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Easy | Illustrated | How-To

Adobe® Acrobat® 7

QuickSteps

FULL-COLOR | FAST REFERENCE

Marty Matthews & John Cronan

ADOBE® ACROBAT® 7
QuickSteps

MARTY MATTHEWS

JOHN CRONAN

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Introduction

QuickSteps books are recipe books for computer users. They answer the question "How do I...?" by providing quick sets of steps to accomplish the most common tasks in a particular operating system or application.

The sets of steps are the central focus of the book. QuickSteps sidebars show how to quickly perform many small functions or tasks that support primary functions. Notes, Tips, and Cautions augment the steps, presented in a separate column so as not to interrupt the flow of the steps. Introductions are minimal rather than narrative, and numerous illustrations and figures, many with callouts, support the steps.

QuickSteps books are organized by function and the tasks needed to perform that function. Each function is a chapter. Each task, or "How To," contains the steps needed for accomplishing the function with the relevant Notes, Tips, Cautions, and screenshots. You can easily find the tasks you need through:

- The Table of Contents, which lists the functional areas (chapters) and tasks in the order they are presented

- A How To list of tasks on the opening page of each chapter

- The index, which provides an alphabetical list of the terms that are used to describe the functions and tasks

- Color-coded tabs for each chapter or functional area with an index to the tabs in the Contents at a Glance (just before the Table of Contents)

Conventions Used in this Book

Adobe Acrobat 7 QuickSteps uses several conventions designed to make the book easier for you to follow:

- A ⊙ in the table of contents and in the How To list in each chapter references a QuickSteps sidebar in a chapter, and a ⊘ references a QuickFacts sidebar.

- **Bold type** is used for words or objects on the screen that you are to do something with—for example, "click the **Start** menu and then click **My Computer**."

- *Italic type* is used for a word or phrase that is being defined or otherwise deserves special emphasis.

- Underlined type is used for text that you are to type from the keyboard.

- SMALL CAPITAL LETTERS are used for keys on the keyboard such as ENTER and SHIFT.

- When you are expected to enter a command, you are told to press the key(s). If you are to enter text or numbers, you are told to type them.

Contents at a Glance

Contents

How to...

Chapter 1
Stepping into Acrobat

Acrobat allows computer users to open and view files created from a myriad of programs. Acrobat lets you convert content from many disparate sources into a common file format: a portable document format, or *PDF*. For example, once your Word document, Excel spreadsheet, or InDesign layout is converted to a PDF document, Acrobat provides a plethora of tools and features that provide editing, organizing, searching, linking, and collaborative functions. To provide universal access to PDF documents, Adobe offers a free program, *Adobe Reader*, so that anyone can view a PDF file. Extending Acrobat's reach, you can create electronic forms that are tied to data collection engines; use *Distiller*, a companion program that is normally used in the background to create PDF files but can be used separately to handle complex conversions; and perform *preflighting*– a check of the document's font, graphics, and other characteristics to assure high-end printing requirements.

QUICKSTEPS

STARTING ACROBAT IN DIFFERENT WAYS

In addition to using All Programs on the Start menu, Acrobat can be started in several other ways.

USE THE START MENU

The icons of the programs you use most often are displayed on the left side of the Start menu. If you frequently use Acrobat, its icon will appear there, as shown in Figure 1-1. To use this icon to start Acrobat:

1. Click **Start**. The Start menu opens.
2. Click the **Acrobat** icon on the left of the Start menu.

PIN ACROBAT TO THE TOP OF THE START MENU

If you think you may use other programs more frequently, you can keep Acrobat at the top of the Start menu by "pinning" it there.

1. Click **Start** to open the Start menu.
2. Right-click (click the right mouse button) the **Acrobat** icon, and click **Pin To Start Menu**.

USE A DESKTOP SHORTCUT

During installation, Acrobat automatically creates an icon on the desktop that you can double-click to open the program.

Continued...

In this chapter you will familiarize yourself with Acrobat and see how to start and leave it; use Acrobat's windows, panes, toolbars, and menus; learn how to navigate in a PDF; see how to get help; and find out how to customize Acrobat.

How You Start Acrobat

How you start Acrobat depends on how Acrobat was installed and what has happened to it since its installation. In this section you'll see a surefire way to start Acrobat and some alternatives. You'll also see how to leave Acrobat.

Use All Programs to Start Acrobat

If no other icons for or shortcuts to Acrobat are available on your desktop, you can always start Acrobat using the All Programs option on the Start menu.

1. Start your computer if it is not already running, and log on to Windows if necessary.
2. Click **Start**. The Start menu opens.
3. Click **All Programs** and click **Adobe Acrobat 7.0 Standard** or **Adobe Acrobat 7.0 Professional**, whichever you have, as shown in Figure 1-1.

Figure 1-1: The foolproof way to start Acrobat is through the Start menu.

TIP

If you drag the Acrobat icon from the Start menu to the Quick Launch toolbar and nothing happens, the toolbar is probably locked. To unlock the toolbar, right-click a blank area of taskbar, and click **Lock The Taskbar** on the context menu to remove the check mark.

Leave Acrobat

To leave Acrobat when you are done using it:

- Click the **File** menu and click **Exit**.

  –Or–

- Click **Close** on the right of the title bar.

  –Or–

- Press **CTRL+Q**.

Explore Acrobat

Acrobat uses a wide assortment of windows, toolbars, menus, and special features to accomplish its functions. Much of this book explores how to find and use all of these items. In this section you'll learn how to use the most common features of the Acrobat window, including panes and windows that can occupy the main window, the buttons on the principal toolbars, and the menus.

Explore the Acrobat Window

The Acrobat window has many features to aid you in creating PDF files and working with documents. The view presented to you when you open a document is shown in Figure 1-2. The principal features of the Acrobat window are introduced in Table 1-1 and will be described further in this and other chapters of this book.

Control menu
File toolbar
Title bar
Menu bar
Document pane
Tasks toolbar
Minimize button
Maximize button
Close

Navigation pane
Navigation tabs

How To window
Document pane menu
Scroll arrow
Scroll button

Status bar
Scroll bar
Window border

Adobe Acrobat Professional - [Flyer Dec 2003.pdf]

File Edit View Document Comments Tools Advanced Window Help

Search | Create PDF ▾ | Comment & Markup ▾ | Send for Review ▾ | Secure ▾ | Sign ▾ | Forms ▾

Select | 53% ▾ | Help ▾

Options ▾ ×

Bookmarks
Signatures
Pages
Attachments
Comments

How To...   Hide

Acrobat Essentials
Create PDF
Comment & Markup
Forms
Secure
Sign
Print Production
Viewing Large-format Document
Complete Acrobat 7.0 Help

☑ Show How To Window at Startup

1 of 2

Figure 1-2: The Acrobat window is used for creating
PDF files and working with documents.

QUICKSTEPS

USING ACROBAT TOOLBARS

Toolbars hold buttons, or tools, that allow you to perform a direct function, such as saving a file or rotating a document. Some special tools contain menus of additional options.

SEE WHAT A TOOL DOES

Hold the mouse pointer over the tool. A *Tooltip* will appear telling you what the tool does.

> Zoom In

USE A TOOL

Click the button or icon that represents the tool.

–Or–

Click the down arrow next to a tool, and then click one of the options in the menu that appears.

DISPLAY A TOOLBAR

Right-click a toolbar and then click the toolbar you want displayed.

–Or–

Click the **View** menu, click **Toolbars**, and click the toolbar you want displayed.

MOVE A TOOLBAR

- When the toolbar is docked (placed in the toolbar area below the menu bar), place your pointer on the handle on the left of the toolbar (the column of dashes), and drag it to the new location.

- When the toolbar is floating (see Figure 1-3), place your pointer on the title bar of the toolbar, and drag it to the new location.

	Advanced Editing
✔	Basic
	Commenting
	Drawing Markups
	Edit
✔	File
	Find
✔	Help
	Measuring
	Navigation
	Object Data
	Print Production
✔	Rotate View
✔	Search the Internet
✔	Tasks *
✔	Zoom
	Properties Bar Ctrl+E
	Reset Toolbars Alt+F8
	Hide Toolbars F8
	Lock Toolbars
	Show Button Labels ▶

TABLE 1-1: PRINCIPAL FEATURES OF THE ACROBAT WINDOW

ACROBAT FEATURES	DESCRIPTION
Title bar	Contains the name of the open document and the controls for the window
Menu bar	Contains the primary controls for Acrobat, divided into categories
File toolbar	Allows direct access to many of the document file functions for Acrobat
Tasks toolbar	Provides drop-down menus containing options for many of the common tasks performed in Acrobat
Minimize button	Minimizes the window to an icon on the taskbar
Maximize button	Maximizes the window to fill the screen
Close	Exits Acrobat and closes the window
Navigation tabs	Provides quick access to several aspects of the open document
Navigation pane	Displays contents of the selected Navigation tab
Document pane	Displays one or more pages of the open document
Document pane menu	Opens a menu of options related to the open document
Scroll arrow	Moves the contents of the pane in the direction of the arrow
Scroll button	Moves the contents of the pane in the direction it is dragged
Scroll bar	Moves the contents of the pane in the direction it is clicked
Status bar	Contains buttons and controls that enable you to change the view of the open document
How To window	Displays categories of actions you can perform and links to specific tasks
Window border	Sizes the window by being dragged
Control menu	Contains the controls for resizing, moving, and closing the window itself

TIP

To decrease the width of a toolbar, you can hide the text labels that accompany many buttons. Right-click a toolbar, click **Show Button Labels** at the bottom of the context menu, and click **No Labels**.

Use the Mouse

A *mouse* is any pointing device—including trackballs, pointing sticks, and graphic tablets—with two or more buttons. This book assumes you are using a two-button mouse. Moving the mouse moves the pointer on the screen. You *click* an object on the screen by moving the pointer so that it is on top of the object and then pressing the left button on the mouse.

You may control the mouse with either your left or right hand; therefore, the buttons may be switched. (See *Windows XP QuickSteps*, published by McGraw-Hill/Osborne, for information on how to switch the buttons.) This book assumes the right hand controls the mouse and the left mouse button is *"the* mouse button." The right button is always called the "right mouse button." If you switch the buttons, you must change your interpretation of these phrases.

Figure 1-3: A toolbar can be docked in the toolbar area of the Acrobat window, or it can be floating in or out of the window.

Docked toolbar area   *Floating toolbar*
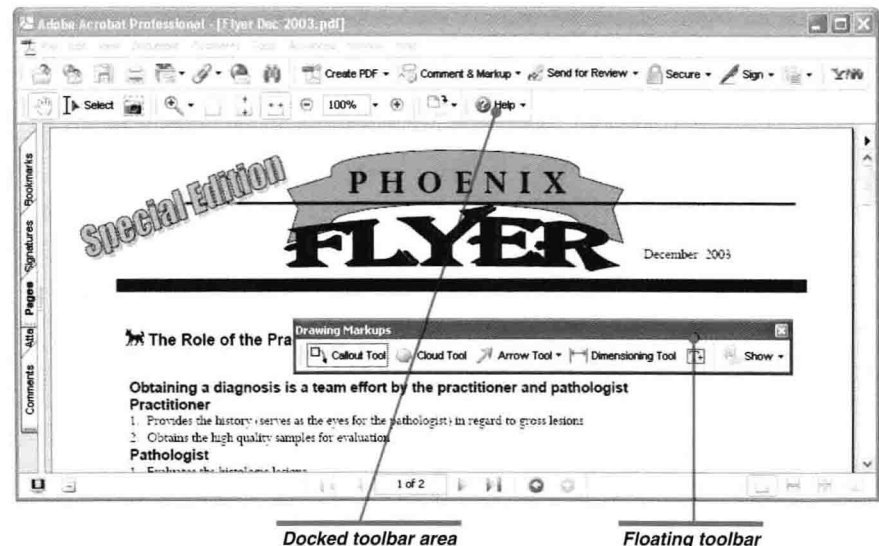
QUICKSTEPS

USING MENUS

OPEN A MENU WITH THE MOUSE

Click the menu name.

OPEN A MENU WITH THE KEYBOARD

Press **ALT+** the underlined letter in the menu name (the underlines appear after you press **ALT**). For example, press **ALT+F** to open the File menu.

OPEN A SUBMENU

A number of menu options have a right-pointing arrow on their right to indicate that a submenu is associated with that option. To open the submenu:

Move the mouse pointer to the menu option with a submenu, and the submenu will open.

SELECT A MENU OPTION

To select a menu option:

Click the menu to open it, and then click the option.

HIDE THE MENU BAR

Click the **View** menu and click **Menu Bar**.

–Or–

Press **F9**. (Press **F9** again to redisplay the menu

NOTE

The mouse pointer in Acrobat changes appearance depending on the tool selected and the object it's placed over. Outside the document pane, the pointer is typically the Select arrow used to select commands and buttons. Inside the document pane, the pointer appears as an I-beam when working with text and a crosshair when using tools to draw or select objects. The Hand tool pointer allows you to browse a document using your mouse (see "Use Acrobat Navigation" later in this chapter).

Five actions can be accomplished with the mouse:

- **Point** at an *object* on the screen (a button, an icon, a menu or one of its options, or a border) to highlight it. To *point* means to move the mouse so that the tip of the pointer is on top of the object.

- **Click** an object on the screen to *select* it, making that object the item that your next actions will affect. Clicking will also open a menu, select a menu option, or activate a button or "tool" on a toolbar. *Click* means to point at an object you want to select and quickly press and release the left mouse button.

- **Double-click** an object to open or activate it. *Double-click* means to point at an object you want to select, then press and release the left mouse button twice in rapid succession.

- **Right-click** an object to open a context menu containing commands used to manipulate that object. *Right-click* means to point at an object you want to select and then quickly press and release the right mouse button. For example, right-clicking selected text opens the context menu on the right.

- **Drag** an object to move it on the screen to where you want it moved within the document. *Drag* means to point at an object you want to move and then press and hold the left mouse button while moving the mouse. The object is dragged as you move the mouse. When the object is where you want it, release the mouse button.

Copy To Clipboard		Ctrl+C
Copy As Table		
Save As Table...		
Open Table in Spreadsheet		
Select All		Ctrl+A
Deselect All		Shift+Ctrl+A
Replace Text (Comment)		
Highlight Text (Comment)		
Add Note to Text (Comment)		
Underline Text (Comment)		
Cross Out Text (Comment)		
Add Bookmark		Ctrl+B
Create Link		
Lookup "effort"		

QUICK**FACTS**

UNDERSTANDING THE PDF CONCEPT

One of the great frustrations of computing is receiving a document or picture and not being able to view or print it because you have neither the program that created it nor a program to adequately convert it. Windows promised us this valuable, integrated environment, but in practice, how we exchange information is still very program-parochial. Acrobat, in blood-type terminology, acts as a universal recipient, accepting many file and graphics formats for conversion to its PDF file format—and what a conversion it is! Converted documents and web pages appear exactly as they did in their source formats. Once a document is converted to a PDF file in Acrobat, a myriad of features and benefits can be universally applied. For example, using Acrobat you can:

- Combine several documents into a single PDF
- Reduce the file size associated with documents by selecting one of several PDF file compression levels
- Distribute a PDF among several reviewers and use commenting and marking tools
- Navigate within larger PDF documents using several techniques (see "Use Acrobat Navigation" in this chapter)
- Create tables of contents and indexes
- Provide document security using encryption and digital signatures
- Create electronic forms (Adobe Reader can be used to fill out the forms)

NOTE

If you need to make any significant changes to the content of the PDF, you are better off doing the work in the original program, saving the file, and reconverting the file to a PDF.

Use Acrobat Navigation

One of the key elements of working with documents, especially lengthy ones, is being able to quickly move to where you want to perform a task. Acrobat provides several tools and techniques to allow you to get to where you want, and provide assistance to others viewing your documents.

USE THE NAVIGATION PANE

The navigation pane (see Figure 1-2) provides tabs that categorize many of the elements found in a PDF, allowing you to quickly focus in on the information you want. To display tabs that don't appear on the left edge of the navigation pane, click **View**, click **Navigation Tabs**, and click the tab you want from the submenu.

Some of the tabs appear in their own window and are not docked along the left edge of the navigation pane. To dock an open tab, click **View**, click **Navigation Tabs**, and click **Dock All Tabs**.

The tabs that provide additional navigation properties include:

- **Bookmarks** allow you to quickly jump to specific areas or objects in a document or perform an action, such as opening a page view. Bookmarks can be created from a table of contents, but they can also be created by selecting text, graphics, or portions of graphics. Chapter 9 describes how to create and use bookmarks. To view bookmarks in a document, click the **Bookmarks** tab in the navigation pane.