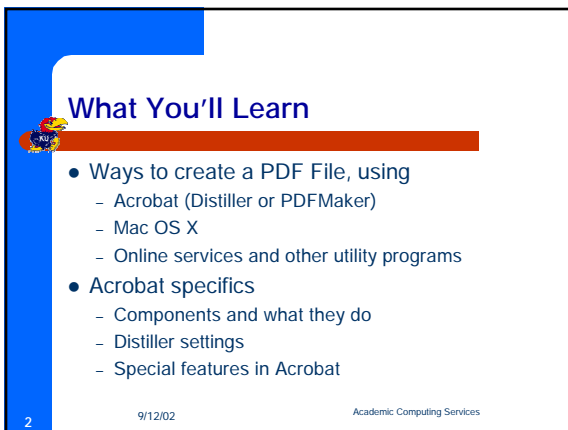




Acrobat: Getting Started



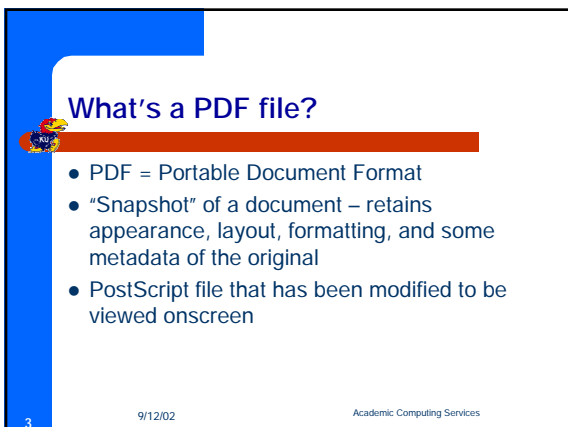
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What You'll Learn

- Ways to create a PDF File, using
 - Acrobat (Distiller or PDFMaker)
 - Mac OS X
 - Online services and other utility programs
- Acrobat specifics
 - Components and what they do
 - Distiller settings
 - Special features in Acrobat

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What's a PDF file?

- PDF = Portable Document Format
- "Snapshot" of a document – retains appearance, layout, formatting, and some metadata of the original
- PostScript file that has been modified to be viewed onscreen

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What do you need to make a PDF?

- Acrobat (full licensed product)
- Mac OS X (supports PDF natively)
- Adobe's Create PDF Online feature
 - <https://createpdf.adobe.com>
- A utility program that will make PDF files
 - publishing.about.com/library/weekly/aa032402a.htm
 - www.masternewmedia.com/issue12/freepdfwithoutacrobat.htm

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How is a PDF file made?

1. Open the source file in the original application (Word, Excel, etc.)

2. Print to Distiller or use PDFMaker (and choose printer settings)

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How is a PDF file made?

You can also create PDF files

- directly from scanned documents (if the computer you're using when scanning the document has Acrobat installed on it)
- directly from Web pages (using File/Open Web Page in Acrobat)

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Demonstration: PDFMaker

- Open "SampleWordDoc" in the C:\workarea directory
- Find and click the PDFMaker icon: 

Note: This method only works with programs that use the PDFMaker macro (Word and Excel).

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Demonstration: Distiller

- Click File and then Print...
- Select Acrobat Distiller as the printer
- Click OK.

Note: This method works with any program that can print a document.

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Distiller Settings

- Optimized for
 - Screen
 - Press
 - Print
- Settings/Job Options
 - Compatibility: 3.0, 4.0, or 5.0
 - Security (set password, allow/prohibit changes)
- File/Preferences
- Read the Distiller Help for info on all these settings!

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Adding Online Features

- Bookmarks
- Hyperlinks
- Thumbnails
- Annotations (notes)
- Form fields

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Bookmarks

- In cooking.pdf:
 - Set up PDF file to show bookmarks by default
 - Show the Navigation Pane/Bookmarks tab
 - Navigate to the first area to bookmark
 - Create the bookmarks (for the first few recipes, anyway)
 - Click and drag bookmarks to indent, if necessary

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Hyperlinks

- In cooking.pdf:
 - Add a hyperlink to the "National Institutes of Health" logo on the first page
 - Set the URL to <http://www.nih.gov/>

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Thumbnails

- Use for graphic- and layout-intensive documents
- In elvis1fbi.pdf:
 - Create thumbnails
 - Set thumbnails to display at startup (File/Doc Info/Open)
 - Save your changes

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Annotations

- In elvis1fbi.pdf:
 - Add a "sticky note" to page 7
 - Add a "confidential" stamp to the first page
 - Add a text annotation to the first page
 - Summarize your annotations (Tools/Comments/Summarize Comments). What happens?

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Form Fields

- Creating a form field
- Fillable/printable PDF forms
- Submitting forms via the Web
 - Requires a CGI script, just like a Web form
 - You'll need some programming knowledge for this


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Accessibility and Acrobat

- Check accessibility of existing PDF files
- Create accessible PDF files
 - From (accessible) Web pages
 - From MS Office for Windows applications, using PDFMaker

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Your questions...



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Thank you!

Please take a moment to evaluate this class at:

<http://www.ku.edu/acs/training/evaluation>

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