

PDF Production Session

I. PRELIMINARY PDF CONCEPTS

A. Acrobat, Adobe Reader and PDF

- **Acrobat** is a family of software from Adobe Systems which provides tools for creating, editing, or otherwise manipulating PDF files.
- **Portable Document Format (PDF)** files are compact, platform-independent, application-independent, usually font-independent.
- **Adobe Reader 9** (formerly Acrobat Reader) is a free application for viewing PDF files. It can be enabled by Acrobat 8 Professional or Acrobat 9 Pro to add extra functions. Choosing Advanced > Enable Usage Rights in Adobe Reader makes new features available in the free Adobe Reader: (1) Save form data (for a fillable PDF form only); (2) commenting and markup tools (can now be used with all the review methods, including Shared Review); (3) sign an existing signature field; (4) digitally sign the document anywhere on the page (only for Reader 8 or 9).
- **Acrobat 8 Professional/Acrobat 9 Pro** is an application which allows you to view, perform certain kinds of editing to, add navigation to, add comments to, search, create security for, and print PDFs.
- **Acrobat 9 Standard (Windows only)** is a more limited version of Acrobat that is not appropriate for graphics professionals.

B. PDF files can be used for many different purposes (one size does *not* fit all!)

- They can be created for print and contain high-resolution images, with fonts fully embedded, and can get quite big.
- They can be created to be as small as possible for quick viewing and download on the Internet or an intranet.
- They can be created “medium-sized” for eBooks (electronic books) or for printing on desktop printers.
- They can contain interactive elements (bookmarks, links, movies and other digital media, etc.)
- They can be used for reviewing documents and appending comments using several different workflows.
- They can be searched either on local drives, servers, or on the Internet.
- They can have various kinds of security applied them, and can contain digital signatures.
- They can contain PDF forms which can be submitted to a Web server.

C. PDFs are created for a specific purpose, and a PDF created for one purpose may not work for another purpose

- Example: A small, low-resolution PDF with RGB images will be inadequate for printing.
- Example: A large PDF intended for print may download too slowly from the Internet to be useful.

D. Using PDFs may solve some production problems

- A correctly created PDF can allow you send a single file which contains all fonts

and graphics, instead of trying to collect an application file with all of its fonts and graphics separately. It also doesn't require that you have a copy of the creator application to view and/or print the file.

- A correctly created PDF can be more productive for a print service provider to handle if they know what they are doing.
- E. However, a PDF can also cause problems because they are created incorrectly, or were created for an incompatible purpose**
- They may be created using an incorrect method.
 - Incorrect choices (for example, not embedding fonts, using RGB images, or using low-resolution images) may cause problems in production.
- F. Or, the recipient may be unprepared to handle PDF files properly**
- They may have an old version of Adobe (Acrobat) Reader, which causes viewing or printing problems.
 - A service provider may not know how to properly handle PDF files for output.

II. ACROBAT 8 AND 9 ENHANCED USER INTERFACE

- The new interface is: (1) Cleaner and less cluttered UI; (2) task based; (3) easier to customize UI to display the user's most commonly used tools; (4) includes improved Help and a task-oriented Getting Started panel that helps users learn more about Acrobat as they go.
- The default set of toolbars has changed.
- Separate toolbars appear at the top of each open document.
- The names for Navigation Tabs have been replaced by icons (you can set whether icons also have names by Control/right-clicking)
- Pausing over a button not only tells you what the button does
- By default, three new Task Buttons are turned on: Combine Files, Convert and Start Meeting
- Control-right clicking on the toolbar (or a tool) provides options for toolbars or tools which are visible. Choosing More Tools lets you customize which tools are visible.

III. PDF PORTFOLIOS AND INCORPORATING FLASH IN ACROBAT 9 PRO

A. Incorporating Flash Runtime

- Flash runtime is now built into Acrobat 9 and Adobe Reader 9 so that you can combine the richness of content created with Flash with the ubiquity, security, and reliability of PDF.
- The Flash runtime is now natively supported in Acrobat and Reader which means that you can view and playback FLV and SWF files with Acrobat 9 and Reader 9, and can embed these formats in a PDF file.

B. Acrobat 8 Professional PDF Packages

- Acrobat 8 Pro introduced the idea of PDF Packages.
- The PDF Package option was new in Acrobat 8 Professional and was designed to address specific document workflows where distinct documents must remain intact and unchanged, and therefore can't be merged with other documents. For example, a press-ready PDF, a low-resolution proof, and a digitally-signed sub-

mission form can all be combined into a PDF Package file with each component retaining its own settings.

C. Introducing PDF Portfolios in Acrobat 9 Pro

- Imagine that you have a collection of files. There are PDF files, a Flash movie, a Microsoft PowerPoint presentation, a JPEG file, even an Adobe InDesign file. Imagine also that you wanted to share these files with a client or a customer to tell the story of your company or product. How can you control how someone else interacts with these files if they are sent as a loose collection?
- You could create a Web site, but that isn't easy for a lot of people to do without bringing in outside expertise. You could combine them into a Zip archive, but you wouldn't have any way of controlling the viewing experience.
- A good alternative to that is to create a PDF Portfolio: Acrobat 9 Pro now gives you a way to do that by letting you easily create a compelling presentation of the information in those files as part of a PDF Portfolio which can be opened by your customer using the free Adobe Reader 9.
- You can create an optional welcome screen that can include text, graphics, or Flash video to introduce the portfolio.
- You can include both PDF and non-PDF files in the portfolio (which is stored as a single PDF file). Each file retains its integrity, and you can easily add and remove files from the portfolio.
- You can open any file in the portfolio if you have the application it came from on your computer.
- You can preview all the file formats Acrobat supports (PDF, image formats, Flash). If you have Mac OS X Leopard, Windows Vista, or Office 2007 (Windows), you can also preview Office files.
- You can navigate the files visually. You can view details about the files. You can print, email, or search the files.
- If you try to open a PDF Portfolio in an earlier version of Acrobat, you'll be encouraged to download the free Reader 9.
- If you open the PDF Portfolio in Acrobat 8 Professional, or Reader 8, it will appear like a PDF Package. If you open it in Acrobat 7 Professional or Reader 7, the additional files will appear as attachments.

D. Creating a PDF Portfolio in Acrobat 9 Pro

- Choose File > Create PDF Portfolio to create a PDF Portfolio. You'll open a blank portfolio. Either drag files or folders into the window, or use the Add Files or Add Folders buttons to select files.
- PDF Portfolios can maintain a folder hierarchy.
- Use the Edit Portfolio pane on the right side of the window to choose a layout.
- You can also add an optional welcome screen or a header for each page.
- You can customize the color of the portfolio pages.
- You can customize the File Details view and the opening sorting of the files.

IV. CREATING PDF FORMS IN ADOBE ACROBAT 8 PROFESSIONAL AND ADOBE ACROBAT 9 PRO

A. Creating Fillable Forms in Acrobat

- Acrobat has the ability to create live, fillable forms for many versions.
- It has a Forms toolbar with tools for adding different kinds of fields—text, combo box, radio buttons, etc.
- In earlier versions, you needed to create these fields and edit them manually.
- Acrobat 8 Professional added a **Run Form Field Recognition** feature attempted to recognize fields in flat PDF forms and tried to turn them into live, fillable forms.
- This was generally helpful, but it frequently made errors that had to be corrected manually.

B. Creating PDF Forms in Acrobat 9 Pro

- Acrobat 9 allows you to quickly create forms, and to distribute and get them back. It has enhanced the Form Field Recognition feature.
- It allows you to work in a special Form Editing mode which especially makes it easier to create and edit forms.
- It has enhanced the Distribute Form feature of Acrobat 8 Professional.
- To begin to create a live, fillable form, click on the **Forms** task button on the toolbar, and choose **Start Forms Wizard**.
- You'll be asked to either start with a document (a PDF file on the Mac or a PDF file or Microsoft Office document in Windows) or to scan a paper form. I'll choose to start with an electronic form, and click Next. Then I'll choose to use the current document, and click Next again.
- At this point the Form Field Recognition process begins. If you were in Windows and opened a Word file, for example, it would first have to be converted to PDF. If you have form fields defined in Word, then Acrobat will now recognize and convert them to fields in the PDF. Because this flat form is already a PDF file, the results appear very quickly. Acrobat now scans the PDF to identify possible form fields in the document, and fillable form fields now appear.
- Acrobat opens the file in a special Forms Editing Mode. This groups all form tools and controls together in a special mode. It also opens the file with the Welcome to Form Editing Mode dialog to explain what to do next.
- The dialog explains that because Form Field Recognition uses artificial intelligence to determine the presence of form fields that you need to visually review the form to look for discrepancies. It may have missed a field, or created the wrong kind of field.
- When you dismiss the dialog, you can see the new Form Editing Mode toolbar at the top of the screen: There are buttons to Add a New Field, Preview the fields, Distribute the Form, and Close Form Editing mode.
- On the left side, there is the Fields panel. It lists the form fields that have been created in tab order. When there is a field like a radio button where there is a choice, you can click the triangle to show you the radio button choices. You should compare the fields you created and the ones Acrobat created, and fix discrepancies. In general, Form Field Recognition is greatly improved in Acrobat 9 Pro.
- To create a new field (for example a new text field), choose the type of field from the Add New Field button menu, and simply move the floating blue box to where

the field was deleted, and stamp a new one. In the yellow box which appears, enter the **Field Name** as “Name.” You have options to make this a required field, and to edit the field properties. When you click outside the yellow box, you can resize the field easily.

- You can use the same to create a Combo Box, Radio Button, or any other kind of field.
- When you want to preview the way the form will appear to someone else, click the Preview button.
- You’ll also notice that there is a Submit button automatically added to the form.

C. Distributing a Form

- In both Acrobat 8 Professional and Acrobat 9 Pro, the process of distributing a form is done with a wizard. The process is enhanced in Acrobat 9 Pro, which lets you save the form on Acrobat.com which makes the process easier.
- To distribute the form, you’ll choose Distribute Form from the Forms task button on the toolbar.
- The Distribute Form wizard will ask you first to save the form. If you had entered any data in the form, it will offer to clear the form before sending it.
- The Distribute Form wizard appears. The first screen describes different ways you can collect responses from your recipients.
- You can see the choices in the popup menu at the top.
- The default choice is to use Acrobat.com—this uses a server hosted by Adobe. If you make this choice, Acrobat.com will send an email to your recipients with a link to the form on the Acrobat.com server. Your recipient will fill in the form and the data will be stored securely on the Acrobat.com server. The initiator gets notified that the form has been returned.
- A second option is to distribute the forms by email (the method Acrobat 8 introduced). In this case, the form is sent as an email attachment to each recipient. Each fills the form out and returns it to you as an email attachment.
- The third method is to use an internal server if you choose not to use a hosted server.
- With any of these methods, the form is Reader-enabled so users of the free Adobe Reader 9 will be able to save the form.
- If you choose Adobe.com, you’ll be asked for your Adobe ID (or given the opportunity to create one). If you have one, your Adobe ID will be verified.
- Next, the screen appears which allows you to choose your recipients. You can choose recipients from your Address Book.
- Recipients will receive an invitation to fill out the form, and you can customize the outgoing message.
- One of the advantages of using Acrobat.com is that you have control over who has access to your form. You can either choose Open Access to allow anyone who has access to the URL, or you can choose Closed Access—which limits access to only the recipients to whom you send the email.

D. Collecting Form Data

- This is a special file which is created by the Distribute Form wizard when you send off your form. It’s called a Response File, and it’s stored on your computer as a PDF Portfolio.
- Remember, PDF Portfolio layouts are created in Flash, and this one has been cus-

tomized to store returned form data.

- When you open it, you see a Welcome screen which explains what the file is and what you can do with it.
- The response file is set up like a spreadsheet: Across the top are the Field Names you created earlier.
- The returned forms are listed horizontally—one per row. You can open the returned forms in Preview mode, and you can view each one.
- There are task buttons on the left. These give you ability to: Update the response file when new data arrives; filter the data to show only the responses that match your specified criteria; export or archive the data from the forms (you can export the data to a spreadsheet like Microsoft Excel).
- At the top, you also have a Search field, so you can search for data within the returned forms.
- There's also a new Forms Tracker feature that easily lets you keep track of the forms you've sent out.
- It lets you send reminders, add recipients, email all recipients, and set a final response date for a form process.

V. COMMON INTERFACE FOR EXPORTING PDF IN THE CREATIVE SUITE APPLICATIONS

A. InDesign, Illustrator, and Photoshop share a common interface for exporting PDF files.

- You can create a high quality PDF with most of the controls of Distiller.
- You can export PDF files which preserve transparency.
- In IDCS3 you can save interactive features (bookmarks, hyperlinks, multimedia, etc.)

B. InDesign and Illustrator no longer embed CID-keyed fonts which caused a problem with older RIPs.

- InDesign 2 and CS and Illustrator CS would usually create PDF files with CID-keyed fonts.
- These would sometimes cause older non-Adobe RIPs to reject the PDF files.
- These applications now use CID-keyed fonts only if the fonts in the PDF can't be represented with standard encodings.

C. The Creative Suite applications share common PDF presets

- These include Press quality, PDF/X-1a, PDF/X-3, and PDF/X-4 presets for sending to print service providers (more below).
- They include Smallest File Size for Web use
- They include High Quality Print for desktop printers
- You can also create customized presets which are stored in a common location, for use in all the Creative Suite applications.
- In Illustrator, use the Illustrator Default option if you want to open the PDF in Illustrator for further editing.

D. General Panel

- You can choose the page range, and you have the option to turn on reader's

Collaboration in Creative Suite Session

I. EMAIL- AND SHARED REVIEWS IN ADOBE ACROBAT

A. The Early Days with Commenting in Acrobat

- Acrobat Exchange 3 was the first version of Acrobat that let you add electronic comments to PDF files. You could add Notes with the Notes tool. In Acrobat 4, other tools were added, and they were all called Annotations. In Acrobat 5, the tools more or less stayed the same, but now they were called Comments.
- The problem was that, while we loved using Notes/Annotations/Comments, you had to buy a \$400 piece of software to use them. Most of your colleagues and clients didn't have Acrobat but used the free Acrobat Reader (later Adobe Reader) which couldn't create them.
- All of this changed with Acrobat 7. If you had Acrobat 7 Professional, you could initiate an email-based review. Users of free Adobe Reader could participate and get access to the Commenting Toolbar too!
- Beginning with Acrobat 8, an Acrobat 8 Professional or Acrobat 9 Pro user can initiate a Shared Review including Reader users. They can also choose Advanced > Enable Usage Rights in Adobe Reader and give Reader users other "usage rights" as well.
- In Acrobat 4 and 5, and still in today's version of Acrobat, you can create an "unmanaged" review. Just send attach a PDF file to emails you send your reviewers and you can begin an unmanaged review. (If you're sending in Acrobat 8 Professional, you can use the Enable Usage Rights dialog to save them and make them accessible to Reader users.)
- Your reviewers can either send back the entire PDF file including their comments or a smaller FDF (Forms Data File)—choose Comments > Export Comments to Data File. When you receive the files you can choose Comments > Import Comments and manually import the comments. You'll have to do all the tracking of the review by yourself.

B. Creating Managed Reviews

- Acrobat 8 Professional supports three types of managed reviews, and Acrobat 9 Pro supports two types. A managed review has an initiator (who must use Acrobat Professional to set up the review) and they set up the review with a wizard. This avoids the manual aspects of importing comments, enabling Reader users, and tracking comments.
- **Browser-based Review.** This is the oldest review method (it started with Acrobat 6 Professional). It's still in Acrobat 8 Professional, but was discontinued in Acrobat 9 Pro. It's not recommended because it's difficult to set up, and has few advantages.
- **Email-based Review.** Beginning in Acrobat 7 Professional, you could use a wizard to send a managed review by email. This method still works best when reviewers don't have access to a common server.
- **Shared Review.** This method was introduced with Acrobat 8 Professional and is continued in Acrobat 9 Pro and it works best when most reviewers have access to a common server. Acrobat 9 Pro added the ability to store a Shared Review on

Acrobat.com, which is a server hosted by Adobe. This tends to make the process quite reliable.

C. Email-based Review

- With this review method, begin the review by choosing Comments > Attach for Email Review. The wizard enables Reader users by default. The initiator attaches the PDF file to an invitation set up by the wizard (but which can be edited as you like). It's sent to reviewers from your Address Book, or by entering email addresses.
- Each reviewer uses the Comment & Markup toolbar to add their comments. They click a single button and the wizard attaches an FDF file of their comments as an attachment to an email which is sent back to the review initiator. Comments are added to the source PDF file by using a Merge comment in a dialog box. In this method each reviewer can reply but can't see or reply to comments posted by others in their copy of the PDF file. Comments can be tracked in the Review Tracker (see below).

D. Shared Review

- With the Shared Review (choose Comments > Send for Shared Review), a wizard sets up the review and includes Reader users by default. The Shared Review wizard includes steps to:
 - Choose the shared location to store the comments.
 - Select the PDF to be reviewed and how to notify reviewers
 - Choose reviewers from your Address Book or manually
 - Review the invitation and initiate the review.
- Note that when the wizard initiates the review, it saves a new PDF file both on the selected server, and on your local drive.
- For a location, you can choose between: (1) **Acrobat.com**. This is available only for Acrobat 9 Pro and Reader 9 users. (2) A **network folder**. This must be an SMB share (a Windows concept), but this can be set up by "techie" Mac users who have access to the folder on a network. (3) A **SharePoint workspace** (Windows only) (4) A **WebDAV folder** (a folder shared on the Internet using a standard protocol). This works best in a mixed Mac and Windows environment if you're using Acrobat 8 Professional. (But Acrobat.com probably is easier for Acrobat 9 Pro.)
- A **.Mac iDisk Public Folder** (a public folder on Apple's iDisk—using the .Mac service requires a yearly subscription). This is a special case of a WebDAV folder available on a Macintosh using Acrobat Professional 8.1 and higher. Because it's an Internet-based folder, it's accessible to both Mac and Windows computers at: [http://idisk.mac.com/\[yourname\]/Public](http://idisk.mac.com/[yourname]/Public)

E. Advantages of a Shared Review

- This review method has the most advantages if most of the reviewers have access to a common server/folder. The initiator can either send the PDF file or link to it on the server (good for large files). Participants can read and reply to each others' comments. The initiator can post "off-line" reviewers' comments as well. The review provides the most status information for participants. Published reviews are stored locally; Acrobat synchronizes them automatically. Finally, when you're off-line, comments you're ready to publish are queued and sent when the server can be reached.

- Note that a Shared Review requires Acrobat 8 and Reader 8 while an Email-based Review requires Acrobat 7 Professional and Reader 6 or 7. Acrobat.com requires Acrobat 9 Pro or Reader 9.

F. Use the Review Tracker

- The Review Tracker in Acrobat or enabled Reader includes links to all PDF documents in managed reviews. It shows reviews you've initiated as well as those you're participating in. To use it, choose Comments > Review Tracker.
- You can use the Tracker to rejoin a review, email participants in a review, access comment servers, etc.
- Deleting a link in the Review Tracker doesn't remove the PDF file being reviewed.
- Use Tracker Preferences to set how often Acrobat/Reader checks for new comments.

II. SEND AND COLLABORATE LIVE IN ACROBAT 9 PRO

A. Acrobat.com in Acrobat 9 and Reader 9

- These are a set of online services that offer file sharing and storage, a PDF converter, an online word processor, and web conferencing. They're in a location that anyone with an Internet connection can get to without any special IT setup. They're stored on a server hosted by Adobe.
- **Acrobat.com** is made up of five free online services—**Share** for sharing files with colleagues; **Buzzword** for word processing, **ConnectNow** for web conferencing, **Create PDF**, and **My Files**, which is a file storage area.

B. Send and Collaborate Live

- One of the hosted services is called **Send and Collaborate Live**.
- If you'd like to discuss a PDF file live and online with a colleague, you can use the Send and Collaborate feature in Acrobat 9 to do it. Send and Collaborate must be initiated in Acrobat 9, but Reader 9 users can participate in the web conference. (Earlier versions of Acrobat and Reader don't support the Acrobat.com infrastructure.)
- You can see the new collaboration services under the Collaborate task button in the Acrobat 9 or Reader 9.
- You can click Send and Collaborate Live, which initiates a wizard to take you through the process of preparing the document to synchronize page views. You'd use this when you and a colleague want to work on a file together.

C. Using Send and Collaborate Live

- The first step is to log in using your Adobe ID.
- If you have an Adobe ID (and most of us probably do), you can enter your password here. If you check Remember Me, you'll bypass this step the next time you log in.
- If you don't have an Adobe ID, you can create one from this screen. Once you've created an Adobe ID, you can use it to access many services on Adobe.com.
- Acrobat renames the file and appends "_collab" at the end of the file name when it makes this a special PDF enabled for Collaborate Live with both Acrobat 9 and Reader 9 users.
- Next, the invitation screen appears. Clicking the To button lets you choose recipi-

ents to whom you'd like to send an invitation to collaborate on the PDF document. You can choose recipients from your Address Book.

- If you check Store File on Acrobat.com and send a link to the recipients, you can control access to the file. Each of the recipients will receive a link to the PDF file. You can choose between limited access, where only the specific recipients you designate can access and download the file. Or you can choose Open Access, where anyone who has the URL can access or download the file.
- If you uncheck the Acrobat.com option, you'll be sending the file as an email attachment but you can still participate in a Collaborate Live session.

D. A Send and Collaborate Live Session

- When you open a file set up for collaboration, you'll see a Collaborate Panel appear in the navigation pane to the left. Here you'll be given the opportunity to log-in with your Adobe ID, or to log-in as a guest.
- After I've logged in, my name appears in the list of Current Viewers to the left. I can do the collaboration free with two other viewers at the same time.
- Even if my colleagues are using Reader 9, they'll have the same log-in options with an Adobe ID, or can log-in as a guest.
- We can also type chat into the Document Chat section of the Collaborate Live panel.
- To start synchronizing the shared view, you can click the Start Page Sharing button. All of the participants will receive a warning that "all viewers will move to whatever page you're on."
- Now that we're both sharing the same view, each of us can use Acrobat or Reader's viewing controls to change pages or change or zoom view of a page. In each case, we're both viewing exactly the same thing so we can discuss the file, looking at exactly the same thing.
- You could also enable to file for a Shared Review. If you do that, then as we're moving around the file, we could also add comments on the file at the same time.

USING THE KULER PANEL IN CREATIVE SUITE 4 APPLICATIONS

A. Kuler Community.

- Another online service integrated into Creative Suite applications is the **Kuler panel**. Originally introduced by Adobe online and in Illustrator CS3, it is now available from within InDesign, Photoshop CS4, Flash Professional CS4, and Fireworks CS4.
- You'll find the Kuler panel is your portal to groups of harmonious colors, or themes, created by an online community of designers. You can use it to browse thousands of themes on Kuler, and then download some to edit or include with your own projects.

B. Using the Kuler Panel.

- You can open the Kuler panel by choosing Window > Extensions > Kuler. Notice the three panels at the top. The left one explains what Kuler is. You'll probably spend the most time in the middle Browse panel. You can use it to browse and search thousands of tagged and rated themes on Kuler, and download them to edit or use. The right Create panel lets you play with colors you've picked from Kuler. You may notice that it's similar to the Live Color feature introduced in Illustrator

EDITING PDF FILES AND THEIR ELEMENTS

Acrobat is intended to “freeze” pages to maintain their original appearance and structure, regardless of where they are viewed. However, when you work with PDF pages, you may need to edit these pages, perhaps to make last-minute changes. Acrobat doesn’t have the tools for serious content-oriented editing. Instead, it provides some tools for production-oriented editing that fall into three categories — editing text, editing objects, and editing the pages of PDF files. If PDF files require more extensive editing, return to the application that created the files and make the edits there, and then recreate the PDF file.

EDITING TEXT

Everyone at times has to make last-minute text changes on a file — altering a price or a few words in the text, for example. Acrobat lets you edit text in a PDF file with the TouchUp Text tool. However, how easily or whether you can “touch up” text at all depends on two factors: Was the file saved with *tagged text*, and is the original font installed on your computer?

To use the TouchUp Text tool, select it from Acrobat’s Advanced Editing toolbar. Better yet, choose Tools > Advanced Editing > Show TouchUp toolbar, which opens a small floating toolbar with both the TouchUp Text and the TouchUp Object tools.

TAGGED VERSUS UNTAGGED TEXT

A PDF file containing tagged text gives you more control over text editing than with untagged text. Tagged text includes the document structure and describes the boundaries of paragraphs for Acrobat, for example, so edits can be restricted to that selection.

If no tagging has been done, selecting text in the PDF with the TouchUp Text tool displays a bounding box that indicates no paragraph structure in the file (Figure 14-19, left). When tagging is included, clicking in the text with the TouchUp Text tool shows the paragraph bounding box (Figure 14-19, right). Tagged text also is more readable by screen-reader applications, and includes more information if you later want to export text from the PDF file.

InDesign is the only CS2 application in which you can create tagged text (select Create Tagged Text in the General panel of the Export Adobe PDF dialog box; see Figure 14-2, top). No such controls exist in the other CS2 applications.

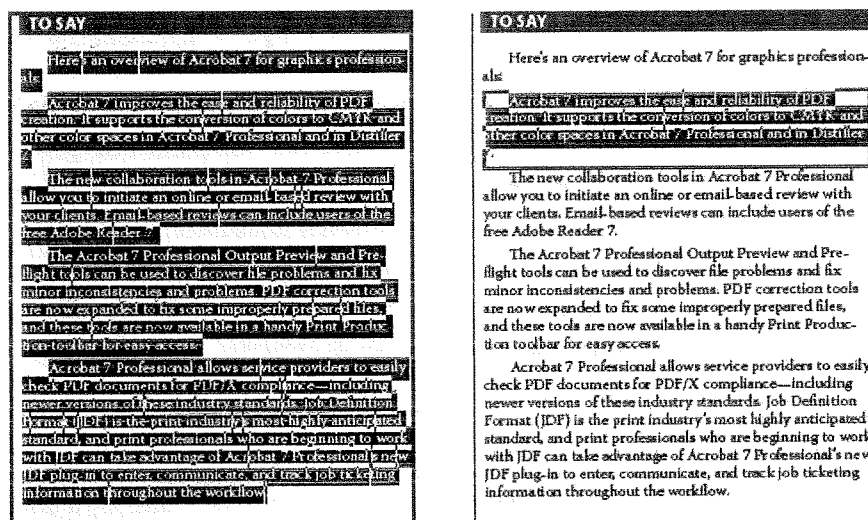


Figure 14-19 Untagged text, which lacks document structure, is more difficult to edit (left). Tagged text shows the bounding box of individual paragraphs (right).

EDITING WITH OR WITHOUT THE ORIGINAL FONT INSTALLED

To edit (add or replace) text containing a particular font, the font must be installed on your computer—located where Acrobat can recognize it. If an embedded or subsetted font is not installed, you can change certain appearance attributes (the type's color, word or character spacing, or position, for example), but you can't edit it. (We discuss font embedding and subsetting in the preceding section, "Best Practices for Creating PDF Files.")

USING THE TOUCHUP TEXT TOOL

To use the TouchUp Text tool, select it, and then click in the text you want to edit. A bounding box will appear around it, as shown in Figure 14-19. Either drag to select text, or Control/right-click and choose Select All from the context menu (Figure 14-20). Type to replace the selected text, or press Delete to delete it. You can also choose Cut, Copy, or Paste from the context menu. Click an insertion point and type to insert text. You can edit only one line at a time. New to Acrobat 7.0, you can wrap text to the next line, but you must end lines manually with hard returns by pressing Return/Enter.

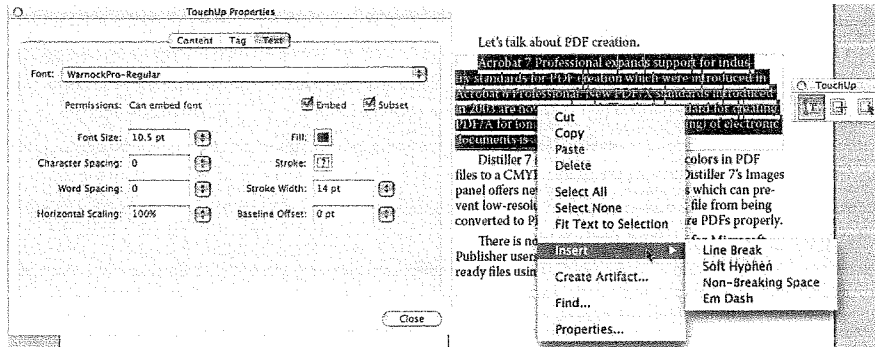


Figure 14-20 A variety of commands for editing text are available from the TouchUp Text context menu, including Properties, which opens the TouchUp Properties dialog box.

You can also add a single line of text in its own bounding box by Option/Ctrl-clicking. In the New Text Font dialog box, select a font and writing mode (probably Horizontal) and click OK. Then type to enter text.

TIP The Select Tool is not the TouchUp Text Tool

Acrobat's Select tool is used when you want to copy areas of text into another application, but not to edit the text.

EDITING TEXT ATTRIBUTES

To edit text attributes, highlight the text and choose Properties from the TouchUp Text tool context menu. In the TouchUp Properties dialog box, click the Text tab. Change attributes of selected type, including font, font size, fill, stroke, character and word spacing, horizontal scaling, and baseline offset.

EDITING OBJECTS

Acrobat's TouchUp Objects tool can select objects on a PDF page. Choose it from the Advanced Editing or the TouchUp toolbar. Clicking an object on a PDF page displays a bounding box around it (Figure 14-21). The tool can select either vector or raster graphics, or text as an object (rather than the characters). You can use this tool to move objects around an individual page or delete them.

Also use the TouchUp Object tool to initiate a process to edit an object. Acrobat can't actually edit graphics itself, but it can call upon other members of the Adobe Creative Suite to share in the editing task. Before you can do object editing, you must select your touchup editors. Open the Acrobat TouchUp preferences (Figure 14-22). Click Choose Image Editor, and navigate to select Photoshop to do your image editing. Click Page/Object Editor, and navigate to select Illustrator to do your object editing. (You can select non-Adobe applications as touchup editors.)

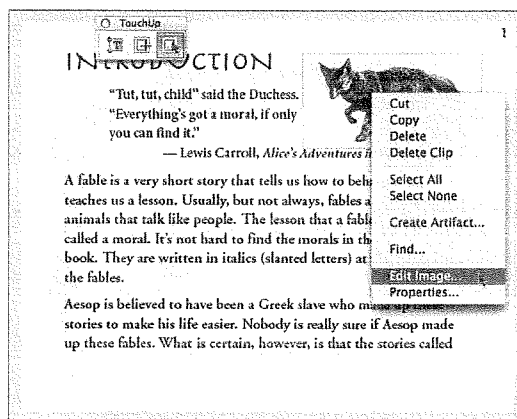


Figure 14-21 The TouchUp Object tool lets you select, move, or edit an image or page object.

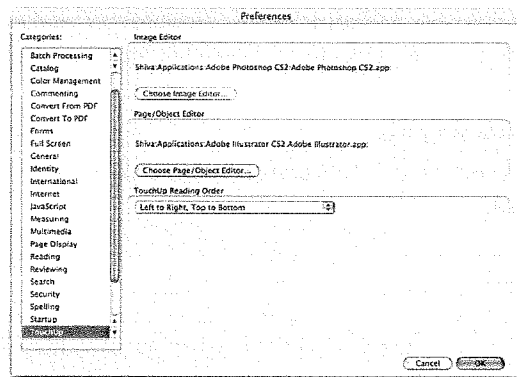


Figure 14-22 Use the TouchUp Preferences to select your touchup editors.

To use external editors, follow these steps:

1. Select an image or object with the TouchUp Object tool; to select multiple objects, drag-select or Shift-select them. If you select a mix of objects and images, the Page/Object Editor will open to allow editing them.
2. In the Page/Object Editor, Control/right-click and select Edit Image(s) or Edit Object(s), depending on the selection. This launches the external editor and opens a temporary file in either Photoshop or Illustrator.
3. Use any of the tools in Photoshop or Illustrator to edit the image or object; if you add any new layers, you must flatten the changes.
4. In the external editor, choose File > Save, and close the temporary file. This applies the changes to the image or object.

EDITING PAGES

In addition to combining PDF files (described earlier in the same-named section), Acrobat includes various ways to edit the pages of a PDF file. Here are some of them:

- **Moving or Copying Pages.** Click the tab of the Pages panel to display it, and then select page icons (Shift- or Command/Ctrl-click to choose multiple pages). Press and drag page icons from one position to another to change the page order. Hold down the Option/Alt key to copy pages.
- **Extracting Pages.** Choose Document > Extract Pages to extract pages from a PDF document and save them as a separate file. Choose to extract them as separate pages, or to delete the pages after extraction.
- **Inserting and Deleting Pages.** Choose Document > Insert Pages to navigate to a PDF file, and then select which pages you want to insert. Choose Document > Delete Pages to select a range of pages in the current document to delete.
- **Replacing Pages.** After a quick edit, use this command to replace one page with another without having to recreate an entire PDF file. Choose Document > Replace Pages to select a PDF file from which to get the replacement page(s). You can also replace a range of pages in the current document with a range of pages in the selected document.
- **Cropping and Rotating Pages.** Choose Document > Crop Pages or Document > Rotate Pages to select a range of pages on which you'd like to change the dimensions of the pages' crop margins or rotate the pages' orientation in 90° increments.

COLLABORATING USING PDF FILES

People who work in graphics production — writers, editors, art directors, production managers, and so on — need to review and comment on each other's work. Adding editorial and production notes to PDF files simplifies the review process. Traditional colored pencils, sticky notes, highlighters, and long lists of comments written on a separate sheet now have electronic equivalents in Acrobat; these powerful commenting tools allow adding comments directly inline and throughout the PDF document itself. Acrobat 7.0 Professional lets you easily set up email-based reviews with others, even with users of Acrobat 6.0 and those with free Adobe Reader 7.0 software. Reviewers can use the built-in commenting tools and then email back their comments; you then can simply merge them all into a single document. You can also use Version Cue to set up browser-based reviews in which the document being reviewed resides in a collaborator's Version Cue workspace.