   ▶
    Advanced Editing   ▶
    Measuring   ▶
    Print Production   ▶
    Object Data   ▶
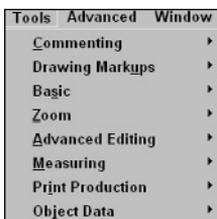
Figure 1-7: The Tools menu contains a collection of tools accessed from submenus. Select a tool group from the menu options to open a submenu.

Note   Measuring, Drawing Markups, and Print Production tools are available only in Acrobat Professional.

Advanced menu

Advanced The Advanced menu (see Figure 1-8) contains a collection of menu commands considered to be advanced Acrobat features. A few of these tools are not available to users of Acrobat Standard such as Batch Processing and access to Acrobat Catalog. Some menu names have been changed and some commands found in Acrobat 6 such as the PDF Optimizer have been relocated to other menus.

Figure 1-8: The Advanced menu offers menu commands related to advanced editing features.

Cross-Reference For information related to Batch Processing, see Chapters 14 and 29. For information on using Acrobat Catalog, see Chapter 5.

Window menu

Window The Window menu (see Figure 1-9) provides menu commands to assist you in viewing documents. A new Spreadsheet Split view has been added to Acrobat 7 where you can split a document into several panels for viewing similar to spreadsheet views.
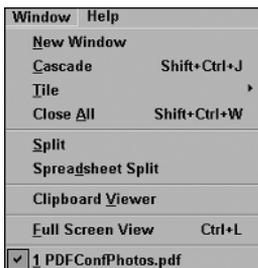
Figure 1-9: The Window menu handles all the window views such as tiling, cascading, and the new feature for displaying a split window.

Cross-Reference

For information related to window views and the split window views, see Chapter 4.

Help menu

Help The traditional help files added to your Acrobat folder at installation are found in the Help menu (see Figure 1-10). The previously named How To pane is now labeled Help and offers the same access to the complete Acrobat Help document installed with your application. Topics have been reorganized in the Help pane and now give you quick access to many different Acrobat features, including new help topics such as Forms, Print Production, and Engineering tasks. As is the case in Acrobat 6, you can use the Complete Acrobat 7.0 command to open a complete help document that you can search so you can find help information fast.
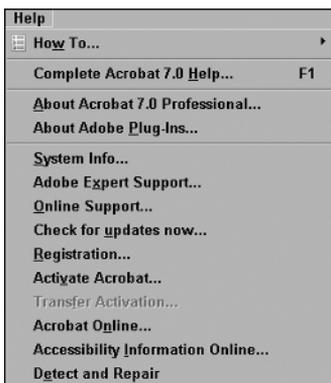
Figure 1-10: The Help menu gives you access to Help information on selected topics as well as access to the complete Acrobat Help document.

<table>
<tr><td>Cross-
Reference</td><td>For information related to Help documents and Help menus, see the "Accessing Help" section later in this chapter.</td></tr>
</table>

Submenus

An extensive number of submenus appear in menus contained in the top-level menu bar and from many different tools contained in toolbars. Note that on individual toolbars you see a down-pointing arrow. Clicking the arrow opens a menu; some menus contain submenus. A submenu is denoted in Acrobat by a right-pointing arrow on the right side of a given menu command. Select a command with one of these arrows adjacent to the command name and a submenu opens. In a few cases, you can find nested submenus where another right-pointing arrow may be visible in a submenu, as shown in Figure 1-11. If you want to access the second submenu, move the cursor to the menu option containing a right-pointing arrow. To make a selection from a submenu command, move the cursor to the desired menu command. When the menu command highlights, click the mouse button to execute the command.
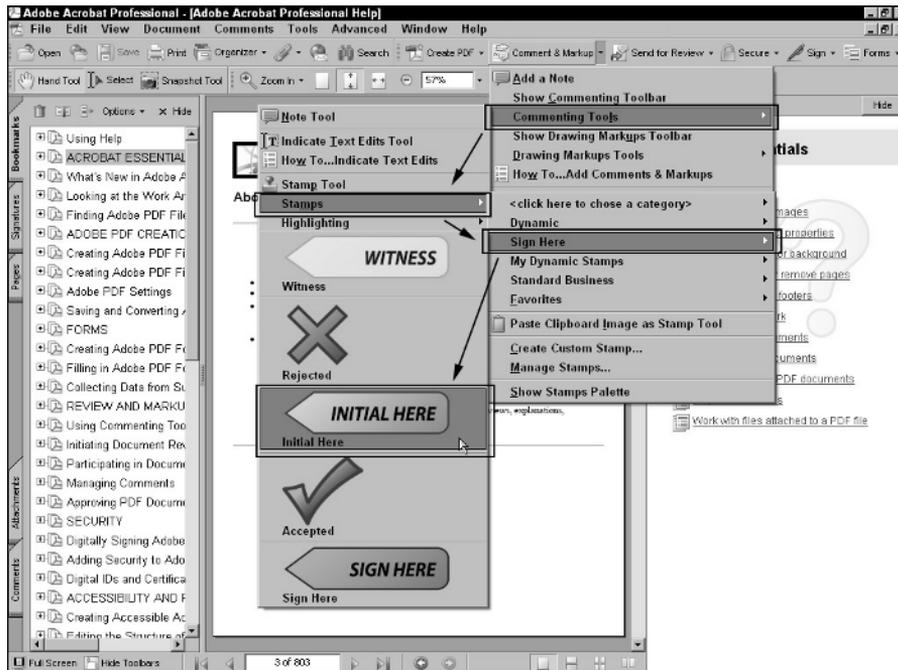
Figure 1-11: To access a submenu, move the cursor to the command containing a right-pointing arrow and slide the cursor over to the submenu options. Click the desired command in the submenu to execute the command.

Context menus

Wherever you are in the Acrobat window — the toolbars, palettes, Document pane, or the Help menus — you can gain quick access to menu items related to your task by opening a context menu. Context menus pop up in an area where you either click the right button on the mouse or use an appropriate key modifier. In Windows, right-click the mouse button to

open a context menu. On a Macintosh, when not using a two-button mouse, press the Control key and click the mouse button. Context menu options relate to the particular tool you have selected from a toolbar. By default the Hand tool is selected when you launch Acrobat and open a PDF document. When you right-click the mouse button (Windows) or Control+click (Macintosh), a context menu pops up where you click the mouse as shown in Figure 1-12.
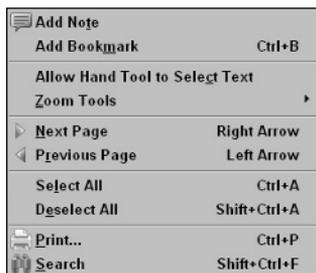
Figure 1-12: With the Hand tool selected, right-clicking (Windows) or Control+clicking (Macintosh) the mouse button opens a context menu. From the menu, scroll the list and select the desired menu command.

If you change tools in a toolbar and open a context menu, the menu options change to reflect choices with that particular tool. Likewise, a context menu opened on a palette offers menu options respective to the palette, as shown in Figure 1-13.
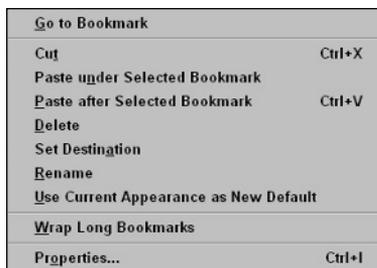
Figure 1-13: When a palette is open in the Navigation pane and you open a context menu, the menu options reflect tasks you can perform respective to the palette.

Note   In order to open a context menu on a palette, the palette must be open in the Navigation pane. Clicking the tab for the palette name doesn't open a context menu.

Context menus are a great benefit during your Acrobat sessions and using them helps you work much faster. Throughout this book I often make references to the different choices you have in selecting a tool or command. In most incidences, you find mention of context menus. Be certain you know how to open a context menu in Acrobat on your computer. For the remainder of this book I'll mention opening context menus without walking through the steps for how to open the menu.

Keyboard shortcuts

Pressing one or more keys on your keyboard can also open menus and invoke different commands. When you become familiar with keyboard shortcuts that perform the same function as when using a menu or context menu, you'll find yourself favoring this method for making different menu selections or grabbing a tool from a toolbar. Fortunately, you can learn as you work when it comes to memorizing keyboard shortcuts. As I'm certain you know, several shortcut combinations are noted in menu commands. You can learn these shortcuts when you frequently use a particular command. However, the keyboard shortcuts you see in the menu commands are just a fraction of what is available in Acrobat for quick access to commands and tools. For a complete list of all keyboard shortcuts, look over Appendix A. You can use the appendix to refresh your memory on shortcut keys as you work through the program.

Note   Pressing a single key to access a tool requires you to have your Preferences set to accept single keystroke shortcuts. See the steps for "Setting up the Acrobat environment" later in this chapter for the proper Preferences settings.

Tools and toolbars

Tools are grouped together in separate toolbars in the Toolbar Well below the menu bar. The default view when you launch Acrobat contains several toolbars visible in the Toolbar Well. You can remove various toolbars from the Well, move them around the Acrobat window, close them, and add different toolbars to the Toolbar Well. The Toolbar Well, where the toolbars are contained, is collapsed and expanded according to the number of toolbars you add to it. When a toolbar is contained within the Toolbar Well, it is said to be *docked*. When a toolbar is dragged away from the Toolbar Well and rests atop the Acrobat window, it is said to be *undocked*.

Toolbars often contain nested tools accessible from pull-down menus. When you see a down-pointing arrow adjacent to a tool, you can click the arrow to open the menu. Many menus contain an Expand This Button menu command. Selecting this command (see the example shown in Figure 1-14), expands the toolbar enough to accommodate additional tools. In Figure 1-15 you can see the File toolbar expanded after the command was selected.
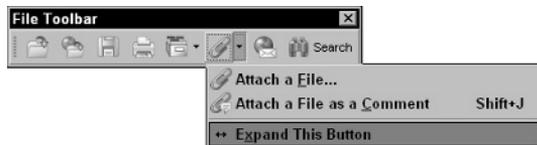

Figure 1-14: Several tools contain pull-down menus with an Expand This Button menu command, which you use to expand the toolbar to accommodate more tools.

Default toolbars

When you launch Acrobat for the first time or you set the toolbars to the default view, six different toolbars are docked in the Toolbar Well. The default toolbars include

✦ **File toolbar:** These tools are used for general document handling. The File tools activate commands for Open, Open Web Page, Save, Print, Open Organizer, Attach a File, Attach a File as a Comment, Email, and Search. In Figure 1-15 the File Toolbar is expanded.

Figure 1-15: The File Toolbar contains tools for document handling, such as opening PDF documents, saving documents, and printing files.

✦ **Tasks Toolbar:** Task tools are used for editing tasks and document handling. The tools handle Acrobat tasks such as Create PDF, Comment and Markup, Send for Review, Security, Digital Signatures, and Forms. All of these tools have toolbar pull-down menus. Notice in Figure 1-16 the down-pointing arrow appearing to the right of all the tools in this group, indicating they all have pull-down menus.

Figure 1-16: The Tasks Toolbar contains tools used for specific Acrobat tasks such as creating PDFs, reviewing documents, adding digital signatures, and so on.

✦ **Basic Toolbar:** Among the Basic tools, shown in Figure 1-17, are the Hand tool, Select tool, and the Snapshot tool. In Acrobat 7 the Select tool combines tasks for selecting either text or graphics. The order of selection in terms of what is selected first (either text or graphics) is controlled with a Preferences setting.

Figure 1-17: The Basic Toolbar contains tools for selecting text and graphics. The default Hand tool is selected when you open Acrobat at the start of each session.

Cross-Reference

For more information on changing Preferences, see "Understanding Preferences" later in this chapter.

✦ **Zoom Toolbar:** The tools in this group (see Figure 1-18) are used to zoom in and out of pages in the Document pane.

Figure 1-18: The Zoom tools handle zooming in and out of the current active document.

✦ **Rotate View Toolbar:** The Rotate View tools, shown in the expanded toolbar in Figure 1-19, are used to rotate pages in the Document pane. When these tools are used to rotate pages, the rotated views cannot be saved.

Figure 1-19: Use the Rotate View tools to temporarily rotate pages while viewing a document.

✦ **Help Toolbar:** Help topics are readily available to you in Acrobat via the Help pane. A list of Help items is contained in the pull-down menu shown in Figure 1-20 as well as access to the complete Acrobat Help document.
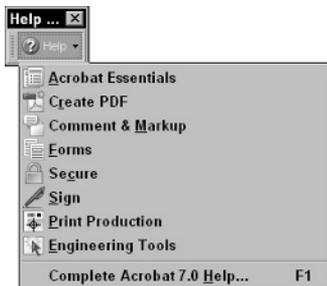
Figure 1-20: The Help Toolbar enables you to obtain help for many common editing tasks in Acrobat.

Managing default toolbars

As mentioned previously, toolbars can be moved, docked, and undocked from the Toolbar Well. Here's a list of some of the things you can do with the default toolbars and any other toolbars you decide to view:

✦ **Undocking toolbars:** Toolbars can be relocated from within the Toolbar Well to another area within the Acrobat window. For example, you might find it more convenient to move a toolbar you frequently access during an editing session so it is positioned at the bottom of the Document pane. If so, just place the cursor on top of the vertical separator bar adjacent to the first tool in a toolbar and drag it away from the Toolbar Well, as shown in Figure 1-21. This vertical line is the *hot spot* used to select the toolbar instead of a tool in the group. Clicking anywhere else in the toolbar selects a tool.
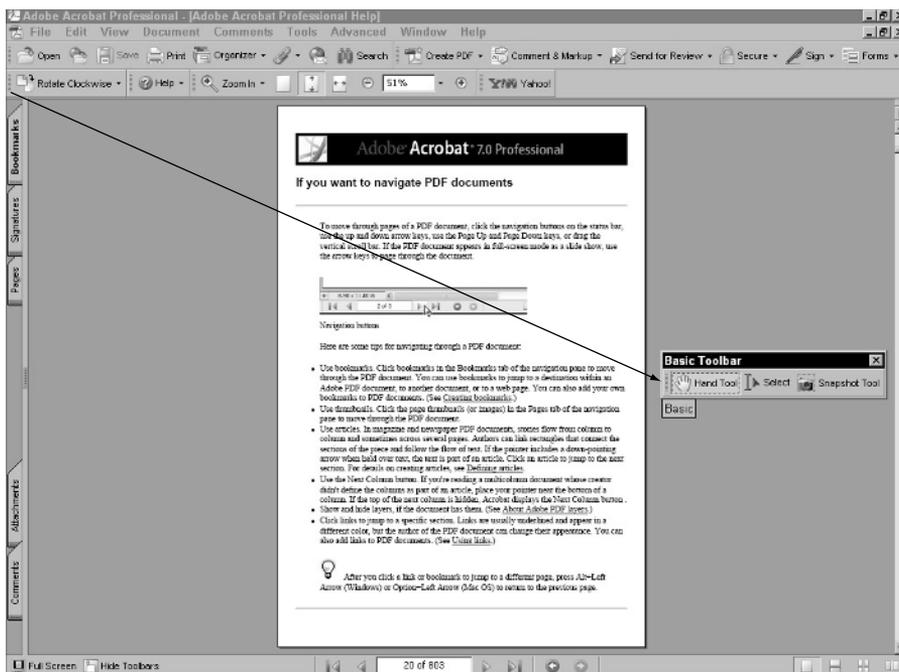
Figure 1-21: Move toolbars around the Acrobat window by selecting the vertical separator adjacent to the first tool in a toolbar and dragging it away from the Toolbar Well.

✦ **Docking toolbars:** To dock a toolbar back in the Toolbar Well once removed, drag the toolbar, again by the vertical separator bar adjacent to the first tool, on top of the Toolbar Well. The toolbar snaps to an available position in the well. If you drop the toolbar between two other toolbars, the toolbar you relocate back to the Toolbar Well snaps in position between the two docked toolbars.

Toolbars can also be docked vertically on the left and right sides of the Document pane and at the bottom of the Acrobat window below the status bar. For example, if you drag a toolbar to the left of the Navigation pane and release the mouse button, the toolbar snaps to a docking station and the tools display vertically. In Figure 1-22 you can see toolbars docked on the left, right, and bottom of the Acrobat window with one floating toolbar in the Document pane.

✦ **Resetting toolbars:** You can position toolbars around the Acrobat window and return them to the default positions with one menu command. This is particularly helpful if multiple users work on a single computer or you frequently change editing tasks that require using different tools during different editing sessions. In many cases it's easier to reset toolbars to the original default view, than open tools needed for a specific edit-ing task. To set toolbars to their defaults, open a context menu from any toolbar or in the Toolbar Well by right-clicking (Control+clicking on Macintosh), and select the menu item Reset Toolbars as shown in Figure 1-23.
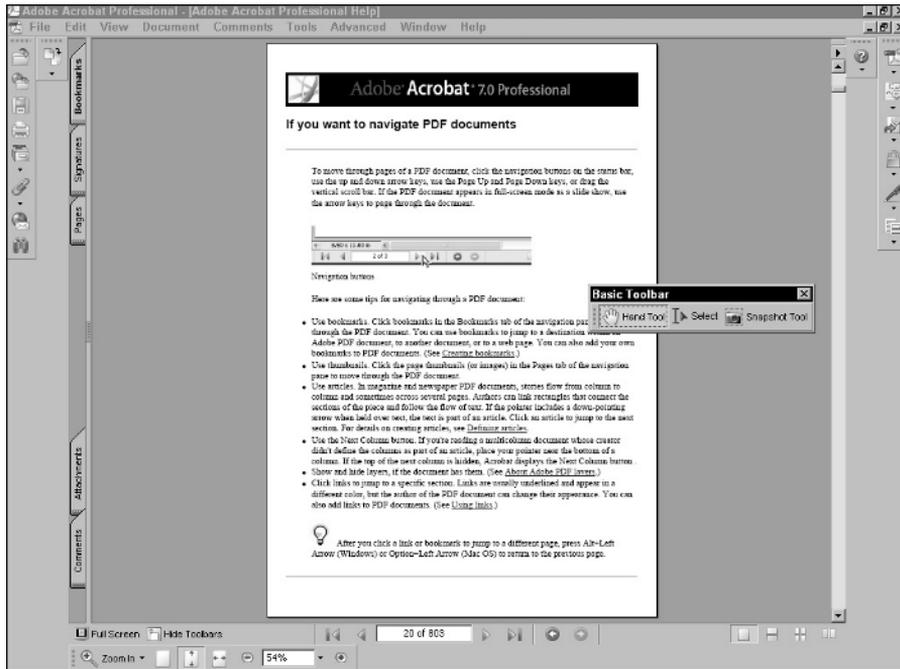
Figure 1-22: Toolbars can be docked on all four sides of the Acrobat window.

Figure 1-23: To return toolbars back to the default view, open a context menu from any toolbar or in the Toolbar Well and select Reset Toolbars.

Note

When you dock a toolbar on the left, right, and/or bottom of the Acrobat window, the empty area surrounding the toolbar becomes a Toolbar Well. Context menus can be opened from any Toolbar Well and menu commands appear the same as shown in Figure 1-24.

✦ **Hiding all toolbars:** Toolbars can be hidden from view to offer you more room when editing a PDF document or browsing the contents of PDFs. If you master some of the keyboard shortcuts shown in Appendix A, you can move about PDF files in the Document pane or perform many different editing tasks without the toolbars in view. To hide the toolbars from view, open a context menu from the Toolbar Well and choose Hide Toolbars. When toolbars are hidden you won't have access to a context menu to get the toolbars back in view. Instead, choose View ⇨ Toolbars ⇨ Show Toolbars or press the F8 key on your keyboard to make all toolbars reappear. (Note that using this menu command also hides toolbars.) Alternately, you can click the Hide/Show toolbars in the lower left corner of the Status Bar.

✦ **Hiding a single toolbar:** You can hide a toolbar after it has been undocked from the Toolbar Well. Click the X in the top-right corner of the toolbar (Windows) or the small circle on the top-left side of the toolbar (Macintosh) to close it, and it disappears from view. From a context menu opened on any toolbar or the Toolbar Well you can open the toolbar and display it in the Acrobat window again.

✦ **Locking toolbars:** The vertical separator bar used to move toolbars disappears when you select Lock Toolbars from a context menu. The toolbars cannot be inadvertently moved after you lock them. To unlock the toolbars, open a context menu and select Lock Toolbars again. The check mark alongside the menu command becomes unchecked and the toolbars are unlocked in the Toolbar Well. If the toolbars are locked and you drag an undocked toolbar on top of the Toolbar Well, it won't dock. You need to first unlock the toolbars before you can redock them.

Note

You can also lock toolbars that are undocked outside of the Toolbar Well. The separator bar on the toolbar disappears on floating toolbars the same as it does for toolbars docked in the Toolbar Well. However, locking undocked toolbars does not prevent you from moving them around the Acrobat window. You can click and drag the title bar for any undocked toolbar and move it to another location.

✦ **Setting new toolbar defaults:** If you decide to reposition your toolbars and want to keep them fixed as new defaults, Acrobat can do so for you automatically. Move the toolbars to the desired locations and go about your work. When you quit Acrobat and reopen the program, the toolbar positions remain as you last arranged them. Unfortunately, Acrobat does not have a Save Workspace command like you find in several Adobe Creative Suite applications.

Tip

If you are unfamiliar with many Acrobat tools, you can change the tool labels to show you a more descriptive label for each tool that offers you a hint of what the tool does. To show more descriptive labels, open a context menu on the Acrobat Toolbar Well and choose Show Button Labels ⇨ All Labels. The toolbars expand and show a text description for each tool's name. Keep this option active until you are familiar with the tool names.

Understanding advanced toolbars

The default toolbars represent less than half of the tools available to you in Acrobat. Many of the other toolbars remain hidden from view. The reason for this is obvious when you load all the toolbars in the Toolbar Well. You lose a lot of viewing real estate when all toolbars are

docked in the Toolbar Well. Unless you have a large display monitor or a second monitor, working on a file in the Document pane when all toolbars are in view gives little room to see document pages. Fortunately, by managing the toolbars you can elect to show only the tools you want to work with and you can move them around the Acrobat window, allowing for the best view.

Cross-Reference   Turn back to Figure 1-1 in this chapter to see all the toolbars docked in the Toolbar Well.

You open toolbars from menu commands in the Tools menu or by opening a context menu. If you're a seasoned Acrobat user, your first encounter with Acrobat viewers 6 and above might be a bit frustrating if you don't know how to access the tools you want to use. "Where is that Form tool?" you may ask. Don't worry; it's there. You just have to poke around and search for it, or better yet, look over the following descriptions to understand more about how these other tools are grouped into separate toolbars.

Acquiring advanced toolbars

For the purpose of discussion, I'll refer to the non-default toolbars as advanced toolbars. Acrobat does not refer to all these tools as advanced tools. Some of the tools labeled in the menu commands are not referred to as advanced tools. For clarity in this chapter, though, consider all the following toolbars as advanced toolbars.

You can use three methods for displaying toolbars not visible when you open Acrobat. You can open the View ➪ Toolbars menu where you find a list of tools in submenus. Select a sub-menu item to open a toolbar as a floating toolbar in the Acrobat window. Another method is to open a Task Button pull-down menu and select a menu command to show a toolbar. Not all the toolbars are accessible from Task Buttons so you need to use other methods if a toolbar you want to open is not contained in a Task Button pull-down menu. The third method, and perhaps the easiest way to access tools, is to open a context menu on the Toolbar Well. As a matter of routine, you should use this option, as it's the fastest method for opening and clos-ing tools. All tools except the Form tools (Acrobat Professional only) are accessible from the context menu.

Advanced Editing tools

When you open either the View ➪ Toolbars submenu menus or a context menu on the Toolbar Well, the first menu option is Advanced Editing. Select the menu option and the Advanced Editing tools open in their own toolbar.

Down arrows in the toolbar denote where you can open pull-down menus. Click a pull-down menu, and various other tools appear as additional choices. When you click the down arrow to open a pull-down menu adjacent to the Button tool (Acrobat Professional only) as shown in Figure 1-24, the menu options show the different Form tools and a menu command for showing the Forms toolbar. The Forms toolbar needs to be opened from this menu command as it's not accessible in either the View ➪ Tools submenu or from a context menu opened on the Toolbar Well.

The Advanced Editing tools offer you a set of tools to edit documents with articles, crop pages, add form fields, add movies and sound (Acrobat Professional only), and edit text.

Cross-Reference   Advanced Editing tools are described throughout Parts III and IV.
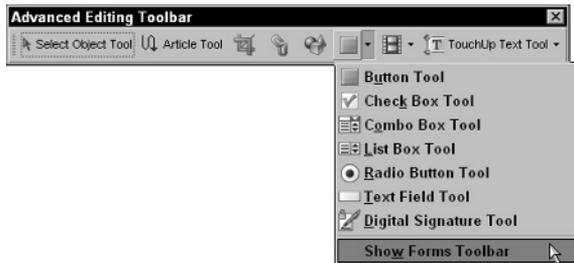
Figure 1-24: Selecting the down-pointing arrow adjacent
to the Button tool opens a menu where you select
form tools.

Commenting tools

The Commenting tools, shown in Figure 1-25, are used in review sessions to mark up and
comment on documents, much like you might use pens, highlighters, and diagrams in an ana-
log review session.

Cross-Reference   To learn how to use each of the Commenting tools, see Chapter 15.

Figure 1-25: Use the Comment tools to mark up
documents during a review.

Drawing Markups tools

Acrobat divides the comment tools into two categories. The tools in the Commenting Toolbar
are used typically with office documents, reports, manuals, letters, and so on commonly
found in regular business environments. The Drawing Markups tools shown in Figure 1-26 can
be used in these environments as well, but the intent for the use of these tools is focused on
engineers and technical professionals.

Cross-Reference   To learn how to use the Drawing Markups tools, see Chapter 15.

Figure 1-26: Drawing Markups tools are used to
mark up technical documents during a review.

Edit tools

The Edit tools, shown in Figure 1-27, are limited to spell checking (comment notes and form fields only), and Undo, Redo, and Copy a selection. These simple edit commands are found in most programs running on Windows and the Macintosh.

Figure 1-27: The Edit Toolbar contains tools for spell checking, and Undo, Redo, and Copy a selection.

Find tool

Early versions of Acrobat had a Find tool used to find text in open documents. In Acrobat 6, the Search pane was used to find text in open documents as well as to run searches across documents and through search index files. In Acrobat 7, the Find tool returns, as shown in Figure 1-28. Use of this tool is limited to searching text in an open document.

Figure 1-28: Use the Find tool to search text in the active open document.

Cross-Reference

To learn how to use the Find tool and understand more about using Search in Acrobat viewers, see Chapter 5.

Measuring tools

The Measuring tools include the Distance tool used for measuring linear distances, the Perimeter tool for measuring linear distances of angles and objects, and an Area tool for measuring the surface area of objects. The Measuring Toolbar, shown in Figure 1-29, might be used for examining measurements in engineering and scientific drawings.

Cross-Reference

For more information about using the Measuring tools, see Chapter 15.

Figure 1-29: The Measuring Toolbar offers three tools to measure distances and areas on a PDF page.

Navigation tools

Because so many different ways exist for paging through PDF files, having the Navigation tools visible as a default isn't really necessary. The status bar contains all the navigation tools you need. Nonetheless, the Navigation Toolbar is available to you and might be used in instances where the document window controls have been hidden. In this case, you might open the toolbar, shown in Figure 1-30, to navigate pages.

Figure 1-30: The Navigation Toolbar is not visible when Acrobat opens with default toolbars in view. To access the Navigation tools choose View ➪ Toolbars ➪ Navigation or use a context menu.

Object Data tool

The Object Data tool (see Figure 1-31) is used to select objects on a document page. When you select an object that has object data associated with it, the Object Data dialog box opens. This dialog box contains object metadata that was added by PDF authors using programs such as Microsoft Visior Project, Autodesk AutoCAD, and other programs that support support object data. Object Data might include asset information on objects that are shown on diagrams such as costs, object attributes, inventory, catalog information, and so on.
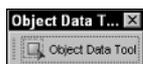
Figure 1-31: Use the Object Data tool to select objects and view file attributes associated with the selected object.

Print Production tools

The Print Production tools (see Figure 1-32) enable you to make adjustments on the PDF or alter the content. This toolbar contains tools for assigning traps, pre-flighting, converting colors, assigning color profiles, adding crop marks, cropping pages, fixing hairlines, transparency flattening, and assigning Job Definitions.

Figure 1-32: Use the Print Production tools to open dialog boxes where you can preview and change PDF documents to accommodate prepress and commercial printing.

Properties Bar

You use the Properties Bar (see Figure 1-33) in conjunction with several different tools. After you create comments, links, buttons, and similar content in a PDF document, the selected comment, link, button, and so on displays current properties such as colors, fonts, and line weights in the Properties Bar. You can make changes in the Properties Bar without visiting the Properties dialog box. You can quickly open the Properties Bar with a keyboard shortcut (Ctrl/⌘) or via context menu.

Figure 1-33: The Properties Bar offers a quick solution for editing item properties without the need for opening dialog boxes.

Customizing the Acrobat workplace

Whether you're an Acrobat pro or a new Acrobat user, seeing all those toolbars scattered across the Toolbar Well the first time can be very intimidating. As you poke around and possibly feel a little frustration when trying to identify the right tool icon to select the right tool for the task at hand, please realize that Acrobat is a multifaceted program serving a huge array of needs for different users. Not all the tools and features are designed for use in a single Acrobat session. You may be a PDF forms author and need only Basic tools, Navigation tools, and Form tools. In another session you may be a reviewer and only have need for the Comment and Markup tools. You might be an eBook author and need to work with many features for creating and viewing eBooks, or you might want to edit PDF pages and post modified PDFs on your Web site.

When learning all the tools and commands contained in Acrobat Professional, be certain to look over all the chapters where tools are discussed. Learn how to access toolbars and organize them in the Toolbar Well. When you begin a new Acrobat session, set up your environment so you can easily select a tool from toolbars you dock in the Toolbar Well. Frequently return to Appendix A and look over the keyboard shortcuts to learn how to quickly access the tools you use most frequently.

As a starting point, you can configure Acrobat to provide you with immediate feedback related to tools selection and keyboard shortcuts. As you first start using Acrobat Professional, follow the steps in the next section to help you customize your environment for more efficient editing and less frustration. In this example, an environment for engaging in a commenting session is used. You can change the toolbars to meet needs in PDF editing or PDF creation, or add tools for some other kind of work you do.

STEPS: Setting up the Acrobat environment

1. **Return to toolbar defaults.** Open Acrobat. Position the cursor on any toolbar or an empty area in the Toolbar Well and right-click to open a context menu (Ctrl+click for Macintosh) and select Reset Toolbars.

2. **Show a toolbar.** Open the Tools menu and select the first toolbar you need to add to the Toolbar Well for easy access to the tools you intend to use. In this example, I select Tools ➪ Commenting to open the Advanced Editing toolbar.

3. **Dock the toolbar in the Toolbar Well.** Click the separator bar on the floating toolbar in the Acrobat window and drag it toward the Toolbar Well. Release the mouse button when the toolbar is on top of the Toolbar Well.

4. **Add additional toolbars for tools you intend to use.** If you need more tools, follow the previous steps and add just the toolbars containing the tools you expect to use in your editing session. In this example I open a context menu on the Toolbar Well and select Drawing Markups and then return to the context menu and load the Measuring toolbar. Open a context menu on the Acrobat Toolbar Well and select Properties Bar.

5. **Dock the floating toolbars.** To use another method for docking toolbars, open a context menu on the Toolbar Well and select Dock All Toolbars.

6. **Show all button labels.** Open a context menu on the Toolbar Well and select Show Button Labels ➪ All Labels. Showing all the labels provides you a clear description for the tools contained in the Toolbar Well.

7. **Open the Preferences dialog box.** Many tools can be accessed using keyboard short-cuts. In order to use keyboard shortcuts, you need to adjust a preference setting in the Preferences dialog box. On Windows, choose Edit ➪ Preferences. On the Mac, choose Acrobat ➪ Preferences. You can also use the keyboard shortcut Control/⌘+K.

8. **Enable single-key accelerators.** Click General in the left pane of the Preferences dialog box. In the Miscellaneous section in the right pane, check the box for Use single-key accelerators to access tools. When this check box is selected, you can press a single key on your keyboard to access respective tools. For example, press the H key to select the Hand tool. Press the Z key to select the Zoom In tool. Pressing Shift+Z toggles all the zoom tools each time you press the keys.

9. **Exit the Preferences dialog box.** After making your preference choices, click OK in the dialog box. New preference choices take effect without your having to restart the pro-gram. In Figure 1-34 you can see the Acrobat Workplace configured for working with comment and markup. Note that many tools are accessible only when you have a PDF document open in the Document pane.
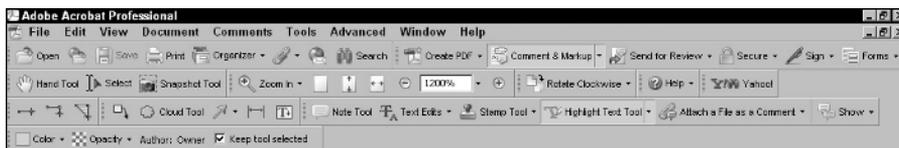
Figure 1-34: Toolbars are loaded and docked in the Toolbar Well.

Tool Tips

When you select All Labels from a context menu or preference setting, you see tool descrip-tions on many tools. However, not all tools describe the tool with a label. For example, look at the Zoom In tool (the magnifying glass with a plus symbol). It should be apparent to you what the tool does by viewing the icon in the toolbar. Other tools' functions, however, may not be so apparent from viewing the tool icons. Fortunately, you have some extra help in the form of Tool Tips. To view a Tool Tip, place the cursor over a tool in the Toolbar Well or on a floating toolbar, and pause a moment before selecting the tool. A Tool Tip appears inside a yellow box directly below the cursor with a label describing the tool. In Figure 1-36 you can see the Tool Tip that appears when the cursor is placed over the Snapshot tool. As you move the cursor over different tools, the Tool Tips change to reflect the description of the targeted tool as well as the keyboard shortcut used to make the tool active. Note the (G) in Figure 1-35, indicating that pressing the G key on your keyboard selects the Snapshot tool.
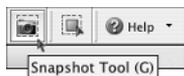

Figure 1-35: Place the cursor over a tool and pause a moment before selecting the tool. A Tool Tip describing the tool opens below the mouse cursor.

As you become familiar with the tools, you can return to the context menu opened from the Toolbar Well and choose Show Button Labels ➪ No Labels. When No Labels is active, your toolbars shrink in size and offer you more room in the Toolbar Well.

Palettes

Other tools available to you in all Acrobat viewers are *palettes*. Palettes are similar to toolbars in that they can be docked to a docking station called the Navigation pane; they can be undocked and floated around the Acrobat window; they can contain pull-down menus for selecting more options; a series of default palettes appears docked in the Navigation pane; and you can open additional palettes from menu commands.

A couple distinctions between toolbars and palettes are that palettes can be placeholders for information, and tools can appear inside a palette. Whereas tools are used in the Document pane, many palette operations can take place directly in the palette. Toolbars remain relatively fixed in size, but palettes can be sized and stretched along the Acrobat window to provide you with more room to work within the palette or view the information contained within the palette. In addition, some palettes contain their own tools where edits can be made in the palette and dynamically reflected on the document page. Palettes help you organize content, view specific content across many pages, and provide some tools for global editing of PDF files.

Default palettes

Like toolbars, Acrobat displays a series of palettes docked in a well when you first launch the program. Palettes are contained in the Navigation pane along the left side of the Acrobat window. By default, the Navigation pane is collapsed; however, you can save PDF documents in such a manner where a palette expands when a file is opened in any Acrobat viewer. These settings are document-specific and can be toggled on or off for individual PDF documents.

Cross-Reference   For more information about setting opening views for palette displays, see Chapter 3.

Bookmarks

The topmost default palette tab in the Navigation pane is the Bookmark tab. You can save PDF documents in a manner where the bookmarks are visible when the file opens in Acrobat. A good example of such a file is the Acrobat Help file. When you open the Acrobat or Adobe Reader Help file, bookmarks are visible in an open Navigation pane, as shown in Figure 1-36. You can open and close the Navigation pane by pressing F4. You can also grab the vertical separator bar at the right edge of the Navigation pane and move it left and right to size the pane.

Bookmarks are navigation buttons that can launch a page, a view, or one of many different Action types similar to link and button actions. Anyone familiar with Acrobat already knows much about bookmarks and how to navigate pages by clicking individual bookmarks in the palette.

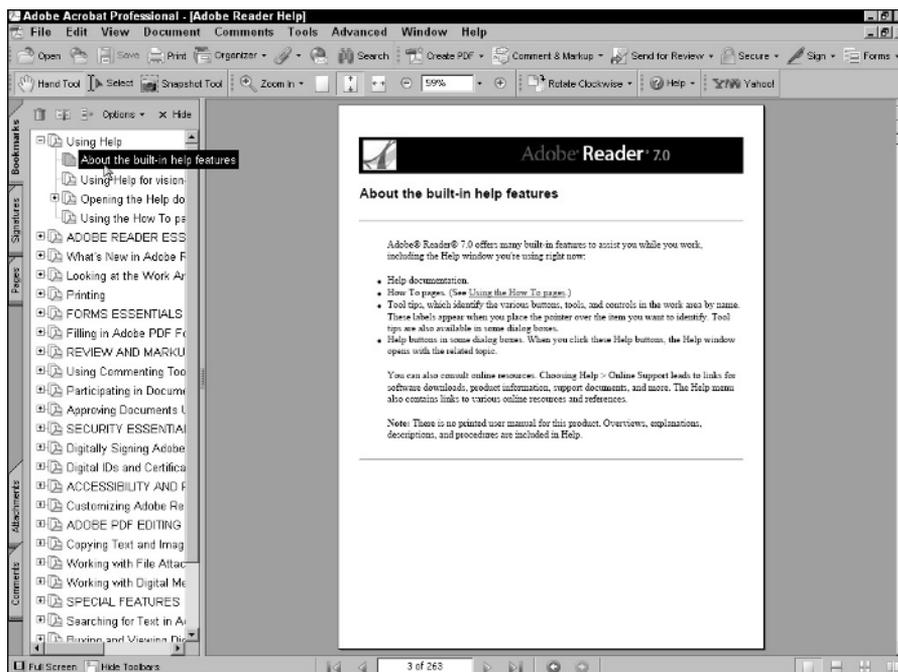**Cross-Reference**   To learn how to create and manage bookmarks and add actions, see Chapter 17.

Figure 1-36: Bookmarks can be displayed in the Navigation pane when a file opens.

Signatures

The Signatures tab in the Navigation pane has been repositioned to occupy the second tab spot from the top of the pane. Users of earlier versions of Acrobat will remember that Comments followed Thumbnails in Acrobat 5 viewers and appeared third in the list in Acrobat 6.

Digital signatures help you manage signed documents; the Signatures tab enables you to perform tasks such as displaying signatures in the Signature pane, verifying signatures, clearing them, deleting them, and so on. All these editing tasks with signatures are still available in Acrobat Professional as is signature validation, which is also available in other Acrobat viewers.

Cross-Reference　　For a complete description of creating and managing digital signatures, see Chapter 21.

Layers

Adobe PDF layers are supported in Acrobat 6 and 7. Earlier Acrobat viewers cannot display layer views. If you create a PDF document with layers and open the file in viewers earlier than version 6, the layers are merged into a single layer view also known as *flattening layers*. The Layers palette offers you menu options for managing layers as well as turning on and off individual layers.

Cross-Reference　　For a complete description of working with layers, see Chapter 19.

Pages

Acrobat users have been familiar with the thumbnail view of each page since the early days of Acrobat. A mini view of each page in the active PDF document is displayed in the Pages pane, as shown in Figure 1-37. The Pages pane offers you menu options for arranging, deleting, inserting, and editing pages in a number of ways. You can zoom in to the thumbnail views as large or even larger than a page viewed in the Document pane.
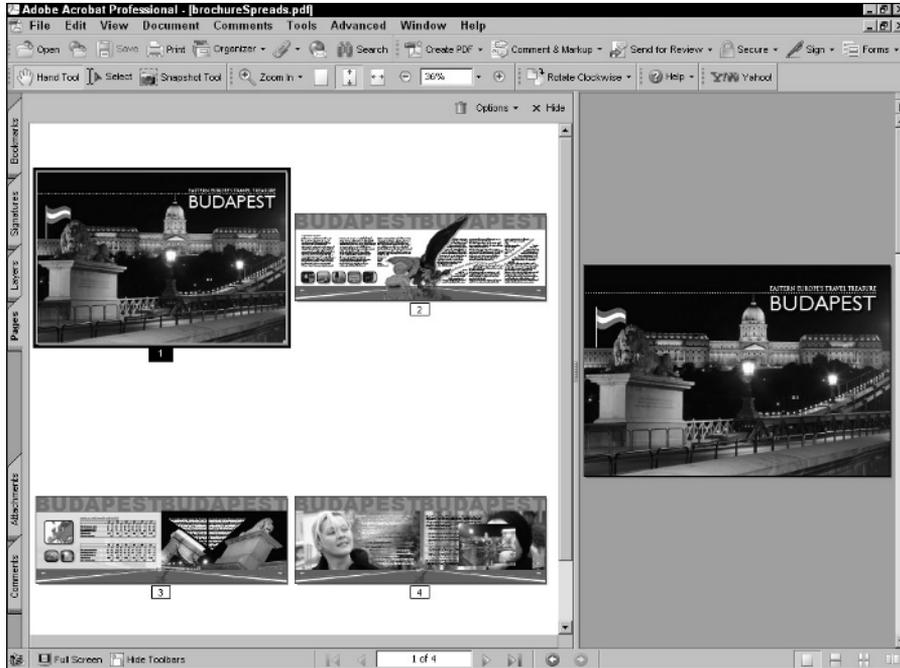

Figure 1-37: Thumbnails are found in the Pages pane in all Acrobat viewers. The thumbnail view of document pages can be sized larger and smaller using context menu commands.

Cross-Reference   For a complete description of working with pages (thumbnails), see Chapter 12.

Attachments

The new Attachments pane (see Figure 1-38) in all Acrobat viewers is used to display, manage, and extract file attachments. Now you can attach files in Acrobat Standard and Professional and extract file attachments using Adobe Reader.

Cross-Reference   For a complete description of adding file attachments to PDF documents, see Chapter 15. For more on extracting attachments from within Adobe Reader, see Chapter 3.
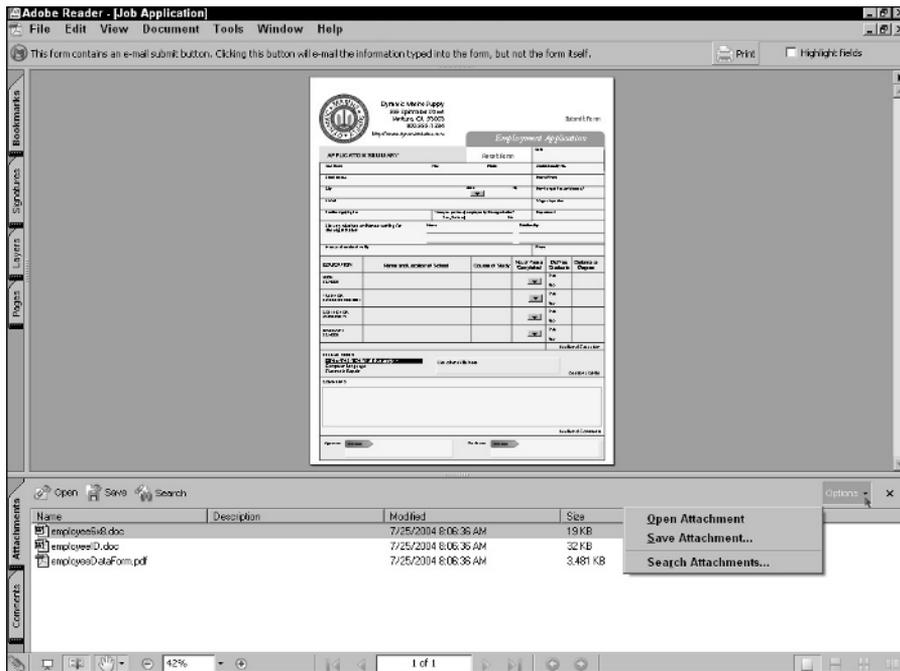
Figure 1-38: The Attachments pane provides options for managing file attachments. Attachments can be extracted from within Adobe Reader.

Comments

The Comments palette shows you comments in an expanded horizontal view, just like the Attachments pane. When you click the Comments tab, you'll notice a number of pull-down menus (signified by down-pointing arrows at the top of the pane), a list of comments that can be expanded and collapsed, and a host of tools within the palette, as shown in Figure 1-39.
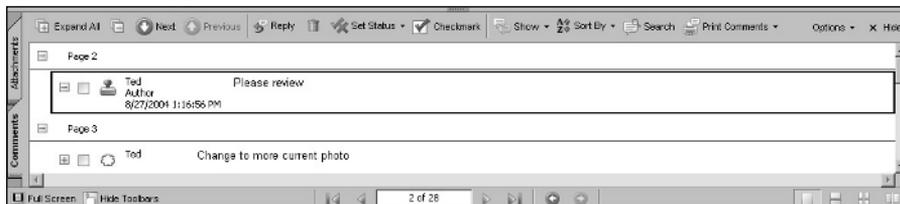
Figure 1-39: The Comments palette

Cross-Reference

For a complete description of creating and managing comments, see Chapters 15 and 16.

Hidden tabs

As with toolbars, you can choose to view additional tabs through menu commands. You can choose to display a number of other tabs in the Acrobat window and dock them in the Navigation pane. To open a hidden tab, choose View ⇨ Navigation Tabs. From the submenu, you'll find all the tabs available. In Figure 1-40, the list shows Navigation tabs available in Acrobat Professional. The list includes the default tabs. If you select a default tab, the Navigation pane opens and the tab is selected. When you select a hidden tab, in other words, a tab other than those docked in the Navigation pane when you first launch Acrobat, the tab opens in the Acrobat window as a floating palette with one or more tabs contained in the window.
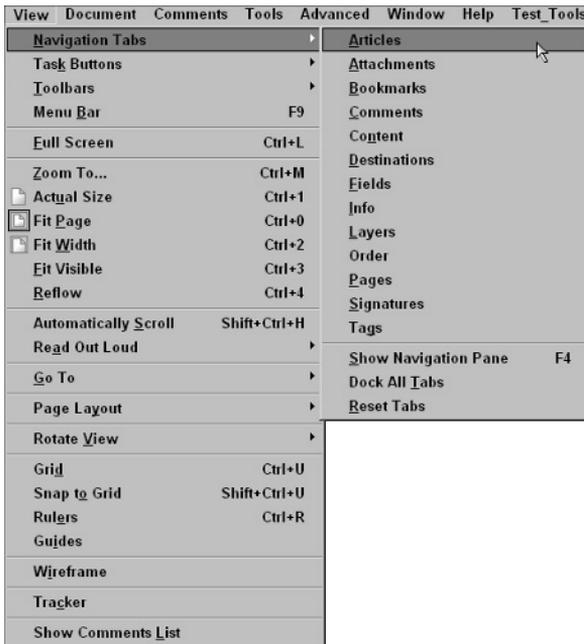

Figure 1-40: Open the Navigation Tabs menu and a submenu displays all Navigation tabs.

To dock a tab from a floating palette to the Navigation pane, select the tab to be docked and drag it away from the floating palette. Move the tab on top of an expanded Navigation pane or on top of one of the tabs in a collapsed Navigation pane. When you release the mouse button the tab is docked in the Navigation pane. If you dock a tab in the Navigation pane and quit Acrobat, the tab will be in the same position when you launch Acrobat in your next session.

Articles

The first of the hidden palettes listed in the Navigation Tabs submenu is Articles. Choose View ⇨ Navigation Tabs ⇨ Articles to open a floating palette. When you open the Articles palette, both the Articles tab and the Destinations tab appear in the window as shown in Figure 1-41. Most of the palettes include pull-down menus where you select options.

Figure 1-41: When you select Articles in the
Navigation Tabs submenu, the Articles tab
opens in a palette with the Destinations tab.

Articles enable you to create article threads to help users follow passages of text in a logical
reading order. You won't find any new features added to the Article tool since Acrobat 5.

**Cross-
Reference**   For information on creating article threads and managing them, see Chapter 12.

Destinations

The Destinations tab is contained in the same palette as the Articles tab. Destinations work
similarly to bookmarks, in that specific views are captured and listed in the tab. Clicking a
destination opens the associated page in the Document pane, whereas clicking a bookmark
opens the associated view (page and zoom).

**Cross-
Reference**   For information on creating destinations and managing them, see Chapter 17.

Content

A palette designed for managing the structural content of PDF documents is found in the
Content tab. When you choose View ➪ Navigation Tabs ➪ Content, the Content palette opens
in a floating palette with the Fields, Tags, and Order tabs, as shown in Figure 1-42. Content fea-
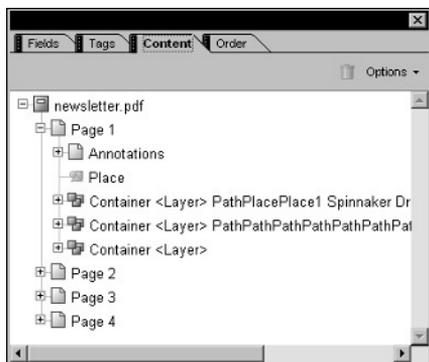tures help you reflow tagged PDF files and manipulate the structure of tagged documents.

Figure 1-42: The Content palette opens in
a floating palette alongside the Fields, Tags,
and Order tabs.

Cross-Reference For information on working with the Content palette and tagged PDF documents, see Chapter 20.

Fields

The Fields tab enables you to manage form fields on Acrobat PDF forms. You can list all form fields in the tab and execute menu commands from the pull-down menu and context menu opened from within the palette.

Cross-Reference For information about Acrobat forms, see Part VI.

Tags

Tagged PDF files provide more editing capability with PDF documents, and the files can be made accessible to adaptive devices such as screen readers. For adding, editing, and annotating tags in PDF documents use the Tags tab. Together with the Content tab options, you have much control over document accessibility.

Cross-Reference To understand accessibility and the advantages of creating tagged PDF documents, see Chapter 20.

Info

The Info tab displays the x,y position of the mouse cursor as you move it around the Document pane. From this tab you can choose to display from among three different units of measure—inches, points, and millimeters. No changes have been made to the Info palette in Acrobat viewers.

Cross-Reference For information on working with the Info tab, see Chapter 3.

Order

You use the Order tab to manage reading order of documents. This tab also relates to document accessibility, like the options available in the Tags tab. The Order tab enables you to add tags to a document, clear tags, and reorder a page's contents to change a reading order that might be read aloud by a screen reader.

Cross-Reference For information on working with the Order tab, understanding screen readers, and document accessibility, see Chapter 20.

Palette menus

Each of the tabs contains its own pull-down menu. When a tab is open in the Navigation pane or in a floating window, select the Options down-pointing arrow to open a pull-down menu, as shown in Figure 1-41. Menu commands found in tabs may or may not be available from the top-level menu bar. Additionally, some tabs, like the Attachments and Comments tabs, offer you several pull-down menus.

Context menus

Context menus can display different options for palette choices depending on where you open a context menu. If you move the cursor to an empty area when all text and objects in a palette are deselected and open a context menu, the menu options may be different than when you select text or an object in a palette. However, this is not always the case because a few palettes provide you with the same options regardless of whether something is selected or not. In Figure 1-43 a context menu is opened within the Pages tab. No page is selected in the palette, and you can see the context menu offers you few options.
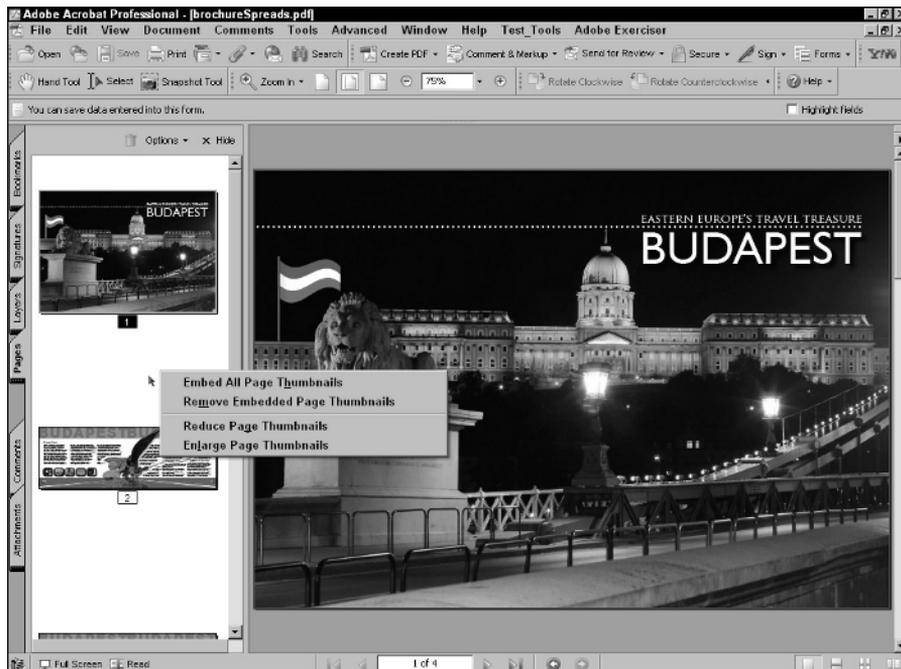

Figure 1-43: When all page thumbnails are deselected and a context menu is opened from within the Pages palette, only a few menu choices appear in the open menu.

Compare Figure 1-43 with Figure 1-44. In Figure 1-44, a page is selected in the Pages palette. When the context menu opens, you can see that many more options are available from the menu list than when all pages are deselected.
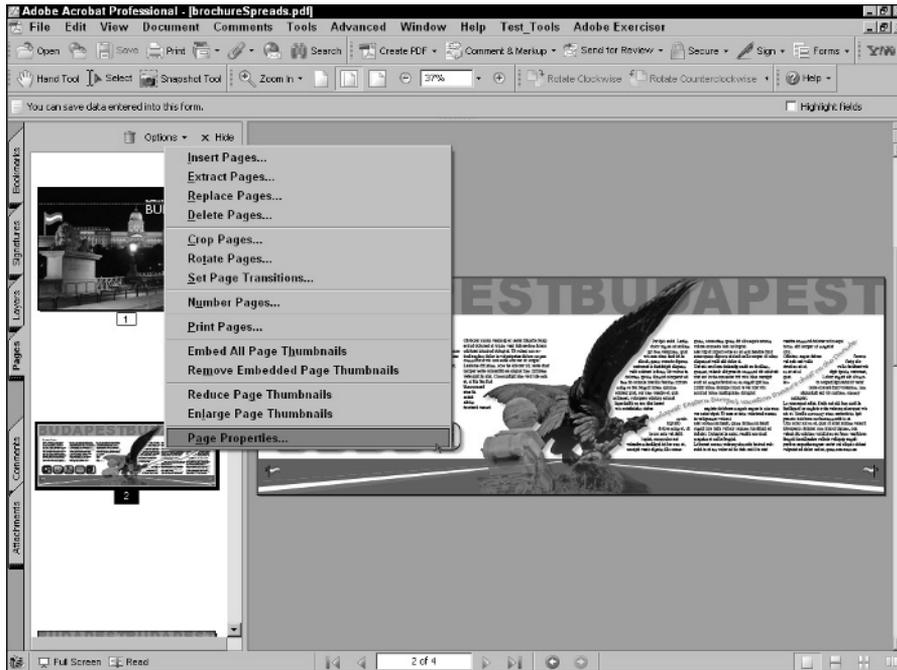
Figure 1-44: When a page is selected in the Pages palette and a context menu is opened, more menu choices are available than when no page is selected.

Accessing Help

You can see the number of different commands and tools available in Acrobat are extraordinary — and you haven't yet looked at all the submenu options or different preference options accessed from the top-level menu bar. With all these features available to you, your initial Acrobat sessions can sometimes be overwhelming. Fortunately, the great engineers and program designers at Adobe Systems thought about you and they decided to provide some help.

Help with learning more about Acrobat comes in several forms and you can choose from several help methods to find the one that works well in your workflow. This section covers different options for getting help in an Acrobat session.

How To menus

When you launch any Acrobat viewer for the first time, you see a window on the right side of the Acrobat window. It occupies more than a quarter of the horizontal view, and on smaller monitors, there won't be much room to work in the Document pane.

The window is intended for you to toggle the view on and off as you need help in using Acrobat on specific limited topics. To hide the menu, click the Hide button at the top of the How To pane as shown in Figure 1-45. To open the pane when it's not in view, click the Help Task button in the Acrobat Toolbar Well or press Shift+F4. If you want the pane to remain hidden from view when you launch Acrobat, deselect the check box at the bottom of the pane.
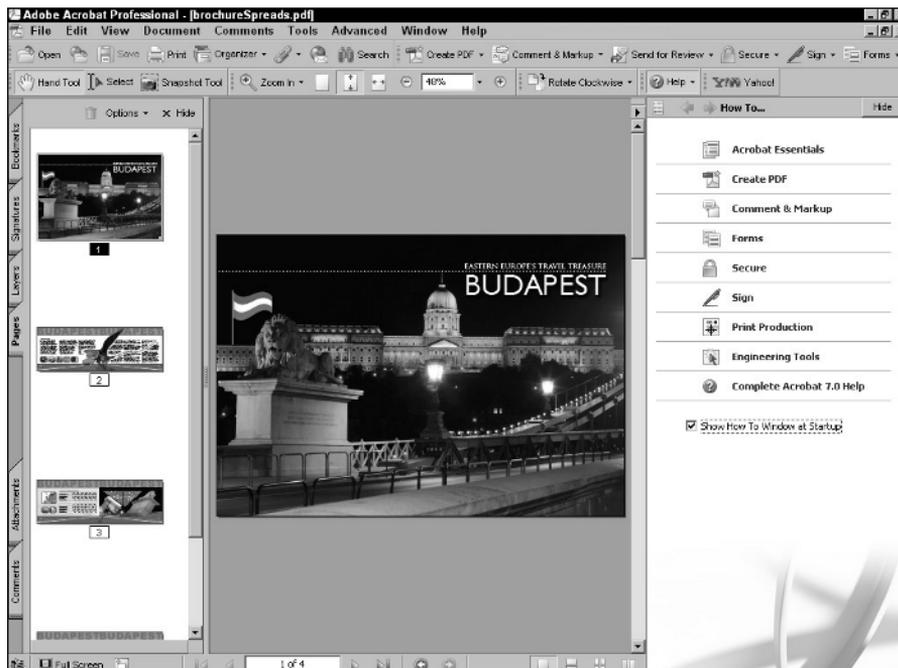

Figure 1-45: When the How To pane is visible it occupies more than a quarter of the horizontal width of the Acrobat window. If you do not want the How To pane to open when launching Acrobat, deselect the box for Show How To Window at Startup.

When the How To pane is open, several topics are listed as hot links that take you to definitions of the respective items. These items are a condensed version of a more comprehensive help document explained a little later in this chapter. Keep in mind that not all the Acrobat features are contained in the How To pane.

Click any blue text or the icons adjacent to the blue text to open a view inside the How To pane that provides you with a topical listing to assist in refining your search. If you click an item like Comment & Markup, you can see a contents list for specific items related to help on working with comments, as shown in Figure 1-46.
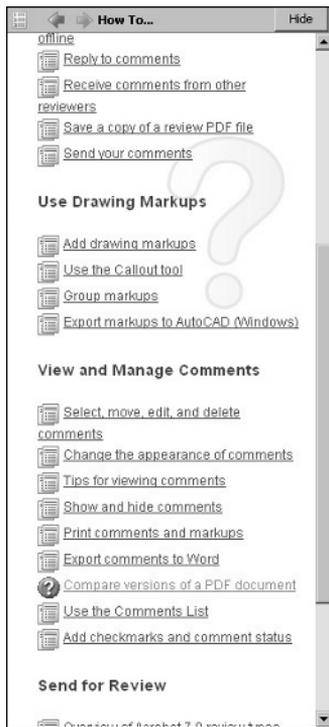
Figure 1-46: Click a category in the How To pane, and the window information changes to reflect information about the topic.

Note   When you see a page icon in the How To window adjacent to a topic, clicking on the icon or text takes you to help information in the How To window. When you see an icon appearing as a question mark, clicking on the icon or adjacent text opens the Complete Acrobat Help document.

When you arrive at the contents list page, as shown in Figure 1-46, click again on any text displayed in blue to go to information about the subtopic. Using the example of Comment and Markup as a category, you could choose to click the Add a note comment link. The window displays the page containing a description of how to add notes in a PDF file, as shown in Figure 1-47.
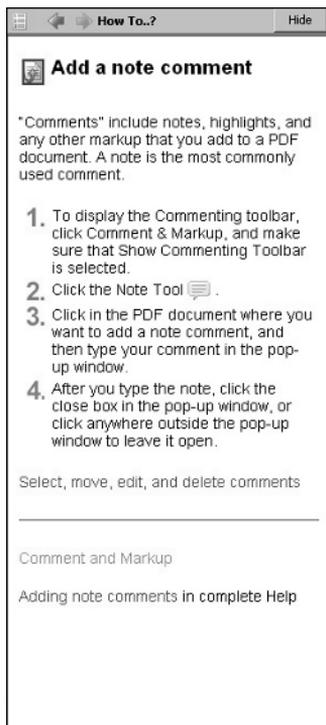
Figure 1-47: Click an item in the contents page and you are linked to a page where a description appears that explains how to perform a task.

In some cases you'll see a text description informing you how to go about archiving a result for the item you searched. In other cases you can find dynamic links to the complete Acrobat Help file. Click a link to open the topic in the Complete Acrobat Help file for a more detailed description for performing the task.

Docking the window

The How To window is docked on the right side of the Acrobat window by default. You can move the window to the left side by opening a context menu on the title bar to the left of the Hide button. When you open a context menu from the title bar, select the Docked Left option. The How To window moves to the left side of the Acrobat window. When the How To pane is docked on the left, the Navigation pane and Document pane slide to the right.

The size of the How To window is fixed and you can't change the horizontal width. Be certain to deselect the check box for Show How To Window at Startup after you become familiar with accessing help.

Navigating the How To window

You can return to the opening view of the How To window, called the *Homepage,* by clicking the icon in the top-left corner of the window. The left and right arrows move to the previous and next window views, respectively. If you navigate through a series of pages and click the Homepage button, it resets the viewing history and you aren't able to use the arrow buttons to retrace your last views. A vertical scrollbar is displayed on the right side of the How To window when the description is longer than can be viewed on your monitor. If the description is short, you won't see a scrollbar.

At the bottom of some descriptions you can find more information related to the topic you searched. Again with hot links, click the text or an icon to open another page offering you related information. If you want to return to the contents, click another button, also visible at the bottom of a description page, indicating you will return to the topics.

If you want to open another topic without being on the Homepage, you can open the pull-down menu from the Help Task Button. The down-pointing arrow opens a menu with the specific help topics listed. Selecting a topic reopens the How To pane and a help page associated with the topic selected from the menu.

Acrobat help

The How To window contains a select group of common Acrobat features about which you can find help within the listed topics on the Homepage. You can also access more topics by selecting various topics from the Help Task Button. However, Acrobat is a monster program with many features and listing all the methods for working in the program is not the intent for the How To help pane. To browse through a comprehensive help guide you need to access a different document. The comprehensive help guide contains more than 800 pages covering just about everything you want to know about Acrobat. There are, in essence, two flavors of the Acrobat Help guide. You can access the Complete Acrobat 7.0 Help document from the Homepage in the How To pane or you can open the Acrohelp.pdf file in Acrobat. These two documents are different in that the Complete Acrobat Help document is a PDF file using a custom interface. The Acrohelp.pdf file is a standard PDF document contained in the Acrobat folder. Depending on which one you open, you have some different methods for viewing and navigation.

Complete Acrobat 7.0 Help

You open the Complete Acrobat 7.0 Help from the Help Task Button. Open the pull-down menu by clicking the down-pointing arrow and select Complete Acrobat 7.0 Help. When you open this document without a PDF file open in the Document pane, you'll immediately notice you have no access to tools and menu commands. That's because the document is a PDF file designed with a special user interface. It appears similar to files you open in Acrobat with a Navigation pane on the left side of the window and the page contents to the right. It can be sized and scrolled, but the file is not confined to the Document pane like other PDF files. It behaves more like a floating window on top of the Acrobat window. When you select the menu command to open the document, three tabs appear in the top-left side of the window as shown in Figure 1-48. Click the Contents tab to show bookmarks, Search to search for keywords, and Index to see an alphabetical list of indexed topics.
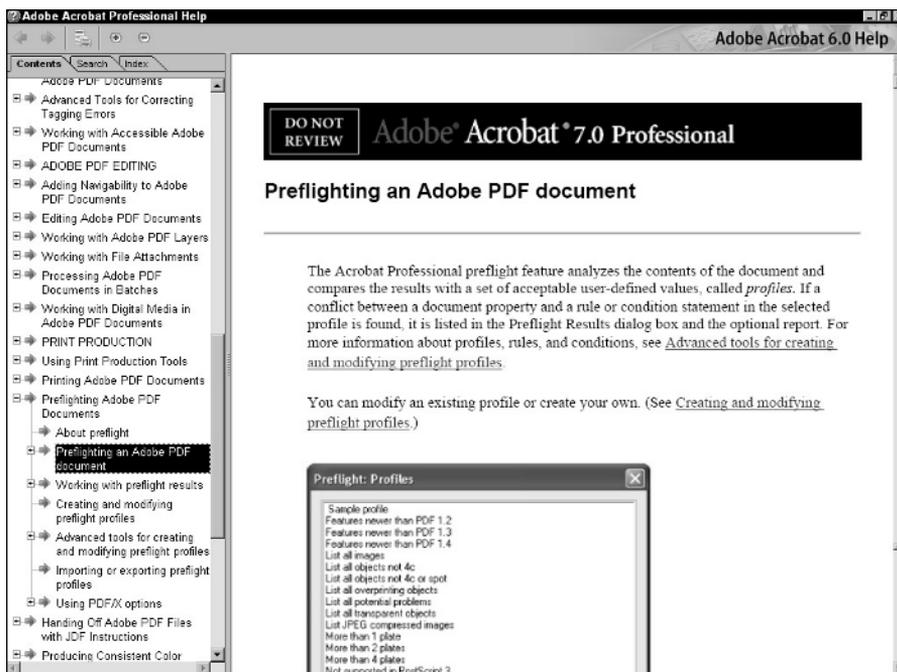
Figure 1-48: The Complete Acrobat 7.0 Help opens as a floating window with three tabs — Contents, for listing bookmarks; Search, for keyword searches; and Index, for an alphabetical topic list.

Contents tab

By default the Complete Acrobat 7.0 Help document opens with the Contents tab exposed as shown in Figure 1-48. In the Navigation pane you'll find a table of contents for the document shown in a very similar manner to the way bookmarks are listed in a PDF document. To expand the parent item, click the plus symbol (Windows) or right-pointing triangle (Macintosh). Subtopics appear when you expand a parent topic. To collapse a parent item, click the minus sign or down-pointing triangle adjacent to the parent item you expanded. Click one of the parent or child topics listed in the Contents tab to see the respective book-marked page in the Topic pane.

Search tab

You can use the Search tab to find any word(s) in the help document, as shown in Figure 1-49. Click the Search tab and the Navigation pane changes to display a field box where you type your search criteria. Type one or more words in the field box and click Search. The results then appear in the Search tab. All text appearing in blue is linked to the page that opens in the Topic pane.

Figure 1-49: The Search tab enables you to search for words contained anywhere in the help document. Type the search criteria in the field box and click Search.

Index tab

The Index tab is similar to any index you find in a manual or book. When you click the tab, a list of alphabetical characters (A to Z) appears in the Navigation pane. The alpha characters are parent markers that you can expand like the Contents items. Click the plus sign or triangle to expand the category. Click a child item in the expanded list to open the page link in the Topic pane.

Navigating topics

The arrows at the top of the Navigation pane enable you to move forward and back to the pages you view during your search. The review history remains in memory until you close the document. If you close the help file, the review history is flushed from memory and you need to begin again to find information on the same topics. On the right side of the Topic pane is a scroll bar. Use the arrow keys and elevator bar to view documents as you do in any application document.

Printing topics

The Print tool located at the top of the Navigation pane opens the Print dialog box. In the Print dialog box you can choose to print a single page, a page range, or the complete help document. Print controls enable you to fit the page to standard paper sizes, tile pages, and scale them. These options are handy, as many pages in the help document don't conform to standard US Letter size pages.

Cross-Reference   For information on printing PDF documents and using the Print dialog box, see Chapter 25.

Acrohelp.pdf

When you open the Complete Acrobat 7.0 Help from the How To window you access a file called ACROHELP.pdf. The file is a PDF document, but when opened using the How To menu command, the file opens with a custom user interface. This file can also be opened in Acrobat and viewed with the normal Acrobat user interface. If you want to use navigation tools or perform a sophisticated search with Boolean operators, the Complete Acrobat 7.0 Help file needs to be opened in Acrobat using the Open command. To open the file, click the Open tool or select File ➪ Open and navigate to the Acrobat 7.0 folder open the Help folder and then open ENU. Double-click on the file labeled ACROHELP.

Tip   You can make comment notes on the Complete Acrobat 7.0 Help document. Select the comment tool you want to use, and then click the Help Tasks Button and open the Complete Acrobat 7.0 Help document. The last tool you selected in the Acrobat Toolbar Well is active when you view the help file.

Cross-Reference   For information on searching PDF files and using Boolean expressions, see Chapter 5.

When you open the Acrohelp.pdf file the file opens like any other PDF. The PDF document opens with bookmarks visible in the Bookmarks pane in the Navigation pane and these bookmarks contain descriptions identical to the contents in the Complete Acrobat 7.0 Help file. You also have an index to help you search for topics from an alphabetical list.

In addition, using the tools and viewing the file like any other PDF document, you can search for information within the PDF file by entering your search criteria in the How To window. Type the word(s) to be searched for and click the Search button. The search results are reported in the How To window. Additionally, you can use the new Find tool in Acrobat to search the active open document. Type your search criteria in the Find tool field box and press the Enter/Return key on your keyboard to jump to the first occurrence of the searched word.

Cross-Reference Many distinctions exist between using the Find toolbar and the Search tool in Acrobat viewers. For a complete description of the use of both tools, see Chapter 5.

Advanced search is available to you using Acrobat Search. An index for the file has been created for you and is also installed with your Acrobat installation. You need to load the index before using more advanced search tools and then you can refine your search with many more search features.

More help

In addition to the help file that covers working in Acrobat, some other help PDF files are located in the Help folder inside your Acrobat folder. These help documents are specific to certain tasks, such as pdfmark and Distiller parameters. To view the help documents, open your Acrobat folder and open the Help\ENU folder. The files are PDF documents and can be opened in any viewer.

Online help is available to you as well from Adobe Systems. If you choose Help ➪ Online Support, your default Web browser launches and the Adobe Acrobat support page opens from Adobe's Web site. This Web page and links to the page are continually updated so be certain to make frequent visits to the Acrobat Online help Web pages.

Note When accessing Adobe's Online Support, your Web browser opens in the foreground while Acrobat Professional remains open in the background. When you finish viewing Web pages and quit your Web browser, the Acrobat window returns to view.

Additional help links to Web pages at Adobe's Web site are also contained in the Help menu. Find support by selecting menu items such as Adobe Expert Support and Online Support. You can also get help information on document accessibility by selecting the Accessibility Information Online command.

Understanding Preferences

Preferences enable you to customize your work sessions in Acrobat. You can access a Preferences dialog box from within any Acrobat viewer and from within a Web browser when viewing PDFs as inline views. A huge number of preferences exist that all relate to specific tool groups or task categories, and it would not make as much sense to cover them here in the opening chapter as it would within chapters related to using tools and methods influenced by preference choices.

Some general things you should know about preferences is that they are contained in a dialog box as shown in Figure 1-50. You make a topic selection in the list on the left side of the dialog box and the related preferences are shown to the right side of the list. You make choices for preferences by selecting check boxes or making menu selections from pull-down menus. When you complete making your preference choices, click OK at the bottom of the dialog box.
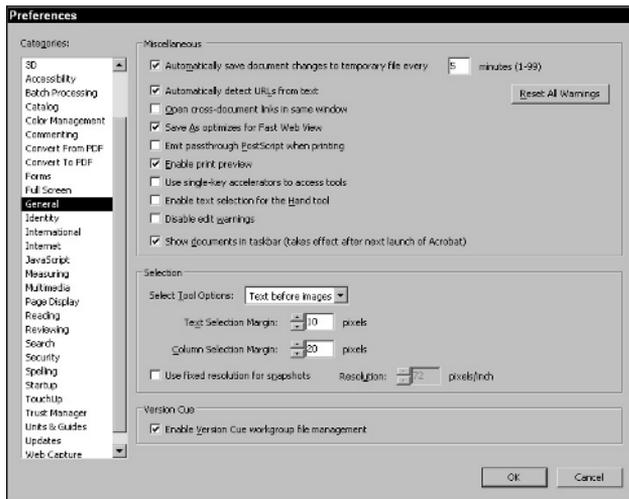

Figure 1-50: Press Control/⌘+K to open the Preferences dialog box. Click a category on the left and the choices are reflected to the left of the categories list.

Almost all the preferences you change in the Preferences dialog box are dynamic, which means you don't need to quit Acrobat and relaunch the program for a preference choice to take effect. Preferences remain in effect until you change them again. If you quit Acrobat and relaunch the program, the preferences you last made are honored by Acrobat. However, if for some reason the program crashes and you don't shut it down properly, any new preference changes will not be recognized when the program is launched again.

If you find some operation in Acrobat not working as you think it should, first take a look at the Preferences dialog box. In many cases you'll find a check box or menu command not enabled to permit you to perform a task. As you become familiar with specific tool groups and menu commands, make a habit of routinely visiting the Preferences dialog box so you understand all the toggles and switches that affect tool and viewing behavior.

Summary

This chapter offers you a general introduction for working in both Acrobat Standard and Acrobat Professional and helps you understand the environment, the user interface, and some of the many new features added to the commercial Acrobat products. At the very least, you should know how to go about finding help when you first start working in the program. Some of the more important points discussed in this chapter include the following:

✦ Adobe Acrobat is a multifaceted program designed to provide solutions for many different business professionals. Several types of Acrobat viewers exist, ranging in features to suit different user needs. The most sophisticated of the three viewers is Acrobat Professional, now in version 7. Acrobat Standard offers fewer tools and menu commands than Acrobat Professional.

✦ PDF, short for Portable Document Format, was developed by Adobe Systems and was designed to exchange documents between computers and across computer platforms while maintaining file integrity.

✦ The PDF language format has changed version numbers along with the Acrobat viewers. The current PDF version is 1.6.

✦ Tasks are performed through the use of menus, tools, and palettes that can be accessed through mouse selections and keyboard shortcuts.

✦ The extensive list of tools appears in an abbreviated form when you open Acrobat and view the default toolbars. You can open additional toolbars from menu commands. You can dock toolbars in the Toolbar Well or float them around the Acrobat window.

✦ Palettes are similar to toolbars in that they can be docked and undocked from a well called the Navigation pane. Palettes contain pull-down menus, and some palettes contain tools.

✦ You can customize the Acrobat workplace to suit your work style through the use of different preference choices. When preferences, palettes, and toolbars are changed from their default views, the new views are saved when you quit your Acrobat session. They remain unchanged until you change them again or reset them to defaults.

✦ Acrobat Professional provides you extensive assistance through the use of help documents. You can gain immediate help on selected topics through choices in the How To pane or by expanding your list of categories to seek help in the Complete Acrobat 7.0 Help window.

✦ Preferences are settings that apply globally to Acrobat and influence the behavior of tools and menu commands.

✦   ✦   ✦