

Adobe Acrobat 7 Basics

Create and Adjust a PDF Document



OTS PUBLICATION: AA02 • REVISED 07-14-2006 • TRAINING@TOWSON.EDU • OFFICE OF TECHNOLOGY SERVICES

=Shortcut =Advice =Caution

The Basics

While anyone with the free Adobe Reader can **view** PDF documents, Adobe Acrobat (or another authoring program) is required to **create** a PDF document.

PDF files can be moved from one user's system to another without changing the look of the document. Since the integrity of the document remains unchanged PC and MAC users can view the same document on any device (a desktop computer, laptop or a hand-held device).

To view a file in PDF format, download a free copy of Adobe Acrobat Reader at <http://www.adobe.com>.

Process Summary

The Basics
Definitions
Create PDF Documents
Change Page Attributes
Add Page Numbers
Restrict Permission

Definitions

Adobe Acrobat is the authoring application which allows some editing and adding of features to PDF documents.

PDF (Portable Document Format) file: A file format created by Adobe Systems based on its PostScript® page description language.

Adobe (Acrobat) Reader is the free software that displays and prints Adobe Acrobat documents (PDF files).

Acrobat Distiller was a function in earlier versions of Acrobat that converted PostScript files to PDF, later integrated into Acrobat.

Create PDF Documents

Once Acrobat is installed on your computer, you can conveniently create single PDF documents directly from most software applications (i.e. Word, PowerPoint, etc.).

Create a PDF from a Software Application (i.e. Word, PowerPoint)

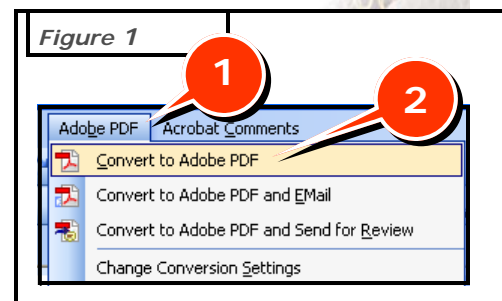
1. Open the file you wish to convert in its original application (Word, PowerPoint, etc.).
2. From the **Adobe PDF** menu, choose **Convert to Adobe PDF** (Figure 1).



If the Adobe PDF menu does not appear:

1. From the Print menu, choose **Print**.
2. Choose **Adobe PDF** for the printer name.
3. When you "print" the document, your PDF will be created.

If your PDF file looks different than your original, create the PDF directly in Adobe Acrobat. This process seems to run more smoothly and produce less errors than creating the file directly in an application, but it is less convenient.



★ Create a PDF in Adobe Acrobat

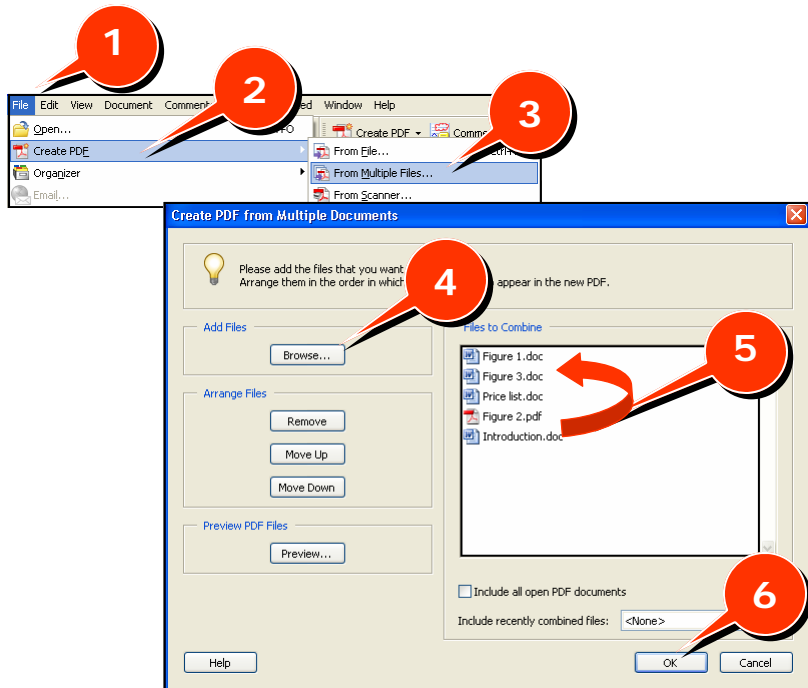
1. Open Adobe Acrobat.
2. Click **File > Create PDF > From File**.
3. Select a file to convert and click the **Open** button.

Create a PDF from Multiple Files

You can combine files in a variety of formats including Word and existing PDF files. You'll have a chance to reorder the files once you select them.

1. Open Adobe Acrobat.
2. Click **File > Create PDF** and select **From Multiple Files** (Figure 2, 1-3) .
3. Click the **Browse** button (Figure 2, 4).

Figure 2



4. Select the files you want and click **Add**. The file names should appear under **Files to Combine**.
5. Repeat steps 3-4 for any additional files.
6. Click and drag file names in the list to reorder them (Figure 2, 5).
7. Click **OK** (Figure 2, 6).
8. You will be prompted to save this new file. Browse to a location to save the file, next to **File Name** type a file name and click **Save**.

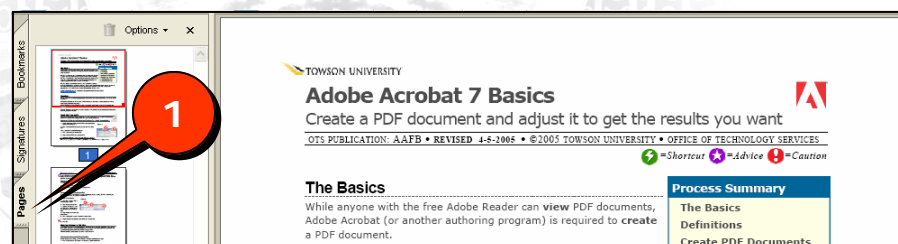
Change Page Attributes

You can rotate, crop, and change the way you view pages using Adobe Acrobat software.

Display Page Thumbnail Views

1. Click on the **Pages** tab (Figure 3) to display thumbnail views of PDF pages.

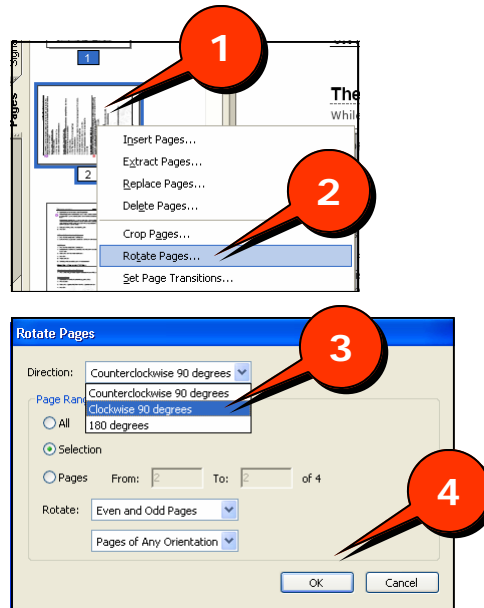
Figure 3



Rotate a Page

1. From the thumbnail view, right-click on the page you want to rotate (Figure 4, 1).
2. Choose **Rotate Pages...** from the shortcut menu (Figure 4, 2).
3. Choose the degree of rotation from the drop-down menu (Figure 4, 3).
4. Click **OK** (Figure 4, 4).

Figure 4



Crop a Page (Remove Blank Spaces Along the Edges of a Page)

1. From the thumbnail view, right-click on the page you want to rotate.
2. Choose **Crop Pages...** from the short cut menu.
3. Under **Margin Controls**, click the up or down arrow to adjust the side of the page with excess margins. (A preview of the cropped page is displayed on the right.)
4. Click **OK**.

Add Page Numbers

Renumber Pages for On-screen Navigation

You navigate through a PDF file using the page numbers listed below the document. However, it may be necessary to renumber the pages so they reflect the actual page numbering in your document (ex. instead of starting on page "1" your document may start on page "21" or on page "i").


1. Navigate to the first page in the file.
2. From the **Advanced** menu, choose **Number Pages**.
3. For each section of numbering, type in the PDF page range under **Pages** next to **From:** and **To:**.
4. To change numbering method, select from the drop-down list next to **Style**.
5. To start with a number other than "1," enter a number next to **Start:**.
6. Click **OK**.

Add Page Numbers on the PDF Pages

1. Click **Document** > **Add Headers & Footers**
2. To add page numbers to the bottom of the page, click the **Footer** tab.
3. If you want the page numbers to be centered on the bottom of the page, click in the center box.
4. Click the **Insert** button next to "Insert Page Number."
5. Click **OK**.

Restrict Permission to Slow Copying and Printing of PDF files

While these settings restrict people from copying and pasting or printing the contents of a PDF file, savvy users can find a loophole and perform these actions. These settings serve as a deterrent only.

 **Caution!** If you choose to use passwords everyone, INCLUDING YOU as the author, will need to know this password to make changes to this document. If you lose the password, you will not be able to edit this document in Acrobat!

1. Click **File** > **Document Properties**
2. Under the **Security** tab, next to **Security Method**, select **Password Security** from the drop-down list.
3. Under **Permissions**, select (or add checkmark next to) "Use a password to restrict printing and editing..."
4. Next to **Document Open Password:**, type your password.
5. Select (or add checkmark next to) "Enable copying of text, images and..."
6. Click **OK**.
7. Click **OK**.

Figure 5

