


PDF File Creation: Adobe Acrobat Professional

SVSU ITD Lab, x7471

Creating an original PDF file


- 1) Open the document in the original application (e.g. MS Word, Word Perfect).
- 2) Layout the document to accommodate additional Acrobat pieces (e.g. video, form fields).
- 3) Click File > Print.
- 4) Using the drop-down menu for Name, select the printer labeled **Adobe PDF**.
- 5) Click OK.
- 6) Type a filename, click Save.

Table of contents or links within the PDF document

- 1) Click the Link Tool  (Tools > Advanced Editing).*
- 2) Click and drag to create a “ghost” box around the text you want to set as the link.
- 3) Choose Invisible Rectangle from the Link Type menu.
- 4) Choose “Go to a page view” from the Link Action menu.
- 5) Click Next.
- 6) Scroll to the target page (best if using Single Page view option).
- 7) Click Set Link.

** If you do not see the Link Tool in one of the toolbars at the top of the Acrobat screen, click View > Toolbars and choose Advanced Editing. The Advanced Editing toolbar will appear on the screen and you may dock it with the others.*

Bookmarks

- 1) Click the Bookmarks Tool  on the left side of the screen.
- 2) Scroll to the page to be bookmarked (best if using Single Page view option).
- 3) Right-click and select Add Bookmark, or type Ctrl+B to create a new bookmark.
- 4) Type a name for the bookmark.


Hyperlinks

There are two ways to create hyperlinks in Acrobat. If the original document was created using the complete URL (<http://www.sampleaddress.com>), follow Procedure A. If you would like to link other text or an incomplete address to a website, follow Procedure B.


Procedure A

- 1) Click Advanced > Document Processing > Create Links from URLs ...
- 2) Choose All.
- 3) Click OK.


Procedure B

- 1) Click the Link Tool  (Tools > Advanced Editing).
- 2) Click and drag to create a “ghost” box around the text you want to set as the link.
- 3) Choose Invisible Rectangle from the Link Type menu.
- 4) Choose “Open a web page” from the Link Action menu.
- 5) Click Next.
- 6) Type the entire URL (<http://www.sampleaddress.com>) for the web page you wish to link.
- 7) Click OK.

Email Links

- 1) Click the Link Tool  (Tools > Advanced Editing).
- 2) Click and drag to create a “ghost” box around the text you want to set as the link.
- 3) Choose Invisible Rectangle from the Link Type menu.
- 4) Choose “Open a web page” from the Link Action menu.
- 5) Type “mailto:” plus the email address into the box. For example, **mailto:login@svsu.edu.**
- 6) Click OK.

Text Editing

- 1) Click the TouchUp Text Tool  (Tools > Advanced Editing).
- 2) Click inside the word or text, or highlight the text that you would like to add, edit or remove.
- 3) Begin typing.







or

- 1) Click the arrow next to Text Box Tool  (Tools > Comment & Markup).*
- 2) Click and drag to place a text box anywhere on the document.
- 3) Begin typing.

** If you do not see the Text Box Tool in one of the toolbars at the top of the Acrobat screen, click View > Toolbars and choose Comment & Markup. The Comment & Markups toolbar will appear on the screen and you may dock it with the others.*


Drawing

Adobe Acrobat Professional features drawing tools that you may use to accent your PDF document. The following table briefly describes a few common tools.

Drawing Tool	Icon
Cloud	
Arrow	
Line	
Rectangle	
Oval	
Pencil	

- 1) Click the appropriate tool icon (Tools > Comment & Markup).
- 2) Draw where you would like the shape to be located.
- 3) Right-click on the shape (it may be white and hard to find on a white background).
- 4) Choose Properties ...
- 5) You may change the appearance of the shape such as the Fill and Line colors and Thickness of the line.

Using the file

Be sure to select the Hand Tool  to navigate through the document as your used will see it.*

** If you do not see the Hand Tool in one of the toolbars at the top of the Acrobat screen, click View > Toolbars and choose Select & Zoom. The Select & Zoom toolbar will appear on the screen and you may dock it with the others.*