

# MCFRS IT Training

## Adobe Acrobat

### Mini-Manual

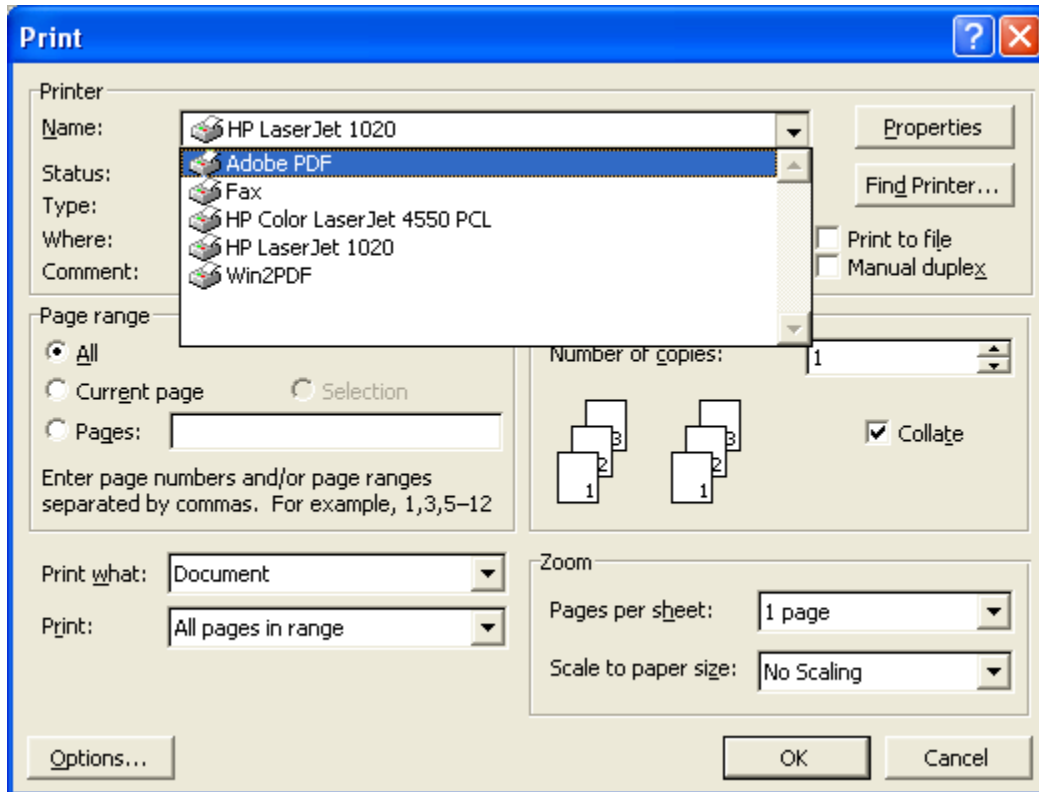
March 2006

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*Creating a PDF Within Another Application*

- Create your document as needed in its native application (e.g., Word, PowerPoint, etc.) and save it.
- Access the **File** menu and select **Print**.



- Choose **Adobe PDF** from the list of printers.
- Define any other print settings needed for the current document (e.g., page range) and click the **OK** button.
- Navigate to the specific location you would like to save the PDF and type a filename. Note that the file type will be listed as PDF automatically.
- Click the **Save** button and Acrobat will create the PDF for you. Note: Depending upon the size of your file, this may take a few seconds. Acrobat will launch, if not already open, and the new PDF will appear on the screen.

### *Editing Text*

- Click the **Advanced Editing** button to turn on the related toolbar.
- Find the floating Advanced Editing toolbar and click the **TouchUp Text** tool at the far-right of the toolbar.



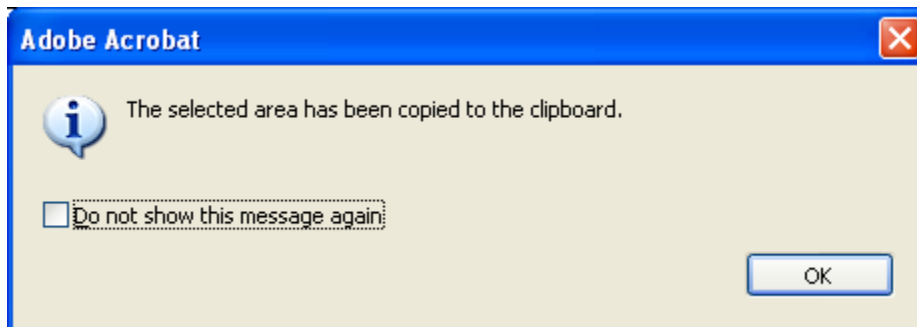
- Position your mouse (now an I-beam instead of an arrow) where you would like to edit the text. Click to place the cursor and edit as needed. (Note: This tool is designed for small text editing, not large amounts.)

### *Taking a Snapshot*

- Determine what area you would like to use in another document.
- Find and click the **Snapshot** tool on your toolbar.



- Click and drag an imaginary box around the content for which you would like to take a snapshot. This is similar to a screen shot used in documentation, like the toolbar graphic above. You will be notified that the selected area has been copied (unless you have already turned this feature off.) Click the OK button on your notification.



- Move to your other application (e.g., Word, PowerPoint, etc.) and paste as you would anything else you have copied.
- Deselect in Acrobat by click the **Hand** tool.



### ***Zooming In On a Particular Selection***

- Find the **Zoom** button on your toolbar.



- Click and drag an imaginary box around the area you would like to see.
- Release the mouse button and Acrobat will fill the screen with whatever you have selected.

### ***Rotating a Document***

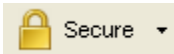
- Determine which direction you would like to rotate your document.
- Find the **Rotate Clockwise** and **Rotate Counterclockwise** buttons on your toolbar. Determine which button you need.



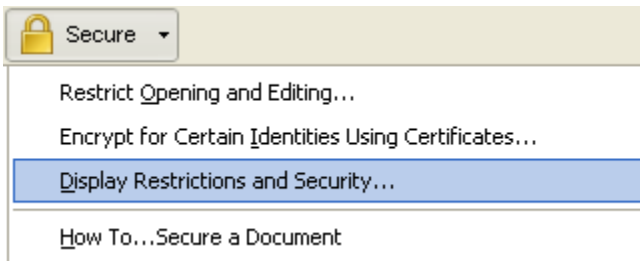
- Click the appropriate button.

### ***Applying Security to Your PDF***

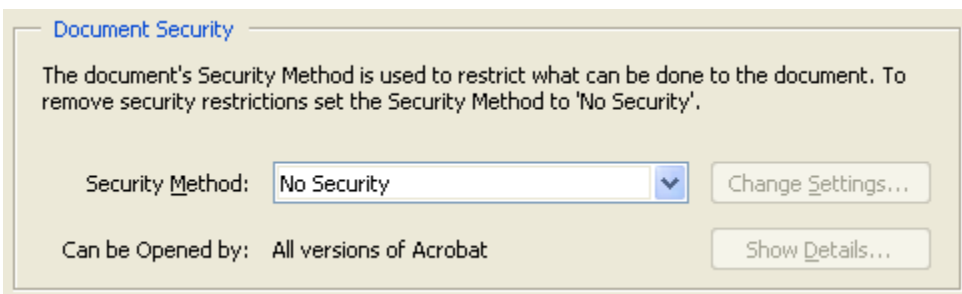
- Click the **Secure** button on your toolbar to access the security options.



- Select **Display Restrictions and Security**.



- Click the drop-down arrow in the **Security Method** section of the window.



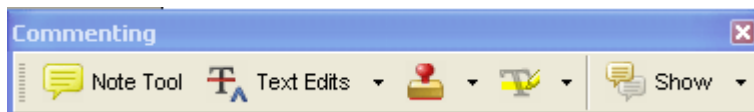
- Select **Password Security**.
- Choose an appropriate compatibility level (corresponding to the version of Acrobat or that your target audience is likely using).
- Check the appropriate boxes, depending upon the level of security you desire for your document. Options are:
  - Password to Open the Document
  - Password to restrict printing and/or editing
  - Copying of text, images and other content
  - Text access for screen reader devices (not used much within the county government)
- Assign passwords as needed by typing the in appropriate input boxes. Note: Remember your passwords, as the system administrator will not have the ability to provide a password or reset it for you.
- Save the PDF.

### ***Adding a Note***

- Click the **Review and Comment** button on your toolbar to launch the **Commenting** toolbar.



- Click the **Note** tool on your new toolbar.



- Position your cursor next to the area of the document you would like to annotate.
- Click your mouse to place the note and type your comments in the related note box. For collaboration purposes, the note is time-stamped.
- Click outside of the note to return to your document.

### *Adding Editing Remarks*

- Click the **Review and Comment** button on your toolbar to launch the **Commenting** toolbar.



- Click the **Text Edits** tool on your new toolbar.



- Position your cursor next to the text you would like to annotate.
- Click your mouse to place the note and type your comments in the related Inserted Text box. For collaboration purposes, the comment is time-stamped.
- Click outside of the box to return to your document.

### *Stamping Your Document*

- Click the **Review and Comment** button on your toolbar to launch the **Commenting** toolbar.



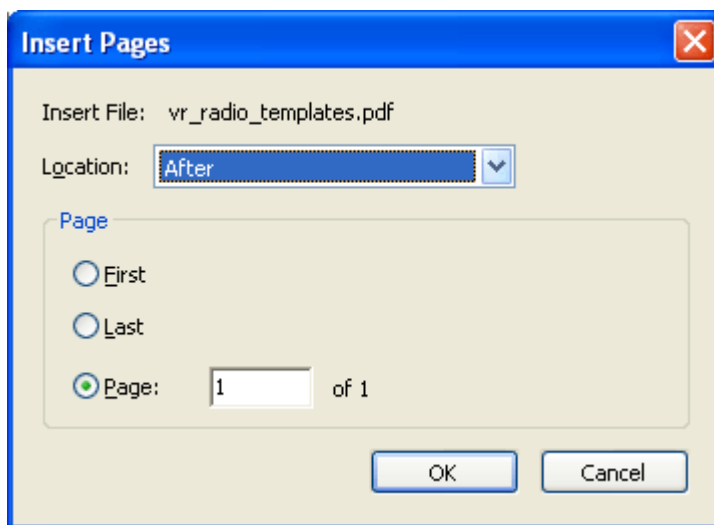
- Click the **drop-down arrow** next to the **Stamp** tool on your new toolbar.



- Select the specific stamp you would like to use.
- Click in the document where you would like the stamp to appear.

### *Inserting Additional PDFs into Your Document*

- Access the **Document** menu and select **Pages > Insert**.
- Navigate to the specific folder and file of your choice.
- Click the file of your choice, followed by the **Select** button. Note the new window that appears.

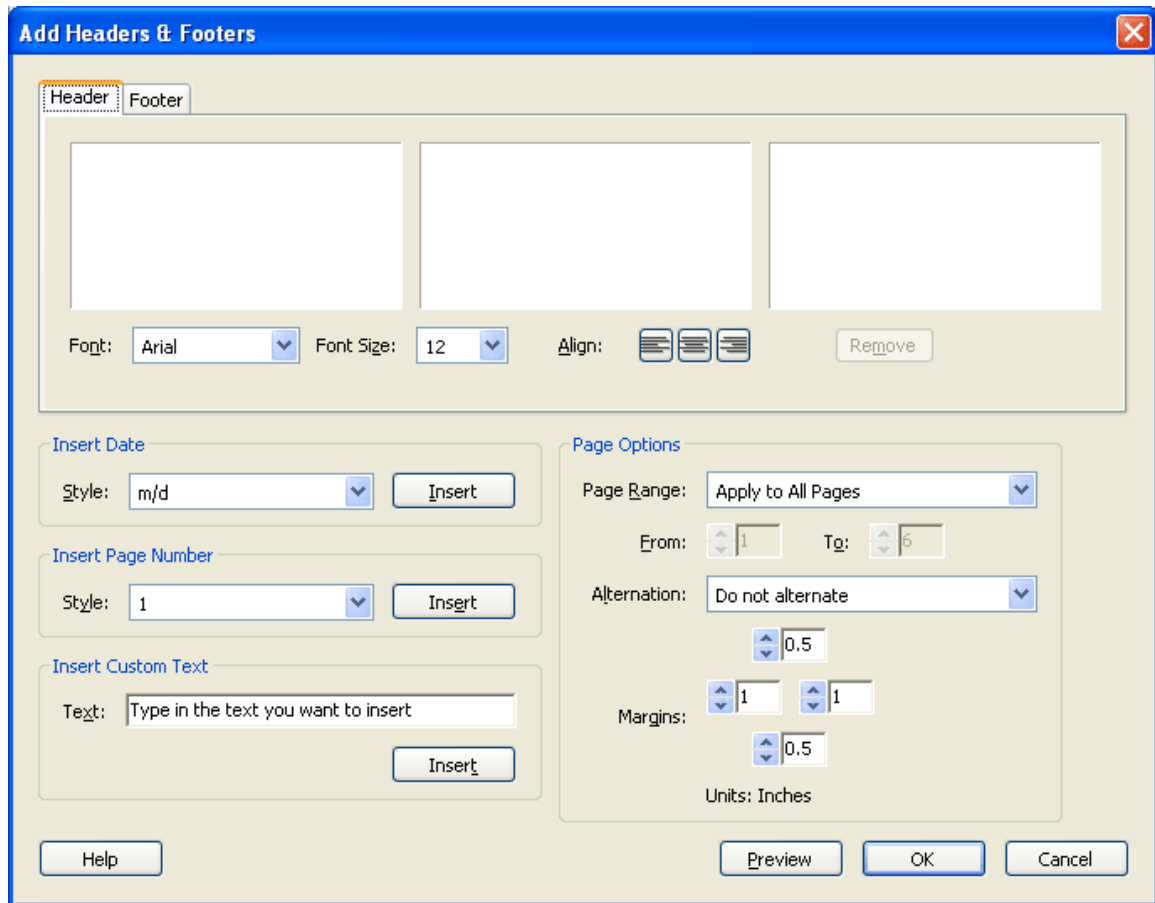


- Choose where to place the document based upon a combination of location options (Before or After) and the page of your choice (first page, last page or specific page number).
- Click the **OK** button.



### *Adding a Header and/or Footer*

- Access the Document menu and select **Add Headers & Footers**. Note the new window that appears.



- Choose the Header or Footer tab. (You may complete the other tab after finishing one if you want to use both.)
- Select a font, font size and alignment.
- Customize your header/footer with the options in the bottom half of the window:
  - Date style, Page Number Style and Custom Text
  - Specific Page Range, Page Alternation (odd/even) and Margins
- Repeat as desired for the other tab at the top of the page.
- Click the **OK** button (preview first if you choose).