



What's New in Acrobat Reader 7.0

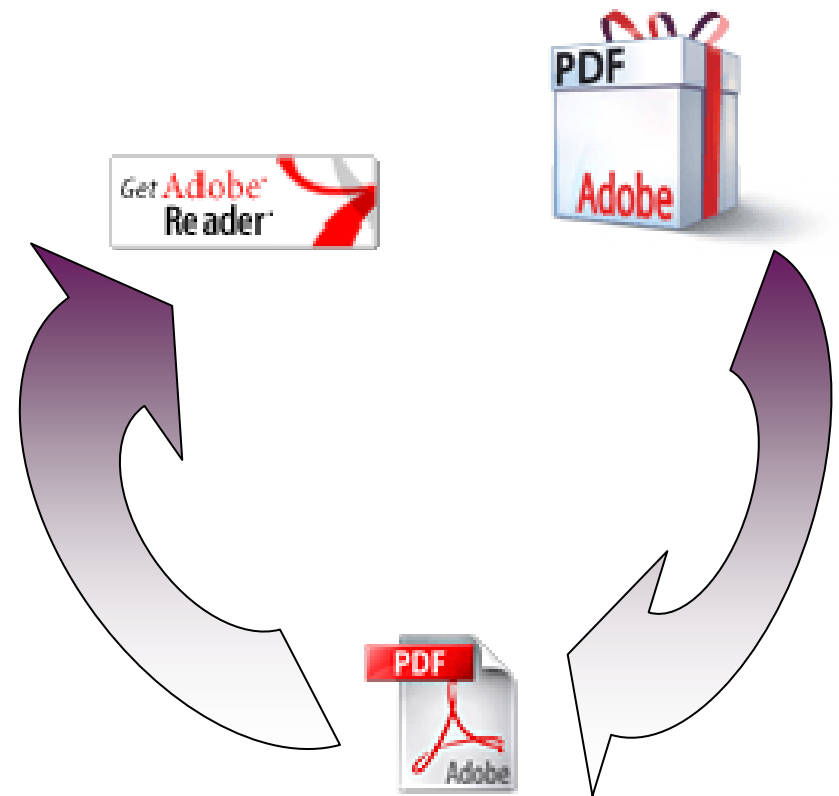
Joan Thomas, Senior Information Developer

InfoDev, Shelton

April 2005

Agenda

- Acrobat Reader vs. Acrobat
- Reader Basics
- E-mail Review Overview
- Tips and Tricks (Reader)
- What's New in Acrobat 7
- InfoDev's Tips and Tricks (Acrobat)
- Q&A



Acrobat Reader vs. Acrobat

- Acrobat Reader is:
 - Freeware that is always available from <http://www.adobe.com/>
 - Easy to use (take the time to download the full version)
 - Cross-platform
- Which do you have? What's the Version?
 1. Double-click on a *.pdf file.
 2. In the toolbar, click **Help**.

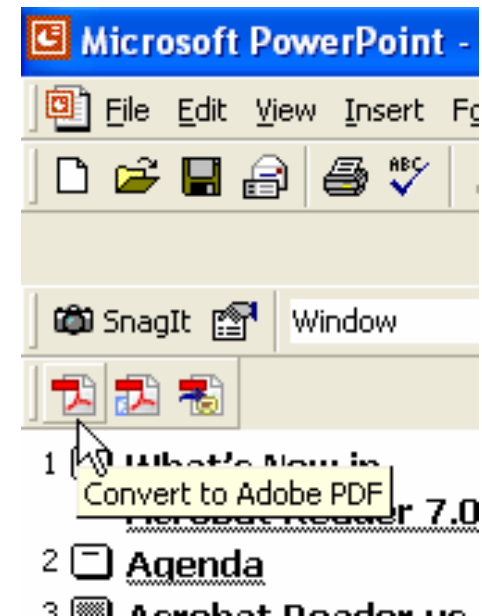


**Look for
this icon to
upgrade!**

**Always
elect to
download
the full
version.**

Acrobat Reader vs. Acrobat (Continued)

- Acrobat (Standard, Professional) is:
 - The core software application (\$300-\$450) that creates PDFs, e-mail reviews, PPT-like presentations, forms, website captures, PDFs from a scanner (including OCR text recognition), adds security, and much more.
 - *Acrobat is where it's at!*



TIP: If you see these icons in Word, PowerPoint, Internet Explorer, etc., ...you have Acrobat!

Reader Basics—Navigation

The screenshot shows the Adobe Reader application window titled "Adobe Reader - [Adobe Acrobat Professional 7 Shortcuts (Windows), v1.0]". The interface includes a menu bar at the top with options: File, Edit, View, Document, Tools, Window, Help. Below the menu bar is a toolbar with various icons for file operations and navigation. On the left side, there is a vertical "Pages" pane with a list of document pages. The main content area displays a document titled "Adobe Acrobat Professional 7 Shortcuts (Windows)".

Annotations on the left side of the image point to various interface elements:

- Menu bar**: Points to the top menu bar.
- Navigation**: Points to the "Pages" pane on the left.
- Tabs**: Points to the document tabs at the top of the main content area.
- e.g., Page**: Points to the "Page" tab.
- Attachments**: Points to the "Attachments" pane on the left.
- Comments**: Points to the "Comments" pane on the left.
- Bookmarks**: Points to the "Bookmarks" pane on the left.
- Security setting**: Points to the "Security" icon in the bottom toolbar.
- Full Page view (monitor)**: Points to the "Full Page View" icon in the bottom toolbar.
- Other View modes**: Points to the "Other View Modes" icon in the bottom toolbar.
- Marketing!**: Points to the "Try Acrobat for Free!" button in the top right corner.
- Help**: Points to the "Help" icon in the top toolbar.

The document content is organized into several sections:

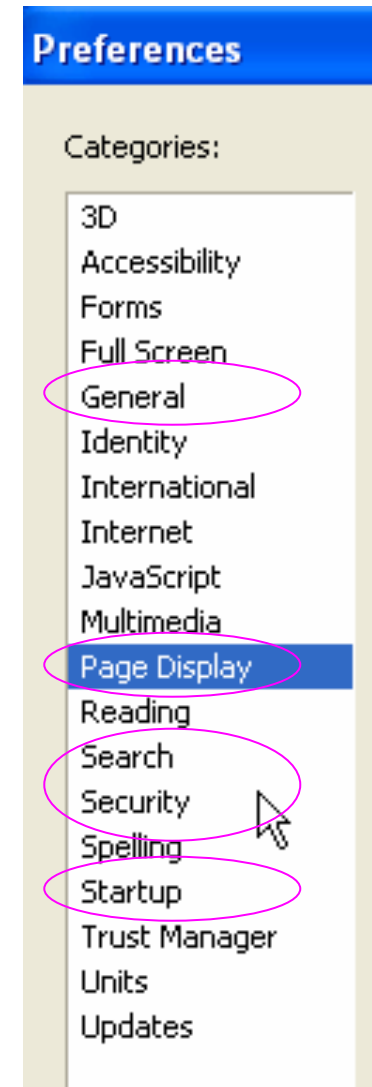
- Selecting Tools**: Lists tools like Hand, Zoom In, Zoom Out, Dynamic Zoom, Loupe, etc.
- Display**: Lists display options like To Switch To, Fit in Window view, Actual Size view, etc.
- In Navigation Pane**: Lists navigation actions like Select next tabbed panel, Select next item, etc.
- Navigation**: Lists navigation shortcuts like Home, End, PgDn, PgUp, etc.
- Files & Dialog Boxes**: Lists file operations like Open Organizer, Add to a collection, etc.
- Find & Search**: Lists search actions like Find, Find again, Find backwards, etc.
- Capturing Web Pages**: Lists web page capture actions like Create PDF from web page, Append web link to doc, etc.
- Help**: Lists help actions like Open Acrobat help, Open or close How To, etc.

At the bottom of the document, there is a footer with the text: "FrameMaker/Adobe Acrobat Training & Consulting • www.micrortype.com • training@micrortype.com".

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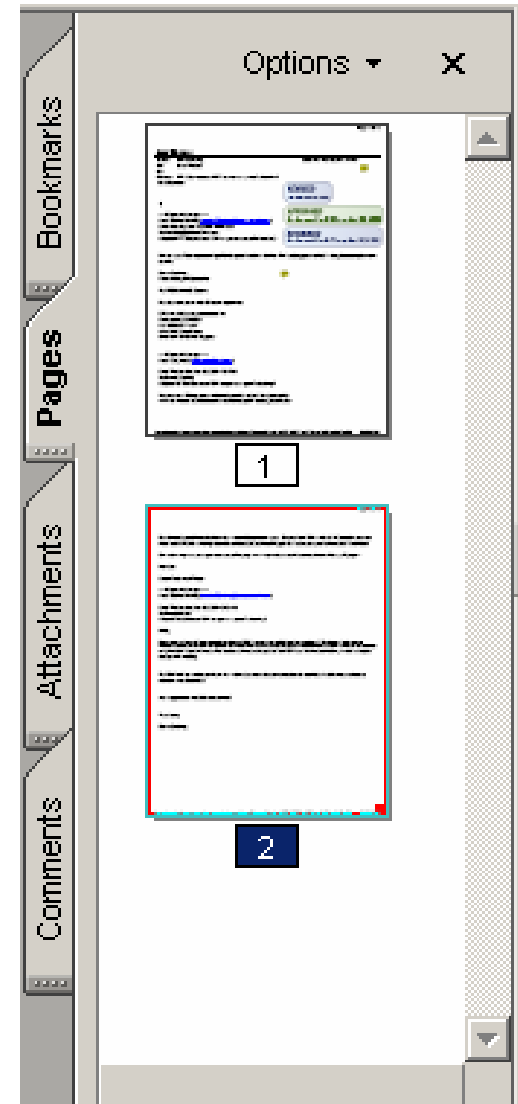
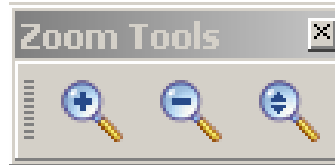
Reader Basics—What are the basic tools?

- Same basic tools as most software – **File, Edit, View, Tools, Window, Help**
- Customize the toolbar to show icons of the tools that you use most with **View > Toolbars**
- Use **Edit > Preferences** to customize features of the application
- Collapse the Navigation tabs (pane on left) click **F4** key or triple-click on any tab
- Bookmarks are typically major section topics, use them for scanning contents



Reader Basics—What are the basic tools? (Continued)

- Use **Tools > Basic > Select** to select individual lines of text (or right-click on hand tool to allow text);
Double-click on a word
- Tab views:
 - To navigate quickly:
Use **Pages** or **Bookmarks** (when they appear)
 - To view comments, use **Comments > Expand All**
- Use the hour glass icon to zoom



Reader Basics—What else can I do?

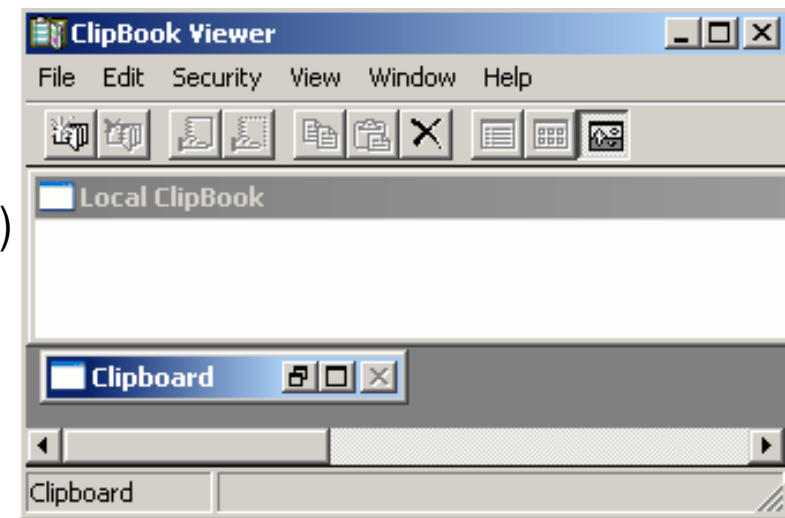


- To copy text on a page to the clipboard, including the images:
 1. Select the **Camera** icon and click on the page.
 2. Select **Window > Clipboard**.

For more options, consider Snag-it

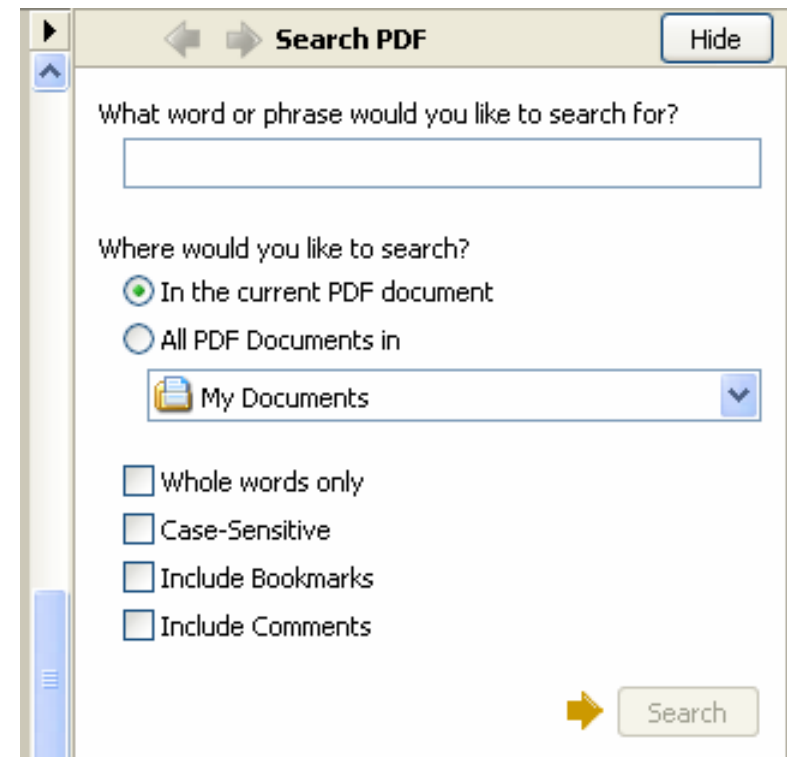
(<http://www.techsmith.com/products/snagit/default.asp>)

- **File > Email** use to send the PDF as an attachment
- **View > Read Out Loud**
- To save out all text:
 - Change mode to continuous, select all text (**Ctrl+A**) and use **Ctrl+C** and **Ctrl+P**
 - **File > Save As Text**



Reader Basics—What else can I do? (Continued)

- **Search** a group of PDFs in a folder
- For a basic find box, use **Ctrl+F**
- Use the **Page** thumbnails to print a group of pages (select icons and right-click)
- Perform an e-mail review, i.e., add & edit comments
- Spell check your typing in comments when performing an e-mail review (**Edit > Check Spelling > In Comments**)



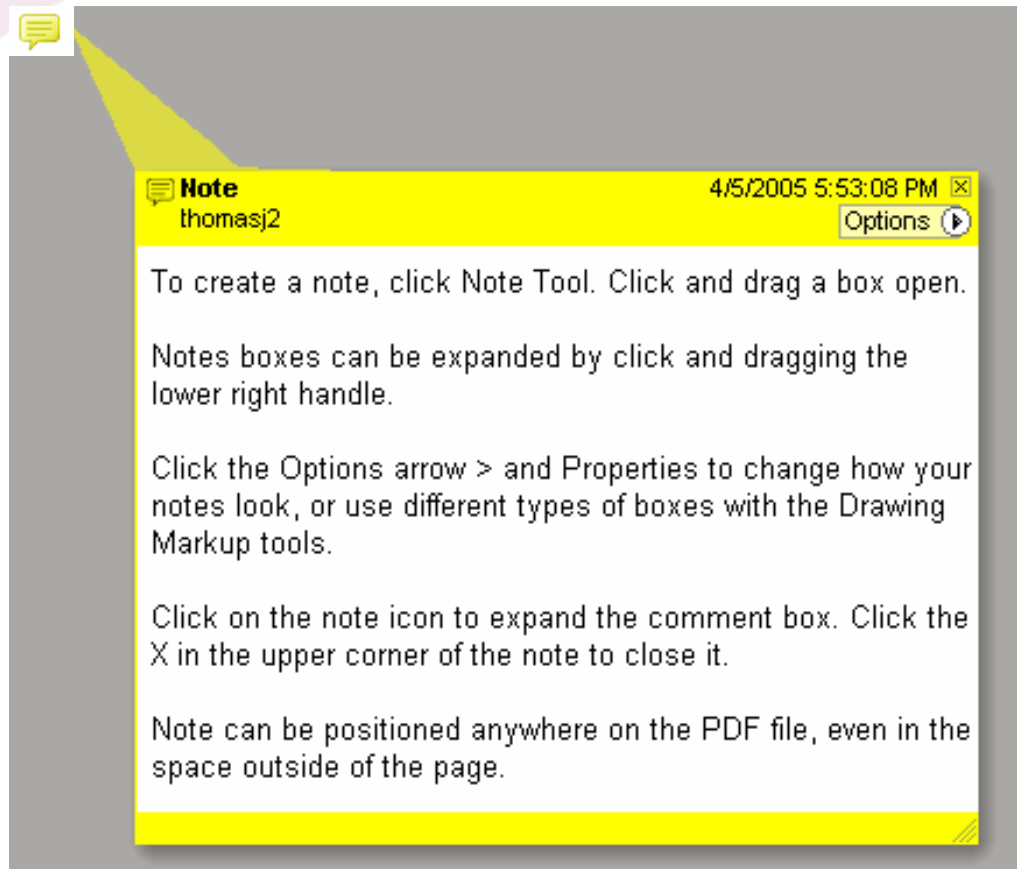
E-mail Reviews—An Overview

TIP: For detailed instructions in Reader, select Help > How to... > Comment and Markup

- At CTS Transcitive Solutions, only authors with Acrobat 7.0 can initiate a PDF review using Acrobat 7 Professional (**File > Send for Review**).
- By default, detailed help always appears in Acrobat Reader when you open an “e-mail review” PDF.
- Floating toolbar(s) may or may not appear, i.e., the PDF author can suppress the Markup Toolbar. If the toolbars don’t appear, select **View > Toolbars > Commenting or Drawing Markups**



E-mail Reviews (Continued) — Creating Notes



- You can spell check comment boxes (notes, forms) using **Edit > Check Spelling**
- Use the **Stamp Tool** for a visual “sign of approval” of the document

REVISED

6:00 pm, Apr 05, 2005

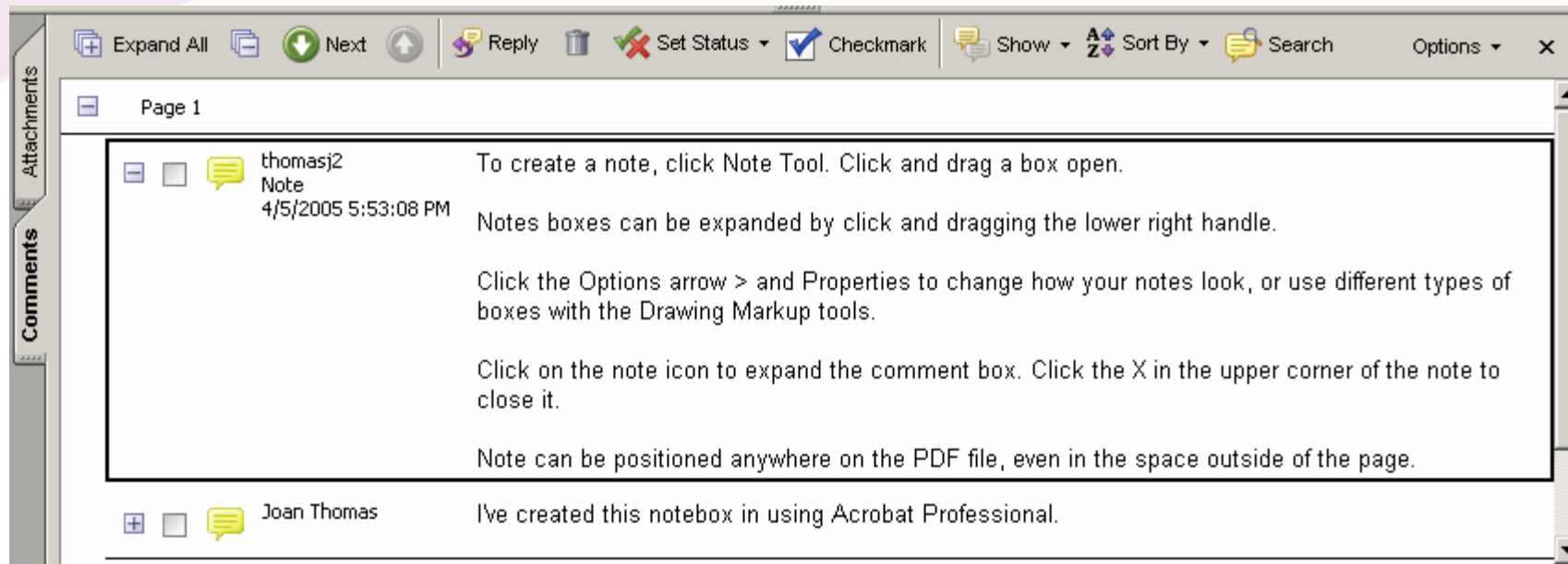
APPROVED

By thomasj2 at 5:59 pm, Apr 05, 2005

REVIEWED

By thomasj2 at 5:59 pm, Apr 05, 2005

E-mail Reviews (Continued) — Managing Notes



- To view all comments in a list, click the **Comments** navigation tab
- To indicate approval or review of a comment, click **Checkmark**
- To find a specific word in the comments, click **Search**
- To respond to a specific comment, click **Reply**
- 12 • To track reviews and import / export comments from Work, click **Options**

E-mail Reviews (Continued) — Submitting Your Edits

- To e-mail back your comments to the author (and others), click **Send Comments**
- The default, pre-populated response saves time; however, you can disable it with **Edit > Preferences > Security > Advanced Preferences**


Send Comments: context_sensitive_PDFs_link_code_format_WITH_COMMENT.pdf

All of the comments on this document have been saved in a file which will be attached to an email and sent to the given addresses. The recipients will see the comments exactly as you have placed them on the PDF.

Enter the email addresses of those who should receive comments:

Subject:

Message:

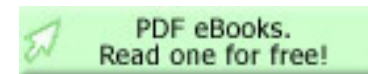
 If you see a dialog from your email application that asks you to approve sending this email, it is because of your current email application's security settings. If you do not wish to see that dialog, you can change those security settings in your email application to be less strict.

Tips and Tricks (Reader)

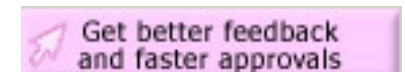
TIP: View PPT notes for more detail.



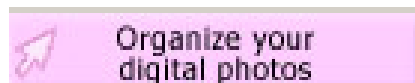
- To remove the display of advertisements in the toolbar of Reader:
 1. Select **Edit > Preferences**.
 2. In the Startup section, deselect **Show Messages and automatically update**



- To ignore page transitions in all PDFs:
Select **Edit > Preferences > Full Screen > Ignore Page Transitions**

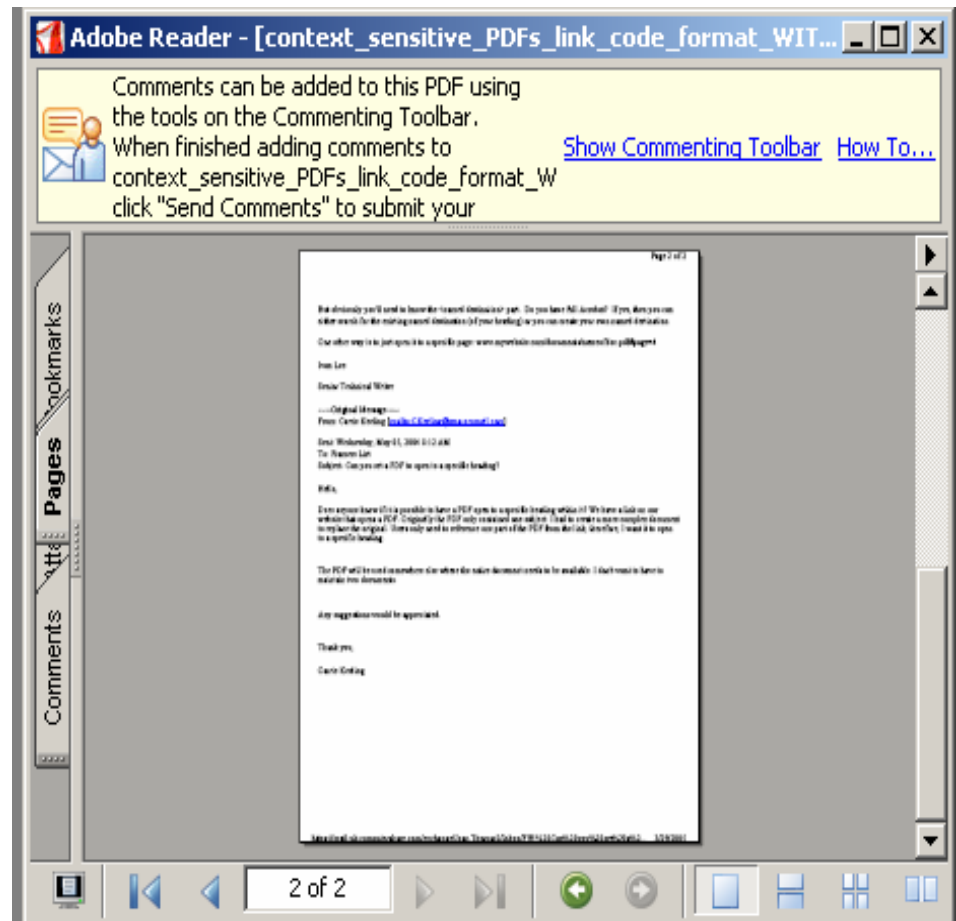


- To exit the full page view (to access the toolbar), click **ESC**.



Tips and Tricks (Reader) (Continued)

- To display a missing menu bar and toolbar icons, press **F9** and **F8**, respectively
- Use **File > Document Properties** or **Document > Security Settings** to see security settings when you can't select text to copy or print a PDF
- Use the Batch Print plug-in to print scheduled Cognos PDF reports to the printer for a hard copy in the AM
<http://www.addendum.de/englishS.html>



What's New in Acrobat 7 *(or what you may not realize)*

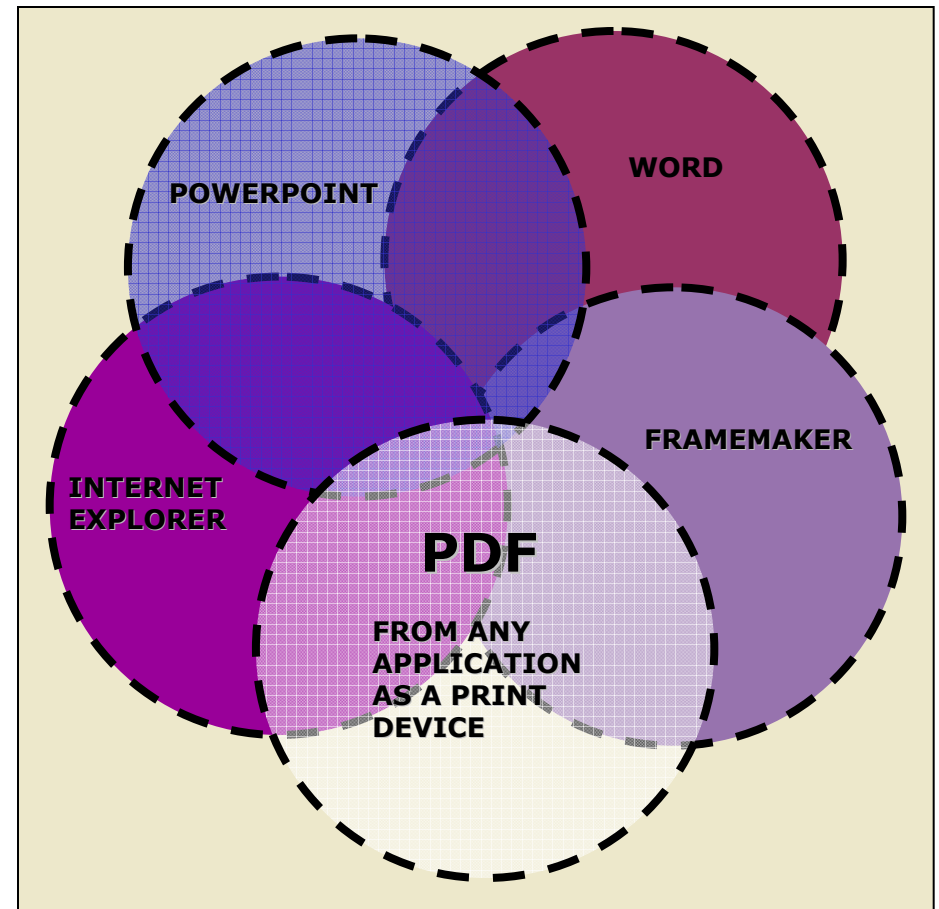
- Allows the initiation of e-mail reviews for PDF files (includes tracking & merging notes)
- Includes an Organizer to manage PDF e-reviews
- Files can be attached
- Apply page transitions
- Modify PDF pages (add, delete, crop)
- Edit, copy, and move text and images (includes extracting images and tables); more save-out file types
- New views, i.e., two-page, four-page layouts
- Digital Editions – pay service to create PDFs online



Adobe Acrobat Professional

InfoDev's Tips and Tricks (Acrobat)

- Create a PDF from any application – including Cognos by using Save as PDF
- Create cross-platform presentations by adding page transitions to a PDF
- Capture an entire website and links for offline viewing (Use **File > Create PDF from Web Page** and append other sites to it using **Advanced > Web Capture > Append Web Page**)



More InfoDev Tips and Tricks (Acrobat)

- Edit typos, copy & paste PDF objects
For example, to update an Organizational chart
- Add notes, annotations, customize their look and placement – sometimes at the source (e.g., Framemaker plugin called TimeSavers is used for What's New markers)
- Create “non-heading” bookmarks
- Attach files to the PDF instead of just linking to websites or server locations
- Attach video and sound clips for training documentation
- Create forms by inserting standard and customizable buttons

Questions?

- Which would you use to add comments to a PDF? Reader or Acrobat?
 - Acrobat Reader 7.0 if the PDF was created with Acrobat Professional 7 or use Acrobat 7.0 Professional
- Is PDF the only electronic form of commenting other than e-mail that you know of?
 - Microsoft Word has a commenting tool that is compatible with Acrobat. You can export comments from a PDF and modify them in Word. You need Acrobat to re-import them.
- Do you only prefer paper or is commenting a PDF something you'd like to try?
- Can you recall any new tricks learned today?

Resources

- For an extensive description, visit:

<http://www.adobe.com/products/acrobat/readermain.html>

- Subscribe to User to User Forums:

<http://www.adobeforums.com>

http://groups.yahoo.com/group/adobe_acrobat/

- Scan through the Reader and Acrobat Help Systems:

[acrruserguide_acrobat_reader_7_help.pdf](#)

[Adobe Acrobat Professional Help.pdf](#)

- Contact someone in InfoDev

InfoDev

- For one-on-one help with PDFs, Acrobat Reader, or Acrobat.
 - Call Joan (203-944-7300 x184) or Carey (x649)
 - E-mail joan.thomas2@computershare.com, carey.bates@computershare.com
 - Stop by the 5th floor (if you are in Shelton, CT)
- CMSDOMAIN USERS:
Visit our Intranet site on the Resources page for this presentation
(About_Acrobat_Reader_7_April_2005.ppt)

AMERICAS DOMAIN USERS:

Look for this presentation in the new InfoDev Sharepoint site

<http://nact.americas.cshare.net/Dev/Information%20Development%20-%20Transcentive/InfoDev/>