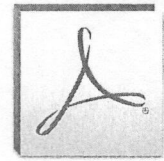


Adobe® Acrobat X for Editors



Acrobat X Family

- Product matrix

Creating a PDF

- Just a quick summary

Editing PDF Content

- What can you edit and what will those edits do to your workflow?
- Edit existing content: text and images
- Add new editorial content
- Add an image
- Crop an image or page

Commenting and Reviews

- Create and use comments
- Organize your comments
- What types of reviews are available for your workflow?
 - Live (Acrobat.com)
 - Shared Reviews: Email, Shared Server, Acrobat.com (using a review wizard)
- Review Tracker

Reuse of PDF content

- Extracting information
- Converting PDFs to alternative file formats:
 - Why and When?
 - Save as Microsoft Word or Excel

Security

- What's available?
- Apply redaction to remove information from a PDF document

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CERTIFIED INSTRUCTOR

Acrobat for Editors

Creating a PDF

- Print vs some sort of export from Word, InDesign, FrameMaker
- Print: none or little automation is included in creation
- Word: PDF Maker (Windows Office) and export commands incorporate automation of various features into resulting PDF

Editing a PDF: What can you edit and what will those edits do to your workflow?

What can you modify in a PDF?

- You can modify PDF documents by rearranging, cropping, deleting, or inserting pages; editing text or images; or adding multimedia files. You can also repurpose content by copying it for other uses.

Editing Content

Editing Text: Use the right tool

- **Tools > Content > Edit Document Text.**
 - Highlight text and choose Properties

Expanding text box vs wrapping

- When you edit text, default behavior is to expand the existing box. Change with **Preferences > TouchUp > Enable Text Word Wrapping**
- If you have a lot of text to edit, you can edit it in Illustrator. Use the Edit Object tool and select object (text or graphic) and right-click & select Edit Object

Adding text to a blank area

- Still using the **Edit Document Text tool**, Ctrl-Click in a blank area to add a new text box.

Adding Text Box: Typewriter vs Textbox Tools

Both Typewriter and Text box are commenting tools but are formatted differently.

Add Textbox Tool

- Choose **Comment > Drawing Markups > Add Text Box .**
- Click in the PDF.
- Choose **View > Show/Hide > Toolbar Items > Properties Bar**, and set the color, alignment, and font attributes for the text.
- Type the text.
 - Text wraps automatically when it reaches the right edge of that particular box.

- (Optional) To make further changes to the text box:
 - Using the Select tool or the Text Box tool, **click an edge of the text box to select it**, and then drag a corner to resize it. Use the Properties toolbar to change the border and fill options.
 - Double-click the text box to edit the text or change the text attributes. Drag across text to select it, and then select options from the Properties toolbar.
- To delete the text box, select it, and then press Delete.

Add or Edit Text Box (Typewriter Tool)

- Choose **Tools > Add or Edit Text Box** to open the Typewriter toolbar. Click the Typewriter button.
- Click where you want to type, and then begin typing. Press Enter to add a second line.
- To change the text properties, select the text, and then use any of the following tools in the Typewriter toolbar:
 - To change the text size, click the Decrease Text Size button or the Increase Text Size button. Or choose a typeface size from the pop-up menu.
 - To change the line spacing (leading), click the Decrease Line Spacing button or the Increase Line Spacing button.
 - Choose a color from the Text Color pop-up menu.
 - Choose a typeface from the typeface pop-up menu.
- To **move or resize** Typewriter text block, select the **Select tool or Typewriter tool (on edge of rectangle)**, **click a Typewriter text block**, and drag the text block or one of its corners.
- To edit the text again, select the **Typewriter tool**, and then **double-click the Typewriter text**.
- Use with filling in non-interactive Forms!!

Editing Objects

- **Edit Object** tool to resize and move. Resize is proportional by default.
- If you want to edit it in another program using the **Edit Object** tool and right click and choose **Edit Image** which opens its default program for that type of image

Crop Image

- Select image with **Edit Object** tool.
- Right click and select **Set Clip**.
- You will see scissors tools which you can't do anything with. Go to a corner and turns into cropping tool.

Add an Image

Place an image or object

- Choose **Tools > Content > Edit Object Tool**.
- Right-click the page and choose Place Image.
- Choose one of the following file formats: BMP, GIF, JPEG, JPEG2000, PCX, PNG, or TIFF.
- Select an image file, and click Open.

A copy of the image file appears on the page, with the same resolution as the original file.

Note: Editing and saving a digitally signed PDF invalidates the signature.

Crop a page

- Use **Tools > Pages > Crop** to delete excess information
- To remove deleted area content: **Protection > Remove Hidden Information**; Does not effect page size.

Commenting and Reviews: What types of reviews are available for your workflow?

- Commenting by Reader can be enabled: **Enable Usage Rights: File > Save As > Reader Extended PDF** in Adobe Acrobat.

Types of Reviews

- Live Collaboration
- Shared Reviews:
 - Email
 - Shared

Each type of review has a wizard that helps you distribute a PDF with special tools and instructions to reviewers.

Tracker

The Tracker tracks all managed reviews. The Tracker provides access to the PDF file and information about the review and its participants. Review initiators can change review deadlines, add reviewers, and end reviews from the Tracker. The Tracker lets participants know when new comments are available, when deadlines are changed, and when reviewers are added, even when Acrobat is closed. It also provides information about server error states.

Email Managed Review

- **Email-based reviews** are ideal when reviewers either don't have access to a common server or don't require a collaborative approach to reviewing documents.

In an email-based review, the initiator sends a PDF to reviewers as an email attachment. Reviewers add their comments and return the document by using the Send Comments button in the document message bar. When

receiving these comments, the initiator can merge them into their copy of the PDF.

The **primary limitation** to email-based reviews is that participants can't view other comments during the review. Initiators can view comments only after receiving them.

Note: Participants in an email-based review must have Acrobat 6.0 or later or Reader 7.0 or later.

A tracker tracks all managed reviews!!!

1. **Comment > Review > Send for Email Review**
(Wizard walks you through process)

- **Shared reviews** are the most collaborative form of review because participants can read and reply to the comments of other participants. Comments from participants are stored in a repository on Acrobat.com or on an internal server. Acrobat synchronizes comments at regular intervals to download all the latest changes. Reviewers are notified of new comments as they are added, and they can see and reply to comments made by other reviewers.

Note: You must have Acrobat 9 or later installed to initiate shared reviews on Acrobat.com. Participants in shared reviews on Acrobat.com must have Acrobat 9 or Reader 9 or later. For shared reviews that are not on Acrobat.com, reviewers must have Acrobat 8 or later or Reader 8 or later installed to view other reviewer comments. Reviewers using earlier versions of Acrobat must send comments in email.

1. **Comment > Review > Send for Shared Review**
(Wizard walks you through process)

Converting PDFs to alternative file formats: Why and When?

Extracting Information from a PDF

Text (only editable if not an image*)

- Huge improvement in getting text out of Acrobat
- Copy with text select tool and paste is OK
or
Right-click selection and Export Selection As with several choices. Usually first one:
Word Doc.docx
- If document created in Word, usually looks best when exported back to Word
- To save whole file, **File > Save As > Word Document**
- If from a page layout program use **Accessibility pane > TouchUp Reading Order** to improve export
- *If text is from image, use Recognize Text panel to convert using OCR

Table or Spreadsheet (Spreadsheet example)

- Drag with selection tool across columns and rows and right click > Export Selection As (see also Settings in dialog)
- Use Control key to select an area. Will force paste to understand it is a table in Word and Excel.
- Save whole file as Excel Workbook
- Table does not have to originate in Excel to be exported properly back to Excel.

Images

- Snapshot (text and images): only bitmap, lower resolution, text not editable
- Copy and then File > Create > PDF From Clipboard (love this!!)
- Export all images: Document Processing > Export All Images

Security

- What's available?
- Apply redaction to remove information from a PDF document

You can use the redaction tools to search a PDF document and automatically and permanently redact images, privileged or confidential content.

You can search for patterns, such as patterns associated with phone numbers or social security numbers. You can even redact the same area on every page in a document.
- Protection > Mark for Redaction: drag over text, Ctrl drag an area or if there is an image, just drag over the image.
- Will need to apply and save to be permanent
- Search and Remove: Patterns: Social security numbers
- Always save a copy as you will not be able to retrieve redacted content!! This is permanent.

Acrobat Resources

What's New and Improved in Acrobat X (10)?

- <http://www.adobepress.com/articles/article.asp?p=1687889>
- http://help.adobe.com/en_US/acrobat/pro/using/WS4bebcd66a74275c320243650128f5f4e305-8000.html

Websites that can help

- Acrobat Community
<http://acrobatusers.com/>
- Free and paid services by Adobe
www.acrobat.com
- Adobe website (adobe.com)
 - Adobe TV
<http://tv.adobe.com/>
 - Adobe User Forums
While at adobe.com, type in User Forums in search pane
- Lynda.com: online training
www.lynda.com
- Udemy: online training
<http://www.udemy.com>
- Just Google a question about Acrobat!

