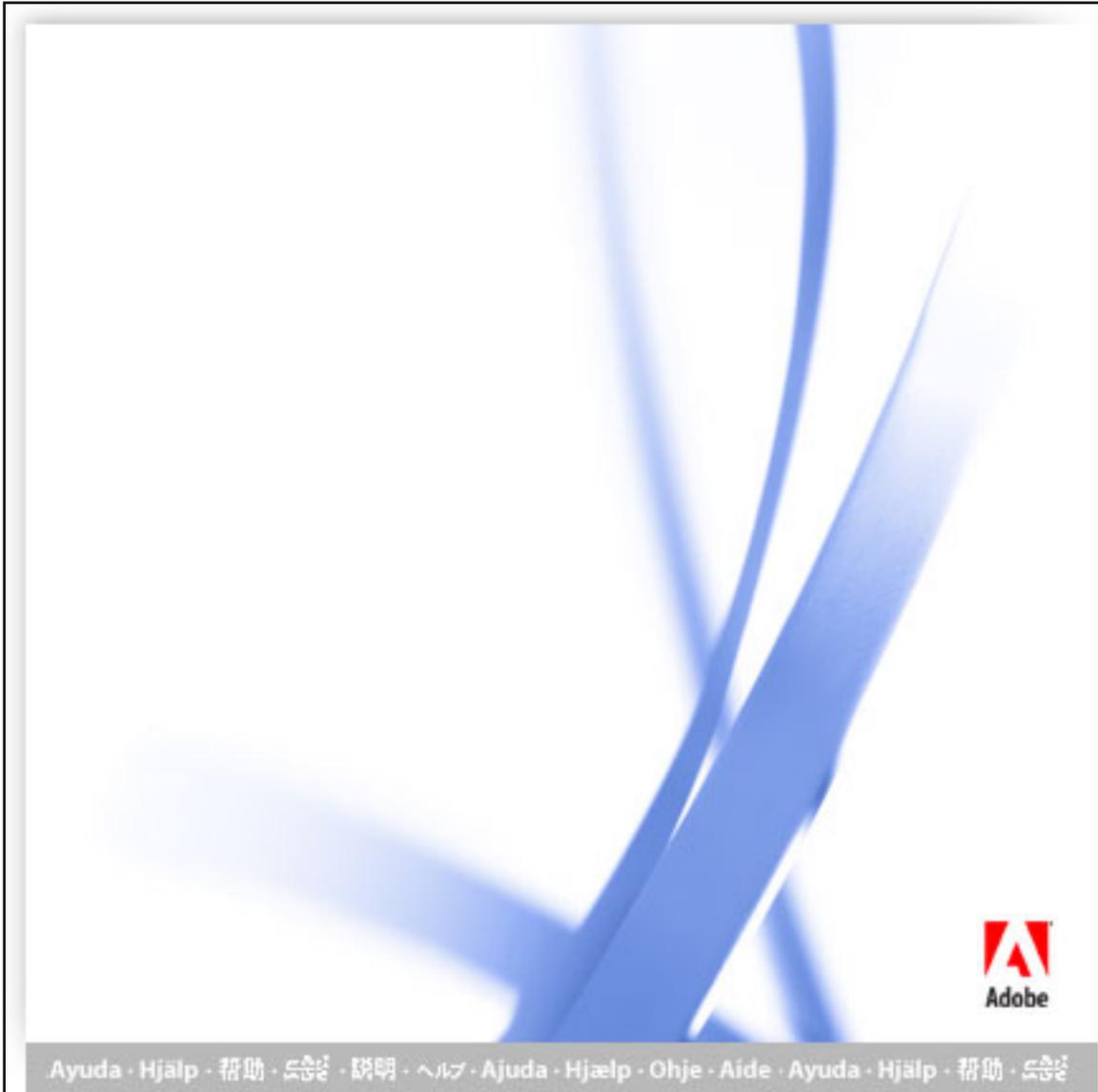




Adobe Acrobat® 7.0 Standard





Using Help

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About the built-in help features

Adobe® Acrobat® 7.0 Standard offers many built-in features to assist you while you work, including the Help window you're using right now:

- Help documentation.
- How To pages. (See [Using the How To pages.](#))
- Tool tips, which identify the various buttons, tools, and controls in the work area by name. These labels appear when you place the pointer over the item you want to identify. Tool tips are also available in some dialog boxes.
- Help buttons in some dialog boxes. When you click these Help buttons, the Help window opens with the related topic.

You can also consult online resources and guides for plug-ins. See [Using Acrobat Online](#) and [Using online support](#).

Note: There is no printed user manual for this product. Overviews, explanations, descriptions, and procedures are all included in Help.



Using Help for vision- and motor-impaired users

Vision- and motor-impaired users can use the Accessibility Setup Assistant to change how PDF documents appear on-screen and are handled by a screen reader, screen magnifier, or other assistive technology. The first time you start Adobe Acrobat 7.0 Standard, the Accessibility Setup Assistant starts if Acrobat detects assistive technology on your system. (See [Setting accessibility preferences](#).)

Single-key accelerators and keyboard shortcuts make document navigation simpler. For a complete list of keyboard shortcuts, see [About keyboard shortcuts](#). For additional information on how Adobe products enhance electronic document accessibility, visit the Adobe website at <http://access.adobe.com>.

To activate single-key accelerators:

1. Choose Edit > Preferences (Windows®) or Acrobat > Preferences (Mac OS), and click General on the left.
2. Select Use Single-Key Accelerators To Access Tools.
3. Click OK to apply the change.

To open the How To window:

Press Shift+F4.

To close the How To window:

Press Shift+F4 or Esc.

To open or close Complete Help:

Do one of the following:

- To open Help, press F1. In Mac OS, you can also press Command+?.
- To close Help, press Ctrl+W or Alt+F4 (Windows) or Command+W (Mac OS). You can also click the Close button.

Click the Search or Index tab to use that feature. In Windows, press Ctrl+Tab to cycle forward through the tabs, or press Shift+Ctrl+Tab to cycle backward through the tabs. Press F6 to move between the document pane and the navigation pane. In the Index tab, you can type an entry into the Select Index Entry box. The list scrolls to the first match to the text string you type. Click a link to go to that topic.



Opening the Help documentation

Acrobat 7.0 includes complete, built-in documentation in a fully accessible Help system. The Help documentation provides extensive explanations about the tools, commands, concepts, processes, and keyboard shortcuts. You can print individual Help topics as needed. (See [Printing Help topics](#).)

Complete Acrobat 7.0 Help opens in a separate window with two panes: a navigation pane on the left and a topic pane on the right. You use the tabs in the Help navigation pane to find the topics you want. For example, you click the Contents tab to show the list of topics available in Help. You click a title in the list to open that topic in the topic pane. For information on using Contents, Search, and Index, see [Using the Help navigation pane to find topics](#).



Complete Acrobat 7.0 Help **A.** Contents, Search, and Index tabs in the Help navigation pane **B.** Help topic pane

You can drag the vertical bar between the navigation pane and the topic pane to change their widths. You can drag the lower right corner to resize the entire window. The Help window remains visible until you close it.

To open Help:

Do one of the following:

- Choose Help > Complete Acrobat 7.0 Help.
- Click the Help button on the toolbar, and choose Complete Acrobat 7.0 Help.
- Click the Complete Acrobat 7.0 Help link on the home page of the How To window.

To close Help:

Click the Close button.



There are many keyboard shortcuts to help you navigate the Help. (See [About keyboard shortcuts](#).)

Related Subtopics:

[Using the Help navigation pane to find topics](#)

[Navigating your Help-session history](#)

[Printing Help topics](#)

[Using other Help features](#)



Using the Help navigation pane to find topics

The Help window opens with the Contents tab selected in the navigation pane.

- Click the Contents tab to view the Help topics organized by subject matter, as in the Table of Contents of a book. You can click the icons to the left of the topics to collapse or expand the outline. Click a topic name to show that topic in the topic pane.
- Click the Search tab to find a specific word in Help. Type the word in the text box, and click Search. The results list shows the titles of all topics in which the search word appears. Topics are listed in the order that they appear in the Contents tab.

Note: You cannot use Boolean operators (such as AND, OR, NOT, or quotation marks) to limit or refine your search. If you type more than one word, the search results include every topic in which at least one of the words appears.

- Click the Index tab to find a linked, alphabetical list of terms for various functions, features, and concepts. You can browse the index in two ways. You can click the controls (+ or -) to expand or collapse the entries under a letter of the alphabet, scroll to the term you want, and click a link. Or you can type an entry into the Select Index Entry text box. The list scrolls to the first match to the text string you type. Click a link to go to that topic.
-



Navigating your Help-session history

The Help system maintains a history of your Help session so that you can go back and forth quickly among the topics you open.

Click the Previous Topic button  on the Help toolbar to return to topics you opened earlier in your Help session. Click the Next Topic button  to move forward again.

When you close Help, you end your Help session and delete the history.



Printing Help topics

You can print any individual topic from the Help documentation.

From the Help window, each topic must be printed individually. Your Acrobat 7.0 installation CD includes the Complete Acrobat 7.0 Help documentation as an Adobe PDF file that you can print either in part or as a whole.

To print a Help topic:

1. Open the Help topic.
 2. Click the Print Topic button  on the Help toolbar.
-



Using other Help features

Choosing Help > Acrobat Online leads to links for software downloads, product information, support documents, and more. (See [Using Acrobat Online](#).) The Help menu also contains links to various online resources and references.



Using the How To pages

The How To pages supplement the Complete Acrobat 7.0 Help, offering overviews of some popular topics. The How To window appears on the right side of the document pane and never blocks the view of your open document. You can position the How To window to the left of the document pane if you prefer.



There are many keyboard shortcuts to help you navigate the How To pages. (See [About keyboard shortcuts.](#))

The How To window opens at a How To page. The How To home page contains links to additional How To pages that categorize topics by type. Links on these pages take you to a simple overview of the topic or to a related topic in the Help documentation.

To open the How To window to a specific topic:

Do one of the following:

- Choose Help > How To > [topic].
- Click the Help button  in the toolbar, and select a How To topic.
- Choose a topic from a How To menu in the toolbar.

To open the How To window to the home page:

1. Open the How To window to a specific topic.
2. Click the How To Home Page button  in the upper left of the How To window.

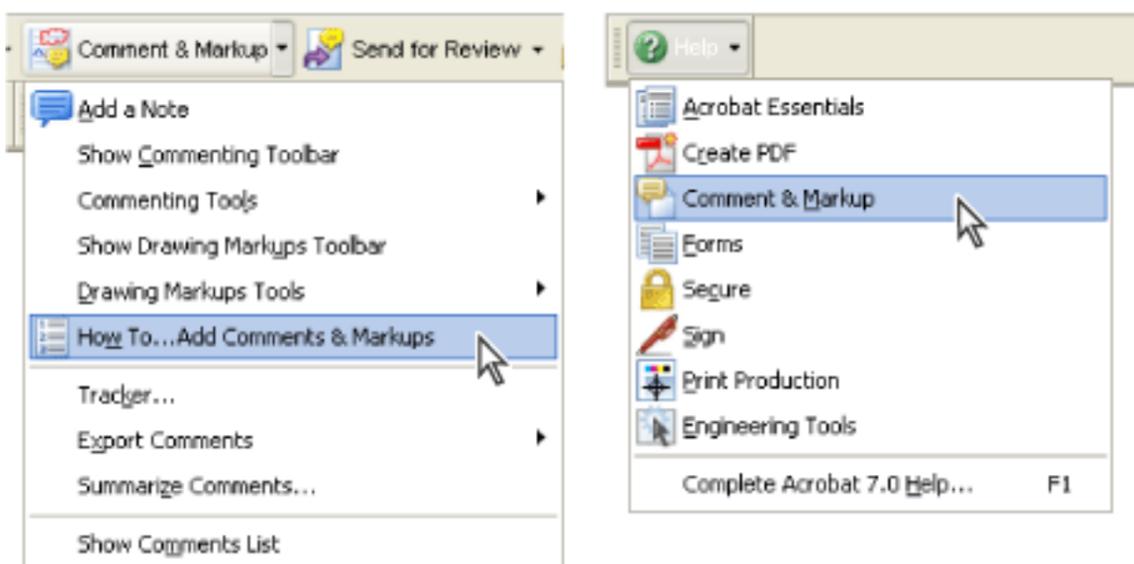
To close the How To window:

Do one of the following:

- Click the Close button.
- Click the Hide button (Windows).



You can control whether the How To window opens automatically when you start the application. Select Show How To Window At Startup on the How To home page.



Opening a How To topic page from a toolbar pop-up menu (left) and from the Help menu (right).

To reposition the How To window:

In Windows, right-click the How To title bar, and choose either Docked Left or Docked Right.

In Mac OS, do any of the following:

- Control-click the How To toolbar (under the title bar), and choose either Docked Left or Docked Right.
- Drag the title bar of the How To window to the opposite side of the Acrobat window.

You can change the width of the How To window by dragging the separator bar. The vertical dimension adjusts to match any changes you make to the document pane.

To navigate through the How To pages:

1. Use the Back button  and the Forward button  in the How To window to navigate among the pages you've viewed in your current session.
2. Click the How To home page button  to return to the home page.

Note: Once you return to the home page, you erase the navigation history of your session. The Back and Forward buttons are no longer available for navigating until you start a new session.



Using Acrobat Online

Through Acrobat Online, you'll find product information and links for downloading plug-ins and updates, as well as information on training, support, vertical market solutions, and Acrobat-related products.

To use Acrobat Online:

1. In Acrobat, Choose Help > Acrobat Online to open the Adobe Acrobat web page.

Note: You must have an Internet connection and a web browser installed. Acrobat Online starts your browser using your default Internet configuration.

2. Refresh the page to make sure that you have the latest version of the Acrobat Online web page. (Information is constantly updated, so it is important to refresh the page.)
 3. (Optional) Move the pointer over the main categories at the top of the page to view links to related pages.
 4. Click a button or link to open a page.
 5. Close or minimize the browser window to return to Acrobat.
-



Accessing the Adobe Solutions Network

The Adobe Solutions Network (ASN) provides various product and technical resources for developing with Acrobat and Adobe PDF. Here you can find software developer kits (SDKs), sample libraries, the developer knowledgebase, and technical guides for areas such as JavaScript, pdfmark, and Distiller® parameters.

The Adobe Solutions Network for Acrobat is located at <http://partners.adobe.com/links/acrobat> (English only).



Using online support

If you have an Internet connection, you can use the Online Support command to access additional resources for learning Acrobat. These resources are continually updated. The many useful learning tools available from the Adobe Acrobat support page include step-by-step tutorials, updates and related product downloads, a searchable knowledgebase of answers to technical questions, links to user forums, and Acrobat Top Issues, containing the latest Acrobat technical support solutions.

Visit the Adobe® Studio® website at <http://studio.adobe.com/> to see a variety of tips and tutorials to improve your skill set.

Note: You may need to register the first time you go to the Adobe Studio.

To use the Adobe Acrobat online support page:

1. Choose Help > Online Support.
 2. Click Refresh to make sure that you have the latest version of the Adobe Acrobat support page. (Information is constantly updated, so it is important to refresh the page.)
 3. Do either of the following:
 - Click a link under Top Issues.
 - Type a word or phrase in the text box to search for information on Acrobat, all tutorials, or troubleshooting information.
 4. Close or minimize the browser window to return to Acrobat.
-



Customer support

When you register your product, you are eligible for product support. Visit the Adobe support website for details or refer to the technical support card provided with the Acrobat documentation.

Adobe Systems also provides automated technical support. See the ReadMe file installed with the program for additional information. See the Adobe Acrobat online support page for information on top support issues and troubleshooting information for common problems. (See [Using online support](#).)



Adobe Press

Adobe Press offers books that provide in-depth training on Adobe software, including the Classroom in a Book® series. To purchase Adobe Press titles, visit www.adobepress.com (English only) or visit your local bookstore.



The Adobe Certification program

The Adobe Certification program offers users, instructors, and training centers the opportunity to demonstrate their product proficiency and promote their software skills as Adobe® Certified Experts, Adobe Certified Instructors, or Adobe Authorized Learning Providers. Certification is available for several geographical regions. Visit the Partnering with Adobe website at <http://partners.adobe.com> (English only) to learn how you can become certified.



ACROBAT ESSENTIALS

[What is Adobe PDF?](#)

[Why use Adobe PDF?](#)

[Working with Adobe Acrobat](#)

[Updating Acrobat](#)



What is Adobe PDF?

Portable Document Format (PDF) is a universal file format that preserves the fonts, images, and layout of source documents created on a wide range of applications and platforms. PDF is the standard for the secure, reliable distribution and exchange of electronic documents and forms around the world. Adobe PDF files are compact and complete, and can be shared, viewed, and printed by anyone with free Adobe® Reader® software. You can convert any document to Adobe PDF using Adobe Acrobat® software products.

(See [Why use Adobe PDF?](#))



Why use Adobe PDF?

Governments and enterprises around the world have adopted PDF to streamline document management and reduce reliance on paper. For example, PDF is the standard format for the electronic submission of drug approvals to the U.S. Food and Drug Administration (FDA), and for electronic case filing in U.S. federal courts. PDF is also used by the governments of the United Kingdom and Germany for electronic document exchange.

Common problem	Adobe PDF solution
Recipients can't open files because they don't have the applications used to create the files.	Anyone, anywhere can open a PDF file. All you need is the free Adobe Reader software.
Combined paper and electronic archives are difficult to search, take up space, and require the application in which a document was created.	PDF files are compact and fully searchable, and can be accessed at any time using Adobe Reader. Links make PDF files easy to navigate.
Documents appear incorrect on handheld devices.	Tagged Adobe PDF allows text to reflow for display on mobile platforms such as Palm OS [®] , Symbian [™] , and Pocket PC devices.
Businesses revert to paper exchange of documents and forms because of a lack of verifiable and auditable electronic processes.	PDF documents may have special access rights and be digitally signed.
Documents with complex formatting are not accessible to visually impaired readers.	Tagged PDF files contain information on content and structure, which makes them accessible on screen readers.

(See [Working with Adobe Acrobat.](#))



Working with Adobe Acrobat

Adobe Acrobat 7.0 Standard software offers robust tools that make it easy to exchange Adobe PDF files, conduct electronic reviews, fill in forms, and deliver print-ready files. Browse through these topics to get an overview of Acrobat's capabilities.

Related Subtopics:

[If you want to navigate Adobe PDF documents](#)

[If you want to select and copy text, tables, or images](#)

[If you want to set tool and object properties](#)

[If you want to insert, append, or extract pages](#)

[If you want to add headers, footers, watermarks, and backgrounds](#)

[If you want to create documents that extend features to Adobe Reader users](#)

[If you want to create a secure document](#)

[If you want to create an accessible document for vision- and motor-impaired users](#)

[If you want to manage PDF files](#)

[If you want to view an Adobe PDF document on the web](#)

[If you want to prepare a document for online viewing](#)

[If you want others to review an Adobe PDF file](#)

[If you want to control the color in your document](#)



If you want to navigate Adobe PDF documents

To move through pages of a PDF document, click the navigation buttons on the status bar, use the up and down arrow keys, use the Page Up and Page Down keys, or drag the vertical scroll bar. If the PDF document appears in full-screen mode as a slide show, use the arrow keys to page through the document. (Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), select Full Screen, and then select Show Navigation Bar.)



Navigation buttons

Here are some tips for navigating through a PDF document:

- Use bookmarks. Click bookmarks in the Bookmarks tab of the navigation pane to move through the PDF document. You can use bookmarks to jump to a destination within an Adobe PDF document, to another document, or to a web page. You can also add your own bookmarks to PDF documents. (See [Creating bookmarks](#).)
- Use thumbnails. Click the page thumbnails (or images) in the Pages tab of the navigation pane to move through the PDF document.
- Use articles. In magazine and newspaper PDF documents, stories flow from column to column and sometimes across several pages. Authors can link rectangles that connect the sections of the piece and follow the flow of text. If the pointer includes a down-pointing arrow when held over text, the text is part of an article. Click an article to jump to the next section. For details on creating articles, see [Defining articles](#).
- Show and hide layers, if the document has them. (See [About Adobe PDF layers](#).)
- Click links to jump to a specific section. Links are usually underlined and appear in a different color, but the author of the PDF document can change their appearance. You can also add links to PDF documents. (See [Using links](#).)



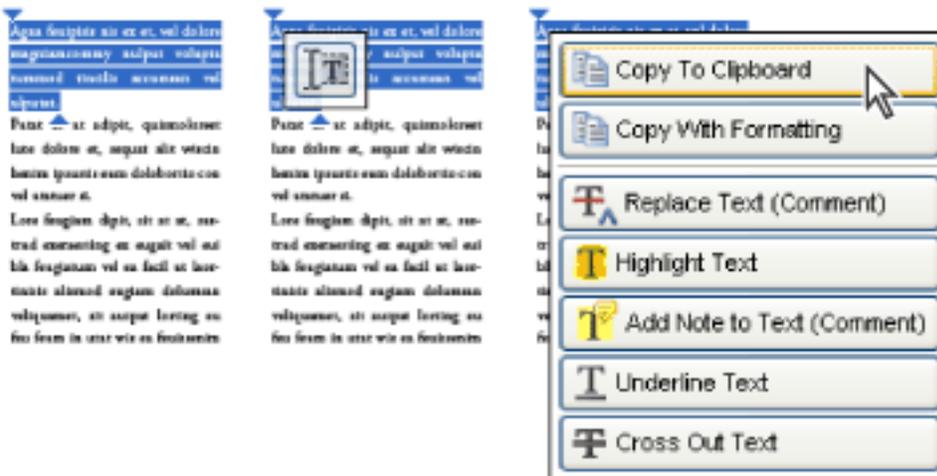
After you click a link or bookmark to jump to a different page, press Alt+Left Arrow (Windows) or Option+Left Arrow (Mac OS) to return to the previous page.



If you want to select and copy text, tables, or images

To copy an image, a table, or a small amount of text, use the Select tool . The pointer in the document pane varies depending on whether the pointer hovers over text, an image, or a table. To select text or a table, drag across the text or table. To select an image, click the image. (See [Copying and pasting text, tables, and images.](#))

If you want to extract all the text in a PDF document and retain the text formatting, choose File > Save As, select Rich Text Format from the pop-up menu, and then save the file. If you simply want to extract the text, choose File > Save As, and then save the document as a plain text file. (See [Conversion options for Rich Text Format or Microsoft Word format.](#))



Selecting and copying text

Note the following:

- If the author of the PDF document used a scanner to create the document and didn't make the text searchable, or if the text is part of an image, you can't select the text or search it. In these cases, you can use the Recognize Text Using OCR command to convert the image text to text that can be selected and searched.
- In some PDF documents, authors protect their content by setting restrictions that prevent editing or printing. For example, the Cut, Copy, and Paste commands may be unavailable because the author set restrictions against copying text. (Some of these limitations may also affect a document's accessibility.)
- In some cases, your text selection may have unwanted text. For example, if you select text that spans multiple pages, the selection may include text from headers or footers if the author did not tag the document properly. If you accidentally copy extra text, remember to delete the extra text after you paste it.



If you want to set tool and object properties

You can customize many settings in Acrobat by choosing Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS). For setting properties of some tools and other objects, you can use the Properties Bar. For example, while adding note comments to a PDF document, you may want the Note tool to remain selected. To do this, select the Keep Tool Selected option on the Note Tool Properties toolbar. (If the Properties toolbar isn't visible, choose View > Toolbars > Properties Bar.) (See [Setting Commenting preferences](#) and [Changing the appearance of comments](#).)



If you want to insert, append, or extract pages

To insert, remove, or use pages in other ways, use the commands on the Document > Pages menu. You can do any of the following tasks:

- **Insert pages.** You can insert pages from another PDF document. Choose Document > Pages > Insert, and then specify the PDF file that you want to insert. This is an easy way to combine PDF documents.
 - **Replace pages.** You can replace an entire PDF page with another PDF page. When you replace a page, only the text and images on the original page are replaced. Any interactive elements associated with the original page, such as links and bookmarks, are not affected.
 - **Use thumbnails.** You can use page thumbnails to copy or move pages within a document and between documents.
 - **Delete pages.** You can delete pages from an Adobe PDF document with the Delete command or by deleting the page's page thumbnail or tagged bookmarks. After you have edited a PDF document, minimize the size of the file by choosing File > Reduce File Size to save the restructured document under a new name.
 - **Extract pages.** You can extract pages from an Adobe PDF document by using the Extract command. You can delete the extracted pages or copy them to a separate file. (See [Extracting, moving, and copying pages](#) and [Deleting and replacing pages](#).)
-



Adobe Acrobat® 7.0 Standard

If you want to add headers, footers, watermarks, and backgrounds

Choose Document > Add Headers & Footers to add headers and footers. (See [Adding headers and footers.](#))

If your document in the original application includes page numbering, those page numbers appear in the PDF document. When you remove pages or combine several PDF documents, page numbers may be out of sequence. However, you can add headers and footers to PDF documents, allowing you to add page numbers or other information specific to the PDF document.

You can also add watermarks and backgrounds. A watermark is text or an image that appears over existing content when a document is viewed or printed. A background is a color, texture, or pattern behind text or images. Choose Document > Add Watermark & Background. (See [Adding watermarks and backgrounds.](#))



Add headers and watermarks to a PDF document after it's created.



If you want to create documents that extend features to Adobe Reader users

If you want to create a PDF document that gives Adobe Reader users some of the tools and features that are normally available only in Acrobat Standard or Acrobat Professional, you need to include additional usage rights. These additional usage rights can give users the necessary tools to fill in forms and submit them online or offline, to participate in email and web-based reviews, to add comments, and to sign documents using Adobe Reader. To add these additional usage rights, you use a server extension. For more information on additional usage rights and system requirements, see the Adobe website at www.adobe.com/products/server/readerextensions/main.html (English only).



If you want to create a secure document

Acrobat provides several methods of applying security:

- Use digital signatures to indicate approval of a PDF document or form that you filled out. (See [Signing Adobe PDF documents](#).)
 - Certify documents to disallow subsequent changes. (See [Certifying documents](#).)
 - Add passwords and set security options to restrict opening, editing, and printing PDF documents. (See [Adding passwords and setting security options](#).)
 - Encrypt a document so that only a specified set of users have access to it. (See [Encrypting Adobe PDF files using certificates](#).)
 - Apply server-based security policies to PDF documents. Server-based security policies are especially useful if you want others to have access to PDF documents only for a limited time. (See [Encrypting Adobe PDF files using security policies](#).)
 - Apply the same security settings to a number of PDF documents by creating a custom security policy. (See [Creating user security policies](#).)
 - Add security settings to PDF attachments, and use eEnvelopes. (See [Using eEnvelopes to send secure files](#).)
-



If you want to create an accessible document for vision- and motor-impaired users

Acrobat provides a set of features that let you create accessible documents from new or existing PDF documents.

- Check your Adobe PDF documents for accessibility before distributing them to users. (See [Checking the accessibility of Adobe PDF documents.](#))
 - Optimize PDF documents for reflow by tagging them. (See [Tagging Adobe PDF documents for accessibility.](#))
-



If you want to manage PDF files

Acrobat provides a host of features that let you organize and search PDF files:

- Use the Organizer to quickly locate and organize PDF files. (See [Using the Organizer window.](#))
 - Attach PDF or other files to your Adobe PDF document. (See [Adding attachments to Adobe PDF documents.](#))
 - Combine different document types into a single Adobe PDF file by using the Create PDF From Multiple Files command. (See [Creating Adobe PDF files from multiple files.](#))
 - Easily search an Adobe PDF file or a folder of Adobe PDF files for a particular word or phrase whether that folder is on your computer or on your network. (See [About searching Adobe PDF documents.](#))
-



If you want to view an Adobe PDF document on the web

PDF documents can be opened either in Acrobat or in a web browser.

In Windows, you may need to configure your web browser to open PDF documents. In Acrobat, open the Internet panel of the Preferences dialog box. Select the Check Browser Settings When Starting Acrobat option. Also, make sure that Display PDF In Browser is selected. Then restart Acrobat. If this procedure doesn't work, you may need to update your web browser.

Mac OS automatically configures Acrobat to run in the browser (Safari) the first time you start Acrobat after installation. (See [Viewing Adobe PDF documents in a web browser.](#))



If you want to prepare a document for online viewing

- Embed fonts when you create the Adobe PDF document. (See [Creating custom Adobe PDF settings.](#))
 - Add navigational elements, such as bookmarks and links. (See [Using bookmarks](#) and [Using links.](#))
 - Create a structured or tagged Adobe PDF file to provide as much viewing flexibility as possible. (See [About accessibility and Adobe PDF documents.](#))
 - Reduce the file size so it's as compact as possible. (See [Reducing Adobe PDF file size.](#))
 - Add buttons for submitting data if you are working with a PDF form. You'll also need a CGI script and values assigned for the form data.
 - Allow for page-at-a-time downloading. This can greatly decrease download time if you have a large PDF document that will be accessed from a web server. (See [Enabling Fast Web View in Adobe PDF files.](#))
-



If you want others to review an Adobe PDF file

If you want people to review your Adobe PDF document and make comments, you can start an automated email-based or browser-based review to simplify the reviewing process. The review features streamline your document reviews by providing a variety of tools and automated support throughout the review cycle. Even Adobe Reader users can participate in a review process if additional usage rights are assigned. And training isn't necessary. Acrobat walks you through the entire process. (See [Types of review workflows](#).)



If you want to control the color in your document

- Adjust color settings when you create the Adobe PDF document. (See [Creating custom Adobe PDF settings](#).)
 - Specify a color management engine, define working spaces, and set other color management options. (See [Managing color in Acrobat](#).)
-



Updating Acrobat

Acrobat files and components can be updated in a variety of ways. Some updates are available if you open an Adobe PDF document that triggers the updating process. For example, if you open a form that uses Asian-language fonts, Acrobat asks if you want to download the fonts. Other updates are available only from the Help menu, where you must manually install them. Some updates are available using either method.

You can also use the Updates panel in the Preferences dialog box to determine how to handle updates. Acrobat can automatically check for critical updates and notifications once a month. Depending on your preference settings, Acrobat downloads updates in the background, even while other web transactions are occurring. In Windows, you can minimize the download dialog box to a status bar icon. When all the components have been downloaded, a Summary Install Now dialog box lets you choose which updates to install.

To set updating preference options:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and then select Updates on the left side of the dialog box.
2. Select an option to determine how to handle updates. If you select Do Not Automatically Check For Critical Updates, you should periodically check for updates manually by choosing Help > Check For Updates Now.
3. Click View Notifications to preview any notifications before deciding whether to update. Click OK to close the dialog box.
4. Click Installed Updates to view the names and descriptions of installed updates. If several versions of an update have been installed, only the latest version appears in the Installed Updates dialog box.
5. Deselect Display Notification Dialog At Startup if you don't want to be advised about available updates when you start Acrobat.
6. Deselect Display Installation Complete Dialog if you don't want to be advised when updates are successfully installed.

To manually update components:

1. Choose Help > Check For Updates Now.
 2. Select updates from the column on the left, and click Add or Reinstall to move them to the column on the right. Only the updates and components appropriate for your platform and product are listed.
 3. Click Update.
-



What's New in Adobe Acrobat 7.0

[New features](#)

[Adobe PDF document creation](#)

[Additional usage rights](#)

[File attachments](#)

[Forms authoring and management](#)

[Reviewing](#)

[Document security](#)

[Accessibility](#)

[Language support](#)

[Additional new features](#)



New features

With Adobe® Acrobat® 7.0 Standard, new features and enhancements enable businesses to simplify all their document processes. Acrobat is a critical component of Adobe® Intelligent Document Platform, designed to make it easier to connect people, processes, and applications both inside and outside your business. Enhanced security provides greater control over shared documents. Extended workgroups, including users of Adobe Reader if you assign additional usage rights, can attach files, save form data, and use the automated review features and expanded set of commenting tools. Creating Adobe PDF files is easier than ever, with tighter integration between Acrobat and popular office application software. And the new Organizer makes it easier than ever to find and organize your Adobe PDF files.

In Acrobat 7.0, language support has been extended, file attachments can be edited, searched, and saved, a new autosave feature guards against losing your work in case of a power failure, and new accessibility features make Acrobat even easier to use for vision- and motor-impaired users.



Adobe PDF document creation

Acrobat 7.0 lets you create Adobe PDF easily from within even more applications than before. The improved Create PDF From Multiple Files feature lets you create one Adobe PDF file from different types of files in one quick step.

Single-click PDF creation

In Acrobat Standard, you have the single-click creation of Adobe PDF files without leaving many of your Microsoft applications, including Office, Access, Internet Explorer, and Publisher. Word documents convert faster than before. Excel worksheets (Windows only) can be scaled to fit to a single PDF page. Transparent objects in PowerPoint presentations (Windows only) convert to PDF transparency. Acrobat also adds Adobe PDFMaker buttons to the Microsoft Outlook application that allow you to convert single or multiple email messages or a complete mail folder in the Outlook window. You can convert your email messages into an easily archived and searchable Adobe PDF file.

Creating a PDF file from multiple files

You can now preview PDF files before combining them, and Acrobat automatically creates bookmarks for each file combined to make it easier to find material, as well as print, extract, or delete individual documents.

Adding headers, footers, backgrounds, and watermarks

In Acrobat, headers and footers are easier to create, edit, and remove and don't resize during printing. You can also protect watermarks or backgrounds from resizing or moving during printing.

Recovering your original document

You can extract individual documents (in their original file formats) from an Adobe PDF document created by combining multiple files.



Additional usage rights

You can assign special rights to a PDF document, making more tools and features available to users of Adobe Reader and letting them save the data that they type in a PDF form, sign documents, participate in online document reviews, and attach files to a PDF document. If a user opens a document that has these additional usage rights, a yellow Document Message Bar displays the additional tools required to work with the document, and Adobe Reader provides instructions.

You add additional usage rights by using a server extension. For more information, see the Adobe website at www.adobe.com/products/server/readerextensions/main.html (English only).



File attachments

You can attach PDF and other files to your Adobe PDF document. If you move the PDF document, the attached files automatically move with it. You can search attachments, edit the attachments, and save the edits in the attached file. A description of each attached file appears in the Attachments tab of the navigation pane.

You can attach files to an email message by using an eEnvelope that you can encrypt to protect your files during transit.



Forms authoring and management

Acrobat 7.0 supports static forms and interactive forms. Interactive forms created with Acrobat or with Adobe Designer, which is available with Acrobat Professional 7.0, let you electronically fill in information, select choices, and digitally sign the document.

Users who have filled in forms created using Designer can then export the form data.



Reviewing

Acrobat 7.0 supplies all the tools necessary for participating in email-based or browser-based reviews. (Windows browser-based reviews are supported through Internet Explorer. Mac OS browser-based reviews are supported through Safari.) Commenting rights are document-specific; Adobe Reader users can add their comments only to a PDF document that has additional usage rights. When opened, these documents provide a Commenting toolbar and--if sent in a managed review-- instructions for opening the document, adding comments, and returning the document to the review initiator.

Note: You can add commenting rights directly from Acrobat Professional. You add other usage rights using a server extension. For more information, see the Adobe website at www.adobe.com/products/server/readerextensions/main.html (English only).

Reviewing also includes these new features:

- Callout tool. The new Callout tool lets you create text box markups that point to specific areas of a PDF document.
 - Group Markups. You can group comments and markups so that your comments function as a single comment.
 - Dimensioning tool. The new Dimensioning tool lets you add a line comment between two points with your comments.
 - Exporting comments and markups. You can export comments and markups directly into Word documents using Word 2002 and later. You can also export comments and markups into a PDF document that has already been revised.
 - Tracking reviews. You can monitor reviews easily using the Tracker. The Tracker monitors all Adobe PDF documents that you send and receive, as well as all related comments, and participants.
 - Approving documents. In the Asian (Traditional Chinese, Simplified Chinese, Japanese, and Korean) version of Acrobat 7.0, an approval workflow is now available for documents that require approval from multiple branches of an organization. In this type of workflow, PDF documents are sent to participants in a sequential order.
-



Document security

Acrobat 7.0 offers enhanced security features, including more robust signature validation.

You can create Adobe PDF documents by using security policies that can expire and revoke documents, as well as maintain accountability by keeping track of who opens protected documents.

You can bundle attached files into a secure electronic envelope (eEnvelope) designed to protect documents during transit.



Accessibility

For vision- and motor-impaired users, the new Accessibility Setup Assistant makes it easy to change how PDF documents are read by assistive technology and how PDF documents appear on-screen. Preferences can be set to have documents automatically open to the last page viewed.

The Help system has been improved for users with limited visual and motor capabilities.



Language support

The extended language support in Acrobat 7.0 allows you to create, view, search, and print PDF documents that contain Central and Eastern European language fonts. Forms entry, comments, and digital signatures are supported in these languages. If you open a document that requires the installation of additional fonts, you are prompted to install the appropriate language font kit using the Check For Updates Now command.



Additional new features

Acrobat 7.0 includes many other new and enhanced features to improve how you work:

Improved search

You can easily search a folder of Adobe PDF files for a particular word or phrase, whether that folder is on your computer or on your network. Acrobat no longer requires that documents be indexed first. You can search PDF files on the Internet. In addition, you can now search more parts of your Adobe PDF files, including bookmarks, comments, attachments, document structure, object data, and document metadata.

Read forms out loud

You can use the Read Out Loud feature to read form fields out loud as you tab to them.

Recover your work

The Autosave feature guards against losing your work in case of a power failure by incrementally saving file changes to a specified location. The original file is not modified.

View 3D content

The 3D plug-in allows you to view and navigate embedded 3D content in PDF files. Now, you can experience high-quality 3D environments with realistic lighting and motion. Acrobat 7.0 Professional is required to embed 3D content.

Locate and review PDF files

Organizer allows you to quickly locate open PDF files, PDF files that you have used recently, and PDF files that you have stored in a Favorites folder. You can look at PDF page thumbnails to quickly find the right file.

Create archivable files

Acrobat supports the creation and validation of PDF/A files.

Scan paper documents into searchable PDF files

During scanning, you can create a searchable Adobe PDF file by applying optical character recognition (OCR) while scanning.

Look at different pages of the same file at the same time

Acrobat allows you to create multiple windows for the same document by using the New Window command.

Subscribe to digital periodicals and journals

Periodicals can be obtained in the same way as Digital Editions. When you subscribe to a digital periodical and download the first issue, Acrobat asks you how often to check for the availability of subsequent issues.

Keep Acrobat up to date

Depending on your Updates preference settings, Acrobat downloads updates in the background, even while other web transactions are occurring. In Windows, you can minimize the download dialog box to a status bar icon. When all the components are downloaded, a dialog box lets you choose which updates to install.

View PDF documents in the browser (Mac OS)

Acrobat works automatically with Safari to make viewing Adobe PDF documents on the web easy. The first time you open Acrobat, your system automatically is configured to use Acrobat to open PDF files in your browser. If you use Windows, you can still configure Internet Explorer to open PDF files.



Looking at the Work Area

[About the work area](#)

[Selecting tools](#)

[Opening documents](#)

[Navigating in documents](#)

[Viewing documents](#)

[Customizing the work area](#)

[Setting preferences](#)

[Managing plug-ins](#)

[Viewing Adobe PDF documents in a web browser](#)

[Working with non-English languages in Adobe PDF files](#)



Adobe Acrobat® 7.0 Standard

About the work area

The Acrobat Standard window includes a *document pane* that displays Adobe PDF documents and a *navigation pane* on the left side that helps you browse through the current PDF document. Toolbars at the top of the window and the status bar at the bottom of the window provide other controls that you can use to work with PDF documents. You can also open a *How To* window on the right side with an overview of common tasks.



Acrobat work area **A.** Toolbars **B.** Navigation pane (Bookmarks displayed) **C.** Status bar **D.** Document pane **E.** How To window

Related Subtopics:

[Using the navigation tabs](#)

[Using context menus](#)

[About toolbars](#)



Using the navigation tabs

Tabs display such items as a document's bookmarks, page thumbnails, and articles. Tabs appear in the navigation pane on the left side of the document pane or in floating panels.

To show or hide tabs in the navigation pane:

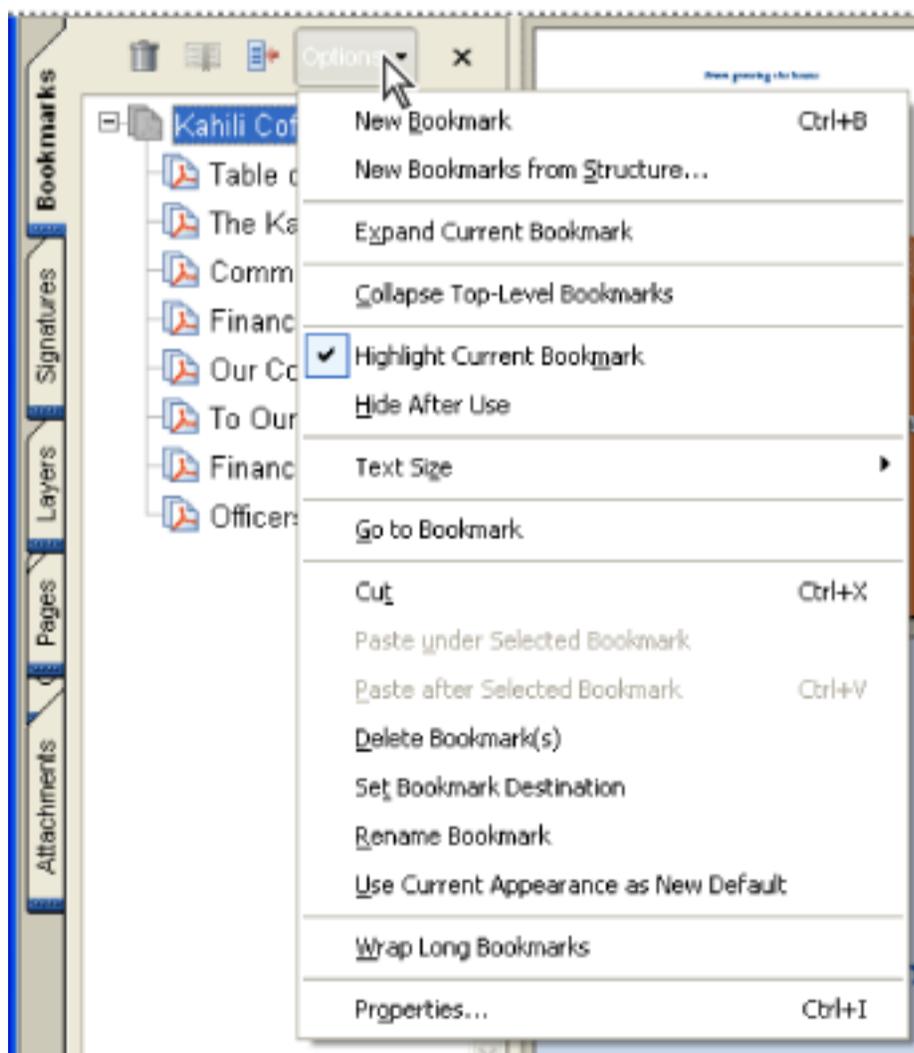
Do one of the following:

- Move the pointer over the vertical bar that separates the document pane from the navigation pane. Click the bar when the pointer icon changes to the Double Arrow icon ⇄.
- Choose View > Navigation Tabs > [desired tab].
- Click the tab on the left side of the document pane.

Note: The creator of the Adobe PDF document may set the contents of the navigation tabs. In some cases, a tab may not contain any content.

To choose a command from a tab Options menu:

Click Options at the top of the tab to open the menu, and choose the command you want. The commands in each tab vary. To close the menu without choosing a command, click outside the menu or press Esc.



Click Options to open the menu.



You can also choose commands from the document pane menu. Click the triangle ▶ just above the scroll up arrow ▲ to open the menu, and then choose a command.



Using context menus

Acrobat provides context-sensitive menus that display commands for the particular item under the pointer. For example, you can right-click (Windows) or Control-click (Mac OS) the toolbar area to display a context menu that contains toolbar options and the most commonly used toolbars.

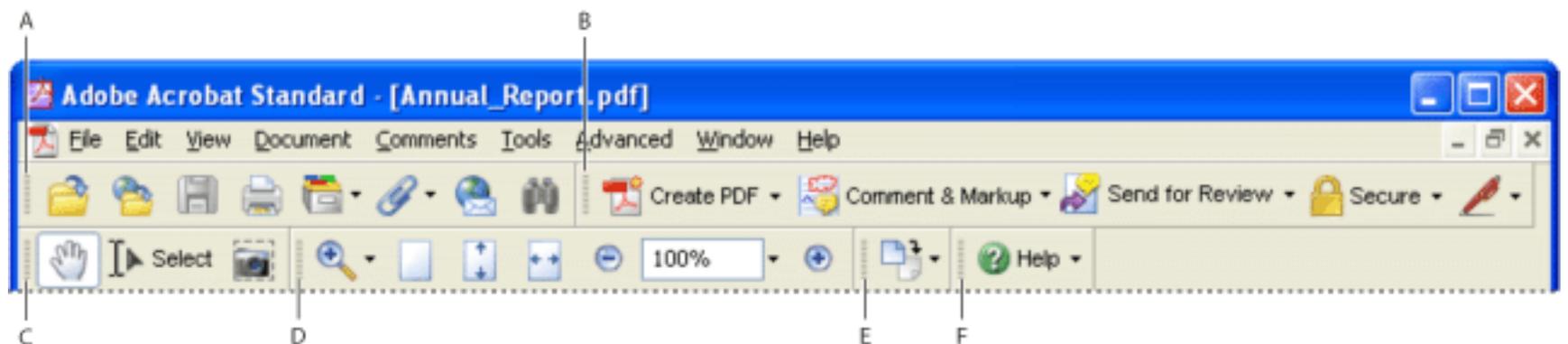
To choose a command from a context menu:

1. Position the pointer over an item in the work area, such as a comment, toolbar, bookmark, or document page.
 2. Right-click (Windows) or Control-click (Mac OS) to open the context menu, and then choose the command you want.
-



About toolbars

The Acrobat toolbar area includes a set of toolbars, some of which appear by default and some of which are hidden.



Toolbars open by default **A.** File toolbar **B.** Tasks toolbar **C.** Basic toolbar **D.** Zoom toolbar **E.** Rotate View toolbar **F.** Help toolbar

Buttons on the Tasks toolbar behave somewhat differently from other toolbar buttons. Each of these buttons has a menu of commands associated with it. Click the arrow ▼ to the right of the button name to open the menu. For example, click the arrow next to the Create PDF button  to display a menu of commands related to creating PDF documents.



Hold the pointer over a tool to see the name of the tool. Hold the pointer over the gripper bar  on the left edge of a toolbar to see the name of the toolbar.

To show or hide toolbars:

Do any of the following:

- Choose View > Toolbars, and then select the toolbar you want to show or hide. A checkmark next to the toolbar name indicates that the toolbar is displayed.
- Choose Tools, select the appropriate topic, and choose Show *[toolbar name]* Toolbar.
- Right-click (Windows) or Control-click (Mac OS) the toolbar area, and then select the toolbar you want to show or hide. (See [Using context menus.](#))
- Click the arrow next to a Tasks toolbar button and select the associated toolbar name. The expanded toolbar appears as a floating toolbar in the document pane. For example, click the arrow next to the Comment & Markup button , and then select Commenting Toolbar.
- To hide all toolbars, choose View > Toolbars > Hide Toolbars. Choose Show Toolbars to display them again.
- Choose View > Toolbars > Reset Toolbars to display the default set of toolbars.

For information on changing the appearance and position of toolbars, see [Customizing the work area.](#)



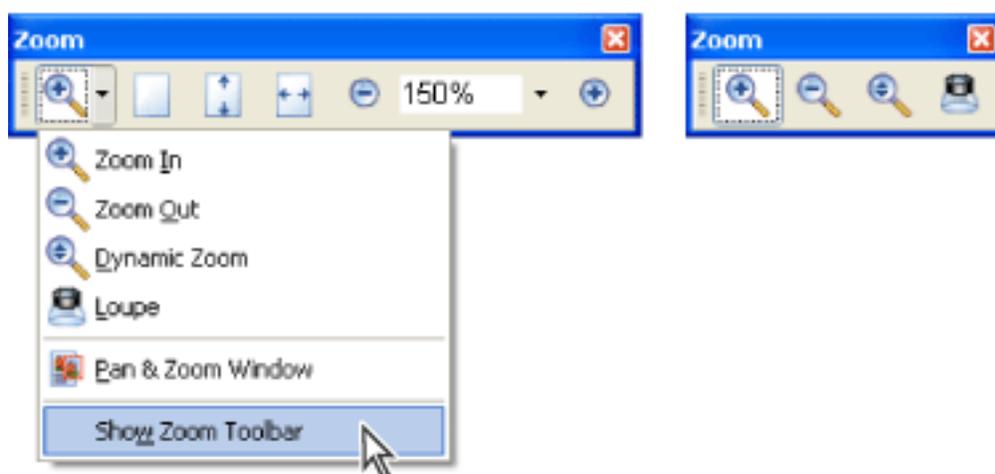
Selecting tools

As a general rule, you should use the Hand tool  when browsing through PDF documents. However, you can select a number of other helpful tools from the toolbars.

To select a tool:

Do one of the following:

- From the Tools menu, choose the toolbar name, and then choose the tool.
- To select a visible tool in a toolbar, click the tool, or make the appropriate keystroke.
- To select the Hand tool temporarily, without deselecting the current tool, hold down the spacebar.
- To select the Zoom In tool temporarily, press Ctrl (Windows) or Command (Mac OS) and hold down the spacebar.
- To select a hidden tool, hold down the mouse button on either the related tool or the triangle next to the related tool until the additional tools appear, and then drag to the tool you want.
- To replace a visible tool with a hidden tool, click the related tool or the triangle next to it until the additional tools appear, and click the name of the hidden tool.
- To display hidden tools alongside the other tools, click the related tool or the triangle next to it, and choose Expand This Button. To collapse the hidden tools, click the left-pointing arrow to the right of the expanded button.



Clicking the triangle next to a tool to open a hidden group of tools

Related Subtopics:

[Using the Properties toolbar](#)



Using the Properties toolbar

The Properties toolbar provides easy access to the properties for many tools and objects, including links, comments, form fields, media clips, and bookmarks. The item selected determines the contents of the Properties toolbar.

When the Properties toolbar is displayed, it appears by default as a floating toolbar. If you prefer, you can dock it next to the other toolbars.

To show or hide the Properties toolbar:

1. Select the object, such as a note comment, that contains the properties you want to edit.
2. Do one of the following:
 - Choose View > Toolbars > Properties Bar.
 - Right-click (Windows) or Control-click (Mac OS) the toolbar area, and choose Properties Bar from the context menu.



If you want to change properties other than those listed on the Properties toolbar, right-click (Windows) or Control-click (Mac OS) the object, and choose Properties.



Opening documents

You can open an Adobe PDF document from your email application, from your file system, on a network from within a web browser, by choosing File > Open in Acrobat, or by using the new Organizer window. The initial view of the PDF document depends on how its creator set the document properties. For example, a document might open to a particular page or at a particular magnification.

When someone sends you a restricted PDF document, you may need to enter a password to open it. If a document is encrypted, you may not be able to open it without permission from the person who created the document. In addition, restricted or certified documents may prevent you from printing a file or copying information to another application. If you're having trouble opening a PDF document, or if you're restricted from using certain features, contact the author of the PDF document. For information on opening documents to which security has been applied, see [About security](#).

If a document is set to open in Full Screen mode, the toolbar, command bar, menu bar, and window controls are not visible. You can exit Full Screen mode by pressing the Esc key if your preferences are set this way, or by pressing Ctrl+L (Windows) or Command+L (Mac OS). (See [Reading documents in Full Screen mode](#).)

To open a PDF document from within Acrobat:

1. Do one of the following:
 - Choose File > Open, or click the Open button  in the toolbar. In the Open dialog box, select one or more file names, and click Open. PDF documents usually have the extension .pdf.
 - (Windows) From the File menu, choose a previously opened document's file name.
 - (Mac OS) Choose File > Open Recent File, and then choose the document's file name.
 - From either the File > Organizer submenu or the Organizer menu  on the File toolbar, choose Collections > [collection name] > [PDF file name]. For information on using Organizer, see [Using the Organizer window](#).
 - From the File or the Organizer menu  on the File toolbar, choose History > [time period] > [PDF file name].
2. If the Document Message Bar appears when a PDF document is opened, the document has a special status or special features. For example, it may be certified, or it may be part of a commenting review. The bottom left corner of the status bar displays icons that represent these special status icons. You can click any of these to view the document status.



If more than one document is open, you can switch between documents by choosing the document name from the Window menu. In Windows, Acrobat places a button for each open document on the Windows taskbar. You can click this button to move between open documents.

To open a PDF document from outside Acrobat:

Do one of the following:

- Open the PDF attachment from within an email application. In most email applications, you can double-click the attachment icon to open the document.
- Click the PDF file link in your web browser. The PDF document may open within your web browser. In this case, use the Acrobat toolbars to print, search, and work on your PDF documents, because the menu commands may apply to the browser and not to the PDF document. (See [Viewing Adobe PDF documents in a web browser](#).)
- Double-click the PDF File icon in your file system.

Note: In Mac OS, you might not be able to open a PDF document created in Windows by double-clicking the icon. If double-clicking the icon in Mac OS does not open the document, choose File > Open in Acrobat.



Navigating in documents

You can navigate in Adobe PDF documents by paging through them or by using navigational tools such as bookmarks, page thumbnails, and links. You can also retrace your steps through documents to return to where you started.

Related Subtopics:

[Paging through documents](#)

[Retracing your viewing path](#)

[Navigating with bookmarks](#)

[Navigating with page thumbnails](#)

[Navigating with links](#)

[Viewing layers](#)

[Navigating documents with file attachments](#)

[Reading article threads](#)



Paging through documents

The navigation controls in the status bar at the bottom of the window provide a quick way to navigate through documents. In addition, you can use menu commands, the Navigation toolbar, and keyboard shortcuts for paging through a PDF document.



Navigation controls **A.** First Page button **B.** Previous Page button **C.** Current page **D.** Next Page button **E.** Last Page button **F.** Go To Previous View button **G.** Go To Next View button

To go to another page:

Do one of the following:

- To go to the first or last page, click the First Page button  or the Last Page button  in the status bar, or choose View > Go To > First Page or Last Page.
- To go to the next or previous page, click the Next Page button  or the Previous Page button  on the status bar, or choose View > Go To > Next Page or Previous Page.
- If you are in Fit Page view and the page layout is set to single page, press the Up Arrow or Down Arrow key to move up or down a page. (See [Setting the page layout and orientation.](#))



To learn shortcut keystroke hints for paging through documents, see [Keys for moving through a document.](#)

To use the Navigation toolbar:

1. If the Navigation toolbar is hidden, either choose View > Toolbars > Navigation or right-click (Windows) or Control-click (Mac OS) the toolbar area, and then choose Navigation.
2. Click the buttons to move forward or backward through your document.

To jump to a page by its number:

Do one of the following:

- Choose View > Go To > Page, type the page number, and click OK.
- Drag the vertical scroll bar until the number of the page you want to jump to is displayed.
- Select the current page number in the status bar, type the page number to jump to, and press Enter or Return.

Note: If your document's page numbers are different from the actual page position in the PDF file, the page position may appear in parentheses in the status bar. For example, if the first page of an 18-page chapter begins numbering at 223, the numbering might appear as 223 (1 of 18). You can double-click inside the parentheses, change the page-position number, and press Enter or Return to go to that page. For information on turning on and off logical page numbers, see [Page Display preferences.](#)

To automatically scroll through a document:

1. Choose View > Automatically Scroll.
 2. Press Esc to stop scrolling.
-



Retracing your viewing path

After you have navigated through documents, you can retrace your path back to where you started.

To retrace your viewing path:

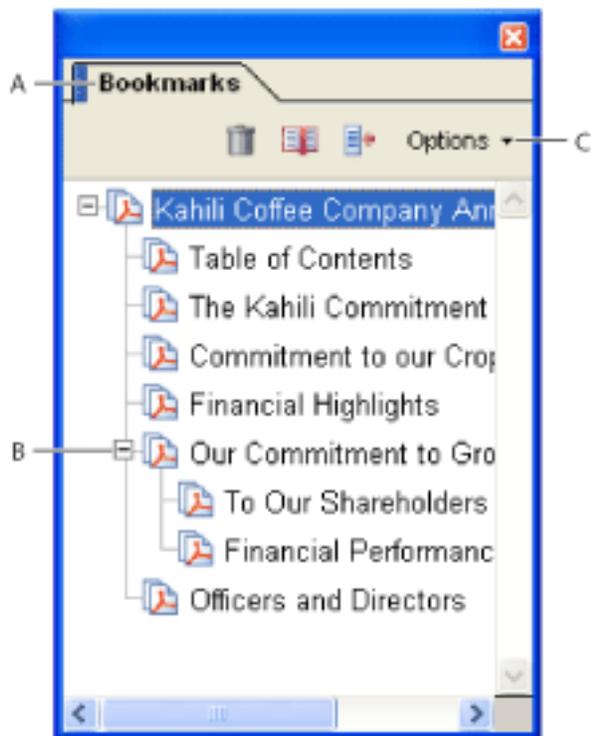
Do one of the following:

- To retrace your path within an Adobe PDF document, choose **View > Go To > Previous View** or **Next View**. The **Next View** command is available only if you have chosen **Previous View**.
 - If you're viewing the PDF document in a browser, use options on the **Navigation toolbar** to move between views. **Right-click** (Windows) or **Control-click** (Mac OS) the toolbar area, and then choose **Navigation**. Click the **Go To Previous View** button  or the **Go To Next View** button . (You can also use the **Next View** button and the **Previous View** button in the browser.)
 - To retrace your viewing path through other PDF documents, choose **View > Go To > Previous Document** or **Next Document**. These commands open the other PDF documents if the documents are closed.
-



Navigating with bookmarks

Bookmarks provide a table of contents and usually represent the chapters and sections in a document. Bookmarks appear in the navigation pane. For information on adding bookmarks to an Adobe PDF document, see [Creating bookmarks](#).



Bookmarks tab **A**. Bookmarks tab **B**. Expanded bookmark **C**. Click to display bookmark Options menu.

To browse by using a bookmark:

1. Click the Bookmarks tab on the left side of the window, or choose View > Navigation Tabs > Bookmarks.
2. To jump to a topic by using its bookmark, click the bookmark. Click the plus sign (+) next to a parent bookmark to expand it. Click the minus sign (-) next to a bookmark to hide its children.

Note: Clicking a bookmark might perform an action instead of taking you to another location. It depends on how the bookmark was defined.

If the list of bookmarks disappears when you click a bookmark, click the Bookmarks tab to display the list again. If you want to hide the Bookmarks tab after you click a bookmark, click the Options menu at the top of the Bookmarks tab, and select Hide After Use.



Navigating with page thumbnails

Page thumbnails provide miniature previews of document pages. You can use thumbnails in the Pages tab to change the display of pages and to go to other pages. The red page-view box in the page thumbnail indicates which area of the page is displayed. You can resize this box to change the zoom percentage. (See [Magnifying and reducing the view](#).) For information on adding thumbnails to a PDF document, see [Creating page thumbnails](#).

To browse by using page thumbnails:

1. Click the Pages tab on the left side of the window, or choose View > Navigation Tabs > Pages to display the Pages tab.
 2. To jump to another page, click the page's thumbnail.
-



Navigating with links

Clicking a link in a PDF document is like clicking a link on a website. Links take you to another location in the current document, to other PDF documents, or to websites. The PDF document creator determines what links look like in the PDF document. For information on adding links to a PDF document, see [Creating links](#).

Clicking a link can also open file attachments and play 3D content, movies, and sound clips. To play these media clips, you must have the appropriate hardware and software installed. For information on changing multimedia preferences, see [Setting Multimedia preferences](#).

Note: Unless a link was created in Acrobat using the Link tool, you must have the Automatically Detect URLs From Text option selected in the General preferences for a link to work correctly.

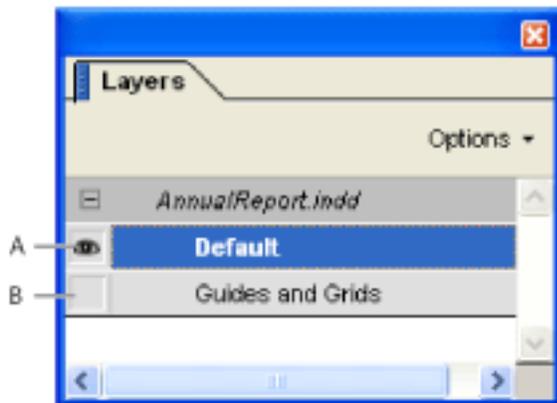
To follow a link:

1. Select the Hand tool .
 2. Position the pointer over the linked area on the page until the pointer changes to the hand with a pointing finger. (The hand has a plus sign if the link points to the web.) Then click the link.
-



Viewing layers

Information can be stored on different layers of an Adobe PDF document. The layers that appear in the PDF document are based on the layers created in the original application. You can examine the layers and show or hide the content associated with each layer by using the Layers tab in the Navigation pane. For more information on working with layers, see [About Adobe PDF layers](#).



Layers tab **A.** Eye icon indicates a displayed layer **B.** Hidden layer

To view layers:

1. Click the Layers tab on the left side of the window, or choose View > Navigation Tabs > Layers.
 2. Click the eye icon  to hide a layer's content. Click the empty box to show a hidden layer's content. A layer is visible when the eye icon is present and hidden when the eye icon is absent.
-



Navigating documents with file attachments

Acrobat lets you attach any file to an Adobe PDF document so that any user can open it for viewing. If the PDF document is moved to a new location, your attachment automatically goes with it. If you open a PDF document that has files attached, the

Attachment icon  appears in the Status tray. You can open these files for viewing, edit the file attachments, and save your changes to the attachment. (See [Opening and saving attachments.](#))



Reading article threads

Articles are electronic threads that lead you through a document. An article typically begins on one page and continues on a different page later in the document, in the same way as articles skip pages in traditional newspapers and magazines. When you read an article, the page view zooms in or out so that the current part of the article fills the screen. For information on adding articles to a PDF document, see [Working with articles](#).

To read an article:

1. Do one of the following:
 - Choose View > Navigation Tabs > Articles to open the Articles tab. Then double-click the article's icon to start reading the article.

Note: You cannot open the Articles tab if you are viewing the PDF document inside a browser. You must open the document in Acrobat.

- Select the Hand tool , and then click anywhere in the article to start reading it at that point.
2. The pointer changes to the follow-article pointer. Do any of the following to navigate through the article:
 - To scroll through the article one pane at a time, press Enter or Return or click.
 - To scroll backward through the article one pane at a time, Shift-click in the article, or press Shift+Return.
 - To go to the beginning of the article, Ctrl-click (Windows) or Option-click (Mac OS) in the article.
 - To exit the article before reaching the end, press Shift+Ctrl (Windows) or Shift+Option (Mac OS) and click.
 3. When you reach the end of the article, the pointer changes to the end-article pointer. Press Enter or Return or click to return to the view displayed before you started reading the article.
-



Viewing documents

Acrobat provides tools that help you adjust the view of your Adobe PDF documents, including simple tools such as Zoom In and Zoom Out, and more advanced tools. You can also adjust the view by rotating pages and determining whether you'll see one page at a time or a continuous flow of pages. You can view the same PDF document in different panes using a split-window view, or you can view copies of the same document in different windows using the New Window command.

Related Subtopics:

[Adjusting the page position](#)

[Magnifying and reducing the view](#)

[Using the Wireframe view](#)

[Setting the page layout and orientation](#)

[Using split-window view](#)

[Viewing a document in multiple windows](#)

[Reading documents in read mode](#)

[Reading documents in Full Screen mode](#)

[Viewing the Info panel](#)



Adjusting the page position

Use the Hand tool  to move around the page so that you can view all the areas of it. Moving an Adobe PDF page with the Hand tool is like moving a piece of paper on a desk with your hand.

To adjust the page position:

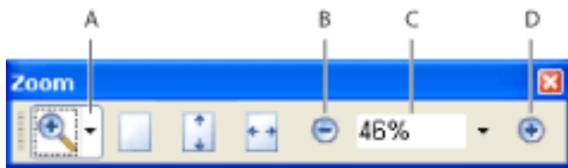
1. Select the Hand tool.
 2. Do either of the following:
 - Drag the page up or down. Release the mouse button to stop scrolling.
 - If the page is zoomed in to a high magnification, drag the page left or right to view a different area.
-



Magnifying and reducing the view

The toolbar and status bar offer several methods for magnifying the view of PDF documents:

- The Zoom In and Zoom Out tools let you change the document's magnification.
- The Dynamic Zoom tool lets you zoom in or out by dragging the mouse or mouse wheel up or down.



Magnification options on toolbar **A.** Zoom In tools **B.** Zoom Out button **C.** Zoom menu **D.** Zoom In button

To increase or decrease magnification:

Do one of the following:

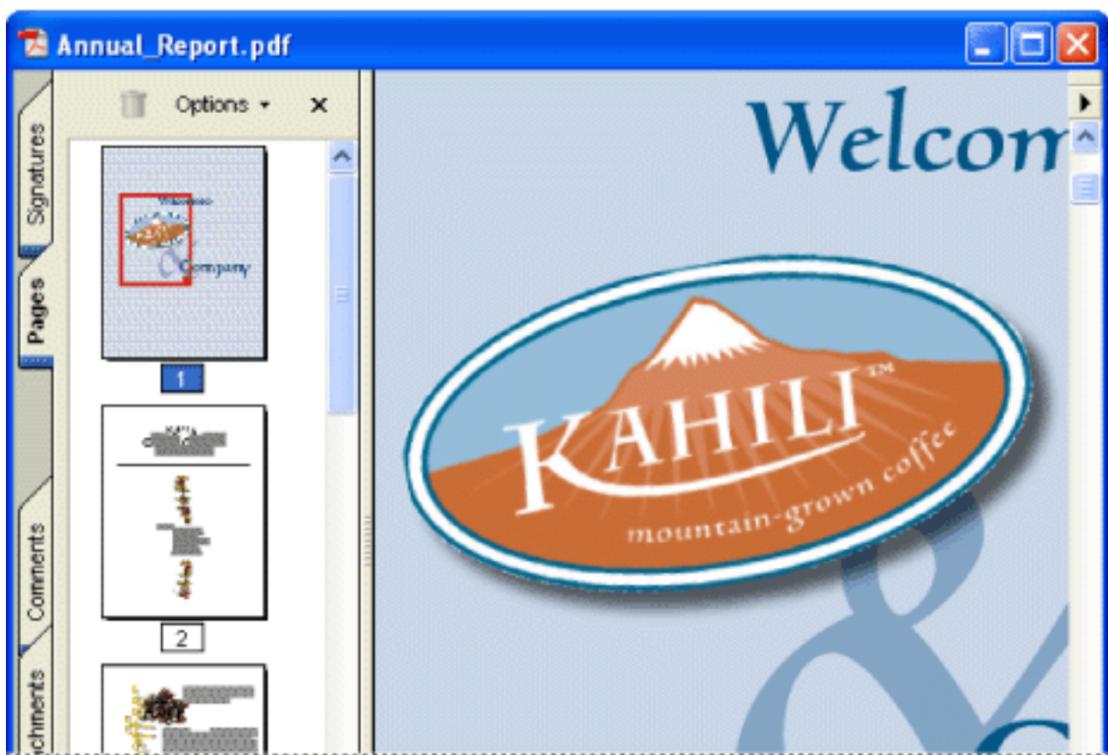
- Click the Zoom In button  or the Zoom Out button  in the toolbar, or select a magnification percentage from the toolbar menu.
- From the Zoom menu in the toolbar, choose the Zoom In tool  or the Zoom Out tool , and then click the page. To zoom in on a specific area, use the Zoom In tool to draw a rectangle. When you're finished zooming, you may want to select the Hand tool.
- Click the magnification percentage area in the toolbar, type a new percentage, and press Enter or Return.
- From the Zoom menu in the toolbar, select the Dynamic Zoom tool , and then drag up to zoom in to the area where you begin dragging, or drag down to zoom out from that location. If your mouse has a mouse wheel, you can roll it forward to zoom in or backward to zoom out.



When the Zoom In tool is selected, you can hold down Ctrl (Windows) or Option (Mac OS) while clicking or dragging to zoom out. When the Zoom Out tool is selected, hold down Ctrl or Command to zoom in. With either zoom tool, hold down Shift to use the Dynamic Zoom tool.

To change the magnification level by using a page thumbnail:

1. Click the Pages tab on the left side of the window to view the page thumbnails. Each thumbnail represents a page.
2. Locate the thumbnail for the current page, and then position the pointer over the lower right corner of the page-view box until the pointer changes.
3. Drag the corner of the box to reduce or expand the view of the page.



A page-view box in a page thumbnail indicates the area of the page currently showing in the document pane.

To resize a page to fit the window:

Do one of the following:

- To resize the page to fit entirely in the window, choose View > Fit Page, or click the Fit Page button  on the toolbar.
- To resize the page to fit the width of the window, choose View > Fit Width, or click the Fit Width button  on the toolbar. Part of the page may be out of view.
- To resize the page so that its text and images fit the width of the window, choose View > Fit Visible. Part of the page may be out of view.



To see keyboard shortcuts for resizing the document, open the View menu and notice the shortcuts for each command.

To return a page to its actual size:

Choose View > Actual Size, or click the Actual Size button  on the toolbar. The actual size for a PDF page is typically 100%, but the document may have been set to another magnification level when it was created.



Using the Wireframe view

The Wireframe view applies a constant stroke width (one pixel) to lines, regardless of zoom. When you print the document, the stroke width will print at the true width.

The Wireframe view is off by default. To use the Wireframe view, choose View > Wireframe. This feature is not available within your browser.



Setting the page layout and orientation

Changing the page layout is especially useful when you want to zoom out to get an overview of the document layout. You can use the following page layouts when viewing Adobe PDF documents:

- *Single Page* displays one page in the document pane at a time.
- *Continuous* arranges the pages in a continuous vertical column.
- *Facing* arranges the pages side by side, displaying only one or two pages at a time.
- *Continuous - Facing* arranges the pages side by side in a continuous vertical column. If a document has more than two pages, the first page is displayed on the right to ensure proper display of two-page spreads.



Single Page, Continuous, Continuous - Facing, and Facing layouts compared

For information on determining how pages are arranged when you use Continuous - Facing layout, see [Viewing document properties](#).

To set page layout:

1. Do one of the following:
 - Choose View > Page Layout, and then choose Single Page, Continuous, Facing, or Continuous - Facing.
 - Click the Single Page button , the Continuous button , the Continuous - Facing button , or the Facing button  in the status bar.
2. If necessary, choose View > Fit Page to display the document in the current page layout.



In Single Page layout, choosing Edit > Select All selects all text on the current page. In other layouts, Select All selects all text in the PDF document.

To rotate the page view:

Choose View > Rotate View > Clockwise or Counterclockwise, or click the Rotate Clockwise button  or the Rotate Counterclockwise button  on the toolbar. You can change the view of a page in 90-degree increments. This changes the view of the page, not its actual orientation, and cannot be saved. If you want the rotation to be saved with the document, choose Document > Rotate Pages.



Using split-window view

The split-window view divides the document pane into two panes (Split command) or four panes (Spreadsheet Split command), allowing you to see different views or pages of the same PDF document at the same time. With the Split command you can scroll, change the magnification level, or turn to a different page in the active pane without affecting the other pane. The spreadsheet split-window view is useful if you want to keep column headings and row labels visible while scrolling through a large spreadsheet or table. In this mode, changing the magnification in one pane changes the magnification in all panes. Also, scrolling is coordinated between the panes.

To view a document in a split-window view:

1. Choose Window > Split, or drag the gray box above the scroll bar.
2. Click a pane to make it active, and then scroll or change the magnification to adjust the view.
3. Drag the splitter bar up or down to resize the panes.
4. Choose Window > Remove Split to restore the document window to a single pane.

To view a document in a spreadsheet split-window view:

1. Choose Window > Spreadsheet Split.
 2. Click a pane to make it active, and then scroll or change the magnification to adjust the view. Note that magnification and scrolling changes are coordinated to ensure that column headings and row labels are lined up.
 3. Drag the horizontal splitter bar up or down and the vertical splitter bar left or right to resize the panes.
 4. Choose Window > Remove Split to restore the document window to a single pane.
-



Viewing a document in multiple windows

You can create multiple windows for the same document using the Window > New Window command. New windows have the same size, magnification, and layout as the original window and open at the same page and on top of the original window. When you open a new window, Acrobat adds the suffix 1 to the original file name and assigns the suffix 2 to the new window. You can open multiple windows with the suffix incrementing with each new window. Closing a window causes the remaining open windows to be renumbered sequentially; that is, if you have five windows open and you close the third window that you opened, the windows are renumbered with the suffixes 1 to 4.

To open or close a new window:

1. To open a new window, select Window > New Window.
2. To close a window, click the close box on the window. You are prompted to save any changes. Closing a window does not close a document if more than one window is open.
3. To close all open windows for a document, choose File > Close. You are prompted to save any changes before each window is closed.

Note: This feature is not available when PDF documents are viewed in a browser.



Reading documents in read mode

The read mode is designed to give you a clean work area for when you're simply reading PDF documents. Click the Hide Toolbars button  to retain the menu bar and the navigation pane and move a limited selection of tools to the status bar at the bottom of the work area. After you click the Hide Toolbars button, a tools menu and zooming features appear to the right of Hide Toolbars button. Click the tools menu to select a tool. For information on using the Hand tool, see [Adjusting the page position](#); for the zoom tools, see [Magnifying and reducing the view](#); for the Select tool, see [Copying and pasting text, tables, and images](#).

To exit Read Mode, click the Show Toolbars button.



Reading documents in Full Screen mode

In Full Screen mode, Adobe PDF pages fill the entire screen; the menu bar, command bar, toolbar, status bar, and window controls are hidden. A document creator can set a PDF document to open in Full Screen mode, or you can set the view for yourself. Full Screen mode is often used for presentations, sometimes with automatic page advancement and transitions. (See [Setting up a presentation](#).)

The pointer remains active in Full Screen mode so that you can click links and open notes. You can use keyboard shortcuts for navigational and magnification commands, and the Full Screen preferences let you display a navigation bar in Full Screen mode. (See [Full Screen preferences](#).)

To read a document in Full Screen mode:

Click the Full Screen button  in the lower left corner of the document window. Press Enter or Return or the Down Arrow or Right Arrow key to page through the document. Press Shift-Return or the Up Arrow or Left Arrow key to page backward through the document.

Note: If you have two monitors installed, the Full Screen mode of a page may appear on only one of the monitors. To page through the document, click the screen displaying the page in Full Screen mode.

To exit Full Screen mode:

Press Esc, if Escape Key Exits is selected in the Full Screen preferences, or press Ctrl+L (Windows) or Command+L (Mac OS). If the full screen navigation bar is showing, you can also click the Exit Full Screen button .



Viewing the Info panel

The Info panel lets you see the coordinate position of the mouse pointer within the document pane. The position numbering begins at the upper left corner of the document. The Info panel also shows the width and height of a selected object as you resize it.

To use the Info panel:

1. Choose View > Navigation Tabs > Info.
2. Move the mouse pointer to view X and Y coordinates.

To change the panel's measurement units:

From the Options menu in the Info panel, choose a different unit of measurement. The currently selected option has a checkmark next to its name.



Customizing the work area

You can change the appearance of the work area to better suit your working style. For example, you can change the appearance and location of toolbars and the navigation pane and lock their position on the desktop. The work area that you create becomes the default work area on your system until you change it.

To show or hide the menu bar:

To hide the menu bar, choose View > Menu Bar. To show it again, press F9.

To change the display of a navigation tab:

Do one of the following:

- To change the width of the navigation pane, drag its right border.
- To move a tab to its own floating panel, drag the tab from the navigation pane to the document pane.
- To move a tab to an existing floating panel or to the navigation pane, drag the tab to the floating panel or the navigation pane.
- To collapse a floating panel to show only the tabs, click the tab name at the top of the window. Click the tab name again to return the panel to its full size.

To show or hide tool labels:

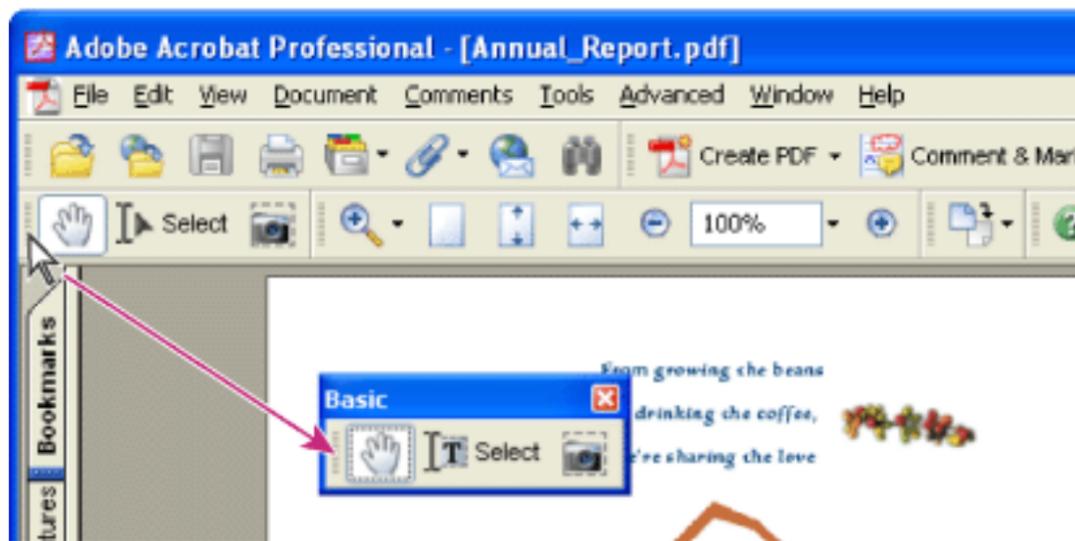
Choose View > Toolbars > Show Button Labels > [option].

Note: Tool labels are turned off selectively when space in the toolbar area becomes limited.

To move a toolbar:

Do one of the following:

- To move a toolbar in the toolbar area, drag the toolbar by the separator bar, which is located at the left edge of a toolbar. You can move the toolbar within the toolbar area, or you can drag the toolbar into the document pane to create a floating toolbar. You can drag the bar back to its original location.
- To move a floating toolbar in the document pane, drag the toolbar by its title bar.



Moving a section of tools from the toolbar area

To lock or unlock the position of toolbars:

Choose View > Toolbars > Lock Toolbars.

The separator bars disappear when toolbars are locked.

Note: Lock Toolbars locks only the position of toolbars in the toolbar area. Floating toolbars are not locked in position.

To dock toolbars:

Choose View > Toolbars > Dock All Toolbars to expand and dock all floating toolbars in their default location in the toolbar area. If necessary, the toolbar area expands to three lines, and toolbar labels are hidden selectively to save space.

To return toolbars to their default configuration:

Choose View > Toolbars > Reset Toolbars.



Setting preferences

You can use the Preferences dialog box in Acrobat Standard to define a default page layout and customize your application in many other ways. These preferences control the application on your system; they are not associated with a particular Adobe PDF document.

Note: If you install any third-party plug-ins, set these preferences using the Third-Party Preferences menu item.

To set preferences:

1. Do one of the following:
 - Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS).
 - Choose Preferences from the document pane menu.
2. In the Preferences dialog box, select one of the preference categories from the list at the left.
3. Select preference options for that feature, and then click OK. Click Cancel to leave the settings unchanged.

Related Subtopics:

[Preference categories](#)

[Startup preferences](#)

[Page Display preferences](#)

[General preferences](#)

[Full Screen preferences](#)



Preference categories

You set the preference options by category:

Accessibility

Sets preferences for making Adobe PDF documents easier to access for vision- and motion-challenged users. (See [Setting accessibility preferences.](#))

Color Management

Sets preferences for interpreting color accurately across devices. (See [Managing color in Acrobat.](#))

Commenting

Sets preferences for the appearance and functionality of document comments. (See [Setting Commenting preferences.](#))

Convert From PDF

Sets options for converting Adobe PDF content to various file types using the Save As command. Any changes you make in the conversion options accessed through the Save As command are reflected in this preferences panel. (See [Converting Adobe PDF documents to other file formats.](#))

Note: These settings are not the conversion settings used in the Export All Images command.

Convert To PDF

Sets options for converting various file types to Adobe PDF files using the Open command.

Forms

Sets preferences for the appearance and functionality of forms. (See [Setting Forms preferences.](#))

Full Screen

Sets preferences for navigation, transitions, and mouse behavior when documents are viewed in full screen mode. (See [Full Screen preferences.](#))

General

Sets miscellaneous preferences, including display, text, and image selection preferences. (See [General preferences.](#))

Identity

Sets preferences for personal information used for authorship and digital signatures.

International

Sets the language used in Acrobat or lets you choose the language each time you start Acrobat. You can control the default paragraph direction and turn on options for right-to-left languages.

Internet

Sets web browser and Internet connection options. You can set preferences to check your default browser settings for compatibility with the application each time the application starts, and you can choose a connection speed that is used by the multimedia plug in. This is also where you set your Internet connection setting. (For more information on setting up Acrobat as a helper application in Windows, see [Viewing Adobe PDF documents in a web browser.](#))

JavaScript

Sets preferences for enabling JavaScript. To access the JavaScript Reference Guide for Acrobat, go to <http://partners.adobe.com/links/acrobat> (English only) on the Adobe website.

Multimedia

Sets the preferred media player to play 3D content, movies, and sound clips, as well other multimedia options. (See [Setting Multimedia preferences.](#))

Page Display

Sets options that define the page display. (See [Page Display preferences.](#))

Reading

Sets reading order and screen reader options, as well as read-out-loud options, such as pitch, volume, and speed, for speech used in voice delivery. (See [Setting Reading preferences.](#))

Reviewing

Sets server type and server settings for online reviewing.

Search

Sets preferences for searches and fast find. (See [Setting Search preferences.](#))

Security

Sets the preferred security handler and the preferences for creating and managing digital signatures and their appearance. (See [Setting Digital Signature preferences.](#))

Spelling

Sets preferences for the spell checker and determines whether spelling will be checked during typing. (See [Setting Spelling preferences.](#))

Startup

Sets preferences for opening the application and opening documents. (See [Startup preferences.](#))

Trust Manager

Sets permissions for trusted entities. (See [Setting Trust Manager preferences.](#))

Units & Guides

Defines the measurement units and appearance for rulers and grids.

Updates

Defines how to check for software updates. (See [Updating Acrobat.](#))

Web Capture

Sets preferences for downloading HTML pages from the World Wide Web or an intranet and converting them to Adobe PDF documents. (See [Setting Web Capture preferences.](#))



Startup preferences

The Startup panel of the Preferences dialog box defines how documents open and how the application starts. It includes the following options:

Maximum Documents In Most-Recently Used List

Sets the maximum number of documents listed in the File menu (Windows) or when you choose File > Open Recent File (Mac OS). The default is five for Windows and nine for Mac OS.

Remember Files In Organizer History For

Sets the maximum period of time for PDF files to be included in the History list.

Reopen Documents To Last Viewed Page

Determines whether documents open automatically to the last viewed page within a work session.

Use Page Cache

Places the next page in a buffer even before the current page is viewed to reduce the amount of time required to page through a document.

Allow Layer State To Be Set By User Information

Allows the author of a layered PDF document to specify layer visibility based on user information.

Display The Document Status Dialog When These Status Items Appear

Determines which documents automatically show a status dialog box when they are opened.

Display Splash Screen

Determines whether the application splash screen appears each time the application starts.

Use Only Certified Plug-Ins

Ensures that only Adobe-certified third-party plug-ins are loaded.



Page Display preferences

The Page Display panel of the Preferences dialog box includes the following options for the appearance of pages:

Default Page Layout

Sets the page layout used for scrolling when you first open a document.

Display Art, Trim, and Bleed Boxes

Displays any art, trim, or bleed boxes defined for a document.

Display Large Images

Displays large images. If your system is slow to display image-intensive pages, you may want to not select this option.

Display Page To Edge

Eliminates the thin white border that is displayed around the edge of Adobe PDF pages created by some applications. If you do not select this option, pages are printed with a white border, as defined by the printer driver.

Display Transparency Grid

Displays the grid behind transparent objects.

Use Logical Page Numbers

Enables you to use the Number Pages command to display Adobe PDF page numbering that matches the numbering printed on the pages. A page's number, followed by the page position in parentheses, appears in the status bar and in the Go To Page and Print dialog boxes. For example, if the first page in a document is numbered "i", it might appear as "i (1 of 10)". If this option is not selected, page numbering information in documents is ignored and pages are numbered with arabic numbers starting at 1. Selecting this option should alleviate most cases of unexpected Go Back behavior in your web browser. For additional information on logical page numbering, see [Numbering pages](#).

Use CoolType

Adjusts text display to work optimally with your monitor.

Overprint Preview

Turns overprint preview on or off. The Overprint Preview mode lets you see (on-screen) the effects of ink aliasing in the printed output. A printer or service provider may create an ink alias if a document contains two similar spot colors and only one is required, for example.

Smooth Text, Line Art, and Images

Select whether to smooth text, line art, or images. The default is to smooth both text and images.

Use Greek Text Below

Displays text below the designated point size as gray lines (or *greeked text*) to speed display time.

Use System Setting

Uses the system settings for monitor resolution.

Custom Resolution

Sets the monitor resolution.

Default Zoom

Sets the magnification level for PDF documents when they are first opened. This value overrides document settings.

Max Fit Visible Zoom

Sets the maximum magnification level for the fit visible view and for viewing articles.



General preferences

The General panel of the Preferences dialog box provides the following preference options:

Automatically Save Document Changes To Temporary File Every

Determines how often Acrobat automatically saves changes to an open document.

Automatically Detect URLs From Text

Specifies whether web links that weren't created with Acrobat are automatically identified in the PDF document and become clickable links.

Open Cross-Document Links In Same Window

Closes the current document and opens the document being linked to in the same window, minimizing the number of windows open. If the document being linked to is already open in another window, the current document is not closed when you click a link to the open document. If you do not select this option, a new window opens each time you click a link to a different document.

Note: To override this setting, whether selected or deselected, press Ctrl (Windows) or Option (Mac OS), and choose Open Link In New Window.

Save As Optimizes For Fast Web View

Restructures a PDF document for page-at-a-time downloading from web servers.

Emit Passthrough PostScript When Printing

Enables PostScript XObjects in the PDF file to be emitted when that PDF file is printed to PostScript printer.

Enable Print Preview

Controls the display window in the Print dialog box that shows how the PDF will print. Turning this off speeds up the Print dialog box display.

Use Single Key Accelerators To Access Tools

Enables you to select tools with a single keystroke. This is off by default.

Enable Text Selection For The Hand Tool

Enables the Hand tool to automatically function as the Select tool when it hovers over text in an Adobe PDF document.

Disable Edit Warnings

Disables warning boxes that would normally open when you delete items such as links, pages, page thumbnails, and bookmarks, for example.

Show Documents in Taskbar

Turns on or off the feature that adds a button to the Windows taskbar for each document open in Acrobat. You can click this button to move between open documents.

Select Tool Options

Determines the selection order of text and images.

Text Selection Margin Size

Sets the distance, in pixels, that the Select tool has to be from text before it changes to a text selection pointer. You can set the value from zero to twenty pixels.

Column Selection Margin Size

Sets the distance, in pixels, that the Select tool has to be from the text selection margin before it switches from text selection to column selection. You can set the value from zero to twenty pixels. If you set the value at zero pixels, you cannot select columns, only text.

Use Fixed Resolution For Snapshots

Sets the resolution used to copy the image captured with the Snapshot tool.

Enable Version Cue Workgroup File Management

Turns on Version Cue™ and adds the Save A Version command and the Versions command to the File menu.

Note: To use Version Cue in Acrobat, you must be able to access a Version Cue Workspace in Adobe Creative Suite.



Full Screen preferences

The Full Screen panel of the Preferences dialog box provides the following navigation and appearance options when an Adobe PDF document is being viewed in Full Screen mode.

Advance Every

Specifies whether to advance automatically from page to page every set number of seconds. You can page through a document using mouse or keyboard commands even if automatic paging is selected.

Loop After Last Page

Lets you page through a PDF document continuously, returning to the first page after the last. This option is typically used for setting up kiosk displays.

Escape Key Exits

Lets you exit Full Screen mode by pressing the Escape key. If this option is not selected, you can exit by pressing Ctrl+L (Windows) or Command+L (Mac OS).

Left Click To Go Forward One Page; Right Click To Go Back One Page

Lets you page through an Adobe PDF document by clicking the mouse. You can also page through a document by pressing Return, Shift-Return (to go backward), or the arrow keys.

Show Navigation Bar

Shows a minimal navigation toolbar regardless of the document settings.

Ignore All Transitions

Removes transition effects from presentations that you view in Full Screen mode.

Default Transition

Specifies the transition effect to display when you switch pages in Full Screen mode and no transition effect has been set for the document being viewed.

Mouse Cursor

Specifies whether to show or hide the pointer.

Background Color

Specifies the window's background color in Full Screen mode. If you choose Custom, you can select a color from the system color palette.



Managing plug-ins

Plug-ins add more functionality, but they also increase the required amount of memory needed. To minimize that memory, you may want to install only the plug-ins that you use. A plug-in must be located in the plug-ins folder to load correctly. You can temporarily disable plug-ins when starting your software.

To disable a plug-in:

1. On Windows, open the plug_ins folder inside the Acrobat folder within the Acrobat 7.0 application folder. On Mac OS, Control-click the application icon, and choose Show Package Contents. Then double-click the Contents folder and open the Plug-ins folder.
2. Select the plug-ins you do not want to load, and move them out of the folder. Some of the plug-ins may be in folders within the plug-ins folder.

To temporarily disable all plug-ins:

Press the Shift key immediately after starting Acrobat.



Viewing Adobe PDF documents in a web browser

Acrobat makes viewing Adobe PDF documents on the web easy. You can view PDF documents in your browser, or you can set up Acrobat to work as a separate helper application so that when you open or download PDF documents from the web, they open in a separate Acrobat window. If you set your preferences to start Acrobat as a separate application outside your browser and automatically open linked PDF documents in Acrobat, you cannot use Fast Web Viewing, form submittal in a browser, or search highlighting on the web.

To use Acrobat as a helper application:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select Internet on the left.
2. Deselect Display PDF In Browser, and click OK.

To set browser and Internet preferences:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select Internet on the left.
2. Set the following options, and then click OK.

Display PDF In Browser

Displays any PDF document opened from the web inside the browser window. If this option is not selected, PDF documents open in a separate Acrobat window.

Check Browser Settings When Starting Acrobat

Checks your default browser settings for compatibility with the application each time the application starts.

Allow Fast Web View

Downloads PDF documents for viewing on the web one page at a time. If this option is not selected, the entire PDF file downloads before it is displayed. If you want the entire PDF document to continue downloading in the background while you view the first page of requested information, also select Allow Speculative Downloading In The Background.

Allow Speculative Downloading In The Background

Allows a PDF document to continue downloading from the web, even after the first requested page appears. Downloading in the background stops when any other task, such as paging through the document, is initiated in Acrobat.

Connection Speed

Choose a connection speed from the menu. This setting is also used by the multimedia plug in.

Internet Settings

Click to set up your Internet connection. Follow the prompts, or consult your ISP if you need help.

Related Subtopics:

[Viewing in a browser in Windows](#)

[Viewing in a browser in Mac OS](#)



Viewing in a browser in Windows

You can view the PDF document in the web browser if you are using Internet Explorer 5.5 or later, Netscape Navigator 7.1 or later, or America Online 9.0 or later. Because keyboard commands may be mapped to the web browser, some Acrobat shortcuts may not be available. Similarly, you may need to use the tools and commands in the Acrobat toolbar rather than the browser toolbar or menu bar. For example, to print a PDF document, you need to use the Print button in the Acrobat toolbar rather than the Print command in the browser. (In Internet Explorer, you can choose File > Print, Edit > Copy, and Edit > Find on the Internet Explorer toolbar.)



Viewing in a browser in Mac OS

Acrobat 7.0 works automatically with Safari version 1.2.3 or later and Mac OS 10.3 or later to make viewing Adobe PDF documents on the web easy. The first time you open Acrobat 7.0, your system automatically is configured to use Acrobat to open PDF files in your browser. Acrobat does not add any tools or menus to the Safari toolbar and menu bar.

Note: Be sure that Safari is not running the first time you start Adobe Acrobat.

When you view PDF documents in your browser, some keyboard commands may not be available because they are mapped to the web browser. Similarly, you may need to use the tools and commands in the Adobe Acrobat toolbars rather than the browser toolbar or menu bar. For example, to print a PDF document, you need to use the Print button in the Adobe Reader toolbar rather than choosing File > Print in the browser.

Important: If you have Adobe Reader installed on your system and subsequently install Acrobat *Standard*, Safari continues to use Adobe Reader to open PDF documents in your browser. To reconfigure Safari to use Acrobat *Standard*, you must quit Safari and all versions of Acrobat or Adobe Reader, start Acrobat, and then start Safari while Acrobat is running.



Working with non-English languages in Adobe PDF files

Adobe Acrobat lets you view, search, and print PDF documents that contain Asian (Traditional and Simplified Chinese, Japanese, and Korean), Central and Eastern European, and Cyrillic text. You can also use these languages when you fill in forms, add comments, and apply digital signatures.

Related Subtopics:

[About Asian-language Adobe PDF files](#)

[About Central and Eastern European-language Adobe PDF files](#)



About Asian-language Adobe PDF files

This section covers creating and managing Asian-language PDF files on a non-Asian-language system. Almost all of the Acrobat features are supported for Traditional and Simplified Chinese, Japanese, and Korean text.

In Mac OS, application and system support for Asian text is automatic.

In Windows, you must install the Asian language support files by using the custom installation and selecting the Asian Language Support options under Create Adobe PDF and View Adobe PDF. You must also have Asian language support installed for your system.

PDFMaker and the Adobe PDF printer automatically embed most Asian fonts in your file when creating PDF files. You can control whether Asian Fonts are embedded.

In Windows, you may be able to view and print files that contain Asian languages without having the necessary Asian language support installed on your system. If you try to open a PDF file for which language support is required, you are automatically prompted to install the required language pack.



About Central and Eastern European-language Adobe PDF files

You can work with Adobe PDF files that contain Cyrillic text (including Bulgarian and Russian), Central European text, and Eastern European text (including Czech, Hungarian, and Polish), if the fonts are embedded in the PDF files. If the fonts are embedded, you can view and print the files on any system. Fonts do not need to be embedded to use the Search feature.

Note: If you open a PDF file in which form fields or text boxes contain these languages but the fonts are not embedded and are not installed on your system, choosing Help > Check For Updates Now automatically prompts you to download and install the necessary language font kits.



Adobe Acrobat® 7.0 Standard

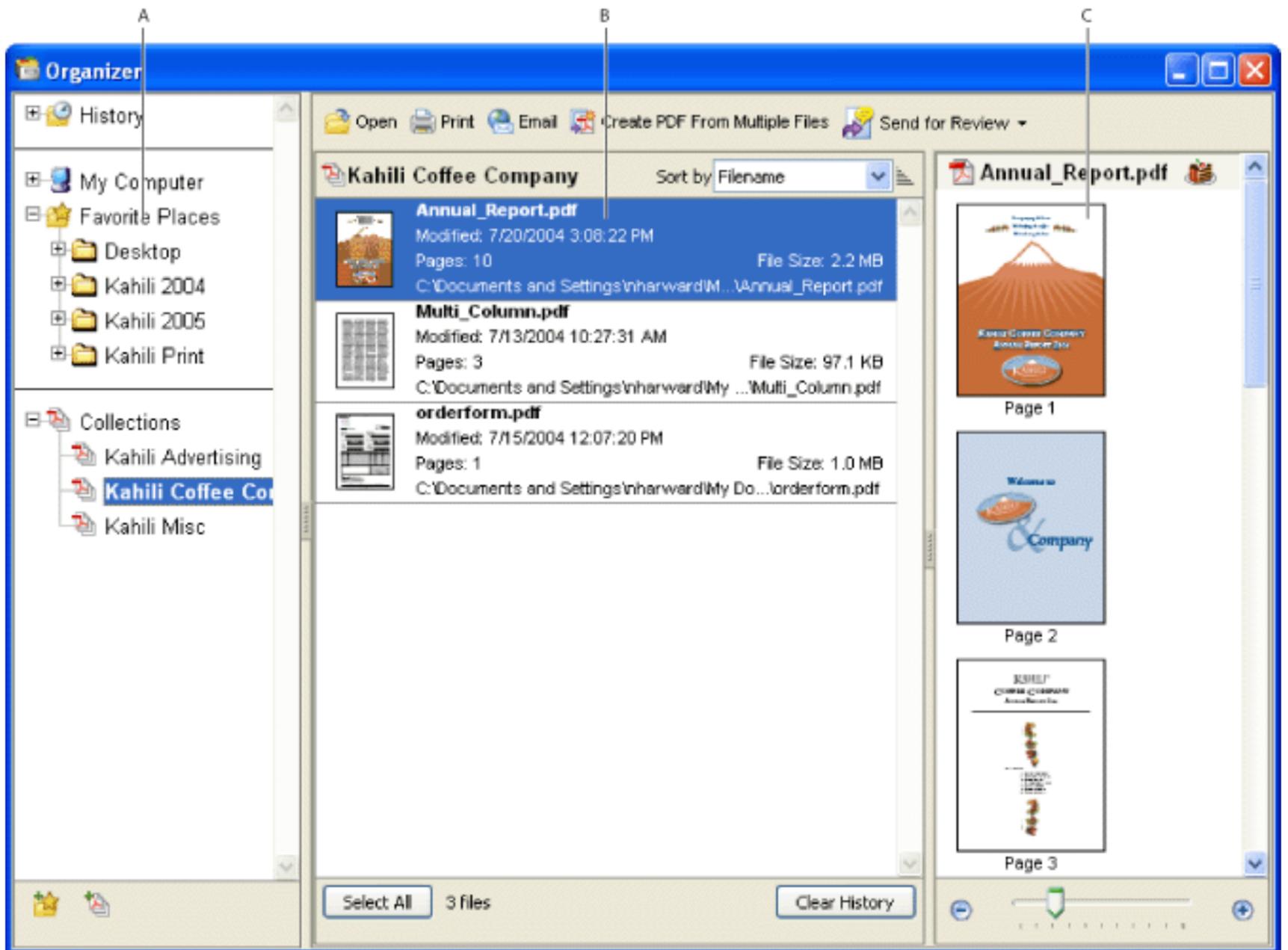
Finding Adobe PDF Files Using Organizer

[Using the Organizer window](#)



Using the Organizer window

Organizer helps you find PDF files that you've previously opened and PDF files that you've organized into collections and favorites. With Organizer, you can see thumbnail images of PDF pages to quickly find files, organize related PDF files, and quickly browse, find, and sort PDF files that you recently viewed. After you select one or more files, you can start one of several different tasks using the buttons above the file list.



Organizer window in Windows **A**. Categories pane displays categories for viewing PDF files **B**. Files pane lists PDF files contained in the selected category **C**. Pages pane displays thumbnails of each page within the selected PDF file

To display the Organizer window:

Click the Organizer button  in the File toolbar, or choose File > Organizer > Open Organizer. (To resize a pane relative to the other panes, drag the vertical line that separates two panes. To resize the entire Organizer window, drag the left, right, or bottom edge of the window.)



It isn't necessary to open the Organizer window if you want to open a PDF file that's in a collection, to create a new collection, to add an open PDF document to a collection, or to open a PDF file from your history of opened PDF files. In Acrobat, click the Organizer button  in the File toolbar, or choose File > Organizer or File > History. These items contain commands that let you do all of these things.

Related Subtopics:

[Using the categories pane of the Organizer window](#)

[Using the files pane of the Organizer window](#)

[Using the pages pane of the Organizer window](#)



Using the categories pane of the Organizer window

The categories pane of the Organizer window contains four categories to help you locate and organize PDF files that reside on your computer, on a network, and on the web:

- History contains subcategories that list all PDF files that you've opened during a specified period of time. You can't change the subcategory names or manually add PDF files to the History, which is automatically updated each time you open a PDF file and as time passes, but you can clear the entire history by using the Clear History button in the files pane. You can also control the maximum length of the file history or turn it off with the Remember Files In Organizer History For option in the Startup preferences.
- My Computer (Windows) or *[disk name]* (Mac OS) lists the hard drives and folders in their current hierarchy. This category is especially useful if you know where a particular PDF file resides.
- Favorite Places lists folders, network locations, and web directories that you've specified as favorite destinations. This category functions like bookmarks or favorite destinations that you create for quick access in a web browser, except that the destinations are folders or drives that contain PDF files. You can add or remove destinations from the Favorite Places list, but you can't edit the destination names.
- Collections contains collection folders that list all PDF files that you've associated with each particular collection folder. Each collection folder can point to multiple PDF files no matter where each PDF file is located; for example, a single collection folder can list PDF files that are actually located in different folders on your computer, on a network, and also on the web. You can change each collection folder's name, add new collection folders, and add PDF files to each collection folder.

To view PDF files in an Organizer category:

1. To expand or collapse a category or folder in the categories pane, click the icon to the left of the category icon or folder icon.
2. Select a subcategory or folder under a main category. The pages pane lists all PDF files that are associated with that subcategory or folder.

To organize PDF files with the Collections category:

1. To edit the list of collection folders, do any of the following:
 - If you want to rename a collection folder, right-click (Windows) or Control-click (Mac OS) the collection folder name, choose Rename Folder, and then type the new name.
 - If you want to delete a collection folder, right-click (Windows) or Control-click (Mac OS) the collection folder name, choose Delete Folder, and then click Yes in the confirmation dialog box. The PDF files within the collection folder aren't deleted from their original locations.
 - If you want to add a new collection folder, click the Create A New Collection button  in the Organizer window. Or, in Acrobat, choose Create A New Collection from the Organizer menu in the File toolbar, or choose File > Organizer > Collections > Create A New Collection. Type a name for the collection.
2. If you want to add a PDF file to a collection folder, do one of the following:
 - Right-click (Windows) or Control-click (Mac OS) the collection folder name, choose Add Files, select one or more PDF files, and click Add.
 - Select the subcategory or folder that contains the PDF file, right-click (Windows) or Control-click (Mac OS) the PDF file in the files pane, and choose Add To Folder > *[collection folder name]*.
 - Drag a PDF file from Windows Explorer or Mac OS Finder to the collection folder in the categories pane.
 - After selecting a subcategory in the History, My Computer, or Favorite Places category, drag a PDF file from the files pane to the desired collection folder.
 - In Acrobat, open the PDF file. Choose Add To A Collection from the Organizer menu  in the File toolbar. To add the PDF file to an existing collection, select a collection and click OK. To add the PDF file to a new collection, click New Collection, type a name for the collection, and click Create; then click OK.



You can open any PDF file from a collection by using the Open button  in the Organizer window or by simply choosing the PDF file name from a submenu directly in Acrobat. To open a PDF file from a collection in Acrobat, choose Collections > *[collection name]* > *[PDF file name]* from either the File > Organizer submenu or the Organizer menu  in the File toolbar.

3. If you want to move a PDF file from one collection folder to another, select the collection folder that contains the PDF file, right-click (Windows) or Control-click (Mac OS) the PDF file in the files pane, and choose Move To Folder > *[collection folder name]*.
4. If you want to remove a PDF file from a collection folder, select the collection folder, right-click (Windows) or Control-click (Mac OS) the PDF file in the files pane, and choose Remove From *[collection folder name]*.

To organize PDF files with the Favorite Places category:

1. If you want to add an existing folder or hard drive to the category's list, do one of the following:
 - Click the Add A Favorite Place button , select a folder or hard drive, and click OK.
 - Right-click (Windows) or Control-click (Mac OS) the desired folder in the My Computer (Windows) or *[disk name]* (Mac OS) category, and choose Add *[folder name]* To Favorite Places.
 - Right-click (Windows) or Control-click (Mac OS) the desired subfolder in the Favorite Places category, and choose Add *[favorite place name]* To Favorite Places.
2. If you want to remove a folder or hard drive from the list of Favorite Places, right-click (Windows) or Control-click (Mac OS) the item, and choose Remove *[folder name]* From Favorite Places.

To locate PDF files with the My Computer (Windows) or *[disk name]* (Mac OS) category:

Select a folder in the My Computer (Windows) or *[disk name]* (Mac OS) category. All PDF files within that folder are listed in the files pane.



Using the files pane of the Organizer window

The files pane in the Organizer window lists the PDF files that are within the subcategory or folder selected in the categories pane; each listing of a PDF file displays the file's name, modification date, page number, file size, location, and a thumbnail image of the first page. You can sort the list by file name, metadata information, number of pages, file size, modification date, and date last opened.

The buttons at the top of the Organizer window let you open, print, email, or combine one or more selected PDF files; in addition, you can send a selected PDF file for review or approval, or upload it for a browser-based review.

To work with PDF files in the files pane:

1. Select a subcategory or folder under a main category in the categories pane to display PDF files in the files pane.
2. If you want to sort the list of PDF files according to a particular property, choose a property from the Sort By menu. To change the sorting direction, click the Ascending Sort Order button  or the Descending Sort Order button  to the right of the Sort By menu.
3. Select the file or files you want to work with: To select a listed PDF file, click it; to select all of the PDF files listed, click Select All; to add or remove noncontiguous PDF files to the selection, Ctrl-click (Windows) or Control-click (Mac OS) them; to add contiguous PDF files to the selection, Shift-click.
4. If you want to view the location of the selected PDF files in Windows Explorer or Mac OS Finder, right-click (Windows) or Control-click (Mac OS), and choose Show In Explorer (Windows) or Show In Finder (Mac OS).
5. To perform an action on the selected PDF files, do any of the following:
 - If you want to open, print, or email the PDF files, click the button for that task above the files pane.
 - If you want to combine the PDF files into a single PDF file, click Create PDF From Multiple Files, and then see [Creating Adobe PDF files from multiple files](#).
 - If you want to start an email-based review of a PDF file or upload a PDF file for a browser-based review, make sure that only one PDF file is selected, choose the command for that task from the Send For Review menu, and then see [Setting up an email-based review](#), or [Setting up a browser-based review](#).

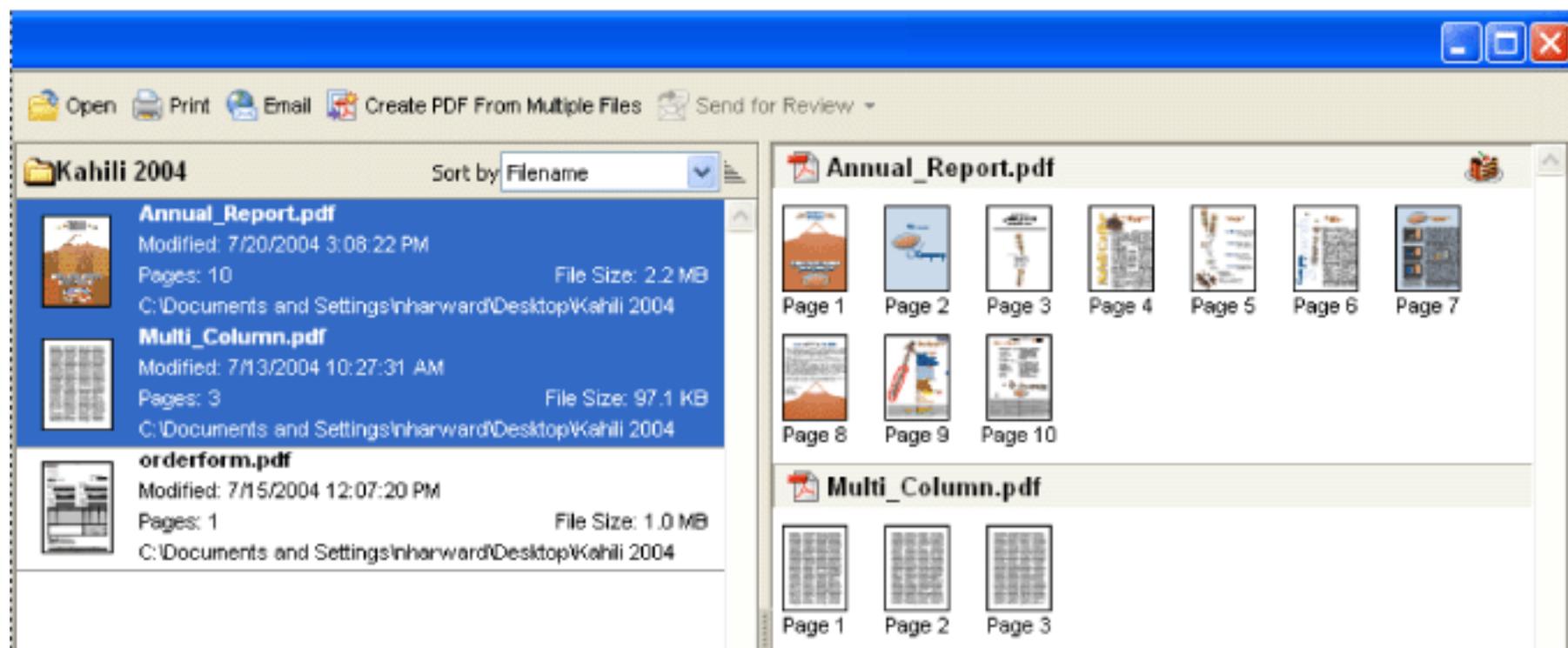
To erase the history of PDF files that you opened:

1. Select a History subcategory in the categories pane.
 2. Click Clear History in the files pane.
-



Using the pages pane of the Organizer window

The pages pane of the Organizer window displays thumbnails for every page of all PDF files that are selected in the files pane. The Zoom slider and buttons at the bottom of the pages pane let you adjust the size of the page thumbnails. If a selected PDF file contains special document properties, such as layers, attachments, or a digital signature, an icon appears for each property in the thumbnail's title bar; placing the pointer over the icon displays a tool tip identifying those properties.



Multiple PDF documents selected (left) and thumbnails of each page within the PDF documents (right)



ADOBE PDF CREATION

[About creating Adobe PDF files](#)

[Creating Adobe PDF files from other applications](#)

[Using the Adobe PDF printer](#)

[Creating a custom page size](#)



About creating Adobe PDF files

You can convert a variety of file formats to Adobe Portable Document Format (PDF), a universal file format that preserves all the fonts, formatting, images, and color of a source file, regardless of the application and platform used to create it. Adobe PDF files are compact and can be exchanged, viewed, navigated, and printed by anyone with free Adobe Reader software, while maintaining document integrity.

In addition to creating Adobe PDF files from virtually any software application, you can create PDF files in Adobe Acrobat Standard by scanning and capturing paper documents and by downloading and converting web pages.

There are many ways to create Adobe PDF files, and the amount of structural information the PDF files contain depends on how they are created. The more structural information a PDF document contains the more opportunities you have for successfully reusing the content and the more reliably a document can be used with screen readers. (See [Understanding how tags affect accessibility.](#))

For many users, the process for creating Adobe PDF files is almost automatic. Most users need only be aware that the settings used in the conversion process can be customized should the quality or size of the Adobe PDF files need to be changed. Other users, because of their heavy use of images, fonts, and color, for example, routinely prefer to customize the conversion settings to create the best possible Adobe PDF file for their needs.



Creating Adobe PDF files from other applications

You can create Adobe PDF files from applications other than Acrobat using any of three methods.

Use the Save As or Export command to create an Adobe PDF file from the current file. This method is available in such authoring applications as Adobe® InDesign®, Adobe® Photoshop®, Adobe® Illustrator®, and Adobe® PageMaker®. All the necessary components for creating Adobe PDF files are installed and configured automatically when you perform a typical installation. You are ready to create PDF files right away. See the documentation that came with your application for information on converting files this way.

Use the Adobe PDF printer. You can create Adobe PDF files from any application that has a Print command. (See [Using the Adobe PDF printer.](#))

Use PDFMaker, an application in authoring applications that converts documents directly to PDF. For information on which versions of these applications are supported, visit the Adobe website (www.adobe.com/acrofamily/main.html).

- To create PDF files from Word, PowerPoint, or Excel files, see [Converting Microsoft Office files \(Windows\)](#) or [Converting Microsoft Office files \(Mac OS\)](#).
 - To create PDF files from Outlook, see [Converting Microsoft Outlook email messages \(Windows\)](#).
 - To create PDF files from Internet Explorer, see [Converting web pages in Internet Explorer \(Windows\)](#).
 - To create PDF files from Access, see [Converting Microsoft Access files \(Windows\)](#).
 - To create PDF files from Publisher, see [Converting Microsoft Publisher files \(Windows\)](#).
-



Using the Adobe PDF printer

In an authoring application such as Adobe InDesign, use the Print command with the Adobe PDF printer to convert your file to Adobe PDF. Your source document is converted to PostScript and fed directly to Distiller for conversion to PDF, without manually starting Distiller. The current Distiller preference settings and Adobe PDF settings are used to convert the file. If you're working with nonstandard page sizes, see [Creating a custom page size](#).

Note: The Adobe PDF printer creates untagged PDF files. A tagged structure is required for reflowing content to a handheld device and is preferable for producing reliable results with a screen reader. (See [Creating tagged Adobe PDF from authoring applications](#).)

To create an Adobe PDF file using the Print command (Windows):

1. Open the file that you want to convert to an Adobe PDF file in its authoring application, and choose File > Print.
2. Choose Adobe PDF from the list of printers.
3. Click the Properties (or Preferences) button to customize the Adobe PDF printer setting. (In some applications, you may need to click Setup in the Print dialog box to access the list of printers, and then click Properties or Preferences.) For information on customizing the Adobe PDF printer settings, see [Setting Adobe PDF printing preferences \(Windows\)](#).
4. In the Print dialog box, click OK.

By default, your Adobe PDF file is saved in the folder specified in the printer port. The default location is My Documents. The file name and destination are controlled by the Prompt For Adobe PDF Filename setting in Printing Preferences.

To create an Adobe PDF file using the Print command (Mac OS):

1. Open the file that you want to convert to an Adobe PDF file in its authoring application, and choose File > Print.
2. Choose Adobe PDF from the list of printers.
3. Choose PDF Options from the pop-up menu.
4. For Adobe PDF Settings, choose one of the default settings, or customize the settings using Distiller. Any custom settings that you have defined are listed.

For most users, the default Adobe PDF conversion settings are adequate. For information on the default conversion settings, see [Using default Adobe PDF settings files](#). For information on editing these settings and creating new settings, see [Creating custom Adobe PDF settings](#).

5. For After PDF Creation, specify whether or not to open the PDF file.
6. Click Print.
7. Select a name and location for your PDF file, and click Save.

By default, your Adobe PDF file is saved with the same file name and a .pdf extension.

Related Subtopics:

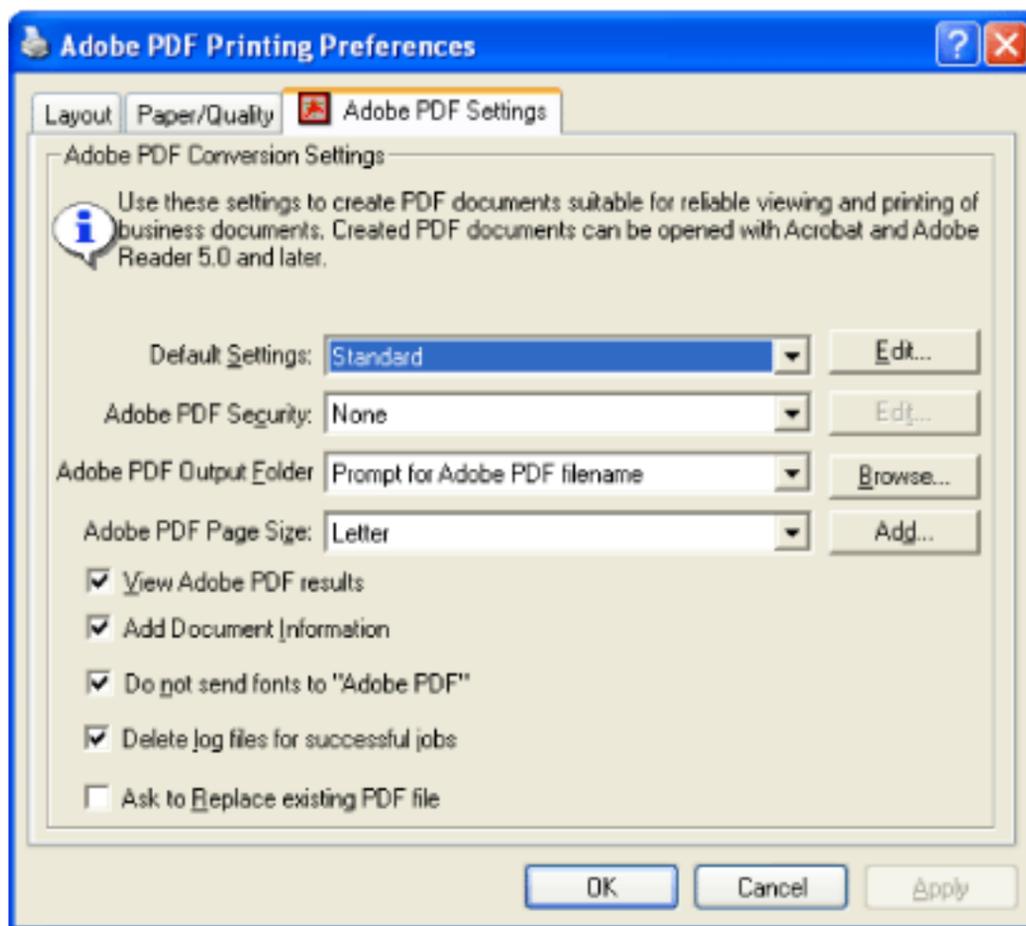
- [Setting Adobe PDF printing preferences \(Windows\)](#)
 - [Setting Adobe PDF printer properties \(Windows\)](#)
 - [Configuring the Adobe PDF printer \(Mac OS\)](#)
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Setting Adobe PDF printing preferences (Windows)

Printing preferences apply to all applications that use the Adobe PDF printer, unless you change the settings in an authoring application by using the Page Setup, Document Setup, or Print menus.

Note: The dialog box for setting printing preferences is named either Adobe PDF Printing Preferences, Adobe PDF Printing Defaults, or Adobe PDF Document Properties, depending on how you access it.



Setting preferences for the Adobe PDF printer

To set Adobe PDF printing preferences:

1. Do one of the following to open the dialog box:
 - Open the Printers or Printer And Faxes window from the Start menu. Right-click the Adobe PDF printer, and choose Printing Preferences.
 - In an authoring application such as Adobe InDesign, choose File > Print. Select Adobe PDF as the printer, and click the Properties (or Preferences) button. (In some applications, you may need to click Setup in the Print dialog box to access the list of printers, and then click Properties or Preferences to customize the Adobe PDF settings.)
2. In the Adobe PDF Settings tab, specify conversion settings. You can select a predefined set of options from the Default Settings menu or click Edit to view or change the settings in the Adobe PDF Settings dialog box. These options match the Distiller default settings. For more information, see [Using default Adobe PDF settings files](#) and [Creating custom Adobe PDF settings](#).
3. To add security to the PDF file, choose one of the following options from the Adobe PDF Security menu:
 - Reconfirm Security For Each Job opens the Adobe PDF - Security dialog box each time you create a PDF file using Adobe PDF printer. Specify settings in the dialog box.
 - Use The Last Known Security Settings uses the same security settings as the last time a PDF file was created using Adobe PDF printer on your machine.

To view or change the security settings, click Edit. For information on setting security options, see [Adding passwords and setting security options](#).

4. Choose an output folder for the converted PDF file using one of the following methods:
 - Select a folder from the Adobe PDF Output Folder menu.
 - Click Browse to add or change the output folder.
 - Choose Prompt For Adobe PDF Filename to specify a location and file name at conversion time.
5. Choose a page size from the Adobe PDF Page Size menu. Any custom page sizes that you have defined are listed on this menu. To define a custom page size, see [Creating a custom page size](#).
6. Select any of the following options:
 - View Adobe PDF Results automatically starts Acrobat and displays the converted document immediately.
 - Add Document Information includes information such as the file name and date and time of creation.
 - Do Not Send Fonts To "Adobe PDF." Check this option if you are creating a PostScript file.
 - Delete Log Files For Successful Jobs automatically deletes the log files unless the job failed.
 - Ask To Replace Existing PDF File displays a dialog box that warns you when you are about to overwrite an existing PDF file with a file of the same name.
7. Set options on the Layout and Paper Quality tabs, as necessary.



Setting Adobe PDF printer properties (Windows)

In Windows, you can usually leave the Adobe PDF properties unchanged, unless you have configured printer sharing or set security.

To set Adobe PDF printing properties:

1. Open the Printers window from the Start menu, and right-click the Adobe PDF printer.
2. Choose Properties.
3. Click the tabs, and select options as needed.

To reassign the port that Adobe PDF uses for printing:

1. Quit Distiller if it is running, and allow all queued jobs to Adobe PDF to complete.
2. Open the Printers window from the Start menu.
3. Right-click the Adobe PDF printer, and choose Properties.
4. Click the Ports tab, and then click Add Port.
5. Select Adobe PDF Port from the list of available port types, and click New Port.
6. Select a local folder for PDF output files, and click OK. Then click Close to quit the Printer Ports dialog box.
7. In the Adobe PDF Properties dialog box, click Apply, and then click OK.

For best results, select a folder on the same system where Distiller is installed. Although remote or network folders are supported, they have limited user access and security issues.

To delete a folder and reassign Adobe PDF to the default port:

1. Quit Distiller if it is running, and allow a few minutes for all queued jobs to Adobe PDF to complete.
 2. Open the Printers window from the Start menu.
 3. Right-click the Adobe PDF printer, and choose Properties.
 4. Click the Ports tab.
 5. Select the default port, My Documents, and click Apply.
 6. Select the port to delete.
 7. Click Delete Port, and then click Yes to confirm the deletion.
 8. Select the My Documents port again and click Close.
-



Configuring the Adobe PDF printer (Mac OS)

In Mac OS, you configure the Adobe PDF printer in three places: Distiller, your authoring application's Page Setup menu, and your authoring application's Print dialog box.

To configure the Adobe PDF printer:

1. In Distiller, specify the Adobe PDF settings, font locations, and security. (See [Creating Adobe PDF files using Acrobat Distiller](#) and [Setting Distiller preferences](#).)
 2. In an authoring application such as Adobe InDesign, choose File > Page Setup, and do the following:
 - Select Adobe PDF 7.0 from the Format For menu.
 - Specify the paper size, orientation, and scale as necessary. To create custom page sizes, see [Creating a custom page size](#).
 3. In your authoring application, choose File > Print, and select Adobe PDF 7.0 from the Printer menu.
 4. In the pop-up menu below the Presets menu, choose PDF Options, and set any of the following options:
 - Select a set of predefined conversion settings from the Adobe PDF Settings menu if you want to override default settings. Default settings are the settings currently defined in Distiller.
 - Specify whether to open the converted files in Acrobat in the After PDF Creation menu.
 5. Specify print settings as desired in the other menus available in the pop-up menu below the Presets menu.
-



Creating a custom page size

It's important to distinguish between *page size* (as defined in the source application's Document Setup dialog box for your document) and *paper size* (the sheet of paper, piece of film, or area of the printing plate you'll print on). Your page size might be U.S. Letter (8-1/2-by-11 inches), but you might need to print on a larger piece of paper or film to accommodate any printer's marks or the bleed area. To ensure that your document prints as expected, set up your page size in both the source application and the printer.

The list of paper sizes available to Acrobat comes from the PPD file (PostScript printers) or from the printer driver (non-PostScript printers). If the printer and PPD file you've chosen for PostScript printing support custom paper sizes, you see a Custom option in the Paper Size menu. Acrobat supports pages as large as 15,000,000 inches (38,100,000cm) by 15,000,000 inches (38,100,000cm).

To create a custom page size (Windows):

1. Do one of the following:
 - Open the Printers or Printer And Faxes window from the Start menu. Right-click the Adobe PDF printer, and choose Printing Preferences.
 - In an authoring application such as Adobe InDesign, choose File > Print. Select Adobe PDF as the printer, and click the Properties button. (In some applications, you may need to click Setup in the Print dialog box to access the list of printers, and then click Properties or Preferences to customize the Adobe PDF settings.)
2. In the Adobe PDF Settings tab, click the Add button next to the Adobe PDF Page Size menu.
3. Specify the name, width, height, and unit of measurement. Click Add/Modify to add the custom page size name to the Adobe PDF Page Size menu.

To create a custom page size (Mac OS):

1. In an authoring application such as Adobe InDesign, choose File > Page Setup.
2. In the Settings pop-up menu, select Custom Paper Size.
3. Click the New button.
4. Specify the name, height, width, and margins. The unit of measurement depends on the system language.
5. Click Save, and then click OK.

To use the custom page size (Mac OS):

1. Choose File > Page Setup.
 2. Select the new custom page size from the Paper Size menu, and click OK.
-



Creating Adobe PDF Files Using PDFMaker

[About Acrobat PDFMaker](#)

[Converting web pages in Internet Explorer \(Windows\)](#)

[Converting Microsoft Office files \(Windows\)](#)

[Converting Microsoft Office files \(Mac OS\)](#)

[Converting Microsoft Outlook email messages \(Windows\)](#)

[Converting Microsoft Access files \(Windows\)](#)

[Converting Microsoft Publisher files \(Windows\)](#)

[Editing PDFMaker conversion settings \(Windows\)](#)



About Acrobat PDFMaker

Files created in a number of applications (including Microsoft Access, Excel, Internet Explorer, Outlook, PowerPoint, Project, Publisher, Visio, Word, and Autodesk AutoCAD) can be converted directly to Adobe PDF files without leaving the authoring application. In all cases, PDFMaker is used for the conversion in each authoring application and the resulting files are Adobe PDF files.

In Windows, the default Acrobat 7.0 installation installs the PDFMaker feature for the following third-party applications:

- Microsoft Access 2000, 2002, and 2003
- Microsoft Excel 2000, 2002, and 2003
- Microsoft Internet Explorer 6.0
- Microsoft Outlook 2000, 2002, and 2003
- Microsoft PowerPoint 2000, 2002, and 2003
- Microsoft Publisher 2002 and 2003
- Microsoft Word 2000, 2002, and 2003

In Mac OS, the default Acrobat 7.0 installation installs the PDFMaker feature for the Professional, Standard, and Student and Teacher Editions of the following Microsoft applications:

- Microsoft Excel X (SR-1), 2004
- Microsoft PowerPoint X (SR-1), 2004
- Microsoft Word X (SR-1), 2004

When you install Acrobat using the default installation settings, the installer identifies third-party applications on your computer that support PDFMaker and installs the necessary PDFMaker files that enable those applications to convert files to PDF files. If you install such a third-party application *after* installing Acrobat on Windows, the PDFMaker files are also automatically installed.



Converting web pages in Internet Explorer (Windows)

Acrobat adds the Adobe PDF toolbar and Convert Current Web Page To An Adobe PDF File button  to Internet Explorer 5.01 and later, which allow you to convert the currently displayed web page to an Adobe PDF file, or convert and perform an activity in one easy operation.



You can convert more than one web page, even an entire website, to an Adobe PDF file directly within Adobe Acrobat. (See [Creating Adobe PDF files from downloaded web pages.](#))

The Internet Explorer Adobe PDF toolbar preferences determine only whether converted files open in Acrobat automatically, and whether you are prompted to confirm the deletion of files or addition of pages to an existing PDF file. The Acrobat web page conversion settings, which are available only in Acrobat, let you set more advanced settings, including the creation of bookmarks and tags. After you set the Acrobat web page conversion settings as desired, you need to use the Create PDF From Web Page feature in Acrobat at least once before the settings take effect in the Internet Explorer web page conversion feature. (See [Specifying conversion settings for capturing web pages.](#))

When you convert a web page, you can also choose to do one of the following activities using a menu command:

- Add the converted web page to an existing PDF file.
- Print the page. A converted web page is reformatted to a standard page size with logical page breaks. This avoids inconsistent results in printing directly from a browser window.
- Email the page. Automatically open your email application with the converted web page attached.
- Initiate an email-based review. When you send an Adobe PDF document by email for review, reviewers receive the document as an email attachment. Recipients can add their comments to it and then send their comments to you.
- Display the Adobe PDF pane in the Internet Explorer window. This provides a convenient place for managing converted web pages. Folders and PDF files are organized under the root folder Desktop. You can navigate files and create, rename, and delete folders in this window, as well as rename and delete files. Only PDF files and folders containing PDF files are listed. In Windows XP, if you don't see the button in Internet Explorer, choose View > Toolbars > Adobe PDF.

Note: The files and folders displayed in the Adobe PDF pane are the same files and folders stored on your system. Only PDF files appear in the Adobe PDF pane; if you attempt to delete a folder that contains other files (files that are not visible in the Adobe PDF pane), you are asked to confirm the deletion.



A menu on the PDF toolbar provides easy conversion and print capabilities.

To convert a web page to an Adobe PDF file:

1. In Internet Explorer, open the web page, and do one of the following:
 - Click the Convert Current Web Page To An Adobe PDF File button  on the Internet Explorer toolbar.
 - Choose Convert Web Page To PDF from the Convert Current Web Page To An Adobe PDF File pop-up menu.
2. In the Convert Web Page To Adobe PDF dialog box, specify a file name and location, and then click Save.

The default file name is the text used in the HTML tag <TITLE>. Any invalid characters in the file name are converted to an underscore when the file is downloaded and saved. If the Adobe PDF pane is open, the file name is highlighted when the conversion is complete.

To add a converted web page to an Adobe PDF file:

In Internet Explorer, open the web page, and do one of the following:

- Choose Add Web Page To Existing PDF from the Convert Current Web Page To An Adobe PDF File pop-up menu on the Internet Explorer toolbar. Select the Adobe PDF file that you want to add the Web page to, and click Save.
- In the Adobe PDF pane, select the PDF file that you want to add the converted page to, and click the Add button  at the top of the Adobe PDF pane. Click Yes if necessary to clear the confirmation message.

To convert and print a web page in Internet Explorer (Windows):

1. In Internet Explorer, open the web page that you want to convert and print.
2. Choose Print Web Page from the Convert Current Web Page To An Adobe PDF File pop-up menu.
3. In the Print dialog box, select any required print options, and click Print.

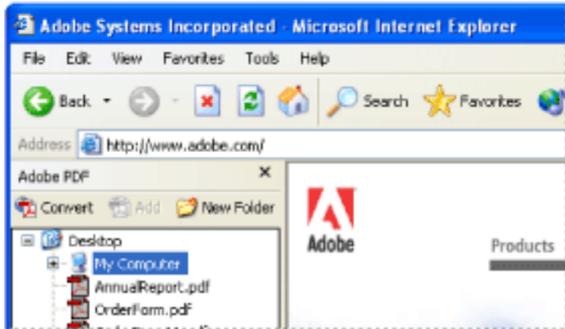
To convert and email a converted web page:

Choose Convert Web Page And Email from the Convert Current Web Page To An Adobe PDF File pop-up menu.

To open or close the Adobe PDF pane:

In Internet Explorer, do one of the following:

- Choose Adobe PDF Explorer Bar from the Convert Current Web Page To An Adobe PDF File pop-up menu .
- Choose View > Explorer Bar > Adobe PDF.



You can manage all PDF files on your computer in the Adobe PDF pane in Internet Explorer.

To add, rename, or delete a new folder in the Adobe PDF pane:

Do one of the following:

- To add a new folder at the desktop level, select the Desktop icon in the Adobe PDF pane, and click the New Folder button .
- To add a new folder under an existing folder, select the existing folder in the Adobe PDF pane and click New Folder, or right-click the folder and choose New Folder.
- To rename or delete a folder, right-click the folder and choose the appropriate command.

To set the Internet Explorer Adobe PDF conversion preferences:

1. In Internet Explorer, choose Preferences from the Convert Current Web Page To An Adobe PDF File pop-up menu .
2. In the Adobe PDF Preferences dialog box, deselect any options not to be applied, and click OK.



Converting Microsoft Office files (Windows)

Files created in a number of Microsoft applications can be converted directly to Adobe PDF without leaving the Microsoft application. In all cases, PDFMaker is used for the conversion, and the resulting files are Adobe PDF files. To verify which applications are supported, see [About Acrobat PDFMaker](#).



Choose Adobe PDF > Change Conversion Settings periodically to check which Adobe PDF conversion settings are being used. Changes made in Distiller and to the Adobe PDF printer may affect options in the Advanced Settings tab of the PDFMaker conversion settings.

The default Acrobat installation adds the PDFMaker toolbar, which lets you create Adobe PDF files quickly and easily from within Microsoft Word, Access, Excel, and PowerPoint. An Adobe PDF menu is also added. By default, Adobe PDF files created using these commands and buttons preserve links, styles, and bookmarks present in the source file.

Note: A few PowerPoint features aren't converted when you produce a PDF file from a PowerPoint file: If a PowerPoint transition doesn't have an equivalent transition in Acrobat, a similar transition is substituted; if multiple animation effects are in the same slide, a single effect is used.



If you don't see the Convert To Adobe PDF buttons in the Microsoft application, choose View > Toolbars > PDFMaker 7.0.

To convert a Microsoft Office file to an Adobe PDF file:

1. Open the file in the Microsoft Office application.
2. Choose Adobe PDF > Change Conversion Settings to change the conversion settings. (See [Creating custom Adobe PDF settings](#).)
3. (Excel) If you want to convert all worksheets in the Excel file, choose Adobe PDF > Convert Entire Workbook. If this option isn't selected, only the current page is converted.
4. Do one of the following:
 - Choose Adobe PDF > *[command]*.
 - Click the Convert To Adobe PDF button  on the toolbar.
 - Click the Convert To Adobe PDF And EMAIL button  on the toolbar. The Adobe PDF file automatically attaches to a new message in your default email application.
 - Click the Convert To Adobe PDF And Send For Review button  on the toolbar to convert the file to an Adobe PDF file and initiate a review process. (See [Setting up an email-based review](#).)

Note: If PDFMaker anticipates problems generating comments, tags, links, or bookmarks from the Excel file, messages appear. You can either follow the instructions in the messages to modify the Excel file or edit the PDFMaker settings. (See [About PDF conversion settings \(Microsoft Office files\)](#).)

By default, the Adobe PDF file is saved in the same folder as the source file, using the same file name, but with a .pdf extension.

The conversion of files to Adobe PDF uses the printer settings or page setup you have chosen for your Microsoft application.

Related Subtopics:

[About PDF conversion settings \(Microsoft Office files\)](#)

[Converting Microsoft Word headings and styles to Adobe PDF bookmarks](#)

[Converting Microsoft Word document features to Adobe PDF features](#)



About PDF conversion settings (Microsoft Office files)

The options in the Acrobat PDFMaker dialog box determine the settings that the PDFMaker feature uses to create a PDF file from a Microsoft Office application file. To learn more about each setting, place your pointer over an option to view a summary of the option. (To display the Acrobat PDFMaker dialog box, choose Adobe PDF > Change Conversion Settings in the Microsoft application.)

Note: All of the following options appear in the PDFMaker dialog box for all Office applications except for the dialog box in Outlook, which contains only View Adobe PDF Result.

PDFMaker Settings

The following settings control various aspects of the PDF file conversion and process:

- Conversion Settings optimizes the settings according to the output you choose. A description of the selected option appears below the pop-up menu after you choose an option; for more detailed information, see [Using default Adobe PDF settings files](#). To customize a set of conversion settings, click Advanced Settings. (See [Creating custom Adobe PDF settings](#).)
- View Adobe PDF Result opens Acrobat to view the converted document immediately. Regardless of whether this option is selected, Acrobat does not start if you convert an email attachment.
- Prompt For Adobe PDF File Name lets you enter a custom file name for the resulting PDF file. To save the file in the same folder as the source file, using the same name as the source file but with a .pdf extension, leave this option unselected.
- Convert Document Information adds document information. Document information from the Properties dialog box of the source file is added, including title, subject, author, keywords, manager, company, category, and comments. This setting overrides the printer preferences and settings in the Advanced panel of the Adobe PDF Settings dialog box.

Application Settings

The following settings appear in many Microsoft Office applications. Additional settings appear for each application.

- Attach Source File To Adobe PDF attaches the source file as an attachment.
 - Add Bookmarks To Adobe PDF converts Word headings and, optionally, styles to bookmarks in the Adobe PDF file; converts Excel worksheet names to bookmarks; and converts PowerPoint titles to bookmarks.
 - Add Links To Adobe PDF preserves any links when the file is converted. The appearance of links is generally unchanged. In Excel and PowerPoint, links cannot be created unless the Enable Accessibility and Reflow options are also enabled.
 - Enable Accessibility And Reflow With Tagged PDF embeds tags in the Adobe PDF file.
-



Converting Microsoft Word headings and styles to Adobe PDF bookmarks

You control whether to convert Word headings and styles to bookmarks with the options in the Bookmarks tab of the Acrobat PDFMaker conversion settings. In addition, you can edit the hierarchy of the bookmarks.

Note: If a file contains paragraphs formatted using discontinuous heading sizes, PDFMaker inserts blank bookmarks for each missing level.

To change the Bookmark options:

1. In Word, choose Adobe PDF > Change Conversion Settings, and click the Bookmarks tab.
2. To convert Word headings or styles to PDF bookmarks, select the options you want: Convert Word Headings To Bookmarks and Convert Word Styles To Bookmarks.

Note: When a checkmark appears next to one of these options, all of that option's elements will convert to bookmarks; if you deselect some headings or styles in step 2, the checkmark changes to a square to indicate that you've chosen not to convert all elements for that option.

3. If you don't want particular headings or styles to become PDF bookmarks, deselect the boxes for those elements in the Bookmark column.
 4. If you want to change the hierarchy of the resulting bookmark for an element, choose a level for that element in the Level column.
-



Converting Microsoft Word document features to Adobe PDF features

You can use the PDF conversion settings to convert visible Word comments to PDF notes, and Word cross-references, tables of contents, footnotes, and endnotes to PDF links.

To change the Word Features options:

1. In Word, choose Adobe PDF > Change Conversion Settings, and click the Word tab.
 2. Select the options you want to convert in the Word Features section.
 3. If you selected to convert Word comments to PDF notes, do any of the following:
 - If you want to exclude all comments from a particular reviewer, deselect the box adjacent to that reviewer in the Include column.
 - If you want a reviewer's PDF notes to be open by default, select the box adjacent to that reviewer in the Notes Open column.
 - If you want to change the color of a particular reviewer's notes, click the icon in the Color column.
-



Converting Microsoft Office files (Mac OS)

The default Acrobat installation adds two Convert To Adobe PDF buttons to the toolbar that let you create Adobe PDF files quickly and easily from within Microsoft Word, Excel, and PowerPoint. When using these buttons to create PDF files, define the conversion settings in Distiller.

Note: Password-protected Excel files can't be converted to a PDF file. Also, many PowerPoint features aren't converted when you produce a PDF file from a PowerPoint file on Mac OS. For example, animations and transitions aren't converted.

To convert a Microsoft Office file to an Adobe PDF file:

1. Open Distiller, and select the Adobe PDF settings to be used for the file conversion. For most users, the default settings are adequate. (See [Using default Adobe PDF settings files](#). For information on editing these settings and creating new settings, see [Creating custom Adobe PDF settings](#).)

Important: The conversion of files to Adobe PDF is also based on the printer settings or page setup you have chosen for your Microsoft application. For example, if you are using Microsoft PowerPoint and choose Handouts from the print dialog box, the PDF file is based on the Handouts version of the presentation.

2. Open the file in the Microsoft Office application.
3. Click one of the following buttons on the toolbar:
 - The Convert To Adobe PDF button .
 - The Convert To Adobe PDF And EMail button . The Adobe PDF file automatically attaches to a new message in your default email application.
4. In the Save dialog box, specify a file name and folder in which to save the PDF file, and click Save.

By default, the Adobe PDF file is saved in the same folder as the source file, using the same file name but with a .pdf extension.

5. Click View File to view the converted PDF file in Acrobat. Click Done to return to the Microsoft application.
-



Converting Microsoft Outlook email messages (Windows)

Acrobat adds the PDFMaker toolbar to the Microsoft Outlook application, which lets you convert one or more email messages, or a folder of email messages, to an Adobe PDF file or append an email message to an existing PDF file. In addition, the Attach As Adobe PDF toolbar appears in the Outlook email Message window. The Attach As Adobe PDF toolbar lets you convert a file to a PDF file and attach the PDF file to the email message. If you've configured an Adobe Policy Server in the Acrobat Security Settings window, the Attach As Adobe PDF toolbar also contains the Attach As Secured Adobe PDF button, which lets you restrict access to the PDF file.



PDFMaker toolbar



If you don't see the PDFMaker toolbar in Outlook, choose View > Toolbars > PDFMaker in Outlook.

To change the PDFMaker conversion settings:

1. Choose Adobe PDF > Change Conversion Settings.
2. From the Compatibility menu, choose the earliest version of Acrobat that you want to be able to open the resulting PDF file. All later versions of Acrobat can also open the resulting PDF file.
3. From the Attachments menu, choose whether to include email attachments as attachments to the resulting PDF file.
4. (Optional) To create PDF bookmarks from the email message's sender, date, and subject, select Add Bookmarks To Adobe PDFs.
5. In the Page Layout section of the dialog box, set the page size, orientation, and margins.

To convert email messages to a PDF file:

1. In Outlook, select one or more email messages.
2. Click the Convert Selected Messages To Adobe PDF button  in the PDFMaker toolbar.
3. Choose File > Save As.
4. In the Save In box, specify a folder in which to save the PDF file, type a file name, and then click Save.

To convert email messages to a PDF file and append the file to an existing PDF file:

1. In Outlook, select one or more email messages.
2. Click the Convert And Append Selected Messages To An Existing Adobe PDF button .
3. Select the PDF file to which you want to append the new PDF file.
4. Click Open.

To convert a folder of email messages to a PDF file:

1. In Outlook, select the folder.
2. Click the Convert Selected Folder To Adobe PDF button .
3. In the Save In box, specify a folder in which to save the PDF file, type a file name, and then click Save.

To convert a folder of email messages to a PDF file and append the file to an existing PDF file:

1. In Outlook, select the folder.
2. Choose Adobe PDF > Convert And Append To Existing Adobe PDF > Selected Folder.
3. Select the PDF file to which you want to append the new PDF file.
4. Click Open.

To convert a file to a PDF file and attach it to an email message:

1. In the Outlook email Message window, click the Attach As Adobe PDF button.
2. Select a file, and click Open to convert the file to a PDF file.
3. Click Save to save the PDF file.

To convert files to secured PDF files and attach them to an email message:

1. In the Outlook email Message window, click the Attach As Secured Adobe PDF button.

Note: The Attach As Secured Adobe PDF button appears only after you've configured an Adobe Policy Server in the Acrobat Security Settings window.

2. Click Browse, select one or more files to convert, and click Open.
 3. Specify the users that can open the PDF file, and then click OK:
 - To specify only users that receive the PDF file, select Restrict Access Only To People In This Message's To:, Cc:, And Bcc: List. In this case, the PDF file isn't secured until you send the email message.
 - To specify only users that are specified by a security policy, select Restrict Access By Applying The Following Security Policy, and then select a security policy in the list. In this case, the PDF file is secured before it is attached to the email message.
 4. If prompted, enter your user name and password to log into the Adobe Policy Server.
-



Converting Microsoft Access files (Windows)

You convert Microsoft Access files to Adobe PDF files in the same way as you convert Office files to Adobe PDF files. (See [Converting Microsoft Office files \(Windows\)](#).) To edit the PDF conversion settings in Access, choose Adobe PDF > Change Conversion Settings. (For information on the conversion settings, see [About PDF conversion settings \(Microsoft Office files\)](#).)

Note: When you convert an Access 2003 or Access 2002 file to a PDF file, Access reports, tables, queries, and forms are converted. When you convert an Access 2000 file to a PDF file, only reports are converted.

To convert a Microsoft Access object to an Adobe PDF File:

1. In Microsoft Access, open the Access document.
 2. Select the object that you want to convert to a PDF file.
 3. Do one of the following:
 - Click the Convert To Adobe PDF button  in the PDFMaker 7.0 toolbar.
 - Click the Convert To Adobe PDF and EMail button  in the PDFMaker 7.0 toolbar. The Adobe PDF file automatically attaches to a new email message in your default email application.
 - Click the Convert To Adobe PDF And Send For Review button  in the PDFMaker 7.0 toolbar. The object converts to an Adobe PDF file, and an email-based review process begins. (See [Setting up an email-based review](#).)
 - Choose Adobe PDF > Convert Multiple Reports To Adobe PDF. Select each report that you want to convert, and click Add Report(s). When all of the reports that you want to convert appear in the Reports In PDF list, click Convert To PDF.
 4. In the Save In box, specify a folder in which to save the PDF file, type a file name, and then click Save.
-



Converting Microsoft Publisher files (Windows)

Adobe PDF files converted from Microsoft Publisher support crop marks, bleed marks, links, bookmarks, spot colors, transparency, and CMYK color conversion.

To convert a Microsoft Publisher file to an Adobe PDF file:

1. Open the Publisher document.
 2. Click one of the following buttons on the toolbar:
 - The Convert To Adobe PDF button .
 - The Convert To Adobe PDF And EMail button . The Adobe PDF file automatically attaches to a new message in your default email application.
 - The Convert To Adobe PDF And Send For Review button . The file converts to an Adobe PDF file, and an email-based review process begins. (See [Setting up an email-based review](#).)
 3. In the Save In box, specify a folder in which to save the PDF file, type a file name, and then click Save.
 4. (Mac OS) Click View File to view the converted PDF file in Acrobat. Click Done to return to the Microsoft application.
-

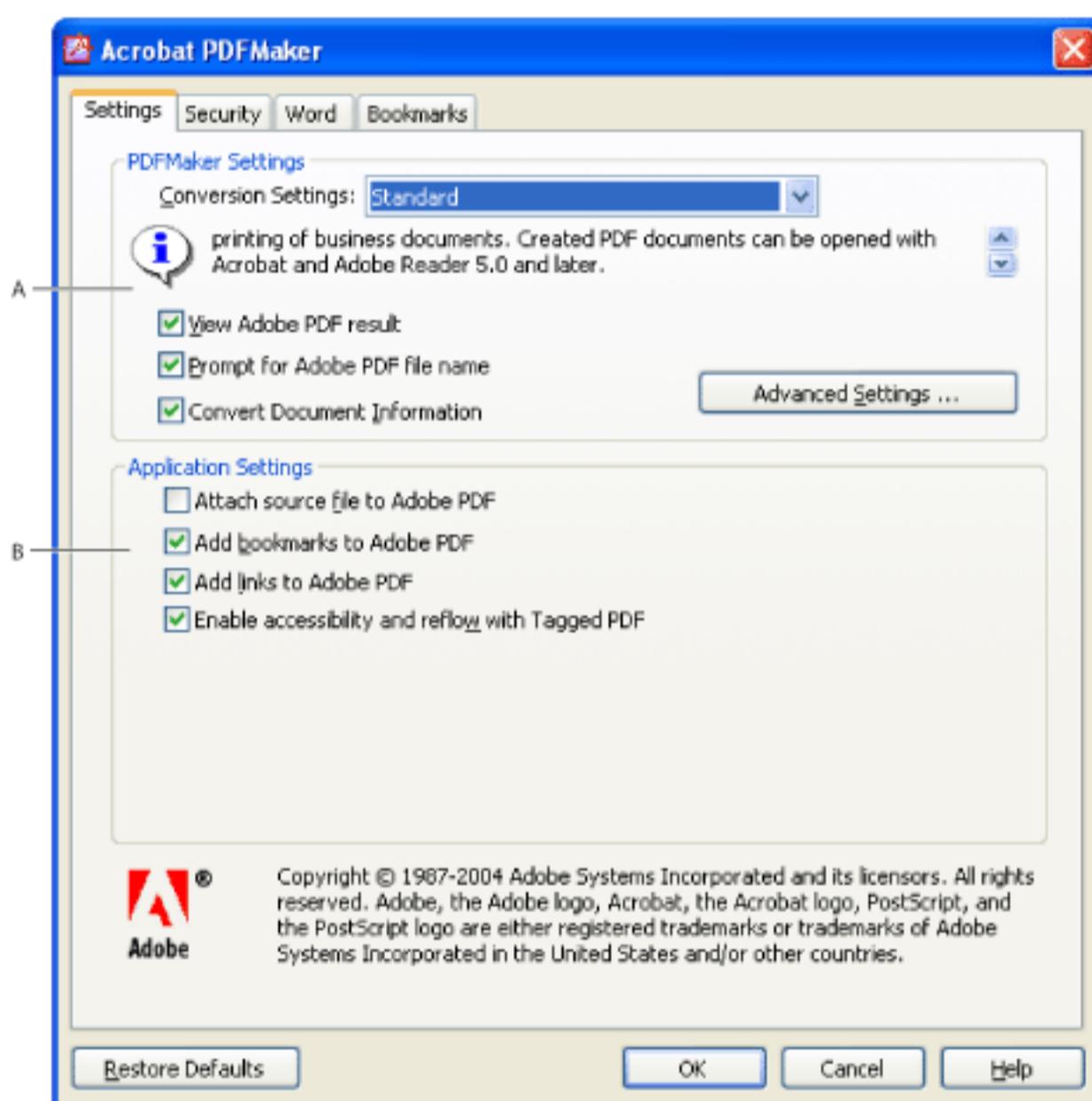


Editing PDFMaker conversion settings (Windows)

You can use one of several sets of predefined PDFMaker settings for converting application files to Adobe PDF files, or you can customize the settings in the Acrobat PDFMaker dialog box. To display the PDF conversion settings, choose Adobe PDF > Change Conversion Settings in your third-party application. This dialog box has two types of settings:

- The PDFMaker settings at the top of the dialog box are applicable to all file conversions that use PDFMaker, regardless of which application created the file.
- The application-specific settings in the lower portion of the dialog box affect only the named application. For example, if you are creating an Adobe PDF file from Word, these settings apply only to the conversion of Word files to Adobe PDF.

Both PDFMaker and application-specific settings remain in effect until changed.



PDFMaker conversion settings **A**. Settings that apply to all applications **B**. Settings that apply only to the current application, in this case Microsoft Word

To change the PDFMaker conversion settings:

1. Choose Adobe PDF > Change Conversion Settings.
2. Set the conversion settings in the various tabs:
 - Settings determines the PDFMaker and application settings that will be used in the conversion of the PDF file. (See [About PDF conversion settings \(Microsoft Office files\)](#).)
 - Security controls the opening, printing, and editing of your Adobe PDF file. (See [Adding passwords and setting security options](#).) Note that the encryption level is determined by the compatibility level set in the conversion settings.

Note: Not all conversion settings are available for all applications. Not all tabs in the dialog box are available for all applications.

3. When you have set the required options, click OK to apply the settings. Click Restore Defaults if you want to restore the default application-specific settings.



Creating Adobe PDF Files Using Acrobat

[Creating Adobe PDF files using Acrobat Distiller](#)

[Creating PostScript files](#)

[Creating Adobe PDF files from various file types](#)

[Creating Adobe PDF files by dragging and dropping](#)

[Creating Adobe PDF files from multiple files](#)

[Creating Adobe PDF files from paper documents](#)

[Creating Adobe PDF files from downloaded web pages](#)

[Creating Adobe PDF files from screen captures](#)

[Setting conversion options for image files](#)

[Setting conversion options for nonimage files](#)

[Setting display options for converted text files](#)

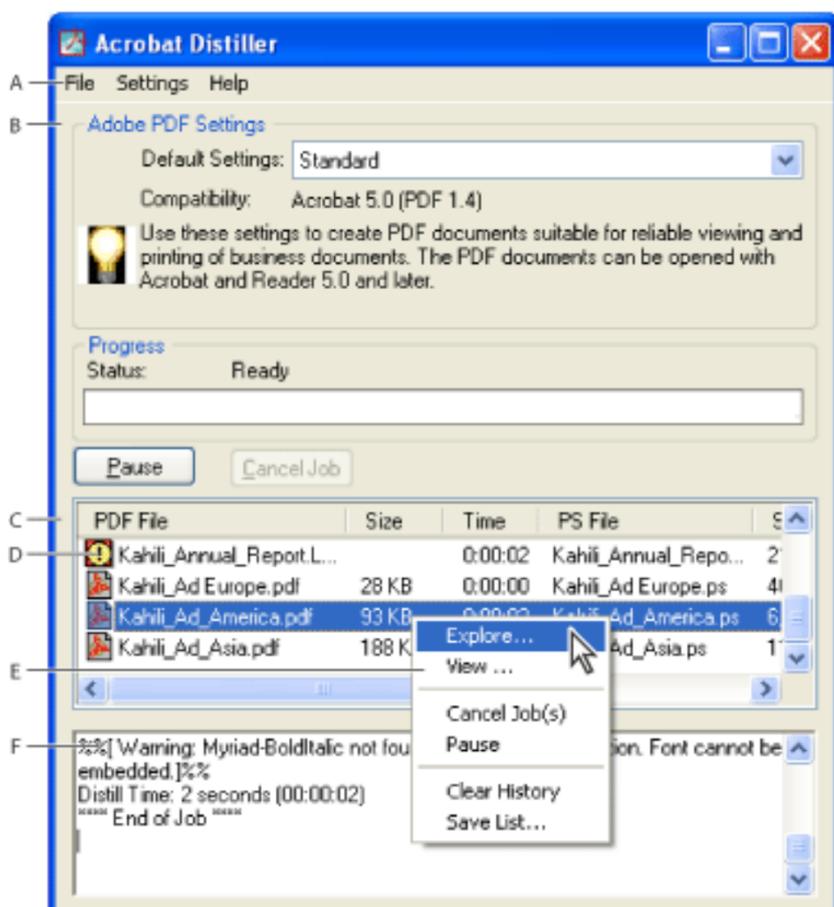


Creating Adobe PDF files using Acrobat Distiller

Acrobat Distiller provides easy and repeatable Adobe PDF creation according to your specifications. By defining customized settings, you create PDF files that are specifically tailored to meet your needs.

In the Acrobat Distiller window, you select the Adobe PDF settings to use when converting documents to PDF files. You can customize the default settings supplied by Adobe by selecting the settings that most closely resemble your desired output, modifying the settings to fit your needs, and then saving those settings with a unique file name. This default settings file can then be distributed to other computers and users to ensure consistent PDF creation.

From the Acrobat Distiller window, you can open PostScript files for conversion to PDF files, set security for the PDF files, choose font locations and watched folders for Distiller, and get help on how to use Distiller. From the Acrobat Distiller window, you can also control basic processing of jobs, such as pausing, resuming, and canceling, and get feedback on jobs in the queue.



Acrobat Distiller main window (Windows) **A.** Menus **B.** Adobe PDF settings files **C.** Files in job queue **D.** Failed job **E.** Context menu **F.** Status window

Note: In Mac OS, there is no context menu. Instead, a Clear List button clears all distilled jobs from the list.

For your convenience, you can use one of the predefined Adobe PDF settings files included with Distiller to create PDF files optimized for a specific medium. Once you become familiar with PDF options, you can customize the settings to change the quality or size of your PDF files.

To start Acrobat Distiller:

In Acrobat, choose **Advanced > Acrobat Distiller**. (In Windows, you can also choose **Start > Programs > Acrobat Distiller 7.0**.)

To create an Adobe PDF file using Acrobat Distiller:

1. In Distiller, select an Adobe PDF settings file from the Default Settings pop-up menu. For details, see [Using default Adobe PDF settings files](#).
2. In your authoring application, convert your file to PostScript. (See [Creating PostScript files](#).)
3. Convert the PostScript file using one of the following methods:
 - Choose **File > Open**, and open the PostScript file.
 - Drag the PostScript file to the Acrobat Distiller window. (You can also drag multiple PostScript files to the Acrobat Distiller window to convert them.)

To control job processing:

Use any of the following methods:

- To temporarily stop processing the current job, click **Pause**. Or right-click the job queue (Windows only) and choose **Pause**. The **Pause** button changes to **Resume**.
- To resume processing the current job, click **Resume**. Or right-click the job queue and choose **Resume** (Windows only).
- To stop processing the files, click **Cancel Jobs**. Or right-click the job queue and choose **Cancel Job(s)** (Windows only). **Cancel Jobs** cancels all selected files waiting to be distilled or failed jobs in the queue.
- (Windows only) To open the folder where the selected files are, right-click the job queue and choose **Explore**.
- (Windows only) To open the selected PDF file in Acrobat, a browser, or Adobe Reader, right-click the job queue and choose **View**.

To clear files in the job queue:

Do one of the following:

- (Windows) Right-click the job queue, and choose **Clear History**.
- (Mac OS) Click the **Clear List** button above the queue.

All successfully converted files are removed from the list.

To save a history of the job queue (Windows only):

Right-click the job queue, and choose **Save History**. The list saves as a PDF file.

To add security to Adobe PDF files:

1. In Acrobat Distiller, choose **Settings > Security**.
2. In the Security dialog box, specify desired security options. For descriptions of security options, see [Password security options](#). Not all options in this list are available in Distiller.

Related Subtopics:

[Setting Distiller preferences](#)



Setting Distiller preferences

The Distiller preferences control global Distiller settings.

To set Distiller preferences:

1. In Acrobat Distiller, choose File > Preferences (Windows), or choose Distiller > Preferences (Mac OS).
2. Specify any of the following preferences:
 - To be notified if a watched folder becomes unavailable or can't be found, select Notify When Watched Folders Are Unavailable.
 - (Windows) To be warned if less than 1 MB of space is available on the hard disk where Distiller is installed, select Notify When Windows TEMP Folder Is Nearly Full. (The hard disk space you need to convert to PDF is often double the size of the PostScript file being processed.)
 - To specify the name and location for files when using drag-and-drop or the Print command, select Ask For PDF File Destination.
 - To be warned if you are about to overwrite an existing PDF file, select Ask To Replace Existing PDF File.
 - To automatically open the converted PDF file, select View PDF When Using Distiller.
 - To automatically delete the log files used to track messages generated during a distilling session, unless the job failed, select Delete Log Files For Successful Jobs.

Note: Distiller tracks the status of all files during a distilling session. The information that appears in the Distiller window saves to a file called messages.log. The messages.log file is located at \Documents and Settings\[current user]\Application Data\Adobe\Acrobat\Distiller 7 (Windows) or Users/[current user]/Library/Application Support/Adobe/Acrobat/Distiller 7 (Mac OS). To view the messages.log file, open it in a text editor.



Creating PostScript files

In some cases, you might first want to create a PostScript file and then convert this file to Adobe PDF. For example, advanced users might want to use this method to fine-tune the creation of the PDF document by inserting Distiller parameters or pdfmark operators into the PostScript file. For details, see the Acrobat Distiller Parameters manual and pdfmark Reference Manual at <http://partners.adobe.com/links/acrobat> (English only) on the Adobe website. For information on combining PostScript files, see the Acrobat Distiller Parameters manual.

In authoring applications such as Adobe InDesign, use the Print command with the Adobe PDF printer to convert your file to PostScript. Print dialog boxes can vary from application to application. For instructions for creating a PostScript file from your specific application, see the application's documentation.

Keep the following guidelines in mind when creating PostScript files:

- Use PostScript LanguageLevel 3 whenever possible to take advantage of the most advanced features of PostScript.
- Use the Adobe PDF printer as your PostScript printer.
- (Windows) When you create a PostScript file, you have to send the fonts used in the document. To send the fonts, click the Adobe PDF Settings tab in the Adobe PDF Printing Preferences dialog box, and deselect Do Not Send Fonts To "Adobe PDF". (See [Using the Adobe PDF printer.](#))
- Give a PostScript file the same name as the original document, but with the extension .ps. When Distiller creates the Adobe PDF document, it replaces the .ps extension with .pdf. This makes it easy to keep track of the original, PostScript, and PDF versions. Some applications use a .prn extension instead of the .ps extension. Distiller recognizes both .ps and .prn extensions.
- Color and custom page sizes are available if you use the PPD file that comes with Acrobat Distiller 7.0. Choosing a PPD file from some other printer may cause PDF documents without appropriate color, font, or page-size information.
- When using FTP to transfer PostScript files between computers, especially if the platforms are different, send the files as 8-bit binary data to avoid converting line feeds to carriage returns or vice versa.

Related Subtopics:

[Using watched folders to convert PostScript files automatically](#)



Using watched folders to convert PostScript files automatically

You can configure Distiller to look for PostScript files in certain folders called *watched folders*. Distiller can monitor up to 100 watched folders. When Distiller finds a PostScript file in the In folder of a watched folder, it converts the file to Adobe PDF and moves the PDF document (and usually the PostScript file and any associated log file) to the Out folder. A watched folder can have its own Adobe PDF settings and security settings that apply to all files processed from that folder. Security settings for a watched folder take priority over the security settings for Distiller. For example, Distiller does not convert a PostScript file in a watched folder if the file is marked with read-only permission. However, if security is set for Distiller but not for the watched folder, Distiller applies its security settings to files in the folder when converting them.

In Windows, the settings and preferences are unique to each user, with the exception of the Adobe PDF settings files, which are shared and stored in \Document Settings\All Users\Documents\Adobe PDF\Settings. On a non-NTFS system, custom settings files stored in this settings folder are read- and write-accessible by every user on the system. On an NTFS system, only files created by respective users are read- and write-accessible. Settings files created by other users are read-only.

Note: The default settings files installed with Distiller (Windows) are Read Only and Hidden.

In Mac OS, each user's settings and preferences for Distiller are not normally accessible to any other user. To share a watched folder with other users, the folder's creator must set the appropriate permissions on the In and Out folders. This enables other users to copy files to the In folder and get files from the Out folder. The creator must be logged into the system and have Distiller running. The other users must log in remotely to access the live watched folder and have their files processed.

Important: You can't set up watched folders as a network service for other users. Every user who creates Adobe PDF documents must have an Acrobat license.

To set up watched folders:

1. In Acrobat Distiller, choose Settings > Watched Folders.
2. Click Add Folder, and select the target folder. Distiller automatically puts an In folder and an Out folder in the target folder. You can place In and Out folders at any level of a disk drive.
3. If you want to remove a folder, select the folder and click Remove Folder. Make sure that Distiller has finished processing all the files in the folder before you remove it.

Note: When you remove a watched folder, Distiller does not delete the In and Out folders, their contents, or the folder.joboptions file. You can delete these manually when appropriate.

4. To define security options for a folder, select the folder and click Edit Security. Set the options as described in [Password security options](#). Click OK to return to the Watched Folders dialog box.

A security icon is prepended to any folder name for which security is set. To return a folder to the original options selected in the Distiller window, select the folder, and click Clear Security.

5. To set Adobe PDF conversion settings for the folders, do one of the following, and then click OK:
 - To edit the Adobe PDF settings to be applied to a folder, select the folder, click Edit Settings, and edit the Adobe PDF settings. (See [Creating custom Adobe PDF settings](#).) This file is saved to the watched folder as folder.joboptions.
 - To use a different set of Adobe PDF settings, select the folder and click Load Settings. You can use any settings that you have defined, named, and saved. (See [Creating custom Adobe PDF settings](#).)
 6. Set options to manage the processing of files:
 - Enter a number of seconds to specify how often to check the folders. You can enter up to 9999. (For example, 120 equals 2 minutes and 9999 equals about 2 and 3/4 hours.)
 - Choose what to do with a PostScript file after it has been processed. The file can be moved to the Out folder along with the PDF file or deleted. Any log file is also automatically copied to the Out folder.
 - To delete PDF files after a certain period of time, enter a number of days, up to 999. This option also deletes PostScript and log files, if you have chosen to delete them.
-



Creating Adobe PDF files from various file types

You can convert different types of files to Adobe PDF by opening the files using the Create PDF From File command. Supported file types are listed in the Open dialog box, in the Files Of Type (Windows) or Show (Mac OS) menu. You can use the default conversion settings or customize the conversion settings.

In Windows, you can also right-click a file in Windows Explorer and choose a Convert To Adobe PDF command from the context menu. In Mac OS, you can Control-click a file and choose an Open command to convert files. The last-used Adobe PDF settings file is used to create the PDF file. The Convert To Adobe PDF command is not available for file types that cannot be converted.



You can convert multiple source files of different types and consolidate them into one PDF file using the Create PDF From Multiple Files command. (See [Creating Adobe PDF files from multiple files.](#))

To create an Adobe PDF file using the Create PDF From File command:

1. In Acrobat, choose File > Create PDF > From File, or click the Create PDF button  on the toolbar and choose From File.
2. Select your file type from the Files Of Type menu (Windows) or the Show menu (Mac OS), and locate the file you want to convert to an Adobe PDF file.
3. If you want to customize the conversion settings, click the Settings button to change the conversion options. For image file formats, you can set conversion options for compression and color management. (See [Setting conversion options for image files.](#)) For other file formats, you can set Adobe PDF settings and security settings. (See [Setting conversion options for nonimage files.](#))

Note: The Settings button is unavailable if no conversion settings can be set for the selected file type or if you choose All Files for the file type.

4. Click OK to apply the settings.
5. Click Open to convert the file to an Adobe PDF file.

Depending on the type of file being converted, the authoring application may open automatically or a progress dialog box may appear.



Creating Adobe PDF files by dragging and dropping

You can convert a variety of image, HTML, and plain-text file types to Adobe PDF files by dragging the files into the document pane of the Acrobat window or onto the Acrobat icon.

To create an Adobe PDF file by dragging and dropping:

Do one of the following:

- (Windows) Drag the file into the open Acrobat window or onto the Acrobat icon.

Note: If you have a file open in the Acrobat window and you drag a file into the document pane, the converted file opens as a new PDF file.

- (Mac OS) Drag the file onto the Acrobat icon.
-



Creating Adobe PDF files from multiple files

You can convert different types of files and combine them into one Adobe PDF file by using the Create PDF From Multiple Files command in Acrobat. You can also use this command to combine PDF files. This command uses the conversion settings specified in the Convert To PDF preferences.

Adobe PDF documents created from multiple files have structured bookmarks that enable you to print, delete, or extract individual documents from the combined PDF document. (See [Extracting, moving, and copying pages](#) and [Deleting and replacing pages](#).)

After you have created a composite PDF file, you can add headers and footers, including page numbers, and a background or watermark to improve the document's appearance. (See [Adding headers and footers](#) and [Adding watermarks and backgrounds](#).)

To convert multiple files:

1. Do one of the following:
 - Choose File > Create PDF > From Multiple Files, or click the Create PDF button  on the toolbar and choose From Multiple Files.
 - In the Organizer window, select files and then click Create PDF From Multiple files.
2. In the Create PDF From Multiple Documents dialog box, do any of the following to select files to be converted:
 - Click Browse (Windows) or Choose (Mac OS) to locate the first file to be converted. Double-click the file, or Ctrl-click (Windows) or Command-click (Mac OS) to add multiple files from the same folder.
 - Select Include All Open PDF Documents to automatically add all open PDF files to the list of files to combine.
 - In the Include Recently Combined Files menu, select from the last 10 combined files.
 - Select a PDF file and click Preview to view it. Click OK to close the viewing window.



You can add the same file more than once if, for example, you need to add blank pages or transition pages between other files.

3. Rearrange files in the list as needed (files are converted and consolidated in the order shown in this list):
 - To move a file up or down in the file list, select the file name and click Move Up or Move Down.
 - Drag files within the list.
 - To remove a file from the list, select the file name and click Remove.
4. Click OK. Acrobat converts and consolidates the files into one Adobe PDF file. Depending on the method used to create the source files, a progress dialog box may show the conversion of the files. Some source applications may start and close automatically. When the conversion is complete, the consolidated PDF file opens, and you are prompted to save the file.

To specify conversion settings for different file types:

1. In the Preferences dialog box, click Convert To PDF on the left.
2. Select a file type from the list.
3. Click Edit Settings, and specify options as desired.

Note: Not all file types have settings that can be edited. For those file types, the Edit Settings button is unavailable.



Creating Adobe PDF files from paper documents

You can create an Adobe PDF file directly from a paper document using a scanner. During scanning, you can specify whether to create a searchable Adobe PDF file by applying optical character recognition (OCR) while scanning, or create an image-only PDF file--that is, a bitmap picture of the pages that can be viewed but not searched.

If you create an image-only PDF file and later want to search, correct, or copy text in the file, or make the file accessible to vision and motion impaired users, you can use the Recognize Text Using OCR command to run OCR and find the characters. (See [Converting image-only scanned pages to searchable text.](#))

Note: If you need to convert large volumes of legacy paper documents into searchable PDF archives, consider purchasing the Adobe Acrobat® Capture® software.

Related Subtopics:

[Converting scanned pages to Adobe PDF](#)

[Using Image Settings options](#)

[Scanning tips](#)

[Converting image-only scanned pages to searchable text](#)

[Correcting words on converted pages](#)



Converting scanned pages to Adobe PDF

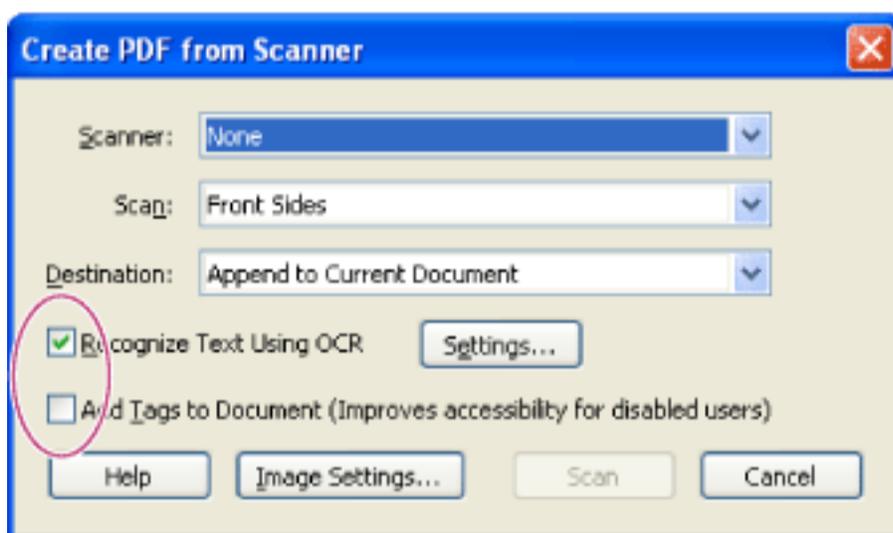
You can use the Create PDF From Scanner command to run your scanner. Before you begin scanning, make sure that your scanner is installed and working correctly. Follow the scanner instructions and test procedures to ensure proper setup. (See [Scanning tips](#).)

TWAIN scanner drivers, which are industry-standard drivers compatible with almost all desktop scanners, are supported, together with Windows Image Acquisition (WIA) drivers on Windows XP.

Note: Adobe PDF documents created from scanned pages are compatible with Acrobat 5.0 and later. For compatibility with Acrobat 4.0, use a compression method other than JBIG2.

To create Adobe PDF files from scanned pages:

1. In Acrobat, choose File > Create PDF > From Scanner, or choose From Scanner from the Create Adobe PDF menu  on the toolbar.



You can apply OCR and add tags for accessibility while scanning paper documents.

2. In the Create PDF From Scanner dialog box, select your scanning device.
3. Choose Front Sides or Both Sides format. (The scanner's settings might overwrite these settings in Acrobat. For example, if you select Both Sides in Acrobat and Single Side in the scanner, only one side scans.)
4. Specify whether to create a new PDF document or append the converted scan to the currently open PDF document. If no PDF document is open, the Destination menu is unavailable, and the converted scan becomes a new document.
5. Select Recognize Text Using OCR if you want to apply OCR and font and page recognition to the text images and convert them to normal text. Click Settings, and specify options.
 - Primary OCR Language specifies the language for the OCR engine to use to identify the characters. In the Japanese version of Acrobat, the roman languages are available only if you perform a Custom installation and select Roman Language Support. In non-Japanese versions of Acrobat, the Japanese language is available only if you perform a Custom installation and select Asian Language Support.
 - PDF Output Style allows you to specify either Searchable Image or Formatted Text & Graphics. Choose Searchable Image to have a bitmap image of the pages in the foreground and the scanned text on an invisible layer beneath. The appearance of the page does not change, but the text becomes selectable and readable. Choose Formatted Text & Graphics to reconstruct the original page using recognized text, fonts, pictures, and other graphic elements.
 - Downsample Images decreases the number of pixels in color, grayscale, and monochrome images. Downsampling of scanned images is performed after OCR is complete.
6. Select Add Tags To Document (Improves Accessibility For Disabled Users) if you want Acrobat to analyze how the page is laid out, which defines the reading order. This option is available only if you select Recognize Text Using OCR.
7. Click Image Settings to set compression and filtering options. (See [Using Image Settings options](#).)
8. Click Scan.
9. Set additional scanning options for your scanner, and finish scanning. Click Next if you are scanning multiple pages; click Done when you finish. (The scanning operation and options available vary with the type of scanner.)

Note: If you try to select text in a scanned PDF file that does not have OCR applied, Acrobat asks if you want to run OCR. If you click OK, the Recognize Text dialog box opens. (See [Converting image-only scanned pages to searchable text](#).)



Using Image Settings options

The Image Settings options control how scanned images are filtered and compressed in the Adobe PDF document. Default settings are suitable for a wide range of document pages, but you may want to change settings for higher quality images, smaller file sizes, or scanning issues.

Two controls determine how each scanned page is represented in the PDF document:

- For Color/Grayscale, select either Adaptive or JPEG.
- For Monochrome, select JBIG2, Adaptive, or CCITT Group 4.

Only one of these two controls is applied to each scanned page. After you click the Acrobat Scan control, you can choose the scanned page size, resolution, number of colors, and bits per pixel in the scanner's TWAIN interface. When you press Scan in the TWAIN interface, the scanner starts, and Acrobat receives and processes the scanned page, applying the Monochrome control to 1-bit per pixel black-and-white input, or the Color/Grayscale control.

Adaptive

Divides each page into black-and-white, grayscale, and color regions and chooses a representation that preserves appearance while highly compressing each kind of content. Adaptive compression works on grayscale and RGB input greater than 150 ppi or on black-and-white input greater than 400 ppi. At lower resolution, only one kind of image is used in the adaptively compressed output. The recommended scanning resolutions are 300 ppi for grayscale and RGB input, or 600 ppi for black-and-white input.

JPEG

Applies JPEG compression to the entire grayscale or RGB input page. (See [Methods of compression.](#))

JBIG2

Applies the JBIG2 compression method to black-and-white input pages. At high quality settings (with the slide bar set far to the right, at 0.95 or higher), the page is compressed using the lossless method. At lower quality settings, text is highly compressed. JBIG2 compressed text pages typically are 60% smaller than CCITT Group 4 compressed pages, but processing is slow. JBIG2 compression is compatible with Acrobat 5.0 (PDF 1.4).

CCITT Group 4

Applies CCITT Group 4 compression to black-and-white input page images. This fast, lossless compression method is compatible with Acrobat 3.0 (PDF 1.2). (See [Methods of compression.](#))

Slide Bar

Use the slide bar to set the balance between smallest file size and maximum image quality. The slide bar does not affect black-and-white output for CCITT Group 4. If the slide bar covers a numerical range between 0.0 and 1.0, with 0.0 being the lowest quality and 1.0 being the highest, then at the position 0.95, the JBIG2 implementation switches to lossless compression. For JPEG output, the default setting gives compact pages of good quality; higher settings result in more accurately compressed, less compact pages; lower settings increase compression and reduce quality. For Adaptive compressed output, the slide bar determines both the JPEG quality of gray and color output images and the use of low-resolution images to represent some page content.

Deskew

Rotates the skewed page so that it appears vertical and not at an angle.

Background Removal

Affects gray and color input but has no effect on black-and-white input. This filter makes nearly-white page areas white. If the background is not white, Adaptive applies JPEG compression, resulting in poor compression. Low, Medium, and High settings increase the darkness of the not-quite-white clutter, which the filter makes white. For good results, calibrate your scanner using its contrast and brightness or other controls so that a scan of a normal black-and-white laser printer page has dark gray or black text and a white background. With this calibration, the Background Removal filter should produce good results for its Off or Low settings. However, if something printed on the backside of a page shows through, or if off-white paper or newsprint is scanned, the Medium or High setting may be preferred to clean up the page.

Edge Shadow Removal

Removes dark streaks that occur at the edges of scanned pages, where the scanner light is shadowed by the paper edge.

Despeckle

Removes isolated black marks in black-and-white page content. Low uses a basic peephole filter. Medium and High use both a peephole filter and a large area filter that removes larger spots farther from nearby features.

Descreen

Removes halftone dot structure. Most printing technologies represent a continuous range of color by controlling the size of tiny dots (yellow, cyan, magenta, and black) on a page. Higher resolution scans typically preserve some of this unwanted dot structure. If it is not removed, the dot structure reduces JPEG compression significantly, and it may cause Moire patterns when viewing or reprinting a PDF.

The Descreen filter typically works best on 200 to 400 ppi grayscale or RGB input or, for Adaptive compression, on 400 to 600 ppi black-and-white input. The Auto setting (recommended) allows Acrobat to choose when to descreen; it applies the filter for 300 ppi or higher grayscale and RGB input, and disables it for 200 ppi or lower input. The Off setting disables the filter. Consider choosing the Off setting when scanning a page with no pictures or filled areas, or when scanning at a resolution higher than the range at which the filter is effective.

Halo Removal

On (recommended) removes excess color at high-contrast edges, which may have been introduced during either printing or scanning. This filter is used only on color input pages.



Scanning tips

Before you scan paper documents, consider the following tips and techniques:

- Acrobat scanning accepts images between 10 and 3,000 ppi. However, if you select Searchable Image or Full Text & Graphics for PDF Output Style, input resolution of 144 ppi or higher is required, and input resolution higher than 600 ppi is downsampled to 600 ppi or lower.
- For most pages, black-and-white scanning at 300 ppi produces text best suited for conversion. At 150 ppi, OCR accuracy is slightly lower, and more font-recognition errors occur; at 400 ppi and higher resolution, processing slows and compressed pages are bigger. However, if a page has many unrecognized words or very small text (9 points or smaller), try scanning at higher resolution. Scan in black and white whenever possible.
- When Recognize Text Using OCR is disabled, the full 10 to 3,000 ppi resolution range permitted by Acrobat may be input, but the recommended resolution is still 144 and higher ppi. For Adaptive compression, 300 ppi is recommended for grayscale or RGB input, or 600 ppi for black-and-white input.

Note: Pages scanned in 24-bit color, 300 ppi, at 8-1/2--by-11 inches (21.59cm-by-27.94cm) result in large images (25 MB) prior to compression. Your system may require at least twice that amount of virtual memory available to be able to scan. At 600 ppi, both scanning and processing typically are about four times slower than at 300 ppi.

- Avoid dithering or halftone scanner settings. These can improve the appearance of photographs, but they make it difficult to recognize text.
- For text printed on colored paper, try increasing the brightness and contrast by about 10%. If your scanner has color-filtering capability, consider using a filter or lamp that drops out the background color. Or if the text is not crisp or suffers from dropout, try adjusting scanner contrast and brightness to clarify the scan.
- If your scanner has a manual brightness control, adjust it so that characters are clean and well formed. If characters are touching, use a higher (brighter) setting. If characters are separated, use a lower (darker) setting.

Tropical!
Tropical
Tropical

Characters that are too thin, well-formed, and too thick



Converting image-only scanned pages to searchable text

If you did not apply OCR when you scanned the paper document, you can apply it afterward using the Recognize Text Using OCR command. OCR software enables you to search, correct, and copy the text in a scanned Adobe PDF file. You can convert the pages in one of three file formats: Formatted Text and Graphics, Searchable Image (Exact), and Searchable Image (Compact). All formats apply OCR and font and page recognition to the text images and convert them to normal text. The searchable image file types have a bitmap image of the pages in the foreground and the converted text on an invisible layer beneath.

You can use the Recognize Text Using OCR command on pages that were scanned or imported at 144 ppi and higher.

To convert scanned pages to searchable text:

1. Open the file you want to convert, and choose Document > Recognize Text Using OCR > Start.
 2. Specify the pages to be converted.
 3. Under Settings, click the Edit button if you want to change the primary OCR language, the PDF output style, or the image downsampling. For PDF Output Style, choose Searchable Image (Exact) to keep the original image in the foreground and place searchable text behind the image. Choose Searchable Image (Compact) to apply compression to the foreground image to reduce file size but also reduce image quality. Choose Formatted Text & Graphics to reconstruct the original page using recognized text, fonts, pictures, and other graphic elements.
 4. In the Recognize Text dialog box, click OK.
-



Correcting words on converted pages

If you choose the PDF Formatted Text and Graphics format as the PDF Output Style, Acrobat "reads" bitmaps of text and tries to substitute words and characters for the bitmaps. When it isn't certain of a substitution, it marks the word as a suspect. Suspects are shown in the PDF as the original bitmap of the word, but the text is included on an invisible layer behind the bitmap of the word. This makes the word searchable even though it is displayed as a bitmap. You can accept these suspects as they are, or you can use the TouchUp Text tool  to correct them.

Note: You must convert your scanned page to formatted text and images before you can correct suspect words.

To review and correct suspect words on converted pages:

1. Do one of the following:
 - Choose Document > Recognize Text Using OCR > Find All OCR Suspects. All suspect words on the page are enclosed in boxes. Click any suspect word to show the suspect text in the Find Element dialog box.
 - Choose Document > Recognize Text Using OCR > Find First OCR Suspect.

Note: If you close the Find Element window before correcting all suspect words, you can return to the process by choosing Document > Recognize Text Using OCR > Find First OCR Suspect, or by clicking any suspect word with the TouchUp Text tool.

2. Choose OCR Suspects from the Find menu, and click Find.
 3. Compare the word in the Suspect text box with the actual word in the scanned document, and do one of the following:
 - To accept the word as correct, click Accept And Find. You move to the next suspect word.
 - Correct the word directly in the Suspect box, and then click Accept And Find to move to the next suspect word.
 - To ignore the suspect word and move to the next suspect, click Find Next.
 - If the suspect was incorrectly identified as text, click the Not Text button.
 4. Review and correct the remaining suspect words, and then close the Find Element dialog box.
-



Creating Adobe PDF files from downloaded web pages

An Adobe PDF file created from HTML pages is like any other PDF file. You can download and convert web pages by specifying a URL, by opening web pages from a link in an Adobe PDF file, and by dragging and dropping a web link or HTML file onto an Acrobat window icon. The web pages are converted to PDF and opened in the document pane. You can navigate through the file and add comments and other enhancements to it. Any links on the pages are still active in the PDF file--just click a link to download and convert the linked web pages, and add them to the end of the PDF file.

Note the following when converting web pages:

- Before converting a web page to an Adobe PDF file, be sure that you can access the Internet.
- You can download HTML pages, JPEG and GIF images (including the last frame of animated GIF images), text files, and image maps.
- One web page may correspond to more than one PDF page because long HTML pages are divided into standard-size pages (depending on the PDF page layout settings).
- HTML pages can include tables, links, frames, background colors, text colors, and forms. Cascading stylesheets and Macromedia® Flash™ are supported. HTML links turn into links, and HTML forms turn into PDF forms.
- The default/index.html frame downloads only once.
- You can determine whether to reference digital media components by URL, not include them, or embed the files where possible. (See [Setting display options for converted HTML pages.](#))
- Depending on the options selected when downloading and converting web pages, an Adobe PDF file created from web pages can display special tagged bookmarks that retain web information, such as the URLs for all links on the pages. Use these tagged bookmarks to navigate, reorganize, add, or delete pages in your PDF file. You can also add more tagged bookmarks to represent paragraphs, images, table cells, and other items on the pages. For information on using these tagged bookmarks, see [Extracting, moving, and copying pages](#) and [Deleting and replacing pages](#).
- To convert Chinese, Japanese, and Korean (CJK) language web pages to PDF on a roman (Western) system in Windows, you must have installed the CJK language support files while installing Acrobat. (Also, it is preferable to select an appropriate encoding from the HTML conversion settings.) (See [About Asian-language Adobe PDF files.](#))

Note: In Windows, if you try to open a PDF file that uses double-byte fonts and you don't have the necessary fonts installed, Acrobat asks if you want to install the necessary fonts kit.

Related Subtopics:

- [Converting web pages by specifying a URL](#)
 - [Downloading and converting linked web pages](#)
 - [Specifying conversion settings for capturing web pages](#)
 - [Setting display options for converted HTML pages](#)
 - [Setting Web Capture preferences](#)
-



Converting web pages by specifying a URL

You can download and convert web pages from the top level of a URL, with each web page becoming multiple PDF pages if necessary. You determine whether to download pages from the top level of a site, from a specified number of levels below the top level, or from the entire site. If you later append another level to a site that is already converted to a PDF file, only the additional levels are added.

To convert web pages by specifying a URL:

1. In Acrobat, do one of the following:
 - To open the pages in a new PDF file, choose File > Create PDF > From Web Page, or choose From Web Page from the Create PDF menu on the toolbar.
 - Click the Create PDF From Web Page button  on the toolbar.
 - To add the pages to the end of the current file, choose Advanced > Web Capture > Append Web Page.
2. Enter the URL for the web pages, or browse to locate the page.
3. Enter the number of levels you want to include, or select Get Entire Site to include all levels from the website.



Some websites may have hundreds or even thousands of pages and can take a long time to download, as well as use up your system's hard disk space and available memory, causing a system crash. You may want to begin by downloading only one level of pages and then go through them to find particular links to download.

4. Specify the following options:
 - Stay On Same Path downloads only web pages subordinate to the URL you provide.
 - Stay On Same Server downloads only web pages stored on the same server as the pages for the URL you provide.
5. To set options that apply to all web pages you convert, click Settings. You can define a page layout for PDF documents, set options for converted HTML and plain text, and choose to generate items such as tagged bookmarks. (See [Specifying conversion settings for capturing web pages.](#))
6. Click Create.

If you're downloading more than one level of pages in Windows, the Download Status dialog box moves to the background after the first level is downloaded. Choose Advanced > Web Capture > Bring Status Dialogs To Foreground to see the dialog box again.

Note: You can view PDF pages while they are downloading; however, you cannot modify a page until the download process is complete. Your software may seem unresponsive at times if it is downloading many pages.



Downloading and converting linked web pages

If a web page that you converted to an Adobe PDF file contains links, you can download and convert any of these linked web pages. The new pages can be appended to the current PDF file or opened in a new file. After pages have been converted, links to these pages change to internal links, and clicking a link takes you to the PDF page, rather than to the original HTML page on the web.

To convert linked web pages and append them to the PDF document:

Do one of the following:

- Click a web link in your PDF document. If necessary, specify where to open the converted web page. If your Web Capture preferences are set to open web links in Acrobat, a plus sign appears with the Hand tool when you point on a web link; if your preferences are set to open web links in a web browser, a *W* appears with the Hand tool. You can press Shift to toggle to the other setting temporarily.
- Right-click (Windows) or Control-click (Mac OS) the web link, and choose Append To Document.
- Choose Advanced > Web Capture > View Web Links. The dialog box lists all the links on the current page or on the tagged bookmark's pages. Select the links to download, and click Download. Click Properties to set the download options. (See [Specifying conversion settings for capturing web pages.](#))

If you're downloading more than one level of pages in Windows, the Download Status dialog box moves to the background after the first level is downloaded. Choose Advanced > Web Capture > Bring Status Dialogs To Foreground to see the dialog box again.

To convert and append web pages for all links on a page:

Do one of the following:

- Choose Advanced > Web Capture > Append All Links On Page.
- Choose Advanced > Web Capture > View Web Links. Click Select All, and click Download.

To convert and open linked web pages in a new PDF document:

Do one of the following:

- Right-click (Windows) or Control-click (Mac OS) the web link, and choose Open Weblink As New Document.
- Ctrl-click (Windows) or Command-click (Mac OS) the web link.

To copy the URL of a web link:

Right-click (Windows) or Control-click (Mac OS) the web link, and choose Copy Link Location.



Specifying conversion settings for capturing web pages

You can specify conversion settings for each type of file to be downloaded. These options apply to web pages to be converted to PDF, not to pages already converted. You can use the Preferences dialog box to restore the original options.

To open the Web Page Conversion Settings dialog box:

1. Do one of the following:
 - Choose File > Create PDF > From Web Page, or choose From Web Page from the Create PDF menu on the toolbar.
 - Click the Create PDF From Web Page button  on the toolbar.
 - Choose Advanced > Web Capture > Append Web Page.
2. Click Settings.

To set general conversion settings:

1. In the Web Page Conversion Settings dialog box, click the General tab.
2. For File Type Settings, select the file type to be downloaded. If you select HTML or Plain Text as the file type, you can control the font properties and other display characteristics. (See [Setting display options for converted HTML pages](#) and [Setting display options for converted text files](#).)
3. Select any of the following:
 - Create Bookmarks to create a tagged bookmark for each converted web page, using the page's title (from the HTML Title element) as the bookmark name. If the page has no title, the URL is used as the bookmark name.
 - Create PDF Tags to store a structure in the PDF file that corresponds to the HTML structure of the original web pages. If this option is selected, you can create tagged bookmarks for paragraphs, list elements, table cells, and other items that use HTML elements.
 - Place Headers & Footers On New Pages to place a header and footer on every page. The header shows the web page's title, and the footer shows the page's URL, the page number in the downloaded set, and the date and time of the download.
 - Save Refresh Commands to save a list of all URLs and remember how they were downloaded in the PDF file for the purpose of refreshing (updating) pages. This option must be selected before you can update a PDF-converted website.

To set page layout conversion settings:

1. In the Web Page Conversion Settings dialog box, click the Page Layout tab.
 2. Select a page size, or enter a width and height in the boxes below the Page Size menu.
 3. Specify orientation and margins.
 4. Select the scaling options, and then click OK.
 - Scale Wide Contents To Fit Page (Windows) or Scale Contents To Fit Page (Mac OS) rescales a page's contents, if necessary, to fit the width of the page. If this option is not selected, the paper size adjusts to fit the page's contents if necessary.
 - Switch To Landscape If Scaled Smaller Than changes the orientation of the page from portrait to landscape if the contents of a page are scaled beyond a specified percentage. If the new version is less than 70% (the default setting) of the original size, the display switches to landscape. This option is available only if you selected portrait orientation.
-



Setting display options for converted HTML pages

You can determine the font properties and other display characteristics, such as text and background colors, of HTML pages that you convert to Adobe PDF pages.

To set display options for HTML pages:

1. Do one of the following to open the Web Page Conversion Settings dialog box:
 - Choose File > Create PDF > From Web Page, or choose From Web Page from the Create PDF menu on the toolbar.
 - Click the Create PDF From Web Page button  on the toolbar.
 - Choose Advanced > Web Capture > Append Web Page.
 2. Click Settings.
 3. In the Web Page Conversion Settings dialog box, click the General tab.
 4. Double-click HTML, or select HTML, and click Settings.
 5. In the General tab, select from the following options:
 - Default Colors sets the default colors for text, page backgrounds, web links, and text that replaces an image in a file when the image is unavailable. For each color, click the color button to open a palette, and select the color. If you want to use these colors on all pages, select Force These Settings For All Pages. If you do not select this option, your colors are used only on pages that don't have colors defined.
 - Background Options specifies whether to display colors and tiled images in page backgrounds and colors in table cells. If you do not select these options, converted web pages may look different than they do in a web browser, but they may be easier to read if printed.
 - Wrap Lines Inside PREs Longer Than wraps preformatted (HTML) lines of text if they are longer than a specified length. The web page is scaled so that the longest line on the page fits on the screen. Select this setting if an HTML file you're downloading has unreasonably long lines of preformatted text.
 - Multimedia determines whether to reference multimedia (such as SWF files) by URL, disable multimedia capture, or embed multimedia files when possible.
 - Convert Images includes images in the conversion to PDF. If you do not select this option, an image is indicated by a colored border (and possibly text, if specified by the page's design).
 - Underline Links underlines textual web links on the pages.
 6. Click the Fonts And Encoding tab to specify language encoding and fonts for body text, headings, or preformatted text:
 - Input Encoding sets the encoding of a file's text.
 - Language Specific Font Settings determine the font used for text. To change the fonts used to display body text, headings, and preformatted text, click Change, select new fonts from the menus, and click OK.
 - Font Size sets the font sizes used for body text, headings, and preformatted text.
 - Embed Platform Fonts When Possible stores the fonts used on the pages in the PDF file so that the text always appears in the original fonts. Note that embedding fonts increases the size of the file.
-



Setting Web Capture preferences

You can set several preferences for opening Adobe PDF documents created from web pages and for customizing the process of converting web pages to Adobe PDF documents.

To set Web Capture preferences:

1. In the Preferences dialog box, select Web Capture on the left.
 2. In the Verify Stored Images menu, specify how often to check if images have changed on the website.
 3. Choose whether to open linked pages in Acrobat or in a web browser.
 4. Select Show Bookmarks Panel When New PDF File (Created From Web Page) Is Opened to automatically open the navigation pane and display tagged bookmarks when you open a new file. (If this option is not selected, the navigation pane is closed when you open converted web pages, but the tagged bookmarks are still created. Click the Bookmarks tab to see the tagged bookmarks in the document pane.)
 5. Select Always or After to skip secured pages when downloading multiple levels of a website. (If you select After, a password dialog box appears that times out and skips the secured pages after the specified number of seconds.)
 6. Click Reset Conversion Settings To Defaults if you want to change the conversion settings back to their original settings.
-



Creating Adobe PDF files from screen captures

You can quickly convert screen captures to Adobe PDF files.

To convert screen captures to Adobe PDF files:

Do one of the following:

- (Windows) In an authoring application such as Adobe Photoshop, capture the current window to the Clipboard. Then in Acrobat, choose File > Create PDF > From Clipboard Image, or choose From Clipboard Image from the Create PDF menu. (You can also use the PrntScrn key to copy the screen to the Clipboard.)
 - (Mac OS) Choose Acrobat > Services > Grab > [*Screen, Selection, or Timed Screen*]. (Grab is the Mac OS X screen-capture utility.) Your screen capture automatically converts to an Adobe PDF file and opens.
-



Setting conversion options for image files

You can set compression and color management options for supported image files. The compression settings are predefined (and unavailable) for JPEG and JPEG2000.

Note: JPEG2000 compression is not backward compatible with Acrobat 4.0. Full object stream compression is not backward compatible with Acrobat 4.0 or 5.0.

Set the compression to be applied to monochrome, grayscale, and color images:

- For Monochrome, choose CCITT G4 to apply a general-purpose method that produces good compression for most types of monochrome images. Choose JBIG2 (Lossless) or JBIG2 (Lossy) to apply better compression than that obtained with CCITT G4. In lossy mode, the compression ratios can be several times higher.
- For Grayscale or Color, choose ZIP to apply compression that works well on images with large areas of single colors or repeating patterns, such as screen shots, simple images created with paint programs, and black-and-white images that contain repeating patterns. Choose JPEG, quality minimum to maximum, to apply compression that is suitable for grayscale or color images, such as continuous-tone photographs that contain more detail than can be reproduced on-screen or in print. Choose JPEG2000, quality Lossless, to apply lossless compression with additional advantages, such as progressive display. (JPEG2000 is the international standard for the compression and packaging of image data.)

For more information, see [Compressing and downsampling images](#).

Set the RGB, CMYK, Grayscale, and Other color management options:

- Preserve Embedded Profiles uses the embedded ICC profile from the input file.
 - Off discards profiles from the input file.
 - Ask When Opening displays a dialog box that allows you to choose whether to embed or discard the ICC profile from the input file. The size of the profile is given.
-



Setting conversion options for nonimage files

You can set Adobe PDF settings and Adobe PDF Security settings for supported application files. For Adobe PDF settings, you can select a predefined set of options or you can edit the settings by clicking View. (See [Using default Adobe PDF settings files](#) and [Creating custom Adobe PDF settings](#).)

For Adobe PDF Security, you can select a predefined option--None, Reconfirm Security For Each Job, or Use Last Known Security Settings. You can use one of these default settings to apply security, or you can edit the setting by clicking Edit. (See [About document security](#).)

(Windows) For Microsoft Office files, you can also select options for enabling accessibility and reflow, adding bookmarks and links, and converting an entire Excel workbook.



Setting display options for converted text files

You can determine the font properties and other display characteristics of text files that you convert to Adobe PDF files.

To set display options for plain text files:

1. Do one of the following to open the Web Page Conversion Settings dialog box:
 - Choose File > Create PDF > From Web Page, or choose From Web Page from the Create PDF menu on the toolbar.
 - Click the Create PDF From Web Page button  on the toolbar.
 - Choose Advanced > Web Capture > Append Web Page.
 2. Click Settings.
 3. In the General tab of the Web Page Conversion Settings dialog box, double-click Plain Text, or select Plain Text, and click Settings.
 4. In the General tab, select from the following options:
 - Colors set the default colors for text and page backgrounds. For each color, click the color button to open a palette, and select the color.
 - Wrap Lines At Margin wraps lines that reach the margin of the text files. (It is generally a good idea to select this option because web pages have no preset page width. Otherwise, lines are defined only by carriage return or new line characters, and the page is scaled so the longest line fits on the screen.)
 - Reflow Text is available when Wrap Lines At Margin is selected. (See [Understanding and optimizing Reflow.](#))
 - Limit Lines Per Page limits the number of lines that can appear on a PDF page to the specified number.
 5. Click the Fonts And Encoding tab to specify fonts for body text, headings, or preformatted text:
 - Input Encoding sets the encoding of a file's text.
 - Language Specific Font Settings determine the font used for text. To change the fonts used to display text, click Change, select a new font from the menu, and click OK to apply the changes.
 - Font Size sets the font size used for text.
 - Embed Platform Font When Possible stores the font used on the pages in the PDF file so that the text always appears in the original fonts. Note that embedding fonts increases the size of the file. (See [Accessing and embedding fonts.](#))
-



Adobe PDF Settings

[Using default Adobe PDF settings files](#)

[Creating custom Adobe PDF settings](#)

[Adobe PDF settings options](#)

[Making custom Adobe PDF settings available to other users](#)

[Compressing and downsampling images](#)

[Accessing and embedding fonts](#)



Using default Adobe PDF settings files

Adobe PDF settings, which are customizable, determine the characteristics of the PDF file created. You can choose from several sets of default Adobe PDF settings. (Options may vary depending on the Adobe authoring application.) You should evaluate the default PDF settings with your service provider and decide whether to use those or create a custom set based on their prepress and post-processing requirements.

Note: Check your Adobe PDF settings periodically. The applications and utilities that create Adobe PDF files use the last set of Adobe PDF settings defined or selected. The settings do not automatically revert to the default settings.

To use a default Adobe PDF settings file:

1. Do one of the following:
 - Start Acrobat Distiller 7.0.
 - In authoring applications or utilities, target the Adobe PDF printer. (See [Using the Adobe PDF printer.](#))
 - (Windows) In the Acrobat PDFMaker dialog box, choose Adobe PDF > Change Conversion Settings.
2. Choose from the following options in the Default Settings (or Conversion Settings) pop-up menu.

High Quality Print

Creates PDF files that have higher resolution than the Standard job option file. It downsamples color and grayscale images to 300 ppi and monochrome images to 1200 ppi, prints to a higher image resolution, and preserves the maximum amount of information about the original document. PDF files created with this settings file can be opened in Acrobat 5.0 and Acrobat Reader 5.0 and later.

Press Quality

Creates PDF files for high-quality print production (for example, for digital printing or for separations to an imagesetter or platesetter), but does not create files that are PDF/X-compliant. In this case, the quality of the content is the highest consideration. The objective is to maintain all the information in a PDF file that a commercial printer or prepress service provider needs in order to print the document correctly. This set of options downsamples color and grayscale images to 300 ppi and monochrome images to 1200 ppi, embeds subsets of fonts used in the document (if allowed), and prints a higher image resolution than the Standard settings. Print jobs with fonts that cannot be embedded will fail. These PDF files can be opened in Acrobat 5.0 and Acrobat Reader 5.0 and later.

Note: Before creating an Adobe PDF file to send to a commercial printer or prepress service provider, find out what the output resolution and other settings should be, or ask for a .joboptions file with the recommended settings. You may need to customize the Adobe PDF settings for a particular provider and then provide a .joboptions file of your own.

Smallest File Size

Creates PDF files for displaying on the Web or an intranet, or for distribution through an email system for on-screen viewing. This set of options uses compression, downsampling, and a relatively low image resolution. It converts all colors to sRGB, and does not embed fonts unless absolutely necessary. It also optimizes files for byte serving. These PDF files can be opened in Acrobat 5.0 and Acrobat Reader 5.0 and later.

Standard

Creates PDF files to be printed to desktop printers or digital copiers, published on a CD, or sent to a client as a publishing proof. This set of options uses compression and downsampling to keep the file size down, but also embeds subsets of all (allowed) fonts used in the file, converts all colors to sRGB, and prints to a medium resolution. Note that Windows font subsets are not embedded by default. PDF files created with this settings file can be opened in Acrobat 5.0 and Acrobat Reader 5.0 and later.



Creating custom Adobe PDF settings

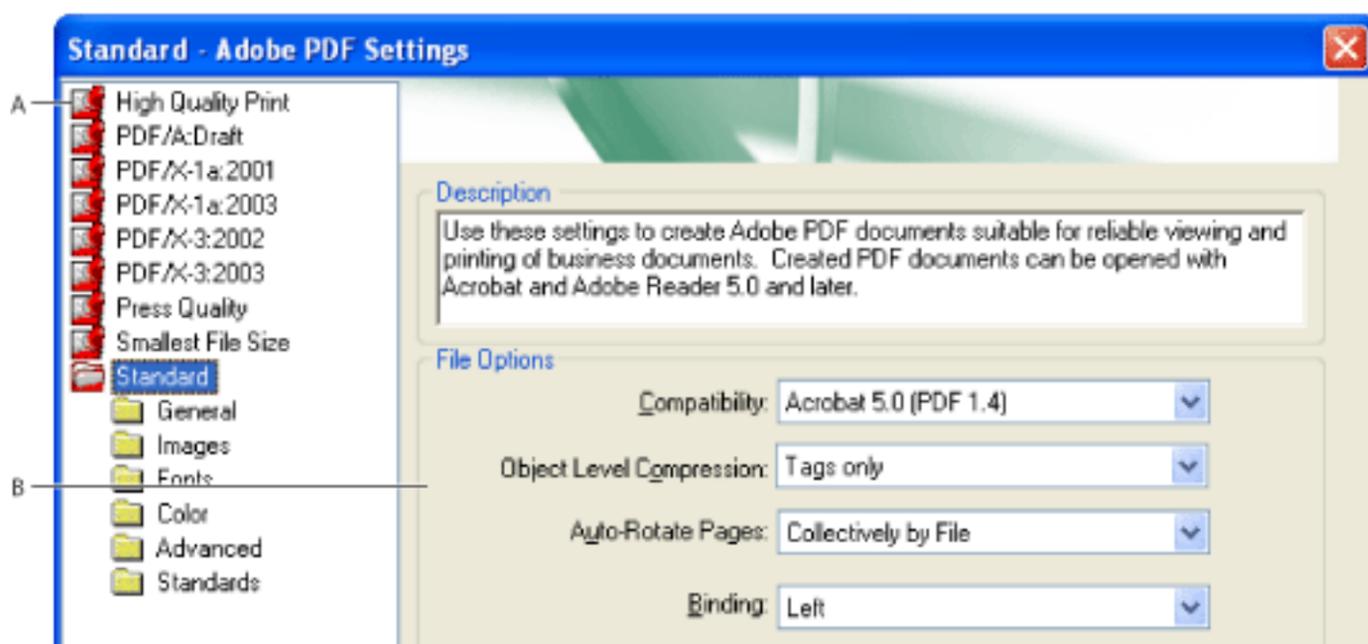
You may want to create custom conversion settings for certain jobs or output devices. The selections you make determine such things as whether the document fonts are embedded and subsetted at 100%, how vector objects and images are compressed and/or sampled, and whether the resulting Adobe PDF file includes high-end printing information such as OPI comments. For detailed information about all the settings, see [Adobe PDF settings options](#).

Default settings files cannot be modified, but can be duplicated to help create new settings files.

Note: If the PDF file is intended for high-end printing, ask your service provider for their custom .joboptions file with the recommended output resolution and other settings. This way, the PDF file you give them will have characteristics optimized for your print workflow.

To create custom Adobe PDF settings:

1. Do one of the following to access the Adobe PDF Settings options, depending on the application or utility you're using:
 - In Acrobat Distiller, select one of the predefined sets of options from the Default Settings menu to use as a starting point, and then choose Settings > Edit Adobe PDF Settings.
 - In authoring applications or utilities, target the Adobe PDF printer. (See [Using the Adobe PDF printer](#).)
 - In the Acrobat PDFMaker dialog box, click Advanced Settings in the Settings tab. (See [Editing PDFMaker conversion settings \(Windows\)](#).)
2. (Windows) To switch between settings, select Show All Settings at the bottom left, and then select an Adobe PDF settings option from the list on the left.



Adobe PDF Settings dialog box (Windows) **A.** Predefined Adobe PDF settings **B.** Options panels

3. Change the desired options in the various panels:
 - General options set Adobe PDF file compatibility, default page size (for EPS files), resolution, and other file settings. (See [General options](#).)
 - Images options reduce file size by changing the way images, text, and line art are compressed. (See [Images options](#).)
 - Fonts options affect font embedding. (See [Fonts options](#).)
 - Color options specify how to manage color. (See [Color options](#).)
 - Advanced options set DSC comment processing and other options that affect the conversion from PostScript. (See [Advanced options](#).)
4. To save your changes, do one of the following:
 - Click OK to apply the changes to a new version of the current settings file.
 - Click Save As to save the changes as a different Adobe PDF settings file. Enter a unique, descriptive name for the new settings file, and then click Save. The new file is saved as a .joboptions file in the same location as the default files.

By default, PDF settings files are saved in the following folders:

- (Windows) \Documents and Settings\All Users\Shared Documents\Adobe PDF 7.0\Settings
- (Mac OS) Library/Application Support/Adobe/PDF/Settings

Note: By default, the edited settings file uses the name of the Adobe PDF settings on which it is based. For example, if you edit the Press Quality settings, your first custom conversion settings are saved in a file named Press Quality (1).

To remove custom Adobe PDF settings files:

In Acrobat Distiller, choose Settings > Remove Adobe PDF Settings, and double-click the file you want to remove.



Adobe PDF settings options

You can edit the options in a selected settings file. The settings panels appear different in Windows and Mac OS.

Related Subtopics:

[General options](#)

[Images options](#)

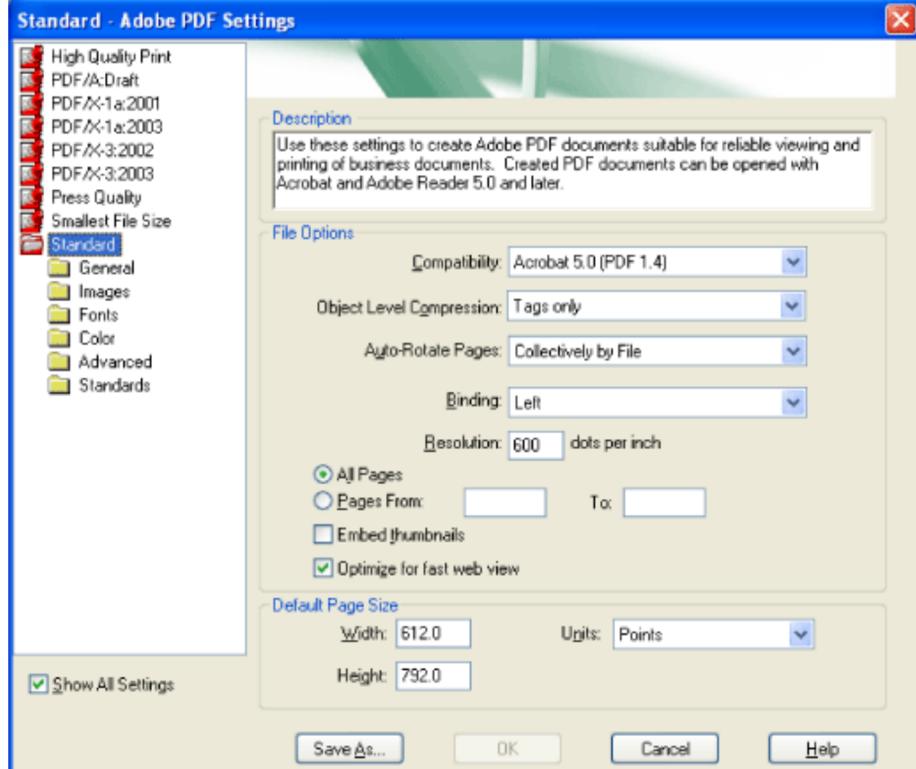
[Fonts options](#)

[Color options](#)

[Advanced options](#)

General options

The General options enable you to specify the version of Acrobat to use for file compatibility and other file and device settings.



Adobe PDF Settings dialog box with the General panel displayed

Compatibility

Sets the compatibility level of the Adobe PDF file. When you create PDF files, you need to decide which PDF version to use. Generally speaking, you should use the most recent version (in this case version 1.6) unless there's a specific need for backward compatibility, because the latest version will include all the latest features and functionality. However, if you're creating documents that will be distributed widely, consider choosing Acrobat 4.0 (PDF 1.3) or Acrobat 5.0 (PDF 1.4) to ensure that all users can view and print the document. The following table compares some of the functionality in Adobe PDF files created using the different compatibility settings.

Acrobat 4.0 (PDF 1.3)	Acrobat 5.0 (PDF 1.4)	Acrobat 6.0 (PDF 1.5)	Acrobat 7.0 (PDF 1.6)
PDF files can be opened with Acrobat 3.0 and Acrobat Reader 3.0 and later.	PDF files can be opened with Acrobat 3.0 and Acrobat Reader 3.0 and later. However, features specific to later versions may be lost or not viewable.	Most PDF files can be opened with Acrobat 4.0 and Acrobat Reader 4.0 and later. However, features specific to later versions may be lost or not viewable.	Most PDF files can be opened with Acrobat 4.0 and Acrobat Reader 4.0 and later. However, features specific to later versions may be lost or not viewable.
ICC color management is not supported.	ICC color management is supported.	ICC color management is supported.	ICC color management is supported.
Cannot contain artwork that uses live transparency effects. Any transparency must be flattened prior to converting to PDF 1.3.	Supports the use of live transparency in artwork.	Supports the use of live transparency in artwork.	Supports the use of live transparency in artwork.
Layers are not supported.	Layers are not supported.	Preserves layers when creating PDF files from applications that support the generation of layered PDF documents, such as Illustrator CS or InDesign CS.	Preserves layers when creating PDF files from applications that support the generation of layered PDF documents, such as Illustrator CS or InDesign CS.
DeviceN color space with 8 colorants is supported.	DeviceN color space with 8 colorants is supported.	DeviceN color space with up to 31 colorants is supported.	DeviceN color space with up to 31 colorants is supported.
Smooth-shaded objects are converted to images.	Smooth shading is supported.	Smooth shading is supported.	Smooth shading is supported.
Masked images do not display or print correctly.	Masked images display and print correctly.	Masked images display and print correctly.	Masked images display and print correctly.
Pages can be up to 45 inches (114.3cm) in either dimension.	Pages can be up to 200 inches (508cm) in either dimension.	Pages can be up to 200 inches (508cm) in either dimension.	Pages can be up to 15,000,000 inches (31,800,000cm) in either dimension.
Double-byte fonts can be embedded. (Distiller converts the fonts when embedding.)	Double-byte fonts can be embedded.	Double-byte fonts can be embedded.	Double-byte fonts can be embedded.
TrueType fonts are not searchable.	TrueType fonts are searchable.	TrueType fonts are searchable.	TrueType fonts are searchable.
40-bit RC4 security supported.	128-bit RC4 security supported.	128-bit RC4 security supported.	128-bit RC4 and 128-bit AES (Advanced Encryption Standard) security supported.

Object Level Compression

Consolidates small objects (each of which isn't compressible itself) into streams that can then be efficiently compressed. Off does not compress any structural information in the PDF document. Select this option if you want users to view, navigate, and interact with bookmarks and other structural information using Acrobat 5.0 and later. Tags Only compresses structural information in the PDF document. Using this setting results in a PDF file that can be opened and printed with Acrobat 5.0, but any accessibility, structure, or tagged PDF information will not be visible by Acrobat 5.0 or Acrobat Reader 5.0; Acrobat 6.0 and later and Adobe Reader 6.0 and later are able to view this information.

Auto-Rotate Pages

Automatically rotates pages based on the orientation of the text or DSC comments. For example, some pages (such as those containing tables) may require the document to be rotated sideways on the read. With Auto-Rotate Pages selected, choose Individually to rotate each page based on the direction of the text on that page. Choose Collectively by File to rotate all pages in the document based on the orientation of the majority of text.

Note: If Process DSC Comments is selected in the Advanced panel and if % Viewing Orientation comments are included, these comments take precedence in determining page orientation.

Binding

Specifies whether to display a PDF file with left-side or right-side binding. This affects the display of pages in the Facing Page - Continuous layout and the display of thumbnails side by side.

Resolution

Emulates the resolution of a printer for PostScript files that adjust their behavior according to the resolution of the printer they are printing to. For most PostScript files, a higher resolution setting results in larger but higher quality PDF files, while a lower setting results in smaller but lower quality PDF files. Most commonly, resolution determines the number of steps in a gradient or blend. You can enter a value from 72 to 4000. Generally, however, you should leave this at the default setting unless you plan to print the PDF file on a specific printer and you want to emulate the resolution defined in the original PostScript file.

Note: Increasing the resolution setting increases file size and may slightly increase the time required to process some files.

Pages

Specifies which pages to convert to Adobe PDF. Leave the To box empty to create a range from the page number you enter in the From box to the end of the file.

Embed Thumbnails

Embeds a thumbnail preview for each page in the PDF file. Embedding thumbnails increases the PDF file size. Versions of Acrobat 5.0 and later (including Adobe Reader) automatically generate thumbnails dynamically whenever you click the Pages tab of a PDF file. Therefore, you can deselect this setting when users of Acrobat 5.0 and later will view and print the document.

Optimize For Fast Web View

Restructures the file for page-at-a-time downloading (byte serving) from web servers. This option compresses text and line art, regardless of what you have selected as compression settings on the Images panel. This makes for faster access and viewing when downloading the file from the web or a network.

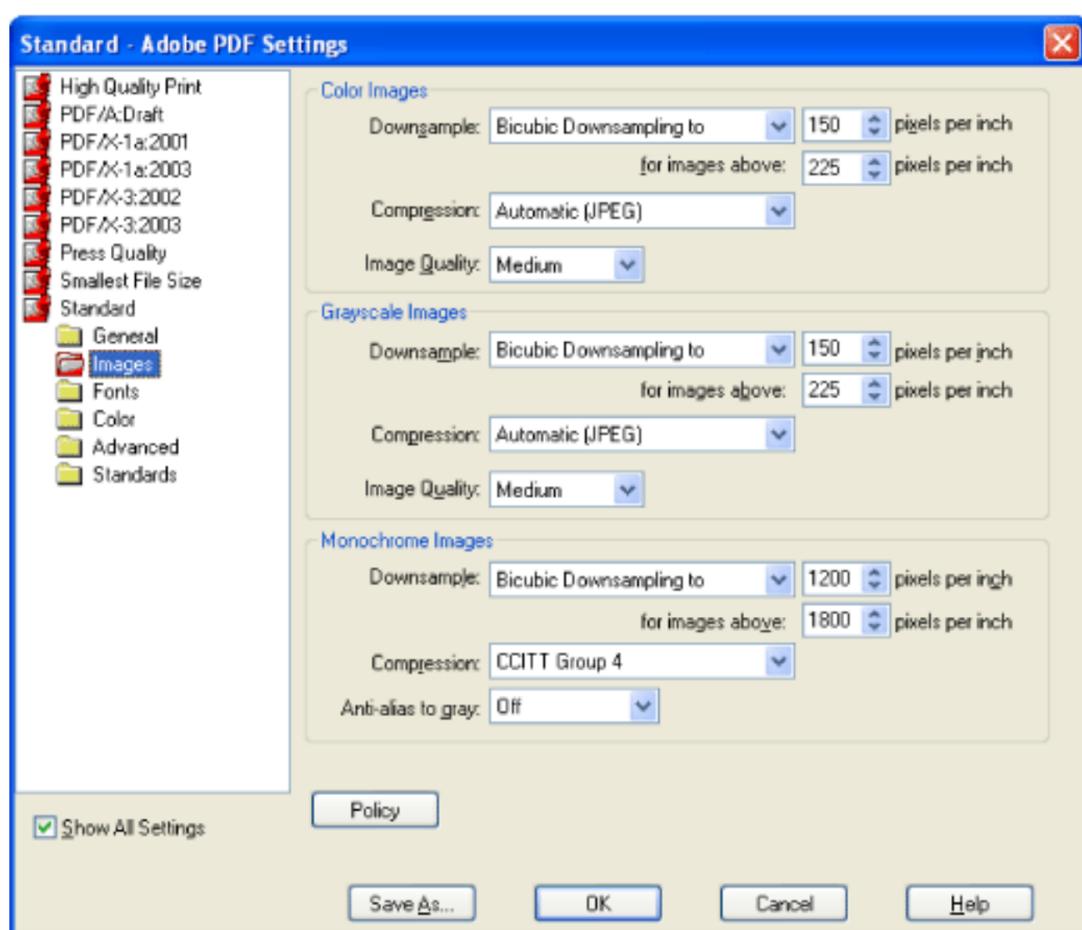
Default Page Size

Specifies the page size to use when one is not specified in the original file. Typically, PostScript files include this information, except for EPS files, which give a bounding box size, but not a page size. The maximum page size allowed is 15,000,000 inches (31,800,000cm) in either direction.



Images options

The Images options specify compression and resampling for images. You may want to experiment with these options to find an appropriate balance between file size and image quality. (See [Compressing and downsampling images.](#))



Adobe PDF Settings dialog box with the Images panel displayed

Downsample

To downsample color, grayscale, or monochrome images, Distiller combines pixels in a sample area to make one larger pixel. You provide the resolution of your output device in dots per inch (dpi) and enter a resolution in pixels per inch (ppi) in the For Images Above box. For all images with resolution above this threshold, Distiller combines pixels as needed to reduce the image's resolution (ppi) to the specified dpi setting. (See [Compressing and downsampling images.](#))

- Average Downsampling To averages the pixels in a sample area and replaces the entire area with the average pixel color at the specified resolution.
- Subsampling To chooses a pixel in the center of the sample area and replaces the entire area with that pixel at the specified resolution. Subsampling significantly reduces the conversion time compared with downsampling, but results in images that are less smooth and continuous.
- Bicubic Downsampling To uses a weighted average to determine pixel color and usually yields better results than the simple averaging method of downsampling. Bicubic is the slowest but most precise method, resulting in the smoothest tonal gradations.

The resolution setting for color and grayscale should be 1.5 to 2 times the line screen ruling at which the file will be printed. (As long as you don't go below this recommended resolution setting, images that contain no straight lines or geometric or repeating patterns won't be affected by a lower resolution.) The resolution for monochrome images should be the same as the output device, but be aware that saving a monochrome image at a resolution higher than 1500 dpi increases the file size without noticeably improving image quality.

You should also consider whether users need to magnify a page. For example, if you are creating a PDF document of a map, consider using a higher image resolution so that users can zoom in on the map.

Note: Resampling monochrome images can have unexpected viewing results, such as no image display. If this happens, turn off resampling and convert the file again. This problem is most likely to occur with subsampling, and least likely with bicubic downsampling.

The following table shows common types of printers and their resolution measured in dpi, their default screen ruling measured in lines per inch (lpi), and a resampling resolution for images measured in pixels per inch (ppi). For example, if you were printing to a 600-dpi laser printer, you would enter 170 for the resolution at which to resample images.

Printer resolution	Default line screen	Image resolution
300 dpi (laser printer)	60 lpi	120 ppi
600 dpi (laser printer)	85 lpi	170 ppi
1200 dpi (imagesetter)	120 lpi	240 ppi
2400 dpi (imagesetter)	150 lpi	300 ppi

Compression/Image Quality

Sets the compression to be applied to color, grayscale, and monochrome images. For color and grayscale images, also sets the image quality.

For color or grayscale images, choose ZIP to apply compression that works well on images with large areas of single colors or repeating patterns, such as screen shots, simple images created with paint programs, and black-and-white images that contain repeating patterns. Choose JPEG, quality minimum to maximum, to apply compression that is suitable for grayscale or color images, such as continuous-tone photographs that contain more detail than can be reproduced on-screen or in print. Choose JPEG2000, quality Lossless, to apply lossless compression with additional advantages, such as progressive display. Choose Automatic (JPEG) or Automatic (JPEG2000) to determine automatically the best quality for color and grayscale images. (JPEG2000 is the new international standard for the compression and packaging of image data. For more information on JPEG2000, see [Conversion options for JPEG and JPEG2000 format.](#)) To display JPEG2000 options, you must select Acrobat 6.0 (PDF 1.5) or later from the Compatibility menu on the General panel.

For monochrome images, choose CCITT Group 4, CCITT Group 3, ZIP, or Run Length compression. (For more information, see [Methods of compression.](#)) Make sure that monochrome images are scanned as monochrome and not as grayscale. Scanned text is sometimes saved as grayscale images by default. Grayscale text compressed with the JPEG compression method is muddy at best, and may be unreadable.

Anti-Alias To Gray

Smooths jagged edges in monochrome images. Choose 2 bit, 4 bit, or 8 bit to specify 4, 16, or 256 levels of gray. (Anti-aliasing may cause small type or thin lines to look blurry.) Compression of text and line art is always on. If you need to turn it off, you can do so by setting the appropriate Distiller parameter. For details, see the Acrobat Distiller Parameters manual at <http://partners.adobe.com/links/acrobat> (English only) on the Adobe website.

Policy

Specifies how to process images when they are below the resolution you define. For Color, Grayscale, and Monochrome images, enter a resolution, and then select either Ignore, Warn And Continue or Cancel Job from the pop-up menu.

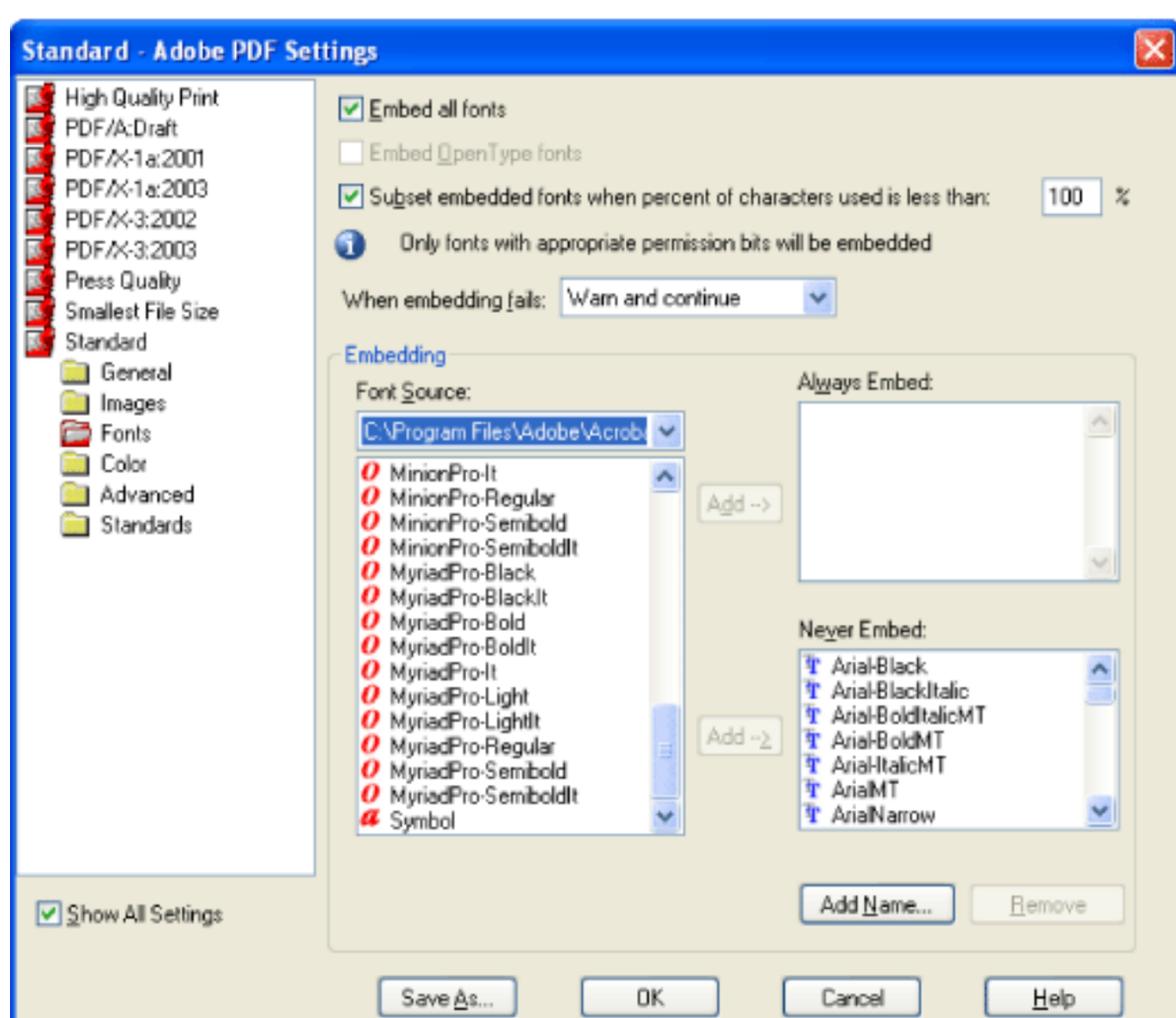


Fonts options

The Fonts options specify which fonts to embed in an Adobe PDF file, and whether to embed a subset of characters used in the PDF file. You can embed OpenType, TrueType, and Type 1 fonts. Fonts that have license restrictions are preceded by the Lock icon . If you select a font with a license restriction, the nature of the restriction is described in the explanation area of the Adobe PDF Options dialog box.

For more information on working with fonts, see [Accessing and embedding fonts](#).

Note: When you combine PDF files with the same font subset, Acrobat attempts to combine the font subsets.



Adobe PDF Settings dialog box with the Fonts panel displayed

Embed All Fonts

Embeds all fonts used in the file. Font embedding is required for PDF/X compliance.

Embed OpenType Fonts

Embeds all OpenType fonts used in the file, and maintains Open Type font information for advanced line layout. This option is available only if Acrobat 7.0 (PDF 1.6) is selected from the Compatibility menu in the General panel.

Subset Embedded Fonts When Percent Of Characters Used Is Less Than

Specifies a threshold percentage if you want to embed only a subset of the fonts. For example, if the threshold is 35, and less than 35% of the characters are used, Distiller embeds only those characters.

When Embedding Fails

Specifies how Distiller should respond if it cannot find a font to embed when processing a file. You can have Distiller ignore the request and substitute the font, warn you and substitute the font, or cancel processing of the current job.

Always Embed

To embed only certain fonts, move them into the Always Embed list. Make sure that Embed All Fonts is not selected.

Never Embed

Move fonts that you do not want to embed to this list. If necessary, choose a different font folder from the pop-up menu to display the font in the font list. Ctrl-click (Windows) or Command-click (Mac OS) to select multiple fonts to move.

Note: Fonts that have license restrictions are preceded by a padlock icon. If you select a font with a license restriction, the nature of the restriction is described in the explanation area of the Adobe PDF Options dialog box.

Add Name

If the font you want is not in a font folder, click Add Name, enter the name of the font, select Always Embed List (or Never Embed List), and click Add. For information on getting an exact font name, see [Finding PostScript font names](#).

Note: A TrueType font can contain a setting added by the font's designer that prevents the font from being embedded in PDF files.

Remove

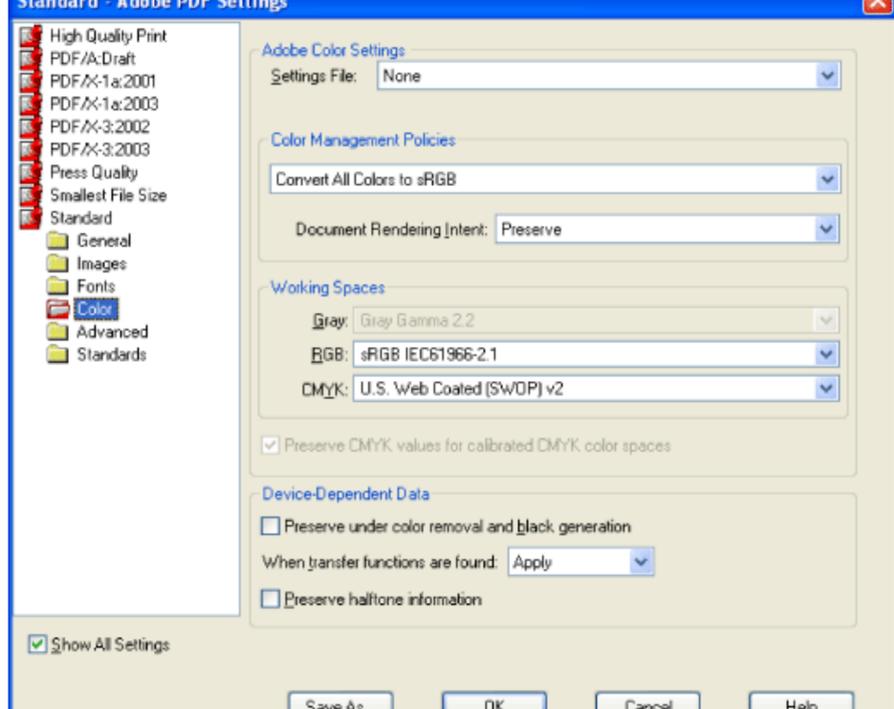
Removes a font from the Always Embed or Never Embed list. This does not remove the font from your system; it just removes the reference to it in the list.

Note: Adobe Acrobat 7.0 does not include the Times, Helvetica, and ZapfDingbats fonts that have been included in Acrobat 5.0 and earlier. If you want these fonts to be viewed and printed in the PDF files that you create, embed the fonts.



Color options

Whether you are using color management information in the PostScript file, using Distiller CSFs, or defining custom settings, you set all color management information for Distiller on the Color panel of the Adobe PDF Settings dialog box. For more information on color management, see [Managing color in Acrobat](#).



Adobe PDF Settings dialog box with the Color panel displayed

Settings File

Choose the color setting you want to use. This menu contains a list of color settings that are also used in major graphics applications, such as Adobe Photoshop and Adobe Illustrator. The color setting you choose determines the other options available in this dialog box. For example, if you choose anything other than None, all options other than those for Device-Dependent Data are predefined and dimmed. You can edit the Color Management Policies and Working Spaces settings only if you select None for Settings File. For a description of the color settings, see [Using predefined color management settings](#).

Color Management Policies

If you selected None from the Settings File menu, choose a color management policy to specify how Distiller converts unmanaged color in a PostScript file when you are not using a Distiller CSF.

- Leave Color Unchanged. Leaves device-dependent colors unchanged and preserves device-independent colors as the nearest possible equivalent in PDF. This is a useful option for print shops that have calibrated all their devices, have used that information to specify color in the file, and are only outputting to those devices.
- Tag (or Convert) Everything For Color Management. If you selected Acrobat 4.0 (PDF 1.3) or later compatibility on the General panel, this option tags (embeds) color objects with an ICC profile when distilling files and calibrates color in the images, making colors in the resulting PDF files device-independent. If you selected Acrobat 3.0 (PDF 1.2) compatibility, this option does not embed ICC profiles in the files. However, device-dependent color spaces in files (RGB, Grayscale, and CMYK) are converted to device-independent color spaces (CalRGB, CalGray, and LAB).
- Tag (or Convert) Only Images For Color Management. If you selected Acrobat 4.0 (PDF 1.3) compatibility on the General panel, this option tags (embeds) ICC profiles only in images, not in text or vector objects, when distilling files. This prevents black text from undergoing any color shift. If you selected Acrobat 3.0 (PDF 1.2) compatibility, this option does not embed ICC profiles in the files. However, device-dependent color spaces in images (RGB, Grayscale, and CMYK) are converted to device-independent color spaces (CalRGB, CalGray, and LAB). Text and vector objects are not converted.
- Convert All Colors To sRGB (or Convert Everything To CalRGB). Calibrates color in the file, making the color device-independent, similar to Tag (or Convert) Everything for Color Management. If you selected Acrobat 4.0 (PDF 1.3) or later compatibility on the General panel, CMYK and RGB images are converted to sRGB. If you selected Acrobat 3.0 (PDF 1.2) compatibility, CMYK and RGB images are converted to calibrated RGB (CalRGB). Regardless of the compatibility option you select, grayscale images are left unchanged. This option usually reduces the size and increases the display speed of PDF files, because less information is needed to describe RGB images than CMYK images. Because RGB is the native color space used on monitors, no color conversion is necessary during display, which contributes to fast online viewing. This option is recommended if the PDF file will be used online or with low-resolution printers.
- Convert All Colors To CMYK. Converts color spaces to DeviceGray or DeviceCMYK according to the options specified in the Working Spaces menu. All Working Spaces must be specified.

Rendering Intent

Choose a method to map colors between color spaces. The result of any particular method depends on the profiles of the color spaces. For example, some profiles produce identical results with different methods.

- Default means that the intent is specified in the output device rather than in the PDF file. In many output devices, Relative Colorimetric is the default intent.
- Perceptual aims to preserve the visual relationship between colors so it's perceived as natural to the human eye, even though the color values themselves may change. This intent is suitable for photographic images with lots of out-of-gamut colors.
- Saturation tries to produce vivid colors in an image at the expense of color accuracy. This rendering intent is suitable for business graphics like graphs or charts, where bright saturated colors are more important than the exact relationship between colors (such as in a photographic image).
- Absolute Colorimetric leaves colors that fall inside the destination gamut unchanged. Out-of-gamut colors are clipped. No scaling of colors to destination white point is performed. This intent aims to maintain color accuracy at the expense of preserving relationships between colors and is suitable for proofing to simulate the output of a particular device.
- Relative Colorimetric compares the extreme highlight of the source color space to that of the destination color space and shifts all colors accordingly. Out-of-gamut colors are shifted to the closest reproducible color in the destination color space. Relative colorimetric preserves more of the original colors in an image than Perceptual.

Note: In all cases, intents may be ignored or overridden by color management operations that occur subsequently to the creation of the PDF file.

Working Spaces

For all Color Management Policies values other than Leave Color Unchanged, choose a working space to specify which ICC profiles are used for defining and calibrating the grayscale, RGB, and CMYK color spaces in distilled PDF files.

- For Gray, choose a profile to define the color space of all grayscale images in files. This option is available only if you chose Tag Everything For Color Management or Tag Only Images For Color Management. The default ICC profile for gray images is Adobe Gray - 20% Dot Gain. You can also choose None to prevent grayscale images from being converted.
- For RGB, choose a profile to define the color space of all RGB images in files. The default, sRGB IEC61966-2.1, is generally a good choice because it is becoming an industry standard and is recognized by many output devices. You can also choose None to prevent RGB images from being converted.
- For CMYK, choose a profile to define the color space of all CMYK images in files. The default is U.S. Web Coated (SWOP) v2. You can also choose None to prevent CMYK images from being converted.

Note: Choosing None for all three working spaces has the same effect as selecting the option Leave Color Unchanged.



You can add ICC profiles (such as ones provided by your print service bureau) by placing them in the ICCProfiles folder in the Common folder, the Windows\System\Color folder (Windows), or the System Folder\ColorSync folder (Mac OS).

Preserve CMYK Values For Calibrated CMYK Color Spaces

Describes what to do with color values for device-independent CMYK color spaces (CIEBasedDEFK). If this option is selected, then device-independent color values will be treated as device-dependent (DeviceCMYK) values, and device-independent color spaces will be ignored and discarded. If this option is not selected, then device-independent color spaces will convert to the CMYK working space. This option is available only if Convert All Colors To CMYK is selected in the Color Management Policies menu. The PDF/X-1a settings files have the Color Management Policy set to Convert All Colors To CMYK with this option selected.

Preserve Under Color Removal And Black Generation

Retains these settings if they exist in the PostScript file. Black generation calculates the amount of black to be used when trying to reproduce a particular color. Undercolor removal (UCR) reduces the amount of cyan, magenta, and yellow components to compensate for the amount of black that was added by the black generation. Because it uses less ink, UCR is generally used for newsprint and uncoated stock.

Preserve Halftone Information

Retains any halftone information in files. Halftone information consists of dots that control how much ink is deposited by halftone devices at a specific location on the paper. Varying the dot size and density creates the illusion of variations of gray or continuous color. For a CMYK image, four halftone screens are used: one for each ink used in the printing process.

In traditional print production, a halftone is produced by placing a halftone screen between a piece of film and the image and then exposing the film. Electronic equivalents, such as in Adobe Photoshop, let users specify the halftone screen attributes before producing the film or paper output. Halftone information is intended for use with a particular output device.

When Transfer Functions Are Found

Specifies how to handle transfer functions in PDF files. Transfer functions are used for artistic effect and to correct for the characteristics of a specific output device. For example, a file that is intended for output on a particular imagesetter may contain transfer functions that compensate for the dot gain inherent with that printer.

- Remove deletes any applied transfer functions. Applied transfer functions should be removed, unless the PDF file is to be output to the same device that the source PostScript file was created for.
- Preserve retains the transfer functions traditionally used to compensate for dot gain or dot loss that may occur when an image is transferred to film. Dot gain occurs when the ink dots that make up a printed image are larger (for example, due to spreading on paper) than in the halftone screen; dot loss occurs when the dots print smaller. With this option, the transfer functions are kept as part of the file, and are applied to the file when the file is output.
- Apply does not keep the transfer function, but applies it to the file, changing the colors in the file. This is useful for creating color effects in a file.

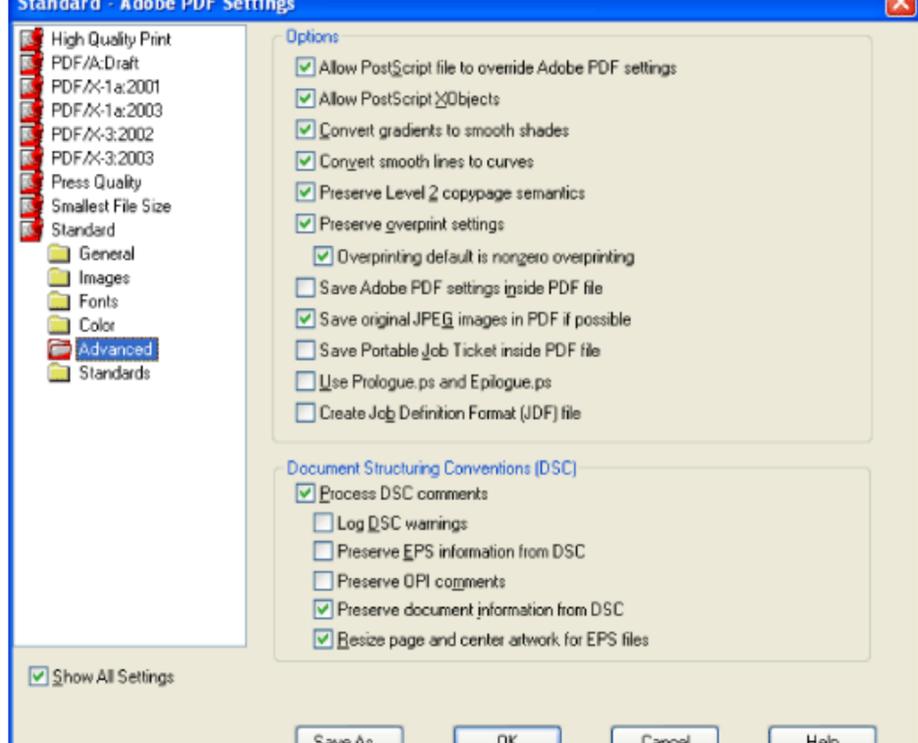


Advanced options

The Advanced options specify which Document Structuring Conventions (DSC) comments to keep in an Adobe PDF file and how to set other options that affect the conversion from PostScript. In a PostScript file, DSC comments contain information about the file (such as the originating application, the creation date, and the page orientation) and provide structure for page descriptions in the file (such as beginning and ending statements for a prologue section). DSC comments can be useful when your document is going to print or press.

When you work with the Advanced options, it is helpful to have an understanding of the PostScript language and how it is translated to PDF. See the PostScript Language Reference, Third Edition (Addison-Wesley) and the PDF Reference, Fifth Edition, Version 1.6 at <http://partners.adobe.com/links/acrobat> (English only) on the Adobe website.

Note: The ASCII Format option has been removed from Distiller, but is still available as a Distiller parameter. For details, see the Acrobat Distiller Parameters manual at <http://partners.adobe.com/links/acrobat> (English only) on the Adobe website.



Adobe PDF Settings dialog box with the Advanced panel displayed

Allow PostScript File To Override Adobe PDF Options

Uses settings stored in a PostScript file rather than the current PDF settings file. Before processing a PostScript file, you can place parameters in the file to control compression of text and vector objects, downsampling and encoding of sampled images, and embedding of Type 1 fonts and instances of Type 1 Multiple Master fonts. For details, see the Acrobat Distiller Parameters manual at <http://partners.adobe.com/links/acrobat> (English only) on the Adobe website.

Allow PostScript XObjects

PostScript XObjects store fragments of PostScript code to be used when a PDF file is printed on a PostScript printer. Such objects are sometimes used to achieve special results on particular printers that cannot be achieved using normal PDF or printing methods. PostScript XObjects are rarely needed and should only be used in controlled workflows where there is no other option. PostScript XObjects are generated only if the PostScript information contains instructions intended specifically for Distiller to make them. To display this option, you must select either the Standard or Smallest File Size option from the Default Settings menu.

Convert Gradients To Smooth Shades

Converts blends to smooth shades for Acrobat 4.0 and later, making PDF files smaller and potentially improving the quality of final output. Distiller converts gradients from Adobe Illustrator, Adobe InDesign, Macromedia Freehand, CorelDraw, Quark XPress, and Microsoft PowerPoint.

Create Job Definition Format (JDF) File

Produces a standardized XML-based job ticket with information about the file for a printing press.

Preserve Level 2 Copypage Semantics

Uses the copypage operator defined in LanguageLevel 2 PostScript rather than in LanguageLevel 3 PostScript. If you have a PostScript file and select this option, a copypage operator copies the page. If this option is not selected, the equivalent of a showpage operation is executed, except that the graphics state is not reinitialized.

Preserve Overprint Settings

Retains any overprint settings in files being converted to PDF. Overprinted colors are two or more inks printed on top of each other. For example, when a cyan ink prints over a yellow ink, the resulting overprint is a green color. Without overprinting, the underlying yellow would not be printed, resulting in a cyan color.

Overprinting Default Is Nonzero Overprinting

Prevents overprinted objects with zero CMYK values from knocking out CMYK objects beneath them. This is accomplished by inserting the "OPM 1" graphics state parameter into the PDF file wherever the "Setoverprint" operator is present.

Save Adobe PDF Settings Inside PDF File

Embeds the settings file used to create the PDF file. You can open and view the settings file (which has a .joboptions extension) in the Attachments tab in Acrobat. (Choose View > Navigation Tabs > Attachments.) The Adobe PDF settings file becomes an item in the EmbeddedFiles tree inside the PDF file. For details, see the PDF Reference, Fifth Edition, Version 1.6 at <http://partners.adobe.com/links/acrobat> (English only) on the Adobe website.

Save Original JPEG Image In PDF If Possible

Processes compressed JPEG images (images that are already compressed using DCT encoding) without recompressing them. If this option is selected, Distiller decompresses JPEG images to ensure that they are not corrupt, but it does not recompress valid images, thus processing the original image untouched. With this option selected, performance improves because only decompression, not recompression, occurs, and image data and metadata are preserved.

Save Portable Job Ticket Inside PDF File

Preserves a PostScript job ticket in a PDF file. The job ticket contains information about the PostScript file, such as page size, resolution, and trapping information, rather than about content. This information can be used later in a workflow or for printing the PDF.

Use Prologue.ps and Epilogue.ps

Sends a prologue and epilogue file with each job. Prologue.ps files can be used to add custom PostScript code that you want to have executed at the beginning of every PostScript job being converted. This file can be used for many purposes, including adding a cover page to a job or defining PostScript procedures for gathering statistics while a PostScript job is executing. Epilogue.ps files can be used to add custom PostScript code that you want to have executed at the end of every PostScript job being converted. This file can be used for many purposes, including running PostScript procedures for summarizing and printing job statistics collected during conversion.

Sample Prologue.ps and Epilogue.ps files are located in Documents and Settings\All Users\Shared Documents\Adobe PDF 7.0\Data (Windows), and /Library/Application Support/Adobe PDF/Data (Mac OS).

Note: Distiller processes prologue and epilogue files only if both files are present and located properly. The two files must be used together.

Convert Smooth Lines To Curves

Reduces the amount of control points used to build curves in CAD drawings, which results in smaller PDF files and faster on-screen rendering. For detailed information about this option, see the Acrobat Distiller Parameters manual at <http://partners.adobe.com/links/acrobat> (English only) on the Adobe website.

Process DSC Comments

Maintains DSC (document structuring conventions) information from a PostScript file.

- Log DSC Warnings displays warning messages about problematic DSC comments during processing and adds them to a log file.
- Preserve EPS Information From DSC retains information, such as the originating application and creation date for an EPS file. If this is deselected, the page is sized and centered based on the top left corner of the top left object and lower right corner of the lower right object on the page.
- Preserve OPI Comments retains information needed to replace a For Placement Only (FPO) image or comment with the high-resolution image located on servers that support Open Prepress Interface (OPI) versions 1.3 and 2.0. For detailed information on OPI, see <http://partners.adobe.com/links/acrobat> (English only) on the Adobe website.
- Preserve Document Information From DSC retains information such as the title, creation date, and time. When you open a PDF file in Acrobat, this information appears in the Document Properties Description panel (File > Document Properties > Description).
- Resize Page And Center Artwork For EPS Files centers an EPS image and resizes the page to fit closely around the image. This option applies only to jobs that consist of a single EPS file.



Making custom Adobe PDF settings available to other users

You can reuse and share settings with other users. If you save the custom settings file in the default settings folder, it becomes available to all users, and is included in the Default Settings menu. But you can also add Adobe PDF settings files that were saved in another location to the Default Settings menu.

To add custom Adobe PDF settings to the Default Settings menu:

Do one of the following:

- Drag the .joboptions file onto the Distiller window.
 - In Acrobat Distiller, choose Settings > Add Adobe PDF Settings, and then double-click the desired PDF settings file. (PDF settings files have the extension .joboptions.) The settings file appears as the selected option in the Default Settings menu.
 - Drag a PDF settings file to the default folder, where it becomes the selected option in the Default Settings menu.
-



Compressing and downsampling images

When converting PostScript files to Adobe PDF, you can compress text and line art (which is also called vector objects), and compress and downsample color, grayscale, and monochrome images. Line art is described with a mathematical equation and is usually created with a drawing program such as Adobe Illustrator. Images are described as pixels and are created with paint programs or from scanners. Monochrome images include most black-and-white illustrations made by paint programs and any images scanned with an image depth of 1 bit. Adobe Photoshop, for example, works with images.

When you downsample (or decrease the number of pixels), information is deleted from the image. With Distiller, you specify an *interpolation* method--average downsampling, bicubic downsampling, or subsampling--to determine how pixels are deleted. Depending on the settings you choose, compression and downsampling can significantly reduce the size of a PDF file with little or no loss of detail and precision.

Related Subtopics:

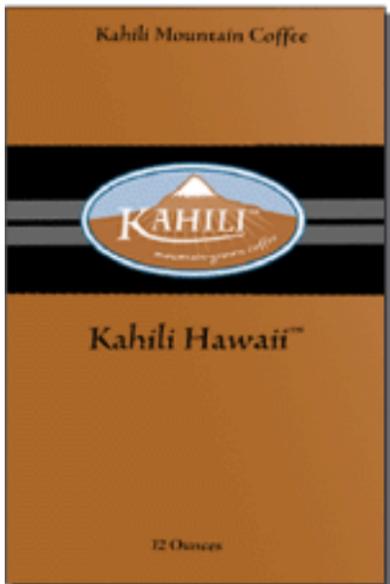
[Methods of compression](#)

[Applying different settings to different images](#)

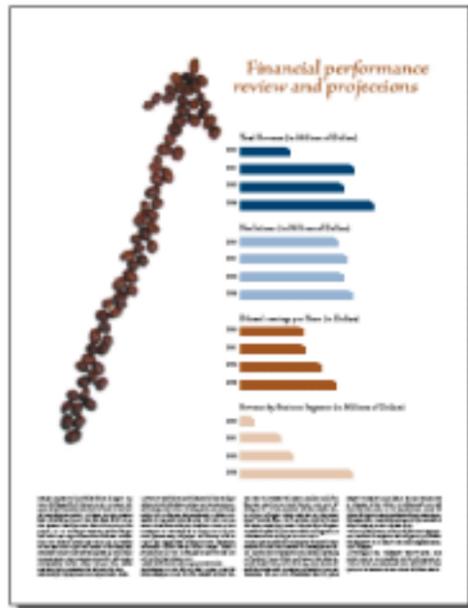


Methods of compression

Distiller applies ZIP compression to text and line art, ZIP or JPEG compression to color and grayscale images, and ZIP, CCITT Group 3 or 4, or Run Length compression to monochrome images.



A



B



C



D

Suitable compression methods for different art types **A. ZIP B. JPEG C. CCITT D. Run Length**

You can choose from the following compression methods:

- ZIP works well on images with large areas of single colors or repeating patterns, such as screen shots and simple images created with paint programs, and for black-and-white images that contain repeating patterns. Acrobat provides 4-bit and 8-bit ZIP compression options. If you use 4-bit ZIP compression with 4-bit images, or 8-bit ZIP with 4-bit or 8-bit images, the ZIP method is *lossless*, which means it does not remove data to reduce file size and so does not affect an image's quality. However, using 4-bit ZIP compression with 8-bit data can affect the quality, since data is lost.

Note: Adobe implementation of the ZIP filter is derived from the zlib package of Jean-loup Gailly and Mark Adler, whose generous assistance we gratefully acknowledge.

- JPEG (Joint Photographic Experts Group) is suitable for grayscale or color images, such as continuous-tone photographs that contain more detail than can be reproduced on-screen or in print. JPEG is *lossy*, which means that it removes image data and may reduce image quality, but it attempts to reduce file size with the minimum loss of information. Because JPEG eliminates data, it can achieve much smaller file sizes than ZIP compression.

Acrobat provides six JPEG options, ranging from Maximum quality (the least compression and the smallest loss of data) to Minimum quality (the most compression and the greatest loss of data). The loss of detail that results from the Maximum and High quality settings is so slight that most people cannot tell an image has been compressed. At Minimum and Low, however, the image may become blocky and acquire a mosaic look. The Medium quality setting usually strikes the best balance in creating a compact file while still maintaining enough information to produce high-quality images.

- CCITT (International Coordinating Committee for Telephony and Telegraphy) is appropriate for black-and-white images made by paint programs and any images scanned with an image depth of 1 bit. CCITT is a lossless method. Acrobat provides the CCITT Group 3 and Group 4 compression options. CCITT Group 4 is a general-purpose method that produces good compression for most types of monochrome images. CCITT Group 3, used by most fax machines, compresses monochrome images one row at a time.
- Run Length is a lossless compression option that produces the best results for images that contain large areas of solid white or black.



Applying different settings to different images

When Distiller processes a file, it normally applies the compression settings to images throughout the file. If you want images in a file to be compressed and downsampled using different methods, you can do this in several ways:

- Use Adobe Photoshop to resample and compress images before processing with Distiller. In this case, you should deselect the compression and downsampling or subsampling options in Distiller.
- Create separate PostScript files for each part of the document you want to process differently, and use different compression options to distill each part. Then use Distiller to merge the files. (See [Creating PostScript files.](#))
- Create color, grayscale, and monochrome images. Then select different compression and downsampling settings for each image type.
- Insert Distiller parameters before images in a PostScript file. You can use this technique to process every image in a document differently. This technique is the most difficult, because it requires knowledge of PostScript programming. For more information on using parameters, see the Acrobat Distiller Parameters manual at <http://partners.adobe.com/links/acrobat> (English only) on the Adobe website.

Note: To apply the inserted Distiller parameters, select Allow PostScript File to Override Adobe PDF Settings. This option is on the Advanced panel of the Adobe PDF Settings dialog box in Distiller. However, selecting this option overrides the settings you selected in the Adobe PDF dialog boxes.



Accessing and embedding fonts

When converting a PostScript file to Adobe PDF, Distiller needs access to the file's fonts to be able to insert appropriate information in the PDF file. Distiller can access a file's fonts in several ways:

- Type 1, TrueType, and OpenType fonts can be included in the PostScript file. For information on including fonts in a PostScript file, see the documentation that came with the application and printer driver you are using to create the PostScript file.
- Type 1 and OpenType fonts can be included in font folders that Distiller monitors. The fonts are called out by name in the PostScript file, and Distiller looks in the folders to get the actual fonts.
- Width-only versions of many common Chinese, Japanese, and Korean fonts are included in Acrobat. Make sure that the fonts are available on your computer. To install them in Windows, choose Complete when installing Acrobat, or choose Custom and select the Asian Language Support option. In Mac OS, Asian language fonts are installed automatically.

Note: Distiller does not support Type 32 fonts.

Related Subtopics:

[Adding and removing fonts](#)

[About font embedding and substitution](#)

[Previewing Adobe PDF documents without embedded fonts](#)

[Finding PostScript font names](#)



Adding and removing fonts

Acrobat provides a default font folder for Distiller to monitor. You can also add your own font folders. If a PostScript file that Distiller is converting refers to a font but does not contain the font itself, Distiller looks in these folders for the font information.

By default, fonts are searched for in the following Windows folders:

- \Resource\Font in the Acrobat folder
- \Windows\Fonts

By default, fonts are searched for in the following Mac OS folders:

- /Resource/Font in the Acrobat folder
- /Users/[user name]/Library/Fonts
- /Library/Fonts
- /System/Library/Fonts

To add or remove a font folder:

1. In Acrobat Distiller, choose Settings > Font Locations. The dialog box displays a list of the folders that Distiller searches for fonts. These folders can be on your hard drive or on a network.

Distiller indicates that a font folder is available by displaying a folder icon to the left of the folder name. If no icon appears, or if an icon with an x through it appears with a folder name, the connection to the folder has probably been lost. You'll need to reestablish the connection.

2. To add a font folder, click Add, select the folder to add, and click OK (Windows) or Select Folder (Mac OS).

Note: To provide Distiller with access to a font folder that has been moved, use this dialog box to remove the folder listed in its old location and add it in its new location.

3. To remove a font folder, select the folder, and click Remove.
 4. Select Ignore TrueType Versions Of Standard PostScript Fonts to exclude TrueType fonts that have the same name as a font in the PostScript 3 font collection.
 5. Click OK.
-



About font embedding and substitution

A font is embedded only if it contains a setting by the font vendor that permits it to be embedded. Embedding prevents font substitution when readers view or print the file, and ensures that readers see the text in its original font. Embedding increases file size only slightly, unless the document uses double-byte fonts--a font format commonly used for Asian languages.

You can embed the entire font, or just a subset of the characters used in the file. Subsetting ensures that your fonts and font metrics are used at print time by creating a custom font name. That way, your version of Adobe Garamond[®], not your service provider's version, can always be used by the service provider for viewing and printing.

When Acrobat cannot embed a font due to the font vendor's settings, and someone who opens or prints an Adobe PDF file does not have access to the original font, a Multiple Master typeface is temporarily substituted: AdobeSerifMM for a missing serif font, and AdobeSansMM for a missing sans serif font.

The Multiple Master typeface can stretch or condense to fit, to ensure that line and page breaks in the original document are maintained. The substitution cannot always match the shape of the original characters, however, especially if the characters are unconventional ones, such as script typefaces. (For Asian text, Acrobat uses fonts from the installed Asian language kit or from similar fonts on the user's system. Fonts from some languages or with unknown encodings cannot be substituted; in these cases, the text appears as bullets in the file.)



If characters are unconventional (left), the substitution font will not match (right).

Acrobat can embed roman Type 1 and TrueType fonts in an Adobe PDF file to prevent font substitution if users don't have that font on their system or available to their printer. Type 1 and TrueType fonts can be embedded if they are included in the PostScript file, or are available in one of the font locations that Distiller monitors and not restricted from embedding.

Note: In some cases, TrueType fonts that have gone through a PostScript driver can no longer be searched, copied, cut, or pasted. To minimize this problem, use Acrobat on the same system on which the PostScript file was created, and make sure that the TrueType fonts used in the file are available on the system.



Previewing Adobe PDF documents without embedded fonts

You may want to see a preview of how substituted fonts will look in your Adobe PDF document to help you decide which fonts to embed.

To preview an Adobe PDF document without embedded fonts:

In Acrobat, choose **Advanced > Use Local Fonts** to specify whether Acrobat should ignore the fonts installed on your system. When **Use Local Fonts** is not selected, Acrobat displays the PDF file using substitute fonts for all fonts that are not embedded. If a font cannot be substituted, the text appears as bullets, and Acrobat displays an error message. You can also print the PDF file using substituted fonts.



Finding PostScript font names

If you need to enter a font name manually on the Fonts panel of the Adobe PDF Settings dialog box, you can use an Adobe PDF file to find the exact spelling of the name.

To find a PostScript font name:

1. Use any application to create a one-page document with the font.
 2. Create an Adobe PDF file from the document.
 3. Open the PDF file with Acrobat, and choose File > Document Properties > Fonts.
 4. Write down the name of the font, using the exact spelling, capitalization, and hyphenation of the name as it appears in the Font Info dialog box.
 5. Click OK to close the dialog box.
-



Saving and Converting Adobe PDF Content

[Saving Adobe PDF files](#)

[Reducing Adobe PDF file size](#)

[Converting Adobe PDF documents to other file formats](#)

[Converting images to an image format](#)



Saving Adobe PDF files

If you modify an Adobe PDF document in Adobe Acrobat Standard--for example, by adding comments--you can save your changes by saving the PDF file or saving a copy of the PDF file. You can also save changes to your work incrementally and then recover those changes if a problem occurs.

Note: Saving a digitally-signed PDF document invalidates the signature.

Related Subtopics:

[Saving document changes](#)

[Preventing and recovering lost changes](#)



Saving document changes

If the document properties allow, you can save your changes to the current Adobe PDF document. Otherwise, you can save your changes to a new PDF file.

To save changes to a PDF document:

Do one of the following:

- To save the changes to the current document, choose File > Save.
- To save the modified document to a new file, choose File > Save As. For Save As Type (Windows) or Format (Mac OS), choose Adobe PDF Files (*.pdf). Type a name and location, and click Save.

To revert to the last saved version of the Adobe PDF file:

Choose File > Revert, and then click Revert.



Preventing and recovering lost changes

The Autosave feature guards against losing your work in case of a power failure by incrementally, and at regular intervals, saving file changes to a specified location. The original file is not modified. Instead, Acrobat creates an *autosave* file of changes, which you can recover in the event of a power failure or other problem. An autosave file includes the changes you made to the open file since the last automatic save. You can apply the changes to the original files when you restart Acrobat. The amount of work lost depends on the time interval you set between saves and when your system problem occurred. When you close, save manually, or revert to the last-saved version of a file, the autosave file is deleted. Frequent automatic saves prevent loss of data, and are especially useful if you are making extensive changes to a document, such as adding comments to an email-based review. (See [Participating in an email-based review](#).)

The amount of new information that the autosave file contains depends on how frequently Acrobat saves the autosave file. For example, if the autosave file is saved only every 15 minutes, your autosave file won't contain your last 14 minutes of work before the problem occurred.

Note: If you use assistive technology, such as a screen reader, you may want to disable the Autosave feature so that you don't lose your place when the file is reloaded.

The AutoSave feature is not supported in the following cases:

- A document that has its security changed. Changes to the security of the document disable automatic saving and display a message in the Security panel of the Document Properties dialog box. You must save the document to reenable automatic saving of document changes.
- A document created using the WebCapture feature or extracted from a larger PDF document (Document > Extract Pages). You must save the document to enable automatic saving of document changes.
- A document displayed in a web browser or incorporated into a container document that supports Object Linking and Embedding (OLE). This document appears outside the default file system and cannot support automatic saving.

To set up automatic saving:

1. Choose Edit > Preferences > General (Windows) or Acrobat > Preferences > General (Mac OS).
2. Select or deselect Automatically Save Document Changes To Temporary File Every xx Minutes (1-99). (This option is on by default and set to 5-minute intervals.)
3. In the Minutes box, specify how often you want Acrobat to save files. The more frequently you save files, the more information is recovered if your system shuts down while the file is open.

To reopen a file after an unexpected shutdown:

1. Start Acrobat or open the file you were working on last.
 2. When prompted, click Yes to open the autosave file or files. If multiple files were open, Acrobat opens all of the files for you.
 3. Save the file or files with the same names as the files you were originally working on.
-



Reducing Adobe PDF file size

Reducing the size of Adobe PDF files improves their performance--particularly when they're being accessed on the web--without altering their appearance. You can sometimes reduce the file size of an Adobe PDF file simply by using the Save As command. This resaves the file and does not require access to the source file used to generate the Adobe PDF file.

If you receive a large PDF document, you can use the Reduce File Size command to try to reduce the file size by resampling and recompressing images, unembedding fonts, compressing document structure, and cleaning up elements such as duplicate background images and invalid bookmarks. If the file size is already as small as possible, this command has no effect.

Note: Reducing the file size of a digitally-signed document invalidates the signature.

You can also reduce file size by limiting the compatibility with earlier versions of Adobe Acrobat. This is recommended only if you are sure that all your users use Acrobat 7.0 or Adobe Reader 7.0.

To reduce file size:

1. Choose File > Reduce File Size.
2. Select the version compatibility that you need, and click OK.

Note: If you select Acrobat 4.0 And Later, and the document contains transparency, the conversion will fail.



Converting Adobe PDF documents to other file formats

You can convert text and images in Adobe PDF documents to a different file format using the Save As command. When you save files to an image file format, each page is saved as a separate file. You can also extract content from PDF documents using the selection tools to select text, tables, and images, and then copy and paste them into other applications. For example, you can select a table and open it in Microsoft Excel. (See [Copying and pasting text, tables, and images.](#))

Note: If the PDF document that you are copying uses a font that is not available on the system displaying the copied text, a default font is substituted.

To convert an Adobe PDF file to other file formats:

1. With the PDF document open, choose File > Save As, name the file, and select the location in which to save the file.
2. For Save As Type (Windows) or Format (Mac OS), choose a file format, and select conversion options:
 - PostScript and Encapsulated PostScript. (See [Conversion options for PostScript or Encapsulated PostScript \(EPS\).](#))
 - HTML and XML. (See [Conversion options for HTML, XML, or plain text format.](#))
 - JPEG and JPEG2000. (See [Conversion options for JPEG and JPEG2000 format.](#))
 - Microsoft Word Document. (See [Conversion options for Rich Text Format or Microsoft Word format.](#))
 - PNG. (See [Conversion options for PNG format.](#))
 - Rich Text Format. (See [Conversion options for Rich Text Format or Microsoft Word format.](#))
 - Text, accessible and plain. (See [Converting to accessible text](#) and [Conversion options for HTML, XML, or plain text format.](#))
 - TIFF. (See [Conversion options for TIFF format.](#))
3. Click Settings to set conversion options. (If the Settings button is unavailable, there are no options for the conversion process that you selected.) Click OK to apply the settings.

Conversion settings can also be edited in the Convert From PDF preferences. (See [Setting preferences.](#))

Note: These conversion settings are stored separately from the settings used with the Export All Images command. (See [Converting images to an image format.](#))

4. Click Save to convert the Adobe PDF document to the selected file type. By default, the source file name is used as the file name, with the new extension, and the converted file is saved in the same folder.

Related Subtopics:

[Conversion options for PostScript or Encapsulated PostScript \(EPS\)](#)

[Conversion options for HTML, XML, or plain text format](#)

[Conversion options for JPEG and JPEG2000 format](#)

[Conversion options for PNG format](#)

[Conversion options for TIFF format](#)

[Conversion options for Rich Text Format or Microsoft Word format](#)

[Converting to accessible text](#)



Conversion options for PostScript or Encapsulated PostScript (EPS)

You can convert an Adobe PDF document to PostScript for use in printing and prepress applications. The PostScript file includes full DSC (Document Structuring Conventions) comments and other advanced information preserved by Distiller. You can also create an EPS file from any Adobe PDF document for placement or opening in other applications. The options available depend on whether you are converting a document to PostScript or EPS. In most cases, the options are described at the bottom of the panel. The following list offers some additional information.

Defaults

Restores all settings in the dialog box to the default settings.

ASCII or Binary

Specifies the output format of image data. Binary output yields smaller files, but not all workflows can accommodate binary output.

PostScript

Specifies the level of PostScript compatibility. Use Language Level 3 only if you know that the target output device supports this language level. You should generally choose Language Level 2 for an EPS file that will be placed in another document and color-separated as part of that other document. Microsoft Office XP and earlier does not display EPS previews when importing images into those applications. For best results when exporting to EPS for use in Microsoft applications, choose Language Level 2. PostScript LanguageLevel 1 is no longer supported in Acrobat.

Page Range

If you are creating EPS output, each page in the range is saved as a separate EPS file.



Conversion options for HTML, XML, or plain text format

By default, images are converted to JPEG format.

Encoding

Refers to the binary values, based on international standards, used to represent the text characters. UTF-8 is a Unicode representation of characters using one or more 8-bit bytes per character. UTF-16 is a Unicode representation of characters using one or more 16-bit bytes per character. ISO-Latin-1 is an 8-bit representation of characters that is a superset of ASCII. UCS-4 is a Universal Character Set coded in 4 octets. HTML/ASCII is a 7-bit representation of characters developed by ANSI.

Use Mapping Table Default uses the default character encoding defined in mapping tables, which appear in the Plug-ins/SaveAsXML/MappingTables folder. These mapping tables specify many characteristics of how the data is output, including the default character encoding. These defaults are:

- Save as XML: UTF-8
- Save as Text: Host encoding, which is defined by the operating system, based on its locale setting
- Save as HTML 3.0: HTML/ASCII
- Save as HTML 4.0.1: UTF-8

Generate Bookmarks

Generates bookmark links to content for HTML or XML documents. Links are placed at the beginning of the resulting HTML or XML document.

Generate Tags For Untagged Files

Generates tags for files that are not already tagged, such as PDF files created using Acrobat 4.0 or earlier. If this option is not selected, untagged files are not converted.

Note: Tags are applied only as part of the conversion process and are discarded after the conversion. This is not a method for creating tagged PDF files from legacy files.

Generate Images

Controls how images are converted. Converted image files are referenced from within XML and HTML documents.

Use Sub-Folder

Specify the name of the folder in which to store generated images. The default is Images.

Use Prefix

You can specify a prefix to be added to the image file names in case you have several versions of the same image file. File names assigned to images have the format *filename_img_#*.

Output Format

The default is JPG.

Downsample To

If you do not select this option, image files have the same resolution as in the source file. Image files are never upsampled.



Conversion options for JPEG and JPEG2000 format

When you save a PDF document in an image format, each page is saved as a separate file. By default, files are saved in the same folder as the source file.



If you have combined and converted multiple JPEG files into an Adobe PDF file and you want to retrieve one or more of the JPEG images for editing, you can use the Export function of the Picture Task plug-in to export images in JPEG format and open them in an image-editing application.

Note that the options available depend on whether you are converting a document to JPEG or JPEG2000.

Grayscale, Color

Choose a compression level. These settings are designed to balance file size with image quality. The smaller the file, the lesser the image quality. (See [Compressing and downsampling images](#).)

Tile Size

Divides the image being compressed into tiles of the given size. (If the image height or width is not an even multiple of the tile size, partial tiles are used on the edges.) Image data for each tile is individually compressed and can be individually decompressed. The default value of 256 is generally a good one. It works well with the other compression parameters, such as the number of resolutions. This option is available only for JPEG2000 format.

Format

For JPEG files, Baseline (Standard) uses a format recognizable to most web browsers. Baseline (Optimized) optimizes the color quality of the image and produces a slightly smaller file size. This option is not supported by all web browsers. Progressive downloads the image first as a low-resolution image, with progressive improvement in quality as downloading continues.

RGB, CMYK, Grayscale

Specifies the type of color management to be applied to the output file. Embed Profile places an ICC profile matching the current working space into the output file. Embedding the working space profile may increase file size. Off does not add any profile to the output file. Ask When Saving displays a dialog box that lets the user choose whether to embed or discard the ICC profile from the input file. The size of the profile is given.

Note: If you use the Save As or Export All Images command on a PDF document that contains JPEG and JPEG2000 images, and convert the content to JPEG or JPEG2000 format, the resulting image may look different when opened in Acrobat. This can happen if the images have a color profile included at the page level but not inside the image data. In this case, Acrobat cannot bring the page-level color profile into the resulting saved image.

Colorspace/Resolution

For Colorspace, let Acrobat determine the color space, or choose Color: RGB, Color: CMYK, or Grayscale. Choose Grayscale, for example, to convert color images in the file to shades of gray. Choose Color: RGB or Color: CMYK to override the document's original color management information with the default settings. For Resolution, let Acrobat determine the resolution automatically, or choose 72, 96, 150, 300, 600, 1200, or 2400 ppi. You can also type a resolution from 1 to 2400 ppi.

Note: Higher resolutions, such as 2400 ppi, are suitable only for small page sizes (up to 6.826 inches).

Defaults

Restores all settings in the dialog box to the default settings.



Conversion options for PNG format

PNG format is useful for images that will be used on the web. When you save an Adobe PDF document in an image format, each page is saved as a separate file. By default, files are saved in the same directory as the source file.

Interlace

None creates an image that displays in a web browser only after downloading is complete. Adam7 creates an image that displays low-resolution versions in a browser while the full image file is downloading. This can make downloading time seem shorter and assures viewers that downloading is in progress; however, it increases file size.

Filter

None compresses the image without a filter. This option is recommended for indexed-color and bitmap-mode images. Sub optimizes the compression of images with even horizontal patterns or blends. Up optimizes the compression of images with even vertical patterns. Average optimizes the compression of low-level noise by averaging the color values of adjacent pixels. Paeth optimizes the compression of low-level noise by reassigning adjacent color values. Adaptive applies the filtering algorithm--Sub, Up, Average, or Paeth--best suited for the image. Select Adaptive if you are unsure of which filter to use.

RGB, CMYK, Grayscale

Specifies the type of color management for the output file. Embed Profile places an ICC profile matching the current working space into the output file. Embedding this profile may increase file size. Off does not add any profile to the output file. Ask When Saving displays a dialog box that lets you choose whether to embed or discard the ICC profile from the input file. The size of the profile is given.

Colorspace, Resolution

For Colorspace, let Acrobat determine the color space, or choose Color: RGB, Grayscale, or Monochrome. Choose Grayscale, for example, to convert color images in the file to shades of gray. Choose Monochrome to convert images to black and white. Or choose Color: RGB to override the document's original color management information with the default settings. For Resolution, let Acrobat determine the resolution automatically, or choose 72, 96, 150, 300, 600, 1200, or 2400 ppi. You can also type a resolution from 1 to 2400 ppi.

Note: Higher resolutions, such as 2400 ppi, are suitable only for small page sizes (up to 6.826 inches).

Defaults

Restores all settings in the dialog box to the default settings.



Conversion options for TIFF format

TIFF is a flexible bitmap image format supported by virtually all paint, image-editing, and page-layout applications. When you save an Adobe PDF document in an image format, each page is saved as a separate file. By default, files are saved in the same directory as the source file. Resolution is determined automatically.

Monochrome

Choose a compression format. CCITG4 is the default and generally produces the smallest file size. ZIP compression also produces a small file.

For more information on compression, see [Compressing and downsampling images](#).

Note: Some applications cannot open TIFF files that are saved with JPEG or ZIP compression. In these cases, LZW compression is recommended.

RGB, CMYK, Grayscale, Other

Specifies the type of color management for the output file. Embed Profile places an ICC profile matching the current working space into the output file. Embedding this profile may increase file size. Off does not add any profile to the output file. Ask When Saving displays a dialog box that lets you choose whether to embed or discard the ICC profile from the input file. The size of the profile is given.

Colorspace, Resolution

For Colorspace, let Acrobat determine the color space, or choose Color: RGB, Color: CMYK, Grayscale, or Monochrome. Choose Grayscale, for example, to convert color images in the file to shades of gray. Choose Monochrome to convert images to black and white. Choose Color: RGB or Color: CMYK to override the document's original color management information with the default settings. For Resolution, let Acrobat determine the resolution automatically, or choose 72, 96, 150, 300, 600, 1200, or 2400 ppi. You can also type a resolution from 1 to 2400 ppi.

Note: Higher resolutions, such as 2400 ppi, are suitable only for small page sizes (up to 6.826 inches).

Defaults

Restores all settings in the dialog box to the default settings.



Conversion options for Rich Text Format or Microsoft Word format

If you have an Adobe PDF version of a document, but you don't have the original application file, you can save the text to Rich Text Format (RTF), a standard for exchanging content between text-editing applications. Images are saved by default in JPEG format. You can also convert Adobe PDF files to Microsoft Word format (.doc).

Note: The text file you obtain when you convert a PDF file to RTF or Word format is not equivalent to the source file in the authoring application. Some coding information may be lost in the conversion.

To convert an Adobe PDF document to RTF or Word format:

1. In the Save As dialog box, choose Rich Text Format (*.rtf) or Microsoft Word format (*.doc) for Save As Type (Windows) or Format (Mac OS), and click Settings.
2. Select any of the following options. When you are finished, click OK and click Save to convert the PDF document.

Include Comments

Preserves PDF comments.

Retain Columns

Preserves the column layout. If not set, the text flow of a page appears as a single column. The way the columns appear depends on the application and version used to display the RTF or DOC file. For example, not all versions of Microsoft Word properly display multicolumn format from an RTF file.

Retain Page Size, Margin

Preserves the page size and margins in page layouts.

Include Images

The default output image format is JPEG.

Output Format

Select JPEG or PNG for the image format, and then select the color space and resolution options.

Use Color Space

Allow the color space to be determined automatically, or choose Color or Grayscale.

Change Resolution

Downsamples images. If you do not select this option, images are created at the same resolution as in the PDF document.

Downsample To

Select the resolution to downsample images to. Images are never upsampled.

Generate Tags For Untagged Files

Tags files that are not already tagged, such as PDF files created using Acrobat 4.0 or earlier. If this option is not selected, you'll be prompted to set your Save As preferences to generate tags for untagged files.

Note: Tags are applied as part of the conversion process and are discarded after the conversion. This is not a method for creating tagged PDF files from legacy files.



Converting to accessible text

You can convert a PDF document to accessible text or plain text. Accessible text follows the reading order preference selected in the Reading preferences, and includes comments and form fields in its output. Accessible text also includes some formatting, such as line breaks. Any alternate text in the document tags is used in place of images and figures. Plain text follows the structure order of text in the document and ignores all artifacts and figure elements in the conversion. Hard hyphens are preserved, and soft hyphens are removed.

For information on converting PDF documents to plain text, see [Conversion options for HTML, XML, or plain text format](#).

To convert an Adobe PDF document to accessible .txt format:

In the Save As dialog box, choose Text (Accessible)(* .txt) for Save As Type (Windows) or Format (Mac OS), and click Save.



Converting images to an image format

In addition to saving every page (text, images, and vector objects) to an image format using the File > Save As command, you can convert each image in an Adobe PDF file to an image format.

Note: You can export raster images, but not vector objects.

To convert each image in an Adobe PDF file to an image file format:

1. Choose Advanced > Export All Images.
2. In the Export All Images As dialog box, choose the image type for Save As Type (Windows) or Format (Mac OS).

By default, the source file name is used as the file name with the image file type appended.

3. Click Settings.
 4. In the Export All Images As Settings dialog box, select the file settings, color management, and conversion settings for the file type. (See [Conversion options for JPEG and JPEG2000 format](#), [Conversion options for PNG format](#), and [Conversion options for TIFF format](#).)
 5. For Exclude Images Smaller Than, select the smallest size of image to be extracted. Select No Limit to extract all images.
 6. Click OK, and in the Export All Images As dialog box, click Save or OK.
-



FORMS

[About Adobe PDF forms](#)

[Setting Forms preferences](#)



About Adobe PDF forms

An Adobe PDF form is an electronic-based document that can collect data from a user and then send that data via email or the web. A PDF form can contain static or interactive form fields; interactive form fields let the user fill in the form using his or her computer, while static form fields must be printed and filled in by hand. Users who fill in a PDF form that contains interactive form fields using Adobe Acrobat Professional or Adobe Acrobat Standard can save their form data along with the PDF form; Adobe Reader users can save only a blank copy of the PDF form, unless the form author added special usage rights to the PDF form.

It's easy to create electronic PDF forms using Adobe Designer or Adobe Acrobat Professional. You can design and create an entirely new form, or you can quickly convert your existing paper and electronic forms to PDF and then add PDF form fields.

There are three types of Adobe PDF forms:

- Fill-and-print PDF forms are typically digital presentations of paper forms. Fill-and-print forms may contain interactive form fields or static form fields; either way, the user must manually deliver the form, such as via postal mail or fax machine.
- Submit-by-email PDF forms contain a button that either extracts the form data from the PDF form and attaches that data to an email message or attaches the filled-in PDF form to an email message.
- Submit on-line PDF forms contain a button that sends the form data to an online repository, such as a database.

Related Subtopics:

[Elements of an Adobe Acrobat PDF form](#)



Elements of an Adobe Acrobat PDF form

A PDF form created by Acrobat Professional can contain the following form elements:

Button

Can specify an action, such as opening a file, playing a sound, or submitting data to a web server.

Check boxes

Present a group of choices from which you can typically select one or more items.

Combo box

Presents a list of items in a pop-up menu for you to choose from or lets you enter your own values.

Digital signature field

Lets you electronically sign a PDF document with a digital signature.

Document Message Bar

Displays information about the PDF form and can display tools and options.

List box

Displays an entire list of options that you can scroll through and from which you may be able to select more than one item.

Radio buttons

Present a group of choices from which you can typically select only one item.

Text field

Lets you fill in text such as name, address, and phone number.

The screenshot shows a PDF form for Kahili Mountain Coffee. At the top, a yellow Document Message Bar (D) contains a warning icon and text: "This form contains an email submit button. Clicking this button will email the information typed into the form, but not the form itself." To the right of the message bar is a "Print Form" button and a checkbox. Below the message bar is a list of coffee options (A) with descriptions. To the right is a "Specify Order Here:" section (E) with four checkboxes, each followed by "24oz pkg. \$4.50each". Below that is a "Join Kahili Mountain Coffee Club:" section (F) with a mug image and text, and three radio buttons. To the right of the radio buttons is a "Subscribe to Kahili Mountain Coffee On-line News" section (G) with a T-shirt image, text, and a list box for size selection. Below the T-shirt image is a form for a subscription (H) with text boxes for Name, Address, City, State, Zip, Credit Card Number, and Exp Date. At the bottom right, there is a "Grand Total:" section with a blue box, a "Make Checks Payable to: 'Kahili Mountain Coffee'" label, and "Submit" and "Reset" buttons.

Adobe Acrobat PDF form **A**. Combo box **B**. Digital signature field **C**. Text boxes **D**. Forms Document Message Bar **E**. Check boxes **F**. Radio buttons **G**. List box **H**. Buttons



Setting Forms preferences

To control various aspects of your interaction with form fields, use the Forms preferences.

Note: These preferences aren't saved with a PDF form. The Forms preferences affect only how Acrobat handles forms that you open.

To set Forms preferences:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select Forms on the left.
2. To set the General forms preferences, select any of the following:
 - To automatically perform all field calculations upon user entry, select Automatically Calculate Field Values.
 - To display which form field currently has the focus, select Show Focus Rectangle.
 - To retain forms data in the Internet browser, select Keep Forms Data Temporarily Available On Disk.
 - To display a plus sign (+) indicating when text fields exceed the bounds specified when the fields were created, select Show Text Field Overflow Indicator.
 - To hide the forms document message bar by default whenever a PDF form is opened in Adobe Reader, select that option.
3. To set the Highlight Color forms preferences, do any of the following:
 - To display a black outline around a form field when you place the pointer over that form field, select Show Border Hover Color For Fields.
 - If you want to change the color that appears in the background of all form fields when you select Highlight Fields in a PDF form's Document Message Bar, click the Fields Highlight Color button to select a color.
 - To display a particular color border around form fields that the form creator has made required, click the button next to Required Fields Highlight Color, and select a color. The color appears in required form fields only after you attempt to submit the form.

For information on using the Auto-Complete preferences, see [Completing fields automatically](#).



Filling in Adobe PDF Forms

[About completing Adobe PDF forms](#)

[Completing Adobe PDF forms](#)

[Importing form data](#)

[Exporting form data](#)

[Emailing completed forms](#)



About completing Adobe PDF forms

Adobe PDF forms can be static or interactive. Static PDF forms must be printed in order to be filled in, while interactive PDF forms contain form fields you can fill in on-screen. A PDF form is made interactive if its creator sets up the document with appropriate form fields and properties in Adobe Designer, Adobe Acrobat Professional, Acrobat Content Server, or even Adobe® GoLive® CS.

You can print a PDF form or export the form data to a separate file. Exporting form data allows you to save the existing data, or to transport it with an alternative method such as email. If you are filling out a PDF form from inside a web browser, you may be able to submit the form through the web.

Note: You cannot create forms using Acrobat Standard. You can use only Adobe Designer (Windows) or Acrobat Professional to create forms. For information on these products, choose Help > Acrobat Online to visit the Adobe Acrobat website.



When you search for words in a PDF document, the text in form fields is also searched by default. (See [Searching for words in an Adobe PDF document.](#))



Completing Adobe PDF forms

If a PDF form contains interactive form fields, you can fill in the form with the Basic toolbar's Hand tool. When you place the Hand tool pointer over an interactive form field, the pointer icon changes from the Hand icon  to the Pointing Hand icon , the Pointing Hand Plus icon , the Arrow icon , or the I-beam icon . If the form fields aren't interactive, the Hand icon  doesn't change; instead, you can print a noninteractive PDF form and fill it out by hand.



Some text fields are dynamic, which means they automatically resize to accommodate the amount of data you enter, and can span across pages. (See [About form fields that span multiple pages](#) and [About typing in forms with barcodes](#).)

To fill out an interactive PDF form:

1. Select the Hand tool .
2. If you want to make form fields easier to identify in the PDF file, do any of the following in the Document Message Bar:
 - To display a light blue color in the background of all form fields, select Highlight Fields.
 - To display a red outline around all form fields that you're required to fill, select Highlight Required Fields. (This option appears only if the PDF form contains required fields.)
3. Position the pointer inside a form field, and click. The I-beam pointer allows you to type text; the Arrow icon  lets you select an item in a list box; the Pointing Finger icon  or the Pointing Hand Plus icon  lets you select a button, a check box, a radio button, or an item from a list.
4. After entering text or making a selection, do any of the following:
 - Press Tab or Shift+Tab to accept the form field change and go to the next or previous field.
 - Press Enter (Windows) or Return (Mac OS) to accept the text form field change and deselect the current field. If the current field is a check box, pressing Enter or Return turns the check box on or off. In a multiline text form field, pressing Enter or Return creates a paragraph return in the same form field. You can use Enter on the keypad to accept the change.
 - Press the Up or Left arrow key to select the previous radio button in a group of radio buttons, or press the Down or Right arrow key to select the next radio button.
 - Press Esc to reject the form field change and deselect the current form field. If you are in Full Screen mode, pressing Esc a second time causes you to exit Full Screen mode.
5. Once you have filled in the appropriate form fields, do one of the following:
 - Click the submit form button, if one exists. Clicking this button sends the form data to a database across the web or over your company intranet.
 - Choose File > Save As, and rename the file to save the form with the data you entered.
 - Export the form data. (See [Exporting form data](#).)
 - Print the form. (See [Printing Adobe PDF documents](#).)

For information about how to fill in a digital signature form field, see [Signing Adobe PDF documents](#).

To clear a form in a browser:

Do one of the following:

- Select the reset form button, if one exists. You cannot undo this action.
- Quit the browser, and start again.

Clicking the web browser's Reload or Refresh button or the Go Back button, or following a link in a browser window, may not clear a form.

To clear unsaved form entries in Acrobat:

Choose File > Revert.

Related Subtopics:

- [Completing fields automatically](#)
 - [About form fields that span multiple pages](#)
 - [About typing in forms with barcodes](#)
 - [Spell-checking text in forms](#)
-



Completing fields automatically

You can use the Auto-Complete Forms preferences to save time when filling in forms. If the first few characters you type in a form field match something you've typed in a previous form field, the Auto-Complete feature either displays a list of the most probable matches or automatically enters a very probable match for you.

To set Auto-Complete preferences:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select Forms from the list on the left.
2. Choose an option from the Auto-complete menu. When you choose an option, the box below the option describes the effect of the selected option.
3. If you want to include numerical characters in the auto-complete memory, select Remember Numerical Data.

To delete one or more Auto-Complete entries from storage:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select Forms from the list on the left.
 2. Click Edit Entry List.
 3. In the Auto-Complete Entry List dialog box, do one of the following, and click Yes in the confirmation dialog box:
 - To remove all of the entries, click Remove All.
 - To remove only some of the entries, select the entries and click Remove. Shift-click to select multiple adjacent entries; Ctrl-click (Windows) or Command-click (Mac OS) to select multiple nonadjacent entries.
-



About form fields that span multiple pages

Dynamic PDF forms can contain a dynamic text field that grows in size to accommodate the data you've entered into it; if necessary, the field may span onto the next page. A scroll bar appears in dynamic text fields when the data you enter exceeds the current size of the field; when you're finished entering data and the field is deactivated, the text field expands to display all of the entered data. If you want to continue editing a dynamic text field that spans across more than one page, you can begin editing the field on either page; you'll have access to all of the text in the box, no matter which page the text appears on.



Entering text in a form field that spans across two pages



About typing in forms with barcodes

PDF forms can contain barcode form fields that the creator of the PDF document added for various identification purposes, such as for an inventory of products. Barcode fields are either static or interactive. Interactive barcode fields that are created in Adobe Designer automatically encode the data that's entered into the form fields. The process of filling in an interactive PDF form that contains a static or interactive barcode is no different from filling in any other interactive PDF form.



Static barcode (left) and interactive barcode (right) created in Adobe Designer



Spell-checking text in forms

You can spell-check the text you typed in note comments and form fields. However, you cannot check the spelling of text in the underlying Adobe PDF document. (To do that, use the source application to spell-check the document before you create the PDF document.) Unrecognized words appear underlined after you type them. You can edit these words in context, or you can open the Check Spelling dialog box.

To change a single misspelled word:

Right-click (Windows) or Control-click (Mac OS) the word in the form field or comment pop-up window, and then choose the correct word from the list of alternatives.

To spell-check text in comments and forms:

1. Choose Edit > Check Spelling > In Comments And Form Fields. If the PDF document is open in a web browser, make sure that the Edit toolbar is open, and click the Spell Check button .
2. Click Start to begin the spell check. When a word that may be misspelled is found, it appears under Word Not Found. Suggested corrections appear under Suggestions. After you do one of the options in step 3, the next unrecognized word (if any) is highlighted; then you should repeat step 3 until the Restart button appears.
3. Do one of the following:
 - Edit the selected word. To undo your change, click Undo Edit. To accept your change, click Change.
 - Double-click to select a correction from the list of suggestions.
 - Click Ignore if you don't want to change the word, and want to continue with the check.
 - Click Ignore All to ignore every instance of the word. Click Add if you want to add the word to your personal dictionary.
 - Click Change to replace the unrecognized word with the one in the Suggested Corrections section. Click Change All to replace every instance of the unrecognized word with the one in the list of suggestions.
4. Click Done when you are finished with the spell check.

To specify a language dictionary:

1. Choose Edit > Check Spelling > Edit Dictionary.
 2. Choose the language dictionary you want to use from the Dictionary menu, and then click Done.
-



Importing form data

In addition to filling out a PDF form manually, you can import file data from a text (TXT), Extensible Markup Language (XML), Acrobat Form Data Format (FDF), XML Data Package File (XDP), FormFlow99 Data Files (XFD), or Acrobat XFDF (XFDF) file into a PDF form. Some file formats are available only when you're importing the data into particular PDF forms, such as a PDF form created in Adobe Designer.

Note: If you're importing file data from a text file, each row in a text file must be tab-delimited to create columns, as in a table. When a row of data is imported, each cell becomes the value of the form field that corresponds to the column name.

To import form data from a file:

1. Open the Adobe PDF form.
2. Choose File > Form Data > Import Data To Form.
3. Choose the form data type from the Files Of Type menu, select a file, and click Select.

Note: If you import form data from a form that does not match the form you are importing into, only the form fields that match are updated, and those that do not match are ignored. Existing text in text form fields is replaced if you import data to those fields.



Exporting form data

You can export the data you've entered into a form to a separate file. Exporting form data lets you save existing data to a file that's considerably smaller than the original PDF file. A smaller file is preferable for archiving or sharing the data electronically. You can save the form data as a tab-separated text (TXT), Acrobat XFDF (XFDF), Acrobat Form Data Format (FDF), or Extensible Markup Language (XML) file. Some of these file formats are available only when you're exporting the data from particular PDF forms, such as a PDF form created in Adobe Designer.

You can also import data from an exported file into another form if that form has fields with the same names. Alternatively, you can import file data from a text file. (See [Importing form data.](#))

To export form data to a file:

1. Open the Adobe PDF form and fill it out.
 2. Choose File > Form Data > Export Data From Form.
 3. Choose a format type from the Save As Type menu, specify a location and file name, and then click Save.
-



Emailing completed forms

PDF forms can contain an email-based submit button that exports the information that you entered into the PDF form, which you must then email with your own email application. You have the option to email the PDF with a desktop or web-based email application, or you can submit the form data at a later time.

Note: If the PDF form doesn't contain an email-based submit button, it may have a submit button that sends the form data via the web or some other service.

To submit an email-based PDF form:

1. After you've filled in the PDF form, click the submit button on the PDF form.
2. In the Select Email Client dialog box, select the option that best describes how you send email, and then click OK:
 - Desktop Email Application, such as Microsoft Outlook or Eudora. For next steps, see [Submitting PDF forms with a desktop email application](#).
 - Internet Email for web browser-based services, such as Microsoft Hotmail or Yahoo mail. For next steps, see [Submitting PDF forms with a web-based email service](#).
 - Other if your email application or service isn't available or you don't know which option to choose. For next steps, see [Submitting a PDF form at a different time](#).

Related Subtopics:

[Submitting PDF forms with a desktop email application](#)

[Submitting PDF forms with a web-based email service](#)

[Submitting a PDF form at a different time](#)



Submitting PDF forms with a desktop email application

When you click an email-based submit button in a PDF form, you have the option to submit the form data with your preferred desktop email application.

To submit a PDF form with a desktop email application:

1. After you've filled in the PDF form, click the submit or return form button on the PDF form.
2. In the Select Email Client dialog box, select Desktop Email Application; then click OK.
3. In the Send Data File dialog box, click Print Form if you want a copy of the filled-in form; then click Send Data File.

Your default email application displays a new email message with the To, Subject, Body, and Attachment fields automatically filled in.

4. Use your email application to send the email.
 5. Click Close in the Email Confirmation dialog box in Acrobat.
-



Submitting PDF forms with a web-based email service

When you click an email-based submit button in a PDF form, you have the option to submit the form data with a web-based email service.

To submit a PDF form with a web-based email service:

1. Click the submit or return form button on the PDF form. If the form fields are blank, the Email A Blank Copy Of This Form dialog box appears; click Email A Blank Copy.
 2. In the Select Email Client dialog box, select Internet Email; then click OK.
 3. In the Sending The Data File dialog box, click Save Data File.
 4. In the Save Data File dialog box, choose a location on your computer to save the file; then click Save.
 5. Open a new browser window, log in to your web-based email service, and use your service to create a new blank email.
 6. In the Sending the Data File dialog box in Acrobat, select the value in the To field; then right-click (Windows) or Control-click (Mac OS) and choose Copy.
 7. In your blank email message in your Internet email service, click in the To field, and paste the data you copied. Repeat steps 6 and 7 for the Subject and Message Text fields.
 8. Use your Internet email service to attach the data file (that you saved in step 4) to your email message.
 9. If you want a copy of the filled-in form, click Print Form in the Sending The Data File dialog box in Acrobat.
 10. Click Close in the Sending The Data File dialog box.
-



Submitting a PDF form at a different time

When you click an email-based submit button in a PDF form, you have the option to not submit the form data and instead to save the form data on your computer to send at a different time.

To submit a PDF form at a different time:

1. Click the Submit or Return Form button on the PDF form. If the form fields are blank, the Email A Blank Copy Of This Form dialog box appears; click Email A Blank Copy.
 2. In the Select Email Client dialog box, select Other, and then click OK.
 3. In the Sending The Data File dialog box, click Save Data File.
 4. In the Save Data File dialog box, choose a location on your computer to save the file; then click Save.
 5. Write down the values that appear in the To, Subject, and Message Text fields so you can use them later when you want to email the form data.
 6. If you want a copy of the filled-in form, click Print Form in the Sending The Data File dialog box in Acrobat.
 7. Click Close in the Sending The Data File dialog box.
 8. When you want to submit the PDF form, create a new email message in your email application. Enter the To, Subject, and Message Text values that you wrote down in step 5. Use your email application to attach the data file that you saved in step 4; then send the email.
-



REVIEW AND MARKUP

[Types of review workflows](#)

[Reviewing documents with additional usage rights](#)

[Tool operation basics](#)

[Using email in a review](#)

[Managing reviews using the Tracker](#)



Types of review workflows

You can conduct reviews for many types of content by sending out a PDF version of the source document for review. Adobe Acrobat 7.0 can set up your review, invite participants, and track the responses from reviewers. To initiate a review, all you need is a PDF document to review, an email application, and a mail server connection. If you create documents in Microsoft Word for Windows, you can import comments directly into the source document to revise the content. Before you initiate a PDF document review workflow, determine which type of review best suits your project:

- Start a tracked *email-based review*. Acrobat allows you to track reviewers' comments, send reminders, and keep a record of reviewed documents. You can even initiate reviews in other applications. (See [Setting up an email-based review](#).)
- Start a tracked *browser-based review*. The main advantage to using a browser-based review is that the participants can view each others' comments during the review process, but participants must have access to a shared server. (See [Setting up a browser-based review](#).)

You can also send a PDF document as an email attachment and then ask reviewers to add comments and send the document or the exported comments back to you. However, the primary disadvantage to an ad hoc approach is that you must manage the review and comments manually. (See [Using email in a review](#).)

By contrast, tracked reviews provide helpful tools for each phase of the review. Setup wizards help you initiate reviews, enable commenting for Adobe Reader users, and present toolbars automatically in PDF documents; instructions in the How To window and Document Message Bar assist reviewers through the process; and the Tracker monitors responses and the review status, letting you send reminders and invite additional reviewers.



Reviewing documents with additional usage rights

Adobe Reader 7.0 users can participate in document reviews if the PDF document includes additional usage rights. Acrobat 7.0 Professional can include additional usage rights to PDF documents for email-based reviews only. To include additional usage rights for browser-based reviews, you must use an additional Adobe server product, such as Adobe Document Server or Adobe Reader Extensions Server. Additional usage rights, such as commenting rights, are document-specific. When Adobe Reader 7.0 users receive a PDF document for which commenting is enabled, they can add their comments using commenting and markup tools that are otherwise unavailable. (See [Additional usage rights](#).)



Tool operation basics

Adobe Acrobat provides all the tools you need to complete a PDF document review. Acrobat includes wizards to help initiators set up email-based and browser-based reviews, invite participants, and send the PDF document as an attachment or URL with instructions for completing the review. The setup wizard for browser-based reviews locates and configures shared servers as the *comments repository*, the online location that houses the setup FDF file, reviewers' comments, and quite often, the PDF document. (See [Setting up a browser-based review](#).) PDF documents that you send and receive, including the email addresses and comments of participants, may be accessed from the Tracker window, where initiators can monitor the review progress, invite more reviewers, and send reminders. (See [Managing reviews using the Tracker](#).)

Participants have a wide range of commenting and markup tools to choose from to review a PDF document. (See [About adding comments](#).) When participants open a PDF attachment in a review invitation, it includes a Document Message Bar that provides instructions for adding and sending comments. If the PDF document includes additional usage rights, Adobe Reader 7.0 presents commenting tools and saving options when the participant opens the document. In Adobe Reader and Acrobat, the How To window opens instructions to help the participant add comments and return feedback to the initiator. (See [Displaying the How To window during reviews](#).)



Using email in a review

To send a PDF document for review, you need an email application and a mail server connection. Acrobat works with most email applications.

If more than one email application is installed on your system, Acrobat may try to start the application you don't normally use when sending a PDF document as an attachment. If this occurs, do one of the following:

- (Windows) Double-click Internet Options in the Windows Control Panel. In the Internet Properties dialog box, select the Programs tab, and then select your email application of choice.
- (Windows) Change the MAPI settings in your email application. In Windows, Adobe Reader uses the Messaging Application Program Interface (MAPI) to communicate with your email application. Most email applications come with MAPI settings to handle this communication. For more information on configuring your email applications, see the email application's Help.
- (Mac OS) In Mail (the email application that's included with Mac OS), choose File > Preferences, select General, and then choose the email application you want to use from the Default Email Reader pop-up menu. Restart Acrobat for the changes to take effect. If your application is not listed, choose Select from the menu and browse to the location. (Be aware that if you select an application that is not listed in the Default Email Reader menu, Acrobat may not support your application.)

Once you've verified that Acrobat works with your email application, you can initiate a review. (See [Starting an email-based review](#) or [Starting a browser-based review](#).)



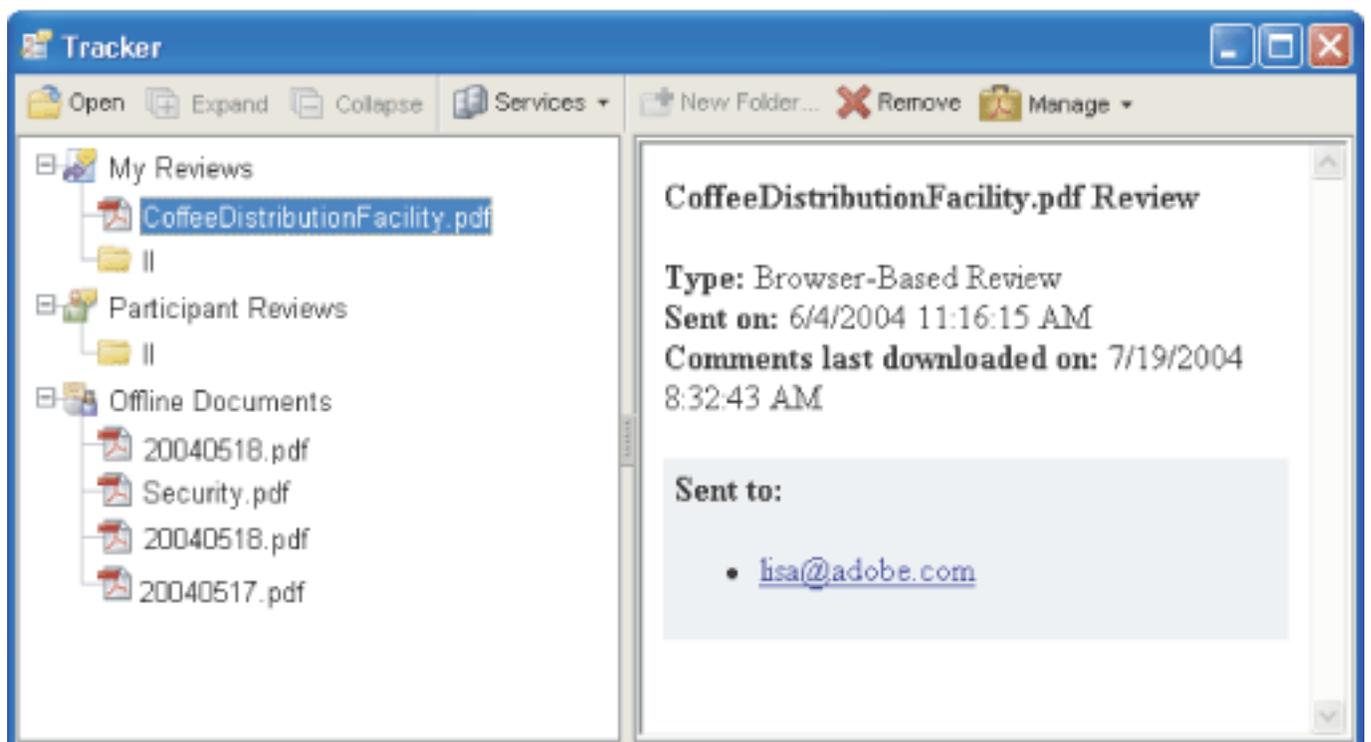
You can email a PDF document from your email application or directly from applications such as Microsoft Word. To email from Microsoft Word, choose Adobe PDF > Convert To Adobe PDF And Email. (See [Converting Microsoft Office files \(Windows\)](#) or [Converting Microsoft Office files \(Mac OS\)](#).)



Managing reviews using the Tracker

The Tracker adds a distinct advantage to managed email-based, browser-based, and offline reviews: It monitors all Adobe PDF documents that you send and receive for reviews. PDF documents and related information are stored automatically in three permanent folders and can be moved to folders that you create. (See [Tracking review comments](#).)

If you initiated a review, you can use the Tracker to check the review status of your PDF document, send reminder messages, and invite more reviewers. (See [Inviting additional reviewers](#) and [Tracking review comments](#).) If you are participating in a review, you can view PDF documents you received. You can also use the Tracker as a news reader. Search for and subscribe to broadcast services on your network, such as news feeds or music channels. The Tracker subscribes to web content that uses the Really Simple Syndication (RSS) format, which is compatible with XML and RDF formats.



The Tracker window

To open the Tracker window:

Choose View > Tracker.

To subscribe to broadcast services using the Tracker:

In the Tracker window, do one of the following:

- Choose Services > Search For Additional Services, select a service in the Search For Acrobat Services dialog box, and then click OK.
 - Choose Services > Subscribe, enter a web address in the URL box, and then click OK.
-



Using Commenting Tools

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[Setting Commenting preferences](#)

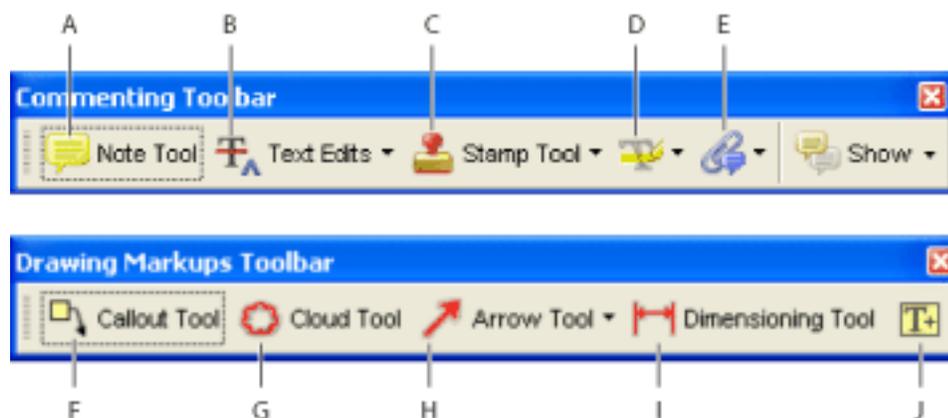
[Changing the appearance of comments](#)



About adding comments

A *comment* refers to a note, highlight, stamp, and any other markup that you've added to an Adobe PDF document using the commenting tools. A note is the most commonly used comment. You can place comments anywhere in the document; you can group comments together, and you can determine the style and format of the comment. Most types of comments include a pop-up window that contains your name, the date and time you created the comment, and any text message that you type in the pop-up window. Pop-up windows include a range of other options, such as replies and text formatting.

The tools you use to create comments are located on the Commenting and Drawing Markups toolbars. These toolbars are listed under the Tools menu, the Comment menu, and the Comment & Markup pop-up menu. (See [Selecting tools to add comments](#).) The Note tool lets you add the equivalent of a sticky note to your Adobe PDF document; the pop-up window contains your text message. Other tools let you add stamps, drawing markups, or text-edit comments that indicate where you want text to be added or deleted. You can paste copied text and images into a PDF document, or attach a separate file or audio clip. (See [Adding note comments](#), [Pasting an image from the Clipboard](#), and [Adding attachments as comments](#).) Note, however, that only files that are attached by using the Commenting toolbar are tracked with other comments in a document review.



Commenting and Drawing Markups toolbars **A.** Note tool **B.** Indicate Text Edits tools **C.** Stamp tools **D.** Highlighter tools **E.** Attach A File As A Comment tools **F.** Callout tool **G.** Cloud tool **H.** Drawing tools **I.** Dimensioning tool **J.** Text Box tool



Selecting tools to add comments

The Commenting and Drawing Markups toolbars don't appear by default unless you select them or open a PDF document in a review workflow. In a review workflow, one or more toolbars appear over the document pane. To use commenting tools outside a review workflow, select and add them to the default toolbar. The tool you want may appear on the toolbar, or may be available by expanding a pop-up menu on the toolbar. After you make an initial comment, the tool changes to the Hand tool so that you can move, resize, or edit your comment. (The exceptions are the Pencil, Highlighting, and Line tools, which stay selected.) To add multiple comments without reselecting the tool, change the tool properties to keep the tool selected.

To select a tool to add a comment:

1. If the Commenting toolbar is hidden, do one of the following:
 - Click the Comment & Markup button. The button is unavailable when the Commenting toolbar is open.
 - Choose View > Toolbars > Commenting.
 - Choose Comment > Show Commenting Toolbar.
 - Choose Tools > Commenting > Show Commenting Toolbar.

Note: If the menu selection has a checkmark beside it, or if the menu option is Hide Commenting Toolbar, the toolbar is already open.

2. In the Commenting toolbar, choose a tool from the tool's pop-up menu.

To keep a commenting tool selected for repeated use:

1. Select the tool you want to use. (Don't use it yet to add a comment.)
2. Choose View > Toolbars > Properties Bar. (The Properties toolbar name changes with each tool selection.)
3. In the Properties toolbar, select Keep Tool Selected.

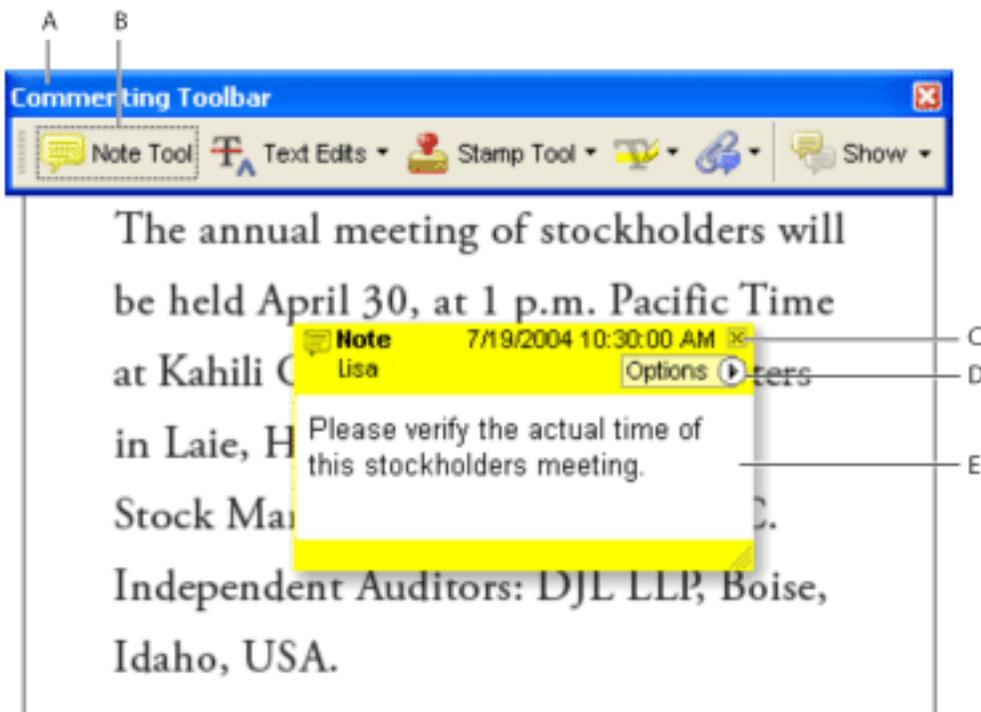
To select a tool to add a markup:

1. If the Drawing Markups toolbar is hidden, do one of the following:
 - Choose Show Drawing Markups Toolbar from the Comment & Markup pop-up menu.
 - Choose View > Toolbars > Drawing Markups.
 - Choose Comment > Show Drawing Markups Toolbar.
 - Choose Tools > Drawing Markups > Show Drawing Markups Toolbar.
 2. Click the tool in the Drawing Markups toolbar, or choose a tool from the tool's pop-up menu.
-



Adding note comments

A note comment is the most frequently used comment. You can use the Note tool to add notes on any page in the document, and you can position them anywhere on the page. When you add a note comment, a note icon and a pop-up window appear. You can add bold, italics, and other attributes to text in a pop-up window, similar to formatting text in a word-processing application. If you enter more text than is visible in the pop-up window, the text scrolls. You can also resize the window, if desired, or change the icon and color by editing the note properties.



Use the Note tool to apply a note comment with a pop-up window. **A.** Commenting toolbar **B.** Note tool **C.** Close button **D.** Options menu **E.** Text message

To add a note comment:

1. Do one of the following:
 - Select the Note tool  in the Commenting toolbar, and click where you want to place the note, or drag to create a custom-sized window.
 - Choose Add A Note from the Comment & Markup menu.
2. Type the text for the note in the pop-up window. You can also use the Select tool  to copy and paste text from a PDF document into the note.
3. (Optional) Click the close button in the upper right corner of the pop-up window to close the note. Closing the pop-up window does not delete your text.

To edit a note comment:

1. Click or double-click the note icon to open the pop-up window, by using either the Note tool, the Hand tool, or the Select tool.
2. Do any of the following:
 - Edit the text as needed. When you are finished, click the close button in the upper right corner of the pop-up window, or click outside the pop-up window.
 - Choose Properties from the Options menu to change the text formatting, note color, and other note properties. (See [Changing the appearance of comments.](#))
 - Use the Commenting panel in the Preferences dialog box to change the font size, default pop-up behavior, and other settings for creating and viewing comments. (See [Setting Commenting preferences.](#))



To resize a pop-up window, drag its lower right corner.

To delete a note comment:

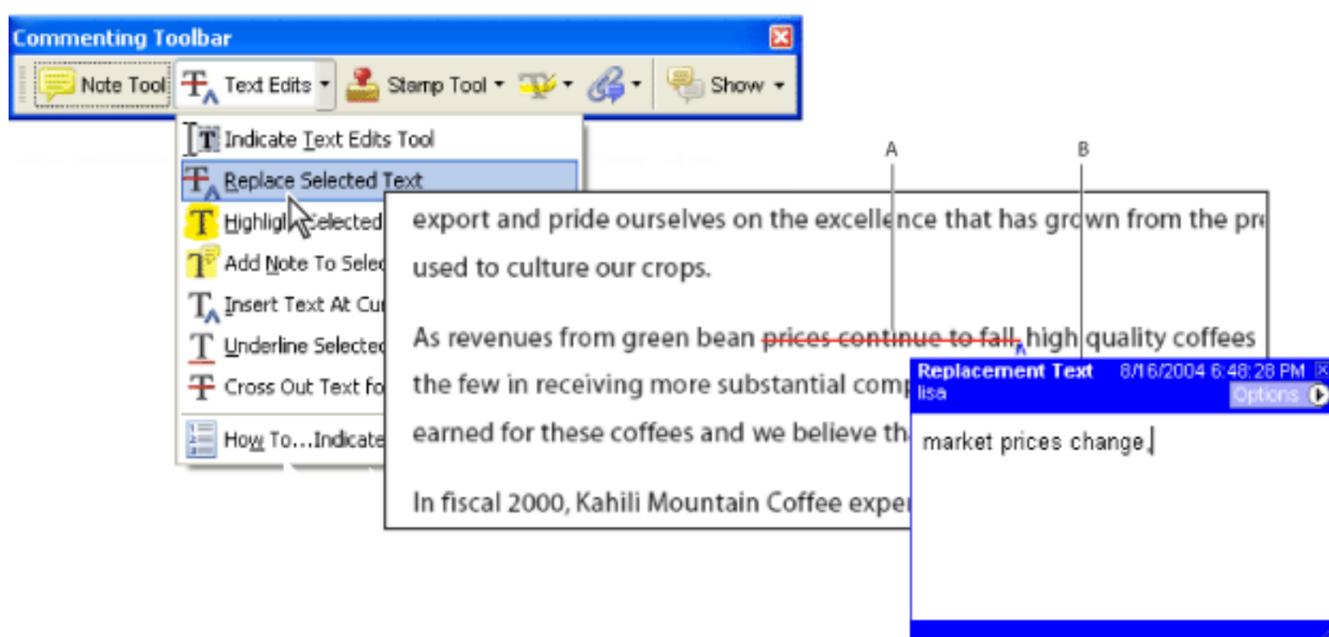
1. Select the Note tool  or the Hand tool .
2. Do one of the following:
 - Select the note icon, and then press Delete.
 - Double-click the note icon to open the pop-up window, and choose Delete from the Options menu.



Indicating text edits

You can use text edit comments in an Adobe PDF document to indicate where text should be edited in the source file. These text edit comments do not change the actual text in the PDF document. Instead, they indicate which text should be deleted, inserted, or replaced in the source file from which the Adobe PDF document was created. Text in the document marked to be deleted appears crossed out. Text to be inserted appears in a pop-up window, and a caret indicates where the text is to be inserted. You can also highlight or underline selected text. (See [Highlighting, crossing out, and underlining text.](#))

In Windows, you can export text edit comments directly to a Microsoft Word document that the PDF document is based on to incorporate your edits. To use this feature, you must use PDFMaker in Word to create the PDF document. If your text edits will be exported to a Word document, make sure that the insertion comment is the exact text, including spaces and paragraph returns, that you want added. If you add extra instructional words (such as "Add the following:"), they'll have to be deleted manually from the Word document. (See [Exporting comments to a Word document \(Windows\).](#))



Text Edits options **A**. Text is selected using the Replace Selected Text tool. **B**. New text is added to the Replacement Text comment.

To indicate where text should be inserted:

1. On the Commenting toolbar, choose the Indicate Text Edits tool from the Text Edits pop-up menu.
2. Click between the words or characters where you want to insert text.
3. Do any of the following:
 - Type the text you want to insert, or choose Insert Text At Cursor from the Text Edits pop-up menu and then, in the pop-up window that appears, type the text to be inserted.
 - To indicate that a new paragraph should be added, press Enter or Return, and then close the pop-up window without adding text. The paragraph insertion caret appears.
 - To indicate that a space should be added, press the spacebar, and then close the pop-up window without adding text. The space insertion caret appears.



You can also indicate text edits by using the Select tool to select text or place the pointer, and then choosing the Insert Text At Cursor command from the Text Edits pop-up menu on the Commenting toolbar. You can also right-click (Windows) or Control-click (Mac OS) selected text, and then choose Replace Text (Comment).

To indicate where text should be replaced:

1. On the Commenting toolbar, select the Indicate Text Edits tool from the Text Edits pop-up menu.
2. Select the text you want to replace.
3. Press Enter or Return, or choose Replace Selected Text from the Text Edits pop-up menu, and then do one of the following:
 - Type the text to be inserted or added. This text appears in a pop-up window. Any selected text is crossed out. The insertion caret appears.
 - To indicate that a new paragraph should be added, close the pop-up window without adding text. The paragraph insertion caret appears.

To indicate which text should be deleted:

1. On the Commenting toolbar, choose the Indicate Text Edits tool from the Text Edits pop-up menu.
2. Select the text, and then press Backspace or Delete, or choose the Cross Out Text For Deletion command from the Text Edits pop-up menu.

To associate a note with a text edit:

1. Using the Indicate Text Edits tool , select the text.
2. Choose Add Note To Selected Text from the Text Edits pop-up menu on the Commenting toolbar.

Note: If you export your text edits to Microsoft Word, any text you add to the pop-up that's associated with an insert, replace, or delete text edit is imported with the text edit. (See [Tips for exporting comments to a Word document.](#))

To delete text edit markups:

Do one of the following:

- Right-click (Windows) or Control-click (Mac OS) the markup, such as the highlighting or cross-out, and then choose Delete.
- Select the Hand tool , click the markup, and then press Delete.

If markup comments are stacked, use the Comments List to delete the markups. (See [Using the Comments List.](#))



Highlighting, crossing out, and underlining text

You can use the Highlight Text tool, the Cross-Out Text tool, and the Underline Text tool to add comments to an Adobe PDF document. Select these tools from the Commenting toolbar or from the Highlighting toolbar. You can use these comments by themselves or in conjunction with notes. For example, you may want to highlight a section of text and then double-click the markup to add text in a pop-up window.

To highlight, cross out, or underline text:

1. On the Commenting toolbar, choose the Highlight Text tool , the Cross-Out Text tool , or the Underline Text tool  from the Highlight menu.
2. Drag from the beginning of the text you want to mark up. Ctrl-drag (Windows) or Option-drag (Mac OS) to mark up a rectangular area of text. This is especially useful to mark up text in a column.

To delete a highlight, cross out, or underline markup:

Do one of the following:

- Right-click (Windows) or Control-click (Mac OS) the markup, and then choose Delete.
- With the Highlight Text, Cross-Out Text, or Underline Text tool still selected, click the markup, and then press Delete.
- Select the Hand tool , click the markup, and then press Delete.

If markup comments are placed on top of one another, use the Comments List to delete the markups. (See [Using the Comments List](#).)



You can view the author and text of a highlight comment without opening the pop-up window: Pass the pointer over the comment while the highlighting tool or Hand tool is selected.



Adding stamps

You can use the Stamp tool to apply a stamp to an Adobe PDF document in much the same way you would use a rubber stamp on a paper document. You can choose from a list of predefined stamps, or you can also create your own 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.



Stamp Tool categories **A.** Dynamic stamp **B.** Sign Here stamp **C.** Standard Business stamp **D.** Custom stamp

To stamp a document:

1. From the Stamp Tool pop-up menu  on the Commenting toolbar, choose the stamp you want to add to your document.

Note: Clicking the Stamp tool selects the stamp that was most recently used.

2. Click the document page where you want to place the stamp at its default size, or drag a rectangle to define the size and placement of the stamp.
3. If you haven't provided a name in the Identity preferences, the Identity Setup dialog box prompts you to do so.

To edit a stamp:

1. Select the Hand tool .
2. Do any of the following:
 - To move a stamp, drag it to a new location.
 - To resize the stamp, click it, and then drag a corner handle.
 - To delete a stamp, right-click (Windows) or Control-click (Mac OS) the stamp, and then choose Delete.
 - To change the stamp's opacity or the color of its pop-up window, right-click (Windows) or Control-click (Mac OS) the stamp, and choose Properties. Use the Appearance tab to change the opacity or color.

To move a stamp to the favorites list:

1. Using the Hand tool, select the stamp.
2. Choose Favorites > Add Current Stamp To Favorites from the Stamp Tool menu on the Commenting toolbar.

Related Subtopics:

[Creating custom stamps](#)

[Deleting custom stamps](#)



Creating custom stamps

You can create custom stamps from PDF, JPEG, bitmap, Adobe Illustrator (AI), Adobe Photoshop (PSD), and Autodesk AutoCAD (DWT, DWG) files. When you select the file to be used for the stamp, you must create a category to store the stamp. If you want to add an image to a PDF document one time only, simply paste the image into the document. Pasted images have the same characteristics as other stamp comments; each includes a pop-up window and editable properties.

To create a custom stamp:

1. From the Stamp Tool menu  on the Commenting toolbar, choose Show Stamps Palette.
2. Choose a stamp category from the pop-up menu at the top.
3. Click Import, select the file you want to use, and then click Select.
4. If the file has more than one page, scroll to the page you want, and then click OK.
5. Choose a category from the pop-up menu, or type a name to create a new category, name the custom stamp, and then click OK.

To edit a custom stamp:

1. From the Stamp Tool menu  on the Commenting toolbar, choose Show Stamps Palette.
 2. Choose the stamp category, right-click (Windows) or Control-click (Mac OS) the stamp, and choose Edit from the pop-up menu.
 3. Edit the category or name of the stamp, or replace the image, and then click OK.
-



Deleting custom stamps

Use the Stamps palette to delete custom stamps and stamp categories. You can delete only the custom stamps that you created, not the predefined stamps. When you delete a stamp, the stamp is removed from the Stamp Tool menu, but the stamp file is not deleted.

To delete stamps:

1. From the Stamp Tool menu  on the Commenting toolbar, choose Show Stamps Palette.
2. Choose the stamp category from the pop-up menu, right-click (Windows) or Control-click (Mac OS) the custom stamp, and choose Delete from the pop-up menu.
3. If you haven't provided a name in the Identity preferences, the Identity Setup dialog box prompts you to do so.

To delete a custom stamp category:

1. Choose Manage Stamps from the Commenting toolbar.
2. Select the category you want to delete, and then click Delete.

Note: Deleting all stamps in a custom stamp category deletes the custom stamp category.



Marking up documents using drawing tools

You can use the drawing tools to mark up a document with lines, circles, and other shapes, called *drawing markups*. You can also add a note to the pop-up window of any drawing markup. Drawing tools appear on the Drawing Markups toolbar and its subset, the Drawing toolbar. When selecting a drawing tool, consider the effect you want:

- The Rectangle tool , the Oval tool , the Arrow tool , and the Line tool  let you create simple shapes.
- The Polygon tool  creates a closed shape with multiple segments. The Polygon Line tool  creates an open shape with multiple segments.
- The Cloud tool  works the same way as the Polygon tool, but the segments turn into a cloud shape when you finish drawing.
- The Pencil tool  creates free-form drawings, and the Pencil Eraser tool  removes the pencil markups that you scrub.
- The Dimensioning tool  lets you create lines with special properties that measure dimensions in the PDF document. (See [Using the Dimensioning tool.](#))

To use the drawing tools to create a markup:

1. To select a drawing tool, choose one of the following:
 - Tools > Drawing Markups > [drawing tool] or Show Drawing Toolbar.
 - Comment & Markup > Drawing Markups Tools > Show Drawing Toolbar.
2. Add a markup to the PDF document:
 - If you're drawing a rectangle or oval, drag across the area where you want the drawing comment to appear.
 - If you're drawing a line, drag across the area where you want the line to appear. If you're drawing an arrow, the arrow pointer appears where you begin drawing.
 - If you're drawing a polygon or polygon line, click a starting point, move the pointer and click to create a segment of the polygon, and then continue clicking to create segments of the polygon. When you finish drawing the polygon, click the starting point or double-click to close the shape. Double-click to end a polygon line.
 - Use the same method to draw a cloud. When you finish, the cloud shape appears.



To draw a straight or diagonal line, a square, or a circle, press Shift while you draw the markup. Make sure that you don't release Shift before you release the mouse button.

3. Using the Hand tool, double-click the markup to open the pop-up window, and type a note.
4. (Optional) Click the close button in the pop-up window. A note icon appears to the right of the markup to indicate the presence of text in the pop-up window.

To delete a drawing markup:

Select the drawing markup, and press Delete.

To change the appearance of a drawing markup:

Do one of the following:

- Right-click (Windows) or Control-click (Mac OS) the drawing markup, and then choose Properties. Change options on the Appearance tab.
- Using the Hand tool , select the drawing markup. Right-click (Windows) or Control-click (Mac OS) the toolbar area, and then choose Properties Bar. Specify options in the Properties toolbar to change the appearance of the selected shape.

For more information on changing comment properties, see [Changing the appearance of comments.](#)

Related Subtopics:

[Grouping markups](#)



Grouping markups

You can group two or more markups together so that your comments function as a single comment. You might group your markups temporarily to move them to a new location or to modify their properties rather than editing each one individually. Grouping also helps to distinguish your markups from other reviewers' markups in a document review.

Note: You cannot group text edit markups.

To group markups:

1. Using the Hand tool, select a markup.
2. Ctrl-click (Windows) or Command-click (Mac OS) to select all the markups you want to group.
3. Right-click (Windows) or Control-click (Mac OS) anywhere in the selection, and choose Group from the pop-up menu.

To ungroup markups:

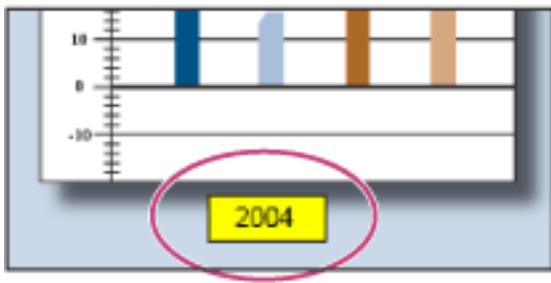
Right-click (Windows) or Control-click (Mac OS) the grouped selection, and choose Ungroup from the pop-up menu.



Adding comments in a text box

You can use the Text Box tool  to create a box that contains text in an Adobe PDF document. You can position it anywhere on the page and adjust it to any size. A text box comment remains visible on the document page; it does not close like a note comment.

Another way to add a text box comment is to simply paste copied text into the PDF document. Text font and size use the system default settings. To create a text box comment with a point line, use the Callout tool (see [Using the Callout tool](#)).



Text box comment

Note: You can add comments to Japanese, Chinese, and Korean text with the Text Box tool, but you must have the Asian-language resource files installed. Text boxes allow only horizontal text.

To add a text box comment:

1. Select the Text Box tool  on the Drawing Markups toolbar.
2. Click in the PDF document to create a default-sized text box, or drag a rectangle to define the boundaries of the text box.
3. Use the Properties toolbar to change the color, alignment, and font attributes of the text you type, and then type the text. The text box expands horizontally to fit the text until you press Enter or Return. If the Properties toolbar is not visible, right-click (Windows) or Control-click (Mac OS) the toolbar area, and then choose Properties Bar.
4. Do any of the following:
 - Click the text box to select it. Use the Properties toolbar to change the border and fill options.
 - Double-click the text box to edit the text or to change the text attributes. Drag across text to select it, and then select options from the Properties toolbar. When you're finished, you may want to close the Properties toolbar.
 - To change additional properties, right-click (Windows) or Control-click (Mac OS) the text box, and then choose Properties.
 - To delete the text box, right-click (Windows) or Control-click (Mac OS) the text box, and then choose Delete.



To resize a text box comment, select the text box using the Hand tool  or the Text Box tool, and then drag one of the corners.

To add a text box comment by pasting text:

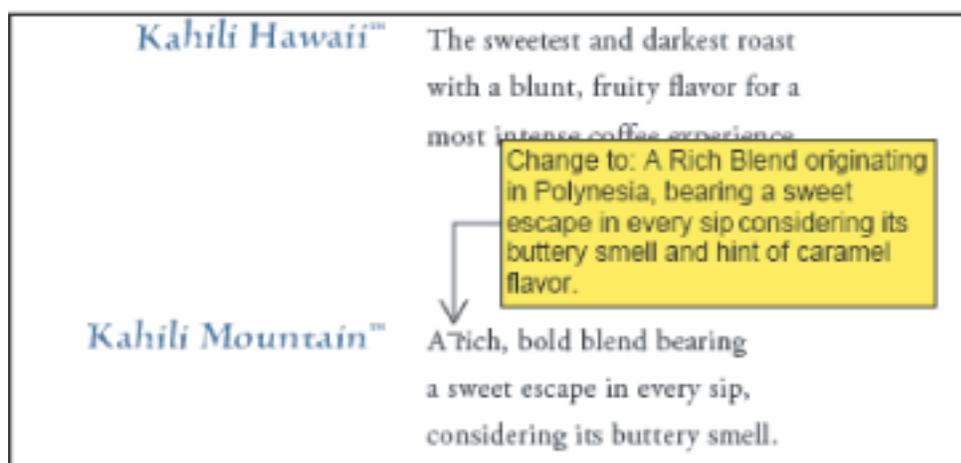
1. Select and copy text in any text-editing application.
 2. In Acrobat, select the Hand tool.
 3. Choose Edit > Paste.
 4. If you want to resize the window, drag any corner.
-



Using the Callout tool

Use the Callout tool to create text box markups that point to specific areas of a PDF document. Callout markups are especially useful when you want to single out--but not obscure--a particular area of the document. Callout markups have three parts: a text box, knee line, and end point line. You can resize each part by dragging a handle; the knee line can be resized only horizontally. The text box grows as you type so that all text remains visible.

To move a callout markup, you must move the text box and the end point line independently. The text box moves around a stationary anchor point; the anchor point is located at the end of the end point line and is created when you first click in the PDF document. You can modify the color and appearance of the text box and add arrows or leaders to the end point line.



Callout text box

To add a Callout markup:

1. Select the Callout tool  from the Drawing Markups toolbar.
 2. Do one of the following:
 - Click where you want the end point to appear. A default-sized box appears.
 - Drag to create a custom-sized text box.
 - Shift-drag to create a square, custom-sized text box.
 3. In the Callout text box, enter text.
 4. (Optional) To resize the markup, select the markup so that handles appear, and then drag any of the handles.
 5. (Optional) To move the callout markup, do one of the following:
 - Drag the text box.
 - Drag the end of the end point line.
 6. (Optional) Change the color, opacity, or line characteristics in the Properties toolbar or the Properties dialog box. (See [Changing the appearance of comments.](#))
-



Using the Pencil tool

The Pencil tool lets you draw free-form lines in Adobe PDF documents. Use the Pencil Eraser tool to erase parts of the pencil markups that you drew.

To sketch with the Pencil tool:

1. Select the Pencil tool  from the Arrow tool menu on the Drawing toolbar, or choose Tools > Drawing Markups > Pencil Tool.
2. Move the pointer to where you want to begin drawing. You don't have to use one unbroken stroke. You can release the mouse button briefly, move the pointer to a new location, and continue drawing.



To specify the line width, color, and other properties of pencil marks before you draw, choose View > Toolbars > Properties Bar, and select the desired options from the Pencil Tool Properties toolbar.

To edit the pencil comment:

1. To erase parts of the drawing, select the Pencil Eraser tool  from the Arrow menu on the Drawing Markups toolbar, and then drag across the areas of the drawing that you want to remove.
 2. To change the line width, color, and other properties, use the Hand tool  to right-click (Windows) or Control-click (Mac OS) the drawing, choose Properties, and then select the options you want from the Pencil Mark Properties dialog box. (See [Changing the appearance of comments.](#))
-



Using the Dimensioning tool

Use the Dimensioning tool to add a line markup that spans between two points. You can add lines that include your text comments in technical drawings or blueprints. Dimensioning lines can be drawn from right to left or left to right and then positioned in any direction. Each end of the line includes an anchor point and arrow.

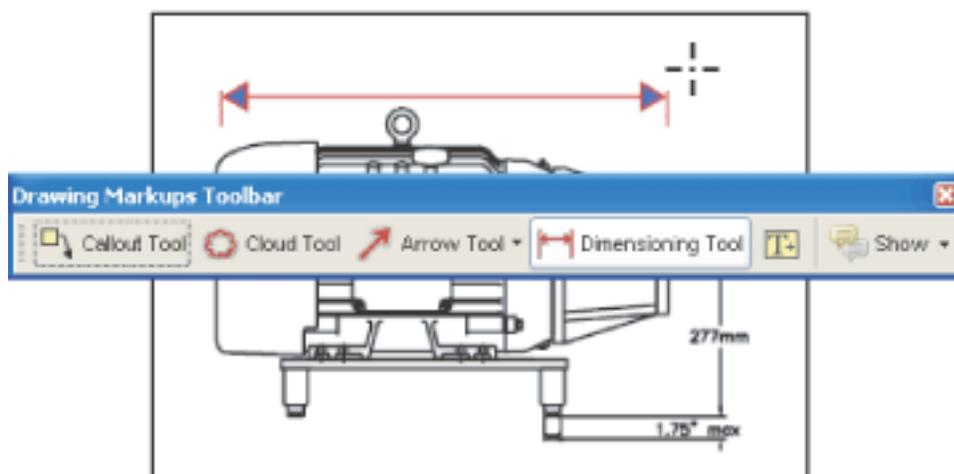
Each dimensioning markup includes a text box centered above the line that expands to accommodate lengthy entries. Line endings display arrows by default; line endings, color, opacity, and thickness can be modified.

To add a Dimensioning markup:

1. Select the Dimensioning tool  from the Drawing Markups toolbar.
2. Drag from where you want the line to start, to create a line of the desired length. When you're finished, the tool switches to edit mode, and a text box appears above the line.
3. Enter a value in the text box.

To edit a Dimensioning markup:

1. Use the Hand tool to select the Dimensioning markup, and then do any of the following:
 - To adjust the width or direction, drag one of the handles that appear on the vertical lines at each end.
 - To adjust the height, drag the handle in the middle of the line.
 - To change the value for the markup, double-click the line to make the Text Insertion icon appear.
2. Use the Properties toolbar if you want to change the color, line thickness and opacity, or arrow style. If the Properties toolbar is hidden, choose View > Toolbars > Properties Bar to select it.



Using the Dimensioning tool to specify an area between two points



Adding attachments as comments

Acrobat allows you to add a file or audio attachment as a comment by using the Attach A File As A Comment tool on the Commenting toolbar. To view an attachment, the reader must have an application installed that can open the attachment. Comment attachments are tracked with other comments in a review workflow, unlike file attachments that you add using the Attach A File tool. Comment attachments appear in the Attachments tab with a page number indicating their location. Audio attachments appear in the Comments List.

You can add comments in the form of audio clips and file attachments. Adobe Acrobat 7.0 Professional is required to add movies to a PDF document.

Related Subtopics:

[Using the Record Audio Comment tool](#)

[Using the Attach File As Comment tool](#)

[Pasting an image from the Clipboard](#)



Using the Record Audio Comment tool

You can use the Record Audio Comment tool to add a prerecorded WAV or AIFF file as a comment or to record and place an audio comment in a document. Attached audio files can be played back on any platform. However, the appropriate hardware and software for playing audio files must be installed.

To add a prerecorded audio comment:

1. On the Commenting toolbar, choose Record Audio Comment tool  from the Attach A File As A Comment menu.
2. Click where you want to place the audio comment.
3. Click Browse (Windows) or Choose (Mac OS), and select the audio file you want to add.
4. (Optional) To hear the audio comment, click the Play button . When you're finished, click Stop and then click OK.
5. Specify options in the Properties dialog box as described in [Changing the appearance of comments](#), and then click Close.

To record an audio comment:

1. Select the Record Audio Comment tool .
 2. Click in the PDF document where you want to place the audio comment.
 3. In the dialog box that appears, click the Record button  and then speak into the microphone. When you've finished recording, click the Stop button , and then click OK.
 4. Select options in the Properties dialog box, and then click OK.
-



Using the Attach File As Comment tool

Use the Attach File As Comment tool in the Commenting toolbar to embed a file at a selected location in an Adobe PDF document, so that the reader can open it for viewing. By adding attachments as a comment, you can reference longer documents that can't easily be pasted into a pop-up window or text box. If you move the PDF document to a new location, the embedded file automatically goes with it.

Important: Be sure to use the Attach A File As A Comment tool in the Commenting toolbar when attaching files in a document review. Document-level file attachments that you attach using the paper clip icon from the File toolbar aren't tracked with other comments and may cause your attached comments to be lost.

To add a file attachment as a comment:

1. In the Commenting toolbar, choose Attach File As Comment Tool  from the Attach File As Comment menu .
2. Click in the PDF document where you want to place the attachment.
3. Select the file that you want to attach, and then click Select.
4. In the Properties dialog box, select the settings for the file icon that appears in the PDF document. (See [Changing the appearance of comments.](#)) Then click Close.



If the attached file is a PDF document, you can add comments to it that point out the items of interest.

To delete the attached file:

Right-click (Windows) or Control-click (Mac OS) the Attach File icon, and choose Delete.



Pasting an image from the Clipboard

You can use the Paste Clipboard Image As Stamp tool to add images to a PDF document. You can copy most image formats from drawing and image-editing applications, such as Adobe Photoshop and Adobe Illustrator. If you want to add the image to PDF documents repeatedly, create a custom stamp of the image. (See [Creating custom stamps](#).)

Note: The Paste Clipboard Image As Stamp tool is not available until you copy an image.

To paste an image from the Clipboard:

1. Copy an image:
 - In Acrobat, use the Select tool or the Snapshot tool  to select an image from a PDF document. (See [Copying images](#).)
 - In another application, select an image and choose Edit > Copy.
 2. Open a PDF document.
 3. Choose the Paste Clipboard Image As Stamp tool from the Stamp Tool menu on the Commenting toolbar.
 4. Click in the document where you want the image to appear.
 5. Do any of the following:
 - Using the Hand tool , drag the image to move it, or drag one of its handles to resize it. Press the Shift key when resizing the image to maintain the original proportions.
 - To change its properties, right-click (Windows) or Control-click (Mac OS) the image, and then choose Properties.
 - To delete the image, right-click (Windows) or Control-click (Mac OS) the image, and then choose Delete.
-



Spell-checking comments and forms

You can spell-check the text you add in note comments and form fields. However, you cannot check the spelling of text in the underlying Adobe PDF document. (To do that, use the source application to spell-check the document before you create the PDF document.) Unrecognized words appear underlined after you type them. You can edit these words in context, or you can open the Check Spelling dialog box.

To change a single misspelled word:

Right-click (Windows) or Control-click (Mac OS) the word in the form field or comment pop-up window, and then select the correct word from a list of alternatives.

To spell-check text in comments and forms:

1. Choose Edit > Check Spelling > In Comments And Form Fields. If the PDF document is open in a web browser, make sure that the Edit toolbar is open, and click the Spell Check button .
2. Click Start to begin the spell check. When a word that may be misspelled is found, it appears under Word Not Found. Suggested corrections appear under Suggestions.
3. To change the word that may be misspelled, do one of the following:
 - Edit the selected word. To undo your change, click Undo Edit. To accept your change, click Change.
 - Double-click to select a correction from the list of suggestions.
 - Click Ignore if you don't want to change the word and want to continue with the check.
 - Click Ignore All to ignore every instance of the word. Click Add if you want to add the word to your personal dictionary.
 - Click Change to replace the unrecognized word with the one in the Suggested Corrections section.
 - Click Change All to replace every instance of the unrecognized word with the one in the list of suggestions.
4. Click Done when you are finished with the spell check.

To specify a language dictionary:

1. Choose Edit > Check Spelling > Edit Dictionary.
2. Choose the language dictionary you want to use from the Dictionary menu, and then click Done.

Related Subtopics:

[Setting Spelling preferences](#)

[Adding words to a dictionary](#)



Setting Spelling preferences

You can specify whether words are spell-checked while you type, which underline color is used for underlined words, and which dictionary language is used as the default.

To set spelling preferences:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and choose Spelling from the list on the left.
 2. Do any of the following, and then click OK:
 - Select Check Spelling While Typing so that unrecognized words are underlined as you type in a form field or comment.
 - Click Underline Color to select the color to use for underlining unrecognized words.
 - In the Dictionaries list, select the languages you want to use to spell-check the document. This list is the order in which the spell checker goes through dictionaries in search of words. The dictionary at the top of the list is the first dictionary searched. Click Up or Down to change its position in the list.
-



Adding words to a dictionary

You can add to the list of words (the *dictionary*) that are recognized when spell-checking text in note comments and form fields. Adding names and company terminology can reduce the number of words that are flagged during a spell check. You can also exclude words from being considered. For example, if you want to use an alternate spelling for a common word like "bicycle," add it to the list of excluded words so that it is flagged during a spell check. Acrobat can maintain a separate set of added and excluded words for each installed language.

To add words to a dictionary:

1. Do one of the following:
 - During a spell check, if an unrecognized word appears in the Check Spelling dialog box, click Add to add it to the dictionary. The word is added to the language dictionary selected from the Add To menu.
 - Choose Edit > Spell Checking > Edit Dictionary. Type the word you want to add in the Entry box, and then click Add. When you're finished adding words, click Done.
2. To remove a word from the list, select the word in the Edit Custom Dictionary dialog box, and then click Delete.

To exclude words from being considered during a spell check:

1. Choose Edit > Check Spelling > Edit Dictionary.
 2. Select Excluded Words from the menu in the dialog box.
 3. Type the word you want to exclude in the Entry box, and then click Add. When you're finished adding words, click Done.
-



Setting Commenting preferences

Set Commenting preferences to change the way you view comments in PDF documents. For example, you can make comments easier to read by selecting a larger font size, or make comments easier to create by making sure that the Note tool remains selected after you add a note comment.



If you don't want the Note tool to switch to the Hand tool after you add a note, select the **Keep Tool Selected** option in the Properties toolbar. Make sure that the Note tool is selected and that all note pop-up windows are closed; then right-click (Windows) or Control-click (Mac OS) the toolbar, and choose **Properties Bar** from the pop-up menu.

To set preferences for comments:

1. Do one of the following:
 - Choose **Edit > Preferences (Windows)** or **Acrobat > Preferences (Mac OS)**, and then select **Commenting** on the left side of the Preferences dialog box.
 - In the Commenting toolbar, choose **Show > Commenting Preferences**.
2. Select from the following options, and then click **OK**:

Font

In Windows, you can determine the font and the size of text in pop-up windows. In Mac OS, you can select only **Large**, **Medium**, or **Small** settings for the font. This setting applies to all new and existing comments.

Pop-up Opacity

The value that you specify (between 0-100%) determines the opacity of the comment pop-up windows. When the pop-up window is open but not selected, an opacity value of 100 makes the window opaque, while lower values make the window more transparent.

Print Notes And Pop-ups

Specifies that pop-up windows associated with comments, and icons for note, audio, and file attachments, print exactly as they appear on the page. Instead of selecting this option, you may prefer to choose **File > Print With Comments**, which allows you to print the text of all comments in different configurations. (See [Printing a summary of comments](#).)

Show Lines Connecting Comment Markups To Their Pop-ups On Mouse Rollover

When you place the pointer over a comment markup (such as highlighting or a note icon), the shaded connector line between the comment and the open pop-up window appears. Selected by default.

Ensure That Pop-ups Are Visible As The Document Is Scrolled

As you scroll a PDF document, the pop-up windows on a given page shift to stay in view within the document pane.

Automatically Open Comment Pop-ups For Comments Other Than Notes

A pop-up window appears when you create a new comment using a drawing tool, the Text Box tool, or the Pencil tool.

Hide Comment Pop-ups When Comments List Is Open

Pop-up windows do not appear when the Comments List is displayed. This option helps reduce screen clutter when a page includes many comments.

Automatically Open Pop-ups On Mouse Rollover

When the pointer is placed over a comment of any type, including drawing markups and stamps, the pop-up window opens.

Always Use Log-in Name For Author Name

Determines which name appears in the pop-up window when you create a note comment. If this option is selected, the Login Name in the Identity panel of the Preferences dialog box is used. If this option is not selected, the default name you specify for Author in a comment properties dialog box is used. (See [Changing the appearance of comments](#).)

Create New Pop-ups Aligned To The Edge Of The Document

Pop-up windows are aligned with the right side of the document window, regardless of where the comment markup (such as a note icon or highlighting comment) is added. If this option is deselected, the pop-up window appears next to the comment markup.

Copy Encircled Text Into Drawing Comment Pop-Ups

Any text that you circle using the drawing tools appears in the pop-up window associated with the drawing markup.

Copy Selected Text Into Highlight, Cross-Out, And Underline Comment Pop-ups

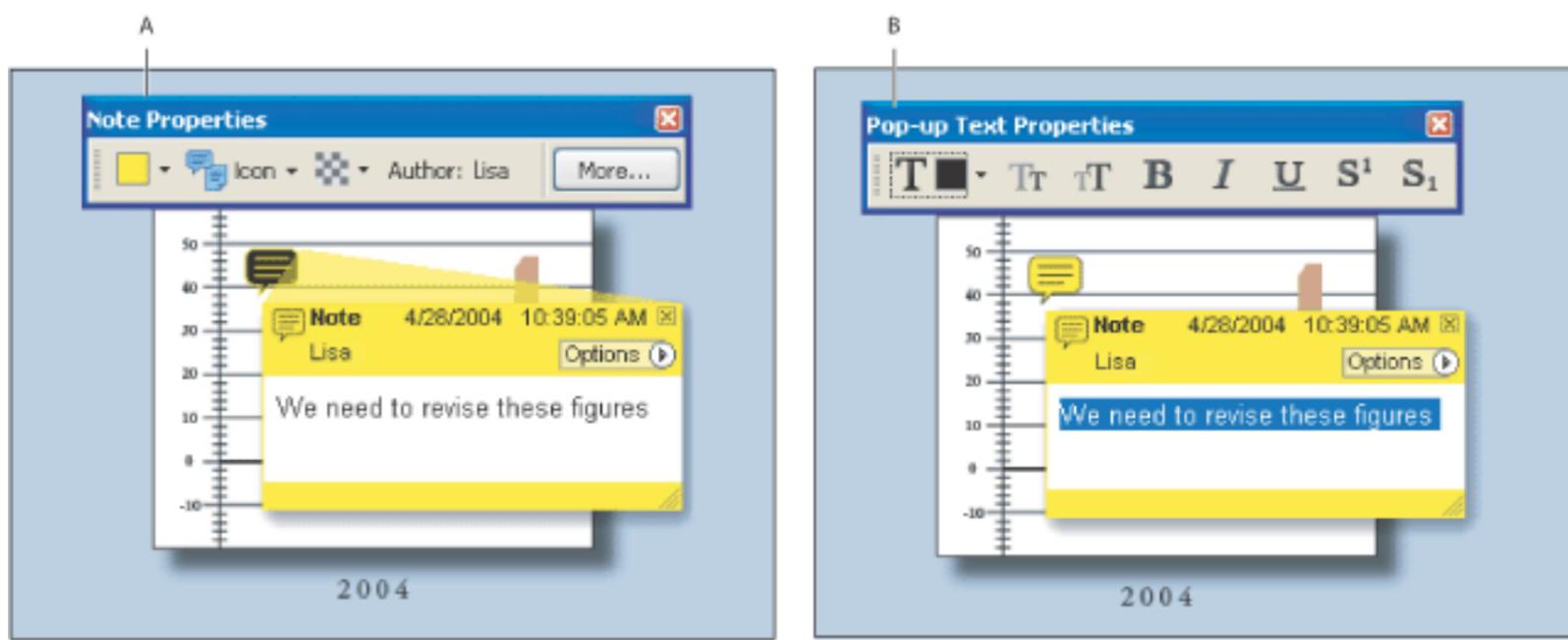
The pop-up window associated with proofreading markup comments, such as those created by the Highlighter tool, includes any text to which the comment is applied if this option is selected.



Changing the appearance of comments

You can change a comment's color and appearance in the Properties toolbar or the Properties dialog box. For some comment types, the Properties toolbar contains different options than the Properties dialog box. To change the format of text in pop-up windows, use either the Options menu in the pop-up window or the Properties toolbar. The title and options for the Properties toolbar vary depending on which tool or object is selected. For example, if you select a note icon, the Note Properties toolbar lets you specify appearance options for the note icon and accompanying pop-up window. If you select text within the pop-up window, you can specify appearance options for the text using the Options menu within the pop-up window or by using the Properties toolbar.

You can set default properties for any type of comment so that subsequent comments you create share the same icon and color properties. You can set different default properties for each type of comment, such as notes, highlighting, and text boxes.



Properties toolbar **A**. With note icon selected **B**. With pop-up text selected

For information on changing comment preferences, such as determining whether the connector lines appear between a note icon and pop-up window, see [Setting Commenting preferences](#).

To set properties for a single comment using the Properties toolbar:

1. To display the Properties toolbar, choose View > Toolbars > Properties Bar.
2. Select the Hand tool , and then select the comment.
3. Select options from the Properties toolbar. The type of comment selected determines which options are available.

To set properties for a single comment using the Properties dialog box:

1. Display the Properties dialog box:
 - If the comment includes a pop-up window, choose Properties from the Options menu.
 - If the comment doesn't include a pop-up window, right-click (Windows) or Control-click (Mac OS) the note icon or markup, and then choose Properties.
2. In the Properties dialog box, do any of the following, and then click Close:
 - Click the Appearance tab to change such options as the color and type of icon used. The type of comment selected determines which options are available.
 - Click the General tab to change the author's name and subject of the current comment.
 - Select the Review History tab to see the history of changes people have made to the status of a comment during a review. (See [Changing the review status of comments](#).)
 - Select Locked at the bottom of the Properties dialog box to prevent a comment from being edited or deleted.

To specify default properties for comments:

1. In the Commenting panel in the Preferences dialog box, deselect Always Use Log-in Name For Author Name.
2. Right-click (Windows) or Control-click (Mac OS) a comment that has the properties you want, and then choose Make Current Properties Default.

All subsequent comments that you create of that type share the same comment properties. Existing comments are not affected, nor is the appearance of text in pop-up windows.



Initiating Document Reviews

[Setting up an email-based review](#)

[Setting up a browser-based review](#)

[Tracking review comments](#)



Setting up an email-based review

When an initiator sends an Adobe PDF document in an email-based review, reviewers receive the PDF document as an email attachment. They can add their comments to the PDF document and return the document with their comments by using the Send Comments button in the Commenting toolbar. In email-based reviews, Acrobat enables commenting tools and features in Adobe Reader that would otherwise be unavailable. When the initiator opens an email attachment sent by a reviewer, the master PDF document opens with options to import comments or open the reviewer's copy of the PDF file.

In a tracked review, the PDF file that the initiator specifies becomes the master file to which comments are imported. Each reviewer receives a tracked copy of this PDF document, which allows the initiator to monitor the review status. Reviewers can save a copy of the PDF document to their local hard drive and successfully transfer the tracking data to that copy if they use the Save A Copy command. Any form fields in a PDF document are not fillable during the review.

Important: Acrobat 7.0 and Adobe Reader 7.0 are recommended for participating in reviews. Reviewers may use Acrobat 6.0 to review documents but some commenting tools and features won't be available. Comments are sent in FDF from Acrobat 6.0.



In an email-based review, the initiator uses the Send By Email For Review wizard to start the review. Participants add comments and send them to the initiator.

Related Subtopics:

[Starting an email-based review](#)

[Receiving comments](#)

[Inviting additional reviewers](#)



Starting an email-based review

Before you start an email-based review, make sure that your email application is configured to work with Acrobat. (See [Using email in a review.](#))

To start an email-based review:

1. Start the review initiation wizard by using one of the following methods:
 - Choose Send By Email For Review from the Send For Review pop-up menu.
 - Choose File > Send For Review > Send By Email For Review.
 - Choose File > Organizer, select a PDF thumbnail, and choose Send By Email For Review from the Send For Review menu in the Organizer toolbar.



You can also start an email-based review directly from other applications that use PDFMaker, such as Microsoft Word. Choose Adobe PDF > Convert To Adobe PDF And Send For Review, or click the Convert To Adobe PDF And Send For Review button .

2. Specify a PDF document if the document isn't open, and then click Next.
3. Specify each reviewer by typing their email address, or by clicking Address Book and selecting email addresses in the address book for Lotus Notes or Microsoft Outlook. Make sure to insert a comma, semicolon, or return between each address.
4. If you didn't set up your Identity preferences, you are prompted to do so.
5. Click Customize Review Options to do either of the following, and then click OK:
 - To specify persons other than you to receive all comments that reviewers send for the review, type their email addresses in the Request That Reviewers Return Their Comments To box.
 - To specify the Drawing Markup toolbar to appear for a review, select Display Drawing Markup Tools For This Review.
6. Check the preview of your email invitation, and then click Send Invitation. If your email application does not let you send email automatically for security reasons, answer any alert messages that may appear, and send the message.

A copy of the PDF document is sent to the reviewers as an attachment. When reviewers open this file attachment, Acrobat presents commenting tools and a PDF document that provides instructions.



Receiving comments

After a reviewer sends comments in an email-based review, the initiator receives the comments in an email attachment. When the attachment is opened, the initiator has the option to merge comments to the master PDF document, open a separate copy of the PDF file, or postpone the process.

In a browser-based review, all comments are uploaded to the comments repository specified by the initiator. The initiator can view comments by opening the PDF document in the browser, or save a copy of the PDF document with all the comments to a local hard drive by using the Save command in the browser.

To receive comments for an email-based review:

1. When you receive an email message from a reviewer, open the attached file in your email application. If the original cannot be found, you are prompted to browse for it.
2. In the Merge PDF dialog box, do one of the following:
 - Click Yes to open the master copy of the PDF document and merge comments onto it. After comments are merged, choose File > Save to save the changes.
 - Click No, Open This Copy Only to open the reviewer's copy of the PDF document.
 - Click Cancel. This option allows you to merge comments at a later time by choosing Comment > Merge Comments Onto Master PDF.

To view comments and conclude the review, do any of the following:

- View the comments in the Comments List. (See [Using the Comments List.](#))
 - Use the Tracker to send review reminders, invite additional reviewers, and manage the review. (See [Tracking review comments.](#))
 - If you need to make any changes to the original document, such as adding or removing pages, choose File > Save A Copy to save the changes, and rename the file so that the master PDF document is preserved. If you try to import review comments into a revised PDF document, review comments may appear out of place.
 - If review comments in the same area overlap, you may want to show comments from only one reviewer at a time. (See [Showing and hiding comments.](#))
-



Inviting additional reviewers

If you initiated an email-based or browser-based review, it's easy to invite more reviewers. If you're a reviewer and want other people to participate, ask the review initiator to invite the reviewers. That way, the initiator can automatically track all participants and receive notification of when their comments are received.

To invite additional reviewers in Acrobat:

1. Do one of the following:
 - From the Send For Review pop-up menu, choose Invite Additional Reviewers.
 - In the Tracker window, open the My Reviews folder, right-click (Windows) or Control-click (Mac OS) the review document, and choose Invite More Reviewers from the pop-up menu.
 2. Specify the email addresses of the reviewers to be added, change the message to reviewers as needed, and then click OK.
 3. Send the email message. Additional reviewers appear with other participants in the right pane of the Tracker window. (See [Tracking review comments.](#))
-



Setting up a browser-based review

When an initiator sends an Adobe PDF document in a browser-based review, reviewers receive an email message with an FDF attachment that opens the PDF document in a web browser and configures their review settings to upload comments to the comments repository for that session. They can add their comments and upload them by using the Send And Receive Comments button in the Commenting toolbar.

For a browser-based review, the initiator must specify servers that are accessible to all reviewers. Two server locations are required. Before initiating a review, the initiator must specify the server for the comments repository in the Reviewing preferences. (See [Setting Reviewing preferences for browser-based reviews](#).) The initiator specifies the server for the uploaded PDF file when setting up the review.

PDF files can be uploaded to WebDAV servers using web addresses (for example, <http://server/folder>) or to network folders using UNC (Universal Naming Convention) addresses (for example, [\\server\folder](http://server/folder)). UNC addresses are less desirable because reviewers who use different operating systems or who map network locations to a drive letter in Windows may not see each others' comments. (For example, reviewers on Mac OS may not see comments uploaded from Windows and vice versa.)

The comments repository can reside on either a network folder, database, WebDAV server, or web discussion server. WebDAV servers can store both uploaded PDF files and comments repositories.

Important: Reviewers must use Acrobat 6.0 or later to participate in a browser-based review. Adobe Reader 7.0 users may participate only if additional usage rights are added to the PDF document using an Adobe server product, such as Adobe Document Server or Adobe Reader Extensions Server. (See [Reviewing documents with additional usage rights](#).)



In a browser-based review, the initiator uploads the PDF document to a server and sends the setup file to reviewers, who can see each others' comments.

Related Subtopics:

[Starting a browser-based review](#)

[Example of setting up a browser-based review](#)

[Setting Reviewing preferences for browser-based reviews](#)



Starting a browser-based review

Acrobat includes a wizard that helps you initiate a browser-based review. The wizard helps you select the PDF document, choose the server location for the uploaded PDF file, invite reviewers, and send an email invitation with an FDF attachment. When reviewers open this attachment, the review document opens in a web browser, and their review settings are configured automatically.

Before you start the setup wizard, you must specify the location of the *comments repository*, where the review comments are stored in your Reviewing preferences. If you want to add comments to the PDF document, you may want to wait until after you upload the document to the server. If you add comments beforehand, they are embedded, and you can't edit them.

To start a browser-based review:

1. Specify the comments repository in the Reviewing preferences. (See [Setting Reviewing preferences for browser-based reviews.](#))
2. Start the setup wizard by doing one of the following:
 - Choose Comment > Send For Review > Upload For Browser-Based Review
 - Choose File > Send For Review > Upload For Browser-Based Review.
 - Choose Upload For Browser-Based Review from the Send For Review pop-up menu.
3. If you haven't set up your Identity preferences, you are prompted to do so. You must provide your email address.
4. Specify the PDF document to upload, and then click Next.
5. Do one of the following:
 - Type the path for the server location (such as *http://server/folder/*) in the box, and then click Next.
 - Click Browse (Windows) or Choose (Mac OS) to select a folder on a network server, and then click Next.
6. In the Invite Reviewers dialog box, specify the reviewers' email addresses (at least one address must appear in the box); insert a semicolon, comma, or return between each address. Edit the review description as necessary, and then send the message.
7. If your email application does not let you send email automatically for security reasons, make the email application active, answer any alert messages that may appear, and send the message.
8. To make sure that the setup is correct, add a note comment to the document, and then click Send And Receive Comments on the Commenting toolbar. If your comments can't upload to the server, your Reviewing preferences settings are likely incorrect. (See [Setting Reviewing preferences for browser-based reviews.](#))

Note: When reviewers click Send And Receive Comments, their comments are stored in the location specified by the initiator in the Reviewing preferences.



Example of setting up a browser-based review

You can set up a browser-based review in many different ways. The following steps provide you with sample workflows for setting up a WebDAV server in Windows XP.

To set up a web server review in Windows XP:

1. Make sure that you have access to a WebDAV server. See your system administrator.
 2. In My Network Places, click Add A Network Place, and follow the prompts. When asked to enter an Internet or network address, use an http:// link (such as *http://server/folder/*) to the WebDAV server.
 3. In Acrobat, open the Reviewing panel of the Preferences dialog box, choose WebDAV from the Server Type menu, and type the http:// address under Server Settings to specify where the comments are stored. Then, select Identity in the list on the left, and make sure that your email address is provided.
 4. Initiate the review by choosing Upload For Browser-Based Review from the Send For Review pop-up menu, and follow the on-screen instructions to upload the PDF document and send the document to reviewers, as described in [Setting up a browser-based review](#).
 5. If reviewers are unable to see other reviewers' comments online, open the PDF document in your web browser, save it to your hard drive, and then email the PDF document to others.
-



Setting Reviewing preferences for browser-based reviews

Before you set up a browser-based review, you must specify the location where the review comments are stored. This location is called the *comments repository*. You can use a network folder, database, WebDAV, or web discussions server to store comments. If your organization subscribes to automatic configuration services, these services configure the comments repository automatically in the Reviewing preferences and in the setup wizard. Contact the network administrator for details about the server type and path of shared servers in your organization. For more information about automatic configuration services, see *Acrobat Online Collaboration: Setup and Administration* on the Adobe website at <http://partners.adobe.com/links/acrobat> (English only).

When you specify the comments repository correctly in Reviewing preferences, comments upload automatically each time reviewers click the Send And Receive button in the Commenting toolbar. You don't need to change your Reviewing preferences for subsequent reviews unless the server information changes.

To change Reviewing preferences:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select Reviewing.
2. From the Server Type menu, select the type of server you're using to store the FDF file that contains browser-based review comments, and then specify the corresponding server settings. Ask your system administrator for the specifics about your server type and settings.

Enter the appropriate settings for server type that you select:

- Custom. Type the settings provided by your administrator.
- Database. Type the appropriate path in the box.
- Network Folder. Click Browse (Windows) or Choose (Mac OS) to select a network folder.
- WebDAV. Type the web address (for example, <http://>) in the box.
- Web Discussion Server.

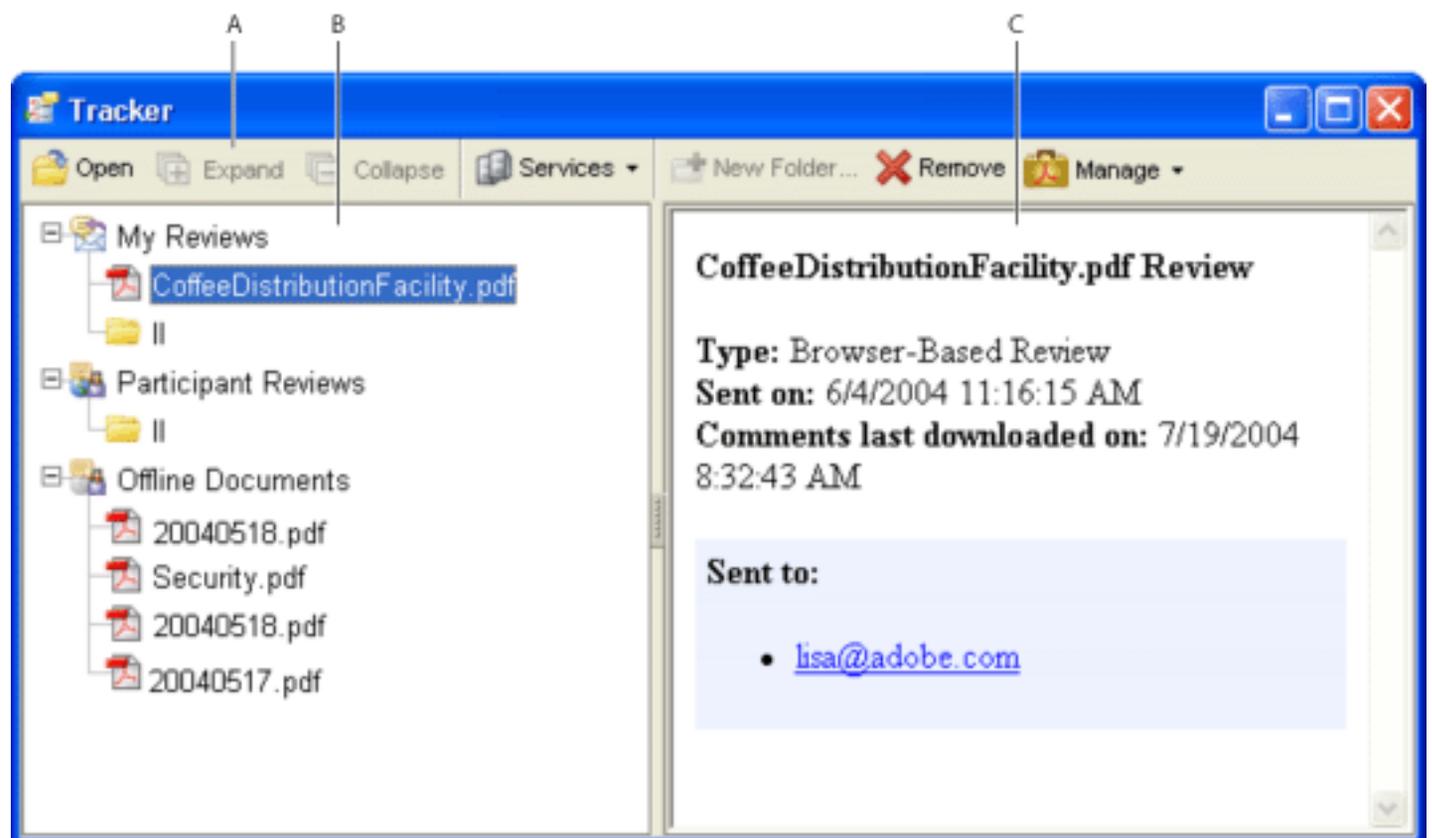
Note: To use a web discussion server as a comments repository, reviewers must configure the web discussion server in Internet Explorer and install Microsoft Office 2000 or later.

3. To make sure that your How To window displays the appropriate topic as part of your review cycle, select Reset Automatic How To Pages, and then click OK.
-



Tracking review comments

The Tracker lists all Adobe PDF documents that you have sent and received for email-based and browser-based reviews, and for offline review documents. PDF documents that you send for review are listed as links in the My Reviews folder in the Tracker; deleting a link in the Tracker window doesn't delete the PDF file. When reviewers send comments, the Tracker updates the date and time they were received. The Tracker lists any additional reviewers that you invite with the original participants. Any comments you receive from reviewers that you didn't invite must be merged with other comments to appear in the tracked PDF document.



Tracker window **A**. Folder options **B**. Reviews you initiated or received **C**. Information for the selected review

To view comments in tracked PDF documents:

1. Choose Tracker from the Send For Review pop-up menu. The Tracker opens.
2. In the left pane of the Tracker window, select a folder:
 - To view PDF documents that you initiated, select My Reviews.
 - To view PDF documents that you received, select Participant Reviews.
 - To view PDF documents in browser-based reviews that you saved to a local disk, select Offline Documents.
3. Click Expand. All PDF documents are listed by name and include the date they were sent and participants that were invited to the review.
4. Select a PDF document to view the document title, type, date it was sent, and review recipients.
5. Double-click the PDF document to open it and view comments.

Related Subtopics:

[Sending review reminders](#)



Sending review reminders

During the review, you may want to send participants a reminder of their approaching deadline. While you can send an email message to a single participant by clicking an email link in the Tracker, you can notify the entire group by using the reminder feature.

To send a review reminder:

1. In the Tracker, expand My Reviews.
 2. Right-click (Windows) or Control-click (Mac OS) the PDF document in review, and then choose Send Review Reminder from the pop-up menu.
 3. In the email message, make changes as needed to the To and Subject boxes or in the body of the email message, and then click Send.
-



Participating in Document Reviews

[About reviewing documents](#)

[Participating in an email-based review](#)

[Participating in a browser-based review](#)

[Displaying the How To window during reviews](#)

[Viewing and reviewing comments](#)

[Replying to another reviewer's comments](#)

[Deleting reply messages](#)



About reviewing documents

When you receive an Adobe PDF document to review, the way you review the document depends on how it was sent:

- If the initiator sent you the document as part of an email-based review, special instructions and toolbar options appear when you open the email attachment. You can add comments to the document and then use the Send Comments button on the Commenting toolbar. (See [Participating in an email-based review.](#))
 - If the initiator sent you the PDF document as part of a browser-based review, special instructions and toolbar options appear when you open the email attachment. You can review the PDF document in a web browser or offline. (See [Participating in a browser-based review.](#))
 - If the initiator simply sent you the PDF document via email, use the tools on the Commenting toolbar to add comments, save the PDF document, and send it back. If it's a large PDF file, you may want to just export the comments into a much smaller FDF file before you send it. (See [Exporting and importing comments.](#))
-



Participating in an email-based review

When you open the attached PDF document as part of an email-based review, a tracked copy of the document opens with a Document Message Bar, which indicates that the document is part of a review. You must use the tracked copy of the review document to ensure that your comments appear in the Tracker window and merge into the initiator's original document automatically when you send them. You can use the tools on the Commenting toolbar to add comments, and then send the comments back to the initiator. Note the following:

- Acrobat 7.0 and Adobe Reader 7.0 are recommended for participating in email-based reviews. You can use Acrobat 6.0, but some features aren't available. If the PDF document includes additional usage rights, Adobe Reader 7.0 and 6.0 users can add comments to the document. (See [Reviewing documents with additional usage rights](#).)
- If you save the email attachment to a new location or create a copy by using the Save As command, the resulting copy becomes the tracked PDF document, and earlier versions are no longer tracked. The Send Comments button doesn't appear on the Commenting toolbar when untracked PDF documents are open.
- If you open the email attachment a second time (by double-clicking the attachment in the email message), Acrobat alerts you that it will open the tracked copy that contains your comments, provided you saved the PDF attachment after adding comments.
- When you send your comments to the initiator, the tracked PDF document with your comments is sent. (If you use Acrobat 6.0 or Adobe Reader 6.0, comments are sent in FDF.) If you want to share your comments with people besides the initiator, add their email addresses to the To box in the email when you send your comments.
- Comments hidden by filtering are not included when you send the comments to the initiator. (See [Showing and hiding comments](#).)

To participate in an email-based review:

1. Open the PDF attachment in your email application.
2. Save the PDF document to a reliable location so that you have the option of reviewing the document later. This copy is now your tracked copy of the PDF document.
3. Use the tools on the Commenting toolbar or Drawing Markups toolbar to add notes and mark up the document. (See [About adding comments](#).)
4. When you're finished adding comments, save the document, and then click Send Comments in the Commenting toolbar. A PDF document containing your comments is attached to an email message that you can send back to the initiator. If you need help configuring your email application, see [Using email in a review](#).

Note: If the PDF document you're sending exceeds the 10 MB file size limit for comments, Acrobat offers to send your comments as an FDF attachment instead. To adjust the value for this limit, choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), select Reviewing, and enter the new value for the Send Comments As FDF For Files Greater Than [#] MB box.

5. If you want to send additional comments, open the version you saved, add or edit your comments, and click the Send Comments button again. The initiator receives the new and edited comments. Unedited comments are not duplicated, and deleted comments are not deleted in the initiator's document. If you did not save the document during the first review, reopen the email attachment that the initiator sent to add new comments.
6. To share your comments with other reviewers, choose Comment > Send Comments, and type their email addresses in the Send Comments window.



To reuse the PDF document when the review is completed, hide the Document Message Bar by right-clicking (Windows) or Control-clicking (Mac OS) between the Document Message Bar and the document title bar, and choose Hide Document Message Bar from the pop-up menu. Then, save and rename the PDF document.



Participating in a browser-based review

When you receive an email message that invites you to participate in a browser-based review, opening the FDF attachment opens the online PDF document in your web browser. The FDF file also configures your review settings for the session and connects you to the online comments repository. You can add comments, upload them for others to see, download other reviewers' comments, and change comment status. If you don't want to review the PDF document using your web browser, you can save the PDF document for an offline review in Acrobat and upload your comments later.

You cannot edit or delete another reviewer's comments, but you can add a reply. (See [Replying to another reviewer's comments](#).)

To participate in a browser-based review:

1. Open the FDF attachment in your email application. This configures the review settings, opens a copy of the PDF document in your web browser, and adds any comments already added to the document.

Note: If the PDF document does not appear in your browser, you may not have access to the server where the PDF file is located. Contact the review initiator or your system administrator.

2. Use the tools on the Commenting and Drawing Markups toolbars to add comments to the PDF document. (See [About adding comments](#).) If you want to add comments in Acrobat instead of in your browser, click Save And Work Offline on the Commenting toolbar. (See [Working offline in a browser-based review](#).)

Note: When you're reviewing a PDF document in a web browser, use the commands on the Acrobat toolbar. In most cases, the menu commands apply to the browser, not to the PDF document.

3. Click the Send And Receive button  in the Commenting toolbar to upload your comments. This lets you view other reviewers' most recent comments and lets others see your comments. (See [Sending and receiving comments in a browser-based review](#).)
4. If you want to add more comments later, open the document using the Tracker. (See [Tracking review comments](#).) Or, if you saved the document offline, open the saved document, add comments, click Go Back Online on the Commenting toolbar, and upload your comments. The initiator receives the new and edited comments. Unedited comments are not duplicated, and deleted comments are not deleted in the initiator's document.

Related Subtopics:

[Sending and receiving comments in a browser-based review](#)
[Working offline in a browser-based review](#)



Sending and receiving comments in a browser-based review

When you add comments to a PDF document in a browser-based review, those comments remain on your computer until you send them by clicking the Send And Receive button on the Commenting toolbar. (This button glows when you have unsent comments.) Until you send and receive comments, you may not be able to see other reviewers' most recent comments, and they can't see your comments. To send and receive comments, the document must be open within a web browser. When you send comments, they upload to the comments repository set up by the review initiator.

After you send your comments to the server, you may decide that a comment no longer applies. When you click Send And Receive Comments after you delete a comment, the deleted comment is removed from the comments repository. However, you cannot delete or change other reviewers' comments. Any comments added to the PDF document before it was uploaded to the server are embedded and cannot be deleted online.

Note: Comments are automatically uploaded to the server if you close the browser window or navigate to a different web page.

To send and receive comments:

1. Do one of the following:
 - Open the PDF attachment in your web browser.
 - If you are reviewing the document offline, choose Go Back Online. (See [Working offline in a browser-based review.](#))
 2. Do one of the following on the Commenting toolbar:
 - Click the Send And Receive Comments button .
 - Choose Send Comments from the Send And Receive Comments pop-up menu. Your comments are added to the file on the server.
 - Choose Receive Comments from the Send And Receive Comments pop-up menu.
-



Working offline in a browser-based review

If you prefer to work in Acrobat, you can review an Adobe PDF document offline. You can make your comments to the saved PDF document in Acrobat, and then go back online and send them to the server.

Note: If you change the login for your operating system in the course of reviewing the PDF document, comments you add after making the change won't upload to the server.

To review a document offline:

1. On the Commenting toolbar in the browser, click the Save And Work Offline button , and then specify where you want to save the document.
2. Open the document in Acrobat, and add comments to the file. You can save, quit, and reopen the file to add additional comments at any time.
3. Click Go Back Online on the Commenting toolbar. The file opens in your default web browser and closes in Acrobat.
4. Click Send And Receive Comments to send your comments to the comments repository and view other reviewers' most recent comments.

Note: If you open the online PDF file after you save an offline version of it, Acrobat automatically uploads any comments you make to the offline copy.



Displaying the How To window during reviews

The Reviewing panel in the Preferences dialog box lets you make sure that the How To window displays the appropriate topics during the review cycle. The How To window is closed except when a tracked PDF document is opened in an email-based or browser-based review.

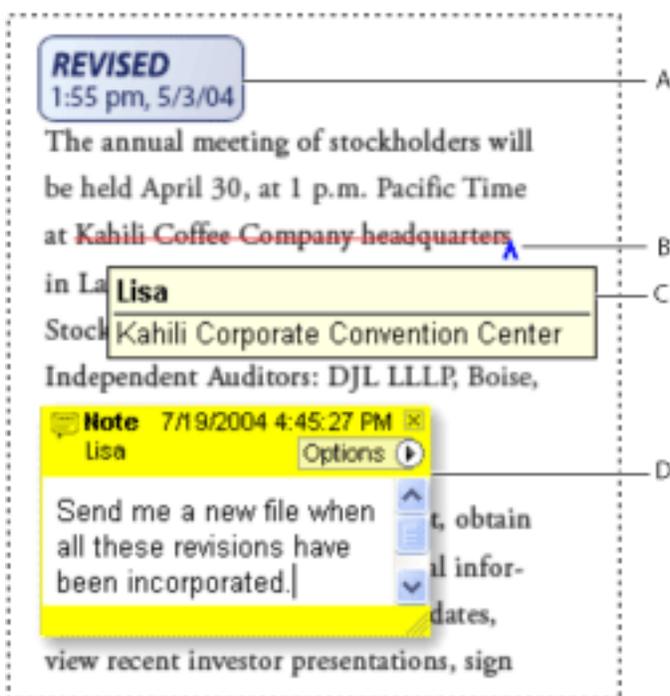
To display the How To window:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select Reviewing.
 2. Select Reset Automatic How To Pages, and then click OK.
-



Viewing and reviewing comments

The most common type of comment is the note comment, which is like a sticky note attached to a document. A note comment appears in a pop-up window. A note comment includes two parts: the note icon, or *markup*, that appears on the page, and a text message, or *comment*, that appears in a pop-up window when you place the pointer on or select the note icon. Comments can be in the form of text boxes, audio clips, stamps, and attachment files. (See [About adding comments.](#))



Comments in a PDF document A. Stamp B. Text edit C. Comment rollover D. Note pop-up window



If the notes are difficult to read, you can change the font size. (See [Setting Commenting preferences.](#))

To view and read note comments:

Do any of the following:

- To open a note, select the Note tool  or the Hand tool , and then click, double-click, or move the pointer over the note icon.
- To move a note window, drag its title bar.
- To close a note, click the close box in the upper right corner of the note window, or double-click the note icon.
- To view a list of comments, click the Comments tab on the left side of the document window. (See [Using the Comments List.](#))
- To change how comments appear in your document, change settings in the Commenting panel of the Preferences dialog box. (See [Setting Commenting preferences.](#))

Note: Because comments can be placed anywhere within the document frame, you may need to scroll or zoom out to see comments that are located off the page.

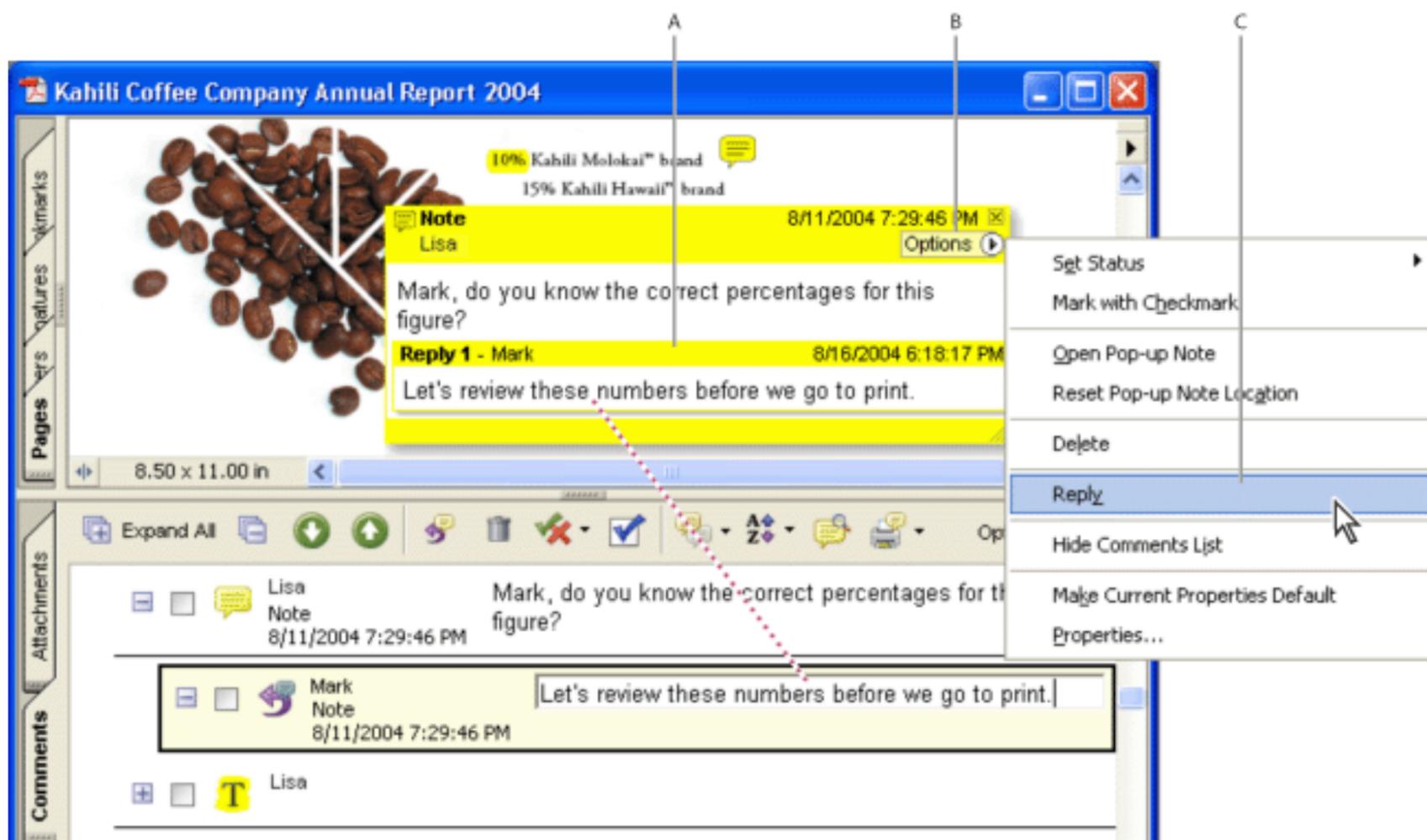


Replying to another reviewer's comments

To respond to other reviewers' comments, use the Reply option from the Options menu in the pop-up window or in the Comments List. Replying to other comments is especially useful in a browser-based review, or if the review initiator wants to let participants know how their suggestions were implemented. When one or more reviewers reply to another message, the set of messages is called a *thread*. All messages in a thread appear in the pop-up window and the Comments List. In the Comments List, replies are indented below the original message. (See [Using the Comments List](#).) The number of replies that a comment has received appears in a box when you place the pointer over the comment.

When you reply to a drawing or highlight markup, a Modifier icon appears next to the markup on the page and becomes part of the markup. The Modifier icon also appears next to a markup when you set the status.

Note: If you use the Reply option to add text to the pop-up window of another reviewer's comment, your text is preserved when all comments merge in the original document. Modifying another reviewer's comments may cause a warning.



The pop-up bar appears when you reply to a comment. **A.** Reply heading **B.** Options menu **C.** Reply option in the Options menu

To reply to another reviewer's comment in the pop-up window:

1. Using the Hand tool , open the pop-up window for the comment.
2. Choose Reply from the Options menu.
3. Type your reply in the box that appears in the pop-up window.

To reply to a comment in the Comments List:

1. Click the Comments tab.
2. To locate the comment in the Comments List, select the comment in the document pane. The comment appears, selected, at the top of the Comments List.
3. Click the Reply button .
4. Type your message in the box that appears.



Deleting reply messages

If you delete a comment that has been replied to, only the "parent" comment is deleted. Any replies to the deleted comment remain in the document but are no longer part of a thread. These comments may become difficult to read because they are stacked. You may want to view them in the Comments List.

In a browser-based review, you can delete your own comments and replies, but you cannot delete others' replies unless you work offline.

To delete reply messages:

Do one of the following:

- In the note pop-up window, choose Options > Delete Comment.
 - Select the reply in the Comments List and then click the Trash icon in the Comments List toolbar.
-



Managing Comments

[Selecting, moving, and deleting comments](#)

[Using the Comments List](#)

[Exporting and importing comments](#)

[Printing a summary of comments](#)

[Exporting comments to a Word document \(Windows\)](#)



Selecting, moving, and deleting comments

To search for specific comments, filter comments, import and export comments, change comment status, and summarize comments for printing, you can use the Comments List. The Comments List displays the comments in the Adobe PDF document, and provides a toolbar with common options.

When deleting comments, note the following:

- If comments are placed on top of one another, deleting a comment may be difficult without deleting other comments. In such cases, use the Comments List to select and delete the comment. (See [Using the Comments List](#).)
- If a comment is locked, you cannot delete it until you unlock it. To unlock a comment, right-click (Windows) or Control-click (Mac OS) the comment, and choose Properties. Deselect Locked, and then click Close.
- You cannot delete other reviewers' comments. If you're initiating a browser-based review, you cannot delete your own comments online if you add them to the document before uploading it to the server.

To delete comments:

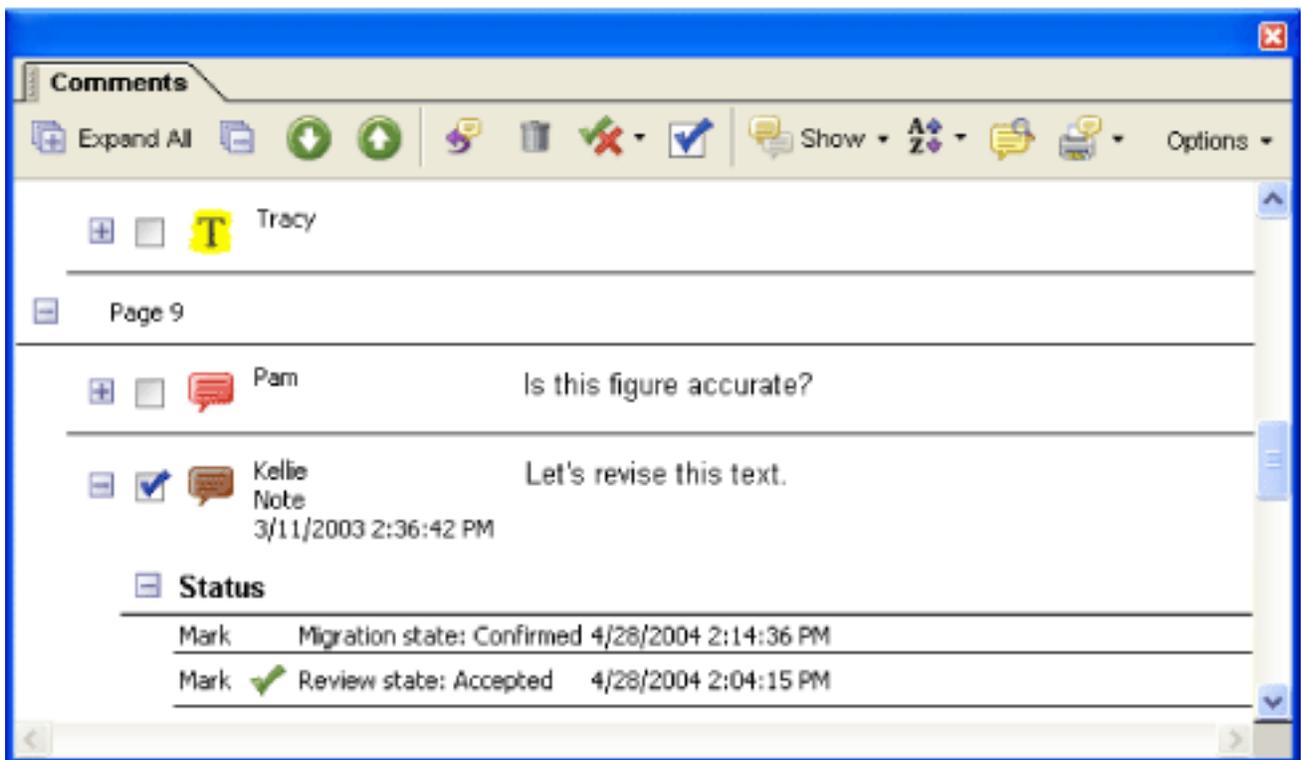
Do one of the following:

- Right-click (Windows) or Control-click (Mac OS) the comment, and then choose Delete.
 - Select the Hand tool , click the markup, and then press Delete.
 - Click the Comments tab to display the Comments List, select the comments you want to delete, and then click the Trash icon .
-



Using the Comments List

The Comments List lists the comments in an Adobe PDF document. You can use the Comments List to delete comments, change their status, or reply to them. You can sort comments in many ways, including by date, author, or page number. Each comment displays its associated text next to the comment icon. If you edit this text in the Comments List, the comment in the document window is also updated.



Comments List

To open the Comments List:

1. Do one of the following:
 - Choose View > Show Comments List.
 - Click the Comments tab in the navigation pane.
 - Choose Comment > Show Comments List.
2. Using the options at the top of the Comments List, do any of the following:
 - Expand or collapse the comments. Click Expand All or Collapse All on the Comments List toolbar. To expand or collapse individual comments, click the plus and minus signs next to the comment.
 - Browse through the comments. Click a comment in the list, or click the Next button  or the Previous button  to go to the next or previous comment. (These buttons are unavailable if no comment is selected.) The page on which the selected comment is located appears in the document pane, and the selected comment scrolls into view. To go to the page where another comment is located, simply click the comment in the list.)

Related Subtopics:

- [Changing the review status of comments](#)
- [Marking comments with checkmarks](#)
- [Sorting comments](#)
- [Showing and hiding comments](#)
- [Finding comments](#)



Changing the review status of comments

You can change the review status of comments to Accepted, Rejected, Cancelled, or Completed. Changing the review status is useful when you want to show or hide only a certain set of comments, and when you want to let review participants know how you are going to handle the comment.

When the review status of a comment is set, the review status appears below the comment in the Comments List, along with the name of who set the review status. If another reviewer sets the review status for that comment, both reviewers' names and review statuses appear in the Comments List. You cannot remove the review status display from the comment in the Comments List, even if you change the review status to None.

Once the comment's review status is set for drawing and highlight markups, a modifier icon appears next to the markup in the document and becomes part of the markup. A modifier icon also appears any time you add text or a reply in the pop-up window and is included with all comment attachments.

To change the status of a comment:

Select the comment in the Comments List, and then choose an option from the Set Status menu .

To view a comment's history of changes:

1. Right-click (Windows) or Control-click (Mac OS) the note icon, markup, or title bar of a pop-up window, and then choose Properties.
 2. In the Properties dialog box, click the Review History tab to see the history of status changes people have made to a comment.
-



Marking comments with checkmarks

Checkmarks can be used to indicate whatever you like. For example, you can use them to keep track of which comments you have read or which ones you want to remember. Checkmarks are for your personal use and do not appear when others view the PDF document unless you change the status of comments. (See [Changing the review status of comments.](#))

To mark comments with checkmarks:

In the Comments List, click the checkmark box next to a comment so that the Checkmark icon  appears.



Sorting comments

You can sort comments in the Comments List by author, page, type, date, color, checked state, or status by person. In a thread of replies, only the first message is sorted, and the reply messages are sorted in the same category as the first message in the thread.

To sort comments in the Comments List:

1. Click the Comments tab.
 2. Choose an option from the Sort menu  in the Comments List.
-



Showing and hiding comments

You can hide or show comments based on type, reviewer (author), status, or checked state. Hiding comments is also called *filtering*. Filtering affects the appearance of comments in both the document window and the Comments List. When you print or summarize comments, you can specify whether hidden comments are printed or summarized. When you hide a note comment that has been replied to, all other replies in the thread are hidden as well.

Note: In an email-based review, hidden comments are not included when you send the comments to the initiator.

To show or hide comments in a document:

From the Show menu  on the Commenting toolbar or in the Comments List, do one of the following:

- Select the comment types that you want to display. For example, if you want only unchecked note comments to appear in your document, choose Show > Show By Type > Notes to hide all but the note comments, and then choose Show > Show By Checked State > Unchecked to hide all note comments that have been checked.
 - To hide all comments, choose Show > Hide All Comments. Choose Show > Show All Comments to show them again.
 - To show comments that you have hidden in a certain category, select the All command for that category. For example, if you have shown only comments by a certain reviewer, choose Show > Show By Reviewer > All Reviewers.
-



Finding comments

You can use a special comment search feature to find specific comments based on their text.

To find a comment:

1. Click the Comments tab to display the Comments List.
2. Click the Search Comments button  on the Comments List toolbar.
3. In the Search PDF window, specify the word or phrase you want to search for, and then click Search Comments.

For information on additional search options, see [About searching text](#).



Exporting and importing comments

When you participate in an email-based review or a browser-based review, you don't need to use the Import and Export commands to send and receive comments. Comments are exported and imported as part of the review process. If you're not participating in one of these reviews, you may need to export the comments and send them to someone, or import the comments that you have received.

When you export comments, you create a Form Data Format (FDF) file that contains only comments. Consequently, FDF files are usually smaller than Adobe PDF files. You or another reviewer can then import the comments from the FDF file into the original PDF document. Comments can also be imported from a PDF document. You cannot open and view FDF files on their own. You can export comments to and import comments from an XFDF file, which is an XML-based FDF file.

To export comments to Microsoft Word files, see [Exporting comments to a Word document \(Windows\)](#).

To export all the comments in a document:

1. In the document, choose Comment > Export Comments > To File (Windows) or Comment > Export Comments (Mac OS).
2. From the Save As Type menu (Windows) or Format menu (Mac OS), choose Acrobat FDF Files (*.fdf) or Acrobat XFDF Files (*.xfdf).
3. Select the folder where you want to export the comments, and then name the export document.
4. Click Save to create an FDF file that contains only the comments. (When imported, the comments maintain the same location and position they occupied in the original file.)

To export only selected comments in a document:

1. In the Comments List, select the comments you want to export.
2. From the Options menu in the Comments List, choose Export Selected Comments.
3. From the Save As Type menu (Windows) or the Format menu (Mac OS), choose Acrobat FDF Files (*.fdf) or Acrobat XFDF Files (*.xfdf).
4. Specify a file name and location, and then click Save.

To import comments:

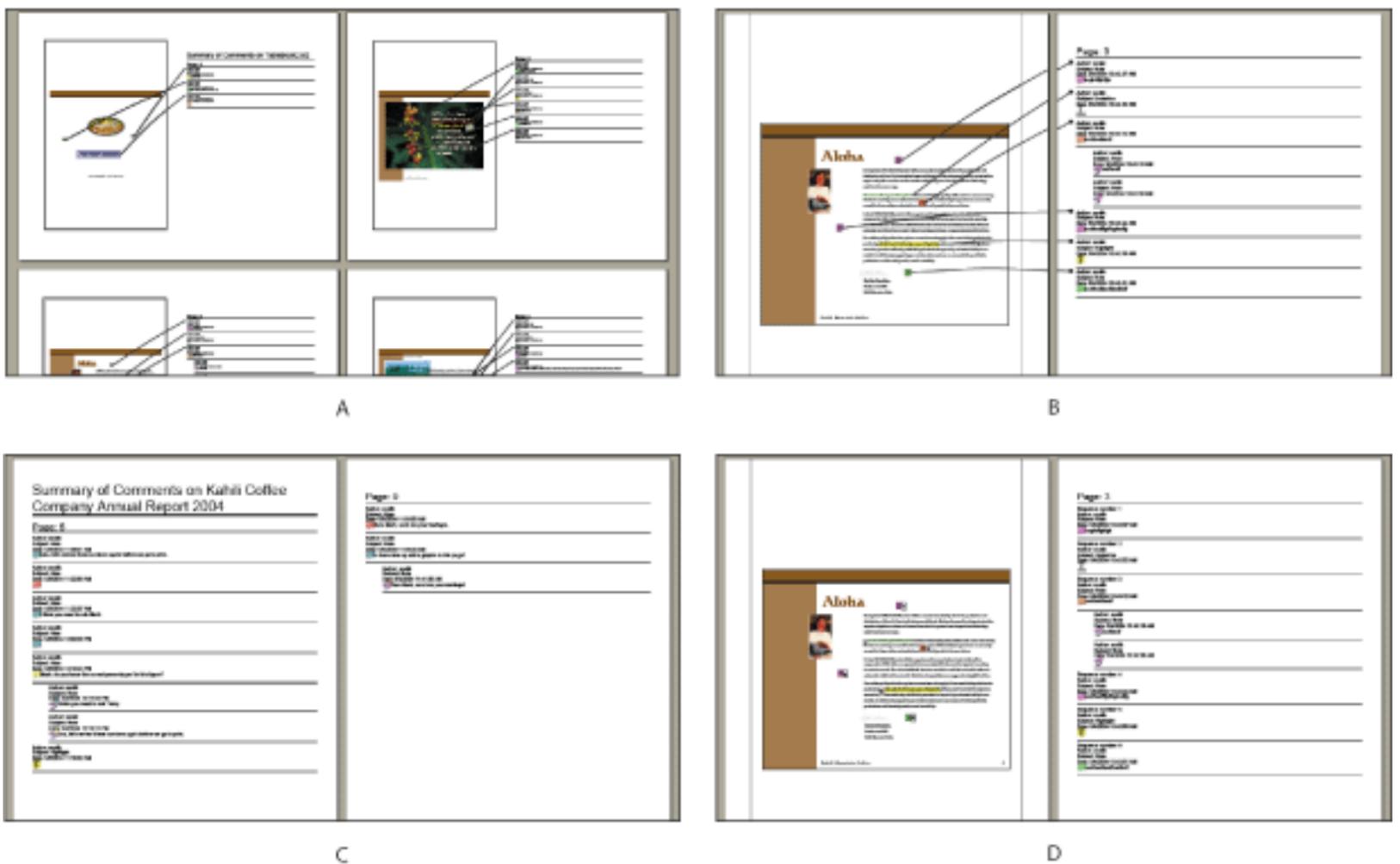
1. In the document that you want to receive comments, choose Comments > Import Comments.
2. From the Objects Of Type menu (Windows) or the Show menu (Mac OS), choose Acrobat FDF Files (*.fdf), Adobe PDF Files (*.pdf), Acrobat XFDF Files (*.xfdf), or All Files (*.*)).
3. Double-click the name of the document with the comments.

The comment positioning matches that of the file they were imported from. If comments appear out of place, the source and recipient PDF documents are likely different. For example, if you import comments from a ten-page document to a two-page document, only comments from the first two pages appear.



Printing a summary of comments

Summarizing comments is a convenient way to get a synopsis of all the comments associated with an Adobe PDF document. When you summarize comments, you can either create a new PDF document with comments that you can print, or you can print the summary directly. The summary is neither associated with nor linked to the PDF document that the comments are derived from.



Summarizing comments **A**. Document and comments with connector lines on a single page **B**. Document and comments with connector lines on separate pages **C**. Comments only **D**. Document and comments with sequence numbers

By default, Acrobat prints PDF documents with any stamps that were applied. For the greatest amount of control over how your comments are printed, choose File > Print With Comment Summary.

To create a summary of comments:

1. Hide the comments that you don't want to appear in the summary. (See [Showing and hiding comments.](#))
2. Do one of the following:
 - Choose Comment > Summarize Comments, or choose Summarize Comments from the Options menu in the Comments List.
 - Choose File > Print With Comments Summary.
3. In the Summarize Options dialog box, do the following, and then click OK:
 - Specify how to lay out the comments on the page.
 - Choose how to sort the comments. (See [Sorting comments.](#))
 - Select whether you want all comments to appear in the summary or only the comments that are currently showing.

If you created a summary, a separate PDF document appears. You can save or print this document. If you want to summarize the comments again, switch back to the original document using the Window menu.



To print or summarize comments directly without opening the Summarize Options dialog box, choose Print Comments Summary or Create PDF Of Comments Summary from the Print Comments menu  in the Comments List. Choose More Options from this menu to specify the summary settings used in these instances.



Exporting comments to a Word document (Windows)

In some instances, reviewers make comments in an Adobe PDF document that was created from a Microsoft Word document. If you need to make changes to the original Word document based on these comments, it may be easier for you to import the comments directly into the Word document, rather than switch back and forth between Word and Acrobat. You can use Acrobat or Word to export comments from the PDF document into Word, and you can import comments in Word 2002 and later. The PDF document must be created in Word and include tags.

Related Subtopics:

[Transferring text edits to a Word document \(Windows\)](#)

[Tips for exporting comments to a Word document](#)

[Migrating unresolved comments to a revised PDF document](#)



Transferring text edits to a Word document (Windows)

Imported comments appear in the Word document as Word comment bubbles along the side of the document. Text that has been inserted, crossed out, or replaced using the text edit tools in the PDF document can be deleted or transferred directly to the source Word document. When you export the comments to Word, you can choose to delete the Word text marked in cross-out, or insert text marked to be inserted. (See [Indicating text edits.](#))

To transfer comments to a Word document:

1. Make sure that all the comments, including those from multiple reviewers, are merged into one PDF document. Save the PDF document. (See [Tips for exporting comments to a Word document.](#))
2. Do one of the following:
 - Choose Comment > Export Comments > To Word. Select the Word document from the dialog box, and then click Open.
 - In Word, open the source document, and then choose Acrobat Comments > Import Comments From Acrobat.
3. Read the instructions, and then click Yes.
4. In the Import Comments From Adobe Acrobat dialog box, make sure that the appropriate PDF and Word files are selected, select the comments you want to import, and then click OK.
 - Select All Comments to import all comments into Word.
 - Select All Comments With Checkmarks to import only those comments marked with checkmarks. (See [Marking comments with checkmarks.](#))
 - Select Text Edits Only if you want to import only those comments that you've added using the text edit commands on the Commenting toolbar. These text edit commands indicate which text should be inserted, deleted, or replaced. (See [Indicating text edits.](#))
 - Select Custom Filters To Comments to import only comments that you specify by author, type, or status.
 - Select Turn Track Changes On Before Importing Comments if you want to see the changes that are made by the imported comments.
5. (Optional) If you imported text edits that can be integrated, click Integrate Text Edits in the Successful Import dialog box to review and apply each edit individually. Do the following:
 - Review each of the text edits that were imported. For each text edit comment, click Apply to make the change in the document and delete the comment bubble, or click Discard to leave the text in the document unchanged and delete the comment bubble. Click Next to move to the next text edit without deleting the comment bubble. Click Apply All to integrate all remaining text edits.
 - If a comment appears empty, you may want to integrate it to see if it is a space or paragraph return. Click the Undo Last button if you don't like the result. This undoes the last text edit, including any manual changes.

After the integration, any comments that were skipped or not integrated appear in comment bubbles in Word. To remove these comments, choose Acrobat Comments > Delete All Comments In Document. To delete an individual comment, right-click it, and choose Delete Comment.



Tips for exporting comments to a Word document

When exporting PDF comments to a Word document, note the following:

- Ideally, a copy of the Word document should have comments imported into it only once. If you want to import comments more than once, you may want to make a copy of the Word document before you import the comments.
 - The PDF document must be created using PDFMaker for Word and include tags for comments to import as expected. (See [Converting Microsoft Office files \(Windows\)](#).)
 - Delete any unwanted comments from the PDF document before you import them. Or, mark with checkmarks only those comments that you want to add, and select All Comments With Checkmarks when you import them. (See [Marking comments with checkmarks](#).)
 - Before you add text edit markups to the Word document, make sure that they have no extra information. For example, if you use the Indicate Text Edit tool to replace the word *home* with *cabin*, make sure that only "cabin" appears in the note window, not additional instructions such as "Replace with cabin." However, if necessary, you can remove this extra text while you integrate text edits.
 - Comment formatting does not appear in Word and must be added manually. For example, if a reviewer makes a word bold in an insertion comment, the word is not bold after it imports into Word.
-



Migrating unresolved comments to a revised PDF document

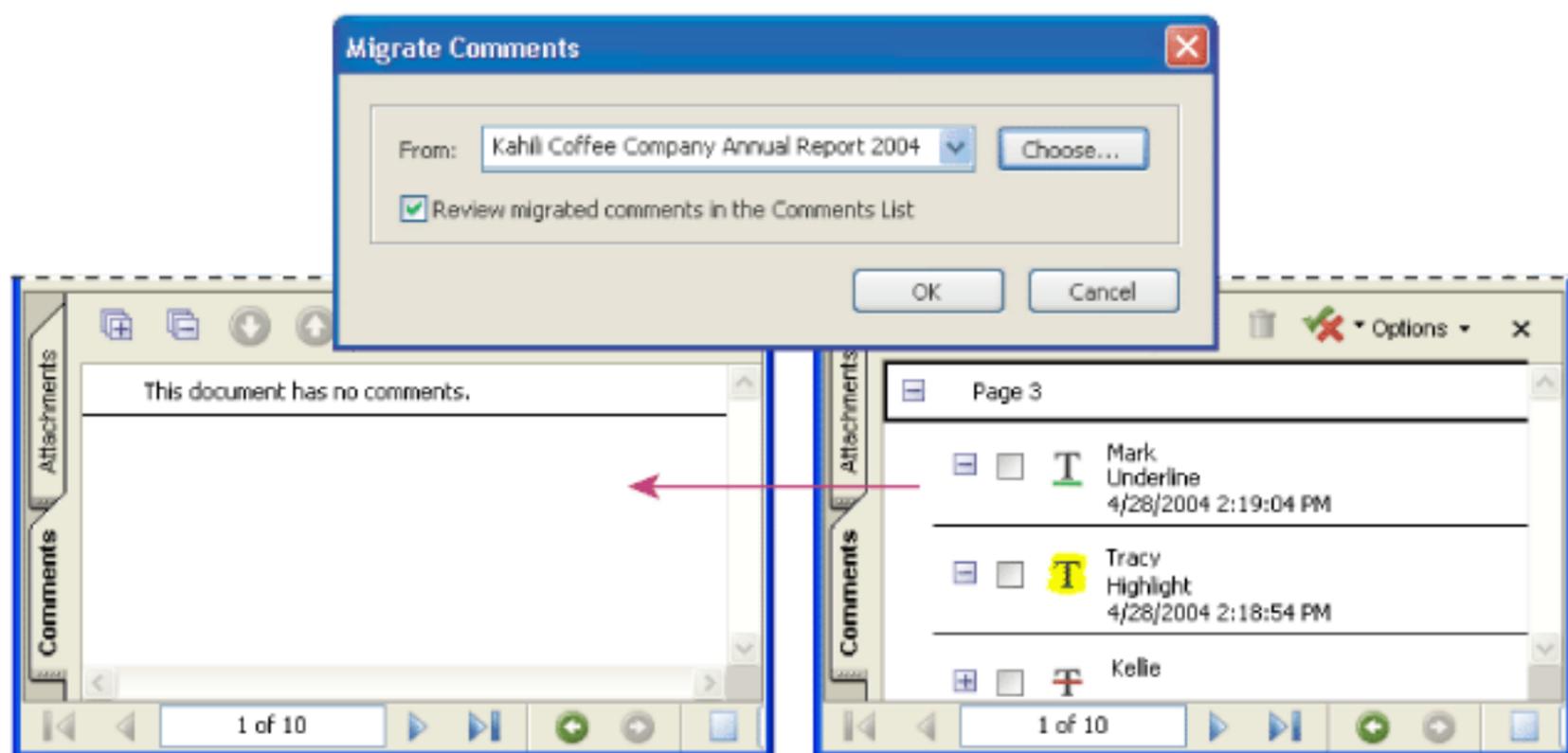
To import comments to a PDF document after the document has been revised, use the Migrate Comments feature. This feature searches the revised document for specific word groupings and structural elements to place comments in the correct location.

Note: Untagged PDF documents lack the internal structure necessary to correctly place imported comments in a revised document, so results may be less reliable than in tagged documents. (See [Tagging Adobe PDF documents for accessibility](#).)

Text comments that reference particular words, such as highlights, squiggly underlines, cross-outs, and insertion carets, appear within the word grouping where they were originally placed.

Drawing markups, stamps, and notes appear in the same structural location as they did in the original document. For example, if the comment was placed between a tagged text block element and a figure element, the comment tries to locate those tagged elements in the logical structure order of the revised document.

If the revised document no longer contains the original word groupings or logical structure order that the comment references, the comment will appear on the same page as the original document, or on the last page if the referenced page no longer exists. If the word groupings for text edits can't be located, the text edits are converted to note comments. Circle, polygon, rectangle, and stamp comments do not search for word groupings or logical structure order. These comments always appear on the same page as the original document, or on the last page if the referenced page no longer exists.



Comments are transferred to the source document to make revisions.

To migrate comments to a revised PDF document:

1. In the revised PDF document, choose Comment > Migrate Comments.
2. If the PDF file is open, choose it from the pop-up menu, or click Browse (Windows) or Choose (Mac OS) to select it, and then click OK.

The imported comments appear in the same locations in the revised PDF document as in the older version of the PDF document.

To set the migration status for a comment:

In the Comments List, select the comment and then choose Set The Comment Status > Migration > [status].



SECURITY

[About security](#)

[Viewing the security settings of an open Adobe PDF document](#)



About security

Acrobat security is similar to home security. Just as you lock your doors to prevent someone from entering your house without permission, you use Acrobat security features to lock a PDF document. For example, you can use passwords to restrict users from opening, printing, and editing PDF documents. You can use digital signatures to certify PDF documents, and you can encrypt PDF documents so that only an approved list of users can open them. If you want to save security settings for later use, you can create a security policy that stores security settings. For an overview of the different types of security, see [Viewing the security settings of an open Adobe PDF document](#).

Acrobat takes advantage of the security features of Windows XP and a number of other security systems:

- For password protection, Acrobat supports 128-bit RC4 and 128-bit AES (Advanced Encryption Standard) security methods. You can choose which method to use when securing documents.
- For digital signatures and document encryption, Acrobat supports *public-key cryptography*. Public-key cryptography uses two keys: a public key, which is stored inside a certificate that can be shared with other users, and a private key, called a *digital ID*, which you do not share with others. The public key certificate is used to encrypt (scramble) documents or to verify digital signatures, and the digital ID is used to decrypt (unscramble) encrypted documents or to create digital signatures. (See [Using digital IDs and certification methods](#).)

Note: "Security" is sometimes confused with "accessibility," which involves making documents for the visually impaired easier to read. For details on accessibility, see [Making existing Adobe PDF documents accessible](#).



Viewing the security settings of an open Adobe PDF document

When you receive a restricted PDF document, you may need to enter a password to open it. If a document is encrypted, you may not be able to open it without permission from the person who created it. In addition, restricted or certified documents may prevent you from printing your files or copying information to another application. If you have trouble opening a PDF document, or if you're restricted from using certain features, contact the author of the PDF document.

To view the security settings of a document open in Acrobat:

Choose Document > Secure > Show Security Settings For This Document.



If a document is restricted or has a special status, icons appear in the lower left corner of the document window. Double-click a status icon to view more information.

To view the security settings of a document open in a web browser:

Choose Document Properties from the pop-up menu  above the vertical scroll bar on the right side of the document. Then click Security.



Digitally Signing Adobe PDF Documents

[About digital signatures](#)

[Signing Adobe PDF documents](#)

[Certifying documents](#)

[Using the Signatures tab](#)

[Validating signatures](#)

[Setting Digital Signature preferences](#)



About digital signatures

A *digital signature*, like a conventional handwritten signature, identifies the person signing a document. Unlike traditional signatures on paper, however, each digital signature stores information about the person signing a document. Signatures help prevent unwanted changes to a PDF document. For example, an author may not want a PDF document with company letterhead to be changed after it's signed. (See [Signing Adobe PDF documents](#).)

The first signature in a document is called the *author signature*. When you add the first signature to a document, you have the option of certifying the document. Certifying a document lets you attest to its contents and specify the types of changes allowed for the document to remain certified. Changes to the document are detected in the Signatures tab. Subsequent signatures to the document are called *ordinary signatures*.

To sign a document, you must select a digital ID, which contains the signature information that you can share with other users in a *certificate*. You can create a self-signed digital ID, or you can obtain a digital ID from a third-party provider. Using certificates, other users can validate your signatures, and you should validate the signatures of others. (See [Using digital IDs and certification methods](#).)

Note: For the latest information about digital signatures, choose Help > Online Support to open the Adobe Acrobat support page on the Adobe website, and then search for "digital signatures."

Credit Card	<input type="text"/>	Number	<input type="text"/>	ExpDate	<input type="text"/>
Your Signature					<small>Digitally signed by Kellie Rogers DN: CN = Kellie Rogers, C = US, O = Syntron, Inc. Reason: I am the author of this document Date: 2005.01.24 10:40:16 -0800</small>
Please keep a copy for your records.					

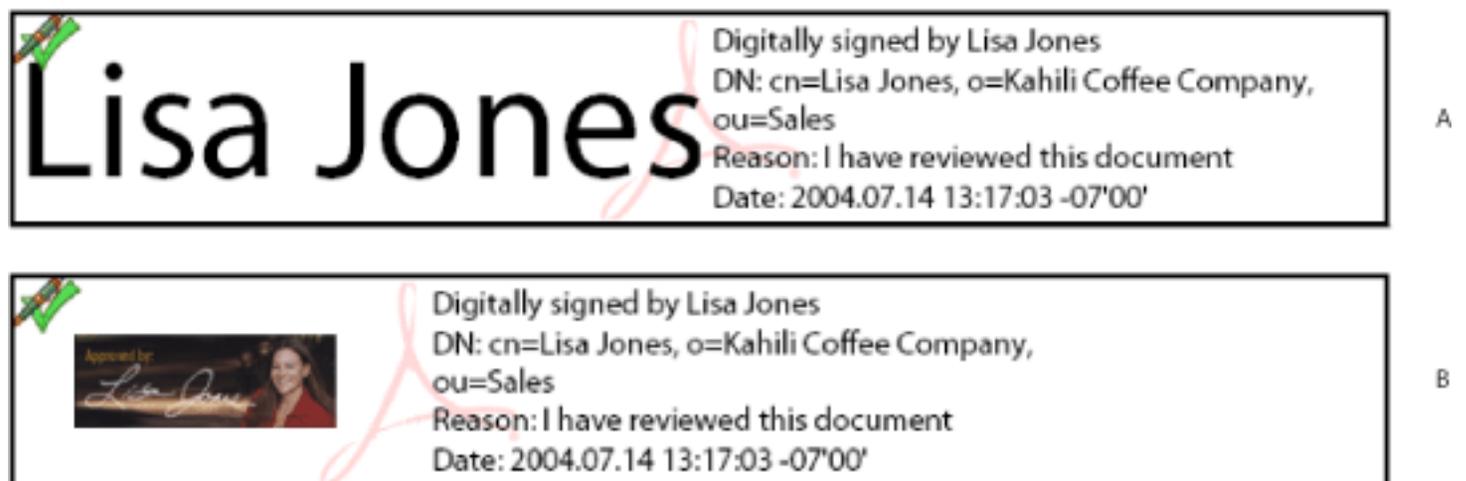
Valid digital signature in a PDF form



Signing Adobe PDF documents

An author of a PDF document can simply add a signature to indicate approval. Alternatively, a PDF document can be signed more than once and by more than one person. For example, the author can save a PDF document containing form fields as a certified document, allowing only form fields to be filled in. When another user opens the PDF document, a message indicates whether the certification is still valid. This user can then fill out the form and sign the document when finished.

You can sign a document in an existing field, create a new field, or create a signature that appears only in the Signatures tab. The signature that appears is just its representation on the page and is not the actual digital signature information. The Signatures tab indicates which changes have been made since each signature was added, and whether the signatures are valid. (See [Validating signatures](#).)



Signature formats **A**. Text signature **B**. Graphic signature

Note: If you sign a field, be aware that the document author may have put duplicates of the field on other pages. For example, sometimes a field is copied to the same place on every page. You need to sign the field only once, and your signature appears in all occurrences of the field. This duplication allows quick initialing of every page in a document.

Related Subtopics:

[Signing Adobe PDF documents in Acrobat](#)

[Signing Adobe PDF documents in a web browser](#)

[Changing signature appearance](#)

[Setting up Palm OS appearance files](#)

[Clearing or removing digital signatures](#)



Signing Adobe PDF documents in Acrobat

A digital signature can be either visible or invisible. A visible signature appears in both the document and the Signatures tab. An invisible signature appears only in the Signatures tab. Adding a signature does not affect the validity of existing signatures in the document.

When you sign a document, your signature and the related information can be stored in a signature field embedded on the page. A signature field is an Acrobat form field. You can add a signature field to a page as you sign, or you can use the Signature tool  to create an empty signature field that can be signed later.

Important: Sign a document only after you make final changes. If you make changes to a PDF document after you sign it, the signature may still be valid, but the caution triangle  appears in the signature field and in the Signature tab, indicating that changes were made. The author of the PDF document can also lock fields after the document is signed, to prevent additional changes.

To sign a document in Acrobat:

1. Click the unsigned signature field in the PDF document (the field must be a signature form field, not just a blank box), or choose Document > Digital Signatures > Sign This Document.
2. If the document isn't certified, you are prompted to sign or certify it. Click Continue Signing. Otherwise, to certify the document, see [Certifying documents](#).
3. Select whether you want to sign an existing signature field (if available), create a new one, or create an invisible signature that can be viewed only in the Signatures tab, and then click Next. If prompted, draw a signature field.
4. If prompted, select the certification method, and then click OK. (See [Using digital IDs and certification methods](#).)
5. If you have not yet selected a digital ID, select one, and then click OK. (See [Using digital IDs and certification methods](#).)
6. In the Apply Signature To Document dialog box, type your password if prompted, and specify the reason for signing the document.
7. Click Show Options, and do the following:
 - If desired, add contact information for validation purposes.
 - Choose a signature appearance. Standard Text displays a Validation icon with the name and other information. If you defined a personalized signature, choose it from the menu. To preview your signature before signing the document, click Preview. To create a new signature appearance, click New, and follow the steps in [Changing signature appearance](#).
8. To sign and save the document, do one of the following:
 - Choose Sign And Save As (recommended) to sign the document and save it using a different file name. This command lets you make changes to the original PDF document without invalidating the signature.
 - Choose Sign And Save if you already saved the document with a different file name. If you make changes to the saved PDF document, you may invalidate the signature.

Note: If you want a time stamp to appear when you sign a document, you can configure a default time stamp server in the Security Settings window. Choose Advanced > Security Settings, add the time stamp server, select it, and then click Set Default.



Signing Adobe PDF documents in a web browser

To sign a PDF document on the web, the document must contain an empty signature field. When you click a signature field, a Sign button appears rather than the Sign And Save and Sign And Save As buttons, which appear when you sign a document directly in Adobe Acrobat. When you sign a document in a browser, only the incremental portion of the file is saved to your hard drive.

To sign a document in a web browser:

1. From the Sign menu on the Tasks toolbar, choose Sign This Document, or click a signature field, and then follow the steps described in [Signing Adobe PDF documents in Acrobat](#).
 2. To retain a copy of the signed document, click the Save A Copy button  on the File toolbar.
-



Changing signature appearance

You can specify how your signature appears in the signature field. For example, you can include an image of your company logo. When you use an SVG image in a signature, only the image is used, not the white space around it. The image is cropped and scaled to fit in the signature field.

Note: To use a signature appearance that you've created, you choose it during the last step of signing the document. (See [Signing Adobe PDF documents in Acrobat.](#))

To create a new signature appearance:

1. If you want to include an image (such as a scanned signature or logo) in your signature, create or import an image from any authoring application, place the image on a page by itself, and convert the file to PDF.
2. Choose Edit > Preferences (Windows) or Acrobat (Mac OS) > Preferences, and select Security on the left.
3. Click New.
4. In the Configure Signature Appearance dialog box, type a title for the signature appearance. When you sign a document, you select the signature by its title, so use a short title that accurately describes the signature.
5. Select one of the following in the Configure Graphic section to define the signature's appearance:
 - No Graphic displays only the default digital signature icon and other information specified by the Configure Text options.
 - Imported Graphic displays a graphic signature that you specify. Click the File button, click the Browse button, choose the graphic file type from the Files Of Type menu, select a graphic, click Select and then click OK (Windows) or Select (Mac OS).

Note: The Palm Organizer button is unavailable unless Palm OS® appearance files are detected. (See [Setting up Palm OS appearance files.](#))

- Name displays only the default digital signature icon and your name as it appears in your digital ID file.
6. In the Configure Text section, select any text items you want to appear in the signature. Distinguished Name shows the user attributes defined in your Digital ID, including your name, organization, and country.

To edit or delete a signature appearance:

1. In the Preferences dialog box, select Security on the left.
 2. Do one of the following:
 - To edit a signature appearance, select its title in the Appearance box, and then click Edit.
 - To delete a signature appearance, select its title in the Appearance box, and then click Delete.
-



Setting up Palm OS appearance files

To use a Palm OS appearance file for your digital signature, you must add the Palm OS application file to your Palm Desktop application. In Windows, the AcroSign.prc file is in the Program Files\Adobe\Acrobat 7.0\Acrobat\PalmPilot folder.

In Mac OS, the AcroSign.prc is inside the Acrobat application. Control-click the Acrobat 7.0 icon, and choose Show Package Contents. Browse to the Palm Pilot folder in the Mac OS folder.

For more information on importing graphics created on Palm OS devices, see the Adobe website and your Palm OS documentation.



Clearing or removing digital signatures

When you clear all signature fields, the signatures are deleted, but the empty signature fields remain. You can also remove the signature fields if the author of the PDF document allowed editing.

To clear all signature fields in a document:

In the Signatures tab, choose Clear All Signature Fields from the Options menu.

To remove a signature field:

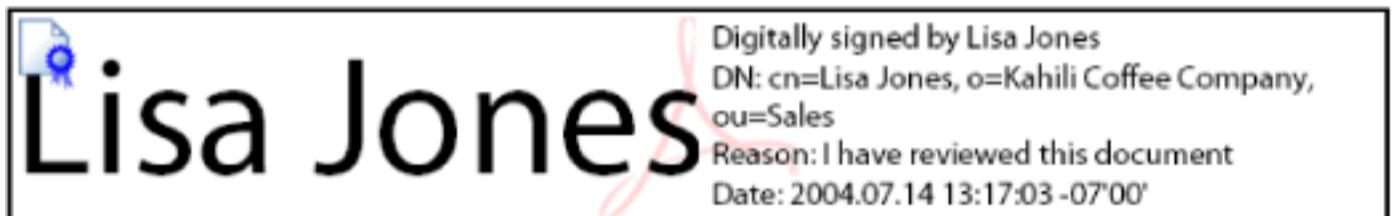
1. Clear the signature field.
 2. Choose Document > Digital Signatures > Delete Signature Field.
-



Certifying documents

When you save an Adobe PDF document as certified, you attest to its contents and specify the types of changes that are permitted for the document to remain certified. For example, suppose that a government agency creates a form with signature fields. When the form is complete, the agency certifies the document, allowing users to change only form fields and sign the document. Users can fill in the form and sign the document, but if they remove pages or add comments, the document does not retain its certified status. Certifying a document helps ensure that PDF documents are not altered without the author's approval.

When you save a document as certified, the Blue Ribbon icon  appears next to the digital signature and in the Signatures tab.



Certifying signature

For information on other security methods, see [About document security](#).

To certify a PDF document:

1. Make all final changes to your PDF document.
 2. In the Security panel of the Preferences dialog box, specify a default signing method.
 3. Choose File > Save As Certified Document.
 4. Do one of the following:
 - Choose Get Digital ID From Adobe Partner to learn more about obtaining a digital ID on the Adobe website. (See also [Using digital IDs and certification methods](#).)
 - If you already have a self-signed digital ID, or if you want to create one, click OK.
 5. From the Allowable Actions menu, choose which actions to allow for this document. If you choose an option that allows form completion and commenting, specify whether you want to lock the certifying signature so that no one can clear it. Click Next.
 6. Note which items, if any, might compromise the security of the document or change its appearance. You may want to cancel the certification and fix these items before certifying the document. For example, you may want to remove unembedded fonts or media clips with attached actions. To continue with the certification, choose any warning message you want to include in the PDF document, and then click Next.
 7. To have the certification appear in the document, select Show Certification On Document, click Next, and then follow the instructions to create a signature field.
 8. In the Apply Digital Signature dialog box, select which digital ID to use, and then click OK.
 9. To finish signing the document, specify the reason for signing, choose Show Options to change the signature appearance, and then do one of the following:
 - Choose Sign And Save As (recommended) to sign the document and save it using a different file name. This command allows you to make changes to your original PDF document.
 - Chose Sign And Save to sign the document and save it using the same file name. If you make changes to the original PDF document, you may invalidate the certification.
 10. Close the document without making additional changes.
-

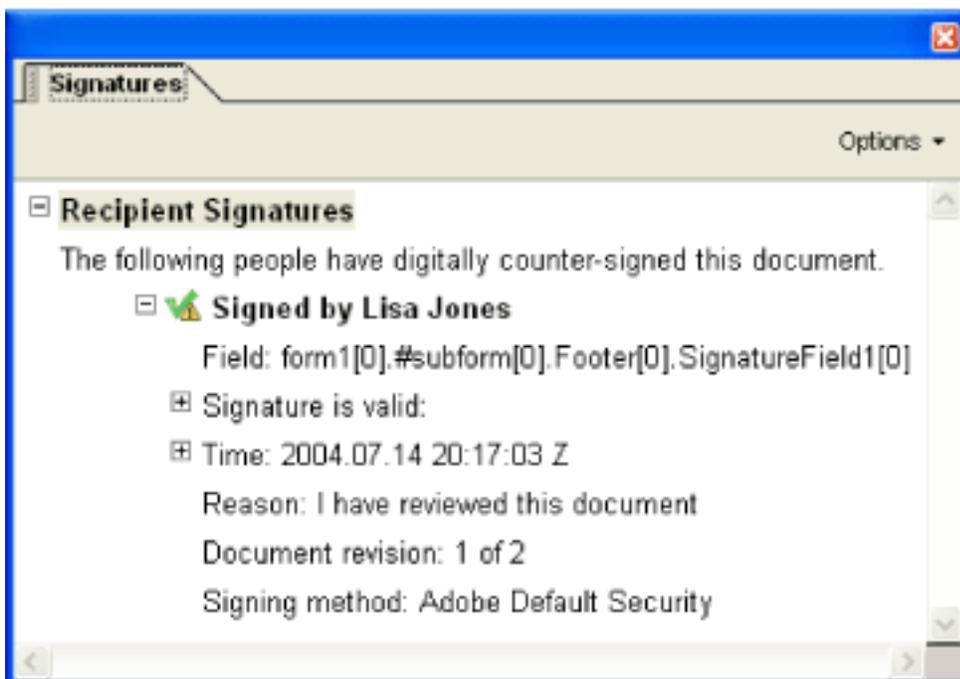


Using the Signatures tab

The Signatures tab lists all the signature fields in the current document. Each signature in the palette has an icon identifying its current verification status. The blue ribbon icon  indicates that the certification is valid. The Digital Signature icon  along with the name of the field in the Signatures tab indicates the presence of the empty signature field.

The Checkmark icon  indicates that the signature is valid. The Question Mark icon  indicates that the signature could not be verified. The Warning Sign icon  indicates that the document was modified after the signature was added.

You can collapse a signature to see only the name, date, and status, or you can expand it to see more information.



Icons identifying verification status

To display the Signatures tab:

Choose View > Navigation Tabs > Signatures, or click the Signatures tab on the left side of the document pane.



You can right-click (Windows) or Control-click (Mac OS) a signature field in the Signatures tab to do most signature-related tasks, including adding, clearing, and validating signatures. In some cases, however, the signature field may become locked after you sign it.

To expand or collapse a signature in the Signatures tab:

Click the plus sign (Windows) or triangle (Mac OS) to the left of the signature to expand it. Click the minus sign (Windows) or the rotated triangle (Mac OS) to the left of the signature to collapse it.



Validating signatures

When you validate a signature, you verify the signer's identity and assess any changes made after the document was signed. For an identity to be valid, the signer's certificate, or one of its parent certificates that was used to issue the signer's certificate, must be in your list of trusted identities, and it must not have expired or been revoked. (See [Getting digital ID information from other users.](#))

When you open a document, its signatures are validated automatically, unless you turn off a preference setting. The verification status appears on the document page and in the Signatures tab. If the signer's certificate isn't recognized in the list of trusted identities, the signature validity is unknown. Third-party signature handlers may verify identities using other methods. You can specify whether document-specific settings or default settings are used for verifying documents, check to see if the signature has been revoked, add time stamps to signatures, and change other validation settings. (See [Setting Digital Signature preferences.](#))

To validate a signature:

1. Open the PDF document containing the signature.
2. In the signature field or in the Signatures tab, check whether the Warning Sign icon  appears next to the signature. If this icon appears, the document may have been modified after it was signed.
3. Select the signature in the Signatures tab, and then choose Validate Signature from the Options menu. The Signature Validation Status describes the signature status.
4. Click Legal Notice to learn more about the legal restrictions of this signature, and then click OK.
5. If the status is unknown, click Signature Properties, click the Signer tab, and then click Show Certificate to view the details of the certificate. If you're working with self-signed digital IDs, confirm that the certificate details are valid. (See [Checking information on certificates.](#))

If the document was modified after it was signed, you can view a previous version, or you can compare the versions to see which changes have been made. (See [Viewing previous versions of a signed document](#) or [Comparing versions of a signed document.](#))

Related Subtopics:

[Viewing previous versions of a signed document](#)

[Comparing versions of a signed document](#)



Viewing previous versions of a signed document

If a document is signed more than once, all the signed versions are maintained in a single Adobe PDF file. Each version is saved as append-only so that it cannot be modified. All signatures and their corresponding versions appear in the Signatures tab.

To view a previous signed version:

Select the signature in the Signatures tab, and choose View Signed Version from the Option menu.

The previous version opens in a new Adobe PDF file, with the version information and the name of the signer in the title bar. To return to the original document, choose the document name from the Window menu.



Comparing versions of a signed document

After a document is signed, you can display a list of the changes made to the document after the last version.

To compare two versions of a signed document:

Select the signature in the Signatures tab, and choose Compare Signed Version To Current Version from the Option menu.



Setting Digital Signature preferences

You can use the Security panel of the Preferences dialog box to change your signature appearances, specify a default security method, change validation settings, and specify other advanced preferences. (See also [Changing signature appearance.](#))

To set advanced digital signature preferences:

1. In the Preferences dialog box, select Security on the left, and then click Advanced Preferences.
 2. To require certificates to be checked against a list of excluded certificates during validation, select Require That Certificate Revocation Checking Be Done Whenever Possible When Verifying Signatures. The Online Certificate Status Protocol (OCSP) and the Certificate Revocation List (CRL) are common schemes that maintain security of a network server, containing lists of revoked but unexpired certificates. If this option is not selected, the revocation status for nonauthor signatures is ignored.
 3. Under Verification Time, select an option to determine whether the time that appears in the digital signature reflects the time the signature was validated (Current Time), the time set by the default Time Stamp Server specified in the Security Settings, or the time the signature was created.
 4. Click the Windows Integration tab, and do the following:
 - Specify whether you can import identities from the Windows Certificates feature into the list of trusted identities. (See [Getting digital ID information from other users.](#))
 - Specify whether to trust all root certificates in the Windows Certificates feature when validating signatures and when validating certified documents. Be aware that selecting these options might compromise security.
-



Adding Security to Adobe PDF Documents

[About document security](#)

[Adding passwords and setting security options](#)

[Encrypting Adobe PDF files using certificates](#)

[Encrypting Adobe PDF files using security policies](#)

[Using eEnvelopes to send secure files](#)



About document security

When creating Adobe PDF documents, authors can use the following methods to enhance document security:

- Password security. You can add passwords and set security options to restrict opening, editing, and printing PDF documents. (See [Adding passwords and setting security options](#))
- Certification security. Encrypt a document so that only a specified set of users have access to it. (See [Encrypting Adobe PDF files using certificates.](#))
- Adobe Policy Server. Apply server-based security policies to PDF documents. Server-based security policies are especially useful if you want others to have access to PDF documents only for a limited time. (See [Encrypting Adobe PDF files using security policies.](#))
- Document certification. When an author digital signature is added, editing changes are restricted and detected. (See [Certifying documents.](#))



If you often use the same security settings for a set of PDF documents, consider creating a security policy to simplify your workflow. (See [Creating user security policies.](#))

Related Subtopics:

[Opening Adobe PDF documents with security restrictions](#)



Opening Adobe PDF documents with security restrictions

When you receive a PDF document that is protected by security restrictions, you may need to authenticate your identity or type a password before you can open the document. In addition, some protected documents may prevent you from printing, editing, or copying content in the document. You can discover the protection settings by holding the pointer over the padlock icon that appears in the lower left corner of protected documents. When a document has restricted features, any tools and menu items related to those features are dimmed. If you're having trouble opening a PDF document, or if you're restricted from using certain features, contact the PDF document author.

For more information on security features in Acrobat, see [About security](#).



Adding passwords and setting security options

You can limit access to an Adobe PDF document by setting passwords and by restricting certain features, such as printing and editing. You can also use other methods to create secure documents, such as encrypting or certifying a document. (See [About document security](#).)

A PDF document can have two kinds of passwords: a Document Open password and a Permissions password. When you set a Document Open password (also known as a *user* password), anyone who tries to open the PDF document must type in the password you specify. If you are restricting printing and editing, you should add a Document Open password to enhance security.

When you set a Permissions password (also known as a *master* password), only those people who have typed the Permissions password can change security settings. If the PDF document has both types of passwords, it can be opened with either password, but a user can set or change the restricted features only with the Permissions password. If the PDF document has only the Permissions password, or if the user opens the document using the Document Open password, the password prompt appears when the user tries to change security settings.

Important: If you forget a password, there is no way to recover it from the document. Keep a backup copy of the document that is not password-protected.

To change password security settings for a document:

1. From the Tasks toolbar, choose Secure > Show Security Settings For This Document.
2. Click the Change Settings button.
3. If prompted, type the Permissions password that lets you change security settings. If you do not know the password, contact the author of the PDF document.
4. In the Password Security - Settings dialog box, set the security options as desired.

Note: You can also restrict editing changes when you certify a document, or when you apply a policy to a document.

To change password security settings for a document using a policy:

1. From the Tasks toolbar, choose Secure > Secure This Document.
2. Choose the password security policy you want to use, and then click Apply.

For details on security policies, see [Encrypting Adobe PDF files using security policies](#).

To remove password security settings from a document:

1. Do one of the following:
 - From the Tasks toolbar, choose Secure > Remove Security.
 - In the Security tab of the Document Properties dialog box, choose No Security from the Security Method menu.
2. When prompted, specify the Permissions password, and then click OK.

Related Subtopics:

[Password security options](#)



Password security options

The following security options are located in the Password Security dialog box. These options also appear if you change security options while using Acrobat Distiller to create a PDF document. Many of these options are available when you create security policies.

Compatibility

Set the type of encryption for opening a password-protected document. The Acrobat 3.0 And Later option uses a low encryption level (40-bit RC4), while the other options use a high encryption level (128-bit RC4). Acrobat 6.0 And Later lets you enable metadata for searching. Acrobat 7.0 And Later lets you enable metadata for searching and encrypt only file attachments.

Be aware that anyone using an earlier version of Acrobat cannot open a PDF document with a higher compatibility setting. For example, if you select Acrobat 7.0 And Later compatibility for a document's security setting, the document cannot be opened in Acrobat 6.0 or earlier.

Encrypt All Document Contents

Select this option to encrypt the document and the document metadata. If this option is selected, search engines cannot access the document metadata.

Encrypt All Document Contents Except Metadata

Select this option to encrypt the contents of a document but still allow search engines access to the document metadata. (For details on adding metadata to a document, see [Editing document metadata.](#))

Encrypt Only File Attachments

Select this option to require a password for users to open file attachments. However, users can open the document without a password.

Require A Password To Open The Document

Select this option and type a password in the Document Open Password box to prevent users from opening the document unless they type the password you specify. This option is unavailable if the Encrypt Only File Attachments option is selected.

Document Open Password

Specify a password to help prevent users from opening the document (or document attachments) unless they type the password you specify. This option isn't available when Encrypt Only File Attachments is selected.

File Attachments Open Password

Specify a password to help prevent users from opening the document attachments unless they type the password you specify. This option appears only when Encrypt Only File Attachments is also selected.

Permissions Password

Select the Use Permissions Password To Restrict Editing Of Security Settings option, and specify a Permissions password to restrict users from printing and editing. Users cannot change these security settings unless they type the Permissions password that you specify. You cannot use the same password used for the Document Open password.

Printing Allowed

Specify the quality of printing for the PDF document:

- Not Allowed prevents users from printing the document.
- Low Resolution lets users print the document at no higher than 150-dpi resolution. Printing may be slower because each page is printed as a bitmap image. This option is available only if the Compatibility option is set to Acrobat 5.0 And Later or a later Acrobat version.
- High Resolution lets users print at any resolution, directing high-quality vector output to PostScript and other printers that support advanced high-quality printing features.

Changes Allowed

Define which editing actions are allowed in the PDF document:

- None prevents the user from making any changes to the document that are listed in the Changes Allowed menu, such as filling in form fields and adding comments.
- Inserting, Deleting, And Rotating Pages lets users insert, delete, and rotate pages, as well as create bookmarks and thumbnail pages. This option is available only if a high encryption level is selected.
- Fill-in Form Fields And Signing lets users fill in forms and add digital signatures, as well as allowing the actions in the previous option. This option doesn't allow users to add comments or create form fields. This option is available only if the Compatibility option is set to Acrobat 5.0 And Later or a later Acrobat version.
- Commenting, Filling In Form Fields, And Signing lets users fill in forms and add digital signatures and comments.
- Any Except Extracting Pages lets users change the document using any method listed in the Changes Allowed menu.

Enable Copying Of Text, Images, And Other Content

Lets users select and copy the contents of the PDF document. It also lets utilities that need access to the contents of a PDF file, such as Acrobat Catalog, get to those contents. This option is available only if the Compatibility option is set to Acrobat 5.0 And Later or a later Acrobat version.

Enable Copying Of Text, Images, And Other Content And Access For The Visually Impaired

Lets visually impaired users use screen readers to read the document's contents. Users can also copy and extract information from the document. This option is available only if Compatibility is set to Acrobat 3.0 And Later.

Enable Text Access For Screen Reader Devices For The Visually Impaired

Lets visually impaired users read the document with screen readers. This option doesn't allow users to copy or extract the document's contents. This option is available only if the Compatibility option is set to Acrobat 5.0 And Later or a later Acrobat version.



Encrypting Adobe PDF files using certificates

When you encrypt a PDF file using a certificate, you specify a list of recipients and define the recipients' level of access to the file--for example, whether the recipients can edit, copy, or print the file. You can also encrypt a document using security policies. (See [Encrypting Adobe PDF files using security policies.](#))

Encrypting a document for a list of recipients begins by including your digital ID in the list, so that you later are able to open the document. You then select the digital ID certificates for those who you want to be able to open the document. You can obtain these certificates from your list of trusted identities, from files on disk, from an LDAP server, or from the Windows Certificate Store if you use Windows. After you build a list of recipients who have access to the file, you can apply restricted permissions on an individual basis. (See [Getting digital ID information from other users.](#))

Note: You can also create a security policy that stores certificate settings for easy reuse. (See [Creating user security policies.](#))

To encrypt a file and create a recipient list:

1. From the Secure menu on the Tasks toolbar, choose Secure > Show Security Settings For This Document.
2. From the Security Method menu, choose Certificate Security.
3. Select which digital ID you want to use, and then click OK. (See [Using digital IDs and certification methods.](#))
4. In the Restrict Opening And Editing To Certain Identities dialog box, do the following:
 - Create a recipient list for your encrypted file: Use the options at the top of the dialog box to locate identities; then select an identity name, and click Add To Recipients List to move that name to the Recipients list.
 - In the Recipients list, highlight the recipient or recipients for whom you wish to set levels of access, and click Set Recipient Permissions. (See [Password security options.](#)) You can set different levels of access for different recipients. If you don't set permissions, the recipients have full access by default.
 - Select Enable Plaintext Metadata if you want search engines to have access to the document metadata, even though the document contents are encrypted.
 - From the Encryption Algorithm menu, choose 128-bit AES or 128-bit RC4. If you select 128-bit AES, Acrobat 7.0 or Adobe Reader 7.0 is required to open the document.
5. Click OK to implement your settings, and then click OK again. Save and close the document.

When someone from your recipient list opens the PDF document, the security settings you specified for that person are used.

To change the security settings for an encrypted document:

1. From the Tasks toolbar, choose Secure > Show Security Settings For This Document.
2. In the Security panel, choose Change Settings.
3. Do any of the following, and then click OK:
 - To check a recipient's trusted identity, select the recipient, and then choose Recipient Details.
 - To remove recipients, select one or more recipients, and then choose Remove from List. Do not remove your own certificate from this list, or you won't have access to the file using that certificate.
 - To change recipients' permissions, select one or more recipients, and then choose Set Recipient Permissions.

To remove security settings from a document:

1. From the toolbar, choose Secure > Remove Security For This Document.
 2. If prompted, type the Permissions password. If you don't know the Permissions password, contact the author of the document.
-



Encrypting Adobe PDF files using security policies

Do you often apply the same security settings to multiple PDF documents? For example, do you encrypt documents with a certain password and set of permissions, or encrypt documents for your accountant using a public key certificate? In Adobe Acrobat 7.0, you can save security settings as policies that you can reuse. Security policies include the type of security encryption, the permission settings, and information about who can open the document or change security settings. There are two kinds of security policies:

- A *user policy* is developed and applied by an individual user. If you apply the same security settings to various documents, you can save time by creating a user policy and then reapplying the user policy to documents without having to specify the security settings each time. User policies for passwords and public key certificates are stored on your local computer. If you have access to Adobe Policy Server, you can also create a user policy that is stored on a policy server and is available only to the person who creates it.
- An *organizational policy* is created by an Adobe Policy Server administrator and is stored on a policy server to be shared by a group of users. Adobe Policy Server controls access to PDF documents and auditing events as defined by the security policy. You can use Adobe Policy Server if your company has purchased rights and made it available to you.

Related Subtopics:

[Understanding how security policies are authenticated on a server](#)

[Using Adobe Policy Server](#)

[Managing security policies](#)

[Creating user security policies](#)

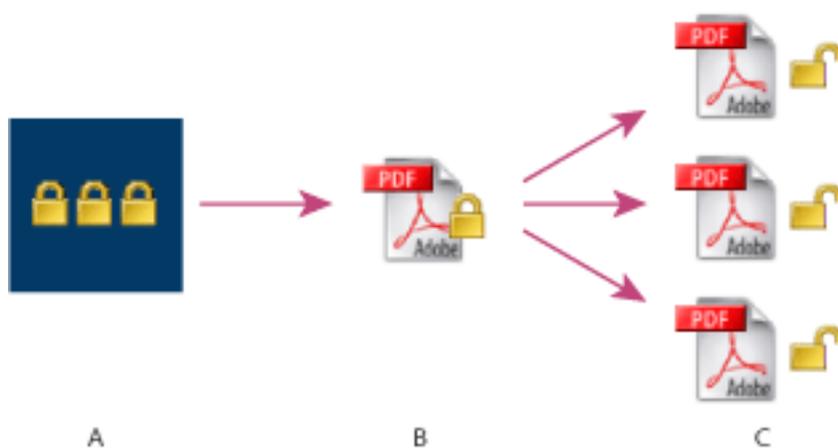
[Applying security policies to a document](#)

[Removing user security policies applied to a document](#)



Understanding how security policies are authenticated on a server

In addition to allowing the reuse of the same security settings, policies stored on Adobe Policy Server have the added benefit of letting you expire and revoke documents no matter how many copies were created or distributed, maintain accountability by auditing who opens protected documents, and retain usage flexibility.



Security policies **A.** Policies are stored on the server. **B.** Policies are applied to the PDF document. **C.** Users can open, edit, and print the document only if permitted by the policy.

The process of using server-based security policies requires four main stages:

Configuring the policy server

The system administrator of your company or group usually configures Adobe Policy Server, manages accounts, and sets up organizational policies. For more information on configuring the policy server, see the Adobe website.

Publishing a document with a security policy

An author creates a PDF document and applies a policy stored on Adobe Policy Server to the document. The policy server generates a license and unique encryption key for the document. Acrobat embeds the license in the document and encrypts it using the encryption key. The author or administrator can use this license to track and audit the document.

Viewing a document with a policy applied

When users try to open the secure document in Acrobat 7.0 (or Adobe Reader 7.0), they must authenticate their identities. If the user is granted access to the PDF document, the document is decrypted and opens with whatever permissions are specified in the policy.

Administering events and modifying access

Using the Web Console, the author or administrator can track events and change access to policy-secured documents. Administrators can view all document and system events, modify configuration settings, and change access to policy-secured documents. Users may be required to check in the PDF document periodically to continue to have access to the file. (See [Using Adobe Policy Server](#).)



Using Adobe Policy Server

Adobe Policy Server is a web server-based security system that provides dynamic control over PDF documents. Adobe Policy Server can be configured to run with LDAP, ADS, and other enterprise systems. Policies provided by Adobe Policy Server are stored on the server and can be refreshed from the server. You must log into Adobe Policy Server to use these server policies.

While security policies are stored on a policy server, the PDF documents are not. However, users may be required to connect to the policy server so that they can open or continue to use PDF documents to which a security policy has been applied. For information on configuring Adobe Policy Server, see the help system that appears when you start Adobe Policy Server Web Console in your browser.

To log into Adobe Policy Server:

1. Choose Advanced > Security Settings.
2. Select Adobe Policy Servers on the left.
3. Select a server on the right, and click Edit.
4. Type your user name and password, and then click Connect To This Server.

To view Adobe Policy Server policies:

1. From the Secure menu on the Tasks toolbar, choose Use APS Web Console.
2. If prompted, type your user name and password, and then click OK.

Organizational policies and policies you created appear in your browser. For more information on using Adobe Policy Server, click Help in the upper right corner of the APS Web Console window.



Managing security policies

Use the Managing Security Policies dialog box to create, copy, edit, and delete security policies. You can also indicate Favorite policies that appear on the Secure menu.

To manage security policies:

1. From the Secure menu on the Tasks toolbar, choose Manage Security Policies.
 2. From the Show menu, choose whether you want to display organizational policies, user policies that you've created, or all policies that you have access to.
 3. Select a policy, do any of the following, and then click Close:
 - Click New to create a new policy. (See [Creating user security policies](#).)
 - Click Copy to copy an existing policy. This option is useful if you want to create a new policy that is based upon the settings of an existing policy.
 - Click Edit to edit an existing policy. For password and certificate policies, which are stored on the local computer, editing a policy affects only those documents to which the policy is applied after the policy is edited. For policies stored on a server, you can edit the permission settings and other options. This button isn't available for organizational policies.
 - Click Delete to delete the policy. This option may not be available for organizational policies.
 - Click Favorite to add the selected policy to the Secure menu on the Tasks toolbar, or on the Document > Secure menu. You can make multiple policies a Favorite.
-



Creating user security policies

You can create three types of security policies: password security (to password-protect documents), public key certificate security (to encrypt documents for a list of recipients), and Adobe Policy Server policies. Creating policies for password and public key certificate security lets you reuse the same security settings for a set of documents without having to change security settings for each document. The policies for password and certificate security are stored on the local computer.

When you create a user security policy using Adobe Policy Server, the policy is stored on a server, letting you audit actions and change security settings dynamically. You can use Adobe Policy Server if your company has purchased rights and made it available to you. You can use either Acrobat or the Adobe Policy Server web page to create policies stored on the server.

To create a password security policy:

1. From the Secure menu on the Tasks toolbar, choose Manage Security Policies.
2. Click New.
3. Select Use Passwords, and then click Next.
4. In the General Settings panel, type a name and comments for the policy. Deselect Save Passwords With The Policy if you want to specify a password and restrictions whenever you apply this policy to a document. Click Next.
5. If Save Passwords With The Policy is selected, specify the password and change the security settings, and click Next. (See [Password security options.](#))
6. Click Finish.

To create a certificate security policy:

1. From the Secure menu on the Tasks toolbar, choose Manage Security Policies.
2. Click New.
3. Select Encrypt Using Public Key Certificates, and then click Next.
4. In the General Settings panel, type a name and comments for the policy. Select Ask For Recipients When Applying This Policy if you want to specify recipients whenever you apply this policy to a document. Click Next.
5. If Ask For Recipients When Applying This Policy is not selected, specify the recipients, and click Next. (See [Encrypting Adobe PDF files using certificates.](#))
6. Click Finish.

To create a security policy using Adobe Policy Server:

1. From the Secure menu on the Tasks toolbar, choose Manage Security Policies.
 2. Click New.
 3. Select Use The Adobe Policy Server, and then click Next. (If this option is unavailable, you do not have access to Adobe Policy Server. Contact your system administrator.)
 4. If you have not already logged into Adobe Policy Server, type your user name and password, and then click OK.
 5. To enter the general information for the security policy, do the following, and then click Next.
 - Type the name of the user policy and a description of the user policy, such as "Marketing Plan, Expires after 30 Days, No printing or editing."
 - Specify how long the document will be valid.
 - Select Encrypt All Document Contents if you want the document and its metadata to be encrypted. Select Encrypt All Document Contents Except Metadata to allow document storage/retrieval systems and search engines to have access to the metadata stored in the document. Select Encrypt Only File Attachments to allow full access to the document, encrypting only the file attachments.
 - Select Audit Documents if you want to track the events of the PDF documents to which the policy is applied. Events include printing, modifying, viewing, closing, form filling and signing documents.
 6. To specify who is allowed to open the PDF document to which the policy is applied, do the following:
 - Add the recipients. If you add external users, they receive an email message informing them that they have access to secure documents. The email message includes a registration link.
 - Change the security permissions of any recipient: Select the recipient, choose Permissions, specify the actions allowed, and then click OK. For details on Adobe Policy Server permissions, see Adobe Policy Server Help.
 7. Click Next, and then click Finish.
-



Applying security policies to a document

You can apply either an existing organization policy or a user policy to a PDF document. You must be online with a connection to your Adobe Policy Server host in order to apply an Adobe Policy Server policy to a document. Adobe Policy Server security policies must be stored on a policy server, but the PDF document to which the policies are applied need not be. You can apply policies to PDF documents using Acrobat, server-side batch sequences, or other applications, such as Microsoft Outlook®.

To apply a security policy to a document:

1. Open the PDF document.
 2. From the Tasks toolbar, choose Secure > Refresh Security Policies to ensure that you have access to the most up-to-date server policies.
 3. Do any of the following:
 - Choose the security policy from top of the Secure menu on the Tasks toolbar. (If no policies appear, log into Adobe Policy Server. See [Using Adobe Policy Server](#).) Click Yes to change the Security settings of the document.
 - Choose Secure > Secure This Document from the Tasks toolbar. Select the policy, and then click Apply.
-



Removing user security policies applied to a document

Use the Remove Security Settings For This Document command from the Secure menu in the Tasks toolbar to remove a user security policy from an open PDF document. If you made a PDF document available to a group of users and if you want to revoke permission to open it, you can change the policy. For details on editing security policies, choose Secure > Use APS Web Console from the Tasks toolbar, and then click Help.

To remove security from a PDF document:

From the toolbar, choose Secure > Remove Security Settings For This Document, and then click OK.



Using eEnvelopes to send secure files

When adding security to a document, you can choose to encrypt only the attachments. The PDF document in which documents are embedded is called an *eEnvelope*. Encrypting only the document attachments is especially useful for sending secure file attachments without modifying the file attachments themselves. The eEnvelope is not otherwise encrypted or permission-restricted. When other users open the eEnvelope, they can extract the file attachments and save them to disk. The saved files are identical to the original file attachments and are no longer encrypted when saved.

For example, suppose that you want to send several documents, including non-PDF documents, to your accountant, but you don't want anyone else to view the documents. You can embed these documents as file attachments in an eEnvelope, encrypt the eEnvelope so that only your accountant can open the attachments, and then email the envelope. Anyone can open the envelope, view its cover page, and even view a list of the contents of that envelope, but only your accountant can view the encrypted attachments and extract them to the computer.



Attach files to an eEnvelope for secure transit.

Related Subtopics:

[Creating eEnvelopes for secure delivery of file attachments](#)



Creating eEnvelopes for secure delivery of file attachments

You can create an eEnvelope using an automated method. Choosing the Secure PDF Delivery command lets you step through a wizard in which you select a predefined envelope template, attach files, apply security settings, and send the document.

To create secure eEnvelopes from a wizard:

1. From the Secure menu on the Tasks toolbar, choose Secure PDF Delivery.
 2. Click Add File To Send, select the documents you want to attach, and then click Open.
 3. Click Next.
 4. Select the eEnvelope template you want to use, and then click Next.
 5. Select the security policy you want to use, or create a new policy, and then click Next.
(See [Encrypting Adobe PDF files using security policies.](#))
 6. Select the delivery method, and then click Next.
 7. Enter identity information, and then click Next.
 8. Click Finish.
-



Digital IDs and Certification Methods

[Using digital IDs and certification methods](#)

[Managing digital ID certificates](#)

[Setting Trust Manager preferences](#)



Using digital IDs and certification methods

A *digital ID* lets you create a digital signature or decrypt a PDF document that has been encrypted. A digital ID is sometimes referred to as a *private key*, a *credential*, or a *profile*. When you sign or decrypt a document, you select which digital ID to use. A digital ID is usually password protected and can be stored on your computer as a PKCS#12 file, on a smart card, or in the Windows Credential Store. You can get a digital ID from a third-party provider, or you can create a self-signed digital ID and share your signature information with others using a public key certificate. A *certificate* is a confirmation of your digital ID and contains information used to protect data. (See [Managing digital ID certificates](#).)

When a digital signature is applied, a unique fingerprint with encrypted numbers is embedded in the document. The recipient needs the signer's certificate to validate that the digital signature and certificate match the signer's digital ID. Adobe Acrobat 7.0 includes one handler that has access to trusted certificates in a number of different locations. The locations include Microsoft's cryptographic store used for Windows security, PKCS#12 encryption, which is a standard encryption format, and PKCS#11 encryption, which is used on smart cards.

Related Subtopics:

[Obtaining a digital ID from a third party](#)

[Creating a digital ID](#)

[Finding and adding existing digital IDs](#)

[Selecting digital IDs](#)

[Using third-party digital IDs](#)



Obtaining a digital ID from a third party

In general, digital IDs are issued by a third party for use in any official capacity. Third-party providers, such as Entrust, include advanced security features. The provider of digital ID certificates is sometimes called a *certificate authority* or a *signature handler*. Third-party providers verify your identity, issue the private key, protect the public key, and maintain system integrity. You may want to obtain more than one digital ID if you sign documents in different roles or with different certification methods. See the Adobe website for information on using providers with advanced security features.

To get information on third-party digital IDs:

1. Choose Advanced > Security Settings.
2. Select Digital IDs on the left.
3. Click Add ID.
4. Select Get A Third-Party Digital ID, click Next, and follow the instructions on the web page that appears.

To specify a default signing method:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and then select Security on the left.
 2. Click Advanced Preferences, and select the Creation tab.
 3. Choose a signing method, such as your third-party provider, from the Default Method To Use When Signing And Encrypting Documents menu.
-



Creating a digital ID

If you're not using a third-party digital ID, you can create your own self-signed digital ID. When you create a self-signed digital ID, the resulting file stores an encrypted private key used for signing or decrypting documents and a public key contained in a certificate, which is used for validating signatures and encrypting documents.

You can create either a PKCS#12 digital ID, which is a standard encryption format, or a Windows Default Certificate digital ID, which is stored in the Windows Certificate Store. PKCS#12 file name extensions are .pfx in Windows and .p12 in Mac OS.

To create a self-signed digital ID:

1. Choose Advanced > Security Settings.
2. Select Digital IDs on the left, and then click Add ID.
3. Select Create A Self-Signed Digital ID, and then click Next. Click Next again.
4. Select one of the following to specify where to store your digital ID, and then click Next:
 - New PKCS#12 Digital ID File stores the information in a file that you can send to others.
 - Windows Certificate Store (Windows only) stores the file where other Windows applications can also retrieve it.
5. Type a name and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures tab and in the signature field.
6. (Optional) To use Unicode values for extended characters, select Enable Unicode Support, and then specify Unicode values for the appropriate fields.
7. Choose a key algorithm from the menu. 2048-bit RSA offers more security than 1024-bit RSA, but 1024-bit RSA is more universally compatible.
8. From the Use Digital ID menu, choose whether you want to use the digital ID for digital signature, data encryption, or both. (See [Encrypting Adobe PDF files using certificates.](#))
9. Click Next, and specify a file name and location for the digital ID file.
10. Type a password; passwords are case-sensitive, must contain at least six characters, and may not contain double quotation marks or the following characters: ! @ # \$ % ^ & * , | \ ; < > _ . Type the same password in both the Choose A Password and Confirm Password boxes. Click Next.
11. Click Finish.

You can export and send your certificate file to those who need to validate your signature. (See [Managing digital ID certificates.](#))

Important: Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use that profile to add or validate signatures.



Finding and adding existing digital IDs

If you created a digital ID file that does not appear in your list of digital IDs, you can search for the missing digital ID file and add it to your list. One of the common encryption methods that Acrobat uses, PKCS#12, has the .pfx file name extension in Windows and .p12 in Mac OS. Digital ID files from some earlier versions of Acrobat use an .apf extension. If you select an .apf digital ID file, you may be prompted to convert the file to a supported file type.

To find and add digital ID files:

1. Choose Advanced > Security Settings.
 2. Select Digital IDs on the left, and then click Add ID.
 3. Select Find An Existing Digital ID, and then click Next.
 4. Click Browse, select a Digital ID and click Open.
 5. Type the ID password, and then click Next.
 6. Click Finish.
-



Selecting digital IDs

Before you certify, sign, or encrypt a PDF document, you may be prompted to select a digital ID file. To avoid being prompted repeatedly, you can select a digital ID to use all the time or until you quit Acrobat. You can determine whether these digital ID files are used for signing or encrypting PDF documents, or both.

To select a default self-signed digital ID file:

1. Choose Advanced > Security Settings.
2. Select a digital ID on the left.
3. From the Set Default menu, choose whether you want to use the digital ID for signing, encrypting, or both.

If you choose not to be prompted for the digital ID, the Lock And Pen icon  appears next to the selected digital ID that can be used for signing and encrypting, the Lock icon  appears for encryption only, and the Pen icon appears for signing only.



Using third-party digital IDs

When you certify, sign, or encrypt a document, you can use a third-party security method. When you install a third-party signature provider, new menu commands may appear. Use these commands instead of, or in addition to, the Manage Digital IDs commands. In addition, a Third-Party Preferences submenu may appear on the Edit menu (Windows) or on the Acrobat menu (Mac OS) so that you can change the provider's preference settings.

To specify a third-party security method:

1. If necessary, install a third-party signature provider.
 2. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and then click Security.
 3. Click Advanced Preferences.
 4. Choose the provider from the Default Method To Use When Signing And Encrypting Documents menu, which lists all security methods installed in the Acrobat Plug-ins folder.
 5. Click OK.
-



Managing digital ID certificates

A digital ID certificate contains a public key that is used to validate digital signatures and to encrypt documents.

- Validating signatures. Before other users can validate your signature on documents they receive, they must have access to your certificate, which you can share with them. Likewise, other users can share their certificates with you so that you can build a list of trusted user certificates, called *trusted identities*, for validating signatures. (See [Validating signatures](#).)
- Encrypting documents. If you're encrypting a document using certificates, you need access to the certificates of the people for whom you're encrypting the document. You can use a directory search to locate these trusted identities, or you can store the users' certificates in your list of trusted identities. Acrobat keeps track of the trusted identities that you build.

You can also configure Windows Certificate Security to trust identities in the common Windows Certificate Store. (See [Setting Digital Signature preferences](#).) Third-party providers may validate identities using other methods, or these validation methods may be integrated with Acrobat.

Related Subtopics:

- [Sharing your digital ID certificate](#)
 - [Getting digital ID information from other users](#)
 - [Checking information on certificates](#)
 - [Determining the trust level of a certificate](#)
 - [Configuring identity search directories](#)
-



Sharing your digital ID certificate

You can share your self-signed digital ID certificate with others by exporting your certificate as an FDF file, or you can email your certificate directly. If you use a third-party security method, you usually don't need to share your certificate with others. See the documentation for the third-party provider.

To share your digital ID certificate:

1. Choose **Advanced > Security Settings**.
 2. Select **Digital IDs** on the left.
 3. To verify that your certificate information is correct, select the digital ID you want to share, and then click **Show Certificate Details**. Click **OK** to return to the **Security Settings** dialog box.
 4. With the digital ID selected, click **Export Certificate**.
 5. Do one of the following:
 - Select **Email The Data To Someone**, and click **Next** to send your digital ID certificate to another user. Specify the email address, click **Email**, and then send the message in your email application.
 - Select **Save The Data To A File**, and click **Next** to save the digital ID certificate in an FDF file. Browse to specify a location for the certificate file, and click **Save**.
-



Getting digital ID information from other users

You can keep a copy of other users' digital ID certificates in a list of trusted identities. Your list of trusted identities is like an address book that stores digital ID certificates. The list lets you validate the signatures of these users on any documents you receive. You can also use the list of trusted identities to encrypt files. (See [Encrypting Adobe PDF files using certificates.](#))

The preferred method of adding another user's certificate to your list of trusted identities is by importing the certificate from an FDF file that the user sends to you. You can also add a certificate directly from the PDF document signed by someone who used a self-signed digital ID, although this method may not be trustworthy.

To request a certificate from another user:

1. Choose Advanced > Trusted Identities.
2. Click Request Contact.
3. Type your name, email address, and contact information.
4. To allow other users to add your certificate to their list of trusted identities, select Include My Certificates.
5. Select whether you want to email the request or save it as a file so that you can email it later, and then click Next.
6. Select the digital ID file to use, and then click Select.
7. Do one of the following:
 - If the Compose Email dialog box appears, type the email address of the person you are requesting a certificate from, and type a subject. Click Email. A new email message appears in your default email application with the certificate request attached. Send this message in your email application.
 - If the Export Data As dialog box appears, choose a location for the certificate file in the Save In box, type a file name, click Save, and then click OK.

To add a certificate from email to your list of trusted identities:

1. After a user sends you certificate information, open the email attachment in Acrobat, and then click Set Contact Trust in the dialog box that appears.
2. Select trust options, and then click OK. Click OK again, and then click Close.

To add a certificate from a file to your list of trusted identities:

1. If you're using the Certificates feature in Windows to organize certificates, select the Enable Import And Use Of Identities From The Windows Certificate Store option in the Security preferences. Click the Windows Integration tab in the Digital Signatures Advanced Preferences, select the desired options, click OK, and then click OK again. (See [Setting Digital Signature preferences.](#))
2. Choose Advanced > Trusted Identities.
3. Click Add Contacts.
4. Do any of the following:
 - If Windows Certificate digital IDs are allowed, select the appropriate directory and group.
 - If you configured an identity search directory, select the appropriate directory and group. You can then click Search to locate specific digital ID certificates. (See [Configuring identity search directories.](#))
 - Click Browse, locate the certificate file, and then click Open.
5. Select the added certificate, and then click Details.
6. In the Certificate Attributes dialog box, note the MD5 Fingerprint and the SHA-1 Fingerprint numbers. Confirm with the certificate's originator that the information is correct. If the information isn't correct, the certificate shouldn't be trusted. Click OK.
7. After you verify that the information is correct, click Trust, specify trust options, and then click OK.

To add a certificate using a signature in a PDF document:

1. Open the PDF document containing the user's self-signed signature.
2. Click the signature in the document to check whether it's valid.
3. Click Signature Properties, and then click Show Certificate.
4. In the Certificate Attributes dialog box, note the MD5 Fingerprint and the SHA-1 Fingerprint numbers. Confirm with the certificate's originator that the information is correct. After you verify that the certificate information is correct, click Close, click Trust Identity, click OK, specify trust options, and then click Import.

To delete a certificate from the list of trusted certificates:

1. Choose Advanced > Security Settings.
 2. Select the certificate, and click Remove ID.
-



Checking information on certificates

The Certificate Viewer dialog box provides user attributes and other information on a certificate. When other users import your certificate, they may ask you to check your fingerprint information against the information they receive with the certificate. You can check certificate information for your own digital ID files or for ID files that you import.

The Certificate Viewer dialog box provides the validation period in which the certificate is valid, the certificate's intended usage, and certificate data such as a unique serial number and public key method.

To check information on your own certificate:

1. Choose Advanced > Security Settings.
2. Select your digital ID, and then click Certificate Details.

To check information on a certificate:

1. Choose Advanced > Trusted Identities.
 2. Select the contact, and click Details.
 3. Select the name, and click Show Certificate.
-



Determining the trust level of a certificate

You can change the trust settings of a certificate. For example, if you have confidence in a certificate that you received from someone else, you can change the settings so that you explicitly trust digital signatures and certified documents created with this certificate, and you can even trust a certified document's dynamic content and embedded JavaScript.

To view the trust level of a certificate:

1. Choose Advanced > Trusted Identities.
 2. Select the contact on the left, and click Details.
 3. Select the name on the left, and click Edit Trust.
 4. In the Trust Settings tab, select any of the following items to trust this certificate for:
 - Signatures And As a Trusted Root.
 - Certified Documents. Trusts documents in which the author has certified the document with an author signature.
 - Dynamic Content. Trusts buttons, links, movies and other dynamic elements.
 - Embedded High Privilege JavaScript. Trusts embedded scripts.
 5. Click OK, and then click OK again.
-



Configuring identity search directories

Identity search directories help you locate specific digital ID certificates from network servers, including LDAP (Lightweight Directory Access Protocol) servers. By developing a trusted digital ID certificate storage area, you or a member of your workgroup can facilitate the use of encryption in your workgroup. After you locate a digital ID certificate, you can add it to your list of trusted identities so that you don't have to look it up again.

To configure an identity search directory:

1. Choose Advanced > Security Settings.
2. Select Directory Servers on the left.
3. Click New, specify a directory name, and type server settings, and then click OK.

For more information on server settings, contact your system administrator.



Setting Trust Manager preferences

Use the Trust Manager panel of the Preferences dialog box to change multimedia security settings for trusted and nontrusted documents. For example, you can allow multimedia files to be played in trusted documents but not in nontrusted documents.

A document is trusted if it's added to the list of trusted documents and authors. If a document is not trusted, you are prompted to add the document to this list when you try to play a media clip in which the permission is set to Prompt. If you decide to add a certified document to the list, both the document and the author's certificate are added to the list. All documents certified by this author are trusted.

To set Trust Manager preferences:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and then select Trust Manager on the left.
2. From the Display Permissions For menu, choose whether you want to display security permissions for trusted documents or nontrusted documents.
3. Select whether the trusted documents (or nontrusted documents) can open other files or launch applications.
4. Under Multimedia Permission Settings, select Allow Multimedia Operations to allow media clips to be played.
5. To change the permission settings for a particular multimedia player, select the player in the list, and choose one of the following options from the Change Permission For Select Multimedia Player To menu:
 - Always to allow the player to be used without prompting.
 - Never to prevent the player from being used.
 - Prompt to ask whether the player can be used. This option lets you decide whether to add a nontrusted document to the list of trusted documents when you try to play the media clip using the selected player.
6. To set the media playback options, select any of the following options:
 - Allow Playback In A Floating Window With No Title Bars.
 - Allow Document To Set Title Text In A Floating-playback Window.
 - Allow Playback In Full-screen window.

For information on setting general multimedia preferences, see [Setting Multimedia preferences](#).



ACCESSIBILITY AND REFLOW

[About accessibility and Adobe PDF documents](#)

[Understanding and optimizing Reflow](#)

[Reflowing the contents of tagged Adobe PDF documents](#)

[Checking the accessibility of Adobe PDF documents](#)



About accessibility and Adobe PDF documents

Adobe Acrobat 7.0 incorporates two distinct sets of *accessibility* features--that is, features that assist users with blindness, low-vision, and mobility impairments. The first set of features helps authors create accessible documents from new or existing PDF documents. These features include simple methods for checking accessibility and adding tags to PDF documents. (See [Making existing Adobe PDF documents accessible](#).)

The second set of accessibility features helps readers with motion or vision limitations navigate and view PDF documents more easily. Many of these features can be adjusted by using the Accessibility Setup Assistant. (See [Setting accessibility preferences](#).)

- Keyboard alternatives to mouse actions. (See [Using keyboard shortcuts for menu commands and navigation](#).)
- Support for assistive technology (such as screen readers and screen magnifiers) that read content and convert it to speech or braille output. (See [Using a screen reader](#) and [Outputting accessible text for a braille printer](#).)
- Visibility customization to make text and images easier to view. (See [Using high-contrast colors](#).)
- Reflow capability for text, to view at high magnification or on Portable Device Assistants (PDA). (See [Reflowing the contents of tagged Adobe PDF documents](#).)
- Speech functionality on systems without assistive technologies. (See [Using the Read Out Loud feature](#).)
- Navigation through documents using automatic scrolling, to reduce keyboard actions. (See [Scrolling automatically](#).)

For more information about creating accessible PDF documents and for using accessibility features in Adobe Acrobat to read PDF documents, visit the Adobe website at <http://access.adobe.com>.

Related Subtopics:

[Elements of accessible Adobe PDF documents](#)
[Understanding how tags affect accessibility](#)



Elements of accessible Adobe PDF documents

When you create Adobe PDF documents or adapt existing documents for accessibility, you'll want to consider the following factors:

Reading order

To effectively read information on a page, a screen reader or Text-to-Speech requires that content be structured. Adding tags to an Adobe PDF document structures the content; it identifies headings, paragraphs, sections, tables, and other page elements and defines the intended reading order of the page. (See [Tagging Adobe PDF documents for accessibility](#).)

Descriptions for images, form fields, and links

Document features such as illustrations, graphs, and interactive form fields can't be read by a screen reader unless they contain alternate text that provides a description. And while web links are read by screen readers, authors can provide more a meaningful name in a description.

You must upgrade to Adobe Acrobat 7.0 Professional to add alternate text or tool tips to tagged PDF documents that describe these elements to readers with visual or learning disabilities.

Note: A PDF document that is created by scanning a printed page is inherently inaccessible because the document is an image, not text that can be tagged into a logical document structure or reading order.

Navigation

Navigational aids in PDF documents, such as links, bookmarks, headings, and a table of contents, provide an easy way for users to go directly to the section they want. Bookmarks are especially useful and can be created from document headings. (See [Creating bookmarks](#) and [Creating links](#).)

Document language

You must upgrade to Adobe Acrobat 7.0 Professional to set the document language in tagged PDF documents.

Security

You can maintain accessibility in a PDF document while restricting users from printing, copying, extracting, commenting, or editing text. To make PDF documents with added security features more readable for screen readers, specify a low or high encryption level when you select a security method in the Document Properties.

For low encryption level security, select Enable Copying Of Text, Images, And Other Content in the Password Security - Settings dialog box; for high encryption level security, select Enable Text Access For Screen Reader Devices For The Visually Impaired. (See [Password security options](#).)



Understanding how tags affect accessibility

To make sure that your Adobe PDF documents can be accessed reliably, you must add tags to them. Tagging adds an underlying organizational structure, or *logical structure tree*, to the document. The logical structure tree refers to the organization of the document's content, such as title page, chapters, sections, and subsections. It can indicate the precise reading order and improve navigation--particularly for longer, more complex documents--without changing the appearance of the PDF document.

For people who are not able to see or decode the visual appearance of documents, assistive technology can access the content of the document reliably by using the logical structure tree. Most assistive technology depends on this structure to convey the meaning of content and images in an alternative format, such as sound. In an untagged document, no such structure exists, and Acrobat must infer a structure based on the reading order choices in the preferences. This method is unreliable and often results in page items read in the wrong order or not read at all.

Often, Acrobat tags PDF documents when you create them. To determine if a PDF document contains tags, check the Document Properties. (See [Tagging Adobe PDF documents for accessibility](#).)

Note: PDF tags can be compared to HTML tags and XML tags, although there are differences. To learn more about basic tagging concepts, see any of the many references and textbooks available in bookstores, libraries, and on the web.



Understanding and optimizing Reflow

You can *reflow* a PDF document to read it on handheld devices, smaller displays, or standard monitors at large magnifications, without having to scroll horizontally to read each line. The Reflow command facilitates the reading of documents; reflowed documents can't be printed or saved.

When you reflow an Adobe PDF document, some content carries into the reflowed document and some doesn't. In most cases, only readable text reflows into the reflowed document. Readable text includes articles, paragraphs, tables, images, and formatted lists. Text that doesn't reflow includes forms, comments, digital signature fields, and page artifacts, such as page numbers, headers, and footers. Pages that contain both readable text and form or digital signature fields don't reflow. Vertical text reflows horizontally.

As an author, you can optimize your PDF documents for reflow by tagging them. Tagging ensures that text blocks reflow and that content follows the appropriate sequences, so readers can follow a story that spans different pages and columns without other stories interrupting the flow. (See [Tagging Adobe PDF documents for accessibility](#).)

The image shows two side-by-side examples of a document page titled "Officers and Directors" enclosed in dashed boxes. The left example shows the text reflowed into a single column in a logical reading order. The right example shows the original layout with two columns of text.

Logical Reading Order (Left)	Original Layout (Right)
Officers and Directors	Officers and Directors
Halo Kahulukia President and Chief Executive Officer	Halo Kahulukia President and Chief Executive Officer
Spencer Arnesen Chief Financial Officer	Spencer Arnesen Chief Financial Officer
Sunny Jones Senior Vice President, Marketing	Sunny Jones Senior Vice President, Marketing
Daniel Lee Chairman of the Board	Daniel Lee Chairman of the Board
Zachary Luebke Independent Consultant	Zachary Luebke Independent Consultant
Rell Hemming Attorney	Rell Hemming Attorney
The annual meeting of stockholders will be held April 30, at 1 p.m. Pacific Time in Laie, Hawaii, USA. The Nasdaq Stock Market Ticker symbol KAHC. Independent Auditors: DJL LLP, Boise, Idaho, USA. You can view this Annual Report, obtain Kahili Coffee Company financial information such as recent investor presentations, sign up to automatically receive our investor newsletter PDF documents online at: www.kahili.com/about/kahili/invest.	The annual meeting of stockholders will be held April 30, at 1 p.m. Pacific Time in Laie, Hawaii, USA. The Nasdaq Stock Market Ticker symbol KAHC. Independent Auditors: DJL LLP, Boise, Idaho, USA. You can view this Annual Report, obtain Kahili Coffee Company financial information such as recent investor presentations, sign up to automatically receive our investor newsletter PDF documents online at: www.kahili.com/about/kahili/invest.

Headings and columns (left) reflow in a logical reading order (right).



Reflowing the contents of tagged Adobe PDF documents

The tagged Adobe PDF document reflows one page at a time in the document window. You can't save or print documents when they're in a reflowed state.

Note: Downloading a PDF file to a handheld device requires Adobe Reader for Palm OS. Adobe Reader for Palm OS has two components: the desktop program you install on your computer, and the reader application that installs on your handheld device the next time you synchronize it with your computer.

To reflow a tagged Adobe PDF document:

1. On the status bar or in the View > Page Layout submenu, select either Single Page or Continuous.
2. Choose View > Reflow.
3. If you use a standard monitor, increase the magnification value to the desired amount.

To return to unreflowed view:

On the Navigation toolbar or toolbar menu, click the Actual Size button , the Fit Page button , or the Fit Width button , or choose a related command from the View menu.



Checking the accessibility of Adobe PDF documents

It's always a good idea to check your Adobe PDF documents for accessibility before distributing them to users. The Quick Check feature quickly examines your Adobe PDF document for structure and tags to see if it has the information necessary to make it accessible. It also checks for protection settings that prohibit access and determines if the document is a scanned image (and therefore inaccessible). It returns a brief statement of any accessibility issues.

To check the accessibility of a PDF document using Quick Check:

Choose Advanced > Accessibility > Quick Check.

Note: If the document is unstructured, a message may appear, suggesting that you change the reading-order preference. (See [Setting Reading preferences.](#))

If you need to check or correct specific accessibility problems in your PDF files, tools are available in Acrobat 7.0 Professional. For information about upgrading, contact your retailer or visit the Adobe website.



Creating Accessible Adobe PDF Documents

[Making existing Adobe PDF documents accessible](#)

[Creating tagged Adobe PDF from web pages](#)

[Creating tagged Adobe PDF from authoring applications](#)



Making existing Adobe PDF documents accessible

You can improve the accessibility of Adobe PDF documents by adding tags in Adobe Acrobat. If your PDF documents don't contain tags, Adobe Reader or Acrobat may attempt to automatically tag the document when the user reads or reflows it, but the results may be disappointing. If you provide your users with tagged Adobe PDF documents, the logical structure tree in those documents refers the appropriate contents to the screen reader in an orderly way. This makes it easier to navigate your documents and follow the content. (See [Tagging Adobe PDF documents for accessibility](#).) Whenever possible, tag your document in the application where you created it. (See [Creating tagged Adobe PDF from authoring applications](#).)

In complex documents, the tagging operation may create tags that combine unrelated textual elements or that place content out of order. You can identify these problems by using the Read Out Loud feature or the Save As Text (Accessible) to read through a document. To fix reading order problems, you must upgrade to Adobe Acrobat 7.0 Professional. For an in depth guide about creating accessible PDF documents, visit the Adobe website at <http://access.adobe.com>.

Related Subtopics:

[Tagging Adobe PDF documents for accessibility](#)



Tagging Adobe PDF documents for accessibility

Creating a tagged document directly from an authoring application is the best way to make PDF documents accessible to screen readers and reflow correctly on handheld devices. If your PDF document was created without tags, Adobe Acrobat can add them. The tagging feature identifies most elements of a PDF document, including irregularly shaped columns, bulleted lists, captions that span columns, images that overlap text, and colored backgrounds.

If your document is a fillable PDF form or conveys information through images, you must use Adobe Acrobat 7.0 Professional to make these elements accessible.

To add tags to an existing Adobe PDF document:

1. Open the PDF document.
 2. Choose Advanced > Accessibility > Add Tags To Document.
-



Creating tagged Adobe PDF from web pages

You can create tagged Adobe PDF files from within Acrobat when you convert web pages to Adobe PDF. (See [Converting web pages in Internet Explorer \(Windows\)](#).)

To create a tagged Adobe PDF file from a web page:

1. In Acrobat, choose File > Create PDF > From Web Page.
 2. For URL, type the address of the web page, or navigate to the web page location.
 3. Click Settings.
 4. In the General tab, select Create PDF Tags, and then click OK.
 5. Select any other options you want, and then click Create.
-



Creating tagged Adobe PDF from authoring applications

In most cases, you create tagged Adobe PDF files from within an appropriate authoring application, such as Adobe® FrameMaker®, Adobe InDesign, or Microsoft Word. Creating tags in the authoring application generally provides better results than adding tags in Adobe Acrobat.

PDFMaker provides conversion settings that let you create tagged PDF documents in Microsoft Excel, PowerPoint, and Word. (See [About PDF conversion settings \(Microsoft Office files\)](#).)

In Acrobat, you can determine if a PDF document is tagged by viewing Document Properties. For more information, see the documentation for your authoring application.



Customizing Adobe Acrobat for Accessibility

[About accessibility preferences](#)

[Setting accessibility preferences](#)

[Using keyboard shortcuts for menu commands and navigation](#)

[Scrolling automatically](#)

[Using a screen reader](#)

[Using the Read Out Loud feature](#)



About accessibility preferences

Adobe Acrobat provides several settings that help make PDF files more accessible for visually impaired and motion-impaired users. These settings change how PDF documents appear on-screen and are read by a screen reader. They also allow users to navigate documents using only keyboard shortcuts. The Accessibility Setup Assistant provides on-screen instructions for setting preferences in Acrobat.

You can select all of these settings in the Preferences dialog box, as well as preferences that aren't available by using the assistant. Specifically, you can set your Multimedia preferences to hear available descriptions for video and audio attachments, and your Reading preferences to read form fields out loud. For a list of keyboard shortcuts for Adobe Acrobat, see [KEYBOARD SHORTCUTS](#). For more information about how users with disabilities access PDF documents, visit the Adobe website at <http://access.adobe.com>.



Setting accessibility preferences

If you start Adobe Acrobat for the first time in Windows while a screen reader or screen magnifier is running, the Accessibility Setup Assistant, a wizard, starts to help you set Acrobat preferences for better accessibility. Indicate the type of assistive device that you use to present the best options for your system. If you use Mac OS or want to change your preferences later, you must start the Accessibility Setup Assistant from the Advanced menu. The wizard presents accessibility preferences that most affect users with screen readers and magnifiers. Additional preferences may be set manually in the Accessibility, Reading, Forms, and Multimedia panels of the Preferences dialog box. (See [Accessibility options](#).)

To set accessibility preferences with the Accessibility Setup Assistant:

1. Start the Accessibility Setup Assistant by doing one of the following:
 - Choose Advanced > Accessibility > Setup Assistant.
 - (Windows only) Start Adobe Acrobat while a screen reader or screen magnifier is running.
2. Select the option that you prefer:
 - Select Set Options For Screen Readers if you use a device that reads text out loud or sends it to a braille output device.
 - Select Set Options For Screen Magnifiers if you use a device that makes text appear larger on-screen.
 - Select Set All Accessibility Options if you use a combination of assistive devices.
 - Select Use Recommended Settings And Skip Setup to use the recommended settings for accessibility.
3. Follow the on-screen instructions to select accessibility options. (See [Accessibility options](#).) If you click Cancel at any point, Acrobat uses default settings for accessibility (not recommended).
4. Click Done.

To set additional accessibility preferences in the Preferences dialog box:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS).
2. Select Accessibility. To improve compatibility with documents that don't specify a tab order, select Use Document Structure For Tab Order When No Explicit Tab Order Is Specified. Select any other preferences you want. (See [Using high-contrast colors](#).)
3. Select Forms, and then select background or highlighting colors for form fields.
4. Select Multimedia, and select the accessibility preferences that you want.
5. Select Reading, and select the Read Form Fields option and other appropriate options. (See [Setting Reading preferences](#).)

Related Subtopics:

[Accessibility options](#)

[Using high-contrast colors](#)

[Setting Reading preferences](#)

[Selecting a reading order](#)

[Enabling single key accelerators](#)



Accessibility options

The Accessibility Setup Assistant helps you select several options that improve accessibility in Acrobat, particularly if you use assistive technologies. You can manually select additional options in various panels of the Preferences dialog box. The Accessibility Assistant includes the following options:

Note: Some options may not be available, depending on the type of assistive device you specify; the assistant presents only options that are appropriate for your device.

Use High-Contrast Colors For Document Text

When selected, you can choose from a list of contrasting color combinations for text and background, or create your own. (See [Using high-contrast colors](#).)

Disable Text Smoothing

Makes text sharper and easier to read with a screen magnifier.

Default Display Zoom

Set a percentage value (8.33-6400) to magnify documents on the screen. Allows low-vision readers to read reflowed PDF documents more easily.

Always Use The Keyboard Selection Cursor

Keeps the pointer on automatically instead of requiring the user to select the Select tool after a PDF document opens. Select this option if you use a screen magnifier.

Reading Order (for untagged documents)

Specifies the reading order of untagged documents. (See [Selecting a reading order](#).)

Override The Reading Order In Tagged Document

Uses the reading order specified in the Reading Preferences instead of that specified by the tag structure of the document. Use only when encountering problems in poorly tagged PDF documents. (See [Selecting a reading order](#).)

Confirm Before Adding Tags To Document

When selected, Acrobat lets the user confirm the options that will be used before it prepares an untagged document for reading by assistive technology. Tagging can be a time-consuming procedure, particularly in larger documents.

Deliver Pages Or Document

Deliver Currently Visible Pages opens one page or a few pages at a time (Page Only mode); Deliver The Entire Document At Once opens the entire document and may negatively affect performance; Deliver All Pages Only For Small Documents lets Acrobat selectively switch to Page Only mode if the document exceeds the page number limit that you set in Maximum Number Of Pages In A Small Document. Page Only mode is recommended for use with screen magnifiers but requires that you use keystroke commands in Acrobat (not in the screen magnifier) to navigate to new pages.

Disable Document Auto-Save

Select to disable the auto-save function. Each time a PDF document is auto-saved, the screen reader or magnifier must reload the document.

Reopen Documents To The Last Viewed Page

Allows you to save your place in the document for the next time you open it.

Display PDF Documents In The Web Browser

Opens PDF documents from the Internet in the web browser instead of a separate Acrobat window. Deselect for greater control when navigating a document in a screen reader.



Using high-contrast colors

Acrobat provides various options for making text in Adobe PDF documents easier to see and read on-screen. You can enlarge small type, and adjust the colors and contrast of text and background. Magnify the displayed document by using the Viewing toolbar, the Zoom options on the status bar, or the commands on the View menu. (See [Magnifying and reducing the view](#).) The Accessibility preferences change only the colors for the page background, document text, and line art. Additional color options that affect other areas of the on-screen display are located on the Forms, Full Screen, Layout Grid, and Spelling panels of the Preferences dialog box.



You can enlarge or reduce the font size of your bookmarks with the Options menu on the Bookmarks tab. You can set the background color of pages and the color of the text in the Preferences dialog box. Preferences affect your view of all PDF documents, but they do not affect printing or what other users see when they view the same documents on another computer.

To change background and text colors:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select Accessibility.
2. Select Replace Document Colors.
3. Do one of the following:
 - Select Use High-Contrast Colors, and then choose a color combination from the pop-up menu.
 - Select Custom Color, and then change the Page Background and Document Text colors by clicking the color swatch and then clicking a color in the color palette.
 - (Windows only) Select Use Windows Color Scheme to choose the standard color scheme for Windows.

Note: If you do not want to change the color of text that is already colored, select Change Only The Color Of Black Text, and then click OK.



Setting Reading preferences

You can use the Reading preferences to determine how documents are read by screen readers or the Read Out Loud feature, and in what order. Set the volume and speed, and choose between voices that come with the system or that are installed with speech engines (such as SAPI 4 and SAPI 5 on Windows).

Note: For information on other preferences that affect accessibility, see [Accessibility options](#).

To set preferences for reading text out loud:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS) and select Reading.
2. Choose a reading order option, and choose whether to override the reading order in tagged documents. (See [Selecting a reading order](#).)
3. If you use a screen reader, select the options you want. (See [Accessibility options](#).)
4. If you use Read Out Loud, select the settings you want for Volume, Voice, Pitch, and Words Per Minute. Then, select Read Form Fields to have the Read Out Loud feature read text fields, check boxes, and radio buttons in fillable forms.

Note: The Pitch and Words Per Minute options are available only when you deselect Use Default Speech Attributes.



Selecting a reading order

On pages with multiple columns or stories, the natural visual progression through various blocks of text may be complicated, especially if the page design is complex or if the document is poorly structured. Choosing a reading order can improve how untagged Adobe PDF documents are read, by both screen readers and the Read Out Loud feature. The reading order also affects the order of text when you choose File > Save As and select the Text (Accessible) *.txt option.

Acrobat includes the following reading order options:

- Use Infer Reading Order From Document (recommended) to deliver words according to a sophisticated structure-inference process that determines the most likely reading order. Unless you experience unsatisfactory results with a specific document or have performance problems when using this option, leave this option selected.
 - Left-To-Right, Top-To-Bottom reading order reads the text according to its placement on the page and is faster than Use Infer Reading Order From Document. This option analyzes text only; form fields are ignored and tables aren't recognized as such. You may use Document mode with this setting, or type a large number for the Minimum Number Of Pages In A Large Document setting.
 - Reading Order In Raw Print Stream delivers words in the order in which they were recorded in the print stream and reads documents faster than Use Infer Reading Order From Document. This option analyzes text only; form fields are ignored and tables aren't recognized as such. You may use Document mode with this setting, or type a large number for the Minimum Number Of Pages In A Large Document setting.
 - Override The Reading Order In Tagged Documents. Select this option only if you encounter problems reading a tagged document.
-



Enabling single key accelerators

You can improve the functionality of your keyboard by using single key accelerators. Most keyboard shortcuts in Acrobat don't require that you enable this option. (See [Keys for selecting tools.](#))

To enable single key accelerators:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS).
 2. Select General, and then select Use Single-Key Accelerators To Access Tools.
-



Using keyboard shortcuts for menu commands and navigation

You can navigate by using the keyboard instead of the mouse. See [About keyboard shortcuts](#). In Mac OS, several keyboard access features are available. In Windows, some of the keyboard shortcuts used to navigate in Acrobat may differ from those used in other Windows applications.

Related Subtopics:

[Setting up full keyboard access \(Mac OS only\)](#)

[Using shortcuts within web browsers \(Windows only\)](#)



Setting up full keyboard access (Mac OS only)

In Mac OS, you can navigate and interact within the Acrobat work area and Adobe PDF documents by setting up the appropriate system-level preferences.

To set up full keyboard access:

1. On the Apple menu, choose System Preferences, and select Keyboard & Mouse (Mac OS 10.3) or Keyboard (Mac OS 10.2).
2. Click the Keyboard Shortcuts tab (Mac OS 10.3) or Full Keyboard Access tab (Mac OS 10.2).
3. Select the Turn On Full Keyboard Access option.
4. Do one of the following:
 - In Mac OS 10.3, choose System Preferences from the Apple menu, select Universal Access, and then select either Enable Access For Assistive Devices to use installed screen reader technology or Enable Text-To-Speech For Universal Access to use the Mac OS speech technology.
 - In Mac OS 10.2, select Any Control and then exit the System Preferences.

When you open Acrobat within a web browser, keyboard commands are mapped first to the web browser. Consequently, some keyboard shortcuts may not be available for Acrobat or may not be available until after you shift the focus to the PDF document.



Using shortcuts within web browsers (Windows only)

You can use the keyboard to control Acrobat within Internet Explorer in Windows. At first, the focus is on the PDF document and the Acrobat application, so navigation and command keystrokes function normally. Pressing Ctrl+Tab shifts the focus to the web browser. Pressing the Tab key shifts the focus back to the document.



Scrolling automatically

The automatic scrolling feature makes it easier to scan through long PDF documents, especially reflowed documents. You can scroll through pages without using keystrokes or mouse actions.

To scroll automatically through a document:

1. Choose View > Automatically Scroll.
2. Do any of the following:
 - To change the scrolling speed, press a number key (9 is the fastest and 0 is the slowest), or press the Up Arrow or Down Arrow key.
 - To reverse the direction of the scrolling, press the hyphen or minus sign key.
 - To jump to the next or previous page, press the Left Arrow or Right Arrow key.

To stop automatic scrolling, press Esc or choose View > Automatically Scroll again.

Related Subtopics:

[Outputting accessible text for a braille printer](#)



Outputting accessible text for a braille printer

You can save the text in a PDF document to print on a braille printer. Accessible text can be imported and printed out as formatted, grade 1 or 2 braille documents by using a braille translation application. See the documentation included with the braille translator for more information.

To save a PDF document as accessible text:

1. Choose File > Save As.
 2. Choose Text (Accessible) from the Format pop-up menu, name the file, and then click OK.
-



Using a screen reader

Adobe Acrobat supports assistive technologies that enable visually impaired users to interact with computer applications, such as screen readers and screen magnifiers. When assistive technologies are in use, Acrobat may add temporary tags to open PDF documents to improve their readability. Use the Accessibility Setup Assistant to improve how Acrobat interacts with the type of assistive technology you use. (See [Setting accessibility preferences](#).) You may also change your reading settings for the current document when using a screen reader by choosing Advanced > Accessibility > Change Reading Options. (See [Setting Reading preferences](#).)

Contact your vendor for more information about using a screen reader or screen magnifier with Acrobat.



Using the Read Out Loud feature

You can use the Read Out Loud feature to read aloud as many pages of an Adobe PDF document as you want. Read Out Loud reads the text in comment pop-ups and alternate text descriptions for images and fillable fields. In tagged PDF documents, content is read in the order it appears within the logical structure. In untagged documents, the reading order is inferred, unless a reading order has been specified. (See [Selecting a reading order.](#))

Read Out Loud uses the available voices installed in your system; contact your operating system vendor for additional voices on Windows. If you have SAPI 4 or SAPI 5 voices installed from text-to-speech or language applications, you can choose them to read your PDF documents.

Note: The Read Out Loud feature can read the text of a PDF file out loud, but is not a screen reader. Some systems may not support this feature.

To read a document out loud:

1. Open an Adobe PDF document.
2. Navigate to the page you want to read.
3. Do one of the following:
 - Choose View > Read Out Loud > Read This Page Only.
 - Choose View > Read Out Loud > Read To End Of Document.

To interrupt the Read Out Loud feature:

Do one of the following:

Choose View > Read Out Loud > Pause.

Choose View > Read Out Loud > Stop.

To read form fields out loud:

1. Make sure that the Read Form Fields option is selected in the Reading preferences. (See [Setting Reading preferences.](#))
2. In the form, press Tab to select the first form field. A description is read out loud.

Note: When you type text into a text field, Read Out Loud doesn't read the new text until you press Tab to exit the text field, and Shift+Tab to reenter the text field.

3. Make entries and selections as needed. Acrobat reads the state of selected check boxes and radio buttons.
 4. Press Tab to select each field until you complete the form.
-



EDITING

[About editing Adobe PDF documents](#)

[About electronic publication of Adobe PDF documents](#)

[Improving electronic output](#)



About editing Adobe PDF documents

A common misconception about Adobe PDF documents is that they should behave like any other document with images and text, letting you freely copy, paste, and move items on a page. Consider an Adobe PDF file as a snapshot of your original document--whether it's an Adobe InDesign file or Microsoft Office file: Reserve the more substantial changes for the authoring application, and use Adobe Acrobat to enhance the "snapshot" PDF file for readability and distribution.

The major advantages of Adobe PDF are its ubiquitous format, small file size, navigational tools, and accessibility. Furthermore, you can create tagged bookmarks and add links and attachments. Examples of edits you can make to a PDF document include the following:

Add or remove text with the TouchUp Text tool

To create a new line, use Ctrl-click (Windows) or Option-click (Mac OS). (See [Editing text with the TouchUp Text tool](#).)

Copy a line or two of text

Use the Select tool and paste it in another application, or use Save As to save all text in the file, select Rich Text Format from the pop-up menu, and then save the file.

Add and rearrange bookmarks

Change the appearance of bookmarks in the Bookmarks tab. (See [Using bookmarks](#).)

Insert a copied image on a blank page

Choose Edit > Paste, or use the Paste Clipboard Image tool. (See [Pasting an image from the Clipboard](#).)

Create a custom link

Select an action that goes to another page in the document. (See [Creating links](#).)

Combine two PDF files

Open one document and choose Document > Pages > Insert, or combine the two by choosing Create PDF > From Multiple Files.

Add movies and sound clips

Users can play these movies and sound clips when they open the PDF document.

Add headers and footers

Add information, such as titles and page numbers at the top or bottom of pages. (See [Adding headers and footers](#).)

Add backgrounds and watermarks

Display text or images in the foreground or background of the PDF document pages. (See [Adding watermarks and backgrounds](#).)



About electronic publication of Adobe PDF documents

When you publish your Adobe PDF documents electronically using Acrobat Standard you want to make it as easy as possible for your readers to open and read them so that they find the information they need quickly. If you distribute PDF files to a large and varied audience, it's to your advantage to do everything you can to accommodate the diverse needs of that audience.

Before you publish your Adobe PDF files, consider the following options:

- Tagging your documents so that users can read them on devices with different output capabilities and sizes, such as handheld devices, digital book readers, and standard computer monitors. (See [Tagging Adobe PDF documents for accessibility](#).)
 - Employing helpful practices to ensure ease of accessibility and reading. (See [Improving electronic output](#).)
-



Improving electronic output

When you distribute Adobe PDF files electronically, there are a number of steps you can take to ensure that the user's reading experience is as smooth as possible, such as streamlining downloading, using recommended naming conventions for files, and providing keywords for searching.

Also, make sure that your files are fully accessible for users who depend on screen readers and other devices. (See [Making existing Adobe PDF documents accessible](#).)

Related Subtopics:

[Enabling Fast Web View in Adobe PDF files](#)

[Adding a Welcome page](#)

[Naming Adobe PDF documents](#)

[Adding searchable information and setting the binding](#)



Enabling Fast Web View in Adobe PDF files

Fast Web View restructures an Adobe PDF document for page-at-a-time downloading (byte-serving) from web servers. With page-at-a-time downloading, the web server sends only the requested page, rather than the entire PDF document. This is especially important with large documents that can take a long time to download from a server.

Check with your web master to make sure that the web server software you use supports page-at-time downloading. To ensure that the PDF documents on your website appear in older browsers, you may also want to create HTML links (versus ASP scripts or the POST method) to the PDF documents and keep path names--or URLs--to the files at less than 256 characters.

To check whether an Adobe PDF document has Fast Web View:

1. Choose File > Document Properties.
2. Click the Description tab.

The right side of the dialog box includes a Yes or No for Fast Web View.

To include Fast Web View in an Adobe PDF document:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS).
 2. On the left side of the dialog box, select General.
 3. On the right side of the dialog box, under Miscellaneous, select Save As Optimizes For Fast Web View. (This option is set by default.) Click OK.
 4. Choose File > Save As and select the same file name and location.
-



Adding a Welcome page

When a user first visits a website or opens a CD, it can be difficult to know where to begin or to determine what's in the document collection. To point your users in the right direction, consider including a Welcome page. Such a page typically gives an overview of the included documents and provides links to specific places in them.

If you're setting up a website, you may want to use an HTML page as the Welcome page and put links to the PDF documents in the HTML code. (See [Creating links](#).)



Rather than distributing one large document, it's usually better to distribute a collection of small documents with links between them. Small documents open more quickly than large ones. The links enable users to go straight to the relevant information, instead of requiring them to locate the information by browsing or using Search.



Naming Adobe PDF documents

When naming an Adobe PDF document that is going to be distributed electronically, it's a good idea to follow standard naming conventions:

- Use ISO 9660 file names, because some network and email programs truncate long file names. An ISO 9660 file name can contain up to eight characters (with no spaces), optionally followed by an extension (a period and from one to three characters). Only uppercase roman letters, the underscore (_), and digits (0-9) can be used in ISO 9660 folder names and file names. Folder names must be no more than eight characters, have no extension, and be no more than eight levels deep. If you're using a Macintosh as the host system, make sure that your file names and folder names don't have a leading space.
 - Use the .pdf extension with an Adobe PDF file name. In Windows, documents without the .pdf extension may not appear in the Open dialog box if you search for documents by typing in *.pdf. Most web browsers, web servers, and versions of Microsoft Windows have been configured to associate PDF documents with Adobe Reader, Adobe Acrobat, or the web browser plug-in, and to start that application when they encounter a file name ending in .pdf.
-



Adding searchable information and setting the binding

You can provide a title, a subject, an author, and one or more keywords for an Adobe PDF document in Acrobat or in a browser. These entries are also reflected in the document metadata. Metadata provides users with basic information about the document and gives them a useful way to search for that information, especially if the document is part of a collection that is going to be indexed. (See [About using Catalog to index Adobe PDF documents.](#))

You can select a type of binding for when the document is viewed on-screen. The binding affects how the pages are arranged side by side when they are viewed in Facing Page or Continuous - Facing page layouts. You should select the binding that matches the reading direction of text in the document: left-edge for text read from left to right, and right-edge for text read from right to left. For example, right-edge binding is preferable for viewing Arabic, Hebrew, Chinese, or Japanese (vertical) text.

To add searchable information and set the binding:

1. Choose File > Document Properties, and click Description on the left side of the dialog box.
2. Type any entries you want for Title, Author, Subject, and Keywords. If you type more than one keyword, separate the words with commas only and no space, such as `flowers , rose , botany , garden`.

Note: Many web search engines use the title to describe the document in their search results list. If you do not provide a title, the file name is used in the results list instead.

3. Click Advanced on the left side of the dialog box, and select Left Edge or Right Edge from the Binding menu.
-



Adding Navigability to Adobe PDF Documents

[Using page thumbnails](#)

[Defining the tabbing order](#)

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[Using actions for special effects](#)

[Navigating Adobe PDF documents converted from web pages](#)

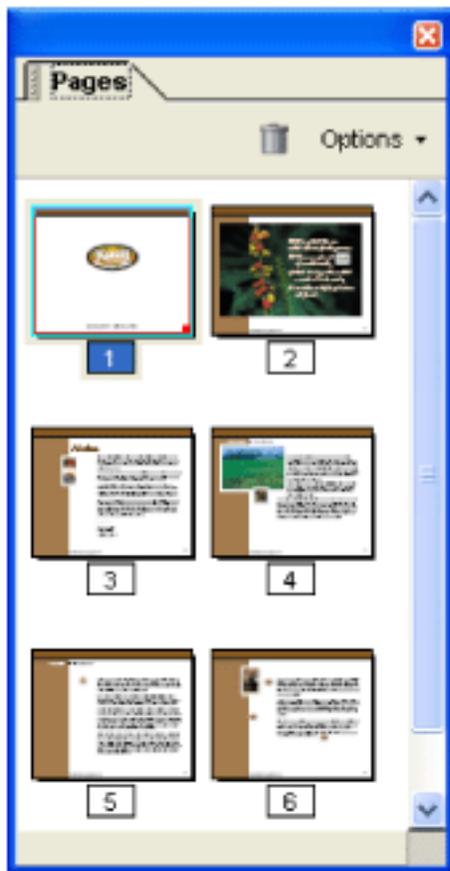
[Working with articles](#)



Using page thumbnails

Page thumbnails are miniature previews of the pages in a document. You can use page thumbnails in Adobe Acrobat Standard to jump quickly to a selected page or to adjust the view of the page.

When you move, copy, or delete a page thumbnail, you actually move, copy, or delete the corresponding page. This makes page thumbnails especially useful during the development phase of an Adobe PDF document.



Page thumbnails

Related Subtopics:

[Creating page thumbnails](#)

[Adding page actions with page thumbnails](#)



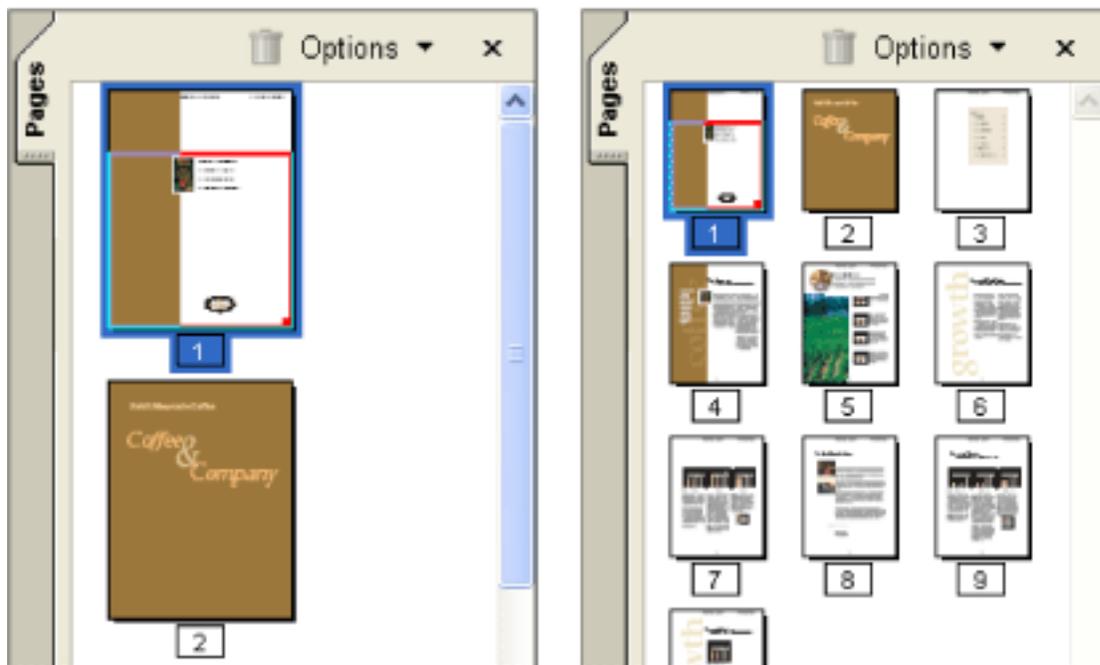
Creating page thumbnails

Because page thumbnails make a file larger, they are not automatically created with a document unless specified. Instead, you create page thumbnails dynamically by clicking the Pages tab in the navigation pane. The process of drawing page thumbnails may require several seconds, particularly in larger documents. To prevent page thumbnails from redrawing each time you click the Pages tab, embed the page thumbnails. You can unembed or re-embed them, as needed.

Note: Drawing of page thumbnails may pause if you interact with the application during the process.

To display page thumbnails:

1. Click the Pages tab in the navigation pane.
2. Choose Reduce Page Thumbnails from the Options menu if you want to view page thumbnails at about one-half the current size. Choose Enlarge Page Thumbnails from the Options menu to view page thumbnails at about twice the current size.



Large and small page thumbnails

To embed or unembed page thumbnails in a document:

1. Click the Pages tab in the navigation pane.
 2. Choose Embed All Page Thumbnails or Remove Embedded Page Thumbnails from the Options menu.
-



Adding page actions with page thumbnails

To enhance the interactive quality of a document, you can specify actions, such as changing the zoom value, to occur when a page is opened or closed.

To set an action associated with a page opening or closing:

1. Click the Pages tab in the navigation pane.
2. Select the page thumbnail corresponding to the page, and choose Page Properties from the Options menu.
3. In the Page Properties dialog box, click Actions.
4. From the Select Trigger menu, choose Page Open to set an action when the page opens, or choose Page Close to set an action when the page closes.
5. Choose an action from the Select Action menu, and click Add. For information on the actions that can be associated with page thumbnails, see [Action types](#).
6. Specify the options for the action, and click OK. The options available depend on the action selected.
7. Do any of the following:
 - To create a series of actions, choose another action from the menu, and click Add again. Use the Up and Down buttons to arrange the actions in the order you want them to occur.
 - To edit a page action, select the page action, and click Edit. Click OK to accept the changes and return to the Page Properties dialog box.
 - To delete a page action, select the page action, and then click Delete.
8. Click Close to accept the page actions.

Note: If you set an action that switches to Full Screen View on Page Open or Page Close, the next time the same page opens or closes, Full Screen View is turned off.



Defining the tabbing order

In the Pages tab, you can set the order in which a user tabs through form fields, links, and comments for each page.

To set the tabbing order for form fields, links, and comments:

1. Click the Pages tab in the navigation pane.
2. Select a page thumbnail, and choose Page Properties from the Options menu.
3. In the Page Properties dialog box, click Tab Order, and select the tab order:
 - To tab through rows from left to right, or right to left for pages with a right-to-left binding, select Use Row Order.
 - To tab through columns from left to right and from top to bottom, or right to left for pages with a right-to-left binding, select Use Column Order.
 - To tab in the order specified by the authoring application, select Use Document Structure.

Note: For structured documents, it's best to select the Use Document Structure option to match the intention of the authoring application.

If the document was created in an earlier version of Acrobat, the tab order is Unspecified by default. With this setting, form fields are tabbed through first, followed by links and comments ordered by row.



Using bookmarks

A bookmark is a type of link with representative text on the Bookmarks tab in the navigation pane. Each bookmark goes to a different view or page in the document. You can use electronic bookmarks as you would paper bookmarks, to mark a place in a document to which you want to return. You can also use a bookmark to direct your reader's attention where you want it. You can use bookmarks to jump to a destination within an Adobe PDF document, to another document (PDF or other), or to a web page. Bookmarks can also perform actions, such as executing a menu item or submitting a form.

Bookmarks are generated automatically from the table-of-contents entries of documents created by most desktop publishing programs. In addition, tagged bookmarks can be generated from tagged PDF files.

Note: A user can add bookmarks to a document only if the security settings allow it.



Bookmarks act as a table of contents for some PDF documents.

Related Subtopics:

[Creating bookmarks](#)

[Managing bookmarks](#)

[Creating a bookmark hierarchy](#)

[Adding tagged bookmarks](#)



Creating bookmarks

Bookmarks generated from a table of contents are usually adequate to navigate through a document. However, you can set bookmarks to point to specific sections to draw the reader's attention to them. You can also set the appearance of bookmarks and add actions to them.

To create a new bookmark:

1. Open the page where you want the bookmark to link to, and adjust the view settings. You can always change the destination and view settings later.
2. Click the Select tool  and do one of the following:
 - To bookmark a single image, click in the image, or Ctrl-drag (Windows) or Command-drag (Mac OS) a rectangle around the image.
 - To bookmark a portion of an image, Ctrl-drag (Windows) or drag (Mac OS) a rectangle around the portion.
 - To bookmark selected text, drag to select it. The selected text becomes the label of the new bookmark. You can edit the label.
3. Click the Bookmarks tab, and click the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the list.
4. Choose New Bookmark from the Options menu, or click the New Bookmark icon at the top of the Bookmark tab.
5. Type or edit the name of the new bookmark, and press Enter (Windows) or Return (Mac OS).
6. Choose View > Toolbars > Properties Bar, and choose a color and style for the text.



After you have defined a bookmark's appearance, you can reuse the appearance settings by selecting the bookmark and choosing the Use Current Appearance As New Default command from the bookmark's context menu.

To add an action to a bookmark:

1. Click the Bookmarks tab.
2. Right-click (Windows) or Control-click (Mac OS) a bookmark, and choose Properties.
3. In the Bookmark Properties dialog box, click Actions.
4. Choose an action from the Select Action menu, and click Add.

For information on the actions that can be associated with bookmarks, see [Action types](#).



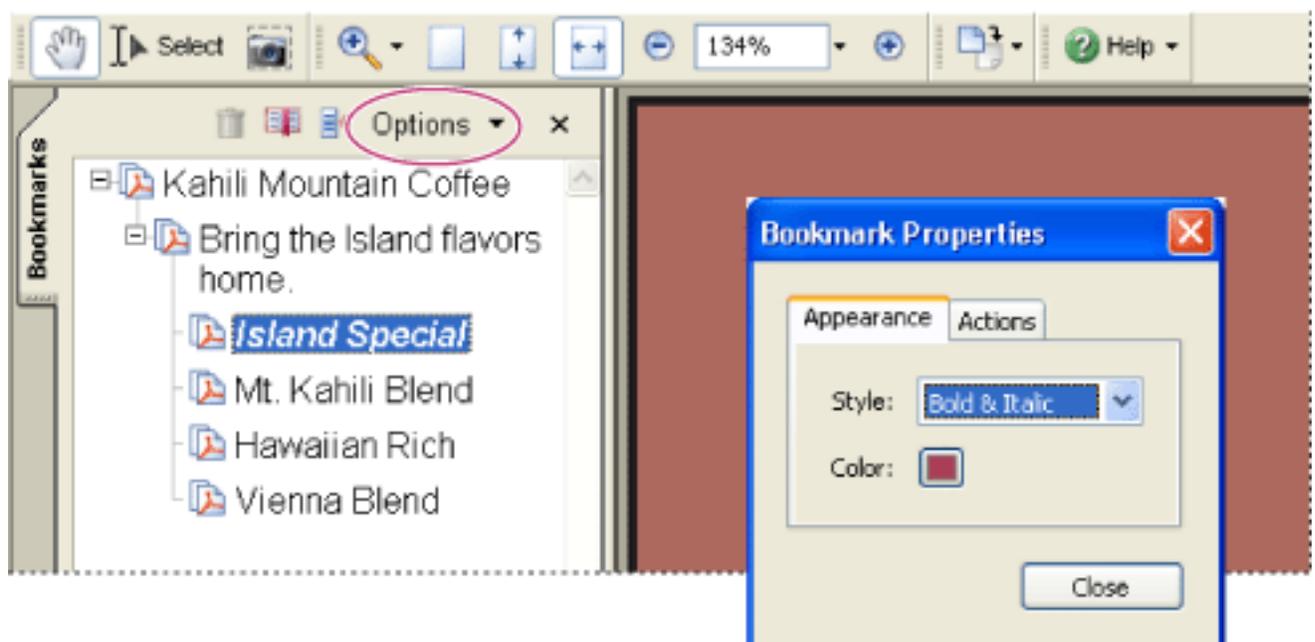
Managing bookmarks

Initially, a bookmark displays the page that was in view when you created the bookmark, which is the bookmark's *destination*. Although you can set bookmark destinations as you create each bookmark, it is sometimes easier to create a group of bookmarks, and then set the destinations later. Once you've created a bookmark, you can change its text, destination, or action type. You can also change the appearance of a bookmark to draw attention to it.

To change a bookmark's name or appearance:

Do any of the following:

- Select the bookmark in the Bookmarks tab, choose Rename Bookmark in the Options menu, and type the new bookmark name.
- Right-click (Windows) or Control-click (Mac OS) the bookmark in the Bookmarks tab, and choose Rename.
- If necessary, choose View > Toolbars > Properties Bar to open the Properties toolbar. Then select the bookmark, and change the color and type style.
- Right-click (Windows) or Control-click (Mac OS) the bookmark, and select Properties. In the Appearance tab, change the color and style of the text.
- To change the font size, choose small, medium, or large for Text Size from the Options menu.



Set a bookmark's appearance in the Bookmark Properties dialog box.

To edit a bookmark's destination:

1. Click the Bookmarks tab, and select the bookmark.
2. In the document pane, move to the location you want to specify as the new destination.
3. If necessary, adjust the view magnification.
4. Choose Set Bookmark Destination in the Options menu.

To delete a bookmark:

1. Click the Bookmarks tab, and select the bookmark or range of bookmarks you want to delete.
2. Choose Delete Bookmark(s) in the Options menu.

Important: Deleting a bookmark deletes any bookmarks that are subordinate to it. Deleting a bookmark does not delete any document text.

To wrap long bookmarks:

Click the Bookmarks tab, and choose Wrap Long Bookmarks from the Options menu. All the text of long bookmarks shows regardless of the width of the navigation pane. (This option is on when checked, and off when not checked.)



Creating a bookmark hierarchy

You can nest a list of bookmarks to show a relationship between topics. Nesting creates a parent/child relationship. You can expand and collapse this hierarchical list as desired.

To expand or collapse a bookmark:

Do one of the following:

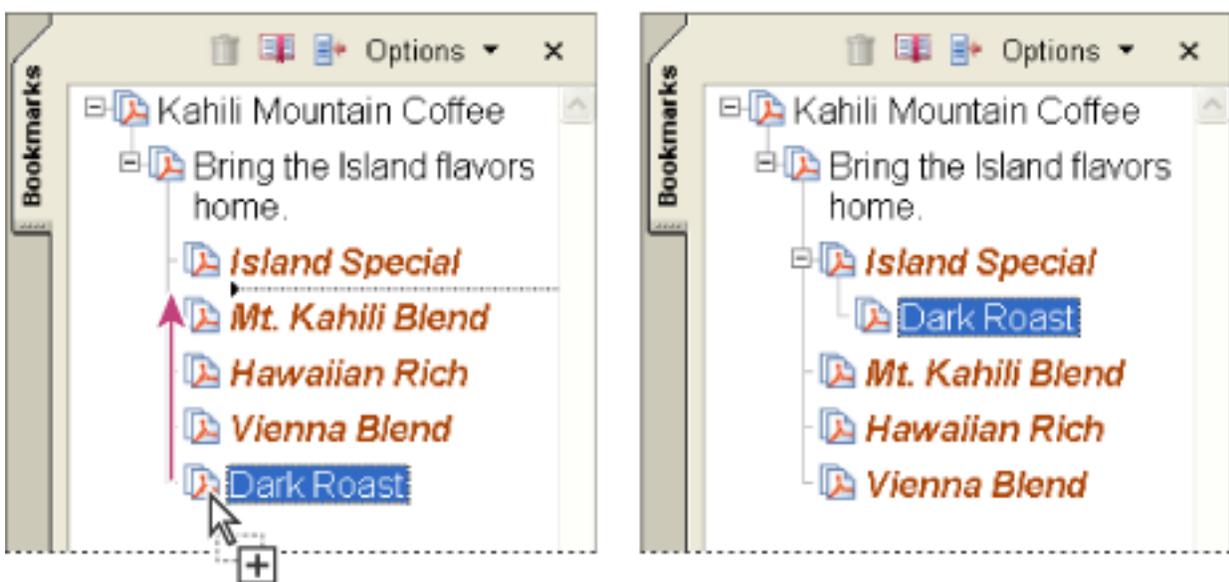
- Click the plus sign or horizontal triangle next to the bookmark icon to show any children. Click the minus sign or inverted triangle to collapse the list again.
- Select the bookmark, and choose Expand Current Bookmark from the Options menu.

To expand or collapse all top-level bookmarks:

Choose Expand Top-Level Bookmarks from the Options menu. Choose Collapse Top-Level Bookmarks to collapse all bookmarks.

To nest one or more bookmarks under another bookmark:

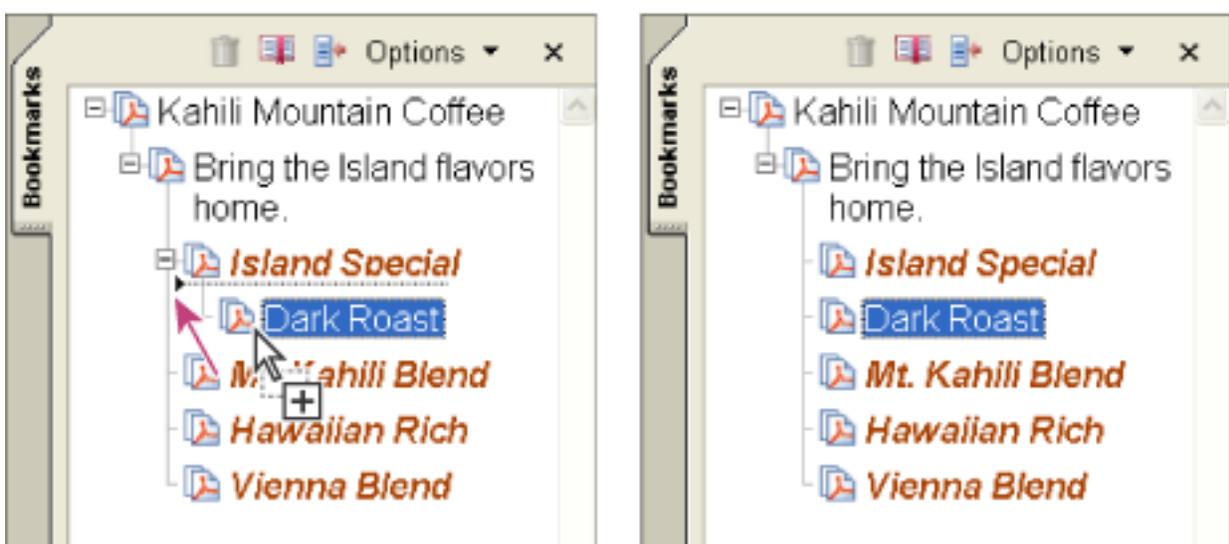
1. Select the bookmark or range of bookmarks you want to nest.
2. Drag the icon or icons directly underneath the parent bookmark icon. The Line icon  shows the position of the icon or icons.
3. Release the bookmark. The bookmark is nested; however, the actual page remains in its original location in the document.



Nesting a bookmark (left), and the result (right)

To move one or more bookmarks out of a nested position:

1. Select the bookmark or range of bookmarks you want to move.
2. Do one of the following:
 - Drag the icon or icons, positioning the arrow directly under the label of the parent bookmark.
 - Choose Cut from the Options menu, select the parent bookmark, and then choose Paste Under Selected Bookmark from the Options menu.



Moving a bookmark out of its nested position (left), and the result (right)



Adding tagged bookmarks

Tagged bookmarks give you greater control over page content than do regular bookmarks. Because tagged bookmarks use the underlying structural information of the document elements (for example, heading levels, paragraphs, table titles) to create bookmarks, they can be used for editing the document, such as deleting pages. You can identify these bookmarks by the Tagged Bookmark icon .

Several word-processing applications, including Adobe InDesign and Microsoft Word, support tagged bookmarks. If your PDF file contains structural information, you can add tagged bookmarks to the file for paragraphs and other items that have HTML elements. If not, add tags to the document in Acrobat. (See [Tagging Adobe PDF documents for accessibility](#).)

A second type of tagged bookmark--tagged bookmarks for web pages--is also available. (See [Navigating Adobe PDF documents converted from web pages](#).)

To add tagged bookmarks to an Adobe PDF document:

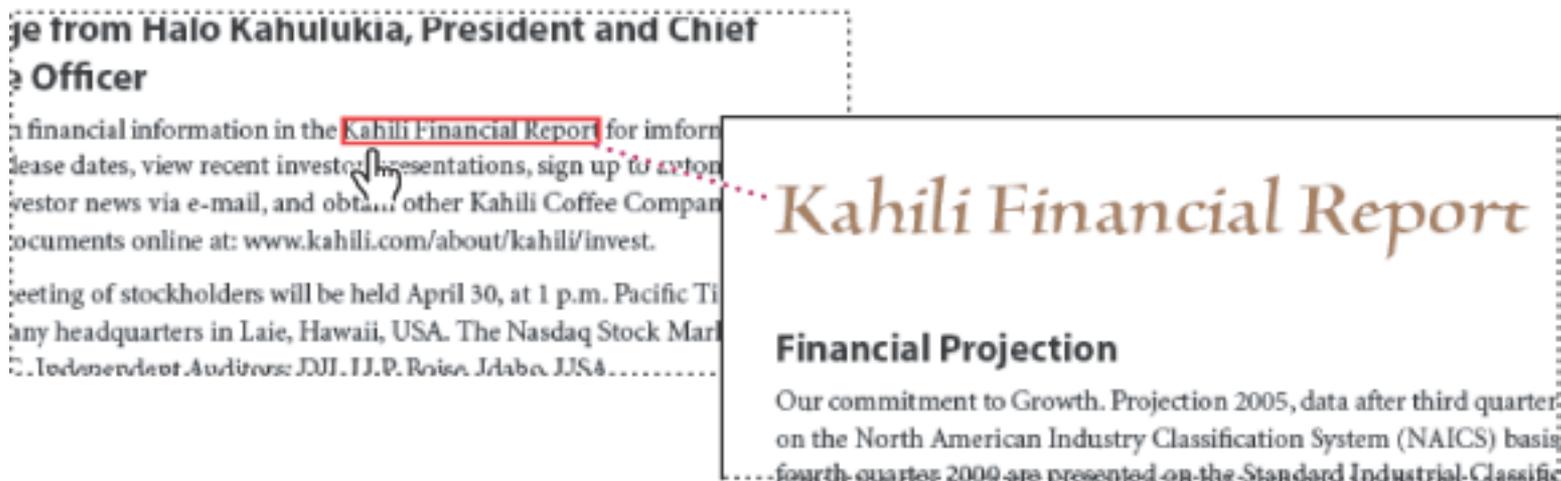
1. Click the Bookmarks tab, and choose New Bookmarks From Structure from the Options menu.
2. Select the items you want specified as tagged bookmarks. Ctrl-click (Windows) or Command-click (Mac OS) to add to the selection.

The tagged bookmarks  are nested under a new, untitled bookmark.



Using links

Links, or hyperlinks, let you jump to other locations in the same document, to other electronic documents including attachments, or to websites. You can use links when you want to ensure that your reader has immediate access to related information. You can also use links to initiate actions.



Clicking a link jumps to another page, document, or website.

Related Subtopics:

[Creating links](#)

[Changing the appearance of links](#)

[Adding actions to a link](#)

[Editing links](#)

[Creating links from URLs](#)

[Removing all web links](#)

[Linking to file attachments](#)

[Using destinations](#)



Creating links

You can use the Link tool to create links. You can make the links visible or invisible. You can create links directly from text and images using the Select tool and the Snapshot tool.

To create a link using the Link tool:

1. Go to where you want to create a link from in the document.
2. Choose Tools > Advanced Editing > Link Tool, or select the Link tool  on the Advanced Editing toolbar. The pointer becomes a cross hair (+), and any existing links in the document, including invisible links, are temporarily visible.
3. Drag to create a rectangle (marquee). This is the area in which the link is active.
4. In the Create Link dialog box, choose the settings you want for the link appearance.
5. To set the link action, do one of the following:
 - Select Go To A Page View, click Next, set the page number and view magnification you want in the current document or in another document, and then click Set Link.
 - Select Open A File, click Browse to select the destination file, and click Select. If the file is an Adobe PDF document, specify how the document should open. Click OK.

Note: If the file name is too long to fit in the text box, the middle of the name is truncated.

- Select Open A Web Page, and provide the URL of the destination web page. (See [Using destinations.](#))
- Select Custom Link, and click OK to open the Link Properties dialog box. You can set actions associated with the link, such as reading an article, in this dialog box. (See [Adding actions to a link.](#))

To create a link using the Select tool or the Snapshot tool:

1. Select the Select tool  or the Snapshot tool , and drag to select the text or image from which you want to create a link.
2. Right-click (Windows) or Control-click (Mac OS) the selection, and choose Create Link.
3. Select options in the Create Link dialog box as described in the previous procedure.

Note: The Custom Link option is not available for links created from selected text.



Changing the appearance of links

You can change the appearance settings for links at any time by using the Properties toolbar or the Link Properties dialog box. The Link Properties dialog box opens automatically when you create a custom link and has more options than the Properties toolbar. For other link types, you must open the dialog box manually. You can choose properties to make a link visible or invisible.

To change the appearance of a link:

1. On the Appearance tab of the Link Properties dialog box, choose a color, line thickness, and line style for the link. Click the pop-up menu next to each button or text box to see the available options.
2. Select a highlight style for when the link is selected:
 - To not change the appearance of a link, select None.
 - To change the link's color to its opposite, select Invert.
 - To change the link's outline color to its opposite, select Outline.
 - To create the appearance of an embossed rectangle, select Inset.

Note: The Link type, Color, and Line Style options are not available if Invisible is selected for Appearance.

3. Select Invisible Rectangle for Link Type if you don't want users to see the link in the Adobe PDF document. An invisible link is useful if the link is over an image.
4. Select the Locked option if you want to prevent users from accidentally changing your settings.
5. To test the link, select the Hand tool.

Note: The link properties in the Create Link dialog box apply to all new links that you create until you change the properties. To reuse the appearance settings for a link, right-click (Windows) or Control-click (Mac OS) the link whose properties you want to use as the default, and choose Use Current Appearance As New Default.



Adding actions to a link

To enhance the interactive quality of a document, you can specify an action, such as changing the zoom value, to occur when a link is clicked. (See [Using actions for special effects.](#))



Editing links

You can edit a link at any time. You can change its hotspot area or associated link action; delete or resize the link rectangle; or change the destination of the link. Changing the properties of an existing link affects only the currently selected link.



You can change the properties of several links at once if you select the links using the Link tool or the Select tool.

To move or resize a link rectangle:

1. Select the Link tool  or the Select Object tool , and then move the pointer over the link rectangle. The cross-hair changes to an arrow when the pointer is over a corner. If the pointer is not directly over a corner of the link rectangle, the pointer is a standard pointer.
2. Do one of the following:
 - To move the link rectangle, position the arrow anywhere in the rectangle, and drag it to the new location.
 - To resize the link rectangle, drag any corner point until the rectangle is the size you want.

To delete a link:

1. Select the Link tool  or the Select Object tool .
 2. Select the link rectangle you want to delete.
 3. Choose Edit > Delete, or press the Delete key.
-



Creating links from URLs

You can automatically create links from all URLs in a document or from URLs on selected pages.

To create links from URLs in an Adobe PDF document:

1. Choose Advanced > Links > Create From URLs In Document.
 2. In the Create Web Links dialog box, select All to create links from all URLs in the document, or select From and enter a page range to create links on selected pages.
-



Removing all web links

You can remove all web links from an Adobe PDF document.

To remove all web links from an Adobe PDF document:

1. Choose Advanced > Links > Remove All Links From Document.
-



Linking to file attachments

In Acrobat 7.0, PDF documents can have file attachments, which appear in the Attachments tab. To open attachments, you can either use the Attachments tab or, better yet, create a link in your document that lets users open the file attachment within the document pane. You can also create links between attached files, or from an attachment back to the parent PDF document.

Note: Don't confuse file attachments with files that can be opened from a link. File attachments are added to the document using the Add File Attachment command. To open a file from a link, you select the Open A File action while creating the link. (See [Creating links.](#))

To create a link to a file attachment:

1. Open a PDF document that contains a file attachment. (See [Adding attachments to Adobe PDF documents.](#))
 2. Go to where you want to create a link. If that location is in the file attachment, click the Attachments tab, select the file attachment, and click Open.
 3. Choose Tools > Advanced Editing > Link Tool, or select the Link tool on the Advanced Editing toolbar.
 4. Select the area for the link.
 5. In the Create Link dialog box, set the link appearance, select Go To A Page View, and then click Next.
 6. Set the page number and view magnification you want, either in the parent PDF document or in the file attachment, and then click Set Link.
-



Using destinations

A *destination* is the end point of a link represented by text in the Destinations tab. Destinations enable you to set navigation paths across a collection of Adobe PDF documents. Linking to a destination is recommended when linking across documents because, unlike a link to a page, a link to a destination is not affected by the addition or deletion of pages within the target document.

To display and sort the destinations list:

1. Choose View > Navigation Tabs > Destinations. Acrobat automatically scans for all destinations.
2. Do one of the following:
 - To sort the destination names alphabetically, click the Name label at the top of the Destinations tab.
 - To sort the destinations by page number, click the Page label at the top of the Destinations tab.

To change or delete a destination:

1. Choose View > Navigation Tabs > Destinations.
2. Right-click (Windows) or Control-click (Mac OS) the destination, and choose a command:
 - To move to the target location, choose Go To Destination.
 - To delete the destination, choose Delete.
 - To reset the target of the destination to the page displayed, choose Set Destination.
 - To give the destination a different name, choose Rename.

To create and link a destination in the same or another Adobe PDF document:

1. In the target document (to which you want to link a destination), navigate to the location where you want to create a destination, and set the desired view. (See [Viewing documents](#).) If the document already includes a destination, skip to step 4.
 2. Choose View > Navigation Tabs > Destination, and do one of the following:
 - Choose New Destination from the Options menu.
 - Click the Create New Destination button  at the top of the Destination tab.
 3. Type a unique name for the destination, and then press Enter (Windows) or Return (Mac OS).
 4. In the source document (the document you want to create the link from), select the Link tool  and drag a rectangle to specify a source for the link.
 5. In the Create Link dialog box, set the link appearance, select Custom Link, and click Next.
 6. Click the Actions tab in the Link Properties dialog box, choose Go To A Page View from the Select Action menu, and then click Add.
 7. Do one of the following:
 - To select a destination in another file, open the file, and click Set Link.
 - To select a destination in the source file, click Set Link.
 8. Using the Link tool, right-click (Windows) or Control-click (Mac OS) the link you created, and choose Properties.
 9. Click the Actions tab, select the action, and then click Edit.
 10. Select Use Named Destination, click Browse, and then select your named destination.
-



Using actions for special effects

You can cause an action to occur when a bookmark or link is clicked, or when a page is viewed. For example, you can use links and bookmarks to jump to different locations in a document, execute commands from a menu, and perform other actions. Actions are set in the Properties dialog box.

The Locked option prevents the appearance and actions associated with an object from being accidentally changed.

Related Subtopics:

[Adding actions](#)

[Action types](#)

[Types of triggers](#)



Adding actions

For bookmarks or links, you specify an action that occurs when the bookmark or link is clicked. For other items, such as pages, media clips and form fields, you define a trigger that causes the action to occur and then define the action itself. You can add multiple actions to one trigger. See [Types of triggers](#).

To specify action options:

1. Do one of the following:
 - Using the Hand tool, right-click (Windows) or Control-click (Mac OS) the bookmark or page thumbnail, and choose Properties.
 - Using the Select Object tool, double-click a link or form field, and choose Properties.
 2. Click the Actions tab.
 3. From the Select Action menu, select the action type to occur, and then click Add. (See [Action types](#).) You can add multiple actions; actions execute in the order that they appear in the Actions list box.
 4. Do any of the following, and then click Close:
 - If you defined more than one action for a behavior, and if you want to reorder the actions, select an action, and then click the Up or Down button.
 - To edit an action, select the action, click Edit, and make the necessary changes.
 - To delete an action, select the action, and click Delete.
-



Action types

You can assign the following actions to links, bookmarks, pages, media clips, and form fields:

Execute A Menu Item

Executes a specified menu command as the action.

Go To A Page View

Jumps to the specified destination in the current document or in another document.

Import Form Data

Brings in form data from another file, and places it in the active form.

Open A File

Launches and opens a file. If you are distributing a PDF file with a link to a non-PDF file, the reader needs the native application of the non-PDF file to open it successfully. (You may need to add opening preferences for the target file.)

Open A Web Link

Jumps to the specified destination on the Internet. You can use http, ftp, and mailto protocols to define your link.

Play A Sound

Plays the specified sound file. The sound is embedded into the PDF document in a cross-platform format that plays in Windows and Mac OS.

Play Media (Acrobat 5 Compatible)

Plays the specified QuickTime or AVI movie that was created as Acrobat 5-compatible. There must already be a link to the movie in the PDF document for you to be able to select it.

Play Media (Acrobat 6 Compatible)

Plays a specified movie that was created as Acrobat 6-compatible. There must already be a link to the movie in the PDF document for you to be able to select it.

Read An Article

Follows an article thread in the active document or in another PDF document.

Reset A Form

Clears previously entered data in a form. You can control the fields that are reset with the Select Fields dialog box.

Run A JavaScript

Runs the specified JavaScript.

Set Layer Visibility

Determines which layer settings are active. Before you add this action, specify the appropriate layer settings. (See [Adding navigability to layers.](#))

Show/Hide A Field

Toggles between showing and hiding a field in a PDF document. This option is especially useful in form fields. For example, if you want an object to pop up whenever the pointer is over a button, you can set an action that shows a field on the Mouse Enter trigger and hides a field on Mouse Exit.

Submit A Form

Sends the form data to the specified URL.



Types of triggers

Triggers determine how actions are activated in media clips, pages, and form fields. For example, you can specify a movie or sound clip to play when a page is opened or closed, or when the mouse pointer enters a field. The most commonly used trigger is Mouse Up.

You can use the following triggers for media clips and form fields (not links or bookmarks):

Mouse Up

When the mouse button is released after a click. This is the most common button trigger, because it gives the user one last chance to drag the pointer off the button and not activate the action.

Page Visible (media clips only)

When the page containing the media clip is visible, regardless of whether it is the current page. It's possible for a page to be visible without being the current page, such as when a continuous page layout displays pages side-by-side.

Page Invisible (media clips only)

When the page containing the media clip is moved out of view.

Page Enter (media clips only)

When the page containing the media clip becomes the current page.

Page Exit (media clips only)

When a user goes to a page other than the page containing the media clip.

Mouse Down

When the mouse button is clicked (without being released). In most cases, Mouse Up is the preferred trigger.

Mouse Enter

When the pointer enters the field or play area.

Mouse Exit

When the pointer exits the field or play area.

On Focus (media clips only)

When the form field receives focus, either through a mouse action or tabbing.

On Lose Focus (media clips only)

When the focus moves to a different form field.



Navigating Adobe PDF documents converted from web pages

You can work with an Adobe PDF document created from web pages as with any other PDF document. Depending on how you configured Acrobat, clicking a link on a converted web page adds the pages for that link to the end of the PDF document if they aren't already included. For other ways to append web pages, see [Creating Adobe PDF files from downloaded web pages](#).

Note: Remember that one web page can become multiple PDF pages. A web page is a single topic (or URL) from a website and is often one continuous HTML page. When you convert a web page to PDF, it may be divided into multiple standard-size PDF pages.

Depending on the options selected when web pages are converted to PDF pages, tagged bookmarks may be available as well. The context menu for web bookmarks (available by right-clicking (Windows) or Control-clicking (Mac OS) a bookmark) includes commands for downloading more web pages, but in other respects these tagged bookmarks are just like other tagged bookmarks.

Related Subtopics:

[Using tagged bookmarks to organize converted web pages](#)

[Adding tagged bookmarks to converted web pages](#)

[Getting information on converted web pages](#)

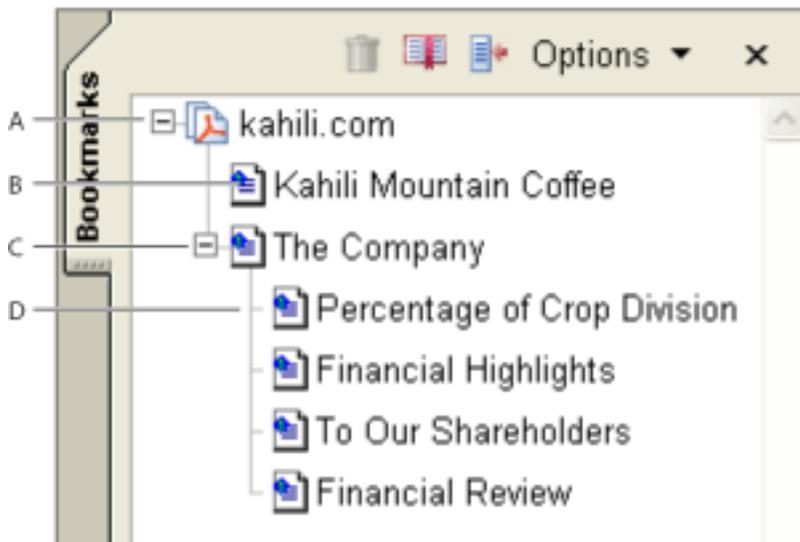
[Refreshing converted web pages](#)

[Comparing converted pages with current web pages](#)



Using tagged bookmarks to organize converted web pages

When you first create an Adobe PDF document from web pages, tagged bookmarks are generated if Create Bookmarks is selected in the Web Page Conversion Settings dialog box. A standard (untagged) bookmark representing the web server appears at the top of the Bookmarks tab. Under that bookmark is a tagged bookmark for each web page downloaded; the tagged bookmark's name comes from the page's HTML title or the URL, if no title is present.



Bookmarks tab **A**. Standard bookmark representing the web server **B**. Tagged bookmark representing downloaded web pages **C**. Parent bookmark **D**. Child bookmark

Tagged web bookmarks are initially all at the same level, but you can rearrange them and nest them in family groups to help keep track of the hierarchy of material on the web pages. You can also use the tagged bookmarks to rearrange their corresponding pages in the PDF document.

If you move or delete a parent tagged bookmark, its children tagged bookmarks are moved or deleted along with it.

To move or delete a tagged bookmark:

1. Select the tagged bookmark . To select multiple tagged bookmarks, Ctrl-click (Windows) or Command-click (Mac OS) them. To select a contiguous range of tagged bookmarks, Shift-click.
2. To move the tagged bookmark, drag it. If you release the mouse button when the arrow is below another tagged bookmark's icon, the relocated bookmark becomes a child of that bookmark. If the arrow is below another tagged bookmark's name, the relocated bookmark becomes a sibling.
3. To delete the tagged bookmark, do one of the following:
 - Press the Delete key.
 - Choose Delete Bookmark from the Options menu.
 - Choose Edit > Delete.

To move a web page along with its tagged bookmark:

Ctrl-drag (Windows) or Option-drag (Mac OS) the tagged bookmark.

To delete a web page along with its tagged bookmark:

Right-click (Windows) or Control-click (Mac OS) the tagged bookmark, and choose Delete Page(s).



Adding tagged bookmarks to converted web pages

If Create PDF Tags is selected in the Web Page Conversion Settings dialog box when you download web pages, structure information that corresponds to the HTML structure of the original pages is stored in the PDF document. You can use this information to add tagged bookmarks to the file for paragraphs and other items that have HTML elements.

To add tagged bookmarks to an Adobe PDF document:

1. Choose New Bookmarks From Structure from the Options menu.
 2. Select the items you want specified as tagged bookmarks. An article is a complete web page, represented by the HTML Title element. The other items in the list are HTML elements used in the web pages.
-



Getting information on converted web pages

You can display a dialog box with the current page's URL, the page's title (from the HTML <TITLE> tag or URL of the page), the date and time downloaded, the content type (such as HTML text or JPEG image), and the preferred zoom setting (based on the scaling and image size).

To get information on the current web page:

Choose Advanced > Web Capture > Page Info.



Refreshing converted web pages

You can refresh web pages in an Adobe PDF document to retrieve the most up-to-date version from the website. When you refresh, you download the entire website or link again and build a new PDF document. The resulting new PDF document lists any pages where components have changed, including text, web links, embedded file names, and formatting. New pages are downloaded if they have been added to the site. The changed pages are listed as bookmarks in the Bookmarks tab under a bookmark labeled New and Changed Pages.

You can refresh web pages only if Save Refresh Commands was selected when the pages were first downloaded. (See [Setting display options for converted HTML pages.](#))



When you refresh web pages, both the original PDF pages and the refreshed version are retained. To keep an archive of changes made to a website, save both versions.

To view refreshed web pages:

1. Choose Advanced > Web Capture > Refresh Pages.
 2. To view new and changed pages, select Create Bookmarks For New And Changed Pages. Then specify the scope of the updated tagged bookmarks that you want to compare:
 - Compare Only Page Text To Detect Changed Pages compares only the text on the pages.
 - Compare All Page Components To Detect Changed Pages compares all page components, including text, images, web links, embedded file names, and formatting.
 3. To not resubmit any previously submitted form data, deselect Resubmit Form Data. Be careful if you have Resubmit Form Data selected. It could result in duplicate purchases or other submissions. This option is available only if a form and query results are on the pages.
 4. To change which pages are updated by refreshing, select Edit Refresh Commands List, select the URLs you want, and click OK.
 5. Click Refresh.
-



Comparing converted pages with current web pages

You can start a web browser and display a web page corresponding to the page you've already converted to an Adobe PDF page. This can be useful if you want to compare any differences between the downloaded Adobe PDF version and the current web page at the site.

To compare a converted page with a current web page:

Do one of the following:

- To open the current page in a web browser, choose **Advanced > Web Capture > Open Page In Web Browser**.
- To open the bookmarked page, right-click (Windows) or Control-click (Mac OS) a tagged bookmark, and choose **Open Page In Web Browser**.
- To open a linked page, right-click (Windows) or Control-click (Mac OS) a link in the PDF version of the web page, and choose **Open Web Link In Browser**.

The browser opens in a new application window to the page you specify.



Working with articles

Many traditional print documents, such as magazines and newspapers, arrange text in multiple columns. Stories flow from column to column and sometimes across several pages. While the format is effective for printed material, this type of structure can be difficult to follow on-screen because of the scrolling and zooming required.

The article feature enables you to guide readers through material presented in multiple columns and across a series of pages. You use the Article tool to create a series of linked rectangles that connect the various sections of the piece and follow the flow of text. You can choose to generate article threads automatically from a page layout file as you convert it to an Adobe PDF file. Most, but not all, desktop publishing programs allow you to generate article threads for files automatically. If the file you're viewing has articles, you can show the names of the articles in a tab and navigate easily through them.

Related Subtopics:

[Defining articles](#)

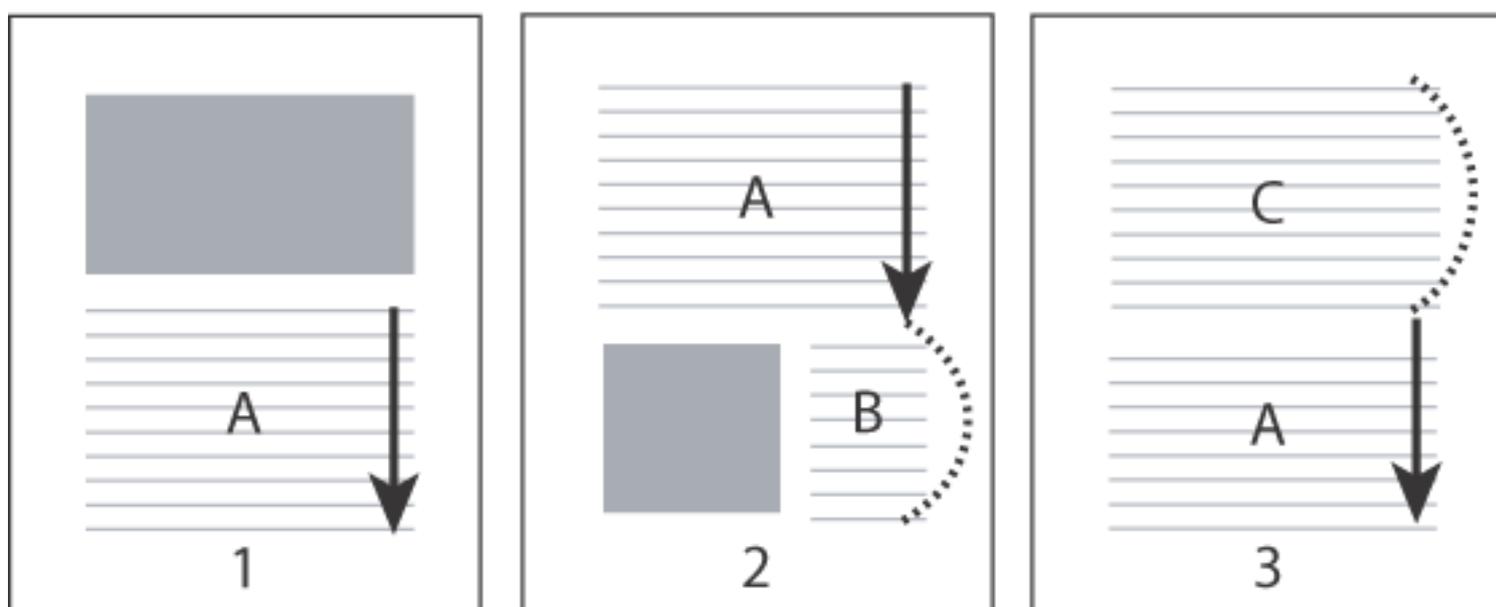
[Editing and deleting articles](#)



Defining articles

You create an article by defining a series of boxes around the content in the order in which you want the content read. The navigational path you define for an article is known as the *article thread*. You use the Article tool to create a thread connecting the various boxes that hold the content of the article, unifying them into a continuous text flow.

Each article box you create has a label. The label consists of the article number in the Adobe PDF document and its sequence within the article. For example, the first box for the first article you define in a document would be labeled 1-1, the second box 1-2, and so on. The boxes for the second article in the same document are labeled 2-1, 2-2, 2-3, and so on.



The flow of an article thread. The user reads through text A, skips text B and C, and moves on to text A again.

To define an article:

1. Choose Tools > Advanced Editing > Article Tool, or select the Article tool  on the Advanced Editing toolbar. The pointer appears as a cross-hair pointer in the document window.
2. Drag a marquee to define the first article box. An article box appears around the enclosed text, and the pointer changes to the article pointer.
3. Go to the next part of the document you want to include in the article, and draw a marquee around that text. Repeat until you have defined the entire article.

Note: To resize or move an article box, you must first end the article.

4. To end the article, press Enter or Return.
 5. In the Article Properties dialog box, enter the article title, subject, author, and any keywords to describe the article, and click OK.
 6. To hide the Articles tab after the article opens, select Hide After Use in the Options menu of the Articles tab. (To reopen the Articles tab, choose View > Navigation Tabs > Articles.)
-



Editing and deleting articles

You can edit an existing article thread with the Article tool. You can delete, insert, combine, move, or resize an article box and edit article properties.

To delete an article or article box:

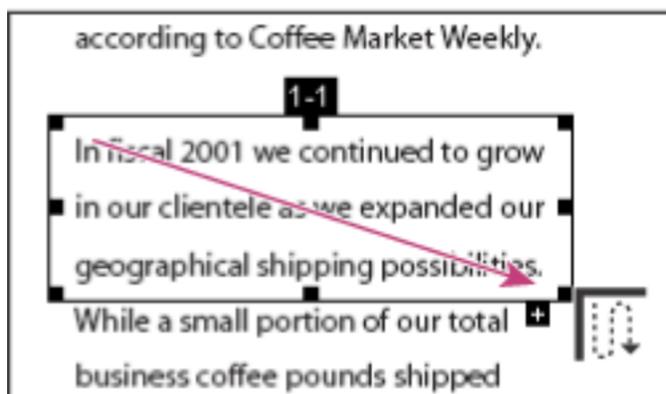
1. Select the Article tool  to display the articles in the document.
2. Choose View > Navigation Tabs > Articles, and do one of the following:
 - To delete the entire article, select the article in the Articles tab, and press the Delete key.
 - To delete only one box from an article, right-click (Windows) or Control-click (Mac OS) the box, and choose Delete. In the warning message, select Box. If you select Article, the entire article is deleted.

The remaining articles or article boxes are automatically renumbered.

Note: The Articles tab is a floating panel; it is not docked in the navigation pane by default. Drag the Articles tab to the navigation pane to dock it with the other tabs.

To insert an article box into an article thread:

1. Select the Article tool, and select the article box that you want the new article box to follow.
2. Click the plus sign at the bottom of the selected box, and click OK when prompted to drag and create a new article box.



Selecting an article with the Article tool

3. Draw a new article box. The new box is inserted into the article flow, and all following boxes are renumbered.

To move or resize an article box:

1. Select the Article tool.
2. Select the article box, and do one of the following:
 - To move the box, drag it to the new location.
 - To resize the box, drag one of the corner points.



Resizing an article box

To edit article properties:

1. Select the Article tool, and select the article box that you want to edit.
2. Right-click (Windows) or Control-click (Mac OS) the box, and choose Properties.
3. Change the information in the Articles Properties dialog box, and click OK.

To combine two articles:

1. Select the Article tool.
 2. In the document pane, select any article box in the article you want to be read first.
 3. Select the plus sign at the bottom of the article box.
 4. Ctrl-click (Windows) or Option-click (Mac OS) an article box you want to be read next. The second article is appended to the end of the first article. All article boxes in the piece are renumbered automatically.
-



Editing Adobe PDF Documents

[Copying and pasting text, tables, and images](#)

[Editing text](#)

[Selecting and editing links, fields, and other objects](#)

[Cropping pages](#)

[Rotating pages](#)

[Extracting, moving, and copying pages](#)

[Deleting and replacing pages](#)

[Setting up a presentation](#)

[Combining Adobe PDF documents](#)

[Numbering pages](#)

[Adding headers and footers](#)

[Adding watermarks and backgrounds](#)

[Incorporating Adobe PDF documents into documents with OLE support](#)



Copying and pasting text, tables, and images

In Acrobat Standard, you can select text, a table, or an image in an Adobe PDF document, copy it to the Clipboard, or paste it into a document in another application. The Select tool lets you select any page item. (In Acrobat 6.0, three different tools--Select tool, Select Image tool, and Select Table tool--let you select different page items.)

You can also export all the text and images from a PDF document, convert every page to an image format, or export all the images from a PDF document. (See [Converting Adobe PDF documents to other file formats.](#))

Related Subtopics:

[Copying text](#)

[Copying tables](#)

[Copying images](#)

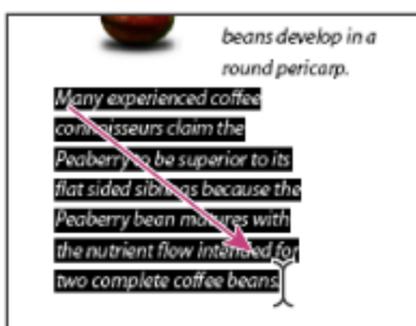
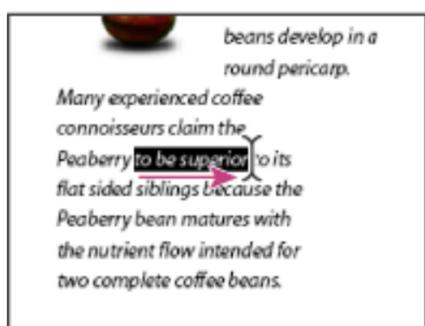
[Copying a combination of text and image as an image](#)



Copying text

The Select tool lets you select text or columns of text in an Adobe PDF document. You can use the Copy and Paste commands to copy the selected text into another application. Or you can use the context menu to add comments and create links from the text. Note the following:

- You can specify in the General preferences that whenever the Hand tool is over text in an Adobe PDF document, it functions as the Select tool. You can also determine whether text is selected before images, or images before text. (See [General preferences](#).)
- If the Cut, Copy, and Paste commands are unavailable when you select text, the author of the PDF document may have set restrictions against copying text. (See [About document security](#).)
- If a font copied from a PDF document is not available on the system displaying the copied text, the font cannot be preserved. The font is substituted on the receiving system with a close match or a default font.
- If the PDF document is tagged properly, you can use the Copy With Formatting command, which retains the document's multicolumn layout, if any. This option functions the same as Copy To Clipboard in untagged PDF documents.
- In some situations, your selection may include unwanted text. For example, while selecting text that spans two pages, the text selection may include footer information. By tagging text properly, you can avoid such errors. (See [Understanding and optimizing Reflow](#).)
- If the PDF document was created using a scanner and wasn't made searchable, or if the text is part of an image, the text may be recognized as an image, not as characters that you can select. Both the Create PDF From Scanner and the Recognize Text Using OCR commands let you convert image text to text that can be selected. (See [Creating Adobe PDF files from paper documents](#).)



Select text by dragging from an insertion point to an end point (left) or by dragging diagonally over text (right).

To select characters, spaces, words, or lines of text:

1. Select the Select tool  and do one of the following:
 - Drag across the text to be selected. (You can also click to create an insertion point, and Shift-click to create a second insertion point. The text between the two insertion points is selected.)
 - Double-click to select a word.
 - Triple-click to select a line of text.
 - Click four times to select all the text in a page.
2. If you want to extend a selection letter by letter, press Shift and an arrow key. To extend a selection word by word, press Shift+Ctrl (Windows) or Shift+Command (Mac OS) and an arrow key.

You can revert to the Hand tool at any time by pressing Esc. You can switch to the Hand tool temporarily by holding down the space bar. If you hold the pointer over the text selection, a menu appears that lets you copy, highlight, or underline the text, among other options.

To select a column of text:

1. Select the Select tool , and move the pointer towards the column of text. When the pointer changes to a vertical bar with a box superimposed, the Select tool  is in column select mode. To force column selection rather than text selection, press Ctrl (Windows) or Command (Mac OS).
2. Do one of the following:
 - Hold the pointer outside the text area so that it changes to the column-select pointer , and drag a marquee over the block or column of text.
 - Ctrl+Alt-drag (Windows) or Command+Option-drag (Mac OS) a marquee over the block or column of text.
 - To select text in more than one column, drag from the beginning of the text in one column to the end of text you want to select.

The sensitivity with which the Select tool changes from text selection mode to column selection mode is set in the General preferences.

To select all the text on a page:

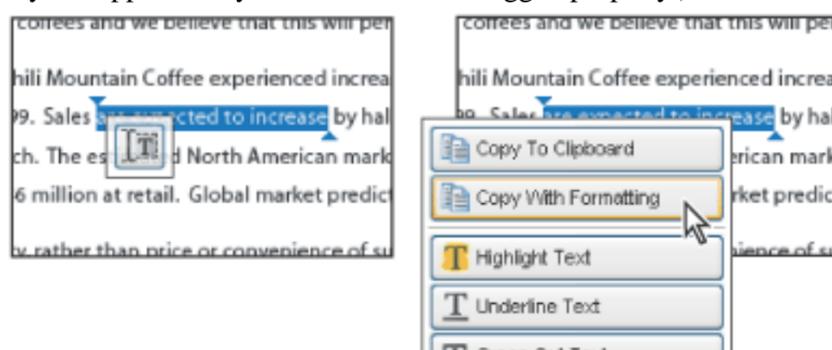
1. Choose Single Page for the page layout, and select the Select tool .
2. Do one of the following:
 - Choose Edit > Select All.
 - Select any text on the page, and then press Ctrl+A (Windows) or Command+A (Mac OS).

Note: If Continuous or Continuous-Facing is selected for the page layout, all the text in the document is selected.

- Click four times in the page. This method selects all the text on the page regardless of the page layout.

To copy selected text:

1. Use the Select tool  to select any amount of text on the page.
2. Do one of the following:
 - Choose Edit > Copy to copy the selected text to another application.
 - Hold the pointer over the selection until a menu appears, and then choose Copy To Clipboard or Copy With Formatting. (Copy With Formatting, which preserves the column layout, appears only if the document is tagged properly.)



Hold the pointer over a selection to display a menu.

You can paste copied text into comments and bookmarks as well as into documents authored in other applications.



Copying tables

You can select and copy a table to the Clipboard. You can also save it to a file that can then be loaded or imported to another application. If you have a CSV-compliant application on your system, such as Microsoft Excel, you can open the selected table directly in the application. If the document is tagged, you can click a table in a PDF document to select the entire table.

To copy a table using the Select tool:

1. Select the Select tool .
2. Hold the pointer over the table. If the pointer becomes the Table icon , click in the table to select the entire table, or drag a box around the rows and columns to be copied.
3. Do one of the following:
 - To copy the table to an open document in another authoring application, Ctrl-click (Windows) or Command-click (Mac OS) the table, and choose Copy Selected Table. Then paste the table into the open document.
 - To copy the table to a file, Ctrl-click (Windows) or Control-click (Mac OS) the table, and choose Save Selected Table As. Name the table, select a location and the format, and click Save.
 - To copy the table directly to a spreadsheet, Ctrl-click (Windows) or Control-click (Mac OS) the table, and choose Open Table in Spreadsheet. Your CSV-compliant application, such as Excel, opens to a new spreadsheet displaying the imported table.
 - To preserve formatting while copying a table to Excel, Ctrl-click (Windows) or Control-click (Mac OS) the table, and choose Copy As Table. In Excel, use the Paste Special command and select XML Spreadsheet.
 - To copy a table in RTF, drag the selected table into an open document in the target application.

Note: Copying tables containing Asian languages is supported.



Copying images

You can copy and paste individual images from an Adobe PDF document to the Clipboard, to another application, or to a file using the Select tool.

If you want to copy all the images from a PDF document, see [Converting Adobe PDF documents to other file formats](#).

You can create links from text and images using the Select tool and the Snapshot tool. See [Creating links](#).

If you cannot select an image because of overlapping text, choose the Select Images Before Text option in General Preferences.

To copy an image using the Select tool:

1. Select the Select tool , and do one of the following:
 - To select the image, click it or drag a marquee around it.
 - To select a portion of an image, drag a marquee around the portion.

Note: To deselect an image and start over, click outside it.

2. Do one of the following:
 - To paste the image in another document, choose Edit > Copy, and in an open document in another application, choose Edit > Paste.
 - To copy the image to the Clipboard, right-click (Windows) or Control-click (Mac OS) the image, and choose Copy Image To Clipboard.
 - Drag the image into an open document in another application.
 - To save the image as a file, right-click (Windows) or Control-click (Mac OS) the image, and choose Save Image As. In the Save Image As dialog box, name the image and select a location in which to save it.
-



Copying a combination of text and image as an image

You can use the Snapshot tool to copy the contents of the selection marquee (either text, an image, or both) to the Clipboard or to another application. Both text and images are copied as an image.

To copy an image, text, or both in image format using the Snapshot tool:

Select the Snapshot tool  and do one of the following:

- Click anywhere in the page to capture the entire content displayed on the screen.
- Drag a marquee around the text or images, or a combination of both.
- Drag a marquee within an image to copy just a portion of the image.

Colors in the selected area are inverted momentarily to highlight the selection. 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.



You can save all the images from a PDF document. See [Converting images to an image format](#).



Editing text

You can perform minor corrections to a PDF document using the TouchUp Text tool. You can edit text, and you can edit a variety of properties, including font, font size and horizontal scale, word and character spacing, baseline offset or shift, fill and stroke characteristics, and font embedding and subsetting.

You must have an included font installed on your system in order to edit text. If the font is embedded in the document, you can change the properties of existing text but cannot add or replace text. (See [Embedding or unembedding fonts using the TouchUp Text tool.](#))

The TouchUp Text tool cannot be used with form fields.

Certain security features prevent a PDF document from being edited. In these instances, the TouchUp Text tool is not available. Contact the author of the PDF document to make changes.

Using the TouchUp Text tool may affect how the document reflows, which can make the document less accessible to the visually impaired.

You can edit text on rotated lines in the same way as on horizontal lines, and you can edit text using vertical fonts in the same way as text using horizontal fonts. The baseline offset or shift for vertical fonts is left and right, instead of up and down for horizontal fonts.



Editing with the TouchUp Text tool

Related Subtopics:

[Editing text with the TouchUp Text tool](#)

[Editing text attributes](#)

[Adding new text to a document](#)

[Embedding or unembedding fonts using the TouchUp Text tool](#)



Editing text with the TouchUp Text tool

In general, you should use the TouchUp Text tool for minor text edits in an Adobe PDF document. For extensive revisions, you should edit the document in its original application and then regenerate the PDF file. You can also regenerate only pages needing revision and insert them into the PDF document. (See [Deleting and replacing pages.](#))

To edit text using the TouchUp Text tool:

1. Choose Tools > Advanced Editing > TouchUp Text Tool, or select the TouchUp Text tool  on the Advanced Editing toolbar.
2. Click in the text you want to edit. A bounding box outlines the selectable text.
3. Select the text to be edited using one of the following methods:
 - Choose Edit > Select All to select all the text in the bounding box.
 - Drag to select characters, spaces, words, or a line.
4. Do one of the following:
 - Type new text to replace the selected text.
 - Press Delete, or choose Edit > Delete to remove the text.
 - Choose Edit > Copy to copy the selected text.
 - Right-click (Windows) or Control-click (Mac OS) the text and choose the appropriate option.

Click outside the selection to deselect it and start over.

Note: You cannot add or replace text unless the font is installed on your system. You can, however, change text attributes if the font is embedded in the Adobe PDF document.



Editing text attributes

Use the TouchUp tool to edit text attributes, such as font, font size, and letter spacing.

To edit the text attributes:

1. Choose Tools > Advanced Editing > TouchUp Text Tool, or select the TouchUp Text tool  on the Advanced Editing toolbar.
2. Click in the text whose attributes you want to edit. A paragraph of text is enclosed in a bounding box. You can select text within the paragraph by dragging.
3. Right-click (Windows) or Control-click (Mac OS) the text, and choose Properties.
4. In the TouchUp Properties dialog box, click the Text tab. You can change any of the following text attributes:
 - Font. You can select any font installed on your system or fully embedded in the Adobe PDF document. Document fonts are listed at the top; system fonts are listed below. (For more information about working with fonts, see [Accessing and embedding fonts](#).)
 - Font size.
 - Character spacing, which inserts uniform spacing between two or more characters in selected text.
 - Word spacing, which inserts uniform spacing between two or more words in selected text.
 - Horizontal scaling, which specifies the proportion between the height and the width of the type.
 - Baseline offset, which offsets the text from the baseline. The *baseline* is the line on which the type rests.
 - Fill color and stroke color.
 - Stroke width.

Note: For legal reasons, you must have purchased a font and have it installed on your system to revise text using that font.



Adding new text to a document

Use the TouchUp Text tool to add text to a document.

To add new text to a document:

1. Choose Tools > Advanced Editing > TouchUp Text Tool, or select the TouchUp Text tool  on the Advanced Editing toolbar.
 2. Ctrl-click (Windows) or Option-click (Mac OS) where you want to add text.
 3. In the New Text Font dialog box, select the font and writing mode, and click OK.
 4. Enter the new text.
-



Embedding or unembedding fonts using the TouchUp Text tool

You must have a font installed on your system in order to edit text attributes. If an embedded or subsetted font is not installed on your system, you can make changes only to color, word spacing, character spacing, baseline offset, or margins.

To embed or unembed fonts using the TouchUp Text tool:

1. Choose Tools > Advanced Editing > TouchUp Text Tool, or select the TouchUp Text tool  on the Advanced Editing toolbar.
 2. Click in the text containing the font embedding or subsetting you want to edit. A paragraph of text is enclosed in a bounding box. You can select text within the paragraph by dragging.
 3. Right-click (Windows) or Control-click (Mac OS) the text, and choose Properties.
 4. In the TouchUp Properties dialog box, click the Text tab to display the font name and font properties as well as embedding and subset capabilities.
 5. To see a list of all the fonts, scroll through the Font menu. Document fonts are listed first. Your system fonts are listed below the document fonts.
 6. Choose a font in the Font menu, check the permissions to determine which options are available for that font, and then select an embedding option:
 - For Can Embed Font, you can select both the embed and subset options. To embed the entire font rather than a subset, make sure that Subset is not selected.
 - For Can Embed For Print And Preview Only, you can select the embed option.
 - For Cannot Embed Font, neither the embed or subset option is available.
 - For Cannot Embed Font For Editing condition, you can unembed or subset embed the font. To unembed a font, make sure that Embed Selected Font is not checked. If you unembed a font that is not installed on your system, font substitution occurs and the viewing results may be unacceptable. When only a limited number of font characters are used in a document, subsetting is usually used to decrease the size of the PDF file.
 - For No System Font Available, neither the embed or subset option is available.
-



Selecting and editing links, fields, and other objects

You can use many of the editing tools to select and edit objects, such as links, fields, and multimedia objects, in an Adobe PDF document. A selected object usually shows a bounding box; selection handles show when the pointer moves over the object. When the pointer moves over a locked object, no selection handles show.

When objects are selected, one is red and the rest are blue. The red object is the anchor object that remains stationary during alignment operations. The anchor object is the last one selected. To make another object in the selection the anchor object, Ctrl-click (Windows) or Option-click (Mac OS) the target object twice, once to remove the object from the selection, and once to add it back to the selection. As the last object added to the selection, it becomes the anchor object.

When objects of the same type are selected and the selection covers multiple pages, you can change the appearance of the objects but not move them.

Invisible or hidden objects are revealed automatically when the Select Object tool is chosen or when the tool of the type that created the object is chosen.

Objects cannot be dragged to a different page (you can cut and paste them to a new page instead).

Shift-drag objects to constrain movement to up or down, right or left. Press the Shift key when resizing objects to retain the original aspect ratio.

Copying, cutting, and pasting are supported for all objects.

To select one or more objects:

Do one of the following:

- Click the object with the Select tool  or with the tool used to create it.
 - Right-click (Windows) or Control-click (Mac OS) the object and choose Select All from the context menu. If the Select Object tool is active and the document uses single page layout, all objects on the current page are selected. If the document is in any other page layout, all objects in the document are selected. If a tool on the Advanced Editing toolbar is active, all objects of that type in the document are selected.
 - Drag to create a marquee around the desired objects. If the Select tool is active, all objects within the marquee are selected. If an Advanced Editing tool is active, press Ctrl as you drag; all objects of the tool type within the marquee are selected.
 - Ctrl-click (Windows) or Option-click (Mac OS) an object to add it to the selection. Shift-click an object to add it and all intervening objects to the selection. (The Select Object tool includes all objects when you Shift-click.) Using Shift selects all items that lie within the rectangular bounding box formed by all items in the selection (including the item that was just added).
-



Cropping pages

The Crop Pages dialog box lets you adjust the visible page area for specified pages of your document. You can adjust page margins by setting specific parameters. The resulting cropped area shows the content that appears when the page is displayed or printed. To undo a crop operation, reset the margins in the Crop Pages dialog box. Cropping does not reduce file size because information is not discarded, but hidden from view.

You can also change the page size of your document in the Crop Pages dialog box; however, you must change the page size in a different session.

To crop pages:

1. Choose View > Page Layout > Single Page.
2. Open the Crop Pages dialog box by choosing one of the following:
 - Document > Crop Pages.
 - Crop Pages from the Options menu on the Pages tab.
3. Choose a unit of measure from the Units menu.
4. Adjust the Top, Bottom, Left, and Right margins by entering values or clicking the increment arrows. Select Constrain to adjust all margins simultaneously.
5. Do any of the following as needed:
 - Select Remove White Margins to crop the page to the artwork boundary. This option is useful for trimming the edges of presentation slides saved as PDF files.
 - Click Set To Zero to restore the crop margins to zero.
6. For Page Range, specify whether the new margins apply to all pages, a range of pages, or selected pages only, if you selected page thumbnails in the Pages tab.
7. Select Even And Odd Pages, Odd Pages Only, or Even Pages Only from the Apply To menu.

Related Subtopics:

[Setting art, trim, and bleed box preferences](#)



Setting art, trim, and bleed box preferences

You can set the Page Display preferences to show any art, trim, and bleed boxes that are defined in the Adobe PDF document.

To set the art, trim, and bleed box preferences:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select Page Display on the left side of the Preferences dialog box. (You can also choose Preferences from the document pane menu.)
 2. To display defined boxes in the PDF document, select Display Art, Trim, Bleed Boxes.
-



Rotating pages

You can rotate all pages in a document or only selected pages. Rotation is based on 90° increments.

To rotate a page, a range of pages, or all pages:

1. Do one of the following:
 - Choose Document > Rotate Pages.
 - From the Options menu on the Pages tab, choose Rotate Pages.
2. For Page Range, specify whether all pages, pages corresponding to page thumbnails selected in the Pages tab, or a range of pages are to be rotated.
3. Select Even And Odd Pages, Odd Pages Only, or Even Pages Only from the Rotate menu, and select the orientation of pages to be rotated.



To temporarily change the view of the page, choose View > Rotate View > Clockwise or Counterclockwise. You cannot save a rotated view.



Extracting, moving, and copying pages

You can extract pages from an Adobe PDF file using the Extract command. You can delete the extracted pages or copy them to a separate file. When you extract a page from a PDF document, all comments and links associated with the page content are also extracted. Bookmarks and articles associated with the pages, however, are not extracted.

You can also use page thumbnails to copy or move pages within a document and between documents. You can copy or move one page at a time or multiple pages simultaneously.

Tagged bookmarks offer another mechanism for moving and deleting pages within a document.

To extract a page:

1. Choose Document > Extract Pages.
2. Specify the range of pages to extract.
3. Do one of the following, and click OK:
 - To remove the pages from the document, select Delete Pages After Extracting.
 - To save the pages as a new file but leave the original pages in the document, do not select Delete Pages After Extracting.
4. If you selected Delete Pages After Extracting, click OK or Yes to confirm the deletion. The extracted pages are placed in a new document named Pages From *[document name]*.

Note: The creator of a PDF document can set the security to prevent the extraction of pages. To view the security settings for a document, choose File > Document Properties, and select Security.

To move or copy a page within a document using a page thumbnail:

1. Click the Pages tab of the navigation pane, and select one or more page thumbnails.
2. Do one of the following:
 - To move a page, drag the page number box of the corresponding page thumbnail or the page thumbnail itself to the new location. A bar appears to show the new position of the page thumbnail. The pages are renumbered.
 - To copy a page, Ctrl-drag (Windows) or Option-drag (Mac OS) the page thumbnail corresponding to the page.

To move or copy a page between documents using a page thumbnail:

1. Open both Adobe PDF documents, and display them side by side with their Pages tabs open.
2. Select one or more page thumbnails in the file you want to copy or move pages from.
3. Do one of the following:
 - To copy a page, drag the corresponding page thumbnail into the page thumbnail area of the target document. A bar appears at the bottom or top when the page thumbnails are in a single column, or to the left or right if more than one column of page thumbnails is displayed. Release the mouse button when the bar is in the correct location. The page is copied into the document, and the pages are renumbered.
 - To move a page, select the page thumbnail corresponding to the page and then press Ctrl (Windows) or Option (Mac OS) as you drag. The page is inserted into the target document and deleted from the source document. The pages are renumbered.

To move pages using tagged bookmarks:

1. Click the Bookmarks tab of the navigation pane, and select the Tagged Bookmark icon  for the material you want to move. Shift-click and select additional bookmarks to add to the selection.

Note: You can select bookmarks from different levels in the hierarchy; the hierarchy is maintained when the bookmarks are moved. If you move a parent bookmark, its children are moved automatically. To move a child without the parent, select it individually.

2. Press Ctrl (Windows) or Option (Mac OS) as you drag. A bar appears above or to the left of the new location. Release the mouse button when the bar is in the correct location. The hierarchy in the Bookmarks tab changes, as does the organization of the document content.

Important: This procedure works only with tagged bookmarks, which are represented with the Tagged Bookmark icon  in the navigation pane. (See [Adding tagged bookmarks.](#))

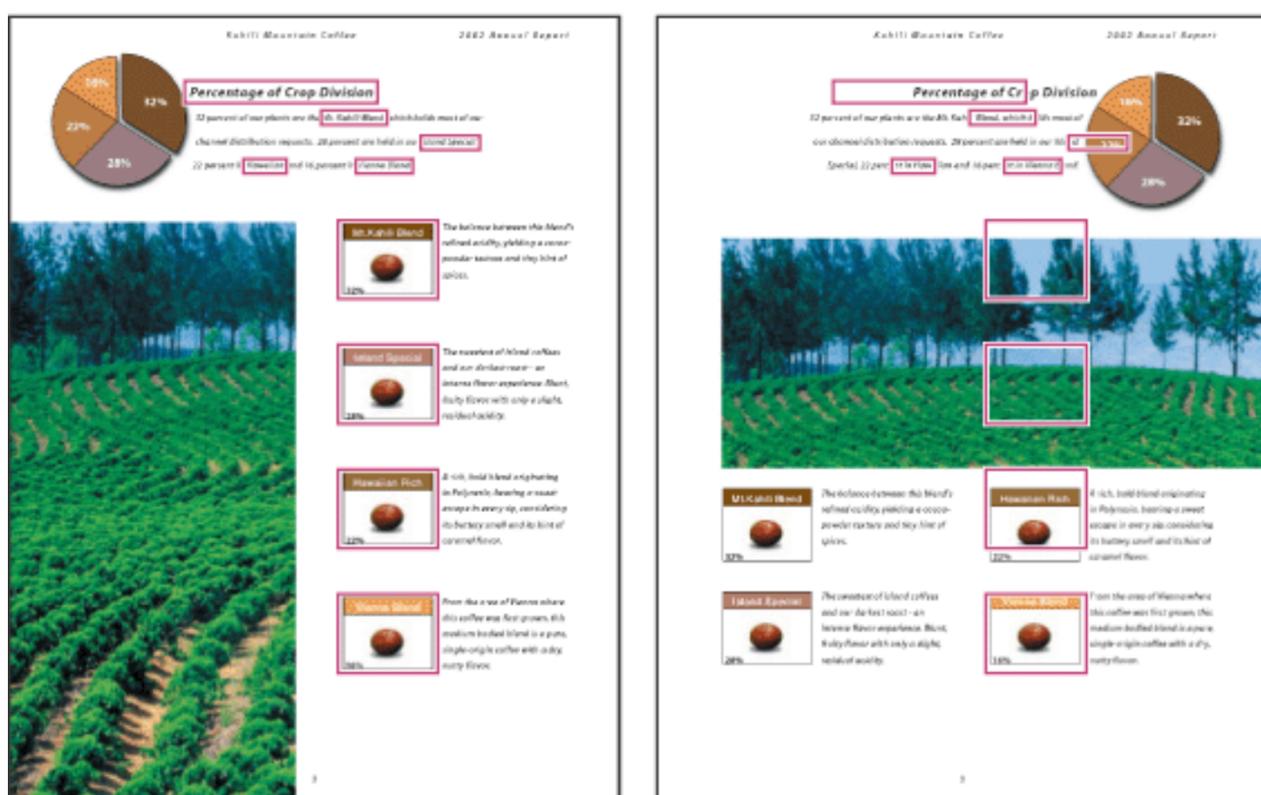


Deleting and replacing pages

You can delete pages from an Adobe PDF document with the Delete command or by deleting the page's page thumbnail or tagged bookmarks. You can minimize the size of the document file by using the Reduce File Size command to save the restructured document under a new name.

Important: You cannot undo the Delete command.

You can replace an entire PDF page with another PDF page. When you replace a page, only the text and images on the original page are replaced. Any interactive elements associated with the original page, such as links and bookmarks, are not affected. Likewise, bookmarks and links that may have been previously associated with the replacement page do not carry over. Comments, on the other hand, are carried along with the replacement page and are combined with any existing comments in the document.



A page before and after it is replaced. The page's bookmarks and links remain in the same locations.

To delete one or more pages using the Delete command:

1. Choose Document > Delete Pages.
2. Enter the page range to be deleted, and click OK.

You cannot delete all pages; at least one page must remain in the document.



If you select Use Logical Page Numbers in the Page Display panel of the Preferences dialog box, you can enter a page number in parentheses to delete the logical equivalent of the page number. For example, if the first page in the document is numbered i, you can enter (1) in the Delete Pages dialog box, and the page is deleted.

To delete one or more pages using a page thumbnail:

1. Do one of the following:
 - Select the page number box of the thumbnail or the page thumbnail itself.
 - Shift-click to select a range of page thumbnails. Ctrl-click (Windows) or Command-click (Mac OS) to add to the selection. Press Ctrl-A (Windows) to select all thumbnails.
 - Drag a rectangle around a group of page thumbnails.
2. Choose Delete Pages from the Options menu, and click OK.



You can drag a page thumbnail to the trash at the top of the navigation pane to delete the corresponding page.

To delete material associated with a tagged bookmark:

1. In the Bookmarks tab on the navigation pane, click the tagged bookmark for the material you want to delete. Shift-click to select multiple bookmarks.
2. Choose Delete Page(s) from the Options menu. The tagged bookmark and its associated page are deleted from the document.

To replace the contents of a page using the Replace command:

1. Open the PDF document that contains the pages you want to replace.
2. Choose Document > Replace Pages.
3. Select the document containing the replacement pages, and click Select.
4. Under Original, enter the pages to be replaced in the original document.
5. Under Replacement, enter the first page of the replacement page range. The last page is calculated based on the number of pages to be replaced in the original document.

To replace one or more pages using a page thumbnail:

1. Open the PDF document that contains the pages you want to replace, and open the PDF document that contains the replacement pages.
2. In the Pages tab of the navigation pane, do one of the following:
 - Select the page number box of the page thumbnail or page thumbnails you want to use as replacement pages.
 - Shift-click to select multiple page thumbnails. Ctrl-click (Windows) or Command-click (Mac OS) to add to the selection.
 - Drag a rectangle around a group of page thumbnails.
3. Drag the selected page thumbnails onto the Pages tab of the target document. Position the pointer directly over the page number box of the *first* page thumbnail you want to replace.
4. Release the mouse button. The pages that you selected in the first document replace the same number of pages in the second document, starting at the page number you selected to drop the new pages on.



Setting up a presentation

Full Screen mode is often used for presentations. In Full Screen mode, Adobe PDF pages fill the entire screen, and the Acrobat menu bar, toolbar, and window controls are hidden. You can also set other opening views, so that your documents or collections of documents open to a consistent view. In either case, you can add page transitions to enhance the visual effect as the viewer pages through the document.



Use the Full Screen button (circled) to view and navigate PDF documents as a slideshow.

Related Subtopics:

[Defining the initial view as Full Screen mode](#)

[Defining an initial view](#)

[Initial View options for document properties](#)

[Adding page transitions](#)



Defining the initial view as Full Screen mode

To use the Full Screen mode, you need to define how the document opens. These settings are made in the Document Properties dialog box and are specific to the document.

The settings that control how the user navigates through the document or whether the view moves from page to page automatically are set in the Full Screen preferences. The Full Screen preferences are specific to a system. If you set up your presentation on a system you control, you control these preferences. (See [Full Screen preferences](#).)

To have a document open in Full Screen mode:

1. Choose File > Document Properties.
2. In the Document Properties dialog box, select Initial View.
3. For Document Options, do the following:
 - Set Open To Page Number to 1 to start the presentation at the first page.
 - Choose Page Only from the Show menu.
 - Choose Single Page from the Page Layout menu.
4. For Window Options, select Open In Full Screen Mode to open the document without the menu bar, toolbar, or window controls displayed. Click OK. (You have to save and reopen the file to see the effects.)

Note: Users can exit Full Screen mode by pressing Esc if their preferences are set this way. However, in Full Screen mode, users cannot apply commands and select tools unless they know the keyboard shortcuts. You may want to set up page actions in the document to provide this functionality. (See [Using actions for special effects](#).)

For additional information on setting the initial view, see [Initial View options for document properties](#).

5. Add page transitions for selected pages or the entire document. (See [Adding page transitions](#).)

Note: Acrobat supports page transitions and bullet fly-ins in PowerPoint.



Defining an initial view

You can define an initial view, including magnification level and page layout, that appears when a user opens your document or document collection. A common initial view appearance is to open the document in Full Screen Mode. See [Defining the initial view as Full Screen mode](#).

To define an initial view for a document:

1. Choose File > Document Properties.
2. In the Document Properties dialog box, click Initial View.
3. Select the options you want, and then click OK. (See [Initial View options for document properties](#).) You have to save and reopen the file to see the effects.
4. Add page transitions for selected pages or the entire document. (See [Adding page transitions](#).)

Note: Acrobat supports page transitions and bullet fly-ins from PowerPoint.



Initial View options for document properties

The Initial View options in the Document Properties are organized into three areas: Document Options, Window Options, and User Interface Options.

Document Options

Determine the appearance of the document within the document window, the page layout and magnification, which panes open, how it scrolls, and the page number at which the document opens.

- Show determines which panes and tabs are displayed in the application window by default. Bookmarks Panel And Page opens the document pane and the Bookmarks tab.
- Page Layout determines whether the document is viewed in single-page, facing page, continuous page, or continuous facing page layout.
- Magnification sets the zoom level the document will appear at when opened. Default uses the magnification set by the user.
- Page Number sets the page that the document opens at (usually page 1).
- Last-viewed Page option is set in the Startup preferences.

Note: Setting Default for the Magnification and Page Layout options uses the individual users' settings in the Page Display preferences.

Window Options

Determine how the window adjusts in the screen area when a user opens the document. Apply to the document window itself in relationship to the screen area of the user's monitor. The User Interface Options determine which controls appear when the user opens the document.

- Resize Window To Initial Page adjusts the document window to fit snugly around the opening page, according to the options that you selected under Document Options.
- Center Window On Screen positions the window in the center of the screen area.
- Open In Full Screen Mode maximizes the document window and displays the document without the menu bar, toolbar, or window controls.
- Show File Name shows the file name in the title bar of the window.
- Show Document Title shows the document title in the title bar of the window. The document title is obtained from the Description panel of the Document Properties dialog box.

User Interface Options

Determine which parts of the interface--the menu bar, the toolbar, and the window controls--are hidden.

Note: If you hide the menu bar and toolbar, users cannot apply commands and select tools unless they know the keyboard shortcuts. You may want to set up page actions in the document to provide this functionality. (See [Using actions for special effects.](#)) Users can press Esc to escape Full Screen Mode.



Adding page transitions

You can create an interesting effect that occurs each time a page advances by using page transitions. Use the Set Page Transitions feature to add transitions to one or more pages in a document.

To define page transitions:

1. Do one of the following:
 - Choose Document > Set Page Transitions.
 - In the Pages tab, select the page thumbnails you want to apply transitions to, and choose Set Page Transitions from the Options menu.
2. In the Set Transitions dialog box, choose a transition effect from the Effect pop-up menu. These transition effects are the same as those set in the Full Screen preferences. (See [Full Screen preferences](#).)
3. Set the speed of the transition effect.
4. Select Auto Flip, and enter the number of seconds between automatic page turning. If you do not select this option, the user turns pages using keyboard commands or the mouse.
5. Select the Page Range you want to apply transitions to.

Note: If users select Ignore All Transitions in the Full Screen preferences, they do not see the page transitions.



Combining Adobe PDF documents

You can use the Insert command to append or insert an Adobe PDF document into another PDF document. You can also insert one or more documents into a PDF document using drag and drop.

To combine files using the Create PDF From Multiple Files command, see [Creating Adobe PDF files from multiple files](#).

To combine two Adobe PDF documents using the Insert Pages command:

1. With the target document open, choose Document > Insert Pages.
 2. In the Select File To Insert dialog box, select the source document you want to insert into the target document, and click Select.
 3. In the Insert Pages dialog box, specify where you want to insert the document, and click OK.
-



Numbering pages

The page numbers on the document pages do not always match the page numbers that appear below the page thumbnails and in the status bar. Pages are numbered with integers, starting with page 1 for the first page of the document. Because some Adobe PDF documents may contain front matter, such as a copyright page and table of contents, their body pages may not follow the numbering shown in the status bar.



Printed page numbering (top) compared to online page numbering (bottom)

You can number the pages in your document in a variety of ways. You can specify a different numbering style for groups of pages, such as 1, 2, 3, or i, ii, iii, or a, b, c. You can also customize the numbering system by adding a prefix. For example, the numbering for chapter 1 could be 1-1, 1-2, 1-3, and so on, and for chapter 2, it could be 2-1, 2-2, 2-3, and so on.



Using the Number Pages command affects only the page thumbnails and the status bar. You can physically add new page numbers to a PDF document using the headers and footers feature. (See [Adding headers and footers](#).)

To renumber one or more pages:

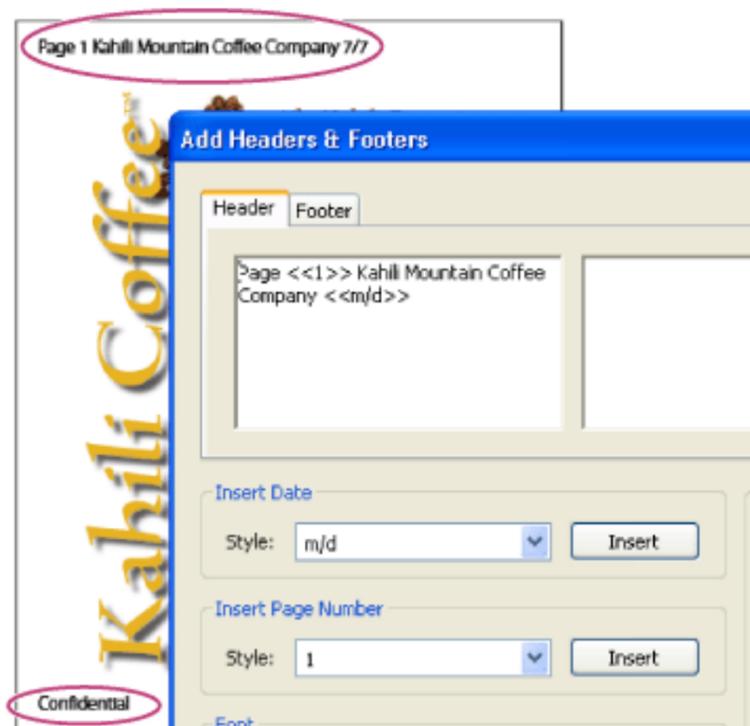
1. Click the Pages tab in the navigation pane, and choose Number Pages from the Options menu.
 2. Specify a page range. (Selected refers to pages selected in the Pages tab.)
 3. Select one of the following, and then click OK:
 - Begin New Section to start a new numbering sequence. Choose a style from the pop-up menu, and enter a starting page number for the section. Specify a prefix, if desired.
 - Extend Numbering Used In Preceding Section To Selected Pages to extend the numbering used for the previous set of pages to the selected pages.
-



Adding headers and footers

Headers and footers are used to present information, such as date, page numbers, or the title of the document, in the top or bottom margins of a document. You can replace existing headers or footers in the document, and you can adjust the margins to make sure that the headers and footers don't overlap existing page items.

The Add Headers & Footers dialog box contains separate tabs for headers and footers. Each tab contains three boxes. Information added to the left box is left-aligned. Information added to the middle box is centered. Information added to the right box is right-aligned. You can add multiple headers or footers. For example, you can add one header that displays the page number on the right side of odd pages, and another header that displays the page number on the left side of even pages.

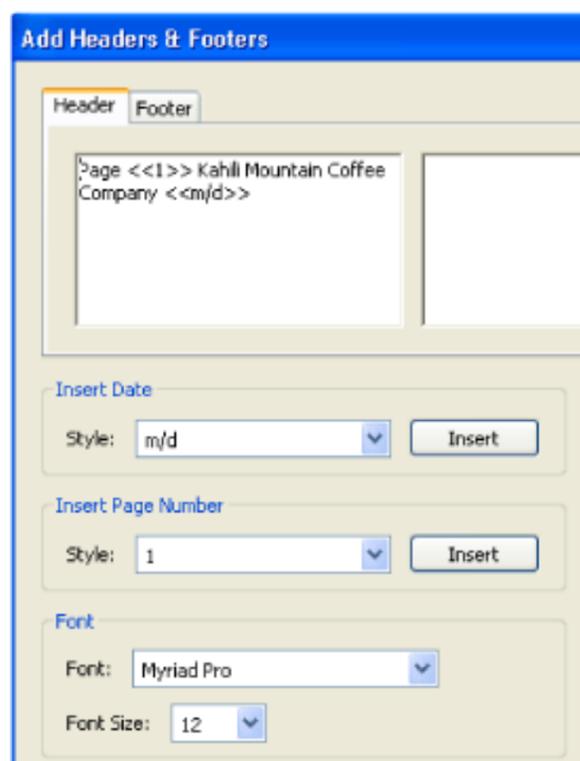


A header appears at the top of the page. A footer appears at the bottom of a page.

To add headers and footers:

1. Choose Document > Add Headers & Footers.
2. In the Add Headers & Footers dialog box, click the Header or Footer tab.
3. To include text in the header or footer, do any of the following:
 - To add the date of creation, click in one of the boxes (left, center, or right), choose a date style from the Insert Date menu, and click Insert.
 - To add a page number, click in one of the boxes (left, center, or right), choose a page number style from the Insert Page Number menu, and click Insert.
 - Type the text you want to appear in the appropriate box or boxes. Text typed in these boxes appears left-aligned, centered, or right-aligned.

Note: You can combine text with dates and page numbers. You can also add several lines of text to an entry or add entries in the other boxes.



4. Specify the content of a header inserted at the left of the page
4. Select the font and type size. The font and type size apply to all headers and footers created in the session. You cannot apply a different font or size to part of the header or footer.
5. To specify page options, do any of the following:
 - Choose which pages to apply the header or footer to. You cannot specify different ranges for headers and footers.
 - If you want page numbering to start at a number other than the page's sequence in the document, select Start Page Numbers At and specify the number you want. For example, if you want page numbering to start on the third page but don't want "Page 3" to appear on that page, select Start Page Numbers and choose 1.
 - To alternate pages, choose Odd Pages Only or Even Pages Only from the Alternation menu. For example, you may want to insert page number information in the left box and choose Even Pages Only, and then create a different header or footer that includes the page number information in the right box with Odd Page Only selected.
 - To keep the header and footer size constant when printing the PDF document in large format, select Prevent Resizing/Repositioning When Printing.
6. To set white space around the header or footer, set the margins. The top margin setting applies to headers. The bottom margin setting applies to footers.
7. Click Preview to preview the results. Preview displays all header and footer information, including previously added headers and footers.

To remove or restore all headers and footers:

Do one of the following:

- Choose Edit > Undo Headers/Footers. All headers and footers added last are removed. If headers and footers were added in several stages, you may need to repeat this step to remove all headers and footers.
- Choose Document > Add Headers & Footers. Delete all entries in the boxes in the Headers and Footers tabs, select Replace Existing Headers And Footers On These Pages, and then click OK.
- Choose Edit > Redo Headers/Footers to restore headers and footers. If headers and footers were added in several stages, you may need to repeat this step to restore all headers and footers.

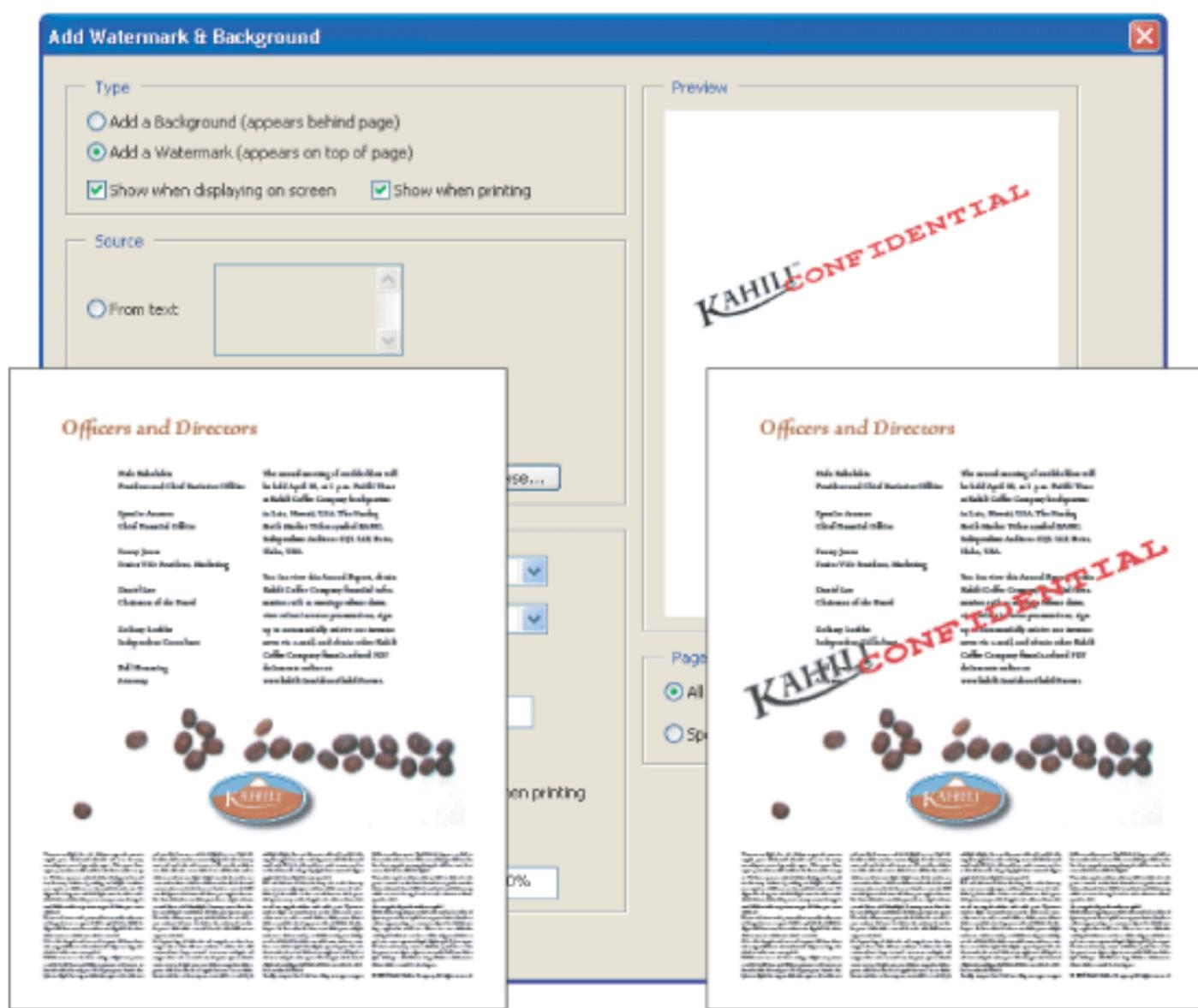
To edit headers or footers:

1. Choose Document > Add Headers & Footers. The information from the most recently added header or footer appears.
2. Edit or delete any of the header or footer text, or specify different options.
3. If you want to replace all header and footer information with the newest information, select Replace Existing Headers And Footers On These Pages. (Leaving this option unselected ensures that existing header and footer information is retained and that new information is added to it.)



Adding watermarks and backgrounds

A *watermark* is text or an image that appears on top of existing document content when a document is viewed and printed. For example, in a list of tasks to complete, you could use a watermark to place "Complete" over the task list when the tasks are complete. A *background* is an image that is placed behind text or images on the page.



Before and after adding a watermark

To add watermarks and backgrounds:

1. Choose Document > Add Watermark & Background.
2. In the Add Background & Watermark dialog box, select one of the following:
 - Add A Background to add an image or effect behind the text and image on the page.
 - Add A Watermark to superimpose text, an image, or effect over text and images on the page.
3. Select Show When Displaying On Screen if you want the background or watermark to be visible when the page is viewed on-screen.
4. Select Show When Printing if you want the background or watermark to be visible when the page is printed.
5. Do either of the following:
 - Select From Text, and then type the text in the text box. Specify the type, size, and color of the text.
 - Select From File, click Browse to locate the file that contains the background or watermark, and click Open. If the file has multiple pages with images, select a page number.

Note: Only PDF, JPEG and BMP files can be used for background images.

6. To specify the position and appearance, do any of the following:
 - Set the vertical and horizontal position of the background or watermark.
 - To increase or decrease the size of the image, specify a scale value, or choose Fit to Page to have the background or watermark fill the page from top to bottom or side to side.
 - Enter a value (in degrees) if you want to rotate the background or watermark.
 - Use the Opacity slider or enter a value in the text box to set the degree of opacity of the background or watermark. For example, you may want a company logo to appear transparent.
7. Select All Pages to add the background or watermark to all pages. Or specify a page range to add the background or watermark to selected pages.

To remove or restore watermarks and backgrounds:

Do one of the following:

- To remove a watermark or background, choose Edit > Undo Add Background or Undo Add Watermark.
- To restore a deleted watermark or background, choose Edit > Redo Add Background or Redo Add Watermark.



Incorporating Adobe PDF documents into documents with OLE support

You can incorporate Adobe PDF documents into any container document that supports Object Linking and Embedding (OLE) and later edit the PDF documents in Acrobat.

To incorporate PDF documents into an application with OLE support:

Do one of the following:

- Choose the OLE container application's Insert Object command to insert the document directly into the container application.
 - In Acrobat, choose Edit > Copy File To Clipboard to copy the current document to the Clipboard, and then choose the Paste Special command in the container application.
-



Working with Adobe PDF Layers

[About Adobe PDF layers](#)

[Navigating with layers](#)

[Adding navigability to layers](#)

[Editing layered content](#)



About Adobe PDF layers

Acrobat supports the display, navigation, and printing of layered Adobe PDF content output by applications such as Adobe InDesign, AutoCAD, and Visio.

You can rename and merge layers, change the properties of layers, and add actions to layers. You can also lock layers to prevent them from being hidden.

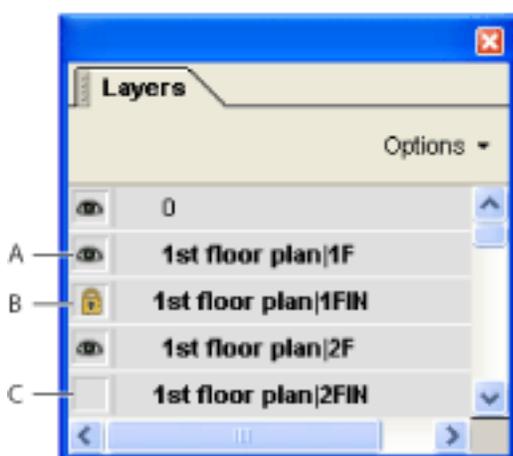
To create layers while exporting InDesign CS or later documents to PDF, make sure that Compatibility is set to Acrobat 6 (PDF 1.5) and that Create Acrobat Layers is selected in the Export PDF dialog box.



Navigating with layers

Information can be stored on different layers of a PDF document. The layers that appear in the PDF document are based on the layers created in the original application. You cannot create layers in Acrobat; however, you can examine layers and show or hide the content associated with each layer using the Layers tab in the navigation pane. Items on locked layers cannot be hidden.

Note: A Lock icon in the Layers tab indicates that a layer is for information only. Locked layers can be created from AutoCAD and Visio files. The locked layer's visibility cannot be changed. The only property you can change is the name of the locked layer.



Layers tab A. Eye icon indicates a displayed layer. B. Locked layer C. Hidden layer

To view or hide layers:

1. Do one of the following:
 - To hide a layer, click the eye icon . To show a hidden layer, click the empty box. (A layer is visible when the eye icon is present, and hidden when the eye icon is absent. This setting temporarily overrides the settings in the Layer Properties dialog box.)
 - To show or hide multiple layers, choose an option from the Options menu in the Layers tab. (Apply Layer Overrides affects all optional content in the PDF document, even layers that are not listed in the Layers tab. All layers are visible, regardless of the settings in the Layers Properties dialog box. You cannot change layer visibility using the eye icon until you toggle this command off. You can edit layer properties in the Layer Properties dialog box, but changes, except changes to the layer name, are not effective until you choose Reset To Initial Visibility in the Options menu.)
2. From the Options menu in the Layers tab, do any of the following:
 - Choose List Layers For All pages to show every layer across every page of the document.
 - Choose List Layers For Current Page to show layers only on the currently visible page.
 - Choose Reset To Initial Visibility to reset layers to their default state.
 - Choose Apply Layer Overrides to display all layers. This option affects all optional content in the PDF document, even layers that are not listed in the Layers tab. All layers are visible, regardless of the settings in the Layers Properties dialog box. You cannot change layer visibility using the eye icon until you toggle this command off. You can edit layer properties in the Layer Properties dialog box, but changes (except changes to the layer name) are not effective until you choose Reset To Initial Visibility in the Options menu.

Note: You cannot save the view of a layered PDF file that you create by using the eye icon in the Layers tab to show and hide layers. When you save the file, the visibility of the layers automatically reverts to the initial visibility state.



Adding navigability to layers

You can add links and destinations to layers, allowing you to change the view of a document when the user clicks a bookmark or link.

Note: In general, changes to layer visibility made using the eye icon in the Layers tab are not recorded in the Navigation toolbar.

To associate layer visibility with bookmarks:

1. Set the required layer properties, visibility, and magnification level for the target PDF layer in the document pane.
2. Click the Bookmarks tab, and choose New Bookmark from the Options menu.
3. Select the new bookmark, and choose Properties from the Options menu.
4. In the Bookmark Properties dialog box, click the Action tab.
5. For Select Action, choose Set Layer Visibility, and click Add.
6. Click Close.
7. Select the bookmark label in the Bookmarks tab, and name the bookmark.

To associate layer visibility with a link destination:

1. Set the required layer properties for the destination in the document pane.
2. Choose View > Navigation Tabs > Destinations, and choose Scan Document from the Options menu.
3. Click the Create New Destination button  or select New Destination from the Options menu, and name the destination.
4. Select the Link tool , and drag in the document pane to create a link. (Because content is added to all layers, it doesn't matter that you are apparently creating the link on the target layer. The link works from any layer.)
5. In the Create Link dialog box, select Custom Link and click Next.
6. Click the Appearance tab in the Link Properties dialog box, and set the appearance of the link. (See [Changing the appearance of links.](#))
7. Click the Actions tab in the Link Properties dialog box, choose Set Layer Visibility, and click Add.
8. Close the dialog boxes.

You can test the link by changing the layer settings, selecting the Hand tool, and clicking the link.



Editing layered content

You can select or copy content in a layered Adobe PDF document using the Select tool or the Snapshot tool. You can edit content using a touch-up tool. These tools recognize and select any content that is visible, regardless of whether the content is on a selected layer. (See [Editing text with the TouchUp Text tool.](#))

If the content that you edit or delete is associated with one layer, the content of the layer reflects the change. If the content that you edit or delete is associated with more than one layer, the content in all the layers reflects the change. For example, if you want to change a title and byline that appear on the same line on the first page of a document, and the title and byline are on two different visible layers, editing the content on one layer changes the content on both layers.

You can add content, such as review comments, stamps, or form fields, to layered documents just as you would to any other PDF document. However, the content is not added to a specific layer, even if that layer is selected when the content is added. Rather, the content is added to the entire document.

You can use the Create PDF From Multiple Files command to combine Adobe PDF documents that contain layers. The layers for each document are grouped under a separate heading in the Layers tab of the navigation pane. You expand and collapse the group by clicking the icon in the title bar for the group.



Working with File Attachments

[About file attachments](#)

[Opening and saving attachments](#)

[Adding attachments to Adobe PDF documents](#)

[Searching in attachments](#)

[Deleting attachments](#)



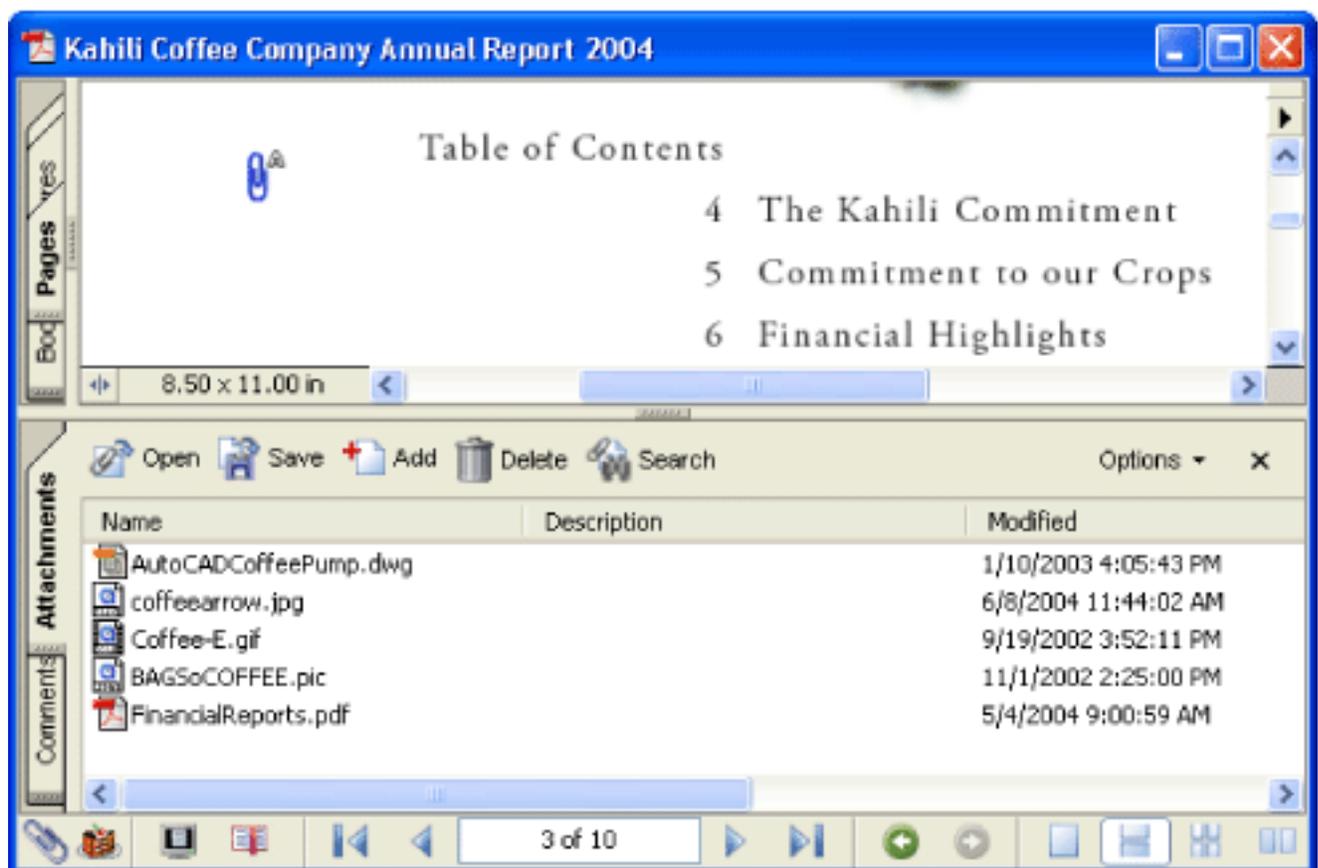
About file attachments

Acrobat lets you attach PDF and other files to an Adobe PDF document so that the reader can open them for viewing. If you move the PDF document to a new location, the attachments automatically go with it. You can add two types of file attachments to PDF documents from the File toolbar: document-level attachments and page-level attachments.

Document-level attachments are added by using the Attach A File tool  and may include links to or from the parent document or to other file attachments. (See [Linking between files](#).) Page-level attachments are added as comments by using various tools to add sound files and documents. (See [Adding attachments as comments](#).) Comment, or

page-level, attachments display the File Attachment icon  or the Speaker icon  on the page where they're located.

If a PDF document contains an attachment, the File Attachment icon  appears in the status bar. You can view a tool tip with the total number of attachments by placing the pointer over the icon. The Attachments tab lists all the attachments in the PDF document, including the name, a description, the modification date, and the file size. Page-level attachments also include the page number of their location.



Use the Attachments tab to add, delete, or view attachments.



Opening and saving attachments

Opening and saving attachments is simple in Acrobat. However, you must have an application installed that can handle the file format of the attachment. You can open a PDF attachment in Acrobat and make changes to it--if you have permissions to do so--and your changes are applied to the PDF attachment. When you open a non-PDF attachment, you have an option of opening or saving the file; opening the file starts the application that handles the file format of the attachment. Any changes you make to a non-PDF attachment are not applied to the attachment. Instead, save changes to the file, and then reattach it to the primary PDF document. (See [Saving modified files into the primary Adobe PDF document](#).)

To open an attachment:

1. In the Attachments tab, select the attachment.
2. Click Open, or choose Open from the Options menu.

To save a copy of one or more attachments:

1. In the Attachments tab, select one or more attachments.
2. Click Save, or choose Save from the Options menu.
3. Save the attachments:
 - To save a single attachment, name the file, specify a location, and then click Save.
 - To save multiple attachments, specify a location, and then click Save.

Related Subtopics:

[Saving modified files into the primary Adobe PDF document](#)
[Working with attachments created in Acrobat 6.0 or earlier](#)



Saving modified files into the primary Adobe PDF document

If you make changes to a non-PDF attachment, you must delete the existing file attachment in the primary PDF document and then create a new file attachment with the modified document.



Working with attachments created in Acrobat 6.0 or earlier

In Acrobat 7.0, you can view and save attachments in PDF files that were created in Acrobat 5.0 or 6.0. To ensure that attachments you created in Acrobat 7.0 open in earlier versions of Acrobat, save a PDF file that contains an attachment with the option to show attachments when the file is opened.

To create attachments that can be viewed in Acrobat 5.0 or 6.0:

1. Add a PDF attachment to the document. (See [Adding attachments to Adobe PDF documents.](#))
 2. Do one of the following:
 - Click the Attachments tab, and select Show Attachments By Default from the Options menu (selected by default).
 - Choose File > Document Properties, click the Initial View tab, choose Attachments Panel And Page from the Show menu, and click OK.
 3. Save the PDF document.
-



Adding attachments to Adobe PDF documents

Sometimes you want to attach a separate file to your PDF document that contains related information. In Acrobat 7.0, you can attach a PDF file or a file from other applications to your PDF document. To attach a file as a comment, see [Adding attachments as comments.](#))

To attach a file to a PDF document:

1. Do one of the following:
 - Choose Document > Add File Attachment.
 - Click the Attach A File button  on the File toolbar.
 - Click the Attachments tab, and click the Add button .
2. In the Add Attachment dialog box, select the file you want to attach, and click Open.



Drag a PDF file to the Attachments tab of an open PDF file to attach it.

Related Subtopics:

[Personalizing attachments with a description](#)

[Linking between files](#)



Personalizing attachments with a description

Adding a description to an attachment helps you differentiate between similar files in the Attachments tab.

To add a description to an attachment:

1. Select the attached file, and choose Options > Edit Description.
 2. Edit the text of the description.
 3. Save the file.
-



Linking between files

In Acrobat 7.0, you can link from a PDF document to a file attachment and vice versa, or link between file attachments. See [Creating links](#) and [Linking to file attachments](#).



Searching in attachments

When searching for specific words or phrases, you can include PDF attachments in the search. To do this, use either the Search Documents & Attachments button in the Attachments tab or the advanced search options in the Search PDF window. Search results from attachments appear in the Results list beneath the attachment file name, which includes the attachment icon. Non-PDF attachments are ignored by the search engine.

To search PDF attachments from the Attachments tab:

1. In the Attachments tab, click the Search Documents & Attachments button . The Search PDF window opens.
2. Type the word or phrase that you want to search for, select the results option you want, and then click Search Attachments.

To search PDF attachments from the Search PDF window:

1. Click the Search button in the toolbar to open the Search PDF window.
 2. Type the word or phrase that you want to search for, and select the results option you want.
 3. Click Use Advanced Search Options at the bottom of the window, and then select Search In Attachments.
-



Deleting attachments

Use the Attachments tab to delete one or more attachments.

To delete one or more attachments:

1. Click the Attachments tab, and select one or more attachments.
 2. Click the Delete button, or choose Delete Attachment from the Options menu.
-



Working with Digital Media in Adobe PDF Documents

[Setting Multimedia preferences](#)

[Interacting with 3D content](#)

[Using Picture Tasks features](#)

[Using Photoshop Album Starter Edition to create slideshows](#)



Setting Multimedia preferences

You can select the preferred media player to play sound and movie clips, determine whether the Player Finder dialog box is displayed, and set multimedia accessibility options for visually impaired users. For example, some movie clips include subtitles, dubbed audio, or supplemental text captions. You can determine whether these items are displayed when the movie is played in your Adobe PDF document. You must use Acrobat Professional to add movies and sounds to a PDF document.

To change multimedia preferences:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and then select Multimedia from the left side of the dialog box.
2. From the Preferred Media Player menu, select an option to determine the default player that will play the media clip.
3. Under Accessibility Options, select which special features are allowed to be played, specify the preferred language for the media in case multiple languages are available, and then click OK.

For information on setting multimedia preferences for trusted documents, see [Setting Trust Manager preferences](#).



Interacting with 3D content

In Adobe Acrobat, you can view and interact with high-quality, 3D (three-dimensional) content created in professional 3D CAD (Computer Aided Design) or 3D modeling programs.

3D content may initially appear as a two-dimensional poster image. To interact with the 3D content, use tools from the 3D toolbar that appears above the enabled 3D content. You can also select tools by right-clicking (Windows) or Control-clicking (Mac OS) the 3D canvas.

To navigate in 3D:

Select a tool from the 3D toolbar and then drag in the canvas area:

Note: If the 3D toolbar doesn't appear, you may need to enable the 3D content by clicking in the 3D canvas area with the Hand tool.

- Rotate lets you orbit around objects in a scene. To increase the orbit distance, hold down the Shift key.
 - Navigate lets you advance in any direction. To tilt the view, hold down the Ctrl key (Windows) or Command key (Mac OS). To move the view, hold down the Shift key.
 - Zoom moves you toward, or away from, objects in the scene.
 - Pan lets you move up, down, or from side to side.
-



Using Picture Tasks features

The Picture Tasks plug-in is specifically designed to allow you to extract JPEG formatted pictures sent to you in an Adobe PDF file that was created with Adobe Photoshop® Album, Adobe Photoshop® Elements 2.0, or Adobe Acrobat using JPEG source files. With Picture Tasks, you can export and save the pictures to your local machine, and edit them using Photoshop or Photoshop Elements. You can also print them locally using standard photo print sizes and layouts. In Acrobat for Windows, you can share pictures on the Internet or send them to an online service provider to have the prints directly mailed to you.

Note: Picture Tasks does not support JPEG-formatted PDF files created from other applications, or Adobe PDF files with ZIP compression created using Photoshop Elements 2.0.

Related Subtopics:

[Opening the Picture Tasks page](#)

[Exporting pictures](#)

[Editing pictures](#)

[Sharing or ordering prints online \(Windows only\)](#)

[Printing pictures and projects on a local printer](#)



Opening the Picture Tasks page

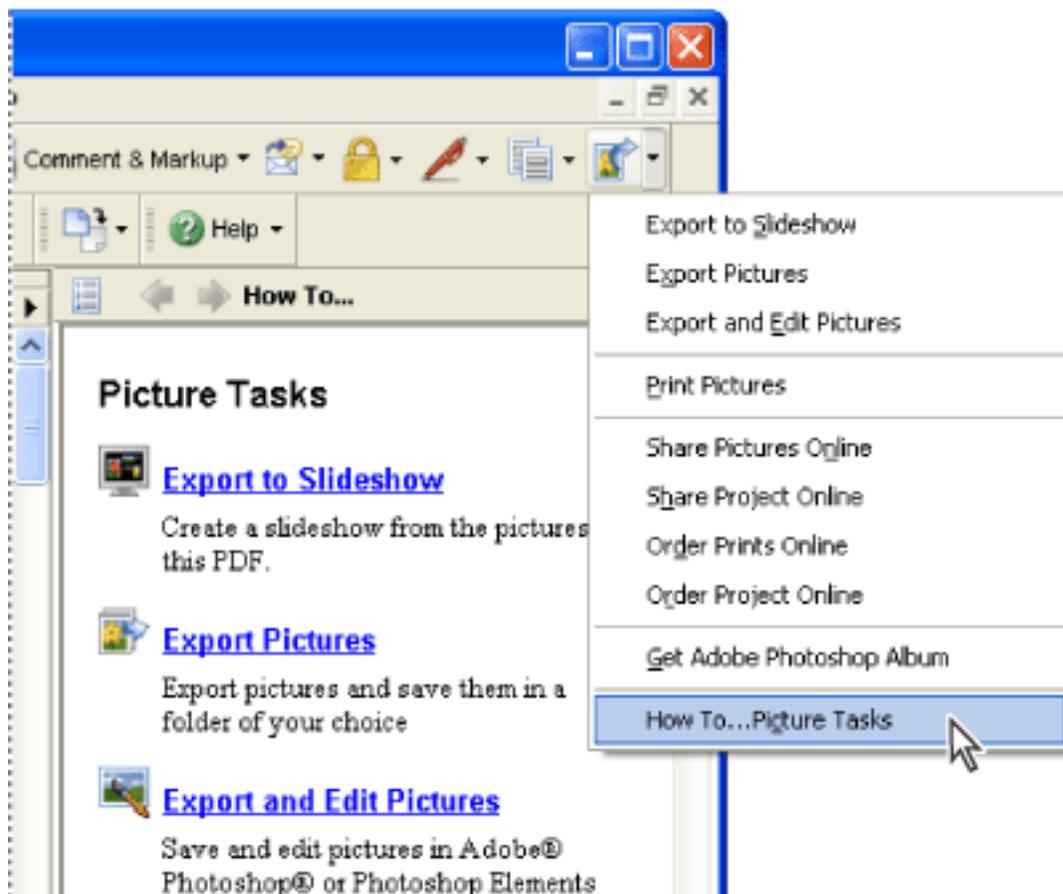
Picture Tasks features are activated in the toolbar every time you open a Picture Tasks-enabled Adobe PDF file. You can open the Picture Tasks page in the How To window for links to key features.

To open the Picture Tasks page in the How To window:

Do one of the following:

- Choose Help > How To > Picture Tasks.
- Click the Picture Tasks button  on the toolbar.
- Choose How To Picture Tasks from the Picture Tasks pop-up menu  on the toolbar.

Note: The Picture Tasks button is available only if the current document is Picture Tasks-enabled.



Picture Tasks page in the How To window and Picture Tasks menu (Windows)



Exporting pictures

Use the export function of the Picture Tasks plug-in to save any number of pictures contained within an Adobe PDF file to your local machine. You can also export pictures to a slideshow.

To export pictures:

1. On the toolbar, choose Export Pictures from the Picture Tasks pop-up menu .
2. In the Export Pictures dialog box, select each picture you want to export, or click Select All to export all pictures.
3. To change the location where the pictures are saved, click Change, select the location, and click OK.
4. In the File Names section, do one of the following:
 - Select Original Names to save the pictures using their original file name.
 - Select Common Base Name, and enter a base file name to save the pictures using a file name common to all the pictures. Each picture is saved with the common file name and appended with a number to differentiate the pictures. For example, if you choose to export three pictures and assign the file name "Sunset," the pictures are saved as Sunset1.jpg, Sunset2.jpg, and Sunset3.jpg.
5. Click Export.

To export pictures in a slideshow:

1. On the toolbar, choose Export To Slideshow from the Picture Tasks pop-up menu .
 2. In the Export To Slideshow dialog box, select the images you want to include in the slideshow, or click Select All to include all pictures.
 3. Select the slideshow preferences you want to use for slide duration, transitions, and music, and then click Export.
 4. Name the slideshow, select a location for the file, and then click Save.
-



Editing pictures

You can edit exported pictures on your local machine using Adobe Photoshop, Photoshop Elements, or another image-editing application.

If you use the Export And Edit Pictures command, the pictures are exported, saved, and automatically opened in an image-editing application.

Note: When you export pictures from an Adobe PDF file and then edit pictures in an image-editing application, the changes you make are not reflected in the PDF file that contains the original pictures.

To export and edit pictures:

1. On the toolbar, choose Export And Edit Pictures from the Picture Tasks pop-up menu .
 2. In the Export And Edit Pictures dialog box, select each picture you want to edit, or click Select All to edit all the pictures.
 3. To change the location where the pictures are saved, click Change, select the location, and click OK.
 4. In the File Names section, do one of the following:
 - To save the pictures using the original file name, select Original Names.
 - To save the pictures using a name common to all the pictures, select Common Base Name, and enter the base file name in the box. Each file name is appended with a number to differentiate the pictures. For example, if you choose to export three pictures and assign the file name "Sunset," the pictures are saved as Sunset1.jpg, Sunset2.jpg, and Sunset3.jpg.
 5. Select an application to edit the pictures. To change the editing application, click Change, locate the new editing application, and click Open.
 6. Click Edit. The editing application launches, opening all the pictures you selected. You can then edit and save them separately.
-



Sharing or ordering prints online (Windows only)

Use the Online Services features to send your images to online printing service providers to order prints to be sent to you, or to share the images with others online. You can share, or order prints from, Adobe PDF files or Adobe PDF project files. (A PDF project file is an Adobe PDF file that was created using a specific template in Photoshop Elements 2.0 or Photoshop Album 1.0, such as a calendar or photo album.) The template you used to create the project determines which online service providers are available.

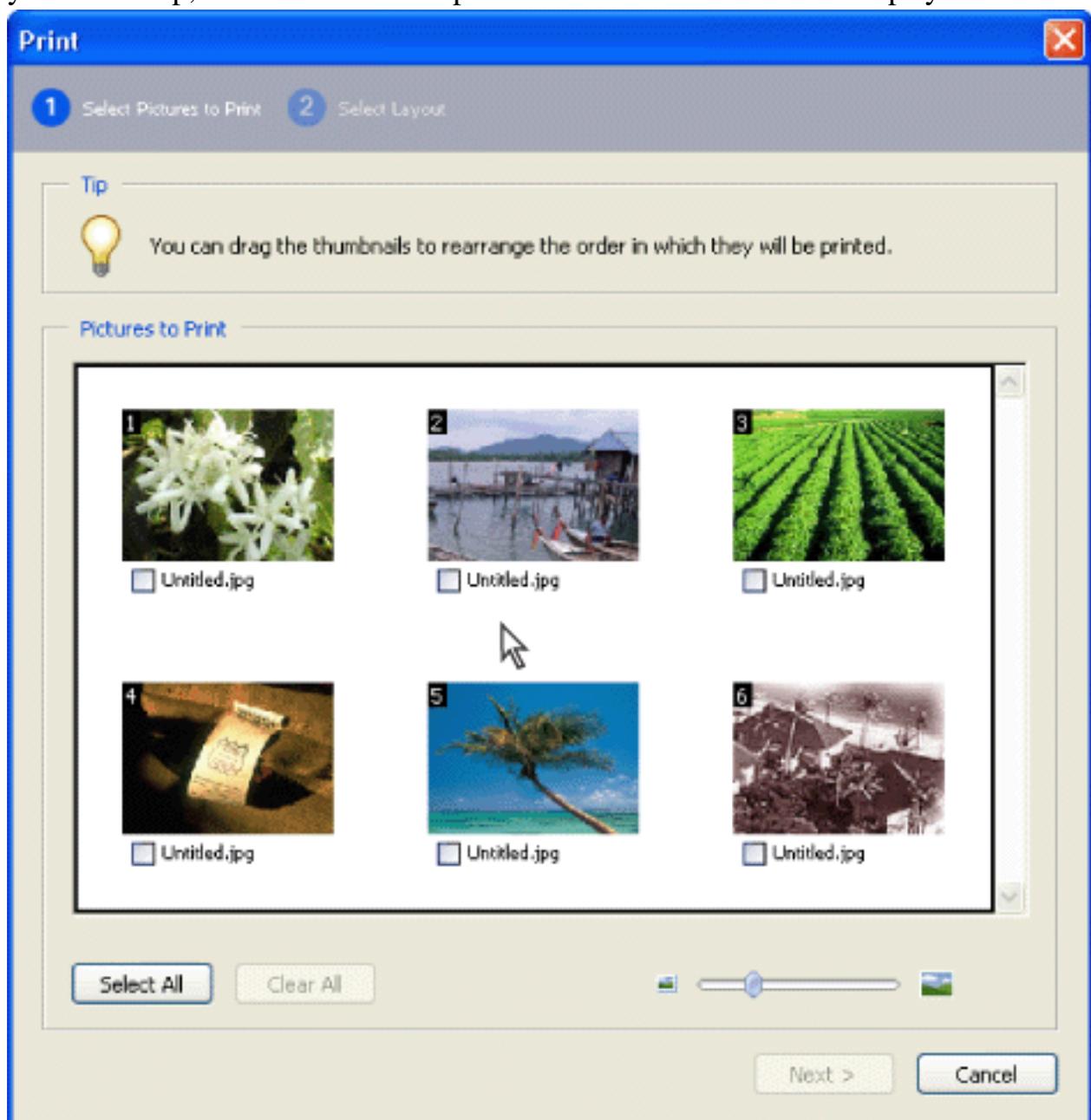
Once you've uploaded the file, you can view it and select options for sharing, or select print options and complete the order process on the online service provider's website. The online service list may be updated each time you send images, so check it occasionally for new services.

To order pictures or a project for printing:

1. On the toolbar, choose Order Pictures Online or Order Project Online from the Picture Tasks pop-up menu .

Note: The first time you use an online service, an End User License Agreement appears. Click Agree to continue.

2. Click Next.
3. Choose a service from the list in the Online Services Wizard, and follow the prompts. If you need help, refer to the service provider's customer service or help system.

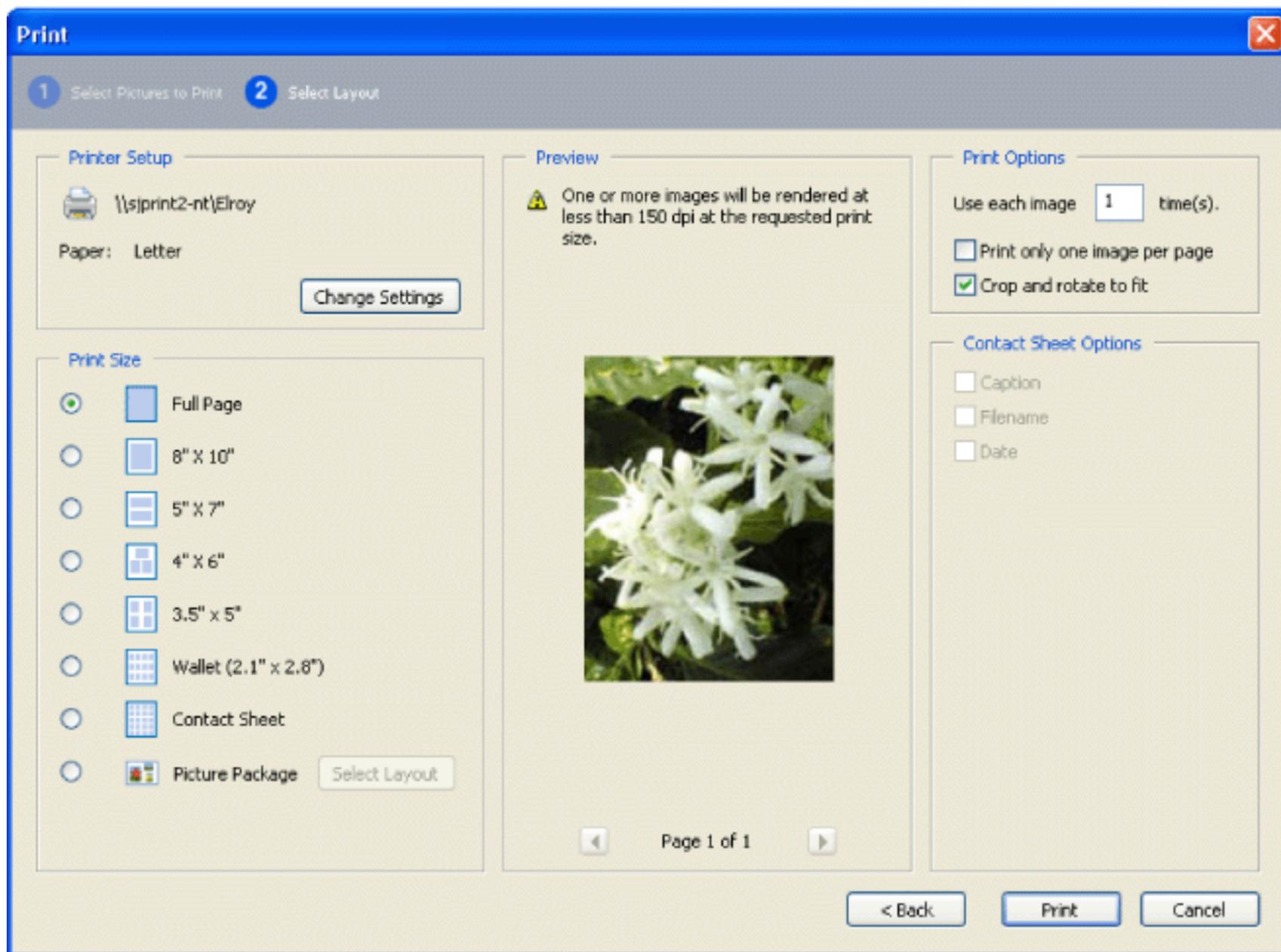


Online Services dialog box (Windows)



Printing pictures and projects on a local printer

You can print pictures to a local printer from an Adobe PDF file in just a few steps. Print any number of pictures by choosing standard photo-print sizes in the Print dialog box.



Print Pictures dialog box

To print pictures:

1. On the toolbar, choose Print Pictures from the Picture Tasks pop-up menu .
2. In the Select Pictures dialog box, select each picture you want to print, or click Select All to print all pictures.
3. Click Next.
4. Specify the desired options, and then click Next.
 - Select a Print Size option to determine the size of the pictures on the page. If you select the Picture Package option, click Layout Size to determine the paper size and layout. To change the paper size for all other options, click Change Settings under Printer Setup.
 - Select the Layout Size to determine the size of the printed page.
 - Select Print Only One Image Per Page if you want only one picture per page.
 - Select Crop And Rotate To Fit if you want the image to fill the selected print size. This option eliminates any extra white space around a picture that may result from the differences between the picture size and the chosen print size.
 - Type a number in the Use Each Image [#] Times box to indicate how many of each picture you want to print.

Note: When you make changes in the Print Pictures dialog box, the changes are applied to all selected pictures.

5. In the Print dialog box, set the desired options, and click OK. (See [Printing Adobe PDF documents.](#))

Note: If the print layout exceeds the available print area on the paper, you are prompted to choose another option.



Using Photoshop Album Starter Edition to create slideshows

With Adobe Photoshop Album 2.0 Starter Edition software, you can freely explore the basic features of Photoshop Album 2.0. Photoshop Album 2.0 Starter Edition makes it easy to find, fix, and share your digital photos. Organize your digital photos in a snap. Instantly fix photo flaws in just a click or two. Easily share your memories in a slideshow with captions, or email individual photos to family and friends.

If Photoshop Album 1.0 or Photoshop Album 1.0 Starter Edition is already installed on your computer, Photoshop Album 2.0 Starter Edition automatically creates a copy of your existing catalog. Photoshop Album 2.0 Starter Edition is available as an update and can be installed by choosing Help > Check For Updates Now.

For information about using Photoshop Album 2.0 Starter Edition, see the Help menu in Photoshop Album Starter Edition.



SEARCH AND INDEX

[About searching Adobe PDF documents](#)



About searching Adobe PDF documents

Acrobat includes several methods that allow you to find what you're looking for:

- Search within PDF documents or a PDF index to find words or PDF files that meet specified criteria. You can search PDF documents for words that appear in the text, layers, form fields, digital signatures, comments, bookmarks, attachments, document properties, custom document properties, metadata, object data, and indexed structure tags. (See [Searching for words in an Adobe PDF document.](#))
 - Quickly find and organize PDF files, and start common tasks with the Organizer window. The Organizer window lets you find PDF files by looking through the hierarchy of your computer's hard drive, through computer or network locations that you've designated as Favorite Places, through Collections that you've created to group related PDF files, or through a history of PDF files that you've opened. Once you find the PDF files that you want to work with, you can open, print, email, send for review, or merge the PDF files into one. (See [Using the Organizer window.](#))
 - Create a PDF index with the Catalog feature to let users quickly search through multiple PDF documents. A PDF index can include a wide variety of items besides the document text, such as comments, bookmarks, form fields, tags, and metadata. (See [About using Catalog to index Adobe PDF documents.](#))
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Searching for Text in Adobe PDF Documents

[About searching text](#)

[Searching for words in an Adobe PDF document](#)

[Searching across multiple Adobe PDF documents](#)

[Setting Search preferences](#)



About searching text

You can search for specific words in the text of an open Adobe PDF document, a set of PDF documents in a specified location, PDF files on the Internet, or a catalog of indexed PDF documents. You can search PDF documents for words in the text, layers, form fields, digital signatures, comments, bookmarks, attachments, document properties, custom document properties, XMP metadata, object data, indexed structure tags, and image XIF (extended image file format) metadata. Several of these items are searched by default while others require you to select particular options or use a particular search tool. (See [Searching for words in an Adobe PDF document.](#))



Searching for words in an Adobe PDF document

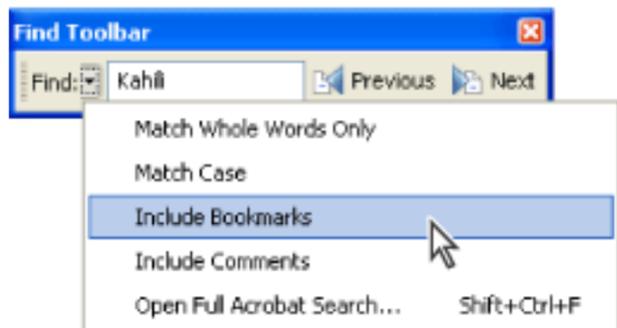
You can use either the Find toolbar or the Search PDF window to locate a word, series of words, or partial word in the active Adobe PDF document. The Find toolbar provides a basic set of options for searching for text in only the current PDF document; the Search PDF window searches more PDF areas than the Find toolbar, provides more advanced options, and lets you search for text in one or more PDF documents, an index of PDF files, or PDF files on the Internet (see [Searching Adobe PDF documents on the Internet](#)).

By default, both the Find toolbar and the Search PDF window search the text, layers, form fields, and digital signatures in the PDF document; both features also let you include bookmarks and comments in the search. By default, the Search PDF window also searches object data, and image XIF (extended image file format) metadata; it searches document properties and XMP metadata by default but only when searching multiple PDF documents or a PDF index; it searches indexed structure tags but only when searching a PDF index. In addition, the Search PDF window lets you include attachments in the search.

Note: Adobe PDF documents can have multiple layers. If the search results include an occurrence on a hidden layer, selecting that occurrence displays an alert that asks if you want to make that layer visible.



If you prefer using the Find toolbar, dock the toolbar to the Acrobat toolbar area to make it always available. (See [Customizing the work area](#).) If you prefer using the advanced search options in the Search PDF window, set the Search preference to display these options by default. (See [Setting Search preferences](#).)



Options in the Find Options menu expand or constrain the search

To search for words using the Find toolbar:

1. Open the document.
2. To display the Find toolbar, right-click (Windows) or Ctrl-click (Mac OS) in the toolbar area, and select Find.
3. In the Find box, type the word, words, or partial word that you want to search for.
4. From the Find Options menu ▾, select options as desired. (See [Search options](#).)
5. To view each search result, click the Find Previous button or the Find Next button to go backward or forward through the document.

If you want to switch to the Search PDF feature for additional search options, choose Open Full Acrobat Search from the Find Options menu in the Find toolbar.

To search for words in a PDF document using the Search PDF window:

1. Open the document.
2. Click the Search button on the File toolbar.
3. If you want to perform an advanced search, click Use Advanced Search Options. (See [Advanced search options](#).)



You can set a preference to open Advanced Search options instead of Basic Search options when you click Search. See [Setting Search preferences](#).

4. Type the word, words, or partial word that you want to search for.
5. Set options as desired. See [Search options](#) and [Advanced search options](#).
6. Click Search. The results appear in page order and, if applicable, show a few words of context. Each result displays an icon to identify the type of occurrence: the Bookmark Result icon , the Comment Result icon , the Layer Result icon , or the Attachment Result icon . All other searchable areas display the Search Result icon .
7. To display the page that contains a search result, click an item in the Results list. The occurrence is highlighted. Choose Edit > Search Results > Next Result or Edit > Search Results > Previous Result, or use the Back button and the Next button at the top of the Search PDF window to move forward and backward through search panes.

Note: During a search, you can click a result or use keyboard shortcuts to navigate the results without interrupting the search. (See [Keys for general navigating](#).) Clicking the Stop button under the search-progress bar cancels further searching and limits the results to the occurrences already found. It does not close the Search PDF window or delete the Results list. To see more results, you must run a new search.

Related Subtopics:

- [Search options](#)
 - [Advanced search options](#)
 - [Closing the Search PDF window](#)
-



Search options

The Find toolbar provides the following search options in the toolbar's Find Options menu. The Search PDF window provides these options in either the basic or advanced search mode:

- Whole Words Only finds only occurrences of the complete word you enter in the text box. For example, if you search for the word *stick*, the words *tick* and *sticky* aren't found.
- Case-Sensitive finds only occurrences of the words that are in the case that you typed. For example, if you search for the word *Web*, the words *web* or *WEB* aren't found.
- Include Bookmarks searches the text in the Bookmarks tab as well as in the document.
- Include Comments searches the text in comments and in the document. For details about searching for specific text within the Comments tab, see [Finding comments](#).

Note: The Search PDF window searches all of the areas that the Find toolbar searches and also searches additional areas by default. (See [Searching for words in an Adobe PDF document](#).)



Advanced search options

The Advanced Search options in the Search PDF window can either broaden or restrict your search results. You can view Advanced Search options by clicking Use Advanced Search Options at the bottom of the Search PDF window when the window displays Basic Search options.

Note: The options Whole Words Only, Case-Sensitive, Include Bookmarks, and Include Comments are also available when the window is in basic search mode. For information on these options, see [Search options](#).

The Return Results Containing menu lets you restrict your search results according to the option you choose:

- Match Exact Word Or Phrase searches for the entire string of characters, including spaces, in the order in which they appear in the text box. For example, if you type Adobe Acrobat, the results list only instances of *Adobe Acrobat* (both words, next to each other, and in that order).
- Match Any Of The Words searches for any instances of at least one of the words typed. For example, if you type each of, the results include any instances in which one or both of the two words appear: *each*, *of*, *each of*, or *of each*.
- Match All Of The Words searches for instances that contain all your search words, but not necessarily in the order you type them. For example, if you type of each, the results include instances of *of each* and *each of*. This option is available only for a search of multiple documents or index definition files.
- Boolean Query searches for terms or phrases you indicate using Boolean operators. This option is available only for searching in a designated location, not for single-document searches. (See [Using Boolean queries in multiple-document searches](#).)

The Look In menu lets you restrict the search to the current document, an index, or a location on your computer. If you choose to search an index or a location on your computer, additional options appear under Use These Additional Criteria. (For information about these additional options, see [Using advanced search options for multiple-document searches](#).)

The options under Use These Additional Criteria let you restrict the search parameters according to the criteria you specify. The results include instances that match all of the selected criteria only. For example, if you select Whole Words Only and Case-Sensitive for a search of the word *Color*, the results don't include *color* or *Colors*.

- Proximity returns documents that contain two or more words that you specify and in which the range of words between the specified words is lower than the number specified in the Search preferences. For example, if you search for the words *Adobe printer* and set the Proximity preference to 900, the search finds all instances that contain the words *Adobe* and *printer*, but the number of words between them is not more than 900. This option is available only for a search of multiple documents or index definition files, and if Match All Of The Words is selected.
 - Stemming finds words that contain part (the stem) of the specified search word. This option applies to single words, and phrases when conducting a search in the current PDF, Find In Folder, or Acrobat indexes. For example, in English, stemming finds instances of the search word that end in *ing*, *ed*, *x*, *ion*, and so on, but not *er*. This option is not available in searches for phrases in indexes created with Acrobat 5.0 or earlier. You cannot use wildcard characters (*, ?) in stemming searches.
 - Search In Attachments searches all PDF files that are attached to the current PDF document. (For information on searching attachments by using the Attachments tab, see [Searching in attachments](#).)
-



Closing the Search PDF window

There are several methods of closing the Search PDF window:

- (Windows only) Click Hide at the top of the Search PDF window. The document pane returns to its larger size. If you accidentally close the Search PDF window, simply reopen it to view your most recent search results.
- Click Done at the bottom of the Search PDF window. The How To window returns to its state before you clicked Search.
- If a How To page was open before you started searching, click the Back button  until that page reappears.



If you accidentally close the Search PDF window while reviewing the results of a search, you can click the Search button  to display the results. You can also choose Edit > Search Results > Next Result or Edit > Search Results > Previous Result. The most recent search results remain until you do another search or close Acrobat.



Searching across multiple Adobe PDF documents

You can use the Search PDF window to find words in Adobe PDF files stored in a specific location on your hard disk or network, in prepared Adobe PDF index files, and in Adobe PDF files on the Internet.

Related Subtopics:

[Searching all Adobe PDF files in a specific location](#)

[Using advanced search options for multiple-document searches](#)

[Refining results of multiple-document searches](#)

[Searching Adobe PDF index files](#)

[Using Boolean queries in multiple-document searches](#)

[Searching Adobe PDF documents on the Internet](#)



Searching all Adobe PDF files in a specific location

You can search multiple Adobe PDF files that are in a specific location, such as a folder on your hard disk or local network. You do not need to open the files.

Note: If documents are encrypted (have security applied to them), you cannot search them as part of a multiple-document search. You must open those documents first and search them one at a time. However, documents encrypted as Digital Editions are an exception and can be searched as part of a multiple-document search.

To search Adobe PDF documents in a specific location:

1. Open Acrobat on your desktop (not in a web browser).
2. Click the Search button  or choose Edit > Search, and type the word or phrase you want to search for.
3. For the Look In option (Advanced Search) or Where Would You Like To Search option (Basic Search), select Browse For Location to find the location you want to search. Or, you can select All PDF Documents In (Basic Search), and then select a location from the pop-up menu.
4. Click Search. The results appear nested under the document names and paths.

To review the results of a multiple-document search:

1. In the Search PDF window, click the plus sign (+) (Windows) or the triangle ► (Mac OS) next to a document name to expand the list of results for that document.
2. Click a result. The document opens to the appropriate page, and the occurrence is highlighted. To display the first result in the next document, choose Edit > Search Results > Next Document; to display the last result in the previous document, choose Edit > Search Results > Previous Document.



You can sort the results of a multiple-document search in a number of ways. Select an option from the Sort By menu near the bottom of the Search PDF window. Results can be sorted by Relevance Ranking, Date Modified, Filename, or Location.



Using advanced search options for multiple-document searches

When you choose to search multiple PDF documents, three sets of additional search criteria are available under Use These Additional Criteria. These options let you restrict the results to those that match specified date criteria or that contain additional words in a particular document property, including the author, title, subject, file name, keywords, bookmarks, comments, image metadata, XMP metadata, object data, and indexed structure tags.



You can search using just document characteristics, without entering a search word. For example, you can search your local disk for all Adobe PDF documents that you created after a certain date.

The screenshot shows the 'Search PDF' dialog box with the following settings:

- Search term: (empty)
- Return results containing: Match Exact word or phrase
- Look In: My Documents
- Use these additional criteria:
 - Title Contains Kahil
 - Date Created Is after 9/12/2004
 - Keywords Contains Coffee
- Options:
 - Whole words only
 - Case-Sensitive
 - Proximity
 - Stemming
 - Search in Bookmarks
 - Search in Comments
 - Search in Attachments
- Search button

Searching multiple PDF documents provides additional search criteria.

To add document characteristics to the search criteria:

1. In the Search PDF window, in Advanced Search options, select a check box under Use These Additional Criteria.
2. Specify a search criterion: Choose a document property from the first pop-up menu, and then choose a value from the adjacent pop-up menu.
3. In the box, type the value of the criterion. If you choose Date Created or Date Modified in step 2, you can also click the pop-up menu to select the date from an interactive pop-up calendar.
4. If you want to add additional document characteristics to the search criteria, repeat steps 1-3.



Refining results of multiple-document searches

After you search more than one document, you can use the Refine Results pane to reduce the number of search results by adding additional criteria. This can save time, because only the existing results are searched. For example, you can first search for all documents by a specific author and then define a search query for that subset of documents. The result is a subset of documents by the specified author and that contain the search string.

To refine the results of a multiple-document search:

1. With the results of the first search still listed, click Refine Search Results at the bottom of the Search PDF window.
2. Specify additional search criteria. (See [Search options](#), [Advanced search options](#) and [Using advanced search options for multiple-document searches](#).)
3. Click Refine Search Results.

You can continue to refine the results by repeating this procedure.



Searching Adobe PDF index files

An Adobe PDF index is a specially prepared file that catalogs multiple Adobe PDF files and is available through Search. If a full-text index is available for a set of Adobe PDF documents, you can search the index for a word rather than searching each individual document. A full-text index is an alphabetized list of all the words used in a document or, more typically, in a collection of documents.

Searching an index is much faster than searching all the text in the documents. An index search produces a results list with links to the occurrences of the indexed documents. Selecting the Match Whole Word Only option when searching indexes significantly reduces the time taken to return results.

Note: To search an Adobe PDF index, you must open Acrobat as a standalone application, not within your web browser. In Mac OS, indexes created with some older versions of Acrobat are not compatible and cannot be searched in Acrobat 7.0 using the current Search feature until the indexes are updated.

To search an index:

1. At the bottom of the Search PDF window, click Use Advanced Search Options.
2. Type the word you want to find.
3. For Look In, select Select Index.
4. If you want to view information about an available index, select the index name, click Info, and then click OK. The information includes the title, information provided by the builder, location, build date, creation date, number of documents in the index, and the index status.
5. Select the index you want to use, or click Add, locate the index file (.pdx) you want, and then click Open.
6. In the Index Selection dialog box, click OK, and then proceed with your search. (See [Advanced search options](#).)



Once you've selected an index to search in, you can choose Currently Selected Indexes in step 3, instead of the Select Index command, to select that particular index to search.



Using Boolean queries in multiple-document searches

A Boolean search offers more options for searching for exact phrasing, alternate words, and excluded words.

To use a Boolean query in a multiple-document search:

1. Choose Edit > Search or click the Search button , and click Use Advanced Search Options.
2. For Look In, choose the location you want to search.
3. For Return Results Containing, choose Boolean Query.
4. For the search terms, type the query, using Boolean terms and syntax.
5. Select any additional criteria you want to use, and then click Search.

In your query, you can use commonly used Boolean operators, including the following examples:

- Use the AND operator between two words to find documents that contain both terms. For example, type `paris AND france` to identify documents that contain both *paris* and *france*. For simple AND searches, the All Of The Words option produces the same results.
- Use the NOT operator before a search term to exclude any documents that contain that term. For example, type `NOT kentucky` to find all documents that do not contain the word *kentucky*. Or, type `paris NOT kentucky` to find all documents that contain the word *paris* and do not contain the word *kentucky*.
- Use the OR operator to search for all instances of either term. For example, type `email OR e-mail` to find all documents with occurrences of either spelling. For simple OR searches, the Any Of The Words option produces the same results.
- Use ^ (exclusive OR) to search for all instances that have either operator, but not both. For example, type `cat ^ dog` to find all documents with occurrences of *cat* or *dog* but not both *cat* and *dog*.
- Use parentheses to specify the order of evaluation of terms in a query. For example, type `white & (whale | ahab)`. The query processor performs an OR query on *whale* and *ahab* and then performs an AND query on the result with *white*.

To learn more about Boolean queries, syntax, and other Boolean operators that you can use in your searches, refer to any standard text, website, or other resource with complete Boolean information.

Note: You cannot do wildcard searches using asterisks (*) or question marks (?) when searching Acrobat 7.0 indexes.



Searching Adobe PDF documents on the Internet

If you have an active Internet connection, you can search for Adobe PDF documents meeting your search criteria.

To search Adobe PDF documents on the Internet:

1. Choose Edit > Search, or click the Search button .
2. At the bottom of the Search PDF window, click Search PDFs On The Internet.
3. Type the word or phrase that you want to find.
4. To limit the search results, select a search criteria option.
5. Click Search The Internet. After a pause, your default web browser opens to a page of results.
6. Click an item to examine that document.



You can also use Windows Search and Mac OS Finder to locate PDF documents on the Internet or on your system. For more information, consult your system's documentation.



Setting Search preferences

You can set the Search preferences, which apply to all subsequent searches, with the Find toolbar or Search PDF window. Search preferences that affect only searches with the Search PDF window and not the Find toolbar are noted in the option description.

To set Search preferences:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS).
2. Click Search.
3. Set options you want, and click OK.

Ignore Asian Character Width

Finds both half-width and full-width instances of the Asian language characters in the search text.

Ignore Diacritics And Accents

Finds both *cafe* and *café* when you type *cafe* as the search text, for example. If this option is not selected, typing *cafe* does not find *café*.

Always Use Advanced Search Options

Makes the Advanced Search window the default display for the Search PDF window, and the Basic Search window isn't available though its options still appear in the Advanced Search window.

Maximum Number Of Documents Returned In Results

Limits the search results in the Search PDF window to a specific number of documents. The default value is 100, but you can enter any number from 1 to 10,000.

Range Of Words For Proximity Searches

Limits the search results to those in which the number of words between the specified words isn't more than the number you specify. You can enter any number from 1 to 10,000.

Enable Fast Find

Automatically generates a cache of information from any Adobe PDF file that you search with either the Find toolbar or the Search PDF window. The cache then speeds the search process the next time you search the same file by using the Search PDF window. To avoid excessively large caches, which can slow overall performance, don't set the value of the Maximum Cache Size option too high.

Maximum Cache Size

Limits the temporary cache of search information for the Fast Find option to the specified size in megabytes. The default value is 20, but you can enter any number between 5 and 10,000. When the cache size starts to exceed the size specified, the least-recently used cache information is deleted.

Purge Cache Contents

Deletes the Fast Find option's entire temporary cache of search information.



Indexing Multiple Adobe PDF Documents

[About using Catalog to index Adobe PDF documents](#)



About using Catalog to index Adobe PDF documents

A catalog is a multiple-document index that makes searching a specific collection of Adobe PDF files much faster. The Catalog feature is available only in Acrobat Professional. If you want to define and create your own catalogs, you should upgrade to Acrobat Professional. All users, including Adobe Reader users, can use the indexes that you create in Acrobat Professional. (See [Searching Adobe PDF index files.](#))



PRINT AND COLOR MANAGEMENT

[About printing and color management in Acrobat](#)



About printing and color management in Acrobat

Whether your projects are destined for high-end composite printing or desktop printing, you will find a host of advanced capabilities in Acrobat for preparing and producing printed products. Acrobat provides creative professionals with output capabilities for handling the most sophisticated layouts created in professional products such as Adobe Photoshop CS, Adobe Illustrator CS, and Adobe InDesign CS. These features are located primarily in the Color Settings dialog box and the Advanced Print Setup dialog box.

The following is an overview of Acrobat's printing capabilities:

Cross-product interface and terminology

More consistent user interface and terminology with other Adobe applications for PDF output features. For example, the Adobe PDF Settings files are the same in Adobe InDesign CS, Adobe Illustrator CS, Adobe Photoshop CS, and Adobe Acrobat 6.0 Standard and later.

Color management interface

Ability to correct colors in the document, whether it be conversion between CMYK and RGB, spot to process (or process to spot), or mapping multiple spot colors.

Support for large paper sizes

Page sizes up to 15,000,000 inches (38,100,000cm) by 15,000,000 inches (38,100,000cm).

Document boxes

The ability to specify crop boxes and media boxes (page sizes).



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About printing

Printing is the process of sending the pages in your document to an output device. Whether you are providing a multicolored document to an outside service provider or just sending a quick draft to an inkjet or laser printer, knowing a few basics about printing makes the print job go more smoothly and helps to ensure that the finished document appears as intended. To make optimal decisions about printing, you should understand basic printing principles, including how the resolution of your printer or the calibration and resolution of your monitor can affect the way your document appears when printed.

Types of printing

When you print a file, the application sends it to a printing device to be printed directly on paper or on a digital printing press, or to be converted to a positive or negative image on film, which can then be used to create a master plate for printing by a commercial press. The application can also convert a document to PostScript for use in printing and prepress applications. The PostScript file includes full Document Structuring Conventions comments; an Adobe PDF file converted to PostScript also includes other advanced information preserved by Acrobat Distiller.

Types of images

The simplest types of images, such as text, use only one color in one level of gray. A more complex image is one with color tones that vary within the image. This type of image is known as a *continuous-tone image*. A digital photograph is an example of a continuous-tone image.



Printing Adobe PDF documents

Most of the options in the Adobe Acrobat Standard Print dialog box are the same as for other applications. For basic office printing, you start by selecting the printer, page size, page orientation, and other general printing options in the Print Setup (Windows) or Page Setup (Mac OS) dialog box.

You can also print an Adobe PDF document to a mobile device over the Internet. (See [Printing over the Internet.](#))

To print an Adobe PDF document:

1. If necessary, do one of the following:
 - To select pages to print, select thumbnails in the Pages tab. You can Ctrl-click (Windows) or Command-click (Mac OS) thumbnails to select noncontiguous pages, or Shift-click to select a contiguous range of pages. You can also select a contiguous page range in the Print dialog box.
 - To select an area on a page to print, use the Snapshot tool  and drag around the area you want to print. Acrobat copies the selected area to the Clipboard and displays a message; click OK to close the message box.
2. Choose File > Print Setup (Windows) or File > Page Setup (Mac OS) to set general printing options. The available options vary with different printers and drivers. See your printer driver documentation for details.
3. Click the Print button , or choose File > Print.
4. Choose a printer from the list at the top of the Print dialog box.
5. (Mac OS) choose an option from the Presets pop-up menu.
6. In Windows, click Properties to set printer driver options. In Mac OS, set printer driver options in the Print Center.
7. In the Acrobat Print dialog box, in the Comments And Forms pop-up menu, specify which visible content prints. The Document option prints document contents and form fields. Document And Markups prints document contents, form fields, and comments. Document And Stamps (the default) prints the document, form fields, and stamps, but no other markups, such as note comments and pencil lines. Form Fields Only prints interactive form fields but does not print document contents.
8. In the Preview on the right, drag the slider or click in the slider area to see the effects of scaling on multiple pages.
9. Select any of the following options, and then click OK (Windows) or Print (Mac OS). Options may vary. For example, the Page Order option is available only if you choose Multiple Pages Per Sheet for Page Scaling.

Current View/Selected Graphic

Prints the page area (including text, comments, and so on) that is visible in the current view. The option name changes depending on whether you have a page selected (Current View) or an area on a page selected using the Snapshot tool (Selected Graphic).

Current Page

Prints the page that is visible in the current view.

Pages From/To

Prints a range of pages. In Windows, if the Use Logical Page Numbers option is selected in Page Display Preferences, you can enter numbers that match the numbering printed on the pages using roman numerals or actual page numbers. For example, if the first page of a document is numbered iii, you can enter iii or 1 to print that page.

Page Scaling

Reduces, enlarges, or divides pages when printing. Acrobat supports page sizes up to 15,000,000 inches (38,100,000cm) by 15,000,000 inches (38,100,000cm).

- None prints the upper left or center of a page (if auto-rotated and centered) without scaling. Pages or selections that don't fit on the paper are cropped.
- Fit To Printer Margins reduces or enlarges each page to fit the imageable (or printable) area of the currently selected paper size. The printer driver determines the imageable area of the paper.
- Reduce To Printer Margins shrinks large pages to fit the currently selected paper size but does not enlarge small pages. If an area is selected and it is larger than the imageable area of the currently selected paper, it is scaled to fit the imageable area.
- Tile Large Pages divides oversized pages or selected areas into segments or tiles. Small pages are not enlarged. When Tile Large Pages is selected, you can specify settings for Tile Scale, Overlap, Cut Marks (including Western or Eastern style), and Labels. For Overlap, type the minimum amount of duplicated information you want printed on each tile for ease in assembly. The Overlap option uses the unit of measure specified for the document. The value should be greater than the minimum nonprinting margins for the printer. You can specify up to half the size of the shortest side of the document page to overlap. For example, tiles for a page that measures 11-by-17 inches (279.4mm-by-431.8mm) can overlap up to 5.5 inches (139.7mm). The Labels option adds to each tile in a print job the PDF document name, date of printing, and tile coordinate such as Page 1 (1,1), which means row 1, column 1 of the first page emitted from the printer. Labels are used for reassembling the tiles. The Cut Marks option lets you choose Western or Eastern style marks for tiling pages.
- Tile All Pages divides all pages or selected areas into segments or tiles. When Tile All Pages is selected, you can specify settings for Tile Scale, Overlap, Cut Marks (including Western or Eastern style), and Labels.
- Multiple Pages Per Sheet prints multiple pages on the same sheet of paper. Page rendering is properly adjusted to the actual paper size, and all rendering is done at the actual resolution of the output device. When Multiple Pages Per Sheet is selected, you can specify settings for Pages Per Sheet, Page Order, Print Page Border, and Auto-Rotate Pages.

Note: Acrobat N-up (Multiple Pages Per Sheet) printing works independently from the N-up printing features of printer drivers. The Acrobat print settings do not reflect the N-up settings of the printer drivers. If the N-up printing features are enabled in both Acrobat and printer driver, the output is generated by two nested N-up processes.

Pages Per Sheet

Prints a predefined number of pages, or a custom number (up to 99) horizontally and vertically during Multiple Pages Per Sheet printing. If you select a predefined number from the menu, Acrobat automatically selects the best paper orientation. Drag the slider below the Preview to view the individual pages.

Page Order

Defines how the pages are ordered on paper during Multiple Pages Per Sheet printing. Horizontal places pages from left to right, top to bottom. Horizontal Reversed places pages from right to left, top to bottom. This page order is suitable for Asian-language documents. Vertical places pages top to bottom, left to right. Vertical Reversed places top to bottom, right to left. This page order is suitable for Asian-language documents.

Print Page Border

Draws the crop box (the page boundary of PDF pages) during Multiple Pages Per Sheet printing.

Auto-Rotate Pages

Adjusts the PDF document's orientation to match the orientation specified in the printer properties.

Note: The Shrink Large Pages option is always active for Multiple Pages Per Sheet printing. Therefore, the pages are always resized to fit the available imaging area regardless of how the Auto-Rotate And Center option is set.

Auto-Rotate And Center

Adjusts the PDF document's orientation to match the orientation specified in the printer properties and centers the page in the imaging area.

Choose Paper Source By PDF Page Size

(Windows) Uses the PDF page size to determine the output tray rather than the page setup option. This is useful for printing PDF files that contain multiple page sizes on printers that have different-sized output trays.

Print To File (Windows)

Creates a device-dependent PostScript file of the document. For better results when creating PostScript files, use the Save As PostScript command. (See [Conversion options for PostScript or Encapsulated PostScript \(EPS\).](#))

Printing Tips

If you are connected to the Internet, this option connects to the Adobe website for information on how to troubleshoot printing problems.

Advanced

Opens one or more panels for setting additional printing options. (See [Setting advanced print options.](#)) The options available also depend on your Acrobat application.



Setting advanced print options

The Advanced Print Setup dialog box is available for PostScript and non-PostScript printers.

To set options in the Advanced Print Setup dialog box:

1. In the Print dialog box, click Advanced.
 2. For Language, specify which level of PostScript to generate for the pages. Choose the level of PostScript appropriate for your printer.
 3. For Font And Resource Policy, specify how fonts and resources in the document are sent to a printer when those fonts and resources are not present on the printer.
 - Send At Start downloads all fonts and resources at the start of the print job. The fonts and resources remain on the printer until the job finishes printing. This option is the fastest but uses the most printer memory.
 - Send By Range downloads fonts and resources before printing the first page that uses them, and then discards them when they are no longer needed. This option uses less printer memory. However, if a PostScript processor reorders the pages later in the workflow, it might not reorder the font downloading correctly, resulting in missing fonts.
 - Send For Each Page downloads all fonts and resources for a given page before the page prints, and then discards the fonts when the page has finished printing. This option uses the least printer memory.
 4. Do any of the following, and then click OK:
 - Select Download Asian Fonts to print documents with Asian fonts that are not installed on the printer or embedded in the Adobe PDF document. The Asian fonts must be present on the system in use. (See [About downloading language-specific fonts.](#))
 - Select Emit CIDFontType2 As CIDFontType2 (PS Version 2015 And Greater) to preserve the hinting information in the original font when printing. If this option is not selected, CIDFontType2 fonts are converted to CIDFontType0 fonts, which are compatible with a wider range of printers. This option is available for PostScript 3 and PostScript Level 2 (PostScript version 2015 and later) output devices.
 - Select Discolored Background Correction to correct severe discoloration during printing, such as white backgrounds printing as yellow.
 - If normal printing doesn't produce the desired results, select Print As Image and choose a resolution from the pop-up menu. Print As Image prints pages as bitmap images, which resolves many problems associated with printing to desktop printers. This option is not available for QuickDraw (Mac OS) printing.
-



About downloading language-specific fonts

Select the Download Asian Fonts option in the Advanced Print Setup dialog box if you want to print an Adobe PDF document with Asian fonts that are not installed on the printer or embedded in the document. (Embedded fonts are downloaded whether or not this option is selected.) You can use this option with a PostScript Level 2 or higher printer. To make Asian fonts available for downloading to a printer, be sure you have downloaded the fonts to your computer using the Custom or Complete installation option during installation of Adobe Acrobat.

If Download Asian Fonts is not selected, the PDF document prints correctly only if the referenced fonts are installed on the printer. If the printer has similar fonts, the printer substitutes those. If there are no suitable fonts on the printer, Courier is used for the text.

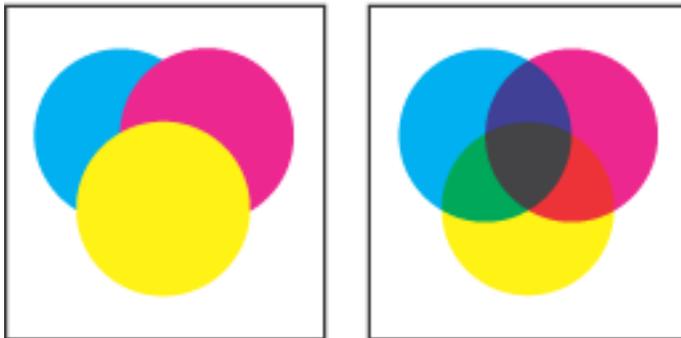
If Download Asian Fonts does not produce the results you want, print the PDF document as a bitmap image. Printing a document as an image may take longer than using a substituted printer font.

Note: Some fonts cannot be downloaded to a printer, either because the font is a bitmap or because font embedding is restricted in that document. In these cases, a substitute font is used for printing, and the printed output may not match the screen display.



Previewing how colors overprint

Overprint Preview mode provides an on-screen simulation that approximates how blending and overprinting will appear in color-separated output. Overprinting effects can also be simulated when you output to a composite printing device. Both of these methods are useful for proofing documents that will be color separated.



Appearance of artwork on monitor (left) and printed artwork (right)

To preview how colors will overprint and blend:

With the PDF file open, choose **Advanced > Overprint Preview**. The overprint display turns on or off; when overprint previewing is on, a checkmark appears next to the **Overprint Preview** command.



Printing over the Internet

You can send open Adobe PDF documents to printers and fax machines in the PrintMe network or securely store PDF files online for on-demand printing.

To print over the Internet:

1. Save the document, and then choose File > PrintMe Internet Printing.
 2. Follow the instructions in the URL provided.
-



Producing Consistent Color

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About color management

Color-matching problems result from various devices and software using different color spaces. In a sense, each device speaks its own color language, and it can't communicate that color very well to another device. One solution is to have a system that interprets and translates color accurately among devices. A color management system (CMS) compares the color space in which a color was created to the color space in which the same color will be output, and makes the necessary adjustments to represent the color as consistently as possible among different devices.

The following components are integral to a color-managed workflow:

Device-independent color space

To successfully compare different device gamuts and make adjustments, a CMS must use a reference color space--an objective way of defining color. Most systems use the CIE (Commission Internationale d'Eclairage) L*a*b color model, which exists independently of any device and is an international standard for color measurement. For this reason, CIE L*a*b is considered *device-independent*.

Color objects can be edited in a device-independent color space that is larger than the color space of the output device, such as a computer monitor, a TV screen, film, or a four-color press. Color objects can then be saved with profiles that contain information describing the characteristics of the source and output color devices.

This makes a color-managed workflow advantageous. The objects become portable, because they can be displayed on widely differing devices simply by tagging the objects with different destination ICC profiles.

In contrast, *device-dependent* color varies depending on the device that produces it. An object (a vector drawing or bitmap image) with a device-dependent color space displays colors that depend on the hardware with which the image is created and output. Device-dependent color works best when each part of the imaging process is controlled. For example, at a prepress service provider, the scanner is calibrated to digitize color in a photo accurately; the electronic image is then displayed on a particular calibrated monitor, and the resulting file is printed on a particular calibrated printer. All of these devices are calibrated to display color accurately from one device to the other.

Color management engine

Different companies have developed various ways to manage color. You can choose a *color management engine* that represents the approach you want to use. Sometimes called the *color management module* (CMM), the color management engine is the part of the CMS that does the work of reading and translating colors between different color spaces.

Color profiles

The CMS translates colors with the help of *color profiles*. A profile is a mathematical description of a device's color space--that is, how the reference CIE values of each color in the color space map to the visual appearance produced by the device. For example, a scanner profile tells a CMS how your scanner "sees" colors, so that an image from your scanner can be accurately translated into the CIE color space. From the CIE space, the colors can then be translated accurately again, via another profile, to the color space of an output device. Adobe products use ICC profiles, a format defined by the International Color Consortium (ICC) as a cross-platform standard. Adobe products also support Microsoft ICM (Image Color Management) profiles and system-level CMSs on Windows XP and Windows 2000.

Rendering intents

No single color-translation method can manage color correctly for all types of graphics. For example, a color-translation method that preserves correct relationships among colors in a wildlife photograph may alter the colors in a logo containing flat tints of color. Color management engines provide a choice of *rendering intents*, or translation methods, so that you can apply a method appropriate to a particular graphic element. In Adobe Acrobat Standard, you specify rendering intents when you create the PDF file, using Adobe PDF settings. (See [Color options](#).)

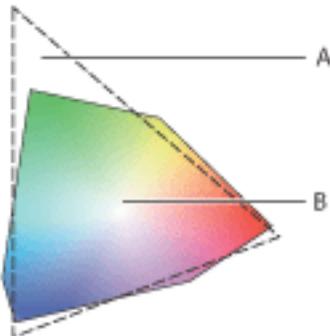
Note: Don't confuse color management with color correction. A CMS won't correct an image that was saved with tonal or color balance problems. It provides an environment where you can evaluate images reliably in the context of your final output.



About color models

No device in a publishing system is capable of reproducing the full range of colors viewable by the human eye. Each device operates within a specific *color space*, which can produce a certain range, or *gamut*, of colors.

The RGB (red, green, blue) and CMYK (cyan, magenta, yellow, and black) color models represent two main categories of color spaces. The gamuts of the RGB and CMYK spaces are very different. While the RGB gamut is generally larger (that is, capable of representing more colors) than CMYK, some CMYK colors fall outside of the RGB gamut.



The extent of the RGB color gamut exceeds that of the CMYK color gamut. **A.** RGB color gamut
B. CMYK color gamut

In addition, different devices produce slightly different gamuts within the same color model. For example, a variety of RGB color spaces can exist among scanners and monitors, and a variety of CMYK color spaces can exist among printing presses and desktop printers.

Related Subtopics:

[RGB model](#)

[CMYK model](#)

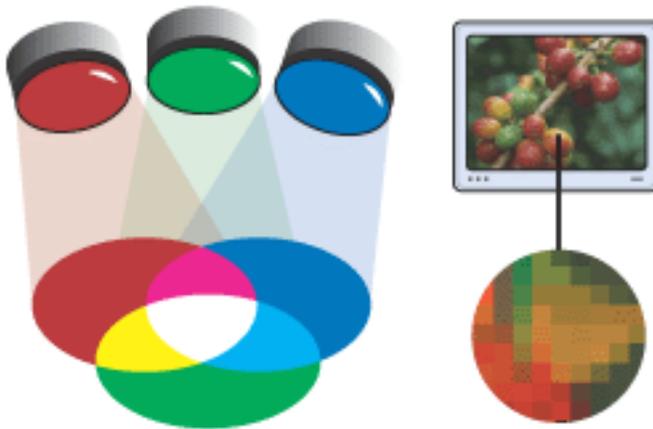
[Grayscale model](#)



RGB model

A large percentage of the visible spectrum can be represented by mixing red, green, and blue (RGB) colored light in various proportions and intensities. Where the colors overlap, they create cyan, magenta, and yellow.

RGB colors are called *additive* colors because you create white by adding R, G, and B together--that is, all light is reflected back to the eye. Additive colors are used for lighting, television, and computer monitors. Your monitor, for example, creates color by emitting light through red, green, and blue phosphors.



Additive color (RGB)



CMYK model

Whereas the RGB model depends on a light source to create color, the CMYK model is based on the light-absorbing quality of ink printed on paper. As white light strikes translucent inks, a portion of the spectrum is absorbed. Color that is not absorbed is reflected back to your eye.

Combining pure cyan (C), magenta (M), and yellow (Y) pigments would result in black by absorbing, or subtracting, all colors. For this reason they are called *subtractive* colors. Black (K) ink is added for better shadow density. (The letter K came into use because black is the key color for registering other colors, and because the letter B also stands for blue.) Combining these inks to reproduce color is called *four-color process printing*.



Subtractive color (CMYK)



Grayscale model

Grayscale uses tints of black to represent an object. Every grayscale object has a brightness value ranging from 0% (white) to 100% (black). Images produced using black-and-white or grayscale scanners are typically displayed in grayscale.

Grayscale also lets you convert color artwork to high-quality black-and-white artwork. All color information in the original artwork is discarded; the gray levels (shades) of the converted objects represent the luminosity of the original objects.

When you convert grayscale objects to RGB, the color values for each object are assigned that object's previous gray value. You can also convert a grayscale object to a CMYK object.



Do you need color management?

Use the following guidelines to determine whether you need color management:

- Color accuracy in your working environment isn't required if you rely completely on prepress service providers and commercial printers for all your color work.
- Color management is recommended for maintaining color accuracy in monitor display, the ability to soft-proof colors, and color consistency in large workgroups.
- Color management is recommended if you reuse color graphics for print and online media, use various kinds of devices within a single medium (such as different printing presses), or print to different domestic and international presses.

If you decide to use color management, consult with your production partners--such as graphic artists and prepress service providers--to ensure that all aspects of your color management workflow integrate with theirs.



Creating a viewing environment

Your work environment influences how you see color on your monitor and in printed output. For best results, control the colors and the light in your work environment by doing the following:

- View your documents in an environment that provides a consistent light level and color temperature. For example, because the color characteristics of sunlight change throughout the day and alter the way colors appear on your screen, keep shades closed or work in a windowless room. To eliminate the blue-green cast from fluorescent lighting, consider installing D50 (5000-degree Kelvin) lighting. Ideally, view printed documents in a D50 lightbox.
 - View your documents in a room with neutral-colored walls and ceiling. A room's color can affect the perception of both monitor color and printed color. The best color for a viewing room is polychromatic gray. Also, the color of your clothing reflected in the glass of your monitor may affect the appearance of on-screen colors.
 - Match the light intensity in the room or lightbox to the light intensity of your monitor. View continuous-tone art, printed output, and on-screen images under the same intensity of light.
 - Remove colorful background patterns on your monitor desktop. Busy or bright patterns surrounding a document interfere with accurate color perception. Set your desktop to display neutral grays only.
 - View document proofs in the real-world conditions in which your audience will see the final piece. For example, you might want to see how a housewares catalog looks under the incandescent light bulbs used in homes, or view an office furniture catalog under the fluorescent lighting used in offices. However, always make final color judgments under the lighting conditions specified by the legal requirements for contract proofs in your country.
-



Managing color in Acrobat

Colors must often be converted when they are displayed to a monitor or sent to a printer. This will always be the case when the color models do not match (for example, when CMYK color is displayed on an RGB monitor). The techniques used for these conversions are based on the use of ICC profiles. For managed colors, this conversion is well understood because managed colors are described using ICC profiles. Unmanaged colors, however, do not use ICC profiles, so one must be temporarily assumed for the purpose of conversion. The Color Management panel of the Preferences dialog box provides profiles for converting unmanaged colors. You can also select specific profiles based on local press conditions.

Related Subtopics:

[Using predefined color management settings](#)

[Specifying working spaces for unmanaged colors](#)

[RGB working space options](#)

[CMYK working space options](#)

[Grayscale working space options](#)

[Specifying a color management engine](#)

[Using output intents](#)

[Using black-point compensation](#)

[Adding device profiles to the color management system](#)



Using predefined color management settings

Most color management controls appear in the Color Management panel. Rather than adjusting each control manually, you can choose from a list of predefined color management settings files (CSFs). In many cases, the predefined settings will provide sufficient color management for your needs. Each predefined configuration includes a set of color management options designed to produce consistent color for a common publishing workflow, such as preparation for web or domestic prepress output. These predefined configurations can also serve as starting points for customizing your own workflow-specific configurations.

Note: Acrobat CSFs are a subset of those used in Adobe InDesign, Adobe Illustrator, and Adobe Photoshop. In Acrobat, you cannot save customized CSF files. To share a customized CSF file, you must create the file in InDesign, Illustrator, or Photoshop. If you save the file in the default Settings folder, it will be available in the Acrobat Color Management panel. You can also add profiles manually to the default Settings folder. (See [Adding device profiles to the color management system.](#))

To choose a predefined color management setting:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS). Select Color Management in the left pane of the Preferences dialog box.
2. For Settings, choose one of the following configuration options. When you choose a predefined configuration, the Color Management panel is updated to display the specific color management settings associated with the configuration.

Note: The color management information embedded in an Adobe PDF file always takes precedence over the CSF. In Acrobat, the information in the CSF is used only to determine the color management engine and profiles used to display or print unmanaged (device-dependent) colors in a document. The information in the CSF may also affect whether PostScript printing uses the CMYK working space as the default when the policy for CMYK is not "off."

Color Management Off

Uses minimal color management settings to simulate the behavior of applications that do not support color management. Use this option to prepare content for video or on-screen presentations.

ColorSync Workflow (Mac OS only)

Manages color using the ColorSync 3.0 or later CMS, with the profiles chosen in the ColorSync control panel. This configuration is not recognized by Windows-based systems or by earlier versions of ColorSync.

Emulate Acrobat 4

Simulates the color workflow used by Adobe Acrobat 4.0.

Emulate Photoshop 4

Simulates the color workflow used by Adobe Photoshop 4.0 and earlier.

Europe General Purpose Defaults

Provides general-purpose color settings for consistent color handling across Adobe software products in Europe.

Europe Prepress Defaults

Manages color for content that will be output under typical European press conditions.

Japan Color Prepress

Manages color for content that will be output under typical Japanese press conditions.

Japan General Purpose Defaults

Provides general purpose color settings for consistent color handling across Adobe software products in Japan.

North America General Purpose Defaults

Provides general purpose color settings for consistent color handling across Adobe software products in North America.

U.S. Prepress Defaults

Manages color for content that will be output under typical U.S. press conditions.

Web Graphics Defaults

Manages color for content that will be published on the World Wide Web.

Custom

Uses the settings you choose in the Color Management panel. You can edit the Working Spaces settings only if you select Custom. (See [Specifying working spaces for unmanaged colors.](#))



Specifying working spaces for unmanaged colors

Predefined color management settings specify the default color profiles to be associated with the RGB, CMYK, and Grayscale color models. These default profiles are known respectively as the RGB, CMYK, and Grayscale *working spaces*. These working spaces represent the color profiles that will produce the best color fidelity for several typical output conditions. For example, the U.S. Prepress Defaults setting uses a CMYK working space that is designed to preserve color consistency under standard Specifications for Web Offset Publications (SWOP) press conditions.

At times you may want to customize the RGB, CMYK, or Grayscale working space to reflect a workflow that uses a particular output or display device.

In a color-managed workflow, each color mode must have a working space profile associated with it. Acrobat includes a standard set of profiles that have been recommended and tested by Adobe Systems for most color management workflows. By default, only these profiles appear in the working space menus.

To specify working spaces for unmanaged colors:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS). Select Color Management in the left pane of the Preferences dialog box.
 2. For Settings, choose Custom.
 3. Choose an option from the RGB, CMYK, and Grayscale working space menus. (See [RGB working space options](#), [CMYK working space options](#), and [Grayscale working space options](#).)
-



RGB working space options

Monitor RGB

Sets the RGB working space to the current color profile of your monitor. Use this setting if other applications in your workflow do not support color management. If a color management configuration that specifies Monitor RGB is shared with another user working on a different system, the configuration uses that system's monitor profile as the working space.

Adobe RGB (1998)

Provides a fairly large gamut of colors and is well suited to documents that will be converted to CMYK. Use this space if you need to do print production work with a broad range of colors.

Apple RGB

Reflects the characteristics of the Apple Standard 13-inch monitor and is used by a variety of desktop publishing applications, including Adobe Photoshop 4.0 and earlier. Use this space for files that you plan to display on Mac OS monitors, or for working with legacy (older) desktop publishing files.

ColorMatch RGB

Matches the native color space of Radius Pressview monitors. This space provides a smaller gamut alternative to Adobe RGB (1998) for print production work.

sRGB IEC61966-2.1

Reflects the characteristics of the average computer monitor. This standard space is endorsed by many hardware and software manufacturers, and is becoming the default color space for many scanners, low-end printers, and software applications. This space is recommended for web work, but not for prepress work (because of its limited color gamut).



CMYK working space options

Euroscale Coated v2

Produces high-quality separations using Euroscale inks under the following printing conditions: 350% total area of ink coverage, positive plate, bright white coated stock.

Euroscale Uncoated v2

Produces high-quality separations using Euroscale inks under the following printing conditions: 260% total area of ink coverage, positive plate, uncoated white offset stock.

Japan Color 2001 Coated

Produces high-quality separations using Japan Color inks under the following printing conditions: 350% total area ink coverage, positive film, ISO Type 3 paper.

Japan Color 2001 Uncoated

Produces high-quality separations using Japan Color inks under the following printing conditions: 310% total area ink coverage, positive film, ISO Type 4 paper.

Japan Color 2002 Newspaper

Produces high-quality separations for newspaper printing using Japan Color inks under the following conditions: 230% total ink coverage, positive film, standard newsprint paper in Japan.

Japan Web Coated (Ad)

Produces high-quality separations based on the following printing conditions: 320% total area ink coverage, positive film. This profile was created using the JMPA (Japan Magazine & Printing Association) data sets. Data sets are based on DDCP (Digital) proofing standards.

U.S. Sheetfed Coated v2

Produces high-quality separations using U.S. inks under the following printing conditions: 350% total area of ink coverage, negative plate, bright white coated stock.

U.S. Sheetfed Uncoated v2

Produces high-quality separations using U.S. inks under the following printing conditions: 260% total area of ink coverage, negative plate, uncoated white offset stock.

U.S. Web Coated (SWOP) v2

Produces high-quality separations using U.S. inks under the following printing conditions: 300% total area of ink coverage, negative plate, coated publication-grade stock. This profile was created using the TR001 characterization data.

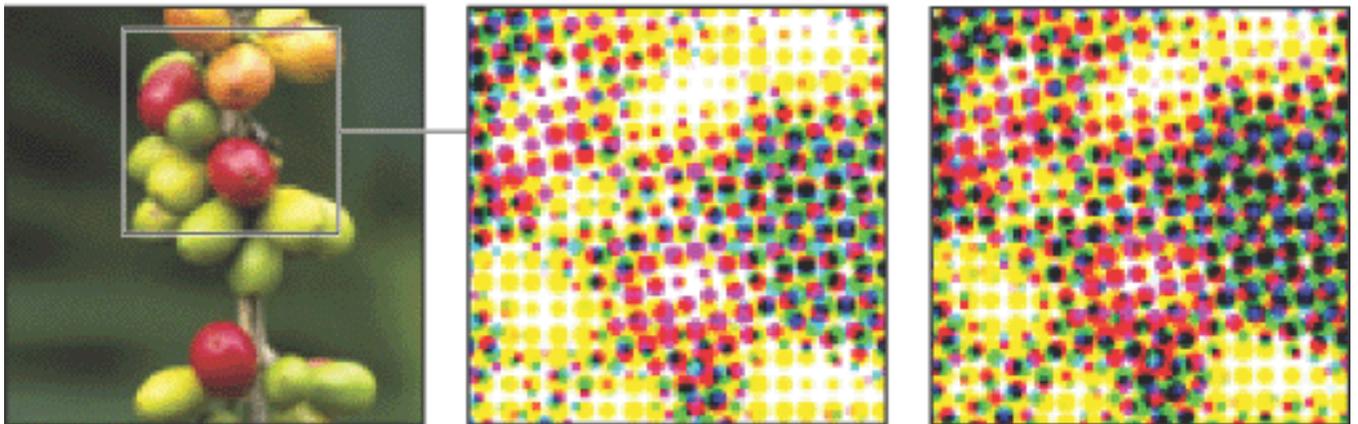
U.S. Web Uncoated v2

Produces high-quality separations using U.S. inks under the following printing conditions: 260% total area of ink coverage, negative plate, uncoated white offset stock.



Grayscale working space options

You can specify a Grayscale working space profile that is based on the characteristics of a particular *dot gain*. Dot gain occurs when a printer's halftone dots change as the ink spreads and is absorbed by paper. Dot gain is the amount by which the expected dot increases or decreases. For example, a 50% halftone screen may produce an actual density of 60% on the printed page, exhibiting a dot gain of 10%. The Dot Gain 10% option represents the color space that reflects the grayscale characteristics of this particular dot gain.



Original image, proof (no dot gain), and printed image (with dot gain)

You can also specify a Grayscale working space profile that is based on the characteristics of a particular *gamma*. A monitor's gamma setting determines the brightness of midtone values displayed by the monitor. Gray Gamma 1.8 matches the default grayscale display of Mac OS computers and is also the default grayscale space for Photoshop 4.0 and earlier. Gray Gamma 2.2 matches the default grayscale display of Windows computers.



Specifying a color management engine

The color management engine specifies the system and color-matching method used to convert colors between color spaces. (See [About color management.](#))

To specify a color management engine:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS). Select Color Management in the left pane of the Preferences dialog box.
2. For Engine, choose one of the following standard engine options. If you have installed additional color management engines, they may also appear as options.

Adobe (ACE)

Uses the Adobe color management system and color engine. This is the default setting for most preset color configurations.

Microsoft ICM (Windows only)

Uses the color management system provided by Microsoft Corporation for Windows XP, Windows 2000, and Windows NT computers.

Apple ColorSync (Mac OS only)

Uses the color management system provided by Apple Computer, Inc.

Apple CMM (Mac OS only)

Uses the Apple ColorSync color management system and this color matching method.



Using output intents

An output intent is used for device-dependent workflows. It describes the final destination device you will use to reproduce the color, whether that's your monitor, composite proofing device, or final separations standard. Output intents override working spaces when viewing and printing, but they do not convert the colors in the Adobe PDF document.

There are two kinds of output intents: One includes an embedded device profile that defines the color space of the destination device, such as U.S. Web Coated (SWOP) v2; the other is a name that defines the destination color space and usually names a standard output condition. Using a named output intent rather than an embedded profile helps reduce the size of a PDF file.

If you open a PDF document with an output intent, the color space defined by the output intent determines which working space (RGB, CMYK, or Grayscale) is used. If the document includes more than one output intent, only the first one is used. For documents with named output intents rather than embedded profiles, the program looks for the color profile associated with the named intent. If the profile is unknown, the program displays a message and ignores the output intent.

To include an output intent with an Adobe PDF file:

Use the PDF/X options in the Standards tab of Acrobat Distiller. (See [Making custom Adobe PDF settings available to other users.](#)) You can also use third-party plug-ins.

To use output intent color spaces rather than working spaces:

In the Color Management panel of the Preferences dialog box, select the option OutputIntent Overrides Working Spaces.



Using black-point compensation

The Use Black Point Compensation option controls whether to adjust for differences in black points when converting colors between color spaces. If this option is selected, the full dynamic range of the source space is mapped into the full dynamic range of the destination space. If this option is not selected, the dynamic range of the source space is simulated in the destination space; although this mode can result in blocked or gray shadows, it can be useful when the black point of the source space is lower than that of the destination space.

The Use Black Point Compensation option is selected for all predefined color management configurations. Keeping this option selected is highly recommended.



Adding device profiles to the color management system

If you need a profile for your device, you can either create one, or contact the device manufacturer to obtain one. To minimize the potential for confusion when you're working with profiles, delete any profiles for devices you or your workgroup aren't using.



In Mac OS, you can organize the ColorSync Profiles folder by creating additional folders within it or by adding aliases to other folders.

To add profiles to your system:

Copy profiles to one of the following recommended locations:

- (Windows XP) Windows\System32\Spool\Drivers\Color
 - (Windows 2000) WinNT\System32\Spool\Drivers\Color
 - (Windows NT 4.0) WinNT\System32\Color
 - (Windows 98 and ME) Windows\System\Color
 - (Mac OS) If you want your profiles to be seen only by you, copy them into <OSX Disk> Users/<user>/Library/ColorSync/Profiles. Otherwise, use <OSX Disk> Library ColorSync/Profiles.
-



Creating an ICC monitor profile

Your monitor will display color more reliably if you use color management and maintain accurate ICC monitor profiles. A monitor calibration utility lets you calibrate and characterize your monitor to a standard and then save the settings as an ICC-compliant profile available to any program that uses your color management system. This calibration helps you eliminate any color cast in your monitor, makes your monitor grays as neutral as possible, and standardizes image display across different monitors. Depending on your workflow scenario, an ICC monitor profile can be either a source profile, a destination profile, or both.

Although software calibration utilities are effective calibration and profiling tools, hardware-based utilities are more precise. For best results, use a hardware-based utility that can generate an ICC-compliant profile.

Note: If you use a flat-panel monitor, either use a third-party utility to create a monitor profile, or load the monitor profile included with the monitor.

Related Subtopics:

[About monitor calibration settings](#)

[Guidelines for creating an ICC monitor profile](#)



About monitor calibration settings

Profiling software can both characterize and calibrate your monitor. When you *characterize* your monitor, you create a profile that describes how the monitor is currently reproducing color. When you *calibrate* your monitor, you bring it into compliance with a predefined standard. Adjusting your monitor to the graphic-arts standard white-point 5000 Kelvin is an example of calibration.

Determine in advance the standard to which you are calibrating, so that you can enter the set of values for that standard. Coordinate calibration with your workgroup and prepress service provider to make sure that you're all following the same standard.

Monitor calibration involves adjusting video settings. A monitor profile uses these settings to precisely describe how your monitor reproduces color:

Brightness and contrast

The overall level and range, respectively, of display intensity. These parameters work just as they do on a television set. A monitor calibration utility helps you set an optimum brightness and contrast range for calibration.

Gamma

The brightness of the midtone values. The values produced by a monitor from black to white are nonlinear--if you graph the values, they form a curve, not a straight line. Gamma defines the value of that curve at halfway between black and white. Gamma adjustment compensates for the nonlinear tonal reproduction of such output devices as monitor tubes.

Phosphor

The luminescent substance that monitors use to emit light. Different phosphors have different color characteristics.

White point

The RGB coordinates at which full-intensity red, green, and blue phosphors create white.



Guidelines for creating an ICC monitor profile

The following guidelines can help you create an accurate monitor profile.



Keep your monitor's user guide handy while using a monitor calibration utility.

- Calibrate your monitor regularly, using an ICC-compliant calibration utility; your monitor's colors will shift over time.
 - Make sure that your monitor has been on for at least half an hour. This gives it sufficient time to warm up for a more accurate color reading.
 - Make sure that your monitor displays thousands of colors or more.
 - Remove colorful background patterns on your monitor desktop. Busy or bright patterns surrounding a document interfere with accurate color perception. Set your desktop to display neutral grays only, using RGB values of 128. For more information, refer to the manual for your operating system.
 - If your monitor has digital controls for choosing the white point from a range of preset values, set those controls before starting the calibration tool. Later, in the calibration utility, you'll set the white point to match your monitor's current setting. Be sure to set the digital controls before you start the calibration utility. If you set them after you begin the calibration process in the utility, you'll need to begin the process again.
 - Monitor performance changes and declines over time; recharacterize your monitor every month or so. If you find it difficult or impossible to calibrate your monitor to a standard, it may be too old and faded.
-



Adobe Acrobat® 7.0 Standard

SPECIAL FEATURES

[About document metadata](#)

[About Digital Editions](#)



About document metadata

Document metadata includes information about a document and its contents. Some document metadata is created automatically when a PDF file is created: the application used to create the PDF document, the PDF version, the file size, page size, and whether the file is optimized for fast web view. Other document metadata can be added manually by the creator or user of the document: the author's name, the document title, and search keywords. Unless security is added to a document to prevent changes, you can edit any metadata that can be set by the document creator.

Metadata is commonly used by search engines. For example, you can refine a search of multiple PDF documents by including an author name, a keyword, or a creation date in the search criteria if you know that the appropriate metadata has been added to the files you are searching. (See [Creating document properties](#).)

You can also review a document's metadata to determine a file's properties. For example, you can look at the metadata to determine if a file has been optimized for fast downloading from the web. If it hasn't, you can optimize the file before posting it to the web. (See [Creating document properties](#).)



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Document Properties and Metadata

[Viewing document properties](#)

[Editing document metadata](#)

[Creating document properties](#)

[Viewing object metadata and object data](#)



Viewing document properties

When you view a PDF document, you can get information about it, such as the title, the fonts used, and security settings. Some of this information is set by the person who created the document, and some is generated by Acrobat. You can change any information that can be set by the document creator, unless the file has been saved with security settings that prevent changes.

To get information about the current document:

1. Choose File > Document Properties, or choose Document Properties from the document pane menu.
2. Click a tab in the Document Properties dialog box:

Description

The Description tab shows basic information about the document. The title, author, subject, and keywords may have been set by the person who created the document in the source application, such as Microsoft Word or Adobe InDesign, or by the person who created the PDF document. You can add to or edit this information if the security options allow such changes. You can search for these description items in Acrobat to find particular documents. The Keywords section can be particularly useful for narrowing searches.

Note that many search engines use the title to describe the document in their search results list. If a PDF file does not have a title, the file name appears in the results list instead. A file's title is not necessarily the same as its file name.

The Advanced group box shows which PDF version the document is created in, the page size, number of pages, and whether the document is tagged. This information is generated automatically and cannot be modified.

Security

The Security tab describes what activities, if any, are not allowed. (See [About document security](#).)

Fonts

The Fonts tab lists the fonts and the font types used in the original document, and the fonts, font types, and encoding used to display the original fonts.

If substitute fonts are used and you aren't satisfied with their appearance, you may want to install the original fonts on your system or ask the document creator to re-create the document with the original fonts embedded in it. (See [Accessing and embedding fonts](#).)

Initial View

The Initial View tab describes how the PDF document appears when it's opened. This includes the initial window size, the opening page number and magnification level, and whether bookmarks, thumbnails, the toolbar, and the menu bar are displayed. You can change any of these settings to control how the document appears the next time it is opened. (See [Initial View options for document properties](#).)

Custom

The Custom tab lets you add document properties to your document. (See [Creating document properties](#).)

Advanced

The Advanced tab shows PDF settings and reading options.

Base URL displays the base Uniform Resource Locator (URL) set for web links in the document. Specifying a base URL makes it easy for you to manage web links to other websites. If the URL to the other site changes, you can simply edit the base URL and not have to edit each individual web link that refers to that site. The base URL is not used if a link contains a complete URL address.

Search Index associates a catalog index file (PDX) with the PDF file. When the PDF file is searched with the Search PDF window, all of the PDF files that are indexed by the specified PDX file are also searched. (See [Searching across multiple Adobe PDF documents](#).)

The Trapped menu indicates whether trapping is applied to the file. Prepress software uses this information to determine whether to apply trapping at print time.

Print Scaling determines whether the Page Scaling value in the Print dialog box is set to None or the last value that was used.

Binding affects how the pages are arranged side by side when you view them using the Continuous - Facing page layout. (See [Setting the page layout and orientation](#).) This is for matching the reading direction (left to right or right to left) of text in the document. Right Edge binding is useful for viewing Arabic or Hebrew text or vertical Japanese text. You can change this setting.

Language specifies the language for the screen reader. You can change this setting. (See [Using a screen reader](#).)



Editing document metadata

Adobe PDF documents created in Acrobat 5.0 or later contain document metadata in XML format. Metadata includes information about the document and its contents, such as the author's name, keywords and copyright information, that can be used by search utilities. The document metadata contains (but is not limited to) information that also appears in the Description tab of the Document Properties dialog box. Any changes made in the Description tab are reflected in the document metadata. Document metadata can be extended and modified using third-party products.

The Extensible Metadata Platform (XMP) provides Adobe applications with a common XML framework that standardizes the creation, processing, and interchange of document metadata across publishing workflows. You can save and import the document metadata XML source code in XMP format, making it easy to share metadata among different documents.

To edit document metadata:

1. Choose File > Document Properties.
2. In the Description tab, type the author's name, subject, and keywords. Use keywords that other people might use in a search utility to locate the PDF document.

To view and edit advanced document metadata:

1. Choose File > Document Properties, and then click Additional Metadata.
2. If you want to add to the descriptive information, select Description from the list and type information in the text boxes.
3. Click Advanced to display all the metadata embedded in the document. (Metadata is displayed by schema--that is, in predefined groups of related information.) Display or hide the information in schemas by clicking the plus and minus signs (Windows) or arrows (Mac OS) next to the schema name. If a schema doesn't have a recognized name, it is listed as Unknown. The XML name space is contained in parentheses after the schema name.
4. To edit the metadata, do any of the following, and then click OK.
 - To add previously saved information, click Append, select an XMP or FFO file, and click Open.
 - To add new information and replace some or all of the existing information, click Replace, select a saved XMP file, and click Open. New properties are added, existing properties that are also specified in the new file are replaced, and existing properties that are not in the replacement file remain in the metadata.
 - To delete an XML schema, select it and click Delete.

To import metadata into a document:

Choose File > Document Properties, click Additional Metadata, and then do any of the following:

Note: You must save a metadata template before you can import metadata from a template.

- To replace the current metadata with a template of metadata, choose a template name from the dialog box menu.
- To append the current metadata with metadata from a template, hold down Ctrl (Windows) or Command (Mac OS) and choose a template name from the dialog box menu.
- To replace the current metadata with information stored in an XMP file, select Advanced in the list on the left, click Replace, select the XMP file, and click Open.

To share metadata code among documents:

1. Choose File > Document Properties.
 2. Click Additional Metadata, and then select Advanced in the list on the left.
 3. Do one of the following:
 - To save the metadata to an external file, click Save. Specify the file name and location, and then click Save. The information is stored in XMP format.
 - To save the metadata as a metadata template, choose Save Metadata Template from the pop-up menu. Enter a template name, and click Save.
 4. To use the saved metadata in another PDF document, open the document and use the instructions for importing metadata into a document.
-



Creating document properties

You can add custom document properties to store specific types of metadata, such as the version number or company name, in a PDF document. Properties you create appear in the Document Properties dialog box. Properties you create must have unique names that do not appear on the other tabs in the Document Properties dialog box.

To create or change document properties:

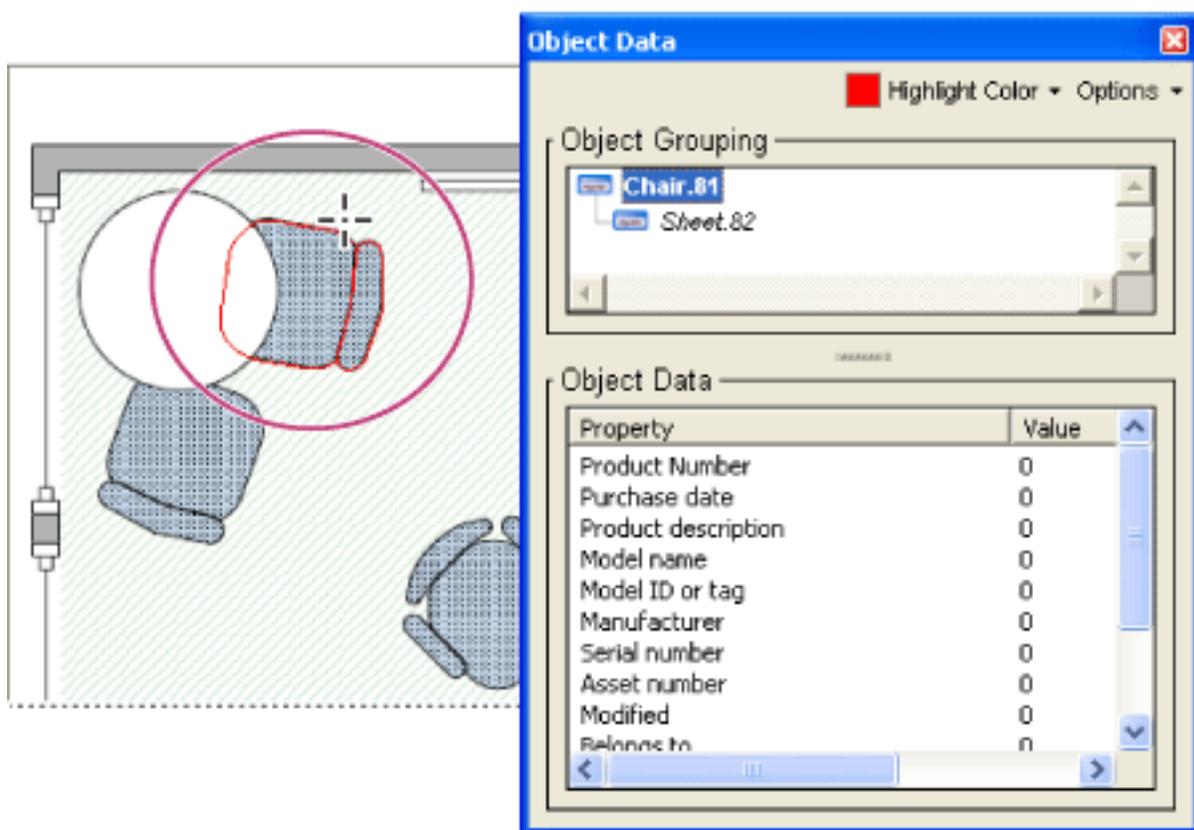
1. Choose File > Document Properties, and then select Custom.
 2. To add a property, type the name and value, and then click Add.
 3. To change the properties, do any of the following, and then click OK:
 - To edit a property, select it, change the Name or Value, and then click Change.
 - To delete a property, select it and click Delete.
-



Viewing object metadata and object data

With Acrobat 7.0, you can view the metadata information of certain objects, tags, and images within a PDF document. You use the TouchUp Object tool  to view metadata associated with objects or the Object Data tool  to view the object data of Microsoft Visio custom properties. If a PDF document contains Visio object data, the Object Data Tool icon  appears in the Acrobat status bar in the lower left.

Note: An object's metadata is created in the application that created the object; you can't edit the object metadata in Acrobat.



Use the Object Data tool to view object grouping and object data.

To view object metadata:

1. Choose Tools > Advanced Editing > TouchUp Object tool.
2. Right-click (Windows) or Control-click (Mac OS) an object, and then choose Show Metadata. (If Show Metadata is unavailable, the image has no metadata associated with it.)

To view object data for Visio custom properties:

1. Choose Tools > Object Data > Object Data Tool.
2. Double-click an object to show the Object Data window.
3. If you want to change the color that borders the selected object, choose a color from the Highlight Color menu.
4. (Optional) Choose any of the following from the Options menu to change the view within the document window:
 - Zoom To Selection to have the object fill the document window.
 - Previous View to return to the most recently viewed document view.
5. To select all objects that have the same object data associated with them, choose Select All Same from the Options menu, or choose Select All to select all objects that contain object data.
6. To display the number of objects that have the same object data associated with them, choose Count from the Options menu.
7. To search for objects that contain particular data, choose Search from the Options menu, and search by using the Search PDF window. (See [Searching for words in an Adobe PDF document.](#))
8. To copy the Object Data information, choose Copy Data To Clipboard from the Options menu.



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To read an Adobe Digital Edition on a Palm OS mobile device, download and install Adobe Reader for Palm OS or Pocket PC by visiting the Adobe website at www.adobe.com/products/acrobat/readermain.html.

To activate Acrobat for the first time (Easy Activation):

1. Connect to the Internet.
2. In Acrobat, choose Advanced > Digital Editions > Adobe Digital Media Store.
3. On the Welcome To The Digital Media Store web page, click the link that lets you download a free Digital Edition.
4. Follow the on-screen instructions to select a free Digital Edition to download, add the Digital Edition to your order, and download it. (The Easy Activation process begins.)

A congratulatory web page prompts you to complete the full activation using an Adobe ID or .NET Passport login.

5. On the congratulatory web page, click the Sign In And Reactivate button, and follow the on-screen prompts to complete the full activation.

To activate Acrobat using an Adobe ID or .NET Passport ID:

1. While connected to the Internet, do one of the following:
 - If you have just completed an Easy Activation, click the Sign In And Reactivate button on the congratulatory page that appears after the Easy Activation process, and follow the on-screen prompts to complete the full activation.
 - In Acrobat, choose Advanced > Digital Editions > Authorize Devices. On the Adobe DRM Activator website, sign in using your Adobe ID or .NET Passport ID and follow the on-screen instructions to activate Acrobat.
 - Go to the Adobe website at <http://aractivate.adobe.com>, and follow the on-screen prompts.

Note: To activate Acrobat, you need your Adobe ID and password or your Microsoft .NET Passport ID and password. If you don't have either ID, follow the on-screen prompts to create an ID and password.

To activate a mobile device:

1. Place the mobile device in its synchronization cradle.
 2. In Acrobat, choose Advanced > Digital Editions > Authorize Devices.
 3. Click the Activate Palm OS Or Pocket PC Device button .
-



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When you first download a Digital Edition, Acrobat is automatically activated. To be able to read Digital Editions on mobile devices, you need to activate Acrobat using an Adobe ID or .NET Passport. (See [Activating Acrobat](#).)

To download Digital Editions:

1. Connect to the Internet.
2. In Acrobat, choose Advanced > Digital Editions > Adobe Digital Media Store.
3. On the Adobe Digital Media Store website, follow the on-screen links and prompts to buy or borrow Digital Editions.

If a download fails, the dialog box times out and you can retry the download later. If a Digital Edition downloads partially, a message appears in the thumbnail view of the Digital Edition in the My Digital Editions bookshelf, prompting you to finish the download. By default, Digital Editions download to the My Documents\My Digital Editions folder (Windows) or to the Documents/Digital Editions folder (Mac OS).



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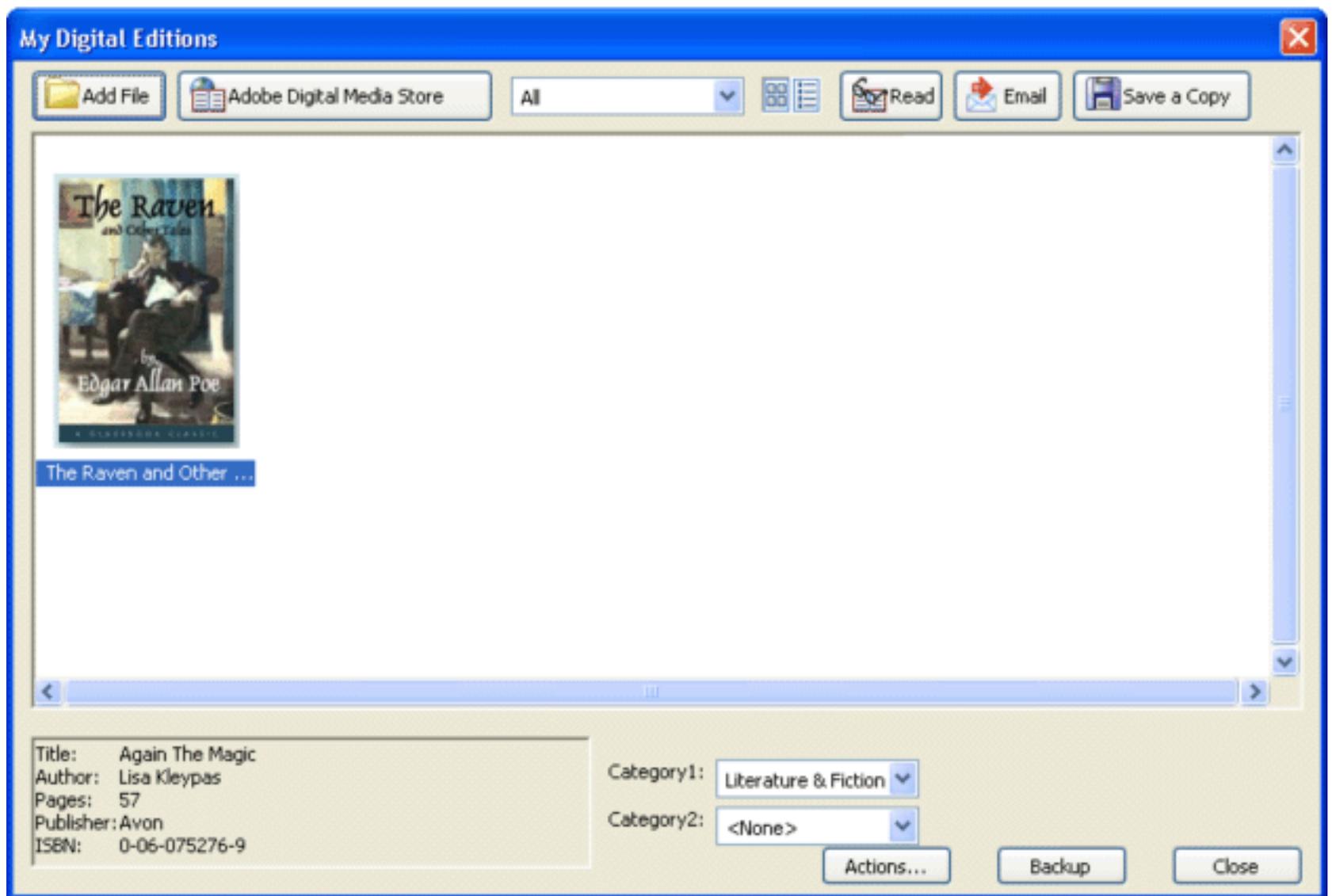
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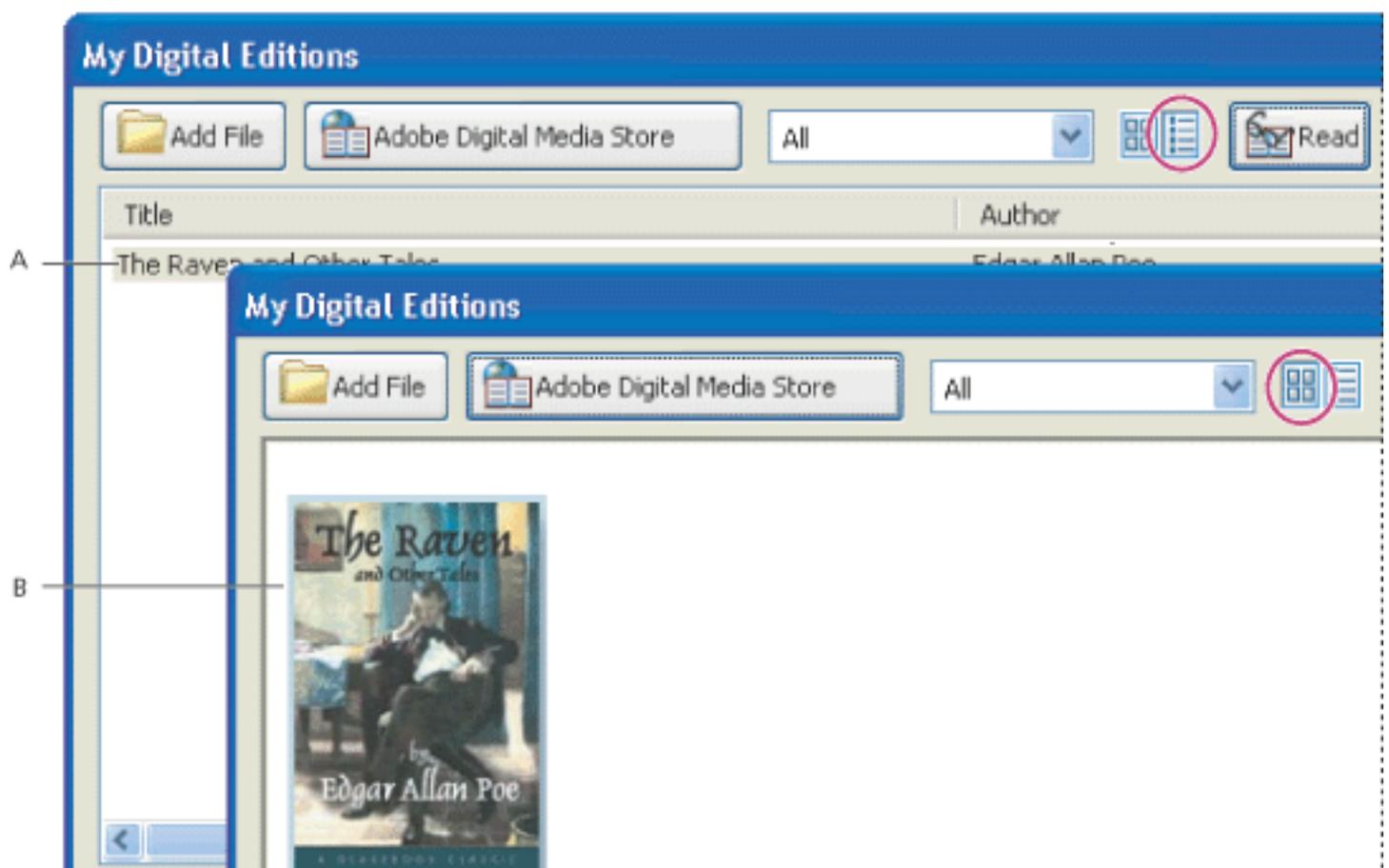
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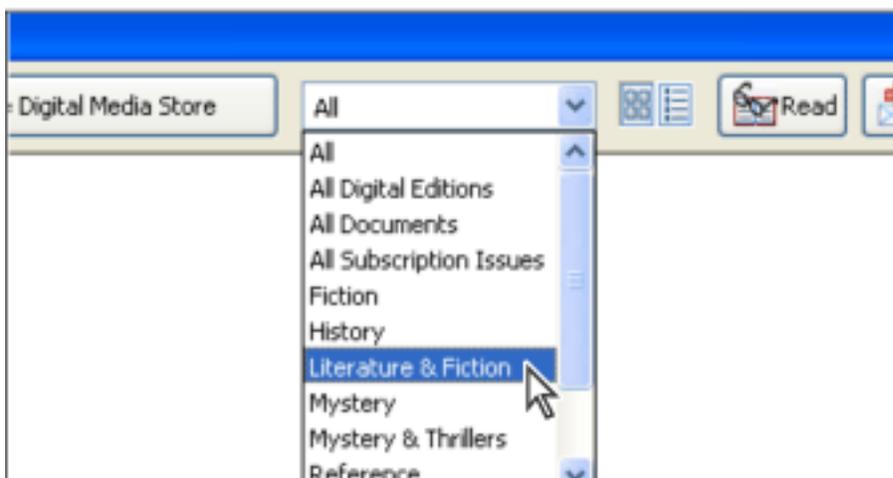
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KEYBOARD SHORTCUTS

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About keyboard shortcuts

Many keyboard shortcuts appear next to the command names in menus. If you can't find the shortcut you're looking for in this section, look in the menus.

Note: To use these shortcuts, you must select the Use Single-Key Accelerators To Access Tools option in the General panel of the Preferences dialog box.



Keys for selecting tools

Tool	Windows Action	Mac OS Action
Hand tool	H	H
Temporarily select Hand tool	Spacebar	Spacebar
Current selection tool	V	V
Cycle through selection tools: Select, Object Metadata tool	Shift+V	Shift+V
Snapshot tool	G	G
Cycle through zoom tools: Zoom In, Zoom Out, Dynamic Zoom	Shift+Z	Shift+Z
Current zoom tool	Z	Z
Temporarily select Zoom In tool	Ctrl+Spacebar	Command+Spacebar
Temporarily select Zoom Out tool	Ctrl+Alt+Spacebar	Command+Option+Spacebar
Temporarily select Dynamic Zoom tool (when Zoom In or Zoom Out is selected)	Shift	Shift
Select Object tool	R	R
Article tool	A	A
Crop tool	C	C
Link tool	L	L



Keys for editing

Result	Windows Action	Mac OS Action
Select all content	Ctrl+A	Command+A
Deselect all content	Ctrl+Shift+A	Command+Shift+A
Browse for a folder	Ctrl+9	Command+9
Fit page	Ctrl+0	Command+0
Move focus to status tray	Shift+F5	Shift+F5



Keys for working with comments

Result	Windows Action	Mac OS Action
Note tool	S	S
Text Edits tool	E	E
Stamp tool	K	K
Current highlighting tool	U	U
Cycle through highlighting tools: Highlighter, Cross-Out Text, Underline Text	Shift+U	Shift+U
Rectangle tool	D	D
Cycle through drawing tools: Rectangle, Oval, Line, Polygon, Polygon Line	Shift+D	Shift+D
Text Box tool	X	X
Pencil tool	N	N
Pencil Eraser tool	Shift+N	Shift+N
Attach file as comment	J	J
Cycle through attach tools: Attach File, Attach Sound, Paste Clipboard Image	Shift+J	Shift+J
Move focus to comment	Tab	Tab
Move focus to text in comment	F2	
Move focus to next comment	Shift+Tab	Shift+Tab
Open pop-up window for comment that has focus	Spacebar	Spacebar
Send and receive comments in browser-based review	O	O
Save document and work offline (browser-based review)	Y	Y
Go back online	I	I



Keys for moving through a document

Result	Windows Action	Mac OS Action
Previous screen	Page Up	Page Up
Next screen	Page Down	Page Down
First page	Home or Shift+Ctrl+Page Up or Shift+Ctrl+Up Arrow	Home or Shift+Command+Page Up or Command+Shift+Up Arrow
Last page	End or Shift+Ctrl+Page Down or Shift+Ctrl+Down Arrow	End or Shift+Command+Page Down or Shift+Command+Down Arrow
Previous page	Left arrow or Ctrl+Page Up	Left arrow or Command+Page Up
Next page	Right arrow or Ctrl+Page Down	Right arrow or Command+Page Down
Previous view	Alt+Left arrow	Option+Left arrow
Next view	Alt+Right arrow	Option+Right arrow
Previous document	Alt+Shift+Left arrow	Option+Shift+Left arrow
Next document	Alt+Shift+Right arrow	Option+Shift+Right arrow
Scroll up	Up Arrow	Up Arrow
Scroll down	Down Arrow	Down Arrow
Scroll (when Hand tool is selected)	Spacebar	
Zoom in	Ctrl+equal sign	Command+equal sign
Zoom out	Ctrl+hyphen	Command+hyphen
Zoom in temporarily	Ctrl+Spacebar, then click	Command+Spacebar, then click
Zoom out temporarily	Ctrl+Shift+Spacebar, then click	Command+Shift+Spacebar, then click
Zoom to	Ctrl+M	Command+M



Keys for general navigating

Result	Windows Action	Mac OS Action
Show/hide menu bar	F9	Shift+Command+M
Move focus to menus	F10	F10
Move focus to toolbar in browser	Shift+F8	Shift+F8
Open Properties toolbar	Ctrl+E	Command+E
Open Properties dialog box	Ctrl+I	Command+I
Move to next open document (when focus is on document pane)	Ctrl+F6	Command+ ~ (tilde)
Move to previous open document (when focus is on document pane)	Ctrl+Shift+F6	Command+Shift+F6
Close current document	Ctrl+F4	Command+F4
Close all open windows	Ctrl+Shift+W	Command+Shift+W
Move focus to next pane or panel	F6	F6
Move focus to previous pane or panel	Shift+F6	Shift+F6
Move focus to next comment, link, or form field in the document pane	Tab	Tab
Move focus to document pane	F5	F5
Move focus to previous comment, link, or form field in the document pane	Shift+Tab	Shift+Tab
Activate selected tool, item (such as a movie or bookmark), or command	Spacebar or Enter	Spacebar or Enter
Open context menu	Shift+F10	Control+click
Close context menu	F10	
Return to Hand tool	Esc	Esc
Move focus to next tab in a tabbed dialog box	Ctrl+Tab	Command+Tab
Move to next search result and highlight it in the document	F3	
Select text (with Select tool selected)	Shift+arrow keys	Shift+arrow keys
Select next word or deselect previous word (with Select tool selected)	Ctrl+Right Arrow or Left Arrow	Command +Right Arrow or Left Arrow
Move focus to status bar when focus is in document pane	Shift+F5	



Keys for working with navigation tabs

Result	Windows Action	Mac OS Action
Open/close navigation pane	F4	F4
Open and move focus to navigation pane	Ctrl+Shift+F5	Command+Shift+F5
Move focus among the areas of the document: document, yellow Document Message bar, navigation panes, and How To window	F6	
Move focus to next element of the active navigation tab: Trash Can, Options menu, Close box, tab contents, and tab	Tab	Tab
Move to next navigation tab and make it active (when focus is on the tab)	Up Arrow or Down Arrow	Up Arrow or Down Arrow
Move to next navigation tab and make it active (when focus is anywhere in the navigation pane)	Ctrl+Tab	Command+Tab
Expand the current bookmark (focus on Bookmarks tab)	Right Arrow or Shift+plus sign	Right Arrow or Shift+plus sign
Collapse the current bookmark (focus on Bookmarks tab)	Left Arrow or minus sign	
Expand all bookmarks	Shift+*	Shift+*
Collapse selected bookmark	Forward Slash (/)	Forward Slash (/)
Move focus to next item in a navigation tab	Down Arrow	Down Arrow
Move focus to previous item in a navigation tab	Up Arrow	Up Arrow



Keys for navigating the Help window

Result	Windows Action	Mac OS Action
Open Help window	F1	Command+?
Close Help window	Ctrl+W or Alt+F4	Command+W
Move focus among tabs: Contents, Search, Index. If necessary, press Ctrl+Tab or Command+Tab to move the focus to the navigation pane.	Right Arrow or Left Arrow	Right Arrow or Left Arrow
Toggle focus between active tab and tab contents	Tab	Tab
Move to next element in active tab	Up Arrow or Down Arrow	Up Arrow or Down Arrow



Keys for navigating the How To window

Result	Windows Action	Mac OS Action
Open or close How To window	Shift+F4	Shift+F4
Open and move focus to How To window	Shift+F1	Shift+F1
Go to How To home page	Home	Home
Move focus between the elements of the How To window and the header of the How To window	Ctrl+Tab or Ctrl+Shift+Tab	Command+Tab or Command+Shift+Tab
Move focus down through the elements of the How To window	Tab	Tab
Move focus up through the elements of the How To window	Shift+Tab	Shift+Tab
Go to next page in How To window	Right Arrow	Right Arrow
Go to previous page in How To window	Left Arrow	Left Arrow



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