

Creating Online Course Materials Using Acrobat 7.0 Professional

<http://faculty.seattlecolleges.edu/jkent/workshops/acrobat/>

Creating Online Course Materials Using Acrobat 7.0 Professional

Workshop Agenda

- create PDF documents from a variety of file types
- create PDF packets from multiple files
- enhance PDF documents with bookmarks, links, etc.
- protect content with passwords
- provide tips for web publication

Basic Concepts

- Define PDF
- Answer the question – “Why Convert to PDF?”
- Describe the difference between Acrobat Reader and Acrobat Professional or Standard
- Explore the Acrobat 7.0 Professional User Interface

PDF Defined

- almost any file or graphic format can be converted to PDF
- PDF means
 - **P**ortable **D**ocument **F**ormat
 - PDF files can be viewed with Acrobat Reader – free and available for most all computer types, operating systems, and Internet-enabled devices
 - IRS has made income tax forms available in PDF format for many years

Why Convert?

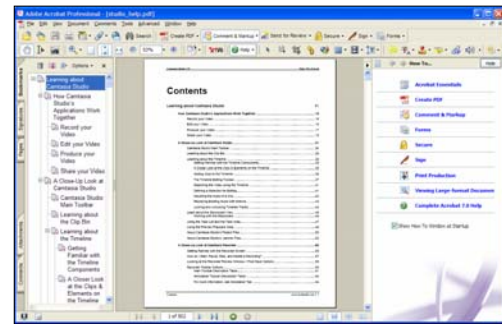
- you use familiar software to create documents, etc.
- viewers don't need that software – only Acrobat Reader
- viewers can't edit documents
- PDF version retains exact formatting, look and feel as original

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Reader VS Professional VS Standard

- **Reader** is free
 - usually included with web browser
 - available for most all computer, operating systems, and Internet-enabled devices
- Professional and Standard must be purchased
 - used to convert and enhance PDF documents
 - Professional used for developing online forms – major difference between Standard and Professional

Acrobat Professional User Interface



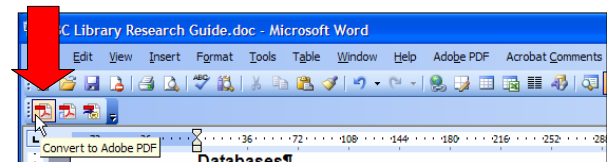
Click on the image to view a movie about the Acrobat User Interface.

Developing Content

- converting single files to PDF
 1. using application toolbar buttons
 2. using application Print command
 3. using Acrobat
- creating a packet with multiple files
- converting web pages to PDF
 1. using Internet Explorer toolbar button
 2. using Acrobat

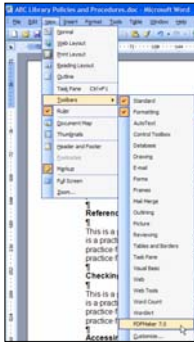
Converting Single Files – Method 1

- with files created in MS Office (Word, Excel, PowerPoint)
 - click "**PDFMaker**" button on toolbar



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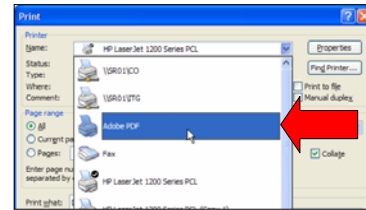
PDFMaker Button Missing?



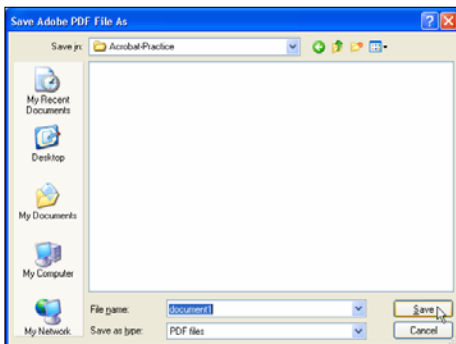
- Click **View** → **Toolbars** → **PDFMaker 7.0**
- buttons will be added to toolbar for future use

Converting Single Files – Method 2

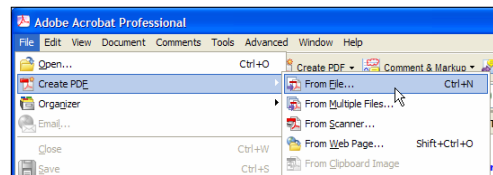
- With files created in MS Office and other programs, use **File** → **Print**
 - select **Adobe PDF** from printer list



Saving PDF File



Converting Single Files – Method 3

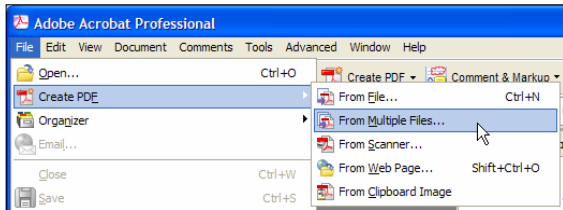


- open **Acrobat** then click **File** → **Create PDE** → **From File...**
- locate file you want to convert and after conversion it will open in Acrobat

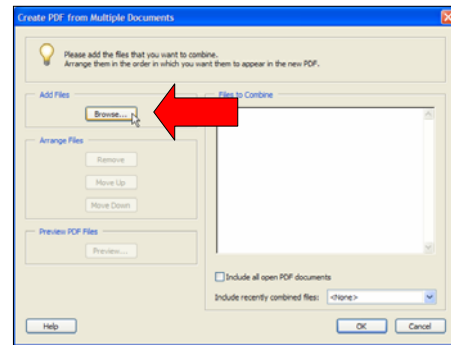
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Step 2 Open Acrobat

- Click **File** → **Create PDF** → **From Multiple Files...**

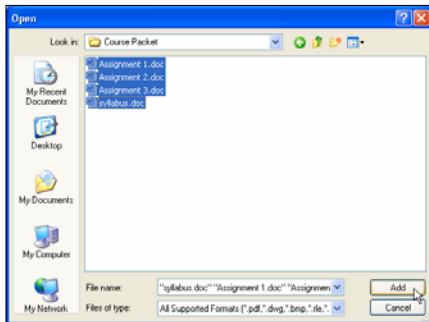


Step 3 Browse for Files

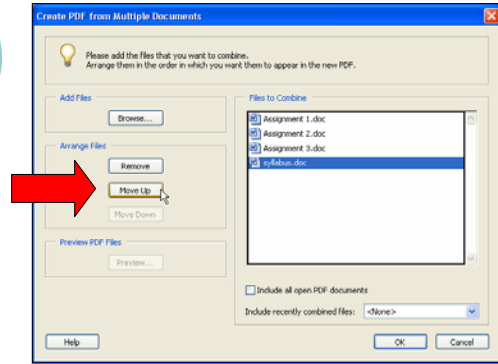


Step 4 Add Files

Tip: Click first file then Shift click on last file to select all.

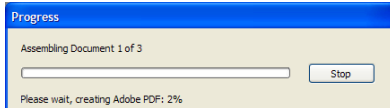


Step 5 Arrange Files

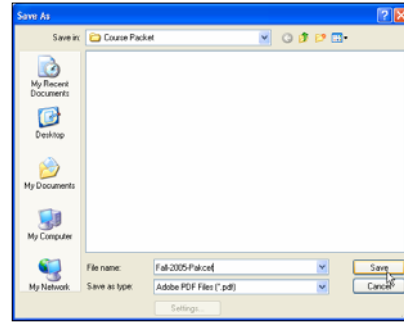


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Documents Converted

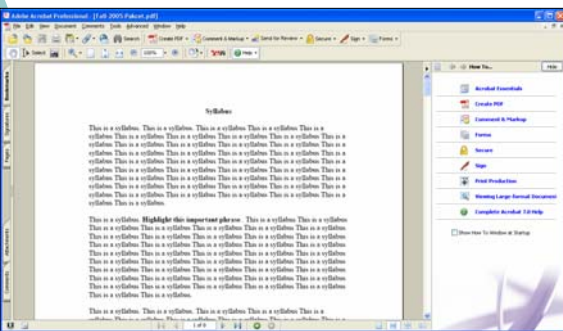


Step 6 Save Packet



Tip: Change default name (Binder1.pdf) to meaningful name.

Packet Opens in Acrobat



Hands-on Activity 2

- create a **PDF packet** from multiple files
- use the practice files
 - **Syllabus.doc**
 - **Assignment1.doc**
 - **Assignment2.doc**
 - **Assignment3.doc**
- Or, use your own files

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Converting Web Pages to PDF

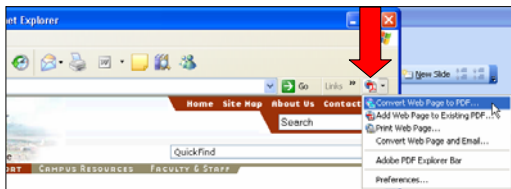
- open web browser and locate web page for conversion
- remember copyright
- 2 methods
 1. use Internet Explorer – click **Adobe PDF** button in browser window
 2. use Acrobat

Method 1 - Internet Explorer

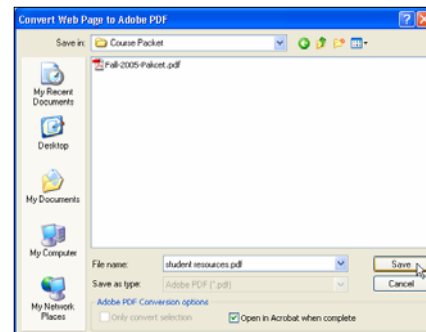
- use **Internet Explorer** and locate web page you want to convert to PDF
- click on **Adobe PDF** button in browser window
 - “Convert Web Page to Adobe PDF” dialog box appears
 - change file name and location if desired

Adobe PDF Button in Internet Explorer

Select **Convert Web Page to PDF...**



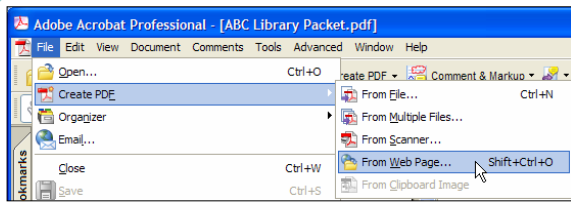
Convert to Adobe PDF



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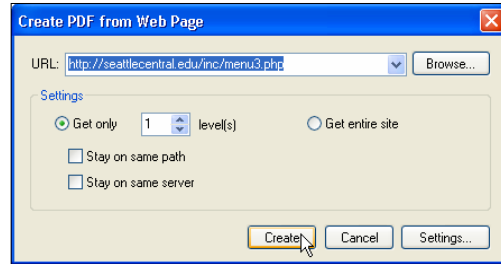
Method 2 Converting With Acrobat

- o open **Acrobat** and click **File** → **Create PDF** → **From Web Page...**



Enter URL for Web Page

Tip: Copy URL from web browser & paste in URL box



Converted Web Page Opens in Acrobat



Hands-on Activity 3

- o create a **PDF file** from a web page using one of the methods shown
- o convert a web page from your own campus web site
- o OR, convert any web page for which you have permission
- o save in folder with other PDF files

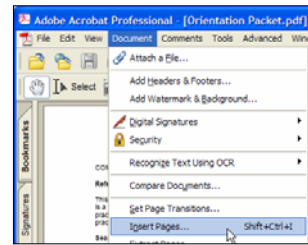
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Modifying Content

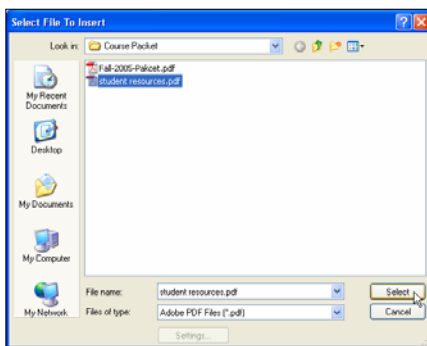
- inserting new pages into PDF document
- deleting pages from PDF document
- rearranging pages in a PDF document

Inserting Pages

- open Acrobat and click **Document**
→ **Insert Pages ...**



Locate File To Insert

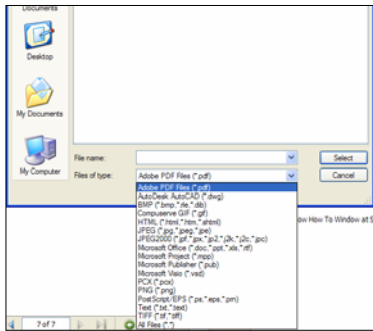


Inserting Pages Tip

- by default, Acrobat will look for PDF files to insert
- you can insert any file that can be converted to PDF
 - if not yet converted, Acrobat will convert it for you 'on the fly'
 - expand the Files of type options to select another file type as shown on next slide

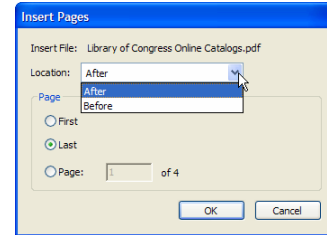
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Selecting Other Types of Files



Placing the Pages

Note you can specify exactly where pages should be placed.

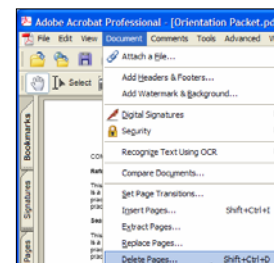


Hands-on Activity 4

- insert a new page into a PDF document
 - use the Course Packet created in earlier step
 - insert web page file just converted to PDF
 - if you select a file not yet converted to PDF, Acrobat will convert it first
- place the file at the end of the document
- save your document

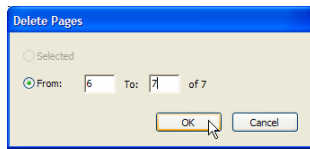
Deleting Pages

- open Acrobat then click **Document** → **Delete Pages...**

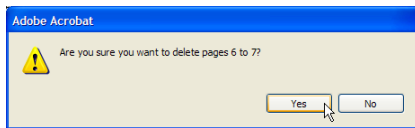


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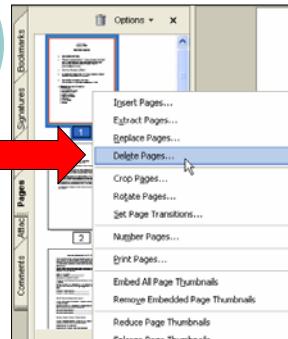
Select Pages to Delete



You'll be prompted to confirm the deletion.



Or, Delete Using Page Thumbnail



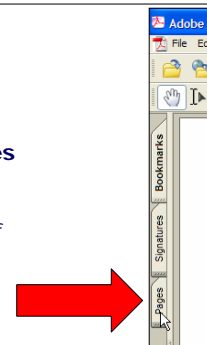
- click **Pages** tab on left side of window
- **right** click on page thumbnail and select **Delete Pages...**
- Shift or Ctrl click to select several pages

Hands-on Activity 5

- delete a page (or range of pages) from the PDF Packet you're using for this workshop
- save your document

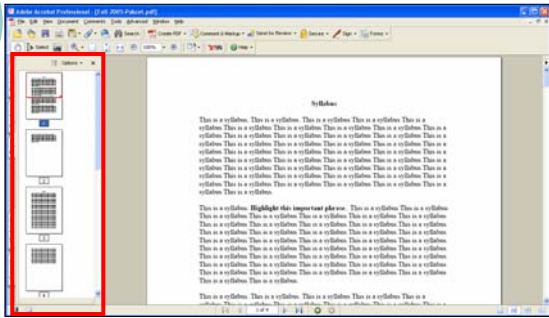
Rearranging Pages

- if you want to rearrange the pages in your document
- click on the **Pages** tab in the navigation pane on the left side of the window



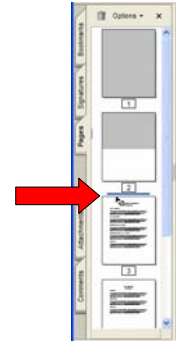
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Pages Pane Displayed

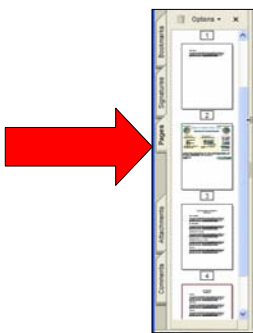


To Move a Page

- Click on **"page thumbnail"** and drag it to new location
- see blue line that marks where page will be placed when mouse is released



Page is Moved



Hands-on Activity 6

- rearrange one or more pages in the PDF Packet you are using for this workshop
- save your document

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Enhancing Content

- creating bookmarks
- creating web links
 1. adding links using Acrobat "Link" tool
 2. converting links from source documents
- adding notes
- highlighting important content

Bookmarks

- provide navigation within document
- can take viewer to
 - a different page
 - an image on a page
 - or, text on page
- may be generated automatically by source document
- can be renamed, moved, deleted

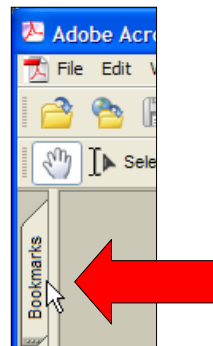
Step 1

- open document in Acrobat and go to the page you want new Bookmark to link to



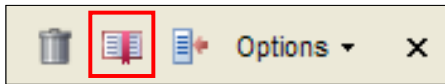
Step 2

- click **Bookmarks** tab
- note: auto-generated bookmarks may appear
 - depends on applications and settings from source document
 - you may want to rename them



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Step 3



- click the “Bookmark” button in Bookmark tab – outlined in red above
- new bookmark will appear and you can type in the label

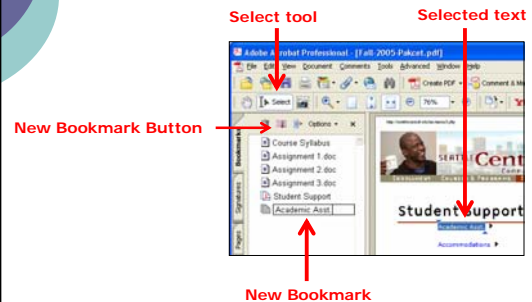
New Bookmark and Label



To Bookmark Image or Specific Text

- go to page with image or text you want to link to
- click the “**Select**” tool
 - click image to select it
 - or, drag through text to select it
- click the “**New Bookmark**” button
 - bookmark will be set
 - add label if bookmarking an image
 - or, selected text becomes label

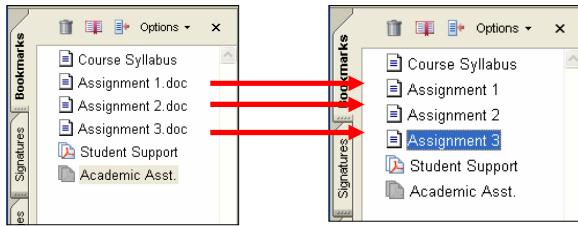
Bookmarking Specific Text



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Auto-generated Bookmarks

To rename bookmarks, right click and select **Rename** from menu

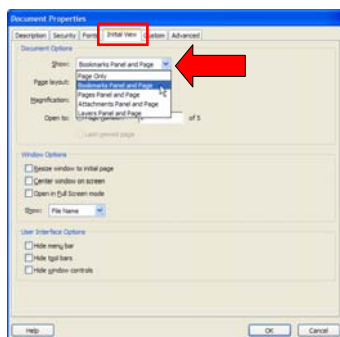


Modifying Bookmarks

- to **delete** a bookmark, **right click** on it and select **Delete**
- to **rename** a bookmark, **right click** on it and select **Rename**
- to **move** a bookmark, click on bookmark icon and drag it to new location

Displaying Bookmarks for Viewers

- to configure PDF to display bookmarks when document is opened
 - Select **File** → **Document Properties**
 - click "**Initial View**" tab
 - select Show: "**Bookmarks Panel and Page**"



Hands-on Activity 7

- open the course packet
- rename all auto-generated bookmarks
- make a new bookmark for the web page
- make a new bookmark that links to specific text
- configure PDF to display bookmarks when opened
- save your document

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Creating Web Links

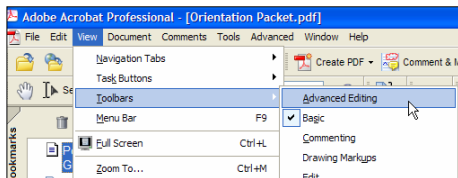
- 2 methods to create links
 1. use Link tool in Acrobat
 2. converting URLs found in source document

Web Links with Acrobat Link Tool

- open web browser and locate page you want to link to
 - copy URL to clipboard
- add Link tool to toolbar by selecting **View → Toolbars → Advanced Editing**
- select "**Link**" tool and draw a rectangle around object that will become link

Displaying "Link" tool in Acrobat

To display "**Link**" tool, select
View → Toolbars → Advanced Editing



Use "Link" tool to select object

Select "**Link**" tool and draw rectangle around object that will become the link

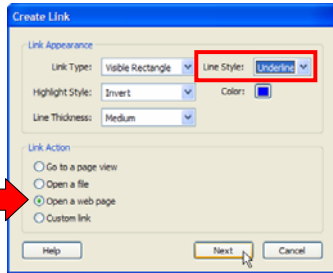


ABC Library Research Guide
COM285: Introduction to Podcasting

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Configure link

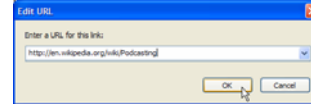
"Create Link" dialog box opens after drawing rectangle



Tip: Select **underline** as Line Style and **Blue** as color.

Complete link

Paste URL for web page into dialog box



Link is set in document



Creating Links from Source Document

- if source document contains URLs, Acrobat will convert them into links
- select **Advanced** → **Links** → **Create from URLs in Document...**
- select which pages in document to review for URLs

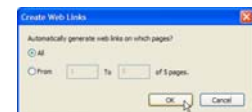
Converting URLs from Source

Select

Advanced → **Links** → **Create from URLs in Document...**



Then select pages to review for URLs



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Hands-on Activity 8

- use course packet from previous hands-on activity
- use the “**Link**” tool in Acrobat to create a link
- create a link using the Acrobat conversion method
- save your document

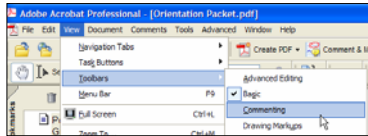
Adding Notes

- notes used to explain features or give special instructions
- appear on screen but don't print
- display “Note” tool by selecting **View** → **Toolbars** → **Commenting**
- click “**Note**” tool then click in document where note should appear

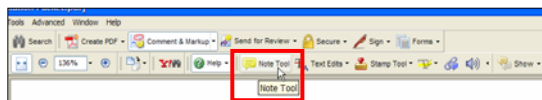
Displaying “Note” Tool

Select

View → **Toolbars** → **Commenting**



Then select “**Note**” tool

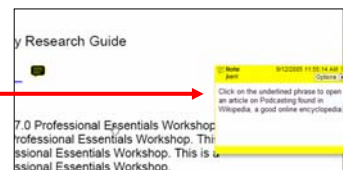


Make Note

Click in document where note should go



Enter note text



Hands-on Activity 9

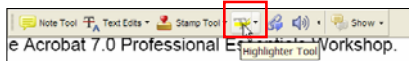
- use the course packet
- make 1 or 2 notes
- save your document

Highlighting Text

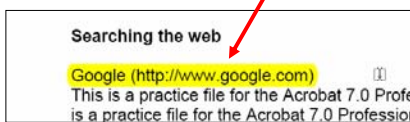
- used to draw attention to content in PDF document
- use sparingly
- click "**Highlighter**" tool from Commenting toolbar
- drag through text with mouse
- to change properties, delete, etc., right click on highlighting

Highlighting

Select "**Highlighter**" tool from Commenting toolbar

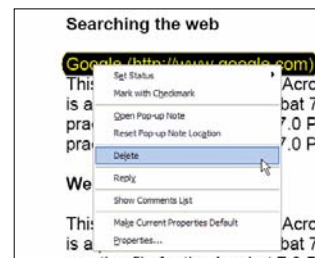


Drag mouse through text to be highlighted



Changing Highlighting

Right click on highlighted text then select desired action



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Hands-on Activity 10

- open course packet from previous hands-on activity
- highlight 2 or 3 text phrases
- delete highlighting from one of the phrases
- save your document

Acrobat Security

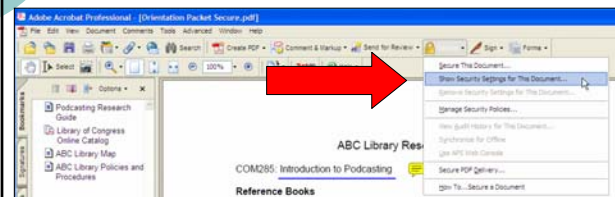
- apply password security to a document
 - require a password to open a document
 - require a password to print or change a document
- remove password security

Acrobat Passwords

- can be any length but are case sensitive
- can't be retrieved from document so
 - save a safe copy of file in case you forget password
 - write password down and keep in secure place

Password to Open Document

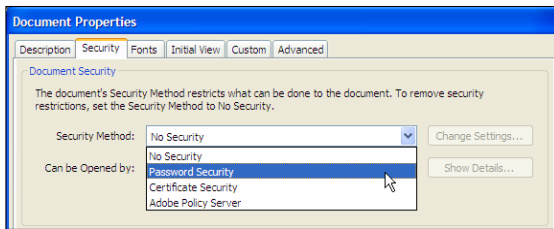
Select **Secure** → **Show Security Settings for This Document...**



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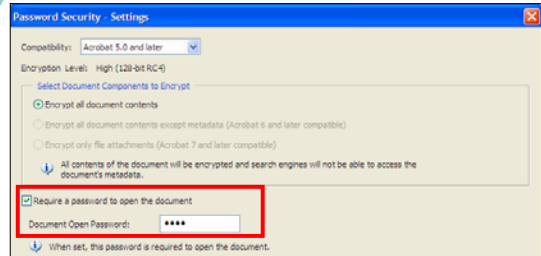
Select Security Method

Select **Password Security**

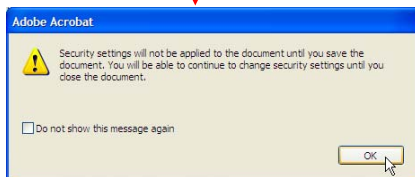
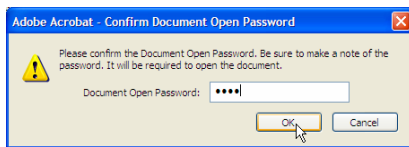


Choose Compatibility and Password

Acrobat 5.0 or later is usually safe



Confirm Password, Save, and Close



Hands-on Activity 11

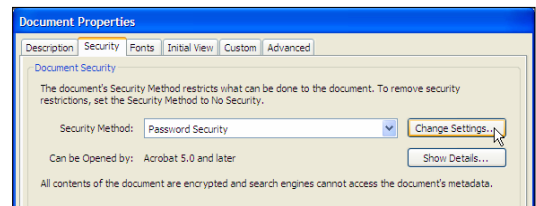
- make a copy of course packet to use for hands-on activity
 - new file name should include "secure"
 - write down password you will add
- add a password to open your document
- save, close, and reopen your document to test password

Password to Print or Change

- called **"permissions"** password
 - must be different from "open" password (if one is used)
 - can't be retrieved from document so write it down and keep in secure place
- Tip: You can use "permissions" password to open document then you can edit immediately

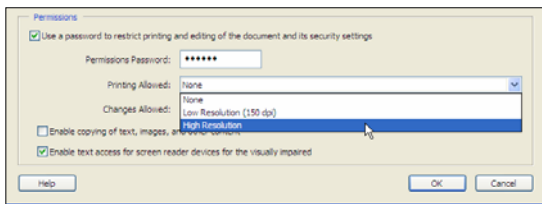
Setting Permissions Password

Select **Secure** → **Show Security Settings for This Document...** then click on **"Change Settings..."**



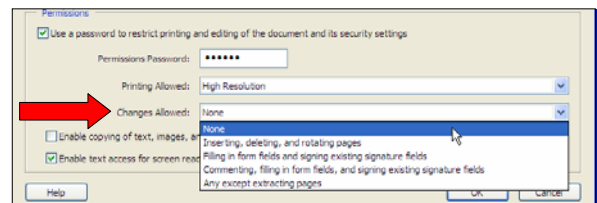
Add Password & Select "Print" Settings

- **"Permissions"** password must be different from **"open"** password - if one is used
- Select print options

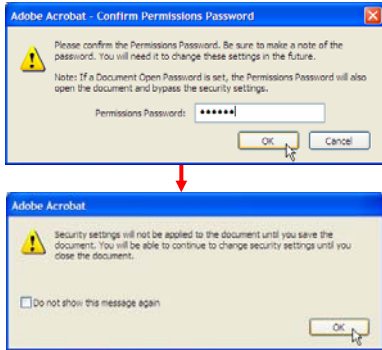


Select "Change" Settings

Choices depend on content and use. **Extracting pages** means being able to copy entire pages from document and using them in another document.



Confirm Password, Save, and Close

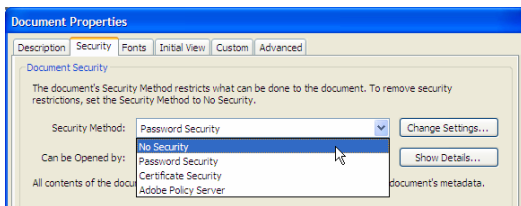


Hands-on Activity 12

- use secure copy of packet from previous hands-on activity
- add "permissions" password
- select settings
- save, close, and reopen secure document
 - be sure to use "permissions" password to reopen it

To Remove Password Security

Select **Secure** → **Show Security Settings for This Document...** then select **"No Security"**



Confirm Removing Security

Click OK to confirm

