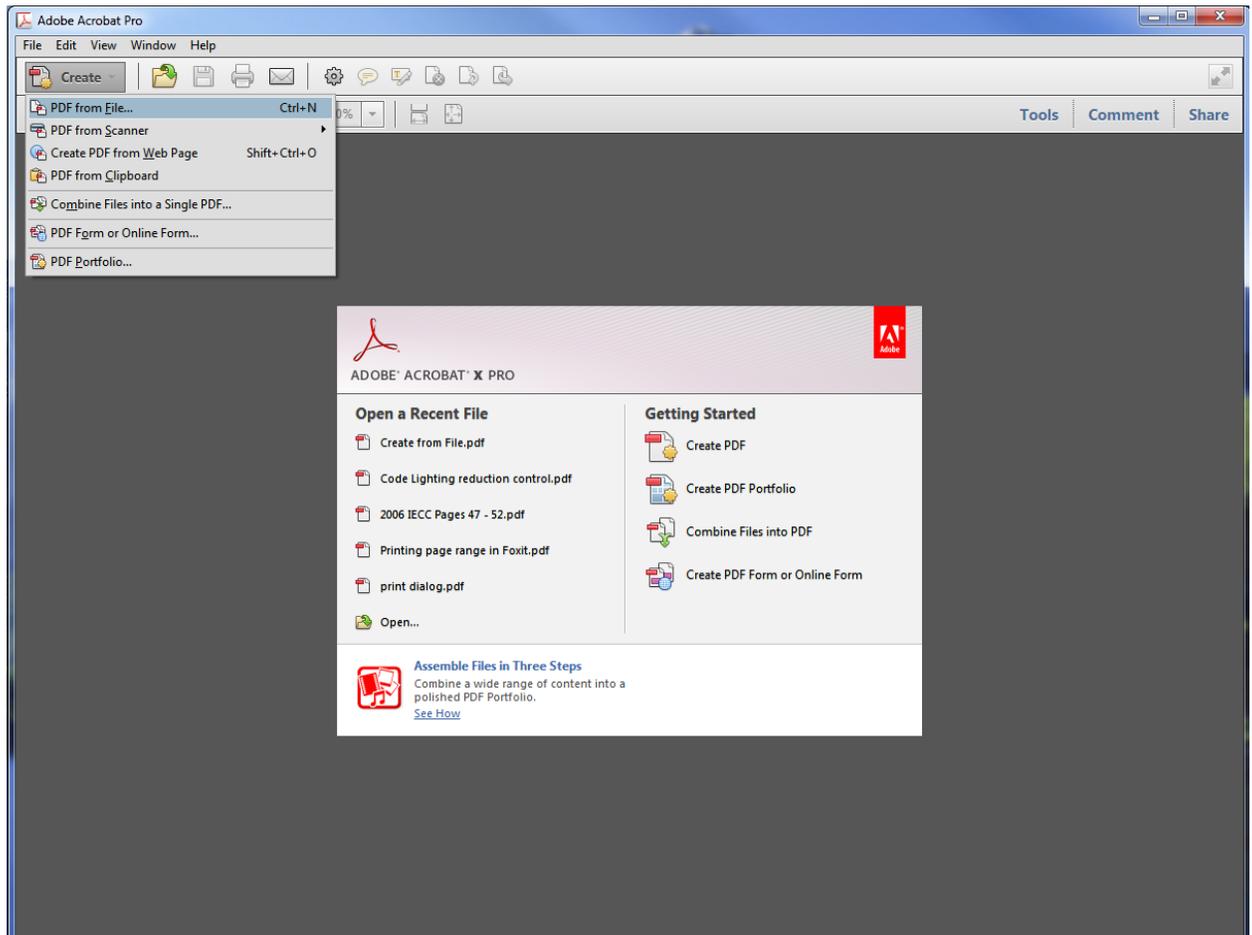


Adobe Acrobat X Professional
CUGG Presentation by Ron Mettler June 9, 2012

1. From Wikipedia - **Portable Document Format (PDF)** is an open standard for document exchange. The file format, created by Adobe Systems in 1993, is used for representing documents in a manner independent of application software, hardware, and operating systems. Each PDF file encapsulates a complete description of a fixed-layout flat document, including the text, fonts, graphics, and other information needed to display and print it. Documents in PDF format can be preserved for future use on any type of computer system and will have all graphics and fonts preserved.
2. Who needs and uses PDF files? Attorneys, Engineers, Designers, Technical Writers and many other types of businesses use and need them. Examples of documents that I have created include a large array. If I prepare a design document I would not normally wish to provide all of my design details in a Cad format that anyone could use to modify and create designs using my work. A suite of multiple drawings stored in PDF format can be combined into one multi-page document and sent as a single file to a printer. Documentation for projects can combine PDF outputs from many applications into one document. I typically combine AutoCAD, Excel spreadsheets, and Word documents into a single documentation file for use by others. Most people cannot read AutoCAD files, may not have a program to display .xlsx Excel files and may use Word Processors that cannot handle the latest Word formats. Why expect someone to open multiple applications in order to read a set of documentation files in their original format?
3. Scanning documents, pictures, passports, credit cards and other personal type of information to PDF format and then combining the resulting files into a single PDF document is a great power tool. Financial information contained in a multi-worksheet, workbook may contain more information than you wish to disclose to banks, accountants, credit card companies or others. Saving a portion of a workbook to a PDF allows you pick what you wish to display for someone.
4. Windows documents such as Word (doc, docx), Excel (xls, xlsx), JPG images, Word Perfect documents, Autocad drawings, Publisher files, PowerPoint files, and Web pages can be converted to PDF files. Mac OS applications can be used to create PDF files and then combined with PC created PDF files into a single document. My recent involvement in listing a piece of Real Estate owned in Honduras offered extensive use of PDF files. The listing contract was emailed to me in PDF format after having been created on a Mac computer. I printed the document, initialed, signed, dated, and made written changes directly on the document. I then scanned the full document to a single PDF document and emailed it back to the Real Estate agent. He had the completed contrat in his hands 30 minutes after emailing it to me. Later an offer was received and emailed to me in PDF format. I handled it in a similar manner and emailed it back within 30 minutes.

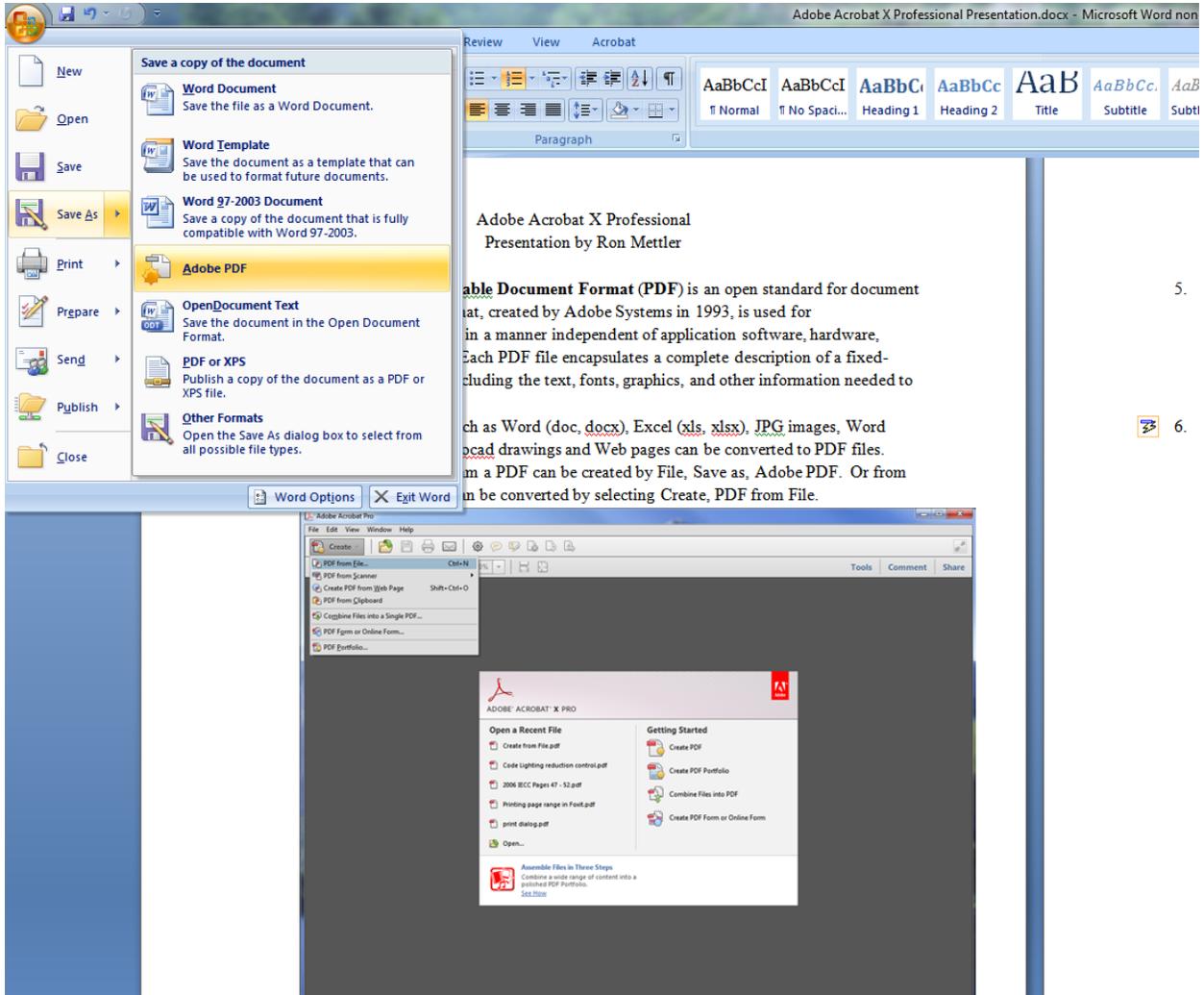
- From a Windows program a PDF can be created by File, Save as, Adobe PDF. Or from Adobe Acrobat, a file can be converted by selecting Create, PDF from File.



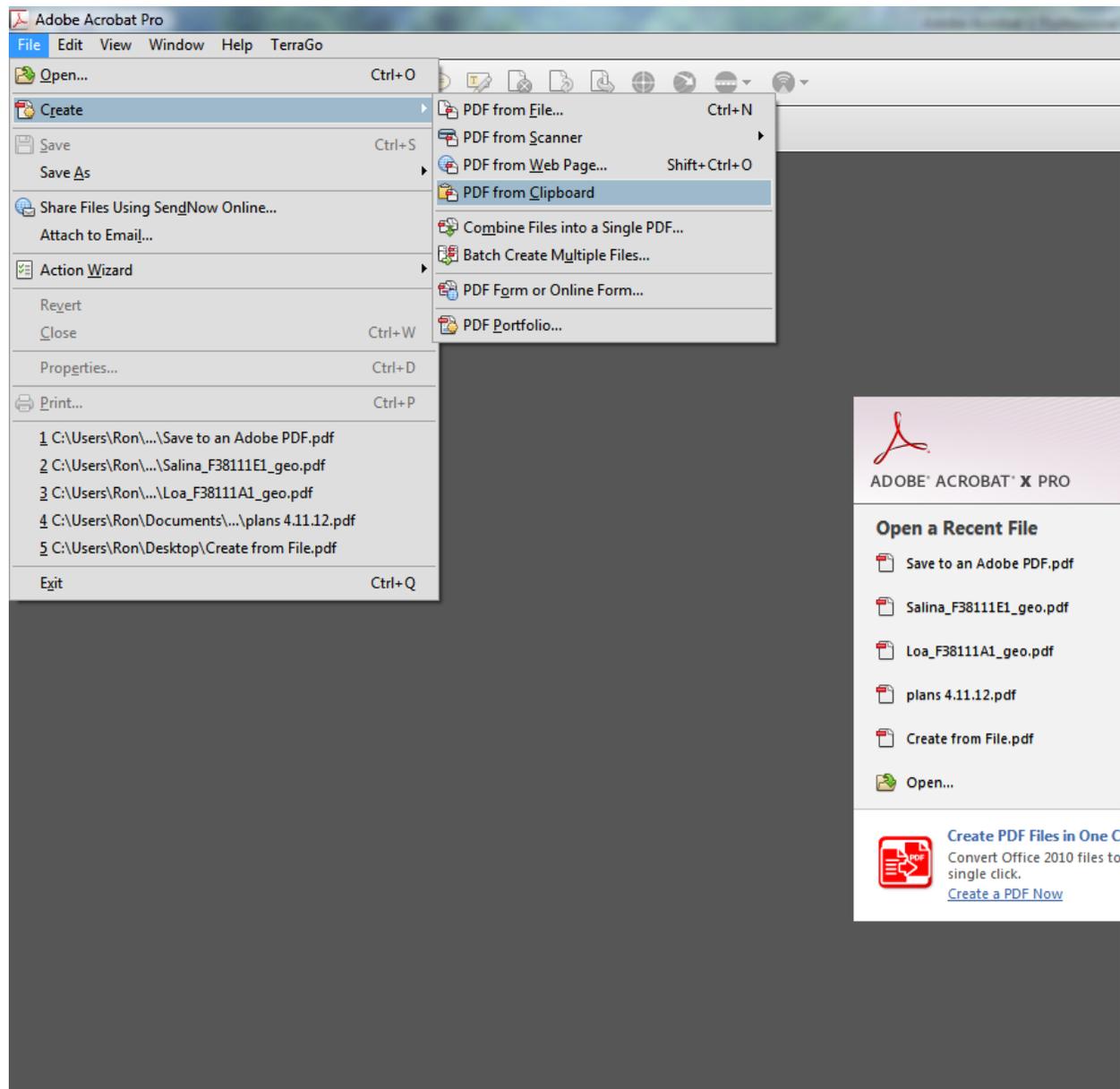
- For Microsoft Office 2007, an add-on is required to enable File, Save as PDF feature. Go to: <http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=9943>
- Adobe Acrobat X Pro retails for \$499 for a full new version, \$199 for an upgrade to an existing version, and \$119 for a Student and Teacher edition. On the academicsuperstore.com Web site the Student and Teacher Edition can be purchased for \$69.95. I have purchased several products from that Web site with no problems. Note that you are permitted to install it on a desktop computer and your laptop computer with a single license. Consult the full details in the purchase and license agreements.
- As previously mentioned, I do volunteer work at a local school which includes keeping meticulous records of the technical details of the network system at a school. Such documents can be prepared using a good screen capture program to insert screen captures such as the above and to insert them into a Word processing document. I use the Microsoft free screen capture program called Snipping Tool to capture a screen or part of a screen. A single click will capture a screen, a rectangular portion of a screen, a free form area or an active window. Router settings, Internet Filter device settings and other device configuration settings can be displayed exactly as I see them when performing the

detailed settings. Most device instruction manuals use this technique in the preparation of the manuals.

9. A very useful feature is to capture a pull down menu using Snipping Tool and then insert the captured image into either Acrobat X Pro or into a Word document. First click on snipping tool, then press Escape, then on the “New Button” in the clipping tool, select Rectangular Snip, then pick a drop down menu such as File, Save As, Adobe PDF, then press Ctrl-Print Screen keyboard keys. At this point in Word you can put your cursor at an insert point, right click and then paste:



10. Another option is to start Acrobat Pro, then click on Create, PDF from Clipboard:



11. The many other uses of Adobe Acrobat include creating fill-in forms. I scanned a form to a PDF file with my scanner, then with Acrobat X Pro, I created a form from the scanned image and edited the form fields as needed. A future presentation will detail the Forms Creation features.
12. PDF files can be edited by deleting pages, inserting pages, inserting clipboard items or scanner pages, replacing pages, and cropping a page.