ADOBE ACROBAT 9 win

Tools

Hand tool . . . . H
Temporarily select Hand tool . . . . Spacebar
Select tool V
Snapshot tool . . . . G
Marquee Zoom tool . . . . Z
Select Dynamic Zoom in Marquee Zoom. . . . . . . Shift
Zoom out when in Marquee Zoom. . . . . Ctrl
Temporarily select Zoom In Tool. . . . . . Ctrl+spacebar
Select Object tool . . . . R
Object Data tool 0
Article tool . . . . A
Crop tool C
Link tool L
Text Field tool . . . . F
Cycle thru tools: Text Field. . . . . .Shift+F
Cycle thru tools: Check Box . . . . .Shift+F
Cycle thru tools: Radio Button . . . . .Shift+F
Cycle thru tools: List Box . . . . .Shift+F
Cycle thru tools: Combo Box . . . . .Shift+F
Cycle thru tools: Button. . . . . .Shift+F
Cycle thru tools: Digital Signature . . . . .Shift+F
Cycle thru tools: Barcode. . . . . .Shift+F
3D tool . . . . .M
Cycle thru Multimedia tools: Flash. . . . . .Shift+M
Cycle thru Multimedia tools: Video . . . . Shift+M
TouchUp Text tool . . . . T
Cycle thru tools: TouchUp Text . . . . Shift+T
Cycle thru tools: TouchUp Reading Order . . . .Shift+T
Cycle thru tools: TouchUp Object . . . . .Shift+T
Measuring tool . . . . B

File Menu

Open . . . . Ctrl+O
Organizer: Open Organizer . . . . .Shift+Ctrl+1
Organizer: Add to a Collection . . . . .Shift+Ctrl+2
Organizer: Create a New Collection . . . .
Create PDF Portfolio. . . . .
Modify PDF Portfolio . . . .
Create PDF from File. . . . . Ctrl+N
Create PDF from Scanner. . . . .
Create PDF from Web Page . . . . .Shift+Ctrl+O
Create PDF from Blank Page . . . .
Assemble PDF Portfolio. . . . .
Merge Files into a Single PDF . . . .
Batch Create Multiple Files . . . .
Combine: Assemble PDF Portfolio . . . .
Combine: Merge Files into a Single PDF . . . .
Collaborate: Upload Documents to Acrobat.com . . . .
Collaborate: Share Documents on Acrobat.com . . . . .
Send & Collaborate Live . . . .
Share My Screen. . . . .
Go to Acrobat.com . . . .
Save . . . . .Ctrl+S
Save As . . . . .Shift+Ctrl+S
Export . . . .
Attach to Email. . . . .
Close . . . . .Ctrl+W
Properties . . . . Ctrl+D
Print Setup . . . . .Shift+Ctrl+P
Print. . . . . Ctrl+P
Exit. . . . . Ctrl+Q

Edit Menu

Undo . . . . .Ctrl+Z
Redo. . . . . .Shift+Ctrl+Z
Cut . . . . Ctrl+X
Copy. . . . . .Ctrl+C
Paste . . . . Ctrl+V
Select All . . . . Ctrl+A
Deselect All . . . . .Shift+Ctrl+A

Check Spelling F7
Find . . . . .Ctrl+F
Search . . . . .Shift+Ctrl+F
Search Results: Next Result. . . . . Ctrl+G
Search Results: Previous Result . . . .Shift+Ctrl+G
Search Results: Next Document . . . . . .Alt+Shift+↻
Search Results: Previous Doc . . . . .Alt+Shift+↺
Preferences . . . . Ctrl+K

View Menu

Go to First Page . . . . Home
Go to Previous Page . . . .↺
Go to Next Page . . . .↻
Go to Last Page. . . . . End
Go to Page. . . . . .Shift+Ctrl+N
Previous View . . . . .Alt+↺
Next View . . . . .Alt+↻
Zoom to . . . . Ctrl+Y
Zoom to Actual Size . . . . .Ctrl+1
Zoom to Fit Page . . . . .Ctrl+0
Zoom to Fit Width .Ctrl+2
Zoom to Fit Height . . . .
Zoom to Fit Visible . . . . .Ctrl+3
Zoom: Reflow . . . . .Ctrl+4
Page Display: Show Gaps Between Pages. . . . .
Page Display: Show Cover Page During Two-Up. . . . .
Rotate View Clockwise. . . . . Shift+Ctrl+plus
Rotate View Counterclockwise . . . Shift+Ctrl+minus
Reading Mode . . . . Ctrl+H
Full Screen Mode . . . . .Ctrl+L
Menu Bar. F9
Toolbars: Properties Bar . . . . .Crtl+E
Toolbars: Reset Toolbars . . . . Alt+F8
Toolbars: Dock Toolbars . . . . .Ctrl+F8
Toolbars: Hide Toolbars F8
Toolbars: More Tools . . . .
Show or Hide Navigation Pane F4
Navigation Panels: Reset Panels . . . .
Navigation Panels: Dock All Panels . . . .
Grid . . . . Ctrl+U
Snap to Grid .Shift+Ctrl+U
Rulers. . . . . Ctrl+R
Line Weights. . . . . .Ctrl+5
Automatically Scroll. . . . . Shift+Ctrl+H
Read Out Loud . . . . .Shift+Ctrl+Y
Read This Page Only. . . . . .Shift+Ctrl+V
Read to End of Document . . . . .Shift+Ctrl+B
Pause . . . . .Shift+Ctrl+C
Stop . . . . .Shift+Ctrl+E

Document Menu

Header & Footer . . . .
Background. . . . .
Watermark . . . .
Insert Pages from File . . . . Shift+Ctrl+I
Insert Pages from Clipboard . . . .
Extract Pages . . . .
Replace Pages. . . . .
Delete Pages. .Shift+Ctrl+D
Split Document. . . . .
Crop Pages . . . . .Shift+Ctrl+T
Rotate Pages. .Shift+Ctrl+R
Scan to PDF . . . .
Scan to PDF: Custom Scan. . . . .
Scan to PDF: Configure Presets. . . . .
OCR Text Recognition. . . . .
Reduce File Size . . . .
Examine Documents . . . .
Compare Documents . . . .
Add Bookmark . . . . Ctrl+B
Attach a File . . . .

Comments Menu

Add Sticky Note . . . . .Ctrl+6
Hide All Comments . . . . .Shift+Ctrl+8
Show All Comments. .Ctrl+8
Minimize All Pop-Ups . . . . .Ctrl+7
Attach for Email Review . . . .
Send for Shared Review . . . .
Enable for Commenting and Analysis in Reader . . . .
Summarize Comments . . . .
Print with Comments Summary. . . . . .Ctrl+T
Track Reviews . . . .

Forms Menu

Start Form Wizard . . . .
Add or Edit Fields . . . . .Shift+Ctrl+7
Distribute Form . . . .
Compile Returned Forms. . . . .
Manage Form Data: Import Data . . . .
Manage Form Data: Export Data . . . .
Merge Data Files into Spreadsheet . . . .
Track Forms. . . . .

Advanced Menu

Accessibility: Change Reading Opts . . . .Shift+Ctrl+5
Accessibility: Quick Check . . . . .Shift+Ctrl+6
Accessibility: Full Check. . . . .
Sign Document. . . . .
Security . . . .
Extend Features in Adobe Reader . . . .
Print Production: Output Preview . . . .
Print Production: Preflight . . . .
Print Production: Convert Colors . . . .
Print Production: Ink Manager. . . . .
Print Production: Add Printer Marks . . . .
Print Production: PDF Optimizer . . . .
Print Production: JDF Job Definitions . . . .

Help Menu

Adobe Acrobat 9 Pro Help F1
Online Support . . . .
Check for Updates . . . .

Comments

Sticky Note tool . . . . S
Text Edits tool . . . . E
Stamp tool . . . . K
Current highlighting tool . . . . U
Cycle thru tools: Highlighter . . . . Shift+U
Underline or Cross Out Text Tools . . . . Shift+U
Arrow tool . . . . D
Cloud tool . . . . Q
Text Box tool X
Attach file as comment . . . . .J
Cycle thru attach tools: Attach File. . . . . Shift+J
Record Audio Comment . . . . .Shift+J
Move focus to comment . . . . Tab
Move focus to next comment . . . . .Shift+Tab
Open pop-up note for comment in focus . . . . . .Enter

Navigating a PDF

Previous screen. . . . . Page Up or Shift+Enter
Next screen . . . . Page Down or Enter
First page . . . . .Home or Shift+Ctrl+Page Up
First page . . . . Shift+Ctrl+↑
Last page. . . . . End or Shift+Ctrl+Page Down
Last page. . . . . Shift+Ctrl+↓
Previous page. . . . . ↺ or Ctrl+Page Up
Next page . . . . ↻ or Ctrl+Page Down
Scroll up . . . .↑
Scroll down . . . .↓
Scroll (when Hand tool is selected) . . . . Spacebar

Zoom in . . . . Ctrl+=
Zoom out. . . . . Ctrl+hyphen

General Navigating

Move focus to menus. F10
Move focus to toolbar in browser & app . . . Shift+F8
Move focus to next comment . . . . Tab
Move focus to next link . . . . Tab
Move to next open document* . . . . .Ctrl+F6
Move to previous open document* . . .Ctrl+Shift+F6
Move focus to next form field*. . . . . Tab
Move focus to previous* . . . . .Shift+Tab
*when focus is on the document pane
Move focus to document pane F5
Close current document . . . . .Ctrl+F4
Activate selected tool . . . . Spacebar or Enter
Activate selected item . . . . Spacebar or Enter
Activate selected command . . . . . . Spacebar or Enter
Open context menu . . . . Shift+F10
Close context menu F10
Return to Hand tool or Select tool . . . . .Esc
Move focus to next tab in a dialog box . . . . .Ctrl+Tab
Move to next search result; highlight it in doc. . . . F3
Search previous document† . . . . .Alt+Shift+↺
Search next document† . . . . .Alt+Shift+↻
†with Search results displaying multiple files
Select text with Select tool. . . . . Shift+⇔⇕
Select next word . . . . .Shift+Ctrl+↻
Select previous word . . . . .Shift+Ctrl+↺

Navigation Panels

Open and move focus to nav pane. . . .Shift+Ctrl+F5
Move focus to previous pane or panel. . . . . Shift+F6
Move focus among document, message bar F6
Move focus among the message bar. F6
Move focus among the navigation panels F6
Move among elements of the active nav panel . . Tab
Move to previous nav panel and make active* . . .↑
Move to next nav panel and make active* . . . .↓
*when focus is on panel button
Expand all bookmarks . . . . Shift+*
Move to next nav panel and make active‡ . .Ctrl+Tab
‡when focus is anywhere in navigation pane
Collapse selected bookmark . . . ./
Move focus to next item in nav panel . . . .↓
Move focus to prev item in nav panel . . . .↑
Expand the current bookmark* . . . .↻ or Shift+plus
Collapse the current bookmark* . . . .↺ or minus
*with the focus on Bookmarks panel

Navigating the Help window

Open Help window F1
Close Help window . . . . .Ctrl+W or Alt+F4
Move back previously opened topic. . . . . . . .Alt+↺
Move forward to next topic . . . . .Alt+↻
Move to next pane . . . . .Ctrl+Tab
Move to previous pane . . . . .Shift+Ctrl+Tab
Move focus to the next link within a pane . . . . . . Tab
Move focus to previous link in a pane . . . . .Shift+Tab
Activate highlighted link. . . . . .Enter

Accessibility

Quick Check tool. . . . . .Shift+Ctrl+6
Change reading settings current doc. . .Shift+Ctrl+5
Reflow tagged PDF; return to unreflowed view . .Ctrl+4
Activate Read Out Loud. . . . . .Shift+Ctrl+Y
Deactivate Read Out Loud. . . . . .Shift+Ctrl+Y
Read only current page out loud . . . . . .Shift+Ctrl+V
Read from current page to end of doc. .Shift+Ctrl+B
Pause reading out loud . . . . .Shift+Ctrl+C
Stop reading out loud . . . . .Shift+Ctrl+E

FIND AND SEARCH
SAVE SEARCH
HEADER AND FOOTER
BATES NUMBERING
MULTIMEDIA

COLLABORATION

COMPARE DOCUMENTS
REVIEW COMPARISONS
COMMENTS
HIGHLIGHT TOOL
ATTACH FILE
AUDIO COMMENTS
STAMPS
TEXT EDITS
DRAWING MARKUPS
INITIATE SHARED REVIEW
PARTICIPATE IN SHARED REVIEW
TRACK SHARED REVIEWS
SHOW COMMENTS LIST
MANAGE AND MERGE COMMENTS
EXPORT COMMENTS TO WORD

DOCUMENT SECURITY

REMOVE HIDDEN INFORMATION
SANITIZE DOCUMENT
EXAMINE ALL FILES
REDACTION
REDACTION PROPERTIES
MARK FOR REDACTION
SEARCH AND REMOVE TEXT
REDACT ENTIRE PAGE(S)
APPLY REDACTIONS
DOCUMENT PROTECTION
DIGITAL SIGNATURE

FORMS

CREATE FORM
EDIT FORM

DISTRIBUTE FORM
ADOBE FORMS CENTRAL

ACTION WIZARD

RUN AN ACTION
CREATE NEW ACTION
COPY ACTION
EDIT ACTION
RENAME ACTION
SHARE ACTION
DELETE ACTION

APPLICATION OVERVIEW
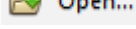
To display the Welcome Screen

1. Launch Adobe Acrobat X from the Start Menu or a desktop shortcut, without selecting a specific file to open.
2. The Welcome Screen cannot be disabled and will always display when no active file is open.

To open a Recent File using the Welcome Screen

1. Click on the file name in the Recent File list on the Welcome Screen.

2. If the file name is not displayed on the Recent File list, click on and browse to the desired location.

To perform a task using the Welcome Screen

1. Select a shortcut from the **Getting Started** pane.
2. The following workflows are available from this pane:

   Create PDF

   Create PDF Portfolio

   Combine Files into PDF

   Create PDF Form or Online Form

   Share Files Using SendNow Online

MENUS

The number of menus and submenus has been dramatically reduced from prior versions of Acrobat.

To use the tools on the File menu

1. Click the File menu (**Alt + F**).
2. The following options are available:

   Open – browses to a PDF file to open; or browses to a non-PDF file and converts and opens.

   Create – creates a PDF from an existing electronic file, from an attached scanner, from a web page, or from the Clipboard contents; combines multiple files into a single PDF; runs a batch process to create multiple PDF files; creates a PDF form or on-line form; or creates a PDF Portfolio.

   Save – saves changes to the active file.

Save As – saves the active file with a new name; create a Reduced Size PDF; create a Certified PDF; create a Reader Extended PDF; save an Optimized PDF; save the file as an Image, MS Word or a Spreadsheet file; or one of the additional options, such as PDF/A, Rich Text Format, HTML, XML or Plain Text.

Share Files Using SendNow Online – requires a subscription with Adobe© SendNow, a paid service.

Attach to Email – adds the selected file(s) to a message using the default mail handler.

Action Wizard – creates, edits or launches multi-step Actions to streamline workflows.

Revert – recovers the last saved version of the document.

Close – closes the current file.

Properties – displays the Document Properties dialog box.

Print – opens the Print dialog box.

To use the tools on the Edit menu

1. Click the Edit menu (**Alt + E**).
2. The following options are available:

   Undo – removes the previous edit.

   Redo – reapplies edits removed using Undo.

   Cut – moves the selection to the Clipboard.

   Copy – copies the selection to the Clipboard.

   Paste – pastes the Cut or Copied content from the Clipboard.

   Delete – deletes selection when using fill-in forms or the Typewriter tool.

   Select All – selects all content in the file.

   Deselect All – deselects any selected content.

   Copy File to Clipboard – copies the entire file to the Clipboard.

   Take a Snapshot – copies a user-defined range to the Clipboard.

   Check Spelling – checks the spelling on editable text.

   Look Up Selected Word – launches an on-line dictionary.

   Find – opens the Find dialog to search within the current file.

   Advanced Search – opens the Advanced Search dialog to perform a search on the open or other files.

Preferences – opens the Preferences dialog to control default settings for Acrobat.

To use the tools on the View menu

1. Click the View menu (**Alt + V**).
2. The following options are available:

Rotate View – displays a submenu to choose to rotate the current file clockwise or counterclockwise.

Page Navigation – displays a submenu of options for navigating through the file.

Page Display – displays a submenu of options for the current display, including enabling automatic scrolling and displaying Two Page View.

Zoom – displays a submenu with Zoom tools, including Fit to Width or Actual Size, Pan & Zoom, the Loupe Tool (to magnify the selected content in a separate window), and the Reflow tool, which reformats all text into a single column to quickly view how it will display on a web page or mobile device.

Tools – allows you to quickly display one of the panels in the Tools pane.

Comment – allows you to quickly display one of the panels in the Comment pane.

Share – allows you to quickly display one of the panels in the Share pane.

Show/Hide – displays a submenu of interface elements, such as toolbars and menus, that can be hidden or displayed.

Read Mode – displays the current document in Read Mode, hiding toolbars and task panes, with a floating navigation bar for ease of reading on screen.

Full Screen Mode – displays the current document in Full Screen Mode, with no menus, toolbars, task panes or navigation bar. Press **Esc** to return to regular view.

Read Out Loud – displays a submenu of tools to activate and control the Read Out Loud feature.

Compare Documents – launches the Compare Documents dialog to perform a comparison of two PDF documents.

To use the tools on the Window menu

1. Click the Window menu (**Alt + W**).
2. The following options are available:
   New Window – opens a copy of the current file in a new window.

Cascade – displays all open Acrobat windows in a layered format.

Tile – offers the options of displaying the open Acrobat windows horizontally or vertically.

Minimize All Windows – minimizes all open Acrobat windows to the taskbar.

Split – displays two copies of the same document in an open window to permit navigation to two places in the same file.

Spreadsheet Split – displays the active document in four quadrants, which may be resized or rearranged, to allow for navigation to various portions of the document. This is designed for working with a file that has column and row information that can remain on-screen while navigating through the contents.

Remove Split – removes the current split display, if any.

To hide the Menu bar using the menu method

1. Click the View menu (**Alt + V**).
2. Choose **Show/Hide**.
3. Select **Menu Bar**.

To hide the Menu bar using keystrokes

1. Press **F9** on the keyboard.

To restore the Menu bar after hiding
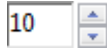
1. Press **F9** on the keyboard.

DOCUMENT PREFERENCES

To restore the last view when reopening documents

1. Click the **Edit** menu in Acrobat X.
2. Choose **Preferences** (or press **Ctrl + K**).
3. Select **Documents** from the **Categories:** pane.
4. Place a checkmark next to **Restore last view settings when reopening documents**.
5. Click **OK**.

To change the number of recently opened documents that display in the Organizer History on the File menu

1. Click the **Edit** menu in Acrobat X.
2. Choose **Preferences** (or press **Ctrl + K**).
3. Select **Documents** from the **Categories:** pane.
4. Change the **Documents in recently used list:** by typing a new value or using the up or down arrows 10 .
5. Click **OK**.

To automatically save a timed backup of the current file

1. Click the **Edit** menu in Acrobat X.
2. Choose **Preferences** (or press **Ctrl + K**).
3. Select **Documents** from the **Categories:** pane.
4. Place a checkmark next to **Automatically save document changes to temporary file every:** and type the number of minutes between saves.
5. Click **OK**.

To automatically examine documents for hidden data

1. Click the **Edit** menu in Acrobat X.
2. Choose **Preferences** (or press **Ctrl + K**).
3. Select **Documents** from the **Categories:** pane.

4. Place a checkmark next to **Examine document when closing document** and/or **Examine document when sending document by email**.
5. Click **OK**.

To automatically rename a Redacted version of a file

1. Click the **Edit** menu in Acrobat X.
2. Choose **Preferences** (or press **Ctrl + K**).
3. Select **Documents** from the **Categories:** pane.
4. Place a checkmark next to **Adjust file name when saving applied redaction marks**.
5. Type a default **Prefix** and/or **Suffix** for all redacted file names.
6. Click **OK**.

GENERAL PREFERENCES

To zoom using the mouse wheel

1. Click the **Edit** menu in Acrobat X.
2. Choose **Preferences** (or press **Ctrl + K**).
3. Select **General** from the **Categories:** pane.
4. Place a checkmark next to **Make Hand tool use mouse-wheel zooming**.
5. Click **OK**.
6. Press down on the mouse wheel and rotate up or down to zoom in or out.

TOOLBARS

To use the Quick Tools toolbar

1. Click on one of the shortcut buttons to launch a command.
2. If additional options are available, a drop-down appears and a menu of choices appears.

To customize the toolbar using the menu method

1. Click the View menu (**Alt + V**).
2. Choose **Show/Hide**.
3. Select **Toolbar Items**.
4. Select a category from the submenu.
5. Select or deselect an item from the list.
6. As the toolbar area grows, additional shortcuts can be found by clicking the down-arrow to display more commands.

To customize the toolbars using the right-click method

1. Right-click anywhere on the toolbar.
2. Select a category above the separator line.
3. Select or deselect an item from the submenu.
4. All items with checkmarks will appear on the toolbar.
5. As the toolbar area grows, additional shortcuts can be found by clicking the down-arrow to display more commands.

To customize the toolbars using the Customize Quick Tools icon

1. Click the Customize Quick Tools icon ⚙ on the Quick Tools toolbar.

2. Add commands from the left-hand pane by expanding a category and selecting an individual command.

3. Press the Add button ▶ to include the command in the right-hand pane (Quick Tools to Show:).

4. Click **OK**.

To reorder commands on the Quick Tools toolbar

1. Click the Customize Quick Tools icon ⚙ on the Quick Tools toolbar.
2. Highlight an item in the Quick Tools to Show: pane.
3. Click the Move Up ▲ or Move Down ▼ button to change the order of the commands.
4. Click **OK**.

To create groups on the Quick Tools toolbar

1. Click the Customize Quick Tools icon ⚙ on the Quick Tools toolbar.

2. Click on the Insert Separator icon 📷.

3. Use the Move Up ▲ or Move Down ▼ button to place the separator in the desired location.

4. Add commands to the new group using one of the methods described above.

To customize the Quick Tools toolbar using the drag and drop method

1. Launch the **Tools** task pane by clicking on the **Tools** button.
2. Hover over a command until a double-dashed vertical line appears next to the name.
3. Single-click with the mouse and drag the command onto the Quick Tools toolbar.
4. Release when the mouse displays a + sign.

To customize the Quick Tools toolbar using the right-click method from the task pane

1. Launch the **Tools** task pane by clicking on the Show Tools pane button **Tools**.

2. Right-click on a command.
3. Select **Add to Quick Tools**.

TASK PANES

To display a task pane

1. Click on the **Tools**, **Comment**, or **Share** task pane launcher.

To close a task pane

1. Click again on the **Tools**, **Comment**, or **Share** task pane launcher.

2. **Or**, click the **Options Flyout** ▦▾ in the upper-right corner of the Tools or Comment task pane and choose **Close Pane** from the menu.

To customize the panel display

1. Click the **Options Flyout** ▦▾ in the upper-right corner of the Tools or Comment task pane.
2. Select or deselect panels from the list.
3. All items with checkmarks will appear in the list of available panels when the task pane is launched.

To expand a panel and display commands

1. Click on the **Tools** or **Comment** task pane launcher.
2. Click on the expand button ▶ next to a category name.
3. A list of available commands is displayed.
4. If additional options are available, a down-arrow ▼ is displayed. Click this arrow to display a menu of related commands.

To collapse a panel

1. Click on the down-arrow ▼ to the left of a category name.
2. All commands are collapsed into the category name.

To display multiple panels at one time

1. Click the **Options Flyout** ▦▾ in the upper-right corner of the Tools or Comment task pane.
2. Select **Allow Multiple Panels Open**.
3. Click on the expand button ▶ next to each category name that you wish to display.

PAGE NAVIGATION

To navigate using the Toolbar

1. If the **Page Navigation Toolbar** is not displayed, select the **View** menu and choose **Page Navigation**.
2. To move to the next page, click on ⬇.
3. To move to the previous page, click on ⬆.
4. To move to a specific page, type the page number in the ☐ / 5 box.

To navigate using the keyboard

1. Press the **Page Up** or **Page Down** key to move up or down one screen at a time.
2. Press **Ctrl + Page Up** or **Ctrl + Page Down** to move to the top of the previous or next page.

3. Press the **Home** key to move to the top of the file.
4. Press the **End** key to move to the bottom of the file.

To navigate using the menu

1. Click on the **View** menu.
2. Choose **Page Navigation**.
3. Select from **First Page**, **Previous Page**, **Next Page**, **Last Page**, or **Page**.
4. When selecting **Page**, the Go To Page dialog opens.
5. Type the page number.
6. Click on **OK**.

To navigate using Page Thumbnails

1. Click on ▤ to open the Page Thumbnails pane.
2. Click on the thumbnail of a page to move to that location.
3. The highlighted box on the thumbnail image corresponds to the area being displayed in the document pane.

READ MODE

To view the current file in Read Mode

1. Click on the View File in Read Mode icon ↗ in the upper-right corner of the application.
2. Toolbars and task panes are hidden and a floating toolbar appears:

   ▤ 🖨 | ⬆ 🔽 2 / 87 | − + | ⊗

3. The floating toolbar only appears if the cursor is positioned in direct proximity to it. By default it is located at the bottom-center of the window.

To move the floating toolbar

1. Hover the mouse pointer near the current location of the floating toolbar until the pointer turns into a black arrow ▶.
2. Click and drag the floating toolbar to the desired location.
3. Navigate away from the toolbar and it will disappear.

To navigate while in Read Mode

1. Click on the up- ⬆ or down-arrow 🔽 on the floating toolbar.
2. **Or**, type a page number in the **Go to a specific page** box 2 / 87 (**Ctrl + Shift + N**).
3. **Or**, use the keyboard shortcuts **Page Up**, **Page Dn**, **+**, or **-**.
4. **Or**, click on the View menu and select from the Page Navigation options.

To zoom in or out while in Read Mode

1. Click on the − ▬ or + ✚ icons on the floating toolbar.
2. **Or**, click on the View menu and select from the Zoom options.

To save while in Read Mode

1. Press the Save icon ![save icon] on the floating toolbar.
2. **Or**, click on the File menu and select **Save**.

To print while in Read Mode

1. Press the Print icon ![print icon] on the floating toolbar.
2. **Or**, click on the File menu and select **Print**.

To close Read Mode

1. Press the Close icon ![close icon] on the floating toolbar.
2. **Or**, press the Esc key on the keyboard.
3. **Or**, click on the View menu and deselect Read Mode (**Ctrl + H**).

CREATE PDF FILES

CREATE PDF FROM MENU-BASED APPLICATION

To create a PDF using the Menu Method

1. Open the file in the native application.
2. Select the **Adobe PDF** menu.
3. Choose **Convert to Adobe PDF**.
4. Update the **File Name** and **Save In** location
5. Click on **Save**.

To create a PDF using the One-Click Button Method

1. Open the file in the native application.
2. Click on .
3. Update the File Name and Save In location.
4. Click on **Save**.

To create a PDF using the Print to PDF With Printer Driver Method

1. Open the file in the native application.
2. Select the **File** menu.
3. Choose **Print**.
4. Click on the **Printer Name** drop-down and choose **Adobe PDF**.
5. Make any desired selections from the **Print Dialog** and click on **OK**.

To create a PDF and Send For Review using the Menu Method

1. Open the file in the native application.
2. Select the **Adobe PDF** menu.
3. Choose **Convert to Adobe PDF and Send for Review**.
4. Update the **File Name** and **Save In** location and click on **Save**.
5. When the wizard begins, highlight the file to send for review and click on **Next**.
6. **Invite Reviewers** by typing in the e-mail address(es) or selecting from an address book and click on **Next**.
7. Preview the e-mail invitation and make any modifications needed.
8. Click on **Send Invitation**.
9. After the reviewer has made comments and returns the file, open the attachment from your e-mail In Box.
10. Click on **Yes** to merge the reviewer's comments into the original file; click on **No, open this copy only** to open a copy of the original file.

To create a PDF and Send For Review using the One-Click Button Method

1. Open the file in the native application.
2. Click on .
3. Update the **File Name** and **Save In** location and click on **Save**.

4. When the wizard begins, highlight the file to send for review and click on **Next**.
5. **Invite Reviewers** by typing in the e-mail address(es) or selecting from an address book and click on **Next**.
6. Preview the e-mail invitation and make any modifications needed.
7. Click on **Send Invitation**.
8. After the reviewer has made comments and returns the file, open the attachment from your e-mail In Box.
9. Click on **Yes** to merge the reviewer's comments into the original file; click on **No, open this copy only** to open a copy of the original file.

CREATE PDF FROM WORD/EXCEL/POWERPOINT 2007

To create a PDF using the Office button

1. Open the file in the native application.
2. Click on the Office button .
3. Hover the mouse pointer over the **Save As** command.
4. Select **Adobe PDF**.
5. Click on **Convert to PDF**.

CREATE PDF FROM OFFICE 2010

To create a PDF using the File menu/Backstage View

1. Open the file in the native application.
2. Click on the File tab.
3. Click on **Save & Send**.
4. Select **Create Adobe PDF**.

CREATE A PDF MAIL MERGE

To merge Word data into individual PDF files

1. Set up your Mail Merge by creating the form document and the recipient list in Word.
2. In Word 2003 and below, select **Mail Merge** from the **Adobe PDF** menu.
3. In Word 2007 and above, select from the **Create and Email** group on the **Acrobat** tab of the Ribbon.
4. Select the **Record range** in the **Acrobat PDFMaker - Mail Merge** dialog.
5. Specify a **PDF File Name**.
6. If desired, choose **Automatically send Adobe PDF files by Email** and customize the **To:**, **Subject line**, and **Message** blocks.

7. Click **OK**.

CREATE PDF WITHOUT OPENING THE ORIGINAL FILE

To create a PDF from any removable or hard drive location

1. Select **My Computer**; or **right-click** on the **Start** menu and choose **Explore** (or, **Open Windows Explorer** in Windows 7).
2. Navigate to the folder containing the file(s) to be converted.
3. Select the file name; use **CTRL-Click** to select additional files.
4. **Right-click** on the file name(s).
5. Select **Convert to Adobe PDF**.
6. Update the **File Name** and **Save In** location and click on **Save**.
   Note: Only compatible file types will convert.

CONVERT ELECTRONIC FILE TO PDF WITHIN ACROBAT

To create a PDF version of an electronic file from within Acrobat

1. Click on **Create PDF** from the Acrobat Welcome Screen.
2. **Or**, select the **File** menu and choose **Create PDF**.
3. **Or**, click on **Create** from the toolbar and choose **PDF from File**.
4. Browse to the location of the file to convert.
5. Click on **Open**.
6. Adobe launches the original application and converts the file using the default Conversion Settings stored with that application.
7. The converted file opens in Acrobat.

CREATE PDF FROM WEBSITE

To create a PDF version of a website from within Acrobat
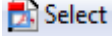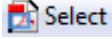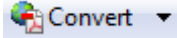
1. Select the **File** menu.
2. Choose **Create PDF**.
3. **Or**, click **Create** from the toolbar.
4. Select **PDF From Web Page** (or press **Shift + Ctrl + O**).
5. Type or paste the URL or select the **Browse** button to select the website.
6. Click **Capture Multiple Levels** to select linked pages.
7. Indicate the number of levels to include or select **Get entire site**.

   Note: Selecting **Get entire site** for a large website such as Amazon.com may require a substantial amount of time and storage space and may crash your PC.

8. You may select to **Stay on same path** and/or **Stay on same server** to avoid following links that are stored on other paths or servers.
9. Click **Create**.

To create a PDF file from a website from a web browser

1. Launch the site you wish to capture.

2. Select the **Adobe PDF Toolbar**, if it is not already displayed.
3. Click the **Select** button.
4. Begin clicking on areas of the website you want to convert to PDF. Before selecting an area, a box of red dots will appear. Once you have selected the block of content, the dots will appear as blue.
5. Click the **Select** button again to turn off the Select feature.
6. Click on **Convert** ▼ to automatically convert selected content to PDF.
7. Click the drop-down arrow to make additional selections from the menu.

ACCESS THE CONVERSION SETTINGS/PREFERENCES

To access the Create PDF Options in Office 2003 and Outlook 2007

1. Click on the **Adobe PDF** menu.
2. Choose **Change Conversion Settings**.
3. Click on the **Conversion Settings** drop-down from the **Settings** tab.
4. Select an option from the list.

To access the Create PDF Options in Word, PowerPoint and Excel 2007 and Office 2010

1. Click on the **Acrobat** tab.

2. Click on **Preferences** from the Create Adobe PDF group of the Acrobat Ribbon.

ADD SECURITY

To add password security to open a PDF document

1. Follow the steps for accessing the conversion settings/preferences, above.
2. Click on the **Security** tab.
3. Check **Require a password to open the document**.
4. Type a password in the **Document Open Password** box.
5. Retype the password in the confirmation dialog box.

To restrict editing or printing of a PDF document

1. Follow the steps for accessing the conversion settings/preferences, above.
2. Click on the **Security** tab.
3. Click the box under **Permissions**.
4. Type a password in the **Change Permissions Password** box.
5. Choose a printing option: **Not Allowed, High Resolution** or **Low Resolution**.
6. Make a selection from the **Changes Allowed** drop-down:

   None—no editing of the PDF file is permitted.

   Inserting, Deleting and Rotating of Pages – the recipient may replace or rotate existing PDF pages.

   Filling in of form fields and signing – the recipient may move through the PDF file to fill in form fields and apply a digital signature only.

Commenting, filling in of form fields, and signing – the recipient may use the Comment and Markup tools in addition to the permissions noted above.

Any except extracting of pages – the recipient may use all available Acrobat tools, but may not remove pages from the file.

7. Click on **OK**.
8. Retype the password when prompted.

CONVERT WORD FEATURES

To automatically convert Word comments to notes in PDF

1. Click on the **Word** tab.
2. Place a checkmark next to Convert displayed comments to notes in Adobe PDF.
3. Click on **OK**.

To automatically convert Word features to links

1. Click on the **Word** tab.
2. Place a checkmark next to the item(s) to be converted to links.
3. Click on **OK**.

To automatically convert Word features to Bookmarks in PDF

1. Click on the Bookmarks tab.
2. Place a checkmark next to the item(s) to be converted to Bookmarks:

   Convert Word Headings to Bookmarks – converts Headings 1 through 9 to Bookmarks in the PDF file.

   Convert Word Styles to Bookmarks – converts all applied Styles to Bookmarks in the PDF file.

   Convert Word Bookmarks – converts all Bookmarks in the original Word file to Bookmarks in the PDF file.

3. Place a checkmark next to individual Style names to convert them to Bookmarks.
4. Deselect any checked items that should not have a corresponding Bookmark created in the PDF file.
5. Click on **OK**.
6. Click on **OK**.

NOTE: All Preferences changed in the native application become the default conversion options for any of the "Convert to PDF" methods described above.

CREATE PDF FROM SCANNER

To create a PDF from hard copy using a connected scanner

1. Select the **File** menu.
2. Choose **Create PDF**.
3. **Or**, click ![Create] from the toolbar.
4. Choose **PDF from Scanner** to display a submenu.
5. Choose one of the Presets from the list.

To customize the scanner presets

1. Select the **File** menu.
2. Choose **Create PDF**.
3. **Or**, click ![Create] from the toolbar.
4. Choose **PDF from Scanner** to display a submenu.
5. Select **Configure Presets**.
6. Click in the **Presets** drop-down to select an option.
7. Make changes to the Input and Document Settings.
8. Click on **Save**.
9. The next time that Preset is selected, the new defaults will be applied.

CREATE PDF FROM CLIPBOARD

To create a PDF file from the contents of the clipboard

1. Select the **File** menu.
2. Choose **Create PDF**.
3. **Or**, click ![Create] from the toolbar.
4. Select **PDF From Clipboard**.
5. The contents of the clipboard are automatically placed into a new PDF file.

RETURN TO MAIN MENU
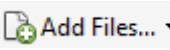
COMBINE FILES

SELECT FILES TO COMBINE INTO A SINGLE PDF

To select multiple files for inclusion into a single PDF file from within Acrobat

1. Select the **File** menu, choose **Create** and select **Combine Files into a Single PDF…**
2. **Or**, click [Create ▼] from the toolbar.
3. **Combine Files into a Single PDF…**
4. Click on [Add Files... ▼] to display the **Add Files** menu.
5. Choose **Add Files** to select individual files in their current format.
6. Browse to the location of the desired content.
7. Select the file or press **Ctrl-Click** to select multiple files and click **Add Files**.
8. Choose **Add Folders** to select all of the contents of specific folder. Note, only files that are in a compatible file format will be converted using this method.
9. Choose **Reuse Files** to select recently selected files or folders.
10. Choose **Add Open Files** to include currently open PDF files.
11. Alternatively, you may use **Drag and Drop** to select files from any folder location to place them in the list.

To select multiple files for inclusion into a single PDF from outside of Acrobat

1. Explore to the saved file location.
2. Press **Ctrl + Click** to select multiple files in the same folder.
3. **Right-click** on the selected file(s).
4. Select **Combine Supported Files in Acrobat…**
5. All compatible files are displayed in the Combine Files pane.
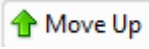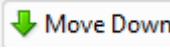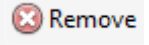
To add an entire folder to a single PDF file

1. Explore to the desired folder.
2. **Right-click** on the folder name.
3. Select **Combine Supported Files in Acrobat…**
4. All compatible files stored in the selected folder are listed individually in the Combine Files pane.

ARRANGE FILES IN THE COMBINED PDF
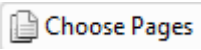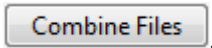
To arrange the selected files in the order in which they should appear in the new PDF file

1. Click on a file name in the Combine Files pane, or **Ctrl-Click** to select multiple files.
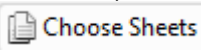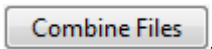
2. Select [⬆ Move Up] or [⬇ Move Down] to reorder the selected file(s).

3. Select [✖ Remove] to delete the file(s) from the list.

SELECT PORTIONS OF FILES
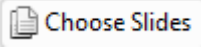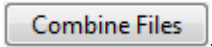
To include or exclude specific pages from a Word or PDF document

1. Click on the Word or PDF document in the Add Files pane.
2. Click on [Choose Pages].
3. A preview of the document is displayed.
4. Select the Page Range by typing the desired page numbers in the **Pages:** box.
5. Type individual pages, separated by a comma, and/or type a page range separated by a hyphen. Do not include spaces. E.g., **1,3,8-14,22**.
6. Click **OK**.
7. Press [Combine Files].

To include or exclude specific sheets from an Excel file
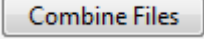
1. Click on the Excel spreadsheet in the Add Files pane.
2. Click on [Choose Sheets].
3. The **Preview and Select Sheets** dialog opens.
4. Click a worksheet to select it for inclusion in the combined file.
5. Use the **Move Up** and/or **Move Down** buttons to determine the order of each sheet in the combined PDF file.
6. Click **OK**.
7. Press [Combine Files].

To include or exclude specific slides from a PowerPoint file

1. Click on the PowerPoint file in the Add Files pane.
2. Click on [Choose Slides].
3. The **Preview and Select Slides** dialog opens.
4. Indicate the Range of slides to be included in the combined file.
5. Use the **Move Up** and/or **Move Down** buttons to determine the order of each sheet in the combined PDF file.
6. Click **OK**.
7. Press [Combine Files].

COMBINE FILES

To create the PDF file

1. After selecting the files and clicking on **Combine Files** , the files will be opened in their native application(s), if applicable, and converted to PDF.
2. The **Merging Files** pane will update as each file is converted.
3. Check the **Warnings/Errors** area of the **Combine** pane to verify that all files were successfully converted and/or combined.
4. The combined PDF file will open in Acrobat with a display name of "Binder" followed by a number.
5. Click on **File** and then **Save** (or, press **Ctrl + S**) to rename the combined file or to select a location for the file. The combined file is not saved automatically.
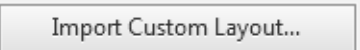
PORTFOLIOS

CREATE A PDF PORTFOLIO

To create a PDF portfolio
1. Select the **File** menu, choose **Create** and select **PDF Portfolio**.
2. **Or**, select [Create ▾] and select **PDF Portfolio**.
3. **Or**, click on [Create PDF Portfolio] from the Acrobat Welcome Screen.

To select a portfolio layout
1. After creating the portfolio, choose a layout from the list of provided options.
2. **Or**, click on [Import Custom Layout...].
3. The preview pane displays a sample of the selected layout.
4. Click [Finish] to proceed to a blank portfolio.

   Note: The Portfolio Welcome Screen, introduced in Acrobat 9, is not supported in Acrobat X.

To add files when creating the portfolio

1. After creating the portfolio, click on [Add Files].
2. Browse to the location of the file(s) to be included in the portfolio.
3. Select the file(s) and click on **Open**.

To add files after the portfolio has been created

1. Expand the [▸ Add Content] panel.
2. Choose to **Add Files**, **Add Folder**, or **Add Web Content**.
3. Browse to the location of the file(s) to be included in the portfolio.
4. Select the file(s) and click on **Open**.

To add files using Drag and Drop
1. Create a portfolio using the steps above.
2. Open another window which contains the file(s) you wish to include in the Portfolio.
3. Using the mouse, click and drag the file(s) into the Portfolio window and release.

   Note: You must be in Layout view to drag and drop files into the Portfolio.

To save or rename a Portfolio

1. Click [💾] to launch the **Save As** dialog box.

PREVIEW FILES

To preview a file contained in a Portfolio
1. Double-click on a file in the Layout view.
2. An enlarged view of the current file is displayed .

To extract a file from a Portfolio
1. Hover the mouse pointer over the bottom-center of the file preview to display a floating toolbar.
2. Click on [⬇] to extract the active file.
3. Indicate a file name and location for the extracted file.
4. Select **Save**.

To show the info view on a file in a Portfolio
1. Hover the mouse pointer over the bottom-center of the file preview to display a floating toolbar.
2. Click on [ⓘ].
3. The file name, size, date modified and other information is displayed.

To close the info view

1. Click on [✖] while in info view.

To open a previewed file in its original application

1. Click on [Open File ▸] in the upper-right corner of the preview window.
2. Make a selection from the advisory message and click **OK**.

To close the Preview view

1. Click the [✖] in the upper right corner of the previewed file.

FOLDERS

The use of Folders inside of a Portfolio will help organize the content.

To create a new folder within a Portfolio

1. Expand the **Add Content** panel on the Layout task pane.
2. Select **Create Folder**.
3. Enter a Name for the folder.
4. Click **OK**.

To move files into folders

1. If the file is already contained in the Portfolio, select the file with the mouse and drag it over the folder.
2. Release the mouse and the file is moved into the folder.

To edit the contents of a folder

1. **Double-click** on the folder.
2. Click on a file in the Folder and press **Delete** to remove it from the folder.
3. Use the **right-click** command to display an extensive menu of additional options.
4. Press [icon] to navigate back to the previous window.
5. Or, press [icon] to close the folder preview.

VISUAL THEMES

To apply a visual theme to a Portfolio

1. Expand the **Visual Themes** panel on the Layout task pane.
2. Select one of the default themes to apply it to the Portfolio; or, click on **Import Custom Theme…** and browse to the custom theme location.

To change a Portfolio's visual theme

1. Expand the **Visual Themes** panel on the Layout task pane.
2. The current visual theme is highlighted; select another theme from the list.

COLOR PALETTES

To change the Portfolio's color palette

1. Expand the **Color Palettes** panel on the Layout task pane.
2. The Current Palette is displayed at the top of the list.
3. Click on one of the available palettes to apply coordinated backgrounds, font colors, and borders.
4. Click on the **Create from Existing** button to define the Portfolio's Background, Border, Primary, Accent, and Text colors.

BACKGROUND

To customize the Portfolio Background color

1. Expand the **Background** panel on the Layout task pane.
2. Click the [icon] icon to select a background color.
3. Select the gradient style and intensity, if desired.

To apply a Background image

1. Expand the **Background** panel on the Layout task pane.
2. Click the **Background Image** drop-down.
3. **Choose New** to browse for a stored image; or select a previously applied image from the list.

PORTFOLIO PROPERTIES

To customize the Portfolio font

1. Display the Layout task pane.
2. The Portfolio Properties pane displays at the bottom of the list of available panels.
3. Click in the **Font** drop-down to select the default font.
4. The default font is applied to the Portfolio – this is the font used for displaying the file name(s) and Info screen(s).

To embed fonts in the Portfolio

1. Click the **Embed fonts** check box.
2. All fonts will be embedded in the portfolio, resulting in a larger file, but more consistent results for the recipients.

PORTFOLIO HEADER

To add a Portfolio header

1. Click in the blank area at the top of the Portfolio.
2. The Portfolio Properties pane is replaced with the Header Properties pane.

To apply a header template

1. Click in the **Templates** drop-down.
2. Select an item from the list to apply it.
3. Placeholders are added for the elements selected (text or images).

To set the header's background color

1. Click in the header area.
2. Click the [icon] icon in the **Background Color** area.
3. Click in the drop-down to select a solid or gradient fill.
4. Use the **Background Opacity** slider to control the background appearance.

To add header items

1. Click the [Add Image...] or [T Add Text] button in the Header Items panel of the Header Properties pane.
2. Depending on the item selected, click in the Properties area to anchor the image or text.

To customize header text

1. Double-click on the text box placeholder in the header.
2. Type or paste the contents of the text header.
3. Change the text properties from the Textfield properties pane.
4. Click away from the text box to apply the changes.

To resize header items

1. Click on an item in the header.
2. Click one of the corner or side handles and drag to resize.

To move a header item

1. Click on an item in the header.
2. Drag the item to the desired location.

To remove a header item

1. Click on an item in the header.
2. Select **Remove** from the Properties pane.

FILE DETAILS

To select the columns that display in Preview mode

1. Click on the **Details** task pane.
2. Place a checkmark next to each column you wish to display.
3. Deselect columns that you do not want to display.

To add custom columns

1. Type a name in the **Add a column** box.
2. Click in the column type drop-down and choose **Text**, **Number**, or **Date**.
3. Click the [+] icon to add the custom column.

To set the initial column sort

1. Change the **Initial Sort** order of the files in the Portfolio by clicking in the drop-down and choosing the Column heading on which to sort.

To view the file details in a list

1. Click the [Preview] button on the toolbar.
2. Click the [≣ Files] button on the toolbar.
3. The selected columns are displayed, sorted on the Initial Sort order.

To change the sort order of the default column

1. Click the [▼] button next to the column name to reverse the sort order.

To change the default column for sorting

1. Click the [Edit] button on the toolbar.
2. Select a different column name from the Initial Sort drop-down in the Details pane.

PREVIEW PORTFOLIO

To view the portfolio as it will appear when shared

1. Click the [Preview] button on the toolbar.
2. Click the [▦ Layout] button.

SHARE PORTFOLIO

To share the Portfolio using Adobe SendNow Online

1. Save the Portfolio (select the **File** menu and choose **Save Portfolio**, or press **Ctrl + S**).
2. Click on the **Share** task pane.
3. Select **Use Adobe SendNow Online**.
4. Click the **Add File** link and browse to the Portfolio.
5. Type an email address in the **To…** box; or click on the **To…** link to launch a list of contacts.
6. Type a **Subject** and **Message**.
7. Click on **Send Link**.
   Note: You must create an account to use this service.

To share the Portfolio by attaching to email

1. Save the Portfolio (select the **File** menu and choose **Save Portfolio**, or press **Ctrl + S**).
2. Click on the **Share** task pane.
3. Select **Attach to Email**.
4. Click the **Add File** link and browse to the Portfolio.
5. Type an email address in the **To…** box; or click on the **To…** link to launch a list of contacts.
6. Click on [Attach] to launch an email message with the Portfolio attached.
7. Address and send the message.

To share the Portfolio by saving

1. Select the **File** menu and choose **Save Portfolio** (or press **Ctrl + S**).
2. To select a new location for the Portfolio, select the **File** menu and choose **Save As** (or press **Shift + Ctrl + S**).
3. Indicate a shared location or removable drive.
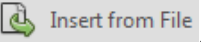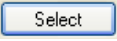
4. Distribute a link to or physical copy of the Portfolio; or, attach the Portfolio to a standard email message.

RETURN TO MAIN MENU

EDIT PDF FILES

INSERT PAGES INTO A PDF FILE

To add pages to a PDF file

1. Open the file into which you want to add other PDF page(s).
2. Click on the **Tools** task pane.
3. Click on **▸ Pages** to expand the panel.
4. Choose **Insert from File**.
5. Select the file which contains the page(s) you wish to insert.
6. Click on **Select**.
7. Indicate the desired placement for the inserted page(s).
8. Click on **OK**.
9. All pages of the inserted file are included. Use the steps below to delete specific pages if they are not needed.
10. **Save** the file.

CREATE BLANK PDF IN ACROBAT

To create a PDF from a blank page in Acrobat

1. Click on the **Tools** task pane.
2. Expand the **▸ Pages** panel.
3. Click on the drop-down arrow ▾ next to **More Insert Options**.
4. Select **Insert Blank Page** (or click **Shift + Ctrl + Q**).
5. To type onto the blank page, use the **Typewriter** tool as described below.

INSERT CLIPBOARD CONTENTS INTO A PDF FILE

To add the contents of the clipboard into the open PDF
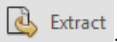
1. Open the file into which you want to add the contents of the clipboard.
2. Click on the **Tools** task pane.
3. Click on **▸ Pages** to expand the panel.
4. Click the **More Insert Options** drop-down.
5. Choose **Insert from Clipboard**.
6. Indicate the desired placement for the inserted content.
7. Click on **OK**.
8. **Save** the file.

REMOVE PAGES FROM A PDF FILE

To delete pages from a PDF file
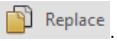
1. Open the PDF file which contains the page(s) to be deleted.
2. Click on the **Tools** task pane.
3. Click on **▸ Pages** to expand the panel.
4. Choose **Delete**.
5. Indicate the page(s) to delete.
6. Click on **OK**.
7. Press **Yes** to confirm the deletion.
8. **Save** the file.

To extract pages from a PDF file

1. Open the PDF file which contains the page(s) to be deleted.
2. Click on the **Tools** task pane.
3. Click on **▸ Pages** to expand the panel.
4. Choose **Extract**.
5. Indicate the page(s) to extract.
6. Place a checkmark next to **Delete Pages After Extracting** to remove them from the current file.
7. Place a checkmark next to **Extract Pages As Separate Files** to move each extracted page into its own PDF file.
8. Click on **OK**.
9. The extracted page(s) open in a new window.
10. The new file is named "**Pages from xxx**" (where xxx is the original PDF file name).
11. Rename, if desired.

REPLACE PAGES IN A PDF FILE

To replace PDF pages with those from another PDF file

1. Open the file into which you want to add other PDF page(s).
2. Click on the **Tools** task pane.
3. Click on **▸ Pages** to expand the panel.
4. Choose **Replace**.
5. Select the file which contains the page(s) you wish to insert.
6. Indicate the pages to be replaced in the **Original File**.
7. Indicate the pages with which to replace them from the **Replacement File**.

8. Click on **OK**.
9. Press **Yes** to confirm the deletion
10. **Save** the file.

CROP PDF CONTENT

Cropping a PDF does not reduce the file size because information is merely hidden, not discarded.

To crop empty areas around a page

1. Click on the **Tools** task pane.
2. Click on **▸ Pages** to expand the panel.
3. Choose **Crop**.
4. Draw a rectangle on the page you want to crop.
5. Double-click inside the rectangle to open the **Set Page Boxes** dialog.
6. Under Margin Controls, select **Remove White Margins**.
7. Click on **OK**.

To crop one or more pages

1. Click on the **Tools** task pane.
2. Click on **▸ Pages** to expand the panel.
3. Choose **Crop**.
4. Double-click inside the rectangle to open the **Set Page Boxes** dialog.
5. In the pop-up menu in the upper left corner, leave **CropBox** selected.
6. Adjust values for the Margin Controls: Top, Bottom, Left, and Right.
7. As needed, specify **Page Range** settings.
8. Click on **OK**.
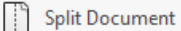
To undo cropping

1. Click on the **Tools** task pane.
2. Click on **▸ Pages** to expand the panel.
3. Choose **Crop**.
4. Double-click inside the rectangle to open the **Set Page Boxes** dialog.
5. Select **Set to Zero** to restore all margins for the currently active Margin Control (CropBox, ArtBox, TrimBox, or BleedBox).
6. Repeat for additional Margin Controls, if cropping was applied.
7. Click on **OK**.
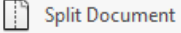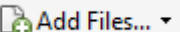
SPLIT A PDF FILE

To split one or more open PDF files

1. Open one of the PDF files to be split.
2. Click on the **Tools** task pane.
3. Click on **▸ Pages** to expand the panel.

4. Choose **Split Document**.
5. Specify the criteria desired for splitting the document:

   Number Of Pages -- Specify the maximum number of pages for each document in the split

   File Size -- Specify the maximum file size for each document in the split.

   Top-Level Bookmarks -- If the document contains bookmarks, this option will create one document for every top-level bookmark.

6. Click on **OK** to perform the split and click **OK** again to clear the status dialog.

To split PDF files from a blank Acrobat window

1. **Click on the Tools** task pane.
2. Click on **▸ Pages** to expand the panel.
3. Choose **Split Document**.
4. Click on **Add Files... ▾** in the **Split Documents** window.
5. Select the file(s) on which you want to perform the split. **Note:** All files must be in PDF format.
6. Or, you may use **Drag and Drop** to drag files into the **Split Documents** window.
7. Click **OK** when ready to perform the split.
8. Specify the criteria desired for splitting the document:
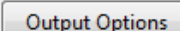
   Number Of Pages -- Specify the maximum number of pages for each document in the split

   File Size -- Specify the maximum file size for each document in the split.
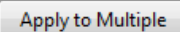
   Top-Level Bookmarks -- If the document contains bookmarks, this option will create one document for every top-level bookmark.

9. Click on **OK** to perform the split and click **OK** again to clear the status dialog.

To change the Split Document Options

1. Select the file(s) to be split, using one of the methods above.
2. In the **Split Document** dialog, click on **Output Options**.
3. To specify a target folder for the split files, select The **Same Folder Selected at Start** or **A Folder on My Computer**.
4. To specify file name preferences, choose one or more of the options in the **File Labeling** group.
5. Click **OK**.

To apply the split document options to multiple PDF files

1. Click on **Apply to Multiple** to apply the same split document preferences to multiple documents.
2. The **Split Documents** window opens and you may **Add Files** or **Folders**.
3. Click on **OK** to perform the split and click **OK** again to clear the status dialog.

EDIT CONTENT IN PDF FILES

To edit PDF text

Note: The file must be an "editable" PDF (either created from a supported file type or "recognized" using the tools on the ▸ Recognize Text panel of the Tools task pane).

1. Click on the Tools task pane.
2. Expand the ▸ Content panel.
3. Click the **Edit Document Text** command.
4. Click and drag the text you wish to edit. Selected text will be highlighted.
5. If the original fonts are not available, an advisory message will display. Click on **OK**.
6. Begin typing to replace the existing text.
7. Turn off text editing by clicking the **Select Object** button on the Content panel, or by clicking the selection tool on the toolbar.
8. **Save** the file.
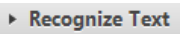
To insert text using the Typewriter tool

1. Click on the Tools task pane.
2. Expand the ▸ Content panel.
3. Click the **Add or Edit Text Box** command.
4. The Typewriter toolbar appears.
5. Position the mouse pointer at the location where the text is to be inserted and click.
6. Begin typing and the text is placed in a text box.
7. Turn off the Typewriter tool by clicking the **Select Object** button on the Content panel, or by clicking the selection tool on the toolbar; or close the Typewriter toolbar by clicking the "X" in the upper-right corner.

To make changes to the Typewriter tool defaults
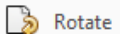
1. Display the Typewriter toolbar, as described in steps 1-4, above.
2. Position the mouse pointer at the location where the text is to be inserted and click.
3. Select one of the font size, line spacing, or text color shortcuts found on the toolbar in order to change the appearance of the typed text.
4. Click on the Font drop-down to select a different font.
5. Click on the Font Size drop-down to change the font size.
6. Begin typing the text into the new text box.
7. Turn off the Typewriter tool by clicking the **Select Object** button on the Content panel, or by clicking the selection tool on the toolbar; or close the Typewriter toolbar by clicking the "X" in the upper-right corner.

To edit PDF images
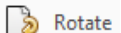
1. The file must be "editable" PDF (either created from a supported file type or "recognized" using the tools on the ▸ Recognize Text panel of the Tools task pane).
2. Click on the Tools task pane.
3. Expand the ▸ Content panel.
4. Click the **Edit Object** command.
5. Select the object by clicking on it.
6. Delete by pressing the **Delete** key, or drag to resize or reposition the object.
7. **Right-click** on the image for a menu of additional choices.
8. Choose **Place Image** to insert a new image at the selected location.

ROTATE PAGE(S)

To rotate the current page

1. Click on the Tools task pane.
2. Click on ▸ Pages to expand the panel.
3. Click on Rotate.
4. Select a **Direction** from the drop-down list.
5. Click on **OK**.

To rotate multiple pages

1. Click on the Tools task pane.
2. Click on ▸ Pages to expand the panel.
3. Click on Rotate.
4. Select a **Direction** from the drop-down list.
5. Indicate a **Page Range**.
6. Click on **OK**.

CONVERT PDF TO WORD OR EXCEL

To save a file to MS Word

1. Open the PDF file in Acrobat.
2. Click the **File** menu.
3. Select **Save As…**
4. Click on **Microsoft Word** to display the available file formats.
5. Select **Word Document** to save in the newer .docx format.
6. Select **Word 97-2003 Document** to save in the older .doc format.
7. Type a name and location in the **Save As** dialog box.
8. Click on **Save**.

To save a file to MS Excel

1. Open the PDF file in Acrobat.
2. Click the **File** menu.

3. Select **Save As...**
4. Click on **Spreadsheet** to display the available file formats.
5. Select **Microsoft Excel Workbook**.
6. Type a name and location in the **Save As** dialog box.
7. Click on **Save**.

COPY PDF IMAGE INTO OTHER APPLICATIONS

To insert PDF content as an image into another application

1. Open the PDF file which contains the content.
2. Select the **Edit** menu.
3. Choose **Take a Snapshot**.
4. Click and drag the mouse pointer in a rectangle surrounding the area to be copied.
5. Acrobat automatically copies the content to the Clipboard.
6. Open the application where the content is to be placed.
7. Select the **Edit** menu (or the **Paste** command on the Home tab in Office 2007/2010).
8. Choose **Paste Special...**
9. Click on **OK**.

INSERT PDF INTO OTHER APPLICATIONS

To insert a PDF page into another application

1. Open the application where the PDF content is to be placed.
2. Select the **Insert** menu (or the **Insert** tab in Office 2007/2010 applications).
3. Choose **Object**.
4. Select the **Create from File** tab.
5. Browse for and select the PDF file you wish to insert.
6. Click **Link to file** if you want the object to automatically update when the original PDF file is changed.
7. Click on **OK**.

RETURN TO MAIN MENU

DOCUMENT PROCESSING

BOOKMARKS

To navigate using Bookmarks

1. Click on to open the Bookmarks pane.
2. Click on a bookmark to move to that location in the file.

To expand the current Bookmark

1. Click on to open the Bookmarks pane.
2. Click on a Bookmark.
3. Click the icon to expand the current Bookmark.
4. **OR**, click on to expand the current Bookmark.
5. **OR**, click on the Options button and choose **Expand Current Bookmark**.

To set a new Destination for a Bookmark

1. Click in the file at the new location for the Bookmark.
2. Click on to open the Bookmarks pane.
3. Right-click on the Bookmark's name.
4. Choose **Set Destination**.
5. Click **Yes** to confirm.

To create a new Bookmark

1. Click on to open the Bookmarks pane.
2. Highlight the area in the PDF file that will serve as the Destination for the new Bookmark.
3. Click on .
4. The new Bookmark will either be named **Untitled** or will contain the text that was selected.
5. Edit the name, if necessary.

To rename a Bookmark

1. Click on to open the Bookmarks pane.
2. Right-click on the Bookmark's name.
3. Choose **Rename**.
4. Type a new name for the Bookmark.

To reorder Bookmarks

1. Click on to open the Bookmarks pane.
2. Click and drag a bookmark name.
3. The mouse pointer turns into a triangle followed by a dashed line while it is being dragged to a new location.
4. Release the mouse when the indicator is in the desired location.

WATERMARKS

To access the Add Watermark dialog

1. Click on the Tools task pane.
2. Click on Pages to expand the panel.
3. Click the Watermark drop-down.
4. Select **Add Watermark**.

To create a new text Watermark

1. Open the Add Watermark dialog, as described above.
2. Select the **Text** radio button.
3. Type the desired text in the text entry box.
4. Make selections in the Appearance and Position categories.
5. Click on **OK**.

To create an image Watermark

1. Open the Add Watermark dialog, as described above.
2. Select the **File** radio button.
3. Click the **Browse…** button to select the file.
   Note: only PDF, JPEG and BMP file formats may be used as Watermarks.
4. Make selections in the Appearance and Position categories.
5. Click on **OK**.

To save settings
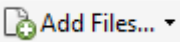
1. Create and format a Watermark using one of the methods above.
2. Click the **Save Settings…** button.
3. Type a name for the Save Settings.
4. Click on **OK**.

To apply a saved Watermark on the active file

1. Open the file on which to place the saved Watermark.
2. Open the Add Watermark dialog, as described above.
3. Click in the **Saved Settings** drop-down.

4. Choose a name from the list.
5. All saved properties are displayed.
6. Click on **OK** to apply to the current document.

To apply a saved Watermark on multiple documents
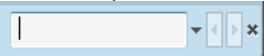
1. Open the Add Watermark dialog, as described above.
2. Click in the **Saved Settings** drop-down.
3. Choose a name from the list.
4. All saved properties are displayed.
5. Click on **Apply to Multiple**.
6. Select files by clicking on [Add Files... ▾].
7. Browse and select files.
8. Click on **OK**.
9. Make selections from the Output Options dialog and click on **OK**.

To specify page ranges for a Watermark

1. Apply a Watermark, using one of the methods above.
2. Click the **Page Range Options…** link.
3. Specify the page range for the Watermark placement.
4. Click on **OK**.

FIND AND SEARCH

To locate text using Find

1. Click on the **Edit** menu.
2. Select **Find** (or, press **Ctrl + F**).
3. Type the text in the [ ] box which opens at the top of the document window.
4. Press **Enter** or click on [▶] to jump to the first instance of the text.
5. Press [◀] to find the previous instance of the text.
6. Press [▶] to find the next instance of the text.

To close the Find dialog box

1. Click the [×] in the right-hand margin of the Find dialog box.

To locate text using Search

1. Click the [▾] next to the Find box.
2. Select **Open Full Acrobat Search…**
3. Indicate the word or phrase to search for.
4. Select the location and other specific search criteria.
5. Click on **Search**.
6. The Results pane displays all instances of the Search term.
7. Click on an entry in the Results pane to jump directly to that location.

SAVE SEARCH

To save a Search
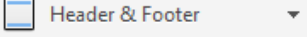
1. Locate all instances of the text using the Search feature described above.
2. Select the Save icon [💾 ▾] located next to the New Search button.
3. Choose to **Save Results as PDF** or **Save Results as CSV**.
4. Indicate a file name and location and click on **Save**.
5. The search results are saved for future reference.

To perform a New Search

1. After using the Search feature as described above, click the **New Search** button.
2. The Results pane disappears and the original Search dialog is displayed.
3. Indicate the word or phrase to search for.
4. Select the location and other specific search criteria.
5. Click on **Search**.

HEADER AND FOOTER

To add a Header and Footer

1. Click on the [Tools] task pane.
2. Click on [▸ Pages] to expand the panel.
3. Choose [Header & Footer ▾].
4. Select **Add Header & Footer…**
5. Click the **Page Number and Date Format…** link to define the numbering or date style(s).
6. Place the cursor in one of the Header or Footer locations: Left, Right or Center.
7. Click the **Insert Page Number** button to include automatic page numbering.
8. Click the **Insert Date** button to include a date stamp.
9. Place the cursor in any of the Header or Footer locations and type or paste custom text. Multiple lines of text entry may be entered in the placeholders.
10. Click on **OK**.
11. Examine the results in the Preview area.
12. If desired, change the **Font** or **Margins**; the preview automatically updates.
13. Click on **OK** to apply the settings to the current document, or click on **Apply to Multiple** to select additional documents for insertion of the selected Header and Footer settings.

To add a Header and Footer to a range of pages

1. Follow steps 1-9, above.
2. Click the **Page Range Options…** link.
3. Indicate the page range for the current settings.
4. Click on **OK**.

To customize the Header and Footer options

1. The **Preview** window at the bottom of the Add Header and Footer dialog displays the current settings for headers and footers.

2. Margins appear as dashed lines.
3. Change the margins, measured in inches from the edge of the paper, by clicking in the Top:, Bottom:, Left: or Right: dialog box and typing a new measurement; or, click the scroll buttons to adjust the margins.
4. Change the font and font size for the Header and Footer by selecting from the drop-downs.
5. Click on [U] to underline the Header or Footer information. Click again to toggle the underlining off.
6. Click on [■] to open the font color box and apply a different font color.
7. Click the **Appearance Options** link.
8. Place a checkmark to activate either or both options:

   Shrink document to avoid overwriting the document's text and graphics — reduces the original document's size (including existing headers and footers) to avoid placing the Header or Footer on top of existing content.

   Keep position and size of header/footer text constant when printing on different page sizes — the Header or Footer will be placed in the same location regardless of the original document's layout or paper size.

9. Click on **OK**.

To delete all Headers and Footers

1. Click on the Tools task pane.
2. Click on ▸ Pages to expand the panel.
3. Choose ▢ Header & Footer ▾ .
4. Select **Remove...**
5. Click on **Yes** to permanently remove the Header and Footer information.

BATES NUMBERING

To select files

1. Click on the Tools task pane.
2. Click on ▸ Pages to expand the panel.
3. Choose 0012 Bates Numbering ▾ .
4. Select **Add Bates Numbering...**
5. Click on ⟳ Add Files... ▾ to display the **Add Files** menu.
6. Choose **Add Files** to select individual files of compatible format (files do NOT need to be in PDF format to add them to the list).
7. Browse to the location of the desired content.
8. Click the **Add Files of Type** drop-down to select specific file formats.
9. Select the file or press **Ctrl + Click** to select multiple files and click **Add Files**.
10. Choose **Add Folders** to select all of the contents of specific folder. Note, only files that are in a compatible file format will be converted using this method.
11. Highlight the files to which Bates Numbering should be applied and click **Add**.
12. Bates Numbering will be applied to the files in order of appearance in the Bates Numbering pane.

13. Click on a file name.
14. Select ⬆ Move Up or ⬇ Move Down to reorder the selected file(s).
15. Select ⊗ Remove to delete the file(s) from the list.
16. Click **OK**.

To customize the Bates Numbering options

1. The **Preview** window at the bottom of the Add Header and Footer dialog displays the current settings for headers and footers.
2. Margins appear as dashed lines.
3. Change the margins, measured in inches from the edge of the paper, by clicking in the Top:, Bottom:, Left: or Right: dialog box and typing a new measurement; or, click the scroll buttons to adjust the margins.
4. Change the font and font size for the Bates Numbering by selecting from the drop-downs.
5. Click on [U] to underline the Bates Numbering information. Click again to toggle the underlining off.
6. Click on [■] to open the font color box and apply a different font color.
7. Click the **Appearance Options** link.
8. Place a checkmark to activate either or both options:

   Shrink document to avoid overwriting the document's text and graphics — reduces the original document's size (including existing headers and footers) to avoid placing the Bates Numbering on top of existing content.

   Keep position and size of header/footer text constant when printing on different page sizes — the Bates Numbering will be placed in the same location regardless of the original document's layout or paper size.

9. Click on **OK**.
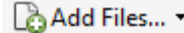
To insert Bates Numbering

1. Place the cursor in one of the Header or Footer locations: Left, Right or Center.
2. Click **Insert Bates Number...**
3. Insert the Number of Digits for the Bates Number (the value must be between 3 and 15).
4. Change the Start Number, if necessary.
5. Insert a Prefix or Suffix, if desired.
6. Click on **OK**.
7. Click on **OK** again to apply the numbering to all selected documents.
8. An advisory message displays the number of pages to which the automatic headers and/or footers have been applied.
9. Click **OK** again.

To remove Bates Numbering from an open document

1. Click on the Tools task pane.
2. Click on ▸ Pages to expand the panel.
3. Choose 0012 Bates Numbering ▾ .
4. Select **Remove...**
5. Click on **OK**.

To remove Bates Numbering from a set of documents

1. Close any open PDF documents.
2. Click on the **Tools** task pane.
3. Click on **▸ Pages** to expand the panel.
4. Choose **Bates Numbering** ▼ .
5. Select **Remove...**
6. Click on **Add Files...** ▼ to display the **Add Files** menu.
7. Choose **Add Files** to select individual files from which you want to remove Bates Numbering or other automatically applied Headers or Footers.
8. Click **OK**.
9. A results message displays.
10. Click on **OK** again.

MULTIMEDIA

To add multimedia to a PDF document

1. Click on the **Tools** task pane.
2. Expand the **▸ Content** panel.
3. Choose **Multimedia** ▼ .
4. Select the Video ⬛, Sound 🔊, SWF ◯, or 3D ⬙ tool.
5. Drag a rectangle or double-click on the area where you want the multimedia object to appear.
6. Type the file name or click on **Browse...** to insert a file; or, insert a URL that refers to a video file or streaming media.
7. The following are the most common file types that are directly compatible with Acrobat X: FLV, FV4, mp3, and SWF. Other file formats may need to be converted before being placed into a PDF file.
8. Three types of URL addresses may be inserted: RMTP, HTTP, and HTTPS.

To customize the multimedia options

1. Click the **Show Advanced Options** checkbox when inserting the file name.
2. Or, right-click on the multimedia object and choose **Properties**.
3. Make selections from the options found in the **Activation Settings** or **Appearance** groups on the Launch Settings tab.

To delete a multimedia object

1. Right-click the object to select it. A solid border appears.
2. Press the **Delete** key on the keyboard.

RETURN TO MAIN MENU

COLLABORATION

COMPARE DOCUMENTS

To compare two PDF documents
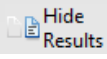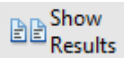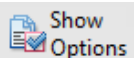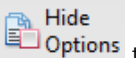
1. Select the **View** menu.
2. Choose **Compare Documents…**
3. Specify the two documents to be compared (**Compare (older document)** and **To (newer document)**).
4. If necessary, indicate the page range(s) for each document.
5. Indicate the **Document Description** that best describes the types of documents you are comparing.
6. Click **OK**.

REVIEW COMPARISONS

To display the Compare results

1. After running the comparison, a results document appears with the **Compare** panel open. The displayed document contains the name of the **NEW** document with a prefix of **[Compare New]**.
2. The first page of the **NEW** document contains a **Summary** of the comparison results.
3. A **Color Legend** appears in both the **NEW** and **OLD** documents to provide information about the annotations.
4. If the Color Legend does not appear, click on the **Options** drop-down in the Compare panel and choose **Show Color Legend**.
5. Click on to close the **Color Legend**; or, select **Hide Color Legend** from the **Options** drop-down.

To hide or show annotations

1. To hide the annotations that display changes, click Hide Results or choose **Hide Results** from the **Options** drop-down.
2. To show the annotations that display changes, click Show Results or choose **Show Results** from the **Options** drop-down.
3. Toggle between Show Options and Hide Options to indicate which elements should be displayed (Text, Images, Headers/Footers, etc.) or to display thumbnails of the two files.

To show each file in its own window
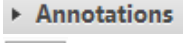
1. Select the **Options** drop-down.
2. Choose **Show Documents Tiled** or **Show Documents Side by side**.
3. Synchronize the two documents by choosing **Synchronize Pages**. As you navigate through one of the files, the other will display the same area in the compared file.

To work with thumbnails

1. Click on a page thumbnail to navigate directly to that page.
2. Change the size of thumbnails by choosing **Thumbnail size** from the **Options** drop-down and choose **Small Thumbnails**, **Medium Thumbnails** or **Large Thumbnails**. Medium Thumbnails are displayed by default.
3. By default, the **NEW** document thumbnails are displayed in the Compare panel. Drag the splitter bar at the bottom of the panel up to display the thumbnails of the **OLD** document.
4. Click a thumbnail from the OLD document to open it in a new window.
5. The comparison is not automatically saved. Before closing, save or print a copy if needed.

COMMENTS

To add comments to a PDF file

1. Click on the Comment task pane.
2. Click on ▸ Annotations to expand the panel.
3. Click on to activate the **Add sticky note** tool (or, press **Ctrl + 6**).
4. The mouse pointer turns into the Sticky Note tool. Click the pointer at the location where you want to place the Sticky Note.
5. Type the comment.
6. Minimize the Sticky Note pop-up by clicking on the in the upper-right corner of the message.

To delete comments from a PDF file

1. Click once on the comment indicator to select it.
2. Press the **Delete** key.

HIGHLIGHT TOOL

To add highlighting

1. Click on the **Comment** task pane.
2. Click on **▸ Annotations** to expand the panel.
3. Click the tool.
4. Drag the mouse pointer over the area to highlight.
5. Double-click on the highlighted text to insert comments into the pop-up.

To delete highlighting

1. Double-click the highlighted area to open the pop-up.
2. Click on the **Options** drop-down.
3. Select **Delete**.
4. Or, right-click on the highlighted area and select **Delete**.

ATTACH FILE

To attach a file as an annotation

1. Click on the **Comment** task pane.
2. Click on **▸ Annotations** to expand the panel.
3. Click the tool.
4. The mouse pointer turns into the Attach File tool. Click the pointer at the location where you want to reference the attached file.
5. Browse to the location of the file and select it.

To edit the appearance of the attached file indicator

1. Attach a file, as described above.
2. After selecting the file, choose one of the icons from the Appearance tab of the File Attachment Properties dialog box. The choices are:

   - Graph
   - Paperclip
   - Attachment
   - Tag
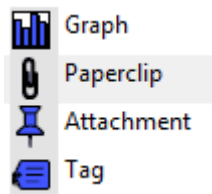
3. Click on **OK**.

To see information about an attached file

1. Hover the mouse pointer over the attached file icon.
2. The Author and File Name appear in the information box.

To open an attached file

1. Double-click the attached file icon.
2. The attachment opens in its native format.

To move the attached file icon

1. Single-click on the icon to select it.
2. Drag the icon to the desired location and release.

To delete an attached file

1. Click once on the attached file icon.
2. Press **Delete**.
3. Or, right-click on the icon and choose **Delete**.

AUDIO COMMENTS

To record an audio comment

1. Click on the **Comment** task pane.
2. Click on **▸ Annotations** to expand the panel.
3. Click the tool.
4. Click the **Record** ● button on the Sound Recorder dialog and speak into a connected microphone. Note: 8 seconds of recording time is available.

To insert an audio comment from a file

1. Click on the **Comment** task pane.
2. Click on **▸ Annotations** to expand the panel.
3. Click the tool.
4. Click the **Browse...** button to locate the audio file.
5. Click on **OK**.

To edit the appearance of the audio comment indicator

1. Insert an audio comment, using one of the methods above.
2. After selecting a file (or recording audio), choose one of the icons from the Appearance tab of the Sound Attachment Properties dialog box. The choices are:

   - Ear
   - Microphone
   - Sound

3. Click on **OK**.

STAMPS

To add a stamp annotation

1. Click on the `Comment` task pane.
2. Click on `▸ Annotations` to expand the panel.
3. Click the tool to display a menu of options.
4. Select a category or displayed stamp.
5. Click on the stamp and complete the information requested in the dialog box, if any.
6. Click where you want the stamp to appear on the page.

To delete a stamp

1. Click once on the stamp icon.
2. Press **Delete**.
3. Or, right-click on the stamp and choose **Delete**.

TEXT EDITS

To activate the text edit tools

1. Click on the `Comment` task pane.
2. Click on `▸ Annotations` to expand the panel.
3. Choose one of the following tools:

T	click at a location and type new text which will be placed in a comment box (or, use the **Insert** key)
T	click and drag across text to display a strikethrough effect and open a comment box for new text (or, use the **Insert** key)
T	click and drag across text to display a strikethough effect without opening a comment box (or, use the **Delete** key)
T	click and drag across text to apply underlining
T	Click and drag across text to apply highlighting and open a comment box for the placement of notes related to the highlighted text

To deselect an annotation tool

1. After selecting one of the annotation tools, it may remain active until another tool is selected.
2. Turn off annotation tools by clicking the selection tool on the toolbar.

DRAWING MARKUPS

To add a Drawing Markup

1. Click on the `Comment` task pane.
2. Click on `▸ Drawing Markups` to expand the panel.
3. Select the type of markup you wish to apply.

─ ⇨	The Line tool, the Arrow tool, the Oval tool, and the Rectangle tool let you create simple shapes. **Tip:** Hold the **Shift** key when using the Rectangle tool to create a Square. Hold the **Shift** key when using the Oval tool to create a Circle.
◯ ☐	The Cloud tool and Polygon tool create closed shapes with multiple segments.
	The Polygon Line tool creates open shares with multiple segments.
✏ ⬛	The Pencil tool creates free-form drawings and the Eraser tool removes the pencil markups.

4. Draw in the PDF by clicking to create the start point and dragging to end the end point for simple shapes.
5. For multiple segment drawings, click to create the start point move the pointer and click to create each segment.
6. For free-form drawings, drag where you want to begin drawing and release the mouse button. Move the pointer to a new location and continue drawing.

To add a Text Box

1. Click on the `Comment` task pane.
2. Click on `▸ Drawing Markups` to expand the panel.
3. Select the **Add Text Box** tool.
4. Click and drag in the PDF to place the text box.
5. Click inside the text box and type the text.

To add a Text Callout

1. Click on the `Comment` task pane.
2. Click on `▸ Drawing Markups` to expand the panel.
3. Select the **Add Text Box** Click on the `Comment` task pane.
4. Click on `▸ Drawing Markups` to expand the panel.
5. Select the **Add Text Callout** tool.

6. Click once in the PDF to place the starting point for the arrow of the text callout box.
7. Position the mouse pointer at the location where the callout box should be placed and click again.
8. Click inside the text box and type the text.

To change Text Box or Callout properties

1. Right-click on an inserted Text Box or Text Callout.
2. Choose **Properties**.
3. On the **Appearance** tab, change the Line Thickness, Style, Fill Color, Border Color and/or Opacity, as desired.
4. Place a checkmark in **Make Properties Default** if desired.
5. Click **OK**.

To delete a Drawing Markup

1. Click once on the markup.
2. Press **Delete**; or, right-click and choose **Delete** from the menu.

INITIATE SHARED REVIEW

To create a PDF and invite collaboration from other applications

1. Open the file in the native application.
2. Select the **Adobe PDF** menu (Office 2003) or **Acrobat** tab (Office 2007/2010).
3. Choose [Convert to Adobe PDF and Send for Review] (Office 2003) or [Create and Send For Review] (Office 2007/2010).
4. The **Send for Shared Review** wizard begins.
5. Indicate how you want to collect comments from your reviewers:
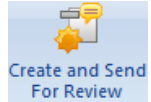
   Automatically download & track comments with Acrobat.com -- this method will utilize the free shared server location provided by Adobe to licensed users.

   Automatically collect comments on my own internal server-- this method requires a shared space, such as a SharePoint server or network location, where you can receive and collect reviews.

6. Complete the steps in the wizard to send the invitation to reviewers.
7. When using Acrobat.com, note the choices in **Access Level**:

   Open access: -- this option provides access to anyone who knows the URL.

   Limited access: -- this option provides access only to those individuals who receive the email invitation.

8. An e-mail message with the PDF file as an attachment will be handed to your default mail server.

To send a PDF file and invite collaboration via shared review

1. Open the PDF file in Acrobat.
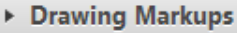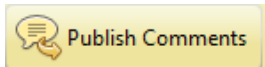
2. Open the ▸ **Review** panel.
3. Select **Send for Shared Review**.
4. Follow steps 4-8 above.

To send a PDF file and invite collaboration via email
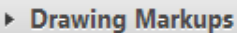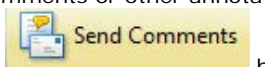
1. Open the PDF file in Acrobat.
2. Open the ▸ **Review** panel.
3. Select **Send for Email Review**.
4. The **Initiating Email-Based Review** wizard launches.
5. Specify the file to be sent. By default, the open file name is inserted into the entry box.
6. Click **Next >** to continue through the wizard to send the invitation to reviewers.
7. Customize the Invitation message, if desired.
8. Click on [Send Invitation].
9. An e-mail message with the PDF file as an attachment will be handed to your default mail server.

PARTICIPATE IN SHARED REVIEW

To add comments and markup to a shared review

1. Review the instructions that were automatically included in the e-mail message.
2. Click on the document link to Download the file.
3. Open the file in Acrobat (Reader or above).
4. Click on ▸ **Annotations** or ▸ **Drawing Markups** to access the review tools as described earlier in this section (or use the tools on the Review toolbar, if using Acrobat 9 Reader or earlier to participate in the review).
5. Insert comments or other annotations.
6. Click the [Publish Comments] button to post your comments to the server.

To add comments and markup to an email review

1. Review the instructions that were automatically included in the e-mail message.
2. If the Adobe Acrobat Reader is not loaded on the computer, download it using the link provided in the e-mail message.
3. Open the file in Acrobat (Reader or above).
4. Click on ▸ **Annotations** or ▸ **Drawing Markups** to access the review tools as described earlier in this section (or use the tools on the Review toolbar, if using Acrobat 9 to participate in the review)..
5. Insert comments or other annotations.
6. Click the [Send Comments] button to send the annotated file back to the originator as an email attachment.

TRACK SHARED REVIEWS

To check for new comments in a shared review

1. The originator of the review may check for new comments by clicking on the
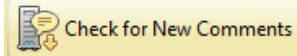
    button in the shared file.
2. If new comments have been added, an advisory message appears.
3. Click on the link to accept all comments and include them in the shared file.

To use the review tracker

1. Open the **Review** panel.
2. Select **Track Reviews…**
3. Select the name of a review from the list at the left.
4. Use the links in the main panel to view comments or add reviewers.

SHOW COMMENTS LIST

To display all comments and markup in a list format

1. Open the **Comments List** panel.

2. Click on to sort the Comments by **Type**, **Page**, **Author** or other criteria.

3. Click on to filter the Comments by **Type**, **Reviewer**, **Status** or other criteria.

4. Click the Options button to display a menu of additional options for working with the Comments.

MANAGE AND MERGE COMMENTS

To summarize all comments

1. If the Comments List panel is not already open, click on **Show Comments List**.

2. Click the Options button .
3. Select **Create Comment Summary**.
4. Choose a layout.

5. Click on .

To add a checkmark to a comment

1. If the Comments List panel is not already open, click on **Show Comments List**.
2. Click on a comment in the Comments List.
3. Click the box next to the comment.
4. Comments can be sorted or filtered based on added checkmarks.

To change the status of comments

1. Right-click on a comment in the Comments List.
2. Click on **Set Status** in the Comments List toolbar.
3. Choose **Migration** or **Review**.
4. Set the status for the comment.

EXPORT COMMENTS TO WORD

To export PDF comments to Word
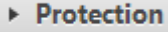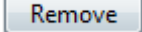
1. The original document must have been created in Word.

2. Click the Options button .
3. Select **Export to Word…**
4. Browse to Choose the Files.
5. Select the Comment Types to import.
6. Click **Continue**.
7. The file opens in Word with the comments indicated with Word's Reviewing tools.

RETURN TO MAIN MENU

DOCUMENT SECURITY

REMOVE HIDDEN INFORMATION

To check the active file for hidden content

1. Click on the **Tools** task pane.
2. Expand the **▸ Protection** panel.
3. Choose **Remove Hidden Information…**
4. The **Remove Hidden Information** pane displays a **Status** of the process.
5. Checkmarks are placed next to each type of item which appears in the file.
6. Click on ⊞ to expand a category for more information.
7. Uncheck any items which should **not** be removed.
8. Click on **Remove** to remove all checked items.
9. Click on **OK**.
10. Press 💾 to save the file without the hidden content. (Note, you will be prompted to enter a new file name, if desired.)
11. Click on ◀ to close the **Remove Hidden Information** pane.

SANITIZE DOCUMENT

To sanitize the active file

1. Click on the **Tools** task pane.
2. Expand the **▸ Protection** panel.
3. Choose **Sanitize Document**.
4. A full list of all items that will automatically be removed is display.
5. Click on **OK**.
6. All listed items are automatically removed from the file, without offering the user the option to deselect any of the items.
7. Save the file, using a new name if desired.

EXAMINE ALL FILES

To automatically examine files when closing

1. Select the Edit menu.
2. Choose **Preferences**.
3. Select **Documents** in the **Categories:** pane.
4. Place a checkmark next to **Remove Hidden Information when closing document**.
5. Click on **OK**.

6. Each time a document is closed, the Remove Hidden Information dialog is launched. Follow the steps outlined in "Remove Hidden Information," above.
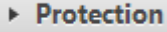
To automatically examine files when sending by email

1. Select the Edit menu.
2. Choose **Preferences**.
3. Select **Documents** in the **Categories:** pane.
4. Place a checkmark next to **Remove Hidden Information when sending document by email**.
5. Click on **OK**.
6. Each time a document is attached to an email from within Acrobat, the Remove Hidden Information dialog is launched. Follow the steps outlined in "Remove Hidden Information," above.

REDACTION
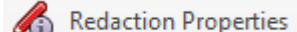
Redacting content permanently removes it from the file. It cannot be discovered or recovered after the file is saved. If a copy of the original content is needed, be sure to save the redacted version with a new file name.

To display the Redaction tools

1. Click on the **Tools** task pane.
2. Expand the **▸ Protection** panel.

REDACTION PROPERTIES

To change the redaction defaults

1. Click on **Redaction Properties**.
2. Click on ■ to select a different **Redacted Area Fill Color**.
3. Place a checkmark next to **Use Overlay Text** to replace the redacted content with text instead of a solid color box.
4. Select a **Font** and **Font Size** from the **Overlay Text** area.
5. Place a checkmark next to **Auto-Size text to fit redaction region** to override the font size.
6. Click on the **Font Color** button to change the color of the Overlay Text.
7. Place a checkmark next to **Repeat Overlay Text** if you want the text to be repeated as many times as needed to cover the redaction region. Leave it unchecked if you want the Overlay Text referenced only once; the default fill color will cover the redacted area.
8. Click one of the **Text Alignment** buttons to control the layout of the Overlay Text.

9. Click the **Custom Text** radio button and type the custom text in the box.
10. If the redaction is subject to a specific provision of the Freedom of Information Act or the Privacy Act, click the **Redaction Code** radio button.
11. Choose the appropriate **Code Set**.
12. Select a **Code Entry**.
13. Click **Edit Codes** to add or revise the Code Sets.
14. Make changes and click on **OK**.
15. Click **OK** to close the Redaction Tool Properties.

MARK FOR REDACTION

To mark areas for redaction

1. Click on ![Mark for Redaction] to activate the tool.
2. Click and drag the mouse over the area to be redacted.
3. Release the mouse.
4. If desired, double-click on the marked area and type the reason for the redaction in the Comments & Markup pop-up box.
5. Close the pop-up by clicking on ![icon] in the upper-right corner.

To select a word for redaction

1. Click on ![Mark for Redaction] to activate the tool.
2. Double-click a word to select it.

To select a rectangle for redaction

1. Click on ![Mark for Redaction] to activate the tool.
2. Hold down the **Ctrl** key while dragging the mouse to select a rectangle.

Redact across pages

1. Click on ![Mark for Redaction] .
2. Use one of the methods above for indicating a redaction area.
3. Right-click on the redaction mark.
4. Select **Repeat mark across pages**.
5. Select a page range.
6. Click on **OK**.
7. The redaction area will be repeated on the selected pages.

SEARCH AND REMOVE TEXT

To automatically mark specific text for redaction

1. To use the Search and Remove Text feature, the text must be recognizable by Acrobat, such as in an editable PDF.
2. Click on ![Search & Remove Text] .
3. Click **OK** after reading the advisory message.

4. Indicate whether to search **In the current document** or choose **All PDF Documents in,** and indicate the location for the search.
5. Select **Single word or phrase** and type in the "What word or phrase would you like to search for?" box.
6. Click on **Search and Redact**.
7. Each occurrence of the search term is listed in the Results pane.
8. Click on **Check All** or place a checkmark next to individual instances of the search term to mark them for redaction.
9. Click on **Mark Checked Results for Redaction**.
10. Apply the redactions, as above.

To automatically search for text patterns

1. To use the Search and Remove Text feature, the text must be recognizable by Acrobat, such as in an editable PDF.
2. Click on ![Search & Remove Text] .
3. Click **OK** after reading the advisory message.
4. Select **Patterns**.
5. Click in the **Select your pattern** drop-down.
6. Choose from the pre-defined search patterns.
7. Click on **Search and Redact**.
8. Each occurrence of the search term is listed in the Results pane.
9. Click on **Check All** or place a checkmark next to individual instances of the search term to mark them for redaction.
10. Click on **Mark Checked Results for Redaction**.
11. Apply the redactions, as above.

REDACT ENTIRE PAGE(S)

To mark entire page(s) for redaction

1. Click on ![Mark Pages to Redact] .
2. Select the page(s) to redact.
3. Click on **OK**.

APPLY REDACTIONS

To apply redactions

1. Click on ![Apply Redactions] .
2. An advisory message appears. Click on **OK**.
3. After applying the redactions, Acrobat offers to find and remove hidden information in the document. Click **Yes** to perform the scan or click **No** to skip it.
4. If the scan is performed, follow the steps in "Remove Hidden Information," above.

DOCUMENT PROTECTION

To encrypt a PDF document with a password

1. Open the PDF file in Acrobat.
2. Click on the **Tools** task pane.
3. Expand the **▸ Protection** panel.
4. Click on the **Encrypt** drop-down.
5. Select **Encrypt with Password**.
6. Click on **Yes** to continue.
7. Select the **Compatibility** version, which determines the Encryption Level.
8. Select which **Document Components to Encrypt**.
9. Select the type of **Password** to require: to open the document or to restrict editing and printing of the document.
10. Type the password.
11. The strength meter displays to the right of the password.
12. Click on **OK**.
13. Confirm the password.
14. Click on **OK**.
15. The advisory message indicates that the security settings will **not** be applied until you close the file.
16. Click on **OK**.

To remove or change password protection

1. Enter the password when prompted.
2. Click on the **Tools** task pane.
3. Expand the **▸ Protection** panel.
4. Click on the **Encrypt** drop-down.
5. Select **Remove** or **Manage** to change password options.

DIGITAL SIGNATURE

To create a digital ID

1. If you do not already have a digital ID, create a self-signed digital ID in Acrobat by clicking on the **Tools** task pane.
2. Expand the **▸ Sign & Certify** panel.
3. Click on the **More Sign & Certify** drop-down.
4. Choose **Security Settings**.
5. Select **Digital IDs** from the menu on the left.
6. Click the **Add ID** button.
7. Select **A new digital ID I want to create now**.
8. Select **Next >**.
9. Fill in the personal information for your digital ID and continue through the wizard.
10. Insert and confirm your password and click **Finish**.

To digitally sign a document

1. Carefully review the document in Preview Document mode to see all dynamic content that may be contained in the file.

   Tip: To use Preview Document mode, open the Preferences dialog and select **Security** on the left; then, select **View documents in preview document mode when signing**.

2. Check each page of a document for signature fields. You may need to sign a document in more than one place.
3. Click the signature field, if there is one.
4. **Or**, click on the **Tools** task pane.
5. Expand the **▸ Sign & Certify** panel.
6. Select **Sign Document**.
7. Draw a signature field on the page.
8. Make any necessary changes in the Sign Document dialog box.
9. Enter the password for the digital signature.
10. Click on **Sign**.

FORMS

CREATE FORM
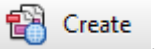
To create a form from an existing electronic document

1. Click on the **Tools** task pane.
2. Expand the ▸ **Forms** panel.
3. Choose **Create** .
4. Select **Use an existing file**.
5. Click on **Next >**.
6. Either select **Use the current document** or **Import a file from file system**. If importing a file, click on **Browse...** to locate the existing document.
7. Click in the **Files of type:** drop-down and choose the file format of the existing document if it is not displayed.
8. Highlight the document and click on **Open**.
9. Click on **Next >**.
10. A copy of the file will be converted to PDF, if it is currently in another format.
11. Click **OK** to close the Form Editing Mode message.
12. Click on 🖫 to name and save the form.

To create a form from a scanned document

1. Click on the **Tools** task pane.
2. Expand the ▸ **Forms** panel.
3. Choose **Create** .
4. Select **Scan a paper form**.
5. Click on **Next >**.
6. Choose a Scanner and Scan Format.
7. Continue through the Wizard to scan and save the paper document.

EDIT FORM

After creating a form, the **Forms** task pane is displayed, along with a variety of form editing tools on the toolbar.

To add guidelines

1. Display the Ruler.
2. If the Ruler is not currently displayed, select the **View** menu, then choose **Show/Hide** and **Rulers & Grids**, and select **Rulers**.

3. Drag down from the horizontal ruler to create a horizontal guide, or drag to the right of the vertical ruler to create a vertical guide.
4. Or, double-click a location on the horizontal ruler to create a vertical guide, or double-click a location on the vertical ruler to create a horizontal guide.

To move a guideline

1. Click the guide to select it and drag it to the new position.

To delete guidelines

1. Click the guide and press **Delete**.
2. To remove all guides, right-click in the ruler and choose **Clear Guides on Page** or **Clear All Guides**.
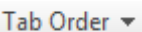
To display the grid

1. Select the **View** menu, then choose **Show/Hide** and **Rulers & Grids.**
2. Select **Grid**.

To add a form field

1. Expand the ▸ **Tasks** panel.
2. Click on the **Add New Field** drop-down.
3. Select the type of field you want to add.
4. **Or,** choose a form field from the toolbar.
5. Place the selected field type to the desired position.
6. Type the **Field Name**.
7. Click the **All Properties** link to change the appearance or other properties of this object.
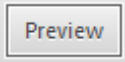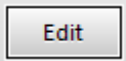8. Drag a corner of the text box to resize or reposition.

To set tab order

1. Click on **Tab Order ▾** in the **Forms** task pane.
2. Choose one of the pre-defined sort orders.
3. Or, select **Order tabs manually**.
4. Click a field in the list and drag and drop it into the desired order.

To make a field required

1. Double-click an object that you want to make a required field.
2. Select the **General** tab.
3. Place a checkmark in the **Required** box.

To test a form

1. Click on **Preview** .
2. You can now fill in the form as the user would to see if you need to make any changes.

3. Return to form editing by clicking on **Edit** .
4. **Save**.

DISTRIBUTE FORM

To distribute a form

1. Click on the **Tools** task pane.

2. Expand the **Forms** panel.

3. Choose **Distribute** .
4. The **Send for Shared Review** wizard begins.
5. Indicate how you want to collect comments from your reviewers:

   Automatically download & organize responses with Acrobat.com -- this method will utilize the free shared server location provided by Adobe to licensed users. Recipients of the file do not need an Acrobat.com account to participate in the review.

   Manually collect responses in my email inbox – this method allows you to send a form as an attachment using Acrobat or your mail client. Recipients can use Acrobat or Reader to fill in the form. Acrobat copies each response into a master response file as they are returned.

   Automatically collect comments on my own internal server -- this method requires a shared space, such as a SharePoint server or network location, where you can receive and collect reviews.

6. Complete the steps in the wizard to send the invitation to reviewers.
7. When using Acrobat.com, note the choices in **Access Level**:

   Open access: -- this option provides access to anyone who knows the URL .
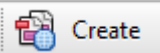
   Limited access: -- this option provides access only to those individuals who receive the email invitation.

8. An e-mail message with the PDF file as an attachment will be handed to your default mail server.
9. Acrobat.com tracks the responses entered into the form by all recipients.

ADOBE FORMS CENTRAL

To create an online form using Adobe FormsCentral

1. Click on the **Tools** task pane.

2. Expand the **Forms** panel.

3. Choose **Create** .
4. Select the **Create or edit a form using the online application** radio button.
5. Click on **Next >**.
6. Click on one of the displayed samples or select **Launch**.
7. The default internet browser is launched (an active connection is required).
8. Create or sign in to your Acrobat.com account.
9. Select **Create a New Blank Form** or **Start with a Template**.
10. Customize the selected form using the tools provided.
11. All changes are stored on **FormsCentral**.
12. Use the tools found on the **Design**, **Test**, **Distribute**, **View Responses**, and **Upgrade** tabs to build, test and distribute the form.
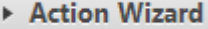13. The FormsCentral toolbar contains **File, Edit, Insert,** and **Help** menus.

ACTION WIZARD

Acrobat X Pro ships with several simple predefined Actions that can be used to streamline the workflow. An Action is a collection of steps: some that Acrobat performs automatically and others than it prompts the user to complete.

RUN AN ACTION

To run an Action

1. Click on the **Tools** task pane.
2. Expand the ▸ **Action Wizard** panel.
3. Select one of the items in the **Actions** list.
4. The dialog box displays a summary of the action.
5. Click **Don't show again for this action** if you do not wish to see the summary the next time the action is selected.
6. Click on **Next**.
7. Depending on the nature of the action, a series of dialog boxes may be presented.
8. As prompted, select files or file locations, or other information needed to complete the action.
9. A progress window displays the action status, task status, and instructions. As steps are completed, click the status box to proceed to the next step.
10. When the action is complete, click on **Close**.

CREATE NEW ACTION

To create a custom action

1. Click on the **Tools** task pane.
2. Expand the ▸ **Action Wizard** panel.
3. Choose **Create New Action** .
4. In the Create New Action dialog box, select the input sources in the **Start With** menu.
5. In the left task pane, expand the panels, and click a task to add it. Multiple tasks may be added and they are run in the order in which they appear in the Steps area.
6. Click the Options button **B=** ▾ to configure task options.
7. From the **Save To** menu, choose a destination to save the output file.
8. Check **Overwrite existing files** to allow the actdion to overwrite existing files in the destination.
9. Click on **Save**.
10. In the Save Action dialog box, enter a name and description and click on **Save**.

To display messages in custom action

1. Create an action, using the steps above.
2. After any step that requires a message, click on **Add Instruction Step** to insert instructions that will appear when the task is running. This helps to communicate to users what they need to do next.

COPY ACTION

To copy an action

1. Click on the **Tools** task pane.
2. Expand the ▸ **Action Wizard** panel.
3. Choose **Edit Actions** .
4. Select an action from the list.
5. Click on **Copy**.
6. Review the source and destination options, tasks, and settings and modify them if necessary.
7. Click on **Save**.
8. In the Save Action dialog box, enter a name and a description.

EDIT ACTION

Note: Predefined actions cannot be edited. Instead, copy the action, as described above, and edit the new copy of the default action.
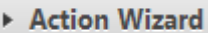
To edit an action

1. Click on the **Tools** task pane.
2. Expand the ▸ **Action Wizard** panel.
3. Choose **Edit Actions** .
4. Select an action from the list.
5. To add tasks, expand the panels and click a task.
6. Click on **Save**.
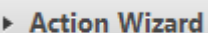7. In the Save Action dialog box, enter a name and a description.

RENAME ACTION

Note: Predefined actions cannot be renamed. Instead, copy the action, as described above, and insert a new name for the default action.
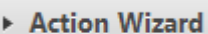
To rename a custom action

1. Click on the **Tools** task pane.
2. Expand the **▶ Action Wizard** panel.
3. Choose **Edit Actions**.
4. Select an action from the list.
5. Click on **Rename**.
6. In the Save Action dialog box, enter a name and a description.

SHARE ACTION

To export an action

1. Click on the **Tools** task pane.
2. Expand the **▶ Action Wizard** panel.
3. Choose **Edit Actions**.
4. Select an action from the list.
5. Click on **Export**.
6. In the Save As dialog box, specify the name and location of the file. Action files have a .sequ extension.

To import an action

1. Click on the **Tools** task pane.
2. Expand the **▶ Action Wizard** panel.
3. Choose **Edit Actions**.
4. Select an action from the list.
5. Click on **Import**.
6. In the Open dialog box, specify the name and location of the file. Action files have a .sequ extension.
7. Click on **Open**.
8. If an action by the same name already exists, an alert appears. Click **Replace** to overwrite the existing file.

DELETE ACTION

Note: Predefined actions cannot be deleted without administrator rights.

To delete a custom action

1. Click on the **Tools** task pane.
2. Expand the **▶ Action Wizard** panel.
3. Choose **Edit Actions**.
4. Select an action from the list.

5. Click on **Delete**.
6. Click on **Delete** to confirm.
7. The action's name is removed from the list.
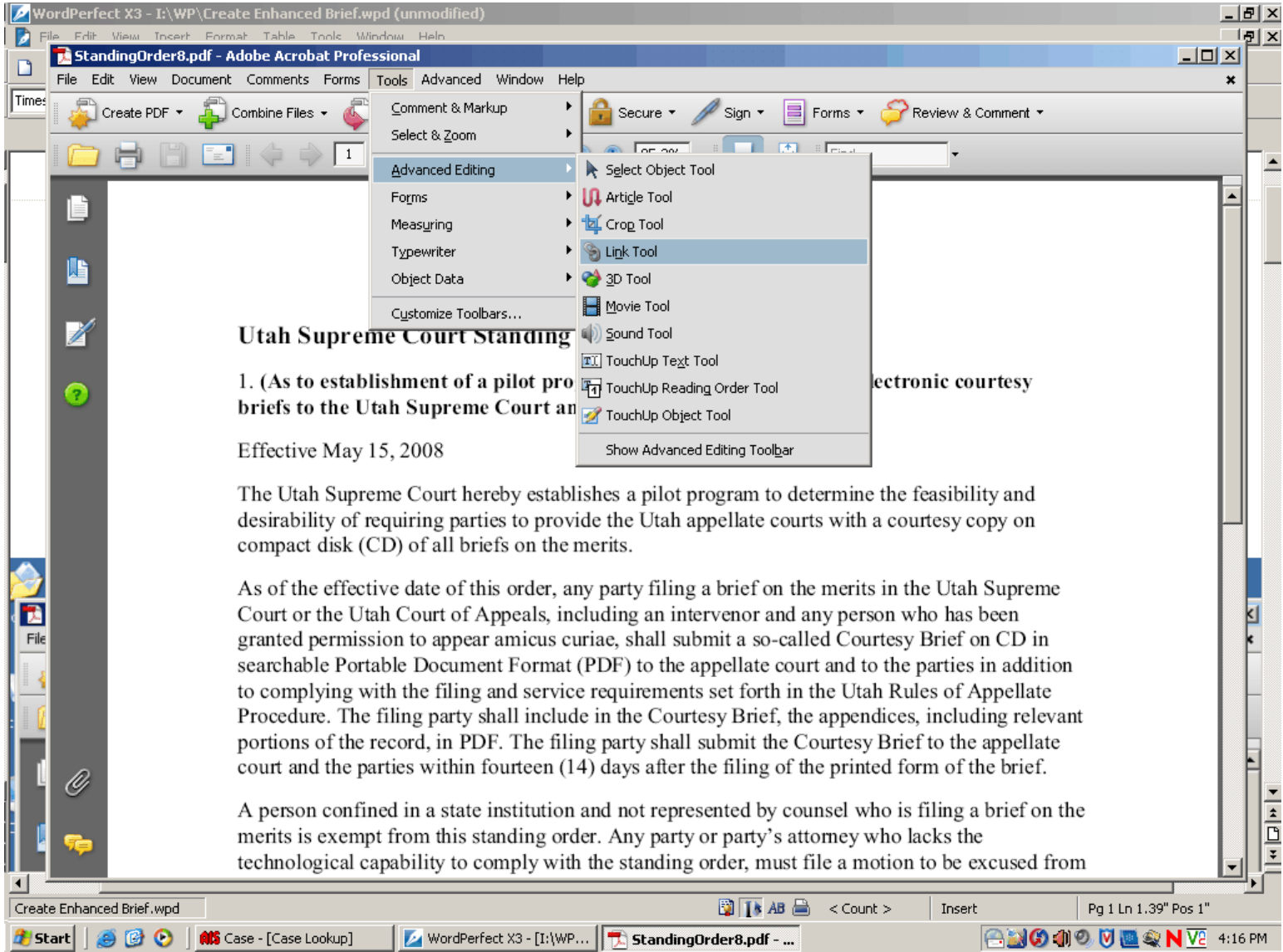8. Click on **Close**.

CREATING HYPERLINKS IN PDF DOCUMENTS

You must have Adobe Professional to create Hyperlinks.

Open your PDF document in Adobe.

From "Tools", click on "Advanced Editing", then click on the "Link Tool".
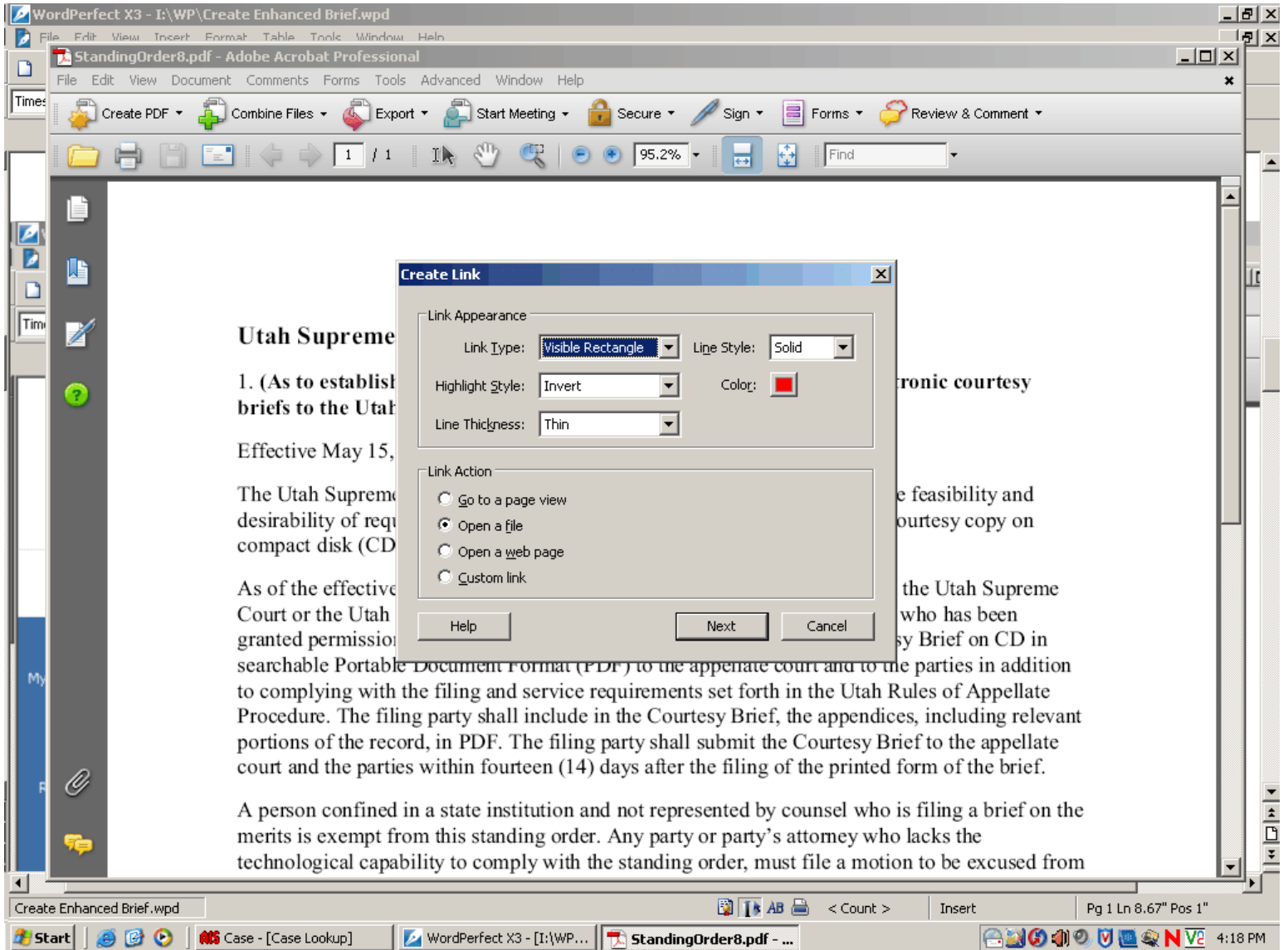

Now, locate the word or sentence you want to have the hyperlink attached to. Click just above and to the left and start drawing a box around the word or sentence you want to be the link.
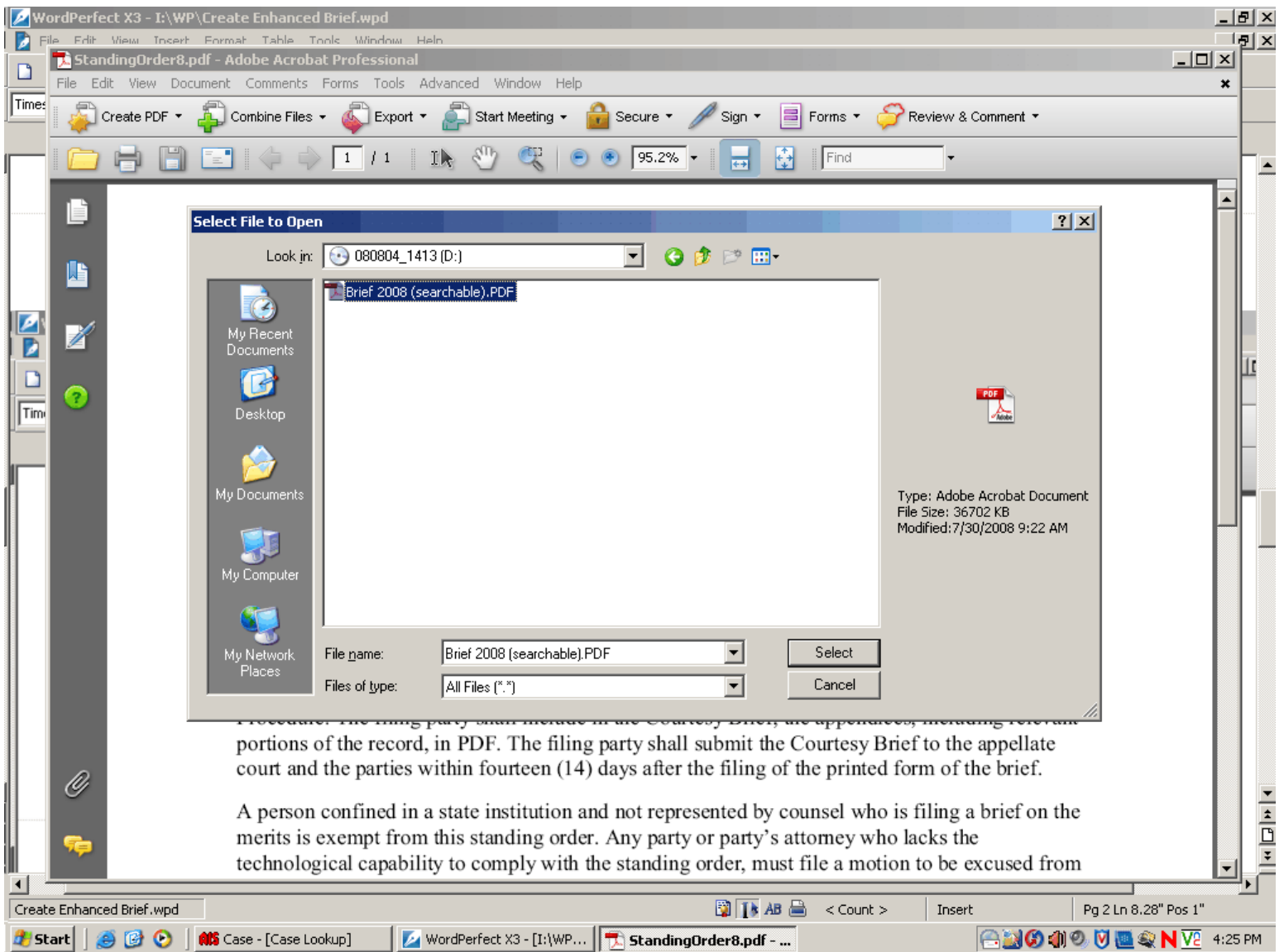
Change the color to what color you want the box around your link to be.

Click on "Open a file" if you are linking to a file (document within the CD).
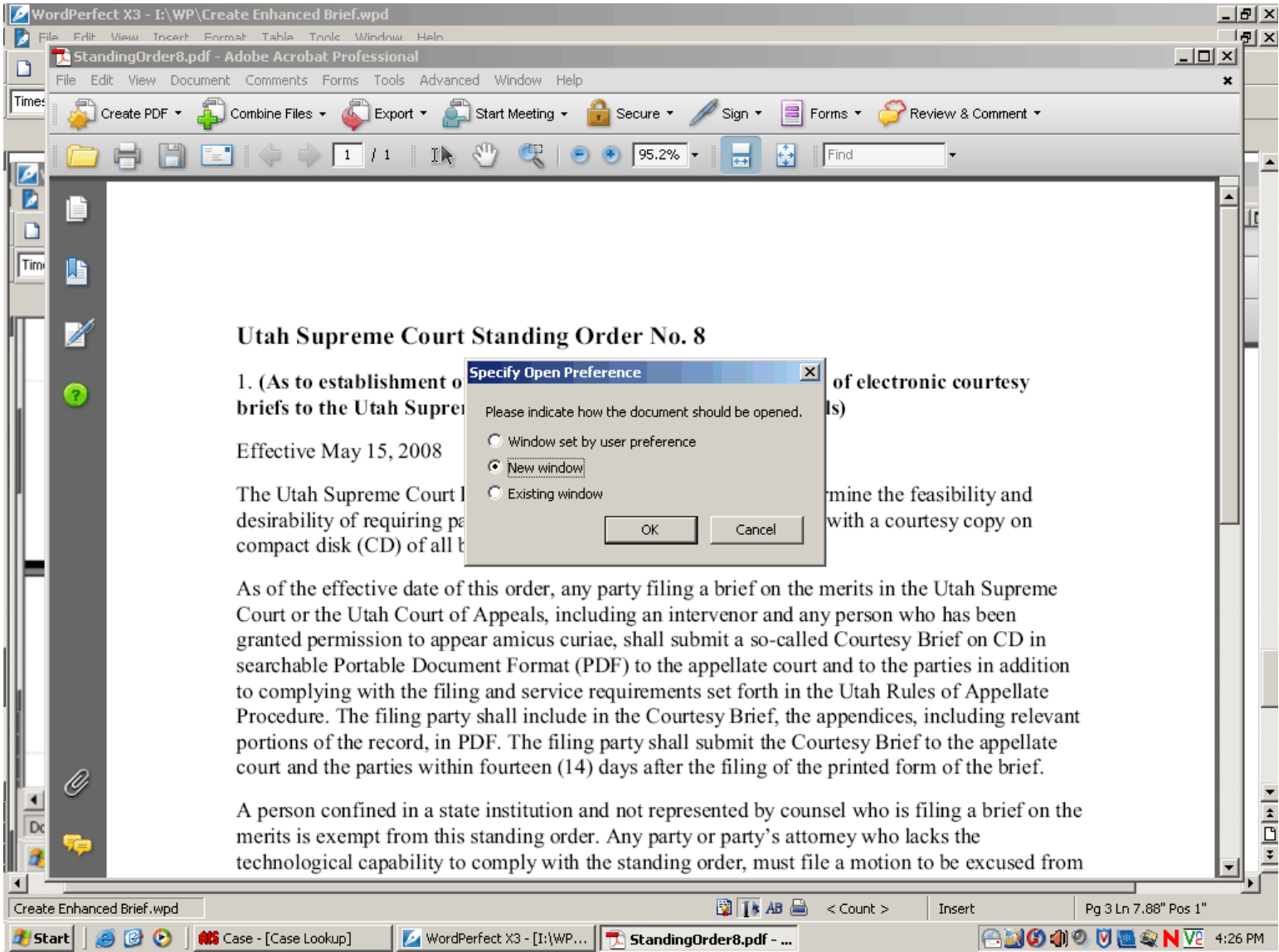
Click on [Next].

Now, find the adobe file you want to be opened when the link is selected. (These should be already loaded on your disc and selected from there.)

Click on [Select]

Always select "New Window" at this point. Then, click [OK].

When you are done adding links, [Save] your document. Close it out and then reopen it to see if the links are working correctly.

When the link opens up, it will open in a new window. When you are done viewing the link, just close the window and you will return to the original document.