

**Introduction to**



**Adobe Acrobat XI Pro**

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## TABLE OF CONTENTS

About the Program .....	1
Open the Program .....	1
Create a PDF File .....	2
Overview of the Work Area .....	2
A Closer Look at the Toolbars .....	3
Navigation Pane Buttons .....	4
Create PDF Files from Inside the Program (if another file is already open) .....	4
Create a PDF from within Microsoft Office 2010 .....	5
A Note about Naming PDF Files.....	5
Convert and Combine Multiple Files into a Single PDF Document.....	6
Open an Existing File in Adobe Acrobat.....	7
Re-Order Pages within A PDF Document.....	8
Convert Web Pages into PDF Files.....	8
Configure How PDFs Display in Your Internet Browser .....	9
Convert Web Pages.....	9
Download and Convert Linked Pages .....	10
Work with Bookmarks .....	11
Add Comments to a Document. ....	11
Edit Original Text in Adobe Acrobat XI Pro .....	12
Add Multimedia to PDF Files .....	12
Create Forms.....	13
Create a Form from an Existing Electronic Document.....	14
Field Properties.....	18
Preview the Form.....	20
Enter Data in the Form .....	20
Saving Filled Forms in Adobe Reader XI.....	20
Close a File (without Closing the Program).....	21
Close Adobe Acrobat XI Pro .....	21



## About the Program

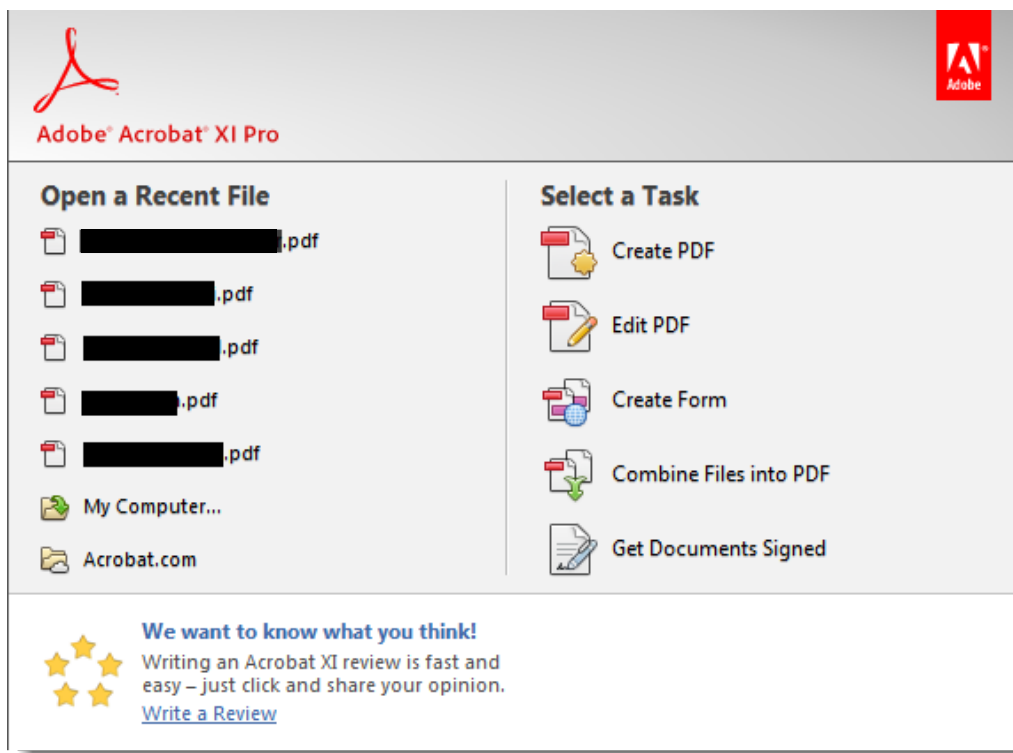
Adobe Acrobat XI Pro allows you to create, view and edit files in Portable Document Format (PDF), which is readable on any computer workstation. Because of this, people use it mainly to convert documents created in other software programs, such as Microsoft Word or PowerPoint. It keeps the look and layout of the source program intact, like an electronic snapshot. If you want to share a Microsoft Word document, for instance, with someone who doesn't own the program, Adobe offers the free Adobe Reader XI software, which that person can download and use to view your file in PDF format.

In this tutorial, you will learn how to:

1. Create a PDF file from an existing electronic document and from a web page.
2. Combine multiple electronic files into a single PDF document.
3. Incorporate video into a PDF file.
4. Convert a form created in another program into a fillable PDF form.

## Open the Program

- Open Adobe Acrobat XI Pro to launch its 'Getting Started' window.

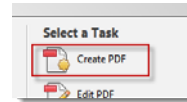


In the 'Getting Started' menu, you can open an existing PDF file or create a new one. It does not matter what type of file you choose when creating a PDF; it can be a Word document, PowerPoint presentation, website, image, and so on.

## Create a PDF File

To start,

1. Click on 'Create PDF' from the 'Getting Started' window.

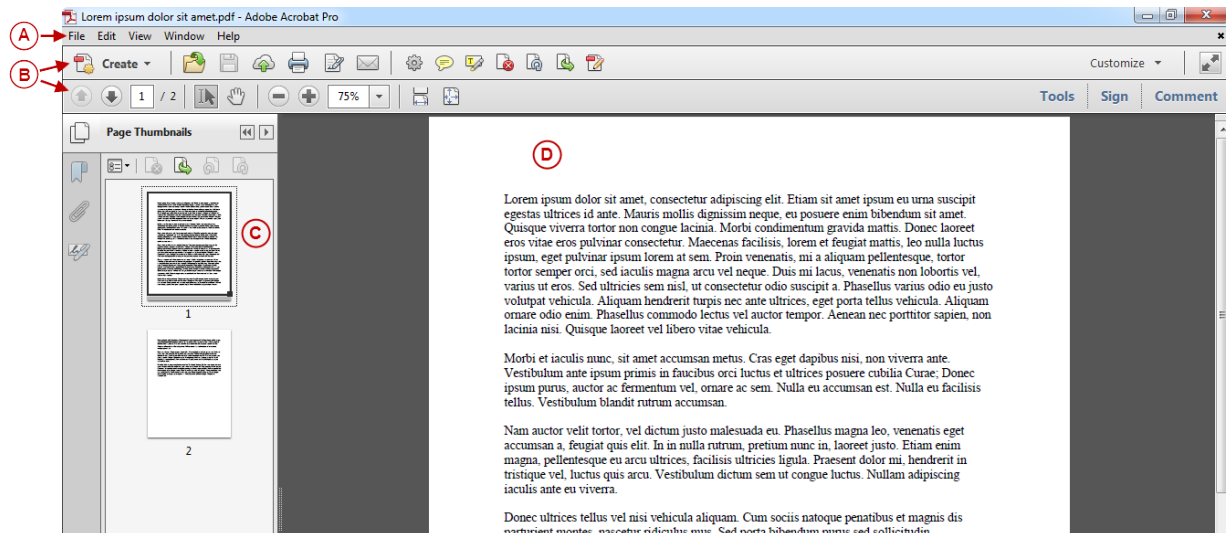


2. In the 'Open File' dialog box, find the document to convert and click 'Open'. Adobe automatically converts the file to PDF format.

## Overview of the Work Area

Adobe Acrobat XI Pro opens to display the following:

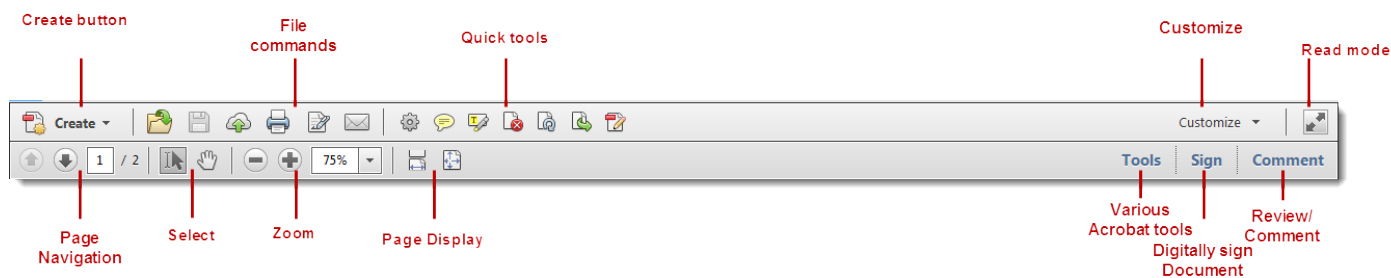
- A. Menu Bar
- B. Toolbars
- C. Navigation pane
- D. Document window



The Menu Bar provides access to all program functions. The Toolbars offer quick access to some of the more popular menu choices. The Document Window displays the contents of your PDF, while the Navigation Pane displays thumbnails of the document pages, allowing easy browsing through the file.

## A Closer Look at the Toolbars

Acrobat's default toolbar groupings provide one- or two-click access to menu options such as creating a new PDF, saving or printing a file, and zooming in and out. The Tools Pane links you quickly to a host of functions, including basic text editing.

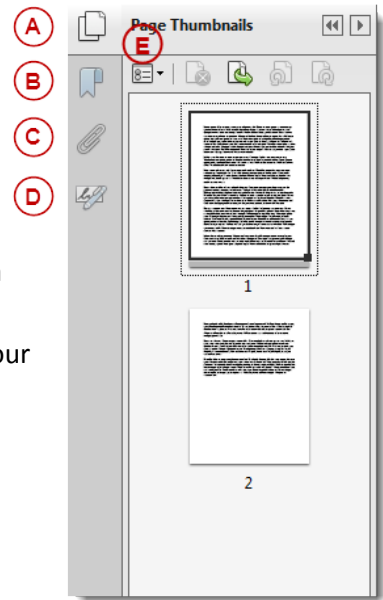


1. *Create* - allows you to create a PDF from an electronic or scanned document. Also allows you to create a PDF portfolio.
2. *File commands* - toolbar contains the Open, Save, Print, and Share document buttons.
3. *Quick tools* - provide one-click access to common functions in Acrobat. Customizable.
4. *Page Navigation* - toolbar contains the Previous Page, Next Page buttons and Page Number display.
5. *Select* - toolbar contains the Select and Hand buttons.
6. *Zoom* - toolbar contains Zoom Out and Zoom in icons, plus Zoom Value display.
7. *Page Display* - toolbar contains the Scrolling Mode and Single Page icons.
8. *Customize* - lets you customize the tools that appear on the toolbar.
9. *Read mode* - view your document without the clutter of toolbars or task panes.
10. *Tools pane* - access to numerous functions in Acrobat.
11. *Sign* - lets you digitally sign a PDF document.
12. *Comment pane* - allows you to add comments to a PDF file.

## Navigation Pane Buttons

The buttons along the left side of the document window each open a different panel in the navigation pane.

- A. *Page Thumbnails* - 'Page Thumbnails' displays a thumbnail view of all the pages in the open PDF file, making it easy to navigate through a lengthy document.
- B. *Bookmarks* - 'Bookmarks' enables you to jump to a specific section or page that's has been previously bookmarked in a PDF document.
- C. *Attachments* - allows you to attach files to your PDF document.
- D. *Signatures* - A digital signature verifies your identity and may include a photo, or an image of your hand-written signature.
- E. *Options* - gives you numerous options for manipulating the pages in your document, such as adding, deleting, cropping or rotating pages.

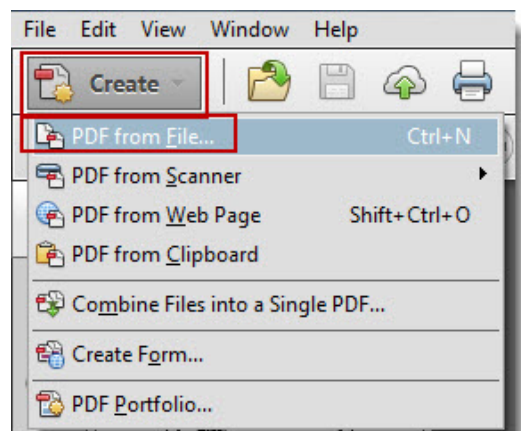


## Create PDF Files from Inside the Program (if another file is already open)

If no file is currently open, you will see the 'Getting Started' window and can create a PDF there. If a file is currently open, you can either choose 'File' from the menu bar, or you can select the 'Create' button from the top row of toolbar buttons, to create a PDF file. Let's see how to do this using the Create button.

*Creating a PDF using the 'Create' button:*

1. Click on the 'Create' button on the toolbar.
2. Select 'PDF from File...'
3. A dialog box pops up. Select the file that you want to convert and click 'Open'.

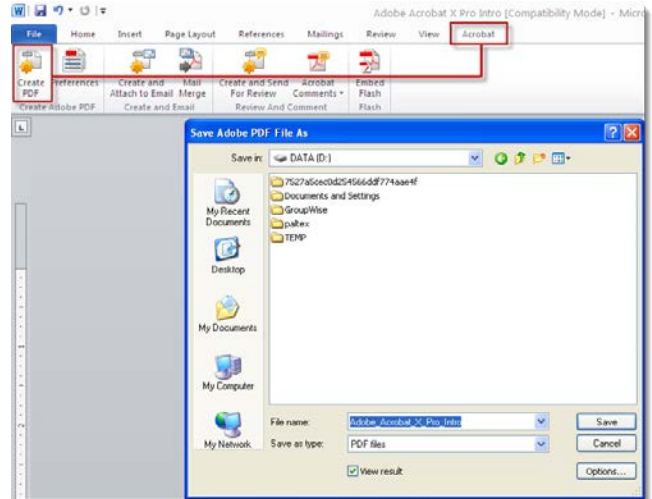




## Create a PDF from within Microsoft Office 2010

If you are creating a file in Microsoft Word, PowerPoint or Excel version 2010, you should see an Acrobat tab on the program's ribbon at the top of the screen. If you click on it, a PDF toolbar appears that enables you to convert your file without having to launch Adobe Acrobat first.

1. Click on the 'Create PDF' icon and the dialog box will pop up asking you to save your document. Navigate to the directory that will house the document and type the name you want to use. Then press "Save."
2. The file will open up in Acrobat XI Pro.



## A Note about Naming PDF Files

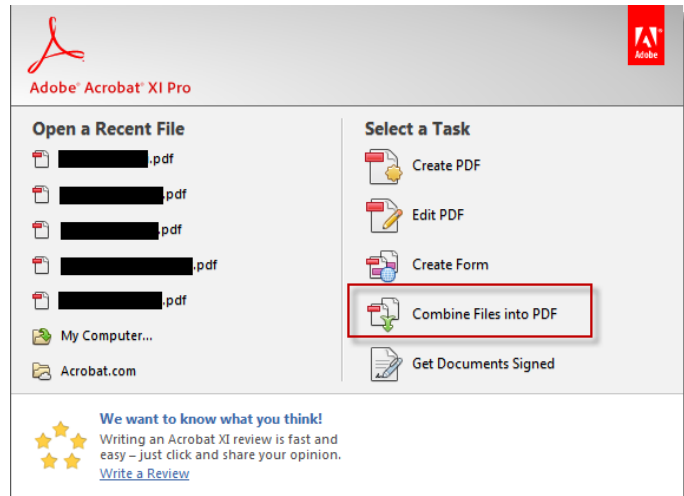
Whenever you save a file in PDF format, you should eliminate any spaces between words in the filename. A common solution is to insert underscores in place of spaces. Instead of "Intro to Adobe Acrobat XI Pro" as a title you would enter, "Intro\_to\_Adobe\_Acrobat\_XI\_Pro." Why this practice? Spaces in a filename are replaced by the ASCII coding equivalent – %20 – when published to the web. This makes the filename difficult to read, as you can see: "Intro%20to%20Adobe%20Acrobat%20XI%20Pro."

## Convert and Combine Multiple Files into a Single PDF Document

There are two different methods for combining files in Adobe Acrobat. The first is the 'Create PDF Portfolio' method, and the second is the 'Combine Files into a Single PDF' method. This tutorial will discuss the latter method.

*If you have just launched Acrobat XI Pro, or if you are in the program but have no files open,*

1. Select 'Combine Files into PDF' from the 'Getting Started' window.

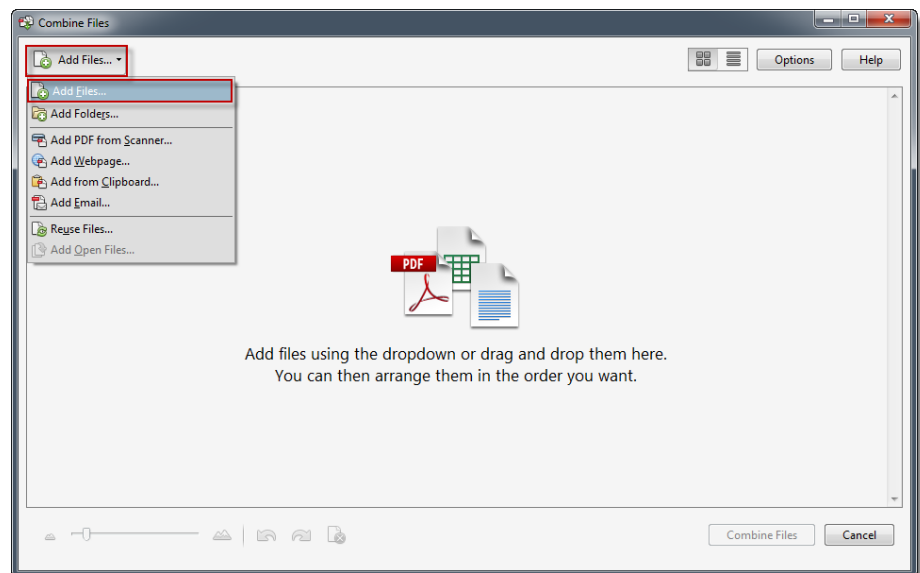


*If you currently have a file open,*

2. Click on the 'Create' button from the upper toolbar and choose 'Combine Files into a Single PDF...'

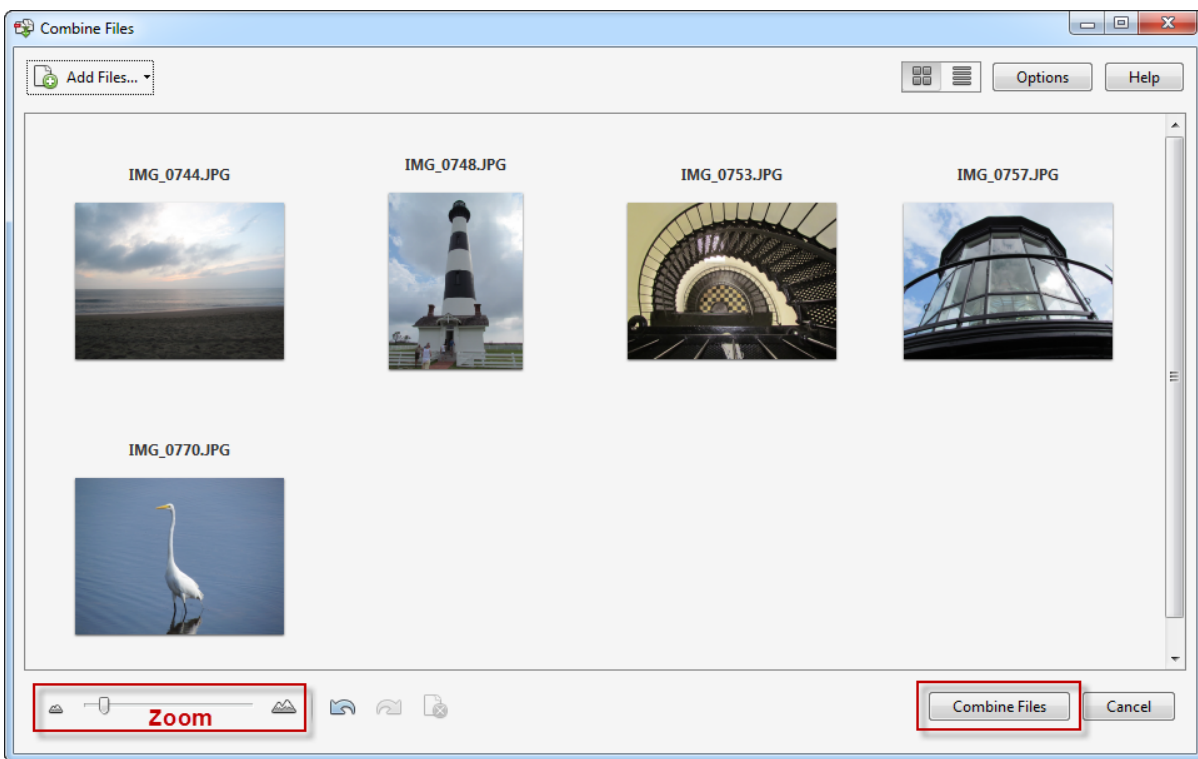
The 'Combine Files' window appears onscreen.

3. Click on the "Add Files" button. A dialog box appears. Navigate to the directory that holds the files that you want to combine. These files do not necessarily have to be in PDF format; they can be files in various formats, such as Excel or Word, or they can even be image files.
4. Hold down the Control key and click once on each file you wish to add.



If you are adding several files in a row, you can hold down the Shift key and click once on the first and last file to add all the files.

5. Click 'Open'. Your files will be displayed in in the 'Combine Files' window.
6. To change the position of a file in the list, click on the file and drag it to the desired position. To remove a file from the list, highlight a file and press Delete
  - a. You can click on the Zoom button on each file thumbnail to see better the contents of each file.



7. When ready, click the 'Combine Files' button.

Acrobat combines and, where necessary, converts the files to a single PDF file, and the consolidated document is named 'Binder1' by default.

To rename the file,

1. Go to 'File' on the menu bar and choose 'Save As'.
2. In the 'Save As' dialog box, rename your newly combined PDF document and press 'Save'.
  - a. Remember not to include spaces in your filename.

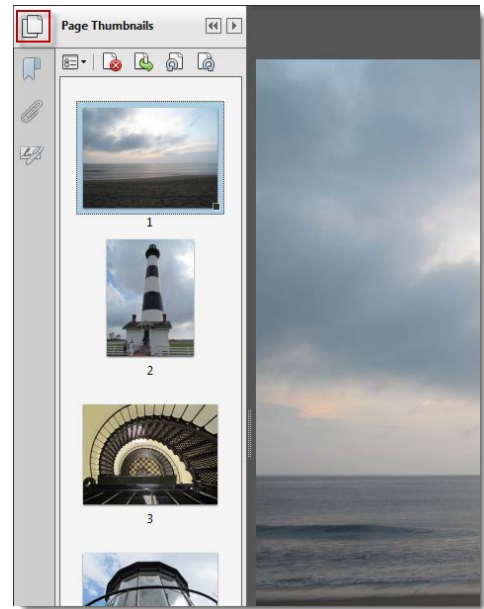
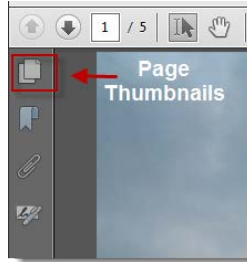
### Open an Existing File in Adobe Acrobat

1. Choose File from the Menu Bar and select 'Open'.
2. Locate the file and double-click to open it.

## Re-Order Pages within A PDF Document

To re-order pages within a PDF document involves a quick and easy drag-and-drop action.

1. Open your multi-page document in Adobe Acrobat.
2. Notice the page thumbnails arranged in a vertical line along the left side of the window.
  - a. If the page thumbnails are not displaying, click on the 'Page Thumbnails' icon just above and to the left of your document to display them.

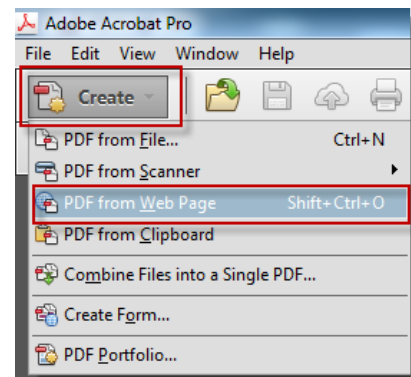


3. Scroll to the page that you want to re-order. Click on the thumbnail for that page to highlight it, and then drag the thumbnail up or down to the desired location. Release the mouse button.

## Convert Web Pages into PDF Files

Adobe Acrobat allows you to capture or convert selected content on a web page, entire web site or several layers of a multipage website. Once Acrobat has converted the web pages into PDF format, they can be saved, printed or emailed to others.

1. Click on the 'Create' button from the upper toolbar and choose 'Create PDF from Web Page'.



## Configure How PDFs Display in Your Internet Browser

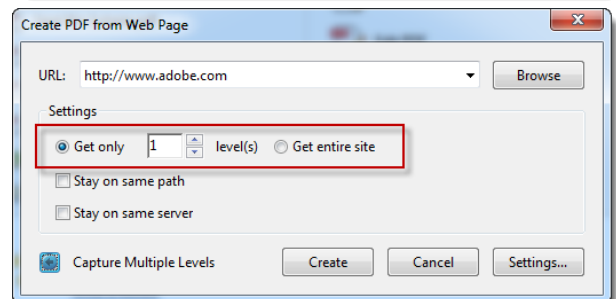
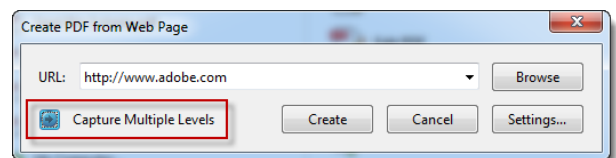
You may wish to explore and possibly modify the settings that determine how your PDF will display in a browser. To set your preferences:

1. Choose 'Edit' on the top menu and select 'Preferences'.
2. From the menu on the left-hand side, select 'Internet'.
3. In the 'Web Browser Options' section, check the options that best suit your needs.
  - a. *Display Read Mode by Default* - allows any PDF opened from the web to display inside the current browser window with a semi-transparent toolbar that provides limited menu options such as printing and saving. If this option is de-selected, PDF documents open in a separate Acrobat window and have full menu functionality.
  - b. *Allow Fast Web View* - downloads PDF files for viewing one page at a time. If this option is de-selected, the entire file downloads before it is displayed.
  - c. *Allow Speculative Downloading in the Background* – allows a PDF file to continue downloading from the web, even after the first requested page displays. Downloading in the background stops once you start any other task, such as paging through the document.
4. Unless you have Administrative Rights for the computer you are using, ignore the 'Internet Options' section.

## Convert Web Pages

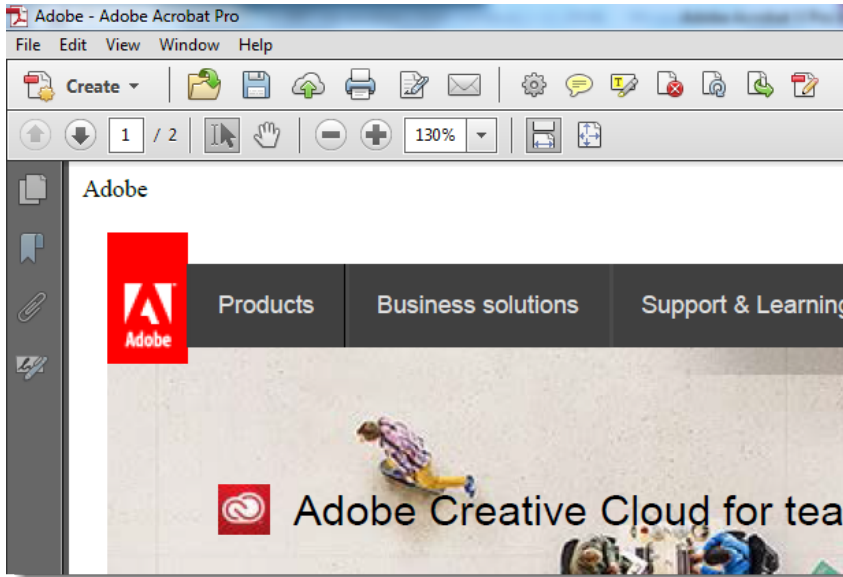
To convert a web page to a PDF file,

1. Click the 'Create' icon on the Task toolbar.
2. Select 'Create PDF from Web Page'.
3. The 'Create PDF from Web Page' dialog pops up to display the URL, Settings, and Capture Multiple Levels options.
4. Enter the URL.
5. Click on the Capture Multiple Levels icon to expand the 'Create PDF from Web Page' dialog box.
6. Select how many levels of the web page you want to capture. (Note: capturing all levels, i.e. the entire website, will take a long time and will significantly increase your file size.)
7. The 'Settings...' button in the lower right corner takes you to the 'Web Page Conversion Settings' dialog box. In this dialog box, you have the General tab and the Page Layout tab.
8. Under the General tab, you change the conversion settings and the PDF settings.



9. Under the Layout tab, you can choose page size, margins, page orientation and scaling.
10. After you have reviewed all of your settings, click on the 'Create' button.
  - a. Be prepared to wait a bit for the conversion process to finish. A download status window tells you how far along the conversion has come.

When done, the web page opens as a PDF file, and is assigned a filename based on the web page's name.

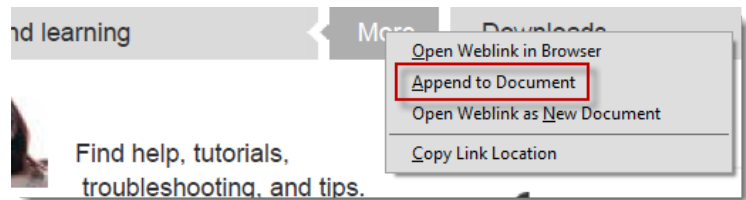


### Download and Convert Linked Pages

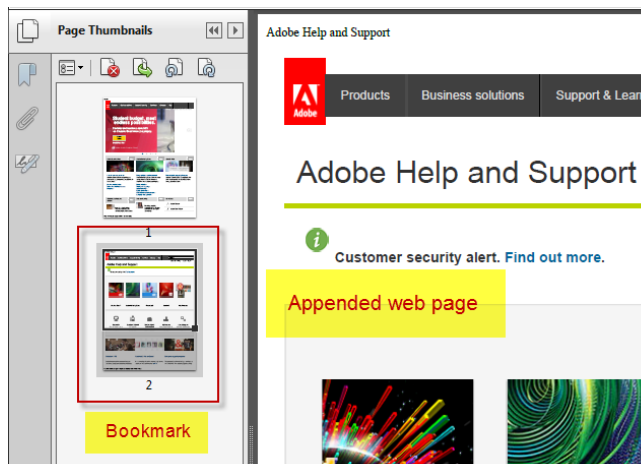
When reviewing your converted web page you will notice links to unconverted pages within the site. If you roll the cursor over the hyperlink to one of these pages, the pointer changes to a pointing finger and displays the unconverted URL.

To convert and download the page,

1. *Right-click* on the link and you will see a drop-menu.
2. From the drop-menu, select the 'Append to Document' option.



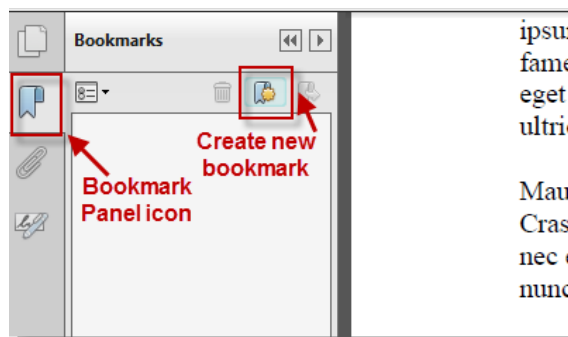
This will download and convert the page, enabling the link to work; it also places a bookmark in the bookmark panel.



## Work with Bookmarks

While many authoring programs create bookmarks automatically that link to different sections within the document, you can also create your own.

1. To add a bookmark, scroll to the part of the document that you want bookmarked.
2. In the Bookmarks panel, click the New Bookmark icon.
3. A new untitled bookmark appears. Click on the word 'Untitled' and replace it with a title of your choosing.

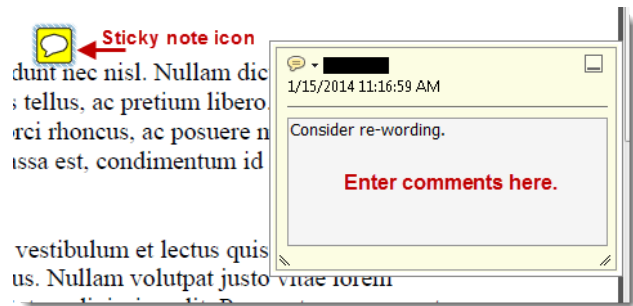


## Add Comments to a Document.

1. Click the 'Add Sticky Note' button on the 'Quick Tools' toolbar.



2. Position your mouse where you wish to insert the Sticky Note and click once.
  - a. A Sticky Note icon is added to the document and a window appears where you can enter comments.
    - i. If that window doesn't display, click inside the note icon.
  - b. Type a short comment about the document.
3. When finished, click the minimize button in the upper-right corner of the pop-up note, or click outside the pop-up note.
4. To view the contents of a Sticky Note,
  - a. Click once on the Sticky Note icon.
    - i. The content of the Sticky Note will appear.
5. To delete a Sticky Note,
  - a. Click once on the icon and press Delete.



### Edit Original Text in Adobe Acrobat XI Pro

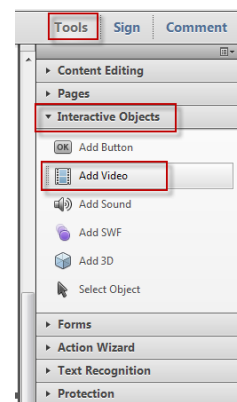
1. Click on the 'Edit Text & Images' button on the 'Quick Tools' Toolbar.
2. Position the cursor by the text you wish to edit and click once.
3. Begin editing your text.
4. To turn off text editing, click once on the 'Selection' tool icon from the Quick Tools toolbar.
  - a. You'll want to remember this because the 'Edit Text & Images' button does not work like a toggle. You can't simply click on it when done editing to turn it off.



### Add Multimedia to PDF Files

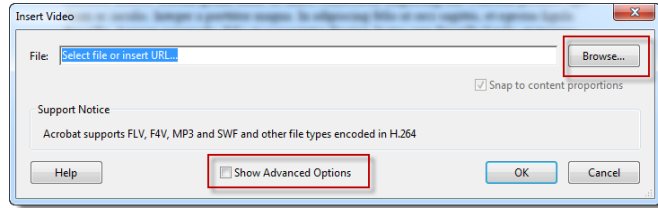
Adobe Acrobat XI Pro can incorporate multimedia into PDF documents. For the purpose of this tutorial, we will review how to add video to a PDF document.

1. Open the PDF document that you want to use.
2. Scroll to the portion of the document where you plan to insert the video.
3. Click on 'Tools' on the right side of the screen.
4. Click on 'Interactive Object' and then select 'Add Video'.
5. You will notice that the cursor changes into a crosshair symbol.
6. Draw a box where you wish your video to appear on the page.



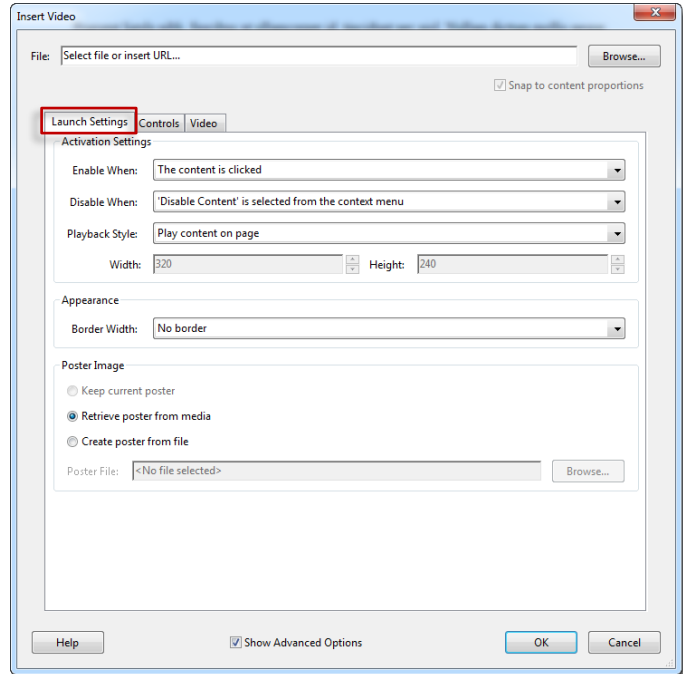


7. The 'Insert Video' dialog box appears.
8. Click the 'Browse' button, and then select the media file that you want to use. **NOTE:** You can insert FLV (Flash Video) files and H.264-compliant MP4 (MPEG-4 Video) and MOV (QuickTime) files.



9. Before you click the 'OK' button, checkmark the 'Show Advanced Options' box.
10. The Insert Video dialog box will now display advanced options.
11. On the 'Launch Settings' tab we recommend that you choose the following settings:

- a. Enable when: The content is clicked
- b. Disable when: 'Disable Content' is selected from the context menu
- c. Playback Style: Play content on page.
- d. Width: When you choose the 'Play content in floating window' option in the 'Playback Style' section, you can set the width and height of the floating window in the width section.
- e. Border Width: You can choose to display your movie without a border or choose between a thin, medium or thick border.
- f. Under the 'Poster Image' section, make sure 'Retrieve poster from media' is selected.
- g. Click OK when done.



12. Click the Play button to begin the video. Once the movie starts to play, roll the cursor over the lower section of the video to see the playback controls.
13. Stop the video and save the newly updated PDF document.

## Create Forms

You can create a form from an existing electronic document (for example, a Word, Excel, or an existing PDF document) or you scan and convert a copy of a form, and then add interactive form fields to it. For the purpose of this tutorial, we will learn how to create a form from an existing electronic document, a Word file.

## Create a Form from an Existing Electronic Document

1. Choose 'Create PDF Form' under 'Getting Started'. Or if a file is currently open, click on the 'Create' button on the toolbar and choose 'Create PDF form'.
2. From the 'Create Form' dialog box, select 'From existing document' and click 'Next'.

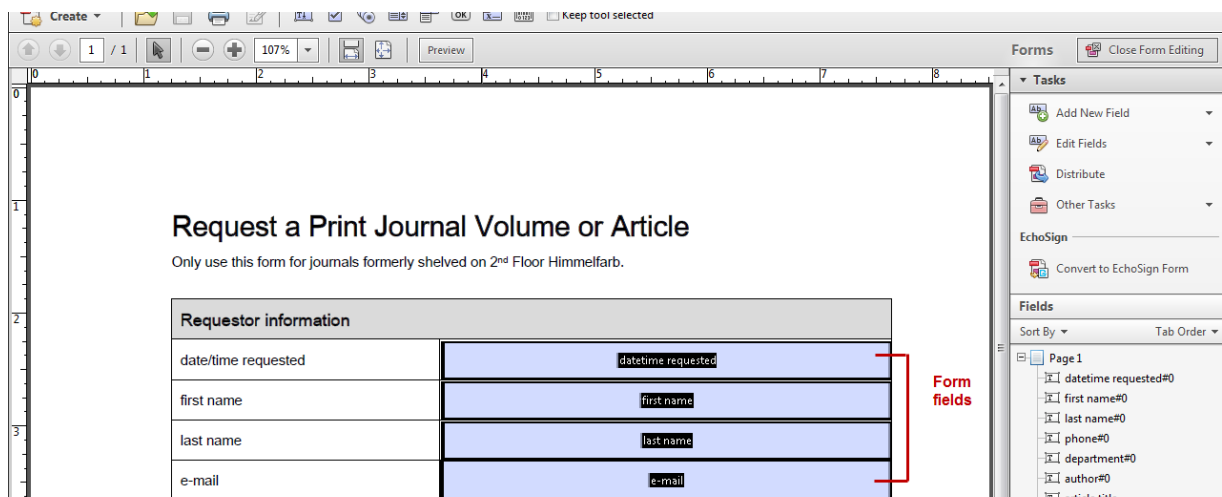
If you are converting the PDF onscreen to a form,

1. Click on 'Current Document' in the 'Existing Form' window.

Otherwise,

2. Select 'Choose another file', and then click Browse to locate your file.
3. When done, click 'Continue'. If prompted to save your file, do so.

Adobe Acrobat converts your file to PDF format and opens it in 'Form Editing Mode'. The program automatically detects form fields from your original document. If you see a message announcing that you're in Form Editing Mode, close the message.



NOTE: If you simply choose 'Create PDF' to convert a form created in another program, for example, Microsoft Word, Acrobat will convert the file, but it will not know to detect and create form fields. The document may appear to be fillable in Acrobat, but you'll see that you cannot click inside any of the form fields and actually enter information. To convert the file into an interactive, fillable PDF form, you must choose 'Create PDF form' specifically.

NOTE: Adobe Acrobat is often not entirely successful in recognizing what you've intended to be form fields. Some fields go undetected upon conversion, and some areas of the file are mistakenly recognized as fields, when in fact they are not. The clean-up work you must do to eliminate incorrectly added form fields, and to create manually the form fields that the program failed to detect can be tedious. You might save time by redesigning your original document, if that is feasible, so that the fields are easier for Acrobat to recognize. Notice what in your form design tends to be ignored by Acrobat and what tends to be picked up as a form field.

## Request a Print Journal Volume or Article

Form field appears incorrectly on a header row.

Only use this form for journals formerly shelved on 2<sup>nd</sup> Floor Himmelfarb.

Requestor information	Requestor information
date/time requested	datetime requested
first name	first name

**Form field clean-up: before (above) and after (below)**

## Request a Print Journal Volume or Article

Erroneous form field removed from header row.

Only use this form for journals formerly shelved on 2<sup>nd</sup> Floor Himmelfarb.

Requestor information	
date/time requested	datetime requested
first name	first name

To remove a form field that appears in error,

1. Click once inside the form field to select it.
2. Press the 'Delete' key.

The screen capture below gives an example of numerous form fields that Acrobat failed to recognize as it converted the file to a PDF form (the fields don't have the blue highlighting indicative of a fillable field):

**EMPLOYMENT HISTORY LOG**

Name:

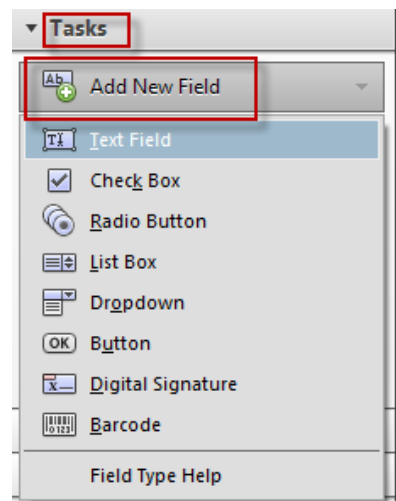
\*Keep each page in order by date of employment with most recent jobs on top. Also include temporary assignments.

COMPANY NAME: <input type="text" value="COMPANY NAME"/>	PHONE NUMBER: <input type="text" value="PHONE NUMBER"/>
COMPANY ADDRESS: <input type="text" value="COMPANY ADDRESS"/>	CITY, STATE, ZIP: <input type="text" value="CITY STATE ZIP"/>
START DATE: <input type="text" value="START DATE"/>	END DATE: <input type="text" value="END DATE"/>
STARTING JOB TITLE: <input type="text" value="STARTING JOB TITLE"/>	ENDING JOB TITLE: <input type="text" value="ENDING JOB TITLE"/>
STARTING SALARY: Hourly <input type="checkbox"/> Annually <input type="checkbox"/>	ENDING SALARY: Hourly <input type="checkbox"/> Annually <input type="checkbox"/>
Hours <input type="text" value=""/>	
Reason for Leaving (be specific): <input type="text" value="Reason for Leaving be specific"/>	Type of Position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
	Hours <input type="text" value=""/> / week <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
	Number of Employees Supervised: <input type="text" value="Number of Employees Supervised"/>
	Can this employer be contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No

Missed form fields

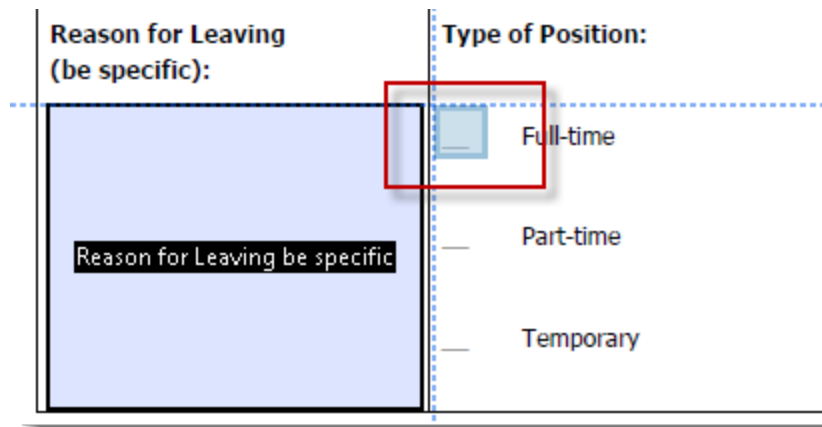
To add a form field that Acrobat left out,

1. Click on 'Add New Field' under 'Tasks' on the right-hand side of the screen.
2. Select the appropriate field type from the drop-down list (see below for descriptions of field types).



The following types of fields can be included in a PDF form:

- a. *Text fields* - allow the user to type in text such as name, address, email address, or phone number.
  - b. *Check boxes* - allow the user to choose between two options such as, yes-or-no or true-or-false. A form may also use check boxes for making multiple-choice selections.
  - c. *Radio buttons* - allow the user to select from a group of choices in which they can select only one item. All radio button with the same name work together as a group.
  - d. *List boxes* - display a list of options the user can select. You can set a form field property that enables the user to Shift-click or Control-click to select multiple items on the list.
  - e. *Dropdown menus* - allow the user either choose an item from a drop-down menu list or type in a response.
  - f. *Buttons* - initiate an action on the user's computer, such as opening a file, playing a sound, or submitting data to a web server. You can customize buttons with images, text, and visual changes triggered by moving or clicking a mouse.
  - g. *Digital signatures* - allow the user to sign electronically a PDF document with a digital signature, which can be a scanned image of your signature or some other image.
  - h. *Barcodes* - encode the input from selected fields and display it as visual pattern that can be interpreted by decoding software or hardware.
3. Next, click where you want to insert the field (an outline of the field displays so you know where it will appear upon clicking).
  4. Drag to draw the field and then release the mouse when done.



Handles appear around the field, allowing you to resize as necessary. A 'Field Name:' box appears in which you will enter a field name.

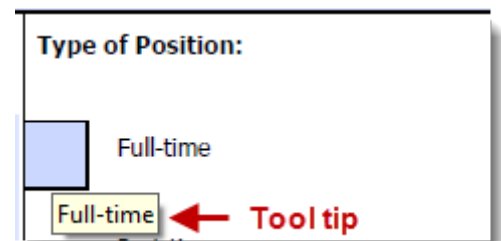
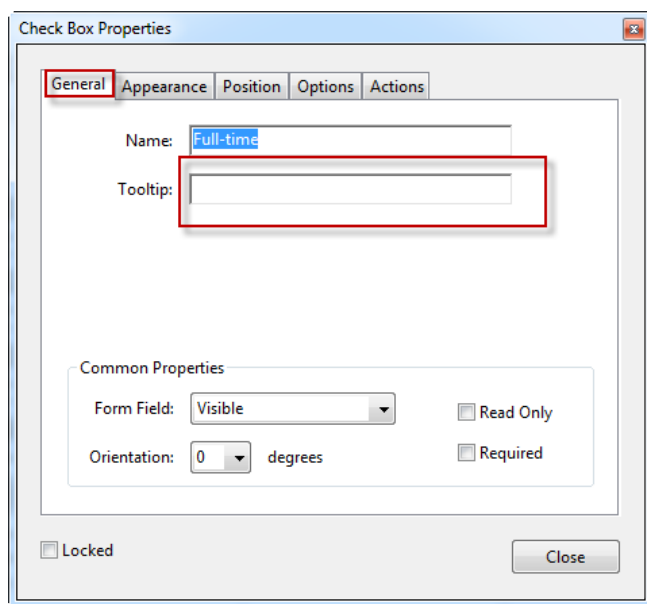


5. Assign a field name that corresponds to the text to it appears next to. For example, in the illustration above, you would want to change the default text – Check Box4 – to 'Full-time'.

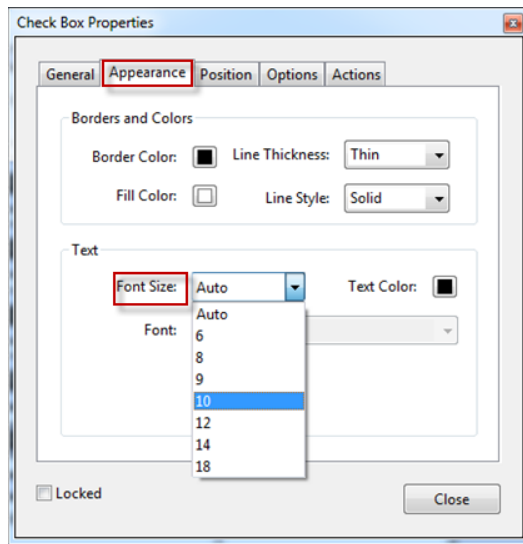
## Field Properties

Field Properties allow you to modify the appearance and behavior of your various fields. For example, you can adjust the font size of your fields, and you can make text field boxes expand automatically as you add more and more text.

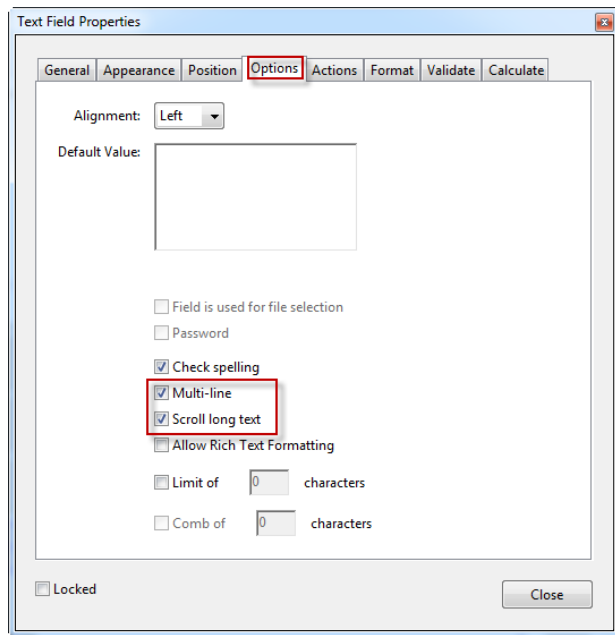
1. Click on 'All Properties' in the 'Field Name:' box to set properties for your form field.
  - a. Under the General tab, you may want to copy the field name into the 'Tool tip' window. Whenever someone's mouse hovers over a field, a descriptive tool tip appears that explains what to enter in the field.



- b. You may want to click on the 'Appearance' tab to change the font size from the default 'Auto' (which may make the text larger or smaller than you need) to a size that you determine.



- c. You may also want to open the 'Options' tab in order to adjust other useful text settings. If you are setting the properties for a text field, for example, you might want to select 'Multi-line' to enable text-wrapping onto multiple lines, and 'Scroll long text' to apply a scroll bar to lengthy text (otherwise the text box continues to grow in size as more and more lines of text are added).



2. Click 'Close' when done.

TIME-SAVER NOTE: If you want to make the same kinds of changes to *multiple form fields at once*, rather than editing field properties one field at a time:

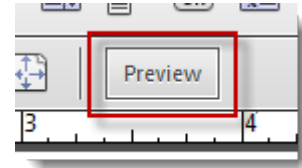
1. Highlight multiple fields on your form using the Ctrl key (hold down Ctrl and click on every field you wish to change).
2. Right-mouse click inside any one of the highlighted fields, click on 'Properties', and adjust your settings.

All highlighted fields will accept this setting change at once.

### Preview the Form

When you have completed the form, leave the Editing mode to preview how your information will look when you enter information. To do so,

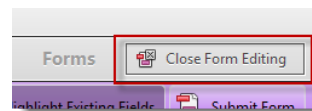
1. Click on the 'Preview' button on the toolbar directly above your form.
2. Enter information into various fields, making sure the font/font size/etc. are as you want them.
3. If you need to make more changes to the layout of your form, click on 'Edit' on the toolbar directly above your form. After making changes, click again on 'Preview' to see if the layout suits you.
4. Erase the text you entered in preview mode before exiting that mode.



### Enter Data in the Form

To begin entering data in your form, you need to be in 'Editing' and not 'Preview' mode.

1. On the right side of the screen, click 'Close Form Editing'.
2. You may begin entering form data.



### Saving Filled Forms in Adobe Reader XI

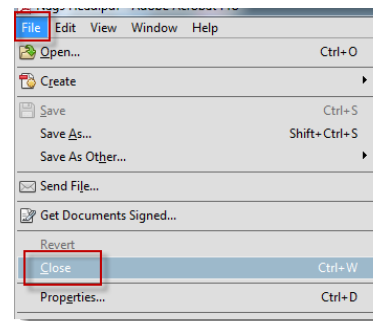
NOTE: In the past, users of Adobe Reader could fill out but not save filled out PDF forms. However, Adobe Reader XI allows users to save completed forms. This is useful because not all your form recipients will have the full Adobe Acrobat program. Reader is free to install on any computer workstation.



## Close a File (without Closing the Program)

To close a file in Adobe Acrobat XI Pro,

1. Choose 'File' from the Menu Bar.
2. Choose 'Close'.
  - a. You may be prompted to save the file if you haven't already done so.



## Close Adobe Acrobat XI Pro

To exit the program,

1. Choose 'File' from the Menu Bar.
2. Choose 'Exit'.
  - a. You may be prompted to save one or more files if you haven't already done so.

