

CHAPTER 1

GETTING STARTED

InFocus

WPL_AC81

Acrobat allows you to open and view files created from a myriad of programs. It also lets you convert content from many disparate sources into a common file format: a **portable document format**, or **PDF**, while preserving the exact look and content of the original, complete with fonts and graphics.

Once converted, Acrobat provides a plethora of tools and features for editing, organising, searching, linking and collaborative functions.

To provide universal access to PDF documents, Adobe offers a free program, Adobe Reader, so that anyone can view a PDF file.

In this session you will:

- ✓ gain an understanding of **Acrobat** and **PDFs**
- ✓ learn how to start **Adobe Acrobat XI**
- ✓ gain an understanding of the **Acrobat** interface
- ✓ learn how to open a **PDF** file
- ✓ learn how to use menus
- ✓ learn how to use toolbars
- ✓ learn how to use the task panes
- ✓ learn how to use the **Navigation** pane
- ✓ learn how to exit **Acrobat**.

ACROBAT AND PDFs

Who thinks that Acrobat only allows you to view, navigate and print PDF documents? Wrong! That is what the **Adobe Reader** software (freely available on the Adobe website) allows you to do.

Adobe Reader is only one component of Adobe Acrobat. Other programs are included with Acrobat Suite that provide you with tools for creating and working with PDF documents.

What Is Adobe Acrobat?

One of the great frustrations of computing is receiving a document or picture and not being able to view it or print it because you have neither the program that created it nor a program to adequately convert it. Well, here's your answer.

Adobe Acrobat was created to act as a universal recipient, accepting many file and graphics formats, regardless of the application or platform in which they were created, for conversion to its **Portable Document Format** (PDF). And once a document is converted to a PDF file in Acrobat, a myriad of features and benefits can be universally applied. For example, using Acrobat you can:

- combine several documents into a single PDF document
- reduce the file size associated with documents by selecting one of several PDF file compression levels
- share PDF documents among several reviewers using **acrobat.com** and use commenting and marking-up tools (**acrobat.com** is a server-based system which allows you to upload or share files)
- create tables of contents and indexes
- provide document security using passwords, encryption and digital signatures
- create electronic forms
- insert multimedia (Acrobat Pro and Acrobat Suite users only).

What Is Adobe Reader?

Adobe Reader is a tool found on most computers that lets you view PDF files, as well as providing some other functionality. For example, using Reader you can:

- view PDF files
- work with **acrobat.com** to upload or share files
- save copies of PDFs as long as no security restrictions have been applied
- save PDFs as text.

What Is PDF?

PDF, or **Portable Document Format**, is a universal file format that was developed by Adobe Systems for preserving the fonts, formatting, layout, colours and graphics of any source document.

As the name implies, PDF files are **portable**. This means that if you create a page layout on a Macintosh using fonts that are generic to Macintosh applications and then convert it to a PDF file, you can view this PDF file, complete with the graphics and fonts intact, on a UNIX or Windows machine. Multiplatform compliance (for example, being able to share files across different computers) is one of the great advantages of PDF files.

PDF documents are compact, and can be shared, viewed, navigated and printed exactly as intended by anyone using the free Adobe Reader.

PDF is the standard for the secure and reliable distribution and exchange of electronic documents and forms worldwide.

STARTING ACROBAT

When you install Acrobat, it will be added to the **All Programs** menu under the heading **Adobe Acrobat XI Standard, Pro or Suite**, depending on the program you have installed. An icon will

also be created automatically on the desktop during installation. If you want a quicker way of starting Acrobat, you can create a shortcut on the Windows Quick Launch toolbar.

Try This Yourself:

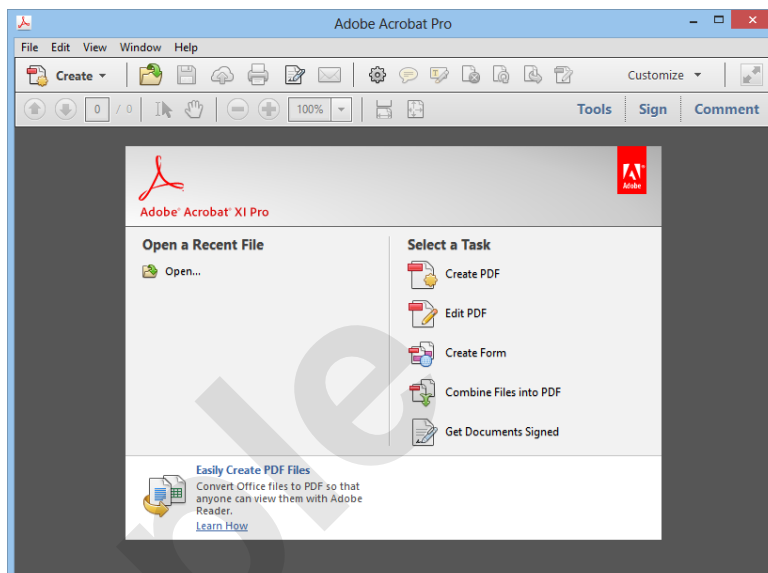
Before starting this exercise you MUST ensure that your computer is switched on...

- 1 Click on the Windows **Start** button, located in the bottom left corner of the screen, to display the **Start** menu, then select **All Programs** to display the submenu

Adobe Acrobat XI should appear in the menu...

- 2 Select **Adobe Acrobat XI Standard, Pro or Suite** to open the application

After a few moments, the Acrobat XI Welcome Screen will display with options allowing you to quickly and easily open an existing file or create a new one



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Note: If your computer is running the Windows 8 operating system, it may not have a Start button. In this case, you have several options for starting Acrobat from the Windows 8 Start screen.

- You can begin typing **acrobat** and then click on Acrobat on the Results screen.
- You can right-click anywhere on the screen, click on **All apps** in the App bar at the bottom of the window, and then scroll to and click on the Acrobat tile.
- You can click on the Acrobat tile if you have pinned it to the Windows 8 Start screen.

For Your Reference...

To **start Acrobat**:

1. Click on the **Start** button
2. Select **All Programs > Adobe Acrobat XI Standard, Pro or Suite**

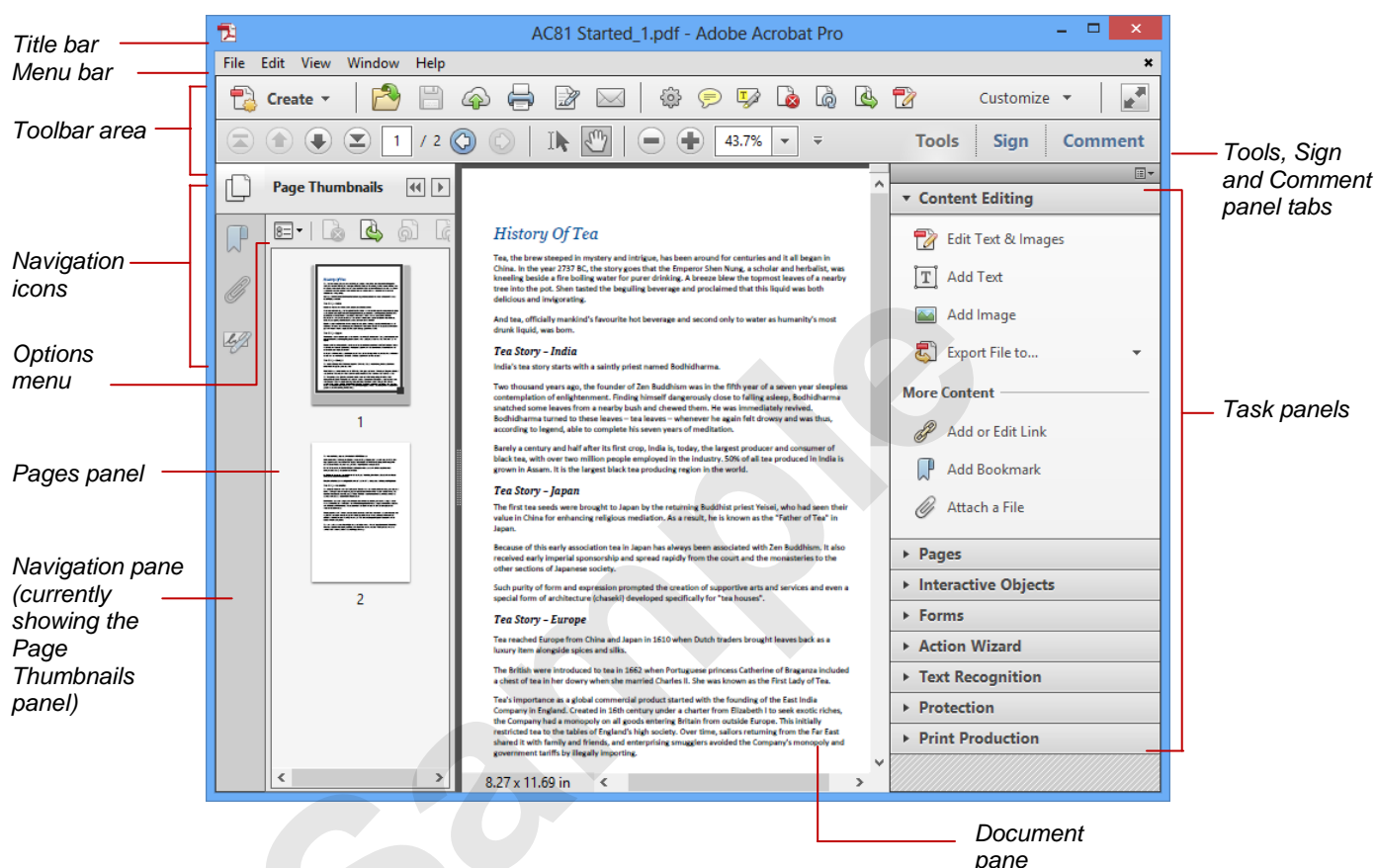
Handy to Know...

- When you use a program frequently, its icon will appear on the left side of the **Start** menu. If you want to ensure that the Acrobat icon always appears at the top of the **Start** menu, you can *pin* it there by right-clicking on the Acrobat icon on the Desktop and selecting **Pin to Start Menu**.

THE ADOBE ADOBE INTERFACE

Acrobat XI continues to present a more simplified, uncluttered interface, as first seen in Acrobat X. This is achieved by incorporating most of the tools in the **Tools** panel area. Using the

Tools panel area, along with the other screen elements such as the menu bar, toolbars and **Navigation** panel, you are able to use Adobe Acrobat to create, edit and distribute PDF files.



Title bar Contains the name of the open document along with the **Minimise**, **Maximise** and **Close** buttons for the window. You can move the window around by dragging the **Title bar**.

Menu bar Contains tools for Acrobat, grouped into functional categories.

Toolbar area **Toolbars** contain commonly-used tools and commands for managing PDF documents. By default, toolbars appear docked in the **Toolbar area**. Many additional tools can be found in the **Tools** panel.

Task Pane tabs Clicking on one of the three default task pane tabs (**Tools**, **Sign** and **Comment**) will open the relevant task pane on the right side of the screen. Contained within these task panes are task panels which contain options relevant to that particular task pane. By default, the panels are collapsed and the task pane is closed with only the task pane tabs displayed. As you can see in the above example the **Tools** pane is open with the **Content Editing** panel expanded, while the other panels below are collapsed.

Navigation pane The **Navigation pane** is an area of the workspace where you can display different navigation panels that allow you to browse through the current PDF document. There are four navigation panels - **Pages Thumbnails**, **Bookmarks**, **Attachments** and **Signatures**. Each panel has its own **Options** menu.

Document pane Displays the open PDF document.

OPENING A PDF FILE

You can **open PDF files** in Acrobat using techniques common to other Windows programs. For example, using the **File > Open** menu command, you can select the file you want to

open from the appropriate folder. You can also open a PDF by double-clicking on its filename in Windows Explorer or by double-clicking on an icon on the desktop.

Try This Yourself:

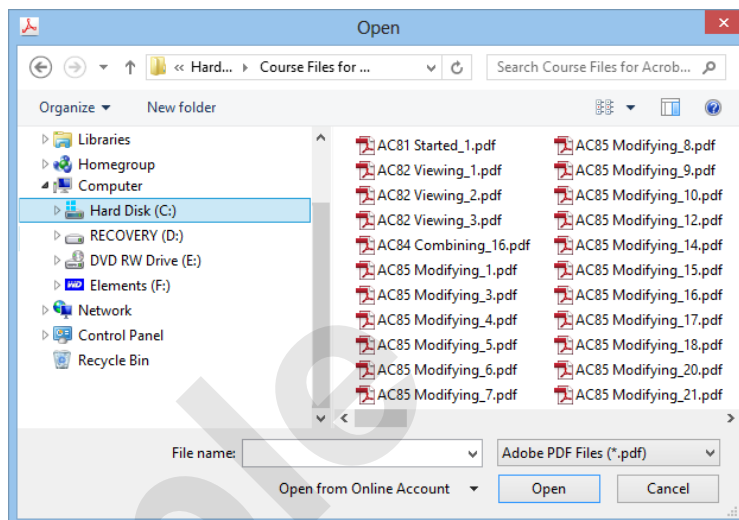
Before starting this exercise you MUST ensure that Acrobat has started and the Welcome Screen is displayed...

- 1 Click on **Open...** in **Open a Recent File** in the **Adobe** pane to display the **Open** dialog box, then navigate to the **Course Files for Acrobat XI** folder

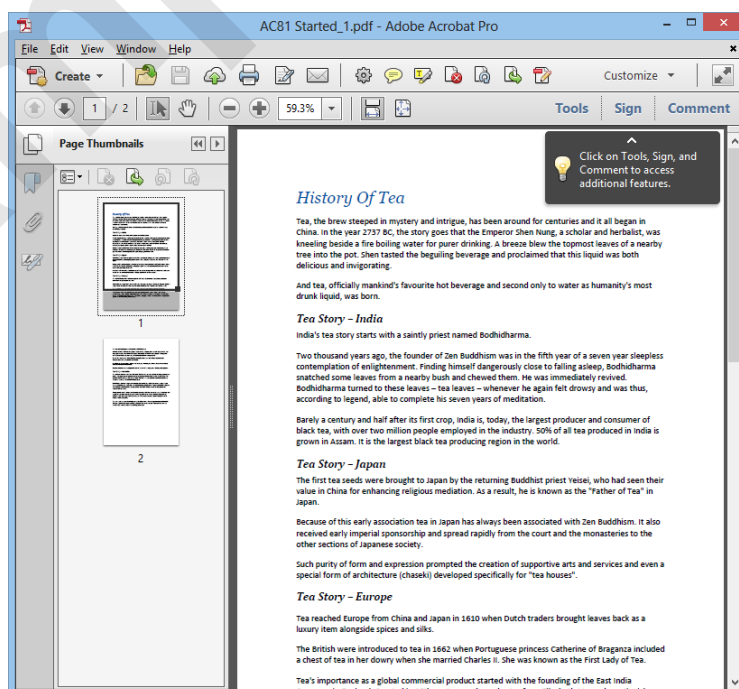
*You can also open this dialog box by clicking on **File** then selecting **Open ...***

- 2 Click on **AC81 Started_1.pdf** then click on **[Open]**
- 3 Click on **Page Thumbnails** in the **Navigation** pane on the left side of the application window, to display the **Page Thumbnails** panel

Page thumbnails make navigating the document easier



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For Your Reference...

To **open a PDF** document:

1. Click on **Open...** in the **Adobe** pane or click on **Open file**
2. Select the **Look in** folder and click on the desired file
3. Click on **[Open]**

Handy to Know...

- The keyboard shortcut for displaying the **Open** dialog box is **Ctrl + O**.
- By default, when opening a document, its width will fill the screen horizontally.

USING MENUS

The **menu bar** contains commands that enable you to perform operations in your document. Acrobat XI features the abridged menu bar as first shown in Acrobat X. Many of the commands

(previously accessed through the menu bar) are now available in the **Tools** panel. The options that remain in the Acrobat XI menu bar are considered the most commonly-used.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file AC81 Started_1.pdf...

- 1 Click on **View** on the menu bar to display the **View** menu

Notice that a few of the menu options have an arrow to their right. This indicates that they have a submenu. Notice also that some of the options have an icon to their left, indicating that the option is available on a toolbar...

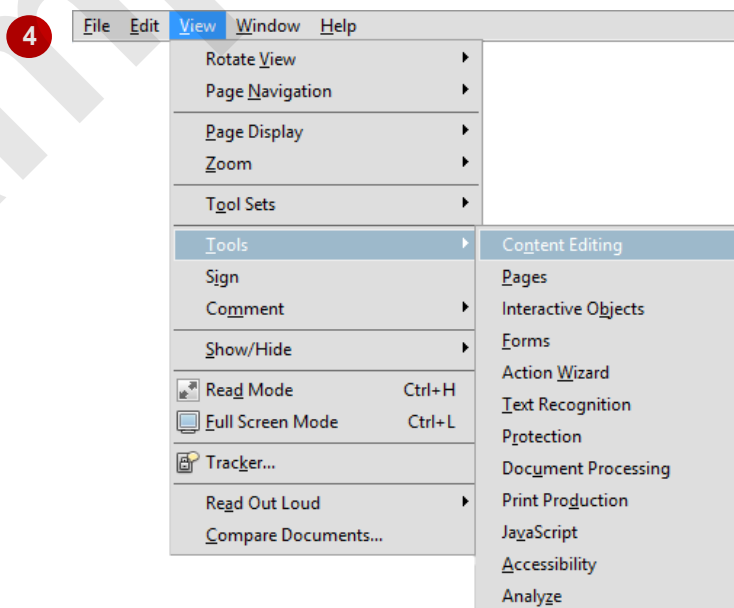
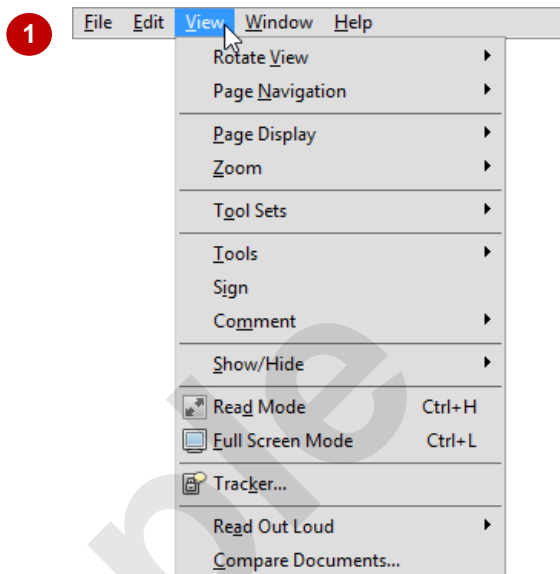
- 2 Click on **View** again or press **Esc** to deselect the menu

You can also access menu commands using the keyboard...

- 3 Hold down **Alt** and press **V** to display the **View** menu again

- 4 Hold down **Alt** + **T** + **V** to display the **Tools** submenu, as shown

- 5 Click elsewhere or press **Esc** twice to deselect the menus



For Your Reference...

To **access menu commands**:

- Click on a desired menu option to select it, or
- Hold down **Alt** and press the **underlined character** in the command, or
- Press the keyboard combination – these are shown to the right of menu options

Handy to Know...

- Right-clicking on the screen or on an object that you wish to change will display a **shortcut** or **context** menu. This menu displays commands relevant to the selected item.
- You can hide the menu bar by pressing **F9**. Press **F9** again to redisplay the menu bar.

USING TOOLBARS

By default, Acrobat displays several **toolbars** in the toolbar area at the top of the window. You can display and hide toolbars, customise the toolbars by adding or removing tools, access

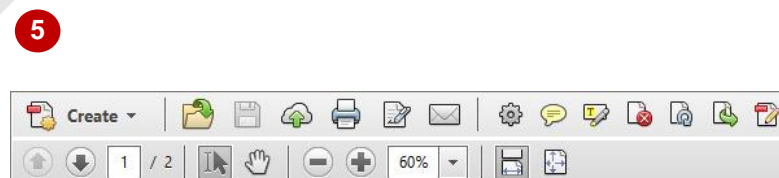
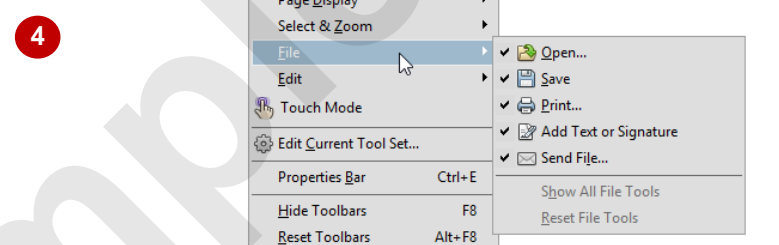
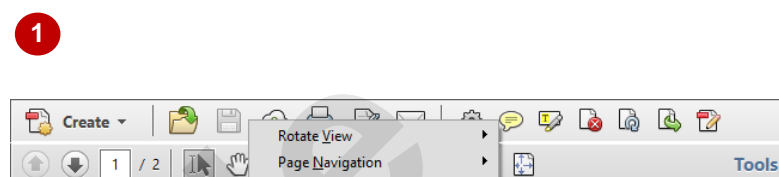
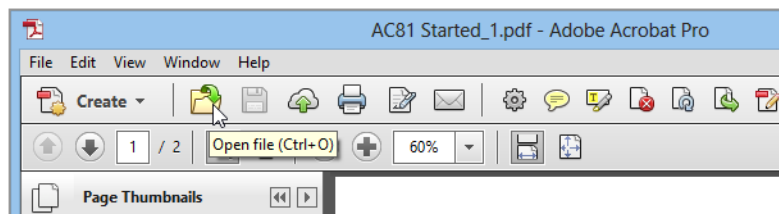
functions, plus more. Toolbars in Acrobat XI are abridged and only include the most commonly used tools; the full complement of tools being found in the **Tools**, **Sign** and **Comment** panels.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file AC81 Started_1.pdf...

- 1 Point to a tool on any of the toolbars— a **tooltip** will appear describing the tool
- 2 Click on **Open file** to display the **Open** dialog box, then click on **[Cancel]** to close it
- 3 Click on the drop arrow for **Create**— a menu will appear showing the relevant options— press **[Esc]** to close the menu
- 4 Right-click on any grey area of the toolbar area to display a context menu and point to **File**— a submenu displays the **File** toolbar tools and options
- 5 In the context menu, point to **Page Navigation** then select **First Page** to add this tool to the **Page Display** commands on the toolbar
- 6 Repeat step 5 to select **Reset Page Navigation Tools** to remove the **First Page** tool



For Your Reference...

Regarding **toolbars**, you can:

- Click on a tool to open a function, or on the drop arrow to display a tool's submenu of options
- Right-click on a toolbar, select the toolbar and then select the tool(s) to hide or display, or reset the default toolbars tools.

Handy to Know...

- You can display or hide all toolbars (but not the menu bar) by pressing **[F8]**.
- You can drag any tool from the **Tools**, **Sign** or **Comment** panels into the **Quick Tools** toolbar to add it there for easy access.

USING THE TASK PANES

There are three task panes: **Tools**, **Sign** and **Comment**. Many of the commands previously found in the **Menu** bar are located in the **Tools** pane – this is an area that you will access often.

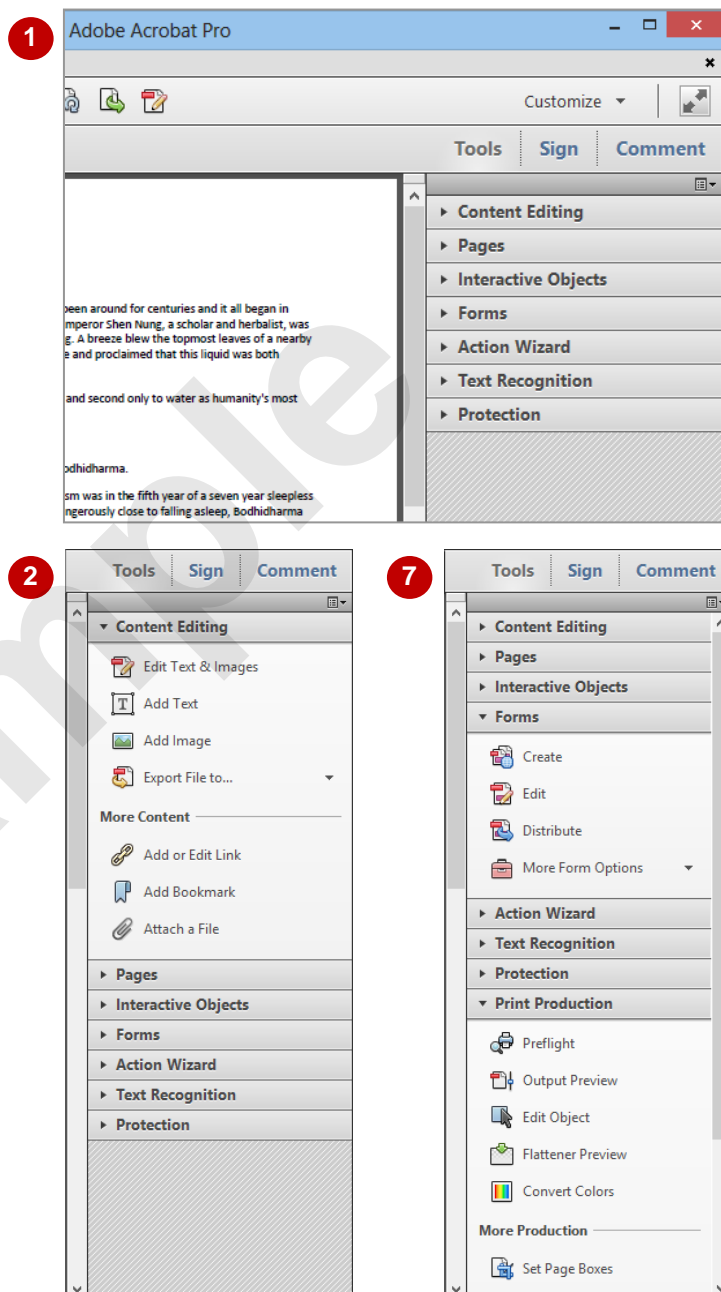
The **Comment** pane contains commands related to using comments in a document and the **Sign** pane enables you to sign and certify a PDF and send a document to others.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file AC81 Started_1.pdf...

- 1 Click on the **Tools** tab on the toolbar to display the **Tools** pane
Panes contain collapsible panels – groups of commands organised under headers...
- 2 Click on **Content Editing** to expand the panel – by default, only one panel of options will be displayed at a time
- 3 Click on **Content Editing** to collapse the panel
- 4 Click on **Show or hide panels** in the top right corner to display a menu
You can see there are more panels you could display...
- 5 Click on **Print Production** to display this panel
- 6 Click on **Show or hide panels** and select **Allow Multiple Panels Open**
- 7 Click on **Forms** to display the panel contents
The Print Production pane has not been collapsed this time and a scroll bar appears, enabling you to scroll through the options



For Your Reference...

To **use** the **task panes**:

- Click on a task pane header to show/hide the pane
- Click on a panel to expand/collapse the panel
- Click on **Show or hide panels** for additional options

Handy to Know...

- The task panes cannot be resized in width.
- To hide the task pane, click on the name of the active task pane.

USING THE NAVIGATION PANE

When you first open a PDF file, the **Navigation pane** will be closed with only the icons visible down the left side of the window. You can open the pane, alter its width and close it again. Tools

and an **Options** menu relevant for each icon, are available at the top of the **Navigation pane**. Each icon offers extended functionality, such as navigating the document with the **Pages panel**.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file AC81 Started_1.pdf...

- 1 In the **Navigation** pane, click on **Bookmarks** to display the **Bookmarks** panel

You can also open panels using the menu system...

- 2 Select **View > Show/Hide Navigation Panes > Page Thumbnails** to open the **Page Thumbnails** panel – a bit laborious!

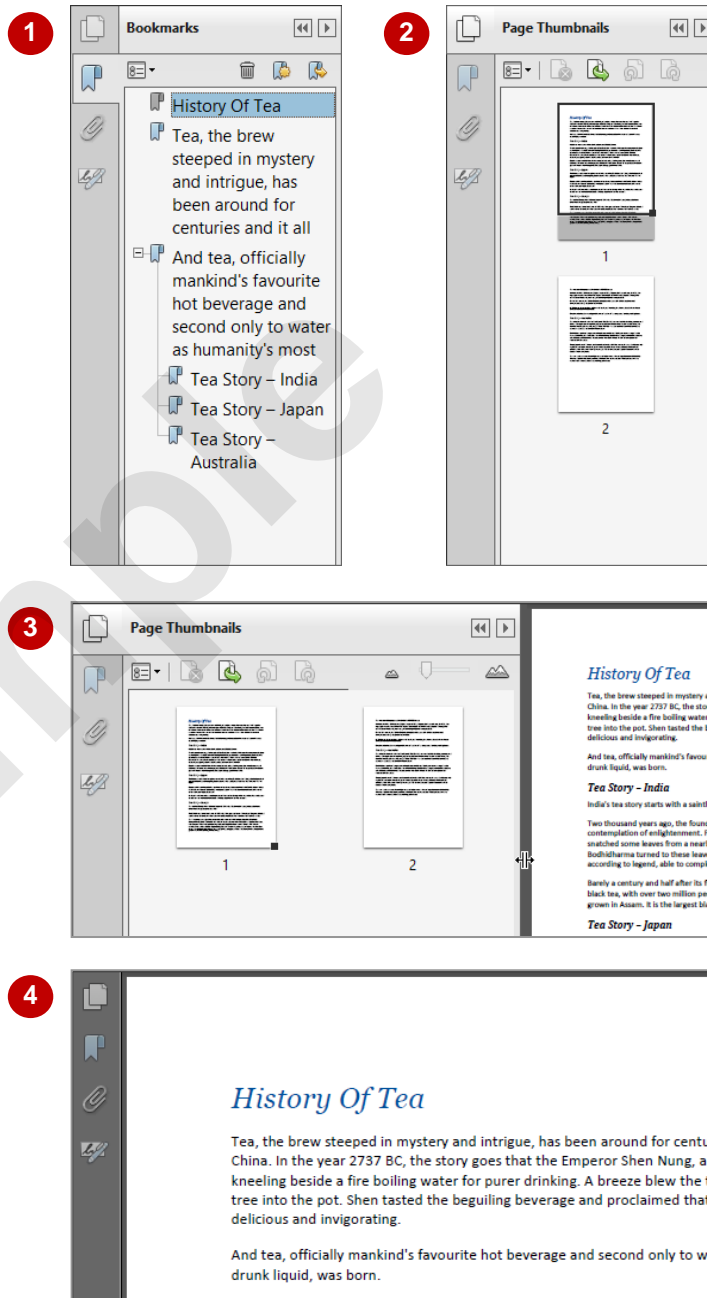
- 3 Hover over the border between the **Navigation** pane and **Document** pane until the pointer changes to a double-headed arrow, then drag to the right to widen the **Navigation** pane – release the mouse button

- 4 Repeat step 3 to drag the border to the left side of the window, then release the mouse button

Only the icons will be visible...

- 5 Click on **Page Thumbnails** to expand the **Navigation** pane and open the **Page Thumbnails** panel

- 6 Click on **Close** in the top right corner of the **Navigation** pane to hide the pane



For Your Reference...

To **work** with the **Navigation pane**:

- Open the **Navigation** pane by clicking on the desired icon
- Close the **Navigation** pane by clicking on the same icon again or by clicking on **Close**
- Drag the right edge to adjust panel width

Handy to Know...

- In the **Navigation** pane, click on **Options** to display a list of options that are relevant for the selected icon.
- If you want to delete a page in a PDF, click on its thumbnail in the **Page Thumbnails** panel then click on **Delete Pages**. You can also press **Del**.

EXITING ADOBE ADOBE

When you have finished working with a PDF document it is important to **exit** correctly – if you don't, you may lose data. If you have made changes to the document and have not saved

them when you choose to exit, Acrobat will ask you whether or not you want to save them prior to exiting.

Try This Yourself:

Same
File

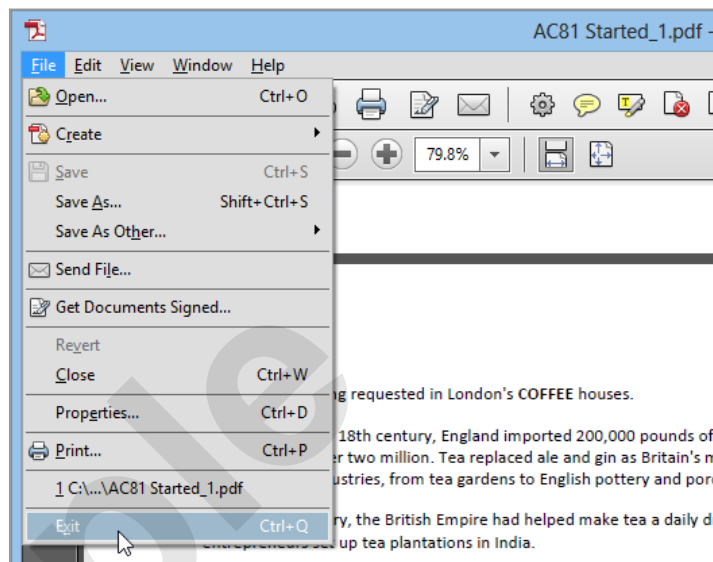
Continue using the previous file with this exercise, or open the file AC81 Started_1.pdf...

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Click on **File > Exit**

If you have made any changes to the PDF document, Acrobat will prompt you to save the changes. In this case we haven't so the application will close immediately

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For Your Reference...

To **exit Acrobat**:

1. Click on **File > Exit**
2. Save your file if prompted

Handy to Know...

- You can exit Acrobat by clicking on **Close** in the top right corner of the application window.
- You can use the keyboard shortcut **Ctrl + Q** to exit Adobe Acrobat.

CHAPTER 2

InFocus

WPL_AC82

VIEWING AND PRINTING PDFs

Both Acrobat and Reader offer many tools that let you find, view and navigate PDF documents.

Once found, you can open and view a single PDF in several configurations, as well as open and view multiple PDFs on your screen.

If you require a hard copy of your PDF document, you can specify various printing options, preview it and then send it to your printer.

In this session you will:

- ✓ gain an understanding of the various navigation tools in **Acrobat**
- ✓ learn how to use the navigation tools
- ✓ learn how to change the view of the document
- ✓ learn how to use the **Zoom** tools
- ✓ learn how to split documents into multiple views
- ✓ learn how to work with multiple open **PDF** documents
- ✓ gain an understanding of some of the main options in the **Print** dialog box
- ✓ learn how to print a **PDF** document.

NAVIGATING PDFs



Acrobat provides numerous methods for **navigating** a document. For example, you can scroll through a document using the scroll bar, you can 'turn the pages' using the tools in the

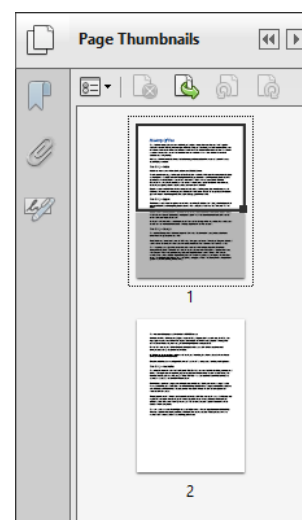
Page Navigation toolbar, or jump to a specific page using the thumbnails in the **Pages panel** of the **Navigation pane**.

The Navigation Pane

The **Navigation pane** provides panels identified by an icon that categorise many of the elements found in a PDF file, allowing you to quickly focus on the information you want. The panels let you keep track of a document's bookmarks, page thumbnails, signatures and attachments.

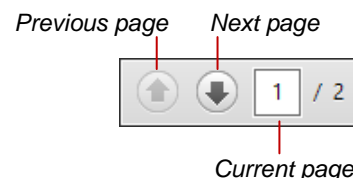
The **Navigation pane** icons that provide additional navigation properties include:

- | | |
|---|--|
| <p>Page Thumbnails</p>  | <p>Thumbnails of each page in a document appear in the Page Thumbnails panel (as shown). You can quickly display a page in the document pane by clicking on its thumbnail. Right-clicking on a thumbnail displays a context menu allowing you to perform many functions on the document page.</p> |
| <p>Bookmarks</p>  | <p>Bookmarks let you jump to specific, marked areas or objects in a document or perform an action, such as a page view. Bookmarks can be created from a table of contents, but they can also be created by selecting text, graphics or portions of graphics.</p> |




Navigation Tools

The navigation tools in the **Page Navigation** toolbar provide page-by-page movement through a document: instant first page and last page access (these tools are hidden by default and can be displayed by right-clicking on the **Page Navigation** toolbar and selecting the desired tool) and; page numbering information.



The Hand Tool

The **Hand** tool  provides a 'grabber' hand that you can use to move within a document. To use this tool, you simply click and drag the page around, to display the part of the document that you want to view – a bit like moving a page on a table.

The **Hand** tool works in conjunction with the tools on the **Page Display** toolbar. For instance, if you want to use the **Hand** tool to move smoothly around the entire document, you must ensure that the **Enable Scrolling** tool is selected.

Fit to window width and enable scrolling



Fit one full page to window

The Scroll Bars

When the content of a document is too large to fit in the document pane, vertical and horizontal scroll bars appear. Your document can be viewed in either **Enable Scrolling Mode** which means that when you scroll, the pages will move up or down smoothly from one to another and it is possible to see the bottom of one page at the same time as the top of the next page. It is also possible to make the scroll bar less smooth by activating the **Single Page Mode**, which then scrolls in larger increments, so that when you scroll you move from one entire page directly to the next entire page. In **Single Page Mode**, when you drag the scroll box, a thumbnail preview appears showing you the page you are up to. You can also right-click on a scroll bar to display a context menu. A handy menu option on this context menu is **Scroll Here** – this lets you move to the content that is proportionately located along the scroll bar near where you right-clicked on it.