

Quick Tips for using Acrobat 8.0 (also Acrobat 7.0)

How to convert a file to PDF? (most frequently asked question)

There are many ways to do this.

Using Adobe PDFMaker:

Open the file in the application used to create it. If you see an Adobe PDF button in the tool bar click it. In the "Save Adobe PDF File As" dialog box, enter a filename and location for the PDF, and click Save.

Following is the easiest method and works with any program.

Create a PDF using the Print command

Open the file that you want to convert to a PDF in its authoring application, and choose File > Print.

Choose Adobe PDF from the printer menu list.

Click the Properties button to customize the Adobe PDF printer setting if you need to.

In the Print dialog box, click OK.

Note: The default file location is My Documents.

Drag and drop to create PDFs

This method is usually best reserved for small, simple files, such as small image files or plain text files, when the balance between file size and output quality is not important. Using Explorer (Windows) select the file icons of one or more files that you want to convert to PDF.

1. Drag the file icons onto the Acrobat application icon in your desktop or, drag the files into the open Acrobat window.
2. If you selected more than one file, click Yes or No when a message appears asking if you want to combine the files into one PDF. Save the PDF

From Windows Explorer:

You can also right-click a file in Windows Explorer and choose Create PDF. In the dialog box give a name and save the PDF.

Last Method:

You can scan and convert to PDF. File size is very large here.

Converting PDF files to Word (Acrobat 8.0 Only):

If you don't have the original file from which a PDF was created, you can save the PDF as a Word document that which you can then edit in Word.

1. Click Export on the Tasks toolbar, and then choose Word Document.
2. Click Settings to set conversion options.

Note: When you save a PDF to Word format, the resulting file isn't equivalent to a file created in Word; some coding and formatting information may be lost. Final results are not as good as the "PDF Converter" program available from ORSP Computing Support.

If you have a scanned document that needs to be converted to PDF follow these steps:

- Choose Document > OCR Text Recognition > Recognize Text Using OCR.
- In the Recognize Text dialog box, select "all the pages". You can save the PDF.
- Now follow the above export procedure. This removes most of the formatting. But the text will be there.

To copy text from scanned PDF documents

Often you may want to copy a few lines of text from a PDF document and paste it in into another document. If the PDF was created using the above method you can do this easily. However if the PDF is a scanned PDF, you will be unable to select the text. Here the PDF is treated as an image. In situation, do the following.

Open the scanned PDF.

In Acrobat 8.0 do this:

Choose Document > OCR Text Recognition > Recognize Text Using OCR.

In the Recognize Text dialog box, select "Current Page" or all the pages if it is a small document and click OK. Now it will allow you to select text. You can save the PDF.

In Acrobat 7.0 do this:

Choose Document > Recognize Text Using OCR. > Start

In the Recognize Text dialog box, select "Current Page" or all the pages if it is a small document and click OK. Now it will allow you to select text.

Convert web pages to PDF in Internet Explorer (Windows)

When you install Acrobat, Internet Explorer gains an Adobe PDF toolbar. Using the commands on this toolbar, you can convert the currently displayed web page to PDF in various ways: You can convert the entire web page or just a selected part of it; you can create a new PDF or append the converted web page to an existing PDF. The Adobe PDF toolbar menu also contains commands that initiate further actions after conversion, such as attaching the new PDF to a new email message or printing it.

Convert an entire website into PDF:

In Acrobat, choose File > Create PDF > From Web Page, or click the Create PDF from Web Page on the toolbar to open the dialog box.

1. In the URL, enter the complete path to the web page, or click Browse and locate the HTML page that you want to convert.
2. Under Settings, enter the number of levels you want to include, or select Get Entire Site to include all levels from the website. Note: Some websites may have hundreds or even thousands of pages. You may want to do only one level as a first step.
3. Click Create.

Filling in PDF Forms

Adding text using the Typewriter tool

Use the Typewriter tool to type text anywhere on a PDF page. Even the free Acrobat reader comes with this. Very useful for filling out PDF forms without form fields. The Typewriter tool is similar to the Text Box tool, but includes a different set of default properties.

- Choose Tools > Typewriter > Show Typewriter Toolbar, and then click the Typewriter button.
- Click where you want to type, and begin typing. Press Enter to add a second line.
- To change the text size, select the text, and click the Decrease Text Size button or the Increase Text Size button in the Typewriter toolbar.
- To change the line spacing (leading), select the text, and click the Decrease Line Spacing button or the Increase Line Spacing button.

- To move or resize Typewriter text block, select the Select tool, click a Typewriter text block, and drag the text block or one of its corners.
- To edit the text again, select the Typewriter tool, and then double-click in the Typewriter text.

If you have a Microsoft word form document, it is easier in Acrobat 8.0 to convert as a fillable form pdf. In fact you this can also be done with a paper form by scanning and converting it to pdf. Please read the Acrobat help section.

How to compare a revised PDF file to an earlier version

The Document Compare feature lets you see the differences in two versions of a PDF file, as well as select the type of differences you're looking for to verify that the appropriate changes have been made. The Document Compare feature does not compare comments in the PDF.

- For Acrobat 7.0 Choose Document > Compare Documents
- For Acrobat 8.0 Choose Advanced > Compare Documents.
- Specify the two documents to be compared. If necessary, click Choose, select the file, and then click Open. If the documents are open, you can select them from a menu.
- Under Type Of Comparison, select “ Page by page Visual Differences “ “ Normal analysis “ and side by side report. You can select the markup color also.

Organizer

This is a very useful function available both in acrobat 7.0 and 8.0. It allows you to view PDFs without opening them. It helps you find PDFs that you've previously opened and PDFs that you've organized into collections and favorites. With Organizer, you can see thumbnail images of PDF pages (you can increase or decrease this view) to quickly identify files. You can also use Organizer to organize related PDFs without changing their location in your file structure, and quickly browse, find, and sort PDFs that you recently viewed.

Snapshot tool (To copy a picture or text or both from a pdf document)

You can use the Snapshot tool to copy all selected content (text, images, or both) to the clipboard or to another application. Text and images are copied as an image.

Select the Snapshot Tool by choosing

- In Acrobat 7.0 Tools > Basic > Snapshot tool
- In Acrobat 8.0 Tools > Select & Zoom. >> Snapshot tool

Your cursor turns into a Crosshair. Draw a rectangle around the area you want to copy. The selection is copied automatically to the clipboard when you release the mouse button. If a document is open in another application, you can choose Edit > Paste to paste the copied selection directly into the target document.

Export images to another format

You can export each image in a PDF to an image format. This method won't work with scanned pages. To do this use the Snapshot tool above.

- In acrobat 8.0, choose Advanced > Document Processing > Export All Images.
- In the Export All Images As dialog box, choose a file format for the images (jpeg, tiff etc and save

Stamp a document

You apply a stamp to a PDF in much the same way you apply a rubber stamp to a paper document. You can choose from a list of predefined stamps, or you can create your own stamps.

- In acrobat 7.0 Comments > Commenting tools > Stamps > Show Stamps Palette
- In acrobat 8.0 Comments > Comment & markup tools > Stamps > Show Stamps Palette

You can pickup various stamps. Dynamic stamps obtain information from your system and from the Identity panel of the Preferences dialog box, allowing you to indicate name, date, and time information on the stamp. Standard Business stamps are useful for office work. Go there and experiment.