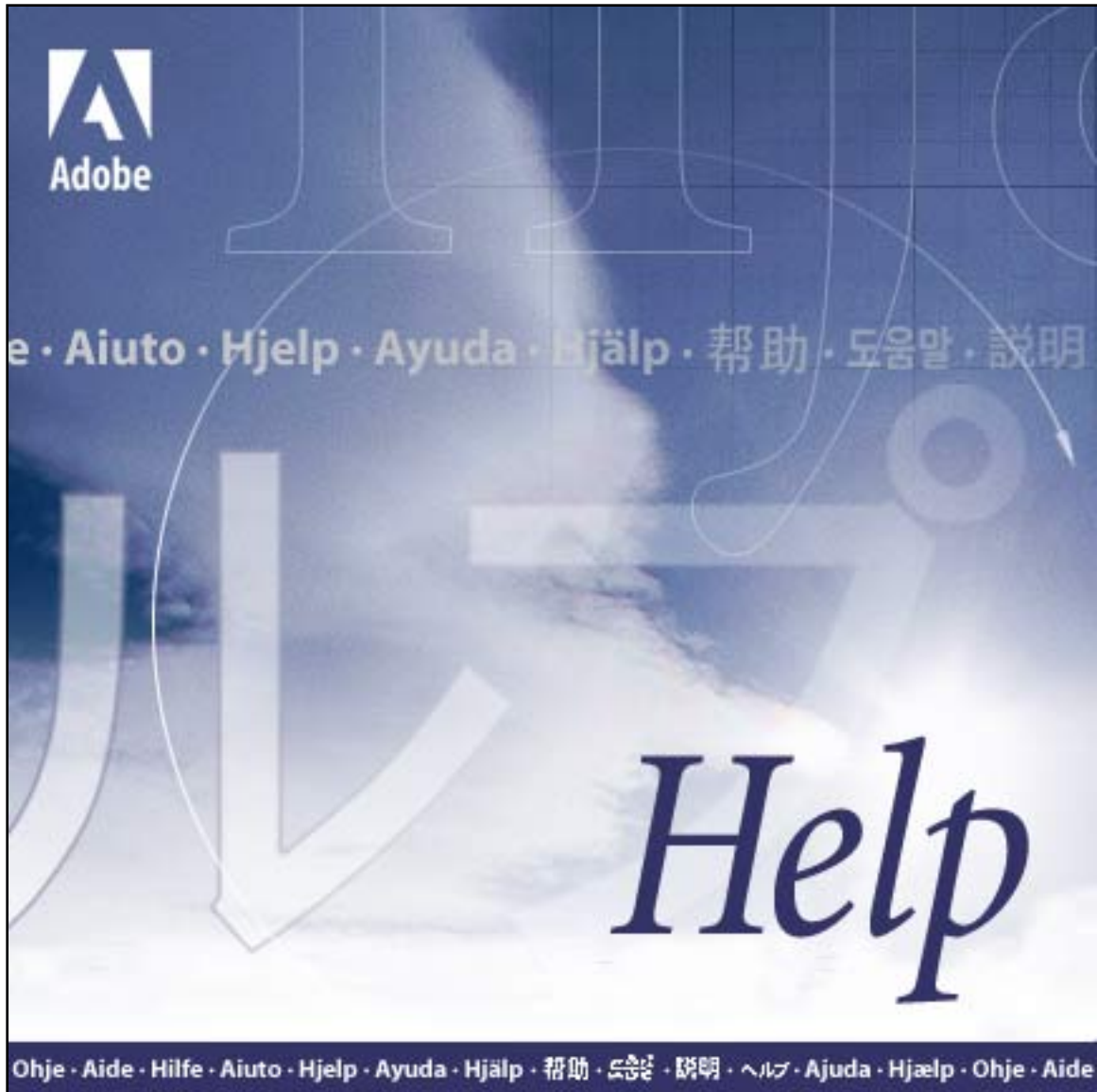




# Adobe® Acrobat® 6.0 Standard





**Adobe® Acrobat® 6.0 Standard**

## Using Online Help

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[About the built-in help features](#)

[Using Help](#)

[Using the How To window](#)

[Using other assistance features](#)

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# Adobe® Acrobat® 6.0 Standard

## About the built-in help features

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Adobe® Acrobat® 6.0 Standard offers many built-in features to assist you while you work, including the Help window you're using right now. To get the maximum benefit from the various help components, it's good to familiarize yourself with the different ways to get answers to your questions:

- Help documentation.
- How To pages. (See [Using the How To window.](#))
- Dialog-box Help buttons, online resources, and guides for plug-ins. (See [Using other assistance features.](#))

**Note:** There is no printed user manual for this product. The contents you might look for in a user guide book--reference lists, overviews, explanations, descriptions, and procedures--are included in Help. However, you can print individual Help topics. (See [Printing Help topics.](#))



*Tool tips* identify the various buttons, tools, and controls in the work area by name. These tiny windows appear when you allow the pointer to hover over the item you want to identify. Tool tips are also available in some dialog boxes.

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## Using Help

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Acrobat 6.0 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.

### To open Help:

Choose Help > Complete Acrobat 6.0 Help.

Complete Acrobat 6.0 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 to read. For example, when you click a title in Contents, that topic opens in the topic pane.



Complete Acrobat 6.0 Help **A.** Contents, Search, and Index tabs in the Help navigation pane **B.** Help topic pane

You can drag the vertical bar between the two panes to change their widths. You can drag the lower right corner to resize the entire window. Using the context menu (Windows), you can also move, resize, maximize or minimize the Help window to suit your needs. The Help window remains visible until you close it.

### To close Help:

Click the close button.

### Related Subtopics:

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

[Navigating your Help-session history](#)

[Printing Help topics](#)

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## Using the Help navigation pane to find topics

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The Help window opens with the Contents tab showing in the navigation pane. Click the tabs to switch among the Contents, Search, and Index tabs.

### **Contents tab**

Use the Contents tab to view the Help topics organized by subject matter, like the Table of Contents of a book. You can click the icons to the left of items to collapse or expand the outline.

### **Search tab**

Use 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, listed in the order that they appear on the Contents tab.

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

### **Index tab**

Use the Index tab to find Help topics in 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 to open the related Help topic. Or, you can use the Show pop-up menu to expand the list for just one letter of the alphabet, and then scroll and click a link to open the Help topic.



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## Navigating your Help-session history

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

You can use the arrow buttons on the Help toolbar. Click the Previous Topic button  to return to topics you opened earlier in your Help session. Click the Next Topic button  to move forward again in your Help session history.

When you close Help, you end your Help session. This deletes your Help history.

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## Printing Help topics

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You can print any individual topic from the Help documentation.

Each topic must be printed individually. You cannot print multiple topics at a time or entire sections of Help from the Help window. However, your Acrobat 6.0 installation CD includes the entire Complete Acrobat 6.0 Help documentation in an Adobe PDF that you can print either in part or as a whole.

### To print a Help topic:

1. Open the Help topic that you want to print.
  2. Click Print Topic  on the Help toolbar.
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## Using the How To window


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The How To window supplements Complete Acrobat 6.0 Help by presenting step-by-step procedures for a limited number of tasks. The How To window appears on the right side of the document window so that it never blocks the view of your open document. By default, the How To home page is opened when you start the application.

**Note:** The How To pages just describe a selected number of common tasks, and only provide minimal background information. For complete documentation, refer to [Using Help](#).

### To open or close the How To window:

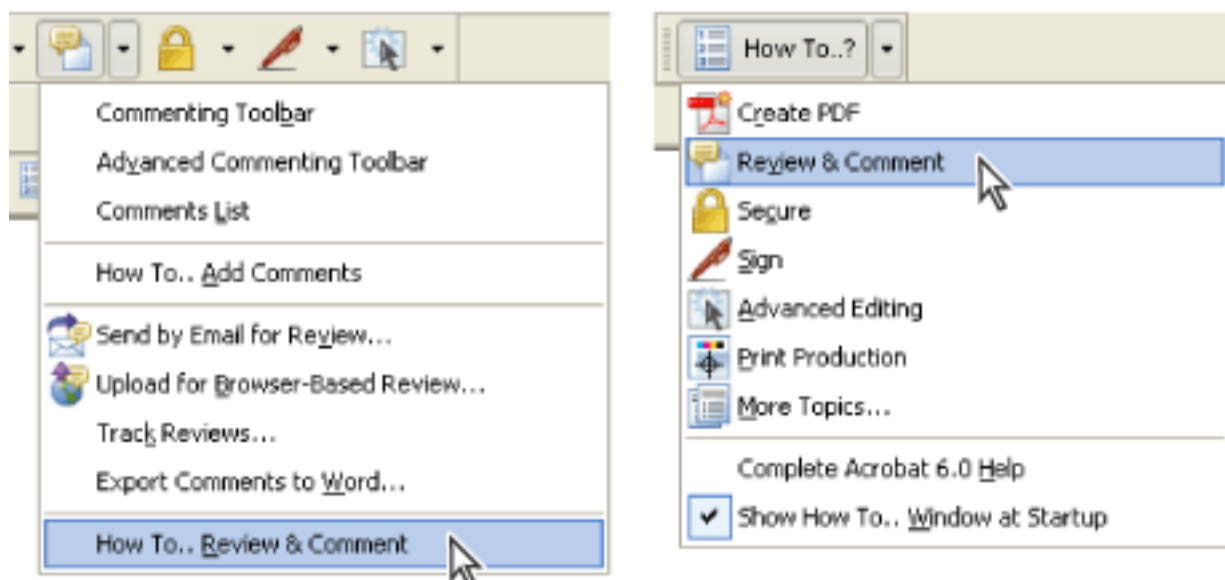
Do one of the following:

- Choose Help > How To > How To Window.
- Choose View > How To Window.
- In the toolbar area, click the How To button . (Use this option if Acrobat is open within your Web browser.)
- Click the Hide button to close the How To window.



You can control whether the How To window always opens when you start the application. Select the Show How To Window At Startup option at the bottom of the How To home page, or choose Show How To Window at Startup on the How To menu.

When the How To window is closed, you can open it to specific How To topics using the "How To..." commands on various toolbar menus, selecting a specific page from the How To button menu, or choosing Help > How To... and selecting a specific topic from the menu.



Opening a How To topics page from a toolbar menu (left) and from the How To menu (right).

You can also dock the How To window on the right or left side of the document window.

### To dock the How To window:

Right-click (Windows) or Control-click (Mac OS) on the How To title bar, and select either Docked Left or Docked Right.

The horizontal dimension of the How To window is fixed and cannot be resized. The vertical dimension adjusts to match any changes you make to the documentation pane.

### Related Subtopics:

[Navigating How To pages](#)

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## Navigating How To pages

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The How To home page appears by default when you choose View > How To Window. The How To home page contains links to How To pages that are organized into various categories. Other links are cross references that open either another How To page or a related topic in the Help documentation. (See [Using Help](#).)

The How To window has Back  and Forward  buttons that you can use to navigate among the pages you've viewed in your current session.

You can also click the How To home page button  to return to that page. However, once you return to the home page, the Back and Forward buttons are no longer available for navigating to pages you opened in the previous How To session.

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## Using other assistance features

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There are more resources that you can use to find answers to your questions:

- Some dialog boxes include Help buttons. When you click these Help buttons, the Help window opens with the related topic displayed in the topic pane.
  - The Help menu contains commands that link to various online information resources, such as the site for registering your copy of Acrobat 6.0, and references, such as System Information (Windows only). The Help menu link to Acrobat Online leads to links for software downloads, product information, support documents, and more.
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**Adobe® Acrobat® 6.0 Standard**

## What's New in Adobe Acrobat 6.0

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[New features overview](#)

[Adobe PDF document creation](#)

[Reviewing and commenting](#)

[Document security and digital signatures](#)

[Additional new features](#)

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# Adobe® Acrobat® 6.0 Standard

## New features overview

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With Adobe® Acrobat® 6.0 Standard, new features and enhancements enable businesses to simplify all their document processes. Acrobat is the keystone of Adobe ePaper® solutions. The new task-based user interface makes it easier to accomplish common tasks. Enhanced security provides greater control over shared documents. Extended workgroups can use the automated review features and expanded set of commenting tools. And creating Adobe Portable Document Format (PDF) files is easier than ever, with tighter integration between Acrobat and Microsoft® Office applications and Internet Explorer for Windows®.

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## Adobe PDF document creation

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Acrobat 6.0 includes expanded support for creating Adobe PDF documents from many of your favorite applications.

### **Right-click PDF document creation (Windows)**

You can easily create a PDF document from almost any file, right from the desktop. Right-click on a file or selected files in Windows Explorer and choose Convert to Adobe PDF, Combine in Adobe Acrobat, or Convert to Adobe PDF and EMail (not available for all file types), Depending upon the type of file you are converting, either Acrobat or the source application opens and the file is converted to Adobe PDF.

### **One-button PDF document creation from Internet Explorer (Windows)**

Acrobat adds a button to the toolbar of Internet Explorer 5 or later, which allows you to convert the currently displayed Web page to an Adobe PDF file or convert and print it in one easy operation.

### **One-button PDF document creation from Microsoft Outlook (Windows)**

Acrobat adds a button to MS Outlook that allows you to convert files to Adobe PDF files and attach them to an email message.

### **Custom page sizes**

Acrobat 6.0 has an improved interface for adding custom page sizes to the Adobe PDF printer.

### **PDF file creation from multiple files**

You can easily combine multiple files from various applications into one PDF document using the Create From Multiple Files command.

### **PDF file creation from screen captures**

You can now create PDF files from screen captures. First, capture the desired image to the Clipboard. Then, in Acrobat, choose File > Create PDF > From Clipboard Image.

### **Create PDF from MS Office file**

You can now use the Create from File command to convert Word, Excel, and PowerPoint files to PDF from within Acrobat. You can still easily create PDF documents from within MS Office applications.

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## Reviewing and commenting

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Acrobat 6.0 has greatly expanded support for the entire review cycle.

### **Email-based review**

Rather than just sending a document as an email attachment, you can start an automated email-based review. Reviewers can add comments, then click the Send Comments button to send the comments back to you as an email attachment. You can then automatically import their comments into the original PDF document simply by opening the attachment.

### **Managed browser-based review (Windows)**

If everyone in your review is using a Windows system, you can set up a browser-based review. Just as with email-based reviews, Acrobat 6.0 includes functionality to help with every stage of the browser-based review. For example, when you start a browser-based review, participants receive an email message with an attached setup file. When reviewers open this attachment, a copy of the PDF document opens in a Web browser and their review settings are configured.

### **Review Tracker**

Use the Review Tracker to manage reviews you have started or are participating in. If you started the review, you can use the Review Tracker to send review reminders, invite additional reviewers, and manage the review.

### **New commenting tools**

Acrobat 6.0 includes an expanded set of commenting tools, including text edits and additional stamp functionality.

### **Comments List**

The Comments List displays every comment in the document. You can sort, filter, and change the status of comments from the list. You can also use the Comments List to import and export comments and to create a comment summary.

### **Comments Summary**

You can easily summarize the comments in the document and either print the summary directly or save it as a separate PDF document. You can format comment summaries in a variety of ways, such as displaying connector lines between comments and the page items they refer to.

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## Document security and digital signatures

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With better support for common signature providers, a completely redesigned interface, and the ability to certify a document, Acrobat 6.0 provides enhanced security to help you share sensitive documents.

### **Certify a document**

When you add a certifying signature to a document, you attest to its contents and specify the types of changes permitted for the document to remain certified.

### **Enhanced certification methods**

Acrobat now has integrated support for Windows Certificate Security and third-party security methods.

### **Improved interface**

Adding digital signatures and security is now easier with a redesigned interface.

### **Trust Manager for multimedia**

You can set Trust Manager preferences so that different playback options are available for trusted and untrusted documents that contain multimedia clips.

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# Adobe® Acrobat® 6.0 Standard

## Additional new features

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Acrobat 6.0 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 you build an index first. You can even search PDF files on the Internet. In addition, you can now search more parts of your Adobe PDF files, including bookmarks, annotations, document structure, and document metadata.

### **Properties toolbar**

The Properties toolbar makes it easy to change the properties of many tools and objects such as comments, links, and bookmarks.

### **Read Out Loud**

You can use the Read Out Loud feature to read aloud as much of an Adobe PDF document as you need: a page, a section, or the entire document.

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**Adobe® Acrobat® 6.0 Standard**

## Learning Adobe Acrobat

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[Getting Started](#)

[Getting help](#)

[Working with Acrobat](#)

[Other learning resources](#)

[Customer support](#)

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# Adobe® Acrobat® 6.0 Standard

## Getting Started

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Adobe Acrobat Standard includes tools that go far beyond simple PDF document creation to fully support all your document processes. From one-button PDF creation in many of the most popular applications to robust reviewing and commenting tools, Acrobat provides a wealth of tools to streamline your business document exchange and review.

Adobe Acrobat is tailored to suit the needs of different users in different work environments. Acrobat Standard contains the features most useful to business professionals. Acrobat Professional builds on Acrobat Standard to provide specialized features for creative, engineering, and IT professionals and developers. For more information on the differences between Acrobat Standard and Acrobat Professional, see <http://www.adobe.com/acrofamily/main.html> (English only).

### Related Subtopics:

[Understand the basics](#)

[Create documents anyone can open](#)

[Make your document easier to read](#)

[Streamline your reviews](#)

[Secure and digitally sign Adobe PDF documents](#)

[Prepare your file for output](#)

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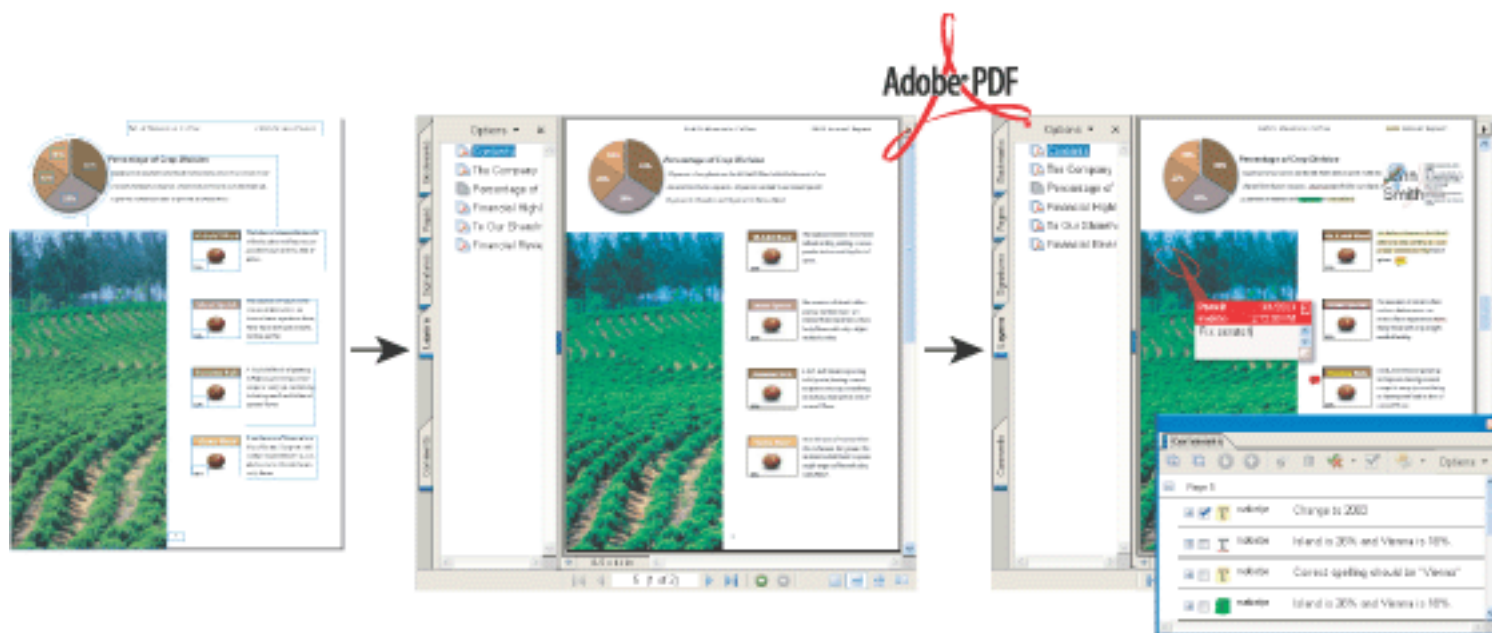
# Adobe® Acrobat® 6.0 Standard

## Understand the basics

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When you create an Adobe PDF document, the information in the original document is converted to text and graphics in the PDF document. Depending on the settings you use during the conversion and the type of file you are converting, the document may also contain additional elements, such as bookmarks and links to the Web. For example, if the original document contained a table of contents, that information can be converted into a set of bookmarks in your Adobe PDF document, allowing readers to quickly move to a specific section of the document.

But even if your original document didn't contain this kind of helpful information, you can add many of these elements once the PDF document is created. These elements you add in Acrobat are called *annotations*, and include such things as links, bookmarks, attachments, and comments. Any annotations you add to a PDF document are saved with the document.



Convert your original document (left) to Adobe PDF (center), then add annotations in Acrobat (right).

Finally, remember that Adobe PDF documents are maximized for document distribution. Although you can do limited editing in a PDF document (delete a page or correct a misspelled word, for example), Acrobat is not an authoring application. If you need to make extensive changes to a document, it's best either to edit the source file or, if the source file isn't available, to convert the PDF document to .rtf, .doc, or another format for editing.

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## Create documents anyone can open

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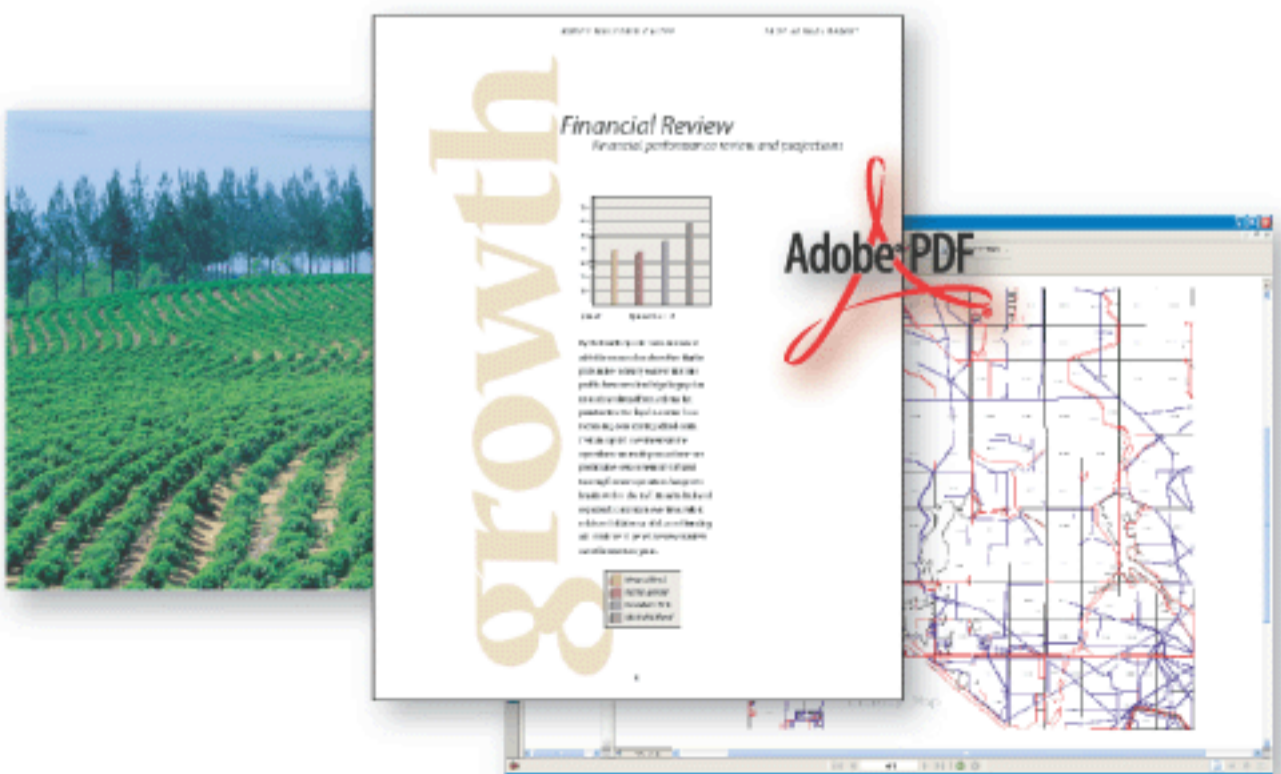
The first step to using Acrobat is to create an Adobe PDF document. PDF documents retain the appearance of your original documents, so you don't need to worry about losing document quality when you convert files to PDF. And because PDF documents can be viewed on Windows, Mac OS, or UNIX® platforms using free Adobe® Reader® software, anyone can view and print PDF documents without the source applications.

Acrobat provides many different ways for you to create Adobe PDF documents from a variety of sources. One of the easiest methods on Windows is to right-click on a file or selected files in Windows Explorer. Then choose Convert to Adobe PDF, Combine in Adobe Acrobat, or Convert to Adobe PDF and EMAIL (not available for all file types). Depending upon the type of file you are converting, either Acrobat or the source application opens and the file is converted to Adobe PDF.

Acrobat also includes one-button PDF creation from Microsoft Office applications and Internet Explorer for Microsoft Windows. For example, you can convert an MS® Word document to Adobe PDF by simply clicking one of the Create PDF buttons that are added to the Word toolbar.

In addition, you can use the Print command in most applications to create a PDF document by "printing" to the Adobe PDF printer. In some authoring applications, such as Adobe FrameMaker® and Adobe InDesign®, you can use the Save As or Export command. You can even create PDF documents from printed documents and Web pages. In Acrobat, choose File > Create PDF > From Scanner or From Web Page.

But let's say you have several different documents from multiple applications that you want to convert to Adobe PDF. Perhaps you have a Word document that you want to combine with a PowerPoint presentation and some up-to-date statistics posted on your company's Web site. Acrobat makes it easy to combine multiple files into a single PDF document. Just choose File > Create PDF > From Multiple Files. Or right-click the selected files in Windows Explorer and choose Combine in Adobe Acrobat.



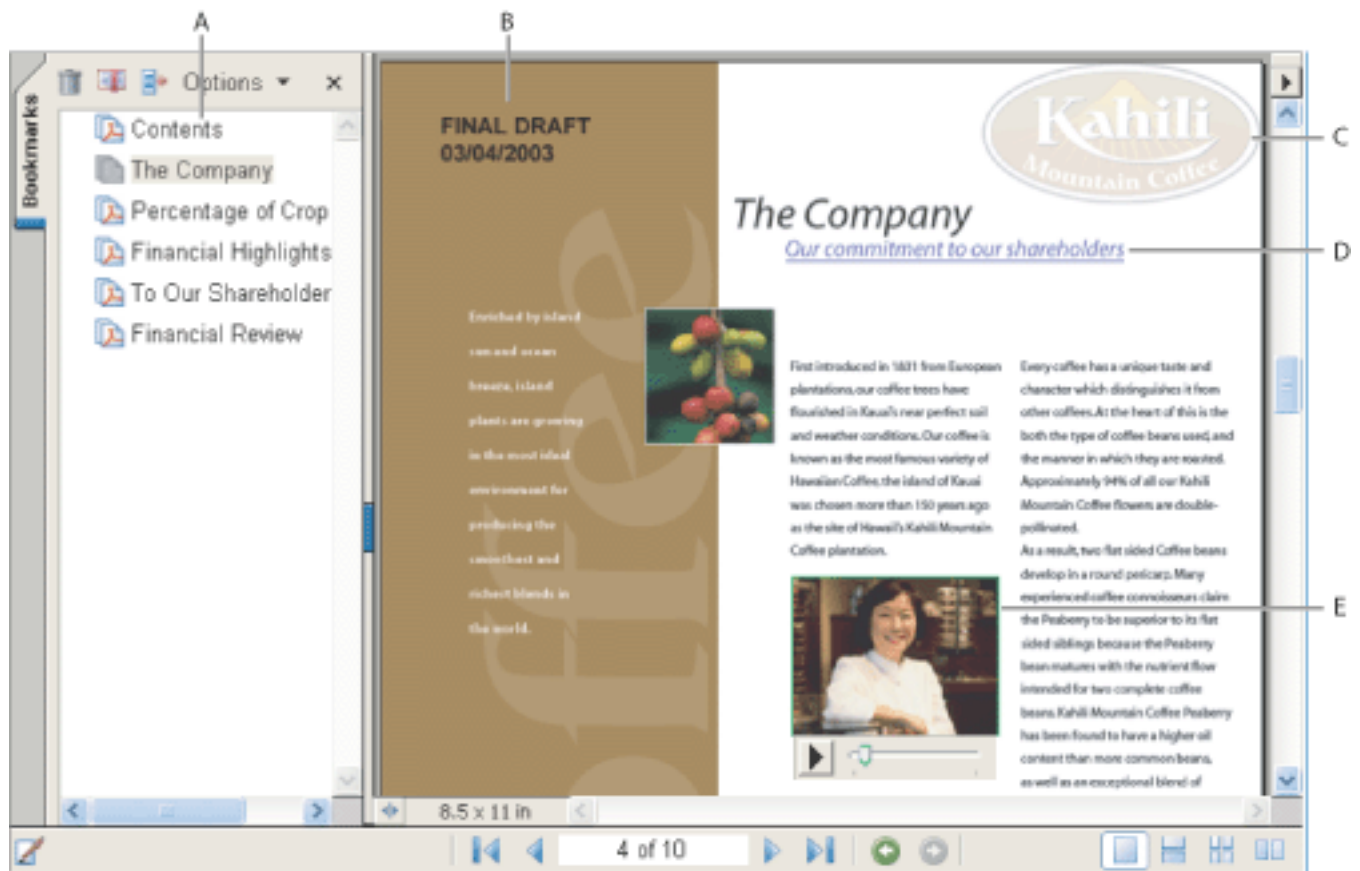
Combine documents from different applications into one Adobe PDF document.

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## Make your document easier to read

Once you have created an Adobe PDF document, you can extend its usefulness by adding annotations such as navigational links, bookmarks, headers and footers, watermarks and backgrounds, and file attachments. These additions can make an online Adobe PDF document more useful than a simple printed document.



Added annotations increase the usefulness of your PDF document. **A.** Bookmarks **B.** Header **C.** Watermark **D.** Link to another page **E.** Movie clip

For example, you might add bookmarks for all the major headings in a report, as well as important graphs and figures, so that readers can move quickly to the relevant points. If you've created a single PDF document from multiple source files, you might add a footer with the document title and page number to help tie the PDF document together as a cohesive report. Or if the document is going to be available on the Web, you might add a background of your company logo and confidentiality statement.

Acrobat also includes a powerful search engine with a simple interface that makes it just as easy to search an entire directory of files as it is to search within a single document. Search accepts advanced search criteria, such as Boolean operators, and allows searching within annotations and bookmarks. You can also search PDF documents located on the Internet from within Acrobat 6.0.

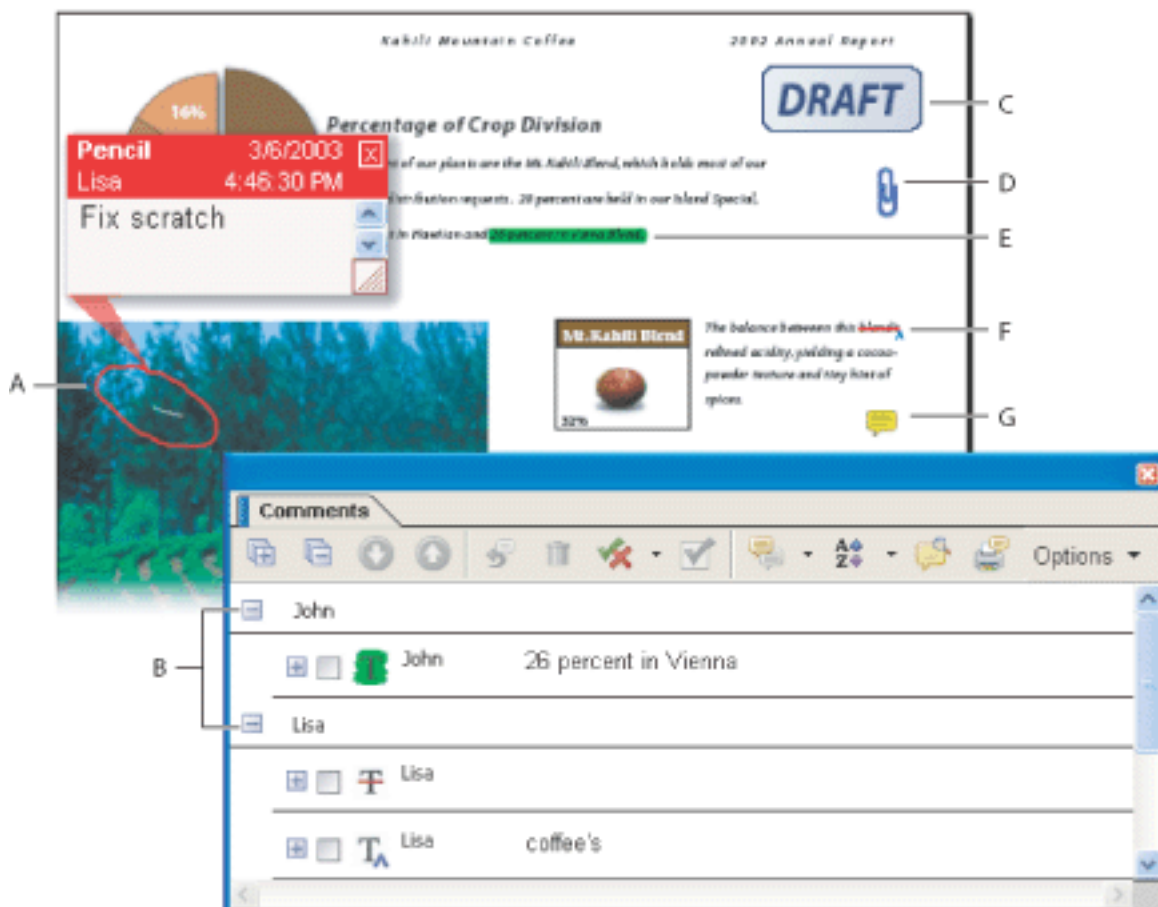




## Streamline your reviews

If you want people to review the content of your Adobe PDF document and make comments, you can start an automated email-based review to simplify the reviewing process. If you and your reviewers all use Windows systems, you can also set up a browser-based review. Using the review features streamlines your document reviews by providing a variety of tools and automated support throughout the review cycle. Even better, training for you and review participants isn't necessary. Acrobat walks you through the entire process.

For example, let's say you have a specification that needs to be reviewed by your project team, which includes people working in several locations. Set up an email-based review to send the PDF document to all the review participants. When the participants open the email attachment, Acrobat opens a Commenting toolbar and instructions on how to complete the review. The types of comments that can be added include notes, text edits, and stamps. You can even create your own stamps. For specialized commenting tools, such as drawing markups, text boxes, and file attachments, participants can open the Advanced Commenting toolbar.



Add different kinds of comments to your document. **A.** Drawing markup **B.** Comments List sorted by author **C.** Stamp **D.** File attachment **E.** Highlighted text **F.** Replaced text **G.** Note

Once participants are finished adding comments, they simply click the Send Comments button on the Commenting toolbar. When you receive an email with the participant's comments attached, opening the file attachment automatically imports the comments into the original PDF document.

When you have all the participants' comments, use the Comments List to sort, filter, summarize, and print the comments. If the PDF document was created from a Microsoft Word 2002 document in Windows XP, you can export the comments from the PDF document directly into the original Word document. You can even track reviews that you've started or are participating in using the Review Tracker, an especially useful feature if you often have multiple reviews going at once.

With a browser-based review, you and the review participants still have the same automated review support and commenting tools available. In addition, participants can see and respond to each other's comments, allowing for discussion and resolution of issues in one review cycle.



## Secure and digitally sign Adobe PDF documents

With the proliferation of email and the Web, you and your colleagues often share confidential documents, such as proprietary design specifications, product ideas, and budget forecasts. It's critical that this information doesn't end up in the wrong hands. To prevent this from happening, you can encrypt your Adobe PDF documents so that only certain people can open the document. You can also set a variety of additional security options to restrict actions such as printing, copying text or graphics, and editing the document.

You also need to know if your documents have been altered without your permission. To do this, you can digitally sign or certify a document. A digital signature, like a handwritten signature, uniquely identifies a person or entity. Any changes made after you digitally sign the document are tracked. When you certify a document, you specify what kind of changes are allowed in the document. If any unallowed changes are made, the document certification is invalidated.



Sign a document to indicate you've read it or to certify its contents. **A.** Certifying signature **B.** Digital signature



**Adobe® Acrobat® 6.0 Standard**

## **Prepare your file for output**

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Once you have created your Adobe PDF document, you can distribute it in a variety of ways. You might save a document to a server, post it to your company's Web site, or include it as an email attachment or on a CD. And because Adobe PDF documents can be viewed using the free Adobe Reader software, you can be assured that anyone who receives the document will be able to open it. If you are going to distribute a document electronically, there are several things you may want to do to make the file as compact and usable as possible. For example, you may want to reduce the file size or structure the file so it can be easily read on handheld devices or by screen readers.

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## Getting help

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Adobe provides a variety of options for you to learn Acrobat, including Complete Help, tooltips, and brief instructions in the interface, called *How Tos*. The Adobe Web site has additional resources, including tutorials, troubleshooting information, and developer guides.

Complete Help includes essential information on using all the Acrobat commands, features, and tools, as well as keyboard shortcuts, FAQs, and full-color illustrations. To access Complete Help, choose Help > Complete Acrobat 6.0 Help. The Complete Help information is also provided as a PDF document on the Adobe Acrobat 6.0 CD. You can print this file to use as a handy desktop reference.

The Complete Help and How To topics assume you have a working knowledge of your computer and its operating conventions, including how to use a mouse and standard menus and commands. It also assumes you know how to open, save, and close files. For help with any of these techniques, please see your Microsoft Windows or Mac OS documentation.

For detailed information on how to use Complete Help, the How To window, and tooltips, see [Using Online Help](#).

The following table can help you find specific help resources, based on the type of information you are looking for.

If you...	Try this...
Are new to Acrobat	<ul style="list-style-type: none"><li>• Read the overview information under <a href="#">Getting Started</a>.</li><li>• See <a href="#">Looking at the Work Area</a>.</li><li>• Move the pointer over a tool to display the name of the tool.</li><li>• Use the How To topics to get information on some of the key Acrobat tasks. If the How To window isn't open, choose Help &gt; How To &gt; How To Window.</li></ul>
Are upgrading from a previous version of Acrobat	<ul style="list-style-type: none"><li>• See <a href="#">New features overview</a> for information on new functionality in Acrobat 6.0.</li><li>• Browse through the information in <a href="#">Working with Acrobat</a> for information on specific tasks.</li></ul>
Want step-by-step instructions	<ul style="list-style-type: none"><li>• Check the How To window to see whether it includes a topic that covers the task. Choose Help &gt; How To &gt; How To Window to open the How To window, if necessary.</li><li>• Use one of the tutorials available on the Adobe Web site. (See <a href="#">Using online support</a>.)</li><li>• Use the index or search in Complete Help to find specific information on a feature.</li></ul>
Are looking for detailed information about a feature	<ul style="list-style-type: none"><li>• Search for the feature in Complete Help or look it up in the Complete Help index.</li></ul>
Need information on a specific dialog box option	<ul style="list-style-type: none"><li>• Select the option and look for an option description near the bottom of the dialog box. Many dialog boxes display option descriptions.</li><li>• Click the Help button in the dialog box, if one is available, to open a context-sensitive Help topic focused on that dialog box.</li></ul>
Want answers to common troubleshooting questions	<ul style="list-style-type: none"><li>• See <a href="#">Frequently Asked Questions</a>.</li><li>• Search the knowledgebase and Acrobat Top Issues on the Acrobat customer support Web site. (See <a href="#">Using online support</a>.)</li></ul>
Are a developer looking for technical resources	<ul style="list-style-type: none"><li>• Go to <a href="http://partners.adobe.com/asn/acrobat/index.jsp">http://partners.adobe.com/asn/acrobat/index.jsp</a> (English only) on the Adobe Web site. For more information on the many resources available, see <a href="#">Adobe Solutions Network</a>.</li></ul>

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# Adobe® Acrobat® 6.0 Standard

## Working with Acrobat

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People work with Acrobat in different ways. Perhaps you're preparing Adobe PDF documents to put on your intranet. Maybe you'd like to use Acrobat to prepare your document before it goes to a print vendor for output. Or you might like to use the many new review and commenting features of Acrobat to start, participate in, and manage a review of an Adobe PDF document. In this section, you'll find pointers to specific information in Complete Help for some common Acrobat tasks.

### Related Subtopics:

[If you want to conduct a review:](#)

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

[If you want to make sure your PDF document is secure:](#)

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

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## If you want to conduct a review:

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- Set up the review. (See "About sending documents for a review" in Complete Help.)
  - Ask reviewers to add notes, text edits, and other comments. (See "About adding comments" in Complete Help.)
  - Receive comments back from the reviewers and consolidate them into the original PDF document. This is done automatically as part of the review cycle. You can also add comments to the original source document if it was created in MS Word 2002. (See "Exporting Adobe PDF comments to a Word document" in Complete Help.)
  - Summarize and print the comments. (See "Printing a summary of comments" in Complete Help.)
  - Track reviews in progress. (See "Using the Review Tracker" in Complete Help.)
-



## If you want to prepare a document for online viewing:

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- Embed fonts when you create the Adobe PDF document. (See "Creating custom Adobe PDF settings" in Complete Help.)
  - Add navigational elements, such as links and bookmarks. (See "Adding Navigation to Adobe PDF Documents" in Complete Help.)
  - Create a structured or tagged Adobe PDF file to provide as much viewing flexibility as possible. (See "Building flexibility into Adobe PDF files" in Complete Help.)
  - Reduce the file size so it's as compact as possible. (See "Optimizing Adobe PDF files" in Complete Help.)
  - 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" in Complete Help.)
-



## If you want to make sure your PDF document is secure:

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- Specify security settings when you create the Adobe PDF document. For example, if you are creating a PDF document from an MS Office file in Windows, choose Adobe PDF > Change Conversion Settings, and then change the desired options on the Security tab. (See "Editing the PDFMaker conversion settings (Windows)" in Complete Help.)
  - Restrict access to opening, printing, and editing the document. (See "Adding passwords and setting security options" in Complete Help.)
  - Encrypt your document so that only a defined list of users can open it. (See "Encrypting PDF files for a list of recipients" in Complete Help.)
  - Certify the PDF document to ensure that it is not tampered with. (See "Certifying a document" in Complete Help.)
-



## If you want to control the color in your document:

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- Adjust color settings when you create the Adobe PDF document. (See "Creating custom Adobe PDF settings" in Complete Help.)
  - Specify a color management engine, define working spaces, and set other color management options. (See "Producing Consistent Color" in Complete Help.)
-



# Adobe® Acrobat® 6.0 Standard

## Other learning resources

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In addition to the information included with your application, Adobe provides several other learning resources.

### **Related Subtopics:**

[Using Acrobat Online](#)

[Using online support](#)

[Adobe Press](#)

[The Adobe Certification program](#)

[Adobe Solutions Network](#)

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# Adobe® Acrobat® 6.0 Standard

## Using Acrobat Online

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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 an Internet browser installed. Acrobat Online launches your browser using your default Internet configuration.

2. Click Refresh to make sure you have the latest version of the Acrobat Online Web page. Information is constantly updated, so it is important to refresh the page to get the current options.
  3. Do any of the following:
    - Click a button or link on the Acrobat Online Web page to open that Web page.
    - Move your mouse pointer over the main categories at the top of the page (such as downloads, product information, and support) to view links to related pages.
  4. Close or minimize your browser window to return to Acrobat.
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## Using online support

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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 the following:

- Step-by-step tutorials
- Updates, patches, and plug-ins
- Acrobat Top Issues, containing the latest Acrobat technical support solutions
- Technical guides
- A searchable database of answers to technical questions
- Links to user forums

### To use the Adobe Acrobat support page:

1. Choose Help > Online Support.
2. Click Refresh to make sure you have the latest version of the Adobe Acrobat support page. Information is constantly updated, so it is important to refresh the page to get the current options.
3. Do any of the following:
  - Click a link under Top Support Issues to open the related document.
  - Type a word or phrase in the Support Knowledgebase text box to search for information on specific Acrobat questions.
  - Click the Expert Center link under Tutorials to access numerous Acrobat tutorials.

**Note:** You may need to register the first time you go to the Expert Center.

- Click any of the quick links on the right side of the page.
4. Close or minimize your browser window to return to Acrobat.
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**Adobe® Acrobat® 6.0 Standard**

## **Adobe Press**

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Adobe® Press offers books that provide in-depth training in Adobe software, including the acclaimed Classroom in a Book® series developed by experts at Adobe. For information on purchasing Adobe Press titles, visit the Adobe Web site at [www.adobe.com](http://www.adobe.com), or contact your local book distributor.

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# Adobe® Acrobat® 6.0 Standard

## The Adobe Certification program

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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 Web site at <http://partners.adobe.com> (English only) to learn how you can become certified.

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# Adobe® Acrobat® 6.0 Standard

## Adobe Solutions Network

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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.

### **To access the Adobe Solutions Network for Acrobat:**

Go to <http://partners.adobe.com/asn/acrobat/index.jsp> (English only) on the Adobe Web site.

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# Adobe® Acrobat® 6.0 Standard

## Customer support

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When you register your product, you may be entitled to technical support for up to 90 days from the date of your first call. Terms may vary depending on your country of residence. For more information, refer to the technical support card provided with the Acrobat documentation.

Adobe Systems also provides several forms of automated technical support:

- See the ReadMe file installed with the program for additional information.
  - See the Adobe Acrobat support page for information on top support issues and troubleshooting information for common problems. (See [Using online support.](#))
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**Adobe® Acrobat® 6.0 Standard**

## Looking at the Work Area

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[About the work area](#)

[Opening documents](#)

[Navigating in documents](#)

[Adjusting the view of documents](#)

[Customizing the work area](#)

[About Eastern European and Middle Eastern languages in Adobe PDF files](#)

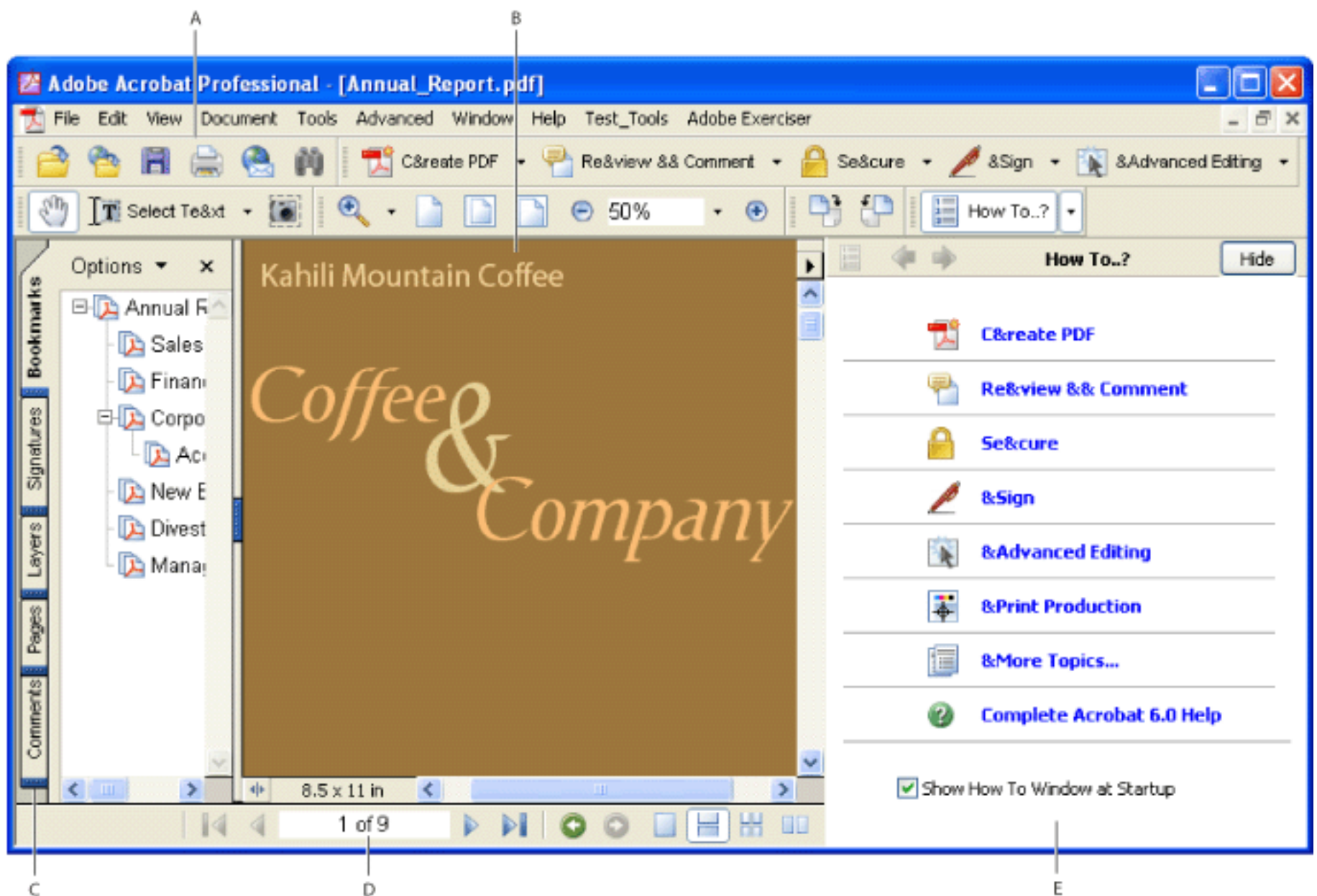
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# Adobe® Acrobat® 6.0 Standard

## About the work area

The Acrobat Standard window includes a *document pane* that displays Adobe PDF documents. The left side includes a *navigation pane* 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. The right side includes a *How To* window with instructions for completing common tasks.



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

### Related Subtopics:

- [Using the navigation tabs](#)
- [Using context menus](#)
- [About toolbars](#)
- [Selecting tools](#)
- [Using the Properties toolbar](#)




## Using the navigation tabs

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

### To show or hide tabs in the navigation pane:

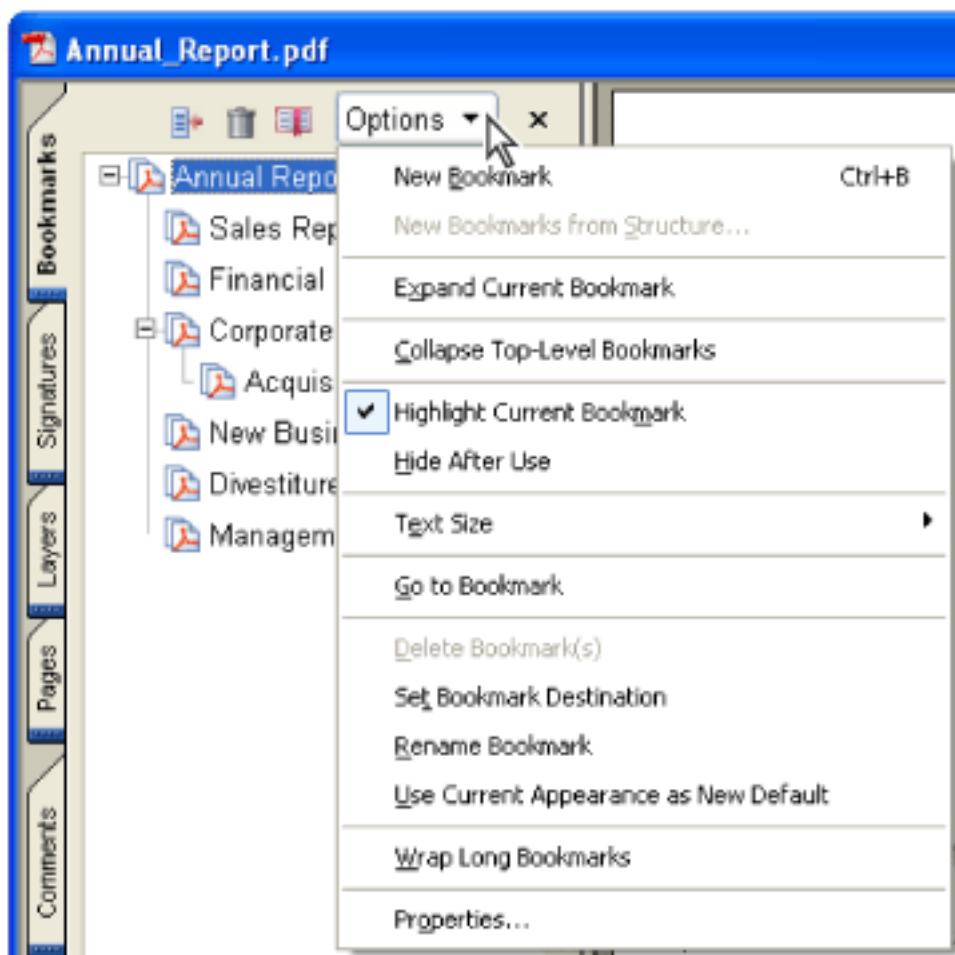
Do one of the following:

- Click the Show/Hide icon  in the lower left corner of the document pane.
- Choose View > Navigation Tabs, and then choose the desired tab from the menu.
- Click the tab name on the left side of the document pane.

**Note:** The creator of the Adobe PDF document determines 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 vary, depending on which tab is displayed. To close the menu without choosing a command, click anywhere outside the menu.



Click the triangle next to Options to open the menu.



You can also choose commands from the document pane menu. Click the triangle just above the scroll bar to open the menu, and then choose Document Summary, Document Status, File Attachments, or Preferences.

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## Using context menus

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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 names and options.

### **To choose a command from a context menu:**

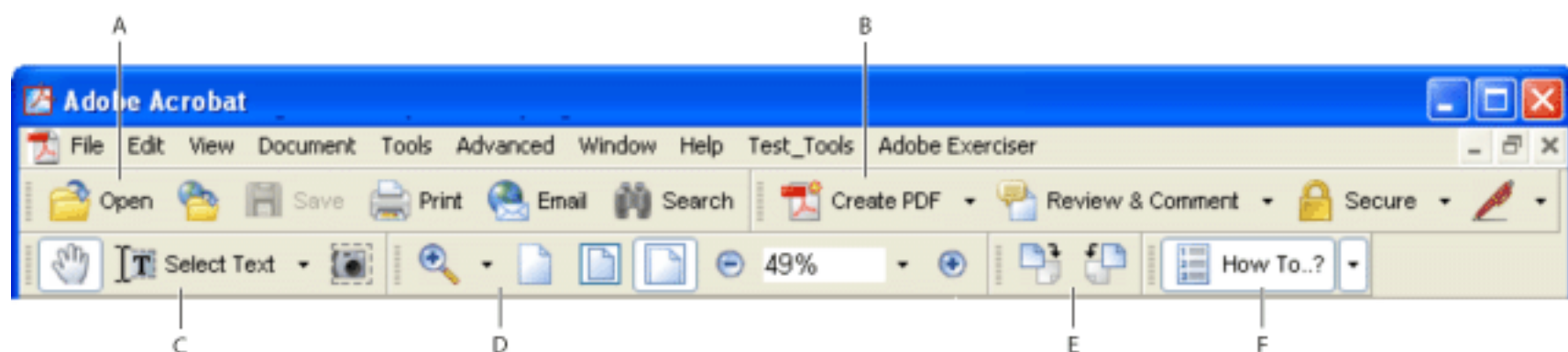
1. Position the pointer over an item in the work area, such as a comment, toolbar, bookmark, or document page.
  2. Right-click (Windows) or Control-click (Mac OS) to open the context menu, and then choose the command you want.
-




## About toolbars

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The Acrobat toolbar is basically a set of toolbars, some of which appear by default, and some of which are hidden. Some of the tools that are visible by default in previous versions of Acrobat appear on hidden toolbars, such as the Commenting and Advanced Commenting toolbars.



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


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



Hold the mouse pointer over the tool for a moment to see the name of the tool.

### 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 check mark next to the toolbar name indicates that the toolbar is displayed.
- 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 Task 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 Review & Comment , 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](#).

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## Selecting tools

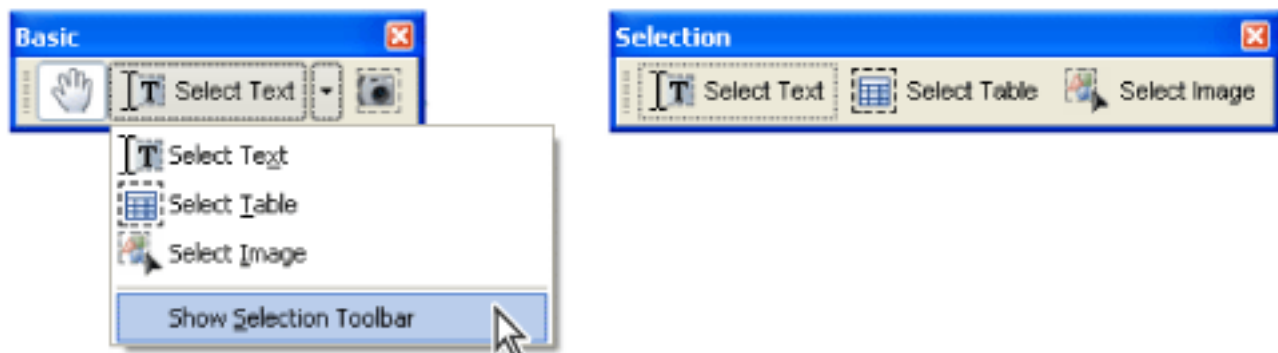
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As a general rule, you should use the Hand tool  when browsing through PDF documents. However, you can select a number of other helpful tools from the toolbars.

### 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 press the appropriate keystroke. (See [Keys for selecting tools.](#))
- To select the Hand tool temporarily, without deselecting the current tool, hold down the spacebar.
- To select the Zoom In tool temporarily, hold down the spacebar and press Ctrl (Windows) or Command (Mac OS).
- 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 place hidden tools in the toolbar alongside the visible tools, click the related tool or the triangle next to it until the additional tools appear, and then select Expand This Button or Show Toolbar. To collapse the hidden tools, click the triangle to the right of the tools.



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

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## Using the Properties toolbar

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The Properties toolbar provides easy access to the properties for many tools and objects, including links, comments, form fields, media clips, and bookmarks. The selected item determines which tools appear on 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 other properties than those listed on the Properties toolbar, right-click (Windows) or Control-click (Mac OS) the object, and choose Properties.

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## Opening documents

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You can open an Adobe PDF document from your email application, from your file system, from within a Web browser (Windows only), or by choosing File > Open in Acrobat. The appearance of the PDF document depends on how its creator set up the document. For example, a document might open to a particular page or at a particular magnification.

### 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 filenames, and click Open. PDF documents usually have the extension .pdf.
  - (Windows) From the File menu, choose the document's filename.
  - (Mac OS) Choose File > Open Recent File, and then choose the document's filename.
2. If the Document Status dialog box appears, the document has a special status or special features. For example, it may be certified, or it may be part of a commenting review. Click Close. 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 a document is set to open in Full Screen view, the toolbar, command bar, menu bar, and window controls are not visible. You can exit Full Screen view 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 view.](#))



If more than one document is open, you can switch between documents by choosing the document name from the Window menu.

### 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, as the menu commands may apply to the browser, not to the PDF document. (See [Viewing Adobe PDF documents in a Web browser \(Windows\).](#))
- 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, use File > Open in Acrobat.

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## Navigating in documents

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You can navigate in Adobe PDF documents by paging through them or by using navigational tools such as bookmarks, thumbnail pages, 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](#)

[Reading article threads](#)

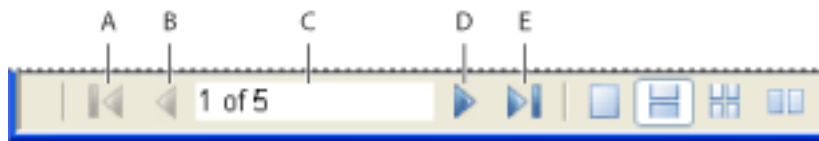
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## Paging through documents

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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

### To go to another page:

Do one of the following:

- To go to the first or last page, click the First Page button  or 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 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 keys to move up or down a page. (See [Setting the page layout and orientation.](#))



To learn shortcut keystroke hints for paging through documents, see [Keyboard Shortcuts.](#)

### To use the Navigation toolbar:

1. 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 to the end.
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## Retracing your viewing path

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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 **Go to Previous View**  or **Go To Next View** .
  - 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.
-

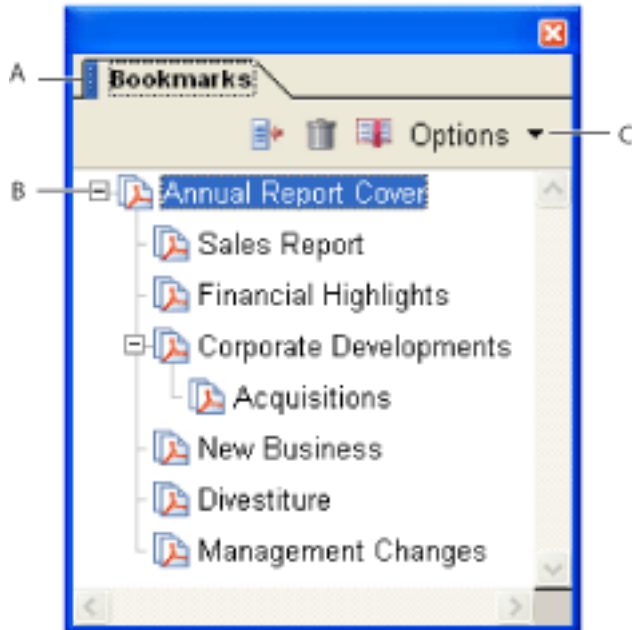




## Navigating with bookmarks

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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 using a bookmark:

1. Click the Bookmarks tab on the left side of the window, or choose View > Navigation Tabs > Bookmarks to display bookmarks.
2. To jump to a topic 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 the Bookmarks tab to always remain open after you click a bookmark, click the Options menu at the top of the Bookmarks panel, and make sure Hide After Use is not selected.



When you're scrolling through a document, click the Reveals Bookmark for the Current Page button  at the top of the Bookmarks panel to show your current location. If the bookmark is hidden in a collapsed parent, the parent bookmark is opened so that you can see the selected bookmark.

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## Navigating with page thumbnails

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*Page thumbnails* provide miniature previews of document pages. You can use thumbnails in the Pages panel 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 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 panel.
  2. To jump to another page, click the page's thumbnail.
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## Navigating with links

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Clicking a link in a PDF document is like clicking a link on a Web site. Links take you to specific locations that the PDF document creator has defined. These links can jump to another location in the current document, to other PDF documents, or to Web sites. 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 play movies, sound clips, and file attachments. To play these media clips, you must have the appropriate hardware and software installed. For information on changing multimedia preferences, see [Setting Multimedia preferences](#).

### To follow a link:

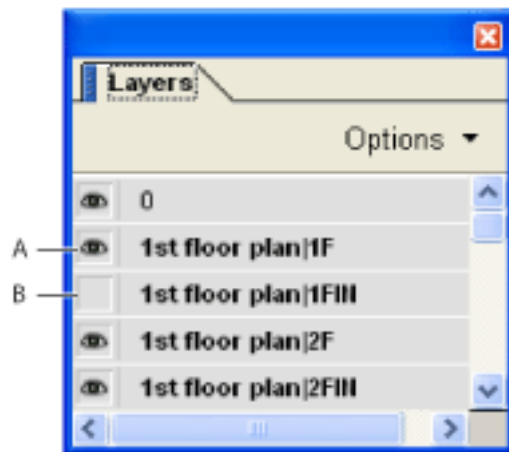
1. Select the Hand tool .
  2. Position the pointer over the linked area on the page until the pointer changes to the hand with a pointing finger  (The hand has a plus sign if the link points to the Web.) Then click the link.
-



## Viewing layers


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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 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.
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## Reading article threads

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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, just 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 [About articles](#).

### To read an article:

1. Do one of the following:

- Choose View > Navigation Tabs > Articles to open the Articles panel. Then double-click the article's icon to start reading the article.

**Note:** You cannot open the Articles panel 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 go to the next page in the article, press Return or click.
  - To go to the previous page, 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 Return or click to return to the view displayed before you started reading the article.
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## Adjusting the view of documents

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Acrobat provides a set of 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.

### Related Subtopics:

[Adjusting the page position](#)

[Magnifying and reducing the view](#)

[Setting the page layout and orientation](#)

[Using split-window view](#)

[Reading documents in Full Screen view](#)


[Viewing the Info panel](#)

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## Adjusting the page position

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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:

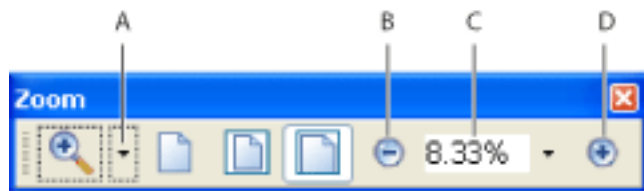
1. Select the Hand tool.
  2. Do any of the following:
    - Drag the page up or down. Release the mouse button to stop scrolling.
    - If the page is zoomed in to a high magnification, drag the page left or right to view a different area.
-



## 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 up or down.



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

### To increase or decrease magnification:


Do one of the following:

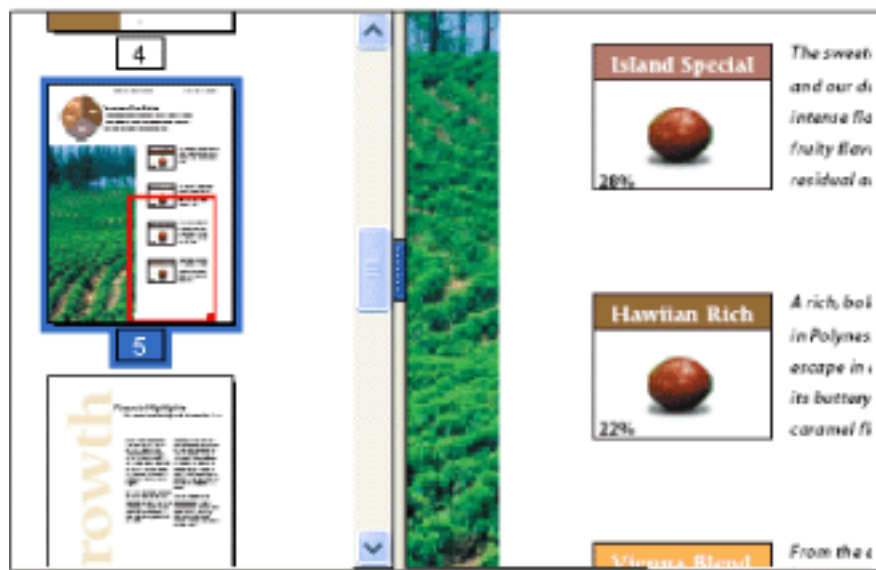
- Click the Zoom In button  or Zoom Out button  in the toolbar, or select a magnification percentage from the toolbar menu.
- From the Zoom menu in the toolbar, choose the Zoom In tool  or Zoom Out tool , and then click the page. To zoom in on a specific area, use the Zoom In tool to draw a rectangle. 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 Alt (Windows) or Option (Mac OS) while clicking or dragging to zoom out. When the Zoom Out tool is selected, hold down Ctrl or Option to zoom in. With either zoom tool, hold down Shift to use the Dynamic Zoom tool.

### To change the magnification level 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 to the double arrow .
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 Fit Page  on the toolbar.
- To resize the page to fit the width of the window, choose View > Fit Width, or click Fit Width  on the toolbar. Part of the page may be out of view.
- To resize the page so that its text and graphics fit the width of the window, choose View > Fit Visible, or click Fit Visible on the toolbar. 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 Actual Size  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.





## Setting the page layout and orientation

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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 [Getting information on PDF documents](#).

### 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.

**Note:** In Single Page layout, the Edit > Select All command 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. 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 rotated page to be saved with the document, use the Document > Pages > Rotate command.

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## Using split-window view

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The Split view offers two viewing panes for the same PDF document. You can scroll, change the magnification level, or turn to a different page in the active pane without affecting the other pane.

### 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 > Split again to restore the document window to a single pane.
-



## Reading documents in Full Screen view

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In Full Screen view, 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 view, or you can set the view for yourself. Full Screen view is often used for presentations, sometimes with automatic page advancement and transitions. (See [Setting up a presentation](#).)

The pointer remains active in Full Screen view so that you can click links and open notes. You can use keyboard shortcuts for navigational and magnification commands, even though the menus and toolbar are not visible.

### **To read a document in Full Screen view:**

Choose Window > Full Screen View. Press 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 view 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 view.

### **To exit Full Screen view:**

Press Escape, if your Full Screen preferences are defined this way, or press Ctrl+L (Windows) or Command+L (Mac OS). (See [Full Screen preferences](#).)

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## Viewing the Info panel

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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 check mark next to its name.

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## Customizing the work area

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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, double-click the title bar at the top of the window. Double-click the title bar again to return the panel to its full size.

### To show or hide tool labels:

Do one of the following:

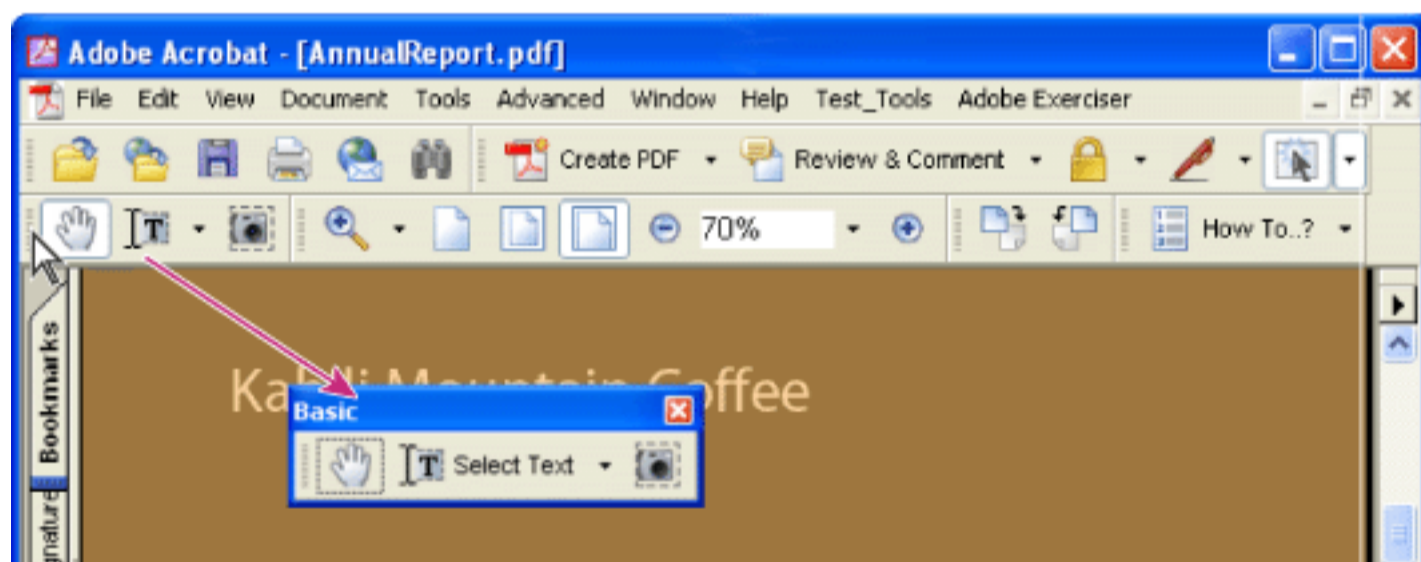
- Choose View > Toolbars > Tool Button Labels to turn button labels on or off.
- Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select General. For Show Tool and Property Button Labels, select Default Labels, All Labels, or No Labels. Click OK.

**Note:** Tool labels are turned off selectively, regardless of preference settings, 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 between two groups of icons. 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 only locks 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.

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**Adobe® Acrobat® 6.0 Standard**

## **About Eastern European and Middle Eastern languages in Adobe PDF files**

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You can create, view, and print Adobe PDF files that contain Cyrillic text (including Bulgarian, Russian, and Ukrainian), Eastern European text (including Czech, Hungarian, and Polish), and Middle Eastern text (Arabic and Hebrew). If the fonts are embedded in the PDF files, you can view and print the files on any system. However, you must have the proper language kit fonts installed on your system to create the files, or to view or print PDF files that do not have the fonts embedded.

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**Adobe® Acrobat® 6.0 Standard**

## Creating Adobe PDF Files

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[About creating Adobe PDF files](#)

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

[Converting Microsoft application files](#)

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

[Combining multiple files into one Adobe PDF file](#)

[Converting paper documents](#)

[About converting Web pages](#)

[Converting and printing Web pages from Internet Explorer \(Windows\)](#)

[Using other methods to convert Web pages](#)

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

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# Adobe® Acrobat® 6.0 Standard

## About creating Adobe PDF files

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You can convert a variety of file formats to Adobe Portable Document Format (PDF), a universal file format that preserves all the fonts, formatting, graphics, 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 also 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 [Building flexibility into Adobe PDF files.](#))

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## Creating Adobe PDF files from other applications

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You can create Adobe PDF files from within many common software programs. 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.

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 graphics, fonts, and color, for example, routinely prefer to customize the conversion settings to create the best possible Adobe PDF file for their needs.

If you are creating Adobe PDF files from Word, PowerPoint, or Excel files, see [Converting Microsoft application files](#). For information on which versions of these applications are supported, visit the Adobe Web site ([www.adobe.com/acrofamily/main.html](http://www.adobe.com/acrofamily/main.html)).



If you are converting a QuarkXPress file to an Adobe PDF file, you must first create a PostScript file and then convert that PostScript file to an Adobe PDF file. (See [About creating PostScript files](#).)

### Related Subtopics:

[Using the Adobe PDF printer](#)

[Setting Adobe PDF printing preferences \(Windows\)](#)

[Creating a custom page size \(Windows\)](#)

[Dragging and dropping an image, HTML, or plain text file](#)

[Using the Create PDF From File command](#)

[Conversion settings for image files](#)

[Conversion settings for non-image files](#)

[Using the context menu \(Windows\)](#)

[Using the Save As or Export command](#)

[Converting Screen Captures](#)

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## Using the Adobe PDF printer

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In an authoring application such as Adobe InDesign®, use the File > Print command with the Adobe PDF printer to convert your file as an Adobe PDF file.

If you're working with nonstandard page sizes, see [Creating a custom page size \(Windows\)](#).

### 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. From the Print dialog box, click OK.

By default, your Adobe PDF file will be saved with the same filename and a .pdf extension in the same folder as the source file.

### 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. Select PDF Options from the 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 will be listed.

For most users, the default Adobe PDF conversion settings are adequate. For information on the default conversion settings, see [Predefined Adobe PDF settings](#). 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 for your PDF file and a location to save it to, and click Save.

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

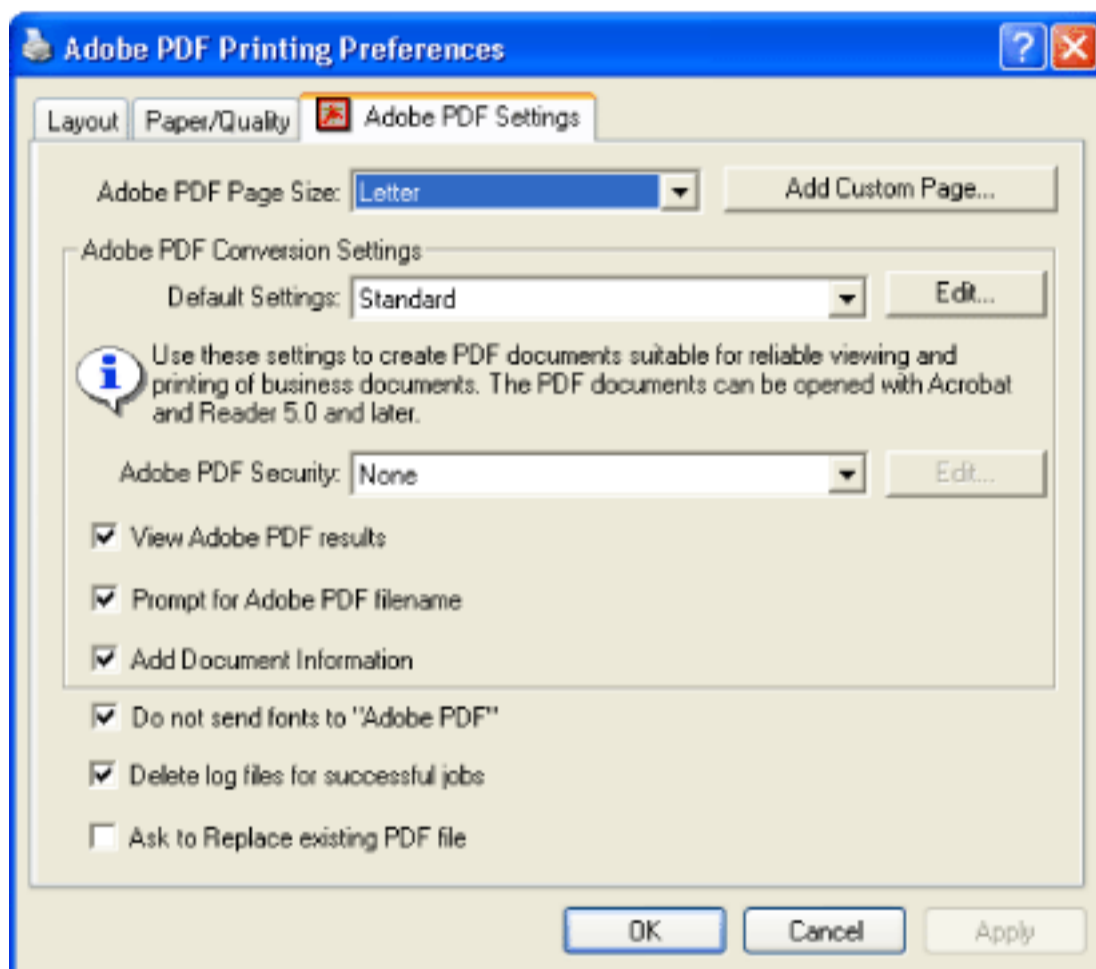
---



## 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. Or choose Properties, and then click Printing Defaults on the Advanced tab or Printing Preferences on the General tab.
  - 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. On the Adobe PDF Settings tab, choose a page size from the Adobe PDF Page Size menu. For information on creating a custom page size, see [Creating a custom page size \(Windows\)](#).
3. For Adobe PDF Settings select a predefined set of options, or click Edit to view or change the settings in the Adobe PDF Setting dialog box. For more information, see [Predefined Adobe PDF settings](#) and [Creating custom Adobe PDF settings](#).
4. Set the security for the PDF document in the PDF Security menu. To view or change the security settings, click Edit. For information on setting security options, see [Adding passwords and setting security options](#).
5. Select the following options as desired:
  - View Adobe PDF Results automatically launches Acrobat and displays the converted document immediately.
  - Prompt for Adobe PDF Filename prompts you to name the PDF file and select a location to save it in.
  - Add Document Information includes information such as the filename 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.
6. Set options on the Layout and Paper Quality tabs, as necessary, and then click OK.



## Creating a custom page size (Windows)

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You can create a custom page size for the Adobe PDF printer, but you cannot name the custom page definition.

### To create a custom page size:

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. Or choose Properties, and then click Printing Defaults on the Advanced tab or Printing Preferences on the General tab.
  - 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. Click Properties.
3. Click the Layout tab, and then click Advanced.
4. In the Adobe PDF Converter Advanced Options dialog box, expand the Paper/Output option, and select Paper Size.
5. Choose PostScript Custom Page Size from the menu.
6. Set the width and height for the custom page size, together with any other required options, and click OK.

The custom page size that you define becomes the default PostScript custom page size until you change it. Once you have defined a custom page size, you can edit the page size definition by clicking Edit Custom Page. This button is not available until you have defined a custom page size.

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**Adobe® Acrobat® 6.0 Standard**

## Dragging and dropping an image, HTML, or plain text file

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You can convert a variety of file types to Adobe PDF files by dragging the file 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.
-



## Using the Create PDF From File command


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



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 [Combining multiple files into one Adobe PDF file.](#))

### 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 graphics file formats, you can set conversion options for compression and color management. (See [Conversion settings for image files.](#)) For non-graphics file formats, you can set Adobe PDF settings and security settings. (See [Conversion settings for non-image files.](#))

**Note:** The Settings button is dimmed if no conversion settings can be set for the selected file type. Even if conversion settings are available for your file type, the Settings button is also dimmed 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.

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## Conversion settings for image files

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

**Note:** JPEG2000 compression is not backward compatible with Acrobat 4. Full object stream compression is not backward compatible with Acrobat 4 or 5.

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 new international standard for the compression and packaging of image data.)

For more information, see [About 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.
-





## Conversion settings for non-image files

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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 [Predefined Adobe PDF settings](#) 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 [Adding passwords and setting security options](#).)

(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.

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## Using the context menu (Windows)

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On Windows, you can right-click a file, and choose one of the Convert to Adobe PDF commands from the context menu. Depending on the type of file being converted, the authoring application may open. Acrobat will display a warning message if the file type cannot be converted using this method.

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**Adobe® Acrobat® 6.0 Standard**

## Using the Save As or Export command

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In some authoring applications, including Adobe InDesign, Adobe Photoshop®, Adobe Illustrator®, and Adobe PageMaker, you can use a Save As or Export command to create an Adobe PDF file from the current file. See the documentation that came with your application for information on converting files this way.

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## Converting Screen Captures

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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 click the Create PDF button and choose From Clipboard Image. (You can also use the PrntScrn key to copy the screen to the clipboard.)
  - (Mac OS) Choose Acrobat > Services > Grab, and choose Screen, Selection, or Timed Screen. (Grab is the Mac OS X screen capture utility.) Your screen capture is automatically converted to an Adobe PDF file and opened.
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# Adobe® Acrobat® 6.0 Standard

## Converting Microsoft application files

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You can convert files created in a number of Microsoft applications directly to Adobe PDF files without leaving the Microsoft authoring application. In all cases, PDFMaker is used for the conversion, and the resulting files are tagged Adobe PDF files. To verify which Microsoft applications and versions of applications are supported, check the Acrobat Products page on the Adobe Web site ([www.adobe.com](http://www.adobe.com)).

For the necessary files to be installed, your Microsoft applications should be installed before you install Acrobat. If you install a Microsoft application after installing Acrobat on Windows, you can add the necessary files using the Help > Detect and Repair feature in Acrobat.



Use the Adobe PDF > Change Conversion Settings command to periodically check which Adobe PDF conversion settings are being used. Changes made in Distiller and to the Adobe PDF printer may affect conversion settings used by PDFMaker.

### Related Subtopics:

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

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

[Converting and attaching files in Microsoft Outlook \(Windows\)](#)

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## Converting Microsoft Office files (Windows)

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The default Acrobat installation adds three Convert to Adobe PDF buttons to the toolbar that allow you to create Adobe PDF files quickly and easily from within Microsoft Word, Excel, and PowerPoint. An Adobe PDF menu is also added. By default, Adobe PDF files created using these commands and buttons preserve hyperlinks, styles, and bookmarks present in the source file. For information on converting and attaching files in Microsoft Outlook, see [Converting and attaching files in Microsoft Outlook \(Windows\)](#).

You can also convert files by right-clicking on the file, and choosing one of the Convert to Adobe PDF commands from the context menu.



In Windows XP, if you don't see the Convert to Adobe PDF buttons in the Microsoft application, choose View > Toolbars > PDFMaker 6.0.

### To convert Microsoft Office files:

1. Open the file to be converted in the Microsoft Office application.
2. Choose Adobe PDF > Change Conversion Settings if you want to change the conversion settings. (See [Editing the PDFMaker conversion settings \(Windows\)](#).)
3. (Excel) Choose Adobe PDF > Convert Entire Workbook to convert all worksheets in the Excel file. If this option is not selected, only the current page will be converted. By default, only the current sheet in Excel is converted.
4. Do one of the following:
  - Choose Adobe PDF > and choose a command.
  - Click the Convert to Adobe PDF button  on the toolbar to convert the file to an Adobe PDF file.
  - Click the Convert to Adobe PDF and EMail button  on the toolbar to convert the file to an Adobe PDF file and automatically attach the PDF file to a new email in your email application. Your preferred email application is launched automatically.
  - 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](#).)

By default the Adobe PDF file is saved in the same directory as the source file, using the same filename, but with a .pdf extension. When you convert a file to an Adobe PDF file and email the converted file, the PDF file is also saved in the same directory as the source file unless you specify otherwise.

The conversion of files to Adobe PDF also uses 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 resulting PDF file is based on the Handouts version of the presentation.

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## Converting Microsoft Office files (Mac OS)

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The default Acrobat installation adds two Convert to Adobe PDF buttons to the toolbar that allow you to create Adobe PDF files quickly and easily from within Microsoft Office X with SR1, SR2, or SR3.

When you use the Convert to Adobe PDF buttons to create Adobe PDF files, you define the conversion settings in Distiller.

### To convert Microsoft Office files:

1. Open the Distiller application, select the Adobe PDF settings to be used for the file conversion. For most users the default Adobe PDF conversion settings are adequate. For information on the default conversion settings, see [Predefined Adobe PDF settings](#). 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 resulting PDF file is based on the Handouts version of the presentation.

2. Open the file to be converted in the Microsoft Office application.
3. Do one of the following:
  - Click the Convert to Adobe PDF button  on the toolbar to convert the file to an Adobe PDF file.
  - Click the Convert to Adobe PDF and EMail button  on the toolbar to convert the file to an Adobe PDF file and automatically attach the PDF file to a new email in your email application. Your preferred email application is launched automatically.
4. Specify a file name and folder in which to save the PDF file in the Save dialog box, and click Save.

By default the Adobe PDF file is saved in the same directory as the source file, using the same filename, 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 and attaching files in Microsoft Outlook (Windows)

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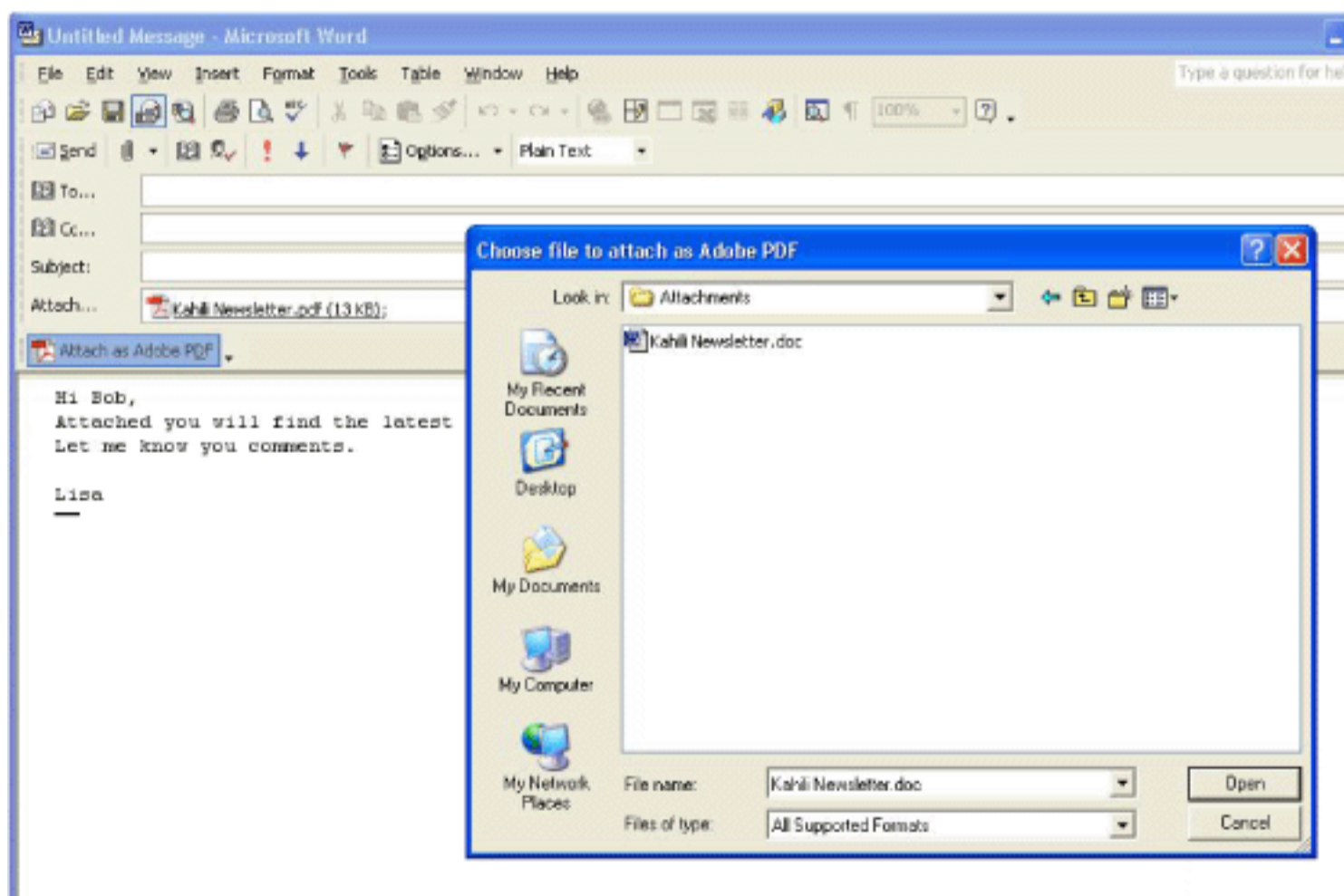
Acrobat adds a button to the Microsoft Outlook application that allows you to convert files to Adobe PDF files and attach them to an email. The button is present only when the New Mail (or Discussion) window is active.

**Note:** Outlook 2000 is not supported if Microsoft Word is the email editor inside Outlook.

### To convert and attach a file:

1. Open a new email window, and create your email.
2. Click the Attach as Adobe PDF button, select the file you want to convert and attach in the Choose File to Attach as Adobe PDF dialog box, and click Open. You are prompted to provide a filename and directory to save the converted attachment in. Click Save to complete the conversion and attach the PDF file to the email.

**Note:** If the file type cannot be converted to an Adobe PDF file, you will be asked if you want to attach the unconverted file. Supported file types include Microsoft Office files, PostScript, image format files, text files, and HTML files.



Select a source file that is converted automatically to an Adobe PDF file.

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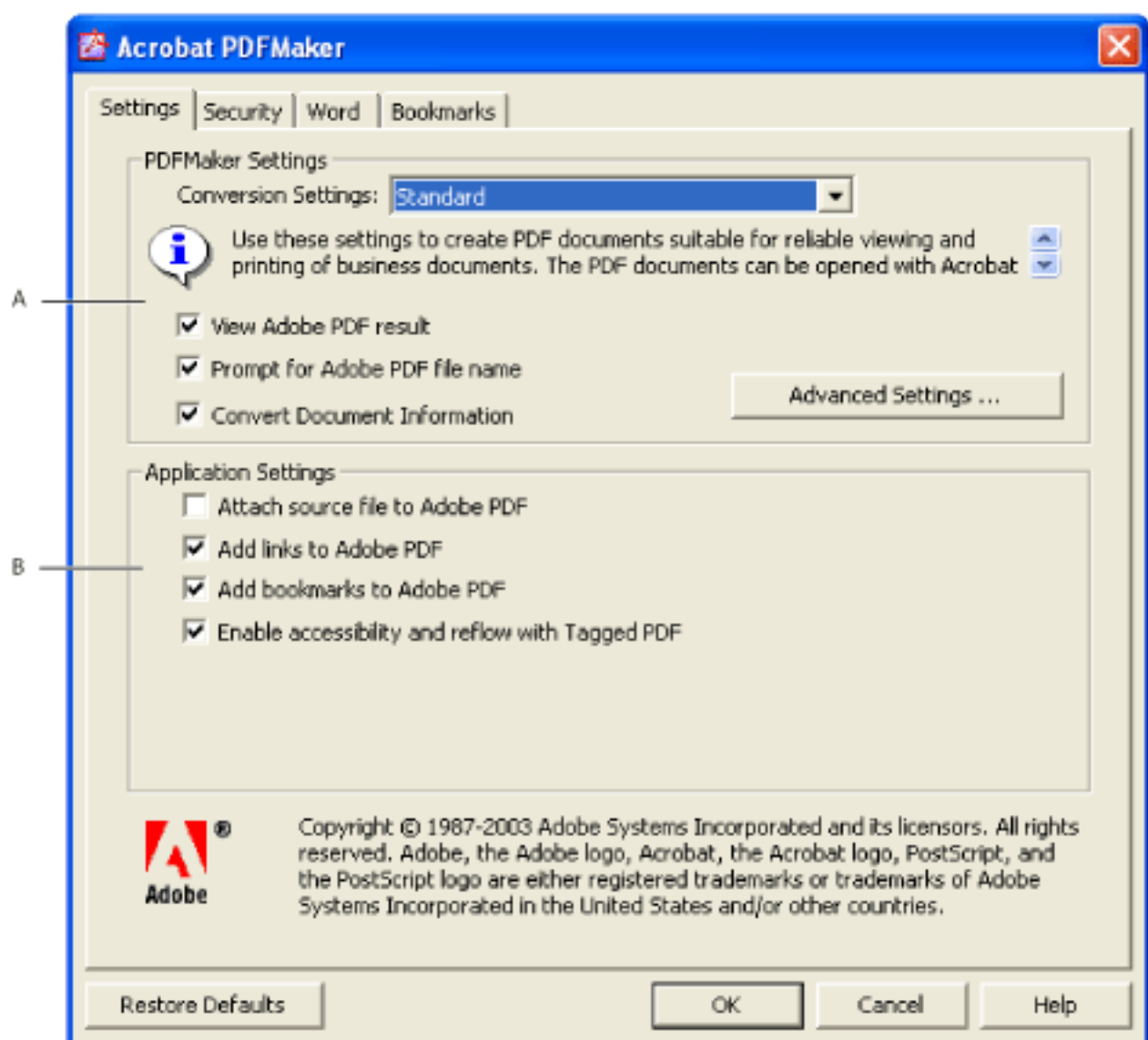


## Editing the PDFMaker conversion settings (Windows)

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. This dialog box has two types of settings:

- The PDFMaker Settings at the top of the dialog box are PDFMaker settings that are applicable to all file conversions that use PDFMaker, regardless of which application was used to create 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 will apply only to the conversion of Word files to Adobe PDF.

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



Conversion settings can be general or application-specific. **A.** PDFMaker settings apply to conversions for all applications. **B.** Application-specific settings apply only to conversion from the named application.

### To edit the PDFMaker conversion settings (Windows):

1. Choose Adobe PDF > Change Conversion Settings.
2. Set the conversion settings in the various tabs:
  - Select Settings to determine the PDFMaker and application settings that will be used in the conversion of the PDF file. (See [Settings options](#).)
  - Select Security to control 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.
  - Select Word to manage the conversion of Microsoft Word notes, text boxes, cross-references, table of contents, footnotes, and endnotes.
  - Select Bookmarks to determine which headings are converted to bookmarks. (See [Bookmarks options](#).)

**Note:** Not all conversion settings are available for all Microsoft Office applications. Options that are not available for a particular application are dimmed. 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 Cancel to exit the dialog box without making any changes to the conversion settings. Click Restore Defaults to restore the default application-specific settings.

### Related Subtopics:

[Settings options](#)

[Word options](#)

[Bookmarks options](#)





## Settings options

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These settings determine the conversion quality.

### Conversion Settings

Choose one of the predefined settings or click Advanced Settings to customize the conversion settings. For information on the default conversion settings, see [Predefined Adobe PDF settings](#). For information on editing these settings and creating new settings, see [Creating custom Adobe PDF settings](#).

### View Adobe PDF Result

Launches Acrobat to view the converted document immediately. Regardless of whether this option is selected, Acrobat is not launched if you convert an email attachment.

### Prompt for Adobe PDF Filename


Prompts you for a filename. To save the file in the same directory 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.

### Application Settings

Depending on the file type you are converting, you can set the following application-specific options (not all options are available for all types of application files):

- Select Attach Source File to Adobe PDF to attach the source file as a comment. The icon  for the attached source file is located on the first page of the Adobe PDF file.
- Select Add Links to Adobe PDF to preserve any links when the file is converted. The appearance of links is generally unchanged.

**Note:** In Excel and PowerPoint, links cannot be created unless the Enable Accessibility and Reflow options are also enabled.

- Select Add Bookmarks to Adobe PDF to convert Word headings and styles to bookmarks in the Adobe PDF file. This option also adds bookmarks in Excel and PowerPoint files.
  - Select Enable Accessibility and Reflow with Tagged PDF to create tagged Adobe PDF files.
  - Select Save Slide Transitions in Adobe PDF to preserve PowerPoint slide transitions in the PDF file.
  - Select Convert Multimedia to PDF Multimedia to preserve multimedia elements in PowerPoint files.
  - Select PDF Layout Based on PowerPoint Printer Settings to create the Adobe PDF document base on the layout specified in the printer settings.
-



## Word options

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You control the conversion of Word features to Adobe PDF features in the Word tab.

- Convert Comments to Notes converts Word comments to PDF note comments.
  - Convert Linked Text Boxes to Article Threads converts linked text boxes in Word to PDF article threads.
  - Convert Cross-References and Table of Contents to Links converts cross-references in the Word file into PDF links, and converts table-of-contents entries into PDF links.
  - Convert Footnote and Endnote Links converts footnotes and endnotes into PDF links to the respective citations.
-



## Bookmarks options

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You control the appearance and functionality of bookmarks in Adobe PDF files created from Word with settings in the Bookmarks tab. By default all headings are converted to bookmarks.

- Select Convert Word Headings to Bookmarks to convert headings in the Word file to bookmarks in the PDF file. In the Bookmark column, deselect bookmarks for headings (or other items) that you don't want to be converted. You can change the level of the bookmark associated with a heading (or other item) only if that heading (or item) is selected. Deselect the Convert Word Headings to Bookmarks option to deselect all headings in the list. If a file contains paragraphs formatted using discontinuous heading levels, PDFMaker inserts blank bookmarks for each of the missing levels.
  - Select Convert Word Styles to Bookmarks to map bookmarks to Word styles. This is useful if you have used Word styles to set up sections in a file, for example.
-



## Combining multiple files into one Adobe PDF file

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You can convert different types of files and combine them into one Adobe PDF file by using the Create PDF From Multiple Files command. You can also use this command to combine PDF files.

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



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 Tasks plug-in to export images and JPEG format and open them in an image editing application.

### 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.
  - (Windows) Right-click a file on the desktop, and choose Combine in Adobe Acrobat from the context menu. (Acrobat displays a warning message if you try to convert an unsupported file type.)
2. In the Create PDF from Multiple Documents dialog box, do any of the following:
  - 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 directory.
  - Select Include All Open PDF Documents to automatically add all open PDF files to the list of files to combine.
  - Select Include Most Recent List of Files to Combine to add the files combined the last time the command was used.



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

3. To move a file up or down the file list, select the filename and click Move Up or Move Down as needed. You can also drag files within the list. Files are converted and consolidated in the order shown in this list. To remove a file from the file list, select the filename and click Remove.
  4. When you have added all the files to be converted and have the files in the desired sequence, click OK to convert and consolidate 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 launch and close automatically. When the conversion is complete, the consolidated PDF file opens. You can name and save the consolidated PDF file using the File > Save As command.
-



## Converting paper documents

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You can create an Adobe PDF file directly from a paper document using a scanner. The resulting file is an image-only PDF file--that is, a bitmap picture of the pages that can be viewed, but not searched.

If you want to search, correct, and copy the text in an image-only PDF file, you can "capture" the pages in the file.

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

### Related Subtopics:

[Scanning pages](#)

[Scanning tips](#)

[Converting scanned pages to searchable text](#)

[Correcting words on captured pages](#)

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## Scanning pages

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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.

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.

### To scan pages:

1. In Acrobat, choose File > Create PDF > From Scanner, or click the Create Adobe PDF button  on the toolbar and choose From Scanner.
2. In the Create PDF From Scanner dialog box, select your scanner device.
3. Choose Single-Sided or Double-Sided format, and specify whether to create a new PDF document or append the converted scan to the currently open PDF document.
4. Choose a compatibility level for the operation. In general, compatibility with the most recent version of Acrobat yields a smaller file size. By default, pages are adaptively compressed for compactness and edge shadows are removed. (Shadows form when the scanner's light is occluded at paper edges.)

The adaptive compression is designed for 300 dpi grayscale and RGB or 400 dpi black and white images.

5. Use the slide bar to set compression and quality. The default value gives compact pages of good quality. At high quality, images are not downsampled but are compressed more accurately, which results in increased page size. At low quality, pages are more compact.
6. Click Scan.
7. Set additional scanning options for your scanner, and complete the scanning operation. The scanning operation and options available vary with the type of scanner. Click Next if you are scanning multiple pages; click Done when you are finished scanning pages.

**Note:** Because adaptive compression may reduce legibility, it should not be applied to documents on which OCR (Paper Capture) is to be applied. If adaptive compression is applied, a higher quality setting should be used.

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## Scanning tips

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

- For text, set up the scanner to create black-and-white (or 1-bit) images.
- Images that are to be captured must be scanned at 200 to 600 dpi.

**Note:** Pages scanned in 24-bit color, 300 dpi, at 8.5-by-11 inches result in very large files (24 MB); your system must have at least twice that amount of virtual memory available to be able to scan.

- For color or grayscale pages with large type, consider scanning at 200 dpi for faster processing. The supported range is 200 to 400 dpi.
- For most pages, scanning at 300 dpi produces text best suited for capture. However, if a page has many unrecognized words or very small text (9 points or below), try scanning at a higher resolution. Scan in black and white whenever possible. The supported range is 200 to 600 dpi.
- Do not use dithering or halftone scanner settings. These settings can improve the appearance of photographic images, 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.
- 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 characters, and characters that are too thick

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## Converting scanned pages to searchable text

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If you want to be able to search, correct, and copy the text in a scanned Adobe PDF file, you can "capture" the pages in one of three file formats: Adobe PDF Formatted Text and Graphics, PDF Searchable Image (Exact), and Searchable Image (Compact). All formats apply optical character recognition (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 captured text on an invisible layer beneath.

You can use the Paper Capture command on pages that were scanned or imported with the following resolutions:

- Black-and-white images at 200 to 600 dpi (300 dpi is generally optimal).
- Grayscale or color images at 200 to 400 dpi.

### To convert scanned pages to searchable text:

1. Open the file you want to capture, and choose Document > Paper Capture > Start Capture.
2. Specify the pages to be captured.
3. Under Settings, click the Edit button if you want to change the primary optical character recognition (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 and Graphics to reconstruct the original page using recognized text, fonts, pictures, and other graphic elements.

**Note:** The primary OCR language menu is available only if you perform a custom installation and choose Roman Paper Capture.

4. In the Paper Capture dialog box, click OK to start the conversion.
-





## Correcting words on captured pages

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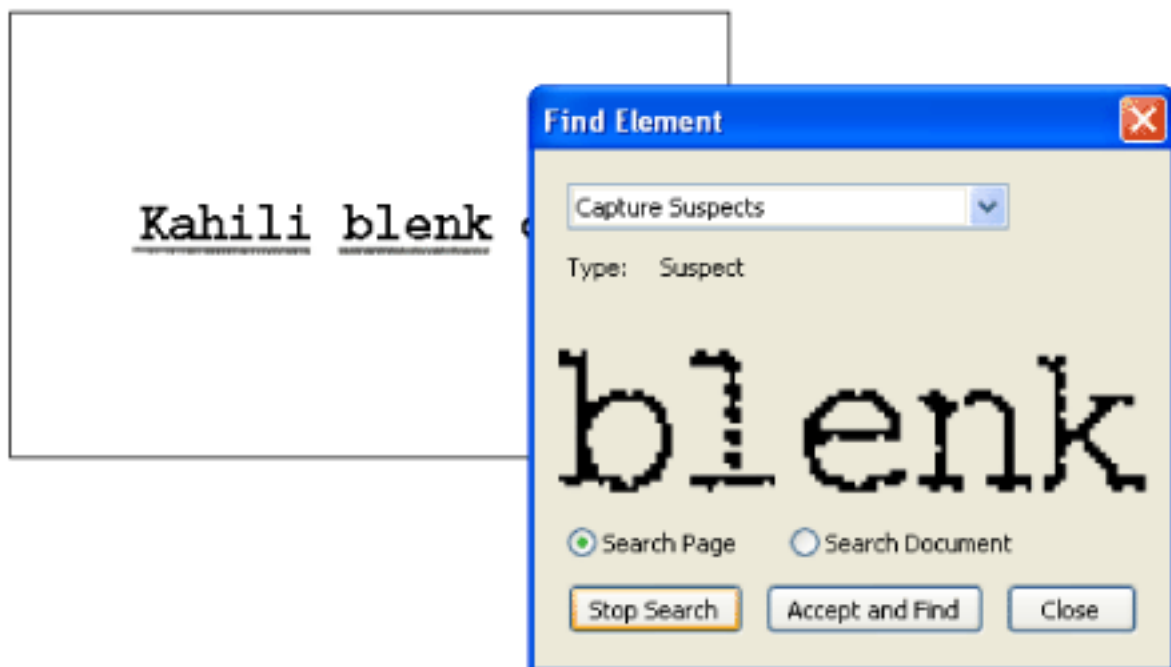
If you choose the PDF Formatted Text and Graphics format as the PDF Output Style, Acrobat "reads" bitmaps of text and tries to substitute words and characters for the bitmaps. When it isn't certain of one of its substitutions, it marks the word as a Capture Suspect. Suspects are shown in the PDF as the 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 have converted your scanned page to formatted text and graphics before you can correct suspect words.

### To review and correct suspect words on captured pages:

1. Do one of the following:
  - Choose Document > Paper Capture > Find All OCR Suspects. All suspect words on the page are enclosed in boxes. Click any suspect word to show the suspect text and its original bitmap image in the Find Element window.
  - Choose Document > Paper Capture > Find First OCR Suspect. The suspect text and the original bitmap image are shown in the Find Element window.

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



Suspect word as it appears highlighted on the page (left) and the suspect word as it appears in the Find Element window (right)

2. Compare the suspect word with the image of the word in the Find Element window.
  3. 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, and then click Accept and Find to move to the next suspect word.
    - To keep the suspect image in place and move to the next suspect word, click Find Next.
  4. Review and correct the remaining suspect words, and then close the Find Element window.
-



## About converting Web pages

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You can convert Web pages to Adobe PDF pages in several ways. In Windows, you can convert Web pages displayed in Internet Explorer directly to an Adobe PDF file in one easy operation, without leaving Internet Explorer. You can also download HTML pages from the Web or an intranet, and convert them to an Adobe PDF file. You provide the address, or URL, of the Web pages, and the pages are opened and converted to an Adobe PDF file in one step.

An Adobe PDF file created from HTML Web pages is like any other PDF file. 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.

Depending on the options you select 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. You can 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](#).

**Note:** One "Web page" may correspond to more than one PDF page. This is because long HTML pages are divided into standard-size pages (depending on the PDF page layout settings).

Before you convert a Web page to an Adobe PDF file, be sure you can access the Internet.

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## Converting and printing Web pages from Internet Explorer (Windows)

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Acrobat adds a button with a menu to the toolbar of Internet Explorer 5.01 or later, which allows you to convert the currently displayed Web page to an Adobe PDF file or convert and print it in one easy operation. When you print a Web page that you have converted to an Adobe PDF file, the page is reformatted to a standard page size and logical page breaks are added. This avoids the inconsistent results often experienced when printing directly from a browser window.





Button on PDF toolbar provides easy conversion and print capabilities.

An Adobe PDF pane is also available in the Internet Explorer window.



In Windows XP, if you don't see the button in Internet Explorer, choose View > Toolbars > Adobe PDF.


### To convert a Web page to an Adobe PDF file:

1. In Internet Explorer, open the Web page that you want to convert, and do one of the following:
  - Click the Convert Current Web Page to an Adobe PDF File button  on the Internet Explorer toolbar.
  - Click the Convert button  on the Adobe PDF pane. (To open the Adobe PDF pane, click the arrow next to the Convert Current Web page to an Adobe PDF File button, and choose Adobe PDF Explorer Bar from the menu.)
  - Click the arrow next to the Convert Current Web page to an Adobe PDF File button, and choose Convert Web Page to PDF from the drop-down menu.
2. In the Convert Web Page to Adobe PDF dialog box, specify a filename and location, and then click Save.

The default filename is the text used in the HTML tag <TITLE>. Any invalid characters in the Web page filename are converted to an underscore when the file is downloaded and saved.


If the Adobe PDF Pane is open, the filename is highlighted when the conversion is complete. You can specify whether converted files are opened in Acrobat automatically, and whether you are prompted to confirm the deletion of files or addition of pages to an existing PDF file in the Preferences dialog box.

### 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. Click the arrow next to the Convert Current Web Page to an Adobe PDF file button , and choose Print Web Page from the menu.
3. In the Print dialog box, select any required print options and click Print.

### To add a converted Web page to an Adobe PDF file:

In Internet Explorer, open the Web page that you want to convert, and do one of the following:

- Click the arrow next to the Convert Current Web Page to an Adobe PDF file button on the Internet Explorer toolbar, and choose Add Web Page to Existing PDF. 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.

### Related Subtopics:

[Setting preferences for converting Web pages in Internet Explorer \(Windows\)](#)

[Managing converted Web pages from Internet Explorer \(Windows\)](#)

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## Setting preferences for converting Web pages in Internet Explorer (Windows)

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The Adobe PDF preferences determine whether converted files are opened in Acrobat automatically, and whether you are prompted to confirm the deletion of files or addition of pages to an existing PDF file.

### To set the Adobe PDF preferences in Internet Explorer:

1. In Internet Explorer, click the arrow next to the Convert Current Web Page to an Adobe PDF file button , and choose Preferences from the menu.
  2. In the Adobe PDF Preferences dialog box, deselect any options you don't want applied, and click OK.
-



## Managing converted Web pages from Internet Explorer (Windows)


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The Adobe PDF pane in Internet Explorer provides a convenient place in which to manage Web pages converted to Adobe PDF files. Folders and PDF files are organized under the root directory 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.

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

### To open or close the Adobe PDF pane:

In Internet Explorer, do one of the following to open or close the Adobe PDF pane:


- Click the arrow next to the Convert Current Web Page to an Adobe PDF file button  and choose Adobe PDF Explorer Bar.
- Choose View > Explorer Bar > Adobe PDF.



You can manage converted Web pages in the Adobe PDF pane.

### To add, rename, or delete a new folder to 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 New Folder .
  - To add a new folder under an existing folder, select the parent folder in the Adobe PDF pane and click New Folder, or right-click (Windows) the folder and choose New Folder.
  - To rename or delete a folder, right-click the folder and choose the appropriate command.
-



## Using other methods to convert Web pages

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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.

Note the following when converting Web pages:

- You can download HTML pages, JPEG and GIF graphics (including the last frame of animated GIFs), text files, and image maps.
- HTML pages can include tables, links, frames, background colors, text colors, and forms. Cascading stylesheets and Flash are supported. HTML links are turned into links, and HTML forms are turned into PDF forms.
- The default/index.html frame is downloaded only once. Other pages may not open in a frame.
- You can determine whether to reference multimedia components by URL, not include them, or embed the files where possible. (See [Setting additional display options for converted HTML pages.](#))
- JavaScript is partially supported.
- To convert Asian language Web pages to PDF on a Roman (Western) system in Windows, you must have installed the Asian language support files at installation. (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 additional display options for converted HTML pages](#)

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

[Setting Web Capture preferences](#)

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## Converting Web pages by specifying a URL

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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 click the Create PDF button on the toolbar and choose From Web Page.
  - 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 Web site.



Some Web sites 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 the converted PDF pages 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.

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## Downloading and converting linked Web pages

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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 this 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. Or right-click (Windows) or Control-click (Mac OS) a tagged bookmark , and choose 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.
- Right-click (Windows) or Control-click (Mac OS) a tagged bookmark, and choose Append Next Level.

### 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

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You can set 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 Capture Settings dialog box:

1. Do one of the following:
  - Choose File > Create PDF > From Web Page, or click the Create PDF button on the toolbar and choose From Web Page.
  - 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 General tab of the Web Capture Settings dialog box, select 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.
2. Select 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.
3. Select Place Headers and 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.
4. Select 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 Web site.
5. 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 additional display options for converted HTML pages](#) and [Setting additional display options for converted text files](#).)
6. Click OK to return to the Create PDF From Web Page or Add to PDF From Web Page dialog box.

### To set page layout conversion settings:

1. In the Web Capture Settings dialog box, click the Page Layout tab, and select a page size, or enter a custom page width and height in the boxes below the page size menu.
  2. Specify orientation and margins.
  3. 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 will be adjusted 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 will be 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 additional 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 additional display options for HTML pages:

1. In the General tab of the Conversion Settings dialog box, double-click HTML, or select HTML, and click Settings.
  2. 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 do not have colors defined.
    - Background Options specify 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 the longest line on the page will fit on the screen. Select this setting if an HTML file you're downloading has unreasonably long lines of preformatted text.
    - Multimedia options determine 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.
  3. Select 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 to apply the changes.
    - Font Size options set 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.
  4. Click OK to apply the changes.
-



## Setting additional 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 additional display options for plain text files:

1. In the General tab of the Conversion Settings dialog box, double-click Plain Text, or select Plain Text, and click Settings.
  2. 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 will be defined only by carriage return or newline characters, and the page will be scaled so the longest line will fit on the screen.
    - Reflow Text is available when the Wrap Lines at Margin is on. (See [About reflowing different kinds of content](#).)
    - Limit Lines per Page limits the number of lines that can appear on a PDF page to the specified number.
  3. Select 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 [About accessing and embedding fonts](#).)
  4. Click OK to apply the changes.
-



## Setting Web Capture preferences

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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 pages.

### To set Web Capture preferences:

1. Choose Edit > Preferences, and then click Web Capture (Windows), or choose Acrobat > Preferences > Web Capture (Mac OS). (You can also choose Preferences from the document pane menu.)
  2. Choose a value from the Verify Stored Images menu to specify how often to check if images have changed on the Web site.
  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 Web site. If you select After, a password dialog box that times out and skips the secured pages after the specified number of seconds is displayed.
  6. Select Reset Conversion Settings to Defaults to change the conversion settings back to their original settings.
  7. Click OK.
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## About Asian-language Adobe PDF files

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All of the Acrobat features are supported for Asian text. On Windows, you need to have Asian language support files installed for both the application and your operating system. On Mac OS, application and system support for Asian text is automatic.

**Note:** This section covers creating and managing Asian-language PDF files on a non-Asian-language operating system.

### Related Subtopics:

[Working with Asian text \(Windows\)](#)

[Working with Asian text \(Mac OS\)](#)

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## Adobe® Acrobat® 6.0 Standard

### Working with Asian text (Windows)

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You can create, view, and print PDF files that contain Japanese, Korean, Traditional Chinese, and Simplified Chinese text by installing the Asian support files. Install the application using the custom installation, and select the Asian Language Support options under Create Adobe PDF and View Adobe PDF. You must also have Asian language support installed for your operating system.

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

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## Working with Asian text (Mac OS)

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You can create, view, and print PDF files that contain Japanese, Korean, Traditional Chinese, and Simplified Chinese text. The necessary support files are installed automatically during the installation process.

Mac OS X includes Japanese Hiragino fonts, which are an advanced set of Japanese fonts. When a non-embedded Japanese font appears in an Adobe PDF document and the original font is not available on your system, Hiragino fonts are used for font substitution. The Hiragino fonts can also be used in authoring applications when creating Adobe PDF files that contain Japanese text. Because the glyph complements for the Hiragino fonts in Mac OS X are greater than can be supported by Acrobat, unsupported glyphs are automatically embedded when an Adobe PDF file is created. This enables the entire range of the font to be displayed. However, it is recommended that you embed all Hiragino fonts when you create an Adobe PDF file on Mac OS to ensure that all characters can be viewed correctly on Windows. Hiragino fonts are embedded automatically unless you move the font names to the Never Embed list in Distiller.

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**Adobe® Acrobat® 6.0 Standard**

## **Advanced Adobe PDF Creation**

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

[Creating custom Adobe PDF settings](#)

[About compressing and downsampling images](#)

[About accessing and embedding fonts](#)

[Setting Distiller preferences](#)

[Setting Adobe PDF printer properties](#)

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## Creating Adobe PDF files from PostScript files

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Adobe Acrobat Standard software installs a simulated printer called Acrobat Distiller for converting PostScript files to Adobe PDF. 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 create an Adobe PDF file using Distiller:

1. Double-click the Acrobat Distiller icon to start Distiller. In Acrobat, you can choose Advanced > Distiller to start Distiller. In Acrobat Professional (Windows), you can also choose Start > Programs > Acrobat Distiller 6.0.
2. In Acrobat Distiller, select an Adobe PDF settings file from the Default Settings pop-up menu. For details, see [Predefined Adobe PDF settings](#).)
3. Choose File > Open to convert the desired PostScript file to Adobe PDF.

### To add security to Adobe PDF files:

1. In Acrobat Distiller, choose Settings > Security.
2. In the Security dialog box, specify desired security options. (See [Security options](#).)

### Related Subtopics:

[Predefined Adobe PDF settings](#)

[About creating PostScript files](#)

[Combining PostScript files](#)

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## Predefined Adobe PDF settings

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You can choose a predefined settings file for creating Adobe PDF files. These settings are designed to balance file size with quality, depending on how the Adobe PDF file is to be used.



You should 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.

You can choose from the following sets of predefined Adobe PDF settings:

- **High Quality** creates PDF files for high-quality output. This set of options downsamples color and grayscale images at 300 dpi and monochrome images at 1200 dpi, does not embed subsets of fonts used in the document, prints to a higher image resolution, and uses other settings to preserve the maximum amount of information about the original document. These PDF files 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, on an imagesetter or platesetter. In this case, file size is not a consideration. The objective is to maintain all the information in a PDF file that a commercial printer or prepress service provider needs to print the document correctly. This set of options downsamples color and grayscale images at 300 dpi and monochrome images at 1200 dpi, embeds subsets of all fonts used in the document, prints to a higher image resolution, does not automatically rotate pages based on the orientation of the text or DSC comments, and uses other settings to preserve the maximum amount of information about the original document. 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 it also embeds subsets of all fonts used in the file, converts all colors to sRGB, and prints to a medium resolution to create a reasonably accurate rendition of the original document. Note that Windows font subsets are not embedded by default. These PDF files can be opened in Acrobat 5.0 and Acrobat Reader 5.0 and later.

**Note:** (Windows only) The five default job options files from Acrobat 5.0 (Screen, Print, Press, CJKScreen, and eBook) are available to Adobe PageMaker and Adobe FrameMaker users for backward compatibility.

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## About creating PostScript files

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Not all authoring applications offer a mechanism for creating Adobe PDF documents directly. In these cases, you must first create a PostScript file and then convert this file to Adobe PDF. Advanced users may also want to use this method to insert Distiller parameters or pdfmark operators into the PostScript file to fine tune the creation of the PDF document.

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

Keep the following guidelines in mind when creating PostScript files:

- Use PostScript LanguageLevel 3 whenever possible.
  - Use the Adobe PDF printer as your PostScript printer.
  - When you create a PostScript file, you have to send the fonts used in the document. To send the fonts, go to the Adobe PDF Printing Preferences dialog box, click the Adobe PDF Settings tab, and deselect the Do Not Send Fonts to "Adobe PDF" option. (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 6.0. Choosing a PPD from some other printer may result in PDF documents that do not contain 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.
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## Combining PostScript files

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Distiller can combine two or more PostScript files to produce a single Adobe PDF document. If the PostScript files have embedded font subsets, Distiller gives the resulting PDF file only one subset for each font. This is much more efficient than creating a set of several PDF documents with duplicate font subsets.

**Note:** Pdfmrkex.ps has examples of how to create various markers for such things as cropping pages, adding comments, and creating text in articles directly in the PostScript file. You need to be familiar with the PostScript language to use this file. For details, see the pdfmark Guide (Pdfmark.pdf) in the Acrobat Distiller Help menu or in the Acrobat Help folder.

You can also convert multiple PostScript files and combine them into one Adobe PDF file by using the Create PDF From Multiple Files command. (See [Combining multiple files into one Adobe PDF file.](#))

### To combine PostScript files into one Adobe PDF file:

1. Start a text editor or a word processor.
2. Choose File > Open.
3. Use your operating system's search tool to locate and open one of the following files in a text editor:
  - Example.ps is a PostScript job file with commands that control Adobe PDF settings each time Distiller starts. You can activate specific settings in the example.ps file, and you can also insert your own custom PostScript commands. For more information on the PostScript commands included in the example.ps file, see the Acrobat Distiller Parameters Technical Note (Distparm.pdf) in the Acrobat Distiller Help menu or in the Acrobat Help folder.
  - Runfilex.ps combines a set of PostScript files from one or more locations into one PDF file.
  - Rundirex.txt combines a set of PostScript files from a specific folder or directory into one PDF file.
4. Follow the instructions in the sample files. The PostScript files are combined in the order in which they are listed.
5. Choose File > Save As, and save the modified files under a new name. Use the name you want Distiller to give the PDF file. For example, if you name the file Handbook.ps, Distiller creates a PDF file called Handbook.pdf. If you're using a word processor, save the file as a text file.
6. Quit the text editor or word processor.
7. Open the file in Distiller.
8. Convert the combined file to PDF.
9. When the PDF file is ready, open the file in Acrobat and make sure that all of the document elements are present and in the correct order.

**Note:** The conversion settings used are those listed in the Default Settings pop-up menu in the Acrobat Distiller dialog box.

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## Creating custom Adobe PDF settings

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You can edit one of the predefined sets of Adobe PDF options and save it under a different name, or you can create your own set of Adobe PDF options from scratch.

### 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, choose Settings > Edit Adobe PDF Settings.
  - In authoring applications or utilities, use the Adobe PDF printer. (See [Using the Adobe PDF printer.](#))
  - (Windows) In the Acrobat PDFMaker dialog box, click Advanced Settings on the Settings tab. (See [Editing the PDFMaker conversion settings \(Windows\).](#))
2. Select one of the predefined sets of options from the Default Settings menu to use as a starting point.
3. Change the desired options on the various tabs:
  - General options set Adobe PDF file compatibility, default page size (for EPS files), resolution, and other file settings. (See [General options \(Adobe PDF settings\).](#))
  - Images options reduce file size by changing the way images, text, and line art are compressed. (See [Images options \(Adobe PDF settings\).](#))
  - Font options affect font embedding. (See [Fonts options \(Adobe PDF settings\).](#))
  - Color options specify how to manage color. (See [Color options \(Adobe PDF settings\).](#))
  - Advanced options set DSC comment processing and other options that affect the conversion from PostScript. (See [Advanced options \(Adobe PDF settings\).](#))
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. (You cannot overwrite the predefined sets of options.)
  - Click Save As to save the changes as a different Adobe PDF settings file. Enter a name and location for the new file, and then click Save. By default, these files are saved in \Documents and Settings\All Users\Documents\Adobe PDF Settings 6.0 (Windows 2000 and Windows XP), or Users/Shared/Adobe PDF Settings 6.0 (Mac OS).

**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).

### Related Subtopics:

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

[General options \(Adobe PDF settings\)](#)

[Images options \(Adobe PDF settings\)](#)

[Fonts options \(Adobe PDF settings\)](#)

[Color options \(Adobe PDF settings\)](#)

[Advanced options \(Adobe PDF settings\)](#)

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## Making custom Adobe PDF settings available to other users

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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:

1. In Acrobat Distiller, choose Settings > Add Adobe PDF Settings.
2. 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.



You can also drag a PDF settings file to the default folder, where it becomes the selected option in the Default Settings menu.

### 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.

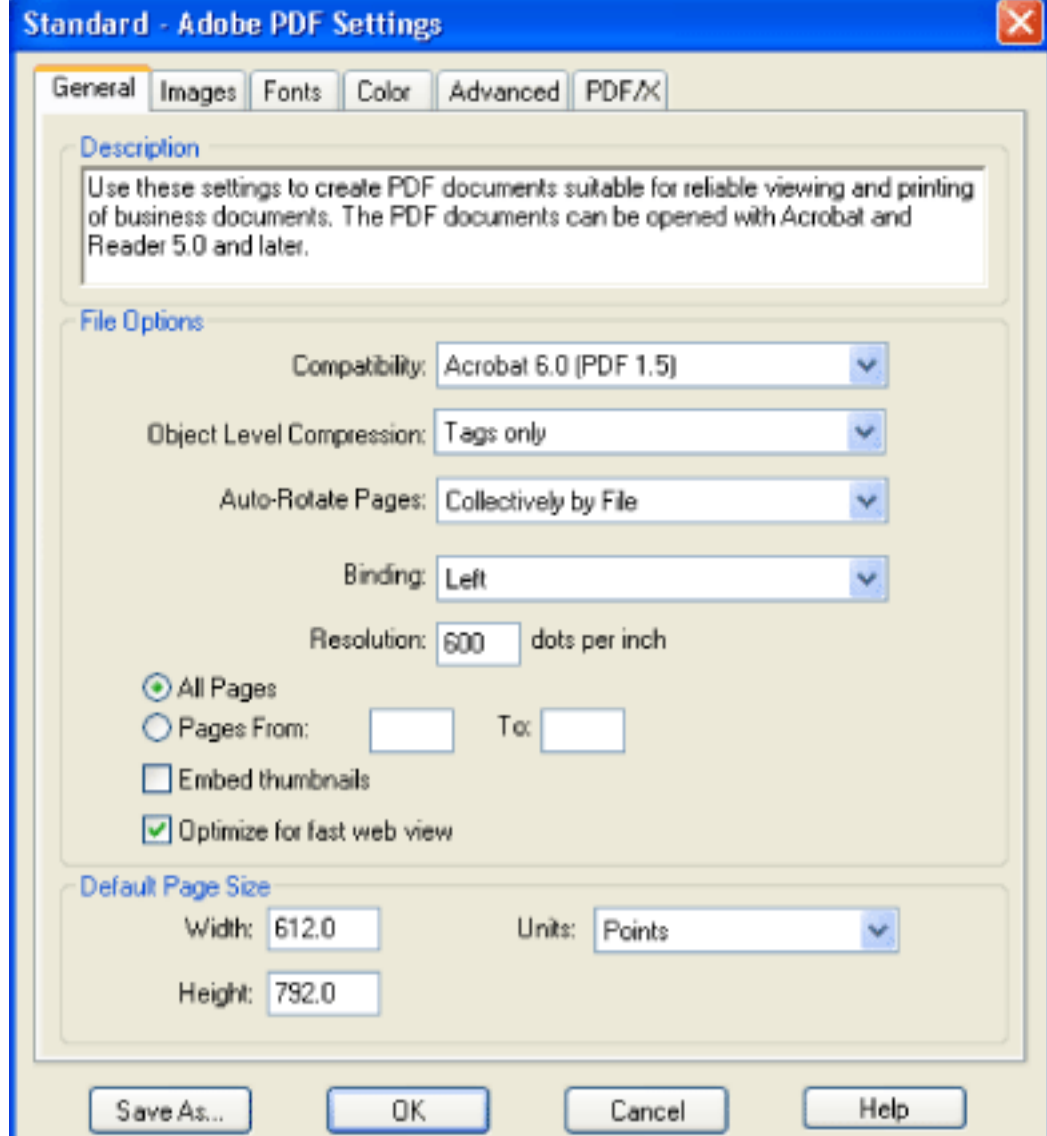
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## General options (Adobe PDF settings)

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 tab selected

### Compatibility

Sets the compatibility level of the Adobe PDF file. For 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. If you create files with Acrobat 5.0 compatibility or later, they may not be compatible with earlier versions of Acrobat. The following table shows some of the differences between PDF files created with different levels of Acrobat compatibility.

Acrobat 3.0 (PDF 1.2)	Acrobat 4.0 (PDF 1.3) and 5.0 (PDF 1.4)	Acrobat 6.0 (PDF 1.5)
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.
Patterns display as 50% gray, but print correctly.	Patterns display and print correctly.	Patterns display and print correctly.
Users can preserve, remove, or apply Transfer functions.	Users can preserve or remove Transfer functions in 4.0, but cannot apply them. Users can preserve, remove, or apply Transfer functions in 5.0.	Users can preserve, remove, or apply Transfer functions.
Users can convert all colors to CalRGB.	Users can convert all colors to sRGB.	Users can convert all colors to sRGB.
ICC color management is not supported.	ICC color management is supported.	ICC color management is supported.
DeviceN color space is converted to an alternate color space.	DeviceN color space with 8 colorants is supported.	DeviceN color space with 32 colorants is supported.
Smooth-shaded objects are converted to images.	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.
Pages can be up to 45 inches in either dimension.	Pages can be up to 200 inches in either dimension.	Pages can be up to 200 inches in either dimension.
Documents up to 32,768 pages long can be converted, depending on disk space and available memory.	There is no limit to the document length, depending on disk space and available memory.	There is no limit to the document length, depending on disk space and available memory.
Double-byte fonts cannot 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.
40-bit RC4 security is supported.	Acrobat 4.0 supports 40-bit RC4 security. Acrobat 5.0 supports 128-bit RC4 security.	128-bit RC4 security is 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 Adobe Reader 6.0 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 turned sideways to be 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 on the Advanced tab 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 text box empty to create a range from the page number you enter in the From text box to the end of the file.

### Embed Thumbnails

Creates a thumbnail preview for each page in the PDF file. Acrobat 5.0 and later (including Reader) automatically generate thumbnails dynamically whenever you click the Pages tab of a PDF file; prior versions do not, however. Adding thumbnails increases the PDF file size. 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 tab. This makes for faster access and viewing when downloading the file from the Web or a network.

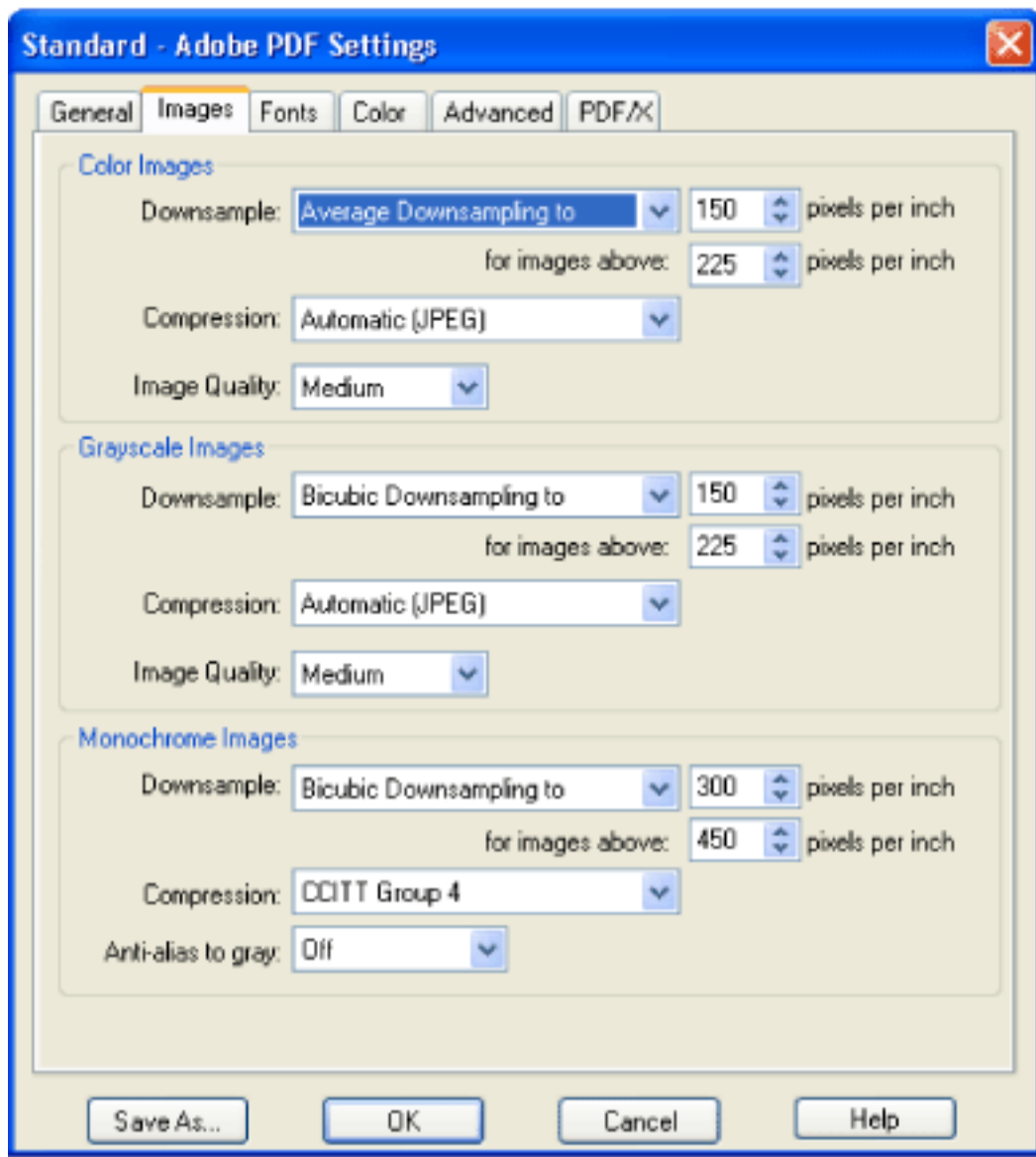
### Default Page Size

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 200-by-200 inches (45-by-45 inches for Acrobat 3.0 compatibility).



## Images options (Adobe PDF settings)

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 [About compressing and downsampling images.](#))



Adobe PDF Settings dialog box with the Images tab selected

### 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 dpi in the For Images Above text 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 [About 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.
- 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.
- Subsampling Downsampling 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.

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 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

Set the compression to be applied to color, grayscale, and monochrome images. For color and grayscale images, also set 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 [Converting to JPEG or JPEG2000 format.](#))

**Note:** To display JPEG2000 options, you must select Acrobat 6.0 (PDF 1.5) from the Compatibility menu on the General tab.

- For monochrome images, choose CCITT Group 4, CCITT Group 3, ZIP, or Run Length compression.

For more information, see [Methods of compression.](#)

**Note:** 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

To smooth 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.)

**Note:** 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 Distiller Parameters Guide in the Acrobat Distiller Help menu, or in the Acrobat Help folder.

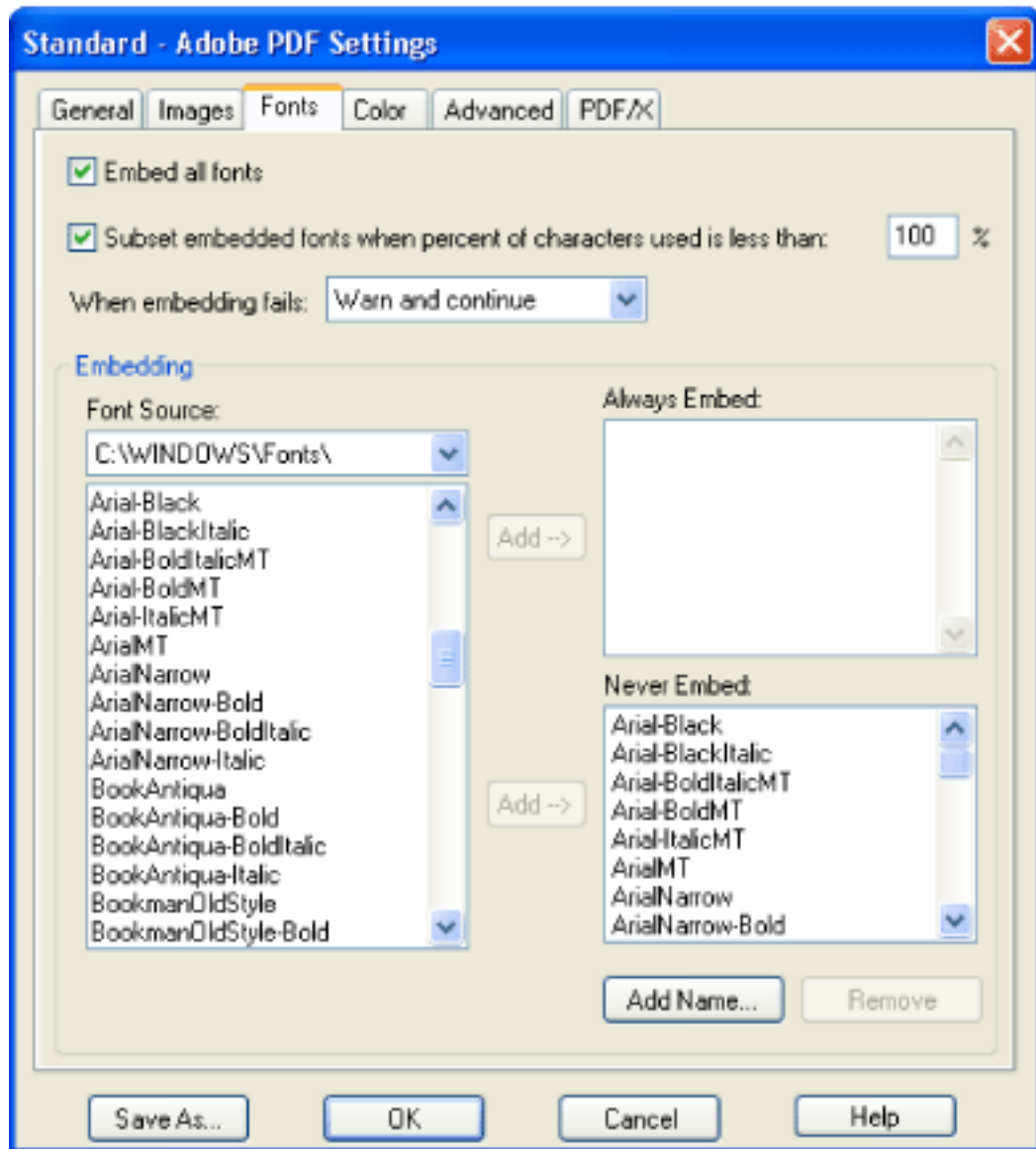




## Fonts options (Adobe PDF settings)

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. For more information on working with fonts, see [About 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 tab selected

### Embed All Fonts

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

### 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 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

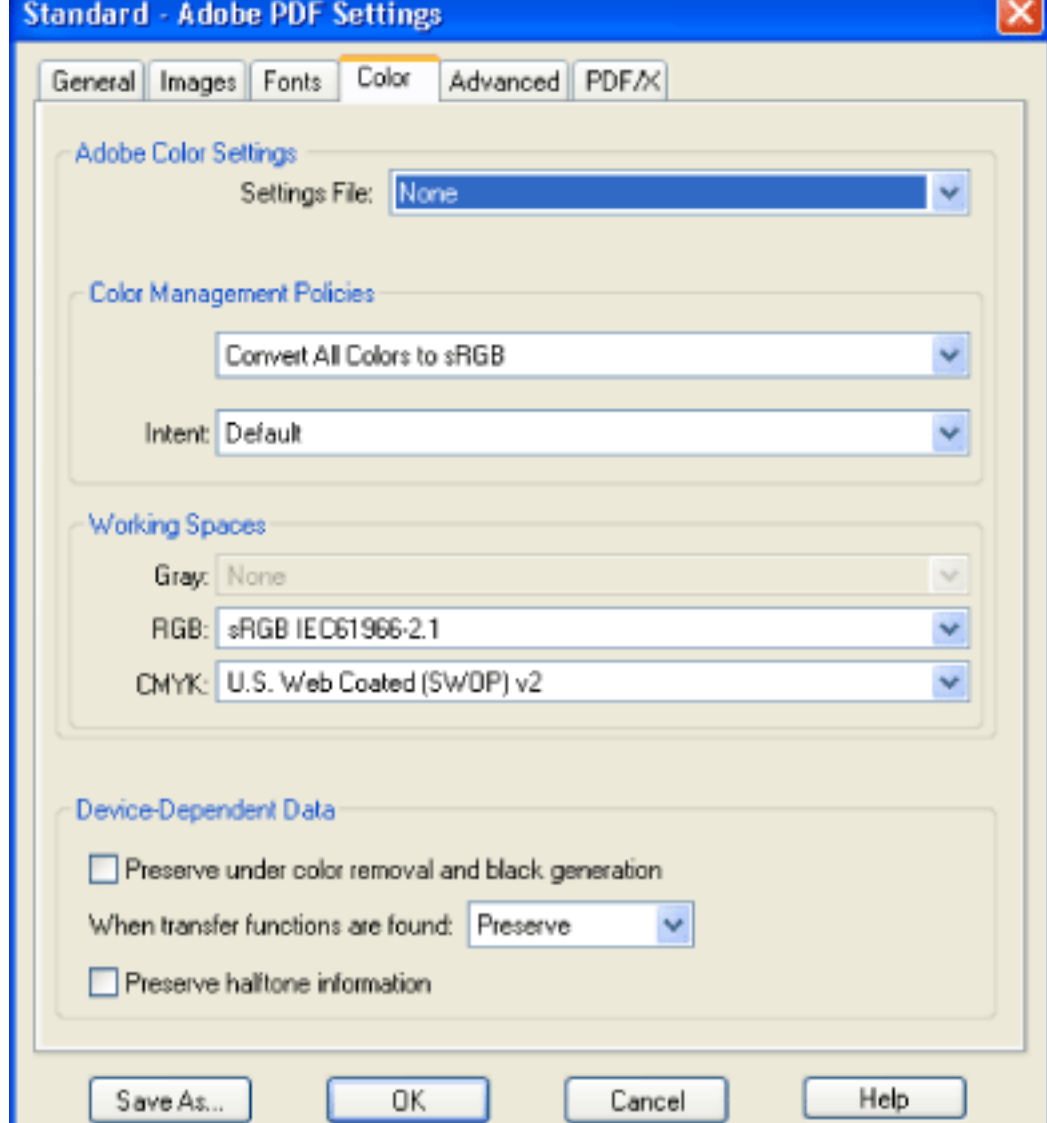
Removes a font from the Always Embed or Never Embed list. This does not remove the font from your system; it just removes the reference to it in the list.

**Note:** Adobe Acrobat 6.0 no longer includes the Times, Helvetica™, and ZapfDingbats™ fonts that have been included in previous versions. If you want these fonts to be viewed and printed in the PDF files that you create, embed the fonts.



## Color options (Adobe PDF settings)

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 tab 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 tab selected

### 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. It is a useful option for print shops that have calibrated all their devices, used that information to specify color in the file, and are only outputting to those devices.
- Tag (or Convert) Everything for Color Management. Embeds 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 4.0 (PDF 1.3) or later compatibility on the General tab. If you selected Acrobat 3.0 (PDF 1.2) compatibility, it 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. Only embeds ICC profiles in images, not text or graphics, when distilling files if you selected Acrobat 4.0 (PDF 1.3) compatibility on the General tab. This prevents black text from undergoing any color shift. If you selected Acrobat 3.0 (PDF 1.2) compatibility, it 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 graphics 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 tab, 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.

### 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 maintains the relative color values among the original pixels as they are mapped to the destination gamut. This method preserves the visual relationship between colors, although the color values themselves may change.
- Saturation maintains the relative saturation values of the original pixels. This method is suitable for business graphics, where the exact relationship between colors is not as important as having bright saturated colors.
- Relative Colorimetric remaps the white point of the source space to the white point of the destination space.
- Absolute Colorimetric disables the matching of white and black points when converting colors. This method is not generally recommended, unless you must preserve signature colors, such as those used in trademarks or logos.

**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).

### Device-Dependent Data

Choose any of the options if you are working with documents created with high-end documentation and graphics applications, such as Adobe Illustrator and Adobe InDesign. For more information, see the documentation that came with the application.

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.

- 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 Transfer Functions 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 Transfer Functions 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.
- Remove Transfer Functions removes 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 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.



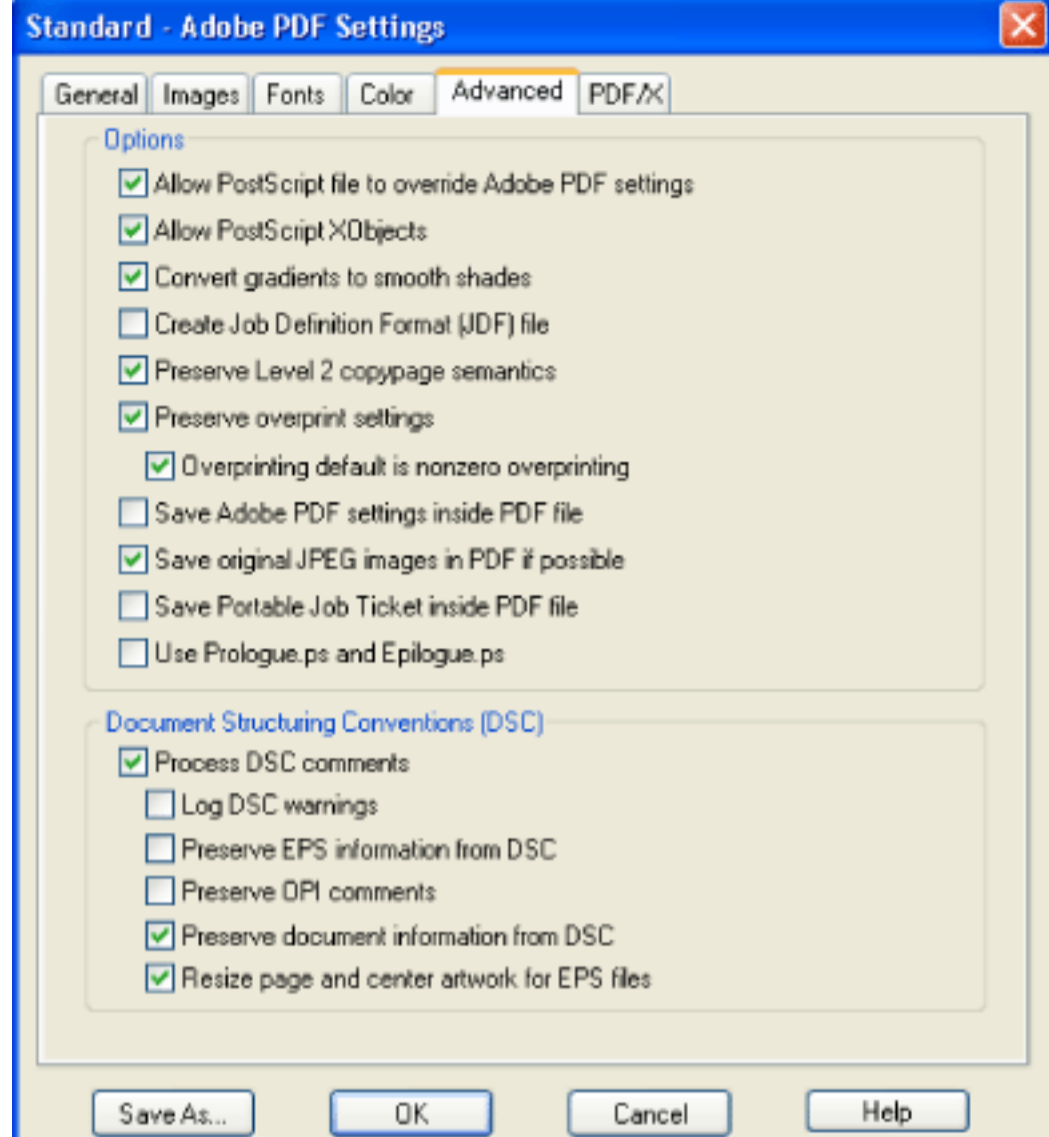


## Advanced options (Adobe PDF settings)

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 working 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), the *Portable Document Format Reference Manual*, and *Updates to the Portable Document Format Reference Manual* at <http://partners.adobe.com/asn/acrobat/index.jsp> (English only) on the Adobe Web site.

**Note:** The ASCII Format option has been removed from Distiller, but is still available as a Distiller parameter. For details, see the Distiller Parameters Guide in the Acrobat Distiller Help menu or in the Acrobat Help folder.



Adobe PDF Settings dialog box with the Advanced tab selected

### 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 graphics, downsampling and encoding of sampled images, and embedding of Type 1 fonts and instances of Type 1 Multiple Master fonts. For details, see the Distiller Parameters Guide in the Acrobat Distiller Help menu or in the Acrobat Help folder.

### Allow PostScript XObjects

PostScript XObjects store information that appears on many pages of the same file, such as a background image, or header and footer information. Using PostScript XObjects can result in faster printing, but requires more printer memory. Deselect this option if you create PDF files with Acrobat 5.0 (PDF 1.4) or later compatibility to prevent PostScript XObjects from being created.

### 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. For details on creating and using JDF, see the Distiller Parameters Guide in the Acrobat Distiller Help menu or in the Acrobat Help folder, or the *Portable Document Format Reference Manual* and *Updates to the Portable Document Format Reference Manual* on the Adobe Web site.

### 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 CMKY 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 File Attachments dialog box in Acrobat (Document > File Attachments). The Adobe PDF settings file becomes an item in the EmbeddedFiles tree inside the PDF file. For details, see the *Portable Document Format Reference Manual*, Version 1.4, sections 3.6.3 and 3.10.3.

### 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. These files have many purposes. For example, prologue files can be edited to specify cover pages; epilogue files can be edited to resolve a series of procedures in a PostScript file. Sample Prologue.ps and Epilogue.ps files are located in Documents and Settings\All Users\Documents\Adobe PDF 6.0\Data (Windows), and Users/Shared/Adobe PDF 6.0/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.

### Process DSC Comments

Maintains DSC (document structuring conventions) information from a PostScript file. The options are:

- 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 bottom right corner of the bottom 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 more information on OPI, see <http://partners.adobe.com/asn/acrobat/index.jsp> (English only) on the Adobe Web site.
- 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.



## About compressing and downsampling images

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When converting PostScript files to Adobe PDF, you can compress text and line art, and compress and downsample color, grayscale, and monochrome images. Line art, or vector graphics, 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](#)

[About applying different settings to different images](#)

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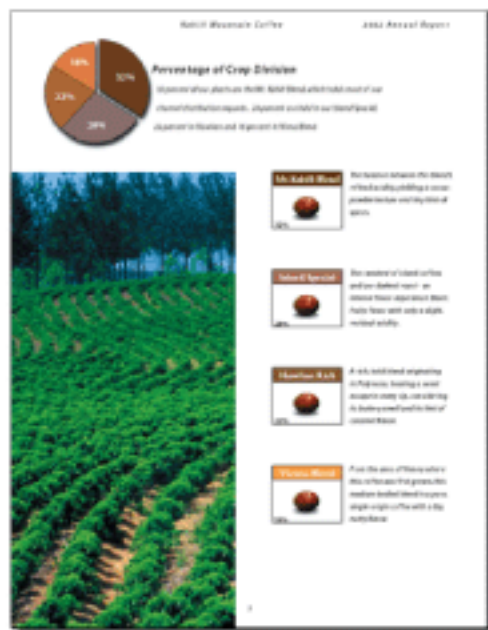


## Methods of compression

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 are 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.





## About applying different settings to different images

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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 [Combining 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 Technical Note (Distparm.pdf) in the Acrobat Distiller Help menu or in the Acrobat Help folder.

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

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## About accessing and embedding fonts

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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 fonts or TrueType 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 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 the fonts are available on your computer. To install them on a Windows computer, 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](#)

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## Adding and removing fonts

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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 folders:

- (Windows) Resource\Font in the Acrobat folder and in the Windows System font folder (also in \psfonts if ATM™ is installed).
- (Mac OS) Resource:Font in the Acrobat folder, and all Fonts folders monitored by Mac OS, including Users/<user name>/Library/Fonts, Library/Fonts, System/Library/Fonts, System Folder/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 the Ignore TrueType Versions of Standard PostScript Fonts option to exclude TrueType fonts that have the same name as a font in the PostScript 3™ font collection.
  5. Click OK.
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## About font embedding and substitution

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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. You cannot edit text when fonts have been embedded this way. 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: either AdobeSerifMM for a missing serif font, or 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.

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**Adobe® Acrobat® 6.0 Standard**

## **Previewing Adobe PDF documents without embedded fonts**

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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.

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## Finding PostScript font names

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If you need to enter a font name manually on the Fonts tab 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. If the file contains more than a single page and the font you're interested in is not on the first page, click List All 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.
-



## Setting Distiller preferences

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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. Do any of the following, and then click OK:
  - To warn you if less than 1 MB of space is available on the hard disk where Distiller is installed, select Notify When Windows TEMP Folder (Windows)/Startup Volume (Mac OS) Is Nearly Full. The hard disk space you need to convert to PDF is often double the size of the PostScript file being processed.
  - (Windows) To specify the name and location for files when using drag-and-drop or the Print command, select Ask for PDF File Destination.
  - (Windows) To warn you when you are about to overwrite an existing PDF file, select Ask to Replace Existing PDF File.
  - (Windows) 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. All the information that appears in the Distiller window while files are being distilled is saved to a file called messages.log. To view the contents of the messages.log file, use your operating system's search tool to locate and open it in a text editor.

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## Setting Adobe PDF printer properties

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In Windows, you can usually leave the Adobe PDF properties unchanged, unless you have configured printer sharing or set security. In Mac OS, there are no properties to set for the Adobe PDF printer. For printer sharing and security, see your Mac OS documentation.

**Note:** With some applications, such as Adobe FrameMaker and Adobe PageMaker, the Acrobat Distiller printer is installed for backward compatibility. This printer is installed for backward compatibility.

### To set Adobe PDF printing properties (Windows):

1. Open the Printers Control Panel, and right-click the Adobe PDF printer.
2. Choose Properties.
3. Click the tabs and select options as needed, and then click OK.

### To reassign the port that Adobe PDF uses for printing (Windows):

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, 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 exit 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, their use is not recommended because of limited user access and security issues.

### To delete a folder and reassign Adobe PDF to the default port (Windows):

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 Control Panel.
  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.
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## **Saving and Converting Adobe PDF Content**

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[Saving Adobe PDF documents](#)

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

[Converting Adobe PDF images to an image format](#)

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## Saving Adobe PDF documents

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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 document or saving a copy of the PDF document.

**Note:** You can save a digitally-signed PDF document, but this invalidates the signature.

### Related Subtopics:

[Saving changes to an Adobe PDF document](#)

[Making Adobe PDF documents smaller](#)

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## Saving changes to an Adobe PDF document

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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 document.

### **To save changes to an Adobe 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). Click Save.

### **To revert to the last saved version of the Adobe PDF document:**

Choose File > Revert, and then click Revert.

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## Making Adobe PDF documents smaller

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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. (See [Optimizing Adobe PDF files.](#))

**Note:** You cannot reduce the file size of a digitally-signed document without invalidating the signature.

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## Converting Adobe PDF documents to other file formats

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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.

**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:
  - XML Data Package Files. (See [Converting to XML Data Package Files](#).)
  - PostScript and Encapsulated PostScript. (See [Converting to PostScript or Encapsulated PostScript \(EPS\)](#).)
  - HTML and XML. (See [Converting to HTML, XML, or plain text format](#).)
  - JPEG and JPEG2000. (See [Converting to JPEG or JPEG2000 format](#).)
  - PNG. (See [Converting to PNG format](#).)
  - TIFF. (See [Converting to TIFF format](#).)
  - Microsoft Word Document. (See [Converting to Rich Text Format or Microsoft Word format](#).)
  - Rich Text Format. (See [Converting to Rich Text Format or Microsoft Word format](#).)
  - Text, accessible and plain. (See [Converting to accessible text](#) and [Converting to HTML, XML, or plain text format](#).)
3. Click Settings to set conversion options. If the Settings button is grayed out, 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 setting used with the Export All Images command.

4. Click Save to convert the Adobe PDF document to the selected file type. By default, the source filename is used as the filename with the file type appended, and the converted file is saved in the same folder.

### Related Subtopics:

[Converting to XML Data Package Files](#)

[Converting to PostScript or Encapsulated PostScript \(EPS\)](#)

[Converting to HTML, XML, or plain text format](#)

[Converting to JPEG or JPEG2000 format](#)

[Converting to PNG format](#)

[Converting to TIFF format](#)

[Converting to Rich Text Format or Microsoft Word format](#)

[Converting to accessible text](#)

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**Adobe® Acrobat® 6.0 Standard**

## **Converting to XML Data Package Files**

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You can save forms in the XML Data Package format, which is used by the XFA (XML Forms Architecture) plug-in. The XFA plug-in incorporates the rich forms functionality required in a high-end forms solution.

### **To convert an Adobe PDF document to an XML Data Package file:**

In the Save As dialog box, choose XML Data Package Files for Save as Type (Windows) or Format (Mac OS). No conversion settings are available for this file type.

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## Converting to PostScript or Encapsulated PostScript (EPS)

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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 in another application file.

**Note:** If you are creating EPS files for separations, all image color spaces should be CMYK.

### To convert an Adobe PDF document to PostScript or EPS format:

1. In the Save As dialog box, choose PostScript (\*.ps) or Encapsulated PostScript (\*.eps) for Save as Type (Windows) or Format (Mac OS), and click Settings.
2. Select any of the following conversion options. (Note that the options available depend on whether you are converting a document to PostScript or EPS format.) When you are done, click OK, enter a filename and location, and click Save to complete the conversion.

#### PostScript

Specifies the level of PostScript compatibility. You should generally choose LanguageLevel 1 for an EPS file that will be placed in another document and color-separated as part of that other document, although some applications, such as Adobe InDesign, can use separations created with LanguageLevel 2 operators. Use LanguageLevel 3 only if you know that the target output device supports this language level.

#### ASCII or Binary

Specifies the output format of image data. Binary output yields smaller files, but not all workflows can accommodate binary output.

#### Include Preview

Includes a TIFF format preview on Windows, or a TIFF or PICT preview on Mac OS.

#### Page Range

All converts the entire file. You can also enter a page range. If you are creating EPS output, each page in the range is saved as a separate EPS file.

#### Font Inclusion

Specifies the level of font embedding (inclusion) for the exported file:

- None to not embed fonts.
- Embedded Fonts to embed all fonts embedded in the PDF document.
- Embedded and Referenced Fonts to embed all fonts embedded and referenced in the PDF document.

#### Raster/Vector Balance

Selects a threshold for the transparency flattener rasterization. The amount of rasterization depends on the amount of available RAM, the complexity of the page, and the types of overlapping objects. A higher value rasterizes less of the document but increases printing time.

#### Printer Profile

Defines the ICC profile of the target output device. Select Printer/PostScript Color Management to convert any ICC profiles to PostScript CSAs and manage color in the RIP. Select Same as Source (No Color Management) to ignore embedded profiles and send only device values.

#### Convert TrueType to Type 1

Converts TrueType fonts to Type 1.

#### Allow RGB and Lab Images

If PostScript LanguageLevel 1 is selected and this option is not selected, files containing RGB or Lab images are not converted. PostScript LanguageLevel1 files may not contain RGB and Lab images.

#### Include Comments

Preserves the appearance of any comments.

#### Emit Halftones

Emits the embedded halftones (screening information) rather than using the halftones in the output device.

#### Emit Transfer Functions

Emits the embedded transfer functions.

#### Emit Undercolor Removal/Black Generation

Applies embedded undercolor removal and black generation information to Device RGB PDF Objects on output.

#### Overprint Preview

Simulates the effects of overprinting for composite output. Some PostScript 3 devices do this automatically.

#### Apply Working Color Space

Applies the CMYK working space profile as a Source Profile for uncalibrated color objects in the document.

#### Defaults

Click this button to restore all settings in the dialog box to the default settings.

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## Converting to HTML, XML, or plain text format

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You can convert an Adobe PDF document to HTML, XML, or plain text. By default, images are converted to JPEG format.

### To convert an Adobe PDF document to HTML, XML, or plain text format:

1. In the Save As dialog box, choose HTML3.2, HTML 4.0 with CSS 1.0, XML 1.0, or Text (Plain) for Save as Type (Windows) or Format (Mac OS), and click Settings.
2. In the Save As Settings dialog box, set any of the following options for output and image file settings. When you are done, click OK, and click Save to complete the conversion.

### Encoding

Choose an encoding from the pop-up menu or use mapping table default.

### 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 filenames in case you have several versions of the same image file. Filenames 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.

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## Converting to JPEG or JPEG2000 format

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The JPEG2000 format, the new international standard for compressing and packaging image data, is supported.

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 directory 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.

### To convert Adobe PDF pages to JPEG or JPEG2000 format:

1. In the Save As dialog box, choose JPEG Files or JPEG2000 Files for Save as Type (Windows) or Format (Mac OS), and click Settings.
2. In the Save As Settings dialog box, select any of the following file settings and color management options. (Note that the options available depend on whether you are converting a document to JPEG or JPEG2000.) When you are done, click OK, and click Save to complete the conversion.

Resolution is determined automatically.

### Grayscale and 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 [About compressing and downsampling images.](#))

**Note:** For JPEG2000, a lossless option is available.

### 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 and Grayscale

Choose the type of color management to be applied to the output file:

- Embed the Current Working Space 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.

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## Converting to PNG format

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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.

### To convert Adobe PDF pages to PNG format:

1. In the Save As dialog box, choose PNG Files for Save as Type (Windows) or Format (Mac OS), and click Settings.
2. In the Save As Settings dialog box, select any of the following file settings and color management options. When you are done, click OK, and click Save to complete the conversion.

Resolution is determined automatically.

### 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

Choose one of the following:

- 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 and Grayscale

Choose the type of color management to the output file:

- Embed the Current Working Space 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.
-



## Converting to TIFF format

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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.

### To convert Adobe PDF pages to TIFF format:

1. In the Save As dialog box, choose TIFF Files for Save as Type (Windows) or Format (Mac OS), and click Settings.
2. In the Save As Settings dialog box, select one of the following file settings and color management options. When you are done, click OK, and click Save to complete the conversion.

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 [About 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 and Grayscale

Choose the type of color management to be applied to the output file:

- Embed the Current Working Space 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.
-





## Converting to Rich Text Format or Microsoft Word format

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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 done, click OK and click Save to convert the PDF document.

#### **Include Comments**

Preserves PDF comments.

#### **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 documents created using Acrobat 4.0 or earlier. If this option is not selected, untagged files are not converted.

**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.

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**Adobe® Acrobat® 6.0 Standard**

## Converting to accessible text

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When you convert Adobe PDF documents that contain alternative text, any alternative text in the document tags is used in place of actual text.

### **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.

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## Converting Adobe PDF images to an image format

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You can convert each image in an Adobe PDF document to an image format. You can also save every page (both text and images) to an image format. (See [Converting Adobe PDF documents to other file formats.](#))

**Note:** You can export only raster images using the Export All Images command; vector images cannot be exported.

### To convert each image in an Adobe PDF document 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 filename is used as the filename with the image file type appended.

3. Click Settings.
  4. In the Save As Settings dialog box, select the conversion, color management, and file settings for the file type. (See [Converting to JPEG or JPEG2000 format](#), [Converting to PNG format](#), and [Converting to 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.
-



**Adobe® Acrobat® 6.0 Standard**

## Filling Out Adobe PDF Forms

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[About Adobe PDF forms](#)

[Filling out forms](#)

[Exporting and importing form data](#)

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# Adobe® Acrobat® 6.0 Standard

## About Adobe PDF forms

An Adobe PDF form is an electronic-based form, resembling a traditional paper form, that can collect data from a user and then send that data via email or the Web using Acrobat Standard.

The screenshot shows a web form for Kahili Mountain Coffee. It includes two coffee options: Hawaiian Rich and Vienna Blend, each with a 24oz pkg. for \$4.50 each. There is a section for joining the Kahili Mountain Coffee Club, which includes a free mug and sample pack, and a complimentary T-shirt. The form also has a subscription section for Kahili Mountain Coffee Online News. The form contains several input fields: Name, Address, City, State (CA), Zip Code, Card Number, and a signature field. There are also radio buttons for signing up, a list box for T-shirt size (Medium, Large, XLarge), and buttons for Submit and Reset. The form is annotated with letters A through G pointing to specific elements: A points to the Name text box, B points to the State combo box, C points to the signature field, D points to the 24oz pkg. buttons, E points to the Yes, Sign me up! check box, F points to the radio buttons, and G points to the T-shirt size list box.

A. Text box B. Combo box C. Signature field D. Button E. Check box F. Radio button G. List box

### Related Subtopics:

[Defining the tabbing order](#)



## Defining the tabbing order

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You can set the order in which a user tabs through form fields, annotations, and links, for each page.

### To set the tabbing order for links, form fields, and annotations:

1. Click the Pages tab in the navigation pane.
2. Do one of the following:
  - Select a page thumbnail, and choose Page Properties from the Options menu.
  - Right-click (Windows) or Control-click (Mac OS) a page thumbnail, and choose Page Properties.
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 structure tree created by the PDF 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 PDF authoring application.

- If the document was created in an earlier version of Acrobat, the tab order will be Unspecified by default. With this setting, form fields are tabbed through first, followed by annotations ordered by row.
-



## Filling out forms



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Adobe PDF forms contain special fields that let you type text or select options. To fill out a PDF form, the author of the PDF form document must have set up the document in Adobe Acrobat Professional or the Acrobat Content Server with appropriate form fields. If you can't type text in form fields or select options, contact the author of the PDF form.

You can also print the form and 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 over the Web. (See [Exporting and importing form data.](#))

**Note:** You cannot create forms using Acrobat Standard. You must use Acrobat Professional to create forms. To upgrade to Acrobat Professional visit the Adobe Web site.

### To fill out a form:

1. Select the hand tool .
2. Position the pointer inside a form field, and click. The I-beam pointer allows you to type text. If your pointer appears as a pointing finger , you can select a button, a check box, a radio button, or an item from a list.
3. After entering text or making a selection, do one 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 Escape to reject the form field change and deselect the current form field. If you are in Full Screen mode, pressing Escape a second time causes you to exit Full Screen mode.
4. Once you have filled in the appropriate form fields, do one of the following:
  - Click the Submit Form button, if one exists. The button may be named differently, depending on the form author. 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 and importing form data.](#))
  - Print the form. (See [Printing Adobe PDF documents.](#))

For information about how to fill in a digital signature form field, see [About adding signatures.](#)

### To clear a form in a browser window:

Do one of the following:

- Select the Reset Form button if one exists. You cannot undo this action.
- Exit the browser, and start again.

Clicking the Reload button or the Go Back button, or following a link in a browser window may not clear a form.

### To clear a form in Acrobat Standard:

Choose File > Revert.

### Related Subtopics:

- [Using Auto-Complete](#)
  - [Setting Forms preferences](#)
-





## Using Auto-Complete

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You can use the Auto-Complete feature 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 automatically fills in the remaining characters.

### To set Auto-Complete preferences:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select Forms from the list.
  2. Select an Auto-complete option from the pop-up menu, and click OK.
-



## Setting Forms preferences

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To control various form field aspects, use the Forms preferences settings.

### To set Forms preferences:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select Forms from the list.
  2. Select the preferences that you want, and then click OK:
    - 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 display a default color for the form field background, select Show Background Color for Form Fields and then select a color.
    - To display the appearance of a form field when creating or editing forms, select Show field preview when creating or editing form fields.
-



## Exporting and importing form data

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You can export the form data to a separate file. Exporting form data lets you save the existing data, which you can then send via email or the Internet. You can save the form data as a tab-separated text file, Forms Data Format (FDF), or in XFDF (XML-based FDF files). The exported file will be considerably smaller than the original PDF file. A smaller file is preferable for archiving or sharing data electronically. You can also import data from the exported file into another form if that form has fields with the same names.

You can also import file data from a text file. Each row in the 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 export form data to a file:

1. Open the Adobe PDF form and fill it out.
2. Choose **Advanced > Forms > Export Forms Data**.
3. Specify a location and filename, and then click **Save**.

### To import form data from a file:

1. Open the Adobe PDF form.
2. Choose **Advanced > Forms > Import Forms Data**.
3. 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.

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**Adobe® Acrobat® 6.0 Standard**

## **Adding Navigation to Adobe PDF Documents**

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[About page thumbnails](#)

[About bookmarks](#)

[About links](#)

[About destinations](#)

[Using actions for special effects](#)

[About Web pages converted to an Adobe PDF document](#)

[About articles](#)

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## About page thumbnails

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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 and 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.

### Related Subtopics:

[Creating page thumbnails](#)

[Adding page actions with page thumbnails](#)

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## Creating page thumbnails

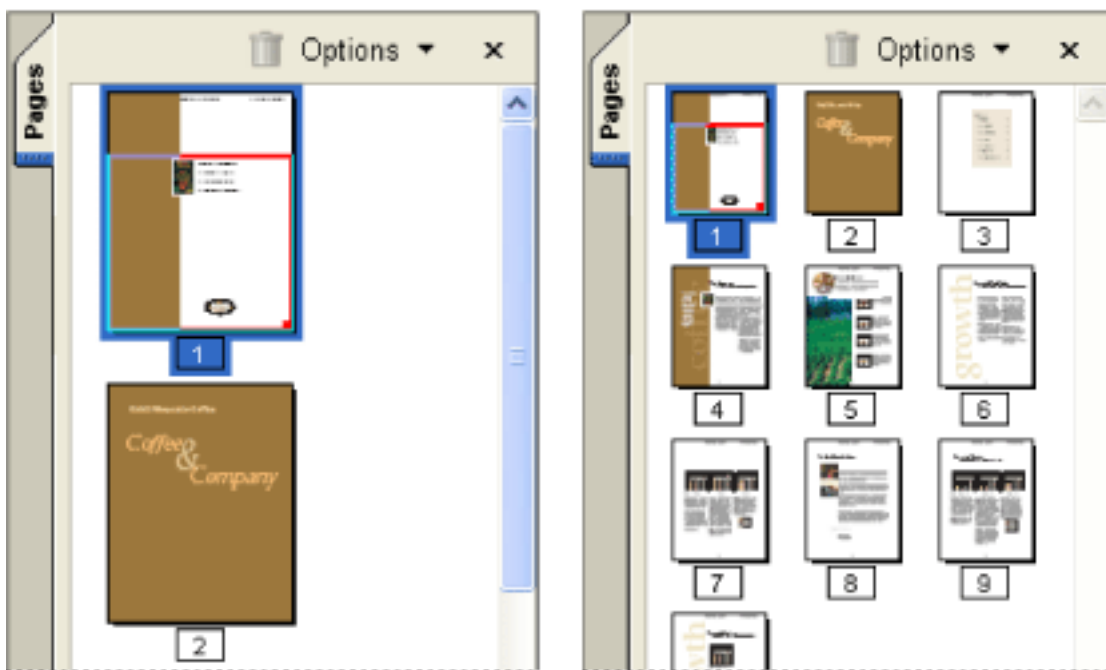
---

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. For large documents, it may take several seconds for all the page thumbnails to be drawn after you select the tab. You can embed page thumbnails in an Adobe PDF document so that they do not need to be redrawn every time you select the Pages tab. They can easily be unembedded and embedded again if necessary.

**Note:** Drawing of page thumbnails may pause if you interact with the application during the process.

### To create page thumbnails:

1. Click the Pages tab in the navigation pane.
2. Choose Reduce Page Thumbnails from the Options menu to view page thumbnails at approximately one-half the default size (38 x 48 pixels). To switch the view back to the default size (76 x 98 pixels), choose Enlarge Page Thumbnails from the Options menu.



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 Choose Remove Embedded Page Thumbnails from the Options menu.

For information on embedding page thumbnails using Distiller, see [General options \(Adobe PDF settings\)](#).

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## Adding page actions with page thumbnails

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To enhance the interactive quality of a document, you can specify actions to occur, such as changing the zoom value 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. Do one of the following to open the Page Properties dialog box:
  - Select the page thumbnail corresponding to the page, and choose Page Properties from the Options menu.
  - Right-click (Windows) or Control-click (Mac OS) the page thumbnail on the Pages tab, and choose Page Properties.
3. In the Page Properties dialog box, click Actions.
4. From the Select Trigger menu, choose one of the following:
  - Page Open sets an action when the page opens.
  - Page Close sets 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 [About action types](#).

6. Specify the options for the action, and click OK. The options available depend on the action selected.

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.

**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.

7. 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.
  8. To delete a page action, select the page action, and then click Delete.
  9. Click Close to accept the page actions.
-





## About bookmarks

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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 non-PDF), or to a Web page. Bookmarks can also perform actions, such as executing a menu item or submitting a form.

The tables of contents of documents created by most desktop publishing programs become bookmarks in Adobe PDF documents. In addition to the bookmarks generated automatically from a table of contents, 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.

### Related Subtopics:

[Creating bookmarks](#)

[Managing bookmarks](#)

[Creating a bookmark hierarchy](#)

[Tagged bookmarks](#)

[Adding tagged bookmarks](#)

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## Creating bookmarks

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Bookmarks generated from a table of contents are usually adequate to navigate through a document. There may be times, however, when you want 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. Click the Bookmarks tab in the navigation pane.
2. 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.
3. Choose New Bookmark from the Options menu.
4. Select the new bookmark and do one of the following:
  - Choose View > Toolbars > Properties Bar, and choose a color and style for the text.
  - Right-click (Windows) or Command-click (Mac OS), and select Properties. Click the Appearance tab, and choose a color and style for the text.

**Note:** You can open the Bookmark Properties dialog box by clicking the More button on the Properties toolbar.

5. On the Bookmarks tab, select the "Untitled" label of the new bookmark and type the text you want.





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. Select the bookmark on the Bookmarks tab, and right-click (Windows) or Control-click (Mac OS) and choose Properties.
2. In the Bookmark Properties dialog box, click Actions.
3. Choose one of the actions from the Select Action menu, and click Add.

For information on the actions that can be associated with bookmarks, see [About action types](#).

### To bookmark selected text or an image using the Select Text or Select Image tools:

1. Do one of the following:
    - Select an existing bookmark to add a new bookmark below it.
    - Make sure that no bookmark is selected to add a new bookmark at the bottom of the bookmark list.
  2. Select the Select Text tool  or the Select Image tool , and do one of the following:
    - To bookmark a single image, click in the image you want to bookmark, 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 marquee around the desired area.
    - To bookmark selected text, drag to highlight the selection. The selected text becomes the label of the new bookmark. You can edit the label.
    - To deselect text or an image and start over, click anywhere outside the selection.
  3. Right-click (Windows) or Control-click (Mac OS) and choose Add Bookmark. A bookmark is added to the Bookmarks tab.
  4. In the Bookmarks tab, select the label of the new bookmark and type in the text you want if you used the Select Image tool.
-



## Managing bookmarks

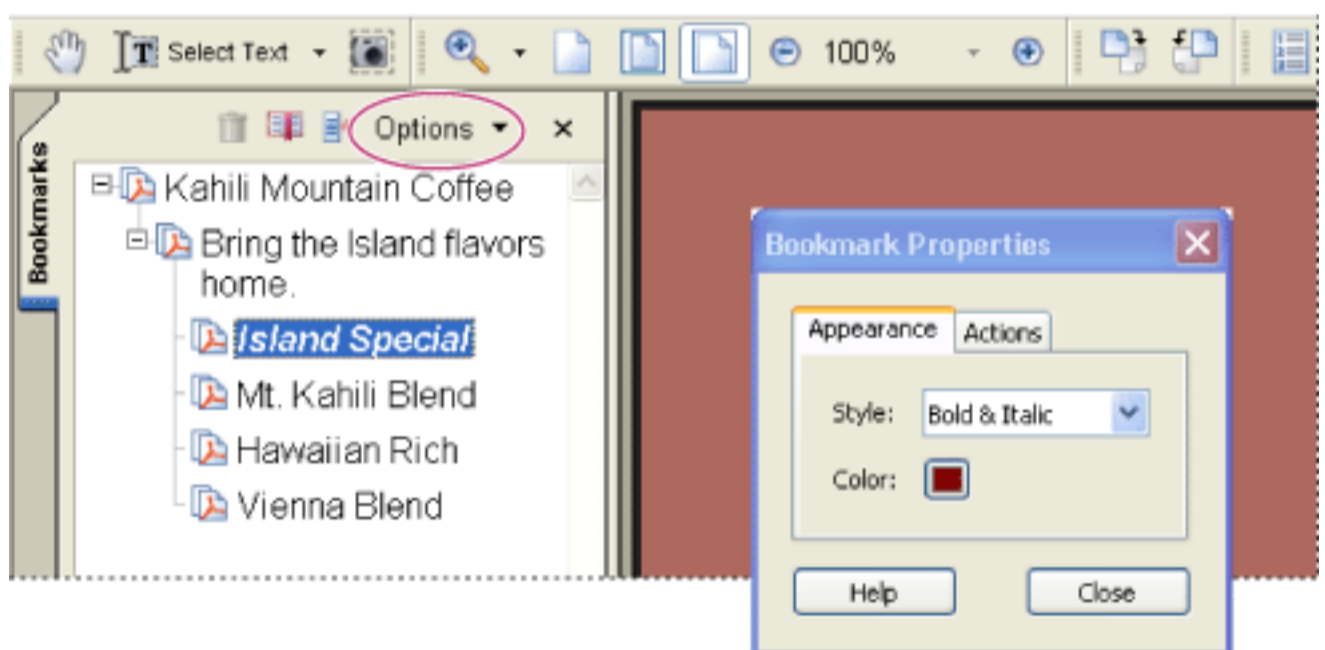
---

Initially, bookmark destinations are the view you are looking at when you create a bookmark. 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.
- Select the bookmark in the Bookmarks tab, right-click (Windows) or Control-click (Mac OS), 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.
- Select the bookmark, and right-click (Windows) or Control-click (Mac OS) 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 magnification.
4. Choose Set Bookmark Destination in the Options menu or Set Destination in the bookmark's context menu.

### To delete a bookmark:

1. Click the Bookmarks tab.
2. , Select the bookmark or range of bookmarks you want to delete, and do one of the following:
  - Choose Delete Bookmark(s) in the Options menu.
  - Right-click (Windows) or Control-click (Mac OS), and choose Delete.
  - Drag the bookmarks to the Delete button or trash can.

**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:

In the Bookmarks tab, choose Wrap Long Bookmarks from the Options menu to show all the text of long bookmarks regardless of the width of the Bookmarks tab. This option is on when checked and off when not checked. You can also right-click (Windows) or Control-click (Mac OS), and choose Wrap Long Bookmarks.

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## 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.

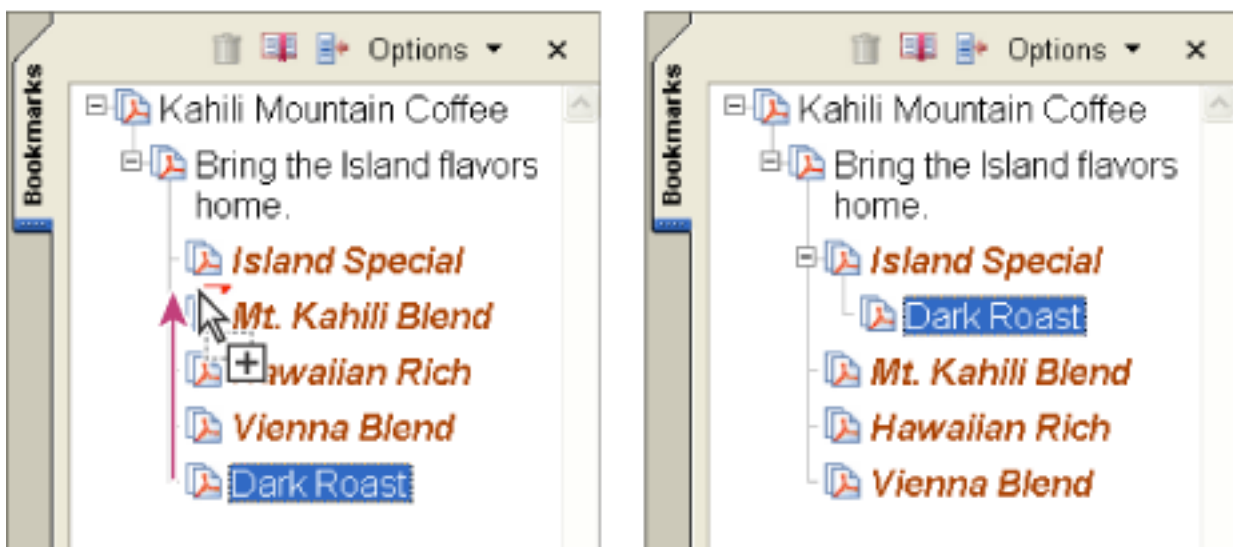
### To expand and collapse the bookmark hierarchy:

Do one of the following:

- Click the plus sign or horizontal triangle next to the bookmark icon to show any children related to the bookmark. Click the minus sign or inverted triangle to collapse the list again.
- Select the bookmark, and choose Expand Current Bookmark from the Options menu.
- From the Options menu, choose Expand Top-Level Bookmarks to show all bookmarks. Choose Collapse Top-Level Bookmarks to collapse all bookmarks.

### To nest a bookmark under another bookmark:

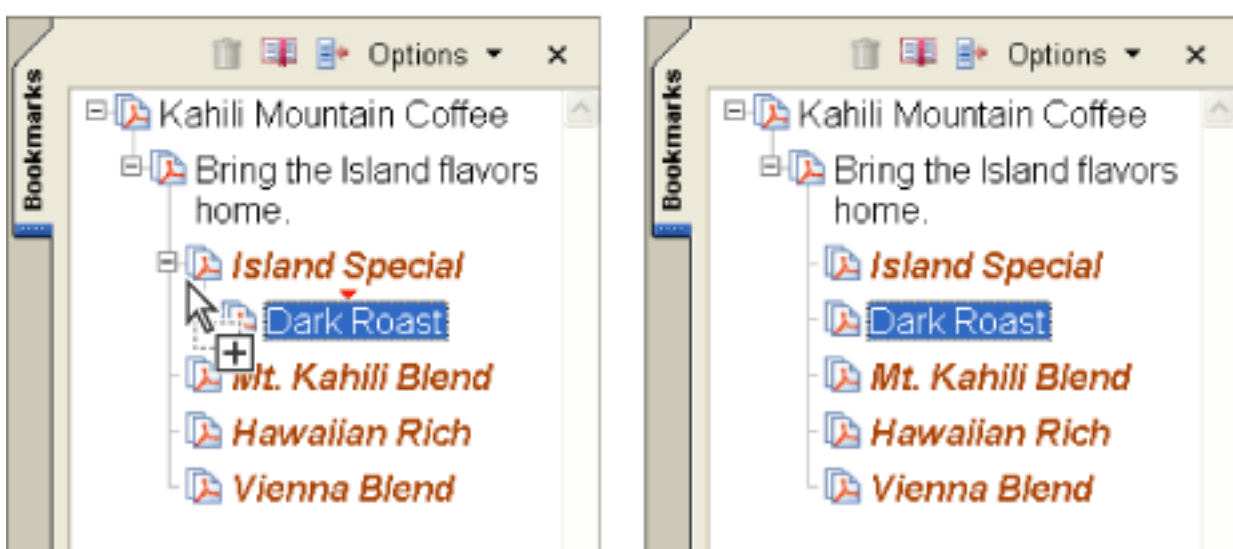
1. Select the bookmark or range of bookmarks you want to nest.
2. Drag the icon or icons directly underneath the parent bookmark icon. A line  shows the position of the icon or icons.
3. Release the bookmark. The bookmark is nested; however, the actual page remains in its original location in the document.



Nesting a bookmark

### To move a bookmark out of a nested position:

1. Select the bookmark or range of bookmarks you want to move.
2. Drag the icon or icons, positioning the arrow directly under the label of the parent bookmark.
3. Release the bookmark.




Moving a bookmark out of its nested position



## Tagged bookmarks

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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, and the like) to create bookmarks, they can be used for editing the document. You can delete pages using tagged bookmarks. Tagged bookmarks are easily identified by their icon .

Several word-processing applications, including Adobe InDesign and Microsoft Word, provide the necessary internal information to support tagged bookmarks.

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## Adding tagged bookmarks

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If your PDF file contains structural information, 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. 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.
3. Click OK.

The structured bookmarks  are nested under a new, untitled bookmark.

A second type of tagged bookmark--tagged bookmarks for Web pages--are also available. (See [About Web pages converted to an Adobe PDF document.](#))

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## About links

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Links let you jump to other locations in the same document, to other electronic documents, or to Web sites. 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. (See [Using actions for special effects.](#))

### Related Subtopics:

[Creating links](#)

[Defining the appearance of a link](#)

[Adding actions to a link](#)

[Editing links](#)

[Creating links from URLs](#)

[Removing all Web links](#)

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## Creating links

---

You can use the Link tool to create links that let you jump to another location in a document, to another document, or to a Web site. You can make your links visible or invisible. You can create links directly from text and images using the Select Text tool, the Select Image 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. Choose View > Toolbars > Properties Bar. You set the appearance of links using this toolbar or the Appearance tab of the Properties dialog box. You can set the link appearance before or after you create the link. (See [Defining the appearance of a link.](#))




**Note:** You can reuse the appearance settings for a link. Right-click (Windows) or Control-click (Mac OS) on the link whose properties you want to use as the default, and choose Use Current Appearance as New Default.

4. Drag the mouse to create a rectangle (marquee). This is the area in which the link is active.
5. In the Create Link dialog box, do one of the following and then click OK:
  - Select Open a Page in This Document, select the destination page number for the link, and set the page magnification.
  - 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 name is truncated in the middle.

- Select Open a Web Page, and provide the URL of the destination Web page. (See [About 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 Text tool, the Select Image tool, or the Snapshot tool:

1. Select the Select Text tool , the Select Image 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 Ctrl-click (Mac OS), and choose Create Link.
3. Do one of the following:
  - Select Open a Page in This Document, select the destination page number for the link, and set the page magnification. Click OK to set the link.
  - Select Open a File, click Browse to select the destination file, and click Select. If the file is a PDF document, specify how the document should open in the Specify Open Preference dialog box. Click OK and Close to apply the action.

**Note:** If the file name is too long to fit in the text box, the name is truncated in the middle.

- Select Open a Web Page, and provide the URL of the destination Web page. (See [About destinations.](#)) Click OK to apply the action.
-



## Defining the appearance of a link

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You can define the appearance of a link before you set the link or after you set the link. You define the link appearance in the Properties toolbar or in the Link Properties dialog box. The Link Properties dialog box opens automatically when you create a custom link. For other link types, you must open the dialog box manually.

**Note:** To define the visibility of a link, you must use the Properties dialog box. You cannot define the visibility of a link in the Properties toolbar.

### To define the appearance of a link:

1. On the Properties toolbar or on the Appearance tab of the Properties dialog box, choose a color, line thickness, and line style for the link. Click the Down arrow 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 Highlight Style, Link type, Color, and Line Style options are not available if Invisible is selected for Appearance.

3. If you set the link appearance on the Properties toolbar, right-click or Control-click the link box and choose Properties to open the Link Properties dialog box from which you can also specify whether a link is visible or invisible, add actions, and lock the settings to prevent accidental changes.
4. 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 you are putting the link over a photograph or graphic.
5. In the Appearance tab of the Properties dialog box, select the Locked option to prevent users from accidentally changing your settings.
6. To test the link, select the Hand tool.

**Note:** Link properties are reused when you create new links until you change the properties again.

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## Adding actions to a link

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To enhance the interactive quality of a document, you can specify an action to occur, such as changing the zoom value, when a link is triggered.

### To set the link actions:

1. Select the Link tool  and double-click an existing link to open the Link Properties dialog box.
2. Select the Actions tab, and choose an action from the Select Action menu.
3. Choose one of the actions from the Select Action menu, and click Add.

For information on the actions that can be associated with links, see [About action types](#).

4. Specify the options for the action, and click OK. The options available depend on the action selected.

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.

5. Click Close.
-



## Editing links



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You can edit a link at any time. You can change its appearance, 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 Object 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 cursor is over a corner. If the cursor is not directly over a corner of the link rectangle, the cursor 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 change the properties of a link:

1. Select the Link tool  or the Select Object tool , and double-click inside the link rectangle to open the Link Properties dialog box.
2. Change the appearance of the link or edit the actions triggered by the link, and click OK. (See [Creating links.](#))

**Note:** If the Locked option is selected in the Link Properties dialog box, you need to deselect it before you can edit the link properties.

### To delete a link:

1. Select the Link tool  or the Select Object tool , and select the link rectangle you want to delete.
  2. Do one of the following:
    - Choose Edit > Delete.
    - Press the Delete key.
    - Choose Edit > Delete in the context menu.
-



## Creating links from URLs

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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.
-



**Adobe® Acrobat® 6.0 Standard**

## Removing all Web links

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You can remove all Web links from an Adobe PDF document.

### **To remove all Web links from an Adobe PDF document:**

Choose **Advanced > Links > Remove All Links from Document**.

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## About destinations

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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. To display the destinations list, choose View > Navigation Tabs > Destinations, and do one of the following:
  - Choose Scan Document from the Options menu.
  - Click the Scan Document button  at the top of the Destinations tab.
2. To sort the destinations, 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, and if necessary, choose Scan Document from the Options menu.
2. Select a destination, and right-click (Windows) or Control-click (Mac OS). Do one of the following:
  - 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 document you want to link to (the target document), click the Scan Document button  at the top of the Destinations tab. Then navigate to the location where you want to create a destination, and set the desired view. (See [Adjusting the view of documents.](#))

**Note:** You must scan a document for any existing destinations before you can create a new destination. This step is required, even when you are creating the first destination for the document.

2. Set the destination by doing 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 the name of the destination, and press Enter or Return. A destination name must be unique.
  4. In the source document (the document you want to create the link from), select the Link tool .
  5. Drag a rectangle to specify a source for the link.
  6. In the Create Link dialog box, select Custom Link and click OK.
  7. On the Actions tab of the Link Properties dialog box, select Go to a Page in this Document (if you're linking to a destination in the same document) or Go to a Page in Another Document (if you're linking to a destination in another document) from the Select Action menu, and click Add.
  8. If you are linking to another document, in the Go to a Page in Another Document dialog box, select your target file (the file in which you defined the destination). In the Open In menu, specify how the target document should open.
  9. Select Use Named Destination, and browse to select your named destination. Click OK, and click OK again.
  10. Define the appearance of the link. (See [Defining the appearance of a link.](#))
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## Using actions for special effects

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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, when present in the Properties dialog box, prevents the appearance and actions associated with an object from being accidentally changed.

### Related Subtopics:

[Adding actions](#)

[About triggers](#)

[About action types](#)

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## Adding actions

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To add an action, you must generally define a trigger that causes the action to occur and then define the action itself. You can add multiple actions to one trigger. Triggers are not available when setting actions for bookmarks and links. These actions are activated only by a mouse click. (See [About triggers.](#))

### To specify action options:

1. To open the Properties dialog box, do one of the following:
    - Select the bookmark, page thumbnail, link, or form field whose properties you want to edit or set, right-click (Windows) or Control-click (Mac OS), and choose Properties.
  2. Click the Actions tab.
  3. From the Select Trigger menu, select the mouse behavior or page item to trigger the action.
  4. From the Select Action menu, select the action type that will occur when the trigger is activated, and then click Add. (See [About action types.](#)) You can add multiple actions.
  5. Click OK. Actions are executed in the order they appear in the Actions list box.
  6. 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 the action, and then select 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.
-



## About triggers

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Triggers determine how actions are activated in media clips 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 action, because it gives the user one last chance to drag the cursor 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 mouse pointer enters the field or play area.

### **Mouse Exit**

When the mouse 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.

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## About action types

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You can assign the following actions to links, bookmarks, pages, media clips, and form fields:

### **Go to a Page in This Document**

Jumps to the specified destination within the current document.

### **Go to a Page in Another Document**

Jumps to the specified destination in another PDF document.

### **Go to Snapshot View**

After you use the Snapshot tool to copy a page or an area of the PDF document to the clipboard, you can create an action that jumps to that page or view area. Click Add to convert the snapshot to a Go to a Page in This Document destination.

### **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.)

### **Read an Article**

Follows an article thread in the active document or in another PDF document.

### **Execute a Menu Item**

Executes a specified menu command as the action.

### **Set Layer Visibility**

Determines which layer settings are active. Before you add this action, specify the appropriate layer settings. (See [Adding navigation 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 mouse pointer rolls 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.

### **Reset a Form**

Clears previously entered data in a form. You can control the fields that are reset with the Select Fields dialog box.

### **Import Form Data**

Brings in form data from another file, and places it in the active form.

### **Run a JavaScript**

Runs the specified JavaScript.

### **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 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 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.

### **Open a Web Link**

Jumps to the specified URL destination on the Internet. You can use http, ftp, and mailto protocols to define your link.

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## About Web pages converted to an Adobe PDF document

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You can navigate through an Adobe PDF document created from Web pages, print pages from the document, zoom in and out, and work as with any other PDF document.

Depending on how you've configured Acrobat, if you click a link on a converted Web page you're viewing, the pages for that link are added to the end of the PDF document if the pages aren't already included. For other ways to append Web pages, see [Converting Web pages by specifying a URL](#).

**Note:** Remember that one Web page can become multiple PDF pages. A Web page is a single topic (or URL) from a Web site. It is usually one continuous HTML page that is divided into multiple standard-size PDF pages to make it easier to view and print as a document.

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 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](#)

[Getting information on converted Web pages](#)

[Refreshing converted Web pages](#)

[Comparing converted pages with current Web pages](#)

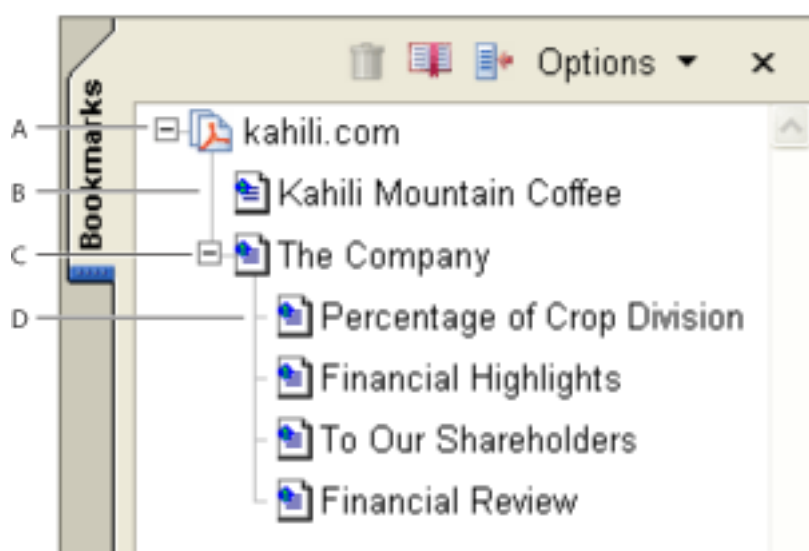
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## Using tagged bookmarks to organize converted Web pages

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When you first create an Adobe PDF document from Web pages, tagged bookmarks are generated for the document if Create Bookmarks is selected in the Conversion Settings dialog box when you download. A standard (untagged) bookmark representing the Web server appears at the top of the Bookmarks tab. Under the server bookmark is a tagged bookmark for each Web page downloaded; the name of the tagged bookmark comes from the page's HTML title or the URL, if no title is present.



Types of bookmarks **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 (subordinate to the server bookmark), but you can rearrange the tagged bookmarks and nest them in family groups to help you 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). To select a contiguous range of tagged bookmarks, Shift-click.
2. To move the tagged bookmark, drag it to where you want it in the hierarchy. Release the mouse button when the arrow is in the correct position. If the arrow is below another tagged bookmark's icon, the relocated tagged bookmark will be a child of that tagged bookmark. If the arrow is below another tagged bookmark's name, the relocated tagged bookmark will be a sibling of that tagged bookmark.
3. To delete the tagged bookmark, do one of the following:
  - Select the bookmark and press the Delete key.
  - Choose Delete Bookmark from the Options menu.
  - Choose Edit > Delete, or right-click (Windows) or Control-click (Mac OS) the tagged bookmark, and choose Delete.

### To move or delete a Web page along with its tagged bookmark:

Do one of the following:

- To move the Web page along with its tagged bookmark, press Ctrl (Windows) or Option (Mac OS) while dragging the tagged bookmark.
  - To delete the 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

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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.
  3. Click OK.
-





## Getting information on converted Web pages

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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 graphic), 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.

If the Adobe PDF document has headers and footers, you can also find most of this information there.

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## Refreshing converted Web pages

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You can refresh Web pages in an Adobe PDF document to retrieve the most up-to-date version from the Web site. When you refresh, you download the entire Web site 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 filenames, 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 [Specifying conversion settings for capturing Web 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 Web site, 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 filenames, and formatting.
  3. To not resubmit any previously submitted form data, deselect Resubmit Form Data. Be very 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 the refresh, select Edit Refresh Commands List, select the URLs you want, and click OK.
  5. Click Refresh.
-



## Comparing converted pages with current Web pages

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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.

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## About articles

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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](#)

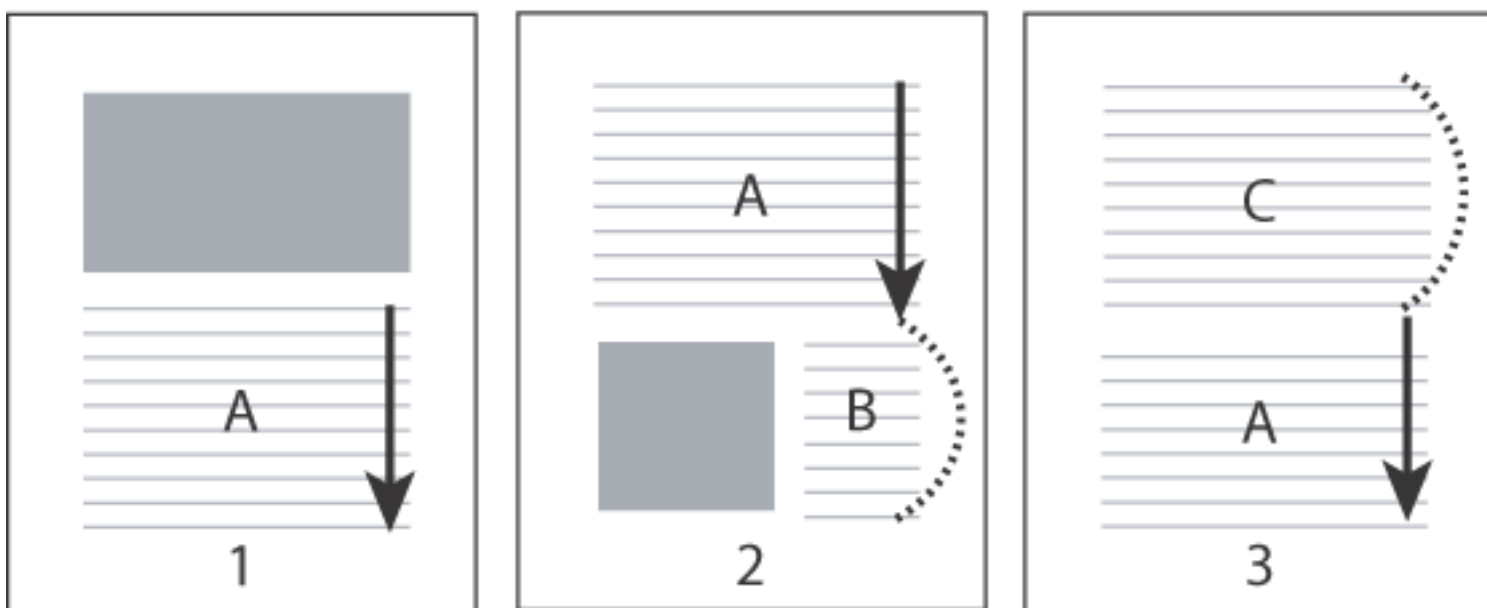
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## Defining articles


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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.



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.

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.

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

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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, select the box in the document. From the context menu, 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. 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 come after.
2. Click the plus tab 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:

Select the Article tool, select the article box you want to move or resize, 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 until the box is the size you want.



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), 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 tab at the bottom of the article box.
  4. Hold down Ctrl (Windows) or Option (Mac OS), and click 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.
-



**Adobe® Acrobat® 6.0 Standard**

## Editing Adobe PDF Documents

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[Copying and pasting text, tables, images, and graphics](#)

[Editing text](#)

[Selecting and editing objects](#)

[Cropping and rotating pages](#)

[Extracting, moving, and copying pages](#)

[Deleting and replacing pages](#)

[Setting up a presentation](#)

[Combining Adobe PDF documents](#)

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## Copying and pasting text, tables, images, and graphics

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You can use Acrobat Standard to select text, a table, an image, or a graphic in an Adobe PDF document, copy it to the clipboard, or paste it into a document in another application.

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.

### Related Subtopics:

[Copying and pasting small amounts of text](#)

[Copying and pasting tables](#)

[Copying images](#)

[Copying and pasting a combination of text and graphics as an image](#)

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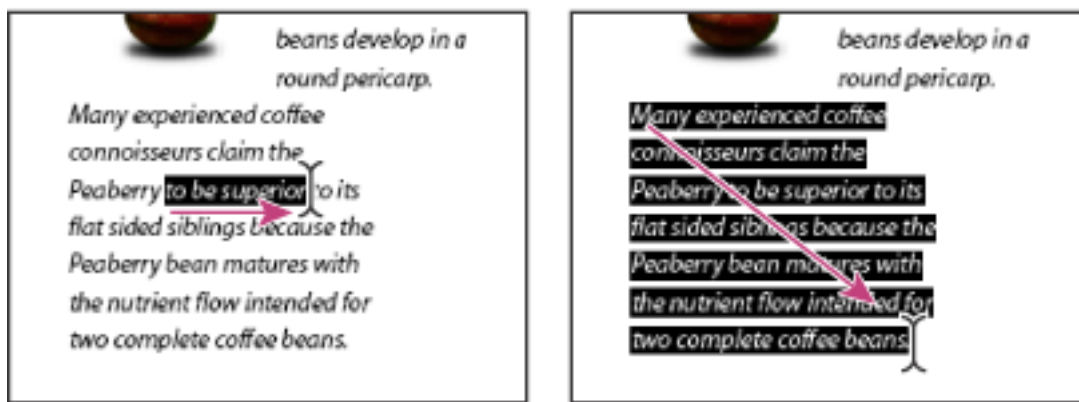
## Copying and pasting small amounts of text

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The Select Text tool enables you to 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.



You can specify in the General preferences that whenever the Hand tool hovers over text in an Adobe PDF document, it automatically functions as the Select Text tool. (See [General preferences](#).)



Select text by dragging from an insertion point to an end point or by dragging diagonally over text.

If the Cut, Copy, and Paste commands are dim when you select text, the creator of the PDF document may have set restrictions against copying text. (See [Getting information on PDF documents](#).)

**Note:** If a font copied from a PDF document is not available on the system displaying the copied text, the font cannot be preserved. A default font is substituted.

### To select characters, spaces, words or lines of text:



Select the Select Text tool , and do one of the following:

- Click to create an insertion point at the beginning of the text to be selected, and then drag to the end of the text. (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.
- To extend a selection letter by letter, press Shift and move the arrow key in the direction you want to extend the selection. To extend a selection word by word, press Shift+Ctrl (Windows) or Shift+Command (Mac OS) and move the arrow key in the direction you want to extend the selection.

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.


**Note:** If the PDF document was created using a scanner, or if the text is part of an image, the text may be recognized as an image, not as characters that you can select.

### To select a column of text:

1. Select the Select Text tool , and move the cursor towards the column of text. When the cursor changes to a vertical bar with a box superimposed , the Select Text 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:
  - Click outside the text area, and drag 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 Text tool changes from text selection mode to column selection mode is set in the General preferences.

### To select all the text on a page:


Choose Single Page mode for the page layout, select the Select Text tool , and do one of the following:

- Select any amount of text on the page, then press Ctrl-A (Windows) or Command-A (Mac OS) to extend the selection to all the text on the page.
- Choose Edit > Select All.

Ctrl-click, and choose Select All. **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 Text 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.
  - Right-click (Windows) or Control-click (Mac OS), and choose Copy to Clipboard.
  - Press Ctrl-C (Windows) or Command-C (Mac OS) to copy the selected text.

You can paste copied text into comments and bookmarks as well as into documents authored in other applications.

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## Copying and pasting tables

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You can select and copy a table by dragging it to a spreadsheet application, such as Microsoft Excel, copying it to the clipboard, or saving 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 Excel, you can open the selected table directly in the application.

### To copy a table using the Select Table tool:

1. Select the Select Table tool . The tool is accessible via the Selection toolbar.
2. 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), 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), and choose Save Selected Table As. Name the table, select a location and the format, and click Save.
  - To copy the table to a spreadsheet, Ctrl-click (Windows) or Control-click (Mac OS), and choose Open Table in Spreadsheet. Your CSV-compliant application, such as Excel, opens to a new spreadsheet displaying the imported table.
  - To use a document's tag information during table selection, Ctrl-click (Windows) or Control-click (Mac OS), and choose Select Table Uses Document Tags. This option is on by default in tagged PDF documents. The option is grayed out if the document is not a tagged PDF document. You can turn the option off (if a document is poorly tagged, for example), to override a document's tag information during table selection.
  - 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.

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## Copying images

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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 Image tool.

You can create links from text and images using the Select Text tool, the Select Image tool, and the Snapshot tool. (See [Creating links.](#))

### To copy an image using the Select Image tool:

1. Select the Select Image tool , and do one of the following:
  - To select a single image, click in the image you want to copy, or drag a marquee around the image.
  - To select a portion of an image, drag a marquee around the desired area.
  - To deselect an image and start over, click anywhere outside the selected image.
2. To copy the selected image, 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) and choose Copy Image to Clipboard.
  - Drag the selected image into an open document in another application.
  - To save the image as a file, right-click (Windows) or Control-click (Mac OS) and choose Save Image As. In the Save Image As dialog box, name the image and select a location in which to save it.



To copy all the images from a PDF document, see [Converting Adobe PDF documents to other file formats.](#)

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## Copying and pasting a combination of text and graphics as an image

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You can use the Snapshot tool to copy the contents of the selection marquee (either text, a graphic, or a mix of the two) to the clipboard or to another application. Both text and graphics are copied as an image.

### To copy a graphic or text 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 you have a document open in another application, you can use the Edit > Paste command to paste the copied selection directly into the target document.



To save all the images from a PDF document, see [Converting Adobe PDF images to an image format](#).

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## Editing text

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You can perform last-minute corrections to an Adobe PDF document using the TouchUp Text tool. You can edit a variety of properties, including font, font size, word and character spacing, baseline offset or shift, fill and stroke characteristics, and font embedding and subsetting.

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

**Note:** The TouchUp Text tool cannot be used with form fields.

### Related Subtopics:

[Editing text with the TouchUp Text tool](#)

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## Editing text with the TouchUp Text tool

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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.](#))

You must have a font installed on your system in order to edit text, or the font must be fully embedded in the document. If an embedded or subsetted font is not installed on your system, you can only make changes to color, word spacing, character spacing, baseline offset, or margins.



You can use the TouchUp Text tool  to add new text to a PDF document. Select the TouchUp Text tool on the Advanced Editing Toolbar, and then Ctrl-click (Windows) or Option-click (Mac OS) where you want to insert new text. Choose font and mode in the New Text Font dialog box, and then click OK. Type the new text.

### To embed or unembed fonts using the TouchUp Text tool:

Choose Tools > Advanced Editing > TouchUp Text Tool, or select the TouchUp Text tool  on the Advanced Editing toolbar.

1. Click in the text whose 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.


2. To open the TouchUp Properties dialog box, right-click (Windows) or Control-click (Mac OS) and choose Properties.
3. 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.
4. 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.

The Permissions indicate whether font embedding and subsetting are allowed. For the can embed font condition, you can select both the embed and subset options. For the can embed for print and preview only condition, you can select the embed option. Neither the embed or subset option is available for the cannot embed font condition. For the cannot embed font for editing condition, you can only unembed or subset embed the font. For the no system font available condition, the embed and subset options are disabled.

5. To unembed a font, make sure that Embed Selected Font is not checked. If you unembed a font and the font 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. To embed the entire font rather than a subset, make sure that Subset is not selected.

### 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. To select text, do one of the following:
  - Choose Edit > Select All to select all the text in the bounding box.
  - Drag to select characters, spaces, words, or a line.
4. To edit, copy, delete, or add text to a text selection, do one of the following:
  - Enter new text to replace the selected text.
  - Press Delete or Choose Edit > Cut to remove the text.
  - Choose Edit > Copy to copy the selected text.
  - Click anywhere outside the selection to remove the highlighting and start over.

**Note:** You cannot edit text unless the font is embedded in the Adobe PDF file or is installed on your system.

### 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. To open the TouchUp Properties dialog box, right-click (Windows) or Control-click (Mac OS) and choose Properties.
4. In the TouchUp Properties dialog box, select the Text tab.

You can change any of the following text attributes:

- Select a font from the Font menu. You can select any font installed on your system or any font that has been fully embedded in the Adobe PDF document. Document fonts are listed above the line; system fonts are listed below the line. (For more information about working with fonts, see [About accessing and embedding fonts.](#))
- Enter a font size.
- Character Spacing inserts uniform spacing between more than two characters in selected text.
- Word Spacing inserts uniform spacing between two or more words in selected text.
- Horizontal Scaling specifies the proportion between the height and the width of the type.
- Baseline Offset offsets the text from the baseline. The *baseline* is the line on which the type rests.
- Choose a Fill color and a Stroke color from the menu.
- Enter a value in the Stroke Width box.

**Note:** For legal reasons, you must have purchased a font and have it installed on your system to be able to revise text using that font.

### 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) opens the New Text Font dialog box that allows you to select the font and writing mode, horizontal or vertical.
  3. Select the font and writing mode to use, and click OK.
  4. Enter the new text.
  - 5.
-






## Selecting and editing objects

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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.

To select one or more objects, do one of the following:

- Click the object with the Select Object tool  or click the object with the tool used to create it.
- Choose the Select All command. If the Select Object tool is active and the document is in single page mode, all objects on the current page are selected. If the document is in any other page layout mode, 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 Object 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.) The Shift modifier selects all items that lie within the rectangular bounding box formed by all items in the selection (including the item that was just added).

A selected object usually shows a bounding box; selection handles show when the cursor moves over the object. When the cursor moves over a locked object, no selection handles show.

When objects are selected, one is displayed in red and the rest in 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 in the following cases:

- When the Select Object tool is chosen.
- When the tool of the type that created the object is chosen.

### Related Subtopics:

[Tips on editing objects](#)

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## Tips on editing objects

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- 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.
-



## Cropping and rotating pages

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The Crop tool or Crop command provides an easy method for modifying a page layout. You can adjust the margins of one or all the pages in a document, or you can specify margins on a per-page basis. You can adjust page margins by setting specific parameters or by visually setting page boundaries. You can undo a crop operation by opening the Crop Pages dialog box and resetting the margins. Cropping does not reduce file size because no information is discarded.

You can also rotate all pages in a document or only selected pages. Rotation is based on 90-degree increments.

**Note:** It is recommended that you crop pages in single page layout.

### To crop a page:

1. Choose View > Page Layout > Single Page to display the document in single page layout.
2. Do one of the following:
  - Choose Document > Pages > Crop.
  - From the Pages tab Options menu, choose Crop Pages.
3. In the Crop Pages dialog box, select the desired options to define the crop margins and page range.
4. For Page Display, choose one of the following:
  - Crop Box defines the clipping path when the page is displayed or printed. This is the default.
  - Bleed Box defines the clipping path when the page is printed professionally. A bleed area is included to allow for paper trimming and folding.
  - Trim Box defines the finished dimensions of the page after trimming.
  - Art Box defines the content of the page, including white space.

The boxes are displayed in different colors in the dialog box preview.

5. Do one of the following:
  - Set the required Left, Top, Right, and Bottom margins by typing in a value or clicking the increment arrows. Reset the page units if necessary. The preview shows the crop area. As you define new margin values, their boundaries appear on the preview display in the Crop Pages dialog box.
  - Click Set to Zero to restore the crop margins to zero.
  - Click Revert To Selection to revert to the prior cropping rectangle.
  - Select Remove White Margins to crop the page so that the margins are minimal. This option is useful for trimming the edges of presentation slides saved as PDF files.
  - Select Show All Boxes to show all crop, bleed, trim, and art boxes that are defined in the preview. If this option is not selected, only the box shown in the Page Display menu is shown.
6. For Page Range, specify whether the new margins are to be applied to all pages, to page thumbnails selected in the Pages tab, or to a range of pages.
7. Select Even and Odd Pages, Odd Pages Only, or Even Pages Only from the Crop menu.
8. Click OK to apply the new margins.

### To rotate a page, a range of pages, or all pages:

1. Do one of the following:
  - Choose Document > Pages > Rotate.
  - From the Pages tab Options menu, 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.
4. Click OK.



To change the view of the page, not its actual orientation, choose View > Rotate View > Clockwise or Counterclockwise. You cannot save this change.

### Related Subtopics:

[Setting art, trim, and bleed box preferences](#)

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## Setting art, trim, and bleed box preferences

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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.
-



## Extracting, moving, and copying pages

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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 > Pages > Extract.
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.

If you choose Delete Pages After Extracting, you need to click OK or Yes to confirm the deletion. The extracted pages are placed in a new document with the name Pages from *<document\_name.pdf>*.

**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. In the Pages tab of the navigation pane, 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. Release the mouse button when the bar is in the correct location. The page is inserted at that point in the document, and the pages are renumbered.
  - To copy a page, press Ctrl (Windows) or Option (Mac OS) as you drag 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. In the Bookmarks tab of the navigation pane, select the tagged bookmark  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, you must 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 a special icon  in the navigation pane. (See [Tagged bookmarks](#).)

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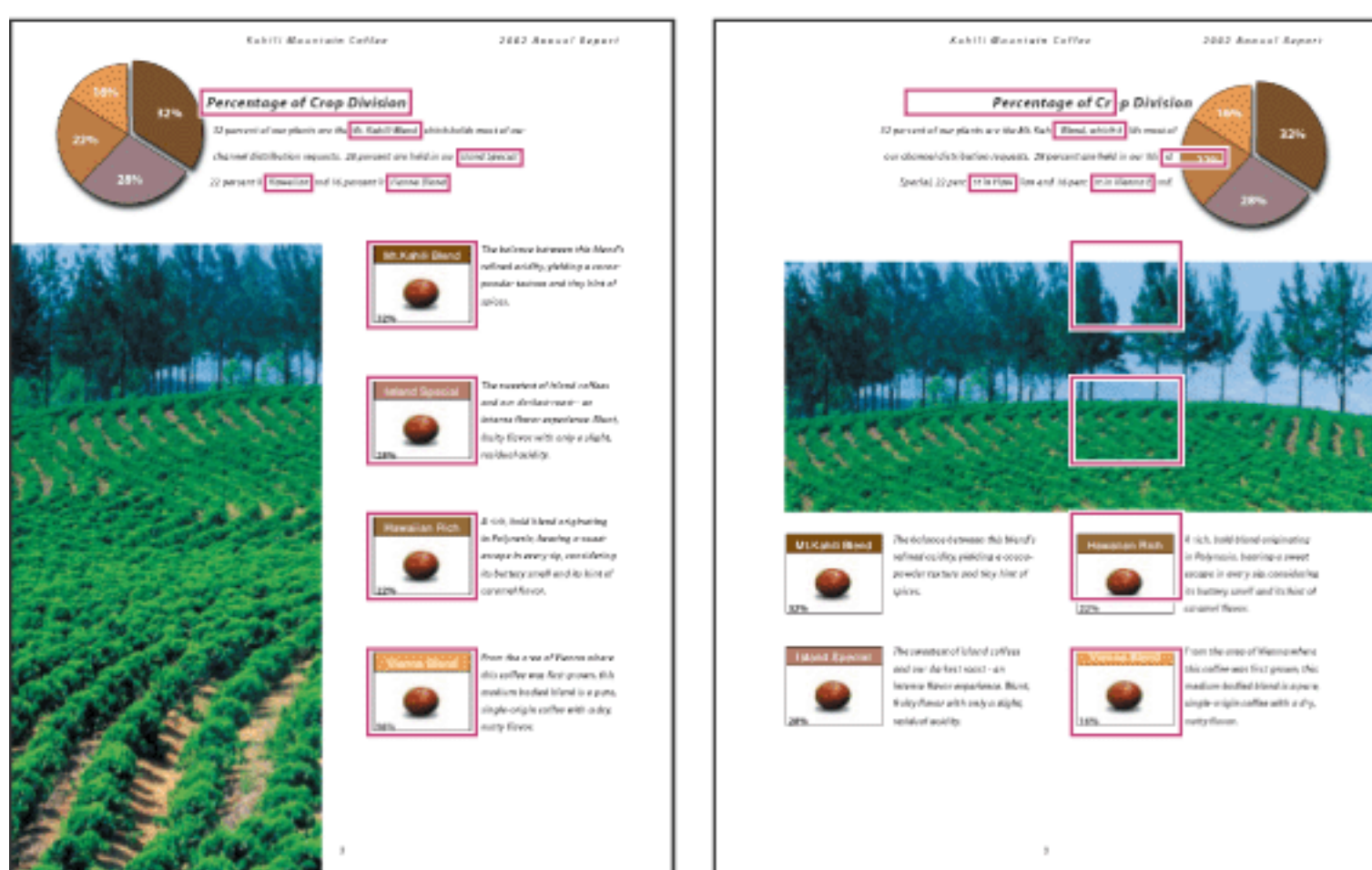


## Deleting and replacing pages

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.

There may be times when you want to replace an entire PDF page with another PDF page. When you replace a page, only the text and graphics 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, compared. The page's bookmarks and links remain in the same locations.

### To delete a page:

1. Choose Document > Pages > Delete.
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 will be 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 > Pages > Replace.
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.
6. Click OK.

### To replace one or more pages using a page thumbnail:

1. Open the PDF documents that contain the pages you want to replace and the PDF document containing 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 cursor directly over the page number box of the *first* page thumbnail you want to replace.
4. Release the mouse to replace the pages. The pages 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

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Full Screen view is often used for presentations. In Full Screen view, Adobe PDF pages fill the entire screen, and the 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 a user pages through the document.

### Related Subtopics:

[Defining the opening view in Full Screen view](#)

[Defining an opening view](#)

[Initial View options for document properties](#)

[Adding page transitions](#)

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## Defining the opening view in Full Screen view

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To use the Full Screen view, 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 view:

1. Choose File > Document Properties.
2. In the Document Properties dialog box, select Initial View.
3. For Document Options, do the following:
  - Set Page Number to 1 to start the presentation at the first page.
  - Select Show the Page Only.
  - Select Single Page for Page Layout.

Leave the other Document Options unselected.

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 view by pressing Escape if their preferences are set this way. However, in Full Screen view, 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.

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## Defining an opening view

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You can define an opening view, including magnification level and page layout, for your document or document collection. You can also define how the work area appears when a user first opens a PDF document.

### To define an opening view for a document:

1. Choose File > Document Properties.
2. On the left side of the Document Properties dialog box, click Initial View.
3. On the right side of the dialog box, 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.

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## Initial View options for document properties

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The Initial View options in the Document Properties are organized into three areas: Document Options, Window Options, and User Interface Options. The Document Options control the appearance of the document within the document window, such as the magnification level and how it scrolls. The Window Options 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.

### Document Options

Determine which panes open, the page layout and magnification, 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 mode.
- Magnification sets the zoom level the document will display 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.

- 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.

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## Adding page transitions

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You can set page transitions for one or more pages in a document using the Set Page Transitions command.

### To define page transitions:

1. Do one of the following:
  - Choose Document > Pages > Set Page Transitions to set a page transition for the current page or for a range of pages.
  - Select one or more page thumbnails in the Pages tab, and choose Set Page Transitions from the Options menu to set a page transition for the selected page.
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 pages using keyboard commands or the mouse.
5. Select the Page Range you want to apply transitions to.
6. Click OK.

**Note:** If users select Ignore All Transitions in the Full Screen preferences, they do not see page transitions set using the Set Transitions dialog box.

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## Combining Adobe PDF documents

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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 [Combining multiple files into one Adobe PDF file](#).

### **To combine two Adobe PDF documents using the Insert Pages command:**

1. With the target document open, choose Document > Pages > Insert.
  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

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You may notice that 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, and so on. 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.

### To renumber one or more pages:

1. In the Pages tab of the navigation pane, 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.



You can physically add new page numbers to a PDF document using the headers and footers feature. (See [Adding headers and footers](#).)

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## Adding headers and footers

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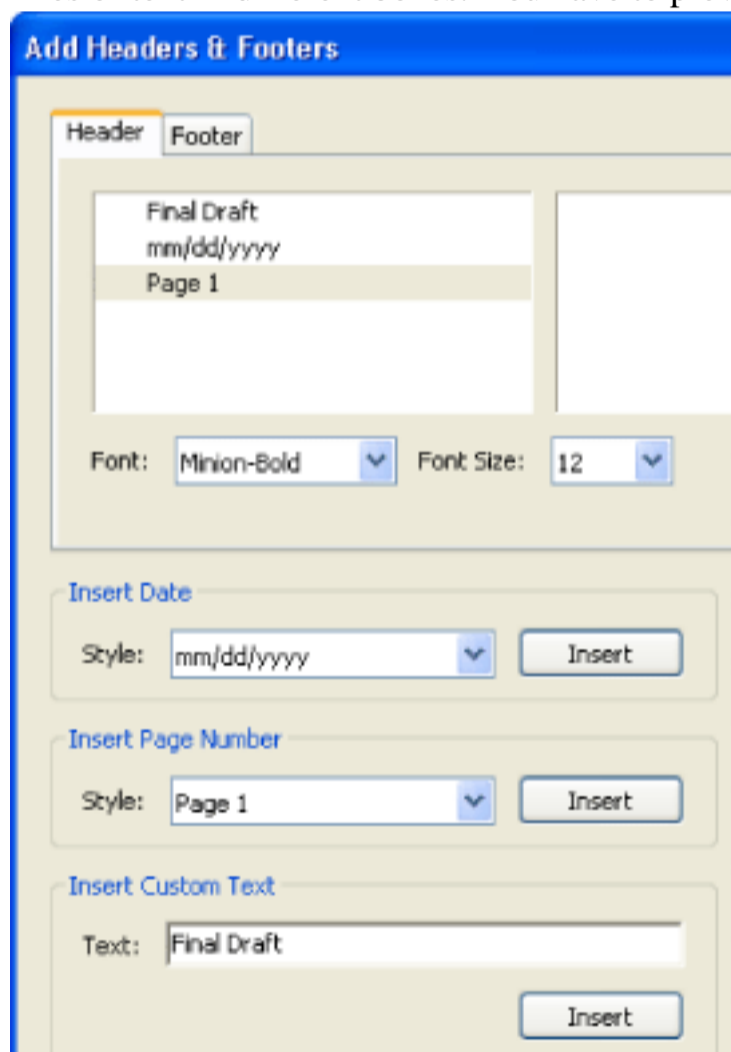
Headers and footers are used to present information, such as date, time, page numbers, or the title of the document, in the top or bottom margins of a document.

### To add headers and footers:

1. Choose Document > Add Headers and Footers.
2. In the Add Headers and Footers dialog box, click the Header or Footer tab. The options available in the two tabs and the steps involved are the same.
3. Select the font and type size.
4. Select alignment option to specify the location of the header or footer, or click in one of the boxes to select it.
5. To include text in the header or footer, type the text in the Insert Custom Text box, and click Insert. To add the date of creation, choose a date style from the menu and click Insert. The date will be added to the highlighted box (right, left, or center). To add a page number, choose a page number style from the menu, and click Insert. The page number is added to the highlighted box (right, left, or center).

You can repeat this step to add more lines of text to an entry or to add entries in the other boxes. For example, you can create a header or footer that has content at the left, center, and right of the page or you can create a multiple line entry at the left, center, or right of the page.

6. To change the position of the header or footer from left to center or to right, select the header or footer text in the box, and click the appropriate alignment control.
7. To remove an entry, select the entry in the box and click Remove.
8. To change the font or type size of an entry after the header or footer has been assembled, select the text and change the font and type size. You can Control-click to select multiple lines of text in different boxes. You have to preview the page to see font effects.



Specifying the content of a header inserted at the left of the page

9. Choose which pages to apply the header or footer to.
10. 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.
11. Click Preview to preview the results.
12. Click OK in the Add Headers and Footers dialog box to apply the results.

### To remove or restore all headers and footers:

1. Do one of the following:
  - Choose Edit > Undo Headers/Footers. All headers and footers added during the last Add Headers and Footers task are removed. If headers and footers have been added in several stages, you may need to repeat this step to remove all headers and footers.
  - 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 and Footers.
  2. Do one of the following, and then click OK:
    - To change the font or type size of an entry, select the entry and make the changes.
    - To move an entry, select the entry and click the appropriate Align button.
    - To remove an element, select the element and click Remove.
-





## Adding watermarks and backgrounds

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A watermark is text or a graphic that appears behind or over existing document content when a document is 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 a color, texture, or pattern that is used behind text or graphics in a Web browser.

### To add watermarks and backgrounds:

1. Choose Document > Add Watermark and Background.
2. In the Add Background and Watermark dialog box, do one of the following:
  - Select Add a Background to add an image or graphic effect behind the text and graphics on the page.
  - Select Add a Watermark to superimpose text, an image, or graphic effect over text and graphics 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. Click Choose to browse for the PDF source file that contains the background or watermark. Click Open, and select a page number if the source file contains multiple images.

Each background or watermark must be in a separate PDF file or on a separate page in a multipage PDF file. You cannot use non-PDF files to add a watermark or background effect.

6. Select All Pages to add the background or watermark to all pages. Or specify a page range and enter the beginning and ending page numbers to add the background or watermark to selected pages.
7. Set the vertical and horizontal position of the background or watermark. Choose Fit for both the vertical and horizontal alignment to have the background or watermark fill the page from top to bottom and side to side.
8. Enter a value (in degrees) if you want to rotate the background or watermark.
9. Use the Opacity slide or enter a value in the text box to set the degree of opacity of background or watermark.
10. Click OK.

### 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.
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## About Adobe PDF layers

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Acrobat supports the display, navigation, and printing of layered Adobe PDF content output by applications such as AutoCAD and Visio.

### Related Subtopics:

[Navigating with layers](#)

[Adding navigation to layers](#)

[Editing layered content](#)

[Locked Layers](#)

[Combining Adobe PDF layered documents](#)

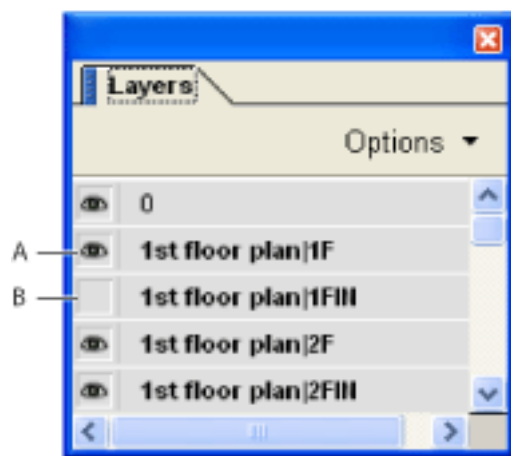
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## Navigating with layers


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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.



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. This setting temporarily overrides the settings in the Layer Properties dialog box.
3. 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.

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## Adding navigation to layers

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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 use a destination to set the zoom level:

1. Set the required layer properties and zoom level for the destination in the document pane.
2. Choose View > Navigation Tabs > Destinations to open the Destinations tab, 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 will work from any layer.

5. In the Create Link dialog box, select Custom Link and click OK.
6. In the Appearance tab of the Link Properties dialog box, set the appearance of the link. (See [Defining the appearance of a link.](#))
7. In the Actions tab of the Link Properties dialog box, choose Go to a Page in This Document, and click Add.
8. Select Use Named Destination, and click Browse to select the destination you just created. Close the dialog boxes.

You can test the link by clicking the Fit Page button, selecting the hand tool, and clicking on the link.

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## Editing layered content

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You can select or copy content in a layered Adobe PDF document using a selection tool, such as the Select Text 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.

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.

**Note:** 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.

### To edit or delete content in a PDF layer:

Select the TouchUp Text tool , and select the content to be edited or deleted.

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## Locked Layers

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A locked icon in the Layers tab indicates that a layer is for information only. Locked layers are generally created from AutoCAD files. The layer's visibility cannot be changed. The only property you can change is the name of the locked layer.

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**Adobe® Acrobat® 6.0 Standard**

## **Combining Adobe PDF layered documents**

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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.

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## Incorporating Adobe PDF documents into documents with OLE support

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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.
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**Adobe® Acrobat® 6.0 Standard**

## Searching Adobe PDF Documents

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[Finding words in a document](#)

[Searching across multiple Adobe PDF documents](#)

[Setting Search Preferences](#)

[Cataloging Adobe PDF collections](#)

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## Finding words in a document

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You can search for specific words in the text of an open Adobe PDF document, from within Acrobat Standard or your Web browser. In general, you can search for words in the text, Comments, Bookmarks, document information, form fields, tags, digital signatures, XIF, XMP, and custom fields.

You can also conduct a single search across multiple Adobe PDF files, often without even opening the files. (See [Searching across multiple Adobe PDF documents](#).)

### Related Subtopics:

[Doing a simple search of a document](#)

[Interrupting searches](#)

[Closing the Search PDF pane](#)

[Using advanced search options](#)

[Understanding advanced search options](#)

[Searching single Adobe PDF files in a browser window](#)

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## Doing a simple search of a document

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You use the Search PDF pane to find a word, series of words, or part of a word in the active Adobe PDF document.

### To search for words in a document:

1. Select or open the document you want to search.
2. On the toolbar, click the Search tool , or choose Edit > Search.
3. Type the word, words, or part of a word that you want to search for.
4. Select any of the following to apply to your search:
  - 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* will not be highlighted.
  - Case-Sensitive finds only occurrences of the words that are in the case that you typed.
  - Search in Bookmarks searches the text in the Bookmarks pane as well as the text in the document. Occurrences in the Bookmarks pane appear at the top of the list and are identified with a different symbol  than occurrences in the document .
  - Search in Comments searches the text in the Comments and in the document text. Instances in the Comments text are listed in the search results with a comment icon , the search word, and either a word or two of context, and so on. The order in which the occurrences appear is related to their location on the document pages. For details about searching for specific text within the comments tab, see [Finding comments](#).



**Note:** The above options are also available in the advanced Search PDF pane.

5. Click Search. The results appear in page order showing a few words of the context in which the search appears.
6. Click an item from the list.

**Note:** Adobe PDFs can have multiple layers. The Search feature automatically searches all layers. If the results include an occurrence on a layer that is hidden, when you select that instance an alert message asks if you want to make that layer visible.



During the search, you can click a result to go to that instance or you can use the Search keyboard shortcuts to navigate the results without interrupting the search. (See [Keys for general navigating](#).)

7. Continue clicking items in the results list, or choose Edit > Search Results > Next Result to see the next occurrence in the document. You can also use the Back  and Next  buttons to move forward and backward through search panes.
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## Interrupting searches

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You can halt the progress of a search. This cancels any further searching and limits the results to the instances already found. It does not close the Search PDF pane or delete the results list. After you stop a search in progress, you cannot resume it. If you want to see more results, you must run a new search.

### To interrupt a search:

Click the Stop button under the search progress bar.

**Note:** Do not try to use the Done button to clear the current search results. Done has a different function. (See [Closing the Search PDF pane.](#))

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## Closing the Search PDF pane


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There are several methods of closing the Search PDF pane, each of which has a slightly different result.

To close the Search PDF pane, do one of the following:

- (Windows Only) Click the Hide button at the top of the Search PDF pane. This restores the document display area to its larger size. If you accidentally close the Search PDF pane, simply reopen the Search PDF pane to view your most recent search results.
- If a How To page was open before you started searching, click the Back  button until that page reappears.
- Click Done at the bottom of the Search PDF pane. This returns the How To window to the state it was in before you clicked Search. If a How To topic was open, that page is reopened. This is usually more efficient than clicking the Back button until you reach that topic.



If you accidentally close the Search PDF pane 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 query remain displayed until you do another search or close Acrobat.

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## Using advanced search options

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The advanced Search PDF pane offers more options for targeting the exact appearances of the words that you want to find. These options can either broaden or restrict your search results.

### To search with the advanced Search PDF pane:

1. At the bottom of the Search PDF pane, click Use Advanced Search Options.
2. Type the word or words that you want to find.
3. For Return Results Containing, choose one of the search options.
4. For Look In select The Current PDF Document.
5. For Use These Additional Criteria, select the options that you want to apply to your search. For details, see [Understanding advanced search options](#).
6. Click Search. To review the results list, use the techniques described in [Doing a simple search of a document](#).

**Note:** If the results of a search are too numerous or too few to be helpful, you can run your search again using different criteria.



You can set a preference to have advanced search options open instead of the basic search options open when you click Search. (See [Setting Search Preferences](#).)

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## Understanding advanced search options

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Use the advanced search options to define specific search criteria.

For Return Results Containing, you can choose one of the following options:

### Match All of the Words

Searches for instances that contain all your search words, but not necessarily in the same order as you typed them. For example, if you typed **of each**, the results would include instances of *of each* and *each of*. This option is available only for multiple document searches or index definition files.

### 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 typed **Adobe Acrobat** as the words you want to find, the results would 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 typed **each of**, the results would include any instances in which either one or both of the two words appeared: *each*, *of*, *each of*, or *of each*.

### 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](#).)

Under Use These Additional Criteria, you can choose as many of the options as you want. If you select more than one option, the results list includes 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 will not include instances of *color* or *Colors*.

For Use These Additional Criteria options, choose from the following:

### Proximity

Returns only documents that contain multiple words in which the words are close to each other. For example, if you are searching for the words *Adobe printer*, proximity will find all instances of the search that contain the words *Adobe* and *printer* but the maximum number of words between them is not more than 900 words. This option is only available for multiple document searches 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 will find instances of the search word that end in *ing*, *ed*, *x*, *ion*, and so on, but not *er*. This option is not available when conducting searches for phrases in indexes created with Acrobat 5.0 or earlier.

**Note:** You cannot use wildcard characters (\*, ?) in stemming searches.

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## Searching single Adobe PDF files in a browser window

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If you open an Adobe PDF file in your browser window, the available search options differ slightly than a search conducted within Acrobat application.

### To do a simple search of an Adobe PDF file in a browser window:

1. Select or open the document you want to search.
2. On the toolbar, click the Search  tool.
3. Type the word, words, or part of a word that you want to search for.
4. Select any of the following to apply to your search:
  - 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* will not be highlighted.
  - Case-Sensitive finds only occurrences of the words that are in the case that you typed.
  - Search in Bookmarks searches the text in the Bookmarks pane as well as the text in the document. Occurrences in the Bookmarks pane appear at the top of the list and are identified with a different symbol  than occurrences in the document .
  - Search in Comments searches the text in the Comments and in the document text. Instances in the Comments text are listed in the search results with a comment icon , the search word, and either a word or two of context or a description of the type of icon, such as Highlight, Note, and so on. The order in which the occurrences appear is related to their location on the document pages.
5. Click Search.

### To do an advanced search of an Adobe PDF file in a browser window:

1. At the bottom of the Search PDF pane, click Use Advanced Search Options.
  2. Type the word or words that you want to find.
  3. For Return Results Containing, choose one of the search options.
  4. For Use These Additional Criteria, select the options that you want to apply to your search. For details, see [Understanding advanced search options](#).
  5. Click Search.
-



## Searching across multiple Adobe PDF documents

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You can use the Search PDF pane 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.

**Note:** To search for words in multiple Adobe PDF documents, Adobe PDF indexes, or Adobe PDF files on the Internet, open the Acrobat application from your desktop rather than within your Web browser window.

### 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](#)

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## Searching all Adobe PDF files in a specific location

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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 before running your search.

**Note:** If documents are encrypted (have security applied to them), you cannot search them as part of a multiple-document file search. You must open those documents first and search them one at a time. However, documents encrypted as eBooks are an exception to this rule 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 window).
2. Click the Search tool  or choose Edit > Search, and type the word or phrase you would like 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.

**Note:** If you want to halt a search, click the Stop button.

### To review the results of a multiple-document search:

1. In the Search PDF pane, click the plus sign (+) (Windows) or flippy triangle ► (Mac OS) next to a document name to expand the list of results for that document.
2. Click one of the results. This opens the document, to the appropriate page and highlights the occurrence.



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 pane. The results are listed in the order in which you selected. Results can be sorted by Relevance Ranking, Date Modified, Filename or Location.

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## Using advanced search options for multiple-document searches

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Many of the options on the Advanced Search PDF pane for searching multiple documents also appear on the Basic Search PDF pane for single documents. (See [Using advanced search options](#).)

When doing a multiple-document search, you can also use the options under Use These Additional Criteria to specify document characteristics as part of the search criteria.



You can search just using document characteristics, without entering a search word. For example, you could search your local disk for all Adobe PDF documents that you created after a certain date.

Search PDF Hide

What word or phrase would you like to search for?

Return results containing:  
Match Exact word or phrase

Look In:  
Local Disk (C:)

Use these additional criteria:

Author Contains  
Matthew

Date Created Is exactly  
1/24/2003

Searching for document characteristics only

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## Refining results of multiple-document searches

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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 pane.
2. Select the options you want, and click Refine Search Results.

You can continue to refine the new results by repeating this procedure.

**Note:** The Search In Bookmarks and Search In Comments options are not available on the refine results pane.

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## Searching Adobe PDF index files

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An Adobe PDF index is a specially prepared file that spans 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. It is highly recommended that you select the Match Whole Word Only option when searching indexes to significantly reduce the time taken to return results.

**Note:** To search an Adobe PDF index file, you must open Acrobat as a standalone application, not within your Web browser. On Mac OS, indexes created with some older versions of Acrobat are not compatible and cannot be searched in Acrobat 6.0 using the current Search feature until the indexes are updated.

### To search an index:

1. At the bottom of the Search PDF pane, click Use Advanced Search Options.
  2. Type the word you want to find.
  3. For Look In, select Select Index.
  4. In the Index Selection dialog box, do one of the following:
    - Select the index you want to use.
    - If the index you want to use is not listed, click Add, locate the index file (.pdx) you want, and then click Open.
    - To view information about an available index, highlight the index name, click Info, and then click OK. The information displayed includes the title, information provided by the builder of the index, location of the index, the build date, creation date, number of documents in the index, and the index status.
  5. In the Index Selection dialog box, click OK, and then proceed with your search. (See [Using advanced search options.](#))
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## Using boolean queries in multiple-document searches

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A Boolean search offers more options for searching for exact phrasing, alternate words, and excluded words.

### To use a Boolean query with multiple-document searches:

1. Choose Edit > Search or click the Search  tool, and make sure that the advanced Search PDF pane is displayed.
2. For Look In, select the location you want to search.
3. For Return Results Containing, select 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 the ^ (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 Parenthesis to specify the order of evaluation of terms in a query. For example, type **white & (whale | ahab)**. The query processor will perform an OR query on *whale* and *ahab*, and then perform 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, Web site, or other resource with complete Boolean information.

**Note:** You can not do wildcard searches using asterisks (\*) or question marks (?) when searching Acrobat 6.0 indexes. For indexes created with previous versions of Acrobat, make sure that you select the Boolean Query option from the Return Results containing menu.

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## Searching Adobe PDF documents on the Internet

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If you have an active Internet connection, you can use the Web for Adobe PDF files meeting your search criteria.

### To search for Adobe PDF documents on the Internet:

1. Choose Edit > Search, or click the Search  tool.
  2. At the bottom of the Search PDF pane, click Search PDFs On The Internet.
  3. Type the word or phrase that you want to find.
  4. To limit the search results, select one of the search criteria options.
  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.
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## Setting Search Preferences

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You can set preferences for the Search feature. Those Preferences options apply to all subsequent searches you run.

### To set search preferences:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS).
  2. Click Search.
  3. Select the 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.
    - Always Use Advanced Search Options makes the advanced search options the default display, and the basic search options display is not available when this option is selected.
    - Maximum Number of Documents Returned in Results limits your search results to a specific number of documents. The default selection is 100, but you can enter any number from 1 to 1000.
    - Enable Fast Find automatically generates a cache of information from any Adobe PDF file. The cache is then available the next time you need to search the same location. This cache speeds the search process, because it remembers the contents of the searched files. However, this option will not automatically generate background indexes for Adobe PDF files opened in Acrobat unless a search is initiated. Excessively large caches can slow overall performance.
    - Maximum Cache Size limits the temporary cache of search information 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 entire temporary cache of search information.
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**Adobe® Acrobat® 6.0 Standard**

## **Cataloging Adobe PDF collections**

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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. Acrobat Standard users who want to define and create their own catalogs should upgrade to Acrobat Professional. All users, including those using Adobe Reader, can use the indexes that you create in Acrobat Professional.

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**Adobe® Acrobat® 6.0 Standard**

## Distributing and Reviewing Documents

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[About distributing and reviewing documents](#)

[Emailing Adobe PDF documents](#)

[Setting up an email-based review](#)

[Setting up a browser-based review \(Windows only\)](#)

[About reviewing documents](#)

[Managing comments](#)

[Exporting Adobe PDF comments to a Word document \(Windows only\)](#)

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## About distributing and reviewing documents

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If you want people to review the content of a PDF document, you have the following options:

- 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. You can then import the comments into the original document. (See [Emailing Adobe PDF documents.](#))
- Start an automated email-based review. (See [Setting up an email-based review.](#))
- Start a browser-based review. The main advantage to starting 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 \(Windows only\).](#))

For the email-based review and the browser-based review, Acrobat provides the initiator and participants with helpful tools and instructions at each point in the review cycle. The person who starts the review is the *initiator*.

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## Emailing Adobe PDF documents

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If you have an email application and mail server connection, you can send an email message from Acrobat with an Adobe PDF document as an attachment.

In Windows, Acrobat uses the Messaging Application Program Interface (MAPI) to communicate with your email application. Most email applications come with MAPI settings to handle this communication. If the incorrect email application appears when you try to send the PDF document as an attachment, do one of the following:

- 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.
- Change the MAPI settings in your email application. For more information on configuring your email applications, see the email application's online Help.

In Mac OS, you select your email application of choice from the Default Email Reader menu in the Email tab of Internet System Preferences. 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.)

### To email a PDF document:

1. Open the PDF document that you want to attach to an email message.
2. Choose File > Email, or click the Email button  on the toolbar.
3. Address and write your email message, and then send it. Your PDF document is attached automatically to the email message that you send.
4. If necessary, switch to your email application to finish sending the message.



You can also email a PDF document directly from applications such as Microsoft Word. Choose Adobe PDF > Convert to Adobe PDF and Email. (See [Converting Microsoft application files](#).)

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## Setting up an email-based review

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When you send an Adobe PDF document in an email-based review, reviewers receive a setup file attachment with an FDF extension. This FDF setup file contains information about the author and a copy of the PDF document. When recipients open the file attachment, they can add comments to the PDF document and use the Send Comments button to send their comments to you. When you open the attachment sent by the participant, the original PDF document opens and the comments are imported.

**Important:** Reviewers must use Acrobat 6.0 Professional or Standard to participate in an email-based review.



In an email-based review, the initiator uses the Send by Email for Review command to start the review. Participants add comments and send them to the initiator.

### Related Subtopics:

[Starting an email-based review](#)

[Receiving comments from an email-based review](#)

[Inviting additional email-based reviewers](#)

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## Starting an email-based review


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Before you start an email-based review, make sure that your email application is configured to work with Acrobat. (See [Emailing Adobe PDF documents](#).)

### To start an email-based review:

1. Open the PDF document. Make sure that it's saved in an accessible location, such as your hard drive.
2. Choose File > Send by Email for Review.



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 .

3. If you have not specified an email address in the Identity panel of the Preferences dialog box, you are prompted to enter your email address. The email address you enter is saved in your Identity preferences.
4. In the email dialog box that appears, specify the reviewers' email addresses in any of the To:, Cc:, and Bcc: fields; edit the message to reviewers as necessary; and then click OK or Send. (You cannot include all reviewer names in the Cc: and Bcc: fields; at least one name must be in the To: field.)
5. If your email application does not allow you to send email automatically for security reasons, make the email application active, answer any alert messages that may appear, and send the message.

A copy of the PDF document is sent to the reviewers as an FDF file attachment. When reviewers open this file attachment, a copy of the PDF document opens, along with instructions for adding comments.

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## Receiving comments from an email-based review

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After reviewers finish adding comments and click Send Comments, you will receive an email message with their comments in an email attachment.

### To conclude the review, do any of the following:

1. When you receive email messages from the reviewers, open the attached FDF file in your email application. The original PDF document opens, and the reviewer's comments are added to it. If the original cannot be found, you will be prompted to browse for it.
  2. You may also want to do any of the following:
    - Use the Review Tracker to send review reminders, invite additional reviewers, and manage the review. (See [Using the Review Tracker](#).)
    - If you need to edit the original PDF document, save the changes using a different filename so that the original document is preserved. If you try to import review comments into an edited PDF document, review comments may appear out of place.
    - In some cases, review comments in the same area may overlap. You may want to filter the comments by showing comments from only one reviewer at a time. (See [Showing and hiding comments](#).)
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## Inviting additional email-based reviewers

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If you initiated an email-based review, it's easy to invite more reviewers. If you're participating in an email review and want other people to join the review, ask the review initiator to invite the reviewers. That way, the initiator can keep track of all review comments.

### **To invite additional reviewers:**

1. Open the original PDF document, and choose Review & Comment > Invite More Reviewers from the toolbar.
  2. Specify the names of the reviewers to be added, change the message to reviewers as needed, and then click OK.
  3. Send the email message.
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## Setting up a browser-based review (Windows only)

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In a browser-based review, you can either upload the PDF file to a Web server, or you can start a review from a PDF file that's already on the server. In either case, you send an email message that includes an attached setup FDF file. Reviewers must open this attachment, which opens a copy of the PDF document in a Web browser and configures their review settings properly.



In a browser-based review, the initiator places the PDF document on a server and sends the setup file to reviewers, who can see each others' comments.

Reviewers can add comments to the PDF document online, or save a copy for offline review. Reviewers cannot edit or delete another reviewer's comments, but they can reply to them.

**Important:** Reviewers must use Acrobat 6.0 Standard or Professional in Windows to participate in a browser-based review.

### Related Subtopics:

[Starting a browser-based review](#)

[Example of setting up a browser-based review](#)

[Setting Reviewing preferences for browser-based reviews](#)

[Inviting additional browser-based reviewers](#)

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## Starting a browser-based review

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When setting up a browser-based review, save the PDF file to a server, not to your local hard drive. Make sure that you save the file to a server where the reviewers have access, preferably an `http://` address. For more information, see your system administrator.

If you want to add comments to the document being reviewed, you may want to wait until after you upload the document to the server. If you add comments before you upload the document, they will be embedded, and you cannot edit them.

### To start a browser-based review:

1. Specify the necessary settings in the Reviewing panel of the Preferences dialog box. (See [Setting Reviewing preferences for browser-based reviews.](#))
2. Do one of the following:
  - If the PDF document is not copied to the server, open the PDF document, and then choose File > Upload for Browser-Based Review. Specify the server location and filename (such as `http://server/folder/filename.pdf`), and then click Upload. (See [Example of setting up a browser-based review.](#))
  - If the PDF document is already uploaded to a server, open the PDF document in a Web browser, and then choose Review & Comment > Invite Others to Review This Document on the toolbar.
3. In the Start a Browser-Based Review dialog box, specify the reviewers' email addresses (at least one address must appear in the To: field). Edit the review description as necessary, and then send the message.
4. If your email application does not allow you to send email automatically for security reasons, make the email application active, answer any alert messages that may appear, and send the message.
5. With the PDF document open in your Web browser, do any of the following:
  - 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 cannot be uploaded to the server, your Reviewing preference settings are likely incorrect. For example, you may have used backslashes (\) instead of slashes (/) to specify a URL address under Server Settings. If the settings are incorrect, fix them and send out the review invitation again.
  - Use the Review Tracker to send review reminders, invite additional reviewers, and manage the review. (See [Using the Review Tracker.](#))
  - In some cases, not all reviewers can see other reviewers' comments. To let others see the review comments, open the document in your Web browser, save it to your hard drive, and then email the PDF document to others.

**Note:** When reviewers click Send and Receive Comments, their comments are stored in an FDF file in the location specified by the initiator in the Reviewing panel of the Preferences dialog box.

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## Example of setting up a browser-based review

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You can set up a browser-based review in many different ways. The following steps provide you with a sample workflow for setting up a WebDAV (Web folder) server in Windows XP.

### To set up a Web folder review in Windows XP:

1. Make sure 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 specify the http:// address under Server Settings to specify where the comments are stored.
  4. Open the PDF document you want to review, choose File > Upload for Browser-Based Review, and select the network place that you just created as the destination. Follow the steps to send the email message to reviewers, as described in [Setting up a browser-based review \(Windows only\)](#).
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## Setting Reviewing preferences for browser-based reviews

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Before you start a browser-based review, you must select the type of server you're using and the location where the review comments are stored in an FDF file. This location is called the *comments repository*. Comments are stored in the FDF file in the comments repository, not in the uploaded PDF file. The location of the FDF file that stores comments doesn't need to be in the same location where the review document is stored, but it should be accessible to all reviewers.

### To change review settings:

1. Choose Edit > Preferences, and choose Reviewing.
  2. From the Server Type menu, select the type of server you're using for storing the FDF file that contains browser-based review comments.
  3. Specify the server settings that correspond to the server where the online comments are saved. This only has to be done the first time you set up a browser-based review or if the server information changes. Do the following:
    - Ask your system administrator for the specifics about your server type and settings.
    - Make sure that you select a location to which all reviewers have access. If you need more information on setting up a server for online comments, see the Adobe Web site.
    - To use a network folder as your server type, choose Network Folder from the Server Type menu. Then click Browse under Server Settings and navigate to the appropriate network folder.
  4. To make sure that your How To window displays the appropriate topic as part of your review cycle, select Reset Automatic How To Pages.
  5. Click OK.
-



## Inviting additional browser-based reviewers

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It's easy to invite more reviewers. If you are participating in a browser-based review, you can invite additional reviewers, but you may want to ask the review initiator for permission.

### To invite additional reviewers:

1. Open the PDF document in the Web browser.
  2. Choose Review & Comment > Invite Others to Review This Document from the toolbar.
  3. Specify the names of the reviewers to be added, change the message to reviewers as needed, and then click OK.
  4. Send the email message. (See [Setting up a browser-based review \(Windows only\)](#).)
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## About reviewing documents

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When someone sends you 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 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 to the person who sent it to you. 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](#).)

### Related Subtopics:

[Participating in an email-based review](#)

[Participating in a browser-based review](#)

[Sending and receiving comments in a browser-based review](#)

[Working offline 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](#)

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## Participating in an email-based review

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When you open the attached document as part of an email-based review, a copy of the Adobe PDF document opens, and a Document Status message lets you know that this document has been sent for review. You can use the tools on the Commenting toolbar to add comments, and then send the comments back to the initiator. Note the following:

- You must use Acrobat 6.0 Standard or Professional to participate in an email-based review.
- When you send your comments to the initiator, only the comments are included, not the full PDF document. If you want to share your comments with other people besides the initiator, save a copy of the PDF document that includes your comments, and then email it to those people.
- Comments hidden by filtering are not included when you send the comments to the initiator. (See [Showing and hiding comments](#).)
- If you open the email attachment a second time, you can choose between opening the tracked PDF document that contains any comments you have added, or you can open a new copy of the document for review.

### To participate in an email-based review:

1. In your email application, open the attached FDF file to open a copy of the PDF document.
2. Save the document to a reliable location so that you have the option of reviewing the document later.
3. Use the tools on the Commenting toolbar, which appears automatically during a review, and the Advanced Commenting 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 on the Commenting toolbar (or choose File > Send Comments to Review Initiator). An FDF 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 [Emailing Adobe PDF documents](#).
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 will receive 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.

**Note:** If the Send Comments command is dimmed or if your email application isn't set up properly, you can still export your comments to an FDF file and then email it to the initiator. (See [Exporting and importing comments](#).)

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## Participating in a browser-based review

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When you receive an email message that invites you to participate in a browser-based review, opening the attachment configures your review settings and opens a copy of the Adobe PDF document in your Web browser. 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.


Note the following:

- To participate in a browser-based review, open the file attachment in your email application so that your settings are properly configured.
- You must use Acrobat 6.0 Standard or Professional in Windows to participate in a browser-based review.
- Comments are stored in the online comments repository, a server location defined in the review initiator's preference settings. This location is configured automatically when you open the review email attachment. However, if you don't have access to this server, you will not be able to participate in the review. Notify your review initiator.
- 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.

### To participate in a browser-based review:

1. In your email application, open the FDF file attached to the review email message. 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 Advanced Commenting toolbars to add comments to the PDF document. (See [About adding comments](#).)
3. To view other reviewers' most recent comments and to let others see your comments, click the Send and Receive Comments button  on the Commenting toolbar. (See [Sending and receiving comments in a browser-based review](#).)
4. 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](#).)
5. When you are finished adding comments, you may want to set the review status to "Completed" by choosing Review & Comment > Set Review Status > Completed. Then notify the review initiator that you have finished your review. For information on changing the status of individual comments, see [Changing the status of comments](#).

If you want to add more comments at any point, open the document using the Review Tracker. (See [Using the Review Tracker](#).) Or, if you saved the document offline, open the saved document, add comments, click Go Back Online, and upload your comments.

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## Sending and receiving comments in a browser-based review




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When you are adding comments in a browser-based review, you are working on a copy of the Adobe PDF document. Until you send and receive comments, you may not be able to see other reviewers' most recent comments, and they won't be able to see your comments. To send and receive comments, the document must be open within a Web browser.

After you send comments to the server, you may decide that a comment no longer applies. When you click Send and Receive Comments after deleting comments, your comments are deleted from the comments repository. However, you cannot delete 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 document in your Web browser as described in [Participating in a browser-based review](#).
    - 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:
    - Click the Send and Receive Comments button  on the Commenting toolbar, or choose Review & Comment > Send and Receive Comments.
    - Click the arrow to the right of Send and Receive Comments on the Commenting toolbar, and then choose Send Comments . Your comments are added to the file on the server.
    - Click the arrow to the right of Send and Receive Comments on the Commenting toolbar, and then choose Receive Comments .
-




## Working offline in a browser-based review

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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 your comments 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. Add comments to the file.
  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.
-





## Displaying the How To window during reviews

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The Reviewing preferences panel lets you make sure that the How To window displays the appropriate topics during the review cycle.

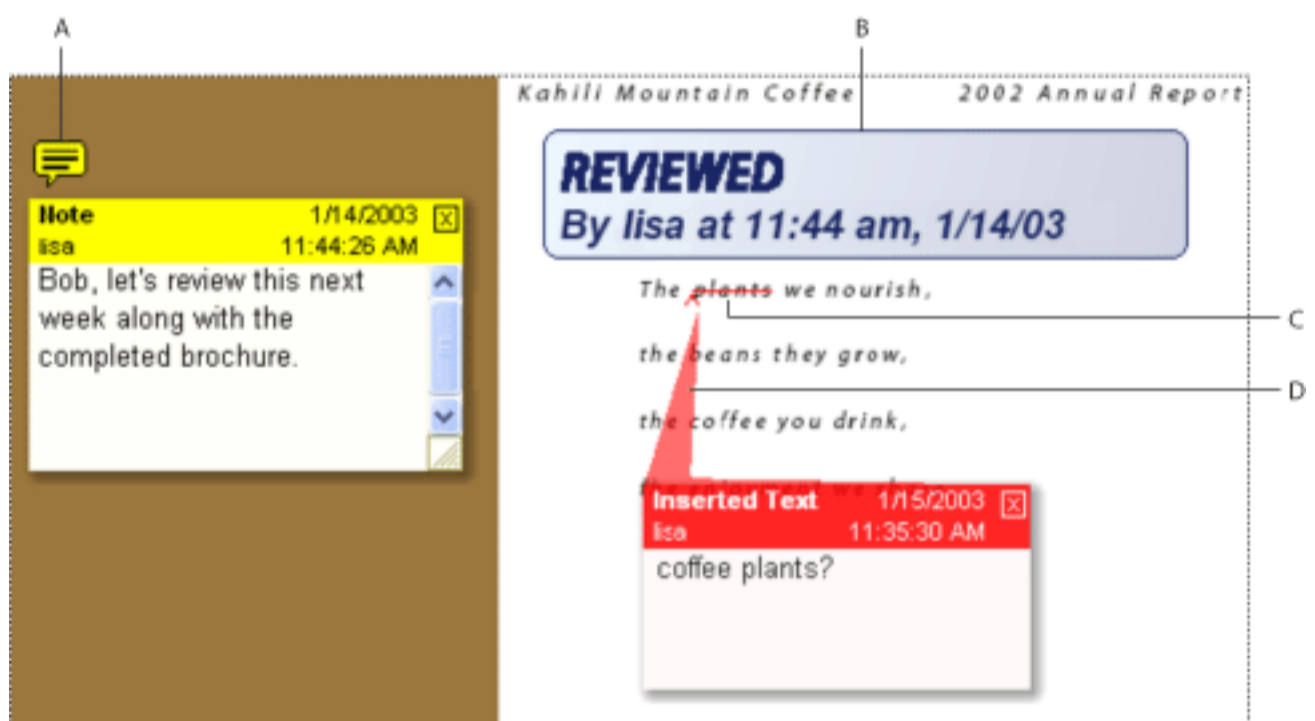
### **To display the How To window during reviews:**

1. Choose Edit > Preferences, and choose 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. In some documents, text and graphics appear highlighted or crossed out. These comments are called *markup comments*. Other comments can be in the form of text boxes, audio clips, stamps, and attachment files. (See [About adding comments.](#))





Comments in PDF document A. Note icon B. Stamp C. Text markup D. Connector line to pop-up window



If the notes are difficult to read, you can change the font size. (See [Setting Commenting preferences.](#))

### To read note comments:

Do any of the following:

- To open a note, select the Note tool  or the Hand tool , and then click or double-click 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 [Managing comments.](#))
- To change how comments appear in your document, change settings in the Commenting panel of the Preferences dialog box. (See [Setting Commenting preferences.](#))

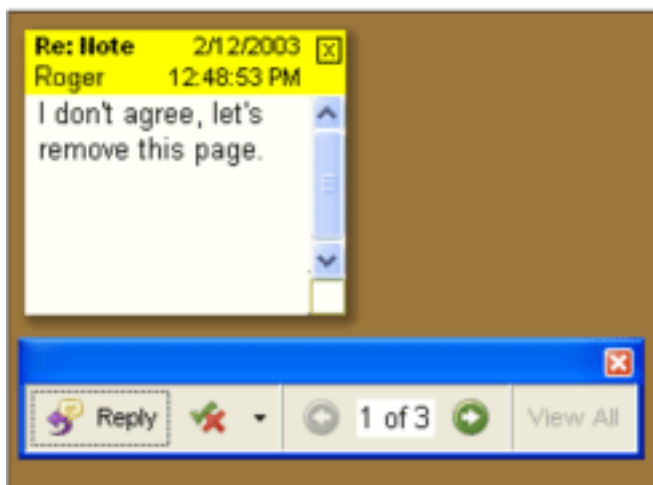
**Note:** Because comments can be placed anywhere within the document frame, you may need to scroll or zoom out to see comments that are located off the page. As you're scrolling, arrows indicate comments that are on the current page but out of view.



## Replying to another reviewer's comments




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Use the Reply command to respond to other reviewers' comments. 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*. If one or more reviewers have replied to a comment, the number of replies appears at the bottom of the pop-up note window when one of the thread messages is selected.



The pop-up bar appears when you reply to a comment.

### To reply to another reviewer's note comment:

1. Using the Hand tool , right-click (Windows) or Control-click (Mac OS) the note comment, and then choose Reply.
2. Type the reply message in the new window that appears. You can then close the pop-up window.
3. Do any of the following:
  - Click the Comments tab to display the threaded comments in the Comments List. Select any comment and click Reply.
  - In the pop-up bar that appears below the reply, click Previous Comment  or Next Comment  to view other comments in the thread. Click View All to view the entire thread in the Comments List.



To display the pop-up bar below all note windows, right-click (Windows) or Control-click (Mac OS) the text area of a note pop-up window, and then select Always Show Pop-up Bar.

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## Deleting reply messages

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If you delete a comment that has been replied to, only the "parent" comment is deleted. Any replies to the deleted comment are "orphaned," remaining in the document but no longer part of a thread. These orphaned comments may become difficult to read because they are stacked. In this case, 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 are working offline.

### To delete reply messages:

Do any of the following:

- Right-click (Windows) or Control-click (Mac OS) the note comment, and then choose Delete or Delete Comment.
  - Select the reply in the Comments List and then click the Trash icon in the Comments List toolbar.
-



## Managing comments

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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. To check the review status, send reminder messages, and invite additional reviewers, you can use the Review Tracker.

### Related Subtopics:

[Using the Comments List](#)

[Changing the status of comments](#)

[Marking comments with checkmarks](#)

[Sorting comments](#)

[Showing and hiding comments](#)

[Printing a summary of comments](#)

[Using the Review Tracker](#)

[Finding comments](#)

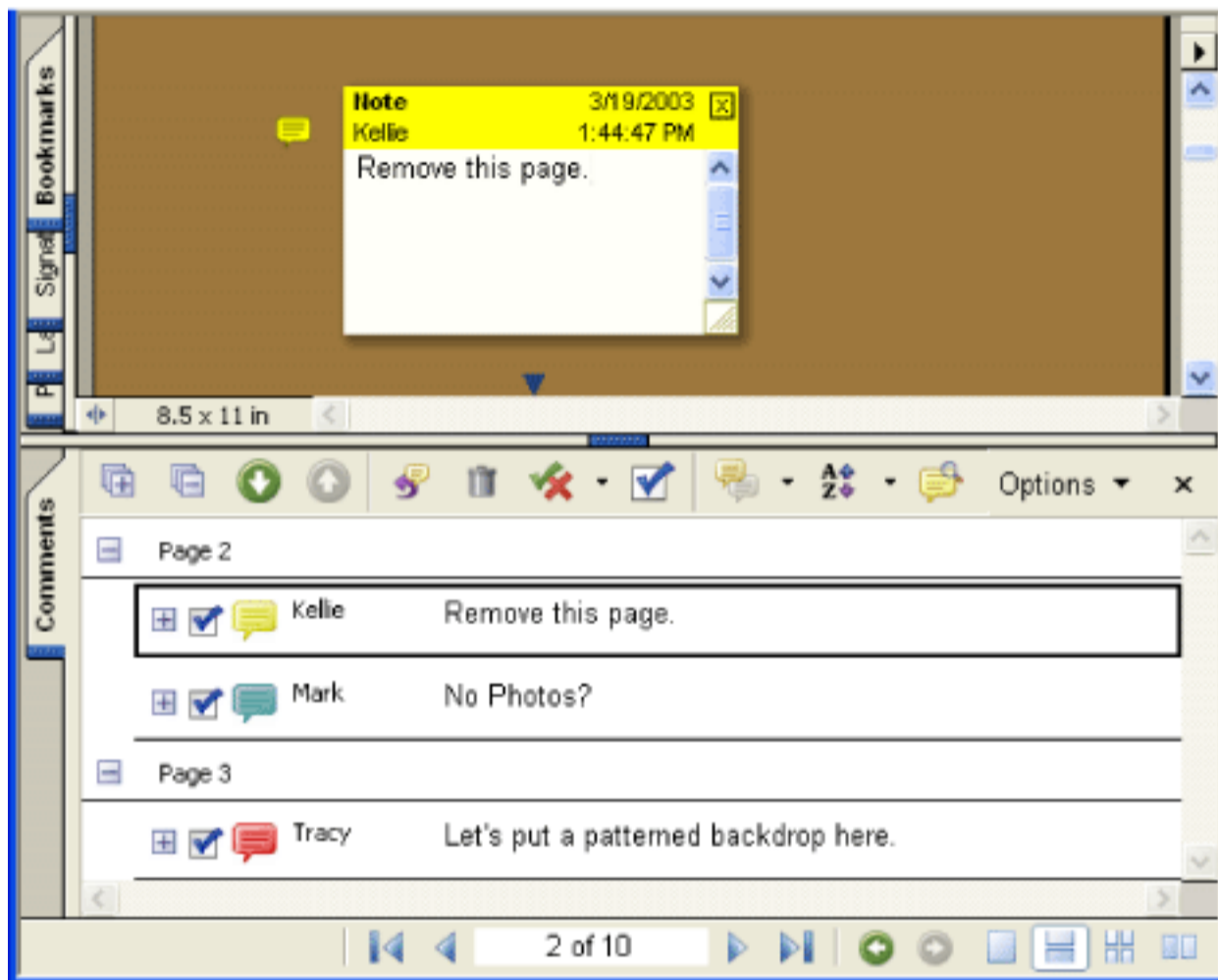
[Exporting and importing comments](#)

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## 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 use the Comments List:

1. Click the Comments tab or choose Show > Show Comments List from the Commenting toolbar.
2. Using the options at the top of the Comments List, do any of the following:
  - To 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.
  - To browse through the comments, click a comment in the list, or click the Next  or Previous  button to go to the next or previous comment. (These buttons are dimmed 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.
  - To reply to a comment, make sure that it's selected, click Reply, and then type the message. Reply messages are indented in the Comments List. (See [Replying to another reviewer's comments.](#))
  - To delete a comment, click it in the Comments List, and then click the Trash icon  on the Comments List toolbar. You can also select and delete multiple comments. (See [Deleting comments.](#))
  - To specify whether the pop-ups stay open in the document window when the Comments List is open, you can change a setting in Preferences. (See [Setting Commenting preferences.](#))
  - Change the comment's status, or mark comments with a checkmark. (See [Changing the status of comments](#) or [Marking comments with checkmarks.](#))
  - Sort the list of comments. (See [Sorting comments.](#))
  - Filter the comments. (See [Showing and hiding comments.](#))
  - Search for a comment. (See [Finding comments.](#))
  - Summarize and print comments. (See [Printing a summary of comments.](#))



## Changing the status of comments


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You can change the status of comments to Accepted, Rejected, Cancelled, or Completed. Changing the 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 deal with the comment.

When the status of a comment is set, the status appears next to the comment in the Comments list, along with the name of the person who set the status. If another reviewer sets the status for that comment, both reviewers' names and statuses appear in the Comments List. You cannot remove the status display from the comment in the Comments List, even if you change the status to None.

### To change the status of a comment:

Do one of the following:

- Select the comment in the Comments List, and then choose an option from the Set the Comment Status menu .
- Right-click (Windows) or Control-click (Mac OS) the comment in the document window, 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.

**Note:** To change the review status in a browser-based review, open the PDF document in the Web browser, and then choose Review & Comment > Set Review Status > Completed. (See [Participating in a browser-based review](#).)

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## Marking comments with checkmarks

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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 the PDF document is viewed by others. If you want to mark comments in a way that others can see, change the status of comments. (See [Changing the status of comments.](#))

### To mark comments with checkmarks:

Do one of the following:

- In the Comments List, click the checkmark box next to a comment so that a checkmark icon appears ().
  - Right-click (Windows) or Control-click (Mac OS) a comment in the document window, and then select Mark with Checkmark.
-



## Sorting comments

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You can sort comments in the Comments List by author, page, type, date, color, checkmark state, or comment status. 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

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You can hide or show comments based on type, reviewer (author), status, or checkmark 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:

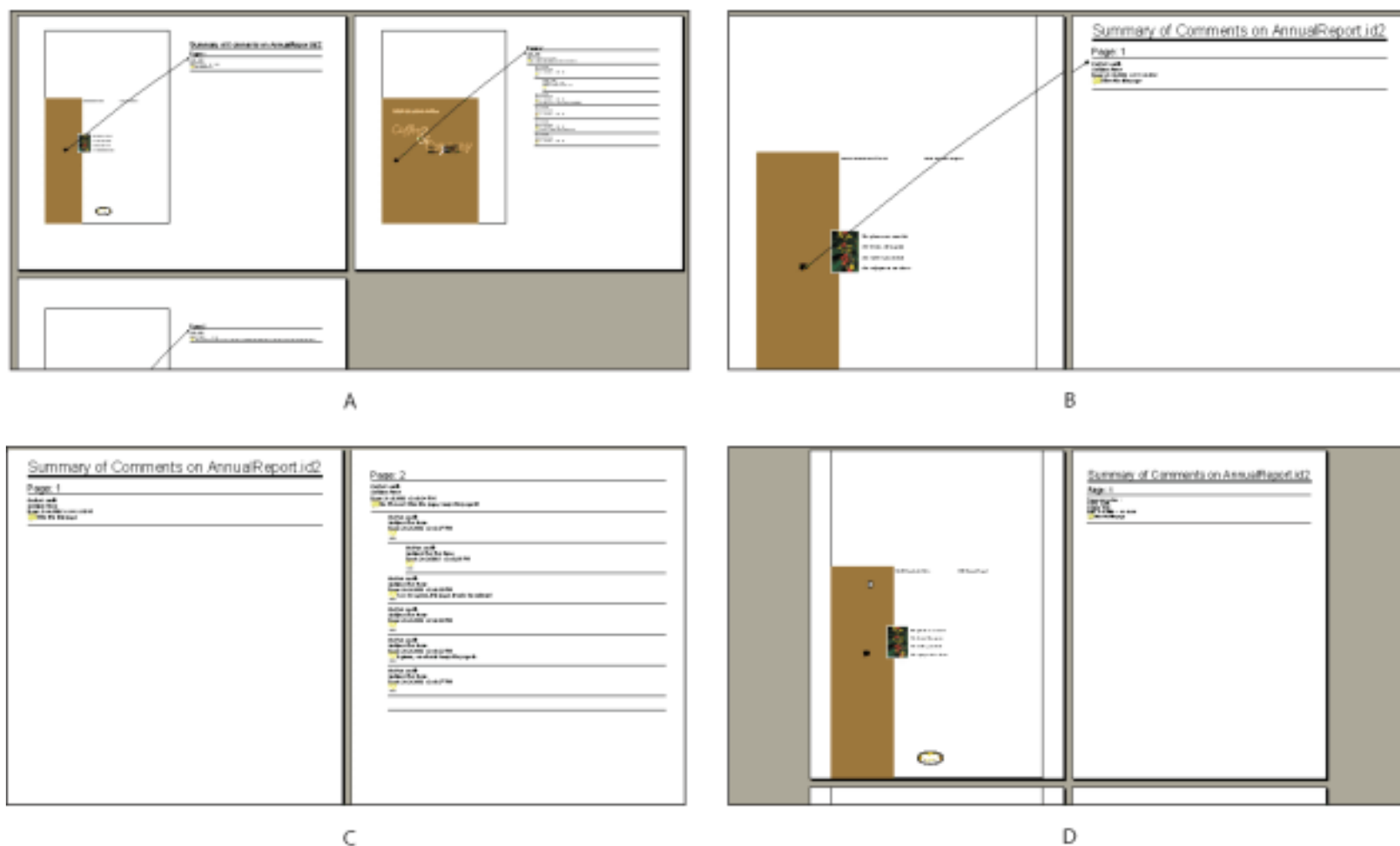
- Make sure that the comment types that you want to display are selected. For example, if you want only unchecked note comments to appear in your document, choose Show > Show by Type > Notes to hide all but the note comments, and then choose Show > Show by Checked State > Unchecked to hide all note comments that have been checked.
  - To hide all comments, choose Show > Hide All Comments. Choose Show > Show All Comments to see 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.
-



## Printing a summary of comments

Summarizing comments is a convenient way to get a synopsis of the note 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.

**Note:** Comment sequence numbers in previous versions of Acrobat have been replaced by these advanced summary features in Acrobat 6.



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


If Print Comment Pop-ups is selected in the Commenting panel of the Preferences dialog box, note pop-ups appear on the printed pages when you choose File > Print. However, you may prefer using the Print with Comments command instead of the Print command so that you have more control over how your comments are printed.

### 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:
  - To create a summary, choose Document > Summarize Comments, or choose Summarize Comments from the Options menu in the Comments List.
  - To print a summary, choose File > Print with Comments. You can also choose Print Comments > Print Comments Summary from the Comments List menu.
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.

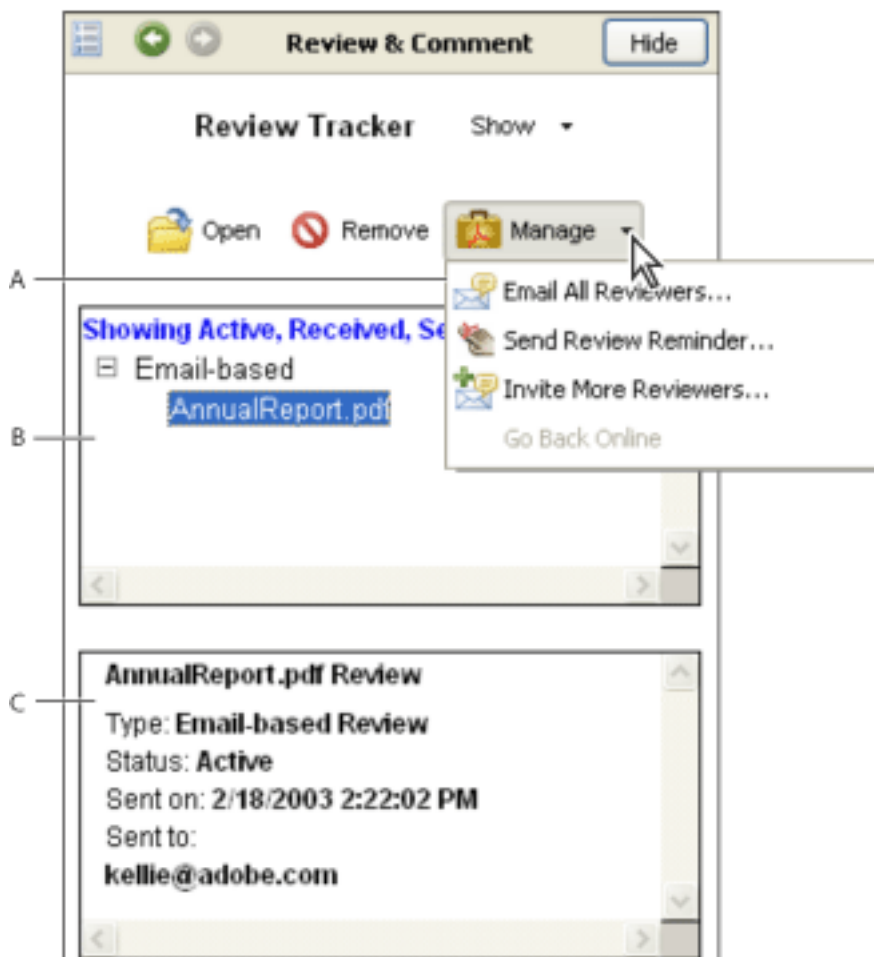


To print or summarize comments directly without opening the Summarize Options dialog box, choose Print Comments Summary or Create PDF of Comments Summary from the Print Comments  menu in the Comments List. Choose More Options from this menu to specify the summary settings used in these instances.



## Using the Review Tracker

The Review Tracker includes the Adobe PDF documents that you have either sent or received for email-based and browser-based reviews, and for offline review documents. If you started a review, use the Review Tracker to send reminder messages, remove review documents, and invite more reviewers.



Review Tracker **A.** Review options **B.** Sent and received reviews **C.** Information on selected review

### To use the Review Tracker:

1. Do one of the following:
  - On the toolbar, choose Review & Comment > Track Reviews.
  - Choose Open Review Tracker from the Options menu in the Comments List.
  - Choose View > Review Tracker.
2. To specify which review documents appear, select the necessary options from the Show menu. Items with checkmarks appear in the Review Tracker list box.
3. Select the review in the list box, and then do any of the following:
  - Choose Open to open the PDF document.
  - Choose Remove to remove the PDF document from the Review Tracker. This action removes the link to the PDF document, but does not delete the file.
  - Choose Manage > Email All Reviewers to send an email message to everyone included in the review.
  - Choose Manage > Send Review Reminder to send a short message to remind reviewers to contribute to the review. This option is available only for review initiators.
  - Choose Manage > Invite More Reviewers to send the same PDF document to additional reviewers. (See [Inviting additional email-based reviewers](#) or [Inviting additional browser-based reviewers](#).)
  - Choose Manage > Go Back Online if you're done reviewing a document offline in a browser-based review. (See [Working offline in a browser-based review](#).)




## Finding comments

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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 Search Comments  on the Comments List toolbar.
3. In the Search PDF panel, specify the word or phrase you want to search for, and then click Search.

For information on additional search options, see [Finding words in a document](#).

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## Exporting and importing comments

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When you're participating 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 cycle. 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 much 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 documents on their own.

You can export comments to and import comments from an XFDF file, which is an XML-based FDF file.

### To export all the comments in a document:

1. In the document with the comments that you want to export, choose Document > Export Comments.
2. From the Save as Type menu (Windows) or Select menu (Mac OS), choose Acrobat FDF Files (\*.fdf) or Acrobat XFDF Files (\*.xfdf).
3. Go to the directory where you want the comments exported, and enter a filename for 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 Select menu (Mac OS), choose Acrobat FDF Files (\*.fdf) or Acrobat XFDF Files (\*.xfdf).
4. Specify a filename and location, and then click Save.

### To import comments:

1. In the document that you want to receive comments, choose Document > Import Comments.
2. From the Objects of Type (Windows) or Select (Mac OS) menu, 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, it's likely that the source and recipient PDF documents are different.

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## Exporting Adobe PDF comments to a Word document (Windows only)

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In some instances, reviewers make comments in an Adobe PDF document that was created from a Microsoft Word 2002 document in Windows XP. If you need to make changes to the Word document based on these comments, it may be easier for you to import the comments directly into the Word document, rather than switching back and forth between the Word document and Acrobat. You can either export the comments from the PDF document in Acrobat, or you can import the comments from the PDF document into Word.

### **Related Subtopics:**

[Adding comments to a Word document](#)

[Tips for exporting comments to a Word document](#)

[Selecting which comments to import](#)

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## Adding comments to a Word document

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Note comments are imported into the Word document as Word comment bubbles along the side of the document. Text that has been inserted or crossed out using the text edit tools in the PDF document can be deleted or added directly in 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 add 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 Document > Export Comments to Word. Select the Word document from the dialog box, and then click Open.
    - In Microsoft Word 2002, open the source document, and then choose Acrobat Comments > Import Comments from Acrobat.
  3. Read the instructions, and then click Yes to add the comments to the Word document.
  4. In the Import Comments from Adobe Acrobat dialog box, make sure that the appropriate PDF and Word files are selected, and then select which comments you want to import. (See [Selecting which comments to import.](#)) Click Continue:
  5. When the Successful Import dialog box appears, click Integrate Text Edits.
  6. If the document includes text edits that can be integrated, you are asked to confirm the changes one by one. Do the following:
    - If you chose to integrate text edits, go through 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 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

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When exporting PDF comments to a Word document, note the following:

- If the Word document has been edited since the PDF document was created, or if the PDF document has been edited (for example, pages have been deleted or moved), comments may not be imported successfully.
  - A copy of the Word document can 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. In addition, the PDF document must be tagged properly for import to be successful. (See [Understanding how structure types affect flexibility.](#))
  - Delete any unwanted comments from the PDF document. Or, you can mark with checkmarks only those comments that you want to add. Then when you're selecting which comments to import, select All Comments with Checkmarks. (See [Selecting which comments to import.](#))
  - Before you add text edit markups to the Word document, you may want to make sure that the text marked to be inserted has 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. For example, if a reviewer has made a word bold in an insertion comment, the word does not appear bold after it is imported into Word.
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## Selecting which comments to import

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In the Import Comments from Adobe Acrobat dialog box, select any of the following types of comments to import:

- 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 or deleted. (See [Indicating text edits.](#))
  - Select Custom Set, and then choose Filter Comments to specify the characteristics of the comments you want to insert. Select which comments to include based on the author of the comments, the type of status, such as Accepted or Rejected, and the checkmark state, and then click OK.
-



## Using Commenting Tools

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[About adding comments](#)

[Adding note comments](#)

[Indicating text edits](#)

[Highlighting, crossing out, and underlining text](#)

[Adding stamps](#)

[Marking up documents using drawing tools](#)

[Adding comments in a text box](#)

[Using the Pencil tool](#)

[Adding attachments](#)

[Deleting comments](#)

[Changing colors, icons, and other comment properties](#)

[Spell-checking text in comments and forms](#)

[Setting Commenting preferences](#)

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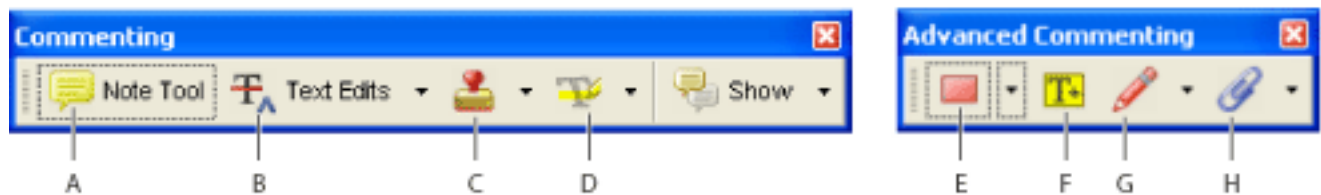


## About adding comments

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A *comment* refers to a note, highlighting, 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, and you can determine the style and format of the comment.

The tools you need to create comments are located on the Commenting and Advanced Commenting toolbars. The Note tool lets you add the equivalent of a sticky note to your Adobe PDF document. You can also add text edit comments to indicate where you want text to be added or deleted, and you can add stamps and drawings. You can put lengthy remarks into a file attachment or sound clip.



Commenting and Advanced Commenting toolbars **A.** Note tool **B.** Indicate text edits **C.** Stamp tool **D.** Highlighter, Cross-Out Text, and Underline Text tools **E.** Drawing tools **F.** Text Box tool **G.** Pencil tool **H.** Attachment tools

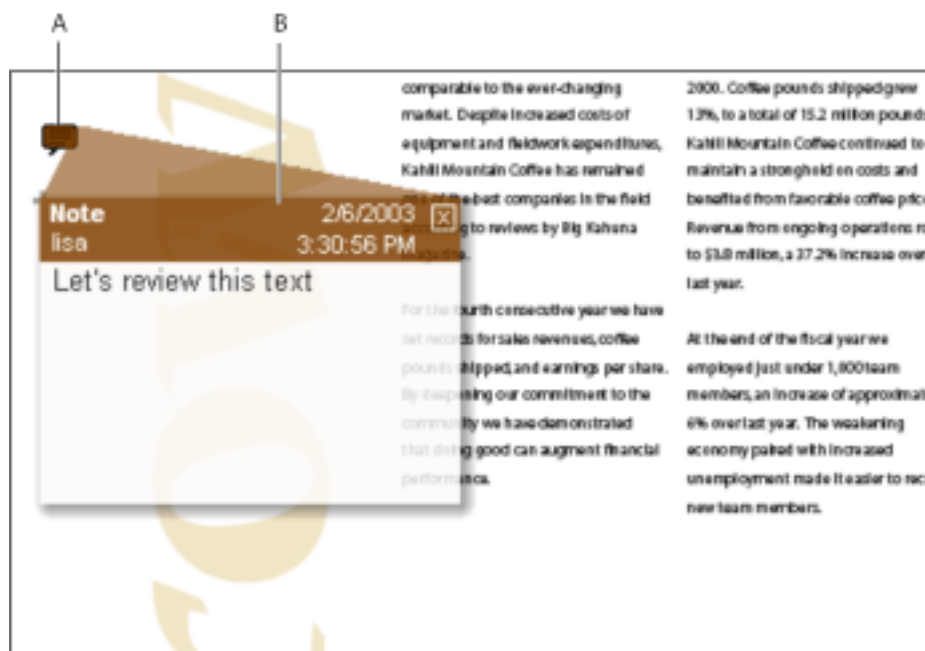
### To open the Commenting and Advanced Commenting toolbars:

1. Do one of the following:
    - Choose View > Toolbars > Commenting or Advanced Commenting.
    - From the toolbar, choose Review & Comment > Commenting Toolbar or Advanced Commenting Toolbar.
  2. To select a commenting tool, click the tool on the Commenting or Advanced Commenting toolbar, or click the arrow next to a tool, and then select a tool from the menu.
-





## Adding note comments

A note comment is the most commonly 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 fits in the pop-up window, the text scrolls. You can also resize the window, if desired.



Creating a note comment **A.** Note icon **B.** Pop-up window

### To add a note comment:

1. Select the Note tool  in the Commenting toolbar.
2. Click the location where you want to place the note, or drag to create a custom-sized window.
3. Type the text for the note in the pop-up window. You can also use the Select Text tool  to copy and paste text from a PDF document into the note.
4. If desired, click the close box in the upper right corner of the pop-up window to close the note. Closing the pop-up window does not delete the note.



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. To display the Properties toolbar, right-click (Windows) or Control-click (Mac OS) the toolbar area, and then choose Properties Bar. When you select the Note tool, this option appears.



### To edit a note comment:

1. Click or double-click the note icon to open the pop-up window.
2. Do any of the following:
  - Edit the text as needed. When you are finished, click the close box in the upper right corner of the pop-up window, or click anywhere outside the pop-up window.
  - Use the Properties toolbar to change the text formatting, note color, and other note properties. (See [Changing colors, icons, and other comment properties.](#))
  - 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 the lower right corner of the window to the appropriate size.

### 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.
  - Right-click (Windows) or Control-click (Mac OS) the note icon or the title bar of the pop-up window, and then choose Delete. Or, right-click (Windows) or Control-click (Mac OS) the text area of the pop-up window, and then choose Delete Comment.

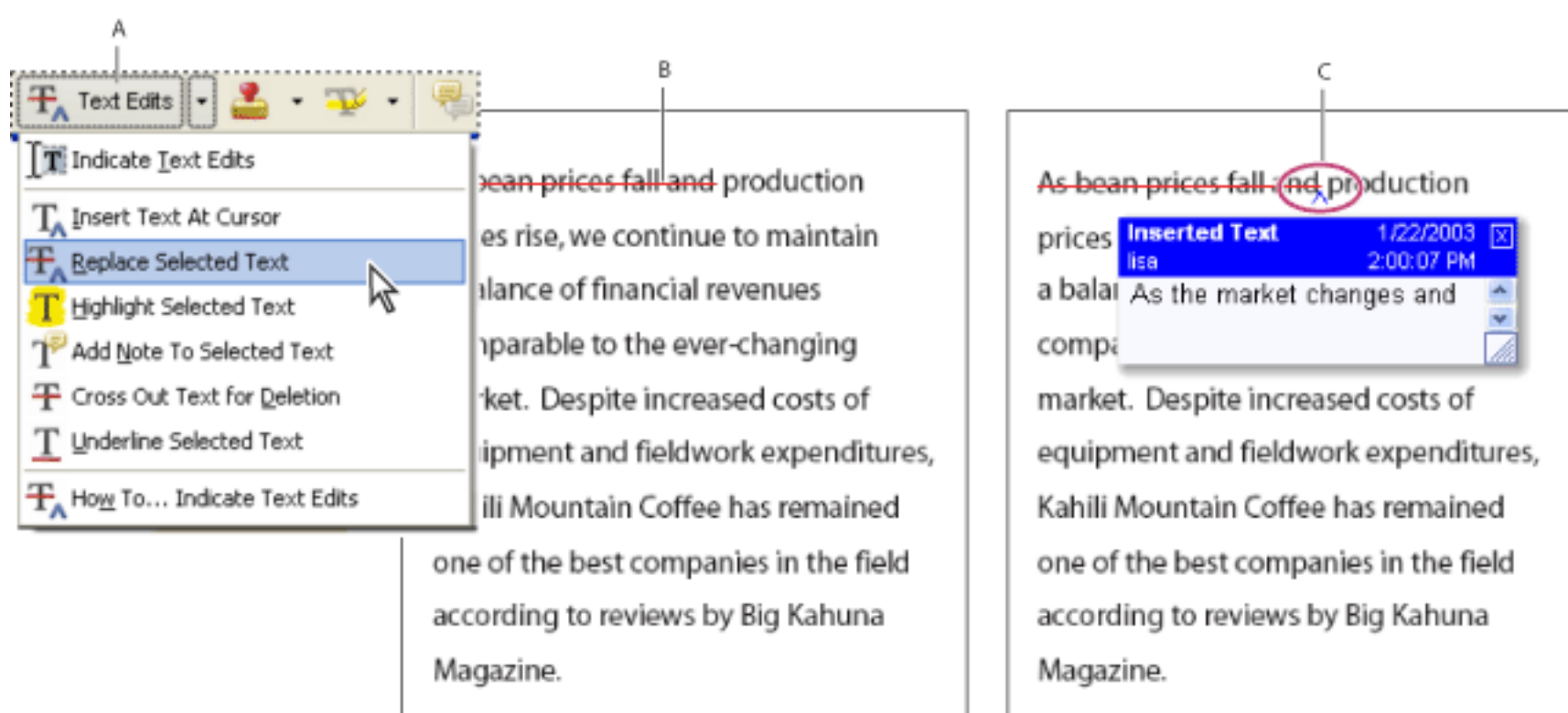




## Indicating text edits




You can use text edit comments, called *markups*, to indicate where text should be edited in Adobe PDF documents. These text edit comments do not change the actual text in the PDF document. Instead, they indicate which text should be deleted or inserted. 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.

You can export text edit comments directly to a Word 2002 document that the PDF document is based on. If your text edits will be added directly to a Word document, make sure that the insertion comment is the exact text, including spaces and paragraph returns, that you want added. If extra instructional words (such as "Add the following:") are added, they'll have to be deleted manually from the Word document. (See [Exporting Adobe PDF comments to a Word document \(Windows only\)](#).)





Text editing comments **A.** Indicate Text edits **B.** Text marked to be deleted **C.** Text marked to be inserted

### To indicate where text should be inserted or replaced:



1. On the Commenting toolbar, click Text Edits, or choose Text Edits > Indicate Text Edits .
2. Click between the words or characters where you want text to be inserted, or select text to be replaced.
3. Do any 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. An insertion caret appears.
  - To indicate that a new paragraph should be added, press Enter or Return, and then close the pop-up window without adding text. A 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. A space insertion caret  appears.







You can also indicate text edits using the Select Text tool  to select text or place the cursor, and then choose Insert Text At Cursor  from the Text Edits 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 which text should be deleted:

Do one of the following:




- On the Commenting toolbar, click Text Edits. Select the text, and then press Backspace or Delete.
- Use the Select Text tool  to select text, and then choose Cross Out Text for Deletion , from the Text Edits menu on the Commenting toolbar. You can also right-click (Windows) or Control-click (Mac OS) the selected text, and then choose Cross Out Text (Comment).

### To highlight or underline text:

1. Using the Select Text tool  or Indicate Text Edits tool , select the text you want to underline or highlight.
2. Choose Text Edits > Highlight Selected Text  or Underline Selected Text  on the Commenting toolbar. 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 associate a note with a text edit:


Do one of the following:

- If the text is already marked up, select the Hand tool  and double-click the markup. Type the text in the pop-up window that appears.
- If the text is not marked up, use the Select Text tool  or Indicate Text Edits tool  to select text, and then choose Text Edits > Add Note to Selected Text on the Commenting toolbar.

**Note:** Notes added to cross-out markups will not be exported into Word. (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, you may need to delete several comments. (See [Deleting comments](#).)

### To change text edit markup properties:

Right-click (Windows) or Control-click (Mac OS) the markup, and then choose Properties. (See [Changing colors, icons, and other comment properties](#).)







## Highlighting, crossing out, and underlining text

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You can use the Highlighter tool, the Cross-Out Text tool, and the Underline Text tool to add comments to an Adobe PDF document. 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 highlighting to add a note window.

### To highlight, cross out, or underline text:

1. On the Commenting toolbar, select the Highlighter tool , the Cross-Out Text tool , or the Underline Text tool .
2. Move the cursor to the beginning of the text you want to mark up and drag. 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.
3. Release the mouse button to complete the action.
4. To associate a note with the highlighted or underlined text, select the Hand tool  and double-click the markup. Type the text in the pop-up window that appears.

### To delete a highlight, cross out, or underline markup:

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 placed on top of one another, you may need to delete several comments. (See [Deleting comments](#).)

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## Adding stamps


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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.




Adding stamp comments **A.** Stamp **B.** Dynamic stamp **C.** Custom stamp

### To stamp a document:

1. From the stamp menu  on the Commenting toolbar, select the stamp you want to add to your document.
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.

### 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 a stamp's color or opacity, right-click (Windows) or Control-click (Mac OS) the stamp, and choose Properties. Use the Appearance tab to change the stamp's color and opacity.

### To move a stamp to the top of the stamp menu:

1. Using the Hand tool, select the stamp.
2. Choose Add Current Stamp to Favorites from the stamp menu on the Commenting toolbar.

To remove it, select it, and then choose Remove Current Stamp from Favorites.

### Related Subtopics:

[Creating custom stamps](#)

[Deleting custom stamps from the Stamp menu](#)

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## Creating custom stamps

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You can create custom stamps from PDF files, and from common graphic formats such as Adobe Illustrator (AI), Adobe Photoshop (PSD), JPEG, GIF, and bitmap. When you select the file to be used for the stamp, you can add it to an existing stamp category, or you can create a new category.

### To create a custom stamp:

1. If the stamp art does not already exist, use an application such as Adobe Illustrator or Adobe Photoshop to create it.
  2. From the stamp menu  on the Commenting toolbar, choose Create Custom Stamp, or choose Tools > Commenting > Stamp Tool > Create Custom Stamp.
  3. Click Select.
  4. Click Browse, and then double-click the file.
  5. If the file has more than one page, select the page to use for the stamp, and then click OK.
  6. For Category, select an existing category, or type a name to create a new category.
  7. For Name, type the name that will appear on the stamp menu on the Commenting toolbar, and then click OK.
-




## Deleting custom stamps from the Stamp menu

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Use the Manage Stamps dialog box to delete stamps and stamp categories. You can delete the custom stamps you created, not the predefined stamps. When you delete a stamp, the stamp is removed from the stamp menu, but the stamp file is not deleted.

### To delete stamps:






1. From the stamp menu  on the Commenting toolbar, choose Manage Stamps, or choose Tools > Commenting > Stamp Tool > Manage Stamps.
  2. Do any of the following, and then click OK:
    - To delete a stamp, select the stamp's category and stamp name, and then click Delete.
    - To delete a custom stamp category, delete all the stamps in the category.
-



## Marking up documents using drawing tools

---

You can use the drawing tools to visually mark up a document with lines, circles, and other shapes, called *drawing markups*. You can also add a note to any drawing markup. When selecting a drawing tool, consider the effect you want:

- The Rectangle tool , the Oval tool , and the Line tool  let you create simple shapes.
- The Polygon tool  creates a closed shape with multiple segments. The Polygonal Line tool  creates an open shape with multiple segments.

### To use the drawing tools to create a comment:

1. Make sure that the Advanced Commenting toolbar is open. Right-click (Windows) or Control-click (Mac OS) the toolbar area, and then choose Advanced Commenting Toolbar.
2. On the Advanced Commenting toolbar, select the drawing tool from the drawing menu.
3. Do one of the following:
  - 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 a polygon or polygon line, click a starting point, move the mouse pointer and click to create a segment of the polygon, and then continue clicking to create segments of the polygon. When you're finished drawing a polygon, click the starting point or double-click to close the shape. Double-click to end a polygon line.
  -




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 until after you release the mouse button.

### To delete a drawing comment:

Right-click (Windows) or Control-click (Mac OS) the drawing markup, and then choose Delete.

### To change the appearance of a drawing comment:

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 comment. Right-click (Windows) or Control-click (Mac OS) the toolbar area, and then choose Properties Bar. Specify options on the Properties toolbar to change the appearance of the selected shape.


For more information on changing comment properties, see [Changing colors, icons, and other comment properties](#).

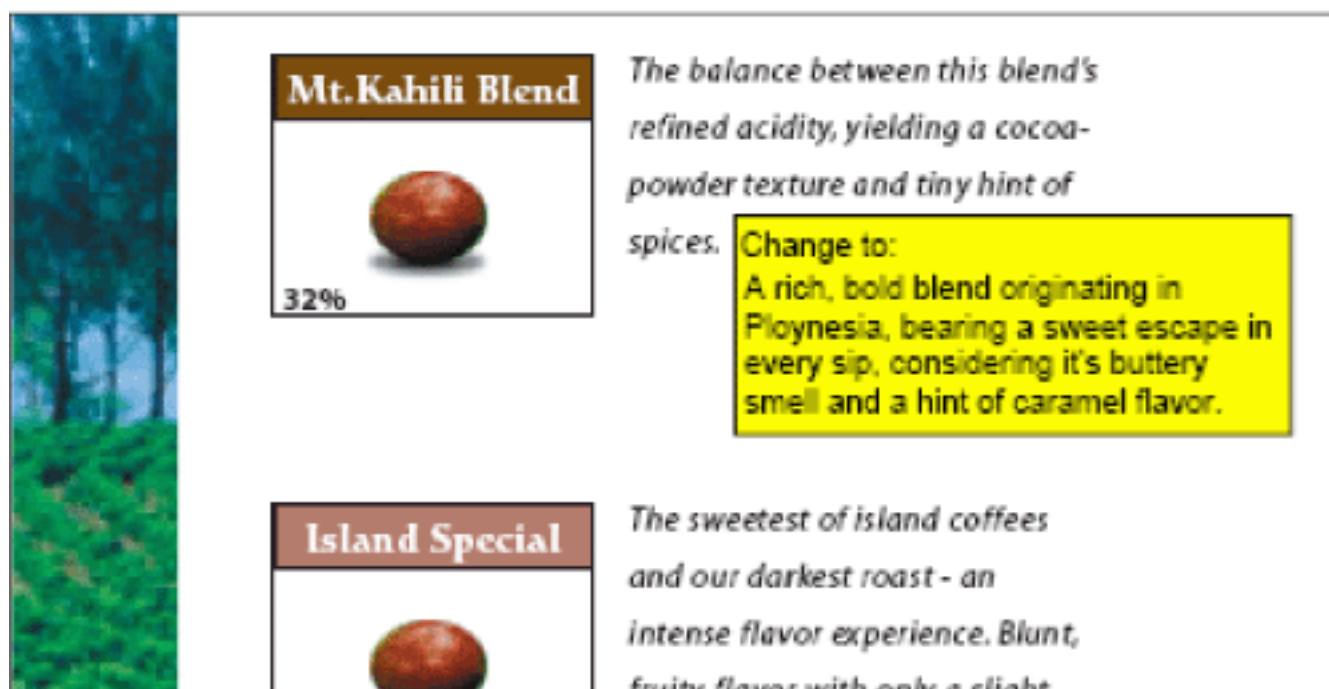
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## Adding comments in a text box


You can create a text box comment on any page in an Adobe PDF document and position it anywhere on the page. A text box comment remains visible on the document page; it does not close like a note comment. The Text Box tool  lets you create a box with text in it. When you click a text box to select it, you can use the options on the Properties toolbar to format the fill and border of the text box. When you double-click a text box, you can use the options on the Properties toolbar to format the text inside the text box.




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. Make sure that the Advanced Commenting toolbar is open. On the toolbar, choose Review & Comment > Advanced Commenting Toolbar.
2. From the Advanced Commenting toolbar, select the Text Box tool .
3. Click the location where you want to place the text box, or drag a rectangle to define the boundaries of the text box.
4. Use the Properties toolbar to change the color, alignment, and font attributes of the text you type, and then type the text. If the Properties toolbar is not visible, right-click (Windows) or Control-click (Mac OS) the toolbar area, and then choose Properties Bar.
5. 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 the desired size.






## Using the Pencil tool

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The Pencil tool lets you draw free form lines in Adobe PDF documents. You can use the Pencil Eraser tool to erase parts of the drawing you created.

### To sketch with the Pencil tool:



1. Make sure that the Advanced Commenting toolbar is open. On the toolbar, choose Review & Comment > Advanced Commenting Toolbar.
2. Select the Pencil tool  on the Advanced Commenting toolbar.
3. Move the pointer to the location where you want to begin drawing. You do not have to use one unbroken stroke. You can release the mouse button very briefly, move the cursor to a new location, and continue drawing.



To specify the line width, color, and other properties before you draw, right-click (Windows) or Control-click (Mac OS) the toolbar area, choose Properties Bar, and select the desired options.

### To edit the pencil comment:

Do any of the following:

- To erase parts of the drawing, select the Pencil Eraser tool  from the pencil menu on the Advanced Commenting toolbar, and then drag across the areas of the drawing that you want to remove.
  - To change the line width, color, and other properties, use the Hand tool  to select the drawing, and then choose options from the Properties toolbar. (See [Changing colors, icons, and other comment properties.](#))
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## Adding attachments

---

You can add sound clips, attach files, and paste images that you have copied to the clipboard. Adobe Acrobat 6.0 Professional is required to add movies to a PDF document.

### Related Subtopics:

[Using the Attach Sound tool](#)

[Using the Attach File tool](#)

[Pasting an image from the clipboard](#)

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## Using the Attach Sound tool




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You can use the Attach Sound tool to add a prerecorded WAV or AIFF sound as a comment, or record and place an audio comment in a document. Attached sound 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 sound comment:

1. On the toolbar, choose Review & Comment > Advanced Commenting Toolbar.
2. Select the Attach Sound tool  from the attachments menu on the Advanced Commenting toolbar. Click the location where you want to place the sound comment.
3. Click Browse (Windows) or Choose (Mac OS), browse to the sound file you want to add, and double-click the sound file.
4. To hear the prerecorded sound clip, click the Play button . Click OK when you're finished.
5. Specify options in the Properties dialog box as described in [Changing colors, icons, and other comment properties](#), and then click Close.

### To record an audio comment:

1. Select the Attach Sound tool .
  2. Click the location where you want to place the audio comment.
  3. Do one of the following:
    - (Windows) Click the Record button  in the Sound Recorder dialog box, and speak into the microphone. Click the Stop button  when you're finished, and then click OK.
    - (Mac OS) Click Record in the Record Sound dialog box, and speak into the microphone. Click Stop to complete the recording, and then click OK.
  4. Select options in the Properties dialog box, and then click OK.
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## Using the Attach File tool

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Use the Attach File tool to embed a file at a selected location in an Adobe PDF document, so that the reader can open it for viewing. If you move the PDF document to a new location, the embedded file comment automatically goes with it.

**Note:** You can attach any file type as a file attachment. However, others will not be able to open the file unless they have the authoring application installed on their system.

### To attach a file:

1. On the toolbar, choose Review & Comment > Advanced Commenting Toolbar. Then Select the Attach File tool .
  2. Click where you want to place the file attachment.
  3. In the Select File to Attach dialog box, browse to locate the file to attach, and then double-click it.
  4. In the Properties dialog box, select the settings for the file icon that appears in the PDF document. (See [Changing colors, icons, and other comment properties.](#)) Then click OK.
-





## Pasting an image from the clipboard

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You can add graphics to Adobe PDF documents by copying an image from another PDF document or another application, and then pasting it in your PDF document as an image comment. If you want to add the image to PDF documents repeatedly, you may want to create a custom stamp of the image. (See [Creating custom stamps](#).)

### To paste an image from the clipboard:

1. In any application that contains graphics, select an image, and then choose Edit > Copy. Use the Select Image tool  to select and copy an image in a PDF document. (See [Copying images](#).)
  2. Open the PDF document in which you want to paste the image.
  3. Choose Paste Clipboard Image from the Attachments menu on the Commenting toolbar.
  4. Click 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.
    - 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 Comment.
-



## Deleting comments



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When deleting comments, note the following:

- If comments are placed on top of one another, deleting the comment may appear to do nothing, because the next item in the stack is still visible. In such cases, you may need to delete several comments before they're all gone.
- 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.
- If you are participating in a browser-based review, you may not be able to delete other reviewers' comments. If you're initiating a browser-based review, you may not be able to delete your own comments online if you added them to the document before uploading it to the server. (See [Setting up a browser-based review \(Windows only\)](#).)

### To delete comments:

Do one of the following:

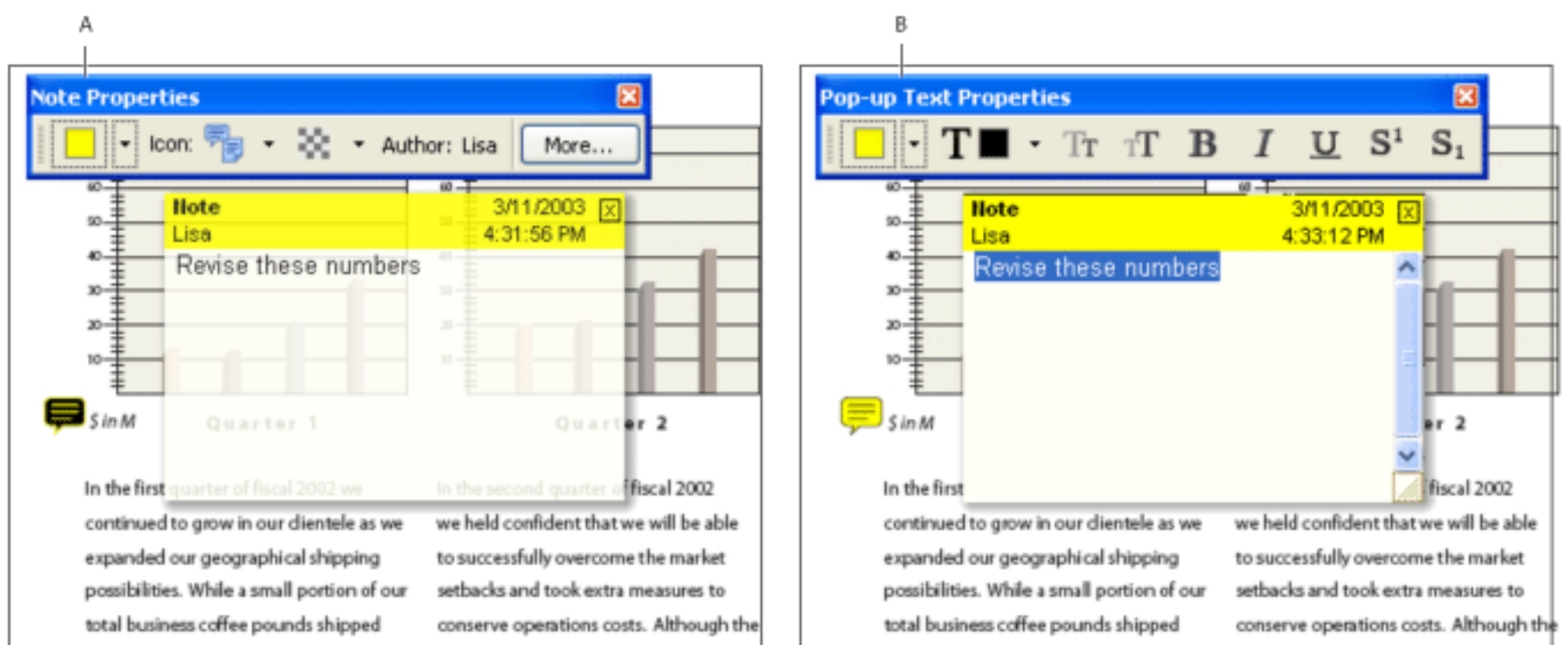
- Right-click (Windows) or Control-click (Mac OS) the comment, and then choose Delete.
  - Select the Hand tool , click the markup, and then press Delete.
  - Click the Comments tab to display the Comments List, select the comments you want to delete, and then click the Trash icon .
-



## Changing colors, icons, and other comment properties

You can change a comment's color and other properties using the Properties toolbar or the Properties dialog box. The options that appear on the Properties toolbar depend on which tool or object is selected. The title bar in the Properties toolbar indicates which object is affected. 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, the Pop-up Text Properties toolbar lets you specify appearance options for the text within the pop-up window.


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**. Properties toolbar with note icon selected **B**. Properties toolbar 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, right-click (Windows) or Control-click (Mac OS) the toolbar area, and then choose Properties Bar. You can also choose View > Toolbars > Properties Bar.
2. Select the Hand tool , and then click the comment to select it.
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. 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, do any of the following, and then click Close:
  - Select 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.
  - Select the General tab to change the author's name and subject of the current comment. To allow this name to be used as the default in subsequent comments, deselect the Always Use Log-in Name for Author Name option in the Commenting panel in the Preferences dialog box, and then make the current properties the default, as described in the next procedure.
  - 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 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. Specify the properties for a comment as described in the previous procedure.
2. Right-click (Windows) or Control-click (Mac OS) the comment that has the properties you want to include, and then choose Make Current Properties Default. All subsequent comments that you create of that type will share the same comment properties. Existing comments are not affected, nor is the appearance of text in pop-up windows.

**Note:** The author name changes in subsequent comments you create only if the Always Use Log-in Name for Author Name is not selected in Commenting preferences. (See [Setting Commenting preferences](#).)





## Spell-checking text in comments and forms


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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 edit 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:

[Adding words to a dictionary](#)

[Setting Spelling preferences](#)

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## Adding words to a dictionary

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You can add to the list of words 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 will be 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 > Spell Checking > 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 Spelling preferences

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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 will go 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.
-



## Setting Commenting preferences

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To make changes that affect all comments, set Commenting preferences. For example, you can make comments easier to read by selecting a larger font size, turn off connector lines or side-alignment, and make sure that the Note tool remains selected after you click to 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.

### To set preferences for comments:

1. Choose Edit > Preferences, and then select Commenting on the left side of the Preferences dialog box.
2. Select from the following options, and then click OK:

#### Font and Font Size

Determines font and the size of text in pop-up windows. This setting applies to all new and existing comments.

#### Pop-up Opacity

The value (between 0 and 100) you specify 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.

#### Reduce Note Size when Zoom Level Is Less Than 100%

Causes note icons to shrink in proportion to the document's magnification settings. When you zoom out, note icons shrink.

#### Automatically Open Pop-ups on Mouse Rollover

When the mouse pointer is placed over a comment of any type, including drawing markups and stamps, the pop-up window opens.

#### Print Comment Pop-ups

The pop-up windows associated with comments are printed. Instead of selecting this option, you may prefer using the Print with Comments command. (See [Printing a summary of comments](#).)

#### 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.

#### Show Indicator Arrows Pointing to Off-screen Comments

When you scroll through the document, arrows indicate that off-screen comments are available.

#### Show Lines Connecting Comment Markups to Their Pop-ups on Mouse Rollover

When you roll the mouse 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.

#### Scale Document to Fit Pop-ups

Adjusts the page zoom so that pop-up windows outside the page boundaries fit within the current view.

#### Scale Document to Fit Comments

Adjusts the page zoom so that comments outside the page boundaries fit within the current view. This option applies to all comments except pop-up windows.

#### Show the Tooltip for "Double-click to add comments"

When you hold the mouse pointer over some comments, such as a stamp comment, a tooltip appears.

#### Open Pop-up When Comment Is Selected

A pop-up window appears when you click the note icon or comment markup.

#### 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.

#### 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 colors, icons, and other comment properties](#).)

#### 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

The pop-up window associated with drawing comments, such as those created by the Rectangle tool, include any text within the comment if this option is selected.

#### 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, include any text to which the comment is applied if this option is selected.

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**Adobe® Acrobat® 6.0 Standard**

## **Digitally Signing PDF Documents**

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[About signing PDF documents](#)

[About digital IDs and certification methods](#)

[Certifying a document](#)

[About adding signatures](#)

[Using the Signatures tab](#)

[Validating signatures](#)

[Managing digital ID certificates](#)

[Setting Digital Signature preferences](#)

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## About signing PDF documents

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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 "behind the scenes" about the person signing a document.

Note: For the latest information about Digital Signatures, choose Help > Online Support to open the Adobe Acrobat support page on the Adobe Web site, 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 = Synctec, Inc. Reason: I am the author of this document Date: 2003.01.24 10:40:16 -0800</small>
Please keep a copy for your records.		

Valid digital signature

### Selecting a digital ID

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. (See [About digital IDs and certification methods.](#))

### Signing a document

A digital signature can appear as a logo or other image, or as text explaining the purpose of the signing. (See [About adding signatures.](#))

### Certifying a document

When you certify a document, you attest to its contents and specify the types of changes allowed for the document to remain certified. (See [Certifying a document.](#))

### Validating someone else's signature

When you receive a document signed by another person, you should validate the signature to ensure that the document was indeed signed by that person and hasn't changed after it was signed. (See [Validating signatures.](#))

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## About digital IDs and certification methods

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A digital ID contains your signature information. Digital IDs are also referred to as *credentials* or *profiles*. 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. A *certificate* is a confirmation of your digital ID and contains information used to protect data.

In general, digital IDs are issued by a third party for use in any official capacity. The provider of digital ID certificates is sometimes called a *certificate authority* or a *signature handler*. You may want to create more than one digital ID if you sign documents in different roles or with different certification methods.

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.

### Related Subtopics:

[About digital ID providers](#)

[Creating a digital ID \(Default Certificate Security\)](#)

[Using digital IDs \(Default Certificate Security\)](#)

[Managing digital IDs \(Windows Certificate Security\)](#)

[Using third-party digital IDs](#)

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## About digital ID providers

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Some common providers of digital IDs include the following:

- Default Certificate Security lets you create and select a password-protected digital ID file.
- Windows Certificate Security is a Windows security authority that allows client and server applications to gain trust in each other's authentication credentials. You can use Windows digital IDs in PDF documents without having to type a password. Windows certificates are stored in the Windows Certificate Store.
- Some third-party providers, such as Entrust®, include advanced security features. See the Adobe Web site for information on using providers with advanced security features.

Both Default Certificate Security and Windows Certificate Security have access to the list of trusted identities that you build. Third-party signature handlers may validate identities using other methods. (See [Managing digital ID certificates](#).)

### To specify a default signing method:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences, and then choose Digital Signatures.
2. From the Default Method to Use When Signing menu, choose a signing method. If you want to be prompted to select the signing method each time you sign, select Ask When I Sign.

For more information, see [Setting Digital Signature preferences](#).

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## Creating a digital ID (Default Certificate Security)

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When you create a self-signed digital ID using Default Certificate Security, the resulting file stores the following items: an encrypted private key used for signing or encrypting documents, a public key contained in a certificate used for validating signatures, and a time-out value if a password is required for signing. The digital ID file you create includes a .pfx extension (Windows) or a .p12 extension (Mac OS).

### To create a self-signed digital ID (Default Certificate Security):

1. Choose Advanced > Manage Digital IDs > My Digital ID Files > Select My Digital ID File. (If another digital ID is open, this command changes to Open Another Digital ID File.)
2. Click New Digital ID File, and then click Continue.
3. In the Create Self-Signed Digital ID dialog box, do the following:
  - Type a name for your digital ID. When you certify or sign a document, this name appears in the Signatures panel and in the signature field.
  - To use Unicode values for extended characters, select Enable Unicode Support, and then specify Unicode values for the appropriate fields.
  - 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.
  - Specify whether you want to use the digital ID for digital signature, data encryption, or both. (See [Encrypting PDF files for a list of recipients.](#))
  - Type a password containing at least six characters. Do not use double quotation marks or the following characters: ! @ # \$ % ^ & \* , | \ ; < > \_ . Type the same password in both the Choose a Password and Confirm Password text boxes. Passwords are case-sensitive.
4. Click Create, specify a filename and location, and then click Save.
5. Export and send your digital ID 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.

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## Using digital IDs (Default Certificate Security)

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Before you can sign or validate a document, you are prompted to select a digital ID file, if you have not already done so. Digital ID files from earlier versions of Acrobat use an .apf extension. If you select an .apf digital ID file, you are prompted to convert the file to a supported file type.

### To select a self-signed digital ID file:

1. Choose **Advanced > Manage Digital IDs > My Digital ID Files > Select My Digital ID**. (If you already selected a digital ID file, this command changes to **Open Another Digital ID File**. If you have multiple digital IDs, use this command to close the current digital ID and select a different one.)
2. Do one of the following:
  - Choose a digital ID file. The menu lists the most recently opened or created digital ID files.
  - Click **Find Your Digital ID File**, and browse to find a digital ID. Digital ID files are commonly stored in the **Profiles** folder in the **Acrobat** folder.
3. Type your password, and click **OK**.

### To close a self-signed digital ID file:

Choose **Advanced > Manage Digital IDs > My Digital ID Files > Close My Digital ID File: <filename>**.

### To change self-signed digital ID file settings:

1. Choose **Advanced > Manage Digital IDs > My Digital ID Files > My Digital ID File Settings**.
2. If prompted, select your digital ID, type the password, and click **OK**. Select your digital ID, and then click **Settings**.
3. Specify whether you want to be prompted for a digital ID next time, use the current digital ID until you close Acrobat, or always use the current digital ID.
4. Specify whether you want to use the digital ID for signing, encrypting, or both. This option is dimmed if you selected to be prompted for a digital ID.
5. Click **OK**.

### To change self-signed digital ID password settings:

1. Choose **Advanced > Manage Digital IDs > My Digital ID Files > My Digital ID File Settings**.
  2. If prompted, select the digital ID file, type the password, and click **OK**.
  3. Select the digital ID, and then choose **Change Password**.
  4. Specify the new and old passwords. Passwords are case-sensitive, must contain at least six characters, and may not contain double quotation marks or the following characters: ! @ # \$ % ^ & \* , | \ ; < > \_ . Click **OK**.
  5. To change your password settings, select the digital ID, choose **Password Settings**, and then do the following:
    - To require a password for signing, select **Require Password to Access When Signing**.
    - Select **Always**, or choose a value from the menu to specify how often you are prompted for a password while the digital ID file is selected in the current session.
    - Type your password in the text box, and then click **OK**.
  6. Click **Close**.
-



## Managing digital IDs (Windows Certificate Security)

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Acrobat provides the Windows Certificate Security method to work with digital IDs used in Windows systems. When you create a Windows digital ID, you do not need to specify a password. Your Windows login protects access to Windows digital IDs. The My Digital ID command lets you manage digital IDs for Windows Certificate Security.

### To add a digital ID file (Windows Certificate Security):

1. Choose Advanced > Manage Digital ID > My Digital ID.
2. Click Add.
3. In the Add Digital ID dialog box, do one of the following:
  - Click the Get a Third Party Digital ID icon to open a Web site containing information on third-party digital ID providers.
  - Click the Create a Self-Signed Digital ID icon, and then click Continue. Specify the digital ID details. If you want the digital ID to be available for non-Acrobat applications, select Add as a "Windows Trusted Root" Digital ID.
  - Click the Import Digital ID File icon to add an existing digital ID file. If you add a self-signed digital ID that you created using Default Certificate Security, specify the password.

### To use Windows Certificate Security as the default signing method:

1. Choose Edit > Preferences, and then choose Digital Signatures.
2. From the Default Method to Use When Signing menu, choose Windows Certificate Security.

### To change digital ID file settings (Windows Certificate Security):

1. Choose Advanced > Manage Digital IDs > My Digital ID. Select your digital ID in the list, and then click Settings.
  2. Specify whether you want to be prompted for a digital ID next time, use the current digital ID until you close Acrobat, or always use the current digital ID.
  3. Specify whether you want to use the digital ID for signing, encrypting, or both. This option is dimmed if you selected to be prompted for a digital ID.
  4. Click OK.
-



## Using third-party digital IDs

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When you certify, sign, or validate a document, you can use the Default Certificate Security, the Windows Certificate Security (Windows only), or 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 Digital Signatures.
  3. Choose a provider from the Default Method to Use When Signing menu, which lists all security methods installed in the Acrobat Plug-ins folder. If you want to be prompted to select a security method each time you sign, select Ask When I Sign. Click OK.
-



## Certifying a document

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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 is no longer certified.

When you save a document as certified, a blue ribbon icon  appears next to the digital signature and in the Signatures tab.



Certifying signature

For information on other security methods, see [About passwords and document security](#).

### To certify a PDF document:

1. Make all final changes to your PDF document.
  2. In the Digital Signatures 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 obtain digital ID information from the Adobe Web site. (See [About 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 fill-in 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 filename. This command allows you to make changes to your original PDF document.
    - Choose Sign and Save to sign the document and save it using the same filename. If you make changes to the original PDF document, you may invalidate the certification.
  10. Close the document without making additional changes.
-





## About adding signatures

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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 PDF form fields as a certified document, allowing only form fields to be filled in. When another user opens the PDF document, a message box indicates whether the certification is still valid. This user can then fill out the form and sign the document when finished.

The signature that appears is just its representation on the page and is not the actual digital signature information. Signature information appears on the Signatures tab.



A



B

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 document 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 a document](#)

[Adding signatures to a document in a Web browser](#)

[Creating a new signature appearance](#)

[Setting up Palm OS appearance files](#)

[Clearing a digital signature from a signature field](#)

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## Signing a document

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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 a caution triangle  appears in the signature field and in the Signature tab, indicating that changes were made after the signature was added. The author of the PDF form can also lock fields after the document is signed to prevent additional changes.

### To sign a document:

1. In the Digital Signatures panel of the Preferences dialog box, specify a default signing method.
  2. 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.
  3. If the document isn't certified, you are prompted to sign or certify it. Click Continue Signing. Otherwise, to certify the document, see [Certifying a document](#).
  4. Select whether you want to sign an existing signature field, if available, create a new one, or create an invisible signature, and then click Next. If prompted, draw a signature field.
  5. If prompted, select the certification method, and then click OK. (See [About digital IDs and certification methods](#).)
  6. If you have not yet selected a digital ID, select one, and then click OK. (See [About digital IDs and certification methods](#).)
  7. In the Apply Signature to Document dialog box, type your password if prompted, and specify the reason for signing the document.
  8. 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 [Creating a new signature appearance](#).
  9. 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 filename. 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 filename. If you make changes to the saved PDF document, you may invalidate the signature.
-



## Adding signatures to a document in a Web browser

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When you sign a document in a browser, only the incremental portion of the file is saved to your hard drive. (A Sign button rather than a Save or Save As button appears.) To save a copy of the signed document, you must save the file to your hard drive.

### To sign a document in a browser:

1. From the Sign menu on the Acrobat toolbar, choose Sign This Document, or click a signature field, and then follow the steps described in [Signing a document](#).
  2. To retain a copy of the signed document, click the Save a Copy of the File button on the Acrobat toolbar.
-



## Creating a new signature appearance

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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 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.

### 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 then select Digital Signatures.
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. Do one of the following:
  - Select No Graphic if you want the signature area to contain only the icon and other information specified under Configure Text.
  - Select Imported Graphic to use a graphic signature, and then click PDF File. In the Select Picture dialog box, click Browse to locate the file. (The file must be a PDF file.) Click OK (Windows) or Select (Mac OS).

**Note:** The Palm Organizer button is dimmed unless Palm OS<sup>®</sup> appearance files are detected. (See [Setting up Palm OS appearance files.](#))

- Select Name to use the signature profile name for the appearance.
6. Select any text items you want to appear with the signature on document pages. Select Distinguished Name to show the user attributes defined in the profile, including your name, organization, and country.
  7. Click OK.

To display the image when you sign the document, you must select the signature appearance. (See [Signing a document.](#))

### To edit or delete a signature appearance:

1. Open the Preferences dialog box, and then select Digital Signatures.
  2. Do one of the following:
    - To edit a signature appearance, select its title in the right pane, and click Edit. You can change the title, select a different image, or change the text items.
    - To delete a signature appearance, select its title in the right pane, and then click Delete.
-



**Adobe® Acrobat® 6.0 Standard**

## Setting up Palm OS appearance files

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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 6.0/Acrobat/PalmPilot folder.

In Mac OS, the AcroSign.prc is inside the Acrobat application. Control-click the Acrobat 6.0 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 Web site and your Palm OS documentation.

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## Clearing a digital signature from a signature field

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When you clear a signature field, the signature is deleted, but the empty signature field remains.

### To clear a digital signature from a signature field:



Do one of the following:


- Select the signature in the Signatures tab, and choose Clear Signature Field from the Options menu. The signature is removed, and the Signatures panel notes that the document was modified after the last signing.
  - Right-click (Windows) or Control-click (Mac OS) the signature in the document window, and then choose Clear Signature Field.
  - To clear all signature fields in a document, choose Document > Digital Signatures > Clear All Signature Fields.
-





## Using the Signatures tab

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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. A blue ribbon icon  indicates that the certification is valid. The digital signature icon  along with the name of the field in the Signatures panel indicates the presence of the empty signature

field. A check mark icon  indicates that the signature is valid. A question mark

icon  indicates that the signature has not been verified. A 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 window.



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.

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## Validating signatures

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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. (See [Building a list of trusted identities.](#))

The verification status appears on the document page and in the Signatures tab. If you don't have the signer's certificate, the signature validity is unknown. Third-party signature handlers may verify identities using other methods.

### To validate a signature:

1. Open the PDF document containing the signature you want to validate.
2. In the signature field or in the Signatures tab, check whether a "Document was modified" 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. If the status is unknown, or if the document was modified after it was signed, click Signature Properties, do any of the following, and then click Close:
  - Click Show Certificate to verify the fingerprint information, and then click Close.
  - Click Issuer Notice to learn more about the legal restrictions of this signature, and then click Signature Properties.
  - If the document has more than one signature, click View Signed Version to view a copy of the signed version in a separate document window. (See [Viewing previous versions of a signed document.](#)) You can also compare the versions to see changes. (See [Comparing versions of a signed document.](#))

To change validation settings, see [Setting Digital Signature preferences.](#)

### Related Subtopics:

[Viewing previous versions of a signed document](#)

[Comparing versions of a signed document](#)

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## Viewing previous versions of a signed document

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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:

Do one of the following:

- Select the signature in the Signatures tab, and choose View Signed Version from the Option menu.
- Right-click (Windows) or Control-click (Mac OS) the signature in the Signatures tab or document pane, and choose View Signed Version.
- In the Signature Properties dialog box, click View Signed Version.

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.

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## Comparing versions of a signed document

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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:**

Do one of the following:

- Select the signature in the Signatures tab, and choose Compare Signed Version to Current Version from the Option menu.
  - Right-click (Windows) or Control-click (Mac OS) the signature in the Signatures tab or document pane, and choose Compare Signed Version to Current Version.
-



## Managing digital ID certificates

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Your digital ID certificate contains a public key that is used to validate your digital signature. 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.

Both Default Certificate Security and Windows Certificate Security have access to the list of 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.

### Related Subtopics:

[Sharing your digital ID certificate](#)

[Building a list of trusted identities](#)

[Checking information on certificates](#)

[Configuring identity search directories](#)

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## Sharing your digital ID certificate

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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. Do one of the following:
    - For password-protected digital ID files, choose **Advanced > Manage Digital IDs > My Digital ID Files > My Digital ID File Settings**. If prompted, select your digital ID, type the password, and click **OK**.
    - If you use Windows Certificate Security, choose **Advanced > Manage Digital IDs > My Digital ID**.
  2. To verify that your certificate information is correct, select the digital ID you want to share, click **Settings**, and then click **Show Certificate Details**. Click **Close** and **OK** to return to the dialog box.
  3. With the digital ID selected, click **Export**.
  4. 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 **OK**, and then send the message in your email application, if necessary.
    - Click **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**.
-



## Building a list of trusted identities

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You can keep a copy of other users' digital ID certificates in a list of trusted identities. 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 PDF files for a list of recipients.](#))

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 > Manage Digital IDs > Trusted Identities.
2. Click Request Contact.
3. Type your name and email address. To allow other users to add your certificate to their list of trusted identities, select Include my Certificates.
4. Select whether you want to email the request or save it as a file so that you can send it later, and then click Next.
5. If prompted, select the digital ID file, type the password, and click OK. Select the digital ID file to use, and then click Select.
6. Do one of the following:
  - To send an email message, specify the email addresses, edit the message as needed, and click Email. You may need to switch to your email application to finish sending the message. (See [Emailing Adobe PDF documents.](#))
  - To save the file, specify a location, and then click Save. You can later attach this file to an email message.
7. After you receive the email message, open the attachment, and choose Set Contact Trust.

### To add a certificate from email to your list of trusted identities:

1. After a user sends you certificate information, open the email attachment, and then choose Set Contact Trust.
2. Specify trust options, and then click Import.

### To add a certificate from a file to your list of trusted identities:

1. In the Digital Signatures panel of the Preferences dialog box, specify a default signing method.
2. To include Windows Certificate digital IDs in the list of trusted identities, select the appropriate option in the Digital Signatures Advanced Preferences dialog box. (See [Setting Digital Signature preferences.](#))
3. Choose Advanced > Manage Digital IDs > Trusted Identities.
4. Click Add Contacts.
5. 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 search for specific digital ID certificates. (See [Configuring identity search directories.](#))
  - Click Browse for Certificates, locate the certificate file, and then click Open.
6. Click Add to Contacts List.
7. Select the added certificate in the Contact to Add list, and then click Contact Details.
8. 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.
9. After you verify that the information is correct, click Set Contact Trust, specify trust options, and then click OK.

### To add a certificate using a signature in a PDF document:

1. In the Digital Signatures panel of the Preferences dialog box, specify the default signing method.
2. Open the PDF document containing the user's self-signed signature.
3. Click the signature in the document to check whether it's valid.
4. Click Signature Properties, and then click Show Certificate.
5. 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 > Manage Digital IDs > Trusted Identities.
  2. Select the certificate, and click Delete.
-



## Checking information on certificates

---

The Certificate Attributes 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 Attributes dialog box provides the following information:

- The distinguished name (DN) is the name, organization, and country that a user provides when creating a profile. In Acrobat Self-Sign Security, the user DN and the certificate issuer DN are the same because a certificate is always issued by the user rather than by a third-party provider.
- The serial number is a unique number that ensures no two certificates from the same DN are identical.
- The validation period specifies a span of time in which the certificate is valid. It begins with the date and time the certificate was created.

### To check information on your own certificate:

1. Do one of the following:
  - For password-protected digital ID files, choose **Advanced > Manage Digital IDs > My Digital ID Files > My Digital ID File Settings**. If prompted, select your digital ID, type the password, and click **OK**. Select your digital ID, and then click **Settings**.
  - If you use Windows Certificate Security, choose **Advanced > Manage Digital IDs > My Digital ID**. Select your digital ID in the list, and then click **Settings**.
2. Click **Show Certificate Details**.

### To check information on a certificate:

Do one of the following:

- In the **Signatures** tab, right-click (Windows) or Control-click (Mac OS) a signature, and then choose **Properties**. Click **Show Certificate**.
  - Choose **Advanced > Manage Digital IDs > Trusted Identities**. From the **Display** menu, choose **Certificates**. Select the certificate, and then choose **Edit**. Click **Certificate Details**.
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## Configuring identity search directories

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Identity search directories help you locate specific digital ID certificates from network servers, including LDAP servers.

### **To configure an identity search directory:**

1. Choose Advanced > Manage Digital IDs > Configure Identity Search Directories.
2. Click New, specify a directory name and server settings, and then click OK.

For more information on server settings, contact your system administrator.

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## Setting Digital Signature preferences

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You can use the Digital Signatures panel of the Preferences dialog box to change the appearance of your signature, specify a default security method, change validation settings, and specify other advanced preferences.

### To set Digital Signature preferences:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and then select Digital Signatures.
2. Change the digital signature appearance. (See [Creating a new signature appearance.](#))
3. Specify a default signing method. (See [About digital ID providers.](#))
4. Under Verifying Signatures, do the following, and then click OK:
  - Select whether to verify signatures when PDF documents are opened.
  - Specify which security method to use for verifying signatures. (See [About digital IDs and certification methods.](#))

### To set advanced digital signature preferences:

1. In the Digital Signature panel of the Preferences dialog box, click Advanced Preferences.
2. Select Ignore the Expiration Dates of Self-Signed Certificates When Verifying Signatures if you don't want to verify expiration dates. If this option is not selected, you are notified when a signature expired.
3. Select Require Certificate Revocation Checking for Validation to require certificates to be checked against a list of excluded certificates during validation. A certificate revocation list (CRL) contains a list of revoked but unexpired certificates. If this option is not selected, the revocation status for non-author signatures is ignored.
4. Under Microsoft Windows Certificate Security, do the following, and then click OK:
  - Specify whether you can import identities from the Windows Certificate Store into the list of trusted identities. (See [Building a list of trusted identities.](#))
  - Specify whether to trust all root certificates in the Windows Certificate Store when validating signatures and when validating certified documents. Be aware that selecting these options might compromise security.

**Note:** To revert to the default digital ID settings, click Reset.

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**Adobe® Acrobat® 6.0 Standard**

## **Adding Security to PDF Documents**

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[About passwords and document security](#)

[Adding passwords and setting security options](#)

[Getting information on PDF documents](#)

[Creating document properties](#)

[Viewing document metadata](#)

[Encrypting PDF files for a list of recipients](#)

[Adding usage rights to a document](#)

[Setting Trust Manager preferences](#)

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## About passwords and document security

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When creating Adobe PDF documents, authors can use password security to add restrictions that can prevent a document from being opened, printed, or edited. PDF documents that include such security restrictions are called *restricted documents*.

The following methods can enhance document security:

- Restricting opening, editing, and printing. (See [Adding passwords and setting security options](#).)
- Limiting access to the PDF document to a defined list of users. Determining which users can open a PDF document is called *encrypting*. (See [Encrypting PDF files for a list of recipients](#).)
- Certifying a PDF document. When a document is certified, editing changes are restricted. (See [Certifying a document](#).)
- Changing permission settings for playing movies and sound clips. (See [Setting Trust Manager preferences](#).)

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 your files 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 PDF document author.

### To view the security settings of an open document:

1. Do one of the following:
  - Choose Document > Security > Display Restrictions and Security.
  - Choose File > Document Properties, and then click Security.
  - From the toolbar, choose Secure > Display Restrictions and Security.
2. Note the actions that are not allowed, and then click OK.



When 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.

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## Adding passwords and setting security options

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You can limit access to an Adobe PDF document by setting passwords and by restricting certain features, such as printing and editing. When a document has restricted features, any tools and menu items related to those features are dimmed. You can also use other methods to create secure documents, such as encrypting or certifying a document. (See [About passwords and 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, anyone who tries to open the PDF document must type in the password you specify. Acrobat uses the RC4 method of security from RSA Corporation to password-protect PDF documents. If you are restricting printing and editing, you should add a Document Open password to enhance security.

When you set a Permissions 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 only set or change the restricted features 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. It's a good idea to store passwords in another secure location in case you forget them. Also, keep a backup copy of the document that is not password-protected.

### To change security settings for a document:

1. Choose Document > Security > Restrict Opening and Editing.
2. 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.
3. In the Password Security dialog box, set the security options as described in [Security options](#).

**Note:** You can also restrict editing changes when you certify a document. (See [Certifying a document](#).)

### To remove security settings from a document:

1. Choose Document > Security > Display Restrictions and Security.
2. From the Security Method menu, choose No Security.
3. If prompted, enter the Permissions Password and click OK.
4. Click OK to remove security from the document, and then click OK.

### Related Subtopics:

[Security options](#)

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## Security options

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The following security options are located in the Standard Security dialog box (see [Adding passwords and setting security options](#)), or in the Acrobat Distiller Security dialog box (see [Creating Adobe PDF files from PostScript files](#)):

### Compatibility

Set the type of encryption for opening a password-protected document. If you select Acrobat 3.0 and Later, a low encryption level (40-bit RC4) is used. If you select either Acrobat 5.0 and Later or Acrobat 6.0 and Later, a high encryption level (128-bit RC4) is used, but users of Acrobat 3.0-4.x cannot open PDF documents set with high encryption. The Acrobat 6.0 and Later option lets you enable plaintext metadata, which is not available in earlier versions of Acrobat. (See [Viewing document metadata](#).) Users of Acrobat 5.0 and earlier cannot open documents with Acrobat 6.0 and Later security.

### Document Open Password

Select the Require a Password to Open the Document option and specify a Document Open Password to prevent users from opening the document unless they type the password you specify. Passwords are case-sensitive.

### Permissions Password

Select the Require a Password to Restrict Printing and Editing of the Document and its 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 password that you specify. You cannot use the same password used for 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 bitmapped image. This option is only available if a high encryption level (Acrobat 5 or Acrobat 6) is selected.
- 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, including filling in signature and form fields.
- Inserting, Deleting, and Rotating Pages lets users insert, delete, and rotate pages, as well as create bookmarks and thumbnail pages. This option is only available if a high encryption level is selected.
- Fill-in Form Fields and Signing lets users fill in forms and add digital signatures. This option doesn't allow users to add comments or create form fields.
- 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, except remove pages.

### 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 only available if a high encryption level is selected.

### 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 only available if the low encryption level is selected.

### Enable Text Access of 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 only available if a high encryption level is selected.

### Enable plaintext metadata

Select this option to allow document storage/retrieval systems and search engines to have access to the metadata stored in the document. This option is available only if the high Acrobat 6.0 encryption level is selected. (See [Viewing document metadata](#).)

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## Getting information on PDF documents

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When you view a PDF document, you can get information on the file, 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 on the current document:

1. Choose File > Document Properties, or choose Document Properties from the document pane menu, which is located just above the vertical scroll bar.
2. Select an option from the left side of the Document Properties dialog box:

#### Advanced

The Advanced panel 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 Web sites. 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 displays the name of the autoindex associated with the file. Opening the file adds the associated index to the list of indexes that can be searched. Click Choose to specify a different index for the file. (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.

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.](#))

#### Custom

The Custom panel lets you add document properties to your document. (See [Creating document properties.](#))

#### Description

The Description panel 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.

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 filename appears in the results list instead. A file's title is not necessarily the same as its filename.

The PDF Information 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.

#### Fonts

The Fonts panel 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 [About accessing and embedding fonts.](#))

#### Initial View

The Initial View panel 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.](#))

#### Security

The Security panel describes what activities, if any, are not allowed. (See [About passwords and document security.](#))

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## Creating document properties

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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 panels in the Document Properties dialog box.

### **To create or change document properties:**

1. Choose File > Document Properties, and then click 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.
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## Viewing document metadata

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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 and keywords, that can be used by search utilities. The document metadata contains (but is not limited to) information that also appears in the Description panel of the Document Properties dialog box. Any changes made in the Description panel 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 view document metadata:

1. Choose **Advanced > Document Metadata**, and then click **Advanced**.
2. Choose **Summary** from the **View** menu to display all the metadata embedded in the document. (Metadata is displayed by schema--that is, in predefined groups of related information.) You can display or hide the information in schemas by clicking the plus and minus signs 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.
3. Choose **Source** from the **View** menu to view the XML code. You can select and copy XML code from this dialog box.

### To share metadata code among documents:

1. Choose **Advanced > Document Metadata**, and then click **Advanced**.
  2. Do any of the following, and then click **OK**:
    - To replace the current information with saved information, click **Replace**, select a saved XMP file, and click **Open**.
    - To add previously saved information, click **Load**, select a saved XMP file, and click **Open**.
    - To save metadata information, click **Save**. Specify the filename and location, and then click **Save**. The information is stored in XMP format.
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## Encrypting PDF files for a list of recipients

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When you encrypt a PDF document, 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.

Encrypting a PDF document begins with selecting a security method. Acrobat includes a Default Security Method and a Windows Security Method (Windows only). The security method you choose determines how you select your own digital ID. If you use a third-party security method, consult its documentation. (See [About digital IDs and certification methods](#).)

After you specify the security method and select your own digital ID, create a list of recipients using digital ID certificates. 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're using Windows. (See [Managing digital ID certificates](#).) After you build a list of recipients who have access to the file, you can apply restricted permissions on an individual basis.

### To encrypt a file and create a recipient list:

1. With your PDF document open, choose Document > Security > Encrypt for Certain Identities Using Certificates.
2. If you have not predefined a security method in Preferences, specify the method of security, and then click OK.
3. Select which digital ID you want to use, specify a password if necessary, and then click OK.
4. In the Restrict Opening and Editing to Certain Identities dialog box, create a recipient list for your encrypted file. To do this, select a name, and click Add to Recipients List to move that name to the Recipients list. (See [Building a list of trusted identities](#).)
5. In the Recipients list, highlight the recipient or recipients for whom you wish to set levels of access, and click Set Recipient Permissions. (See [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.
6. 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. Select the digital ID file you used when encrypting the document.
2. Open the document, and then choose Document > Security > Encrypt for Certain Identities Using Certificates.
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. Select the digital ID file you used when encrypting the document.
  2. Open the document, and then choose Document > Security > Display Restrictions and Security.
  3. From the Security Method menu, choose No Security, and click OK.
  4. Click OK again, and then save and close the document.
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# Adobe® Acrobat® 6.0 Standard

## Adding usage rights to a document

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Some PDF documents include usage rights that allow users to fill in forms, add comments, and sign a document using Adobe Reader. You cannot add these usage rights using Acrobat Standard. Instead, Adobe offers a server extension that allows Adobe Reader users to perform tasks that normally require Acrobat Standard or Professional. This service, Adobe Document Server for Reader Extensions, is used primarily by government agencies to add forms-processing tools to the Adobe Reader software at no extra cost to their constituents. In turn, their constituents can download, save, fill in, digitally sign, and submit PDF forms at their convenience. For more information, see the Web site, <http://www.adobe.com/products/server/readerextensions/main.html> (English only).

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## Setting Trust Manager preferences

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Use the Trust Manager panel of the Preferences dialog box to change multimedia security settings for trusted and non-trusted documents. For example, you can allow multimedia files to be played in trusted documents and disallow them to be played in non-trusted 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.
2. Select whether you want to display security permissions for trusted documents or non-trusted documents.
3. Select whether the trusted documents (or non-trusted documents) can open other files or launch applications.
4. Under Multimedia Permission Settings, select Allow Multimedia Operations to allow media clips to be played. Select a multimedia player in the list box, and then change the permission for the selected player to any of the following:
  - 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 non-trusted document to the list of trusted documents when you try to play the media clip using the selected player.
5. To clear the list of trusted documents and authors, click Reset List of Trusted Documents and Authors.
6. Click OK.

For information on setting general multimedia preferences, see [Setting Multimedia preferences](#).

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**Adobe® Acrobat® 6.0 Standard**

## **Publishing in Electronic Formats**

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[About electronic publication of Adobe PDF documents](#)

[Building flexibility into Adobe PDF files](#)

[Preparing documents to be viewed on a handheld device](#)

[Optimizing Adobe PDF files](#)

[Helpful practices for electronic output](#)

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## About electronic publication of Adobe PDF documents

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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 PDFs 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:

- Structuring your documents so that users can read them on devices with different output capabilities and sizes, such as handheld devices, eBook readers, and standard computer monitors. (See [Building flexibility into Adobe PDF files](#) and [Creating accessible documents](#).)
  - Optimizing files for efficient distribution. (See [Optimizing Adobe PDF files](#).)
  - Employing helpful practices to ensure ease of accessibility and reading. (See [Helpful practices for electronic output](#).)
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## Building flexibility into Adobe PDF files

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For an Adobe PDF file, flexibility refers to the ease and reliability with which you can reuse the content for other purposes. For example, you might create an Adobe PDF of a report with text, tables, and images, and then use various formats to distribute it: for printing or reading on a full-sized monitor, for viewing on a handheld device, for reading out loud by a screen reader, and for direct access through a Web browser as HTML pages. The degree of flexibility depends on the underlying logical structure of the document.

Adobe PDF documents support three levels of structure: unstructured, structured, and tagged. In general, more structure provides greater efficiency and reliability when you reuse the document for other purposes. In many cases, documents are automatically given a logical structure and tags when you create them. If not, you can add a limited tag structure to an unstructured document. (See [Making existing Adobe PDF documents accessible](#).)

**Note:** PDF tags can be compared to HTML tags and XML tags, although there are differences among these three types. To learn more about basic tagging concepts, see any of the many references and text books available in bookstores, libraries, and on the Web.

### Related Subtopics:

[About reflowing different kinds of content](#)

[Understanding how structure types affect flexibility](#)

[Creating structured Adobe PDF documents](#)

[Making existing Adobe PDF documents accessible](#)

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## About reflowing different kinds of content

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When you reflow or reuse the contents of an Adobe PDF document, some content carries into the reflowed document and some does not, depending on the type of reuse. There are three categories of content:

- Author content and its formatting, such as articles, paragraphs, tables, images, and formatted lists. Metadata associated with the file is also considered author content, even if it is automatically generated. (See [Viewing document metadata.](#))
- Comments, such as notes, graphic markups, and text markups, that are added to the PDF with tools on the Commenting toolbar.
- Artifacts of various kinds, including pagination artifacts (page numbers, running headers), layout and typographic artifacts (such as vertical or horizontal bars separating columns of text or footnotes), and printing artifacts (such as crop marks, printer's stars, and document identifiers printed outside of the crop marks).

In most cases, only the author's content carries forward into the new file. The artifacts drop out because they are not relevant in other uses. For example, the document page headers or printing artifacts aren't useful information when the document is reflowed for use on a Web site or on a device that reads out loud.

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## Understanding how structure types affect flexibility

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A key distinction of the three levels of structure is the presence or lack of a logical structure tree that supports and informs the author's content.

### **Unstructured Adobe PDF files**

Do not have a logical structure tree. All content is treated as a single unit without any hierarchies or relationships.

You can save unstructured files to other formats, such as RTF, usually with good results. The resulting files retain the author's text and recognize paragraphs as paragraphs. All other formatting, including formatting for basic text, tables, and lists, is lost.

### **Structured Adobe PDF files**

Have logical structure trees that refer to the author's content in a natural reading order.

Like unstructured files, structured files retain all the text and paragraphs when you convert them, but also recognize and incorporate basic text formatting, such as font attributes. Structured (but untagged) file conversions do not recognize lists or tables. For example, you can create structured PDF files from files you create with Adobe FrameMaker SGML 6.0 or FrameMaker 7.0 running in Structured mode.

### **Tagged Adobe PDF files**

Include a logical structure and a set of defined relationships and dependencies among the various elements, plus additional information that permits reflow. You cannot view or edit tags in Acrobat Standard 6.0. If your work requires you to work directly with PDF tags, you should upgrade to Adobe Acrobat Professional 6.0.

Tagged files recognize tables, formatted lists, and tables of contents. Tagged files also recognize which content blocks belong to the different stories. Furthermore, tagged files contain text-formatting information such as Unicode values of characters, spacing between words, and the recognition of soft and hard hyphens.

If you want to reflow an Adobe PDF document, especially to a handheld device or to create Web pages, you must start with a tagged file. A tagged structure also affects how reliably a screen reader works with the file, producing results that are distinctly superior to those of the other two types.

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**Adobe® Acrobat® 6.0 Standard**

## **Creating structured Adobe PDF documents**

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You can create structured (but untagged) documents in some authoring applications, such as Adobe FrameMaker SGML 6.0, FrameMaker 7.0, Adobe InDesign 2.0, Adobe PageMaker 7.0. When you convert these documents to Adobe PDF files, the structure carries forward with the content. The procedures for creating structured Adobe PDF files vary slightly for different authoring applications. For more information about creating structured documents from a specific authoring application, see the documentation for that product.

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## Making existing Adobe PDF documents accessible

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You can give an existing PDF file a tagged structure.

### **To make an existing Adobe PDF document accessible:**

1. Choose File > Open and open the PDF document.
2. Choose Advanced > Accessibility > Make Accessible.

After the process is complete, you will see no difference in the appearance of your file, because the tags act in the background.

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## Preparing documents to be viewed on a handheld device

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For users to read documents conveniently on the small screen of a handheld device, two things must happen. First, the text within text blocks must reflow so that users do not have to scroll horizontally to read each line. Second, the content must follow the appropriate sequences, so that a reader can follow a story that spans different pages and columns without other stories interrupting the flow.

Tagged Adobe PDF files reflow reliably so that both of these things happen. For this reason, make sure that your PDF documents include a tagged structure whenever you distribute them to users who may use handheld devices to read them.

**Note:** The process of downloading the 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 itself on your handheld device the next time you synchronize it with your computer.

### Related Subtopics:

[Reflowing the contents of tagged Adobe PDF documents](#)

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## Reflowing the contents of tagged Adobe PDF documents

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With Acrobat and Adobe Reader, you and your readers can reflow the contents of tagged Adobe PDF documents so that the contents are readable without horizontal scrolling in different-sized displays, such as on eBook reading devices or at higher magnifications on a standard monitor. The tagged Adobe PDF document reflows one page at a time in the document window. As a document author, you don't need to reflow your tagged Adobe PDF documents before saving them and distributing them to your readers. In fact, Acrobat and Adobe Reader don't save documents in a reflowed state. Instead, reflowing documents is done by your readers for viewing purposes only.

**Note:** Reflowing works reliably for tagged Adobe PDF documents that contain Roman language text. It also supports properly tagged Japanese documents.

### 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.

### 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.

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## Optimizing Adobe PDF files

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Optimizing files means improving the performance of your files. It makes them smaller in size and more efficient, without altering their appearance when your users read them. 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.

You can also reduce file size by limiting the compatibility with older versions of Adobe Acrobat. This is recommended only if you are sure that all your users use version 6.0.

### **To limit the compatibility with earlier versions of Adobe Acrobat:**

1. Choose File > Reduce File Size.
  2. Select the version compatibility that you need, and click OK.
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## Helpful practices for electronic output

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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.

In addition to the practices described here, make sure that your files are fully accessible for users who depend on screen readers and other devices. (See [Creating accessible documents](#).)

### 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](#)

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## Enabling Fast Web View in Adobe PDF files

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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 of information to the user, rather than the entire PDF document. This is especially important with large documents that can take a long time to download from a server.

### **To check whether an Adobe PDF document has Fast Web View:**

1. Choose File > Document Properties.
2. On the left side of the dialog box, click Description

The information on the right side of the dialog box includes a "Yes" or "No" for Fast Web View. If the file does not include Fast Web View, you can reset your preferences and resave the file to include 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 filename and location to overwrite the existing file with the new one with Fast Web View.
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## Adding a Welcome page

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When a user first visits a Web site 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 Web site, 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 between them enable users to go straight to the relevant information, instead of requiring them to locate the information by browsing or using Search.

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## Naming Adobe PDF documents

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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 filenames, since some network and email programs truncate long filenames. An ISO 9660 filename 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 filenames. Folder names must be no more than eight characters, have no extension, and can be no more than eight levels deep. If you're using a Macintosh as the host system, make sure that your filenames and folder names don't have a leading space.
  - Use the .pdf extension with an Adobe PDF filename. In Windows, documents without the .pdf extension may not display 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 launch that application when they encounter a filename ending in .pdf.
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## Adding searchable information and setting the binding

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You can provide a title, a subject, an author, and one or more keywords for an Adobe PDF document. Entries that you make here are also reflected in the document metadata. (See [Viewing document metadata](#).) This provides users with basic data about the document and gives them a useful way to search for information, especially if the document is part of a collection that is going to be indexed. (See [Cataloging Adobe PDF collections](#).)

You can also 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 filename 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.
  4. Click OK.
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**Adobe® Acrobat® 6.0 Standard**

## Producing Consistent Color

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[About color management](#)

[About color models](#)

[Creating a viewing environment](#)

[Managing color in Acrobat](#)

[Creating an ICC monitor profile](#)

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## About color management

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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, Windows 2000, and Windows NT®.

### 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 \(Adobe PDF settings\)](#).)

**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.

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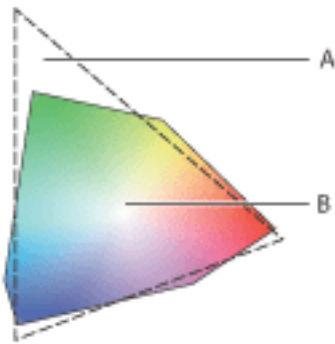


## About color models

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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](#)

[Do you need color management?](#)

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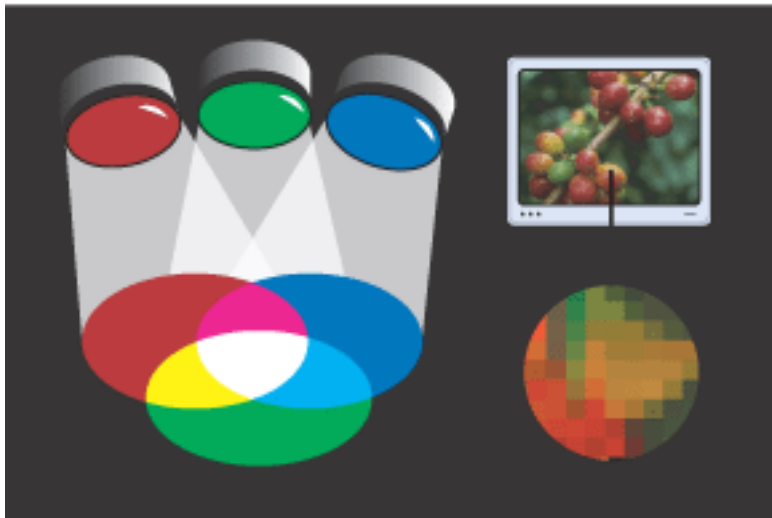


## RGB model

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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 colors (RGB)

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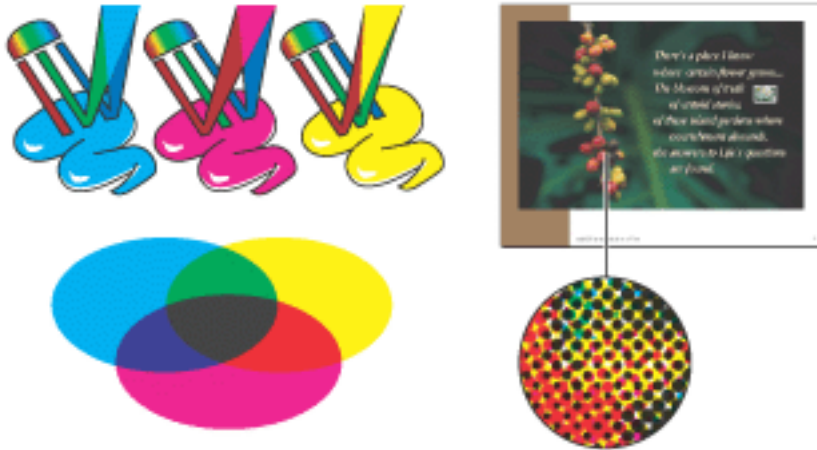


## CMYK model

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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)

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## Grayscale model

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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.

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## Do you need color management?

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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.

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## Creating a viewing environment

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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.
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## Managing color in Acrobat

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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.

The soft proofing feature allows you to use your monitor to accurately see how colors in an Adobe PDF document will look when rendered on a particular output device.

### 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](#)

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## Using predefined color management settings

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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 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.

#### **Photoshop 5 Default Spaces**

Manages color using the default working spaces for Photoshop 5.0 and later.

#### **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.](#))

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## Specifying working spaces for unmanaged colors

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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](#).)
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## RGB working space options

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### **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.

### **ColorSync RGB (Mac OS only)**

Matches the RGB space specified in the control panel for Apple ColorSync 3.0 or later. If a color management configuration specifying this setting is shared with another user working on a different system, the configuration uses that system's ColorSync RGB space 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).

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## CMYK working space options

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### **ColorSync CMYK (Mac OS only)**

Matches the CMYK space specified in the control panel for Apple ColorSync 3.0 or later. If a color management configuration specifying this setting is shared with another user working on a different system, the configuration uses that system's ColorSync CMYK space as the working space.

### **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 Standard v2**

Produces high-quality separations using Japan Standard inks under the following printing conditions: 300% total area of ink coverage, positive plate, coated publication-grade stock.

### **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.

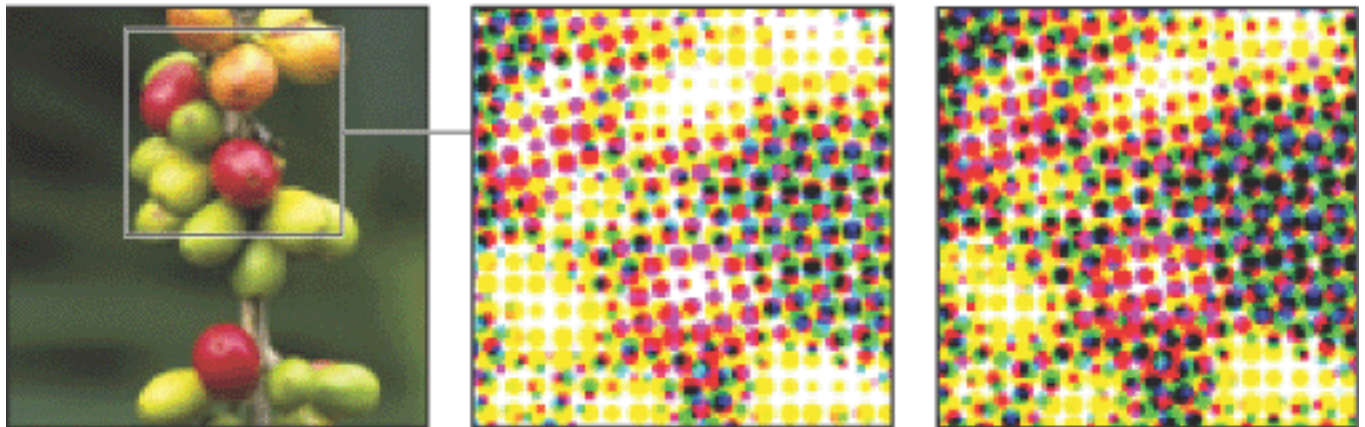
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## Grayscale working space options

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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.

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## Specifying a color management engine

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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 Color Management 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.

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## Using output intents

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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 of Acrobat Distiller. 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.

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## Using black-point compensation

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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.

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## Adding device profiles to the color management system

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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.
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## Creating an ICC monitor profile

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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. If you have a hardware-based utility that can generate an ICC-compliant profile, you should use that one instead of the Adobe Gamma or Apple monitor calibration utility.

**Note:** Neither Adobe Gamma nor the Apple monitor calibration utility produces a reliable profile for flat-panel monitors. 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](#)

[Calibrating with Adobe Gamma \(Windows\)](#)

[Calibrating with the Apple monitor calibration utility \(Mac OS\)](#)

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## About monitor calibration settings

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Profiling software such as Adobe Gamma 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.

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## Guidelines for creating an ICC monitor profile

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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.
  - If you have the Mac OS Gamma control panel (included with Adobe Photoshop 4.0 and earlier) or the Monitor Setup utility (included with PageMaker 6.0) for Windows, remove it; it is obsolete. Use the latest Adobe Gamma or Apple monitor calibration utility instead.
  - 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.
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## Calibrating with Adobe Gamma (Windows)

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Adobe Gamma uses calibration settings to describe how your monitor reproduces color. For more information on using Adobe Gamma, see the technical guides in the Support area of [adobe.com](http://adobe.com).

**Note:** Adobe Gamma can characterize, but not calibrate, monitors used with Windows NT 4.0; the ICC profile you create with Adobe Gamma can be used by Adobe applications as the system-level profile in Windows NT 4.0. Its ability to calibrate settings in Windows 2000 and Windows XP depends on the video card and video driver software. In such cases, some calibration options documented here may not be available.

### To use Adobe Gamma:

1. Double-click Adobe Gamma on the Control Panel (Start > Settings > Control Panel).
2. Do one of the following:
  - To use a version of the utility that guides you through each step, select Step by Step, and click OK. This version is recommended if you're inexperienced. Follow the instructions described in the utility, and start from the default profile for your monitor, if available.
  - To use a compact version of the utility with all of the controls in one place, select Control Panel, and then click OK. This version is recommended if you're experienced in creating color profiles.



Any time you're working in the Adobe Gamma control panel, you can click the Wizard (Windows) or Assistant (Mac OS) button to guide you through the same settings.

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## Calibrating with the Apple monitor calibration utility (Mac OS)

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The Apple monitor calibration utility calibrates your monitor and creates a custom ColorSync profile.

### **To use the Apple monitor calibration utility:**

1. In the Apple menu, choose System Preferences and double-click Displays.
  2. Click the Color tab, and then click Calibrate.
  3. Use the monitor calibration assistant to guide you through each step.
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**Adobe® Acrobat® 6.0 Standard**

## Printing

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[About printing](#)

[Printing Adobe PDF documents](#)

[Setting advanced print options](#)

[Previewing how colors will overprint](#)

[Printing over the Internet](#)

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## About printing

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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 will make the print job go more smoothly, and help 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 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.

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## Printing Adobe PDF documents

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Most of the options in the Adobe Acrobat Standard Print dialog box are the same as for other applications. 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 panel. 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 Select Text tool  and drag around the area you want to print.
2. Use File > Print Setup 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. In 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. Select any of the following options, and then click OK (Windows) or Print (Mac OS).

### 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 [Converting to PostScript or Encapsulated PostScript \(EPS\).](#))

### Current View

Prints the page area (including text, comments, and so on) that is visible in the current view.

### 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 Preferences, you can enter page-position numbers in parentheses to print those pages. For example, if the first page of a document is numbered iii, you can enter (1) to print that page.

### Page Scaling

Reduces, enlarges, or divides pages when printing.

- 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 Paper reduces or enlarges each page to fit the currently selected paper size. If an area is selected, it is scaled to fit to the printable area of the currently selected paper size.
- Shrink Large Pages 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 printable area of the currently selected paper, it is scaled to fit the printable area.
- Tile Large Pages divides oversized pages or selected areas into segments or tiles. Small pages are not enlarged.
- Tile All Pages divides all pages or selected areas into segments or tiles.

### Auto-Rotate and Center

Adjusts the PDF file's orientation to match the orientation specified in the printer properties.

### 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 What

Specifies which visible content prints.

- Document prints document contents and form fields.
- Document and Comments prints document contents, form fields, and comments. (See [Printing a summary of comments.](#))
- Form Fields Only prints interactive form fields, but does not print document contents.

### Printing Tips

If you are connected to the Internet, this option connects to the Adobe Web site 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. For information on the features available for each application, see the *Adobe Acrobat 6.0 Getting Started Guide*.

---



## Setting advanced print options

---

The Advanced Print Setup dialog box is available for PostScript printers only.

### To set options in the Advanced Print Setup dialog box:

1. In the Print dialog box, click Advanced. (See [Printing Adobe PDF documents.](#))
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 has finished 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 Asian fonts.](#))
  - 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 to print pages as bitmap images. This option is not available for QuickDraw (Mac OS) printing.

### Related Subtopics:

[Saving advanced print settings](#)

[About downloading Asian fonts](#)

---



## Saving advanced print settings

---

Print settings are preserved only as long as the Adobe PDF document is open. To use the settings again, you can save them in a file.

### **To save a print settings file:**

1. In the Advanced Print Setup dialog box, click Save As.
  2. Specify a filename and click OK.
-



## About downloading Asian fonts

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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, but the fonts 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.

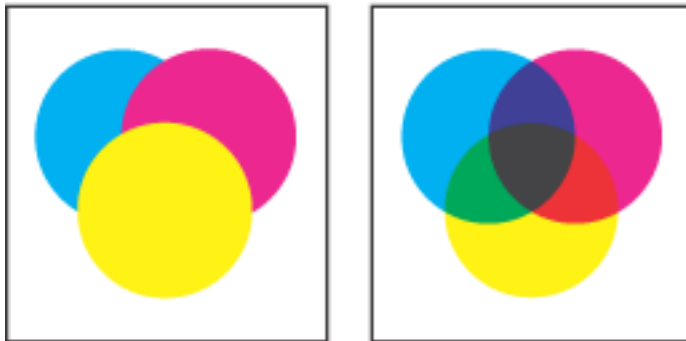
---



## Previewing how colors will overprint

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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** to turn the overprint display on and off. When overprint previewing is on, a checkmark appears next to the **Overprint Preview** command.

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## Printing over the Internet

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You can send open Adobe PDF documents to printers and fax machines in the PrintMe network using the third-party plug-in, PrintMe Internet Printing. You can also 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. In the PrintMe Networks dialog box, follow the prompts to sign up for a PrintMe user account, or log into your existing account. If you need assistance, refer to the PrintMe Help system.

**Note:** In Windows, you can also choose Programs > PrintMe Internet Printing Download Driver from the Start menu to download the universal PrintMe driver, and then sign up for a PrintMe user account. Using the universal PrintMe driver will allow you to print over the Internet from any application installed on your computer.

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**Adobe® Acrobat® 6.0 Standard**

## Customization

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[Setting preferences](#)

[Managing plug-ins](#)

[Viewing Adobe PDF documents from other applications](#)

[Updating](#)

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## Setting preferences

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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, a Third-Party Preferences menu item appears in the File menu. Use this menu to set preferences.

### 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](#)

[Setting Multimedia preferences](#)

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## Preference categories

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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 Reading 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 dialog box 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.

### Digital Signatures

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

### 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 and text and image selection preferences. (See [General preferences.](#))

### Identity

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

### 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 is launched, 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 \(Windows\).](#))

### JavaScript

Sets preferences for enabling JavaScript. To access the JavaScript Reference Guide for Acrobat, go to <http://partners.adobe.com/ans/developer/acrosdk/main.html> (English only) on the Adobe Web site.

### Multimedia

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

### Reviewing

Sets server type and server settings for online reviewing.

### Search

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

### Smoothing

Sets preferences for smoothing text, line art, and images, as well as determining whether CoolType is used. Smoothing the edges of text and monochrome images minimizes the contrast between the background and the text or image, which sometimes improves the quality of the display on-screen, especially with larger text sizes. CoolType lets you adjust text display to work optimally with your monitor.

### Spelling

Sets preferences for the spell checker. (See [Setting Spelling preferences.](#))

### Start Up

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 and Guides

Defines the measurement units and appearance for rulers and grids.

### Updates

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

### 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 preferences for converting Web pages in Internet Explorer \(Windows\).](#))

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## Startup preferences

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

### **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 For**

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

### **Display Splash Screen**

Determines whether the application splash screen is displayed each time the application is launched.

### **Use Only Certified Plug-ins**

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

---



## Page Display preferences

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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 using 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 Greek Text Below**

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

### **Custom Resolution**

*Sets the monitor resolution.*

### **Use System Setting**

*Uses the system settings for 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

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

### **Enable Text Selection for the Hand Tool**

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

### **Text Selection Margin Size**

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

### **Column Selection Margin Size**

Sets the distance, in pixels, that the Select Text 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 0 pixels, you cannot select columns, only text.

### **Show Tool and Property Button Labels**

Determines how labels are used in the toolbars. However, if space in the toolbar area is limited, labels may be hidden regardless of this setting.

### **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.

### **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 is opened 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) when clicking a link.

### **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.

### **Disable Edit Warnings**

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

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## Full Screen preferences

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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 view.

### **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 view 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.

### **Ignore All Transitions**

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

### **Default Transition**

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

### **Mouse Cursor**

Specifies whether to show or hide the cursor.

### **Background Color**

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

---



## Setting Multimedia preferences

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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.](#))

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## Managing plug-ins

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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. 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.

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**Adobe® Acrobat® 6.0 Standard**

## Viewing Adobe PDF documents from other applications

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Several applications allow you to view an Adobe PDF document in Acrobat without leaving the original application.

### **Related Subtopics:**

[Viewing Adobe PDF documents in a Web browser \(Windows\)](#)

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## Viewing Adobe PDF documents in a Web browser (Windows)

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Acrobat installs plug-ins that make 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 helper application so that when you open or download PDF documents from the Web they open in a separate Acrobat window.

You can view the PDF document in the Web browser if you are using Internet Explorer 5.0 or later, Netscape Navigator 7.0 or later, or America Online 6.0 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 File > Print command in the browser. (In Internet Explorer, you can use the File > Print, Edit > Copy, and Edit > Find commands on the Internet Explorer toolbar.)

**Note:** Netscape Navigator 6.0 is not compatible with Acrobat's Web browser plug-in and does not support viewing PDF documents in the browser.

You can set your preferences to launch Acrobat as a separate application outside your browser and automatically open linked PDF documents in Acrobat. In this mode 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 > Preference, and select Internet. (You can also choose Preferences from the document pane menu.)
2. Deselect Display PDF in Browser, and click OK.

### To set browser and Internet preferences:

Choose Edit > Preferences, and select Internet in the left pane. (You can also choose Preferences from the document pane menu.) Set the following options and then click OK.

#### Display PDF in Browser (Windows only)

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 is launched.

#### 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 displays. 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 provider if you need help.

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## Updating

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Your software can automatically check for updates, which helps ensure that you are using the latest version. Use the Updates panel in the Preferences dialog box to determine how often to check for updates.

### To update or 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. (You can also choose Preferences from the document pane menu.)
2. Do one of the following:
  - For Check for Updates, specify how often you want to check for updates. (If you want to turn off automatic updating, choose Manually.)
  - Click View Notifications to preview any notifications before deciding whether to update. Click OK to exit the dialog box.
3. If you don't want Acrobat to display a notification when updates have been checked for, deselect Show Auto-Update Confirmation Dialog.
4. Deselect Display Notification at Startup if you don't want to be advised about available updates when you launch Acrobat.
5. Click OK.



You can also check for updates by choosing Help > Updates.

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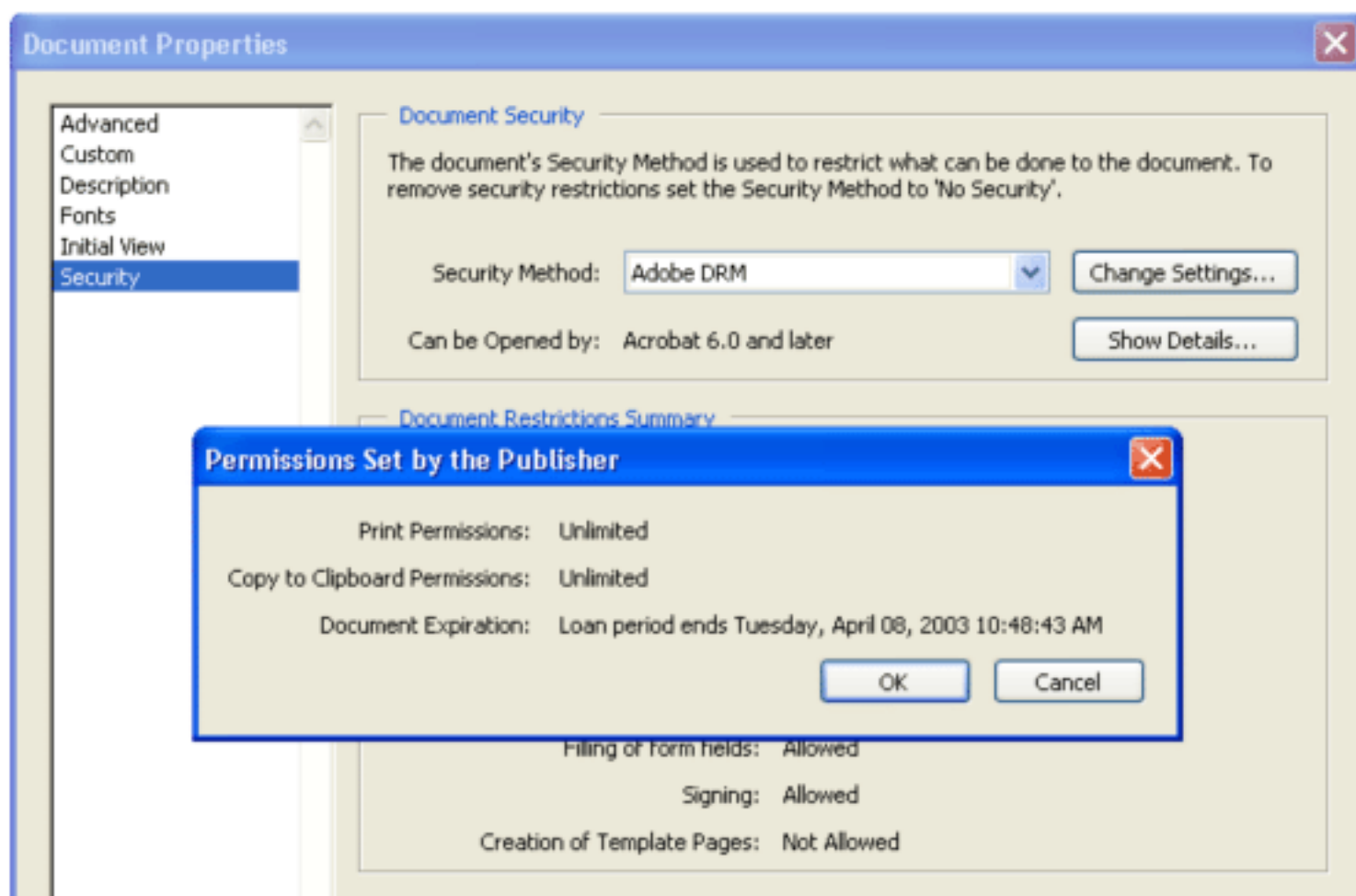
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You can read an eBook much the same way you would any other PDF document. While reading an eBook you may want to do the following:

- Use the Read Out Loud feature. (See [Using the Read-Out-Loud feature.](#))
- Smooth text to improve readability. (See [Smoothing text for improved readability.](#))
- Annotate the eBook by highlighting text, adding notes, and copying text and objects in an eBook. (See [Adding note comments.](#))

### Related Subtopics:

[Opening eBooks](#)

[Smoothing text for improved readability](#)

[Checking the meaning of words in an eBook](#)

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## Opening eBooks

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You can open an eBook directly from your eBooks folder or from the My Bookshelf dialog box. If you close an eBook and reopen it at a later time, the last page you viewed is displayed.

### To open an eBook:

Do one of the following:

- Choose File > Open, locate the eBook, and double-click to open the file.
  - Choose File > My Bookshelf, and then double-click the eBook or select the eBook and click the Read button .
  - Right-click (Windows) or Control-click (Mac OS) and select Read.
-



## Smoothing text for improved readability

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You can set preferences for smoothing text, line art, and images, as well as determining whether CoolType is used to improve readability when viewing an eBook. Smoothing text, line art, and images can improve the quality of the display on-screen, especially with larger text sizes, by minimizing the contrast between the background and the text or image.

### To set Smoothing preferences:

1. In Acrobat, choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select Smoothing in the Preferences dialog box.
  2. Select whether to smooth text, line art, or images. The default is to smooth both text and images.
  3. Select Use CoolType to adjust Adobe PDF text display to work optimally with your monitor. This is recommended for laptops and handheld devices.
  4. For CoolType, the type sample that looks the best. Click Next to see additional samples; click Previous to return to the previous samples.
  5. Click OK to apply the settings and close the Preferences dialog box.
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## Checking the meaning of words in an eBook

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You can use the Select Text tool to check the meaning of words on the Internet.

### To check the meaning of words:

1. Use the Select Text tool  to select the word or phrase you want to check.
2. Right-click (Windows) or Control-click (Mac OS), and choose Look Up "selected word".

Your browser launches automatically to Dictionary.com (English only) and the selected word or phrase is checked.

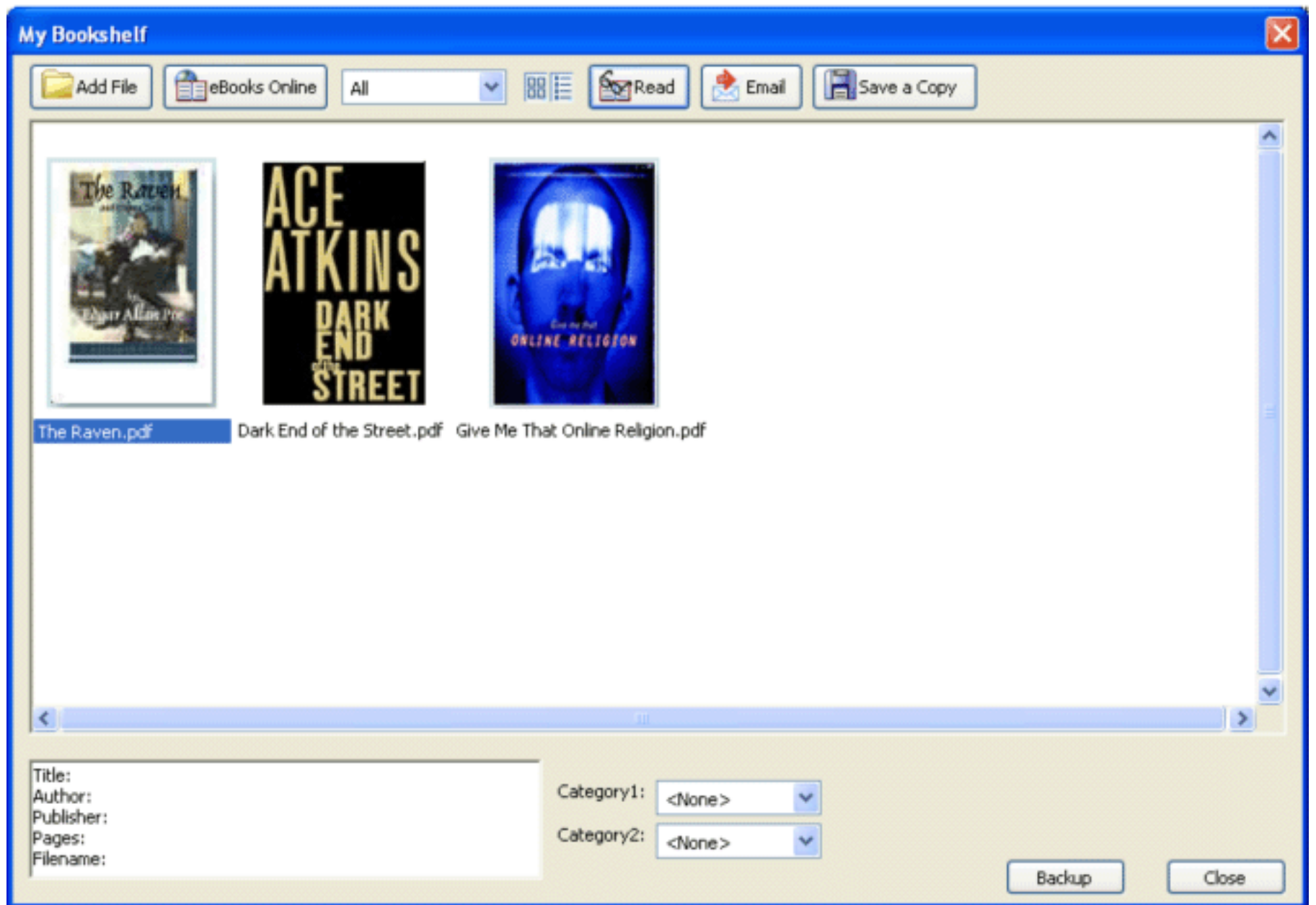
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## Using My Bookshelf

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You access and manage your eBooks, as well as other Adobe PDF files using My Bookshelf.



My Bookshelf

### To open My Bookshelf:

Do one of the following:

- On the toolbar, choose eBooks > My Bookshelf .
- Choose File > My Bookshelf.

**Note:** My Bookshelf opens automatically when you download an eBook PDF file and you do not open the book immediately.

### To close My Bookshelf:

Click the Close button.

### Related Subtopics:

[Viewing the contents of My Bookshelf](#)

[Adding Adobe PDF documents to My Bookshelf](#)

[Organizing eBooks](#)

[Backing up eBooks on your computer](#)

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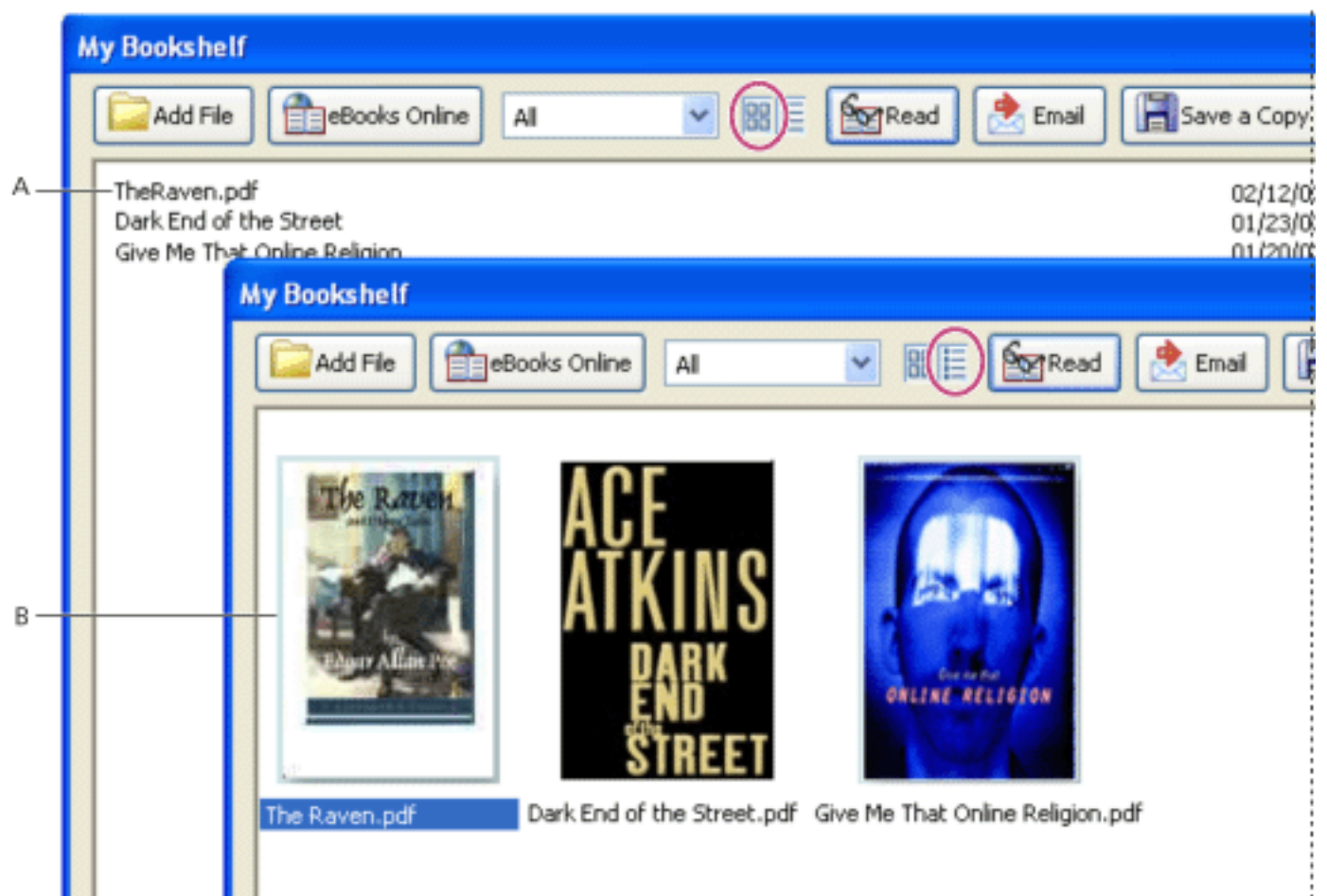
## Viewing the contents of My Bookshelf

The contents of your library are displayed in My Bookshelf as a series of thumbnails or as a list of book titles with author, access, and category information. When you select an eBook, information such as the publisher, number of pages, and ISBN of the eBook is displayed at the bottom of the My Bookshelf dialog box.

### To change the display of the library contents:

Do one of the following:

- Click Thumbnail View  to display thumbnails of all the books in the library.
- Click Detail View  to list the title, author, access information, and category of all books in the library.



Library contents **A.** Thumbnail View **B.** Detail View

### To sort the library contents in Detail View:

Select the column heading to sort the eBooks by title, author, date last accessed, or category in ascending or descending order.

### To refresh My Bookshelf:

Right-click (Windows) or Control-click (Mac OS) and select Refresh My Bookshelf.





## Adding Adobe PDF documents to My Bookshelf

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You can also add Adobe PDF documents to My Bookshelf. For example, you might want to include technical papers in Adobe PDF format in your library. You can open and manage these PDF documents in the same way as you open and manage eBooks.

### **To add a PDF document to My Bookshelf:**

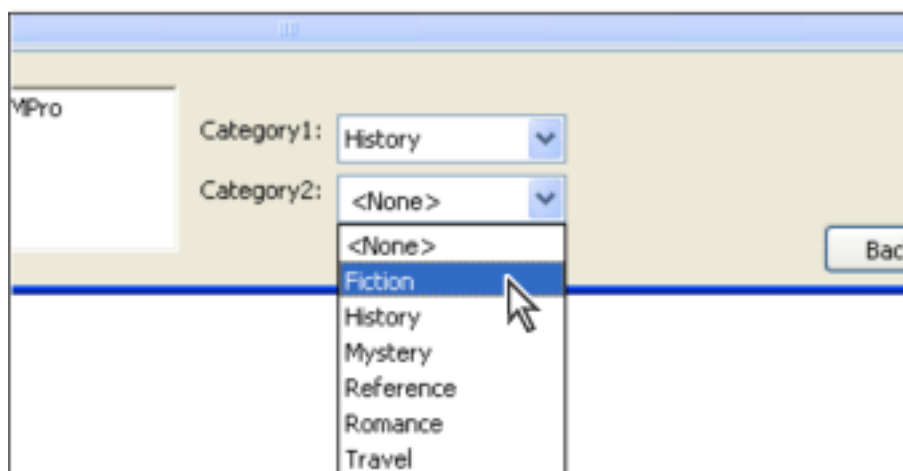
1. In My Bookshelf, click Add File.
  2. In the Add File dialog box, locate and select the PDF document, and then click Add.
-



## Organizing eBooks

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You can organize your eBooks into categories to make them easier to manage. You can use the predefined categories or define your own. eBooks can be assigned one or two categories. For example, an eBook on learning how to resolve conflict might be stored under "Business" and "Self-improvement."



Category menu in My Bookshelf

### To add or edit categories:

1. Choose File > My Bookshelf, and then choose Edit Categories from the category menu.
2. In the Bookshelf Categories dialog box, do one of the following, and then click OK:
  - To add a new category, type the name of the category in the text field and click Add.
  - To delete a category, select the category and click Delete.
  - To change the name of a category, select the name and edit it in the text box. You cannot edit the names of the predefined categories.

### To assign categories:

1. Choose File > My Bookshelf.
  2. Select an eBook.
  3. Do any of the following:
    - To assign the eBook to one category, select a category from the Category 1 menu.
    - To assign the eBook to another category, select a category from the Category 2 menu.
-



## Backing up eBooks on your computer

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It is a good idea to create backup copies of eBooks and other Adobe PDF files to protect against accidental deletion, hardware failures, and other losses. You can back up any of the eBooks you have stored in My Bookshelf.

### To back up eBooks:


1. Choose File > My Bookshelf.
2. Click the Backup button, and from the Backup menu, choose whether to back up all eBooks, all documents, or specific categories.
3. Select Include User Comments and Markup if you want to save comments and markups that you have made in the eBooks.
4. Click OK, and browse to choose a location in which to store the backed up library.

**Note:** The eBook Reader must be activated before you can back up or restore the library.

### To restore an eBook:

1. Choose File > My Bookshelf.
2. Click the Backup button, and then select Restore.
3. Locate the directory that contains the contents you want to restore.
4. Select Include User Comments and Markup if you want to restore the comments and markups that you have stored in the eBook, and then click OK.

### To save a copy of an individual eBook:

1. In My Bookshelf, select the icon or title of the eBook to be copied.
  2. Do one of the following:
    - Click the Save a Copy button .
    - Right-click (Windows) or Control-click (Mac OS) and select Save a Copy.
  3. In the Save Copy dialog box, select the directory in which you want to save the eBook, and click Save.
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**Adobe® Acrobat® 6.0 Standard**

## Enhancing Accessibility

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[About accessibility](#)

[Using a screen reader](#)

[Enhancing visibility](#)

[Scrolling automatically](#)

[Using keyboard shortcuts for menu commands and navigation](#)

[Creating accessible documents](#)

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## About accessibility

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Various accessibility features are available for both Windows and Mac OS platforms.

Accessibility features are tools and resources that make it easier for vision- and motion-challenged users to access information and controls for Adobe PDF documents. Several features address specific accessibility issues:

- Speech functionality, including support for utilities and devices that read visual elements, controls, and text, and convert them into spoken language. (See [Using a screen reader.](#))
  - Visibility adjustments to make text and graphics easier to view for people with a limited range of vision. (See [Enhancing visibility.](#))
  - Navigation through documents using auto-scroll, to reduce required keyboard and actions. (See [Scrolling automatically.](#))
  - Keyboard alternatives to mouse actions. (See [Using keyboard shortcuts for menu commands and navigation.](#))
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# Adobe® Acrobat® 6.0 Standard

## Using a screen reader

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Adobe Acrobat supports several screen reader applications and other assistive technologies that enable visually impaired users to interact with computer applications. Please refer to the documentation for that application or device to get information on its installation and interaction with Acrobat. Or, you can use the text-to-speech engines built into the Windows and Mac OS platforms to read the document out loud.

You can use the Preferences dialog box to control certain interactions between the screen reader and the Adobe PDF file. (See [Setting Reading preferences](#).)

**Note:** The key to excellent accessibility is an excellent document structure, which must be built into the document. (See [Making existing Adobe PDF documents accessible](#).)

### Related Subtopics:

[Using the Read-Out-Loud feature](#)

[Setting Reading preferences](#)

[Selecting a reading-order](#)

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## Using the Read-Out-Loud feature

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You can use the Read-Out-Loud feature to read aloud as much of an Adobe PDF document as you need: a page, a section, or the entire document.

**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 the Adobe PDF document you want to read, and then navigate to the page on which you want to start reading.
2. Choose View > Read Out Loud > Read This Page Only or Read To End Of Document.

### To interrupt the read-out-loud feature:

Choose View > Read Out Loud > Pause or Stop.

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## Setting Reading preferences

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You can use the Reading preferences to change the volume, speed, and order in which documents are read out loud.

**Note:** For information on other preferences that affect accessibility, see [Enhancing visibility](#).

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. This can also happen with older documents that are poorly structured or have other inherent problems. When you experience difficulties reading a document with a screen reader, changing the following reading-order preference options can sometimes help:

### To set preferences for reading out loud:

1. Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS) and select Reading.
2. Choose the options you want. For details on the reading-order options, see [Selecting a reading-order](#).
3. For Read Out Loud Options, select the settings you want for Volume, Voice, Pitch, and Words Per Minute.

**Note:** The Pitch and Words Per Minute options are available only when you deselect Use Default Speech Attributes.

4. For Reading Order Options, select a Reading Order option, and choose whether to override the reading order in tagged documents. For details, see [Selecting a reading-order](#).
  5. For Screen Reader Options, select Deliver Data in Pages When Document Exceeds, and then type a number for the amount of pages to download (default is 10 pages).
  6. Click OK.
-



## Selecting a reading-order

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The available settings include the following:

- Use Infer Reading Order from Document (recommended) to deliver words according to the set tagging order. If it is untagged, a sophisticated structure-inference process determines the most likely reading order. Unless you experience unsatisfactory results with a specific document, leave this option selected.
- Left-to-right, Top-to-Bottom reading order reads the text strictly according to its placement on the page.
- Use Reading Order in Raw Print Stream to deliver words in the order in which they were recorded in the print stream.

**Note:** The reading-order option also affects Read-Out-Loud operations and choosing File > Save As and then selecting the Text (Accessible) \*.txt option.

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## Enhancing visibility

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Various options for making it easier to see and read Adobe PDF documents on screen are available. You can enlarge small type and adjust the colors of text and background. You can magnify the displayed document using the Viewing toolbar, the Zoom options on the status bar, or the commands on the View menu. (See [Magnifying and reducing the view.](#))



You can enlarge or reduce the font size of the text 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. These 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. (Windows only) To change the text color and document background to the standard color scheme for Windows, Select Use Windows Color Scheme.

**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.

4. To change the background color, click the Page Background swatch.
5. Do one of the following:
  - Click a color swatch for one of the preset colors.
  - Click Other Color, and then define and select a custom color in the color picker.
6. To change the text color, click Document Text, and then select a preset or custom color as in step 5.

The Accessibility preferences change only the colors for the page background and document text. 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.

**Note:** You can also improve the legibility of text--especially for a laptop or LCD screen display--using the Smoothing panel of the Preferences dialog box. (See [Smoothing text for improved readability.](#))

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## Scrolling automatically

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The automatic scrolling feature makes it easier to scan through a long document. 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 where 9 is the fastest and 0 is the slowest or press the Up or Down arrow keys.
    - 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 or Right arrow keys.
  3. To stop automatic scrolling, press ESC or choose View > Automatically Scroll again.
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## Using keyboard shortcuts for menu commands and navigation

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You can control many navigation functions from the keyboard instead of the mouse. See [Keyboard Shortcuts](#).

Mac OS 10.1.2 (and later) include more keyboard access features than earlier versions.

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 Microsoft Internet Explorer \(Windows only\)](#)

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## Setting up full keyboard access (Mac OS only)

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Beginning with Mac OS 10.1.2, Macintosh users 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.
2. In the Keyboard Preferences dialog box, select the Full Keyboard Access tab.
3. Select the Turn On Full Keyboard Access and Any Control.
4. Choose System Preferences > Quit 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.

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**Adobe® Acrobat® 6.0 Standard**

## **Using shortcuts within Microsoft Internet Explorer (Windows only)**

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You can use the keyboard to control Acrobat within Microsoft® Internet Explorer. At first, the focus is on the Web browser, so any keyboard shortcuts you use act according to their Internet Explorer functions for navigation and selection.

Pressing the Tab key shifts the focus from the browser to the Acrobat document and application, and the navigation and command keystrokes will function normally. Pressing Ctrl + Tab shifts the focus from the document back to Internet Explorer.

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## Creating accessible documents

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The best way to ensure that your document contents can be accessed by motion- and vision-challenged users through the use of a screen reader is to start with well-structured Adobe PDF files. The accessibility of properly structured PDF documents is much more reliable than that of unstructured or improperly structured ones. (See [Understanding how structure types affect flexibility](#).)

If your Adobe PDF documents are unstructured, Adobe Reader or Acrobat attempts to deliver the document contents to the screen reader in a natural reading order, but the results may be disappointing. Using Acrobat Standard, you can make an unstructured PDF file more accessible without hand-coding. (See [Making existing Adobe PDF documents accessible](#).)

### Related Subtopics:

[Checking the accessibility of Adobe PDF documents](#)

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## Checking the accessibility of Adobe PDF documents

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It's always a good idea to check your Adobe PDF documents for accessibility before distributing them to users. The checking feature examines your Adobe PDF document to see whether it has the information necessary to make it accessible. The items it checks include alternative text for figures, specified languages for text, reliable character encodings, and the logical structure tree referencing all of the document contents.

### To check the document structure of a PDF:

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 Professional 6.0. For information about upgrading, contact your retailer or visit the Adobe Web site.

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**Adobe® Acrobat® 6.0 Standard**

## Using the Image Viewer and Picture Tasks Plug-ins

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[About Image Viewer and Picture Tasks](#)

[Using Picture Tasks features](#)

[Exporting pictures](#)

[Editing pictures](#)

[Printing pictures](#)

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Adobe® Acrobat® 6.0 Standard

## About Image Viewer and Picture Tasks

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The Image Viewer plug-in enables you to view Adobe PDF multimedia slideshows and eCards (personal greetings sent via email) that were created with Adobe Photoshop® Album. You can also use the Picture Tasks plug-in to export, edit, and print JPEG-formatted pictures contained within a slideshow or an eCard. (See [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, or send them to an Online Services provider and have the prints mailed directly 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.

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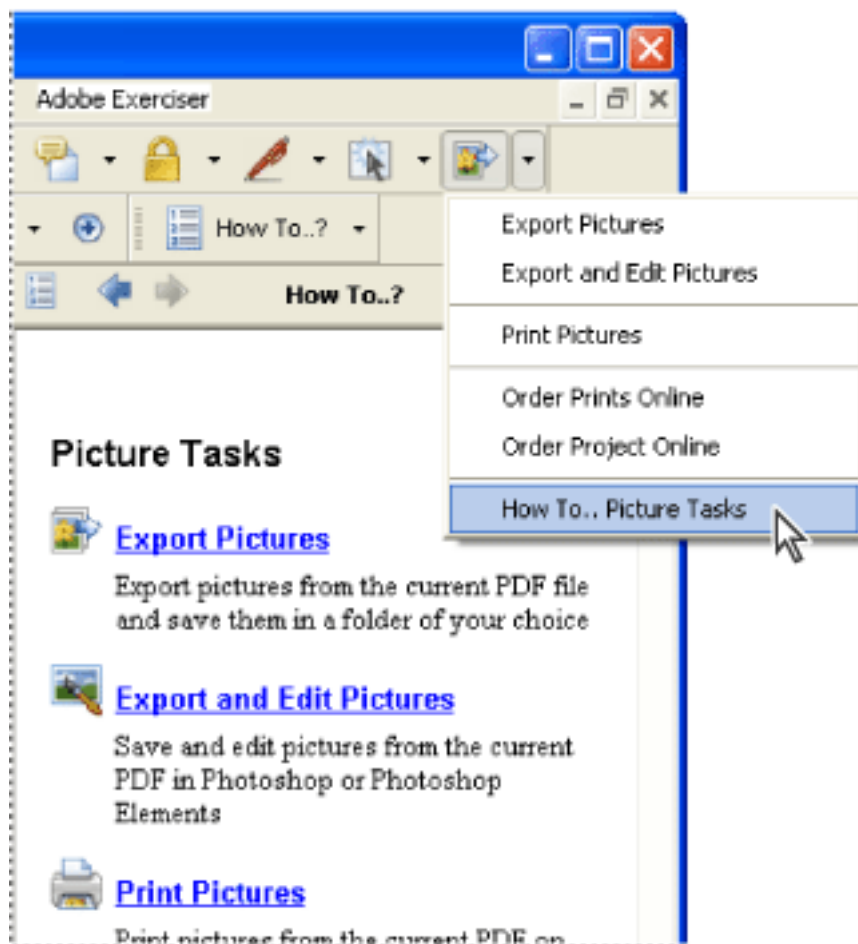
## Using Picture Tasks features

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:

On the toolbar, do one of the following:

- Choose Picture Tasks  > How To.. Picture Tasks.
- On the toolbar, click Picture Tasks .



Picture Tasks toolbar and Picture Tasks page in the How To window




## Exporting pictures

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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.

### To export pictures:

1. Do one of the following:
    - On the toolbar, choose Picture Tasks  > Export Pictures.
    - In the How To window, click Export Pictures.
  2. In the Export Pictures dialog box, do one of the following:
    - To export one or more pictures, select each picture you want to export.
    - To export all pictures, click Select All.
  3. To change the location where the pictures are saved, in the Save In section, 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 filename.
    - Select Common Base Name, and enter a base filename to save the pictures using a filename common to all the pictures. Each picture is saved with the common filename and appended with a number to differentiate the pictures. For example, if you chose to export three pictures and assigned the filename "Sunset," the pictures are saved as Sunset1.jpg, Sunset2.jpg, and Sunset3.jpg.
  5. Click Export.
-



## Editing pictures


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You can edit exported pictures on your local machine using Adobe Photoshop, Photoshop Elements, or other image editing application.

If you use the Export and Edit Pictures command, the pictures are exported, saved, and automatically opened in a photo editing application.

**Note:** When you export pictures from an Adobe PDF file and then edit pictures in a photo editing application, the changes you make are not reflected in the PDF file that contains the original pictures.

### To export and edit pictures:

1. Do one of the following:
    - On the toolbar, choose Picture Tasks  > Export and Edit Pictures.
    - In the How To window, click Export and Edit Pictures.
  2. In the Export and Edit Pictures dialog box, do one of the following:
    - To edit one or more pictures, select each picture you want to edit.
    - To edit all the pictures, click Select All.
  3. To change the location where the pictures are saved, in the Save In section, 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 filename, 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 text box. Each filename is appended with a number to differentiate the pictures. For example, if you chose to export three pictures and assigned the filename "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.
-



## Printing pictures

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You can print pictures from the current Adobe PDF document to your local printer using standard photo print sizes, or you can use an online service and have the photos mailed directly to you.

### Related Subtopics:

[Printing pictures on a local printer](#)

[Ordering prints online](#)

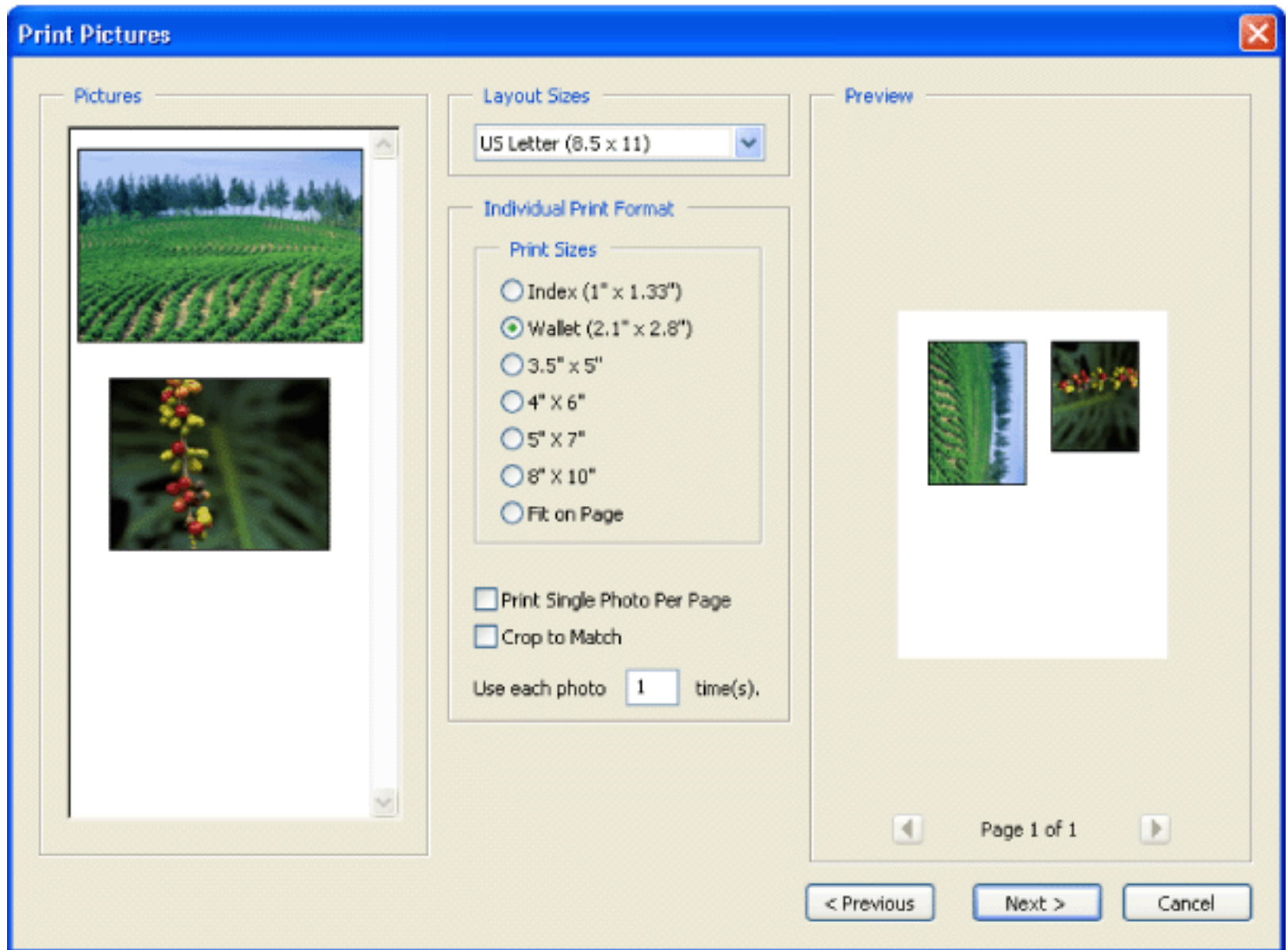
[Printing a project](#)

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## Printing pictures on a local printer

You can use the Print Pictures dialog box to print any number of pictures in just a few steps.



Print Pictures dialog box

### To print pictures:

1. Do one of the following:
  - On the toolbar, choose Picture Tasks  > Print Pictures.
  - In the How To window, click Print Pictures.
2. In the Select Pictures dialog box, do one of the following:
  - To print one or more pictures, select each picture you want to print.
  - To print all pictures, click Select All.
3. Click Next.
4. Specify the desired options, and then click Next.
  - Select the Layout Size to determine the size of the printed page.
  - Select the Print Size to determine the size of the pictures on the page.
  - Select Print Single Photo Per Page if you want only one picture per page.
  - Select Crop to Match 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 Photo (#) 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 will be prompted to choose another option.

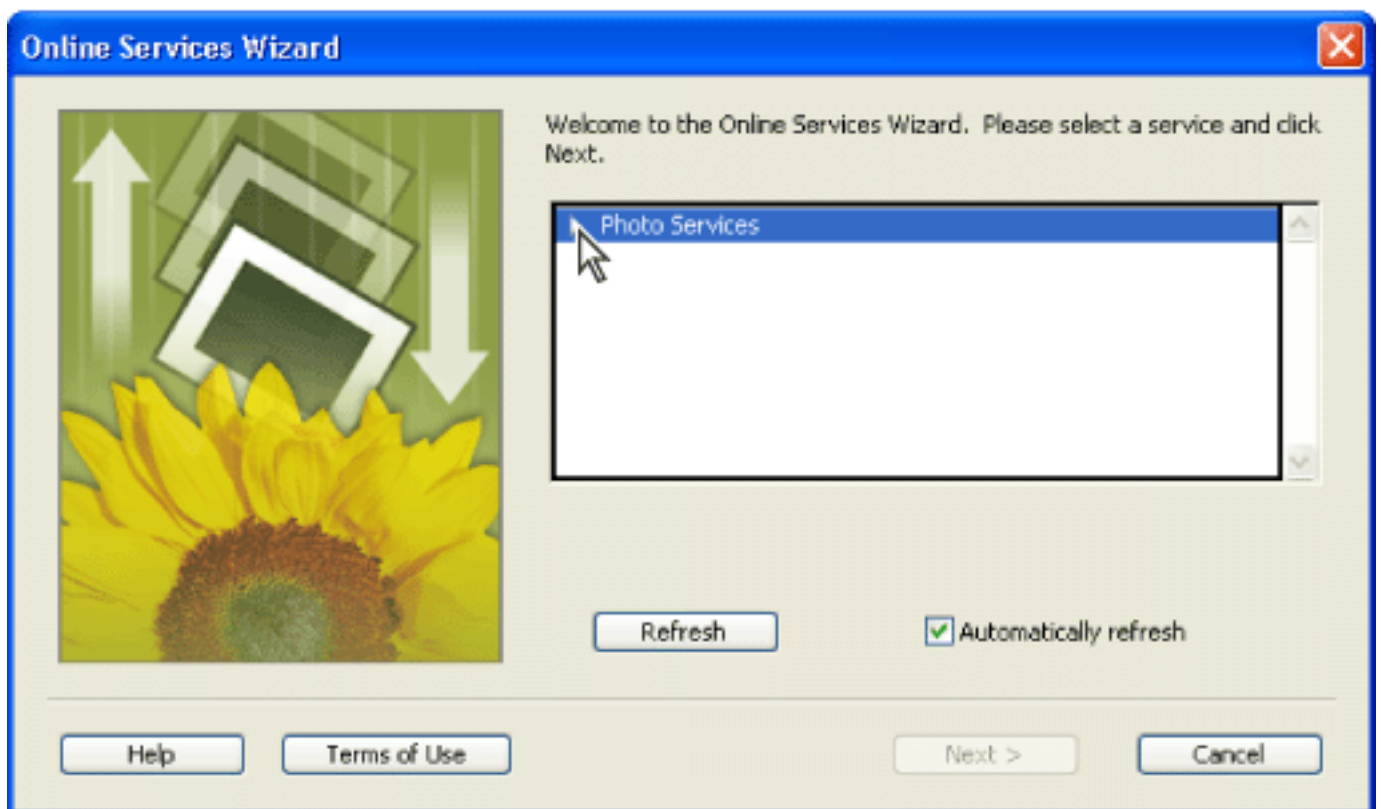




## Ordering prints online


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Using the Online Services feature you can send images to online printing service providers and have the prints mailed directly to you. The online service list may be updated each time you order prints online, so check it occasionally for new services.



Online Services dialog box

### To order pictures online:

1. Do one of the following:
  - On the toolbar, choose Picture Tasks  > Order Prints Online.
  - In the How To window, click Order Prints Online.
2. In the Select Pictures dialog box, do one of the following:
  - To print one or more pictures, select each picture you want to print.
  - To print all the pictures, click Select All.
3. Click Next.

**Note:** The first time you use an online service, an End User License Agreement appears. Click Agree to continue.

4. Choose a service from the list in the Online Services Wizard (Windows) or Online Services Assistant (Mac OS) dialog box, and follow the prompts. If you need help, refer to the service provider's customer service or help system.
-



## Printing a project

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A PDF project file is defined as 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. You can send the entire project to be printed using the Order Project Online feature. Once you've uploaded your project file, you can view your project, select the print options, and complete the order process on the online service provider's Web site.

**Note:** The online service provider is determined by the template that was used to create the PDF project file in Photoshop Elements 2.0 or Photoshop Album 1.0.

### To order a project for printing:

1. Do one of the following:

- On the toolbar, choose Picture Tasks  > Order Project Online.
- In the How To window, click Order Project Online.

**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 (Windows) or Online Services Assistant (Mac OS) dialog box, and follow the prompts. If you need help, refer to the service provider's customer service or help system.

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**Adobe® Acrobat® 6.0 Standard**

## Frequently Asked Questions

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[General troubleshooting](#)

[Create PDF troubleshooting](#)

[PDF edit troubleshooting](#)

[Review and Comment troubleshooting](#)

[Print troubleshooting](#)

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## General troubleshooting

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### Where can I get up-to-date information on Acrobat support issues?

If you have access to the Internet, choose Help > Online Support in Acrobat. On this Web site, you can view the top support issues, obtain training information, and browse through tutorials.

### When I select text in the document, the Cut and Copy commands are dimmed. How can I copy text from a PDF document?

The author of the PDF document can set restrictions that prevent you from using certain features. For example, the Cut, Copy, and Paste commands may be dimmed, because the creator of the PDF document set restrictions against copying text. (See [About passwords and document security](#).)

### When I open the PDF document in a Web browser, the Acrobat menu commands seem different. Where did the Acrobat menus go?

PDF documents can be opened either in Acrobat or in a Web browser. When a PDF document is opened in a Web browser, the menu commands apply primarily to the browser. To use Acrobat commands in a Web browser, click the buttons on the toolbar, such as the Print button .

In addition, many keyboard commands are mapped to the Web browser rather than to Acrobat, so some Acrobat keyboard shortcuts may not be available in the browser window. (See [Viewing Adobe PDF documents in a Web browser \(Windows\)](#).)

### I used to be able to open PDF documents on the Web, but now I can't. How do I configure my Web browser to open PDF documents?

In Windows, 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 doesn't work, you may need to update your Web browser.

In Mac OS, you cannot view PDF documents within a Web browser.

### What does it mean when a PDF document is no longer certified?

The creator of the PDF document can save a document as certified to vouch for its contents, and to prevent unwanted changes from being made. Some actions, such as filling in forms, may be allowed, but if other changes are made to a certified PDF document, the certification is no longer valid, and the document may no longer be reliable. (See [Certifying a document](#).)

### Why does a question mark appear next to a digital signature?

If a question mark appears next to a digital signature, the signature either has not been validated, or the signer's identity could not be confirmed because the certificate of the signer does not appear in your list of trusted identities. Once you obtain the digital ID certificate and verify the signature, the question mark icon should change to a check mark icon, indicating that the signature is valid. (See [Building a list of trusted identities](#).)

### When I click a link to open a document, the new document opens but the current document closes. How do I open the linked document in a separate window?

In the General panel of the Preferences dialog box, deselect the Open Cross-Document Links in Same Window option.

### In Acrobat 5.0, I used to be able to create forms and set advanced print options. Why are some features missing in Acrobat 6.0?

Some features are available only in Acrobat 6.0 Professional, not Acrobat 6.0 Standard. The following features are available only in Acrobat Professional:

- Creating forms.
- Using advanced printing options.
- Using a grid.
- Adding movies.
- Creating a search index.
- Batch processing multiple Adobe PDF files.
- Setting up watched folders using Distiller.
- Viewing and manipulating tags in a PDF document.
- Proofing colors.
- Using the TouchUp Object tool.
- Create page templates.
- Adding and editing JavaScript in form field and document.
- Comparing documents.

For information on upgrading to Acrobat Professional, see the Adobe Web site.

### What are embedded fonts? When would I need to know about them?

A source document, such as a Word document, may include fonts that other people don't have installed on their systems. When you create a PDF document from this source document, embedding the fonts allows readers to view and print the PDF document with the appropriate font formatting. If fonts are not embedded, the substituted fonts may significantly alter the document's appearance. (See [About accessing and embedding fonts](#).)

### What is a tagged PDF file? When is it useful to have a tagged PDF file?

Tagged PDF documents let you reuse the content for other purposes, such as reading on a handheld device or reading out loud with a screen reader. You create tagged Adobe PDF documents from within an appropriate authoring application, such as Adobe FrameMaker, Adobe InDesign, or a Microsoft Office program. (See [Creating Adobe PDF files from other applications](#).)

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## Create PDF troubleshooting

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### **The PDF file I created is too large. How do I create a smaller PDF file?**

If you want to reduce the size of a PDF file that is already created, choose File > Reduce File Size. (See [Optimizing Adobe PDF files.](#))

To create a smaller PDF file when you first create the PDF document from its source document, change the conversion settings to use the Smallest File Size option. For example, if you're creating a document from a Microsoft application in Windows, choose Adobe PDF > Change Conversion Settings, and then choose Smallest File Size from the Conversion Settings menu.

Large graphics files cause the PDF document to increase in size. For these graphics files, consider using a different format, such as JPEG or TIFF, or a lower resolution.

### **How do I create a PDF document from a Microsoft Word document?**

In Acrobat, you can choose File > Create PDF > From File, and then choose the Word document. When you install Acrobat Standard in Windows, recent versions of Word include toolbar buttons and an Adobe PDF menu with commands that let you create PDF documents based on the Word documents. (See [Converting Microsoft application files.](#))

### **I have to send a confidential PDF document to clients. How can I prevent them from printing it or copying and pasting its text?**

You can set access and editing rights by choosing Document > Security > Restrict Opening and Editing. (See [Adding passwords and setting security options.](#))

### **I send PDF documents to a group of people on a regular basis, but a few people said they couldn't open the PDF files. How can I help them open the documents?**

Make sure that they're using the most current version of Acrobat or Acrobat Reader. They can download Reader for free by going to the Adobe Web site and choosing Download Acrobat Reader.

In addition, consider specifying an older PDF format when you create the PDF document, or when you set opening and editing rights.

### **I want our customers to be able to fill out a form over the Web using Adobe Reader. How can I set this up?**

Adobe offers a server extension that allows Adobe Reader users to perform tasks that normally require Acrobat Standard or Professional. This service, Adobe Document Server for Reader Extensions, is used primarily by government agencies to add forms-processing tools to the Adobe Reader software at no extra cost to their constituents. In turn, their constituents can download, save, fill in, digitally sign, and submit PDF forms at their convenience. For more information, see the following Web site:

<http://www.adobe.com/products/server/readerextensions/main.html>

### **How do I create a PDF document that can be opened only by the people on my team?**

One option is to set up a password-protected document, and then give the password to the members of your team. (See [Adding passwords and setting security options.](#)) Another option is to encrypt the PDF document so that it can be opened only by those people you specify. (See [Encrypting PDF files for a list of recipients.](#))

### **Does Acrobat support accessibility for persons with disabilities?**

Yes, you can create PDF documents that are compatible with third-party, Windows-based screen readers. In addition, Acrobat offers settings and keyboard shortcuts that allow workers with low-vision impairments to more easily read PDF documents.

### **Why can't I fill out a form online?**

To fill out a PDF form electronically, the creator of the PDF document must use the appropriate tools when setting up the form fields. If you can't select form options or enter text in form fields, it's likely that the person who created the PDF form did not set up the form properly. Contact the creator of the PDF document. (See [Filling out forms.](#))

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## PDF edit troubleshooting


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**When I drag across text using the Text Select tool , the text is not selected. Why can't I select text?**


If the PDF document creator used a scanner to create the PDF document, or if the text is part of an image, you may not be able to select the text or search it. Ask the person who created the document to use the Paper Capture command to convert the image text to text that can be selected and searched. (See [Converting paper documents](#).)

**How do I add a new line of text to the PDF document?**

Keep in mind that Acrobat is not an authoring application. If you want to edit existing text, such as replacing a word, you can use the TouchUp Text tool , which is located on the Advanced Editing toolbar. Ctrl-click (Windows) or Option-click (Mac OS) where you want to create a new line. Select the font and mode, click OK, and then type the text. (See [Editing text](#).)

You can also use the Text Box tool  on the Advanced Commenting toolbar to add text to your document. (See [Adding comments in a text box](#).) For more extensive changes, edit the source document in its original application, and then re-create the PDF document.

**How do I extract the text from my PDF document so that I can edit and reuse the text?**

If you have a small amount of text, use the Select Text tool  to drag across the text, choose Edit > Copy, and then paste it into another application. You can select tables using the Select Table tool.

If you want to extract all the text in the PDF document, choose File > Save As, select Rich Text Format from the pop-up menu, and then save the file. You can then open the RTF file in another application.

**Is it possible to insert an image on a blank page of a PDF document?**

Yes, open the image in its source application, and then copy it. Open the PDF document, and then use the Paste Clipboard Image command on the Advanced Commenting toolbar to add the copied image. (See [Pasting an image from the clipboard](#).)

**When I create a link that opens another document, how can I make it open to a certain page?**

Create a custom link, and then select an action that goes to another page in the document. (See [Creating links](#).)

**How do I combine two PDF files?**

Open one document, and then choose Document > Pages > Insert. Insert the other document after the first. You can also combine documents by choosing Create PDF > From Multiple Files on the toolbar.

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## Review and Comment troubleshooting

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### **What happened to the Note tool? It used to be right there on the toolbar.**

Acrobat 6.0 includes a number of new tools, not all of which fit on the toolbar. You can now find commenting tools on both the Commenting toolbar and the Advanced Commenting toolbar. Right-click (Windows) or Control-click (Mac OS) the toolbar area, and then choose the toolbar name.

### **When I set the color of one note, subsequent notes don't share that color. How do I set the color of my notes so that they're different from other reviewers' notes?**

You need to make the current properties the default. To change the note color, right-click (Windows) or Control-click (Mac OS) the note icon and choose Properties. On the Appearance tab, specify the color, and then click Close. Right-click/Control-click the note icon again, and choose Make Current Properties Default. Now all your subsequent note comments will appear in this new color.

Note that other types of comments aren't affected. For example, if you want highlighting to appear in the same color as the note comment, change the highlight color, and then make its properties the default. (See [Changing colors, icons, and other comment properties.](#))

If you want a new author name to be included when you choose Make Current Properties Default, deselect Always Use Log-in Name for Author Name option in the Commenting panel in the Preferences dialog box, and change the author name in the General panel of the Note Properties dialog box.

### **I made some highlights and underlining, but I don't want to keep them. I keep trying to select them, but I can't. How do I get rid of them?**

Highlights and underlining are called markup comments. One way to delete markup comments is to select them using the Hand tool, and then press Delete (not Backspace). If you kept trying to select the highlighting using the Highlight Text tool, you may have to delete several stacked markup comments that you accidentally created. You can also right-click (Windows) or Control-click (Mac OS) any comment, and then choose Delete.


### **I tried printing my comments and all I get is note icons printed on my document. How do I print the words?**

If you choose Document Comments from the Print What menu in the Print Dialog box, the document will print only the note icons and other markups. However, text in the pop-up window does not print, unless you select the Print Comment Pop-ups option in the Commenting panel of the Preferences dialog box.

A much better way to print comments with your document is to use the File > Print with Comments command. This method lets you control the layout of your comments in relation to the document.

### **I'm participating in a browser-based review. I know that other people have added comments, but why can't I see them?**

To view other reviewer's comments, you must have access to the online comments repository that the review initiator set up in Reviewing preferences. Acrobat should configure these settings when you open the email attachment. If you cannot see other reviewers' comments, ask the review initiator for the correct server settings in Reviewing preferences, and then ask your system administrator to make sure that you have access to that location.

To view other reviewers' most recent comments and to let others see your comments, click the Send and Receive Comments button  on the Commenting toolbar. (See [Sending and receiving comments in a browser-based review.](#))

### **In Acrobat 5.0, I liked the way the pop-up window appears next to the note icon. How do I make my comments in Acrobat 6.0 look more like the comments in Acrobat 5.0?**

In the Commenting panel of the Preferences dialog box, do any of the following:

- Turn off Show Lines Connecting Comment Markups to Their Pop-ups on Mouse Rollover.
- Turn off Create New Pop-ups Aligned to the Edge of the Document.

You can also turn these options on and off by selecting Show Connector Lines and Align New Pop-ups by Default from the Show menu on the Commenting toolbar.

### **How do I make the Note tool not automatically switch to the Hand tool after I add a comment?**

To allow the Note tool to remain in use, choose the Keep Tool Selected option in the Properties toolbar. To display the Properties toolbar, right-click (Windows) or Control-click (Mac OS) the toolbar, and then choose Properties Bar. When you select the Note tool, this option appears.

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## Print troubleshooting

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### **Why doesn't the text in my PDF document print the way it looks on the screen?**

Some fonts cannot be downloaded to a printer, either because the font is a bitmap or because embedding of the font 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 exactly. Try printing to a different printer, or ask the creator of the PDF document to send you a version of the PDF document with appropriately embedded fonts.

### **Why does my PDF document print off-center?**

If you're using a non-PostScript printer, the page may shift when you print. For best results, use a PostScript printer.

### **Why can't I print my PDF document?**

First, check to see whether you can print another PDF document. If you can print another PDF document, the PDF document you cannot print may be damaged. Re-create it, or contact its author. Alternatively, the PDF document creator may have restricted document access so that it cannot be printed. Choose File > Document Properties, and select Security. Check to see whether printing is allowed.

If you cannot print any document from Acrobat, try printing from another application. For more information on troubleshooting printing problems, see the Adobe Web site.

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## Keyboard Shortcuts

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[About keyboard shortcuts](#)

[Keys for selecting tools](#)

[Keys for working with comments](#)

[Keys for moving through a document](#)

[Keys for general navigating](#)

[Keys for working with navigation tabs](#)

[Keys for navigating the Help window](#)

[Keys for navigating the How To window](#)

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## About keyboard shortcuts

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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.

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## Keys for selecting tools

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**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.

Tool	Windows	Mac OS
Hand tool	H	H
Temporarily select Hand tool	Spacebar	Spacebar
Current selection tool	V	V
Cycle through selection tools: Select Text, Select Image, Select Table	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 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
Touch Up Text tool	T	T

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## Keys for working with comments

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**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.

Result	Windows	Mac OS
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
Current drawing 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
Current attach tool	J	J
Cycle through attach tools: Attach File, Attach Sound, Paste Clipboard Image	Shift+J	Shift+J
Move focus to comment	Tab	Tab
Open pop-up window for comment that has focus	Spacebar	Spacebar
Send comments	Q	Q
Send and receive comments in browser-based review	O	O
Mark document status as complete in browser-based review	W	W
Save document and work off line (browser-based review)	Y	Y
Go back online	I	I

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## Keys for moving through a document

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Result	Windows	Mac OS
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 Option+Shift+Up Arrow
Last page	End or Shift+Ctrl+Page Down or Shift+Ctrl+Down Arrow	End or Shift+Command+Page Down or Option+Shift+Down Arrow
Scroll up	Up Arrow	Up Arrow
Scroll down	Down Arrow	Down Arrow
Scroll (when Hand tool is selected)	Spacebar	
Zoom in	Ctrl+plus sign	Command+plus sign
Zoom out	Ctrl+minus sign	Command+minus sign
Zoom in temporarily	Ctrl+Spacebar, then click	Command+Spacebar, then click

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## Keys for general navigating

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Result	Windows	Mac OS
Show/hide menu bar	F9	F9
Move focus to menus	F10 or Alt, then arrow keys	
Move focus to toolbar area	Alt, then Ctrl+Tab	
Move focus to next toolbar	Ctrl+Tab	
Move focus to toolbar in browser or Help window	Shift+F8	
Open Properties toolbar or Properties dialog box	Ctrl+I	Command+I
Cycle through open documents (when focus is on document pane)	Ctrl+F6	Command+ ~ (tilde)
Move focus to next floating panel or open dialog box	Alt+F6	
Move focus to next field or item in the document pane	Tab or Right Arrow	Tab or Right Arrow
Move focus to previous field or item in the document pane	Shift+Tab or Left Arrow	Shift+Tab or Left Arrow
Activate selected tool, item (such as a movie or bookmark), or command	Spacebar or Enter	Spacebar or Enter
Open/close context menu	Shift+F10	Control+click
Close an open menu, context menu, or dialog box	Esc	Esc
Close all windows	Shift+Ctrl+W	Shift+Ctrl+W
Move focus to next tab in a tabbed dialog box	Ctrl+Tab	
Move to next search result and highlight it in the document	F3	
Select text (with Select Text tool is selected)	Shift+arrow keys	Shift+arrow keys
Select previous/next word (with Select Text tool selected)	Shift+Ctrl+Right Arrow or Left Arrow	Shift+Ctrl+Right Arrow or Left Arrow
Move cursor to next/previous word (with Select Text tool selected)	Ctrl+Right Arrow or Left Arrow	Ctrl+Right Arrow or Left Arrow

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## Keys for working with navigation tabs

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Result	Windows	Mac OS
Open/close navigation pane	F6	F6
Move focus between navigation pane and document pane	Shift+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 next navigation tab and make it active (when focus is on the tab)	Up Arrow or Down Arrow	
Move to next next navigation tab and make it active (when focus is anywhere in the navigation pane)	Ctrl+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	
Rename selected bookmark	F2	F2
Expand all bookmarks	Shift+*	Shift+*
Collapse selected bookmark	Forward Slash (/)	Forward Slash (/)
Move focus to next item in a navigation tab	Tab or Down Arrow	Down Arrow
Move focus to previous item in a navigation tab	Shift+Tab or Up Arrow	Up Arrow

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# Adobe® Acrobat® 6.0 Standard

## Keys for navigating the Help window

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Open/close Help window	F1	F1
Move focus to toolbar in Help window	Shift+F8	Shift+F8
Move focus among tabs: Contents, Search, Index	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
Reflow the Help document	Shift+F4	Shift+F4

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# Adobe® Acrobat® 6.0 Standard

## Keys for navigating the How To window

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Open How To window	F4	F4
Close How To window	F4 or Esc	F4 or Esc
Move focus between How To window and document pane	Shift+F4	Shift+F4
Go to How To home page	Home	Home
Move focus among the elements of the How To window	Shift+Ctrl+Tab	Shift+Ctrl+Tab
Go to next page in How To window	Right Arrow	
Go to previous page in How To window	Left Arrow	

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**Adobe® Acrobat® 6.0 Standard**

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Adobe® Acrobat® 6.0 Standard for Windows® and Macintosh®

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