

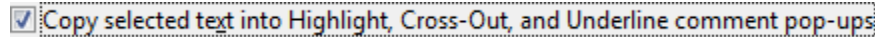
Rick Borstein's 30 Top Tricks for Acrobat 9

Preferences

Choose Edit→Preferences and pick the appropriate category

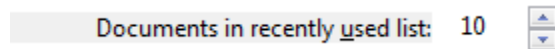
1. Commenting

Copy Encircled Text into Sticky Notes



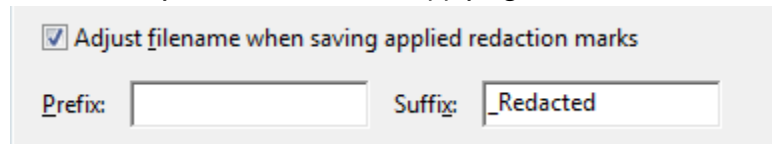
2. Documents

Increase the Number of Recently Opened Documents



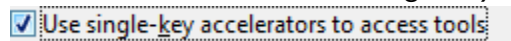
3. Documents

Automatically rename files when applying redactions



4. General

Get Fast Access to Tools with Single Key Accelerators



PDF Creation

5. Convert AutoCAD Drawings to PDF

Acrobat 9 Pro can directly convert AutoCAD drawings. Just choose File→Convert to PDF . . .

6. Mail Merge to PDF

Using Microsoft Word, you can merge data to create individual PDFs to mail to your recipients. This is a great way to send individualized invoices, confirmations, etc.

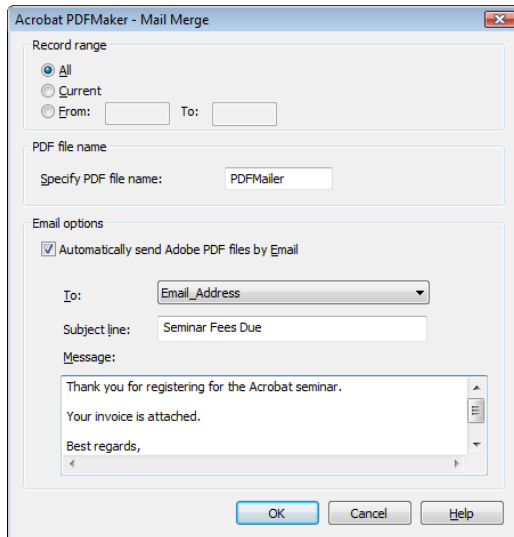
a. Create your data in an Excel file. Include an email column. E.g.

	A	B	C	D	E	F	G
1	Email Address	First Name	Last Name	Morning Class	Afternoon Class	Lunch	Amount Due
2	tony.blue@aquo-drinks.com	Tony	Blue	Acrobat Form Techniques	3D PDF Challenge	Beef	\$ 125.00
3	rye.woodard@aquo-drinks.com	Rye	Woodward	Comment and Review	Portfolio Essentials	Chicken	\$ 150.00
4	marta.robinson@aquo-drinks.com	Marta	Robinson	PDF Creation	3D PDF Challenge	Vegetarian	\$ 100.00
5	corey.rose@aquo-drinks.com	Corey	Rose	Acrobat Form Techniques	PDF Export and Reuse	Chicken	\$ 150.00
6	linda.white@aquo-drinks.com	Linda	White	PDF Creation	Portfolio Essentials	Beef	\$ 125.00
7	akira.tanaka@aquo-drinks.com	Akira	Tanaka	Comment and Review	3D PDF Challenge	Chicken	\$ 150.00
8	conrad.simms@aquo-drinks.com	Conrad	Simms	Acrobat Form Techniques	Portfolio Essentials	Vegetarian	\$ 150.00
9	frank.kricfalusi@aquo-drinks.com	Frank	Kricfalusi	Acrobat Form Techniques	PDF Export and Reuse	Chicken	\$ 125.00
10	john.jacobs@aquo-drinks.com	John	Jacobs	Comment and Review	PDF Export and Reuse	Beef	\$ 125.00
11	kara.bowman@aquo-drinks.com	Kara	Bowman	PDF Creation	3D PDF Challenge	Beef	\$ 150.00
12	kel.varsen@aquo-drinks.com	Kel	Varsen	PDF Creation	PDF Export and Reuse	Chicken	\$ 150.00
13	sarah.rose@aquo-drinks.com	Sarah	Rose	Acrobat Form Techniques	Portfolio Essentials	Chicken	\$ 100.00
14	picip.andropov@aquo-drinks.com	Picop	Andropov	PDF Creation	Portfolio Essentials	Vegetarian	\$ 100.00
15	gladys.overwith@aquo-drinks.com	Gladys	Overwith	Comment and Review	3D PDF Challenge	Chicken	\$ 150.00
16	myra.chunkle@aquo-drinks.com	Myra	Chunkle	Acrobat Form Techniques	Portfolio Essentials	Beef	\$ 150.00
17	kent.hoyt@aquo-drinks.com	Ken	Hoyt	Comment and Review	PDF Export and Reuse	Chicken	\$ 125.00
18	barbara.seville@aquo-drinks.com	Barbara	Seville	PDF Creation	3D PDF Challenge	Vegetarian	\$ 125.00
19	bruno.moore@aquo-drinks.com	Bruno	Moore	Acrobat Form Techniques	Portfolio Essentials	Chicken	\$ 150.00

b. Set up your merge in Word.

Learn how for [Word 2002 and 2003](#) or [Word 2007](#)

- c. From the Acrobat menu or ribbon, choose Mail Merge



7. Create PDF from the Clipboard

There are many uses for this tip:

- Take a Take a screen grab and instantly convert it to a PDF
- Select text in FireFox and convert to PDF (no PDF Maker needed!)
 - a. Select text or images from any application
 - b. Choose File→Create PDF→From Clipboard . . .

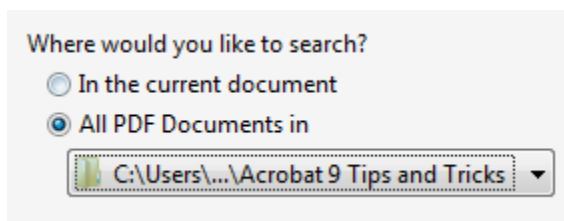
8. Create PDF from non-PDFs inside a PDF Portfolio

- a. Right-click→ Convert to PDF

Search

9. Search PDFs across a directory

- a. Edit→Search to open the Search panel
- b. Choose **All PDF Documents in** and locate the folder you wish to search



10. Index a directory for faster searches

See: <http://blogs.adobe.com/acrolaw/?p=46>

11. Embed a search index in a single PDF

- a. Choose Advanced→Document Processing→ Manage Embedded Index . . .

12. Embed a search index in a Portfolio

- a. Choose Advanced→Document Processing→ Manage Embedded Index . . .

Annotations and Comments

13. Use the Properties Bar to edit Text Boxes

Using the Properties Bar, you can edit all aspects of a Text Box annotation

- View→Toolbars →Properties Bar (CTRL-E or CMD-E)
- Select text inside a text box to change font, color, style, etc.
- Select the text box itself to change border width, border, color, fill, etc.

14. Use the Snapshot Tool

The Snapshot tool takes a picture of any selection of a PDF page—or — the entire page.

See: <http://blogs.adobe.com/acrolaw/?p=63>

- Right-click on the Zoom tool to turn on the Snapshot tool
- Click to grab an entire page or click and drag to grab a selection

15. Create a Custom Stamp

A custom stamp may be created from image files (JPEG, GIF) or from any other PDF document.

See: <http://blogs.adobe.com/acrolaw/?p=21>

16. Create a Transparent Signature Stamp

See: <http://blogs.adobe.com/acrolaw/?p=35>

17. Using the Pencil or Line tool as a highlighter

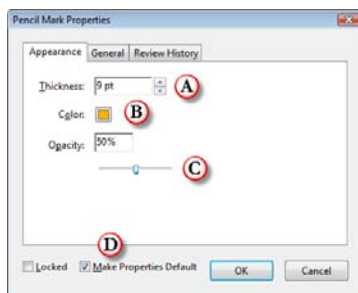
You can't use the standard text highlight tool on image-only PDFs, but you can change the properties of either of these tools to make it easier to highlight.

See: <http://blogs.adobe.com/acrolaw/?p=18>

See: <http://blogs.adobe.com/acrolaw/?p=59>

Add a pencil or line annotation to the page, then right-click and choose Properties

- Set thickness to 8-12 pts
- Change to the color of your choice (orange, yellow green, etc.)
- Change the opacity (transparency) to 50%
- Check "Make Properties Default"
- Click **OK**



Working with PDFs

18. Reducing File Size of scanned documents

See: <http://blogs.adobe.com/acrolaw/?p=105>

- Document→Optimize Scanned PDF
- Drag sliders to compress more or less

19. Checking and Reducing File Size using the PDF Optimizer
 - a. Advanced→PDF Optimizer
 - b. Click the Audit button to see which items are affecting file size

20. Place an Image in a PDF

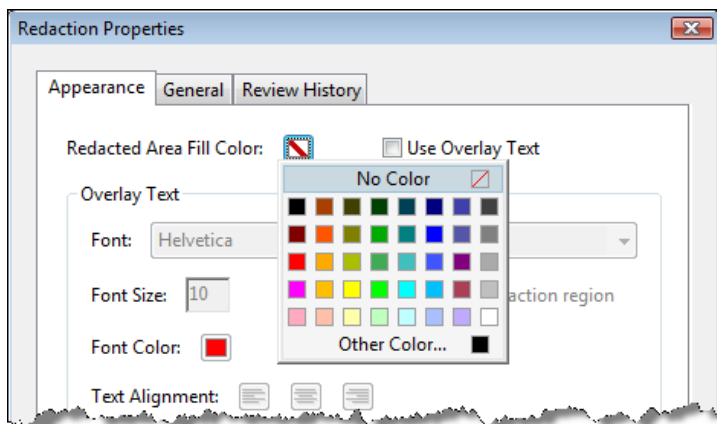
See: <http://blogs.adobe.com/acrolaw/?p=34>

- a. Choose Tools→Advanced Editing→Touchup Object Tool
- b. Right-click to place an image in the PDF

21. Cleaning up Scanned Documents using Redaction Tools

Acrobat can redact to "No Color".

- a. View→Toolbars→Redaction
- b. Use the Mark for Redaction tool to highlight text or images to be deleted
- c. Right-click on the redaction mark and choose Properties
- d. Set to No Color and click OK



TIP: Use the Properties bar (CTRL-E Win, CMD-E Mac) to adjust redaction color.

For Tips 23-26, open two documents, then choose Choose Window→Tile→Vertically
Or, using the keyboard: CTRL-Shift-L on Windows, CMD-Shift-L on Mac

22. Copy Pages between two documents

- a. Drag to the pages panel of the second document

23. Copy Multiple Pages

- a. CTRL-Click to select individual pages
- b. Drag to the pages panel of the second document

24. Move a Page

Shift-Drag to the pages panel of the second document

25. To replace a Page

CTRL-ALT-Drag (Command-Option-Drag on Mac) to the pages panel of the second document

26. Extracting a Discontinuous Range of Pages from one or more documents using Combine

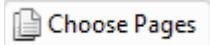
It seems counterintuitive, but Acrobat's Combine function allows you pull out pages from several documents and merge them into a new document.

See: <http://blogs.adobe.com/acrolaw/?p=70>

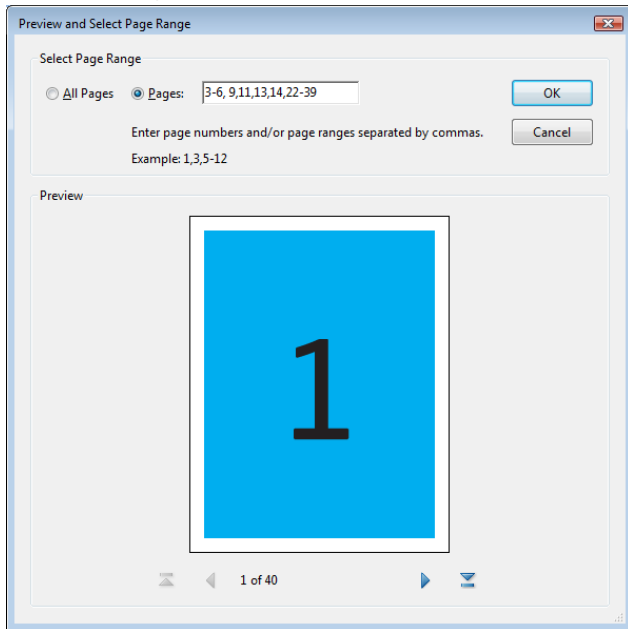
- a. File→Combine→Merge Files into a single PDF . . .
- b. Click the **Add Files** button and locate the documents for page extraction



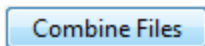
- c. Select a document from the list and click Choose Pages



- d. Enter the pages you wish to extract



- e. Click the **Combine Files** button

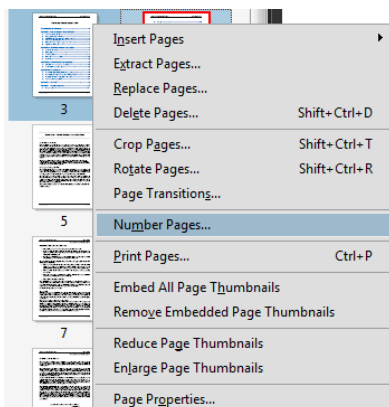


- f. Acrobat will pull all of the selected pages out into a new PDF document

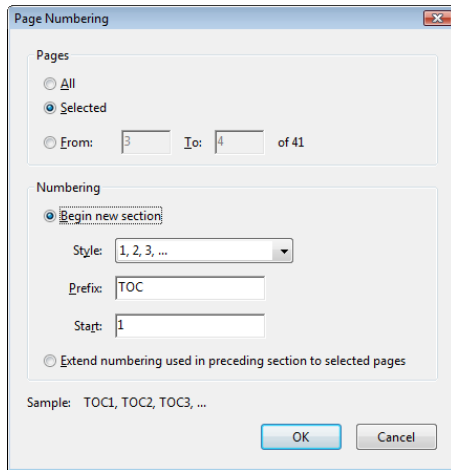
27. Use Page Labels to draw attention to pages

You can label sections of your document uniquely to aid discovery via the Pages Panel.

- a. Open the Pages Panel
- b. Select the pages which you want to label, then right-click and choose Number Pages



c. Set a prefix (e.g. TOC) for the pages



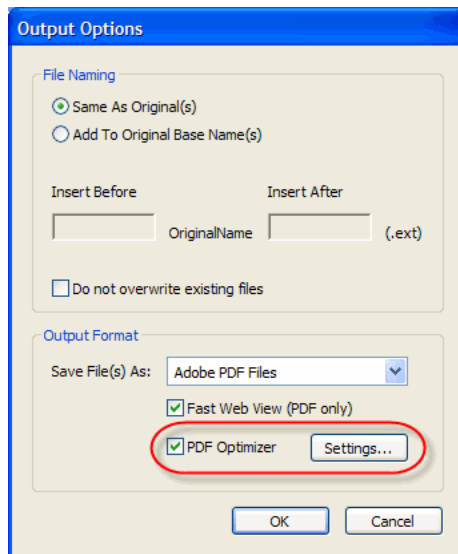
d. The result:



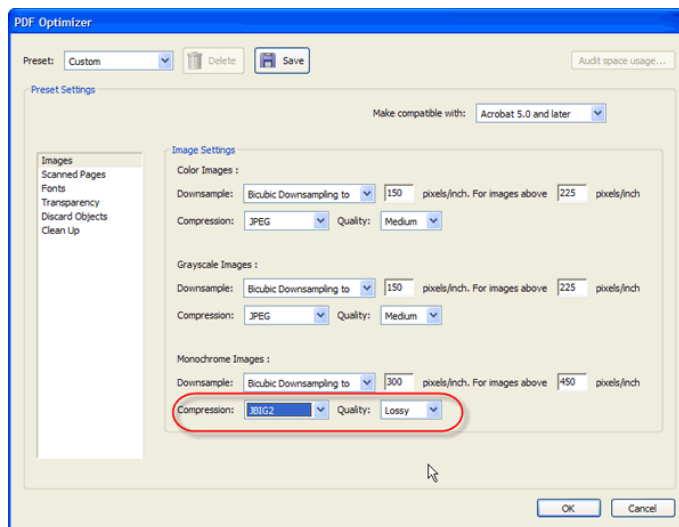
Batch Sequences

28. Run the PDF Optimizer in Batch and reduce the size of many documents at once

- a. To create a Batch Sequence
 - I. Advanced → Document Processing → Batch Processing
 - II. Click the **New Sequence** button.
 - III. Give the sequence a name
 - IV. Click **Output Options**
 - V. Click the PDF Optimizer checkmark



- VI. Click the Settings button
- VII. Enable *PDF Optimizer*
- VIII. Click the **Settings** Button



Which setting should you use for monochrome (B&W) images?

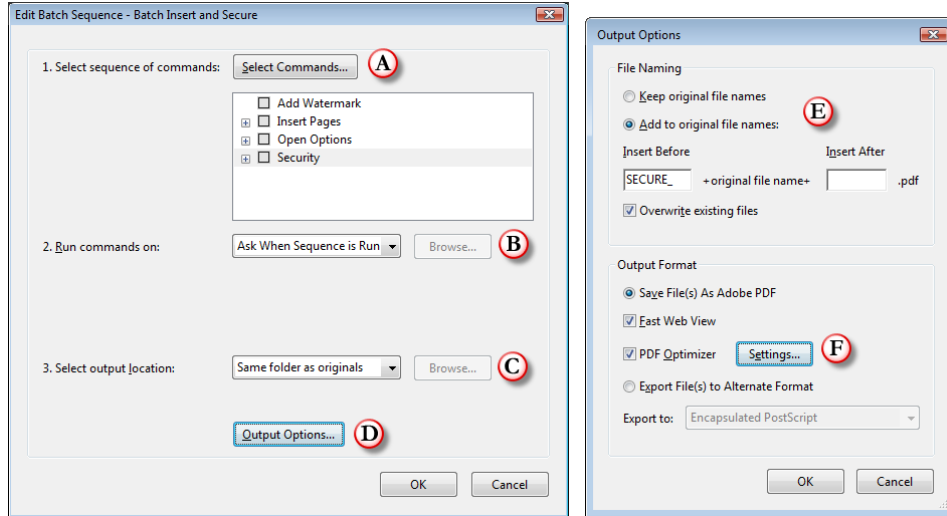
- JBIG2 Lossless is very efficient and preserves the exact appearance of the text.
- Consider trying JBIG2 Lossy which causes some visual degradation, but can be up to 70% smaller than JBIG2 Lossless.

- IX. Click **OK**
- X. Give the revised settings a name such as "B&W Lossy".

b. To run the Batch Sequence

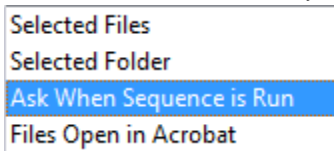
- I. Place all the files you wish to process in a single folder on your hard drive.
- II. Choose Advanced → Document Processing → Batch Processing
- III. Select the sequence to run
- IV. Click **OK**
- V. Click OK in the Batch Sequence confirmation window
- VI. Locate the files you wish to process and click the **Select** button

29. Create a Batch Sequence (General Advice)

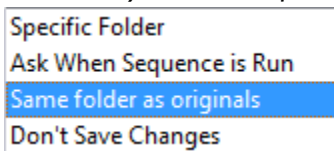


Acrobat has over 40 different commands that may be run in batch. Since the combinations are nearly infinite, here are the general considerations:

- a. What do you need to do to the files?
Click the **Select Commands** button to stack up several operations
- b. Where are the files to be processed?



- c. Where do you want to put the files when the sequence is complete?



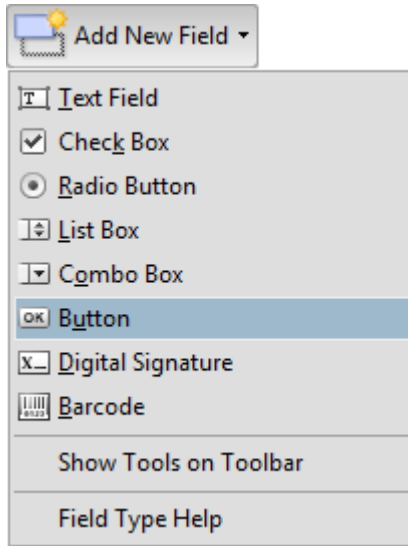
- d. Do you wish to rename the files, optimize them or change the PDF version?
Click the **Output Options** button
- e. Add a prefix or suffix to the file name
- f. Use the PDF Optimizer to optimize the file or change the PDF version

Web

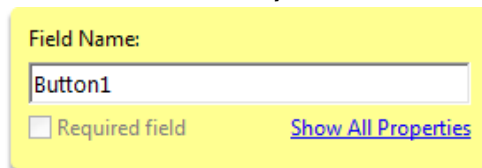
30. Adding a Print Button to a PDF

PDFs accessed through the browser can be confusing to print. Choosing the browser's print function will not actually print the PDF. Instead, add a Print button to the document to make it easy for users who access the file.

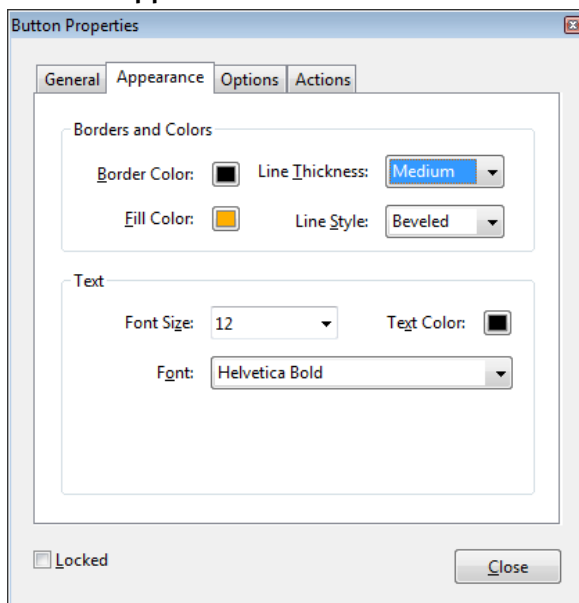
- a. Open the PDF
- b. Click the **Forms** button and choose Add or Edit Fields
- c. When asked, click "No" to auto detection
- d. Click the Add New Field button and choose Button



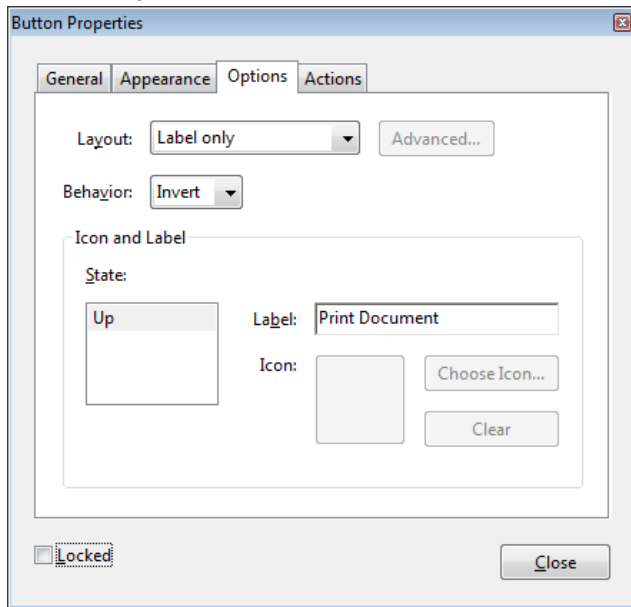
- e. Click to place the button on the document
- f. Click the **Show All Properties** link



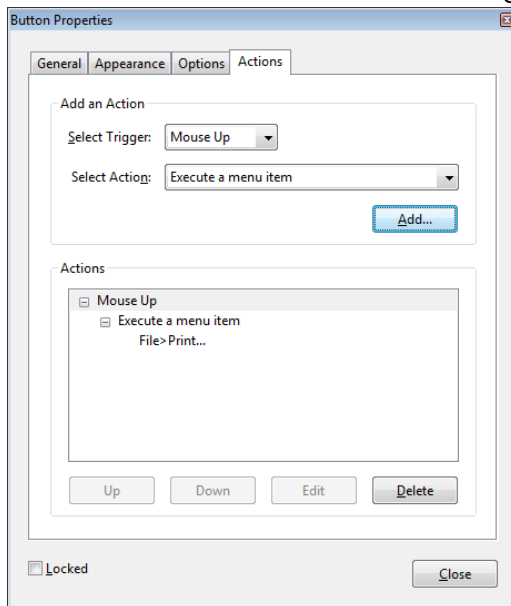
- g. Click the **Appearance** Tab and set as below:



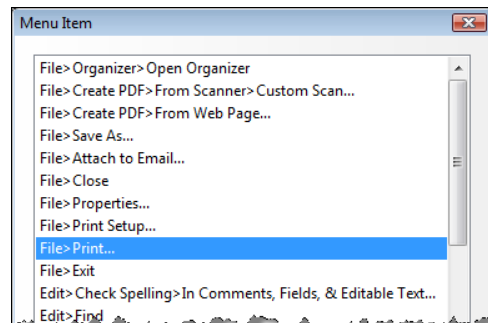
- h. Click the **Options** Tab and enter text for the button label (e.g Print Document):



- i. Click the **Actions** Tab and do the following:



- i. Choose *Execute Menu Item* from the **Select Action** menu
- ii. Click the **Add** button
- iii. Choose File→Print from the list



- iv. Click **OK**
- v. Click **Close**

Bonus Tip

31. Open the containing folder and get the file path of any PDF (Windows only)
 - a. Choose File→Properties
 - b. Click the **Description** tab
 - c. Click the file path in the Location field