

The Online Instructor's Best Friend: The Amazingly Versatile Adobe PDF

Adobe Reader vs. Adobe Acrobat

Creating PDFs

Creating a PDF from a source document:

File > Print > Printer Name: Adobe PDF > OK > Save

Creating a PDF in Microsoft Office:

Click the "Convert to Adobe PDF" button

Re-ordering Pages:

Click on Pages tab > Click and drag pages from the thumbnail view

Adding pages:

Document > Insert Pages > Select File > Click Select > Select Location > Select Page > Click OK

OR

Open two PDFs in separate windows > Click on Pages tab > Click and drag pages from the thumbnail view of one document to the other

Deleting pages:

Document > Delete Pages > Select pages > Click OK > Click Yes

OR

Click on Pages tab > Select thumbnail of page > Press the Delete key > Click Yes

Extracting pages:

1. Document > Extract Pages > Select pages
2. Choose to either Delete Pages After Extracting and/or Extract Pages As Separate Files > Click OK
3. Click Yes for deleted pages and/or Browse for Folder > Click OK for separate files

Annotating and Editing

Opening the Commenting Toolbar:

Comments > Show Commenting Toolbar

Opening the Markup Tool:

Comments > Show Drawing Markups Toolbar

Viewing Comments and Markups:

Comments > Show Comments List

OR

Comments > Show Comments and Markups > Choose one of the available options

Highlighting text:

1. Select Highlight tool from Commenting Toolbar > Click and drag to select text to highlight
2. Right click on highlighted section > Select Open Pop-up note > Click on Note and enter comment

Posting a note:

Select Note Tool from Commenting Toolbar > Click on document to place Note > Click on Note and enter comment

Drawing an arrow:

Select Arrow Tool from Drawing Markups Toolbar > Click and drag to create arrow > Double-click the line to open Note > enter comment

Changing text:

1. Tools > Advanced Editing > Show Advanced Editing Toolbar
2. Click Touchup Text Tool > Click and drag to select text > Right-click selected text and click Properties
3. Select Text tab > Make appropriate changes from available options > Click Close

Adding text:

1. Tools > Advanced Editing > Show Advanced Editing Toolbar
2. Click Touchup Text Tool > Ctrl-click where you wish to insert text > Select Font and Mode > Click OK
3. Type in new text > Right-click on new text > Click Properties > Make appropriate changes from available options > Click Close

Adding Interaction

Creating a link:

1. Tools > Advanced Editing > Show Advanced Editing Toolbar
2. Click Link Tool > Click and drag to select link placement > Select Link Appearance > Select Link Action > Click Next
3. Select page view, file, web page, or custom action > Click OK

Creating a button:

1. Tools > Advanced Editing > Show Advanced Editing Toolbar
2. Click Button Tool > Click and drag button placement and size
3. Click the General tab > Enter Name and Tooltip
4. Click the Appearance tab > Select Borders and Colors > Select Text
5. Click the Options tab > Enter the Label (this will be the text in the button)
6. Click the Actions tab > Select Action > Click Add > Click Close

Linking multimedia:

1. Tools > Advanced Editing > Show Advanced Editing Toolbar
2. Click Movie Tool > Click and drag to select media placement > Leave Content Settings at Acrobat 6 > Click Browse > Select media clip > Click Select > Click OK
3. Right-click on embedded movie > Select Properties > Select the settings tab > Enter Alternate Text > Click Close

Adding a text field:

1. Tools > Advanced Editing > Show Advanced Editing Toolbar
2. Click Text Field Tool (found in the Button Tool pull-down list) > Click and drag to select text field placement
3. Click on the General tab > Enter Name and Tooltip
4. Click on the Format tab > Select Format Category > Select appropriate option > Click Close

Making Accessible

Creating an accessible document (basic):

1. Create accessible document using MS Word
 - a. Design document with a clear page structure
 - b. Apply Styles
 - c. Add alternate text for images and graphics
2. Save as HTML
3. Create PDF

Using the “Read Out Loud” feature:

View > Read Out Loud > Read This Page Only

Checking accessibility (quick method):

1. Advanced > Accessibility > Quick Check > Click OK
2. Advanced > Accessibility > Add Tags To Document > Click on links to view possible problems
3. Advanced > Accessibility > TouchUp Reading Order > Click Order tab > Change reading order if necessary using drag and drop

Using Optical Character Recognition (OCR):

1. Document > Recognize Text Using OCR > Click Start
2. Click Edit > Select Formatted Text and Graphics for the PDF Output Style > Click OK > Click OK to start
3. After page recognition has been performed, Click Document > Recognize Text Using OCR > Find First OCR Suspect
4. Enter in changes where necessary > Click either Find Next or Accept and Find > Repeat throughout document until all suspects are found
5. Click Close

Resources:

Teach Adobe Acrobat Curriculum Guides

<http://store1.adobe.com/education/instruction/teach/acrobat.html?tab:acrostdpro=1>

Adobe Acrobat Reader (Click Download Now)

<http://www.adobe.com/products/reader/>

WebAIM: Web Accessibility in Mind – PDF Accessibility

<http://www.webaim.org/techniques/acrobat/>

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