

Working with PDFs in Acrobat Pro 9

A University of Michigan Library Instructional Technology Workshop

Table of Contents

Overview.....	2
Acrobat Reader versus Acrobat	2
Extracting Text or Images from a PDF.....	2
Saving as a Different Format	2
Using the Selecting Tool.....	2
Panels	2
Converting From Word, PowerPoint, Excel	3
Windows Office 2007 and 2010.....	3
Mac Office 2008 and 2011.....	3
Converting From InDesign, Illustrator, Photoshop	4
Converting From Web Pages	4
Windows.....	4
Mac.....	4
Using Acrobat Pro (either platform).....	5
About Videos from the Web.....	5
Combining Multiple Files into One PDF	6
Adding Pages.....	7
Deleting Pages	7
Replacing Pages	7
Adding Bookmarks	7
Adding Links	8
Editing Text in the PDF	8
Leaving Comments & Markups in the PDF.....	9

Need help? Visit the Faculty Exploratory or Knowledge Navigation Center on the 2nd floor of the Graduate Library.

exploratory@umich.edu | <http://guides.lib.umich.edu> | *knc-info@umich.edu*

rev: 11/3/11

Working with PDFs in Acrobat Pro 9

A University of Michigan Library Instructional Technology Workshop

OVERVIEW

A PDF (**Portable Document Format**) is a file that is cross-platform, so they can be read on either a Mac or PC, and can be easily printed. PDFs are often smaller in size and look just like the original, retaining headers and footers, multiple columns, graphics, and even links. PDFs can be viewed with Acrobat Pro or Acrobat Reader, a program that you can download for free at <http://www.adobe.com>. This handout will focus on the additional functionality of Acrobat Pro.

ACROBAT READER VERSUS ACROBAT

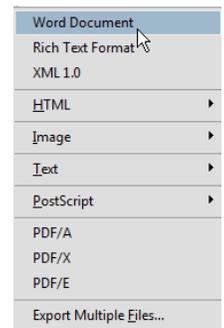
If you only have the **Reader** installed, you can still view and print PDF files, but that's about it. You need the full version (Acrobat Pro) to edit (add, remove, or replace) pages and text. In addition, you need Acrobat Pro to create, fill in and submit PDF forms (not covered in this handout), or to add bookmarks and links.

EXTRACTING TEXT OR IMAGES FROM A PDF

If you need to extract text from a PDF, this can only be done with PDFs that Acrobat recognizes as text, rather than as an image. Sometimes when you scan a PDF directly from a scanner, it is not recognized as text, but as one large image.

SAVING AS A DIFFERENT FORMAT

1. Go to the **File** menu and choose either **Save As...** or **Export**.
2. If you choose **Save As...**, change the *Save as type:* pulldown to whichever type you need. If you choose **Export**, choose one of the options shown at right.



USING THE SELECTING TOOL

You can also use the Select Tool () in the main toolbar.

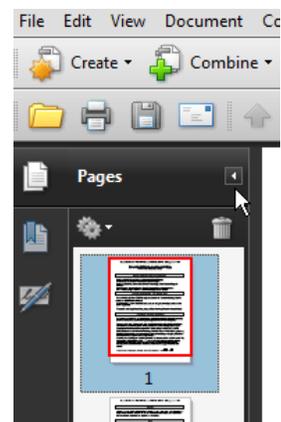
1. Select the tool, then highlight the desired text or image.
2. Copy the text (**Edit** menu then **Copy**, or *Control/Apple + c* on the keyboard).
3. Paste the content to the desired program.

Note that the text will copy, but it probably won't keep all the formatting it had. Headers, for example, will just be a sentence in the document, not separate above the text.

PANES

As shown at right, the Pages Pane can be expanded by clicking on the icon () . In it, you can click on the thumbnail for any page, drag and drop pages to reorder them (note this **won't** change any page numbers on the document!), or delete pages.

The Bookmarks Pane () can be expanded to add or remove bookmarks, and to use the bookmarks to navigate throughout the document.



Need help? Visit the Faculty Exploratory or Knowledge Navigation Center on the 2nd floor of the Graduate Library.

exploratory@umich.edu | <http://guides.lib.umich.edu> | knc-info@umich.edu

Working with PDFs in Acrobat Pro 9

A University of Michigan Library Instructional Technology Workshop

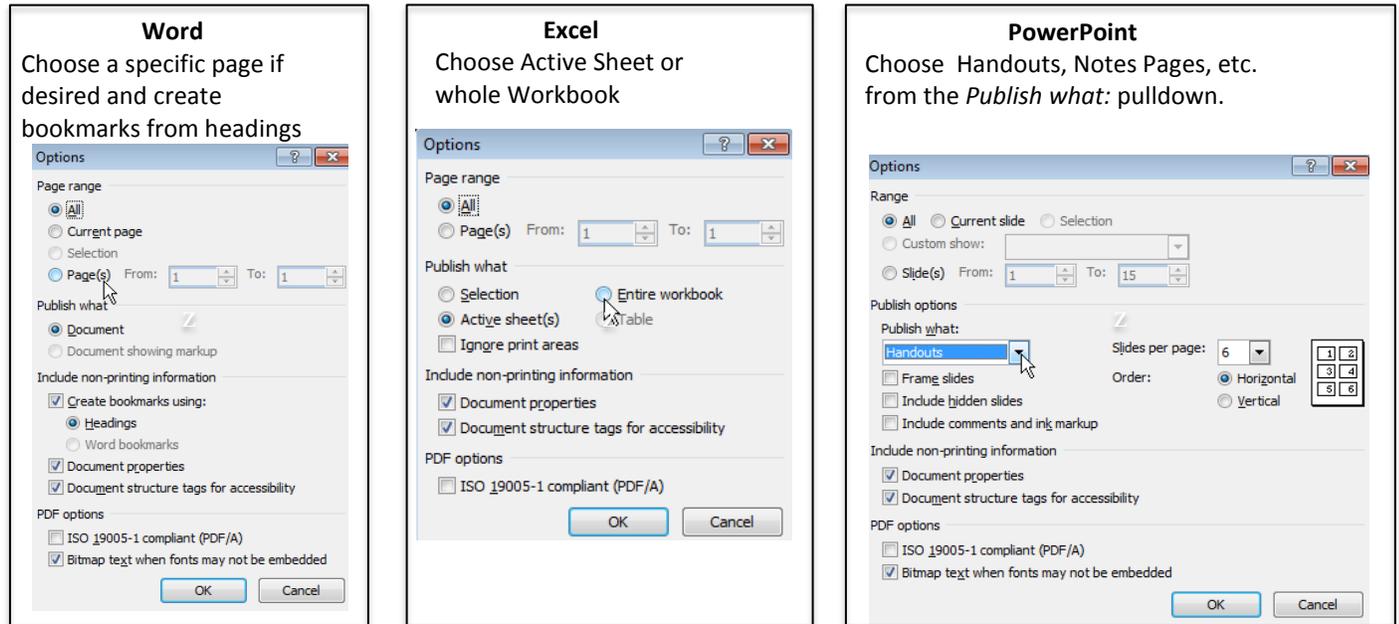
CONVERTING FROM WORD, POWERPOINT, EXCEL

WINDOWS OFFICE 2007 AND 2010

The conversion steps are the same in all of the Office products, but there are some slightly different options depending on the program. If don't need any special settings (see below pictures), you can actually go to Acrobat and choose the Office file from there (see Combining Multiple Files into One PDF on page 6) – this only works in Windows, not on Mac.

1. Click the Office Button and choose **Save As**.
2. Select **PDF or XPS** option. If needed, click on the *Options* button and change settings (see more information below). Click **Publish**.

There is a slightly different dialog box if you choose **Save As** and choose **PDF** from the *Format* pulldown vs. the **Save as PDF or XPS**, but the essence is the same. If you click on the *Options* button, you will get different choices, depending on the program being used:



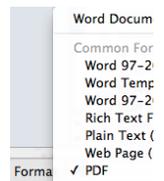
MAC OFFICE 2008 AND 2011

You can create a PDF from almost any program on the Mac (including the Office products).

1. Go to the **File** menu and choose **Save As...**
2. In the *Format:* pulldown, choose **PDF**.

Alternatively,

1. Go to the **File** menu and choose **Print**. In the lower left corner, click the *PDF* button and choose *Save as PDF...*



In **PowerPoint**, you must use the **Print** method to access the different views (handouts, notes pages, etc.). In **Excel**, if you choose the whole workbook, each worksheet will be a different file.

Need help? Visit the Faculty Exploratory or Knowledge Navigation Center on the 2nd floor of the Graduate Library.

exploratory@umich.edu | <http://guides.lib.umich.edu> | knc-info@umich.edu

rev: 11/3/11

Working with PDFs in Acrobat Pro 9

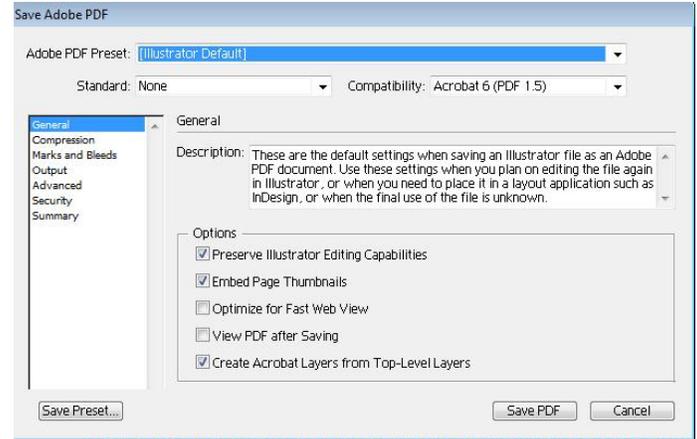
A University of Michigan Library Instructional Technology Workshop

CONVERTING FROM INDESIGN, ILLUSTRATOR, PHOTOSHOP

Since these products are all from Adobe just like Acrobat, they have made it very easy. On both the Mac and Windows,

1. Go to the **File** menu and choose **Save As....**
2. In the Format pulldown, choose PDF (Photoshop PDF if you're in that program).
3. A **Save Adobe PDF** dialog box will appear – make any changes necessary and then click the *Save PDF* button.

The file will save in the original dimensions – so, for example, a poster created at 36 inches by 48 inches in Illustrator will create a PDF of the same dimensions. It can be included “as is”, however, in a PDF document that is primarily 8.5 by 11, because the viewer can just change the zoom.



CONVERTING FROM WEB PAGES

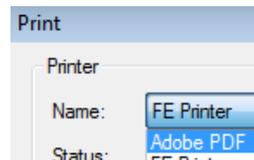
If you just need a page or two, you can create a PDF from the browser itself, but it might not look as you want it to. Depending on your platform and browser, you may have to do things slightly differently.

The “truest” method – the one that results in a PDF that looks most like the web page is to do it from within Acrobat Pro. For libguides in particular, **use the Acrobat Pro** method listed below.

WINDOWS

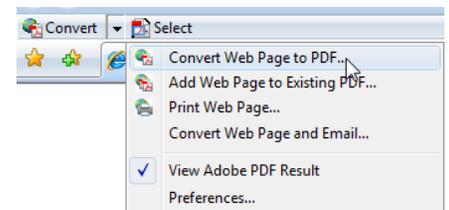
In Firefox,

1. Go to the **File** menu and select **Print...**
2. Under the Printer *Name:* area, select *Adobe PDF*.



In Internet Explorer,

1. Towards the right side of the toolbar, click the down arrow next to the Convert icon.
2. Choose *Convert Web Page to PDF....*
3. Give the file a name and then click the *Save* button.



MAC

As discussed above, you can print to PDF from most programs, including Firefox and Safari:

1. Go to the **File** menu and choose **Print**.
2. In the lower right corner, click the *PDF* button and choose *Save as PDF....*



Need help? Visit the Faculty Exploratory or Knowledge Navigation Center on the 2nd floor of the Graduate Library.

exploratory@umich.edu | <http://guides.lib.umich.edu> | knc-info@umich.edu

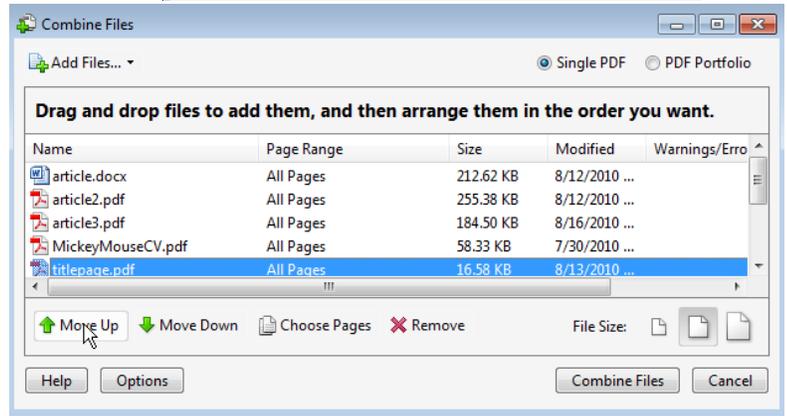
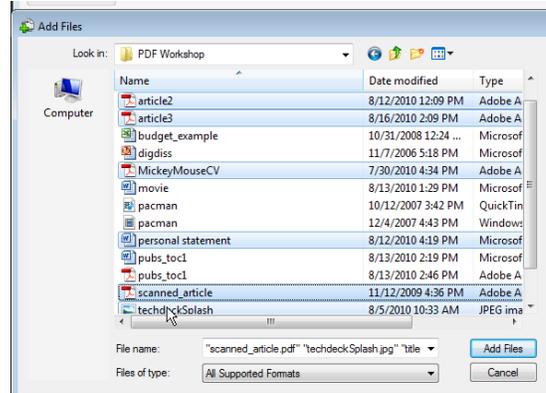
Working with PDFs in Acrobat Pro 9

A University of Michigan Library Instructional Technology Workshop

COMBINING MULTIPLE FILES INTO ONE PDF

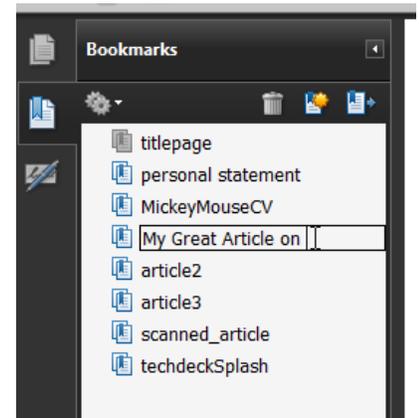
When you're ready to combine many different PDFs into a single file, the steps are the same on the Mac and Windows.

1. Go to the **File** menu and select **Combine**.
2. Choose **Merge Files into a Single PDF**.
3. Click on the *Add Files* button, and then browse to your desired files.
4. Choose the files you want – for Windows users, you can choose Word documents, PowerPoint presentations or Excel files in addition to PDFs and image files.
5. Click the *Add Files* button.
6. In the *Combine Files* dialog box, click on a file name and use the *Move Up* or *Move Down* buttons to reorder the files or drag them into position. You could also do this later after you create the combined PDF, but it is easier to do at this stage.
7. Once you have ordered your files, click on the *Combine Files* button.
8. Save the combined PDF somewhere on your computer.



Now that you have a single PDF, you can click on the **Pages** Pane by clicking on the icon (📄). In it, you can click on the thumbnail for any page, drag and drop pages to reorder them (note this **won't** change any page numbers on the document!), or replace/delete pages.

If you click on the **Bookmarks** Pane (📖), you will see that a new bookmark has been added for each file – click once, then click once again (not a double-click) to rename the bookmark to something more meaningful. For Library edossiers, bookmarks are required, and act as your table of contents.



Need help? Visit the Faculty Exploratory or Knowledge Navigation Center on the 2nd floor of the Graduate Library.

exploratory@umich.edu | <http://guides.lib.umich.edu> | knc-info@umich.edu

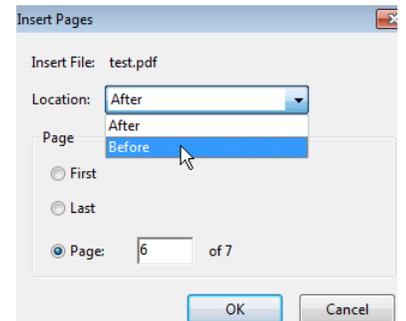
rev: 11/3/11

Working with PDFs in Acrobat Pro 9

A University of Michigan Library Instructional Technology Workshop

ADDING PAGES

1. Go to the **Document** menu, choose **Insert Pages**, and then choose **From File....**
2. Select the PDF file you want to insert and click the *Select* button.
3. In the Insert Pages dialog box, choose where you would like to insert the new page(s) in relation to the existing pages. From the *Location* pulldown menu you can choose either *Before* or *After*, and then you can choose either *First*, *Last*, or a specific page in your document.
4. To create thumbnails for the newly inserted pages, you may need to go to the Pages pane and choose **Embed All Page Thumbnails** from the **Options** menu.



DELETING PAGES

1. Go to the **Document** menu then choose **Delete Pages...**
2. Choose the page(s) you would like to delete. If you have already selected a page in your document you can choose to delete it, or you can choose a range of pages to delete.
3. Click *OK* to confirm the deletion and exit the dialog box.
4. You can also go to the Pages pane, select the page(s) you want to delete and press the *Delete* key on the keyboard or right-click on the page thumbnail and choose *Delete*.

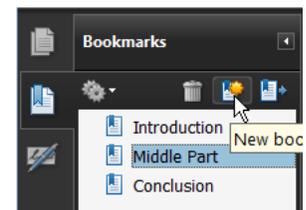
REPLACING PAGES

1. Go to the **Document** menu and choose **Replace Pages...**
2. Choose the file that has the new page(s) and click the *Select* button.
3. Choose which page(s) to replace with the new page(s) and click *OK*.

ADDING BOOKMARKS

If you've used Headings in your Word document, they can automatically be converted to bookmarks when you save to PDF (Windows) only. You can also manually add bookmarks at any time.

1. Choose the Text Selection Tool () , and then highlight the text you wish to bookmark.
2. Click on the Bookmarks Pane icon () to expand it; click on the New Bookmark icon (shown at right). A new bookmark with that text will now display.
3. Click on the text in the bookmark once, then once again if you wish to change the text that is displayed.



You can drag bookmarks to reorder them; click on them to jump to that section of the PDF.

Need help? Visit the Faculty Exploratory or Knowledge Navigation Center on the 2nd floor of the Graduate Library.

exploratory@umich.edu | <http://guides.lib.umich.edu> | knc-info@umich.edu

rev: 11/3/11

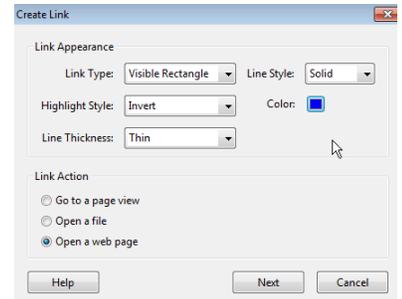
Working with PDFs in Acrobat Pro 9

A University of Michigan Library Instructional Technology Workshop

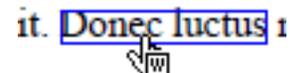
ADDING LINKS

If you have hyperlinks in your Word, PowerPoint or Excel document, they should convert automatically to links in the PDF. If they don't for some reason, go to the **Advanced** menu, then **Document Processing**, and then **Create Links from URLs....** To add a new hyperlink,

1. Go to the **Tools** menu, then **Advanced Editing**, and then select the **Link Tool**.
2. Drag a rectangle around the item/text you want to be the link.
3. In the **Create Link** dialog box, set the appearance as you wish and choose the link action (likely *Open a web page*).
4. Click the *Next* button; depending on which link type you chose, the next dialog box will vary. Choose the appropriate setting and click *OK*, *Select*, etc. (The name of the button will also vary).



Back in the PDF, you should now see a box around your text, and if you put your cursor over it, you should be able to click on it.

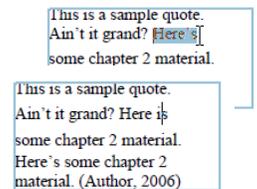


EDITING TEXT IN THE PDF

If you need to make a small edit, you can do some things in the PDF, but if you have the original version, it's best to make the change there and save again as a PDF. The most common tool is the

TouchUp Text Tool () , though there are others in then **Tools** menu then **Advanced Editing**.

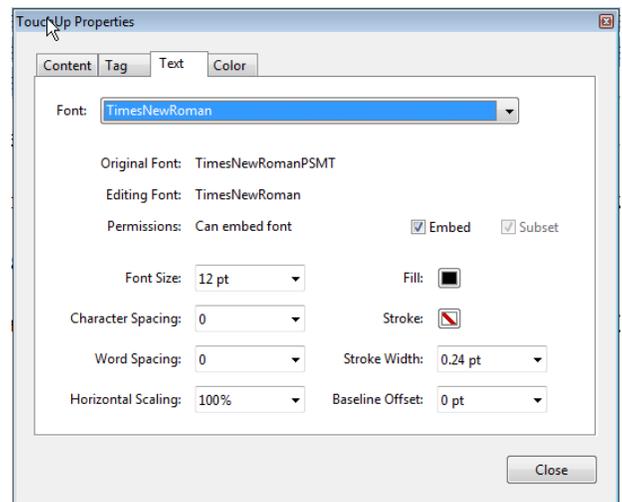
1. Go to the **Tools** menu, then **Advanced Editing**, and choose **TouchUp Text Tool**.
2. Click the text you wish to edit (a box will appear around the text), then type in new text or delete old.



You can't drag the corner of the box to make it bigger, but you can push *Enter/Return* to make it longer, or press the *Spacebar* to expand it (the *Tab* key doesn't work).

You can also change the font, font size, and color, but only if the font used for that text is installed on your computer. Otherwise the font may be replaced with a similar one on the system. With the **TouchUp Text Tool** selected,

1. Highlight the text you wish to edit.
2. Right-click on it and choose **Properties** from the shortcut menu.
3. In the **TouchUp Properties** dialog box, make sure you're in the *Text* tab and make your changes.
4. Click *Close*.



Need help? Visit the Faculty Exploratory or Knowledge Navigation Center on the 2nd floor of the Graduate Library.

exploratory@umich.edu | <http://guides.lib.umich.edu> | knc-info@umich.edu

rev: 11/3/11

Working with PDFs in Acrobat Pro 9

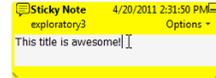
A University of Michigan Library Instructional Technology Workshop

LEAVING COMMENTS & MARKUPS IN THE PDF

To leave comments as notes or drawings, go to the **Tools** menu and then **Comment & Markup**. The menu will display a variety of tools that will help communicate ideas or provide feedback.



Sticky Note Tool: Allows you to type a text message.



Text Edit Tool: Allows you to add editing marks to indicate changes you want in the source document.

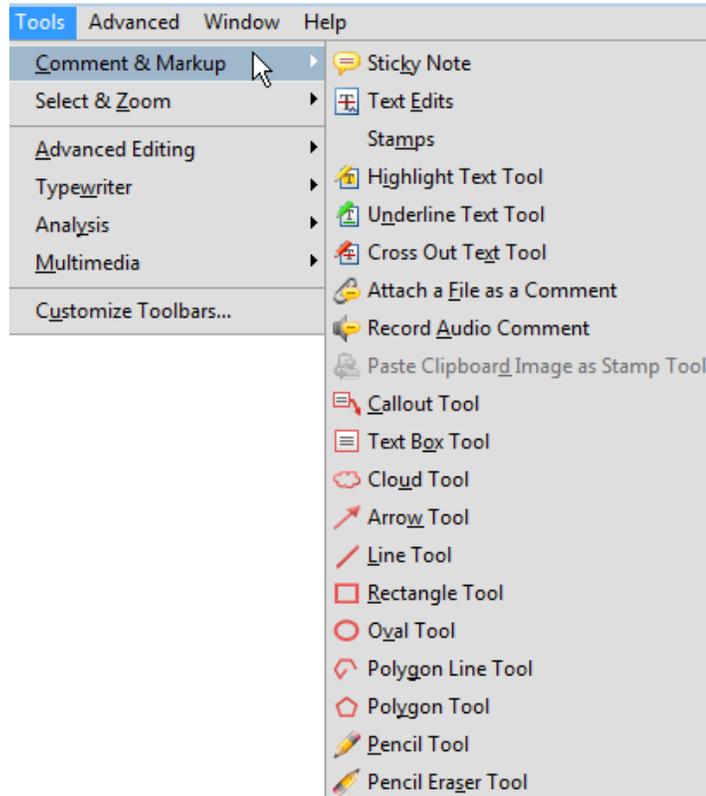
My Great Article on All Things Library



Highlight Text Tool: Allows you to highlight text a certain color



Oval Tool (and other shape tools): Allows you to draw colored shapes around something on the source document and add a text message.



Need help? Visit the Faculty Exploratory or Knowledge Navigation Center on the 2nd floor of the Graduate Library.

exploratory@umich.edu | <http://guides.lib.umich.edu> | knc-info@umich.edu

rev: 11/3/11