ADOBE ACROBAT XI LEVEL II

Center for Professional and Organizational Development

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Chapter 7 – Combining Files

Exercise 1 – Selecting files to combine

1 Start Acrobat.

2 In the Welcome screen, click Combine

Files Into PDF.

The Combine Files dialog box appears.



3 Click Add Files at the top of the dialog box, and then choose Add Files.

000	🐯 Combine Files
Add Files •	Options Help
🔥 Add Files	
Add Folders	
🖷 Add PDF from Scanner	
Add Webpage	
Add from Clipboard	L.
🕼 Reuse Files	PDF
🕒 Add Open Files	
Add files using	the dropdown or drag and drop them here.
You can th	en arrange them in the order you want.
	Combine Files Cancel

4 Navigate to the Lesson07 folder.

The folder contains a GIF file, an Excel spreadsheet, a PowerPoint presentation, a Word document, and several PDF files.

Lesson07

Aquo_Building.pdf

Aquo_Costs.pdf

Aquo_Fin_Ana.xls

Aquo_Fin_Data.ppt

Aquo_Mkt_Summ.do Aquo_Overview.pdf

Shared Folder

Name Aquo_Bottle.pdf

Add Files

; Q

A Date Modified

6/25/08

6/25/08

6/25/08

6/25/08

5 Select the following files, and click Open (Windows) or Add Files (Mac OS):

000

▶ SHARED

▶ PLACES

▶ MEDIA

▶ SEARCH FOR

- Aquo_Bottle.pdf
- Aquo_Building.pdf
- Aquo_Costs.pdf
- Aquo_Fin_Ana.xls
- Aquo_Fin_Data.ppt
- Aquo_Mkt_Summ.doc
- Aquo_Overview.pdf
- Logo.gif

If you do not have the required software installed to convert a document, you won't be able to select it.

Exercise 2 - Browsing files

1 Select the Aquo_Bottle.pdf thumbnail.

2 Move the cursor over the thumbnail. Acrobat displays the filename, size, modification date, and the number of pages it contains.



3 Click the magnifying glass on the thumbnail to zoom in to the full page.





4 Click anywhere in the dialog box to close the preview box.

5 Click the plus sign next to the Aquo_Overview.pdf filename to see each of the pages in the document.





You can preview each page separately, rearrange them, or delete them from the combined PDF file.

6 Select the thumbnail of the third page in the Aquo_Overview.pdf file, and then click the Remove Selected Items button at the bottom of the dialog box.



Only two pages remain in the document.

7 Click the minus sign next to the Aquo_Overview.pdf filename to collapse it back to a single thumbnail.

8 Click the plus sign next to the Aquo_Fin_Ana.xls file to view the two worksheets it contains.

9 Click the plus sign next to the Aquo_Fin_Data.ppt fill to expand its slides. If you can't see all the slides, move the slider at the bottom of the Combine Files window to reduce the size of the thumbnails.

10 Select the last six slides in the presentation, slides 10–15. (Hover over a thumbnail to see the slide number.).

11 Click the Remove Selected Items button.

00		🔂 Com	bine Files		
🔓 Add Files 🕶					otions Help
	1000 - 10000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1				
			Jacobanagina Produkti III a ana		Consequences de la consequencia
Restationer datus ter					
En al serie de la companya de la company		Aqdoc	Aqpdf		
a 0		a 🔊 🚺		Combine Fi	es Cancel

Exercise 3 - Arranging pages

1 Drag the Logo.gif file to the top of the dialog box, so that it's the first file, before Aquo_Bottle.pdf.



2 Drag the second slide in the Aquo_Fin_Data.ppt file so that it appears right after the Logo.gif file.

Logo.gif	Aqule.pdf	Aqug.pdf	Aquos.pdf	Aqxls	1
		0 उ ह			
	Aquota.ppt	Aqule.pdf	Aqug.pdf	Aquos.pdf	Aqxls

You can arrange documents, or individual pages within those documents.

3 Collapse any expanded documents, and then arrange the remaining documents so that they appear in the following order:

- Logo.gif
- Slide 2 of Aquo_Fin_Data.ppt
- Aquo_Bottle.pdf
- Aquo_Overview.pdf
- Aquo_Building.pdf
- Aquo_Costs.pdf
- Aquo_Mkt_Summ.doc
- Aquo_Fin_Data.ppt
- Aquo_Fin_Ana.xls

4 Click the Switch To List button at the top of the dialog box to see the filenames and information instead of thumbnails.

00		🖘 😂 Combine File	es	
👌 Add Files 🗸				Options Help
Name	Page Range	Size	Modified	Bookmark for File Warnings/Errors
👻 Logo.gif	All Pages	4.27 KB	6/252 AM	Logo
🗟 Aquo_Fin_Data.pptx	2	722.60 KB	6/256 AM	Aquo_Fin_Data
🔁 Aquo_Bottle.pdf	All Pages	215.44 KB	6/258 AM	Aquo_Bottle
🔁 Aquo_Overview.pdf	1-2	212.82 KB	6/250 AM	Aquo_Overview
🔁 Aquo_Building.pdf	All Pages	132.44 KB	6/258 AM	Aquo_Building
🔁 Aquo_Costs.pdf	All Pages	121.62 KB	6/250 AM	Aquo_Costs
Aquo_Mkt_Summ.doc	All Pages	637.00 KB	6/258 AM	Aquo_Mkt_Summ
📾 Aquo_Fin_Data.pptx	1,3-9	722.60 KB	6/256 AM	Aquo_Fin_Data
Aquo_Fin_Ana.xls	All Sheets	118.50 KB	6/252 AM	Aquo_Fin_Ana

Exercise 4 - Merging the files

1 Click Options at the top of the Combine Files	Options	
	File Size:	
2 In the Options dialog box, make sure the Default File Size option and Single PDF are selected.	File Type: Single PDF	
	O Portfolio	

The Small File Size option uses compression and resolution settings that are appropriate for onscreen display. The Default File Size option creates PDF files for business printing and viewing onscreen. The Larger File Size option uses High Quality Print conversion settings.

The Single PDF option combines all the files into a single combined PDF document.

The Portfolio option creates a PDF Portfolio.

3 Make sure Always Add Bookmarks To Adobe PDF Files is selected.

When this option is selected, Acrobat creates bookmarks for the file as it converts and combines the documents.

4 Click OK to close the Options dialog box.

5 Click Combine Files.

Acrobat reports its progress as it converts individual documents to PDF format and then combines the files. Some source applications may open and close during the conversion process. When Acrobat has finished merging the documents, it opens the resulting file, named Binder1.pdf.

6 Click the Bookmarks icon in the navigation pane to view the bookmarks Acrobat created for the document.



Because you moved a slide separately from the rest of the presentation, that document is included twice in the list of bookmarks. In Windows, Acrobat creates additional bookmarks for individual pages, nested under the bookmark for the document name. Depending on your goals for the document, you might want to edit the bookmarks.

- **7** Browse through the document. The pages are in the order you specified.
- 8 Choose File > Save As, and save the document as Aquo presentation in the Lesson07 folder.
- 9 Close the Aquo presentation.pdf file.

Chapter 8 Adding Signatures and Security

Exercise 1 - Adding passwords

1 Choose File > Open, navigate to the Lesson08 folder, and open the Local_Logo.pdf file.

There is no Security Settings button in the navigation pane, because no security has been applied to this document.

2 Choose File > Save As, name the file **Local_Logo1.pdf**, and save it in the Lesson08 folder.

3 Open the Protection panel in the Tools pane.

4 In the Protection panel, click Encrypt, and choose 2 Encrypt With Password. Click Yes when Acrobat asks whether you want to add security to the document.

The Password Security – Settings dialog box opens automatically.



5 Select the Require A Password To Open The Document option, and then type Logo1234; bg for the password.

Acrobat rates the password's strength. Stronger passwords include both uppercase and lowercase letters, numbers, punctuation marks, and symbols. Longer passwords also tend to be harder to guess. If it's critical that a document remain confidential, use a strong password. You'll share this password with anyone who you want to allow to open the document. Remember that passwords are case-sensitive. Now you'll add a second password that controls who is allowed to change printing, editing, and security settings for the file.

6 Under Permissions, select Restrict Editing And Printing Of The Document.

7 From the Printing Allowed menu, choose Low Resolution (150 dpi). You can prohibit printing, allow only low-resolution printing, or allow high-resolution printing.

8 From the Changes Allowed menu, choose Commenting, Filling In Form Fields, And Signing Existing Signature Fields to allow users to comment on the logo. You can prohibit all changes, some changes, or only prohibit viewers from extracting pages.

9 In the Change Permissions Password box, type Logo5678;^bg. Your open password and permissions password can't be the same.

Next you'll set the compatibility level. The default compatibility level is compatibility with Acrobat 7.0 or later. If you're sure that all your viewers have Acrobat X or XI, you should choose Acrobat X And Later, as it provides the strongest protection. If you think that some of your viewers may still be using earlier versions of Acrobat, select Acrobat 6.0 And Later. Be aware, however, that this setting may use a lower encryption level.

10 Make sure Acrobat 7.0 And Later is selected in the Compatibility menu.

11 Click OK to apply your changes.

Password Security - Settings
Document Open
Require a password to open the document
Document Open Password: #********** Best
1 This password will be required to open the document.
Permissions
Restrict editing and printing of the document. A password will be required in order to change these permission settings.
Printing Allowed: Low Resolution (150 dpi)
Changes Allowed: Commenting, filling in form fields, and signing existing signature fields
Enable copying of text, images, and other content
☑ Enable text access for screen reader devices for the visually impaired
Change Permissions Password: Best
Options
Compatibility: Acrobat 7.0 and later 🔻 Encryption Level: 128-bit AES
Encrypt all document contents
Encrypt all document contents except metadata (Acrobat 6 and later compatible)
© Encrypt only file attachments (Acrobat 7 and later compatible)
Ill contents of the document will be encrypted and search engines will not be able to access the document's metadata.
Help OK Cancel

12 In the Confirm Document Open Password dialog box, re-enter the Open Password, **Logo1234;^bg**. Then click OK, and click OK again to clear the alert.

13 In the Confirm Permissions Password dialog box, re-enter the Permissions Password, **Logo5678;^bg**. Then click OK, and click OK again to clear the alert. The security changes don't take effect until you save the file.

	De sur est Bastaisticas Commente	
14 Choose File > Save to save the security changes.	Document Restrictions Summary	
	Printing:	Allowed
15 Click the Security Settings button () in the navigation pane, and then click	Changing the Document:	Not Allowed
the Permission Details link. The limitations you set are in effect.	Document Assembly:	Not Allowed
16 Click OK to close the Document Properties dialog box, and then choose File	Content Copying:	Not Allowed
> Close to close the Local_Logo1.pdf file.	Content Copying for Accessibility:	Allowed
	Page Extraction:	Not Allowed
	Commenting:	Allowed
	Filling of form fields:	Allowed
	Signing:	Allowed
	Creation of Template Pages:	Allowed

Exercise 2 - Opening password-protected files

1 Choose File > Open, and open the Local_Logo1.pdf file in the Lesson08 folder.

Acrobat prompts you to enter the required password to open the file.

2 Enter the password (**Logo1234;^bg**), and click OK.

Password	
▲	'Local_Logo1.pdf' is protected. Please enter a Document Open Password.
	OK Cancel
🔁 Loca	I_Logo1.pdf (SECURED) - Adobe Acrobat Pro
File E	dit View Window Help

Notice that "(SECURED)" has been appended to the filename at the top of the application window.

Now you'll test the permissions password.

3 Click the Security Settings button () in the navigation pane, and click the Permission Details link.

4 In the Document Properties dialog box, try changing the Security Method from Password Security to No Security.

Document Properties		×
Description Security	onts Initial View Custom Advanced	
Document Security		
The document's Securestrictions, set the Securestrictions, set the Secure Secur	rity Method restricts what can be done to the document. To remove security curity Method to No Security.	
Security Method:	Password Security Change Settings.	

Acrobat prompts you to enter the Permissions password.

5 Enter the password (Logo5678;^bg), and click OK; then click OK again to confirm that you want to remove security.

All restrictions are now removed from the file.

6 Click OK to close the Document Properties dialog box.

7 Choose File > Close, and close the file without saving the changes. Because you aren't saving your changes, the passwords remain in effect next time you open the file.

Chapter 9 - Using Acrobat in a Review Cycle

Exercise 1 - Adding sticky notes

1 Click Comment to open the Comment pane.

2 Click Annotations if the Annotations panel isn't already open, and then select the Sticky Note tool.

3 Click anywhere on the page.

A sticky note opens. The name in the Identity panel of the Acrobat Preferences dialog box automatically appears on the note, as well as the date and time.

4 Type Looks good so far. I'll look again when it's finished.



5 Click the arrow that appears before the name in the Sticky Note dialog box, and choose Properties from the pop-up menu.



6 Click the Appearance tab, and then click the Color swatch.

7 Select a blue swatch. The sticky note changes color automatically.

	Deren	, note in	sperifies	
	Appearance	General	Review History]
con:			Color:	
Checkmark			Opacity:	100%
Insert Text				0
O Circle				
Comment			¥.	

8 Click the General tab.

9 In the Author box, type **Reviewer A**.

	Sticky Note Properties
	Appearance General Review Histor
Author:	Reviewer A
Subject:	Sticky Note
Aodified:	9/19/12 1:18:10 PM

You can change the name attached to a comment. You may want to do that, for example, if you are using someone else's computer.

10 Click OK.

The blue sticky note is closed on the page. To reopen it, just double-click the sticky note icon.



Exercise 2 - Emphasizing text

1 Scroll to page 3 in the document.

2 Select the Highlight Text tool () in the Quick Tools toolbar.

You can select the Sticky Note tool and the Highlight Text tool in the Annotations panel in the Comment pane or in the Quick Tools toolbar. You can add other commenting and markup tools to the Quick Tools toolbar by clicking the Customize Quick Tools button in the toolbar.

3 Drag the pointer over "ital" at the bottom of the second paragraph on the page. The text is highlighted in yellow.

4 Double-click the highlighted text. A comment message box opens.

5 Type bad line break.

So she moved to 1						
completing her de						
record company ह						
about creat	ting a li					
(<mark>ital.</mark>) That's v American	> - Emily Grace					
		"				

6 Click the close button () in the upper right corner of the comment box to close it. Alternatively, you can press the Escape key to close the comment box.

Exercise 3 - Marking text edits

- **1** Scroll to page 2 of the document.
- **2** Select the Replace Text tool () in the Annotations panel in the Comment pane.
- **3** Select the words "Self reinvention" at the top of the page.

4 Type **Self-reinvention** to replace it.



A comment box appears with the text "Self-reinvention" in it, and the original text is crossed out. An insertion point appears in the original text.

5 Click the close button in the comment box.

6 Select the Insert Text tool () in the Annotations panel. Then click an insertion point after "dress" in the last paragraph in the right column.

7 Type a dash (-) to indicate that a hyphen should be inserted in the text.

The comment box opens with "-" in it. An insertion point icon appears in the original text.

8 Click the close button in the comment box.

9 Select the Strikethrough tool () in the Annotations panel.

10 Select the words "Which raises a really good question:" in the second paragraph in the right column.

A red line appears through the text, indicating deletion.

path might lead her. The story she's telling and the design process that leads her there is "a reflection of my journey, my self-discovery. A big part of my identity—or my dreamed identity goes into my design."

Which raises a really good question: Who is Alice Ritter anyway? There are at least two ways to tell that story.

A small-town French girl raised in a nice family with traditional bourgeois values, she grew up playing dress up in her grandparents' attic with a cache of 19th century gowns and

11 Go to page 5, select the Text Correction Markup tool () in the Annotations panel, and click OK in the informational dialog box that appears.

12 Select the word "Emmanuelle" at the bottom of the left column, and then type **"Emmanuelle"** to indicate that quotation marks should be added to the text.

launch a ready-to-wear collection. Her first debuted in 2006, with a solo show at Bryant Park.

Five years and dozens of collections later (including Piplette, her label for Urban Outfitters), she continues to be inspired by all things French—and then some. She's a huge film buff,

cinema. For the Fal drew inspiration fro	Finily Grace 9/19/12 1:32:46 PM	
îlm Emmanuelle, J	"Emmanuelle"	
	×	

The Text Correction Markup tool gives you flexibility; it's handy to use if you're not sure which kind of correction you're going to make.

13 Choose File > Save As, and name the file **Profile_review.pdf**. Save it in the Lesson09 folder.

Exercise 4 - Importing comments

1 With the Profile_review.pdf file open, expand the Comments List in the Comment pane if comments aren't already displayed. The only comments in the document are the ones you added.

2 From the options menu in the Comments List panel, choose Import Data File.

3 Navigate to the Lesson09/Comments folder.

- **4** Shift-click to select the following files:
- Profile_Art_Director.pdf
- Profile_Linda.pdf
- Profile_Stan.fdf
- 5 Click Open (Windows) or Select (Mac OS).

Two of the documents are PDF files with comments included; the FDF file is a data file that contains comments that a reviewer exported.



Acrobat imports the comments and displays them in the comments list.

Exercise 5 - Viewing comments

1 Scroll through the comments list. By default, comments are listed in the order they appear in the document.

2 In the Comments List toolbar, click the Sort Comments button (), and then choose Author.

Acrobat rearranges the comments so that they are categorized by author name, with authors appearing in alphabetical order.

3 Click the Art Director's comment about a hyphen. When you click it, Acrobat moves the page to the comment location so that you can see it in context.

4 Click the check box next to the comment so that it has a check mark in it.

 Comments List (20) 		
Find ≜ ⊗ 8=		
Ŧ_∞ Art Director ▼ Page 2 7/25/12 2:49:43 PM em-dash		
T _∞ Art Director ▼ Page 2 7/25/12 2:49:18 PM em dash		
T Art Director ▼ Page 3 7/25/12 2:50:12 PM Move this whole word down.	=	
T Art Director ▼ ✓ Page 3 7/25/12 2:50:43 PM no hyphen		
For the provided states of the provided s		

You can add check marks to indicate that you've read a comment, replied to it, discussed it with someone, or anything else that is meaningful to you.

5 Click the Filter Comments button () in the Comments List toolbar, and choose Checked > Unchecked.

 Comments List (20) 	 Comments List (19/20)
Q Find A - ⊗- 8=-	Q Find
♣ Art Direc ● Show All Comments Page 2 7/25/ em-dash Hide All Comments	Art Director Page 2 7/25/12 2:49:43 PM em-dash
T _∞ Art Direc Reviewer ✓ All Thecked Checked itatus	T _∞ Art Director ▼ Page 2 7/25/12 2:49:18 PM em dash
Unchecked rage 3 7/23/12 2:50:12 PM Move this whole word down.	T Art Director ▼ Page 3 7/25/12 2:50:12 PM Move this whole word down.
T Art Director ▼ Image: Image 3 Page 3 7/25/12 2:50:43 PM no hyphen Image: Image 3 Image 3	For a constraint of a constraint of the second

That's where she met and fell in love with the American man who she later followed to New York City and married. And this is where the story of her identity takes a sharp right turn.

"The power of New York City is that you can reinvent yourself," Ritter avower In Paris, a global epicenter of fashion, she believes it would not have been possible to reinvent herself as a designer, "Moving to New York changed me totally.

The comment you checked is no longer listed, but it remains in the document. You can use the filter options to declutter the comments list and focus on the comments you want to work with, whether you want to see only text edits, comments by a particular reviewer, or comments that meet other criteria.

6 Click the Filter Comments button again, and choose Show All Comments.

All the comments are listed again.

7 In the Comments List toolbar, type logo in the Find box.

Only one comment appears in the list, the only comment that includes the word "logo." You can use the Find box to search for any text in comments.

8 Select the comment, and then click the arrow in the comment, and choose Reply. A reply box opens in the comments list, with your name next to it.

9 Type Legal says t • Note: The reviewer he logo is required, per Janet.

▼ Comments	List (1/20)	
🔍 logo	Å- ≈-	
🗩 Art Director 🖥	·	 Comments List (1/20)
Page 1 7/25/12 2	Reply	Q logo ≜ ⊱ =-
Remove the logo.	Delete	P Art Director *
	Set Status 🕨	Page 1 7/25/12 2:47:33 PM 1 Reply
	Add Checkmark	Remove the logo.
	Expand All	← Emily Grace ←
	Collapse All	Legal says the logo is required, per
	Properties	Janeta

10 With the last comment still selected, click the arrow in the comment again, and choose Set Status > Completed.

 Comments 	List (1/20)	
🔍 logo	\$- \$- 8=-	
Page 1 7/25/12 2	2:47:33 PM 1 Reply	• Comments List (1/20)
Emily Grace	•	
9/19/12 1:58:0 Legal says the <mark>lo</mark> Janet.	Reply Delete	Art Director ▼ □ □ Page 1 7/25/12 2:47:33 PM 1 Reply
None Accepted	Set Status Add Checkmark	Remove the logo.
Cancelled Completed	Expand All	 9/19/12 1:58:03 PM ✓ Ifridsma Completed Legal says the logg is required per
Rejected	Properties	Janet.

You can set the status of each comment for your own records and to show reviewers how their comments were handled.

11 Close the document; save the changes if you like.

Exercise 6 - Inviting reviewers

1 Decide who you will invite to participate in a shared review, and make sure you have their email addresses. If you are working on this lesson alone, create an alternative email address that you can send an invitation to.

2 Choose File > Open.

3 Navigate to the Lesson09 folder, and double-click the Registration.pdf file.

4 In the Comment pane, open the Review panel.

Then select Send For Shared Review.



5 Select Automatically Download & Track Comments With Adobe Online Services from the pop-up menu at the top of the Send For Shared Review dialog box.

6 Click Next.

Automatically do	wnload & track comments with Adobe online services
	Adobe online services allow you to:
	Distribute
	 Send a secure link to your file that anyone, or only your reviewers, can access anytime during the shared review.
	Comment
27	 Reviewers can use Adobe Acrobat 9, Adobe Reader 9, or a later release to make comments.
	New comments are automatically brought to your attention.
	Collect
	 Reviewers can see and reply to each other's comments in Acrobat or Reader as they are made.
· · · · ·	 Track which reviewers have responded and when they responded.
	Learn more about Adobe online services
Remember my	choice

7 If you are prompted for your Adobe ID and password, enter them, click Sign In, and proceed to step 8. If you don't have an Adobe ID, click Create Adobe ID, and then complete the form online. Read the services agreement, and then select I Have Read And Agreed To the Following. Then click Next. Click Agree if the Acrobat.com Services agreement dialog box appears.

Adobe online services authenticates your Adobe ID if you signed in or have previously signed in, or creates your Adobe ID if you required a new one.

8 Enter the email addresses for people you want to invite to the shared review.

9 Customize the message that will be sent to participants, or accept the default message.

10 Select Open Access from the Access Level menu, so that anyone who has the URL can participate. The Limit Access option restricts access to the participants you invite.

11 Click Send.

Send for Shared Review		
Delivery Meth	od: Acrobat.com	
	sandy@xyz.net	
Subject:	Please join the review of Registration_review.pdf	
Message:	Reset default message	
Open the doc Comment & M return your co	ument in Acrobat or Adobe Reader and make your comments using the Markup tools. When you are finished, click Publish Comments to automatically omments to the author and all other reviewers.	
Access Level:	Open access: Anyone who knows the URL can access and download the file	
Review Deadl	ine: 10/3/12 1:00:00 AM	
Allow page	view sharing and chat collaboration in this document	
Help	Cancel	

The Acrobat.com server sends invitation email messages with a link to the document on Acrobat.com. Acrobat saves your document to Acrobat.com and to your local hard drive. Depending on your email application and security settings, your email application may open.

12 Close the document.

Exercise 7 - Participating in a shared review

1 If you're working alone, open the email invitation you sent to an alternative email address. If you're working with a colleague or friend, ask them to open the email invitation you sent and to follow the steps below.

2 Click the link to the PDF file in the invitation to go to Acrobat.com.

3 If prompted, log in to Acrobat.com with an Adobe ID.

4 Click Download. If prompted, click Pick A Location, and then select a location for the file on your computer.

ACROBAT.COM Registration_review	pdf	File	Help	675	Ŧ
> ACROBAT.COM Registration_review	pdf This PDF file has been enabled for commenting. Please download or open the file directly in Adobe Reader or Adobe Arcobat to add comments DOWNLOAD OPEN File Size: 1.3 MØ	File	нер		1
Share File	Use Acrobat.com to share files and collaborate online on documents, presental	ions an	d tables. L	earn More.	Ship and a start

5 Open or double-click the downloaded file to open the PDF file in Acrobat.

6 If a Shared Review dialog box appears, click Connect, and then enter your Adobe ID if prompted.

7 In the Welcome To Shared Review dialog box, click OK.

	Welcon	me to Shared Revie	2W	
Welcome to Re	gistration_review.pdf			
Your Review Status Deadline: 10/3/12 1:00 Comments: 0 new/0 to Reviewers: 1 new/1 act	0:00 AM tal ive		Your Reviewer Profile Lisa Fridsma Ifridsma@gmail.com	
Email	Reviewer Name	Title	New/Total Comments	Туре
sandy@xyz.net egrace@xyz.net	Emily Grace		0/0	Required Initiator
Review Server:	Adobe online services			ОК

- 8 Add several comments to the PDF file using the commenting tools.
- 9 Click Publish Comments in the document message bar to save comments to the server.



10 Close the document. You do not need to save your changes.

Exercise 8 - Tracking review comments

1 In Acrobat, choose File > Open.

2 Navigate to the Lesson09 folder, and double-click the Registration_review.pdf file to open it.

3 Click Connect in the Shared Review dialog box if one appears, and OK in the Welcome Back To Shared Review window.

Acrobat saves a review version of your document when you send it for shared review, and it automatically downloads any new comments that have been added.

4 In the document message bar, click Check For New Comments.



Acrobat reports and displays any additional comments.

- **5** Select a comment, click the arrow in the comment, and choose Reply.
- **6** Type a reply to the reviewer.
- 7 Click Publish Comments in the document message bar.

Acrobat publishes your reply to the server.

8 In the Review panel, select Track Reviews.

Tracker opens.

9 Select the Registration_review.pdf file on the left. Tracker displays the list of reviewers you invited to participate and how many comments each reviewer has made. It also lists the deadline for the review, and lets you send email reminders to reviewers or add more participants. You can also change the deadline.

10 Close Tracker, and then close the document.

Chapter 10 - Working with Forms in Acrobat

Exercise 1 - Converting PDF files to interactive PDF forms

1 Start Acrobat.

2 Choose File > Open, and navigate to the Lesson10 folder. Open the Feedback.pdf file.

The PDF document contains the text for the form, but Acrobat doesn't recognize any form fields in the document yet.

3 Open the Forms panel in the Tools pane. Then click Create in the Forms panel.

4 In the Create Form dialog box, select From Existing Document, and then click Next.



5 In the Existing Form dialog box, select Current Document, and then click Continue.

Acrobat analyzes the document and adds interactive form fields. When it has finished, the Form Editing dialog box alerts you that you are in Form Editing mode. In Form Editing mode, you can inspect the document to ensure that Acrobat added form fields appropriately, and you can add fields manually where necessary.

6 Click OK to close the Form Editing dialog box.

Existing Form	
Choose one of the following options	
Current Document	Form Editing
Choose Another File Browse Browse	You are in Form Editing Mode. To access more Acrobat tools choose "Close Form Editing" in the right hand pane. Acrobat searched through "Feedback.pdf" and automatically detected the form fields.
Continue < Back Continue Cancel	Don't show again

Acrobat lists the form fields it added in the Fields panel on the right. The Tasks panel lists the tools available for working with forms in Form Editing mode.



Exercise 2 - Adding a text field

1 If you are not in Form Editing mode, click Edit in the Forms panel.

2 Scroll to the second page of the PDF file.

3 In the Tasks panel, choose Text Field from the Add New Field menu. Your pointer becomes a cross-hair, attached to a text box.

Anna Conna Anna, Sar Anna Carlove WIGE-2014 - Anna 2014/01/2015 Int 2015/01/2014 - Anna Anna Anna Anna Anna Anna Anna An	▼ Tasks
5. Emuil address (systemat); 6. Any other fuedback?	Add New Field 🗸
	TI Iext Field
	Chec <u>k</u> Box
	(<u>R</u> adio Button
	≣≑ List Box
	Dr <u>o</u> pdown
	ок B <u>u</u> tton
	Digital Signature
	<u>Barcode</u>
	Field Type Help

4 Click to the right of "Email address (optional):" to place the text field.

5 Type **email address** in the Field Name box. Do not select Required Field, because, of course, this is an optional field.



6 Drag the right edge of the text field to make it longer.



Exercise 3 - Adding a multiline text field

- 1 Choose Text Field from the Add New Field menu.
- **2** Click below "6. Any other feedback?" to add a text field.

- **3** Type **other feedback** in the Field Name box. This is another optional field, so do not select Required Field.
- **4** Drag the lower right blue handle to increase the size of the box so that it could contain multiple lines of text.
- **5** Double-click the text field to edit its properties.

5. Email address (optional): 6. Any other feedback?	email address
	other feedback

- 6 In the Text Field Properties dialog box, click the Options tab.
- **7** Select Multi-line and Scroll Long Text.
- 8 Select Limit Of _ Characters, and type 750 for the limit.
- 9 Click Close.

Text F	Field Pro	perties								
_										
G	General	Appear	ance	Position	Options	Actions	Format	Validate	Calculate	
	Alig	nment:	Left	-						
	Defaul	t Value:								
			,							
			-							
			Fi	eld is used	for file se	lection				
			Pa	assword						
			V C	heck spelli	ing					
			V M	lulti-line						
			V So	croll long t	ext					
				llow Rich	Text Forma	itting				
			🗸 Li	mit of	750	characters	;			
			C C	omb of	0	characte	rs			
	Locked								Clo	se

10 Click Preview in the Common Tools toolbar. If it isn't already selected, click Highlight Existing Fields to see how the fields will appear to users.



Chapter 11 - Using FormsCentral (Acrobat Pro)

Exercise 1 - Distributing a form

1 Return to FormsCentral, which should still be open on your system, displaying the form you created.

2 In FormsCentral, select the Collect Responses Online tab.

3 Click Get Started Now to activate your free FormsCentral account.

000		Adobe FormsCentral			_
	ASCENTRAL Conference Registration 😫			eip 1	Sign In
Design	Collect Responses Online				
	Move This Form Onlin	ne			
	Activate your Free FormsCen	tral account to do more.			
	Get Started Now				
	Distribute	Collect	Share		
	 Distribute as a web or PDF form 	Collect responses online	 Share and publish summary reports 		
	 Embed a form in your website Share via social sites 	 Securely store and manage results Save results to Microsoft Excel 	 Customize charts for your needs View in real time 		

4 Enter the email address and password associated with your Adobe ID, and click Sign In. You have an Adobe ID if you've used Acrobat.com or other Adobe online services. If you don't have an Adobe ID, click Create An Account For Free and follow the onscreen instructions to create one.

5 If prompted, click Move Form Online.

Acrobat displays a message as it moves your form to the web server.

- 6 If an informational dialog box appears, read the options, and then click Close.
- 7 Select the Options tab, and explore the options available by clicking items in the list on the left.



In the Options tab, you can customize the messages that form recipients see when they complete a form (Confirmation Message) or attempt to fill out a form after the deadline has passed (Closed Message), and you can determine the language and number formats used in your form (Language & Formatting). If you have a paid subscription, you can

also redirect people to your website after they complete a form, receive notifications when a form has been completed, send receipts to those who complete the form, and even accept payments with a PayPal account.

8 Select the Distribute tab.

You can distribute your form as an online form that recipients complete in a web browser, or you can post it as a PDF that they can complete whether they're connected to the Internet or not.

If you provide the form online, you can send a link via email or Twitter, provide a link on a website or a social networking site such as Facebook, or embed the form into a web page.

9 In the Form State area, click Open to make the form available to respondents.

Design	Options	Test	Distribute 🔾	View Responses	Summary
	Web Form				
	Your HTML forr respondents wil	m is hosted at I have access t	a dedicated link (or em o the latest version of th	bedded on your website) w ne form.	here
	https://adobef	ormscentral.co	om/?f=hbzPoy4DdwvWr	TWmsami7Q	
	Email Link	د Co	opy Link Er	mbed Twitte	r
	Form State	2			
	Form state refer	s to whether o	or not the form fillers ca	an access the form.	
	O Open	⊖ Closed			

The icon on the Distribute tab changes to indicate the form is open and fillable.

10 In the Web Form area, do one of the following:

- If you use an email application such as Microsoft Outlook or Mail, click Email Link. FormsCentral opens a new message with the link to the form in your default email program.
- If you use web email such as Gmail or Yahoo! Mail, click Copy Link, and then open a new message and press Ctrl+V (Windows) or Command+V (Mac OS) to paste the link into the message.

FormsCentral does not have access to web-based email services such as Gmail or Yahoo! Mail unless you have them set up through an email application on your computer. When you click Copy Link, FormsCentral copies the link to the form to the clipboard so you can paste it into an email message, a website, a social media site, or anywhere else you want to put it.

11 Add context to the message to request the recipient complete the form. For example, we wrote **Please fill out this form.**

12 Type your email address in the To: line to send yourself the link to the form.

13 Send the message.

Exercise 2 - Tracking a form

1 Open the email message you sent yourself, and click the link to go to your form. FormsCentral opens in a web browser.

2 Fill out the form using real or fictitious data. When you get to the bottom of the first page, click Next to go to the second page.

3 When you've completed the form, click Submit.

FormsCentral submits your form, and then displays a confirmation message.

4 Close the web browser, and return to FormsCentral on your desktop. The application should still be open.

5 Select the View Responses tab.



Your responses are listed in a spreadsheet, with each field in its own column. If multiple people had submitted your form, all of their responses would be included, each respondent on a different row. You can also add data manually by clicking Add A Row; for example, if someone completes the form on paper and mails it to you, you can enter their responses with the others.

6 Click Add A Row, and then enter a response for each field. Enter different responses than you did when you filled out the form earlier. For fields that provide choices, click the arrow at the right of the field and select a response.

Design	Options T	est Distrib	ute 🔿	View Responses	Summary Report			
Т	Myriad Pro	• 1	.2 • B	I <u>U</u> A-				
2 respon	esponses (50 Maximum) >>Upgrade Now to view up to 5000 responses ?							
All Re	sponses +							
	A		B 📑	C	D			
	Time Submitted	First Name		Last Name	Street Address			
• 1	September 24, 2012 11:03	AM Emily		Grace	122 Domino Lane			
• 2	September 24, 2012 11:06	AM Sandy		Hereld	345 Gardenview Cour			
-	🕂 Add a Row							

You can sort and filter responses using the column menus.

7 Scroll to the City column, move the cursor over the column header F, and then click the triangle next to the letter F.



8 Choose Sort A - Z from the column menu. The responses are ordered so that the city names are listed alphabetically.

9 Scroll to column K, and choose Filter from its column menu.

10 Choose Custom Filter.

+ (K -	Sort A - Z
Please select registration y	Sort Z - A
Speaker Full	Copy Column
Registration	Paste Column
Registration	Insert Column Before
	Delete Column
	Filter (affects other users)
	Deselect All
	Exhibitor Full Conference
	Speaker Full Conference R
	Custom Filter
	Hide Column
	Unhide

11 In the Filter dialog box, choose All from the Show Only Rows That Match pop-up menu, and then choose an option from the last pop-up menu.

(The available options are the ones that have been chosen in the responses.)



12 Click OK. Only the responses that correspond with the option you selected in the filter are listed.

13 Open the column menu for column K again, and choose Deselect All to remove the filter and display all the responses again.

14 Select the Summary Report tab to see a summary of responses for fields that included dropdowns, radio buttons, or check boxes.

You can also export the summary report by clicking the Views button in the toolbar, and then clicking the Export Report button.

15 Choose File > Close to close the form responses.

Exercise 3 - Creating a form from scratch

1 In FormsCentral, select the My Forms tab. Then click New Form, and choose New Local Form.

With a free account, you can have only one online form at a time. You'll create a form that you can print and include with registration packets that get mailed to participants. FormsCentral opens a blank form, with the Design tab selected.

0	000	
E	FORMSCENT	RAL
	My Forms	5
1	+ New Form 👻	B
	New Online Form	
	New Local Form	

2 Choose File > Form Setup.

3 Type **Dinner Request Form** for the form title. Choose Custom from the PDF Paper Size pop-up menu, and Landscape from the Orientation pop-up menu. Then enter 6×4 inches for the page dimensions. Click OK.

Form Setup		\times
Form Title:	Dinner Request Form	?
Form Width:	700 pixels	?
PDF Paper Size / Orientation:	Custom 👻 Portrait 👻	?
	6 by 4 inches	
	Use these settings for new forms	
	OK Cancel	

Click where you see Click To Add Header.

4 In the header text box, type **Dinner Request**.

5 Click the Text Field icon () in the Form Elements toolbar.

Dinner Request	٦
Add Item: Text Field	0

FormsCentral adds a text field.

6 Type **Name** for the label.

7 Choose Labels Left from the Labels position menu in the toolbar.

Arial	•	14 👻	B	n	<u>A</u> •		li≣ r	Labels Left	
Design	Collect Resp	onses Online	5						
Dinn	er Reque	st							

8 Click the Single Checkbox icon () in the Form Elements toolbar. Leave the label blank, and in the main text box, type Yes! I'd like dinner.

9 Click the Single Choice Field icon in the Form Elements toolbar to add radio buttons. For the label, type **Select an entree:**

10 Type **Chicken** next to the first radio button and **Salmon** next to the second.

11 Click the Add Choice button (+) next to Salmon, and then type Vegetarian lasagna for the third choice.

Dinner Req	uest	
Name	Vest I'd like dinner	
Select an entree:	Chicken	
	Salmon Vegetarian lasagna	

12 Click the Image icon () in the Form Elements toolbar, click Browse Files, navigate to the GlobalCorpLogo.png file in the Lesson11 folder, and click Open or Select.

Dinner Request				
Name	Vest I'd like dinner			
Select an entree:	Chicken Salmon Vegetarian lasagna			
	g <u>lobalcor</u> p			

- **13** Choose File > Save As PDF Form. Name the form **Dinner Request.pdf**, and click Save.
- **14** In Acrobat, preview the form.
- **15** Close any open documents, and exit Acrobat and FormsCentral.

Chapter 12 - Using Actions (Acrobat Pro)

Exercise 1 - Using predefined actions

1 Start Acrobat Pro, and choose File > Open. Navigate to the Lesson12 folder, select Aquo_CEO.pdf, and click Open. The Aquo_CEO.pdf document is a biography of the chief executive of a fictitious beverage company.

2 Click Tools to open the Tools pane, and then click Action Wizard to open its panel.

3 Select Prepare For Distribution in the Actions area of the panel.



The action steps and information appear where the Tools pane was. The action pane names the files to be processed, lets you add files if you want to, and then lists the steps and information for the action itself.

4 Review the steps for this action. When you've read the information, click Start to proceed to the first step.

Prepare for Distribution IPrepare for Distribution	Remove Hidden Information
Files to be processed: The Aquo_CEO.pdf Image: Add Files	Remove Hidden Information will search for and remove the following document information. When you remove any of these items, you also remove digital signatures, Adobe Reader extensions, review and forms workflows, and document information added by third-party applications.
Start	✓ Metadata✓ File attachments
Clean Up	Bookmarks
Remove Hidden Informati	Embedded search index Comments and markups Form fields
Use these tools to brand documents before distributing.	 ✓ Hidden text ✓ Hidden layers
🔿 Add Watermark	 Deleted or cropped content Links, actions and javascripts
Add Header & Footer	V Overlapping Objects
💾 Save As 👻	Help OK Cancel

The Start button changes to a Stop button, which you can click at any time to stop the action. The Remove Hidden Information dialog box appears, and that step is highlighted in the action pane.

5 Click OK in the Remove Hidden Information dialog box to accept the default selections.

6 In the Add Watermark dialog box, click an insertion point in the Text box. Then type **Copyright Aquo 2012**. Select 20 for the font size, and set the Opacity to 25%. In the Position area of the dialog box, enter **1** point for the Vertical Distance, and choose Bottom from the From menu. Then choose Right from the From menu for Horizontal Distance. The watermark should appear in the lower right corner of the document in the preview pane. Click OK to accept the watermark.

Add Watermark	
Saved Settings: [Custom-not saved] Delete Save Settings Source	Preview
© Text Copyright Aquo 2012 Font: Arial Size: 20	Preview Page 1 v of 1
Image: Second	THOMAS BOOKER Market Protein and CEO Alexa THOMAS BOOKER THOMAS BOOKER THO
Appearance Rotation: O -45° O None 45° Custom Opacity: 25% =	INITIALIZED as the location of angree logg galaxies requests accurately the true and more transmittant of location products and requests the location and location of location of location of location of locations of location and location of location of locations and locations and location of location of location of locations and locations and location of location of locations and locations and locations for location and locations and locations and locations for location and locations and locations and locations for locations and locations and locations and locations for locations and locations and locations and locations for locations and locations and locations and locations are provided in the location and locations and locations and and locations and locations and locations and locations and are provided and locations and locations and locations and locations and are provided and locations and locations and locations and locations and are provided and locations and locations and locations and locations and are provided and locations and locations and locations and locations and are provided and locations and locations and locations and are provided and locations and locations and locations and locations and locations and are provided and locations and locations and locations and locations and are provided and locations and locations and locations and locations and are provided and locations and locations and locations and locations and are provided and locations and locations and locations and locations and are provided and locations and locations and locations and locations and locations and are provided and locations and location
Scale relative to target page 50% ÷ Location: O Appear behind page O Appear on top of page <u>Appearance Options</u>	bit. It makes a some gregorous of the days C is the Mark green state of the state C is the Mark green state
Position Vertical Distance: 1 * Inches • from Bottom • Horizontal Distance: 0 * Inches • from Right •	The frame in the regression of the regression o
Help	OK Cancel

7 In the Add Header And Footer dialog box, click an insertion point in the Center Header Text box, and then type **Aquo Corporate Information**. Change the font size to 9. The header appears in the preview area. Click OK to add the header and close the dialog box.

Add Header and Footer		
Saved Settings: [Custom-not saved]	Delete Save Settings	
Font		Margin (Inches)
Name: Arial	▼ Size: 9 ▼ <u>U</u>	Top: 0.5 🔭 Bottom: 0.5 💌
Appearance Options		Left: 1 A Right: 1 A
Left Header Text	Center Header Text	Right Header Text
	Aquo Corporate Information	
Left Footer Text	Center Footer Text	Right Footer Text
Insert Page Number	Insert Date	Page Number and Date Format
Preview		
Preview Page 1 of 1		Page Range Options
	Aquo Corporate Information	
fax 555.555.6021 www.aquodrinis.com	******	
<u> </u>		
Help		OK Cancel

8 In the Save As dialog box, name the document Aquo_CEO_dist.pdf, and click Save.

The action pane now shows the word Completed where the Stop button was.

9 Click Full Report at the bottom of the action pane to see an itemized list of the tasks performed by the action. The report opens in a browser window. When you're done reviewing it, close the browser.

Prepare for Distribution Close	Action Name: Prepare for Distribution
Files to be processed: Files to be processed: Aquo_CEO.pdf Add Files Add Files Completed Clean Up	I-lAquo_CEO.pdf(Succeeded) Remove Hidden Information Command Name: Remove Hidden Information Command Start Time: 2012-08-15 06:15:44 reportType: Note errorCode: 0 message: Remove Hidden Information results moreInfo: Where found, the following types of information was rem Command Status: Succeeded Command Status: Succeeded Add Withemark
Use these tools to brand documents before distributing.	Command Name: Add Watermatk Command Start Time: 2012-08-15 06:17:03 Command Start Time: 2012-08-15 06:17:87 Command Start Time: 2012-08-15 06:17:87 Command Start Succeeded Command Finish Time: 2012-08-15 06:20:38 3. Add Header & Footer
Add Watermark Image: Content of the second	Command Name: Add Header & Footer Command Statu IIme: 2012-08-15 06:20:38 Command Status: Succeeded Command Finish Time: 2012-08-15 06:23:51 4. <u>Save As</u>
Eull Report	Command Name: Save As Command Statt Time: 2012-08-15 06:23:51 Command Status: Succeeded Command Finish Time: 2012-08-15 06:24:01

10 In Acrobat Pro, click Close next to Prepare For Distribution to close the action and return to the Tools pane, but leave the document open.

Exercise 2 - Creating an action

1 In Acrobat Pro, open the Action Wizard panel in the Tools pane, and then click Create New Action.

The Create New Action dialog box displays tools that you can include in the action in the left pane (arranged by category). In the right pane of the dialog box are options for files to be processed and the steps you've added to the action. Use the buttons on the far right to design the action's appearance; you can add dividers, panels, and instructions.

2 In the Create New Action dialog box, choose Add Files from the Default Option menu.

	Action steps to show: Files to be Processed	
▼ Action Wizard	Currently open file as default	
Create New Action	Image: Constraint of the second se	

Exercise 3 - Adding steps to an action

1 Expand the Pages category in the left pane of the dialog box, and select Add Header & Footer.

2 Click the Add To Right-Hand Pane button () in the middle of the dialog box.

The Add Header & Footer step appears in the panel in the list on the right.

3 Select Prompt User for the step. When the action runs, the user can customize the header or footer for the presentation.

Create New Action				×
Choose tools to add:			Action steps to show:	
▶ Content	<u>^</u>		Files to be Processed	E
▼ Pages			TA Currently open file as default	
Rotate Pages				6
Delete Pages			Default option:	-
Replace Pages	=		Add Files 🔻	
Crop Pages				^
실 Insert Pages			Add Header & Footer	-
Insert Blank Page		©►	8= Specify Settings ♥ Prompt User	1
Add Header & Footer				

The next step is to add video files. There is no Add Video step available in the Create New Action dialog box, so you'll add an instruction step for the user.

4 Click the Add Instruction button () on the right side of the dialog box.

5 In the Add Or Edit Label dialog box, type **Add video files as appropriate. To add a video, click Add Video in the Interactive Objects panel, drag a box on the page, and select the video file and any settings.** Then click Save.

Ad	d or Edit Label
	Instructions:
	Add video files as appropriate. To add a video, click Add Video in the Interactive Objects panel, drag a box on the page, and select the video file and any settings.
	Save Cancel

You can add as much or as little information as you want in an instruction step. If you're sharing your action with people who are less familiar with Acrobat, consider providing detailed steps. If you're creating an action for yourself, a reminder to perform the step, such as "Add video," may be enough.

6 Click Pause for the step you created to give the user time to read your instructions.

While an action is running, you can't access the Tools pane. So if you need users to access a panel in the Tools pane, add a Go To step. In this case, you want the user to use the Interactive Objects panel to add a video.

Untitled	
Add Header & Footer	œ
Add video files as appropriate. To ac video, click Add Video in the Interac Objects panel, drag a box on the page, and select the video file any settings.	ld a tive e and

7 Expand the Go To category, and double-click Go To Interactive Objects.

8 Expand the Document Processing category in the left pane, and double-click Page Transitions.

When you double-click an option on the left side, it's automatically added as a step on the right.

9 Click the Specify Settings button in the Page Transitions step.

 Content 		Files to be Processed	E.
▶ Pages		Currently open file as default	
▶ Forms			Q
 Recognize Text 			
 Protection 		Default option:	e
 Document Processing 		Lo Add Files ▼	
🖨 Preflight		Untitled	-
Number Pages Page Transitions Reduce File Size Set Open Options For the Size State Size Size Size Size Size Size Size Siz	0	Add Header & Footer	·
 Accessibility 		8 Specify Settings	
► Save & Export		Prompt User	
► Go To			
More Tools			

10 Choose Dissolve from the Transition menu, and then choose Medium from the Speed menu. Then click OK.

Page Transitions			
Page Transiti	on		
Transition:	Dissolve		
Direction:	· · · · · · · · · · · · · · · · · · ·		
Speed:	Medium		
🔲 Auto Flip	2		
After	0 V Seconds		
Page Range			
Il pages in document			
Rages to			
© Fages fai			
From:	μ To: μ		
	OK Cancel		

11 Deselect Prompt User in the Page Transitions step.

Acrobat will automatically apply the options you select for the Page Transitions step, without prompting the user.

12 In the left pane, double-click Set Open Options in the Document Processing panel.

13 Deselect Prompt user, and then click the Specify Settings button for the new step. In the Set Open Options dialog box, choose Yes from the Open In Full Screen Mode menu, and then click OK.

Set Open Options	×
Initial View	Open Action
Page Only	🔽 Leave As Is
Bookmarks and Page	Page Number 1 of 0
Thumbnail Images and Page	
Cayers and Page	Magnification: 100% -
Leave As Is	
Page Layout: <leave as="" is=""></leave>	
Window Options	User Interface Options
Resize Window To Initial Page: <a> <a> 	Hide Toolbar: <pre></pre> Leave As Is> <pre></pre>
Open In Full Screen Mode: Yes 🗸	Hide Window Controls: <a>Leave As Is>
Center Window On Screen: <a>Leave As Is> •	Hide Menubar: <pre></pre> Leave As Is>
Display Document Title: <a>Leave As Is>	
	OK Cancel

14 Expand the Protection category, and then doubleclick Encrypt. Select Prompt User in the Encrypt step so that each user can set an individual password.



Exercise 4 - Saving an action

1 Click Save.

2 Name the action **Prepare Multimedia Presentation**.

3 For the action description, type **Add video, headers, transitions, and a password to a presentation**. Then click Save.



Exercise 5 - Testing an action

1 Choose File > Open, and open the Aquo_presentation.pdf file in the Lesson12 folder.

2 In the Action Wizard panel, select Prepare Multimedia Presentation. The action steps replace the Tools pane, and the open document is the default file to be processed.

3 Click Start to proceed to the first step in the action.



4 In the Add Header And Footer dialog box, click an insertion point in the Left Header Text box, and then type **Aquo Shareholders Meeting 2012**. Change the font size to 10, and then click OK.

Add Header and Footer			×
Saved Settings: [Custom-not saved]	Delete Save Settings		
Font		Margin (Inches)	
Name: Arial	▼ Size: 10 ▼ U	Top: 0.5 💌 Bottom: 0.5	* *
Appearance Options		Left: 1 Right: 1	* *
Left Header Text	Center Header Text	Right Header Text	
Aquo Shareholders Meeting 2012			
Left Footer Text	Center Footer Text	Right Footer Text	
Insert Page Number	Insert Date	Page Number and Date Forma	<u>it</u>
Preview			
Preview Page 1 of 3		Page Range Options.	<u></u>
Aquo Shareholders Meeting 20	12		
CLEARLY			

The instruction step you created appears on the screen. Because you selected the Pause option for the step, the user must click Click To Proceed in order to continue working through the action. You'll add a video.

5 Click Click To Proceed in the instruction box. Acrobat opens the Interactive Objects panel and presents another informational message at the bottom of the application window.



6 Click Add Video in the Interactive Objects panel. Drag a box over the right half of the bottle ad page (the first page in the document). Click Browse or Choose, select the Aquo_T03_Loop.flv file from the Lesson12 folder, and click Open. Then click OK.



7 Click the Play button to preview the video file. When you're done, click the Pause button to stop it. Then click Click To Proceed in the informational box to proceed to the next step.

Acrobat automatically performs the next two steps—adding page transitions and setting the presentation to open in Full Screen mode—because no input is required. The final step is adding a password, which does require input.

8 In the Document Security dialog box, choose Password Security from the Security Method menu. In the Permissions area of the Password Security – Settings dialog box, select Restrict Editing And Printing Of the Document. In the Change Permissions Password box, enter **Aquo1234** as the password. Then click OK.

Password Security - Settings				
Document Open Require a password to open the document Document Open Password: Not Rated No password will be required to open this document.				
Permissions				
Restrict editing and printing of the document. A password will be required in order to change these permission settings.				
Printing Allowed: None 👻				
Changes Allowed: None				
Enable copying of text, images, and other content				
☑ Enable text access for screen reader devices for the visually impaired				
Change Permissions Password: Medium Medium				
Options				
Compatibility: Acrobat 7.0 and later				
Encrypt all document contents				
O Encrypt all document contents except metadata (Acrobat 6 and later compatible)				
Encrypt only file attachments (Acrobat 7 and later compatible)				
Ill contents of the document will be encrypted and search engines will not be able to access the document's metadata.				
Help OK Cancel				

9 Click OK in the informational dialog box, enter the password again when prompted, and then click OK. Click Close to close the Document Security dialog box.

Document Security		
Security Method: Password Security	Prepare Multimedia Presentation	
Change Settings	Files to be processed: Aquo_presentation.pdf Add Files	
Close	Completed	

Acrobat reports that the Prepare Multimedia Presentation action has been completed.

10 Choose File > Save As, name the presentation file **Aquo_meeting.pdf**, and then click Save.

11 Click Close to exit the action. Close the document file, but leave Aquo_CEO_dist.pdf open. If you want to see the presentation open in Full Screen mode with its header and page transitions, open the Aquo_meeting.pdf file in Acrobat. When you're done, press Escape to exit Full Screen mode, and then close the file.

Exercise 6 - Sharing actions

1 Open the Action Wizard panel in the Tools pane.

2 Click Manage Actions.

3 Select the Prepare Multimedia Presentation action, and click Export.

	Manage Actions	
- Action Wiscord	Select an Action Select an Action Select an Action Make Accessible Optimize for Web and Mobile Optimize Scanned Documents Prepare for Distribution Prepare Multimedia Presentation Publish Sensitive Information	Edit Rename Copy Remove
Create New Action		Export
Manage Actions		Close

4 Name the action **Prepare Multimedia Presentation** (the default name), save it in the Lesson12 folder, and click Save.

The action file is saved with an .sequ extension. You can copy .sequ files or email them to other users. To open an .sequ file that someone has sent you, click Import in the Edit Actions dialog box, and select the action file.

5 Click Close to close the Manage Actions dialog box. Then close any open documents, and quit Acrobat.

Chapter 13 - Using Acrobat in Professional Printing

Exercise 1 - Creating the PDF file

1 Open any document in its original application.

2 Choose File > Print.

3 Do one of the following:

In Windows: Choose Adobe PDF from the list of available printers. Then click Properties, Preferences, or Setup, depending on the application. Choose Press Quality or a custom PDF settings file.

In Mac OS: Click PDF, and choose Save As Adobe PDF from menu. Then, in the Save As Adobe PDF dialog box, select the Quality settings file or a custom settings file from the Adobe Settings menu, and click Continue.



4 In Windows, choose Prompt For Adobe PDF Filename from the Adobe PDF Output Folder menu, and then click OK. If you do not select this option, the Adobe PDF printer saves the file in the My Documents folder. (In Mac OS, you will be prompted for a filename and location automatically.)

📾 Adobe PDF Document Properties				
Layout Paper/Quality Adobe PDF Settings Adobe PDF Conversion Settings				
Use these settings to create Adobe PDF documents suitable for reliable viewing and printing of business documents. Created PDF documents can be opened with Acrobat and Adobe Reader 6.0 and later.				
Default Settings: Standard Edit				
Adobe PDF Security: None Edit				
Adobe PDF Output Folder Prompt for Adobe PDF filename Browse				
Adobe PDF Page Size: Letter Add				
I View Adobe PDF results				
Add document information				
Rely on system fonts only; do not use document fonts				
✓ Delete log files for successful jobs				
Ask to replace existing PDF file				
OK Can	cel			

5 In Windows, click Print.

6 Specify a filename and folder for the PDF file when prompted, and click Save.

7 Close the PDF file and the original document.

Exercise 2 - Preflighting files (Acrobat Pro)

1 In Acrobat Pro, choose File > Open, and navigate to the Lesson13 folder. Select the Profile.pdf file, and click Open.

2 In the Tools pane, open the Print Production panel. If the Print Production panel isn't available, choose View > Tools > Print Production to display it.

3 Select Preflight in the Print Production panel.



The Preflight dialog box lists the available preflight profiles, grouped into categories that describe the tests they perform.

4 Click the triangle next to Digital Printing And Online Publishing to expand the category.

5 Select the Digital Printing (Color) profile.



The full magnifying glass icon next to the profile indicates that it performs analysis; the full wrench icon indicates that it also performs fixups. When you select the profile, Acrobat displays its description. If a profile does not include analysis, or checks, the magnifying glass appears as an outline. If a profile does not include fixups, the wrench appears as an outline.

6 Click Analyze And Fix.

7 In the Save PDF File dialog box, name the fixed file **Profile_fixed.pdf**, and click Save.

Because the profile applies fixups, it makes changes to the file. Saving the file to a different name ensures that you can return to the original if you need to.

8 Review the results of the preflight.

Acrobat displays the results of the preflight in the Results pane. In this file, Acrobat performed several fixups, applying compression, color conversion, and transparency flattening, as well as other changes.

The Results pane also notes that a white object is not set to knock out and that some objects use RGB colors. If you were professionally printing this document, you might want to contact your print service provider to ensure that these factors won't cause problems when your document is printed.

9 Click Create Report.

10 Click Save to save the report in the Lesson13 folder with the default name **Profile_fixed_report.pdf**. Acrobat creates the preflight summary report as a PDF and opens it in Acrobat.



11 Close the Preflight dialog box, and review the preflight summary report. You can send the preflight summary report to your print service provider if you have any questions about preparing the file.

12 Close the preflight summary report and the Profile_fixed.pdf file.