




Using Adobe Acrobat Professional

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What is a PDF?

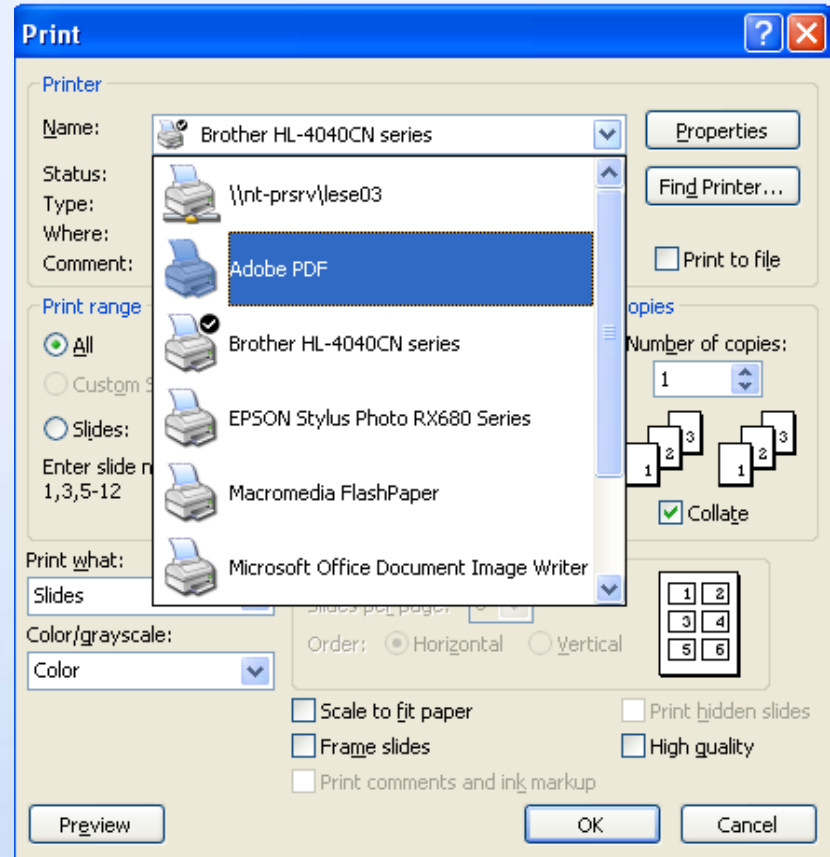
- * Portable Document Format was invented by Adobe in 1993 as a way to share documents across platforms (Mac, Windows, Linux) independent of software or hardware
 - * PDFs can be created using Adobe Acrobat Professional, Microsoft Office 2007, and many other programs
 - * PDFs can be viewed with Acrobat Reader, which is installed on most new computers or downloaded for free

Prevalence of PDF files

- ❁ Document Integrity: PDFs look like the original document (fonts, graphics, layout) regardless of the application used to create them.
- ❁ Security: PDFs are hard to manipulate and can be protected with passwords and digital signatures.
- ❁ Manageable: Large files can be organized by chapters/bookmarks and are searchable.
- ❁ Accessibility: Documents work with assistive technologies for people with disabilities.

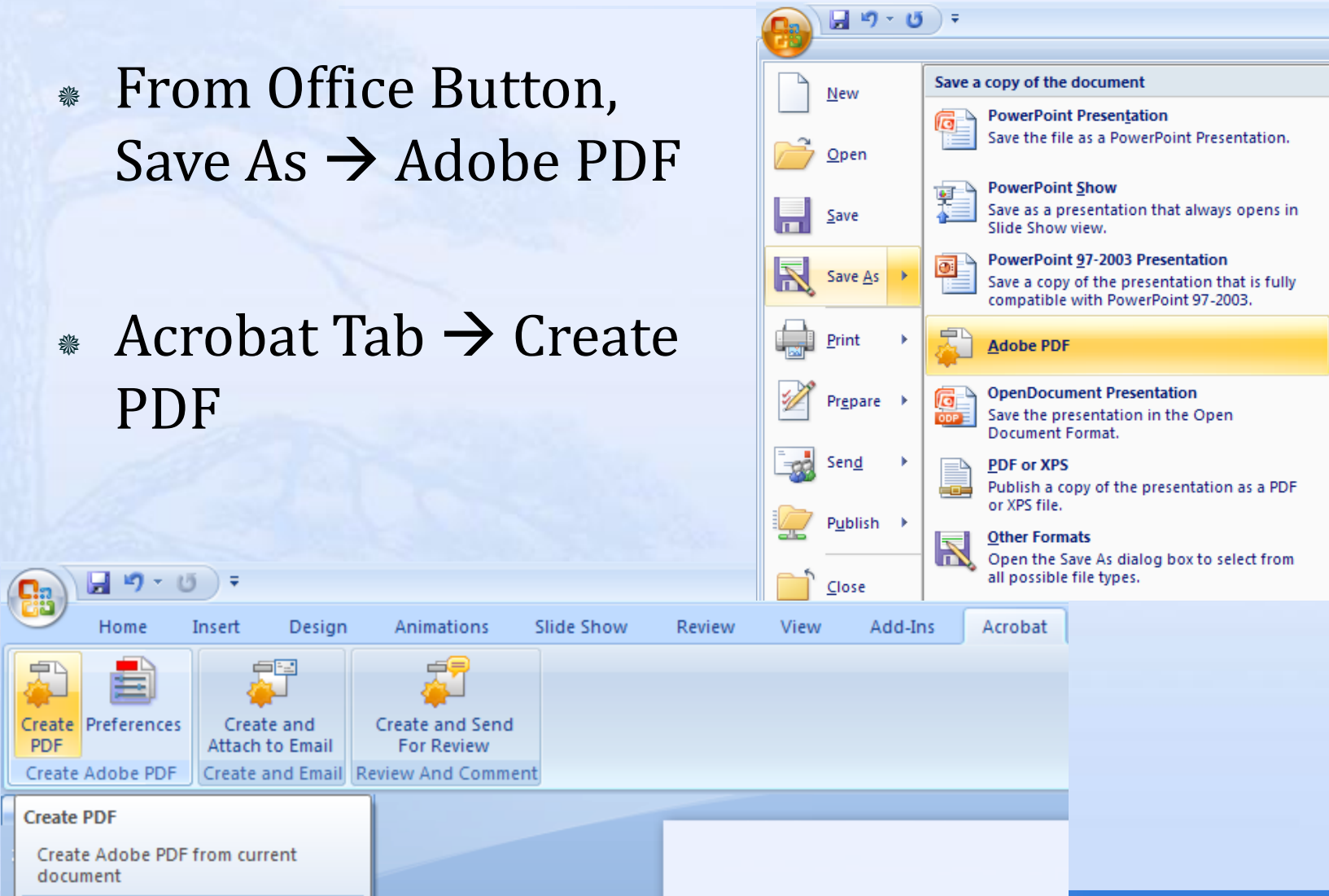
Creating a PDF from the Print Function

- ✿ Typical of Microsoft Office 2003 and older versions
- ✿ Print document and choose Adobe PDF from list of printers
- ✿ When prompted, give the file a name and click Save
- ✿ Requires Adobe Acrobat Professional or other PDF creating software

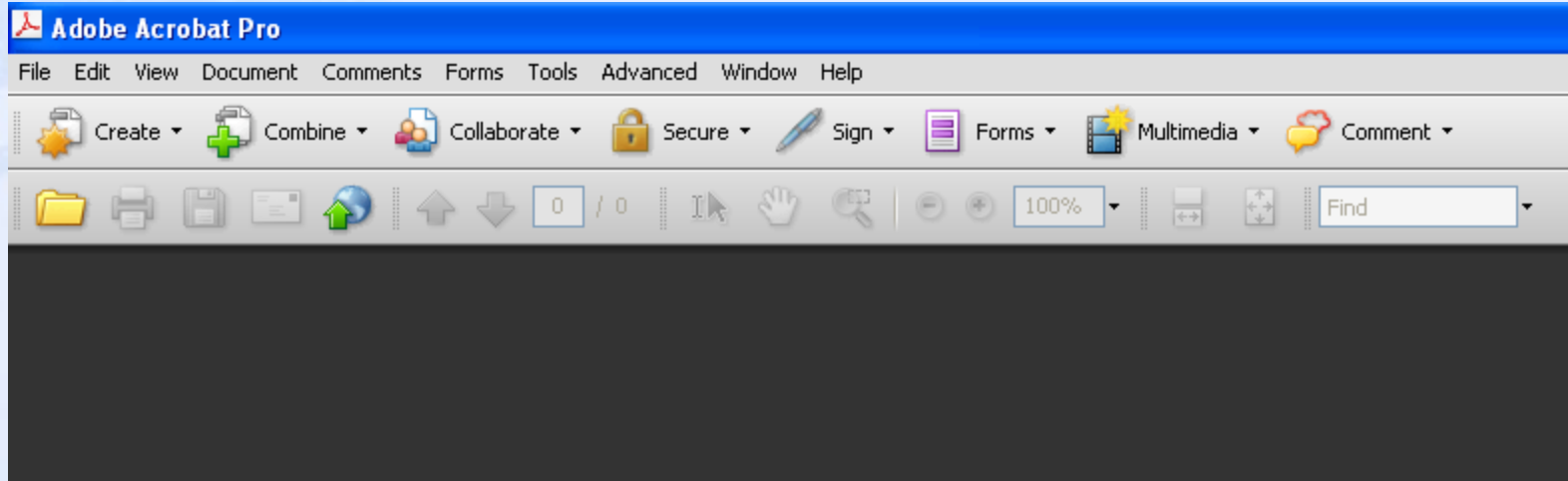


Creating a PDF in Office 2007

- ❁ From Office Button, Save As → Adobe PDF
- ❁ Acrobat Tab → Create PDF

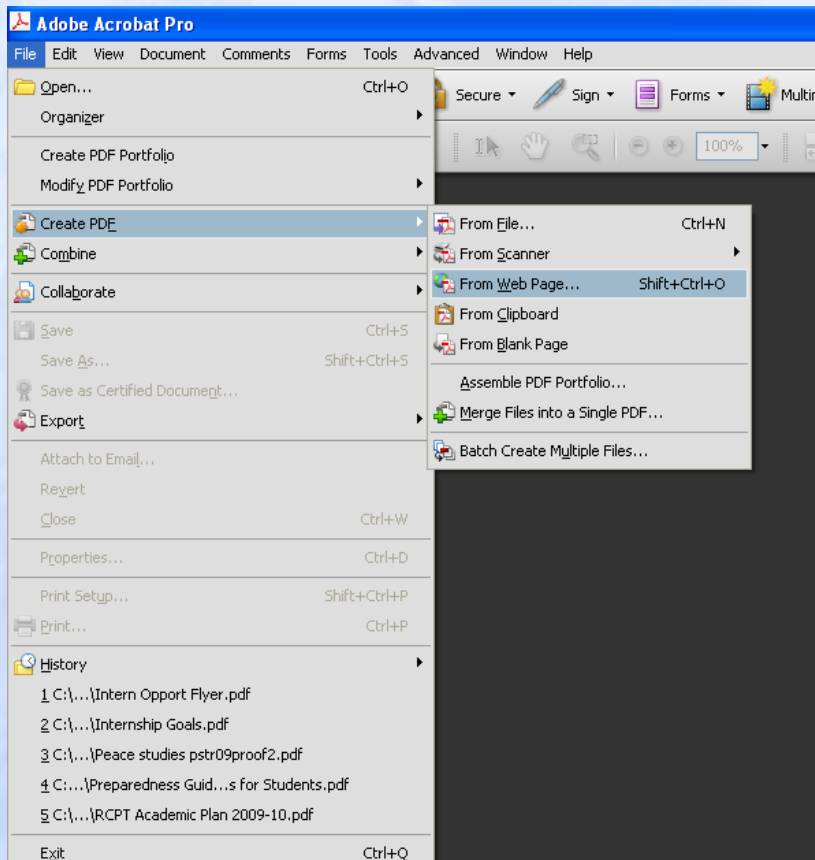


Adobe Acrobat Pro Work Area

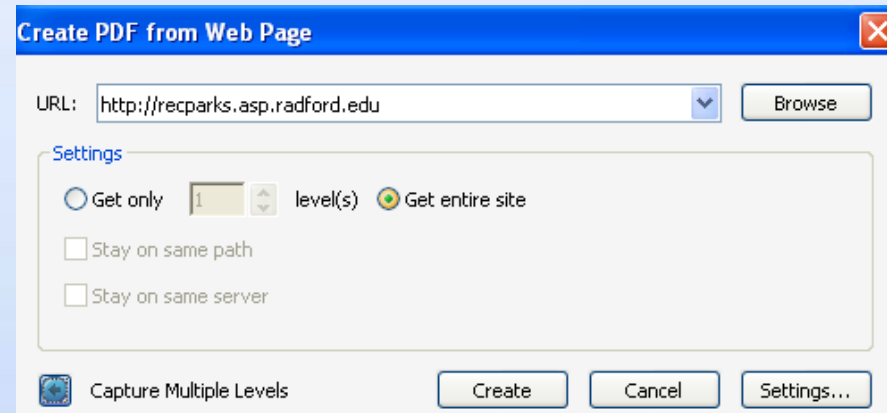


Converting a Web Site into PDF

File → Create PDF → From Web Page



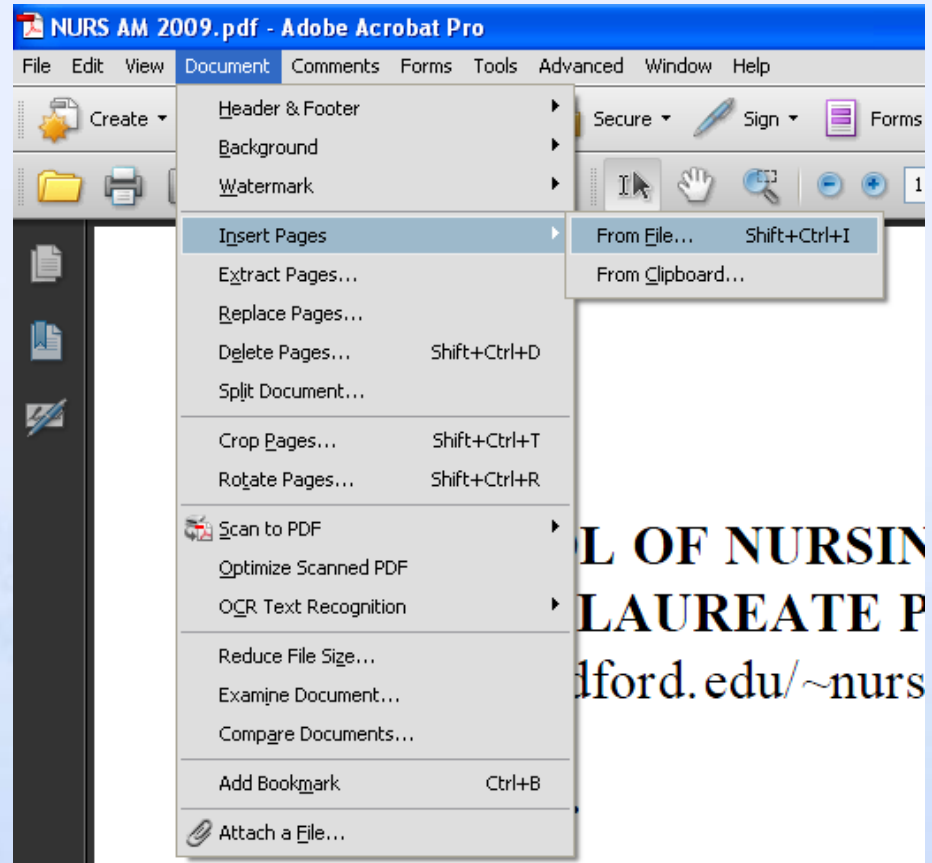
1. Type or paste URL address into URL box
2. Under Settings → Get Entire Site
3. Save PDF



Creating a Single PDF from Multiple Files

* Multiple documents

- * Fonts
- * Margins
- * Page Orientation
- * Layouts
- * Applications



Secure Sign Forms Multimedia Comment

/ 8 I Hand Find 147%

Password Security - Settings

Compatibility: Acrobat 7.0 and later

Encryption Level: 128-bit AES

Select Document Components to Encrypt

- Encrypt all document contents
- Encrypt all document contents except metadata (Acrobat 6 and later compatible)
- Encrypt only file attachments (Acrobat 7 and later compatible)

All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

Require a password to open the document

Document Open Password:

No password will be required to open this document.

Permissions

Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Change Permissions Password:

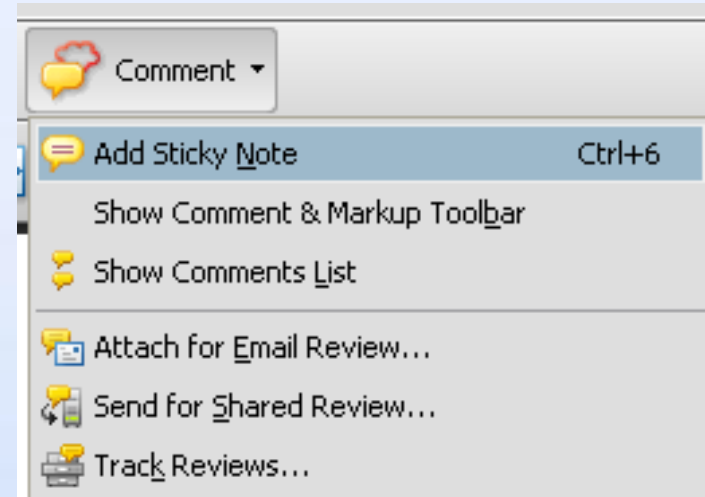
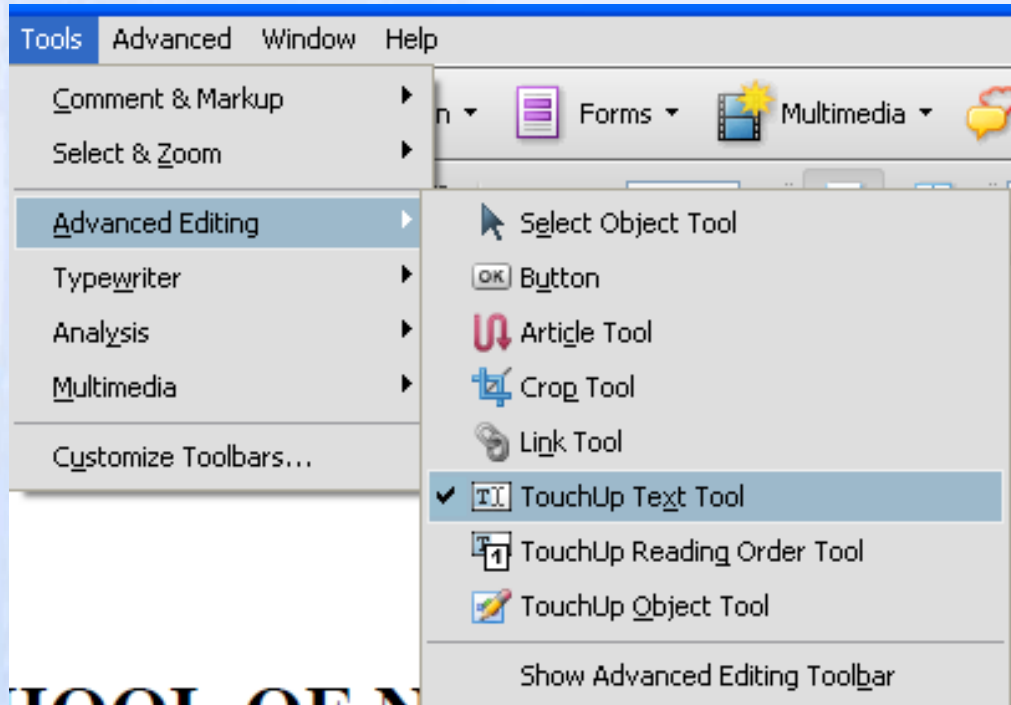
Printing Allowed: High Resolution

Changes Allowed: Any except extracting pages

- Enable copying of text, images, and other content
- Enable text access for screen reader devices for the visually impaired

Help OK Cancel

Editing a PDF



Assignment

- * Create a single PDF document
 - * Title page created in Publisher
 - * Body created in Word that includes Styles for titles, headings, and emphasis
 - * Graphic created in PowerPoint
- * Add page numbers
- * Email document to svanpatt@radford.edu
- * It is worth 10 points and is due in one week