

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

Copy selected text into Highlight, Cross-Out, and Underline comment pop-ups

2. Documents

Increase the Number of Recently Opened Documents

Documents in recently used list: 10

3. Documents

Automatically rename files when applying redactions

Adjust filename when saving applied redaction marks

Prefix:

Suffix:

_Redacted

4. General

Get Fast Access to Tools with Single Key Accelerators

Use single-key accelerators to access tools

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.

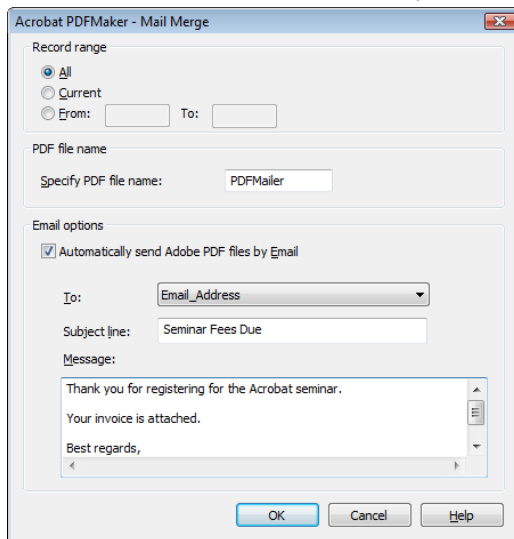
a. Create your data in an Excel file. Include an email column. E.g.

	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 . . .

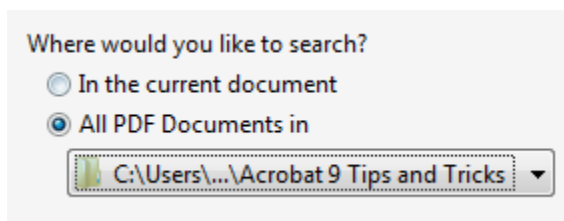
8. Create PDF from non-PDFs inside a PDF Portfolio

- 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

- a. View→Toolbars →Properties Bar (CTRL-E or CMD-E)
- b. Select text inside a text box to change font, color, style, etc.
- c. 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>

- a. Right-click on the Zoom tool to turn on the Snapshot tool
- b. 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

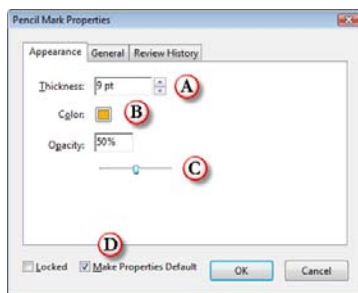
You can't use the standard text highlight tool on image-only PDFs, but you can change the properties of either of these tools to make it easier to highlight.

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

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



Working with PDFs

18. Reducing File Size of scanned documents

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

- a. Document→Optimize Scanned PDF
- b. 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

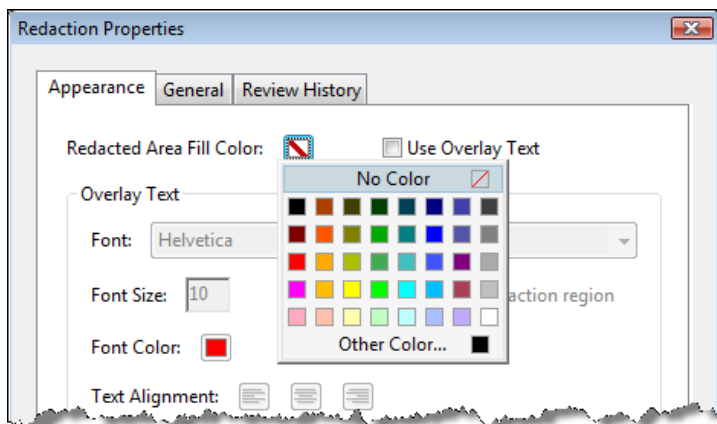
See: <http://blogs.adobe.com/acrolaw/?p=34>

- 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

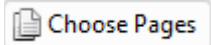
It seems counterintuitive, but Acrobat's Combine function allows you pull out pages from several documents and merge them into a new document.

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

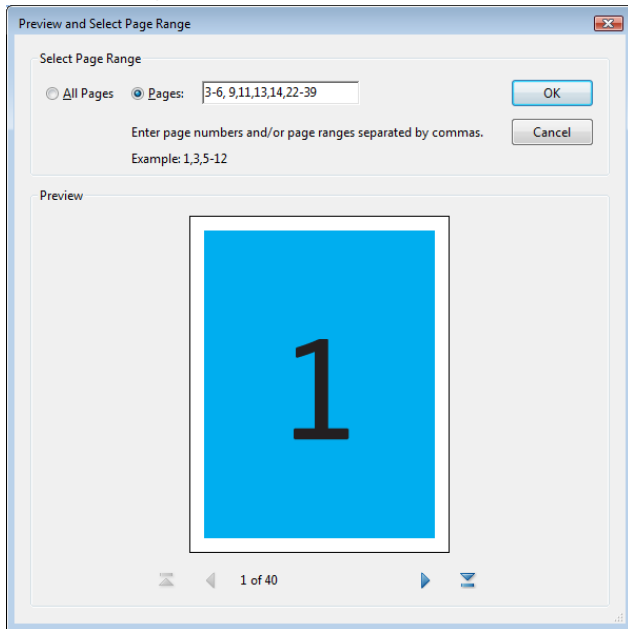
- a. File→Combine→Merge Files into a single PDF . . .
- b. Click the **Add Files** button and locate the documents for page extraction



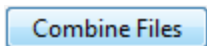
- c. Select a document from the list and click Choose Pages



- d. Enter the pages you wish to extract



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

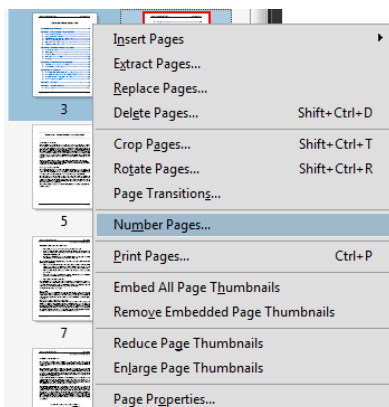


- f. Acrobat will pull all of the selected pages out into a new PDF document

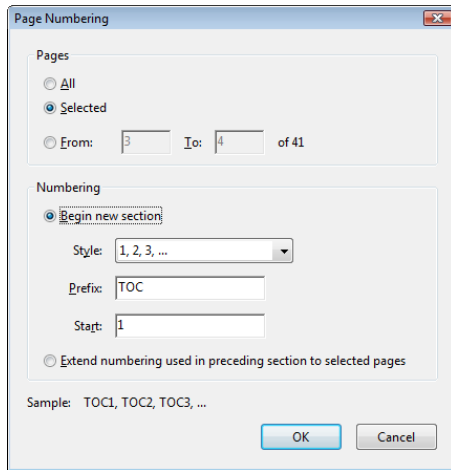
27. Use Page Labels to draw attention to pages

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

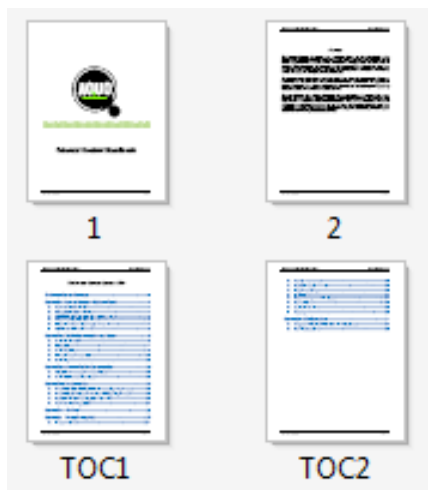
- a. Open the Pages Panel
- b. Select the pages which you want to label, then right-click and choose Number Pages



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



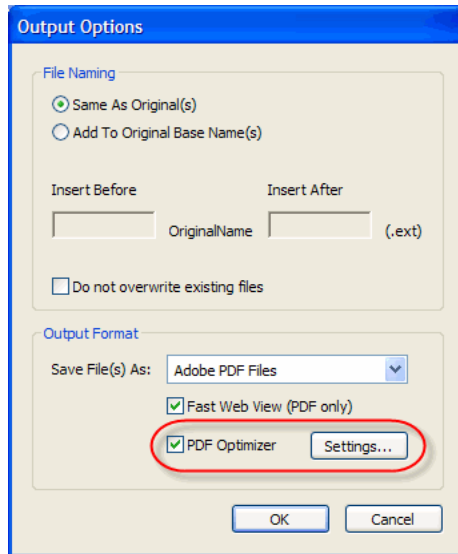
d. The result:



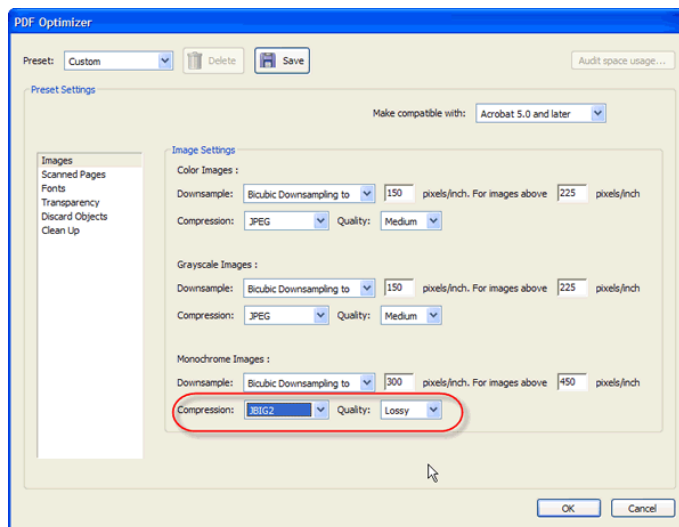
Batch Sequences

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?

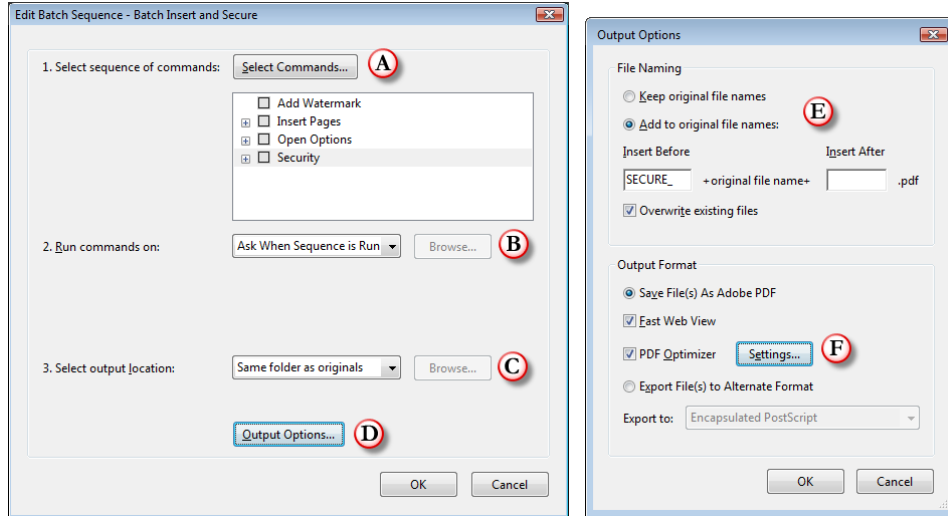
- JBIG2 Lossless is very efficient and preserves the exact appearance of the text.
- Consider trying JBIG2 Lossy which causes some visual degradation, but can be up to 70% smaller than JBIG2 Lossless.

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

b. To run the Batch Sequence

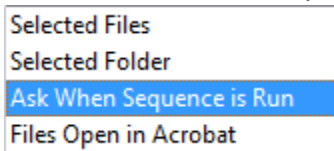
- I. Place all the files you wish to process in a single folder on your hard drive.
- II. Choose Advanced → Document Processing → Batch Processing
- III. Select the sequence to run
- IV. Click **OK**
- V. Click OK in the Batch Sequence confirmation window
- VI. Locate the files you wish to process and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

29. Create a Batch Sequence (General Advice)

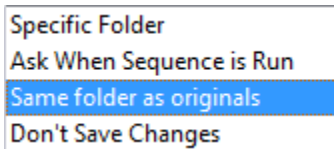


Acrobat has over 40 different commands that may be run in batch. Since the combinations are nearly infinite, here are the general considerations:

- 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?



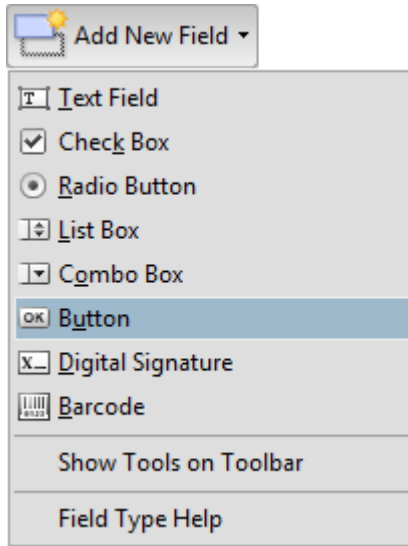
- d. Do you wish to rename the files, optimize them or change the PDF version?
Click the **Output Options** button
- e. Add a prefix or suffix to the file name
- f. Use the PDF Optimizer to optimize the file or change the PDF version

Web

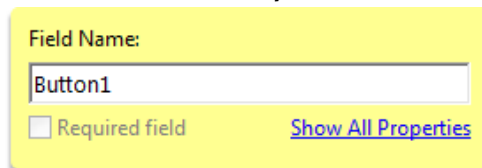
30. Adding a Print Button to a PDF

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.

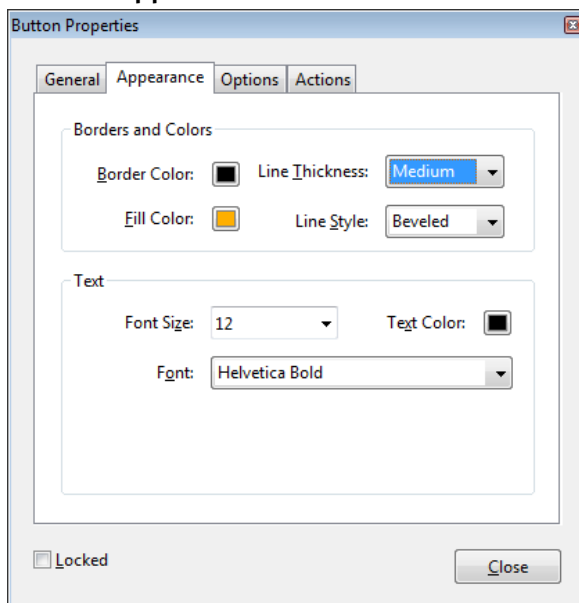
- a. Open the PDF
- b. Click the **Forms** button and choose Add or Edit Fields
- c. When asked, click "No" to auto detection
- d. Click the Add New Field button and choose Button



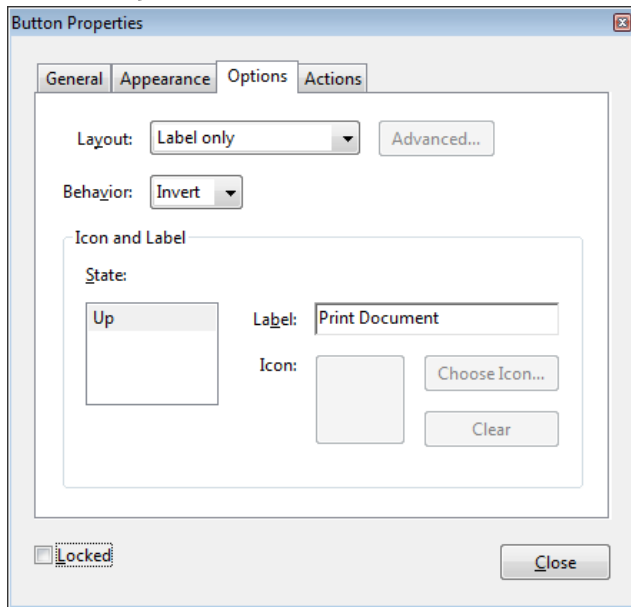
- e. Click to place the button on the document
- f. Click the **Show All Properties** link



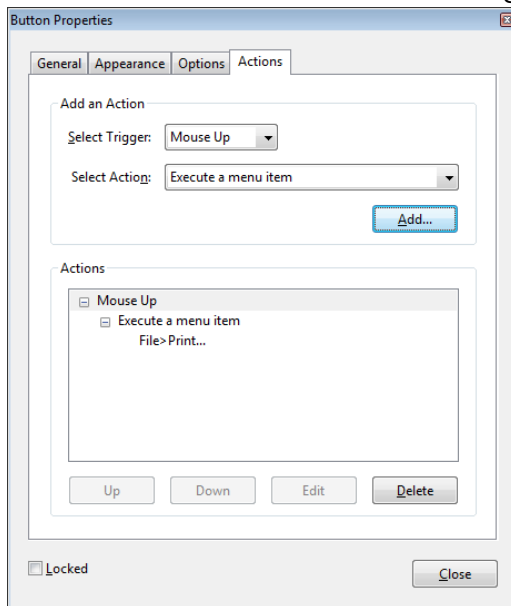
- g. Click the **Appearance** Tab and set as below:



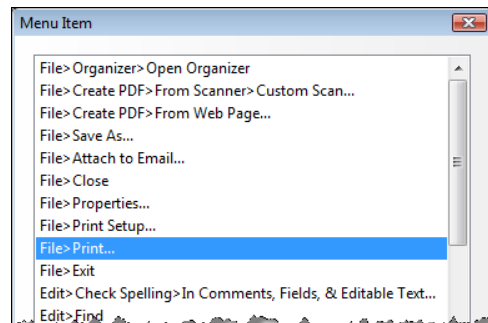
- h. Click the **Options** Tab and enter text for the button label (e.g Print Document):



- 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