



# A Primer for Adobe Acrobat Pro

ICE Conference  
February 26, 2009  
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# Agenda

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- Connecting to IL Learning Standards
- Creating PDF Files
- Editing PDF Files
- Creating PDF Forms
- Collecting Data with PDF Forms

# Connecting to Technology Standards

- Students

- 10. Collaborate with peers, experts, and others to contribute to a content-related knowledge base by using technology to compile, synthesize, produce, and disseminate information, models, and other creative works (4, 5, and 6)

# Connecting to Technology Standards

## ■ Teachers

- 2. Use technology to support learner-based strategies that address the diverse needs of students.
- 3. Teaching, learning, and the curriculum  
Teachers implement curriculum plans that include methods and strategies for applying technology to maximize learning.

# What are PDF Files?

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



# Acrobat Family

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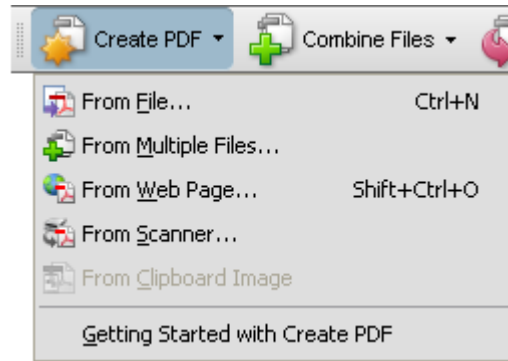
- Adobe Reader
- Adobe Acrobat Standard
- Adobe Acrobat Pro
- Adobe Acrobat Pro Extended

# Creating PDF Files

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

# Creating PDF Files

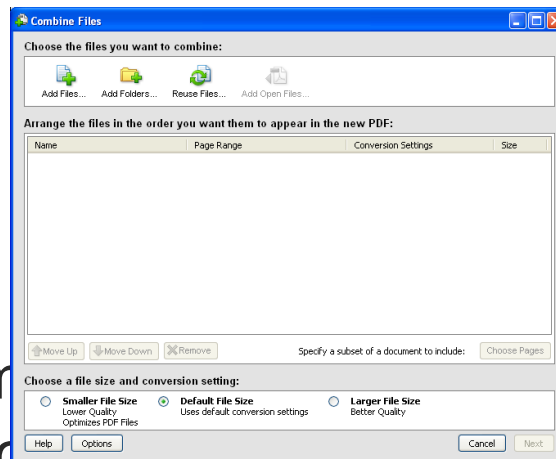
- Use the Create PDF option on the tasks bar.



- On the File menu, select Create PDF.

# Combining File to Create a PDF File

- Use the Combine Files option on the tasks bar.



- On the File menu, click on the Combine Files.
- Any file that can be printed can be combined into a PDF, including Word, PowerPoint, Excel, and graphic file.




# Editing PDF Files

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

# Editing PDF Files

- Cleaning up scanned input (including rotating page)  
From the Document menu, select Optimize Scanned PDF
- Adding bookmarks  
From the Document menu, select Add Bookmark or press Ctrl+B
- Using sticky notes  
From the Tools menu, point to Comment & Markup, and select Sticky Note.
- Touchup tool  
From the Tools menu, point to Advanced Editing, and select Touchup Text Tool or Touchup Object Tool.


# Editing PDF Files

- Typewriter tool  
From the Tools menu, point to Typewriter, and select Typewriter.
- Links for text  
From the Tools menu, point to Advanced Editing, and select Link Tool, or click the Link tool  on the Advanced Editing Toolbar. Drag a rectangle to select the text. In the Create Link dialog box, choose the options you want.
- Links on graphics  
Use the Select tool  or the Snapshot tool  (From the Tools menu, point to Select & Zoom, and select Snapshot Tool), drag to select the image for the link. Right-click/Control-click the selection, and choose Create Link. Select the options you want in the Create Link dialog box.

# Editing PDF Files

- Extracting pages  
From the Documents menu, select Extract Pages.
- Exporting to HTML  
From the File menu, point to Export, and select HTML.
- Converting to Word format  
From the File menu, point to Export, and select Word Document.

# Editing PDF Files

- Comparing two PDF files  
From the *Advanced* menu, select *Compare Documents*. Choose the two documents to be compared.
- Adding movie content  
From the *Tools* menu, point to *Advanced Editing*, and select the *Movie* tool . Drag or double-click to select the area on the page where the movie will appear. Complete the dialog box information.



# 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  
From the Forms menu, select Create New Form. This option will create a form in Live Designer using templates
- Starting with PDF files  
If you have a PDF form without form object, from the Forms menu, select Run Form Fields Recognition. This will create text input fields on the PDF file. To add checkboxes and radio buttons, use the Forms toolbar.
- Enabling Reader usage rights  
If you want users to be able to fill in forms in Reader, from the Advanced menu, select Enable Usage Rights in Adobe Reader.  
Once enabled, this option will limit some functions, such as editing document content, inserting pages and deleting pages. For this reason, use this option after you have completed editing the form.

# Collecting Data

- Adding a submit button

Using the Button tool on the Forms toolbar, create a button and double-click the button.

Set options on the General and Appearance tabs.

On the Options tab, type the button label, for example, Submit Button.

On the Actions tab, choose Submit A Form on the Select Action menu, and then click Add.

In the Enter A URL For This Link box, do one of the following:

To collect form data on a server, type the location. For example: `http://www.[domain]/[folder]/[subfolder]/` for an Internet address or `\\[server]\[folder]\[subfolder]\` for a location on a local network.

To collect form data as attachments to email, type `mailto:` followed by the email address. For example, `mailto:nobody@adobe.com`.

Select options for Export Format, Field Select, and Date Options, and click OK.

# Collecting Data

- Distributing Forms

From the Forms menu, select Distribute Form. Follow the on-screen instructions to prepare the form for distribution. Specify if you want to email the form or save and send it later. Follow the on-screen instructions to distribute the form.

This option will create a file called filename\_dataset\_0001.pdf. You will need this file for compiling the information from the completed PDF forms.

# Collecting Data

- Adding completed form data to a data set file

In your email application, open an email message with a completed form attached to it.

Double-click the returned form icon in the email.

In the Add Completed Form To Data Set dialog box, select one of the following:

- Add To An Existing Data Set Compiles the data in the data set you created when you used the Distribute Form wizard to send out the form. (If necessary, click Browse and locate that data set file, with a name like filename\_dataset\_0001.pdf)
- Create A New Data Set Creates a new data set, using the name and location you specify by typing and clicking the Browse button.

# Collecting Data

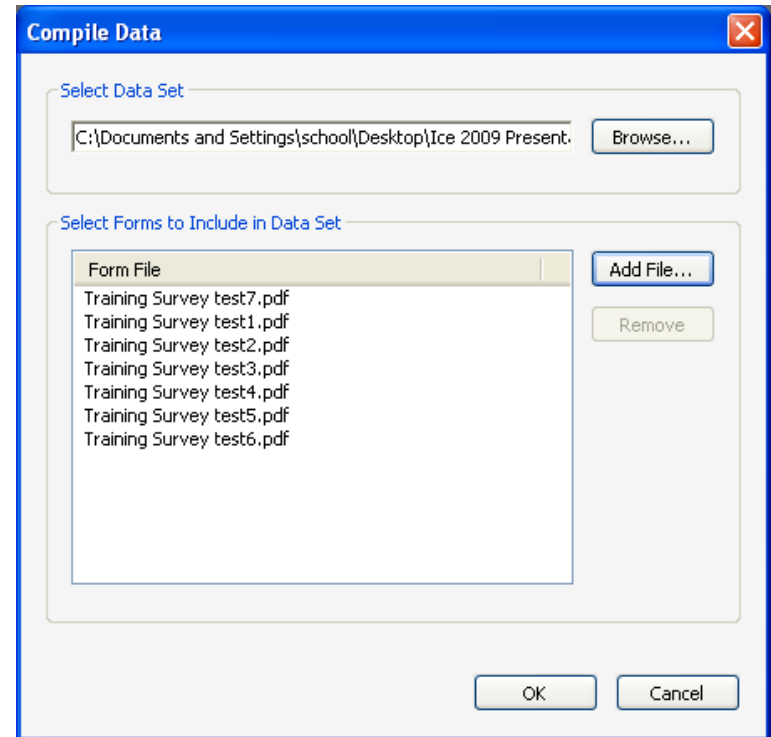
- Compiling returned data

From the Forms menu, select Compile Returned Forms.

In the Compile Data dialog box, in Select Data Set, add the PDF data set file.

Click Add File, and select the returned form.


Repeat the previous step as many times as necessary to add more returned forms.



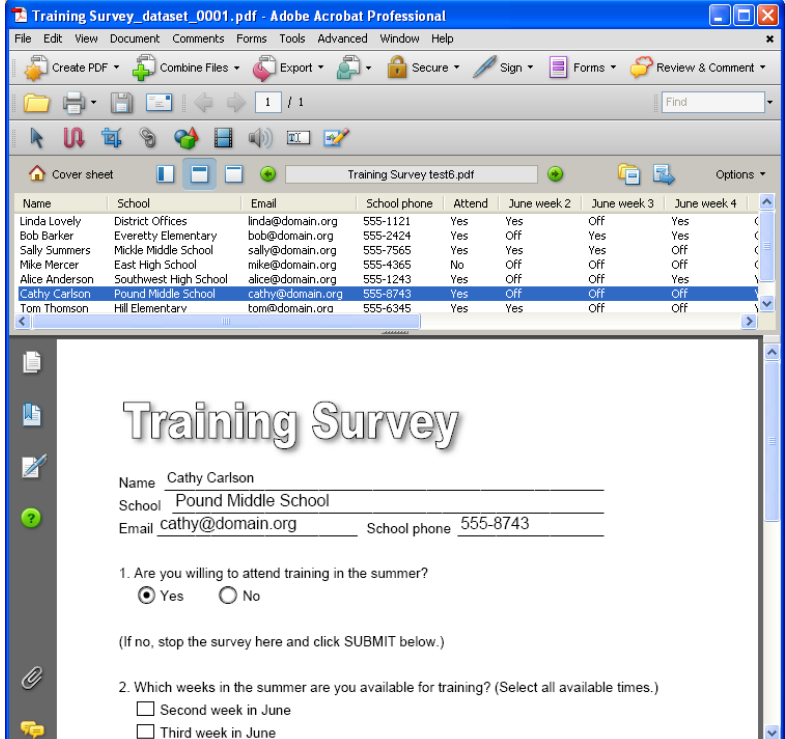
# Using Data in Excel

## ■ Exporting to .csv files

If necessary, from the Forms menu, select Compile Returned Forms. Select the data set file and the returned PDF forms.

In the data set navigation bar (between the toolbar area and the document pane), click Export Data 

In the Select Folder To Save File dialog box, specify a name, location, and file format (CSV or XML) for the form data, and click Save.



The screenshot shows the Adobe Acrobat Professional interface. The top menu bar includes File, Edit, View, Document, Comments, Forms, Tools, Advanced, Window, and Help. The toolbar contains options like Create PDF, Combine Files, Export, Secure, Sign, Forms, and Review & Comment. The document pane displays a table of survey data and a form titled 'Training Survey'.

Name	School	Email	School phone	Attend	June week 2	June week 3	June week 4
Linda Lovely	District Offices	linda@domain.org	555-1121	Yes	Yes	Off	Yes
Bob Barker	Everetty Elementary	bob@domain.org	555-2424	Yes	Off	Yes	Yes
Sally Summers	Mickle Middle School	sally@domain.org	555-7565	Yes	Yes	Yes	Off
Mike Mercer	East High School	mike@domain.org	555-4365	No	Off	Off	Off
Alice Anderson	Southwest High School	alice@domain.org	555-1243	Yes	Off	Off	Yes
Cathy Carlson	Pound Middle School	cathy@domain.org	555-8743	Yes	Off	Off	Off
Tom Thomson	Hill Elementary	tom@domain.org	555-6345	Yes	Yes	Off	Off

**Training Survey**

Name Cathy Carlson  
School Pound Middle School  
Email cathy@domain.org School phone 555-8743

1. Are you willing to attend training in the summer?  
 Yes  No

(If no, stop the survey here and click SUBMIT below.)

2. Which weeks in the summer are you available for training? (Select all available times.)  
 Second week in June  
 Third week in June

# Using PDF Form to Collect Data

Here is a summary of the steps

- Create the form with field, checkbox, radio button objects, etc.
- Add Submit, Save, and/or Reset buttons.
- Enable Reader usage rights.
- Distribute forms.
- Compile the returned forms.
- Export data 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](mailto: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		•	•	•

	<b>Reader 9</b>	<b>Acrobat 9 Standard</b>	<b>Acrobat 9 Pro</b>	<b>Acrobat 9 Pro Extended</b>
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				•

	<b>Reader 9</b>	<b>Acrobat 9 Standard</b>	<b>Acrobat 9 Pro</b>	<b>Acrobat 9 Pro Extended</b>
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				•