



Getting Started

Adobe[®] Acrobat[®] version 3.0



Serial number: _____

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Adobe Acrobat 3.0 Getting Started Guide

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Written and designed at Adobe Systems Incorporated, 345 Park Ave, San Jose, CA 95110-2704.

Adobe Systems Europe Limited, Adobe House, Edinburgh EH11 4DU, Scotland, United Kingdom

Adobe Systems Co., Ltd., Yebisu Garden Place Tower, 4-20-3 Ebisu, Shibuya-ku, Tokyo 150, Japan

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Introducing Adobe Acrobat 3.0

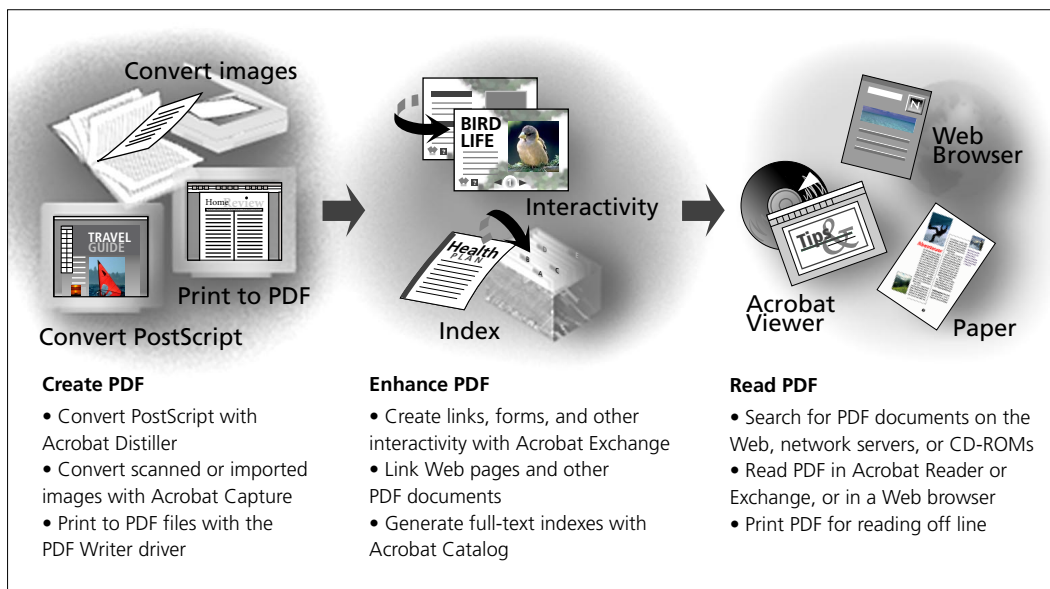
Welcome to the Adobe Acrobat program—the fastest way to publish any document on your corporate intranet, the World Wide Web, or CD-ROM. You use Adobe Acrobat to create, enhance, and read Portable Document Format (PDF) documents.

You create PDF documents by converting electronic documents or scanning printed documents. Converted PDF documents maintain the look and

layout of the original and can be viewed on any type of computer—Windows, Macintosh, UNIX, or OS/2.

You enhance PDF documents by adding interactivity such as links, forms, and movies. You can make pinpointing information fast by providing full-text indexes for PDF document collections.

Readers of the PDF documents you publish use Acrobat viewers or Web browsers to view the PDF documents. You can distribute Acrobat Reader, one of the Acrobat viewers, without charge.



About this guide

Before you begin using Adobe Acrobat, be sure to read this guide for installation instructions, tips on improving performance, and other important information. This guide contains

- System requirements
- Registration and Adobe product and service information
- Instructions for installing Adobe Acrobat
- Instructions for installing the Adobe printer driver
- Tips on improving performance
- Instructions for installing the Adobe Type Manager (ATM) utility

System requirements

Adobe Acrobat requires certain hardware and software components to run. To use Adobe Acrobat, you need

Windows 3.1 and later or Windows 95:

- 386, 486, or Pentium processor-based personal computer
- Microsoft Windows 3.1 or later, or Windows 95
- 8 MB of RAM for Acrobat Reader
- 8 MB of RAM for Acrobat Exchange
- 8 MB of RAM for Acrobat Catalog
- 16 MB of RAM for Acrobat Distiller

- 16 MB of RAM for Acrobat Capture plug-in (requires 486 or Pentium processor-based personal computer)
- CD-ROM drive (1.44 MB floppy disks available—send in your fulfillment card)

Windows NT 3.5.1 and later:

- 386, 486, or Pentium processor-based personal computer
- Windows NT 3.5.1, Windows NT 4.0, or later
- 16 MB of RAM for Acrobat Reader
- 16 MB of RAM for Acrobat Exchange
- 16 MB of RAM for Acrobat Catalog
- 24 MB of RAM for Acrobat Distiller
- 24 MB of RAM for Acrobat Capture plug-in (Windows NT 3.5.1 only; requires 486 or Pentium processor-based personal computer)
- CD-ROM drive (1.44 MB floppy disks available via fulfillment)

Macintosh 68020 – 68040:

- 3.5 MB of RAM available to Acrobat Reader
- 4 MB of RAM available to Acrobat Exchange
- 6 MB of RAM available to Acrobat Catalog
- 6 MB of RAM available to Acrobat Distiller
- Capture Plug-in not available
- Apple system software 7.0 or later
- CD-ROM drive (1.44 MB floppy disks available via fulfillment)

Power Macintosh:

- 5 MB of RAM available to Acrobat Reader
- 6 MB of RAM available to Acrobat Exchange
- 8 MB of RAM available to Acrobat Catalog
- 8 MB of RAM available to Acrobat Distiller
- 16 MB of RAM available to Acrobat Capture plug-in
- Apple system software 7.0 or later
- CD-ROM drive (1.44 MB floppy disks available via fulfillment)

Web browser requirements:

To read PDF files in a Web browser, you need one of the following:

- Netscape Navigator 3.0 or later compatible browser
- Internet Explorer 3.0 or later compatible browser

For information about using Netscape Navigator 2.0 with Adobe Acrobat, see the Acrobat Exchange ReadMe file.

See “Improving Performance” on page 18 for tips about maximizing Acrobat performance and suggestions for reducing memory requirements.

Registration

Please register your copy of Adobe Acrobat, so Adobe can continue to provide you with the highest-quality software, offer technical support, and keep you informed of new Adobe Acrobat software developments. To register, return the enclosed registration card or register online.

If you have a modem, you can register online at the end of the installation process or at a later date. Follow the on-screen instructions to register at the end of the installation process.

To register at a later date:

1 Follow the instructions for your platform:

- In Windows, open the Acrobat3/Register folder in File Manager (Windows 3.1 and later and Windows NT 3.5.1) or Windows Explorer (Windows 95 or Windows NT 4.0).

- On a Macintosh, open the Register folder inside the Adobe Acrobat 3.0 folder.

2 Double-click the register.exe file (Windows) or the Adobe Acrobat Registration icon (Macintosh).

3 Follow the on-screen instructions to complete the registration.

About Adobe products and services

More information about Adobe products and services is available through the following services:

- The Adobe Home Page on the World Wide Web. To open the Adobe Home Page, use the URL <http://www.adobe.com>.
- Forums on CompuServe and America Online. Forums and availability may vary by country.
- Adobe’s own technical support bulletin board system. Install the First Class Software from the Adobe Acrobat 3.0 CD-ROM in the Solutions/Online folder; then use your modem to call 206-623-6984.

- FaxYI, a free fax-based service that provides the latest technical information about Adobe products. To use FaxYI, call 206-628-5737. This service is available 24 hours a day, 7 days a week.
- To speak with an Adobe customer service representative, call 800-833-6687.
- When you register your retail product purchase, you receive 90 days of free technical support from the date of your first call. When you register your upgrade purchase, you receive 30 days from the date of your first call. To contact Adobe Acrobat technical support, call 206-628-2746 (Windows), 206-628-2745 (Macintosh), or 206-628-3950 (UNIX). See Troubleshooting in the Acrobat Online Guide for more information.
- Using electronic mail, you can order technical and customer service information about Adobe products on Macintosh, Windows, and UNIX platforms. The information is created by Adobe Technical Support and can help you with troubleshooting a problem or help you learn new ways to use your Adobe product. To get started, send an email message to “techdocs@adobe.com” with “help” in the Subject field. Email from Adobe “techdocs” is available 24 hours a day, 7 days a week.

The Adobe Acrobat package contents

The Adobe Acrobat software package includes the following software and documentation:

- The Adobe Acrobat CD-ROM (For a description of its contents, see the following section, “Contents of the Adobe Acrobat CD-ROM.”)
- The Adobe Acrobat Reader CD-ROM (For a description of its contents, see the following section, “Contents of the Adobe Acrobat Reader CD-ROM.”)
- *Adobe Acrobat Getting Started*
- Registration card
- Floppy disk fulfillment card

Contents of the Adobe Acrobat CD-ROM

The Adobe Acrobat CD-ROM contains the following:

The Adobe Acrobat software This software includes the installer, the Adobe Acrobat component programs, plug-in modules, the Adobe printer driver, and the Adobe Type Manager utility. For more information, see “Components of Adobe Acrobat 3.0” on page 6.

Adobe Acrobat Online Guides The Acrobat Online Guide includes the Acrobat Exchange, Distiller, PDF Writer, Catalog, Search, Capture plug-in, and Scan Guides. These documents are the complete Adobe Acrobat documentation, optimized for online use. See “Using the Acrobat Online Guides” on page 5 for more information.

Adobe Acrobat Tutorials The Acrobat Tutorials are brief QuickTime movies that demonstrate Acrobat uses and features with accompanying step-by-step instructions.

Adobe Technical Notes These files, written by Adobe staff, provide technical information for advanced users.

Electronic Publishing Guide This document provides an introduction to electronic publishing and the issues involved in creating online documents and presentations.

Clip art and sounds You can use the clip art and sounds to enhance your PDF documents in Exchange.

Demonstration versions of other Adobe products These tryout versions of Adobe flagship products give you a taste of creating images, illustrations, presentations, and page layouts with Adobe products.

Contents of the Adobe Acrobat Reader CD-ROM

The Adobe Acrobat Reader CD-ROM contains the following:

The Adobe Acrobat Reader software The Reader software includes Acrobat Readers for all platforms available and the Adobe printer driver.

The AcroCafé You are invited to hang out in the AcroCafé, browse the sample files, and learn the newest techniques for making the most of Adobe Acrobat.

You are free to distribute the Acrobat Reader installers on the Acrobat Reader CD-ROM. You can distribute them on your Web site and bulletin board, or on CD-ROMs and floppies you create.

You may make and distribute unlimited copies of the Acrobat Reader software, including copies for commercial distribution, as long as each copy that you make and distribute includes the following:

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A special “Includes Adobe Acrobat” logo is available from Adobe for use when distributing Acrobat Reader. See <http://www.adobe.com/acrobat/acrodist.html> for more details.

Using the Acrobat Online Guides



If you don't know which Acrobat component is used for the task you need information about, open Acrobat Exchange and choose Acrobat Online Guide from the Help menu (Windows) or

from the Balloon Help menu () (Macintosh). The table of contents for the guide will lead you to the right information.

If you know what Acrobat component is used for the task you need information about, choose the guide for that component from the Help or Balloon Help menu.

If you need help with the component you are using, Acrobat Exchange, Distiller, or Catalog, choose that guide from the Help menu (Windows) or the Balloon Help menu (Macintosh).

The Acrobat Online Guide has two types of indexes: a traditional book-type index, and a full-text index generated by Acrobat Catalog. With the traditional index, clicking a term takes you to the main discussion of that item in the guide. When you search for a term in the guide's full-text index, you go to the first occurrence of the term in the guide and can go on to as many other occurrences as you need to.

To go to the traditional index, click Index in the table of contents or click the index icon () at the top of any page in the guide. Use the search tool () or Search command in Acrobat Exchange to search the full-text index. For information about using the search tool or command, see the Search Online Guide.

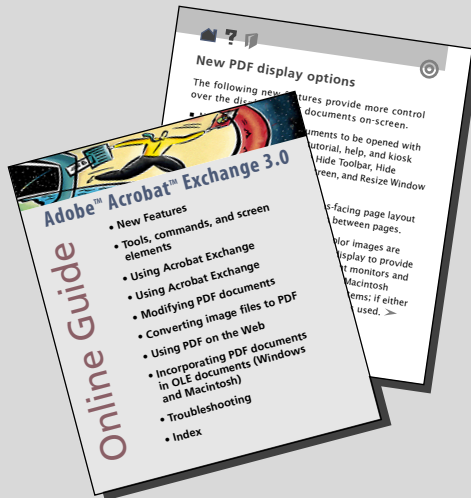
Components of Adobe Acrobat 3.0

Adobe Acrobat 3.0 works as an integrated set of programs:

- Acrobat Distiller converts PostScript files to PDF documents. Acrobat PDF Writer is a printer driver that “prints” PDF files with the standard application Print command. Use Distiller with complex page layout documents, or with documents that contain Encapsulated PostScript (EPS) graphics or images that you need to compress and resample precisely. Use PDF Writer for fast conversion of simple business documents to PDF.
- The Capture Pages command in Acrobat Exchange also creates PDF documents, by converting imported images and scanned paper documents. The Scan command in Exchange is used with the scanner.
- Acrobat Catalog creates full-text indexes of PDF document collections that can be searched using the search query tool in Exchange and Reader.
- Acrobat Exchange is an Acrobat viewer that lets you modify PDF documents, giving them state-of-the-art electronic document features such as password protection, annotations, links and bookmarks, thumbnails, movies and sound, and interactive forms. Use the Capture Pages command to create PDF documents by converting imported images and scanned paper documents. You can also use Exchange for simple text editing, and for correction of captured files.
- Another PDF document viewer, Acrobat Reader, is available for free on all platforms.

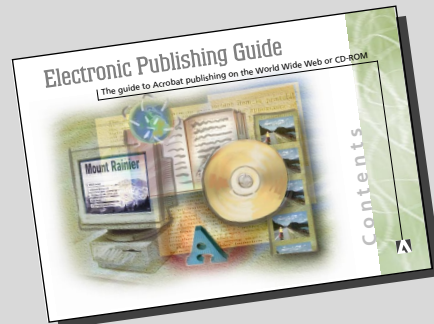
See the online guides for information about creating, viewing, modifying, and indexing PDF documents.

ACROBAT ONLINE GUIDES, TUTORIALS, AND ELECTRONIC PUBLISHING GUIDE The online guides, tutorials, and Electronic Publishing Guide contain all the information you need to help you get the most out of Adobe Acrobat 3.0.



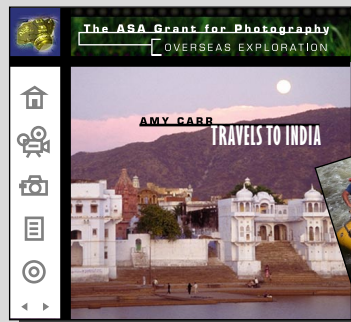
Online Guide

Quickly find the answers to your "how to" and troubleshooting questions in the Acrobat Online Guides.



Electronic Publishing Guide

Read the Electronic Publishing Guide and the sample files to learn about publishing with Adobe Acrobat on CD-ROM and the World Wide Web. Visit the Acrobat Web site (<http://www.adobe.com/acrobat>) for the latest on the electronic publishing revolution.



Tutorial

Watch the tutorial movies and work through the step-by-step instructions to learn to use the powerful features of Adobe Acrobat to create effective electronic documents.



Installing and Starting Adobe Acrobat in Windows

This section explains how to install, start, and uninstall the software included in the Adobe Acrobat software package.

Use the following procedure to install the Adobe Acrobat program files from the CD-ROM disc. Note that you cannot run the Adobe Acrobat components from the CD-ROM; you must install the components onto your hard disk.

If you are upgrading from Adobe Acrobat 2.1 or earlier, the installer creates a new folder containing new Adobe Acrobat files. Your copies of Adobe Acrobat Exchange, Distiller, and Catalog 2.1 are not affected. Acrobat PDF Writer 2.1 will be replaced by PDF Writer 3.0.

To install Adobe Acrobat:

- 1 Restart Windows and do not start any other applications.
- 2 Insert the Adobe Acrobat CD-ROM disc into your CD-ROM drive.
- 3 Follow the instructions for your platform:
 - In Windows 3.1 or later, and Windows NT 3.5.1, choose the Run command from the File menu in Program Manager.
 - In Windows 95 or Window NT 4.0, choose the Run command from the Start Menu.

4 Type **d:\install.exe** (where **d:** is the CD-ROM drive indicator) and click OK.

5 The Adobe Acrobat Installer dialog box appears. Follow the instructions on-screen to progress through the introduction, accept the license agreement, and initially select the products you want to install. The Select Adobe Acrobat and Related Products dialog box displays the default selection of products to install.

6 The Select Components dialog box displays the amount of disk space required to install each set of program files, the total amount of disk space needed for the selected files, and the amount of disk space available. Do one of the following:

- Select the components you want to install.
- Deselect any components you do not want to install.
- Accept the selected components.

***Note:** The Capture plug-in requires Exchange and PDF Writer. If you select the Acrobat Capture plug-in, you must also select Acrobat Exchange Files and PDF Writer Files or already have them installed.*

7 Choose one of the two options:

- Accept the default target drive and folder displayed in the Destination Directory box.

- Click Browse and type a folder, a new drive, or both.

Note: Click the *Disk Space* button to display available disk space information about available hard drives.

8 The Choose Scanner Device dialog box displays the ISIS drivers supplied with the Acrobat Scan plug-in. Do one of the following:

- Select all the drivers that match the scanners that you plan to use.
- Click Select All.

Note: If your scanner does not appear in the list, you can use your scanner-supplied TWAIN driver. Your TWAIN driver will appear in the list when you setup up your scanner in Exchange. See the *Scan Plug-in Online Guide* for details.

9 Click Next.

10 In the User Information box, enter your name, your organization (optional), and the serial number for your program. Your serial number is located on the registration card and on the inside cover of this guide.

11 Click Next to begin the installation.

12 Follow the on-screen instructions. When installation is complete, a message appears indicating that the installation was successful.

13 To register the application online, click Electronic Registration, and then follow the on-screen instructions.

Installing QuickTime

QuickTime is needed to play QuickTime movies pointed to from PDF documents. You can install QuickTime from the Adobe Acrobat CD-ROM.

To install QuickTime:

- 1** Insert the Adobe Acrobat CD-ROM disc into your CD-ROM drive.
- 2** Open the QuickTim folder.
- 3** Open the Readme file contained in this folder and follow the installation instructions in the file.

Setting up Distiller Assistant

Distiller Assistant makes it possible to print directly to Acrobat Distiller so that you can create PDF files in one easy step. During Distiller installation, Distiller Assistant is installed in your Startup or Start folder. If you need to set up Distiller Assistant in Windows 3.1 or later, or Windows 95, after installation follow the instructions for manual installation in this section. See the Readme for Windows NT manual installation instructions.

To use Distiller Assistant, you need more than 20 MB of application RAM. You need approximately 20 MB of RAM to run Distiller, Distiller Assistant, and Exchange or Reader, plus the amount of RAM needed to run the application the document was created in. If you do not have enough RAM, then setup is not necessary.

To set up Distiller Assistant:

- 1 Follow the instructions for your platform:
 - In Windows 3.1 or later, drag the Distiller Assistant program icon to the Startup group.
 - In Windows 95, drag the Distiller Assistant program icon to the *Win95/Start Menu/Programs/StartUp* folder.
- 2 Restart Windows. Dragging Distiller Assistant to the StartUp group or folder ensures that Distiller Assistant is launched and active at every startup.

Starting Adobe Acrobat programs

To use Adobe Acrobat, you must have installed the files from the CD-ROM disc onto your hard drive or network server. You cannot run Adobe Acrobat from your CD-ROM drive.

To start Acrobat Exchange, Distiller, or Catalog:

- 1 Follow the instructions for your platform:
 - In Windows 3.1 or later, or Windows NT 3.5.1, open the Adobe Acrobat group in Program Manager, and double-click the program icon you want to start.
 - In Windows 95 or Windows NT 4.0, click the Start Menu and choose Programs > Adobe Acrobat; then click the program name of the application you want to start.

To start Acrobat Exchange without plug-ins:

Hold down the Shift key immediately after you launch the Exchange program.

Uninstalling Adobe Acrobat

You can remove all of the Acrobat components you installed, except for PDF Writer, with the Uninstall utility.

To uninstall Adobe Acrobat components:

- 1 Follow the instructions for your platform:
 - In Windows 3.1 or later, or Windows NT 3.5.1, open the Adobe Acrobat Group, double-click the UnInstall Adobe Acrobat icon, and click Yes to confirm removing Acrobat. Follow the on-screen instructions.
 - In Windows 95 or Windows NT 4.0, click the Start Menu and choose Settings > Control Panel. Double-click the Add/Remove Programs Control Panel. Select Adobe Acrobat 3.0, click Add/Remove, and click OK to confirm removal. Follow the on-screen instructions.

To remove PDF Writer:

- 1 Follow the instructions for your platform:
 - In Windows 3.1 or later, or Windows NT 3.5.1, open the Printers Control Panel, select PDF Writer on Disk, click Remove, and click Yes to confirm removal.
 - In Windows 95, click the Start Menu and choose Settings > Printers. Right-click Acrobat PDF Writer, select Delete from the menu, and click Yes to removing PDF Writer and associated files.

Note: PDF Writer is not available for Windows NT 4.0.

Installing Adobe Acrobat on the Macintosh

This section explains how to install, start, and uninstall the software included in the Adobe Acrobat software package.

Use the following procedure to install the Adobe Acrobat program files from the CD-ROM disc. Note that you cannot run the Adobe Acrobat program from the CD-ROM; you must install the program onto your hard disk.

If you are upgrading from Adobe Acrobat 2.1 or earlier, the installer creates a new folder containing new Adobe Acrobat files. Your copies of Adobe Acrobat Exchange, Distiller, and Catalog 2.1 are not affected. Acrobat PDF Writer 2.1 will be replaced by PDF Writer 3.0.

To install Adobe Acrobat:

- 1 Insert the Adobe Acrobat CD-ROM disc into your CD-ROM drive.
- 2 Double-click the Install Adobe Acrobat 3.0 icon.
- 3 The Adobe Acrobat Installer dialog box appears. Follow the instructions on-screen to progress through the introduction and accept the license agreement.

4 From the Install Adobe Acrobat dialog box, set up how you want to install the Adobe Acrobat program:

- Choose Easy Install to install Acrobat Distiller, Exchange, PDF Writer, Catalog, and several plug-ins in the Adobe Acrobat folder on your destination disk.
- To select individual items for installation, choose Custom Install from the pop-up menu, and select the items you want to install.

5 To specify where to install the program, click the Select Folder button, and use the standard dialog box to select a location.

6 Click Install, and follow the on-screen instructions. When installation is complete, a message appears indicating that the installation was successful.

7 To register the application online, click Electronic Registration, and then follow the on-screen instructions.

8 Click Restart to restart your computer.

Setting up Distiller Assistant

Distiller Assistant makes it possible to print directly to Acrobat Distiller so that you can create PDF files in one easy step. Distiller Assistant is installed during the Acrobat default install process. To use Distiller Assistant, you need more than 20 MB of application RAM. You need approximately 20 MB of RAM to run Distiller, Distiller Assistant, and Exchange or Reader, plus the amount of RAM needed to run the application the document was created in.

If you want to use the Acrobat Distiller Assistant on the Macintosh, you need to install the Adobe PostScript Printer Driver 8.3.1, available on the Adobe Acrobat 3.0 CD-ROM. See page 22 for printer driver installation instructions.

Customizing the Acrobat Exchange installation

If you want to limit the Exchange plug-ins that get installed on your system or install ATM at the system level, you need to run the Acrobat Exchange 3.0 installer instead of the Adobe Acrobat 3.0 installer.

To custom install Acrobat Exchange:

- 1 Insert the Adobe Acrobat CD-ROM disc into your CD-ROM drive.
- 2 Open the Exchange folder inside the Adobe Acrobat 3.0 folder.
- 3 Double-click the Exchange 3.0 installer icon.

4 The Exchange Installer dialog box appears.

Follow the instructions on-screen to progress through the introduction and accept the license agreement.

5 Choose Custom Install from the pop-up menu, and select the items you want to install.

6 To specify where to install the program, click the Select Folder button, and use the standard dialog box to select a location.

7 Click Install, and follow the on-screen instructions. When installation is complete, a message appears indicating that the installation was successful.

8 Click Restart to restart your computer.

Installing QuickTime

QuickTime is needed to play QuickTime movies pointed to from PDF documents. QuickTime is installed on most Macintosh computers, but if you need it, you can install it from the Adobe Acrobat CD-ROM.

To install QuickTime:

- 1 Insert the Adobe Acrobat CD-ROM disc into your CD-ROM drive.
- 2 Open the QuickTime folder.
- 3 Open the Readme file contained in this folder and follow the installation instructions in the file.

Installing the OLE plug-in

Install the Object Linking and Embedding (OLE) plug-in if you need to view PDF documents embedded as OLE objects in other application files. The OLE plug-in installer program also installs the necessary OLE system files in your System Folder.

To install the OLE plug-in:

- 1 After installing Adobe Acrobat on your hard drive, open the OLE folder inside the Adobe Acrobat 3.0 folder on the CD-ROM.
- 2 Double-click the Install OLE plug-in icon.
- 3 Follow the on-screen instructions. When installation is complete, a message appears indicating that the installation was successful.

Starting Adobe Acrobat programs

To use Adobe Acrobat, you must have installed the files from the CD-ROM disc onto your hard drive or network server. You cannot run Adobe Acrobat from your CD-ROM drive.

To start Acrobat Exchange, Distiller, or Catalog:

Open the Adobe Acrobat 3.0 folder, and double-click the program icon of the application you want to start.

To start Acrobat Exchange without plug-ins:

Hold down the Shift key immediately after you double-click the Exchange program icon.

Uninstalling Adobe Acrobat

You can remove all the Acrobat components you installed with the following procedure.

To uninstall Adobe Acrobat components:

- 1 Drag the Adobe Acrobat 3.0 folder to the trash.
- 2 Open your System Folder and drag DistAsst-Daemon and the Acrobat Search Resources folder to the trash.
- 3 Open the Control Panels folder in the System Folder and drag PDF Writer Shortcut to the trash.
- 4 Open your Preferences folder in your System folder. Drag the Acrobat component preferences files to the trash.
- 5 Open your Extensions folder in your System folder and drag the Acrobat PDF Writer file to the trash.
- 6 Open your Printer Description folder in your Extensions folder and drag DistAsst and Acrobat Distiller (PPD) to the trash.
- 7 Empty the trash.

What's New in Adobe Acrobat 3.0

Version 3.0 of Adobe Acrobat includes new PDF creation and viewing features, such as the ability to compress Type 1 fonts and add interactive form fields, along with a number of new options and tools.

Enhanced creation features

Adobe Acrobat 3.0 has improved its ability to compress images and fonts, streamline the creation process on the Macintosh, and control printing-specific information.

Automatic orientation Most landscape pages are oriented to a landscape position in Distiller for correct display in Acrobat Exchange or Reader.

Automating Document Info field entry Distiller will automatically include certain Document Structuring Comments (DSC) information found in a PostScript file as Document Info field data. The DSC comments For, Title, and Creator are converted to Author, Title, and Creator Document Info fields, respectively.

Distiller Assistant Distiller Assistant, the utility that makes it easy to create a PDF file with Distiller in one step, is now available on the Macintosh.

Font subsetting Distiller allows you to set the character threshold that determines when to subset a font to reduce file size. PDF Writer subsets fonts when less than 25% of the characters in a font are used in a document.

Compressing fonts Distiller and PDF Writer use the new compressed Type 1C font format to reduce file size when 3.0 compatibility is chosen. Type 1C fonts reduce file size by compressing Type 1 fonts. A Type 1 font that is 30K can be compressed to as little as 7K with the new font format.

Image resampling Distiller offers two methods of resampling: downsampling and subsampling. Subsampling is faster than downsampling but may result in a color shift. See “Using downsampling and subsampling to reduce file size” in the Acrobat Online Guide for more information.

Advanced options Distiller provides the ability to control the printing-specific information maintained in a PDF file for use in outputting to high-end printing systems. See “Choosing Advanced Options settings” in the Distiller Online Guide for information.

Enhanced viewing features

Acrobat Exchange has been enhanced to integrate with Web browsers; open and convert image files; provide more flexible display choices; add actions to links, bookmarks, pages, and form fields; and create and fill out forms.

Integration with the Web

The following new features integrate PDF with Web browsers:

- PDF documents can now be viewed directly within World Wide Web browser windows that are fully compatible with Netscape Navigator 3.0 or Internet Explorer 3.0.
- With progressive rendering of text fonts and images, the text is rendered first (using a substitute font if necessary). Links follow, and then images. Any embedded fonts are drawn off screen and sent to the screen later, to complete the page drawing.
- The Save As command now includes a checkbox for optimizing PDF files for online delivery. Optimization involves consolidation and reordering. Duplicate background objects (text, line art, and images) are consolidated to significantly reduce the file size, and objects in the PDF file format are reordered for byte-serving over the Internet. The file's optimize status is indicated in the Document Info > General dialog.
- You can easily optimize an entire folder of PDF files—and optionally all included subfolders—using the Batch Optimize command. You can also delete or create thumbnails during this batch process.
- PDF documents with relative cross-document links will now work unchanged. This means you can create a single collection of hyperlinked PDF files and publish them on local drives, network drives, CD-ROM, or a Web server, and all links will work in all locations.
- Some Web search tools index PDF documents as well as HTML documents on Web servers. Hits in PDF files are highlighted within a Web browser window.
- PDF documents can be embedded directly in an HTML page. See “Using PDF on the Web” in the Exchange Online Guide for details.

Opening and converting image files

The Import and Scan plug-ins allow you to create PDF Image Only documents from within Exchange. The Capture plug-in converts PDF Image Only documents to PDF Normal documents that contain searchable text. See “About PDF Document Styles” in the Capture Plug-In Online Guide for information about PDF Image Only and PDF Normal document types.

- Use Exchange as an all-purpose image viewer or convert images such as TIFF, PCX, BMP, and GIF into highly compressed, cross-platform PDF image files. No OCR is performed during the import process.
- Scan paper documents using a TWAIN- or ISIS-compatible scanner and view them as PDF images in Acrobat Exchange. Or, use the Acrobat link on the Visioneer PaperPort desktop to quickly create PDF files from scanned images.
- Convert color, grayscale, or black-and-white PDF images into small, fully searchable PDF documents using the Capture plug-in. Using character, font, and page recognition, the plug-in can process documents in English, French, German, Italian, Dutch, Swedish, or Spanish.

New PDF display options

The following new features provide more control over the display of PDF documents on-screen.

- New options enable documents to be opened with settings suitable for online tutorial, help, and kiosk applications. Options include Hide Toolbar, Hide Menubar, Center Window On Screen, and Resize Window to Initial Page.
- New continuous and continuous-facing page layout modes enable continuous scrolling between pages.

- Grayscale and color images are automatically adjusted for the user's display to provide more accurate display between different monitors and systems. Exchange uses ColorSynch on Macintosh systems and ICC profiles on Windows systems; if neither is present, a default monitor profile is used.
- Exchange provides a new option to smooth the display of text and monochrome images, improving their legibility on-screen. This option is set in the General Preferences dialog.
- Exchange provides new full screen options for Default Transitions, Mouse Cursor behavior, and disabling the Escape Key Exits.

New action specifications and behavior

To create a truly interactive electronic document, Acrobat Exchange automatically initiates some actions and also allows you to assign actions to links, bookmarks, and form buttons. New actions include the following:

- Links to other PDF files open in the same window, eliminating the stacking of multiple windows in the user's display.
- You can create buttons and regions in your PDF file that perform a variety of actions such as navigating, playing movies and sounds, and executing a menu item.
- The New Bookmark command can use the selected text as the default bookmark text.

- You can duplicate form field buttons on one or more pages to facilitate easy setup and editing of actions.

Forms

You can use Exchange to create, edit, fill in, and print buttons, check boxes, combo boxes, list boxes, radio buttons, and text fields. You have extensive control over appearance, tab order, and behavior. Use Reader to fill in and submit forms.

- You can define actions for when a mouse enters or exits a form field, or clicks up or down on a form field. Actions can include posting forms data in HTML or Forms Data Format (FDF) to the Internet.
- Forms data can also be received from a host (Web server). This makes it possible to dynamically update a form and its appearance without having to resend the entire form.
- Compared with HTML, Acrobat improves the performance of data submittal and archiving. Exchange allows you to save and print the field data, providing you with a way to archive completed forms. Exchange also allows you to create form fields that submit only the field data and not the form, thus reducing the file transmission time. See “Setting submit, reset, and import form data actions” in the Exchange Online Guide for more information.

Improving Performance

Adobe Acrobat's performance can be measured by the amount of time that it takes to complete certain operations, such as opening a file, sending a file to a printer, or redrawing the screen. In part, performance is determined by the type of computer and amount of memory you're using. Other factors that can dramatically impact Acrobat's performance are how you set up your software, the amount of RAM you have, and the size and complexity of your files.

Using RAM to optimize performance

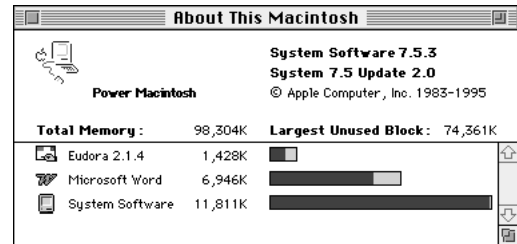
The best way to improve performance is to increase the RAM installed on your computer and allocated to Adobe Acrobat. (Memory allocation is done only on the Macintosh.) Deselecting Page Cache in your General Preferences helps to minimize the amount of memory needed to run Acrobat Exchange or Reader, but decreases the speed of screen redraw. Deselecting Smooth Text and Monochrome Images increases the speed of screen redraw, but has no effect on the memory requirements.

To increase the memory available to Acrobat (Windows):

When an Acrobat component is running, exit other applications and close other windows.

To increase the memory allocation to an Acrobat program (Macintosh):

- 1 Start all applications, except Adobe Acrobat Distiller, Exchange, or Catalog, that you will use at the same time as those components.
- 2 Return to the Finder. Choose About This Macintosh from the Apple menu. The About This Macintosh window appears.



- 3 Refer to the Largest Unused Block value. This value shows the amount of memory currently available.
- 4 Subtract 1 MB to 2 MB of that value for system use, and note the result. You will use this result in step 6.
- 5 Select an Adobe Acrobat icon, and choose Get Info from the File menu.
- 6 In the Adobe Acrobat Info window, set the Current Size option (or the Preferred Size option if you're working in System 7.1 or later) to the amount of memory you noted in step 4.
- 7 Close the Adobe Acrobat Info window.
- 8 Follow steps 5-7 for each Acrobat component.

Managing plug-ins

A plug-in is a piece of software that adds additional functionality to a base product, such as Acrobat Exchange or Reader. Plug-ins increase the required amount of memory needed to run Acrobat Exchange or Reader.

To minimize the amount of memory needed to run Exchange or Reader, you may want to consider loading only the plug-ins you use with the program. A plug-in must be located in the Plug-ins folder within the Acrobat3\Exchange (Windows) or Adobe Acrobat 3.0 (Macintosh) folder to load with the program. If the plug-in is moved to another location, it will not load with Exchange or Reader. Alternatively, you can temporarily disable all plug-ins when starting Acrobat Exchange or Reader.

To disable a plug-in:

- 1 Open the Plug-ins folder in the Exch16 (Windows 3.1 and later) or the Exchange (Windows 95, Windows NT 3.5.1 and later, or Macintosh) folder.
- 2 Select the plug-ins you do not want to load.
- 3 Move the selected plug-ins to the Optional folder in the Acrobat3\Exch16 (Windows 3.1 and later), Acrobat3\Exchange folder (Windows 95 and Windows NT 3.5.1 and later), or the Optional Plug-ins folder in the Adobe Acrobat 3.0 (Macintosh) folder.

To temporarily disable all plug-ins:

Hold down the Shift key immediately after you start the Exchange or Reader program icon.

To increase the processing speed of the Capture plug-in:

Do one or more of the following:

- Add more RAM than the required 16 MB.
- In Window 3.1 and later, have the required 16 MB of RAM available and create a permanent swap space of 25 MB + the size of the largest uncompressed image you will process (twice the size is even better). (Refer to a Microsoft Windows manual for information about creating a permanent swap space.)
- In Windows 95, have the required 16 MB of RAM available and free disk space equal to twice the size of the largest uncompressed image you will process.

Managing Acrobat Catalog

To build an index with Acrobat Catalog, you need enough free disk space to accommodate the index files, plus enough free disk space for the temporary files created during the build. Also, the amount of RAM available for Catalog affects the speed with which indexes are built and determines how large a document can be without requiring segmentation for the purpose of indexing.

For more information, see the Catalog Online Guide.

Managing search indexes in Exchange and Reader

You can add full-text indexes created by the Acrobat Catalog program to Exchange and Reader. These full-text indexes allow you to search a collection of PDF documents. Each index you add to your search list requires approximately 50K of memory. To reduce the amount of memory required to run Acrobat Exchange or Reader, limit the number of indexes you have loaded at any one time and remove indexes that you use infrequently.

Improving printing performance

To improve printing performance to a PostScript printer, use the Adobe printer driver. See “Installing the Adobe Printer Driver” for installation instructions.

Installing the Adobe printer driver in Windows

To create the most efficient PostScript files for converting to PDF with Acrobat Distiller, you should use the Adobe PostScript printer driver.

This section explains how to install the Adobe printer driver in Windows 3.1 and later and Windows 95. The Adobe printer driver is not available for Windows NT. The Setup program contains online help for further details.

To install the Adobe Printer Driver program:

- 1 Insert the Adobe Acrobat CD-ROM into your CD-ROM drive.
- 2 Exit all applications. To do so, use the Alt-Tab option to move through and exit the running applications.
- 3 Follow the instructions for your Windows version:
 - In Windows 3.1 or later, open the drivers\win31 folder on the CD-ROM.
 - In Windows 95, open the drivers\win95 folder on the CD-ROM.
- 4 Follow the instructions in the ReadMe file within the opened folder to continue the installation of the driver.
- 5 Follow the instructions in “Creating PostScript files” in the Distiller Online Guide to set up the driver with the Acrobat Distiller PostScript Printer Description (PPD) file. Using the Acrobat Distiller PPD will ensure that you get the most efficient PostScript file for converting to Portable Document Format (PDF) with Acrobat Distiller.

Installing the Adobe printer driver on a Macintosh

To create the most efficient PostScript files for converting to PDF with Acrobat Distiller and to use the Acrobat Distiller Assistant utility, you should use the Adobe PostScript printer driver.

Distiller Assistant makes it possible to print directly to Acrobat Distiller so that you can create PDF files in one easy step. See the Distiller Online Guide for more information about Distiller Assistant.

This section explains how to install the Adobe printer driver on your computer and how to set up the driver to work with your printer. See “Creating PostScript” in the Distiller Online Guide for step-by-step instructions for setting up the Acrobat Distiller PPD.

Along with the driver that you install on your hard disk, you install PostScript Printer Description files (PPDs). At a minimum, you should install one PPD for any printer you use and one for use with Acrobat Distiller. (The Acrobat Distiller PPD

is copied to the Xtras folder in the Adobe Acrobat 3.0 folder as part of the Acrobat installation. Therefore, you do not need to copy it to your hard drive again.) Later, when you set up the driver with a printer or with Acrobat Distiller, you will associate the driver with its PPD.

To install the Adobe printer driver program:

- 1** Insert the Adobe Acrobat CD-ROM into your CD-ROM drive. Open the PSPrinter 8.3.1 folder inside the Drivers folder.
- 2** Double-click the ReadMeFirst file and read the document for the latest information on your Adobe Printer Driver product. When you are finished, choose Quit from the File menu.
- 3** Remove or turn off any virus protection software.
- 4** Double-click the Installer program icon. The splash screen and then the Adobe Printer Driver Installer dialog box appear.

5 To begin the installation process, choose one of the two options:

- To install all possible PostScript Printer Description (PPDs) files on your hard disk along with the driver, click Install. You must have at least 16.5 MB of available disk space to install all PPDs.
- To conserve disk space and install only the PPDs specific to your printer manufacturer or printer family along with the driver, click Customize.

In the Customize dialog box, choose PSPrinter (the driver) and the names of the manufacturers of printers whose PPDs you wish to install. You can also choose ReadMe if you wish to install and read that file later. Once you have chosen all the items you wish to install, click Install.

Note: Adobe recommends the Customize procedure because it conserves disk space by letting you install only the PPDs you need now. If your needs change, you can install other necessary PPDs later.

6 If other applications are running, the Installer displays another dialog box asking whether you want to continue. To continue and quit all running applications, click Continue. No other applications can be running when you install new software.

The Installer copies the Adobe printer driver and the Printer Descriptions folder (for PPD files) into the Extensions folder of the System Folder. It copies the ReadMe file to the top level of your hard disk. If required, the Installer copies the new version of the Chooser into the Apple Menu Items folder of the System Folder.

7 Replace or turn on any virus protection software that you removed in step 3.

8 Restart your Macintosh.

Setting up the driver to work with your printer

Next, you need to select a printer and set up the driver to work with the selected printer. To set up the driver, you select a PPD file to use with your printer. The driver uses the information in the PPD file to give you control of all your printer's features.

See the USRGUIDE.PDF file located on the Adobe Acrobat CD-ROM in the PSPrinter 8.3.1 folder inside the Drivers folder for more information.

Installing and Using Adobe Type Manager in Windows

Adobe Type Manager (ATM) is a font utility that generates sharp, clear characters of any size on-screen and on non-PostScript printers.

ATM is not required to use any of the Acrobat components, but you may want to install it for these reasons:

- ATM gives you access to Type 1 fonts in all your Windows applications regardless of what printer driver you have chosen.
- For this reason, you can avoid using TrueType fonts (using Type 1 fonts in all cases) in PDF files created with Acrobat Distiller. This is preferable, because when such files are created in Windows with TrueType fonts the text in them is unsearchable and unselectable.
- If you use Type 1 fonts in your documents and want to embed those fonts in your PDF files with PDF Writer, you need ATM.

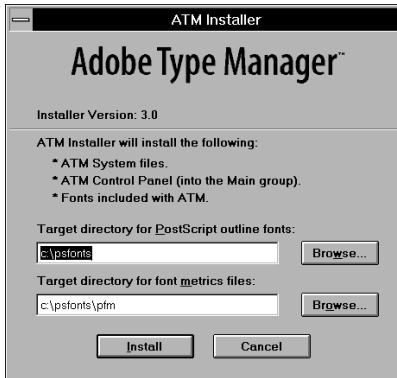
By default, the ATM installer program installs the ATM software into your \Windows and \Windows\System folders, and it copies the font files to your \psfonts and \psfonts\pfm directories. Installation also modifies the SYSTEM.INI file, creates or modifies the ATM.INI file, and may modify the WIN.INI file if you have a PostScript printer on your system. See the file TECHREF.WRI (included with ATM) for more information about the contents of .INI files and other files that ATM uses.

You do not have to disable virus-checking programs in order to install ATM.

To install the ATM software on your system:

- 1 Insert the Adobe Acrobat CD-ROM disc into your CD-ROM drive.
- 2 Follow the instructions for your platform:
 - In Windows 3.1 or later, choose the Run command from the File menu in Program Manager.
 - In Windows 95, choose the Run command from the Start Menu.

3 Type `d:\atm302\install` (where `d`: is the letter of the drive containing the CD-ROM disc), and click OK. The ATM Installer appears.



ATM installer. Click *Browse* to examine the directory structure.

4 Accept `c:\psfonts` as your PostScript outline software directory, or enter a different directory name. By default, the Installer places the font metric directory within the outline font directory you choose.

5 Click *Install*.

6 When prompted, restart Windows to use the ATM program. When you upgrade, ATM Control Panel settings such as installed fonts are preserved.

Note: If you attempt to install an older version of ATM over a newer version, the installer program warns you and gives you a chance to click *Cancel* before it continues.

Adding and removing Type 1 fonts

ATM lets you add or remove fonts and includes several options.

To open ATM:

1 Follow the instructions for your Windows platform:

- In Windows 3.1 or later, open the Main program group, and double-click the ATM icon to display the ATM Control Panel.

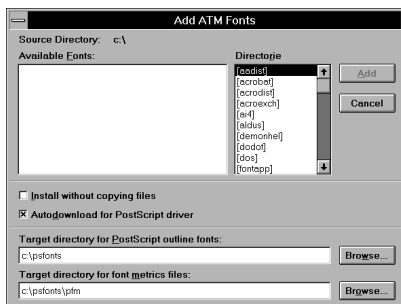


- In Windows 95, choose *Start > Programs > Adobe > Adobe Type Manager*.

It is best to use the ATM Control Panel to install Type 1 fonts. Font installers provided with Type 1 fonts typically install fonts for use only on PostScript printers. In contrast, the ATM program installs Type 1 fonts for use with PostScript and non-PostScript printers, and it provides a WYSIWYG (what-you-see-is-what-you-get) screen display.

To add Type 1 fonts:

1 Open ATM.



2 Click Add. ATM displays the Add ATM Fonts dialog box.

3 Use the Directories list box to locate the desired fonts. The Source Directory field indicates the current directory and pathname, and any fonts in that directory appear in the Available Fonts list box.

4 Do any of the following:

- Select the Install Without Copying Files option to update your ATM.INI and WIN.INI with the names of the font files but not copy their files. This is useful if you use a large number of fonts from a CD-ROM or network drive.
- Select the Autodownload for PostScript Driver option to install the font and update the WIN.INI file so that Windows downloads the font to your PostScript printer each time you print a document that uses the font. This option is selected by default; however, if you manually download a font to the printer, uncheck this box so that Windows does not download the font with every print job.

- Click Browse to select a target directory for the PostScript outline fonts and the font metric files. Adobe recommends the default settings for these directories.

5 Select the names of the fonts you want to add. Click to select one font, Control-click to select several individual fonts, or Shift-click to select (or deselect) a group of fonts.

6 Click Add. When ATM has finished adding the selected fonts, it closes the Add ATM Fonts dialog box. The fonts are then available for use in your applications.

Removing fonts

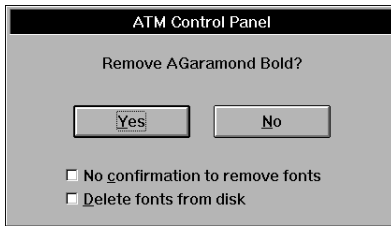
You may wish to remove a font that you no longer use. You can either remove it completely from your hard disk or just remove it from Windows while leaving the font files on the disk. If you remove a font completely, you will have to reinstall it later from the original source disk.

To remove fonts from your system:

1 Open ATM.

2 Select the names of the fonts you want to remove. Click to select one font, Control-click to select several individual fonts, or Shift-click to select a group of contiguous fonts.

3 Click Remove. ATM displays a confirmation dialog box.



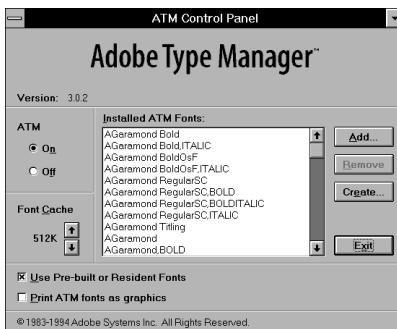
4 Click Yes to remove the font. To remove the remaining fonts without confirming removal of each font, click No Confirmation to Remove Fonts. To delete fonts from the disk, click Delete Fonts from Disk.

Selecting ATM options

The ATM program gives all your Windows applications a WYSIWYG display for Type 1 fonts.

To select ATM options:

1 Open ATM.



2 Select an ATM option as follows:

- Click On or Off to turn the ATM software on and off. When ATM is on, it displays Type 1 fonts on-screen and sends Type 1 fonts to your printer (even to non-PostScript printers). When ATM is off, only non-Type 1 fonts appear on-screen. Type 1 fonts print correctly on a PostScript printer if you have installed the fonts, but Windows substitutes another font for screen display and for printing on a non-PostScript device.

- Adjust the Font Cache setting to determine the amount of system memory used to store font data created by ATM. The default cache size is 256K. Adobe recommends a minimum of 256K for computers with 4 MB of memory and an additional 64K for each additional megabyte of memory. To change the font cache, click the up or down arrow.

- Select Use Prebuilt or Resident Fonts to tell ATM to use bitmap fonts that reside in Windows and to use fonts that reside in the printer, if they are available. Using prebuilt or resident fonts can help your applications display and print documents more quickly.

- Select Print ATM fonts as graphics to tell the ATM program to send fonts to the printer as graphic images and not to use downloadable fonts. If your PCL printer (such as an HP LaserJet printer and various clones) does not support downloadable fonts, or if a document with mixed text and graphics does not appear to print correctly, checking this box may help. Printing time may increase slightly.

3 Click Exit. Either restart Windows or return to your current Windows session. If you have turned ATM on or off, or changed cache size, you must restart Windows for your changes to take effect.

Removing the ATM program from your system

You can remove the ATM program from your system by deleting several program and font files and by editing the SYSTEM.INI file.

To remove ATM from your system:

- 1 Use ATM to remove Type 1 fonts from your system. Delete them from the hard disk.
- 2 Make a backup of the SYSTEM.INI file in your \Windows directory. Name it something that does not conflict with an existing file.
- 3 Use Notepad or another text-editing program to open the SYSTEM.INI file.
- 4 Remove the following two lines, which are located in the BOOT section of the SYSTEM.INI file:

```
system.driv=atmsys.driv  
atm.system.driv=system.driv
```

Replace the two removed lines with this single line:

```
system.driv=system.driv
```

Note: If you are using an HP Vectra machine, the line should read

```
system.driv=hpsystem.driv
```

See the file TECHREF.WRI for more information.

- 5 Save the SYSTEM.INI file as a plain text file. (The Notepad program does this automatically.)
- 6 Quit Notepad, and exit Windows.
- 7 Delete ATM16.DLL, ATM32.DLL, and ATMSYS.DRV from your \Windows\System directory. If you have had ATM version 1.x on your system, you may also need to delete ATM.DLL.
- 8 Delete ATM.INI and ATMCNTRL.EXE from your \Windows directory.
- 9 Delete the ATMFONTS.QLC file from the directory that contained the .PFB files. The default directory is \PSFONTS.

Installing and Using Adobe Type Manager on a Macintosh

Adobe Type Manager (ATM) is a font utility that generates sharp, clear characters of any size on-screen and on QuickDraw printers.

The Adobe Acrobat package includes ATM 4.0 software for the Macintosh. A version of ATM that affects only Acrobat Exchange or Reader, called loadable ATM, is installed during the default Acrobat installation. However, if a version of ATM that is older than the version that comes with Acrobat is already installed at the system level, the Acrobat installer will update system ATM. If you wish, you can also custom-install system ATM.

ATM needs to be installed at the system level if you want to embed Type 1 fonts in your PDF files using PDF Writer.

To install the ATM software on your system:

- 1 Insert the Adobe Acrobat CD-ROM disc into your CD-ROM drive.
- 2 Open the Exchange folder inside the Adobe Acrobat 3.0 folder and double-click the Exchange 3.0 installer icon.

3 The Adobe Acrobat Exchange Installer dialog box appears. Follow the instructions on-screen to progress through the introduction and accept the license agreement.

4 Choose Custom Install from the pop-up menu.

5 Select the following items:

- Install ATM 4.0 in the System Folder
- Install required fonts in the System Folder

6 Click Install.

7 Restart your computer when prompted to do so.

Selecting ATM options

The ATM Control Panel includes options for turning ATM on and off, changing the font cache size, and determining how character shapes and line spacing appear when you use various applications.

To select ATM options:

- 1 Choose Control Panels from the Apple menu. The Control Panels window appears.

2 Open the ATM Control Panel by double-clicking the ATM icon in the Control Panels window.



Note: The Substitute for Missing Fonts option is dimmed unless you have installed the ATM font database that comes with Super ATM.

3 Select ATM options as follows:

- Click On or Off to turn the ATM software on and off.
- Adjust the Font Cache to set the amount of system memory available to store bitmap characters created by the ATM program. The default setting is 256K. Adobe recommends a font cache of at least 512K.
- Select the Preserve Line Spacing option to reduce the size of accented characters so they fit within the current line height and retain the same line and page breaks within a document. This option is selected by default; however, this option may clip the descenders of some characters.

- Select the Preserve Character Shapes option to maintain the size of accented characters and increase the size of the current line height to accommodate the larger characters.
- Select the Smooth font edges on-screen option to improve the appearance of Type 1 fonts on-screen by smoothing out the jagged edges inherent in video displays. Using this feature can slow down type-intensive displays on some systems. In that case, try increasing your font cache.
- Select the Precision Character Positioning option to position characters at the sub-pixel level to display more accurate spacing, especially at small point sizes. Selecting this option may slow down type-intensive display on some systems. Not all applications support sub-pixel positioning.
- Select the Enable Font Substitution option to instruct ATM to create replacement fonts from available Type 1 fonts if the original font is missing.

Note: If you own Multiple Master fonts, you can use the Create MM instances feature. See your Adobe Type Library User Guide for details.

4 Choose Restart from the Special menu. You must restart your Macintosh for changes to the ATM Control Panel to take effect.