



A Primer for Adobe Acrobat Pro

ICE Conference
February 26, 2009
Joan Kane
nkane@cps.edu

Agenda

- Creating PDF Files
- Editing PDF Files
- Creating PDF Forms
- Collecting Data with PDF Forms

What are PDF Files?

- PDF stands for Portable Document Format
 - Invented by Adobe in the 1993
 - PDF is a universal file format
- PDF's look the same on all computers
- Platform and browser independent



Acrobat Family

- Adobe Reader
- Adobe Acrobat Standard
- Adobe Acrobat Pro
- Adobe Acrobat Pro Extended

Creating PDF Files

- Can be made from any content that can be printed
- Can combine several files in one PDF
- Web sites can be turned into PDFs
- Scanner input can be used
- Scanned page can be rotated

Editing PDF Files

- Cleaning up scanned input
- Adding bookmarks
- Using sticky notes
- Touchup tool
- Typewriter tool

Editing PDF Files

- Extracting pages
- Exporting to HTML
- Converting to Word format
- Comparing two PDF files
- Adding movie content



Using PDF Forms

About PDF Forms

- A PDF Form is a standard PDF document that contains form fields
- Allows the author to capture information from users by way of submitting data
- Maintains original form appearance/functionality
- Paper and online forms can be identical

Form Design Considerations

- User needs
 - What will form help users accomplish and why?
 - Will form collect info, provide info, or both?
- Design guidelines for forms
 - Establish common form properties (headers/footers)
 - Consistent margins, fonts, borders, etc.
 - Easy to navigate, visually appealing, logically organized
- Accessibility considerations
 - Screen reader friendly
 - Accessibility Setup Assistant (Advanced menu/Accessibility)
- Security considerations
 - Restricted access
 - Password protection
- Choose a method of delivery
 - Print Method
 - E-mail Method
 - Database Method

Creating Forms

- Using templates
- Starting with PDF files
- Enabling Reader usage rights

Collecting Data

- Adding a submit button
- E-mailing a completed form
- Compiling returned data
- Exporting to .csv files

A decorative graphic consisting of a thin gold circle on the left side. A thick, horizontal gold bar with a gradient from dark to light gold spans across the middle of the slide. A large black left square bracket is positioned on the left side of the bar, and a large gold right square bracket is on the right side. The word "Questions?" is written in black text inside the bar.

Questions?

Contact Joan Kane at
nkane@cps.edu

Comparison of Adobe Acrobat Products

	Reader 9	Acrobat 9 Standard	Acrobat 9 Pro	Acrobat 9 Pro Extended
View, print, and search PDF files, including PDF Portfolios and PDF maps	•	•	•	•
Author, store, and share documents, and share your screen, using Acrobat.com services	•	•	•	•
Experience richer content and greater interactivity with native support for Adobe® Flash® technology	•	•	•	•
Create PDF documents from any application that prints		•	•	•
Convert Microsoft Word, Excel, PowerPoint, Publisher, and Access files to PDF with one-button ease*		•	•	•
Capture web pages as rich, dynamic PDF files for review and archiving		•	•	•
Archive e-mail or e-mail folders from Microsoft Outlook or Lotus Notes*		•	•	•
Scan paper documents to PDF and automatically recognize text with optical character recognition (OCR)		•	•	•
Save PDF files as Microsoft Word documents, retaining the layout, fonts, formatting, and tables, to facilitate reuse of content		•	•	•
Help protect PDF documents with 256-bit encryption		•	•	•
Apply restrictions on printing, copying, and altering PDF documents		•	•	•
Examine documents for hidden information and delete as needed		•	•	•
Merge files from multiple applications into a single PDF document		•	•	•
Assemble a wide range of content types in a polished, organized PDF Portfolio		•	•	•
Review documents using familiar commenting tools such as sticky notes, highlighting, lines, shapes, and stamps	partial	•	•	•
Manage shared document reviews that allow review participants to see one another's comments		•	•	•
Enable real-time collaboration with synchronized		•	•	•

	Reader 9	Acrobat 9 Standard	Acrobat 9 Pro	Acrobat 9 Pro Extended
document views and chat				
Digitally sign PDF documents	partial	•	•	•
Certify PDF documents using digital IDs		•	•	•
Easily create fillable PDF forms from paper or existing files using the Form Wizard		•	•	•
Distribute PDF forms to collect information and track their status†		•	•	•
Enable users of Adobe Reader® (version 8 or later) to fill in and save PDF forms locally		•	•	•
Convert documents to PDF/A for archiving with easy search and retrieval		•	•	•
Validate documents for conformance to ISO standards PDF/A, PDF/E, and PDF/X			•	•
Personalize a PDF Portfolio with customizable templates for navigation and branding			•	•
Permanently delete sensitive information, including specific text or illustrations, with redaction tools			•	•
Convert Autodesk® AutoCAD®, Microsoft Visio, and Microsoft Project files to PDF with one-button ease, preserving document layers in Visio and AutoCAD and object data in Visio*			•	•
Enable users of Adobe Reader (version 8 or later) to digitally sign PDF documents			•	•
Compare and highlight the differences between two versions of a PDF document			•	•
Create dynamic XML forms with Adobe LiveCycle® Designer ES (included)*			•	•
Preview, preflight, correct, and prepare PDF files for high-end print production and digital publishing			•	•
Create and validate accessible PDF documents			•	•
Insert FLV or H.264 video for direct playback in Adobe Acrobat® and Adobe Reader			•	•
Easily add audio, video, and quizzes to your PowerPoint slides and create rich, interactive presentations with Adobe Presenter (included)				•
Convert a variety of video formats to FLV for playback in PDF				•
Embed video in Microsoft Word or PowerPoint				•

	Reader 9	Acrobat 9 Standard	Acrobat 9 Pro	Acrobat 9 Pro Extended
and convert to FLV in PDF				
Convert 3D content to PDF for cross-platform sharing and collaboration				•
Combine multiple CAD formats in one assembly and save as PDF with Adobe 3D Reviewer (included)				•
Convert 2D and 3D designs from major CAD applications to PDF for use by extended teams without expensive CAD or viewer software				•
Create PDF maps by importing geospatial files that retain metadata and coordinates				•