

Creating PDF Files from Office 2003 Programs

Document Structure and Design

You will learn how to use the *Microsoft Word, Excel, or PowerPoint* 2003 program together with Acrobat 7 Professional to create documents for the Web that allow those with diminished sight, as well as with other disabilities, to access your documents. When you set up a document for publication on the Web, you must design it so it contains not just content but also information about the structure of the document. Document structure includes titles, chapters, headings, and reading order on the page. Other desirable features can include links and navigational and organization aids (such as table of contents and index). Vision and motor-impaired users and users of hand-held devices can access and reflow the content of your files. You control the accessibility and flexibility of your Adobe PDF files through the amount of structure you build into the source file and how you create the Adobe PDF file. Acrobat 7 Professional gives the PDF creator the means by which to check accessibility and correct accessibility and reading- order problems in PDF files by editing the PDF file structure.

Structure is built in a source document when the document creator defines headers, columns, adds navigation aids such as bookmarks, and adds alternative text descriptions for graphics. You will be guided through making sure your *Office* file (*Word, Excel, or PowerPoint*) is created with structure for later conversion to a PDF document.

Adobe Acrobat 7 Professional

Acrobat 7 Professional provides the following features to improve access for disabled users:

1. Tagged Adobe PDF files (created when converting Microsoft Office 2003 files to Adobe PDF), make it easier for people who use screen reader software to navigate a document in the proper reading order.
2. Tools are provided to help troubleshoot and optimize Adobe PDF files for accessibility (includes the ACCESSIBILITY CHECKER and the TAGS palette).
3. Enhanced keyboard shortcuts, support for high-contrast viewing, and the ability to zoom in and reflow text on the screen.
4. Alternate text descriptions for images.

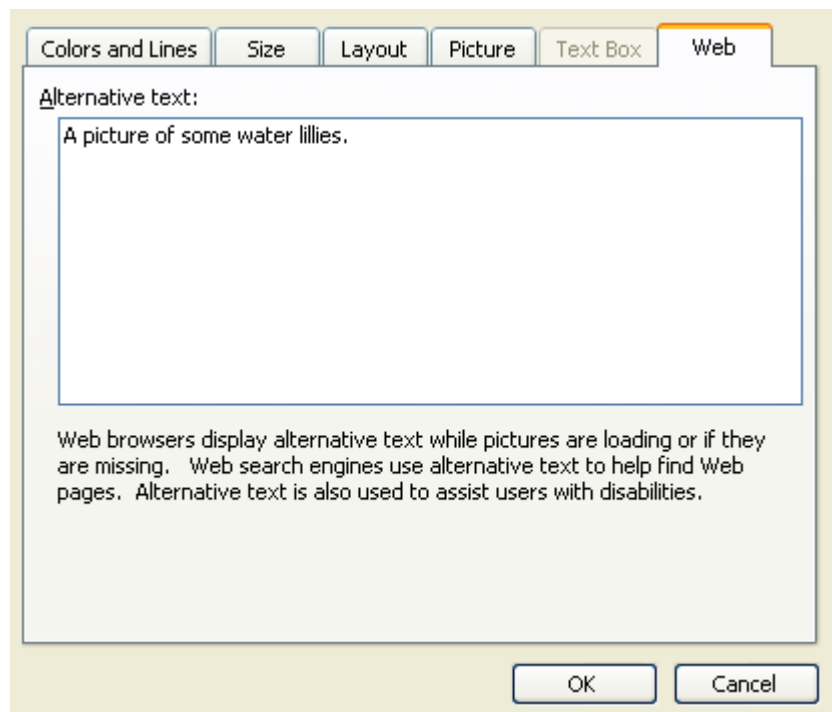
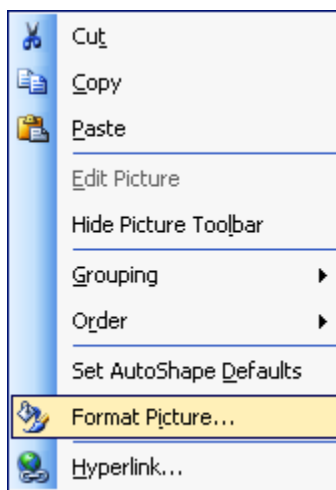
Prepare a Word 2003 document for PDF conversion

Word files should be constructed without any breaks, such as double or multiple carriage returns. Text must flow without breaks from the beginning to the end of the document, and space before and/or after headings and paragraphs must be included in styles.

When converting a *Word* 2003 document to a PDF file, you will specify which heading styles you want converted to BOOKMARKS. If you are not experienced in the use of styles in *WORD*, attend a workshop or request assistance to learn their use. You will also insert graphics and include alternate text in *Word*, although you can add alternate text in the PDF document.

1. Open *Word* 2003 and create your document. If your document was prepared and saved in earlier versions of *Word*, open and save it in *Word* 2003.

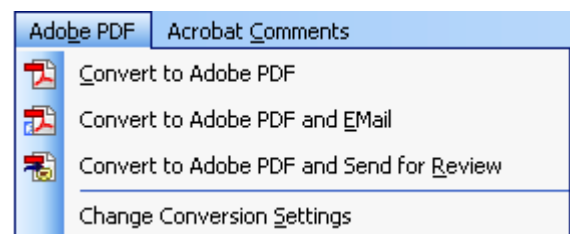
- When preparing a *Word* document, be sure to use styles to format text (titles, headings, and paragraphs). Do not use the ENTER key for extra space between paragraphs. Instead, include the SPACING BEFORE or SPACING AFTER paragraph properties in your style sheets. Make a note of the names of the headings and heading styles you are using in the document. These convert to BOOKMARKS.
- If you want to use two columns in your document do this: Use the FORMAT > COLUMNS command to create columns. Use two columns with plenty of space between them. You may also wish to use a separator line.
- Use the INSERT TABLE command or DRAW TABLE tool in *Word* to create tables. Use simple tables with headings for columns and labels for rows.
- Use the GROUP command to group a number of adjacent images into one. This command is on the DRAW toolbar in any *Office* program.
- In *Word*, add alternate text to all images as follows: first select your clip art or image, then right-click on the selection to drop down a context menu (pictured below left), and then choose the FORMAT PICTURE command.
- In the FORMAT PICTURE dialog, select the WEB tab (pictured below), and then type in the alternate text.
- Save your file when finished. Name the file with a short name with no spaces between words. If you want to separate the words in the file name, use an underline, or run the words together using an initial capital for each word.



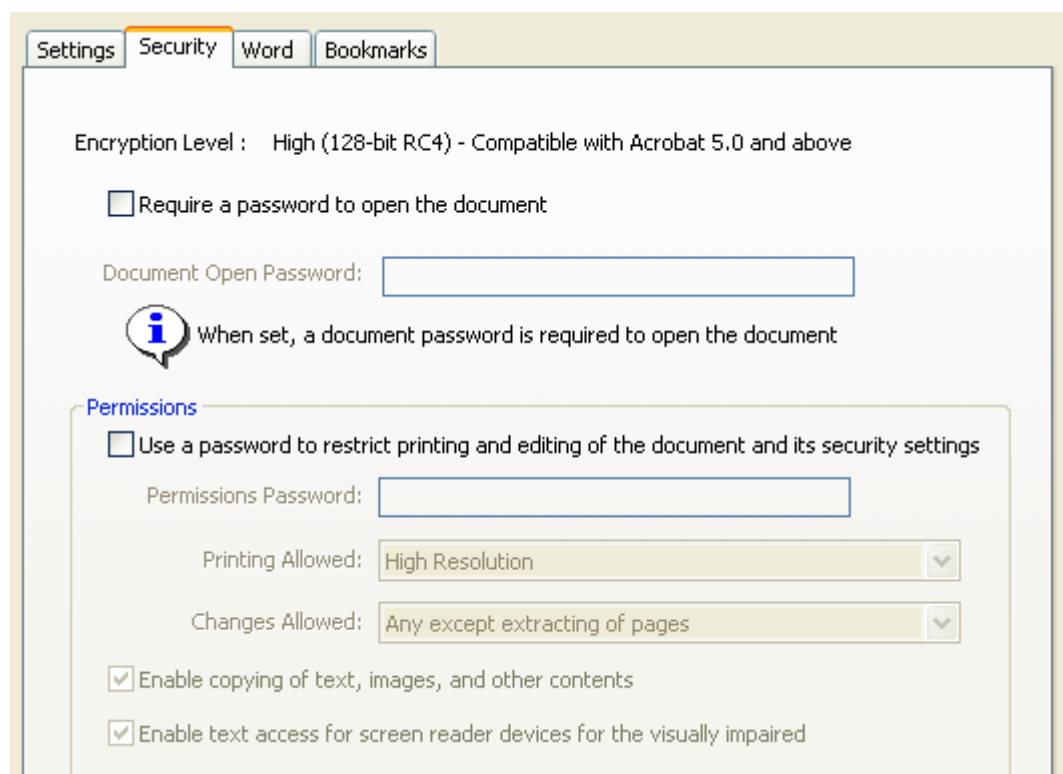
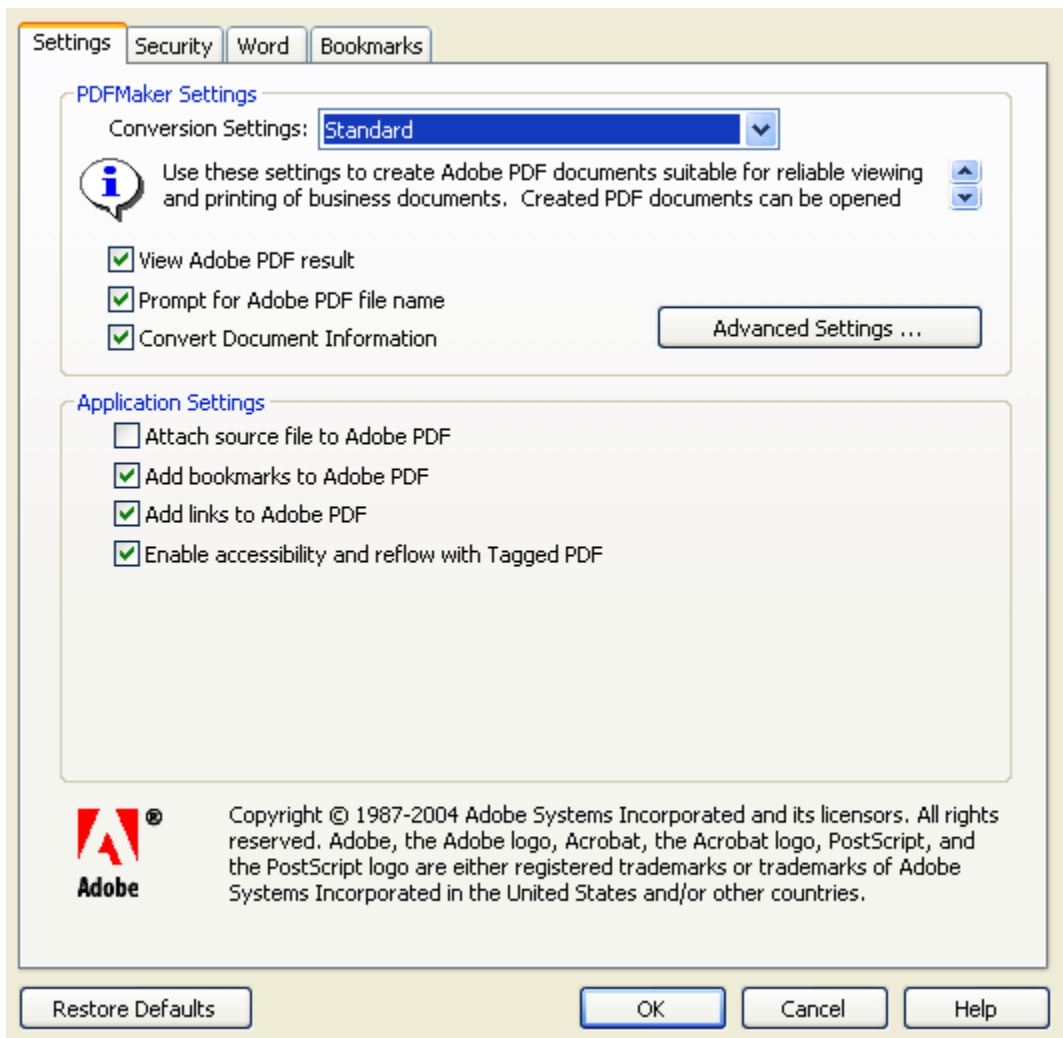
Change Conversion Settings

Conversion settings made in the SETTINGS tab and the SECURITY tab of the ADOBE PDF MAKER dialog box remain in effect until you change them. You should remove the password protection setting in the ADOBE PDF MAKER dialog box for the current document if it is selected. You probably will not want to use password protection if you are posting a PDF file on the Web for general viewing.

- Drop down the ADOBE PDF menu and choose CHANGE CONVERSION SETTINGS. See a screen picture of this menu and command at the right.
- You then see the ADOBE PDF MAKER dialog with several tabs: SETTINGS, SECURITY, WORD, and BOOKMARKS.
- Click the SETTINGS tab. Click the arrow at the right of the CONVERSION SETTINGS box to drop down the menu showing all the choices.

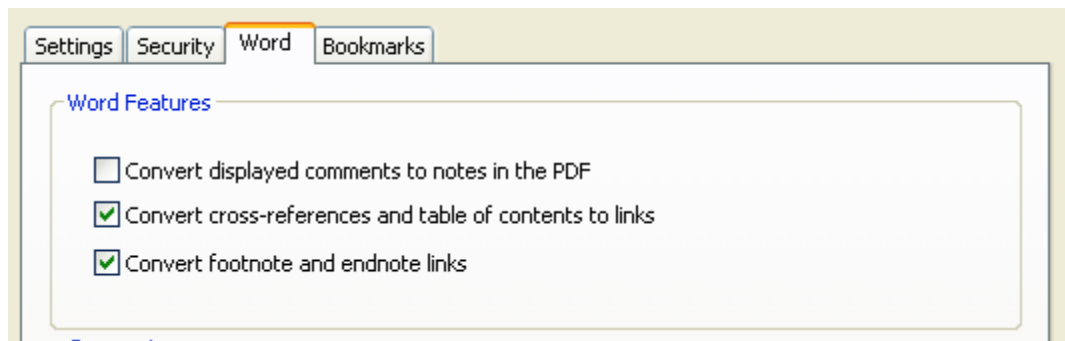


4. This menu lists the predefined conversion settings used to create Adobe PDF files. If you plan to put your PDF file on the Web, choose **SMALLEST FILE SIZE** setting.
5. If the following settings have not already been checked, check them: **VIEW ADOBE PDF RESULT**; **PROMPT FOR ADOBE PDF FILE NAME**; **CONVERT DOCUMENT INFORMATION**.
6. Note the **APPLICATION SETTINGS** section of the dialog. These settings have to do with the application. In this case, it is *Word*. If not already selected, click **ADD BOOKMARKS TO ADOBE PDF** (unless your document is very short); **ADD LINKS TO ADOBE PDF**; **ENABLE ACCESSIBILITY AND REFLOW WITH TAGGED PDF**.
7. Click the **SECURITY** tab of the **PDF MAKER** dialog. Make sure no security is set for the conversion.



The Word Tab

The upper portion of the WORD tab of the PDF MAKER dialog is shown at the right. These settings deal with *Word* features you may or may not want to select.



If you have comments in a *Word* document you want converted, check the item CONVERT DISPLAYED COMMENTS TO NOTES IN THE PDF.

If you have a long document, and you have created a table of contents you want to link to the related places in the document, then click to select CONVERT CROSS-REFERENCES AND TABLE OF CONTENTS TO LINKS. Otherwise, deselect this item.

Click to select CONVERT FOOTNOTE AND ENDNOTE LINKS if your document has footnotes and/or endnotes.

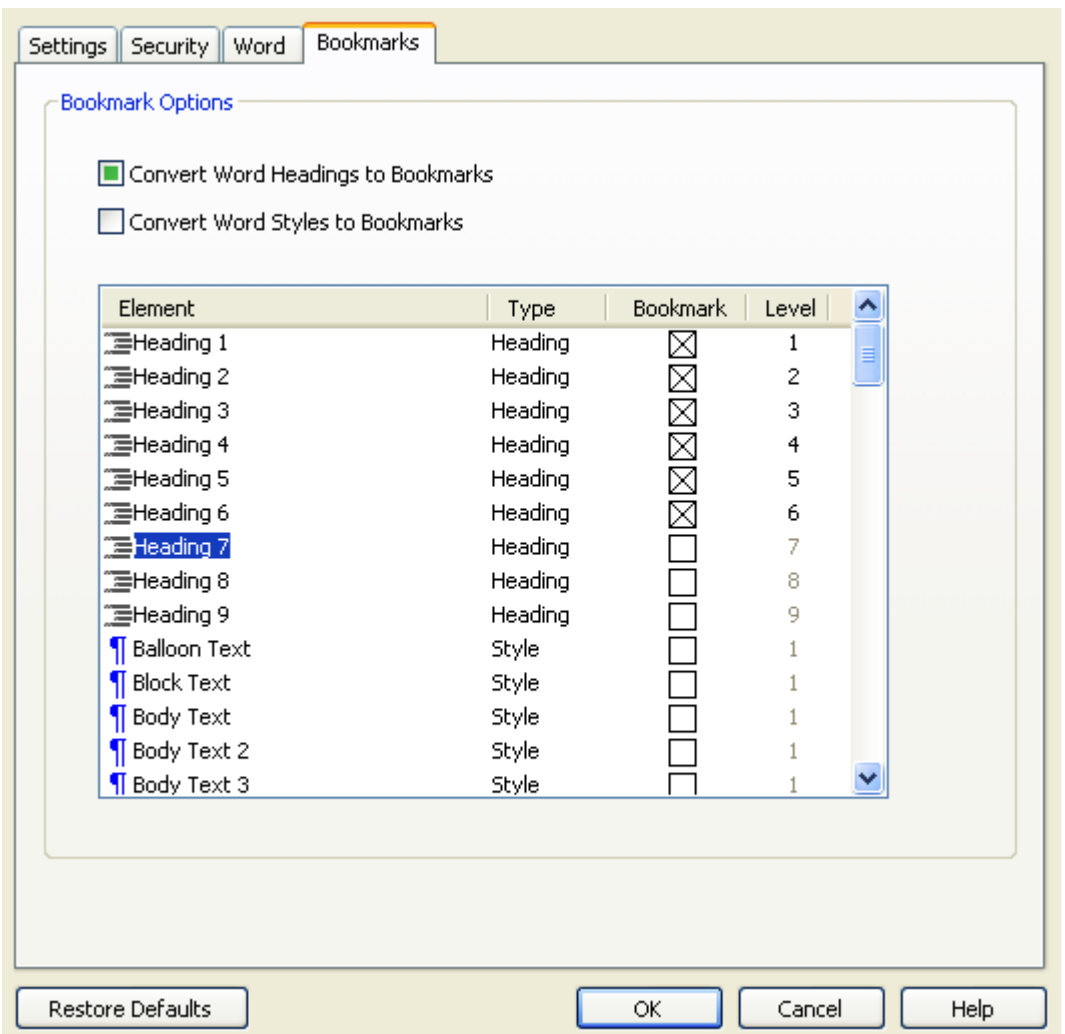
The Bookmarks tab

This tab is where you determine which *Word* headings and styles you want converted to bookmarks.

Click to select CONVERT WORD HEADINGS TO BOOKMARKS.

When a checkmark appears next to this option, all of that option's elements will convert to bookmarks. Remove any checks in any *Word* headings you have not used in your file.

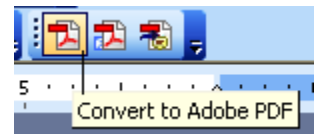
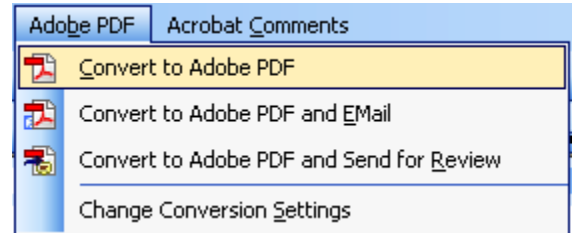
Do not check to convert *Word* Styles to bookmarks, unless you have created a style for a heading for a section of your document.



When finished with your settings, click the OK button, and save your *Word* document before finalizing the conversion.

Convert your Word document to PDF

1. Click either the ADOBE PDF menu and then the CONVERT TO ADOBE PDF command (see screen picture here), or click the Icon depicted below at right.
2. You will be asked to name your PDF file. Keep in mind when creating PDF files for distribution over a network or via an e-mail system, that many network and e-mail programs truncate long filenames. Use a short filename. The Acrobat program appends the pdf extension automatically. Lowercase characters are preferred. To name files in accordance with ISO standards, use only letters *a* through *z*, digits 0 through 9, and the underscore, and the period character between the name of the file and the extension.
3. The conversion process starts.
4. When the conversion process is completed, your document will open in Acrobat 7 Professional.



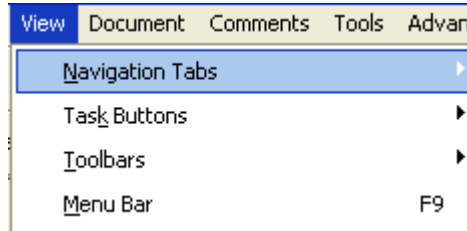
Making PDF files flexible and accessible

Your PDF document should contain tags. However, some tagged documents may not contain all the information necessary to make the document contents fully flexible or accessible. The PDF document should contain alternate text for figures, language properties for portions of the text that use a different language than the default language for the document, and expansion text for abbreviations.

Finish your PDF document in Acrobat 7 Professional

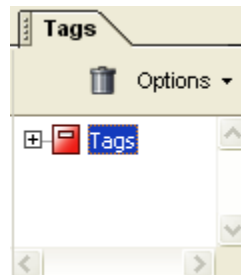
1. You may see the TAGS palette in the NAVIGATION pane. If not, Choose VIEW > NAVIGATION TABS. See the top part of the VIEW menu with the NAVIGATION TABS command displayed. Click the NAVIGATION TABS command.

2. At the far right you see the submenu that appears when you select the NAVIGATION TABS command. Click to select the TAGS command.



3. You should see the TAGS tab in a small window.

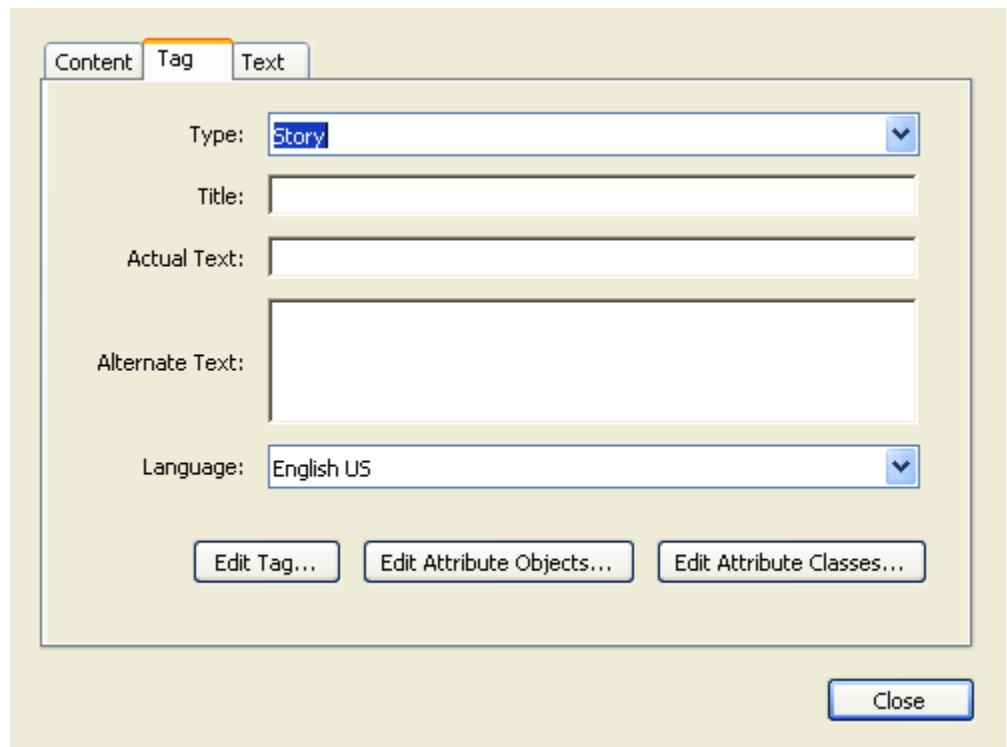
4. Drag the TAGS tab to the NAVIGATION PANE.
5. In the NAVIGATION PANE, click the little plus sign at the left of the TAGS tab. The Tags associated with the current PDF document expand (drop down).



6. At the top, you see a tag that relates to text. It might be labeled STORY.
7. Right-click on the STORY tag (or a tag that indicates text content), and then on the context menu that drops down, select PROPERTIES.
8. The PROPERTIES dialog box displays. You can add alternate text to a tag.



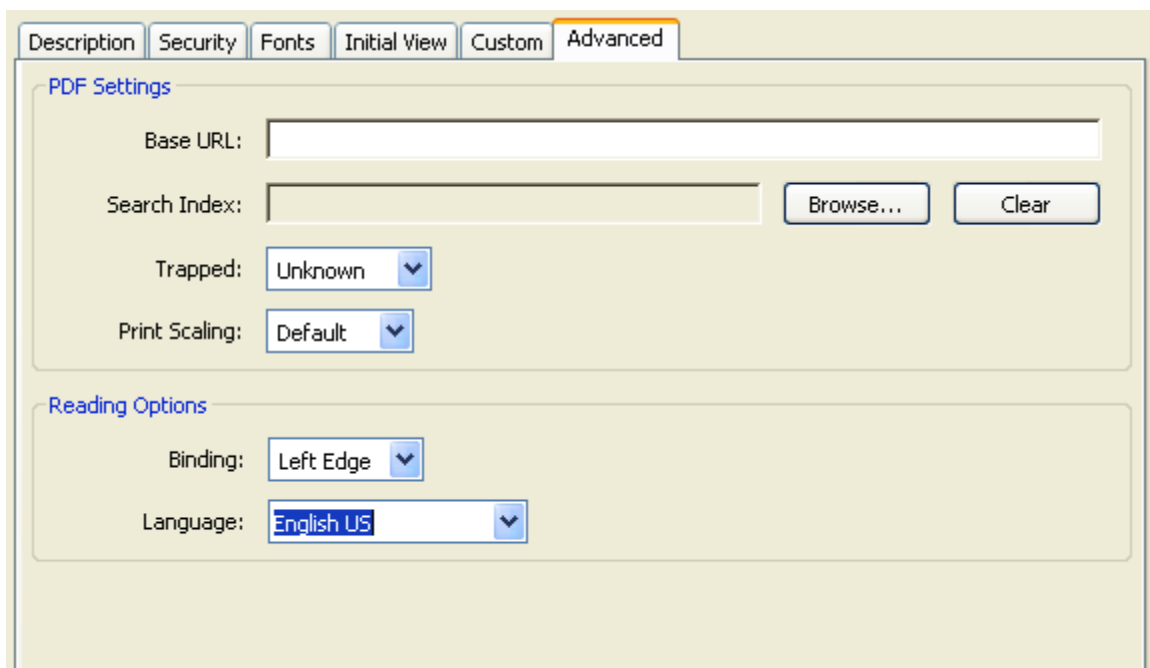
9. If your document has more than one language in it, choose one language of multiple languages here.
10. Click the down arrow at the right of the LANGUAGE box, and select the language you want. Note that the language selected in this dialog is English US. This is a good method to use if portions of your text are in one language and another portion changes to a different language.



11. If only one language is required, however, it is easier to choose the language in the DOCUMENT PROPERTIES dialog box. Click the CLOSE button.

Specify the language for the entire document using Document Properties

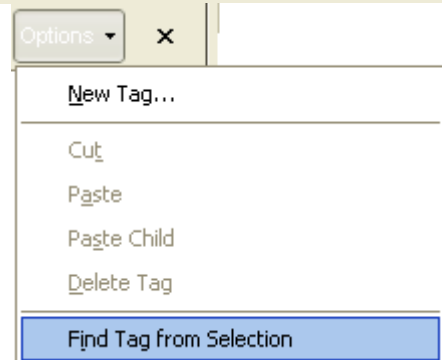
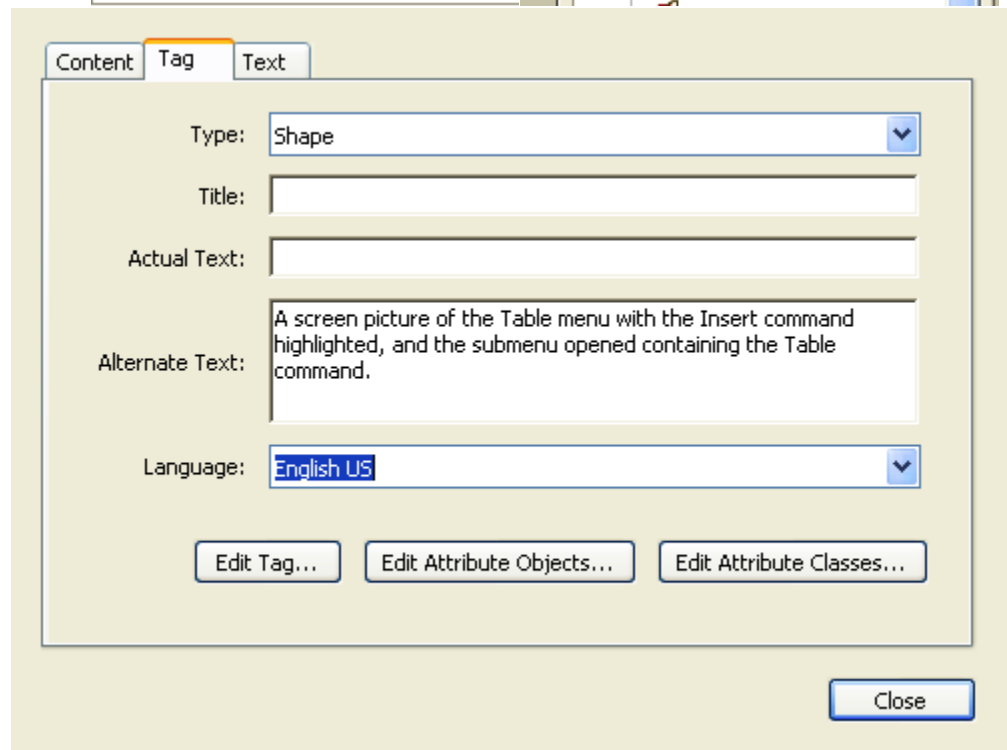
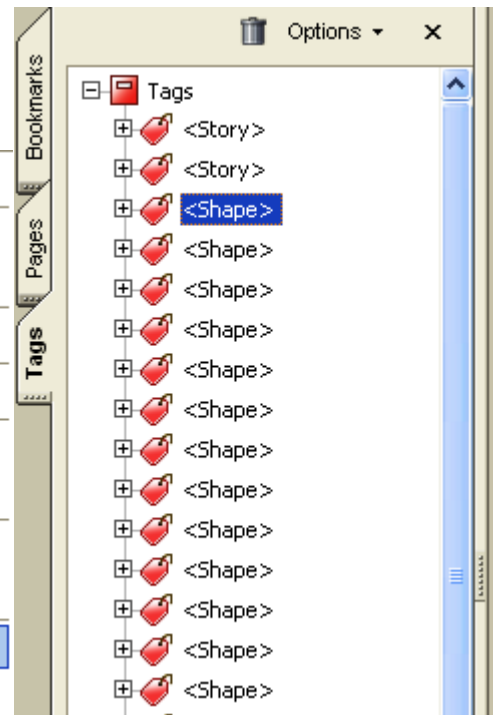
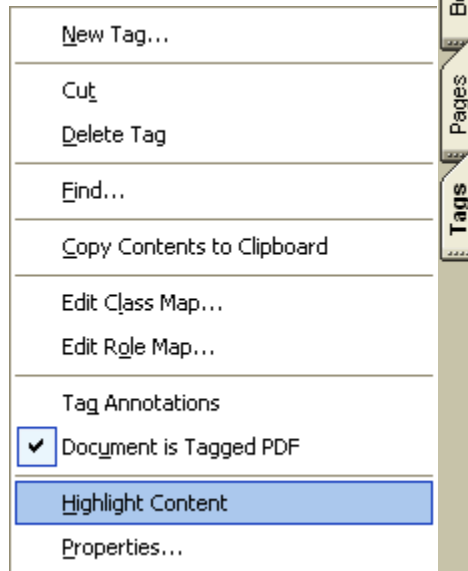
1. To open the DOCUMENT PROPERTIES dialog box, drop down the FILE menu and choose the DOCUMENT PROPERTIES command. Alternately, you can press the CTRL+D keys.
2. Then click the ADVANCED tab, and specify the language for the entire file. You see pictured below, the top part of this dialog with the LANGUAGE specified as ENGLISH US.
3. Click the OK button.



Adding alternate text for pictures and graphics

If you have not already added alternate text when you inserted a picture or pictures in your *Word* file, then you should do it in the PDF document.

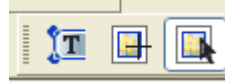
1. In the TAGS tab, see the tags that indicate they are pictures or graphics.
2. See at the right a picture of tags that represent graphics.
3. Right-click on a SHAPE tag. You see a context menu appear like the one shown here.
4. Click on the HIGHLIGHT CONTENT command, and you are taken to the location of this image file, which is selected.
5. Right-click again on the Shape tab and this time, on the context menu, click PROPERTIES. In the TOUCH-UP PROPERTIES dialog box, see the alternate text that has been entered. You will only have to do this for the pictures or graphics that have not already had alternate text entered in *Word*.
6. To add alternate text for an abbreviated term, choose an element in the tags tab that is tagged as ``. You cannot add expansion text to any other type of element.
7. Right-click the tag and choose PROPERTIES from the context menu.
8. Add the alternate text, and click the CLOSE button.



Locate a Tag

1. Find either the text or the graphic in the document.
2. Select either the TOUCHUP TEXT tool or the TOUCHUP OBJECT tool and select the text or object in the document window.

The tools depicted here are (left to right): TOUCHUP TEXT tool, TOUCHUP READING ORDER tool, and the TOUCHUP OBJECT tool.



3. Select the TAG tab in the NAVIGATION PANE.
4. Choose OPTION > FIND TAG FROM SELECTION.
5. The correct TAG is highlighted.
6. Right-click the TAG and click PROPERTIES to do the editing.
7. After completing this process, you will check the document accessibility.

Converting a PowerPoint presentation

You may be interested in converting a *PowerPoint* presentation to Adobe PDF for these reasons:

- You want to share your presentation with a person who does not have the *PowerPoint* software but can get the free *Adobe Reader* software.
- You want to include your POWERPOINT presentation in BLACKBOARD or otherwise put it on the Web, and you can compress your presentation efficiently by converting it to *Adobe PDF*.

Prepare your presentation for conversion:

1. Start *PowerPoint* and create or open a *PowerPoint* presentation.
2. First review the *PowerPoint* file by choosing the SLIDE SHOW view and looking at your slides. Any fly-in bullets or other fly-in animations may not be preserved, but the information is preserved in the PDF conversion. If this makes a difference, then adjust your presentation as needed.
3. Press the ESC key to return to the normal *PowerPoint* view.
4. Check any inserted graphics and make sure alternate text was inserted. Right-click the graphic, choose FORMAT PICTURE on the context menu, and choose the WEB tab on the FORMAT PICTURE dialog.
5. Type the alternate text and click the OK Button.
6. Avoid the use of text boxes in which to type text but, rather, type the text in the outline and choose the slide layout for the slide to position the text where you want it to be. If you don't know how to do this, ask for instruction.
7. Save the *PowerPoint* file if any changes were made.

Check the PowerPoint conversion settings

1. Click the ADOBE PDF menu then select CHANGE CONVERSION SETTINGS COMMAND.
2. The PDF MAKER DIALOG displays.
3. Earlier in this guide, you saw that when you converted a *Word* file, the PDF MAKER dialog had four tabs. The PDF MAKER for *PowerPoint* has only two tabs: SETTINGS and SECURITY. You do not need to set any security.
4. On the SETTINGS tab, click the arrow at the right of the CONVERSION SETTINGS box to open the menu and choose SMALLEST FILE SIZE.
5. If not checked, select these two items: VIEW ADOBE PDF RESULT; PROMPT FOR ADOBE PDF FILE NAME.
6. Do not check CONVERT DOCUMENT INFORMATION. If you do, the document information from the PROPERTIES dialog box of the source file is added, including title, subject, author, keywords, manager, company, category, and comments. This setting overrides the printer preferences and settings in the ADVANCED panel of the Adobe PDF SETTINGS dialog box.
7. In the APPLICATIONS SETTINGS section of the dialog, see the following settings:
 - a. ATTACH SOURCE FILE TO ADOBE PDF. Leave this unchecked. This setting, if selected, attaches the source file to the Adobe PDF file as an attachment.
 - b. Select this: ADD BOOKMARKS TO ADOBE PDF. The titles of your slides will become bookmarks.
 - c. ADD LINKS TO ADOBE PDF. Check to select this setting. It preserves any links when the file is converted. The appearance of links is generally unchanged. In *PowerPoint*, links cannot be created unless the ENABLE ACCESSIBILITY AND REFLOW options are also enabled.

d. ENABLE ACCESSIBILITY AND REFLOW WITH TAGGED PDF. This should always be selected.

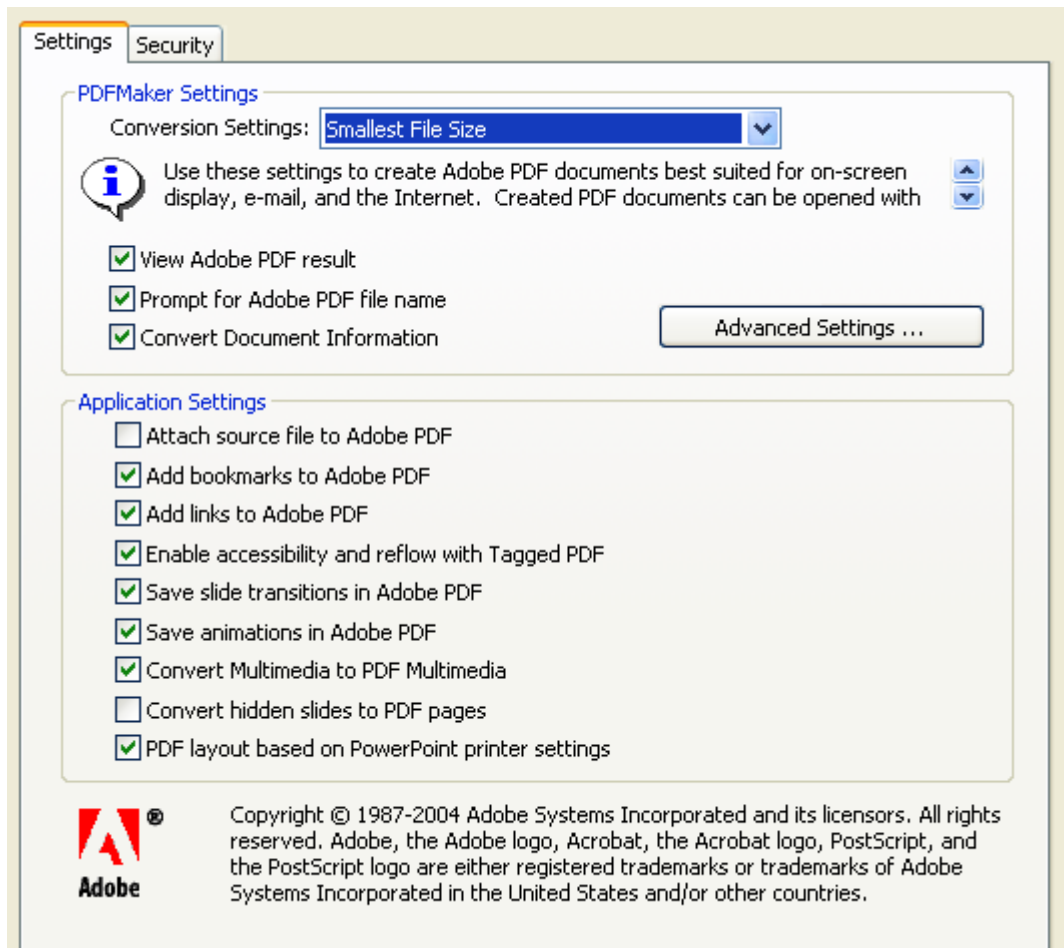
e. SAVE SLIDE TRANSITIONS IN ADOBE PDF. Leave this selected. If a *PowerPoint* transition does not have an equivalent transition in *Acrobat*, then a similar transition is substituted in the PDF file. If there are multiple animation effects in the same slide, a single effect is used instead.

f. Save animations in Adobe PDF. Leave this selected.

g. Convert Multimedia to PDF Multimedia. Select this if you have included any multimedia in your slides.

8. Select the SAVE ANIMATIONS IN ADOBE PDF option.

9. On the ADOBE PDF menu, choose the CONVERT TO ADOBE PDF command.

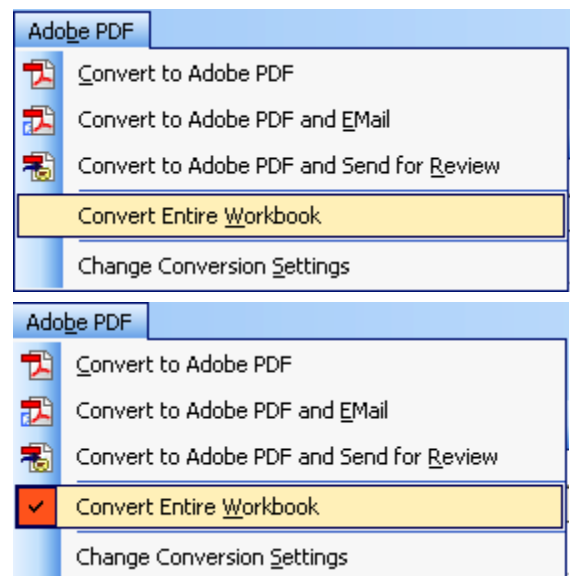


Converting an Excel presentation

Open an *Excel* workbook. Decide whether you want to convert the entire workbook, or certain sheets. If you convert an *Excel* file to Adobe PDF by simply clicking the CONVERT TO ADOBE PDF button on the *Excel* toolbar, you will convert only the active worksheet. If you want to convert all the worksheets in the workbook, you must first select the CONVERT ENTIRE WORKBOOK option.

The CONVERT ENTIRE WORKBOOK is on when it is checked. It is not on when it is unchecked.

Note: Password protected *Excel* workbooks and sheets cannot be converted to PDF files.

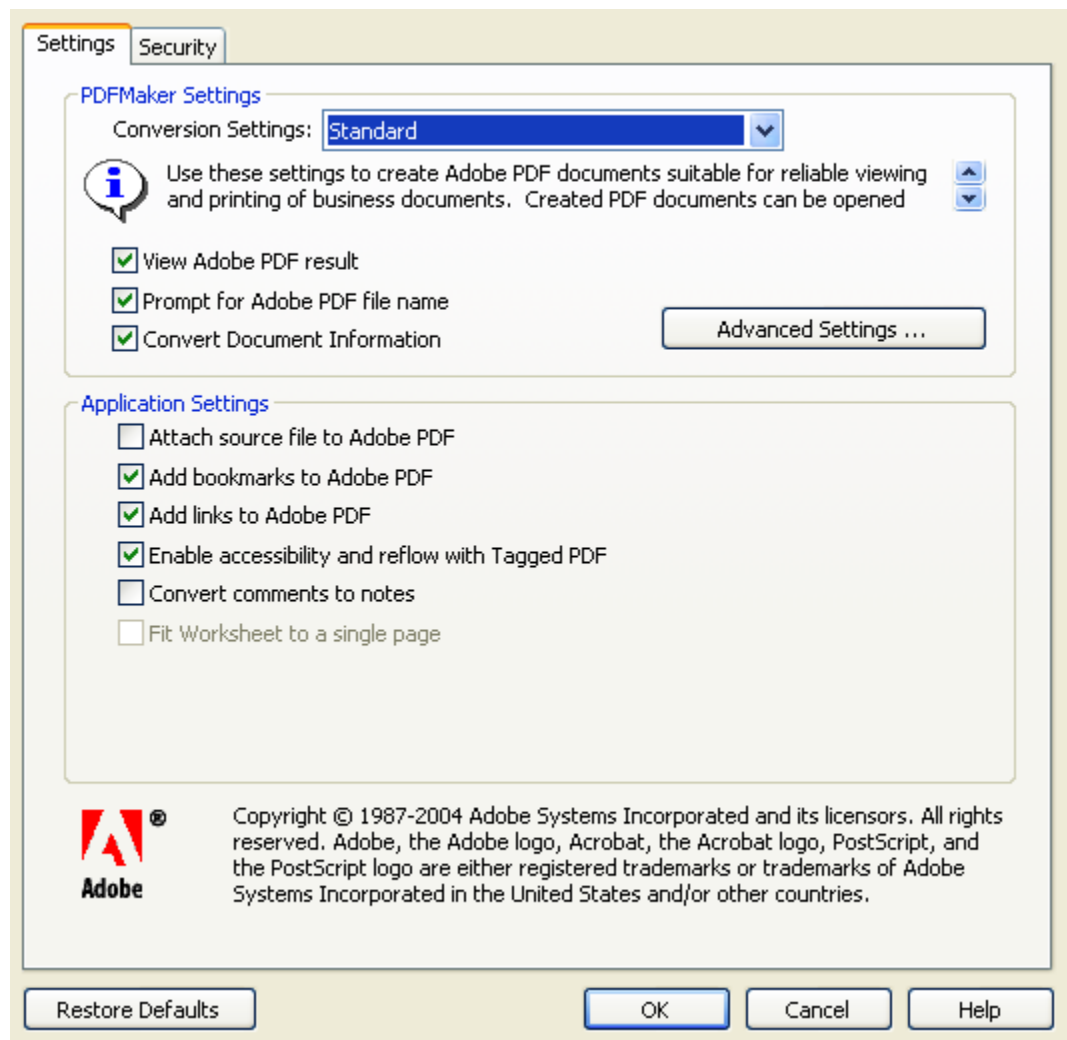


Be sure you have named your sheet tags to identify the sheet content. The names of your sheet tags will convert to bookmarks.

Note: Your *Excel* worksheet will be automatically sized for your printer page size. You may want to check to see where your page breaks fall and do any adjusting that you need. You don't need to worry about defining a custom page size.

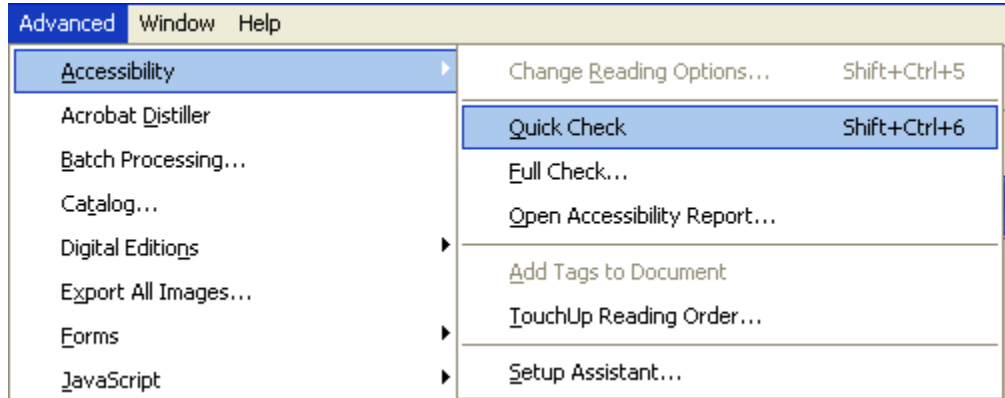
Conversion Settings

1. You will use essentially the same settings to convert *Excel* files to ADOBE PDF as you used to convert *PowerPoint* files. As in the *PowerPoint* conversion settings, the PDF MAKER dialog has two tabs: SETTINGS and SECURITY. Do not set any security.
2. On the SETTINGS tab, in the PDF MAKER SETTINGS section, select the following:
3. For the CONVERSION SETTINGS, click the down arrow at the right of the Settings box, and from the drop-down menu, select SMALLEST FILE SIZE.
4. Check to select VIEW ADOBE PDF RESULT.
5. Select PROMPT FOR ADOBE PDF FILE NAME. When you are prompted for the Adobe PDF file name, type a short name as previously instructed.
6. Deselect CONVERT DOCUMENT INFORMATION if it is selected.
7. In the APPLICATION SETTINGS section, check to select: ADD BOOKMARKS TO ADOBE PDF. The names of the *Excel* tabs will become the bookmarks, so be sure you named your tabs with that in mind.
8. Also check ADD LINKS TO ADOBE PDF.
9. When you select ENABLE ACCESSIBILITY AND REFLOW WITH TAGGED PDF, tags are embedded in the ADOBE PDF file.
10. On the ADOBE PDF menu, choose the CONVERT TO ADOBE PDF command.



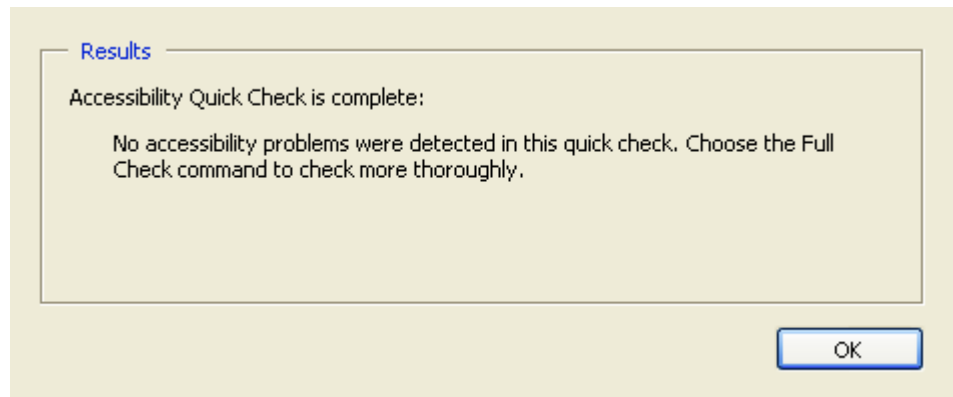
Check the Accessibility of the Adobe PDF document

Your PDF files, if you put them on the Chabot College web site, must be accessible to persons with disabilities in accordance with Section 504 and Section 508 of the *Rehabilitation Act* and the *Americans with Disabilities Act*. Adobe Acrobat provides a way for you to check the accessibility of a tagged PDF file. Check your converted *Word* file.



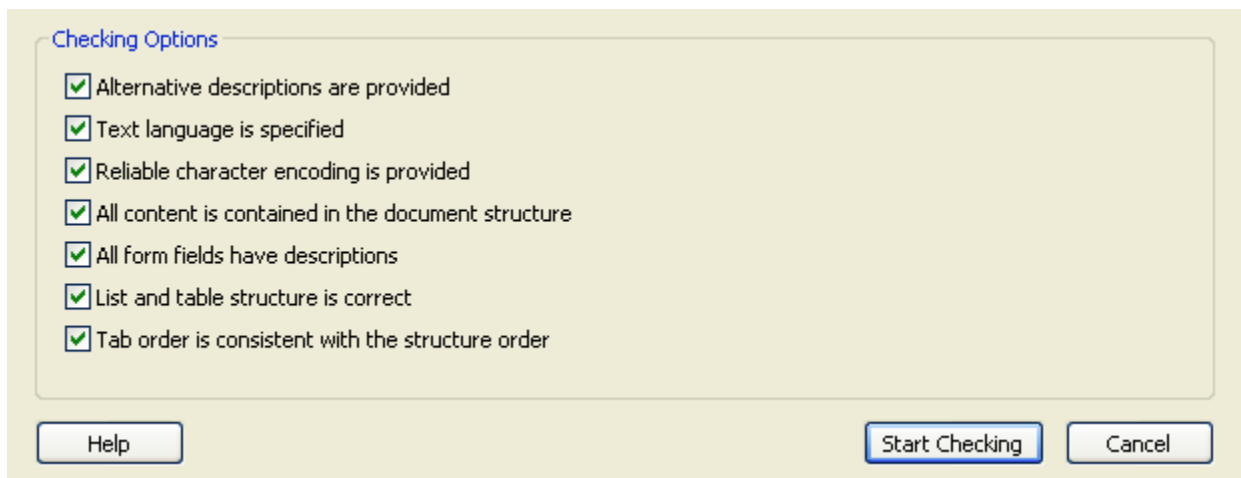
Do the Quick Check

1. Choose ADVANCED > ACCESSIBILITY > QUICK CHECK.
2. The results are displayed.
3. Click OK button.



Do the Full Check

1. Choose ADVANCED, then ACCESSIBILITY, then FULL CHECK command.
2. Click the BROWSE button under CREATE ACCESSIBILITY REPORT and select the Desktop as the location to which you want the report saved. You will put this report in the RECYCLE BIN when finished.
3. Select CREATE ACCESSIBILITY REPORT and INCLUDE REPAIR HINTS IN ACCESSIBILITY REPORT.
4. Under CHECKING OPTIONS, leave all of them checked, or check all of them if they are not checked.
5. Click the START CHECKING button.
6. Please be patient while the program does the checking.
7. The report is displayed, along with any suggestions for fixing any problems found.



Look at the Report

1. This report indicates that in this document, there is a problem with reading order.
2. At the right side of the screen, you see a detailed report for each page. In this document, each page, starting with page 2 has the same problem, and the HINTS FOR REPAIR tell the user how to fix the problem.
3. Look at the PAGE TAB in the NAVIGATION pane. Click to select the page to be fixed, and then click to open the OPTIONS menu. See the picture at the right bottom of the page with a page selected and the OPTIONS menu opened.
4. Click to select PAGE PROPERTIES.



The checker found problems which may prevent the document from being fully accessible.
+ 25 page(s) with tab order that may be inconsistent with the structure order.

OK

Accessibility Report for Word2003 Pt2.pdf

Use this report to identify accessibility errors. Click on the link for each error to highlight the location of the error in the PDF file.

Report Contents

- [Detailed Report](#)
- [Summary](#)
- [Hints for Repair](#)

Detailed Report

Page Content Errors

Page 2: [Next Page](#)

- Tab order may be inconsistent with the structure order. ([How to Define Tab Order](#))

Page 3: [Next Page](#) | [Prev Page](#)

- Tab order may be inconsistent with the structure order. ([How to Define Tab Order](#))

Hints for Repair

Defining Tab Order

To set the tab order for links, form fields, comments, and other annotations, click the Pages tab in the navigation pane. Select a page thumbnail and choose Page Properties from the Options menu. In the Page Properties dialog, click Tab Order and select Use Document Structure. Repeat the steps for all pages in the document.

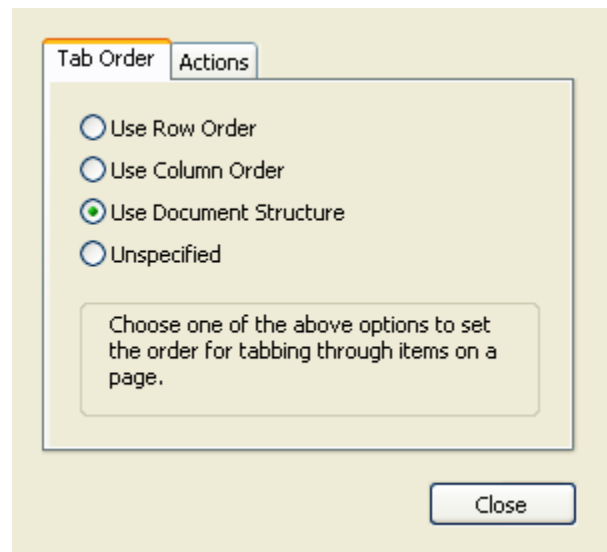
Options

- Insert Pages...
- Extract Pages...
- Replace Pages...
- Delete Pages...
- Crop Pages...
- Rotate Pages...
- Set Page Transitions...
- Number Pages...
- Print Pages...
- Embed All Page Thumbnails
- Remove Embedded Page Thumbnails
- Reduce Page Thumbnails
- Enlarge Page Thumbnails
- Page Properties...

5. See the PAGE PROPERTIES dialog.
6. Click the TAB ORDER tab if it is not already selected.
7. Click to select USE DOCUMENT STRUCTURE.
8. Click the CLOSE button.
9. All pages in the document except page 1 should be fixed as instructed in steps 3 through 8.

Do another Accessibility Full Check

1. Choose ADVANCED, then ACCESSIBILITY, then FULL CHECK command.
2. The final report which shows that all the problems reported in the first full check have been fixed. Your file can be put on the Web site as a fully accessible PDF document.



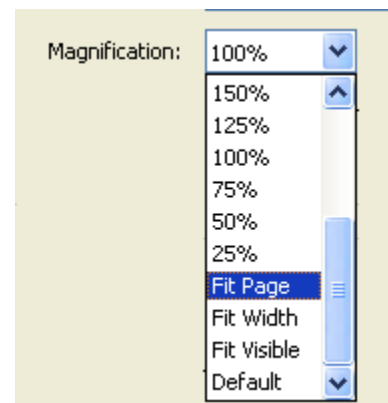
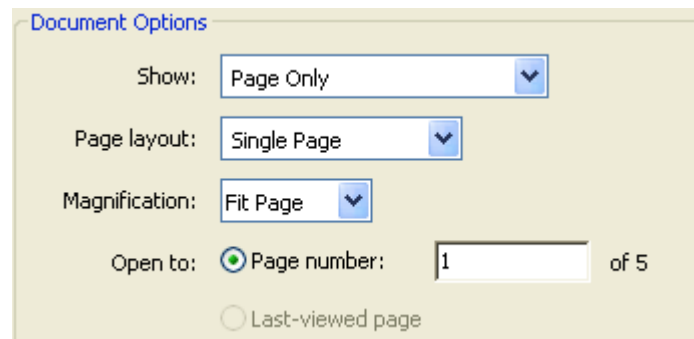
Define Opening View for a Document

You should always set the opening view of a PDF document for your users, including the opening page number and magnification level, and whether bookmarks, page thumbnails, the toolbar, and the menu bar are displayed. You can change any of these settings to control how the document displays when it is opened.

Choose FILE > DOCUMENT PROPERTIES and then click INITIAL VIEW tab.

Under Document Options:

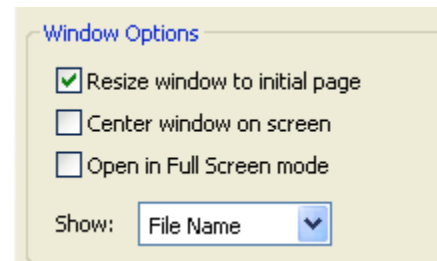
- SHOW determines which panes and tabs are displayed in the application window by default: BOOKMARKS PANEL AND PAGE opens the DOCUMENT PANE AND THE BOOKMARKS TAB.
- PAGE LAYOUT determines whether the document is viewed in single-page, facing page, continuous page, or continuous facing page layout. If you choose DEFAULT, Acrobat uses the default layout set in the user's GENERAL PREFERENCES.
- MAGNIFICATION sets the zoom level the document will appear at when opened.
The numbers in the pop-up menu represent a percentage of the actual page size.
FIT IN WINDOW sizes the page to fit entirely in the window.
FIT WIDTH sizes the page to fit the width of the window.
FIT VISIBLE sizes the page so that its text and graphics fit the width of the window.
DEFAULT uses the default magnification set in the user's GENERAL PREFERENCES.
- OPEN TO: Enter an opening page number (usually page 1).



Under Window Options:

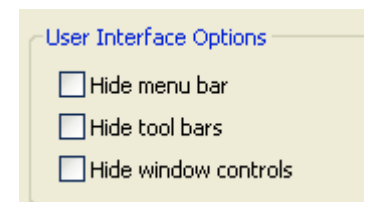
These options determine how the window adjusts in the screen area when a user opens the document. They apply to the document window itself in relationship to the screen area of the user's monitor.

- RESIZE WINDOW TO INITIAL PAGE adjusts the document window to fit snugly around the opening page, according to the options that you selected under DOCUMENT OPTIONS.
- CENTER WINDOW ON SCREEN positions the window in the center of the screen area.
- OPEN IN FULL SCREEN MODE maximizes the document window and displays the document without the menu bar, toolbar, or window controls. Note: Users can exit Full Screen mode by pressing Esc if their preferences are set this way. However, in Full Screen mode, users cannot apply commands and select tools unless they know the keyboard shortcuts.
- SHOW FILE NAME shows the file name in the title bar of the window.
- SHOW DOCUMENT TITLE shows the document title in the title bar of the window. The document title is obtained from the Description panel of the Document Properties dialog box.



User Interface Options

Determine which parts of the interface—the menu bar, the toolbar, and the window controls—are hidden. Users can press the ESC key to escape FULL SCREEN MODE.



When satisfied with your choices, click the OK button.

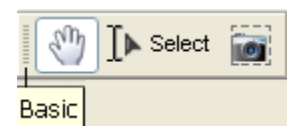
Saving the File

1. When you are satisfied with your document, choose FILE > SAVE AS. Using the SAVE AS command (rather than SAVE) is highly recommended because the MAKE ACCESSIBLE plug-in makes changes to the internal structure of the document which cannot be reversed.
2. Enter a final name for the final document and save it.

Common Acrobat Tools

The Basic Toolbar

The BASIC toolbar contains the HAND, SELECT, and SNAPSHOT tools.



The Hand tool. The default tool in *Acrobat* is the HAND tool. Use the HAND tool to move around the page in order to see all areas of the page. Moving the page is like moving a piece of paper around a desk.

The Select tool. Use the SELECT tool to select characters, spaces, words, or lines of text. You drag across the text to be selected. (You can also click to create an insertion point, and Shift-click to create a second insertion point. The text between the two insertion points is selected.) You double-click to select a word. You triple-click to select a line of text, and click four times to select all the text in a page.

The Snapshot tool. You can use the SNAPSHOT tool to copy the contents of the selection marquee (either text, an image, or both) to the CLIPBOARD or to another application. Both text and images are copied as an image. Select the Snapshot tool and do one of the following:

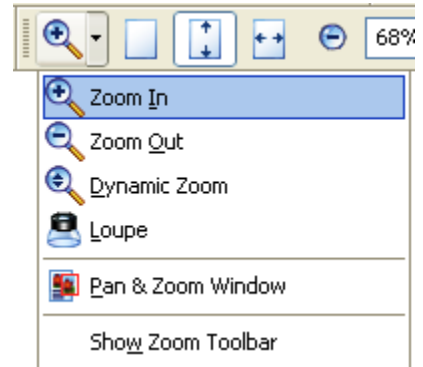
- Click anywhere in the page to capture the entire content displayed on the screen.

- Drag a marquee around the text or images, or a combination of both.
- Drag a marquee within an image to copy just a portion of the image.

Colors in the selected area are inverted momentarily to highlight the selection. The selection is copied automatically to the CLIPBOARD when you release the mouse button. If a document is open in another application, you can choose EDIT > PASTE to paste the copied selection directly into the target document. You can save all the images from a PDF document.

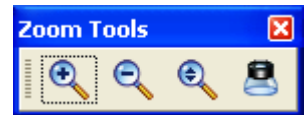
The Zoom Toolbar

The ZOOM toolbar is pictured here. It contains from left to right: The ZOOM IN and hidden zoom tools, ACTUAL SIZE, FIT PAGE, and FIT WIDTH buttons, the ZOOM OUT button, the magnification menu, and the ZOOM IN button.



To select the ZOOM IN tool temporarily, press CTRL and hold down the SPACEBAR. To select a hidden tool, hold down the mouse button on either the related tool or the triangle next to the related tool until the additional tools appear, and then drag to the tool you want.

To replace a visible tool with a hidden tool, click the related tool or the triangle next to it until the additional tools appear, and click the name of the hidden tool.



To display hidden tools alongside the other tools, click the related tool or the triangle next to it, and then choose EXPAND THIS BUTTON. To collapse the hidden tools, click the left-pointing arrow to the right of the expanded button.

Changing the page view magnification

You can change the magnification of the page view using controls in the toolbar or by clicking or dragging in the page with the Zoom In tool or Zoom Out tool. Click the arrow to the right of the magnification pop-up menu in the Zoom toolbar to display the preset magnification options. Drag to choose 200% for the magnification. You can also enter a specific value for the magnification. The Loupe tool lets you view a magnified portion of a PDF document in a small window. This tool is especially useful for zooming in to see fine details in PDF documents.

Advanced Editing Toolbar

From left to right, the tools are as follows: Select Object, Article, Crop, Link, 3D, Button, Movie, and Touch Up Text Tool. If you want to edit text in a PDF document you have created, you would use the Touch Up Text Tool.



Font Embedding and substitution

When a font is embedded in a PDF document, the reader will see the text in its original font. A font can be embedded only if it contains a setting by the font vendor that permits it to be embedded. Embedding prevents font substitution when readers view or print the file.

When Acrobat cannot embed a font and someone who opens or prints an Adobe PDF file does not have access to the original font, a Multiple Master typeface is temporarily substituted: Adobe SeriMM for a missing serif font, and Adobe SansMM for a missing sans serif font. Sometimes a substituted font does not always match the shape of the original characters. When a font cannot be substituted, the text appears as bullets.

Following are lists of fonts that are usually safe to use:

Agency FB, Arial (black, bold, italic, narrow, etc)

Baskerville Old, Bauhaus, Berlin Sans FB, Bernard MT, BiffoMT, Bodoni MT (black, black italic, bold, bold italic, condensed, italic, etc.), Book Antiqua, Bookman Old Style (bold, bold italic, italic)

California FB, Calisto MT, Carta, Century, Century Schoolbook, Comic Sans MS, Cooper Black, Copperplate, Courier New

Franklin Gothic Book (italic, demi, condensed, demi condensed, demi italic, etc.)

Garamond (bold, italic), Georgia (bold, bold italic, italic), Gigi, Gill Sans MT (bold italic, condensed, extended condensed, italic, bold, bold condensed, GillSans (bold, bold italic, condensed, italic, ultra bold), Goudy Old Style (bold, italic)

Lucida Bright (demibold, demibold italic, italic)

Minion, Myriad

NuptialScript, Palatino, Papyrus, Perpetua, Rockwell

Tahoma, TektonMM, Tempus Sans, Times New Roman, Trebuchet MS, Tw Cen MT

Verdana, Vivaldi Italic, Vladmir Script

Webdings, Wide Latin, Wingdings, Wingdings 2, Wingdings 3