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Adobe Acrobat Tips and Tricks

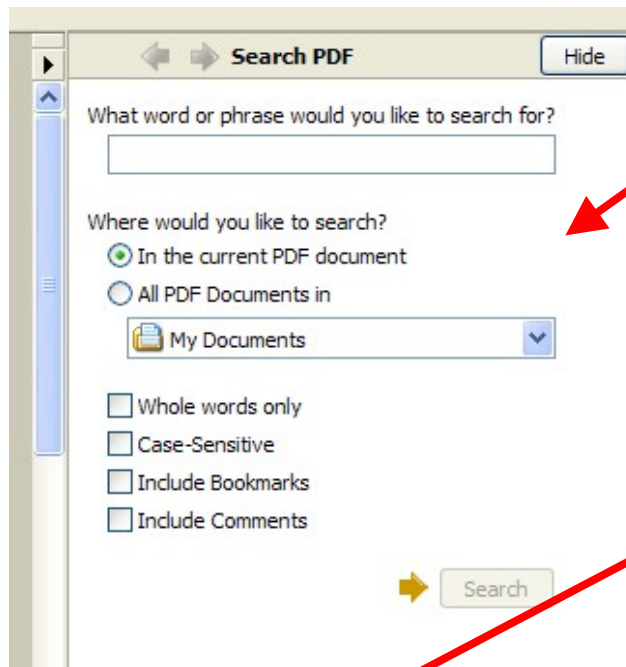
Dave Palmer – Instructional Media Agent – South Central District

Searching pdfs

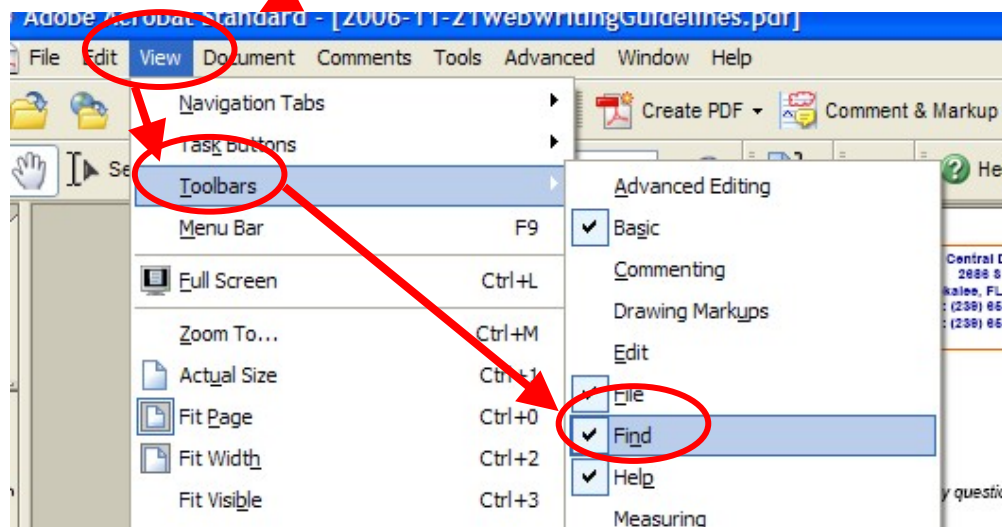
You can search a long pdf, or even multiple pdfs, for specific text in 2 ways:

- 1) The Search window or
- 2) The Find toolbar

1) Clicking on **Search** opens a Search Window. Simply fill in the information and search parameters as needed.



2) To add a search feature to toolbar, click on **View > Toolbars > Find**. That sequence will place a floating toolbar on your screen. If you like, drag it onto your toolbar.

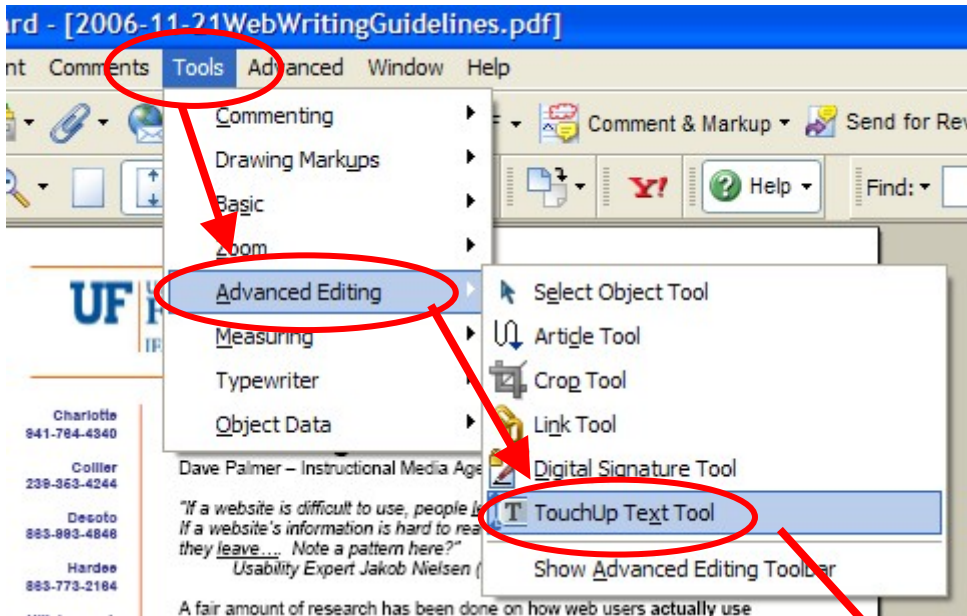


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Making Minor Text Edits in pdfs

A common misconception about pdf documents is that they should behave like any other document, letting you freely copy, paste, and move items on a page. In fact, **a pdf file is more like a snapshot of your original document**. Minor changes aren't usually a problem, but reserve major changes for the original document, rather than the pdf.

To edit text using the TouchUp Text tool:



1) Choose **Tools > Advanced Editing > TouchUp Text Tool**, or select the TouchUp Text tool on the Advanced Editing toolbar.

2) Click in the text you want to edit. A bounding box outlines the selectable text.

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writing starts with the four
a, then provides more imp
c. Academic style of writing.

Style **begins by telling** the
and then less important b

- 3) Select the text to be edited using one of the following methods:
 - Choose Edit > Select All to select all the text in the bounding box.
 - Drag to select characters, spaces, words, or a line.
- 4) Do one of the following:
 - Type new text to replace the selected text.
 - Press Delete, or choose Edit > Delete to remove the text.
 - Choose Edit > Copy to copy the selected text.
- 5) Be sure to save the changes.

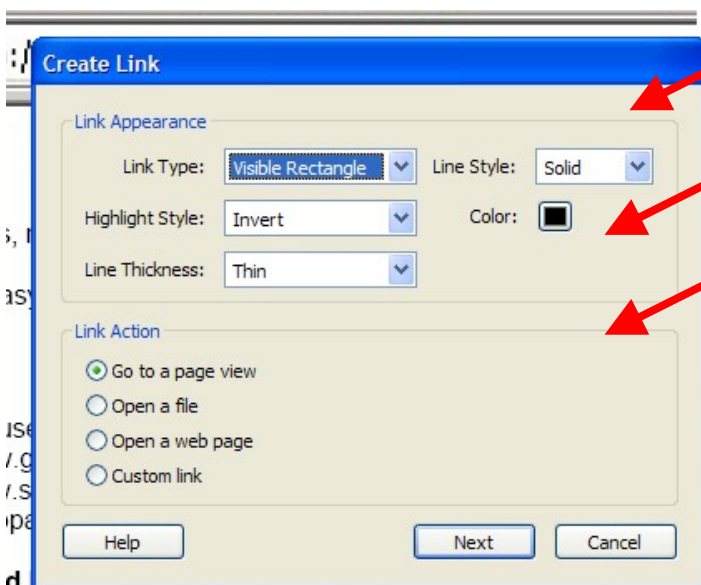
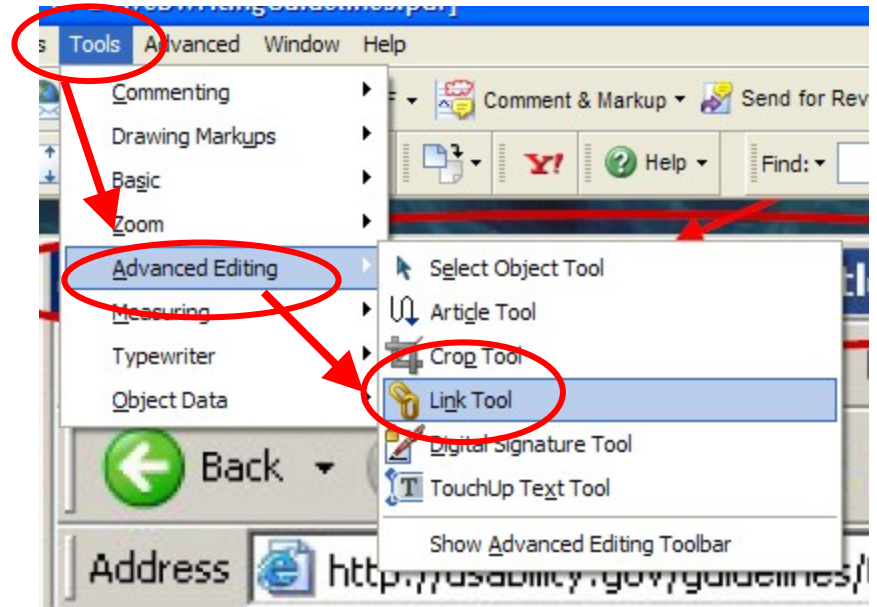
Adding hyperlinks to pdfs

Adding active hyperlinks to a pdf document allows readers to jump to other information and resources easily.

Here' the official version of how to create a link using the Link tool:

1) Go to where you want to create a link from in the document.

2) **Choose Tools > Advanced Editing > Link Tool**, or select the Link tool on the Advanced Editing toolbar. The pointer becomes a cross hair (+), and any existing links in the document, including invisible links, are temporarily visible.



3) Drag to create a rectangle. This is the area in which the link is active.

4) In the Create Link dialog box, choose the settings you want for the link appearance.

5) To set the link action, do one of the following:

- Select Go To A Page View, click Next, set the page number and view magnification you want in the current document or in another document, and then click Set Link.

- Select Open A File, click Browse to select the destination file, and click Select. If the file is an Adobe PDF document, specify how the document should open. Click OK.

6) Don't forget to save the document.

7) **I prefer to make the link look like a REAL link** (blue text underlines), either by making the link active in the original document or by changing the text color of the link to blue and adding an underline. Then I go through the steps above to create an invisible box around the link and activate the link as per the instructions above.

Reducing pdf file size

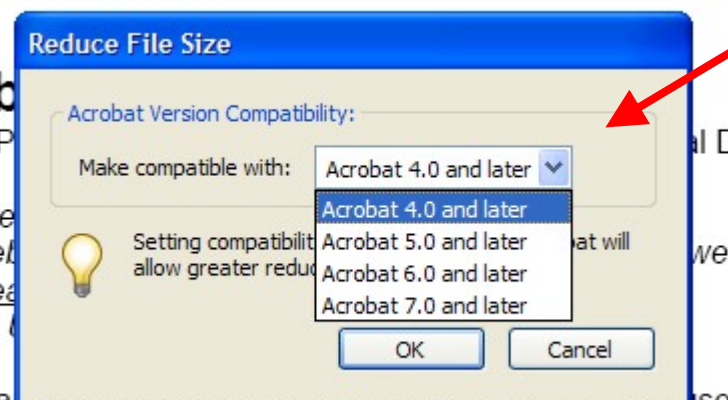
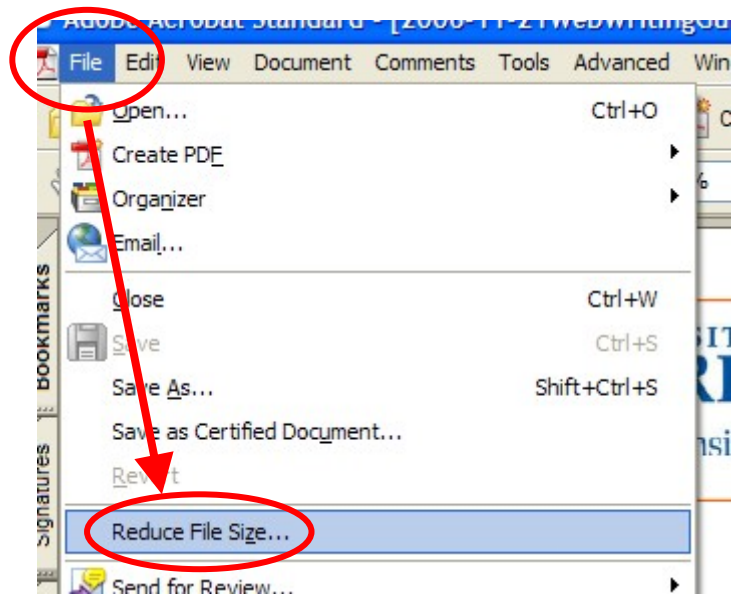
(especially useful when e-mailing pdfs or posting them to a website)

Using the Reduce File Size command will try to **reduce the pdf file size** by resampling and recompressing images, unembedding fonts, compressing document structure, and cleaning up elements such as duplicate background images and invalid bookmarks. If the file size is already as small as possible, this command will have no effect.

You can also reduce file size by limiting the compatibility of your document with earlier versions of Adobe Acrobat. This is recommended only if you are sure that all your users use Acrobat 7.0 or Adobe Reader 7.0.

To reduce file size:

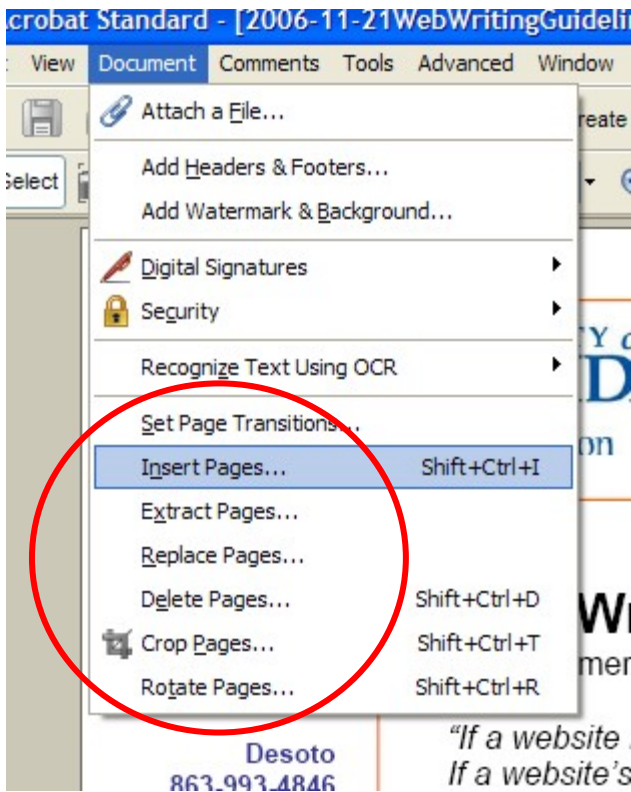
1) **Choose File > Reduce File Size.**



2) Select the version compatibility that you need, and click OK.

Adding or deleting pdf pages from a pdf document

If you'd like to combine pdf pages, (known as inserting) Adobe allows you to do that, You may also remove, replace, delete, rotate (in 90 degree increments) or extract pages. These operations are all carried out through the Document menu.



The terms remove, replact delete and rotate are fairly self-explanatory. The term extract isn't so clear. Once you extract a page, you can delete the extracted pages or copy them to a separate file.