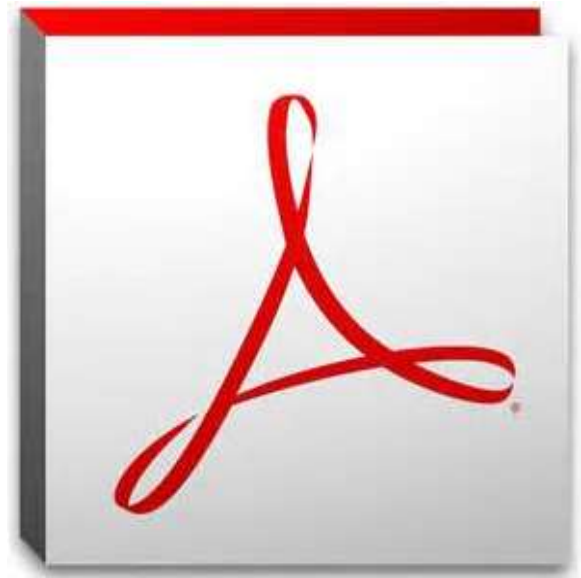


Adobe Acrobat XI Pro



Introduction

U.S. Bankruptcy Court, FLSD

July 2016

Objectives

In the course of your work, you may receive PDF documents or need to convert documents to PDF. For information to be useful you need to access or convert it based on the situation and what you need to accomplish. We'll take a look at various features in Adobe Acrobat that make using PDF a useful tool.

At the end of this lesson you will be able to:

- Use the Adobe Acrobat interface
- Create PDF documents

Getting to Know Adobe Acrobat

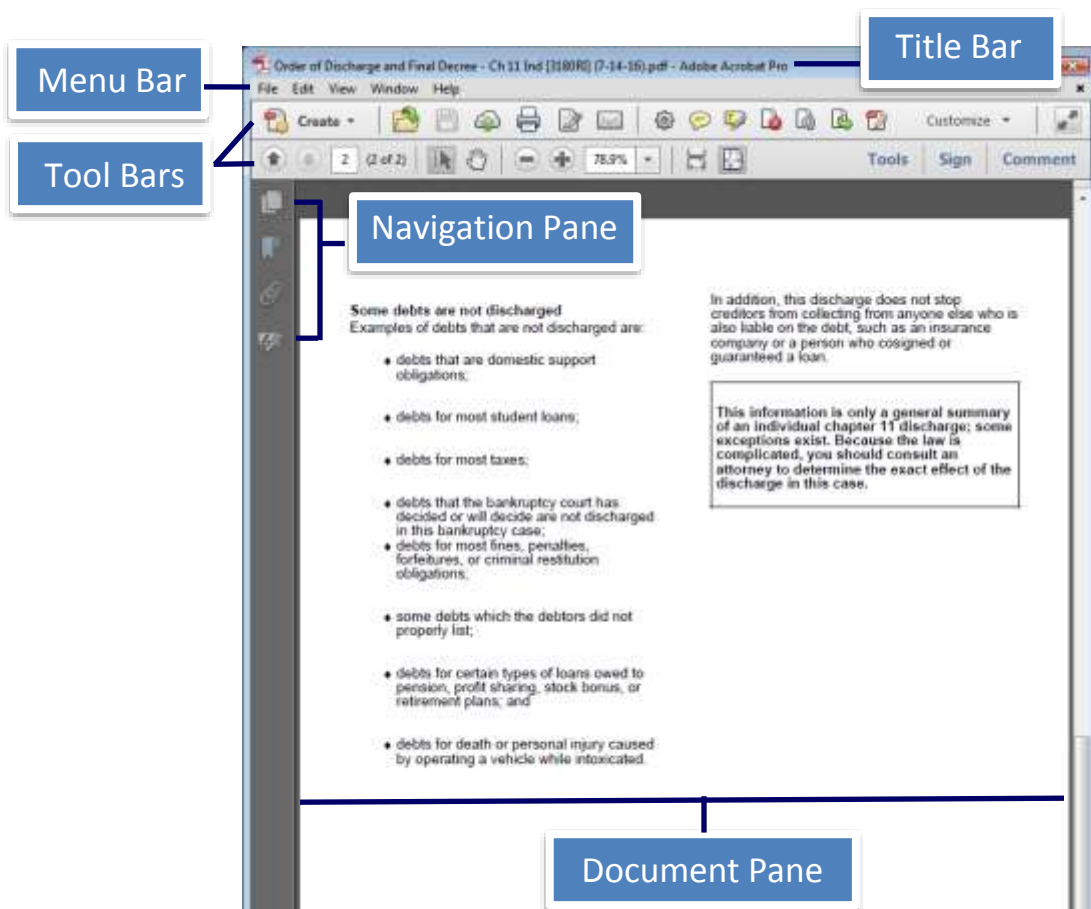
Acrobat is an authoring application. Rather than starting from scratch and creating a new document in Acrobat, your workflow usually involves converting a document, created in another program (like Word or WordPerfect), to a Portable Document Format (PDF) file.

So what's the big deal? In our CMECF world, having documents that are secure and remain the same years from now is the key. Document viewing is secondary to document integrity. The preservation of the contents of a page is what makes PDF so extraordinary.

Features


Acrobat provides you with features such as menu commands, toolbars, and palettes to accomplish work for whatever task you hope to complete with PDF documents. Take a look at the information below to understand the names used to describe the various areas of the Acrobat interface:

Title Bar	By default, the name of the file you open appears in the title bar.
Menu Bar	Contains all the top-level menu commands.
Tool Bar	Contains a set of buttons grouped based on their functionality.
Document Pane	Displays the content of the PDF document. When no file is open, the Document Pane is empty.
Navigation Pane	Contains the navigation icons for Pages, Bookmarks, Signatures, Comments and Attachments. Each icon displays a list of elements in its associated panel, which is then used to navigate to a specific location in the PDF document. The Navigation Pane can be expanded or collapsed as needed.





Customize Tool Set

Enable Tool Set

1. From Tool Bar, select **Edit Current Tool Set** 
2. Choose the tools you want to display

Remove Tool Set

1. From Tool Bar, select **Edit Current Tool Set** 
2. Highlight the tool> select **Delete** 

Viewing and Navigating PDF Files

You can navigate and view pages in Acrobat via several means covered in this section.

Opening PDFs

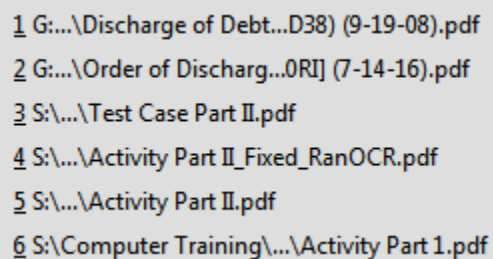
As with most computer programs you already use in Windows, you know that files are generally opened via the File> Open command. Acrobat uses the same menu and keyboard shortcuts to access the Open dialog box where you browse your drives, open folders, and ultimately select a file to open.

1. Select **File> Open**
2. Select from the navigation panel on the left
3. Browse through the folders or documents
4. Select the document> click **Open**

Opening recently viewed files

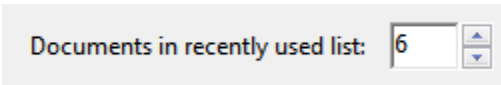
Acrobat keeps track of the most recently opened files. By default, it keeps track of the last five files you opened.

1. Select **File**
2. Choose from PDFs listed.



1 G:\...\Discharge of Debt...D38) (9-19-08).pdf
2 G:\...\Order of Discharg...ORI] (7-14-16).pdf
3 S:\...\Test Case Part II.pdf
4 S:\...\Activity Part II_Fixed_RanOCR.pdf
5 S:\...\Activity Part II.pdf
6 S:\Computer Training\...\Activity Part 1.pdf

Note: To increase the amount of documents recently view, click Edit> Preferences> Categories: Documents> increase the number for Documents in recently used list



Documents in recently used list:

Navigation

Various page navigation tools are available. The some features of the toolbar are not visible by default. You can place the toolbar in view and dock it for easy access.

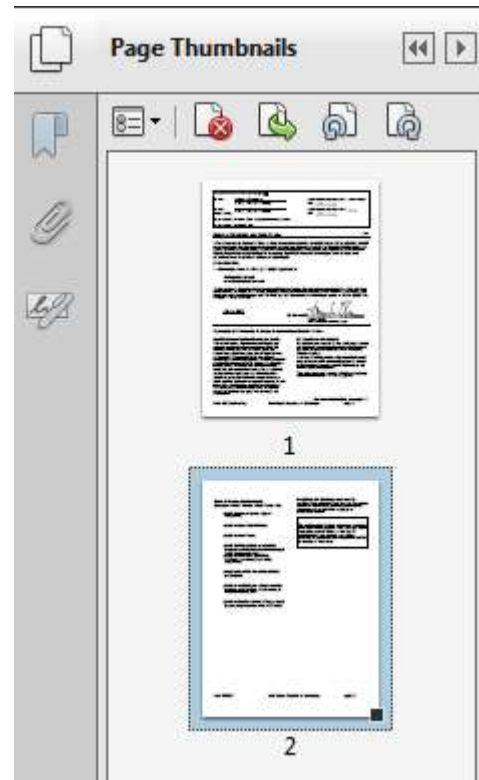
Thumbnails

View:

Click on the **Pages** icon> click on the **Thumbnail** to view the page

Enlarge View:

Right click on **Thumbnail**> **Enlarge Page Thumbnails**



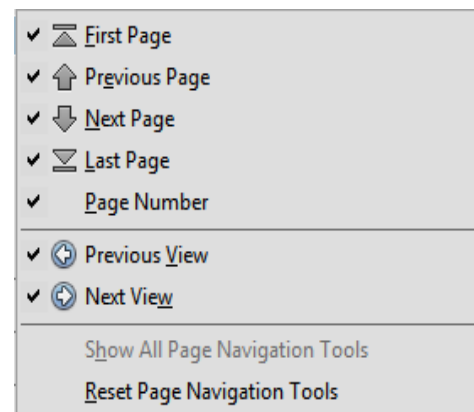
Enable Page Navigation Toolbar

1. Right click on Toolbar> Page Navigation
2. Check off what you need



Or

1. View> Page Navigation



Viewing

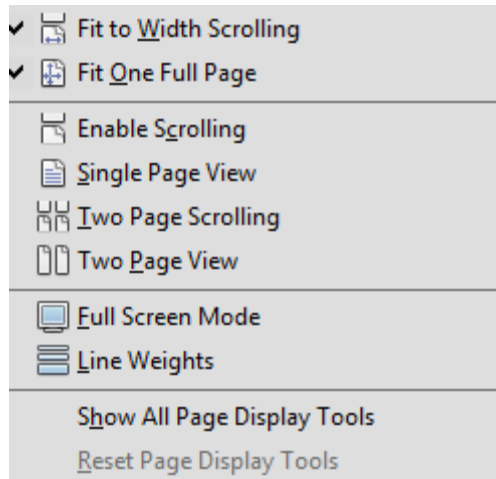
PDF pages can be viewed in several different ways. Acrobat contains six tools used for zooming views.

Page Display

1. Right click on Toolbar > Page Display OR
2. Right click on Toolbar > Rotate View
3. Check off what you need

Or

View > Page Display or Rotate View



- **Single Page View:** displays one page at a time regardless of magnification size
- **Enable Scrolling:** displays more than one page stacked vertically
- **Two Page View:** displays pages next to each other like a book
- **Two Page Scrolling:** displays more than one pair of pages at a time stacked vertically

Zoom

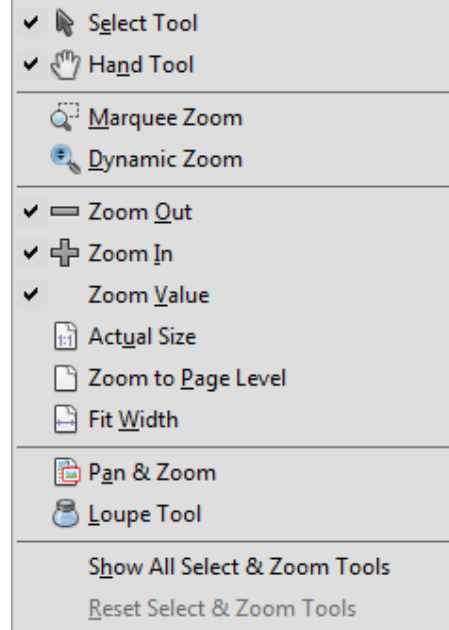
1. Right click on Toolbar> Select & Zoom

2. Check off what you need

Or

3. View> Zoom

4. Check off what you need



Searching

Features

Acrobat XI continues with the search options you had available in the previous versions. You'll notice the Find tool and the Search pane are both available.

Right click> Edit> Find

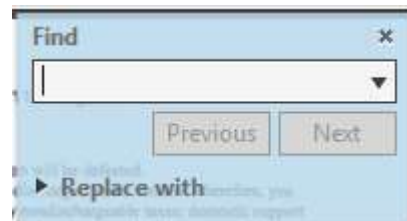
OR

Edit> Find



OR CTRL + F

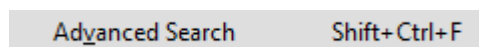
Find information contained in the PDF document.



Right click> Edit> Advanced Search

OR

Edit> Advanced Search



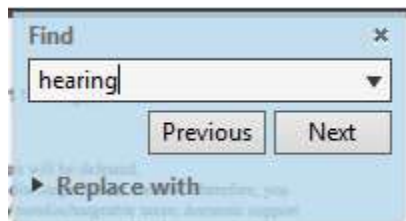
Search PDFs scattered around your hard drive.



Find tool


In order to use the Advanced Search, you must have a document open in the Document pane. If you have more than one open it will search in the active document.

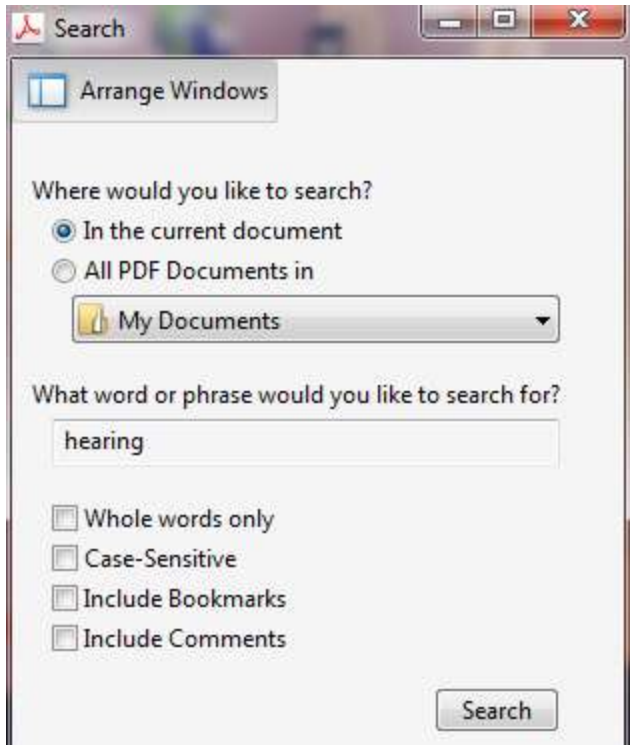
1. Select **Edit> Find**
2. Type the word(s) you are looking for in the document and open the drop down menu for more options> press **Enter**
3. Use the **Previous** and **Next** buttons to view the occurrences of the word in the document.



Search Pane

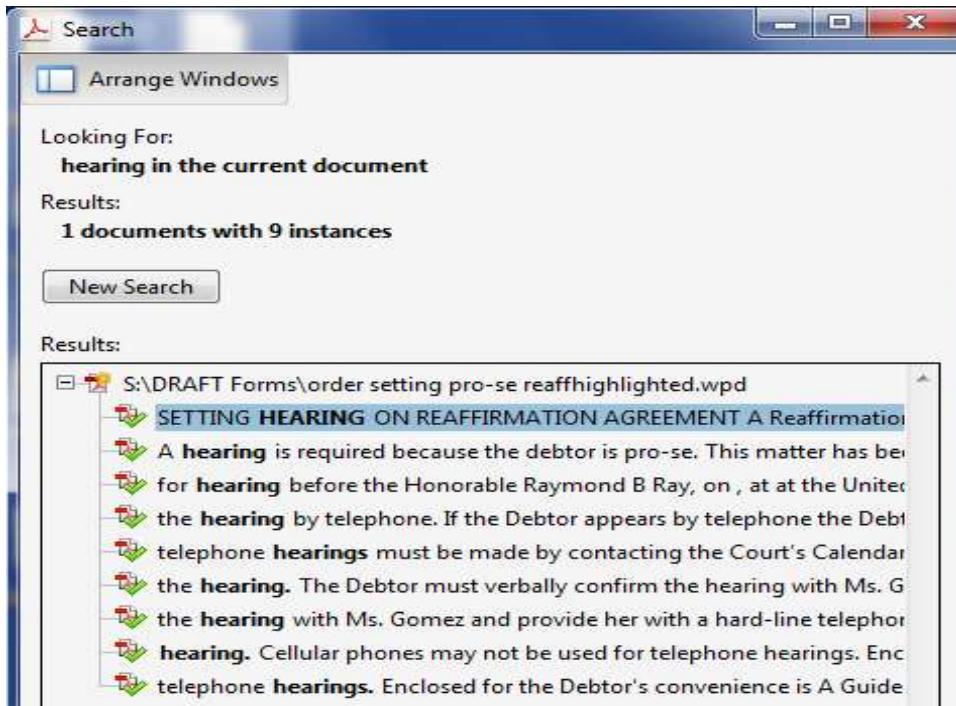
The Organizer is a tool that helps you manage and access frequently used documents in a centralized place within Acrobat.

1. Click the **Search** icon  from your Tool Bars.
2. Select your search criteria> click **Search**



Note: In the basic search you are limited to actual word(s) you want to find. You cannot use Boolean (AND, OR, and NOT) operators or any kind of search expressions. For more than one word the results are for the exact phrase.

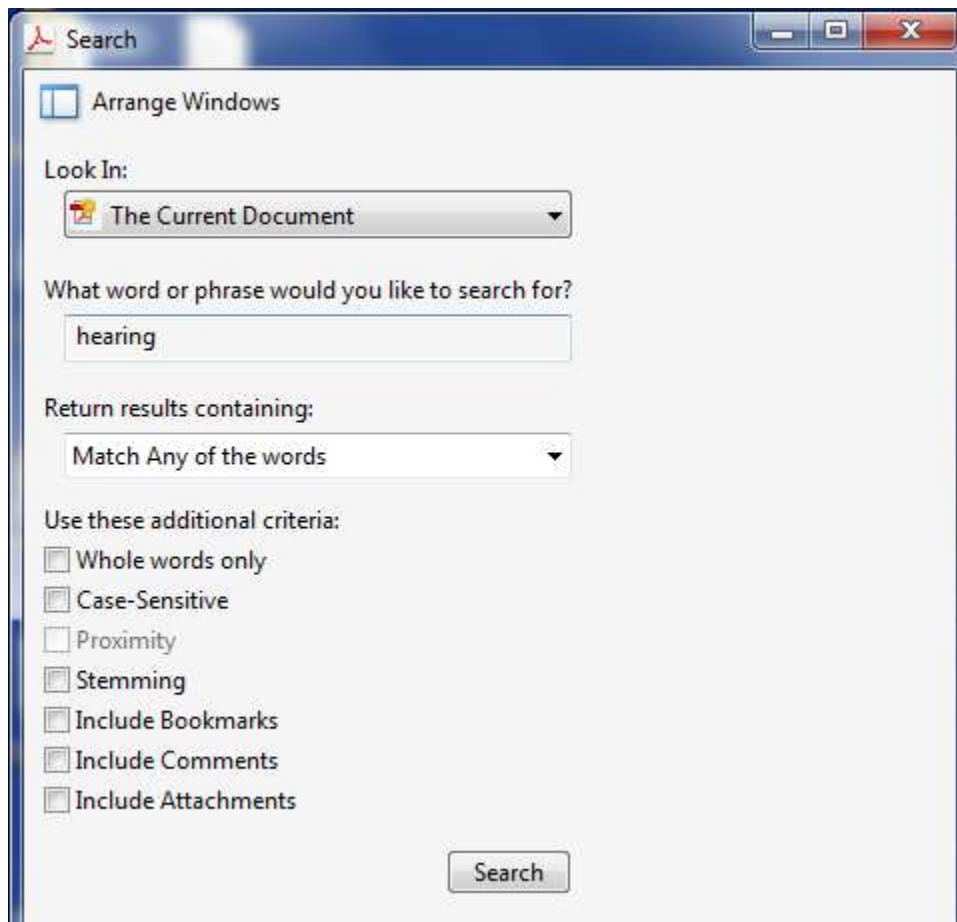
3. Review and select the needed search results or start a **New Search**



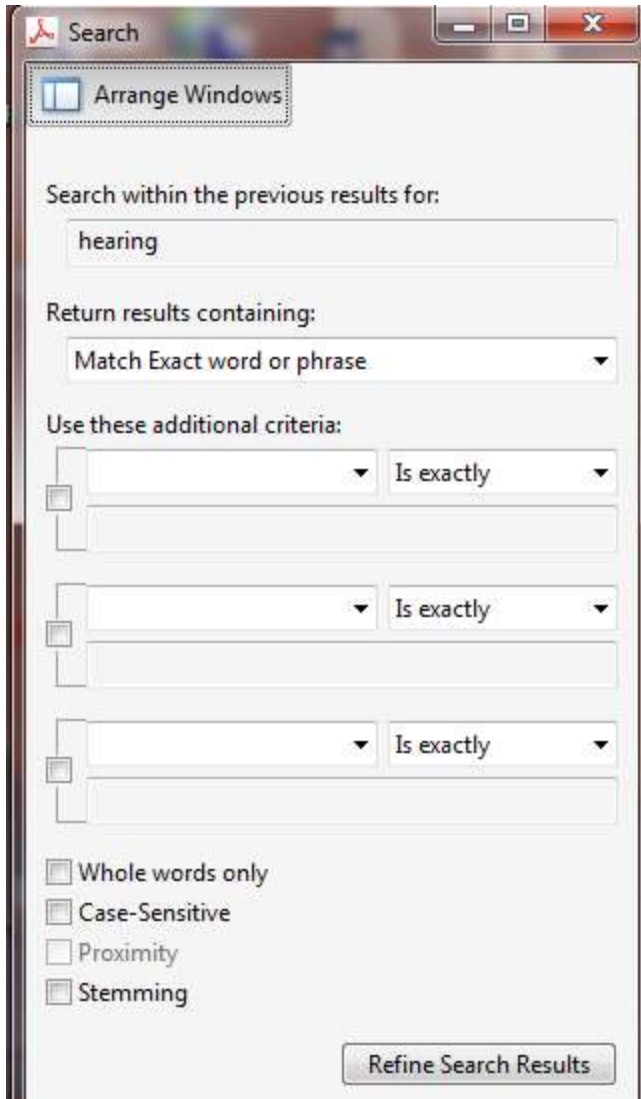
Advanced Search

To take advantage of searching with advanced options follow the steps below.

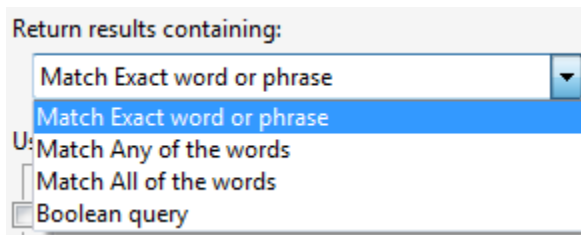
1. Click the **Show More Options** link at the bottom of the Search Pane
2. Select the additional criteria as needed



Note: depending on your selection criteria the options available will change. For example, if I choose one of the drives instead of the current document and select **Refine Search Results** link additional options appear:



Note: Boolean queries can be used by selecting it under the Return results containing: drop down option.



3. Select your search criteria> click **Refine Search Results**
4. Review and select the needed search results or start a **New Search**

Converting Documents to PDF

Acrobat was never designed to support creating new files and editing pages to add content. Where Acrobat begins is with the file conversion to the PDF format. Any program file can be converted to PDF through a number of different methods offered by Acrobat, operating systems, and authoring applications. The method you use to convert a document to PDF and the purpose for which the PDF is intended require you to become familiar with a number of different options at your disposal for PDF file creation. This section covers some of those options.

Main Conversion Options

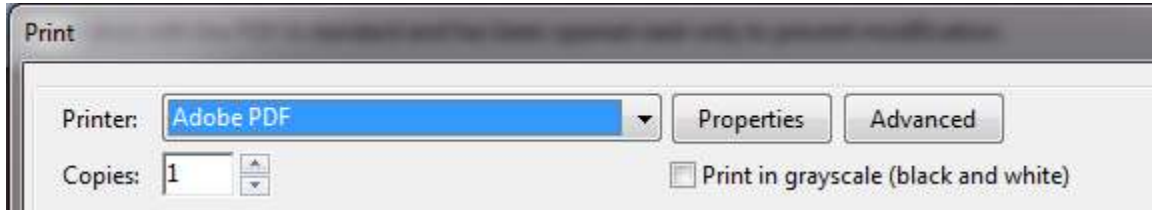
You can save the file to PDF. You can also print a file to the Adobe PDF printer and it is converted to PDF. It all sounds simple, but two very important distinctions exist between these methods of conversion for certain file types that you need to understand before you start converting the files to PDF.

Save As: PDF	Saves the document directly to PDF.
Print to Adobe PDF	Print your file to a disk. During this process, the file is temporarily saved as a PostScript file and it is distilled in Acrobat Distiller. The settings in the Distiller control the attributes of the resulting PDF file.

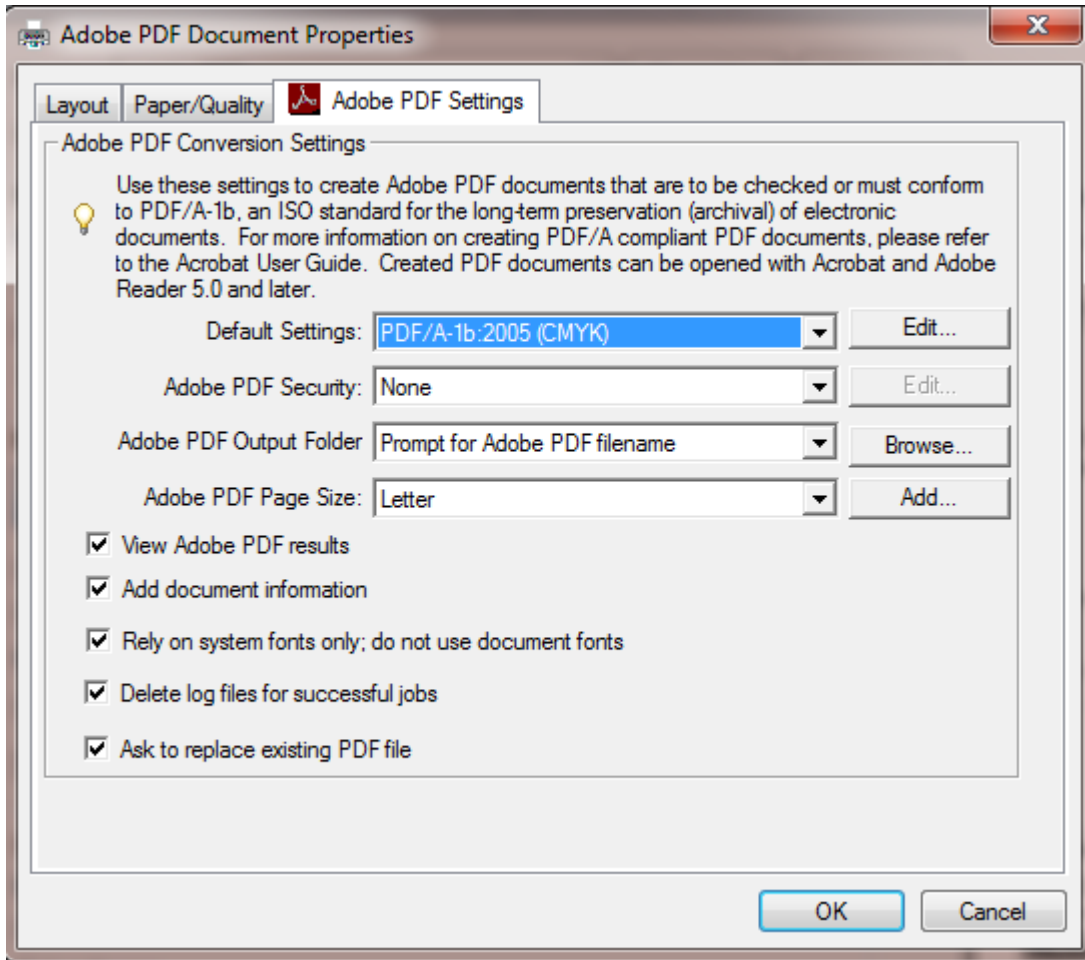
Convert a PDF or Active (Fillable) PDF to PDF/A or Inactive PDF

To enhance security within CMECF it is important that PDFs are inactive so they cannot be edited.

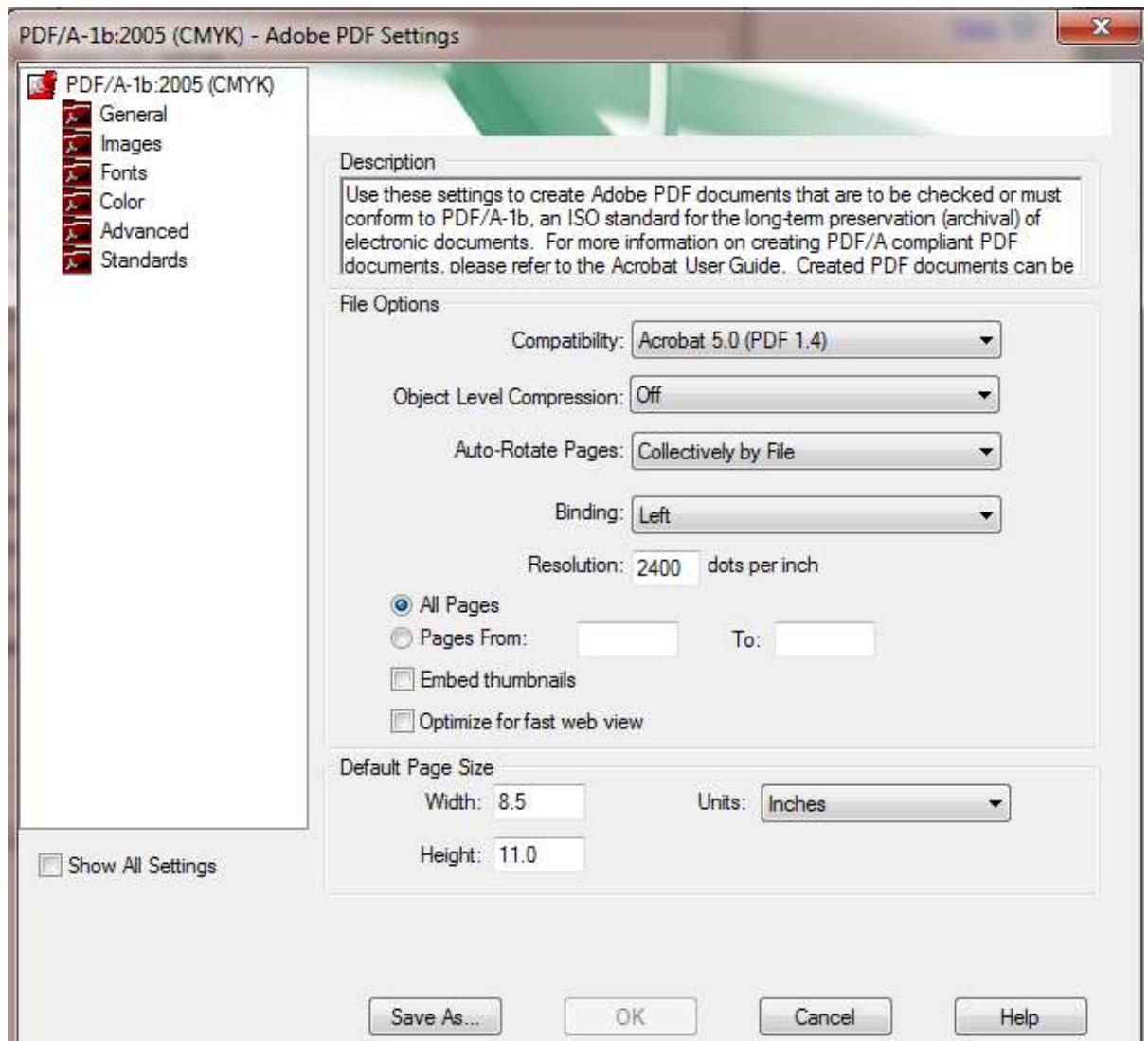
1. Select **File> Print**
2. Change the Printer name to **Adobe PDF>** click **Properties**



3. In the *Adobe PDF Settings* tab, select **PDF/A-1b: 2005>** click **OK>** click **Print**



Note: to optimize file size click **Edit** (next to *Default Settings*)> change **Resolution>** click **OK**

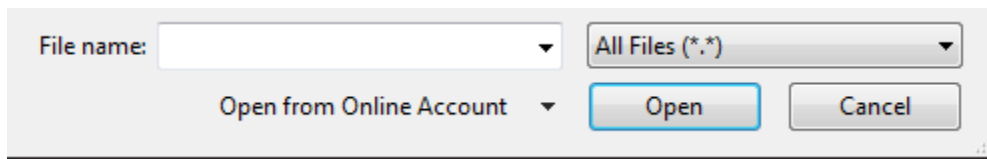


4. Navigate to the location you want to save the file> click **Save**
5. Review the converted file to make sure it is no longer interactive.

Create PDF from a Single File

Acrobat offers various options to convert application documents to PDF. For PDF creation supported by Acrobat, you don't need to leave the program to produce PDF files. Older WordPerfect file formats are not supported in Adobe.

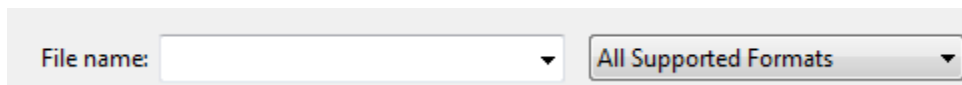
1. Select **File> Open**
2. Change type of file to All files (*.*)> navigate to the location where the document is located> select the document you want to convert> click **Open**



3. Select **File> Save As> Save as type: Adobe PDF Files (*.pdf)** should be selected
4. Navigate to the location to save> click **Save**

or

1. Select **Create> PDF from file> All Supported Formats**



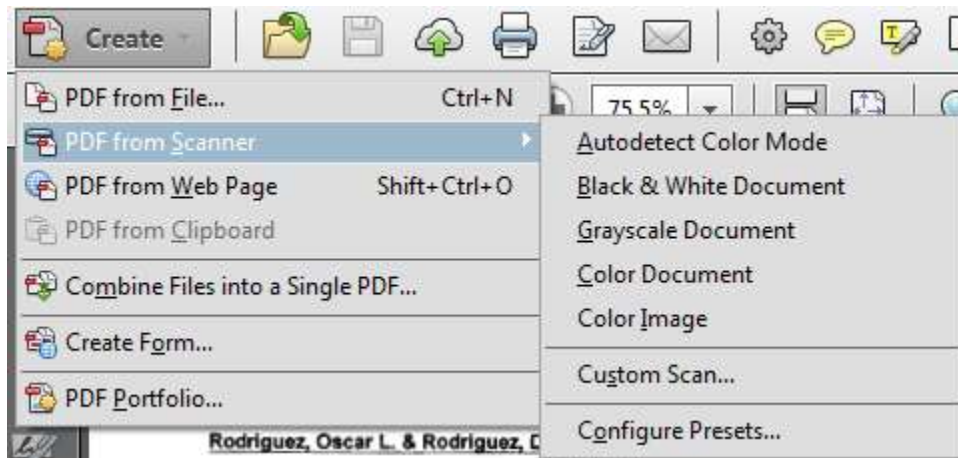
2. Navigate to the location where the document is located > select the document you want to convert> click **Open**
3. **Repeat steps 3 and 4**

Scanning

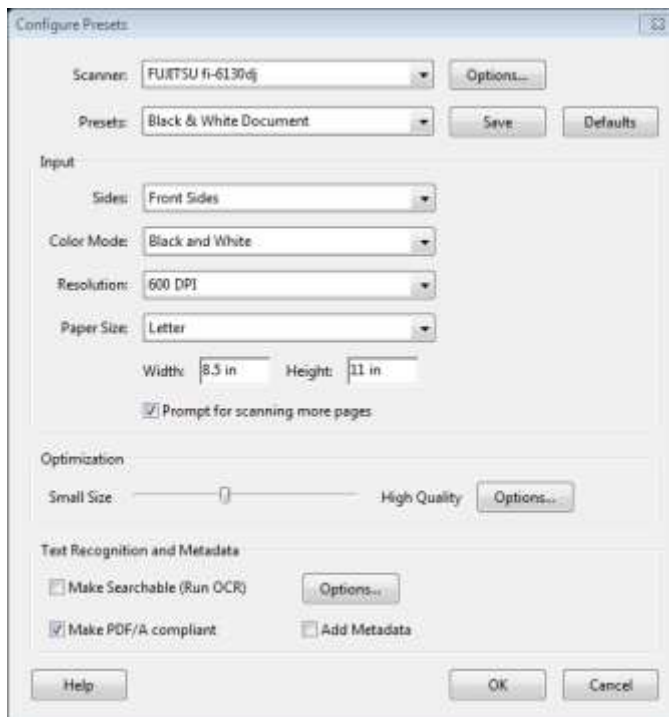
Scanning Work Environment (Configure Presets)

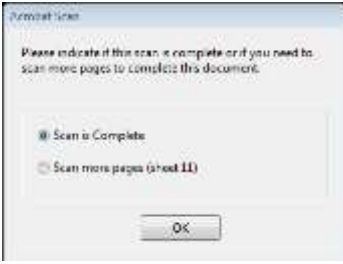
For scanning tasks, you can preset preferences for scanning. This helps you save time by setting up some general options that apply for scanning a range of original document types.

1. Select **Create > PDF from Scanner > Configure Presets**



2. Select the necessary preferences > click **OK**.



*Sides	Supports two-sided scanning (front or both sides).
Resolution	At a minimum you should use 300 dpi for scan resolution for file optimization.
Paper Size	You can leave it at Automatic or change as needed for the task such as legal size.
*Prompt for scanning more pages	<p>Will prompt you to confirm if you are done scanning.</p> 
Optimization	<p>Adjusts the quality of the scanned image. Click the Options button for additional quality customization:</p> <ul style="list-style-type: none"> • Des skew – automatically straightens crooked scans. • Background removal – removes background data when text has drop shadows or original copy shows dust and dirt. • Edge shadow removal – removes shadow around type when scanned in grayscale or color mode. • Despeckle/Descreen – helpful when scanning printed documents or documents with dust and dirt. • Halo removal – clean up halo effect around type.
*Make PDF/A compliant	This makes the PDF available for Archiving and maintains the integrity of the document.

Scanning a text document (basic scan)

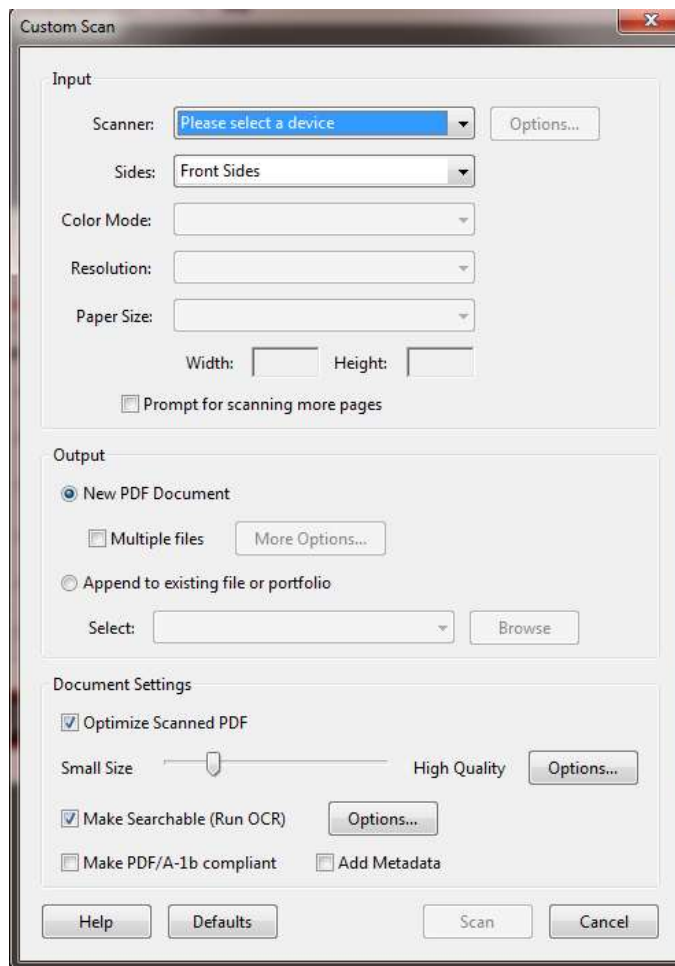
The following instructions are for use with the Fujitsu fi-6130 scanner.

1. Select **Create> PDF from Scanner> Black and White Document**
2. Click **OK** if you get the prompt confirming the scan is complete

Scanning a text document (custom scan)

There are times where you want choose your options prior to a scan – more like a one-time use – for special tasks.

1. Select **Create> PDF from Scanner> Custom Scan**
2. Select the necessary preferences> click **Scan**.



Output

If you have a document open in the Document pane, you can append your document with a new scan or deal with legal size paper. Additionally, if you want to create separate documents, click New PDF Document.

Adding scanned documents to an existing file (custom scan)

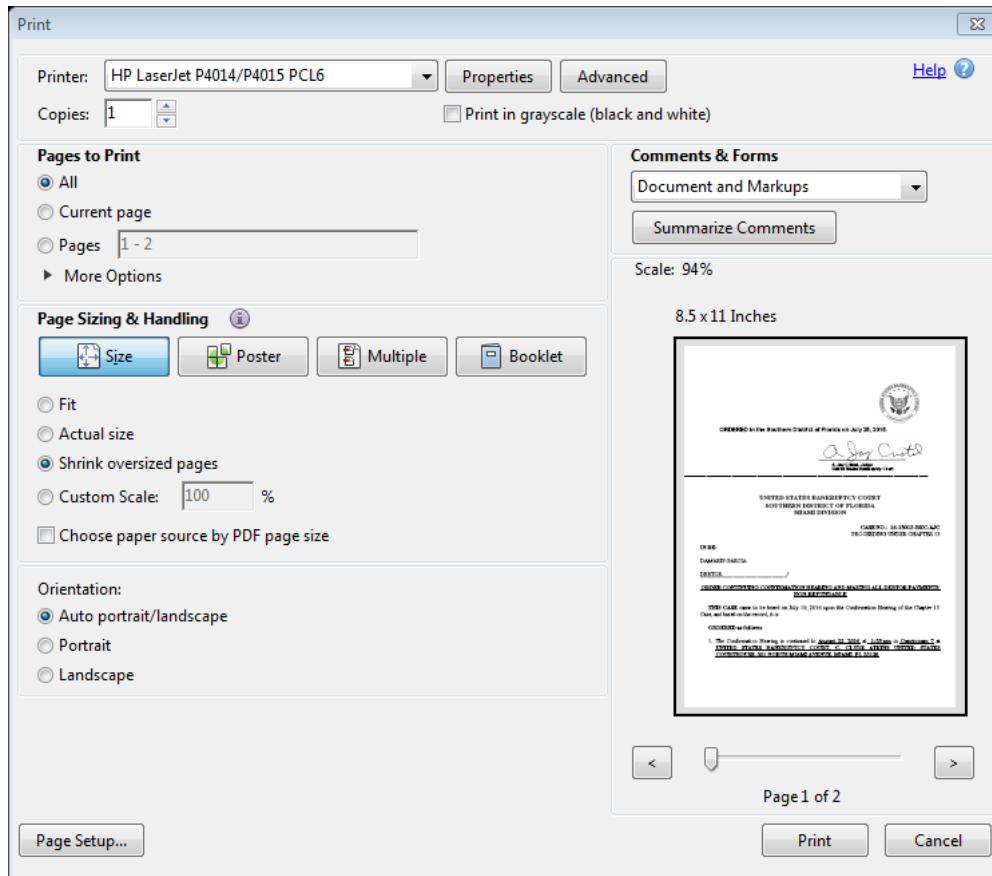
You can append scans to document(s) already open or one already filed depending where you are in your workflow.

1. Select **Create> PDF from Scanner> Custom Scan**
2. In *Output* select **Append to existing file or portfolio**
3. Browse for the file you need> select it> click **Choose**
4. Click **Scan**

Scanning a legal size document (custom scan)

In the course of scanning various documents you may get a different paper size than the default choice selected in your configure presets. If this is the case, you'll want to change the size to suit your own personal scanning needs without having to go to the copier to shrink the paper to then scan it.

1. Click **Create> PDF from Scanner> Custom Scan**
2. In *Paper Size* select **Legal**> click **OK**
3. **File> Print**> change *Printer* to **Adobe PDF**> verify *Page Sizing & Handling* is **Shrink oversized pages**> click **Print**



Note: your printable area should be letter size (configure presets to Letter if needed)

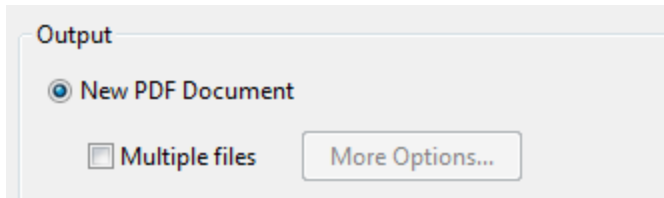
4. Navigate to the location you want to save the file in> rename the file> click **Save**

Scanning documents as separate PDFs (custom scan)

You scan a group of documents in one sitting and save them as separate PDFs in one of two ways depending on your needs.

A. Create a scan that opens a new PDF file

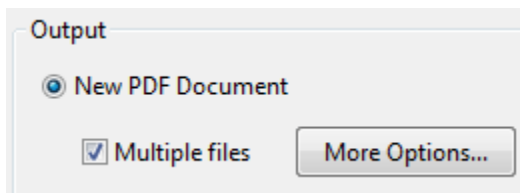
1. From an open Document pane (active PDF document just scanned) click **Create> PDF from Scanner> Custom Scan**
2. In *Output* select **New PDF document>** click **Scan**



3. Navigate to the location you want to save the file in> name the file> click **Save**

B. Scan multiple pages and create separate new pages for each scan

1. From an open Document pane (active PDF document just scanned) click **Create> PDF from Scanner> Custom Scan**
2. In *Output* select **New PDF document>** check **Multiple files**



3. Browse for a folder to save the file in> click **OK**
4. **File> Open>** navigate to the folder you saved it in> review the PDFs> rename as needed

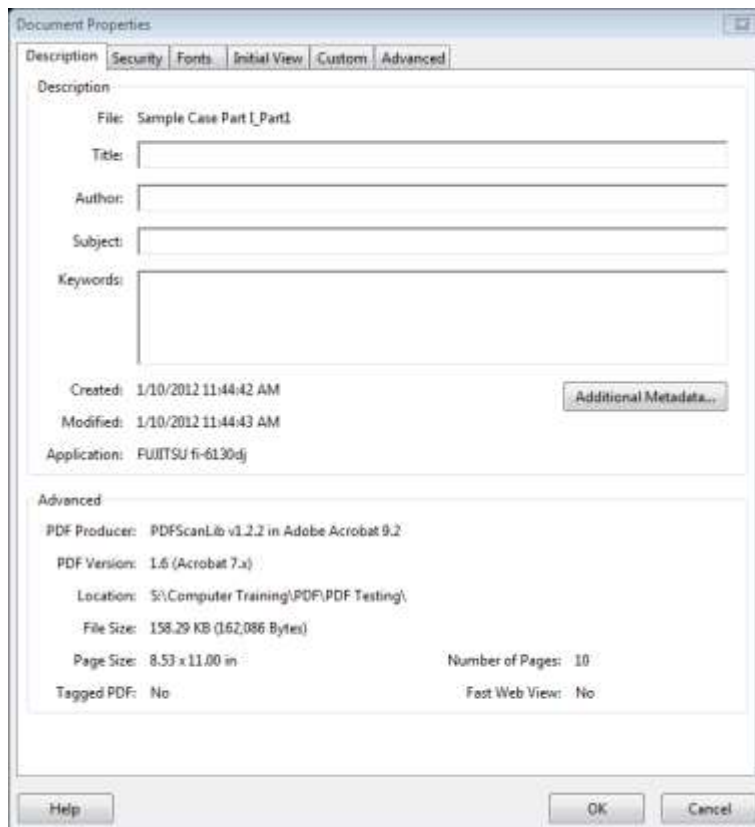
File Optimization

You may be working with PDFs already created and may need to reduce file sizes or strip unnecessary content in order for it to comply with CMECF or District requirements. Rather than going back to the original authoring program, you can use tools in Acrobat to optimize the file.

Identifying File Size

In order for you to determine the best way to optimize the file verify the size of the file.

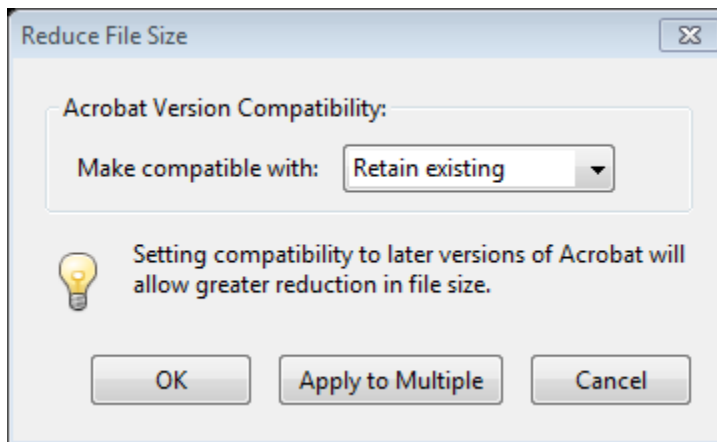
1. Select **File> Properties**
2. Click the *Description* tab if not active> in the *Advanced* section review **File Size**.



Reducing File Size

Acrobat enables you to reduce file sizes. It is as good idea to **save it as a new file** in case the file reduction fails and you need to return to the original file to try another method of file reduction. Note: Reducing the files size of a digitally signed document removes the signature.

1. Select **File> Save as Other> Reduced Size PDF**
2. Select version compatibility> click **OK**

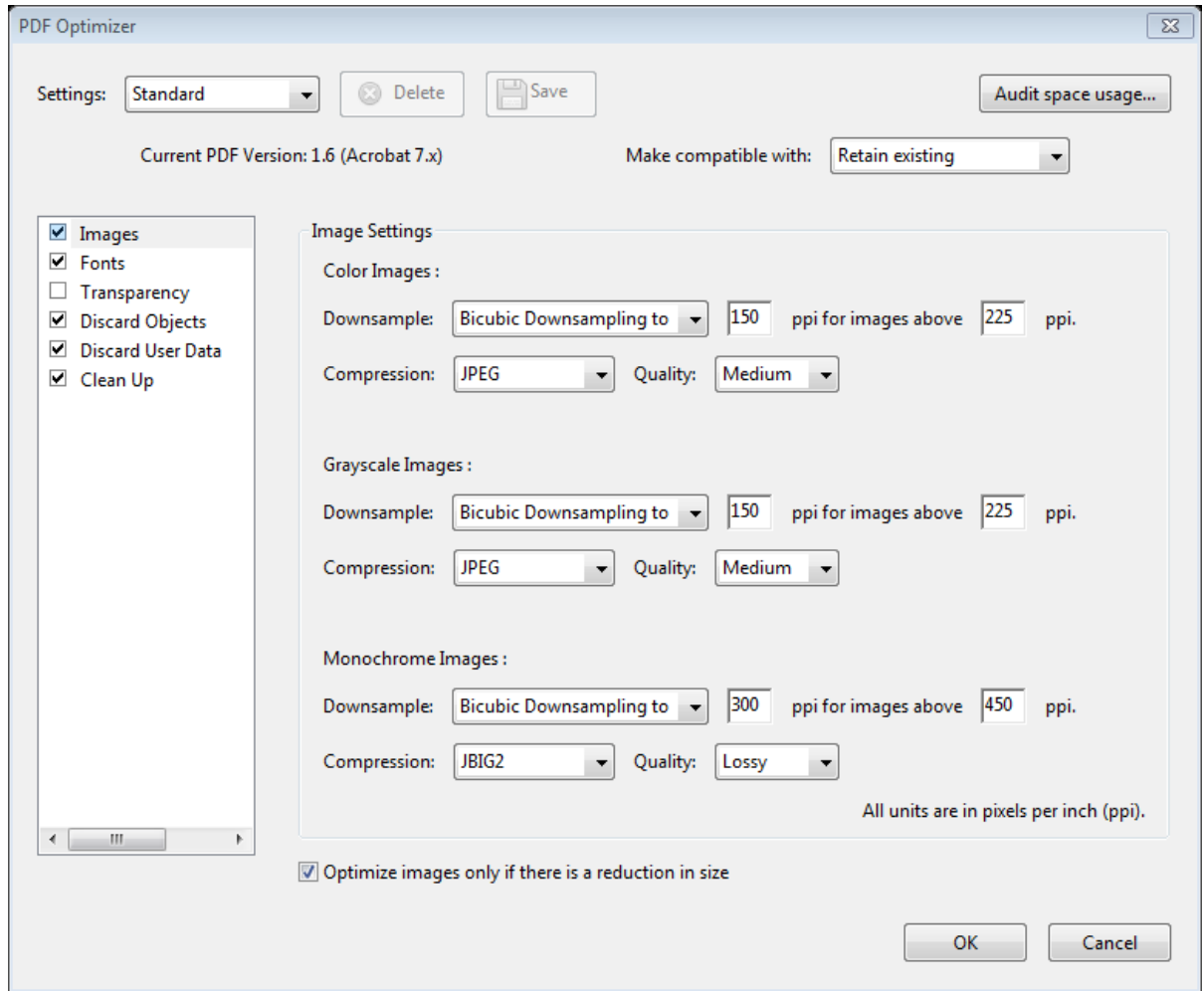


3. Provide a filename> click **Save**

Using PDF Optimizer

Reducing file size and examining documents might get you only a slight file reduction. A more aggressive tool is the PDF Optimizer.

1. Select **File> Save As Other> Optimize PDF**
2. Optimize the settings> click **OK**



Note: by default, only elements that do not affect functionality are selected.

3. Select **File**> **Save As**> provide a filename> click **Save**

Note: When you want to get the most out of reducing file sizes, use the **PDF Optimizer**. The PDF Optimizer gives you the same results as the PDF Examiner and Reduce size combined.

Save As

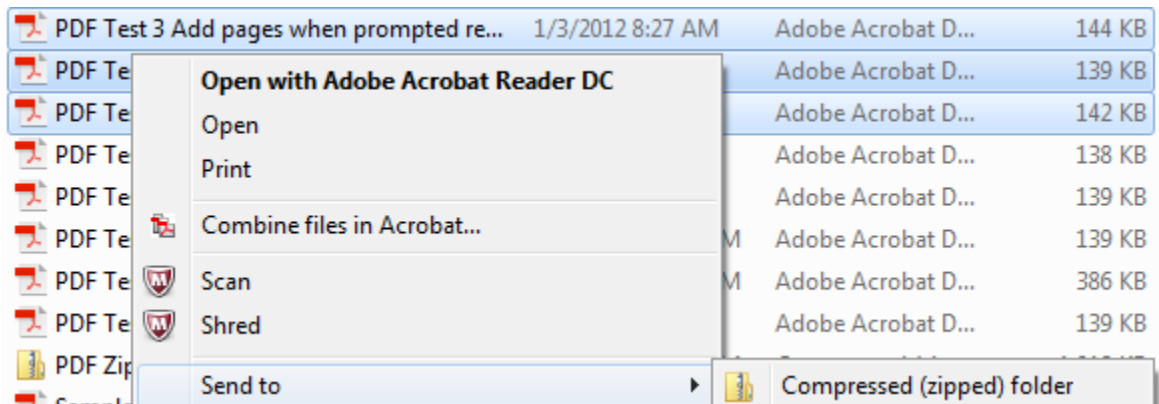
As you edit PDF documents, they tend to become bulky and contain unnecessary information. By using the **Save As** command you can create a smaller more optimized file.

1. Select **File> Save As**
2. Navigate to the location to be saved> rename file> **Save**

Zip Files

When you need to send multiple files it may be easier to group them in a smaller zip file. You gain about 20% efficiency by compressing the files.

1. Select the files you want to save together
2. Right click> select **Send To> Compressed (zipped) folder**



3. Name the zip folder
4. Open your zip folder to verify all the documents you selected were zipped

Editing Pages

Rather than recreate the entire PDF file, Acrobat enables you to selectively append, replace, delete, and extract pages in a PDF document.

Document Menu Options

The Document Menu provides you various options to edit your PDF document. Knowing what you need to accomplish helps identify which menu option will work best for you.

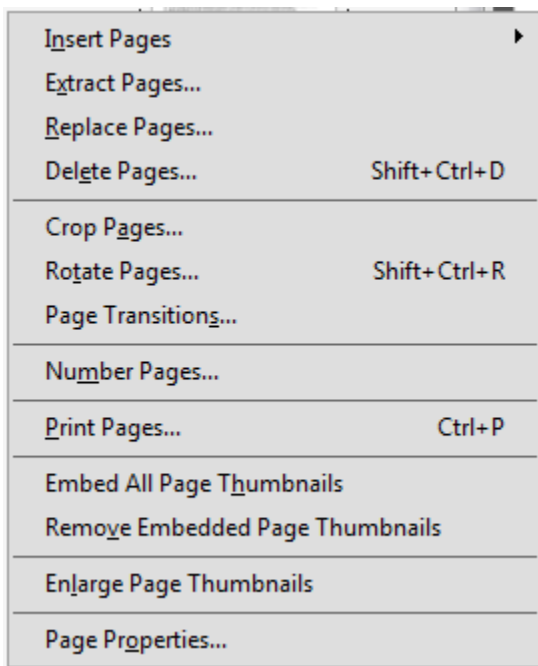
A. Working within a Single Document	<ol style="list-style-type: none">1. Reorder Pages2. Remove/Delete Pages3. Rotate Pages
B. Create separate PDF files from a Multipage PDF(s)	<ol style="list-style-type: none">1. Extract Pages2. Split Document
C. Create ONE PDF from separate pages or files	<ol style="list-style-type: none">1. Insert Pages2. Copy/Paste Pages3. Replace Pages4. Merge Files

Reordering Pages

Thumbnails are mini-views of PDF pages. The Pages panel offers opportunities for sorting pages and reorganizing them.



1. Open the Page Thumbnails and drag the right side of the pane to the far right of the Document pane
2. Enlarge the thumbnail as needed (right click for Options)



3. Click on the thumbnail page and drag the page to a spot between the pages (vertical highlight bar appears) where you want to relocate the selected page> release the mouse button to complete the move



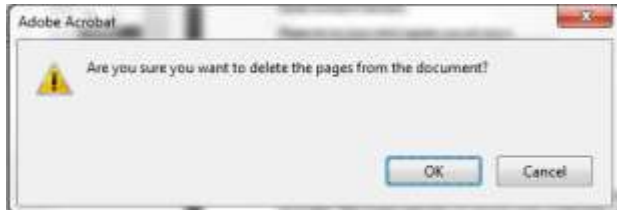
Note: the Shift and Ctrl key functionality apply here to move multiple pages at a time.

Removing/Deleting Pages

Pages can be removed from within a PDF and across PDFs after a copy/paste sequence.

A. Within the Same Document

1. Click on the thumbnails you want to delete> Click Delete on your keyboard
2. Click OK at the prompt to confirm your deletion



B. From one PDF to another (from a copy/paste sequence)

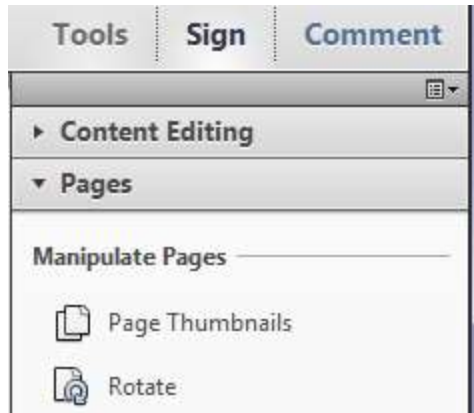
1. Hold down the CTRL key as you drag the page you want to copy to a new location in the same PDF file
2. Release the mouse when you see the vertical highlight bar appear at the desired location
3. Click Delete on your keyboard> Click OK at the prompt to confirm your deletion

Note: The page is deleted from the original file and copied to the second file.

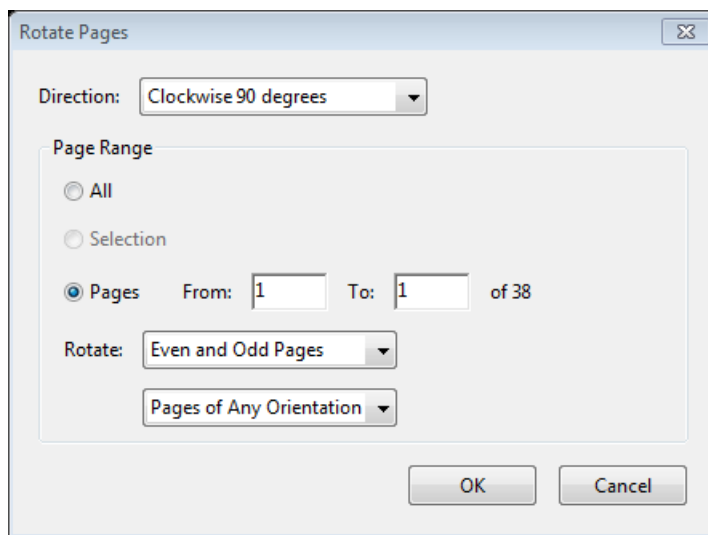
Rotate Pages

Depending on the authoring program of the original document and the way the PDF was created, you may experience problems with pages appearing rotated or inverted.

1. Select **Tools> Pages> Rotate Pages**



2. Select the direction and page range to be affected> click **OK**

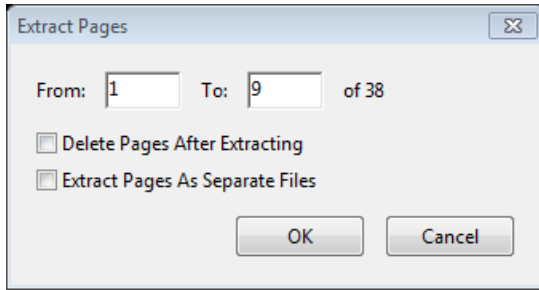


3. **File> Save As>** Navigate to where you want to save the file> rename the file> **Save**

Extract a Page

Extracting a page is like pulling out a single or multiple pages and creating a new PDF file with them. Extracting pages has no effect on bookmarks or links for the destination pages in the original document unless you delete pages when extracting them. If you have a bookmark to a page not part of the extraction, the link is broken.

1. Select **Tools> Pages> Extract Pages**
2. In *Extract Pages dialog box* select the range of pages you need to extract> click **OK**



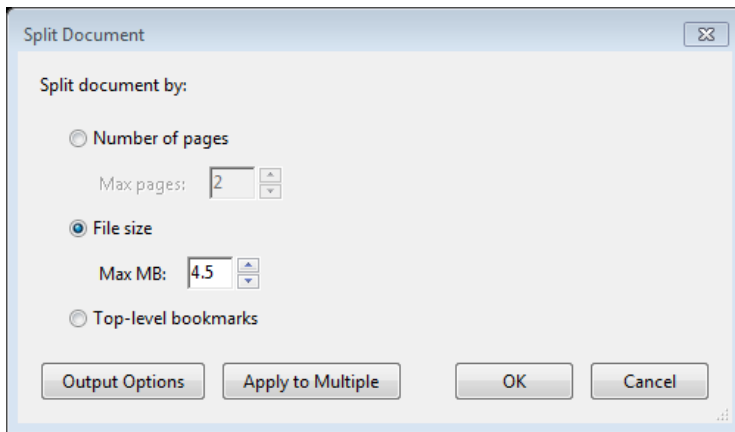
Note: you can select the two additional options provided individually or together when extracting pages.

3. Select **File> Save As>** provide a filename> click **Save**

Splitting Documents

This option allows you to save multiple pages in a document and save them as separate PDF files.

1. Select **Tools> Pages> Split Document**
2. Select how to split the document based on the choices provided

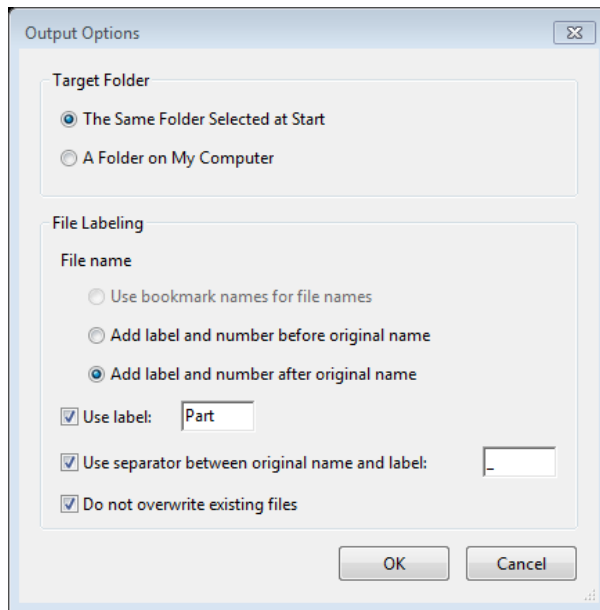


Number of Pages	Split the document according to the number of pages you want for the maximum page count for each file.
File Size	Type a value for the maximum file size for each of the split files.

Top-level bookmarks

This option enables you to split a file according to the parent bookmarks in a PDF. Nested bookmarks are not recognized for splitting a document.

3. Select **Output Options**> select needed options to save your documents > click **OK**



Target Folder

Saves the document in the same folder as the originals or in a new folder you designate. Make sure you remember where it is going to save to.

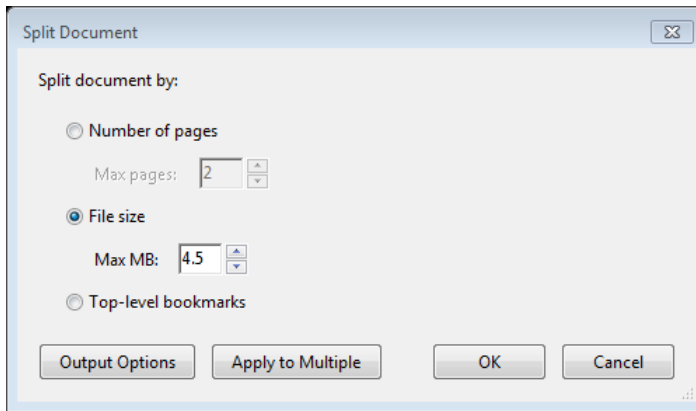
File Labeling

Can distinguish between the new split files by adding a label to the original file name (Part I, Part II, Part II, etc.)

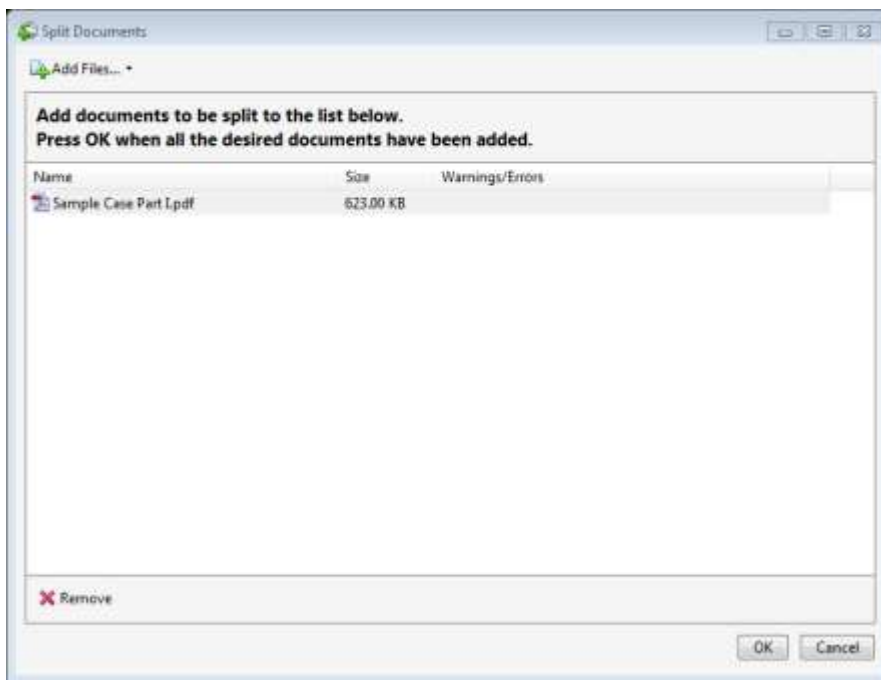
Do not overwrite existing files

Mark this if you choose to save files to the same folder as the original files and you want to prevent overwriting of the existing files.

4. To split multiple folders (instead of a document) click **Apply to Multiple**

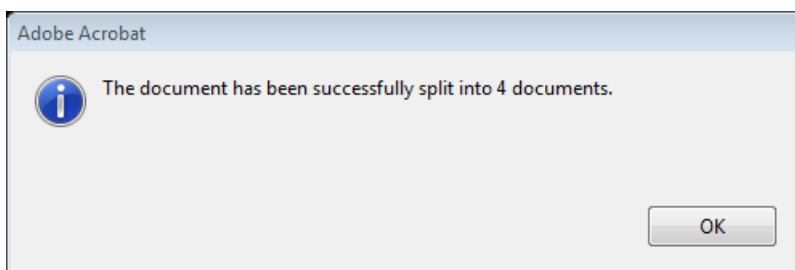


5. Add additional files or documents> click **OK**



6. Click **OK** in the Split Document dialog box to apply your parameters for splitting the document

7. Click **OK** to confirm the document split

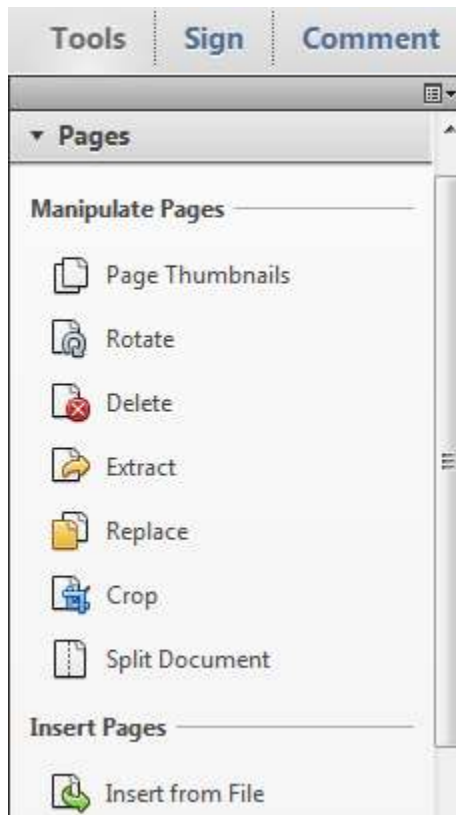


8. View your new PDF files in the Target Folder you designated in Output Options

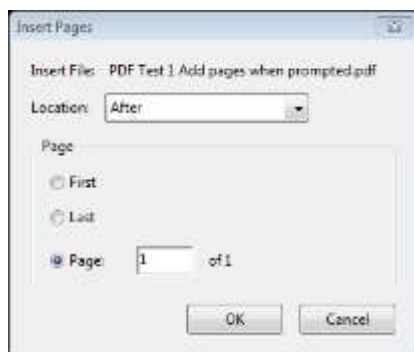
Insert a Page

This helps you select the file to insert and to choose the location for the insertion regardless of the current page viewed. All the pages shift left or right, depending on whether you selected the Before or After option.

1. Select **Tools> Insert Pages> Insert from File**



2. Select the file you want to insert> click **Open**
3. Choose the location for insertion from the options provided> click **OK**



Copying Pages

You can copy and paste pages within a PDF document or from one open PDF document to another. Observe page number before and after to confirm page has been copied.

A. Within the Same Document

1. Hold down the CTRL key as you drag the page you want to copy to a new location in the same PDF file
2. Release the mouse when you see the vertical highlight bar appear at the desired location

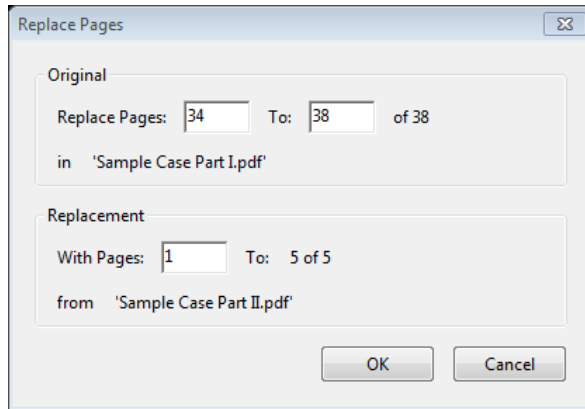
B. From one PDF to another

1. Open both PDF files and view them tiled (Page Thumbnails open)
2. Click and drag the thumbnail from one file to another
3. Release the mouse when you see the vertical highlight bar appear at the desired location
4. Select **File> Save As>** provide a filename> click **Save**

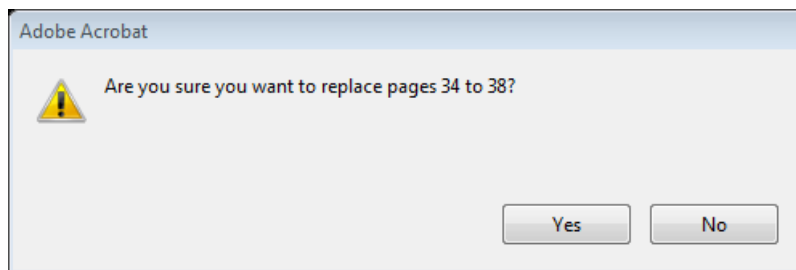
Replace a Page

This option only affects the contents of a PDF page. You can click a single page thumbnail or select multiple pages in a continuous order.

1. Highlight the page(s) you want to replace in the Page Thumbnails
2. Right click> select **Replace Pages**
3. Navigate to the file containing the pages that are to replace page(s) in the open file> select file > click **Open**
4. Enter the page number for the first page in the target file> click **OK**



- In the *Original* area, select the page range for the target pages to be replaced
 - In the *Replacement* area, select the first page in the range of pages that will be used to replace the pages in the *Original* area
5. Click **Yes** to confirm the replacement of the pages



6. Select **File > Save As >** provide a filename > click **Save**

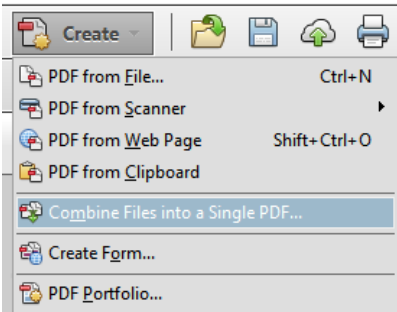
Tip: You can replace pages through drag-and-drop operations when viewing two documents in tiled views and when the Pages panel is opened for both documents. Make sure the cursor is on top of the thumbnail of the first page to be replaced (thumbnail highlights in black).

Merge Files

You can convert multiple supported file types to PDF or combine multiple PDF documents together into a single document. Before you use the command, be mindful of a few exceptions to combining multiple files:

PDFs with security	Cannot be combined.
Adobe LifeCycle Designer XML Forms	Cannot be added.
Digital signatures	Signatures are removed when you combine the files.
Form fields	Forms with identical field names inherit data from the first form in a list of files you merge.

1. Select **Create> Combine files into a Single PDF**



2. Click **Add Files** button> navigate to the location where the document is located (only the supported formats will display)> select file> Open

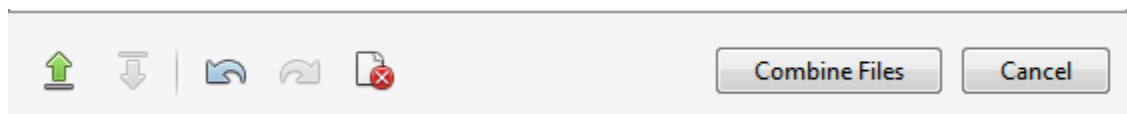


3. Select the files you want to add to the list and click **Add Files** (continue this step until all documents are included)

Note: If you have a folder containing all the files you want to combine, you can choose **Add Files> Add Folders>** navigate to and select folder> click **OK**

Tip: You can select multiple files to add to your list at one time. Click a file, press the Shift key, and click the last file to select a group of file in continuous order. Click a file, press the Ctrl key, and select files not in order.

4. Change the *File Size* to the smallest> click a file in the list and arrange the files in the order you want them to appear in the merged PDF document



5. Remove any files that are not supported> click **Combine Files**
6. Rename the file (from default Binder#), navigate to the folder where it will be saved in> click **Save**

Note: From the desktop you can select files and right click> Combine supported files in Acrobat

