

Technology Conference 2003  
Basics of Using Adobe Acrobat in the Classroom  
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I. Necessary Computer Components

- A. *Microsoft Office 97 or above*
- B. *Adobe Acrobat*
- C. *Scanner*

II. About Adobe Acrobat

- A. *Creates a picture of original file*
- B. *Adobe Acrobat creates PDF files: Portable Document Format.*
- C. *PDF files are considerably smaller than the original document. (i.e. 24 KB Word Doc. = 3 KB Adobe File)*
- D. *When you install Adobe Acrobat:*
  - 1. a toolbar button (or ATB) is created for your office programs. It looks like a White Rectangle with a gray letter A and a red rectangle near the top.
  - 2. Acrobat also installs a printer called “Adobe PDFWriter.” This is not a real printer in the sense that printers print out papers. This is a program that Acrobat uses to create PDF files.
- E. *Whenever you attempt to edit a PDF file, always remember to save your edited file as a new file name. Otherwise, you will lose your original file.*
- F. *Adobe Acrobat does not keep active hyperlinks in documents.*

III. Adobe Acrobat Toolbars

- A. *Main Toolbar*
  - 1. **File** – Open, Save, Print, etc. NOTE: Import is found here.
  - 2. **Edit** –Cut, Copy, Paste, etc.
  - 3. **Document** – Page Options: Switching between pages, Inserting and Deleting pages, etc.
  - 4. **Tools** – Editing Options
  - 5. **View** – Viewing Options
  - 6. **Window** – Window Options, Switching between documents, etc.
  - 7. **Help** – Help Options, Tips, etc.
- B. *Adobe Acrobat Horizontal Toolbar*
  - 1. **Open**
  - 2. **Open Web Page**
  - 3. **Save**
  - 4. **Print**

5. **Navigational Pane Hide/Show**
  6. **Page Arrow Buttons** – First Page, Previous Page, Next Page, and Last Page
  7. **View Size Buttons** – Actual Size, Fit in Window, and Fit Width
  8. **Rotation Buttons** – Rotate View 90° Counter Clock Wise or Rotate View 90° Clock Wise
  9. **Find**
  10. **Search and Search Results**
  11. **Previous and Next Highlights**
- C. *Adobe Acrobat Vertical Toolbar* – NOTE: to choose a feature, click the mouse on the button and drag over to the menu.
1. **Hand** (pointer) – allows you to fill in forms
  2. **Zoom** – Zoom In or Out
  3. **Select** – to select object or text
  4. **Crop**
  5. **Annotation** – Right click on an annotation to edit properties.
    - a) Notes – like a post-it note
    - b) Text – add text box
    - c) Audio Annotation
    - d) Stamp – add a picture of a stamp
    - e) File – attach a link to another file
  6. **Drawing** – Pencil, Rectangle, Circle, or Line
  7. **Text Emphasis**
    - a) **Text Highlighter**
    - b) ~~Strike Through~~
    - c) Underline
  8. **Movie**
  9. **Link**
  10. **Article**
  11. **Form Tool** -- To create fill-in forms
  12. **Digital Signature**
  13. **Touch-Up Text** – to fix errors in the Adobe “picture”

#### IV. Creating a PDF File from a Word file.

- A. *Create a Microsoft Word Document. Or, open an existing document.*
- B. *Click on the ATB in the toolbar at the top. This will open the “Acrobat® PDF Maker 4.05 for Microsoft® Word” box.*
  1. Choose “Use Acrobat PDF Writer” Bubble.
  2. Check “Prompt for the PDF filename” Box. (Optional)
- C. *Click “Create”*
- D. *If you did B2, you will get a “Save As” menu – Choose where to save and a filename. Click “Save”*

- E. *A Creating in Process box will appear for a few seconds.*
  - 1. It has a "Cancel" button in case you need to cancel.
  - 2. It will go away as soon as the file is created.
- F. *Go to the folder where you saved it.*
- G. *WALLAH!!! You should see your new PDF file.*

## V. Creating a PDF File from a scanner. (2 Ways)

### A. *A picture file (J-Peg, Bitmap, etc.)*

- 1. Using your scanning program instructions, save your document as a picture.
- 2. In Acrobat, go to: File → Import → Image
- 3. Choose the file from which you wish to create a PDF file
- 4. Click on "Open"
- 5. Your PDF file should appear.

### B. *Directly to Acrobat*

- 1. In Acrobat, go to: File → Import → Scan
- 2. The "Adobe Acrobat Scan" window should appear.
  - a) Choose your scanning device
  - b) Choose your Format: Single-Sided or Double-Sided Document
  - c) Choose Destination: Add to Current Document or create a New Document
  - d) Click on "Scan"
  - e) Follow your scanning program instructions
  - f) **Warning: Use the Preview to make sure your document is squarely lined up, or your added information will be crooked.**
  - g) Your PDF file should appear.

## VI. Editing a PDF file in Acrobat

### A. *Using the Text Annotation*

- 1. Choose the Text Annotation Option on the Vertical Toolbar.
- 2. Move the cursor to the point where you want to create the textbox.
- 3. Click the left mouse button and drag the mouse to create a textbox.
- 4. Click inside the textbox. This will allow you to type in the box.
- 5. Once created, you may reposition the textbox as necessary.
- 6. You may also edit the properties (font, color, transparency, etc.) by right clicking on the textbox and choosing "Preferences" from the pop-up menu.
- 7. NOTE: Double clicking anywhere in the document allows you to create a second textbox with the same size and preferences as the previous textbox you created.

### B. *Using the Notes Annotation*

- 1. Choose the Notes Annotation Option on the Vertical Toolbar.

2. Follow step A3 to create the note. It will create a Post-It® like box on your document.
3. Click inside the note to enter text. By clicking the small gray square in the top left-hand corner of the box, you can minimize the box. It will keep your text, but will only show a small square in the chosen position.

## VII. Creating a Fill-In Form

A. *Open the Form you want to make Fill-in Ready and Active the Form Tool.*

B. *Create a box where you want the fill-in information.*

1. Give the box a name.
  - a) When you make multiple boxes, you must give each an individual name
  - b) If you use the same name for two boxes, any information filled in will appear in both boxes.
2. Choose what type
  - a) **Button** -- to control an action
  - b) **Check Box** – to make a box that can be check-marked.
  - c) **Combo Box** – lets you create a box with a drop-down menu of optional information.
  - d) **List Box** – is similar to a Combo Box, without the drop-down menu.
  - e) **Radio Button** – creates a series of boxes where you only allow one choice.
    - (1) *All boxes that answer the same question must have the same name.*
    - (2) *Each Option for the one question must have an individual “Export Value” on the Options tab.*
  - f) **Signature**
  - g) **Text** – to make a box for information to be typed in.
3. Include a Short Description (optional)
4. The Tabs vary based on your form type (See #2)
  - a) **Appearance** sets color, font type and size, border, visibility, etc.
  - b) **Options** allows you to set a default entry, Export Value (for Radio Buttons), alignment, multi-line, security, etc.
  - c) **Action** allows you to assign a specific action for the form to complete.
  - d) **Format** sets format of text: number, date, time, etc.
  - e) **Validate**
  - f) **Calculate**
5. Save the file.

C. *To Fill-in, choose the pointer button. Click anywhere to fill-in the desired information.*