



Adobe® Acrobat® Exchange 3.0

Online Guide

- New features
- Tools, commands, and shortcuts
- Using Acrobat Exchange
- Viewing PDF documents
- Modifying PDF documents
- Opening and converting image files to PDF
- Using PDF on the Web
- Troubleshooting
- Index



New features

Integration with the Web

Opening and converting image files

New PDF display options

Simple text editing options

New action specifications and behavior

Forms

Calibrated color



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 an option for optimizing PDF files for online delivery. Optimization involves consolidation and reordering. Duplicate background objects (text, line art, and images) are consolidated to reduce the file size significantly and objects in the PDF file format are reordered for byte-serving over the Internet. The file's optimization status is indicated in the Document Info > General dialog.
- You can easily optimize an entire folder of PDF files—and optionally all included subfolders—by 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-ROMs, or Web servers, 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](#) 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](#) 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 by 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 create PDF image files quickly from scanned images.
- Convert color, grayscale, or black-and-white PDF images into small, fully searchable PDF documents by 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 either is not present, a default monitor profile is used. See [Calibrated color](#) for more information. ➤



- 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 to 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 print forms.

You define actions for when a mouse enters or exits, 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 update a form and its appearance dynamically 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. (You can print from Reader.) 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** for more information. ■



Calibrated color

The Portable Document Format allows for device-independent color (DIC) specifications. DIC allows creators of PDF documents to specify the colors of objects in a page description, independent of the color characteristics of the destination monitor or printer.

The result of using DIC is consistent color reproduction from device to device. This is important because of the large color variations among different devices. Even two monitors can have widely different color characteristics. Note that not all colors in a given PDF document will be specified in this DIC manner. Currently, only PDF files created by Acrobat Distiller 2.1 or later contain DIC color specification on a global level, and only images are affected, not vector-based line art.

Shown here are two images, both derived from the same original image. Think of this as the same image being scanned by two different scanners. ➤



The PDF file describing this page contains a different color space and different image data for each image.

Monitor A



Monitor B



PDF without color calibration



PDF with color calibration ➤



Although each image contains different image data, the Acrobat viewer is using the color space information for each image in this PDF document to reproduce an accurate display of the original image. Although the colors will not match perfectly on two devices such as monitors, they will be more consistent. ■



Tools, commands, and shortcuts

Exchange window

Toolbar

Status bar

Commands

Keyboard Shortcuts (Windows and UNIX)

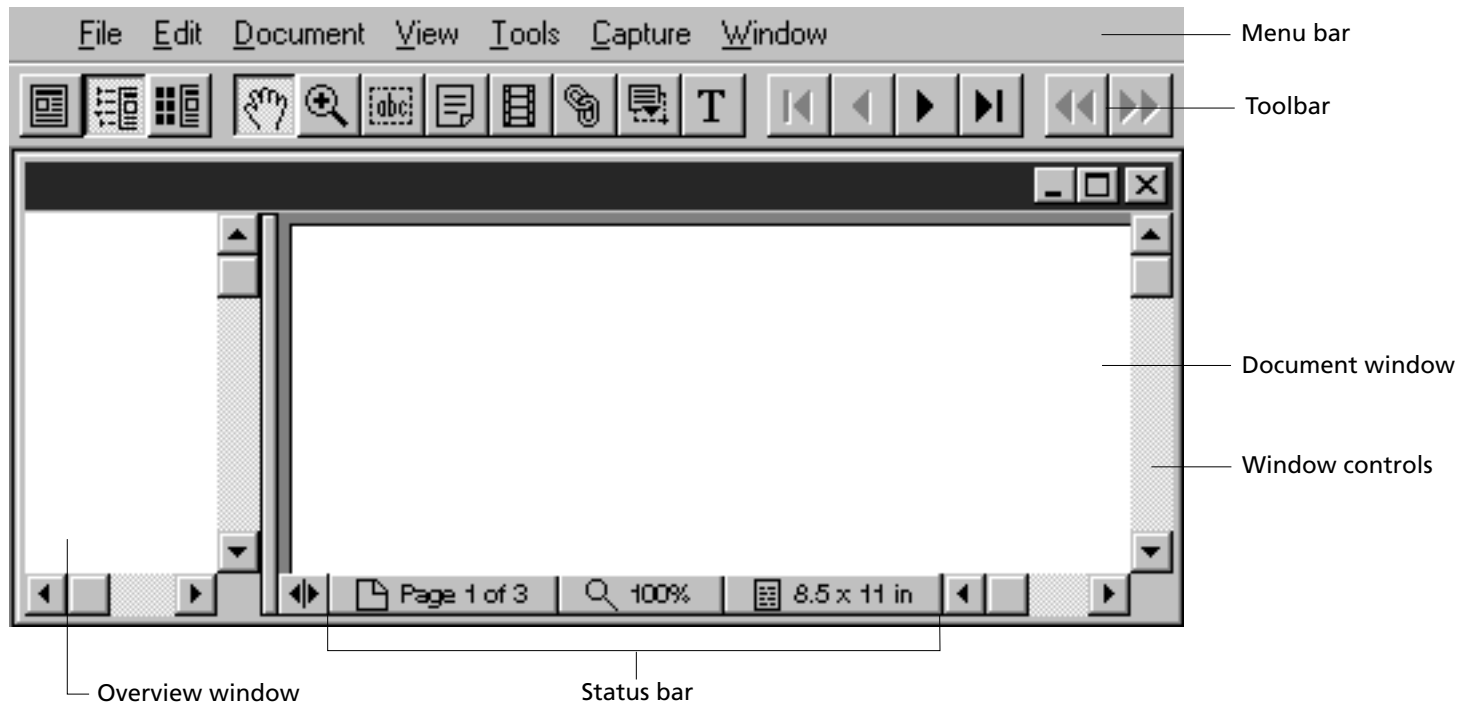
Keyboard shortcuts (Macintosh)

Paging shortcuts (Windows and UNIX)

Paging shortcuts (Macintosh)



Exchange window





Toolbar



Page



Movie



Last page



Search



Bookmarks & page



Link



Go back



Search results



Thumbnails & page



Form



Go forward



Search previous



Hand



TouchUp text



100% zoom



Search next



Zoom-in



First page



Fit page in window



Web browser (Optional; see Setting Weblink Preferences)



Text selection



Previous page



Fit page width inside window



Note



Next page



Find

To hide or show the toolbar, choose Window > Hide Toolbar or Window > Show Toolbar.



Status bar

Page number

Magnification


Page dimensions and page layout

The image shows a horizontal status bar with three main sections. The first section contains a double arrow icon and the text "Page 1 of 4". The second section contains a magnifying glass icon and the text "100%". The third section contains a document icon and the text "11 x 17 in". To the right of the status bar, a context menu is open, listing three options: "Single Page" (which is selected with a checkmark), "Continuous", and "Continuous - Facing Pages". A mouse cursor is pointing at the "Single Page" option.




Keyboard Shortcuts (Windows and UNIX)


Returns to previously selected tool after creating one link

Ctrl + 


Returns to previously selected tool after creating one note

Ctrl + 

Returns to previously selected tool after adding one movie or sound clip

Ctrl + 

Returns to previously selected tool after creating one form field

Ctrl + 

Exits Full Screen view

Escape

Overrides open document settings and uses default settings

Shift + Ctrl +
Open Document

Exits Full Screen view if the Escape key has been disabled

Option + Shift + L

Opens Exchange or Reader Online Guide

F1




Keyboard shortcuts (Macintosh)


Result

Action


Returns to previously selected tool after creating one link

Option + 


Returns to previously selected tool after creating one note

Option + 

Returns to previously selected tool after adding one movie or sound clip

Option + 

Returns to previously selected tool after creating one form field

Option + 

Exits Full Screen view

Escape

Overrides open document settings, and uses default settings

Shift + Option +
Open Document

Exits Full Screen view if the Escape key has been disabled

Option + Shift + L



Paging shortcuts (Windows and UNIX)

Result	Action
Scrolls page to the right	Right Arrow + Shift
Scrolls page to the left	Left Arrow + Shift
Scrolls page up	Up Arrow + Shift
Scrolls page down	Down Arrow + Shift
Go to first page	Ctrl + 1
Go to previous page	Ctrl + 2
Go to next page	Ctrl + 3
Go to last page	Ctrl + 4
Go to last page	End key
Exit Full Screen mode	Escape key



Paging shortcuts (Macintosh)

Result

Action

Scrolls page to the right

Right Arrow + Shift

Scrolls page to the left

Left Arrow + Shift

Scrolls page up

Up Arrow + Shift

Scrolls page down

Down Arrow + Shift

Go to first page

⌘ + 1

Go to previous page

⌘ + 2

Go to next page

⌘ + 3

Go to last page

⌘ + 4

Go to last page

End key

Exit Full Screen mode

Escape key

Exit Full Screen mode

⌘ + (period)



Using Acrobat Exchange

Acrobat Exchange can be used for viewing and modifying files in Portable Document Format (PDF). You can use Exchange to view PDF files sent to you from any computer platform, as well as **imported image files**. See **Viewing PDF documents** for information.

You can also use Exchange to add hypertext links, bookmarks, articles, thumbnails, and forms to your PDF documents. Insert, delete, copy, and move individual or multiple pages within PDF files. See **Modifying PDF documents** for information.

With the Scan and Capture plug-ins installed, Exchange can also be used to create PDF from paper documents. See the **Capture Plug-in Online Guide** for information.

See **Using PDF on the Web** and Incorporating PDF documents in OLE documents for information on special forms of PDF publication.



Viewing PDF documents

Opening and printing PDF documents

Setting preferences

Adjusting the view

Displaying information about a document

Navigating pages

Finding words

Searching Indexes

Reviewing notes

Playing movies or sounds

Filling out forms (Windows and Macintosh)

Copying and pasting text and graphics to another application



Opening and printing PDF documents

Opening PDF documents

Opening PDF documents in a Web browser window

Opening and converting image files to PDF

Opening a PDF file embedded as an OLE object in another file (Windows and Macintosh)

Printing PDF documents

Printing PDF documents from the command line (UNIX)

Exporting to PostScript for color separations (Macintosh)



Opening PDF documents

To open a PDF document, choose File > Open. In the Open File dialog box, highlight the filename, and click Open. Normally, PDF documents have the extension .pdf. In Windows, or on the Macintosh, you can also open a PDF document by double-clicking the file icon.

If double-clicking a file on the Macintosh platform does not open the file in your Acrobat viewer, use File > Open to open the file, close the file, and try again. See [Making PDF documents accessible from the Macintosh Finder](#) for information. ➤



The document author can set PDF documents to be opened in full-screen mode, without a toolbar, menu bar, or window controls. If the menu bar is hidden, you can press Control+Shift+M (Windows and UNIX) or Command+Shift+M (Macintosh) to redisplay the menu bar temporarily. To override all the author's document-opening settings, press Control+Shift (Windows and UNIX) or Option+Shift (Macintosh) when opening the file.

To display a list of all Acrobat Exchange command-line options (UNIX), start the Acrobat product with the -help option. For example:

```
acroexch -help ■
```



Opening PDF documents in a Web browser window

To open a linked PDF document in a browser, simply click the link. The PDF document is either downloaded to your machine one page at a time or completely before displaying on-screen, depending on your browser, the Web server, and whether the PDF document has been optimized. See **Reading PDF in a Web browser** for more information.

See the ReadMe or ReadMe.txt file for a list of the known supporting browsers. Check the Adobe Web site for any updates to the supported browser list (<http://www.adobe.com/acrobat/moreinfo>).



Opening and converting image files to PDF

When you import BMP, Compuserve GIF, PCX, or TIFF image files into Exchange for viewing, they are converted to the PDF Image Only format. For more information on the PDF Image Only format, see the [Capture Plug-in Online Guide](#). You can also append imported image files to the end of PDF documents, and you can combine multiple image files into one PDF document. The maximum image size you can import is 14-by-14 inches.

To convert an image file to PDF:

- 5** Choose File > Import > Image.
- 6** Select the image file, and click Open. If a PDF document is already open, you will be asked either to Append Images to Current Document or to Create New Document. If you choose Create New Document, the extension .pdf is added to the original filename. If the file already has a file extension, Acrobat replaces it with the extension .pdf. ➤



Note: If a PDF file is not open when you choose to import an image, a new PDF file is automatically created.

To combine multiple image files into a new PDF document:

- 1 Choose File > Import > Image.
- 2 Select the image files you would like to combine, and click Open. (To select files sequentially, press Shift and click the files at either end of the sequence. To select nonsequential files, press Ctrl and click the files you want to combine.)
- 3 If a PDF document is already open, you will be asked either to Append Images to Current Document or to Create New Document. Choose Create New Document.

Note: You can import up to 50 files at a time.

- 4 The new document is named Untitled.PDF. Choose File > Save As, enter a filename, and click OK. ➤



To add one or more image files to the end of an existing PDF document:

- 1 Open the target PDF document.
- 2 Choose File > Import > Image.
- 3 Select one or more files, and click Open.
- 4 Click Append Images to Current Document, and click OK. The image file or files are added to the end of the target PDF document.

The PDF file created by the Import command is in the PDF Image Only output style. For more information, see [About PDF document styles](#). If the file contains text that you would like to OCR, see the [Capture Plug-In Online Guide](#) for information. ■



Opening a PDF file embedded as an OLE object in another file (Windows and Macintosh)

PDF documents can be incorporated into other documents created by any OLE (Object Linking and Embedding) 1.0 or OLE 2.0 container application. See [Incorporating PDF documents in OLE documents \(Windows and Macintosh\)](#) for more information.

To view an embedded PDF file:

- 1** Open the document into which the PDF document has been embedded.
- 2** Double-click the Acrobat icon or the RTF text in the document. Acrobat Exchange or Reader launches and displays the activated PDF document. ➤



Note: *In Exchange, the Save, Save As, and Exit (Windows) or Quit (Macintosh) commands are replaced by OLE commands. Use standard OLE techniques for saving the PDF document and for exiting Exchange and returning to the original document. You cannot make changes or save while in Acrobat Reader. ■*



Printing PDF documents

First, select the print options you want by using the File >Print Setup (Windows and UNIX) or Page Setup (Macintosh) command. When you are ready to print, choose File > Print.

Acrobat Exchange offers a Shrink to Fit print option not available with most other applications. Shrink to Fit shrinks (and if necessary rotates) oversized pages to fit on the paper size currently installed in your printer.

PDF files produced by Acrobat Distiller 3.0 can contain custom halftone screens intended for high-resolution imagesetters. When sent to standard desktop PostScript printers, the custom halftone screens contained in the PDF file can produce “muddy” images. To avoid poor image quality on your print-out, choose the Use Printer’s Halftone Screen option in the Print dialog box.



Printing PDF documents from the command line (UNIX)

Besides printing directly from within Exchange or Reader by choosing File > Print, you can print PDF files from the command line. To print the file sample.pdf to the default printer, type

```
% cat sample.pdf | acroexch -toPost-Script | lp
```

Each time you print a PDF file to a printer, Exchange displays a message:

request id is <ID>

<ID> is the print job identification number. You can use this number to cancel your print job.

Note: *If a PDF file has been secured with an **Open password** or does not allow printing, you will not be able to print from the command line. ➤*



You can use options to control your print job from the command line. Options available to Exchange and Reader:

To create a level 2 PostScript file:

```
-level2
```

To print a pdf file to a differently named PostScript file:

```
-pairs <pdf filename> <PostScript  
filename>
```

For example, to print sample.pdf to test.ps, you would use the following syntax:

```
acroexch -toPostScript -pairs  
sample.pdf test.ps
```

To use the printer's default halftone screens instead of custom halftone screens included in the file:

```
-printerhalftones ➤
```



Options available to Exchange only:

To create a binary PostScript file:

`-binary`

To shrink a document to fit the page on which it will be printed:

`-shrink`

To scale the document:

`-scale <scale factor>`

To print the document in a landscape orientation:

`-landscape`

To control the page size:

`-size <width> <height>`

where width and height can be numbers or letter, tabloid, ledger, legal, executive, a3, a4, a5, b4, or b5. ➤



To download fonts per document rather than per page:

`-fast`

To print range of pages:

`-start <page number> -end <page number>`

To display a list of all Exchange command-line options, start the Exchange with the `-help` option. For example:

```
acroexch -help ■
```



Exporting to PostScript for color separations (Macintosh)

You can export a PDF file to PostScript for use in printing and prepress applications. These PostScript files will include full DSC comments and all of the advanced information (OPI comments, halftone screens, etc.) preserved by Acrobat Distiller 3.0. You can also create an Encapsulated PostScript (EPS) file of any page in a PDF document for placement into another application file. The placed EPS file will also color separate correctly. (Note that most application require the EPS to be in PostScript Level 1 format.)

To Export to PostScript or EPS:

- 1 Choose File > Export > PostScript or EPS.
- 2 Choose from the following options:
 - **Format** specifies creating a PostScript file or EPS file with various preview options. ➤



- **ASCII** specifies creating an ASCII file.
- **Binary** specifies creating a Binary file. This is available only if PostScript is selected as the format.
- **Range** specifies a range of pages to print. You can choose only one page if an EPS format is selected.
- **PostScript** specifies a PostScript level for file formatting. Choose Level 1 (default) if the file is an EPS file that will be placed into another document and color separated as part of that other document.
- **Font Inclusion** specifies including a chosen set of fonts in the file.

Note: *To ensure inclusion of fonts in a PostScript file, the fonts should be embedded in the PDF file.*

3 Click Save, choose a filename and destination, and click Save again. ■



Setting preferences

Preferences are settings that modify the performance, interface, and behavior of an application. For the most part, the preference settings of Acrobat Exchange determine the view of a document on-screen for your copy of Exchange. Some of these settings can be overridden, for a particular PDF document by a document author, in the Document Info > Open dialog box. See **Choosing how the document opens** for more information about which settings a document author has control over and how to set or change those settings.

In UNIX, you can define resources in the .Xdefaults file. See **Customizing resources for your personal use (UNIX)** for information. You can also give your Acrobat viewer access to more fonts system-wide or for individual users. See **Giving Acrobat viewers access to fonts (UNIX)** for information. ➤



To set preferences:

Choose File > Preferences, and then choose the type of preference you want to change:

- **General preferences** specify options for setting a comfortable default document view.
- **Notes preferences** specify a label, color, font, and point size for the notes that you create.
- **Full Screen preferences** determine how a document appears and behaves in Full Screen view.
- **Weblink preferences** determine the behavior of information display for Weblinks and provide a way to choose which browser to launch when activating a Weblink.
- **Capture preferences** are described in the Capture Plug-in Online Guide.

Other Acrobat plug-ins may add new preference items to this list. See the plug-ins documentation for information. ■



Customizing resources for your personal use (UNIX)

When an Acrobat viewer starts, it searches for resources in the standard X Window System resource file (`~/.Xdefaults`). It uses all resources it finds to determine the proper setup. If it finds a resource more than once, it uses the last value found. By editing the resource file, you can customize Acrobat viewers. For your changes to take effect, you must restart your Windowing system.

The following sections describe some general Acrobat resources that you can change in the `.Xdefaults` file:

Plug-in location

Starting multiple Acrobat viewers

Fonts for bookmarks



Plug-in location

When Acrobat Exchange and Reader start, they search for plug-ins in the directory `$ACRO_INSTALL_DIR/$ACRO_CONFIG/plugin_ins`. You can specify a new default directory by changing the `*systemPlugInPath` label. The `*systemPlugInPath` label specifies the location of the plug-ins used by all users of Acrobat Exchange or Reader.

```
*systemPlugInPath /net/Acro-  
bat/Sun_OS4/doc_dept/plugin_ins
```

You can specify your own plug-ins when starting Exchange or Reader. By default, the Acrobat viewers search for personal plug-ins in the `$HOME/plugin_ins` directory. You can specify a new default directory for personal plug-ins by changing the `*userPlugInPath` label. For example:

```
userPlugInPath $HOME/Acrobat/plugin_ins
```



Starting multiple Acrobat viewers

If you want to open a new Exchange or Reader program every time you open a PDF file, set the *userFrontEndProgram resource to FALSE. By default, the *userFrontEndProgram is set to TRUE, meaning that the Exchange or Reader program that is already opened is used to display the new PDF file.



Fonts for bookmarks

Normally, Acrobat viewers use 12-point Helvetica as the font for bookmarks. If you want to change the font size, you can change the value of `*bookmarkFontSize`. The font size is expressed in terms of points. If you want to change the font family, you can change the value of `*bookmarkFontName`. For example:

```
*bookmarkFontSize 10
```

```
*bookmarkFontName Palatino
```



Giving Acrobat viewers access to fonts (UNIX)

If a font is referenced in a PDF file, but not embedded, and your Acrobat viewer finds that font on the system opening the file, the Acrobat viewer will use the font on the system to display the text. You can give your viewer access to your installed Type 1 fonts by setting the PSRESOURCEPATH variable in the viewer launch script or your user configuration file. Editing the launch script, usually done by a system administrator, gives all users who access that copy of the viewer access to the fonts. Editing your user configuration file gives an individual access to the fonts. ➤



The PSRESOURCEPATH variable looks for UNIX PostScript Resource (.upr) files in the location at which you point it. The .upr files are created when Type 1 fonts are installed. If you have installed Adobe Illustrator or Adobe Photoshop, the PSRESOURCEPATH is already set for the individual and your Acrobat viewer will find it.

To give access to fonts system-wide:

1 Open Acrobat3/bin/acroexch or acroread in a text editor.

2 Enter the following command:

```
# PSRESOURCEPATH=<font_location>::
```

3 Restart your Acrobat viewer. ➤



To give an individual access to fonts:

- 1 Open your user configuration file in a text editor.
- 2 Set the PSRESOURCEPATH environment variable:

```
# PSRESOURCEPATH=<font_location>::
```
- 3 Restart your Acrobat viewer. ■



Adjusting the view

Magnifying the page view

Working with large page sizes

Choosing a page layout for scrolling ease

Setting a default view

Reading documents in Full Screen view



Choosing a Web browser for Weblinks



Magnifying the page view

You can use the zoom tool, the magnification box in the status bar, or the Actual Size, Fit Page, and Fit Width toolbar buttons to change the screen magnification. The maximum magnification level is 800%. The minimum magnification level is 12%. If you zoom in on a large document, use the **hand tool** to move the page around on-screen or in a **thumbnail**.

Acrobat viewers also offer magnification level choices that are not related to a specific percentage, but to the look of the page on screen:

- **Fit Page**  scales the page to fit within the main window.
- **Fit Width**  scales the page to fit the width of the main window.
- **Fit Visible** fills the window with the page's imaged area only (text and graphics). ➤





When you select any of the Fit options, the magnification level resulting from the selection is displayed in the status bar.

The Fit options, Fit Page, Fit Width, and Fit Visible are in a *sticky* state, which means they don't change as you page through a document unless you change the zoom level.

To increase magnification:



Choose one of the following:


- Select the zoom tool  on the document page to double the current magnification.
- Select the zoom tool  and drag to draw a rectangle, called a *marquee*, around the area you want to magnify.
- Click the magnification box in the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK. ➤



To decrease magnification:

Choose one of the following:

- Select the zoom tool  while holding down the Ctrl (Windows and UNIX) or Option (Macintosh) and click at the center of the area you want to reduce.
- Select the zoom tool  while holding down the Ctrl (Windows and UNIX) or Option (Macintosh), and drag to draw a rectangle, called a *marquee*, around the area you want to reduce.
- Click the magnification box in the status bar and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.

Note: *If viewing a PDF document in a Web browser window, use the zoom out tool  to decrease magnification. ■*



Working with large page sizes

If you need to magnify a page to a size larger than the viewer window to read it, you can use the hand tool to move the page around so that you can view all the areas on it. Moving a PDF document around with the hand tool is like moving a piece of paper around on a desk with your hand.



Choosing a page layout for scrolling ease

Acrobat viewers have three page layout options: Single Page, Continuous, and Continuous-Facing Pages. Continuous and Continuous-Facing Pages facilitate page scrolling so that you can see the bottom of one page and the top of another.

- Single page layout displays one page in the document window at a time.
- Continuous layout arranges the pages in a continuous vertical column.
- Continuous-Facing Pages layout arranges the pages to appear side by side. This configuration accommodates two-page spread display and multiple-page viewing in the viewer window. If the total page count of a document is greater than two pages, the first page





is displayed on the right to ensure proper display of two-page spreads. To see two-page spreads most efficiently in this page layout, choose View > Fit Width.



Single page layout



Continuous layout ➤



Continuous-Facing Pages layout

To set a page layout:

Choose one of the following:

- Click the page size box in the status bar, and choose one of the page layouts from the menu.
- Choose Single Page, Continuous, or Continuous-Facing Pages from the View menu. ■



Setting a default view

You can set a default viewing magnification, a default page layout, and other viewing defaults in the General Preferences dialog box. These settings apply to any document that has been set to open in the default view. See [Choosing how the document opens](#) for information about document settings.

In UNIX, the first time you open Exchange or Reader, a preferences file named `.acrorc` is created in your `$HOME` directory. If you have opened Acrobat Exchange or Reader 2.1 at any time prior to opening the 3.0 version, you should delete `$HOME/.acrorc` before starting Exchange or Reader 3.0. A new `.acrorc` file will be created with the recommended Acrobat 3.0 settings when you start Exchange or Reader 3.0.

To set a default view:

1 Choose File > Preferences > General to open the General Preferences dialog box. ➤



2 Choose settings for the following options:

- **Default Page Layout** specifies a page layout for your Acrobat viewer to use when PDF documents are first opened.
- **Default Magnification** specifies a magnification level for your Acrobat viewer to use when PDF documents are first opened.
- **Max “Fit Visible”** Magnification sets the maximum magnification for the Fit Visible view and for viewing articles.
- **Substitution Fonts** specifies which Multiple Master fonts your Acrobat viewer uses to substitute for Type 1 and TrueType fonts that are not available on your computer. If PDF documents fail to print because of insufficient printer memory, choose Sans from the Substitution Fonts menu. Changing the Substitution Fonts setting has no effect until you restart Windows or your Macintosh. ➤



- **Page Units** (inches, millimeters, or points) specifies which unit of measurement is used to display the page size in the status bar and in the Crop dialog box with the Page Units option.
- **Display Large Images** specifies displaying images larger than 128K. A gray box appears in place of a large image if you do not choose this option. Not displaying large images can speed paging through a document.
- **Greek Text: Below [___] pixels** specifies displaying text below the designated point size as gray lines to speed display time. The original default is 6.
- **Smooth Text and Monochrome images** specifies smoothing the edges of text and monochrome images to minimize the contrast between the background and the text or image. This effect usually improves the quality of the display on-screen. ➤



- **Use Calibrated Color for Display** specifies using the color space information for each image in this PDF document to reproduce an accurate display of the original image. See **Calibrated color** for more information.
- **Use Page Cache** specifies placing the next page into a buffer to reduce the amount of time it takes to page through a document.
- **Open Cross-Document Links in Same Window** specifies opening linked PDF documents and views in one window to minimize the number of open windows in your Acrobat viewer. If you do not select this option, then a new window is opened for each new Go to View link. If a linked file is open when a Go to View link to it from another document is activated, the file remains open in a separate window.

Note: To override this setting, either selected or deselected, press **Ctrl** (Windows, UNIX) or **Option** (Macintosh) when clicking a link. ➤



■ **Allow Background Download of Entire File** specifies allowing a PDF file to continue downloading from the Web even after the requested page displays on-screen in a Netscape Navigator-compatible browser. If you do not select this option, only the requested page will download to your computer and other pages will be downloaded as you request them.

Note: *You will get unexpected results from the Go Back command in your Web browser if you do not select this option. For example, if you link to another file from the partially downloaded PDF file and then want to return to that PDF file by using the Go Back command in your Web browser, you will be returned to the first page of the PDF file even if you were not on the first page. Selecting this option should alleviate most cases of unexpected Go Back behavior in your Web browser. ➤*



- **Display Splash Screen at Startup** specifies displaying the Acrobat splash screen each time the program is started.
 - **Display Open Dialog at Startup** specifies displaying the Open dialog box each time the program is started.
 - **Skip Editing Warnings** specifies disabling warning boxes when you delete notes, bookmarks, links, pages, and thumbnails.
- 3 Click OK. ■



Reading documents in Full Screen view

PDF documents fill the entire screen in Full Screen view; the menu bar, toolbar, status bar, and window controls are hidden. Document authors can set PDF documents to open in Full Screen view, or you can set the view for yourself. Full Screen view is often used for presentations, sometimes with automatic page advancement and transitions.

Whether you use Full Screen to view a presentation or for your own purposes, you can establish your own **Full Screen preferences**. ➤



In Full Screen view, the pointer remains active so that you can click links and open notes. You can use navigational and magnification buttons, even though the menus and toolbar are not visible, by using their **keyboard shortcuts**:

- For the View menu, you can use shortcuts for all commands except Page Only, Bookmarks and Page, Thumbnails and Page, and the page layout views.
- For the Tools menu, you can use shortcuts for the hand and zoom tools.

To exit from Full Screen view, press the Escape key.





Full Screen preferences

Choose File > Preferences > Full Screen to set the characteristics of your Acrobat viewer's Full Screen view. These settings apply to any document that you open in Full Screen view and that does not have its own Full Screen settings.

The default settings are usually acceptable and do not need to be changed unless you are going to give a presentation or set up a **kiosk**, because most of the effects you set in Full Screen preferences are for presentations. See **Choosing how the document opens** for information. ➤



The Full Screen Preferences dialog box provides these options:

- **Advance Every __ Seconds** specifies whether you advance automatically from page to page every set number of seconds. For automatic paging, enter the number of seconds in the text box. You can page through a document by using mouse or keyboard commands even if automatic paging is selected.
- **Advance On Any Click** specifies navigating through the PDF document by clicking your mouse.
- **Loop after last page** pages through the document continuously, returning to the first page from the last. A typical use for this option is for kiosk displays.
- **Escape key exits** specifies using the Escape key to exit Full Screen mode. If you disable the Escape key, Ctrl+Shift+L (Windows and UNIX) or Cmd+Shift+L (Macintosh) can be used to exit Full Screen mode. ➤



- **Background color** specifies the window's background color. Options are Black (the default), White, and Custom. If you select Custom, the system color palette is displayed. See your computer's user guide for instructions on setting a custom color.
- **Default Transition** specifies a transition effect to display when switching pages in Full Screen mode. The default transition is None.
- **Mouse Cursor** specifies how the mouse cursor appears in Full Screen view. The default is to hide the cursor after a short delay. ■




Choosing a Web browser for Weblinks

When you click a Weblink in a PDF document, the default browser opens for you to view the linked document. Before this happens, however, you have to identify the default browser to the Acrobat viewer. You can also choose to show or hide the Web browser button and link information and status.

To change preferences:

- 1 Choose File > Preferences > Weblink.
- 2 Choose from the following options:
 - Choose an option from the Link Information menu to determine whether a viewer displays a URL in the status bar always, never, or only when the Ctrl (Windows and UNIX) or Option (Macintosh) key is pressed at a time when the pointer is over a Weblink. ➤



- Select Show Toolbar Button to show the Web Browser button  in the toolbar. You can open your Web browser from an Acrobat viewer by clicking the button.
 - Select Show Progress Dialog to display status information such as how much data is being downloaded after a Weblink is activated.
 - To select a Web browser, click Browse (Windows and UNIX) or Select (Macintosh), locate your browser, and click Open.
 - Choose the connection type that matches your browser. If your browser is not listed, choose the Standard connection type.
- 3** Click OK to save your preferences. ■



Displaying information about a document

The Document Info submenu of the File menu contains commands that display information about a document. When you create a document, you use the submenu to provide some of this information, and in so doing, you determine a number of behaviors of the document. When you view a document, you can access this information. In Exchange you can also modify some of the items of information provided by the document author, or you can provide them yourself if they were not provided.

To display document information:

Choose File > Document Info, and then choose a type of document info:

- **General** displays basic creation information about the PDF document. You can enter or change some of this information in Exchange. ➤



- **Font** displays font usage information.
- **Open** displays settings for displaying the document when opened. In Exchange, you establish or change these settings. See **Choosing how the document opens** for information.
- **Security** displays the document's security settings. See **Limiting access to PDF files** for information about setting security options.
- **Base URL** displays the base Uniform Resource Locator (URL) set for Weblinks in the document. In Exchange, you can establish or change this URL. See **Specifying a base URL** for information.
- **Index** displays the name of the index associated with the document. The associated index loads automatically when the PDF document is opened. In Exchange, you can establish or change this setting. ■



Getting general information about a document

The General Info dialog box provides title, subject, author, and keyword information if it has been provided. It also displays attributes set by Exchange, PDF Writer, or Distiller in this dialog box:

- **Creator** indicates the program that created the original document (if known).
- **Producer** indicates the application or driver that produced the PDF document.
- **Created** indicates the date and time the document was created.
- **Modified** indicates the date and time the document was last modified.
- **Optimized** indicates whether the file has been optimized. See [Minimizing PDF file size](#) for information about optimization. ➤



- **File Size** indicates the size of the PDF file.

You can enter or change the values in the Title, Subject, Author, and Keywords fields. Use these fields to categorize and sort PDF documents. After creating an index with **Acrobat Catalog**, you can use the Search command in Acrobat viewers to pinpoint indexed PDF documents by searching the General Info fields.

Note: *The title is the document's title, not necessarily the filename (unless the title and filename are identical). The title and filename appear in the title bar in the document window. Only the title is used in the search results list, unless the title field is empty. Then, the filename is used. ■*



Getting information about fonts used in a document

The Font Information dialog box lists the font used in the original document, the font type, the font encoding, and the font used in the Acrobat viewer to display the original font. Only the fonts encountered in the document so far are listed. To see a list of all fonts used in the entire document, click the List All Fonts button.

You can use the Font Information dialog box to see what fonts were used in the original document and whether the same fonts are being used as you view it. If substitute fonts are being used and you aren't satisfied with their appearance, you may want to install the original fonts on your system or ask the document creator to recreate the document with the original fonts embedded in it. ➤



While the Acrobat Exchange or Acrobat Reader program creates a substitute font for the Macintosh, the pointer appears as a spinning letter *a*.

For information, see [About fonts](#) or the topics on font embedding with [PDF Writer](#) or [Distiller](#). ■



Navigating pages

Paging through a document

Browsing with thumbnails

Browsing with bookmarks

Following links

Retracing your steps

Reading articles




Paging through a document

The Acrobat Exchange program provides a number of ways to page through a document.



To go to the next page:

Choose one of the following:

- Click the Next Page button  in the toolbar.
- Press the Right or Down Arrow.
- Choose View > Next Page.

To return to the previous page:


Choose one of the following:

- Click the Previous Page button  in the toolbar.
- Press the Left or Up Arrow.
- Choose View > Previous Page. 




To go to the first page:

Choose one of the following:

- Click the First Page button  in the toolbar.
- Press the Home key.
- Choose View > First Page.

To go to the last page:

Choose one of the following:

- Click the Last Page button  in the toolbar.
- Press the End key.
- Choose View > Last Page.

To jump to a specific numbered page:

Choose one of the following:

- Click the page number box in the status bar at the bottom of the main window, type the page number, and click OK. ➤



- Choose View > Go To Page, type the page number, and click OK.
- Drag the vertical scroll bar up and down until the rectangle to the left of the scroll bar displays the number of the page to which you want to jump.

To move one screenful at a time:

- Press the PageDown key, Enter, or Return to move forward.
- Press the PageUp key, Shift+Enter, or Shift+Return to go back.


Use the horizontal scroll bar in the status bar to scroll the page right or left. ■



Browsing with thumbnails

A thumbnail is a miniature view of each page in the document that you can display in the overview area. You can use thumbnails to jump quickly to a page; to adjust the view of the current page; and to move, insert, copy, replace, and delete pages. See [Creating thumbnails](#), [Moving and copying pages with thumbnails](#), and [Extracting pages](#) for information.

To jump to a page by using its thumbnail:


Click the Thumbnails and Page button  or choose View > Thumbnails and Page to display thumbnail images. Click a thumbnail to move to the page it represents. The point you click determines the center of the page display.

Note: *If thumbnails appear as gray boxes in the overview area, choose Document > Create All Thumbnails to have them display the page contents. You can also create thumbnails with the [Batch Optimize](#) command. ➤*



To adjust the view of the current page:

Choose one of the following:

- Place the pointer over the lower right corner of the page-view box (the light-gray box) in the thumbnail of the current page. When the pointer changes to a double arrow, drag the corner of the box to reduce or expand the view of the page.
- Use the hand tool  to move around the current page by dragging the page-view box on the thumbnail.
- Position the pointer anywhere outside the current page-view box, and drag to draw a new box.

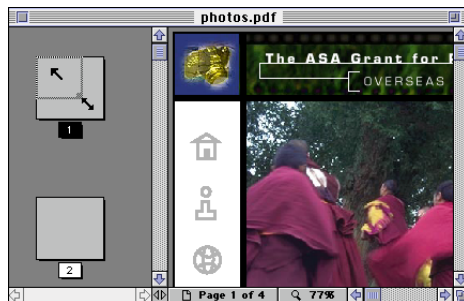
See the graphic on next page. ➤



Page view box



Place your cursor over the lower-right corner of the page view box.



Drag to magnify the page view.




Place your cursor inside the page-view box, and drag to reposition the page in the Document window ■



Browsing with bookmarks

Bookmarks can mark parts of a document for quick access, link to page views in other documents, link to the Web, play a movie or sound, enter an article, and reset or submit a form. See [Creating bookmarks](#) for more information.

To jump to a topic by using its bookmark:

1 Click the Bookmarks and Page button  or choose View > Bookmarks and Page to display bookmarks in the overview area. If a triangle appears to the left of the bookmark, click the triangle to show or hide subordinate bookmarks.



2 To go to the destination specified by a bookmark, click the bookmark text or double-click the page icon to the left of the bookmark name. A bookmark can also change the page view, play a movie, reset a form, or perform other actions.



Following links

Links can connect parts of a document, jump to other PDF documents, open another application file, go to a location on the Web, play a movie or sound, enter an article, hide or show an annotation, import form data, and reset or submit a form. See [Creating links](#) for more information.

To follow a link:

1 Move the pointer over a linked area. The pointer changes to a pointing finger  when positioned over a link. The finger pointer  displays a *W* when moved over a Weblink.

2 Click to follow the link. Clicking a link can also change the page view, play a movie, reset a form, or perform other actions.



Note: *A Web browser must be chosen in your Weblink preferences to follow a Weblink. See [Setting Weblink preferences](#) for more information.*



Retracing your steps

The Go Back button traces your viewing path through a document or series of documents. You can go back up to 64 views. Go Back will reopen closed documents if necessary.

To retrace your viewing path:

- Click the Go Back button  or choose View > Go Back to return to the previous page, document, or magnification level.
- Click the Go Forward button  or choose View > Go Forward to reverse direction and return, one view at a time, to the view where you first used Go Back.



Reading articles

Articles connect related parts of a document by creating a reading path through the document. Articles are usually created to make reading documents with multicolumn magazine articles easier.

See [Defining articles](#) for information.

To find out whether a document contains articles:


Choose View > Articles. (This menu item is dimmed if the document contains no articles.)


Note: *Clicking Info in the Articles dialog box displays the title, author, subject, and any keywords associated with the article. If you have a larger monitor and want to keep this dialog box displayed so you can go from one article to another, deselect Hide on View. ➤*




To read an article:

1 Choose one of two options to start:

- Choose View > Articles, select the article you want, and click View to display the beginning of the article.
- Select the hand tool  and click any part of the article to start reading at that point in the article. Or with the hand tool selected, press Ctrl (Windows and UNIX) or Option (Macintosh) and click to start reading at the beginning of the article.

2 While you read an article, the pointer changes to the follow article pointer . Press Return or click to progress through the article.

3 Continue to press Return or click until you reach the end of the article. At the end of the article, the pointer changes to the end article pointer . Click again or press Enter to return to the page view displayed before you started reading the article. ➤



To reverse direction in the article:

Do any of the following:

- Press the Shift key and click.
- Press Shift+Enter.
- To return to the beginning of the article, press the Ctrl (Windows and UNIX) or Option (Macintosh) key and click.

To exit an article at any time:

Do any of the following:

- Select any navigation method other than pressing Enter or Return.
- Go to another article or page.
- Hold down Shift+Ctrl (Windows and UNIX) or Shift+Option (Macintosh), and click. ■




Finding words

Use the Find command to find part of a word, a complete word, or multiple words in the active document.

To search across documents that have been indexed with the Acrobat Catalog program, use the Search command instead of the Find command. See [Searching Indexes](#) for more information.

To find a word:

- 1 Click the find tool , or choose Tools > Find.
- 2 Choose any combination of the following options, or none of them:
 - **Match Whole Word Only** specifies ignoring words that are contained within the text you enter. For example, the word *stick* would not be highlighted if you chose the word *sticky* to find. ➤



- **Match Case** specifies finding only those words that contain exactly the same capitalization as you enter in the Find dialog box.
 - **Find Backwards** specifies starting from the current page and searching backwards through the file. Find Backwards is helpful if you want to find a term you passed earlier in the document.
- 3** In the Find What text box, enter the text to be found and click Find. When the program finds the text, the Find dialog box closes and the page containing the text is displayed with the text highlighted.
- 4** To find the next occurrence of the word, press Ctrl (Windows and UNIX) or Command (Macintosh) +G, or reopen the Find dialog box and click Find Again. With Windows, pressing F3 also finds the next occurrence of the word. You will be prompted to loop around to the beginning of the document if you start the process on any page other than the first page. ■



Searching Indexes

The Find command looks for words by reading every word on every page. By comparison, the Search command searches full-text indexes created with Acrobat Catalog.

A full-text index is an alphabetized list of all the terms used in a collection of documents. The Search command uses the index to locate terms quickly, without having to open the documents. Compared with using the Find command, searching a full-text index is very fast.


See the [Acrobat Search Online Guide](#) for information.



Reviewing notes

Notes appear as small page icons on PDF document pages. They are like the sticky notes used with paper document reviews. Notes do not print directly from the document that they annotate, but you can create a note summary if you need to print the note contents. See [Creating and editing notes](#) for more information.

To review notes:


- To open a note, double-click the note icon .
- To find the next note in a document, choose Tools > Find Next Note (Ctrl/Command+T).
- To close a note, click the close box in the upper left corner of the note window. (If the note is selected, Macintosh users can also press Command+W.)



Playing movies or sounds

Windows and Macintosh viewers can play movies and sounds added to a PDF document. To play movies or sounds with Windows, your computer must have the appropriate sound and video boards installed, and Apple QuickTime™ 2.0 or later or the Microsoft Video for Windows software. On a Macintosh, you need QuickTime 2.0 or later. See [Adding movies and sounds \(Windows and Macintosh\)](#) for more information.

To play a movie or sound clip:

- 1 When the pointer moves over a movie or sound clip, the pointer changes to a filmstrip .
- 2 Click to start playing the clip. ➤



3 Click the clip or press Escape to exit the clip.

Note: *Movies and sounds can also play in a document if specified as an action by a link, bookmark, form field, or page action.*

You can control a QuickTime movie with **QuickTime Movie Shortcuts (Windows and Macintosh)**. ■



QuickTime Movie Shortcuts (Windows and Macintosh)

Result	Action
Stop and exit this clip	Esc
Toggle between play and pause	Return/Space
Step forward one frame	Right Arrow
Step backward one frame	Left Arrow
Increase sound volume	Up Arrow
Decrease sound volume	Down Arrow
Go to the start of the clip	Home (Win)
Go to the end of the clip	End (Win)
Play forward	Ctrl/Cmd + Right Arrow
Play backward	Ctrl/Cmd + Left Arrow



Filling out forms (Windows and Macintosh)

You can fill out forms in PDF documents in Acrobat Reader and Exchange and submit them across the Web if you are viewing PDF documents in your Web browser window. Otherwise, print the form with the data from Reader or Exchange, or export the data from Exchange to a separate file and transport it with an alternative method such as e-mail. See [Exporting and importing form data \(Windows and Macintosh\)](#) for information.

To fill out a form:

- 1 Select the hand tool.
- 2 Position the cursor inside a form field. The I-beam cursor allows you to type text. The arrow cursor allows you select the field, checkbox, radio button, or a choice from a list. ➤



3 After entering text or selecting an item, checkbox, or radio button choose from the following:

- Press Tab to accept the field change and go to the next field.
- Press Shift+Tab to accept the field change and go to the previous field.
- Press Return or Enter to accept the field change and deselect the current field.

Note: *In a multiline text field, Return goes to the next line; it does not accept the field change or deselect the current field.*

- Press the Escape key to reject the field change and deselect the current field. If you press the Escape key a second time and you are in Full Screen mode, you will exit out of Full Screen mode. ➤



4 Once you have filled in the appropriate fields, choose one of the following:

- Click a Submit form button if one exists. (The Submit form button could have any name.) Clicking this button should send the form data to a database across the Web or over your company intranet.
- Choose File > Export > Form data if you want to save the form data in a separate file. Type a filename, and click OK. Opening the data file in an Acrobat viewer automatically opens the associated PDF document containing the form—if the files maintain their relative locations.

To clear a form in a browser window:

Choose from the following:

- If a Reset form button exists, click it. ➤



- Exit the Acrobat viewer and start again.

Note: *Clicking the Reload button or the Go Back button, or following a link in the Netscape window, does not clear the form.*

See **Setting submit, reset, and import form data actions** for information about setting up a Submit button to send form data to a database, a Reset button to clear a form, and an import form data action to incorporate exported form data into another form. ■



Copying and pasting text and graphics to another application

You can select text or a graphic in a PDF document, copy it to the Clipboard, and paste it into a document in another application such as a word processor. You can also paste text into a PDF document note or into a bookmark.

Once the selected text or graphic is on the Clipboard, you can switch to another application and paste it into another document.


If the other application supports Object Linking and Embedding (OLE), you can use OLE commands to paste text into an OLE compound document. For more information, see [Incorporating PDF documents in OLE documents \(Windows and Macintosh\)](#).

Note: *If a font copied from a PDF document is not available on the system displaying the copied text, the font cannot be preserved. Helvetica is substituted. ➤*



To select text and copy it to the Clipboard:

1 Do one of the following:

- Click the text selection tool  or choose Tools > Select Text and drag to select the text you want to copy.
- To select text in one column of a multicolumn story, hold down the Ctrl (Windows and UNIX) or Option key (Macintosh) while dragging to select the text.
- To select all text on the pages shown in your viewer window—even if only a portion of a page is showing—choose Edit > Select All.

Note: *The Select All command will not select all the text in the entire document. To copy all the text in the entire document use the Edit > Copy File to Clipboard command. If you do not see the Copy File to Clipboard command, install the OLE plug-in. See the Getting Started guide for information. ➤*



When you release the mouse button, the selected text is highlighted. To deselect the text and start over, click anywhere outside the selected text.

2 Choose Edit > Copy to copy the selected text to the Clipboard. To view the text, choose Window > Show Clipboard.

Note: *In Windows 95, the Clipboard Viewer is not installed by default; therefore, you cannot use the Show Clipboard command until you install it. Install the Clipboard Viewer by choosing Start > Settings > Control Panel > Add/Remove Programs and clicking the Windows Setup tab. Double-click Accessories, check Clipboard Viewer, and click OK. ➤*



To copy graphics to the Clipboard:

- 1** Choose Tools > Select Graphics. The cursor changes to the cross-hair icon.
- 2** Drag a rectangle around the graphic to select it. When you release the mouse button, the selected graphic is highlighted. (To deselect the graphic and start over, click anywhere outside the selected graphic.)
- 3** Choose Edit > Copy to copy the selected graphic to the Clipboard. To view the graphic, choose Window > Show Clipboard. The graphic is copied in the WMF (Windows), PICT (Macintosh), or XPIXMAP (UNIX) format. With UNIX, the graphic is pasted in the primary selection. ■



Modifying PDF documents

Saving PDF documents

Associating an index with a PDF document

Adding Interactivity to PDF documents

Adding movies and sounds (Windows and Macintosh)

Editing pages and text

Creating and editing notes

Limiting access to PDF files

Creating and formatting form fields (Windows and Macintosh)

Incorporating PDF documents in OLE documents (Windows and Macintosh)



Saving PDF documents

You can use the Save command or the Save As command to preserve changes made to a document. Although the Save command is faster, the Save As command produces more compact files.

The Save command appends information to the end of a PDF file, increasing file size, even for actions associated with reducing file size such as deleting pages. For each change that is saved, an extra bit of code is added to the end. It is a good idea to use the Save As command frequently on a heavily edited file. In fact, after using the Save command 10 times, Exchange will prompt you to use the Save As command to reduce the size of the file.

The Save As command provides an option to optimize PDF files. If you use the Save command after the Save As command, however, the file is no longer optimized. See [Minimizing PDF file size](#) for more information about optimization. ➤



You cannot save changes to a PDF file with security settings that prohibit changes to the document. You can, however, use the Save As command to save a copy.

See [Naming PDF files for distribution](#) for information about accepted filenaming standards.

Note: *Saving a backup copy of important files is a recommended practice.* ■



Associating an index with a PDF document

Associate a PDF document with an index created with **Acrobat Catalog** to make that index automatically searchable when that PDF document is opened in an Acrobat viewer.

To associate the document with an index:

- 1** Choose File > Document Info > Index.
- 2** Select Choose Index, and click Browse.
- 3** Select the index to be associated with the document, and click OK.

The next time this document is opened, the selected index is automatically added to the available indexes list so that it can be searched. The index is removed from the list when you quit the Acrobat viewer.



Adding Interactivity to PDF documents

Creating thumbnails

Creating and editing links and bookmarks

Defining articles

Choosing actions to occur when opening or closing a page

Choosing how the document opens



Creating thumbnails

Each thumbnail will add 3K per page to the file size.

To add thumbnails to a document:

Choose one of the following:

- To create thumbnails in the open document, choose Document > Create All Thumbnails.
- To create thumbnails in a collection of documents, choose File > Batch Optimize, and select Thumbnails and Create; then select the folder containing the collection of documents, and click OK (Windows and UNIX). (Just selecting the folder on the Macintosh starts the process.) ➤



To remove all thumbnails from a document:

Choose one of the following:

- To delete thumbnails in the open document, choose Document > Delete All Thumbnails.
- To delete thumbnails in a collection of documents, choose File > Batch Optimize, and select Thumbnails and Remove; then select the folder containing the collection of documents, and click OK (Windows and UNIX). (Just selecting the folder on the Macintosh starts the process.) ■



Creating and editing links and bookmarks

Links and bookmarks can connect to specific areas on a page, to other pages in a document, or to Web pages. They can also initiate actions such as playing a sound or movie or resetting or submitting forms.

Although you create links and bookmarks in different ways, you use the same methods for associating them with specific views or types of action and for giving the views an appropriate magnification.

Creating links

Editing links

Specifying a base URL

Creating bookmarks

Editing bookmarks ➤



Creating a bookmark hierarchy

Specifying an action

Choosing a magnification setting ■




Creating links

Links are created on the document page with the link tool. Links can be visible or invisible; however, when you click the link tool in the toolbar, all links in the document are temporarily displayed.

To create a link:


1 Go to the section of the document you want to link to a new destination or action.

- Click the link tool , or choose Tools > Link. The pointer becomes a cross hair (+), and all links in the document—including invisible links—are temporarily visible.

Note: Press the *Ctrl* (Windows and UNIX) or *Option* key (Macintosh) when selecting the link tool if you want to create only one link and then return to the previously selected tool. ➤



2 Choose one of the following to create the *link rectangle*—the rectangular area that is linked:

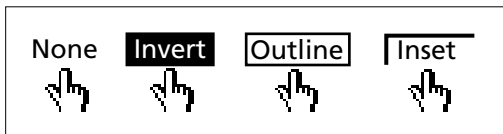
- Drag the mouse to create the rectangle.
- To fit a link rectangle tightly around specific text in a document, press Ctrl (Windows and UNIX) or the Option key (Macintosh) and select the text with the I-beam .

3 When you release the mouse button, the link rectangle and the Create Link dialog box appear. In the Create Link dialog box, choose Visible Rectangle or Invisible Rectangle to indicate whether the link rectangle should be visible when the link tool is not selected. (By default, links are visible.) ➤



4 If you have chosen Visible, set the appearance of the link rectangle (the default values are given in parentheses): width (thin), color (black), style (solid). Select Custom from the Color menu to select a color by using your system's color selector.

5 Choose an option for highlighting the link when it is clicked. You can choose None, Invert, Outline, or Inset.



6 Choose one of the following actions:

- To link to an area in the open document or to another PDF document, choose Go To View as the action type, then navigate to the destination view in the active document or another PDF document. You can use the toolbar, status bar, or scroll bar to refine the destination view while the Link dialog box is open. ➤



- Choose an action type other than Go To View. See **Specifying an action** for more information.

7 If you have selected Go To View as the action type, choose a magnification setting. See **Choosing a magnification setting** for more information.

Note: *The appearance, action, and magnification options affect future links until you change them.*

8 Click Set Link. ➤



9 Choose one of the following:

- Create another link following steps 2-8.
- Select another tool.


Note: *The page layout that is active when the user clicks the link will remain the page layout for the destination view of the link. Link destinations set to a Continuous or Continuous-Facing Pages layout will appear in that layout only if the document is set to open in that layout and the user does not change the layout after opening the file. Thus, it is recommended that you create links in single-page layout to get the best results. See [Choosing a page layout for scrolling ease](#) for information. ■*



Editing links


You can delete or resize the link rectangle or use the Link Properties dialog box to change the appearance or destination of the link. Changing the properties of a link changes them for the selected link only and does not affect the properties of any new links you create.

To move or resize a link rectangle:


- 1 Click the link tool , and move the pointer to the link rectangle. The cross-hair pointer changes to an arrow.
- 2 Choose one of two options:
 - To move the link rectangle, position the pointer anywhere within the rectangle and drag the rectangle to the new location.
 - To resize the link rectangle, drag any rectangle corner point. ➤



To change the properties of a link:


- 1** Click the link tool  and double-click anywhere within the link rectangle, or select the link and choose Edit > Properties.
- 2** Change the properties of the link as desired; then click OK.

To change the destination of a Go To View link:

- 1** Click the link tool  and double-click anywhere within the link rectangle, or select the link and choose Edit > Properties.
- 2** Click Edit Destination, which will go to the current destination.
- 3** Go to the new destination, and click Set Link. ➤



To delete a link:

- 1 Click the link tool , and then click the link rectangle you want to delete.
- 2 Press Delete, or choose Edit > Clear.
- 3 Click OK when the Confirmation dialog box appears. You cannot undo this action. ■



Specifying a base URL

To make it easy for you to manage Weblinks to other Web sites, you can specify a base URL. If the URL to the other site changes, you can simply edit the base URL and not have to edit each individual Weblink that refers to that site.

The base URL is not used if a link already contains a complete URL address.

To select a base URL for the active document:


- 1 Choose File > Document Info > Base URL.
- 2 Type the base URL address that will be used for Weblinks in the document, and click OK.



Creating bookmarks

Bookmarks, represented by text in the overview area, allow you to link to specific areas in a PDF document, to other documents, and to Web pages, and they perform actions such as play a movie or sound, execute a menu item, or reset or submit a form.

To create a bookmark that links to a specific area in the open file:

1 Click the Bookmarks and Page button , or choose View > Bookmarks and Page. The overview area displays bookmarks if they exist. If the document already contains bookmarks, click the bookmark beneath which you want to place a new bookmark. If you don't select a bookmark, the new bookmark is placed at the end of the bookmark list.

2 Do one of the following:

- Navigate to the bookmark destination, choose Document > New Bookmark, and type in the text to represent the bookmark. ➤



- Navigate to the bookmark destination, use the select text tool to select text, and choose Document > New Bookmark. The selected text becomes the bookmark text.
- Choose Document > New Bookmark, type in the text to represent the new bookmark, navigate to the bookmark destination, choose a magnification setting, and choose Document > Reset Bookmark Destination. See **Choosing a magnification setting** for more information.

Note: *Bookmarks can be up to 128 characters long.*

3 Click OK.

4 To ensure that the correct location and magnification has been set, change to a page other than the bookmark's destination and test the bookmark. ➤



To create a bookmark linked to another PDF file or another application file, or to specify an action:

- 1 Choose Document > New Bookmark, and type in the bookmark text.
- 2 Select the bookmark page icon, and choose Edit > Properties.
- 3 Choose an action. Follow the on-screen instructions to set an action, or see [Specifying an action](#) for more information.

Note: *If you are distributing a PDF file with a link to a non-PDF file, the reader needs the native application of the non-PDF file to open it successfully.*

- 4 Click OK.
- 5 Go on to create another bookmark, or test the one just created. ■



Editing bookmarks

You can change bookmark text, destination, or action type at any time.

To edit bookmark text:

Select the bookmark page icon, and edit the text.

To edit the bookmark action:

1 Select the bookmark page icon, and choose Edit > Properties.

2 Change the properties of the bookmark as desired; then click OK. See [Specifying an action](#) for a description of how each action is used and instructions for completing action selections.

To edit the bookmark destination:

1 Navigate to the new bookmark destination.

2 Select the bookmark page icon, choose Document > Reset Bookmark Destination, and click OK. ➤



To delete a bookmark:

Select the bookmark page icon you want to delete, or Shift-click to select multiple bookmarks; press Delete, or choose Edit > Clear.

Important: *Deleting a bookmark deletes any bookmarks subordinate to it.*

To delete all bookmarks:

- 1 Choose Document > Extract Pages.
- 2 Enter the appropriate page range to extract all pages, and click OK.
- 3 Save the file to your hard drive.

Note: *Any articles that were in the original file will not be extracted. ■*



Creating a bookmark hierarchy

You can arrange bookmarks so that they form a hierarchy similar to that of a table of contents.

To subordinate one bookmark to another bookmark:

1 Select a single bookmark page icon, or Shift-click to select several bookmarks. ➤



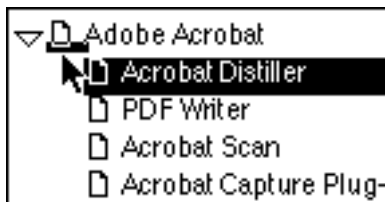
2 Drag the page icon or icons to the right, under the first letter in the targeted parent bookmark; a black bar indicates the page icon position. Release the mouse when the black bar is in the correct position.





To raise the level of a subordinate bookmark:

- 1 Select a single bookmark page icon, or Shift-click to select several bookmarks.
- 2 Drag the page icon or icons to the left, under the page icon of the current parent bookmark; a black bar indicates the page icon position. Release the mouse when the black bar is in the correct position.





Specifying an action

The Create Link dialog box or the Bookmark Properties dialog box must be open before you can specify an action. See [Creating links](#) or [Creating bookmarks](#) for more information.

To specify an action:

1 Choose one of the following options, and follow any instructions that go with it:

- **Execute Menu Item** specifies a menu command to execute. Click Edit Menu Item, select a menu item, and click OK.
- **Go to View** (the default) jumps to a destination within the file or in another PDF file. Go to the destination within the PDF file or choose File > Open, select a PDF file, and go to the destination in that file. ➤



- **Import Form Data** specifies populating form data from another file to the active form. See [Setting submit, reset, and import form data actions](#) for more information.
- **Movie** specifies playing a QuickTime or AVI movie. Click Select Movie, and select the movie you would like to play when this action is activated. The movie must already be added to the PDF file in order for you to select it. See [Adding movies and sounds \(Windows and Macintosh\)](#) for information about adding a movie to a PDF file.
- **Open File** specifies launching and opening a non-PDF file. Click Select File, locate the file, and click Select. ➤



- **Read Article** specifies following a particular article existing in the active document or another PDF document. To choose an article from the active document, Click Select Article, select an article from the list, and click OK. To choose an article in another PDF document, make the destination file the active document, Click Select Article, select an article from the list, and click OK.
- **Reset Form** clears any form data previously entered in a form.
- **Show/Hide Field** specifies toggling between showing and hiding a form field in a PDF file.
- **Sound** specifies playing a sound. The sound will be embedded into the PDF file in a cross-platform format that will play in Windows and on the Macintosh. On the Macintosh, you can add QuickTime, System 7 sound files, AIFF, Sound Mover (FSSD), and WAV files. With Windows, you can add AIF and WAV files. ➤



- **Submit form** specifies sending the form data to a specified URL. See **Setting submit, reset, and import form data actions** for more information.
- **World Wide Web Link** specifies a jump to a destination on the Web. You can use http, ftp, and mailto protocols to define your link. See **Using PDF on the Web** for more Weblink information.
- **None** specifies no action. This is often used for a bookmark representing a section heading that does not have a specific destination.

2 After specifying an action, click Set Action, and continue with the instructions for creating a **link**, **bookmark**, or **form**, or for setting a **page action**.

Note: *When you specify an action for a link, bookmark, form field, or page action, it is inherited by all subsequent links, bookmarks, form fields, or page actions you create until you change it. ■*



Choosing a magnification setting

You can choose a specific view of an area on a page as the destination of the link or bookmark by choosing a magnification setting.

To choose a magnification setting:

- 1 Choose one of the following magnification settings:
 - **Fixed** displays the magnification level and page position when you created the link or bookmark as the destination. You can use the zoom tool, the view buttons in the toolbar, the status bar, or the scroll bar to adjust the view before accepting this setting.
 - **Fit View** displays the visible portion of the current page as the destination. The magnification level varies with monitor resolution.
 - **Fit Page** displays the current page in the destination window. ➤



- **Fit Width** displays the width of the current page in the destination window.
- **Fit Height** displays the height of the current page in the destination window.
- **Fit Visible** displays the width of the visible contents of the current page in the destination window. (This usually means the margins are not displayed.)
- **Inherit Zoom** displays the destination window at the magnification level the reader is using when he or she clicks the link or bookmark.

2 After selecting a magnification setting, click OK or Set Link, and continue with the instructions for creating a **link** or **bookmark**.

Note: *When you specify a magnification setting for a link or bookmark, it is inherited by all subsequent links and bookmarks you create until you change it. ■*



Defining articles

Many documents created for traditional print publishing arrange text in columns. These documents can be difficult to read on-screen because of the amount of scrolling and zooming involved in following the columns. Acrobat Exchange enables you to define automatic text flows, or articles, to make documents easier to read.

Defining an article

Editing an article



Defining an article

You define an article by drawing a series of rectangles around the article content.

To define an article:

- 1** Choose Tools > Article. Any existing articles (represented by rectangular boxes) are displayed.
- 2** Drag to create a rectangle surrounding the area that will make up the first article box—for example, the first column of a multicolumn story—and release the mouse button.

See the graphic on the next page. ➤



Real Life Stories

1-1

What kind of climber are you?

Do you prefer bouldering at the beach, rappelling down a cliff, or a solo excursion up the face of El Cap — or is a steep hiking trail enough for you? No matter how you define adventure, you can test your limits and know that Utah Gear products will go the distance with you. This installment of Real Life Stories recounts another case of a customer who climbed to new heights with a little help from Utah Gear.

A stormy surprise

Frieda Engelhart, an accountant and experienced climber from Salt Lake City, was halfway into a three-day solo outing when a freak storm in the late Spring added some excitement to her excursion. In spite of the unexpected turn in the weather, the right mixture of experience, good judgment and superior equipment got her out of a slippery situation.

Frieda is a free climber — she eschews traditional climbing apparatus. With the exception of safety ropes to protect against severe falls, she relies solely on her hands and feet to scale rocks. Frieda was engaged in a free as-

2-1

cent of the North side of Arch Rock when her Utah Gear equipment came in especially handy.

Seasoned climbers know the scenario all too well: an unexpected change in the weather, a late storm bringing high winds, ice cold air and freezing rain. While in the middle of a tricky pitch, Frieda was suddenly faced with nasty 40-mile-per-hour gusts and a nearly invisible coating of ice that covered the entire face of the mountain in just minutes. "I've been in tight spots before, but I'd never had such severe problems with wind and ice so late in the season," Frieda recalls. She was clipped in and her safety lines were secure, but the high winds complicated things.

She had two options: Retrace her path down the face of the rock with an almost certain chance of slipping and being blown sideways and into the rocks below. Her other choice was to continue her ascent, but with a



slight detour. She saw that she could traverse a thin ledge and jam her way up a narrow fissure to the next plateau, where she could then dig in for the duration of the storm. Her only problem: in the short space of five minutes, the ledge had become covered in ice. "I knew I had plenty of strength to make it up the fissure," says Frieda, "if I could only get a good foothold on the ledge to boost myself up. I was confident my Tecnica's would help get me out of my predicament."

Perfect balance

Although she wasn't expecting icy conditions, Frieda was prepared for the jagged rock outcroppings that were underfoot in the approach to Arch Rock. She had chosen her Utah Gear Tecnica Pinnacle boots, which gave her the stability to stomp across the badlands





Each article box you create has a label, which consists of its article number and its box sequence within the article. For example, the first article box you create is labeled “1-1,” the second “1-2,” and so forth. The second article in the same document is labeled “2-1,” “2-2,” “2-3”; the third, “3-1,” “3-2,” and so on.

3 Go to the next part of the article in the document—for example, the second column of a multicolumn story—and draw the next article box. Repeat this step until you have defined the entire article.

Note: *To resize or move an article box, you must first end the article.*

4 To end the article, click End Article in the status bar or press Enter or Return. The Article Properties dialog box appears.

5 Type the article’s title, subject, author, and any keywords to describe the article, and click OK. ■



Editing an article

You can insert, delete, or resize article boxes after defining an article. You can also combine two articles and change article properties.

To insert an article box into an existing article:

- 1** Select the article tool, and click the article box after which you want to insert another box.
- 2** Click the plus tab at the bottom of the selected box.
- 3** Draw a new article box. The new box is inserted into the article flow, and all subsequent boxes are renumbered.

To move or resize an article box:

- 1** Select the article tool, and click the article box that you want to move or resize.
- 2** To move the box, drag it to the new location. To resize the box, select it and drag any of the corner points. ➤



To delete an article or article box:

- 1** Select a box with the article tool, and press Delete or choose Edit > Clear.
- 2** In the Confirmation dialog box, choose Article to delete the article or choose Box to delete the box. The articles or article boxes are renumbered accordingly.

To combine two articles:

- 1** Select the article tool, and click any article box in the article that you want to be read first.
- 2** Click the plus tab at the bottom of the article box.
- 3** Hold down the Ctrl (Windows and UNIX) or Option key (Macintosh) and click any article box in the article you want to be read next. The second article is joined to the end of the first article, and the article boxes are renumbered. ➤



To edit article properties:

- 1** Select the article tool, then click any of the article boxes, and choose Edit > Properties. Or double-click any of the article boxes. Or choose View > Articles, select the article whose properties you want to edit, and click Info.
- 2** Revise the fields in the Articles Properties dialog box, and click OK. ■



Choosing actions to occur when opening or closing a page

You can set page actions, such as playing sounds or movies, to occur when a page is opened or closed. Page actions will activate only in Single Page layout.

To set a page action:

- 1 Open the page the action should affect.
- 2 Choose Document > Page Action.
- 3 Choose one of the following:
 - **Page Open** sets an action when opening a page.
 - **Page Close** sets an action when closing a page.
- 4 Click Add to specify an action. See [Specifying an action](#) for a description of the action options. ➤



Note: *If you set a Page Action/Execute Menu Item to Full Screen on Page Open or Page Close, the next time the same page opens or closes, Full Screen will be toggled off.*

5 To create a series of actions, click Add again. Select an action in the list, and use the Up and Down buttons to order the actions.

6 Click OK to accept the page actions.

Note: *Page actions will not activate if the document is viewed in Continuous or Continuous-Facing Pages layouts.*

Tip: *If you choose Go To Next Page as a page action and later want to change the action, you must first switch to Continuous or Continuous-Facing Pages layout to edit the action. If you are in Single Page layout, the page will always go to the next page, making it impossible to edit that action. ■*



Choosing how the document opens

Use the Document Info > Open command to choose the page and window view displayed in a PDF document when the document is opened. You can even set up a computer to open Exchange in kiosk mode. Use the kiosk mode to give a user access to information in a document but no access to use commands or quit Exchange.

To set the document open view:

- 1** Choose File > Document Info > Open.
- 2** Choose a page view and a page number to display initially. The default is Page Only and page 1.
- 3** Choose magnification setting and page layout. The default is to use the values set in the user's **General preferences**. See **Choosing a magnification setting** for more information. ➤



4 Choose from the following window options:

- **Resize Window to Initial Page** sizes the application window to fit snugly around the first document page.
- **Center Window on Screen** displays the application window in the middle of the screen.
- **Open in Full Screen Mode** displays the document without menu bar, toolbar, or status bar. See [Full Screen preferences](#) for more information.

5 Choose to hide one or more of the following whether or not the viewer is in Full Screen Mode: menu bar, toolbar, or window controls.

Note: *If the menu bar and toolbar are hidden, users will not be able to switch tools unless you provide a page action or button that switches tools for them by using the Execute Menu Item action or unless they know the keyboard command.*

6 Click OK. ➤



To set up kiosk mode:

- 1 Choose File > Document Info > Open.
- 2 Choose a page view and a page number to display initially.
- 3 Choose a magnification setting and page layout.
- 4 Choose the following interface options:
 - Hide Toolbar
 - Hide Menubar
 - Hide Window Controls
- 5 Choose Open in Full Screen Mode from the window options.
- 6 Click OK. ➤



7 Choose File > Preferences > Full Screen, and deselect Escape Key Exits.

8 Save the document. The next time the document is opened, it will open Exchange in a kiosk mode.

To exit kiosk mode:

Press Ctrl+Shift+L (Windows and UNIX) or
Cmd+Shift+L (Macintosh) to exit kiosk mode. ■



Adding movies and sounds (Windows and Macintosh)

System and file requirements

Adding movies and sound clips

Editing movie and sound clip properties

Tips for adding movies and sound clips



System and file requirements

To play movies and sounds, your computer must have the appropriate sound and video boards installed. With Windows, you need Apple QuickTime™ 2.0 or later or the Microsoft Video for Windows software. On the Macintosh, you need QuickTime 2.0 or later.

You can add pointers in your PDF documents to movies in the Apple QuickTime format or the Windows AVI format. QuickTime movies can be played back in Windows or on a Macintosh. AVI movies can be played back only in Windows.


On the Macintosh, you can add pointers to QuickTime, System 7 sound files, AIFF, and Sound Mover (FSSD) files. The System 7 sound files and Sound Mover (FSSD) files are converted to QuickTime movies when pointers are added. With Windows, you can point to AIF and WAV files.



Adding movies and sound clips

Use the movie tool to add pointers to movie files or to sound files in PDF documents. Movie and sound files do not become parts of the PDF document. If you distribute the PDF document, you must remember to also distribute the movie or sound file. Use the original filenames and relative path locations.

To add a movie clip to a PDF document:

- 1 Click the movie tool  in the toolbar.

Note: Press *Ctrl* (Windows) or *Option* (Macintosh) when selecting the movie tool if you want to add only one movie and then return to the previously selected tool. ➤



2 Select the location and play area for the clip:

- To ensure that the movie play area is the same as the movie's normal size, click the location on the page where you would like it to play. The play area is determined by the movie's dimensions, in pixels.
- To create a specific size for the movie play area, click a page and drag to create a rectangle of the desired size for the movie play area. The movie will stretch to fill the specified play area. This could result in some distortion of the movie.

3 In the Open dialog box, select a movie file, and click Open. If the file is a QuickTime movie that has not been converted to a cross-platform format, click Yes to convert it. The file is converted through a process called *flattening*, which enables it to be read on other platforms.

4 If you need to, type a name for the clip in the Title text box. The default name is the name of the movie or sound file. The title supplies a unique name so that you can choose it when **specifying an action**. ➤




5 Set the clip properties. See **Editing movie and sound clip properties** for more information.

6 Click OK to add the pointer to the clip.

Movie clips can also be played from links, bookmarks, form fields, and page actions.

To add a sound clip to a PDF document:

1 Click the movie tool  in the toolbar.

Note: Press *Ctrl* (Windows) or *Option* (Macintosh) when selecting the movie tool if you want to add only one sound and then return to the previously selected tool.

2 Drag to create a rectangle of the desired size for the sound play area.

3 In the Open dialog box, select a sound file, and click Open. If the file is not a format that can be read by QuickTime, you may be asked to convert it. Follow the instructions on-screen to convert it. ➤



Note: *Compressed sound files cannot be added. Use a sound utility to uncompress the file, and try again.*


4 If you need to, type a name for the clip in the Title text box. The default name is the name of the sound file. The title supplies a unique name so that you can choose it when **specifying an action**.

5 Set the clip properties. See **Editing movie and sound clip properties** for more information.

6 Click OK to add the pointer to the clip.

Sound clips can also be played from links, bookmarks, form fields, and page actions.

To reposition a clip:

1 Click the movie tool  in the toolbar.

2 Click a clip to select it.


3 Drag the clip to the new location. ■



Editing movie and sound clip properties

You can change movie and sound clip properties after they have been added to the document.

To edit movie properties:

- 1 Click the movie tool  in the toolbar.
- 2 Select a clip, and choose Edit > Properties to display the Movie Properties dialog box. You can also double-click the movie to display this dialog box.
- 3 Choose from the following options, and follow the instructions that go with the options you choose:
 - **Show Controller** displays a controller bar at the bottom of the clip play area. ➤



- **Mode** determines the play action of the movie clip.

Note: *When you choose the Play Once Then Stop option, clicking the clip or the controller bar while the clip is playing exits the clip. When you choose the Play Once and Stay Open option, and set the default to floating window, the movie displays until the Escape key is pressed.*

- **Use Floating Window** creates a floating clip. Choose the dimensions of the floating window from the Size pop-up menu. Menu options include scale factors of the movie dimensions.

- **Movie Poster** determines the appearance of the movie's poster. If displaying the poster, choose the number of colors for the poster from the Colors menu.






4 Specify the appearance of the border for the clip play area. A Width value of Invisible means no border is visible when the movie tool is not selected. For a visible border, choose a Width value of Thin, Medium, or Thick, and the desired style and color options.

5 Click OK.

To edit sound properties:

1 Click the movie tool  in the toolbar.

2 Select a clip, and choose Edit > Properties. You can also double-click the sound rectangle to display this dialog box.


3 Choose a mode to determine the play action of the sound clip. ➤



4 Specify the appearance of the border for the clip play area. A Width value of Invisible means no border is visible when the movie tool is not selected. For a visible border, choose a Width value of Thin, Medium, or Thick, and the desired style and color options.

5 Click OK.

To set default properties:

1 Click the movie tool  in the toolbar.

2 Select a clip, and choose Edit > Properties to display the Movie Properties dialog box.

3 Set the properties for all clips in the document.

4 Click Save Preferences, and click OK. Any subsequent clips added will use the default properties. ■



Tips for adding movies and sound clips

Consider the following suggestions for adding movie clips and sound clips to your PDF documents:

- You can use any graphic image as the link to a movie. Insert a graphic image into your document authoring program. In the PDF document, draw a rectangle around the graphic to create a play area, deselect the Display Poster option, and select the Use Floating Window option.
- Use a miniature version of the movie poster to create an icon for a movie that plays in a separate window. You can do this by placing the movie at less than full size and selecting the Display Poster and the Use Floating Window options. ➤



- If you give a clip a controller bar, don't select the Play Once Then Stop option in the Movie Properties dialog box. This option causes the clip to exit when the user clicks the clip or the controller bar.
- For better performance, link only movie files or sound files that are available on your local hard disk or CD-ROM. Performance decreases if you link your PDF documents to movie or sound files residing across a network or on the World Wide Web. ■



Editing pages and text

Acrobat Exchange provides editing options for rearranging pages, adding new pages, and editing text. You can also extract pages to create a new PDF file or combine entire PDF files.

Editing pages

Editing text (Windows and Macintosh)



Editing pages

Cropping pages

Rotating pages

Inserting pages and combining files

Deleting pages

Moving and copying pages with thumbnails

Extracting pages

Replacing pages



Cropping pages

Pages designed for printing or presentation screens may have unnecessary areas of white space. You can adjust the margins of all pages in a document or adjust different margins for different pages.

Note: *Cropping pages does not reduce file size, because the cropping information is retained in the file so that you can reverse the crop if necessary.*

To adjust page margins:

- 1 If you are not in Single Page layout, choose View > Single Page or select Single Page from the page dimension box in the status bar. (You can crop pages only in Single Page layout.)
- 2 Choose Document > Crop. Margin sizes are displayed in the page units set in **General Preferences**. ➤



3 Enter values for the top, bottom, left, and right margins. As you enter new margin values, lines are displayed in the viewing window to indicate the new margins. You can also click the arrows to adjust the margins. Select an inside arrow, and continue to click until the cropping line approaches the border.

4 When you are satisfied with the new margins, enter the range of pages for which the new margins should apply.

5 Click OK. The Crop Pages dialog box closes, and document pages are displayed with the new margins.

Tip: *To crop inserted pages to the same values as existing cropped pages in a document, display any cropped page before selecting the Crop command. The Crop dialog box displays the crop values used for the previously cropped page. Adjust as necessary, and click OK. ■*



Rotating pages

You can rotate selected pages or all of the pages in a document. For example, you might want to rotate a page from an application that is printed in portrait mode so that it displays as a landscape page on the screen.

To rotate one or more pages:

- 1 Choose Document > Rotate Pages.
- 2 Select clockwise or counterclockwise (the default) to rotate the pages 90 degrees in that direction.
- 3 Specify the range of pages to rotate.
- 4 Click OK.

Note: *You cannot undo a page rotation, but you can reverse it. Choose Document > Rotate Pages, and choose the reverse of the direction previously chosen.*



Inserting pages and combining files

You can insert any range of pages from one PDF document into another. With Windows, you can use the drag-and-drop method when you need to combine entire PDF files. You can also use **thumbnails** to insert pages.

To insert pages:

- 1 Choose Document > Insert Pages.
- 2 Select the document to insert, and click OK.
- 3 Click Before to insert the document before the specified page. Click After to insert the document after the specified page.
- 4 Specify the page before or after which the document is to be inserted.
- 5 Type a range of pages to insert.
- 6 Click OK. The document is inserted at the location you specified. ➤



To drag and drop files (Windows):

- 1** Set up your Windows environment so that Acrobat Exchange and File Manager or Windows Explorer windows are tiled side by side.
- 2** Drag the files from the File Manager or Windows Explorer to the document area of an open PDF file.
- 3** Click Before to insert the document before the specified page. Click After to insert the document after the specified page.
- 4** Specify the page before or after which the document is to be inserted. ➤



5 Click OK. The document is inserted at the location you specified. If more than one document is inserted, all documents are inserted in the order specified by File Manager or Windows Explorer. For example, if files are sorted by name, the files will be inserted alphabetically. If the files are sorted by size, they will be inserted in ascending or descending order, according to the sort in File Manager or Windows Explorer.

Note: *Press Ctrl while dragging and dropping multiple files to insert the files after the current page. ■*



Deleting pages

Use thumbnails or the Delete Pages command to delete pages from a PDF file. You cannot undo the Delete Pages command.

Note: *You can minimize file size by using File > Save As to save a file after deleting pages.*

To delete pages by using thumbnails:

- 1 Select the thumbnail for the page to be deleted by clicking its page number box. Shift-click to select multiple thumbnails. A range of pages can be selected by dragging a marquee around several thumbnails.
- 2 Choose Edit > Clear, or press Delete.

To delete pages by using the Delete Pages command:

- 1 Choose Document > Delete Pages.
- 2 Enter the page range to be deleted; then click OK. You cannot delete all pages; at least one page must remain.



Moving and copying pages with thumbnails

You can use thumbnails to move and copy pages. To move or copy a page by using a thumbnail, you must first select the thumbnail.

To select thumbnails:

Select the thumbnail for the page by clicking the page number box; Shift-click or drag a box around thumbnails to select multiple thumbnails. A black rectangle appears around a selected page.

To deselect thumbnails:

Click outside a black rectangle to deselect all thumbnails. Shift-click the page number box to deselect one of multiple selected thumbnails. ➤



To move pages within a document:

Select one or more thumbnails, and drag from the page number box of one of the thumbnails to the new location. A page icon appears at the tip of the pointer, and a black bar appears above or to the left of the new position. When you release the mouse button, the moved pages are inserted and all subsequent pages are renumbered. Moving a page does not affect links. The link information travels with the page and is maintained in the new location.

To copy pages within a document:

Select one or more thumbnails, and hold down Ctrl (Windows and UNIX) or Option (Macintosh) while dragging the thumbnails to the new location. A page icon containing a plus sign appears at the tip of the pointer, and a black bar appears above or to the left of the new position. When you release the mouse button, the copied pages are inserted and all subsequent pages are renumbered. ➤



To copy pages from one document into another:

Select one or more thumbnails to copy, and drag them into the thumbnail area of the target document. A page icon containing a plus sign appears at the tip of the pointer, and a black bar appears above or to the left of the new position. When you release the mouse button, the copied pages are inserted and all subsequent pages are renumbered.

To move pages from one document into another:

Select one or more thumbnails to copy, and hold down Ctrl (Windows and UNIX) or Option (Macintosh) while dragging the thumbnails to the new location. A page icon containing a plus sign appears at the tip of the pointer, and a black bar appears above or to the left of the new position. When you release the mouse button, the selected pages are inserted into the target document and deleted from the source document, and all subsequent pages are renumbered. ■



Extracting pages

You can create a new PDF document that consists of pages extracted from an existing (source) PDF document. When the pages are extracted, page contents, notes, and links (except those to nonextracted pages) are also extracted.

Note: *Bookmarks and articles are not extracted. You cannot extract pages from a secure file.*

To extract pages:

- 1 Choose Document > Extract Pages, and enter the pages from the PDF source document that are to be extracted. If you want to delete the extracted pages from the source document, click Delete Pages After Extraction.
- 2 Click OK. A new document is displayed with the name *Pages from <source-document>*.



Replacing pages

When pages are replaced, the existing links and bookmarks in the target document are maintained and notes from both documents are combined. Links and bookmarks from the replacement pages, however, are not transferred.

Important: *Notes and links are maintained in their exact physical positions in PDF documents.*

To replace pages by using thumbnails:

- 1** Open two PDF documents. Display thumbnails by choosing View > Thumbnails and Page.
- 2** Select one or more thumbnails to copy, and drag them to the thumbnail area in the target document. When the pointer is directly over the page number box of a thumbnail, the pages to be replaced are inverted.
- 3** Release the mouse to replace the inverted pages. ➤



Note: *The exact number of pages that you select in Document A are replaced in Document B. The pages selected in Document A do not have to be contiguous, but the pages replaced in Document B will be.*

To replace the contents of a page by using the Replace command:

- 1** Open the PDF document you want to modify.
- 2** Choose File > Pages > Replace.
- 3** Select the document containing the replacement pages, and click Select. The Replace Pages dialog box appears.
- 4** Under Original, enter the pages to be replaced in the original document.
- 5** Under Replacement, enter the first page of the replacement page range, and then click OK. The last page is calculated by the number of pages to be replaced in the original document. There must be a one-to-one correspondence of pages. ■



Editing text (Windows and Macintosh)

You can use the touch-up tool to change text formatting—font size, color, and alignment—or to change the text itself. You can select existing text and then enter new text and make it fit into the space that the selected text once occupied. You can also use the tool to clean up a document converted from PDF Image Only to PDF Normal with the Capture plug-in. See the [Capture Plug-in Online Guide](#) for information about converting PDF images.

[Revising text](#)

[Formatting text](#)

[Adjusting margins](#)

[Fitting text into a space](#)

[Working with suspect words in captured PDF files](#)



Revising text

The touch-up tool easily changes characters, words, or phrases in PDF files, one line at a time. The way a font is installed on your system and included in the PDF file will determine if you are allowed to edit the text that uses that font. See the [Font editing guidelines](#) for information.

To edit text:

- 1 Select the touch-up tool **T** and select the text you want to change. (You can edit only one line of text at a time.)
- 2 Type in new or corrected characters.

Note: Press **Control** to select text contained in a link or a note. Press **Shift** to extend your text selection.



Font editing guidelines

For legal reasons, you must own a font and have it installed on your system to revise text formatted with that font in a PDF file.

However, if the font you want to use is **embedded** in the document and you don't have it installed on your system, you can delete the embedded font from the document and revise the text with the supplied **substitute font** that replaces it. If you use this method, readers of the document will see the actual font if they have it installed on their systems; otherwise, they will see the substitute font.

You cannot revise text formatted with fonts that have been **subsetted** in a PDF document. If you know that you will be revising text in Exchange, deselect the Subset font option in **Distiller** or **PDF Writer** before creating the PDF document. ➤



Even if an embedded or subsetted font isn't installed on your system, you can still make other editing changes to the text formatted with it—changes in color, tracking, word spacing, baseline, margins, or justification. For details, see **Formatting text.** ■



Formatting text

The Text Palette you use for formatting text has three tabs. The Font tab offers options to change the font, size, and color of text. The Character and Line tabs offer options to adjust the spacing and alignment of characters and lines, respectively.

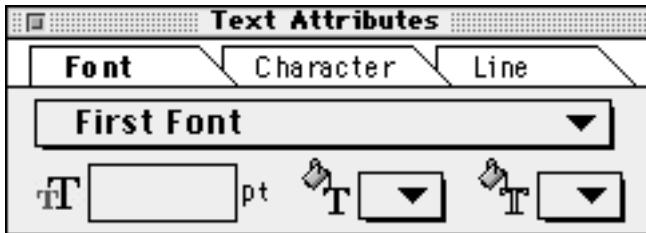
To change the font, size, and color of text:

1 Select the touch-up tool **T** and select the text.



Note: Press *Control* to select text contained in a link or a note. Press *Shift* to extend your text selection. ➤




2 Choose Edit > Text Attributes, and click the Font tab.




3 Choose from the following options:





- Choose a font from the font menu. You can choose from the Base 13 fonts and any fonts that have been fully embedded in the selected PDF document.
- Enter a point size in the box represented by the icon .
- Choose a color for the outline of the character in the menu represented by the icon . If you choose Other, select a color from the System palette. ➤




- Choose a color to fill the body of the character in the menu represented by the icon . If you choose Other, select a color from the System palette.

To adjust the spacing and alignment of selected characters:





- 1 Select the touch-up tool  and select the text.
- 2 Choose Edit > Text Attributes, and click the Character tab.

Text Attributes					
Font		Character		Line	
	<input type="text"/>	%		<input type="text"/>	/1000 em
	<input type="text"/>	pt		<input type="text"/>	/1000 em





3 Choose from the following options:

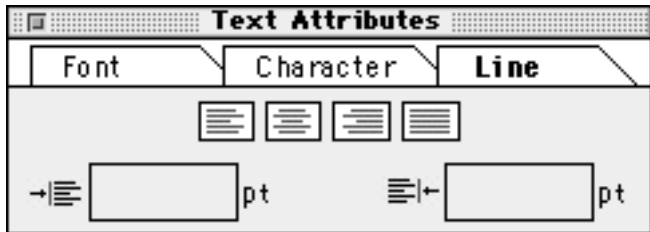
- Enter a value to change the horizontal scale in the box represented by the icon . The *horizontal scale* specifies the proportion between the height and the width of the type.
- Enter a value to offset the text from the baseline in the box represented by the icon . The *baseline* is the line on which the type rests.
- Enter a value to set tracking in the box represented by the icon . *Tracking* inserts uniform spacing between more than two characters in selected text.
- Enter a value to set word spacing in the box represented by the icon . *Word spacing* inserts uniform spacing between two or more words in selected text.





To adjust the alignment of a text line:

- 1 Select the touch-up tool **T** and select the text.
- 2 Choose Edit > Text Attributes, and click the Line tab.



- 3 Choose from the following options:

- Choose an alignment icon.



Left



Center



Right



Justified ➤



- Enter a point value to move the line that amount left or right in the appropriate box.



Move right



Move left

- 4 To close the Text palette, click the close box in the upper left corner of the palette.

Note: *If you change the text attributes when more than one line of text is selected, only the first line of text will change.* ■



Adjusting margins

You can move, stretch, or condense a single line of text horizontally by using line markers. This is helpful if the number of characters decreases or increases after editing.

To show line markers:


Choose Edit > Show line markers (shown by default). Selecting this command again toggles it off or on, depending on the current state. Line markers must be showing to adjust the margins of a line.

To move a text line horizontally:

- 1 Select the touch-up tool **T** and select the text.
- 2 Choose Edit > Text Attributes, and click the Line tab. Choose left, center, or right align. (You cannot move the line if you have justified the text.)
- 3 Position your cursor over one of the line markers, and drag the marker left or right. ➤



To adjust the text line:

- 1 Select the touch-up tool **T** and select the text.
- 2 Choose Edit > Text Attributes, and click the Line tab.
- 3 Select the Justify alignment icon . A line marker appears on each end of the text box.
- 4 Drag a line marker to stretch or condense the line. ■



Fitting text into a space

You can fit new text into a specified space within a text line by using the Fit Text to Selection command.

To fit type into a text selection area:

- 1 Select the touch-up tool **T** and select some text.
- 2 Choose Edit > Fit Text to Selection.
- 3 Type in the new text. The new text will stretch or condense to fit the area of the originally selected text without disturbing the spacing of the other text on the line.



Creating and editing notes

You can add text notes to PDF documents. Notes are generally used to add review comments or last-minute information to a PDF file. You can also create a PDF file that contains the text of all notes in a summary document, and you can copy notes from one PDF document to another to collate them.

Creating notes

Summarizing notes


Collating notes



Creating notes

You can create notes on any page in a document and position them anywhere on that page. Notes can hold up to 5000 Roman characters. By default, note labels use the registered Acrobat user's name (Windows and UNIX) or the computer's owner name (Macintosh). If you are one of several reviewers of a document, your annotations will be distinguished by label. By changing the default note color (yellow), you can also color code your annotations. You can change the default note label and color, or you can change labels and colors on a note-by-note basis.

To create notes:

1 Click the note tool , or choose Tools > Note.

Note: Press *Ctrl* (Windows and UNIX) or *Option* (Macintosh) when selecting the note tool if you want to create only one note and then return to the previously selected tool. ➤



2 Click to create a note window 2 inches high by 3 inches wide, or drag to draw the note window. (A note window can be up to 4 inches high by 6 inches wide.)

3 Enter the text for the note. If you enter more text than will fit into the note window, the text scrolls. Resize the window if necessary. To move a note on a page, drag the note icon or note window to the new location.

Note: *You can use the standard editing commands (Cut, Copy, Paste, Clear, and Undo) to create note text. You can also use the text selection tool to copy text from the document into the note window for quotation and editing.*

To set default note properties:

1 Choose File > Preferences > Notes. ➤



2 Choose the following options to change properties for future notes:

- Type a label name in the Default Label field. A note label appears in the title bar of the open note window.
- Choose a color from the Default Color menu.
- Choose a font and point size to display note text.

3 Click OK.

Note: *Only notes created after changing the color and label default note properties are affected. Existing notes maintain their current properties.*

To label or color an individual note:

1 Select the note icon, and choose one of the following:

- Choose Edit > Properties.
- Right-click the note (Windows and UNIX).
- Open the note, and double-click the note title bar. ➤



2 Change the label or color of the note, or both, and click OK.

Note: *Note label and color properties remain with notes when they are either exported from or imported to a PDF document.*

To delete a note:

Click the note, and press Delete or choose Edit > Clear. With Windows 95, you can also right-click and select Clear to delete the note. ■



Summarizing notes

Use the Summarize Notes command to create a new PDF document that contains the date, time, label, and content of all notes in the PDF document.

To create a summary of all notes in a document:

Choose Tools > Summarize Notes. A notes summary appears in a new PDF document window.



Collating notes

You can collect notes from several PDF documents and put them into the original PDF document by using the Export Notes and Import Notes commands.

The Export Notes command creates a new PDF document that is a blank copy of the file with the notes in their original positions. The original file is unaltered. This exported note file will be a fraction of the size of the original file, making it easily transferable via e-mail, disk, or modem. The Import Notes command then makes it easy for you to collect the exported notes into one document.

To export notes from a PDF document:

- 1 Choose File > Export > Notes.
- 2 Enter a filename, and click Save. ➤



To import notes into another PDF document:

- 1** Open the PDF document that will receive the notes.
- 2** Choose File > Import > Notes.
- 3** Select the PDF filename that contains the notes, and click Select. The notes are copied into the exact positions they occupied in the original file. Any existing notes in the file are unaltered. ■



Limiting access to PDF files

You can limit access to a PDF document when you save it. When files have restricted access, any restricted tools and menu items are dimmed. If you set any security options, you should also set an owner password. Otherwise, anyone who opens the file could remove the restrictions.

Note: *A document with both open and owner passwords can be opened with either one. If opened with the owner password, the security settings are temporarily disabled.*

Acrobat uses the RC4 method of security from RSA Corporation to secure PDF files.

To limit access to PDF files:

1 Choose File > Save As, and click the Security button. ➤



2 Enter a password in one or both of the password fields. There are two kinds of passwords, both optional:

- An open password that document readers must enter before they can open the document. Type the open password in the Open the Document text box.
- An owner password for setting or changing security settings. Type the owner password in the Change Security Options text box.

Note: *Do not make the open password and the owner password the same.*

3 Select one or more items to prevent viewers from printing, changing the document, selecting text and graphics, or adding or changing notes and form fields.





Note: *Selecting Adding or Changing Notes and Form Fields prohibits users from changing form fields but allows them to fill in the fields. Selecting Changing the Document prohibits users from filling in a form field as well as making any other changes.*

4 Click OK in the Security dialog box.

5 If you entered passwords, retype the passwords in the Confirmation dialog box and click OK.

6 Click Save in the Save As dialog box.

You can change or delete a password after setting it. However, if you forget the password to a document, there is no way to recover it from the document. It is a good idea to store the password in another secure location in case you forget the password.

Note: *Secured files cannot be viewed by Acrobat Exchange 1.0 or Acrobat Reader 1.0. ■*



Creating and formatting form fields (Windows and Macintosh)

You can use the forms tool to create fields that an Acrobat Exchange or Reader user can fill in. You create a form field by defining the area of the field on the page and providing a name for it. When you copy fields with the same name, users have to fill in only one of the fields.

After creating a field, you use the form tool to format it. Identify its type, define its appearance, and optionally associate an action with it.

Working with forms

Creating form fields

Formatting form fields

Duplicating and resizing fields

Setting field tab order



Working with forms

You create a form and collect data from it in three steps:

- Create or scan a form, and convert it to PDF.
- Create and format the form fields in the PDF file.
- Write or modify a Common Gateway Interface (CGI) script to collect the data.

See the **Acrobat Distiller**, **Acrobat PDF Writer**, or **Acrobat Capture Plug-in** guides for information about converting documents to PDF. See the Web page <http://www.adobe.com/acrobat/moreinfo> for information about writing a CGI script.


See **Exporting and importing form data (Windows and Macintosh)** for information on using Exchange to manage form data.



Creating form fields

Whatever format you give the field, you use the same method to create it. You create a form field by defining the area of the field on the page and providing a name for it.

To create a form field:

- 1 Select the form tool .
- 2 Create a form field by dragging the cross-hair icon to make a box.

Note: Press *Ctrl* (Windows) or *Option* (Macintosh) when selecting the form tool if you want to create only one field and then return to the previously selected tool.

- 3 Give the field a name.

At this point, you choose a format from the Type menu. See [Formatting form fields](#) for information. ➤



To move a field:

- 1 If you need to move a field after creating it, select the form tool.
- 2 Select the field you want to move, and drag it to the new location.

Note: Use the arrow keys to move the field approximately 1/72 inch at a time. ■



Formatting form fields

After you create a field, you choose a field type, such as button or check box, define its appearance, and optionally associate an action with it. The Field Properties dialog box you use to do this has three tabs. One changes to match the field type. The Appearance and Action tabs apply to all fields.

Adding buttons

Adding check boxes

Adding combo boxes

Adding list boxes

Adding radio buttons

Adding text fields

Setting field appearances properties


Setting field action properties



Adding buttons

Buttons are associated with action sequences, such as opening a file, playing a sound, or submitting data to a Web server.

To add a button:

- 1 Select the form tool .
- 2 Create and name a form field. See [Creating form fields](#) for details.
- 3 Select Button from the Type menu in the Field Properties dialog box.
- 4 Select the Button Options tab.
- 5 Select an option from the Highlight menu to specify the display of the button when the user clicks it:
 - **Invert** specifies inverting the colors in the button.
 - **None** specifies no change in the button appearance.
 - **Outline** specifies highlighting the field border. ➤



- **Push** specifies using the text, the icon, or both entered in the Pushed Appearance section.

6 Select an option from the layout menu to display the button:

- **Text only** displays the text entered in the Button Appearance section.

- **Icon only** displays the icon chosen in the Button Appearance section.

- **Icon top, text bottom, etc.** displays the text and icon specified in the Button Appearance section in the relationship specified by the layout choice.

Note: See the **button layout illustration** for examples of button layouts.

7 If you choose a layout that includes an icon, click the Icon button under Button Appearance. Icons must be in the PDF format. ➤



8 Click Browse, select a PDF file containing a page whose contents you want to use as an icon, and click Open.

Note: *If you want to use only a portion of the page as an icon—for example, only a bitmap on the page—you need to crop the page in Exchange before carrying out this procedure.*

9 Select a page, and click OK. You can use the scroll bar to change pages in the Sample window.

10 If you wish the button to take on another appearance when pushed, select an icon in the Pushed Appearance section and click OK. Use the same method you used for the icon in the Button Appearance section.

11 Click the **Appearance tab**, and select border and text attributes for the form field. ➤

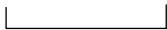


12 If you need to specify an action for this form field, click the **Actions tab** and select a mouse behavior from the When This Happens box on the tab. Then click Add, **specify an action**, and click Set Action.

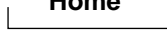
Note: *You can select any combination of mouse behaviors for a field. You can also specify any combination of actions for a mouse behavior, although no more than 10 are recommended.*

13 Click OK to close the Field Properties dialog box.



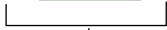


Icon only



Icon over text

Home



Text over icon

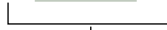


Icon left, text right

Home



Text left, icon right



Text in icon






Adding check boxes

Users select an item by marking a check box.

To add a check box:

- 1 Select the form tool .
- 2 Create and name a form field. See [Creating form fields](#) for details.
- 3 Select Check Box from the Type menu in the Field Properties dialog box.
- 4 Select the Check Box Options tab.
- 5 Select a check style to display when a user selects the check box.
- 6 Enter an export value (optional) that will represent the chosen item if it is exported to a CGI application. See [Defining export values](#) for information.
- 7 If you want the check box to appear checked by default, choose Default is checked. ➤



8 Click the **Appearance tab**, and select border and text attributes for the form field.

9 If you need to specify an action for this form field, click the **Actions tab** and select a mouse behavior from the When This Happens box on the tab. Then click Add, **specify an action**, and click Set Action.

Note: *You can select any combination of mouse behaviors for a field. You can also specify any combination of actions for a mouse behavior, although no more than 10 are recommended.*


10 Click OK to close the Field Properties dialog box. ■



Adding combo boxes

Use the Combo Box field to create a list of items selectable from a pop-up menu.

To add a combo box:

- 1 Select the form tool .
- 2 Create and name a form field. See [Creating form fields](#) for details.
- 3 Select Combo Box from the Type menu in the Field Properties dialog box.
- 4 Select the Combo Box Options tab.
- 5 Enter a value in the Item field, and click Add. Items should be no longer than 100 characters.
- 6 Enter an export value (optional) that will represent the chosen item if it is exported to a database via a CGI application. See [Defining export values](#) for information. ➤



7 Continue to enter items and export values until the list is complete. Lists should be no longer than 50 items.

8 Choose among the following options:

- If you need to sort the items alphabetically, select the Sort Items option.
- If you need to move an item one position up or down, select the item and click the Up or Down button.
- To allow user editing of the Combo Box list, select the Editable option.

9 Click the **Appearance tab**, and select border and text attributes for the form field. ➤



10 If you need to specify an action for this form field, click the **Actions tab** and select a mouse behavior from the When This Happens box on the tab. Then click Add, **specify an action**, and click Set Action.

Note: *You can select any combination of mouse behaviors for a field. You can also specify any combination of actions for a mouse behavior, although no more than 10 are recommended.*

11 Click OK to close the Field Properties dialog box. ■



Adding list boxes

Use the List Box field to create a list of items that is always displayed in the form.

Follow the directions in **Adding combo boxes** to create a list box. Combo boxes display only one item until the field is selected and a pop-up menu appears. List boxes display all the items all the time. The highlighted item is exported when form data is collected.


Items should be no longer than 100 characters, and lists should be no longer than 50 items.



Adding radio buttons

Use related Radio Button fields to ensure that a user selects one item from a list of choices. When you create related radio button fields, field names must be the same and export values must be different.

To add a radio button:

- 1 Select the form tool .
- 2 Create and name a form field. See [Creating form fields](#) for details.
- 3 Select Radio Button from the Type menu in the Field Properties dialog box.
- 4 Select the Radio Buttons Options tab.
- 5 Select a radio button style from the Radio Style menu. Circle is the default.
- 6 Enter an export value that will represent the chosen item if it is exported to a database via a CGI application. See [Defining export values](#) for information. ➤



7 If you want the radio button to appear selected by default, choose Default is checked.

8 Click the **Appearance tab**, and select border and text attributes for the form field.

9 If you need to specify an action for this form field, click the **Actions tab** and select a mouse behavior from the When This Happens box on the tab. Then click Add, **specify an action**, and click Set Action.

Note: *You can select any combination of mouse behaviors for a field. You can also specify any combination of actions for a mouse behavior, although no more than 10 are recommended.*


10 Click OK to close the Field Properties dialog box. ■



Adding text fields

Use a text field for the user to type text such as name, address, and phone number.

To add a text field:

- 1 Select the form tool .
- 2 Create and name a form field. See [Creating form fields](#) for details.
- 3 Select Text from the Type menu in the Field Properties dialog box.
- 4 Select the Text Options tab.
- 5 Choose from the following options:
 - **Default** specifies text to display in a field as the suggested default value. It can be left blank. You can use the [Appearance tab](#) to make the field read only.
 - **Alignment** sets the alignment of text within the field. It does not align the field itself. ➤



- **Multi-line** allows you to create a text box with more than one line.
- **Limit of characters** limits the number of characters entered in the field, from 1K to 32K. If no value is set, then the default is 32K.
- **Password** specifies displaying text as a series of asterisks to protect the data.

6 Click the **Appearance tab**, and select border and text attributes for the form field.

7 If you need to specify an action for this form field, click the **Actions tab** and select a mouse behavior from the When This Happens box on the tab. Then click Add, **specify an action**, and click Set Action.

Note: *You can select any combination of mouse behaviors for a field. You can also specify any combination of actions for a mouse behavior, although no more than 10 are recommended.*

8 Click OK to close the Field Properties dialog box. ■



Setting field appearances properties

You can set field appearance properties in the Appearance tab. Choose from the following options:

- **Border** options set border color, width, style, and background color. Click a color box to choose a color from the System palette.
- **Text** options set text color, font, and size of text typed into the form field. Choose one of the **Base 13 fonts** for text fill in. (The Base 13 are the only fonts allowed for text field fill in.) The Auto option under Size specifies fitting a font vertically to a single text line, button, radio button, checkbox, or combo box. Multi line text fields and list boxes use 12-point type if Auto is selected.
- **Read Only** specifies whether the user can fill in the field or only read it. ➤



- **Hidden** specifies whether the field is hidden from the user or displayed. Use this field in conjunction with the Show/Hide Field action if you want the field to be hidden from the user when the file is initially opened.
- **Required** specifies that the user must fill in this field before submission of the data is allowed.
- **Don't Print** specifies whether the contents of this field are printed. ■



Setting field action properties

In the Actions tab, you can specify any combination of actions, or no action, for a form field. You can choose actions that manage the form data. See [Setting submit, reset, and import form data actions](#) for information.

To set field action properties:

1 Select a mouse behavior that will trigger the action from the When this Happens window:

- **Mouse Up** specifies releasing the mouse button.
- **Mouse Down** specifies depressing the mouse button.
- **Mouse Enter** specifies moving the mouse into the field.
- **Mouse Exit** specifies moving the mouse out of the field. ➤



2 Click Add, and **specify an action** in the Add an Action dialog box.

3 Click OK. The selected action displays in the Do the Following window.

4 Actions are executed in the order they appear in the Do the Following Things box. If you defined more than one action for a behavior and you want to reorder the actions, select the action and click the Up or Down button.

To edit an action:

Select the action item, click Edit, and make your changes.

To delete an action:

Select the action item, and click Delete. ■



Setting submit, reset, and import form data actions

You can send form data to a Web server by specifying a Uniform Resource Locator (URL) with the Submit Form action. A CGI application must be on the Web server to collect and route the data to a database. An existing CGI application that collects data from HTML forms can be used to collect data from FDF forms if the field names match those set in the CGI application. A sample CGI application is available at <http://www.adobe.com/acrobat/moreinfo>.

Specify a Reset Form action to clear any form data already entered. Specify an Import Form Data action to populate a form with data exported from another form. The Import Form Data action works from your hard drive, but not over the Internet. ➤



To specify a Submit Form action:

- 1** Create the form field to represent the Submit Form action.
- 2** Specify Submit Form as the action, and click Edit URL.
- 3** Enter the URL.
- 4** Choose an export format: Forms Data Format (FDF) or HTML Form (URL encoded).
- 5** Choose from the Field Selection options. If you choose *All, except* or *Only these*, click Select and indicate the fields not specified (All, except) or specified (Only these).
- 6** Click OK to accept the Submit Form selections.

To specify a Reset Form action:

- 1** Create the form field to represent the Reset Form action.
- 2** Specify Reset Form as the action, and click Select Fields. ➤



3 Choose from the Field Selection options. If you choose *All*, *except* or *Only these*, click Select and indicate the fields not specified (All, except) or specified (Only these).

4 Click OK.

To specify an Import Form Data action:

1 Create the form field to represent the Import Form Data action.

2 Specify Import Form Data as the action, and click Select file.

3 Select a file, and follow the instructions for your platform:

- With Windows, click Select and OK.
- On the Macintosh, click Open and Set Action.

See [Using the Import Form Data action](#) for more information. ■



Using the Import Form Data action

You can use the Import Form Data action to make it easy for users to fill out common form fields such as name, e-mail address, or phone number. Form designers and form users each have a part in this procedure.

To use the Import Form Data action:

- 1** Form designers create a personal profile form with common information fields and post it on the company intranet or on a common network server.
- 2** Form designers post instructions for the user about how to fill in and export the form data, name the form data file, and save the file in an accessible location. (Ideally, the form contains a button with an action to bring up the Export Form Data dialog box.) ➤



Note: *With Windows, the Import Form Data action searches for a file in the Acrobat Exchange or Reader folder, the current folder, the System folder, the Windows folder, and the folders that are listed in the PATH statement. On the Macintosh, the Acrobat Exchange or Reader folder and the System Preferences folder are checked for the data file.*

3 Users fill out the personal profile form once and export the data, following the posted instructions.

4 In all future forms, form designers use established field names for common information fields and create Import Data buttons.

5 Users click the Import Data buttons in new forms to populate the common fields with their personal profile information.

Note: *Only form fields that match are updated. Those that do not match are ignored. ■*



Duplicating and resizing fields

You can duplicate form fields on the same page or across pages. When you duplicate a form field, users can fill in one field and have that information appear in all the fields, whatever page they are on. The copied fields can have different appearances, but they must have the same name and action. Changing an action in a field will change the action for all fields with its name.

You can also resize a field. Only the field selected is resized, even if other fields with the same name exist.

To duplicate a field on the same page:

- 1 Select the form tool  and select the field. ➤



2 Choose one of the following:

- Press Ctrl (Windows) or Option (Macintosh) while dragging the field to the new location.

Note: *Pressing the Shift key while dragging the field aligns the fields horizontally or vertically.*

- Select the field, choose Edit > Copy, choose Edit > Paste, and position the new field in the new location.

- Select the field, choose Edit > Fields > Duplicate, enter the page number you are on, and click OK.


To duplicate a field across pages:

1 Select the form tool  and select the field.

2 Select the field, choose Edit > Fields > Duplicate, select across all pages or type in a page range, and click OK. ➤



To resize a field:

- 1 Select the form tool  and select the field.
- 2 Position the cursor over a corner anchor point. When the cursor changes to the two-headed arrow, drag to resize the field.


Note: *Holding down the Shift key when resizing a field maintains the original aspect ratio of the field. Press Shift + Arrow Key to resize a field approximately 1/72 inch at a time. ■*



Setting field tab order

You can determine the order that a user tabs through form fields on a single page. The default tab order is the order in which the fields were created.

To set tab order:

- 1 Select the forms tool .
- 2 Choose Edit > Fields > Set Tab Order.
- 3 The fields display the tab order currently set. Choose from the following:
 - To reorder the tabs, click the fields in the order that they should be numbered. ➤



- To start at a number other than 1, press Ctrl (Windows) or Option (Macintosh) and click the field whose number is one less than the number with which you want to start; then click the field you need to renumber.

4 Click outside a field or switch tools to exit tab order mode. ■



Defining export values

An export value is the information sent to a Common Gateway Interface (CGI) application to identify a user-selected field. You need to define an export value only if both the following are true:

- The data will be collected electronically in a database over a company intranet or the Web.
- Either the data is different from the item designated by the field or the field is a radio button.

You can define export values for check boxes, combo boxes, list boxes, and radio buttons.

To indicate that a check box has been selected, use the default export value, which is On. ➤



Enter an export value for combo boxes or list boxes only if you want it to be different from the item listed—for example, to match the name of the field in a database. The item selected in the combo box or list box is used as the export value if one is not explicitly entered in the Field Properties dialog box.

You should treat radio buttons in a special way. Related radio buttons must have exactly the same field name but contain different export values. This ensures that the radio buttons toggle and the correct values will be collected in the database.

You should work with your Web Master to define export values appropriately. See the Web site <http://www.adobe.com/acrobat/moreinfo> for an example CGI application that would collect data from an Acrobat form. ■



Exporting and importing form data (Windows and Macintosh)

You export form data from a PDF file to create a new file containing only the form data, one that is significantly smaller than the container PDF file. Use this file to archive or to send electronically. You import form data from the exported form data files to read the information on-screen or to print it.

To export form data to a file:

- 1 Choose File > Export > Form Data.
- 2 Enter a filename, and click Save. ➤



To import form data from a file:

- 1 Choose File > Import > Form Data.
- 2 Select a file, and click Open.

Note: *If you import form data from a form that does not match the form you are importing into, only the fields that match are updated and those that do not match are ignored. ■*



Incorporating PDF documents in OLE documents (Windows and Macintosh)

You can incorporate PDF documents in compound documents created with any Object Linking and Embedding (OLE) 1.0 or 2.0 container application and edit them in Exchange. (You can read the PDF documents in Reader, but not edit them.) A compound document created in one application (the container application) contains data created in a second application, and the data can be edited in the second application in some cases. When PDF is used with Acrobat viewers and OLE, visually rich documents can be distributed without requiring the recipient to have the applications, fonts, or platform used to create the document. ➤



In the container application, you use the Insert Object or Copy and Paste Special command to incorporate PDF documents. If you use Paste Special, use Edit > Copy File to Clipboard in Acrobat Exchange.

Consult a Windows or Macintosh manual for information about OLE.

See **Using Acrobat and Lotus Notes (Windows and Macintosh)** for information about embedding PDF files in Lotus Notes documents. ■



Using Acrobat and Lotus Notes (Windows and Macintosh)

Lotus Notes® provides a standard platform for developing and deploying groupware applications. Lotus Notes users can share PDF documents attached to a Notes file or embedded in it. There are advantages to using OLE to embed the PDF document:

- With OLE, a PDF document can be rendered as Rich Text Format (RTF) so that its text can be included in searches.
- With Notes views and Notes/FX, PDF documents can be organized by title, subject, or keywords.
- When using Lotus Notes to route a PDF document for review, reviewers can add their notes to the document using the note tool in Acrobat Exchange.

Acrobat 3.0 and Lotus Notes 3.3

Acrobat 3.0 and Lotus Notes 4.1 (Windows)



Acrobat 3.0 and Lotus Notes 3.3

You can embed a PDF document into a Lotus Notes document and edit the document later, but first you need to prepare the Notes database. Use Notes/FX to populate Notes fields with information about the PDF document.

To prepare a Notes 3.3 database

To add PDF documents to a Notes database

To edit a PDF document in a Notes database

Notes/FX support



To prepare a Notes 3.3 database:

- 1 Create a new form by choosing Design > Form.
- 2 Choose New in the Design Forms dialog box.
- 3 If you need to create fields for field exchange between Lotus Notes and Acrobat, choose Design > New Field and do the following:
 - Choose Shared Field (if you will be using this field with other forms) or Only With This Form, and click OK. (See the Notes Help file for further information.)
 - Enter a **field description** in the Field Definition dialog box. (See the fields listed in **Notes/FX support** for possible field descriptions.)
 - Click the Formula button.
 - Enter the field description again in the Default Value formula window, and click OK. (The name in the Field Definition dialog box must match the formula name exactly.) Repeat step 3 for each field that will be exchanged between Lotus Notes and Acrobat. ➤



4 Create the field that will contain the embedded PDF file by choosing Design > New Field. Choose Shared Field (if you will be using this field with other forms) or Only With This Form. (See the Notes Help file for further information.)

5 Give the field a name, select Rich Text and Editable as the Type, and click OK.

6 Choose Design > Form Attributes, and give the form a name. To have Notes automatically display the PDF document when a user opens a document created with this form, select Object Activation.

7 Save the form, and close it.

To add PDF documents to a Notes database:

1 Create a new Notes document, or edit an existing one.

2 Place your pointer into the Rich Text field into which you will embed your PDF file.

3 Choose Edit/Insert > Object. ➤



- 4 Choose Object > Adobe Acrobat Document, and click Choose File; then locate and select the PDF document.
- 5 Save the document, and close it.

To edit a PDF document in a Notes database:

- 1 Open a Notes document that contains a PDF document you want to edit.
- 2 Double-click the embedded PDF document. (It may launch automatically if you choose the Automatic Object Activation option.) All of the fields in the Notes document will be read back into the PDF document and updated if they have changed.
- 3 Edit the PDF document and any of the fields you want to change, such as the fields in the Document Info dialog box. You must use Acrobat Exchange to do this. ➤



- 4 Save the PDF document into Notes by choosing Update from the Exchange File menu or by closing the document. The updated fields are copied back into Notes, and the Notes document is updated.
- 5 Save the changes in the Notes document. ■



Notes/FX support

Notes/FX makes some of the fields in the PDF document, such as Title and Subject, available to Notes. Notes can use these fields in the same way it uses other fields. For example, the subjects of PDF documents could be used to build a Notes view. (Notes enables you to access a large group of files by author, subject, or category.)

For Acrobat and Notes to exchange these fields, they must be part of your Notes form (a template for a Notes document). All names specific to Acrobat begin with *PDF*.

PDF fields are read into Notes when a PDF document embedded in Notes is updated or closed. For the values to be updated, these PDF fields must exist and have different values in the Notes document. ➤



Fields that are read only into Notes are called *one-way fields*. The field values can be edited in Notes, but these changes are never read back into the PDF file. Fields that are read into Notes and read back into PDF are called *two-way fields*.

At the time of the Acrobat 3.0 release, field exchange with Notes 4.1 was not supported. For more information and updates concerning Lotus Notes and Acrobat integration, see the Acrobat Web page at <http://www.adobe.com/acrobat/moreinfo>.

Noneditable Acrobat-supplied fields (one-way)

- **SizeInPages** (number): the number of pages in the PDF file
- **SizeInK** (number): the amount of space taken up by the file on disk in kilobytes
- **DocumentClass** (text): the OLE class name (Adobe Acrobat Document) ➤



- **PDFModDate** (text): the modification date shown in the Acrobat viewer's General Info dialog box (in a different format)
- **PDFCreator** (text): the creator date shown in the Acrobat viewer's General Info dialog box
- **PDFCreationDate** (text): the creation date shown in the Acrobat viewer's General Info dialog box
- **PDFProducer** (text): the producer shown in the Acrobat viewer's Document Info or General Info dialog box
- **PDFSecurityMethod** (text): the security method shown in the Acrobat viewer's Security Info dialog box
- **PDFOpenPassword** (text—Yes/No): Yes, if the file requires an open password; otherwise, No
- **PDFSecurityPassword** (text—Yes/No): Yes, if the file requires a security password; otherwise, No ➤



- **PDFPrinting** (text—Allowed/Not Allowed): the printing field shown in the Acrobat viewer's Security Info dialog box
- **PDFChangingTheDocument** (text—Allowed/Not Allowed): the changing-the-document field shown in the Acrobat viewer's Security Info dialog box
- **PDFSelectingTextAndGraphics** (text—Allowed/Not Allowed): the selecting-text-and-graphics field shown in the Acrobat viewer's Security Info dialog box
- **PDFAddingOrChangingNotes** (text—Allowed/Not Allowed): the adding-or-changing-notes field shown in the Acrobat viewer's Security Info dialog box

Editable Acrobat-supplied fields (two-way)

- **PDFTitle** (text): the title shown in the Acrobat viewer's General Info dialog box
- **PDFAuthor** (text): the author shown in the Acrobat viewer's General Info dialog box (not the same as the Author field in Notes) ➤



- **Subject** (text): the subject shown in the Acrobat viewer's General Info dialog box
- **Categories** (text): the keywords shown in the Acrobat viewer's General Info dialog box

User-defined fields (two-way)

You can add fields to a PDF document by using OLE automation or by creating an Acrobat plug-in. For example, a person preparing a sales office database might want to add a region field to all of its sales documents. This field will be a new field in the PDF document.

For more information, see the Acrobat Web page at <http://www.adobe.com/acrobat/moreinfo>. ■



Acrobat 3.0 and Lotus Notes 4.1 (Windows)

To embed a PDF document into a Lotus Notes document, you must first prepare the Notes database. After preparing the database, you can decide to embed PDF documents so that they can or can't be indexed by Lotus Notes. You can also configure a Lotus Notes form to open an Acrobat viewer automatically when a Notes document containing an embedded PDF document is opened.

Because the Macintosh version of Lotus Notes 4.1 does not support OLE, Acrobat 3.0 does not work with it.

To prepare a Notes 4.1 database

To embed a PDF file as an object in a form

To embed a PDF file that can be indexed

To open an Acrobat viewer automatically when a Notes document is opened



To prepare a Notes 4.1 database:

- 1** Create a new form by choosing Create > Design > Form.
- 2** Create the field that will contain the embedded PDF file by choosing Create > Field.
- 3** Give the field a name, and select Rich Text and Editable as the Type.
- 4** Save the form, and close it.

To embed a PDF file as an object in a form:

- 1** Open Acrobat Exchange, and minimize it.
- 2** In Notes 4.1, choose Create > [*form name*].
- 3** Select the field you created in the form.
- 4** Choose Create > Object.
- 5** Select Adobe Acrobat Document as Object Type; then select Create an Object From a File. ➤



6 Click Browse, select a PDF file, and click OK. Click OK again to close the Create Object dialog box.

Note: You can choose from three icons to represent the embedded PDF file. Select *Display as Icon*, click *Change Icon*, choose an icon, and click OK.

7 Save the form.

To embed a PDF file that can be indexed:

1 Open Acrobat Exchange, and minimize it.

2 In Notes 4.1, choose Create > [*form name*].

3 Select the field you created in the form.

4 Choose Create > Object.

5 Select Adobe Acrobat Document as Object Type; then select Create an Object from a File.

6 Click Browse, select a PDF file, and click OK. Click OK again to close the Create Object dialog box. ➤



- 7 Select the icon that represents the embedded PDF file in the Notes document.
- 8 Choose Acrobat Document > Display As, select Rich Text, and click OK.
- 9 Save the document, and close it.
- 10 Choose File > Database > Properties, select the Full Text tab, and click the Update Index button.

To open an Acrobat viewer automatically when a Notes document is opened:

- 1 Open a form in Design mode.
- 2 Right-click the form, and choose Form Properties.
- 3 Click the Launch tab.
- 4 Choose First OLE Object from the Auto Launch menu.
- 5 Select Reading from the Launch When menu, and deselect the other options. ➤



- 6 Select Opening Read from the Hide When menu.
- 7 Save the form.

Note: *An embedded PDF must be the first OLE object in the Notes document to make Exchange open. If another type of OLE object is first in the Notes document, then the application associated with that object will open. ■*



Using PDF on the Web

PDF documents can be published on the World Wide Web and read in Web browsers, or in Acrobat viewers used as helper applications with Web browsers.

Publishing PDF on the Web

Reading PDF on the Web



Publishing PDF on the Web

The way PDF documents published on the Web are viewed hinges primarily on which Web browser is used for viewing and whether the Web server can deliver the PDF document one page at a time.

PDF documents can be linked from HTML documents or embedded with the HTML `<EMBED>` or `<OBJECT>` tag.

Optimize your files to minimize file size and facilitate page-at-a-time downloading.

Web viewing scenarios

Page-at-a-time downloading

PDF in HTML documents

Minimizing PDF file size



Web viewing scenarios

PDF documents on the Web can be handled in four ways:

- The browser supports PDF viewing, the PDF file is optimized, and the Web server supports **byte-serving**, so the PDF file downloads a page at a time and displays in the Web browser window. This situation represents the fastest viewing scenario possible for viewing PDF files on the Web.
- The browser supports PDF viewing, but the PDF file is not optimized or the server does not byte serve files, so the entire PDF file downloads to the machine with the browser and then displays within the browser window.





- The browser supports PDF viewing, and PDF documents are embedded in an HTML page, allowing the PDF file to display in part of the browser window rather than in a full window. An ActiveX browser such as Internet Explorer supports navigating through the document in the partial window. Netscape Navigator-compatible browsers can display the PDF document within an HTML page but require a link to a full-window view for navigation.
- Acrobat Exchange or Reader is configured as a helper application for the browser, which does or does not support PDF viewing within the browser window. The entire PDF file downloads to the machine with the browser, the Acrobat viewer launches as a separate application, and the PDF file is then displayed in the Acrobat viewer.

See also [Setting up an Acrobat viewer as a helper application](#). ■



Page-at-a-time downloading

With page-at-a-time downloading (byte-serving), the Web server sends only the requested page of information to the user, not the entire PDF document. As a reader of the PDF document, you do not have to do anything to make this happen; it is communicated in the background between the Acrobat viewer and the Web server. However, if you would like the entire PDF document to continue downloading in the background while you view the first page of requested information, you select the Allow Background Download of Entire File option in **General Preferences**.

For a list of Web server software that includes built-in support for page-at-a-time downloading, see <http://www.adobe.com/acrobat/moreinfo>.

If your Web server software does not support page-at-a-time downloading, you can use a CGI application to do it. See <http://www.adobe.com/acrobat/moreinfo> for information.



PDF in HTML documents

You can place a link to a PDF document into an HTML document or embed a PDF document into an HTML document, or both. The browser you or your audience uses to view a linked or embedded PDF will determine the final display of the PDF document.

If your HTML pages will be viewed primarily by users of Netscape Navigator-compatible browsers, you can scale an embedded PDF document in an HTML document to make it fit your design.

Linking to a PDF document from HTML

Embedding a PDF document into an HTML document

Scaling an embedded PDF document



Linking to a PDF document from HTML

You can link to a PDF document from an HTML document with the HTML `<HREF>` tag. A PDF document linked with the HREF tag can fill an entire browser window or launch an Acrobat viewer as a helper application, depending on how users configure their browsers.

The following example uses href to link the HTML document to a PDF document:

```
<a href=http://www.adobe.com/a.pdf>
```



Embedding a PDF document into an HTML document

You can embed PDF documents into an HTML document with the HTML `<EMBED>` or `<OBJECT>` tag. The `<EMBED>` tag is understood by browsers compatible with Netscape Navigator 3.0 or Internet Explorer 3.0. The `<OBJECT>` tag is understood by Internet Explorer 3.0-compatible browsers only.

Using the `<EMBED>` tag

Using the `<OBJECT>` tag



Using the <EMBED> tag

Use the <EMBED> tag to display an image of a page in a PDF document in an HTML document.

Readers of the document who use an Internet Explorer 3.0-compatible browser can interact with the embedded document; for example, they can follow any links in the document.

Readers who use a Netscape Navigator 3.0-compatible browser can follow only an HTML link from the first page, and then only if they combine the <EMBED> tag with an <HREF> tag as in the following example:

```
<embed src=http://www.adobe.com/cgi-  
bin/byteserver/test.pdf width=25%  
height=200  
href=http://www.test.com/test.html>
```

Once the PDF is opened in a separate window, the links within the PDF document are accessible. ➤



The <HREF> tag can be followed by any URL, including the URL of another PDF document. The <HREF> URL is the URL that the browser opens when the user clicks the embedded PDF. The <HREF> URL needs to be a fully qualified <HREF>. If you specify a relative URL, the link may not activate.

If an embedded PDF document is displayed in a Netscape Navigator 3.0-compatible browser window, the Acrobat toolbar and window controls do not display. If an embedded PDF document is displayed in an Internet Explorer 3.0-compatible browser window, the toolbar and window controls display by default. However, you can hide the toolbar and window controls by changing settings in the Document Info > Open dialog box. See **Choosing how the document opens** for more information.

You can scale an embedded PDF for display in Netscape Navigator 3.0 browsers. See **Scaling an embedded PDF document** for information.

Consult an HTML guide for more information. ■



Using the <OBJECT> tag

If your audience uses a browser that supports ActiveX controls such as Internet Explorer 3.0, you can embed PDF files with <OBJECT> tags instead of the <EMBED> tags. The <OBJECT> tag has the same effect as the **<EMBED> tag** and, in addition, does the following:

- The <OBJECT> tag allows you to use VB Script or JavaScript to access the Print and AboutBox methods in the ActiveX control, so you can create a Print button that will print the PDF document included in the HTML document. If you use the standard Print command in your browser, the HTML document will print with the image of the first page of PDF document.

Note: *When the Acrobat toolbar is visible, users can also use the print icon to print the PDF document. ➤*



- You can use the <OBJECT> tag to specify automatic downloading and installing of the Acrobat Reader for cases in which a user does not already have it installed.

The following HTML code sample will insert a PDF file into an HTML page:

```
<OBJECT CLASSID="clsid:CA8A9780-280D-11CF-A24D-444553540000"  
WIDTH=423 HEIGHT=333  
ID=Pdf1>  
<PARAM NAME="SRC"  
VALUE="PDFS/map.pdf">  
</OBJECT> ➤
```



If your audience does not use a browser that supports the <OBJECT> tag, you should include the <EMBED> tag and appropriate information—or the <NOEMBED> tag to display a GIF image—within the <OBJECT> tag. For example:

```
<OBJECT CLASSID="clsid:CA8A9780-280D-11CF-A24D-444553540000"
```

```
WIDTH=423 HEIGHT=333
```

```
ID=Pdf1
```

```
<PARAM NAME="SRC" VALUE="skagit.pdf">
```

```
<EMBED SRC="skagit.pdf" HEIGHT=423  
WIDTH=333>
```

```
<NOEMBED>
```

```

```

```
</NOEMBED>
```

```
</OBJECT> ➤
```



Consult an HTML guide or an ActiveX control guide for more information. Or see <http://www.adobe.com/acrobat/moreinfo> for more examples and the latest ActiveX-related information. ■



Scaling an embedded PDF document

An embedded PDF document will display at actual size if you do not scale it. The following example scales the PDF document 50% in a Netscape Navigator 3.0-compatible browser:

```
<EMBED SRC=http://www.adobe.com/a.pdf  
WIDTH=50% HEIGHT=50%>
```

You can specify the width and height of the document as a percentage, as in the example, or in points. To determine the actual width and height in points, open the PDF document in an Acrobat viewer. The width and height are displayed in the page size box in the status bar. Enter that information, or a percentage of those values, as the width and height values. ➤



Internet Explorer 3.0-compatible browsers use the information included in a PDF file's **Document Info settings** to determine the view of an embedded PDF file in the HTML page; they ignore the scaling information in an <EMBED> tag. If you need an embedded PDF file to display similarly in browsers compatible with either Internet Explorer or Netscape Navigator, do not scale the PDF file with the <HEIGHT> or <WIDTH> tags or with the Document Info settings. Instead, crop the PDF file to fit without scaling.

Consult an HTML guide for more information. ■



Minimizing PDF file size

Use the Save As or Batch Optimize command to reduce file size and prepare files for page-at-a-time downloading from Web servers.

Optimizing removes repeated image, text, and line art objects and replaces them with pointers to the first occurrences of those objects.

Optimizing also restructures a PDF file to allow page-at-a-time downloading from a Web server. See [Page-at-a-time downloading](#) for more information.

To find out if a file has been optimized:

Choose File > Document Info > General.

To optimize one PDF file:

Choose File > Save As, and select Optimize. ➤



To optimize more than one PDF file:

- 1 Choose File > Batch Optimize.
- 2 Locate a PDF file or a folder of PDF files to optimize.
- 3 Choose from the following options:
 - **Optimize all subfolders** optimizes PDF files located in subfolders of the selected folder.
 - **Thumbnails** creates or deletes thumbnails in all the selected files.

Note: *If you choose to create or delete thumbnails, every file will be reoptimized. ➤*



4 Click OK (Windows and UNIX) or the Select “folder name” button (Macintosh). The optimization is complete when the Batch Optimize Progress dialog box disappears.

Note: *PDF files that are already optimized, are read-only, require an open password, or are stored in a location which you do not have write access to will not be optimized by Exchange. An Optimize.log file documents any file that is not optimized. The Optimize.log file will be located in the folder that you choose to batch optimize.*

To stop the batch optimization process:

You can stop the optimization process by clicking Stop in the Batch Optimize Progress dialog box. The optimization process will stop after the file currently being optimized has been completed (this may take some time.) Any files processed before clicking Stop have already been optimized. ■



Reading PDF on the Web

Each document or other resource on the Web is identified by a unique Uniform Resource Locator (URL) address. Clicking a URL link to a PDF document on the Web can open the document identified by the URL in your Web browser for *inline viewing*, or in an Acrobat viewer if the viewer has been set up as a helper application for your browser. You can also read PDF files that have been embedded in HTML documents on the Web.

Reading PDF in a Web browser

Reading embedded PDF files

Setting up an Acrobat viewer as a helper application



Reading PDF in a Web browser

A PDF document on the Web can be displayed in a Web browser compatible with Netscape Navigator 3.0 or Internet Explorer 3.0.

Netscape Navigator-compatible browsers also need access to the PDFViewer plug-in in their plug-in folders to display PDF documents. The PDFViewer plug-in is automatically installed in the Netscape plug-ins folder with Windows and on the Macintosh. For other browsers, with UNIX, or if you install a new browser after installing Exchange or Reader, see **Installing the Web browser plug-in** for information.

See also **Filling out forms (Windows and Macintosh)**.

Using tools and positioning the Acrobat toolbar

Visiting the Acrobat Web site

Searching on the Web



Using tools and positioning the Acrobat toolbar

All the Acrobat Reader tools, except Find and Select Text, are available in Web browsers. A print tool, not available in Reader outside the browser window, is added to the toolbar to allow you to print the PDF file.

Keyboard commands are mapped to browser tools, not to Acrobat viewer tools, so Acrobat keyboard shortcuts are not available in the browser window.

When you view a PDF document in a Web browser, you can position the toolbar along any of the four sides of the browser window. The default position is the top of the window. ➤




To reposition the toolbar:

- 1** Click on a blank area of the toolbar and drag the toolbar to the window edge you would like the toolbar to follow.
- 2** Release the mouse when you see the outline of the toolbar along the window edge. ■





Visiting the Acrobat Web site

Click the Visit the Acrobat Web Site button  to link directly to the Acrobat Web site. This page contains valuable information about new technology, links to free Acrobat plug-ins, and more.



Searching on the Web

Some Web search engines index PDF documents as well as HTML documents on Web servers. And some search engines support PDF search highlighting, although not all search engines that support PDF indexing support search highlighting. See the Adobe Web site, <http://www.adobe.com/acrobat/moreinfo>, for a list of both types of search engines.

If you encounter a Web site that uses a search engine that indexes PDF documents, your search results list may include PDF documents. If the Web site uses a search engine that supports PDF search highlighting and you open one of the PDF documents in the search results list, the Search Next  and the Search Previous  buttons activate on the Acrobat toolbar in your Web browser window. Also, the search term is highlighted in the document. ➤



To go to the next search hit, click the Search Next button. To return to a previous search hit, click the Search Previous button. The Search Next and Search Previous commands jump across PDF documents, but not across HTML documents. ■



Reading embedded PDF files

HTML documents can include embedded PDF files. An embedded PDF file normally displays an image of the first page of the file in the HTML document. An embedded PDF file can be configured by the HTML document author to display, when clicked, in a separate window. It will display in a browser window or in an Acrobat viewer window, depending on how you have configured your browser. When a PDF file is opened in this manner, you can read the file as you would any other PDF file.

If the file is not configured to open in a separate window, you will be able to interact with the PDF document in a browser compatible with Internet Explorer, but not one compatible with Netscape Navigator. For example, links would not be active in an embedded PDF file displayed in the HTML page in Netscape Navigator, but they would be active in Internet Explorer.

See [Embedding a PDF document into an HTML document](#) for more information.



Setting up an Acrobat viewer as a helper application

If your Web browser does not support **inline viewing** of PDF documents or if you prefer not to view PDF inline, you can set up an Acrobat viewer as a helper application with your browser's preferences. With the viewer set up as a helper, the viewer will launch and display any PDF file linked on the Web.

When you use an Acrobat viewer as a helper application, **page-at-a-time downloading**, **form submital**, **search highlighting on the Web**, and **viewing embedded PDF files** are not available.

To set up your browser to recognize PDF files, you must define a MIME type and a file type. File type should be **pdf**. MIME type should be **application/pdf**. See your browser's documentation or <http://www.adobe.com/acrobat/moreinfo> for information about configuring specific Web browsers. ➤



If you are using Netscape Navigator 2.0 or later with Windows or on the Macintosh and you want to use your Acrobat viewer as a helper application, rename the PDFViewer plug-in or delete it from the Netscape Plug-in folder. The plug-in is named NPPDF32.dll or NPPDF16.dll (Windows) or PDFViewer (Macintosh). ■



Installing the Web browser plug-in

If you are using a Web browser that supports the Netscape API architecture, copy the Web browser plug-in to your browser's Plug-in folder. If you are using a Netscape Navigator browser, the Acrobat installer attempts to install the plug-in for you.

To install the Web browser plug-in (Windows):

- 1 Open File Manager or Windows Explorer.
- 2 Locate the Acrobat3\Exchange\Browser folder.
- 3 Copy the NPPDF32.dll or NPPDF16.dll file to your Web browser's Plug-in folder.

To install the Web browser plug-in (Macintosh):

- 1 Open the Web Browser Plug-in folder within the Adobe Acrobat 3.0 folder.
- 2 Copy the PDFViewer plug-in to your Web browser's Plug-in folder. ➤



To install the Web browser plug-in (UNIX):

Run `<installdir>/Browsers/netscape.`

For more information, see the *Adobe Acrobat Installation for UNIX* guide. ■



Acrobat Exchange commands

File menu

Edit menu

Document and View menus

Tools and Window menus

Help menu



File menu

File	Import	Document Info	Preferences
Open...	Image...	General...	General...
Close	Notes...	Open...	Notes...
Scan	Form Data...	Fonts...	Full Screen...
Save...		Security...	Search...
Save As...		Index...	Weblink...
Batch Optimize		Base URL...	Capture Settings...
Import ▶			
Export ▶			
Document Info ▶			
Print...			
Print Setup...			
Preferences ▶			
[Recent Doc List]			
Exit			



Edit menu

Edit

- Undo
- Cut
- Copy
- Paste
- Clear
- Select All
- Copy File To Clipboard
- Fields ▶
- Text Attributes...
- Align To Selection
- Show Line Markers
- Show Capture Suspects
- Next Capture Suspect
- Properties

Fields

- Duplicate...
- Set Tab Order



Document and View menus

Document

- Capture Pages...
- Set Page Action...
- Crop Pages...
- Rotate Pages...
- Insert Pages...
- Extract Pages...
- Replace Pages...
- Delete Pages...
- New Bookmark
- Reset Bookmark Destination
- Create All Thumbnails
- Show Capture Suspects
- Delete All Thumbnails

View

- Actual Size
- Fit Page
- Fit Width
- Fit Visible
- Zoom To...
- Full Screen
- First Page
- Previous Page
- Next Page
- Last Page
- Go To Page...
- Go Back
- Go Forward
- Single Page
- Continuous
- Continuous – Facing Pages
- Articles...
- Page Only
- Bookmarks and Page
- Thumbnails and Page



Tools and Window menus

Tools

Hand
Zoom In
Zoom Out
Select Text
Select Graphics
Note
Link
Article
Form
Movie
TouchUp
Find...
Find Again
Find Next Note
Summarize Notes
Search ▶

Search

Query...
Indexes...
Results...
Word Assistant...
Previous Document
Previous
Next
Next Document

Window

Hide Toolbar
Hide Menubar
Show Clipboard
Cascade
Tile Horizontally
Tile Vertically
Close All
[Open Doc List]



Help menu

Help (? for Macintosh)

- Acrobat Online Guide
- Acrobat Tutorial
- Exchange Online Guide
- Scan Online Guide
- Capture Online Guide
- PDFWriter Online Guide
- Distiller Online Guide
- Search Online Guide
- Catalog Online Guide
- Adobe on the Web ▶
- Plug-In Help
- About Acrobat Exchange...
- About Plug-Ins

Adobe on the Web

- Acrobat Home Page
- Customer Support
- Product Feedback
- Adobe Home Page
- Customer Spotlights
- Tips and Techniques

© 1996 Adobe Systems Incorporated. All rights reserved.

Adobe Acrobat 3.0 Exchange Online Guide

This manual, as well as the software described in it, is furnished under license and may be used or copied only in accordance with the terms of such license. The content of this manual is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Adobe Systems Incorporated. Adobe Systems Incorporated assumes no responsibility or liability for any errors or inaccuracies that may appear in this book.

The copyrighted software that accompanies this manual is licensed to the End User for use only in strict accordance with the End User License Agreement, which the Licensee should read carefully before commencing use of the software. Except as permitted by such license, no part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, recording, or otherwise, without the prior written permission of Adobe Systems Incorporated.

Adobe, the Adobe logo, Acrobat, Acrobat Capture, the Acrobat logo, Distiller, Acrobat Exchange, Adobe Type Manager, PostScript, and the tagline "If you can dream it, you can do it" are trademarks of Adobe Systems Incorporated. Microsoft and Windows are registered trademarks and ActiveX and Windows NT are trademarks of Microsoft Corporation in the U.S. and other countries. Apple, Macintosh, Power Macintosh, and QuickTime are registered trademarks and AppleScript and TrueType are trademarks of Apple Computer, Inc. Lotus Notes is a registered trademark of Lotus Development Corporation. Netscape and Netscape Navigator are trademarks of Netscape Communications Corporation. UNIX is a registered trademark in the U.S. and other countries, licensed exclusively through X/Open Company, Ltd. Pentium is a trademark of Intel Corporation. All other products or name brands are trademarks of their respective owners.

This product contains an implementation of the LZW algorithm licensed under U.S. Patent 4,558,302. ➤

This software includes software licensed from Verity, Inc., copyright 1994. All rights reserved. The address of Verity, Inc., is 894 Ross Drive, Sunnyvale, California 94089. Verity ® and TOPIC ® are registered trademarks of Verity, Inc. in the United States and other countries. English Electronic Thesaurus copyright 1993 by INSO Corporation. Adapted from the Oxford Thesaurus copyright 1991 by Oxford University Press and from Roget's II: The New Thesaurus copyright 1980 by Houghton Mifflin Company. All rights reserved. Reproduction or disassembly of embodied programs and databases prohibited.

©1994 This software includes software licensed from RSA Data Security, Inc.

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

Adobe Systems Europe Limited, Adobe House, 5 Mid New Cultins, Edinburgh EH11 4DU, Scotland, United Kingdom

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

For defense agencies: Restricted Rights Legend. Use, reproduction, or disclosure is subject to restrictions set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at 252.227-7013.

For civilian agencies: Restricted Rights Legend. Use, reproduction, or disclosure is subject to restrictions set forth in subparagraphs (a) through (d) of the commercial Computer Software Restricted Rights clause at 52.227-19 and the limitations set forth in Adobe's standard commercial agreement for this software. Unpublished rights reserved under the copyright laws of the United States.

(9/96)



How to use this online guide



Page back or page forward.



Undoes a change of page or view, or redoes a change (Go Back/Go Forward).



Go to the Contents.



Go to the Index.



Go to the how-to page (this page).



Go to the “parent” of the current topic.

text

Go to the indicated topic.



Go to the next page of a continued topic.



End of a continued topic.

For instructions on printing this guide, go to the next page.



How to print this online guide

You can print separate topics or the entire guide. Since the pages of the guide have been made small for online viewing, Windows and Macintosh users may prefer to print them two to a page of paper—"two up."

To print pages two up:

- 1 Choose File > Print Setup (Windows) or File > Page Setup (Macintosh).
- 2 Follow the instructions for your platform:
 - In Windows, click Options, select 2 up on the Paper tab, click OK to return to the Print Setup dialog box, and click OK again to close it. ➤

- On a Macintosh, choose 2 Up from the Layout menu and click OK.

Note: *If you can't perform step 2, you may not be using an Adobe or PostScript printer driver. If you are and you still can't perform the step, install the Adobe printer driver on the Acrobat CD-ROM. See the Acrobat Getting Started guide for installation instructions.*

3 Choose File > Print.

4 Indicate the page range.

Click OK (Windows) or Print (Macintosh). ■