

## USER'S GUIDE

### Software/Hardware Module: ADOBE ACROBAT 8

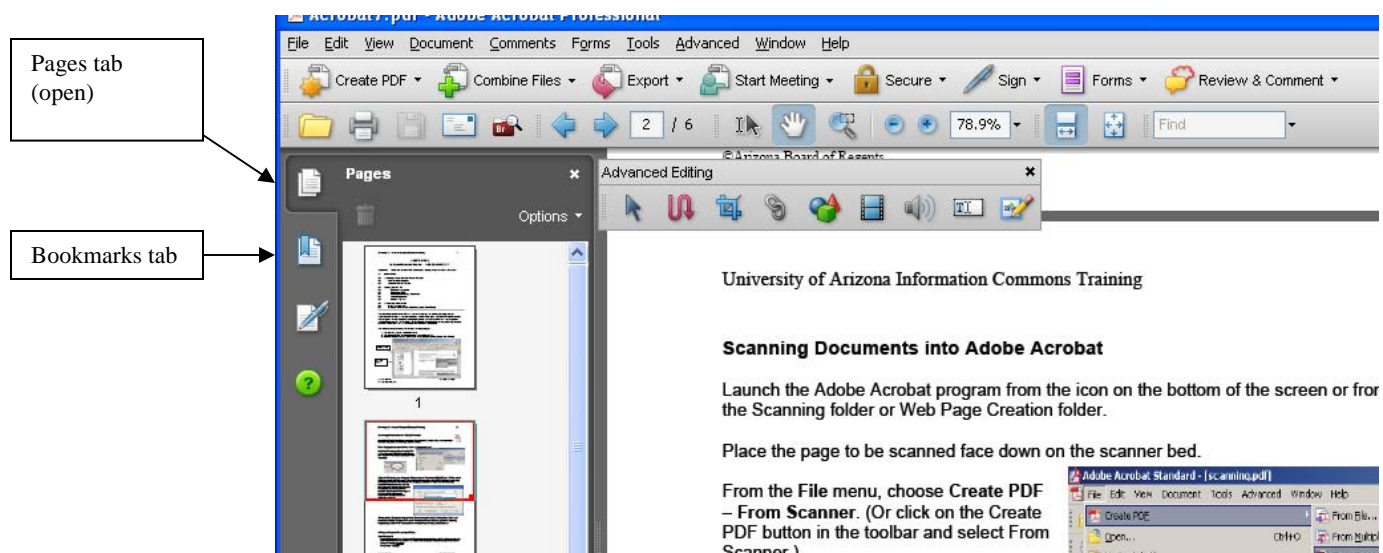
**Objective:** Scan and create PDF Documents using *Adobe Acrobat Software*

p.1	<b>Introduction</b>
p.2	<b>Scanning Documents into Adobe Acrobat</b>
p.2	Launching the program
p.2	Scan into Adobe Acrobat
p.3	<b>Editing the PDF file</b>
p.3	Document properties
p.4	Performing OCR
p.4	Bookmarks and Page thumbnails
p.5	Adding Hyperlinks
p.5	Reduce File Size
p.5	<b>Converting Files to PDF</b>
p.5	HTML, images, text
p.6	Microsoft Office documents (Word, Excel, PowerPoint)

**Portable Document Format (PDF)** is a universal file type for making paper documents available over the Web. It can also be used to convert other types of files to PDF format so they can be opened without the software originally used to create them. PDF files can be opened and printed by anyone with the Adobe Acrobat Reader installed on their computer, regardless of platform. (The reader can be downloaded for free from Adobe.com.)

**PDF files are created using the Adobe Acrobat program:**

1. by scanning printed documents into it
2. by opening HTML, image files or text files as Adobe PDF
3. from documents created in Microsoft Office programs (Word, Excel, PowerPoint)



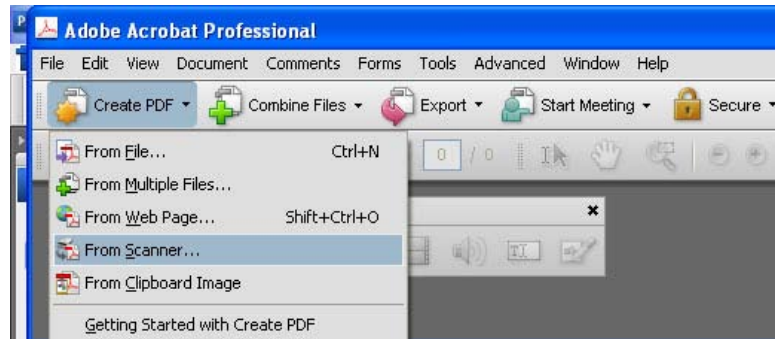
## Scanning Documents into Adobe Acrobat

Launch the Adobe Acrobat program from the icon on the bottom of the screen or from the Scanning Software folder or Web Page Creation folder.



Place the page to be scanned face down on the scanner bed.

From the toolbar, click **Create PDF – From Scanner**.

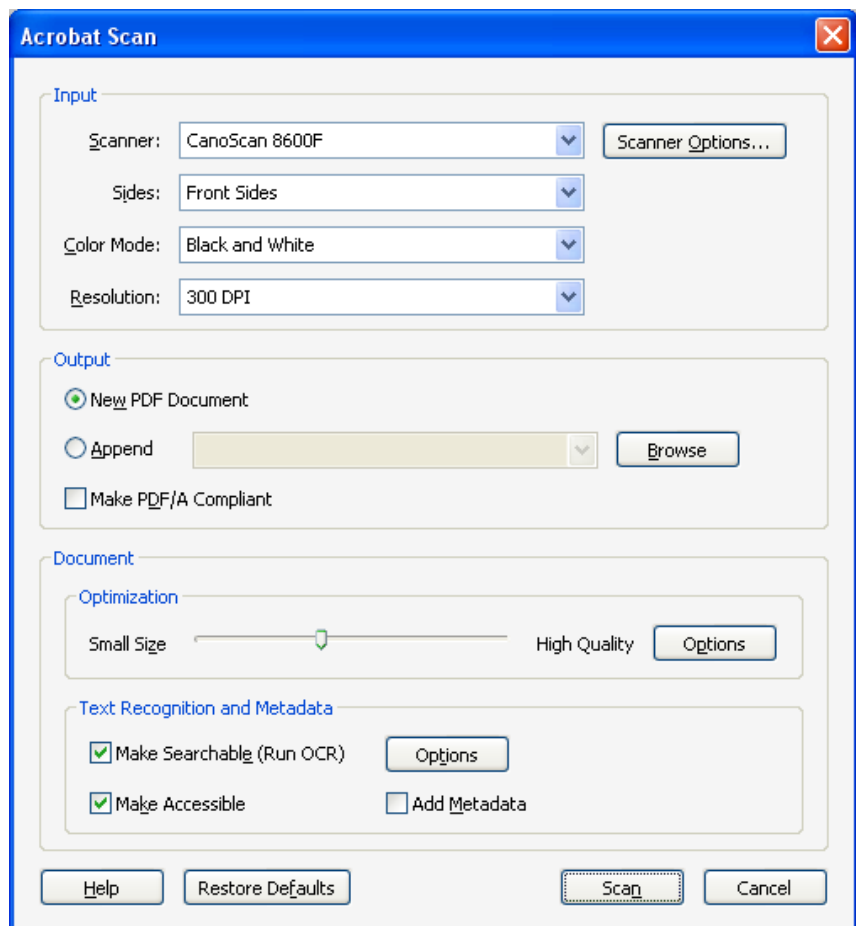


An **Acrobat Scan** dialog box will appear. Choose **CanoScan 8600F** (or **Epson Perfection 2480/2580** in Science or Fine Arts Library), and scan **front sides**. For most text scanning, **Black and White** at **300 DPI** is appropriate. Output should be **New PDF document**, unless you have opened another PDF file and wish to append pages to it. If you want your scanned

document to be searchable and the text selectable, make sure the box for **Make Searchable (Run OCR)** is checked.

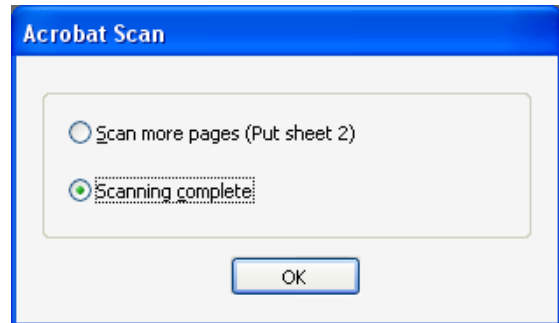
Checking the **Make Accessible** box will improve accessibility for disabled users.

Then click on **Scan**. (You will be asked to save the file to My Documents before scanning begins.)



When the page has finishing scanning, Acrobat will ask if there are more pages to scan. If there are more pages, click **Scan more pages** and place the next page on the scanner before clicking OK. When finished, click **Scanning complete** and OK.

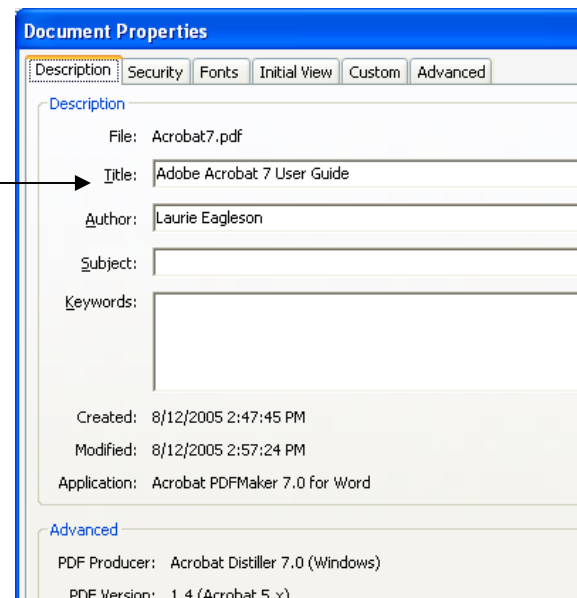
The scanned pages will then appear in the Adobe Acrobat program.



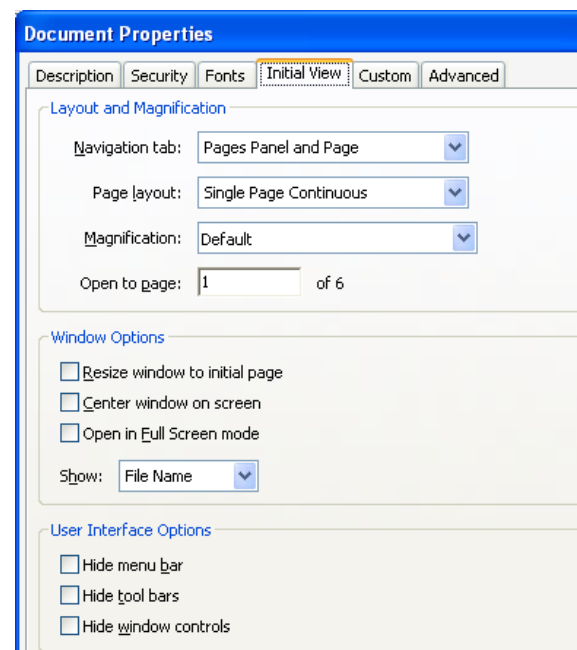
## Editing a PDF file

### Document properties

- From the File menu click on **Document Properties** tab.
- Click on the **Description** tab and add a title for the document.



- Click on **Initial View** tab. Here you can choose options that determine how the file will open. Under **Navigation tab**, if bookmarks or page thumbnails have been created, the option to open the page along with the bookmarks or thumbnails should be selected. A particular magnification and/or page layout can also be selected; if unsure about this, leave them on the default settings.



## Perform OCR (Optical Character Recognition) to make the text searchable

If you selected **Make Searchable (Run OCR)** when you initially scanned your document (see p.2), this step is not necessary. But if you have a scanned PDF text document that has not had this done, you may wish to do this.

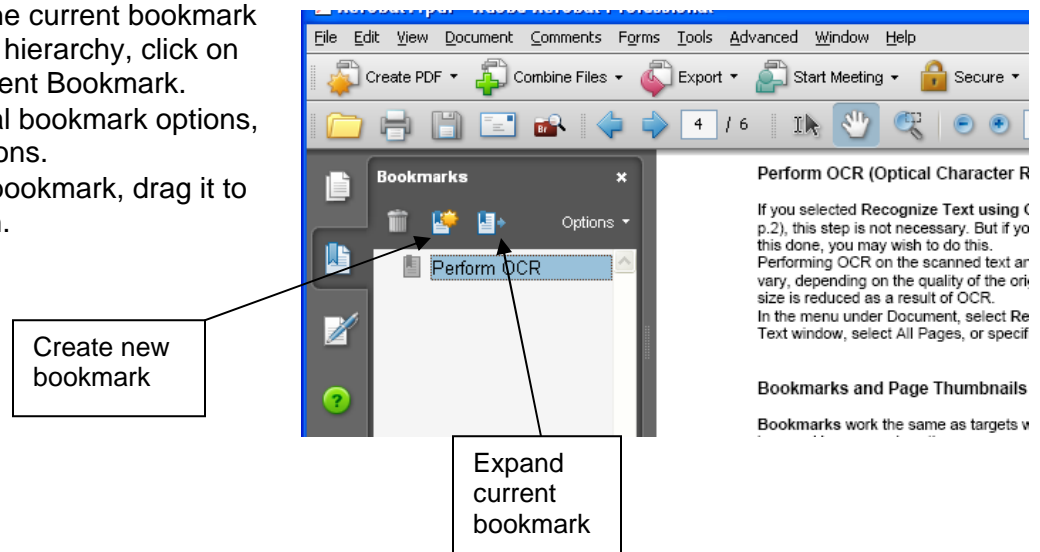
Performing OCR on the scanned text and makes the text selectable and searchable. The results vary, depending on the quality of the original scanned pages. Often (but not always), the file size is reduced as a result of OCR.

In the menu under Document, select **OCR Text Recognition – Recognize Text using OCR**. In the Recognize Text window, select All Pages, or specific pages to be recognized, then click OK.

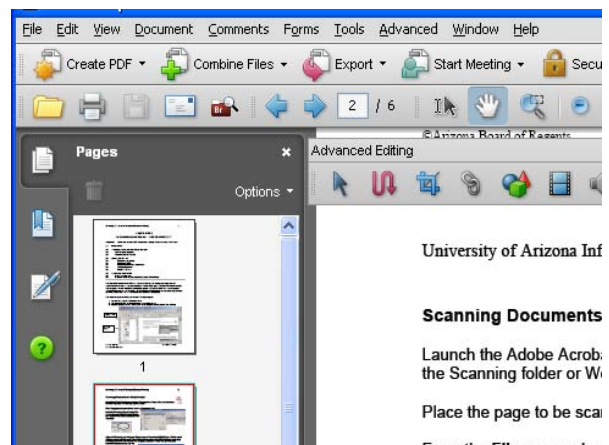
## Bookmarks and Page Thumbnails

**Bookmarks** work the same as targets within a web page. They are useful if the document is long and has several sections.

- Click on the **Bookmarks** tab on the left side of the screen to open the bookmark window and begin creating bookmarks within the document.
- Scroll down in the document to where you want to create a bookmark, so that the location to be bookmarked is at the top of the window.
- Click on the Create New Bookmark button. Add a name for the bookmark. Repeat for additional bookmarks.
- To expand the current bookmark and create a hierarchy, click on Expand Current Bookmark.
- For additional bookmark options, click on Options.
- To delete a bookmark, drag it to the trash can.



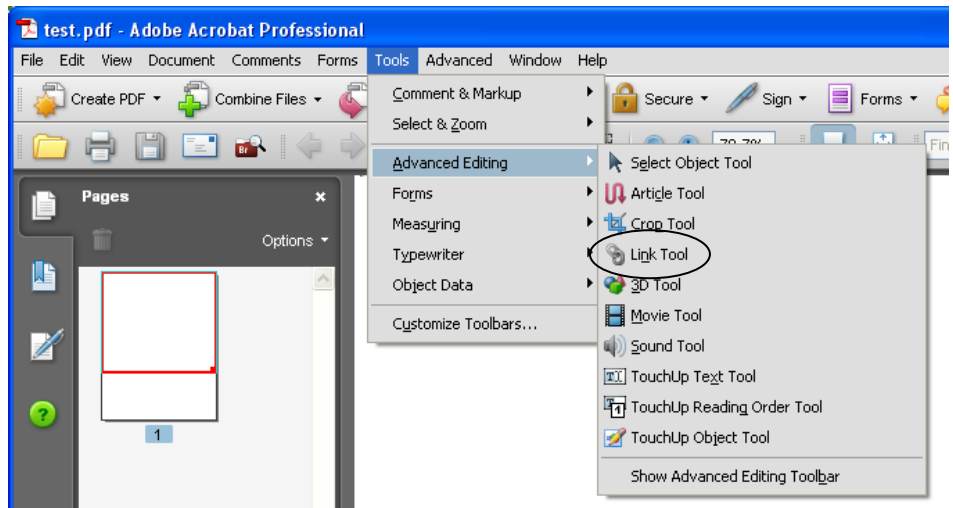
Click on the **Pages** tab on the left side to view thumbnails of pages. A thumbnail of each page of the document should appear down the left side of the screen. Page order in the document can be altered by clicking and dragging thumbnails before or after other thumbnails. Any page can be viewed in the main document window by clicking on the thumbnail. It may be useful to display thumbnails in a document containing drawings or pictures.



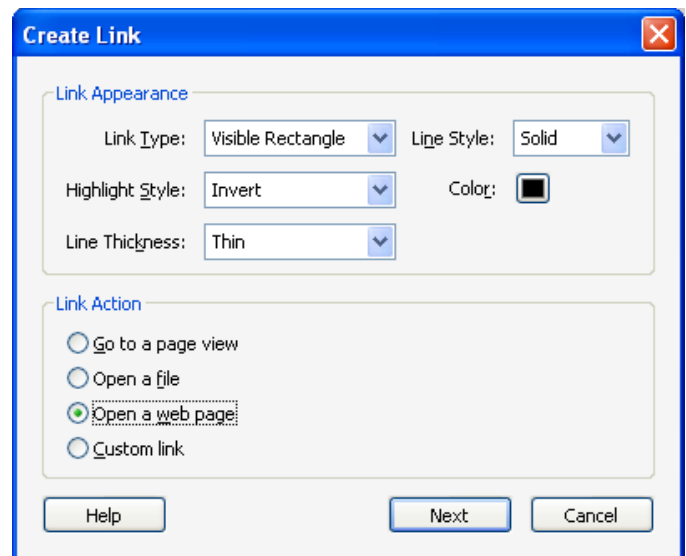
## Adding hyperlinks to pages within the document or to other documents

- From the menu bar, select **Tools**, then **Advanced Editing**, then **Link Tool**.

- The cursor will then become crosshairs and allow you to enclose the text you want to link in a box. As soon as you let go of the mouse button, a **Create Link** box will appear.



- Under **Link Appearance**, select desired settings.
- Under **Link Action**, choose the desired action. To link to another web page, select **Open a web page**, click Next and add the URL to it in the provided address box.
- When this file is opened within a web browser, the link will be activated.



## Reduce File Size

The final step in creating and saving a PDF file is to reduce the file size where possible. From the Document Menu, select Reduce File Size, set compatibility with Acrobat 5 or later, then click OK. Often, but not always, this step will greatly reduce the size of the file.

## Converting files to PDF

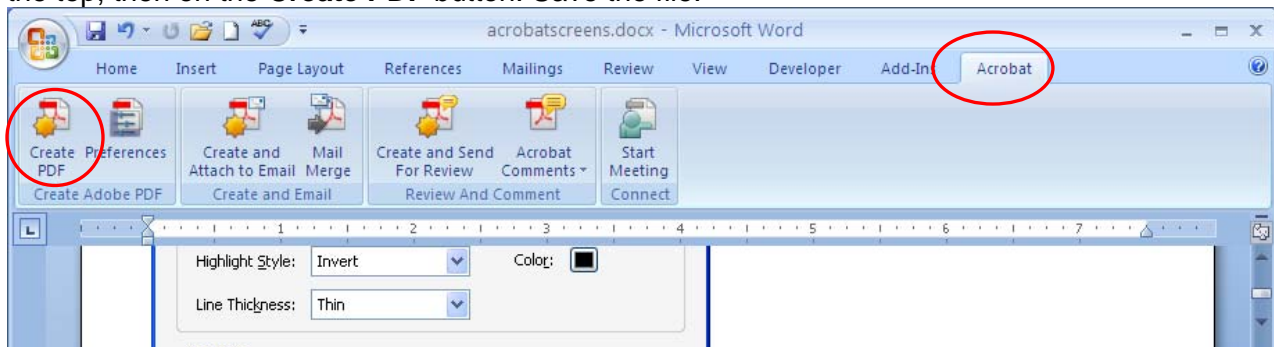
Web pages (HTML), image files (JPEG, GIF, BMP, TIFF, etc.) and text (TXT) files can be converted easily to PDF files.

Open Acrobat, then select **Create PDF – From File**, then select the file and open. Once opened in Acrobat, select Save As to save the file as a PDF.  
(For MS Office files, see next page.)

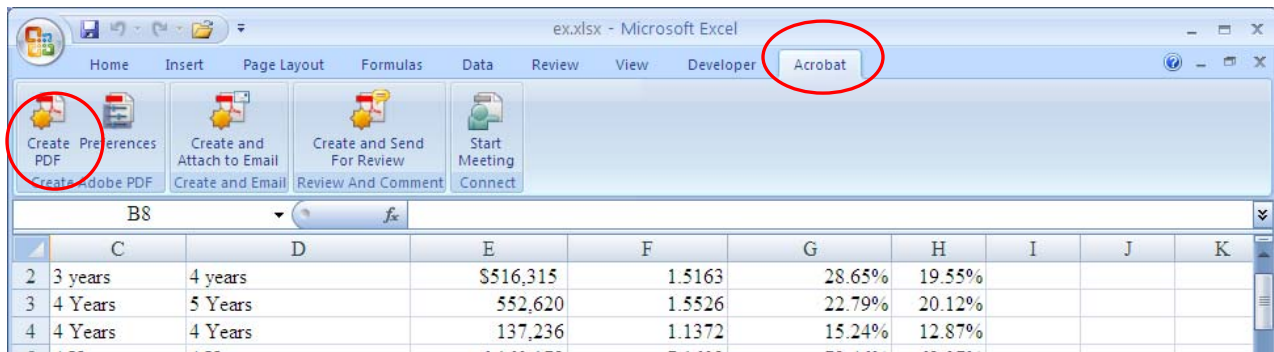
## Converting Microsoft Office documents to PDF files

When Adobe Acrobat has been properly installed on computers with MS Office, an Acrobat tab should be present at the top whenever Word, Excel and PowerPoint are opened. The **Create PDF** button on the far left should be used in most cases. (The options in **Create and Email** or **Review and Comment** will not work on our public computers.)

**Word** – Open Word, then open the Word document to be converted. Click on the Acrobat tab at the top, then on the **Create PDF** button. Save the file.



**Excel** – Open Excel, then open the Excel document to be converted. Click on the Acrobat tab at the top, then on the **Create PDF** button. Choose sheets to be converted (if Excel document includes more than one worksheet). Then click Convert to PDF. When complete, the file will open in Acrobat.



**PowerPoint** – Open PowerPoint, then open the PowerPoint document to be converted. Click on the Acrobat tab at the top, then on the **Create PDF** button. Save the file.

