

# Rick Borstein's 30 Top Tricks for Acrobat 9

## Preferences

Choose Edit→Preferences and pick the appropriate category

### 1. Commenting

Copy Encircled Text into Sticky Notes

Copy selected text into Highlight, Cross-Out, and Underline comment pop-ups

### 2. Documents

Increase the Number of Recently Opened Documents

Documents in recently used list: 10

### 3. Documents

Automatically rename files when applying redactions

Adjust filename when saving applied redaction marks

Prefix:

Suffix:

### 4. General

Get Fast Access to Tools with Single Key Accelerators

Use single-key accelerators to access tools

## PDF Creation

### 5. Convert AutoCAD Drawings to PDF

Acrobat 9 Pro can directly convert AutoCAD drawings. Just choose File→Convert to PDF . . .

### 6. Mail Merge to PDF

Using Microsoft Word, you can merge data to create individual PDFs to mail to your recipients. This is a great way to send individualized invoices, confirmations, etc.

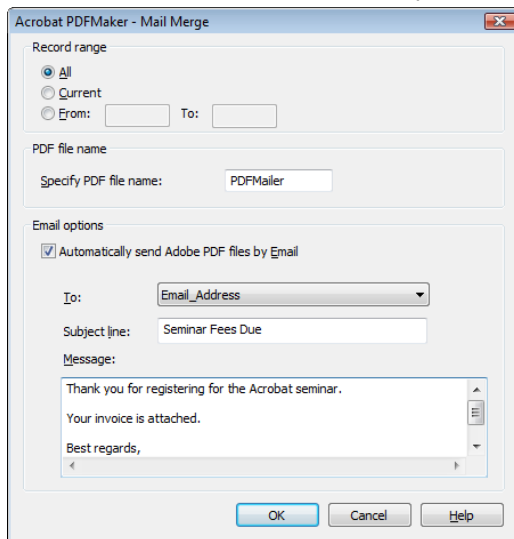
#### a. Create your data in an Excel file. Include an email column. E.g.

	A	B	C	D	E	F	G
1	Email Address	First Name	Last Name	Morning Class	Afternoon Class	Lunch	Amount Due
2	<a href="mailto:tony.blue@aquo-drinks.com">tony.blue@aquo-drinks.com</a>	Tony	Blue	Acrobat Form Techniques	3D PDF Challenge	Beef	\$ 125.00
3	<a href="mailto:rye.woodard@aquo-drinks.com">rye.woodard@aquo-drinks.com</a>	Rye	Woodward	Comment and Review	Portfolio Essentials	Chicken	\$ 150.00
4	<a href="mailto:marta.robinson@aquo-drinks.com">marta.robinson@aquo-drinks.com</a>	Marta	Robinson	PDF Creation	3D PDF Challenge	Vegetarian	\$ 100.00
5	<a href="mailto:corey.rose@aquo-drinks.com">corey.rose@aquo-drinks.com</a>	Corey	Rose	Acrobat Form Techniques	PDF Export and Reuse	Chicken	\$ 150.00
6	<a href="mailto:linda.white@aquo-drinks.com">linda.white@aquo-drinks.com</a>	Linda	White	PDF Creation	Portfolio Essentials	Beef	\$ 125.00
7	<a href="mailto:akira.tanaka@aquo-drinks.com">akira.tanaka@aquo-drinks.com</a>	Akira	Tanaka	Comment and Review	3D PDF Challenge	Chicken	\$ 150.00
8	<a href="mailto:conrad.simms@aquo-drinks.com">conrad.simms@aquo-drinks.com</a>	Conrad	Simms	Acrobat Form Techniques	Portfolio Essentials	Vegetarian	\$ 150.00
9	<a href="mailto:frank.kricfalusi@aquo-drinks.com">frank.kricfalusi@aquo-drinks.com</a>	Frank	Kricfalusi	Acrobat Form Techniques	PDF Export and Reuse	Chicken	\$ 125.00
10	<a href="mailto:john.jacobs@aquo-drinks.com">john.jacobs@aquo-drinks.com</a>	John	Jacobs	Comment and Review	PDF Export and Reuse	Beef	\$ 125.00
11	<a href="mailto:kara.bowman@aquo-drinks.com">kara.bowman@aquo-drinks.com</a>	Kara	Bowman	PDF Creation	3D PDF Challenge	Beef	\$ 150.00
12	<a href="mailto:kel.varsen@aquo-drinks.com">kel.varsen@aquo-drinks.com</a>	Kel	Varsen	PDF Creation	PDF Export and Reuse	Chicken	\$ 150.00
13	<a href="mailto:sarah.rose@aquo-drinks.com">sarah.rose@aquo-drinks.com</a>	Sarah	Rose	Acrobat Form Techniques	Portfolio Essentials	Chicken	\$ 100.00
14	<a href="mailto:picip.andropov@aquo-drinks.com">picip.andropov@aquo-drinks.com</a>	Picop	Andropov	PDF Creation	Portfolio Essentials	Vegetarian	\$ 100.00
15	<a href="mailto:gladys.overwith@aquo-drinks.com">gladys.overwith@aquo-drinks.com</a>	Gladys	Overwith	Comment and Review	3D PDF Challenge	Chicken	\$ 150.00
16	<a href="mailto:myra.chunkle@aquo-drinks.com">myra.chunkle@aquo-drinks.com</a>	Myra	Chunkle	Acrobat Form Techniques	Portfolio Essentials	Beef	\$ 150.00
17	<a href="mailto:kent.hoyt@aquo-drinks.com">kent.hoyt@aquo-drinks.com</a>	Ken	Hoyt	Comment and Review	PDF Export and Reuse	Chicken	\$ 125.00
18	<a href="mailto:barbara.seville@aquo-drinks.com">barbara.seville@aquo-drinks.com</a>	Barbara	Seville	PDF Creation	3D PDF Challenge	Vegetarian	\$ 125.00
19	<a href="mailto:bruno.moore@aquo-drinks.com">bruno.moore@aquo-drinks.com</a>	Bruno	Moore	Acrobat Form Techniques	Portfolio Essentials	Chicken	\$ 150.00

#### b. Set up your merge in Word.

Learn how for [Word 2002 and 2003](#) or [Word 2007](#)

- c. From the Acrobat menu or ribbon, choose Mail Merge



7. Create PDF from the Clipboard

There are many uses for this tip:

- Take a Take a screen grab and instantly convert it to a PDF
- Select text in FireFox and convert to PDF (no PDF Maker needed!)
  - a. Select text or images from any application
  - b. Choose File→Create PDF→From Clipboard . . .

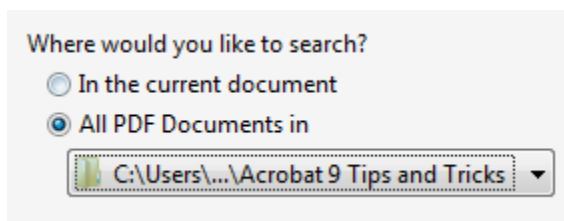
8. Create PDF from non-PDFs inside a PDF Portfolio

- a. Right-click→ Convert to PDF

## Search

9. Search PDFs across a directory

- a. Edit→Search to open the Search panel
- b. Choose **All PDF Documents in** and locate the folder you wish to search



10. Index a directory for faster searches

See: [http://blogs.adobe.com/acrolaw/2007/06/full\\_text\\_search\\_of\\_pdf\\_using\\_ad.html](http://blogs.adobe.com/acrolaw/2007/06/full_text_search_of_pdf_using_ad.html)

11. Embed a search index in a single PDF

- a. Choose Advanced→Document Processing→ Manage Embedded Index . . .

12. Embed a search index in a Portfolio

- a. Choose Advanced→Document Processing→ Manage Embedded Index . . .

## Annotations and Comments

### 13. Use the Properties Bar to edit Text Boxes

Using the Properties Bar, you can edit all aspects of a Text Box annotation

- View→Toolbars →Properties Bar (CTRL-E or CMD-E)
- Select text inside a text box to change font, color, style, etc.
- Select the text box itself to change border width, border, color, fill, etc.

### 14. Use the Snapshot Tool

The Snapshot tool takes a picture of any selection of a PDF page—or — the entire page.

See: [http://blogs.adobe.com/acrolaw/2007/12/adding\\_a\\_thumbnail\\_of\\_a\\_pdf\\_page.html](http://blogs.adobe.com/acrolaw/2007/12/adding_a_thumbnail_of_a_pdf_page.html)

- Right-click on the Zoom tool to turn on the Snapshot tool
- Click to grab an entire page or click and drag to grab a selection

### 15. Create a Custom Stamp

A custom stamp may be created from image files (JPEG, GIF) or from any other PDF document.

See: [http://blogs.adobe.com/acrolaw/2006/08/creating\\_custom.html](http://blogs.adobe.com/acrolaw/2006/08/creating_custom.html)

### 16. Create a Transparent Signature Stamp

See: [http://blogs.adobe.com/acrolaw/2007/02/creating\\_a\\_tran\\_1.html](http://blogs.adobe.com/acrolaw/2007/02/creating_a_tran_1.html)

### 17. Using the Pencil or Line tool as a highlighter

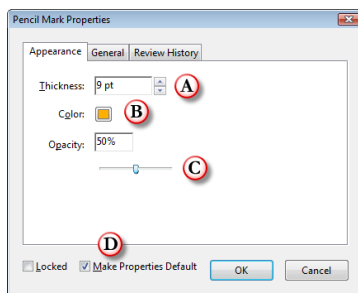
You can't use the standard text highlight tool on image-only PDFs, but you can change the properties of either of these tools to make it easier to highlight.

See: [http://blogs.adobe.com/acrolaw/2006/06/post\\_1.html](http://blogs.adobe.com/acrolaw/2006/06/post_1.html)

See: [http://blogs.adobe.com/acrolaw/2007/11/acrobat\\_properties\\_bar\\_for\\_quick.html](http://blogs.adobe.com/acrolaw/2007/11/acrobat_properties_bar_for_quick.html)

Add a pencil or line annotation to the page, then right-click and choose Properties

- Set thickness to 8-12 pts
- Change to the color of your choice (orange, yellow green, etc.)
- Change the opacity (transparency) to 50%
- Check "Make Properties Default"
- Click **OK**



## Working with PDFs

### 18. Reducing File Size of scanned documents

See: [http://blogs.adobe.com/acrolaw/2009/08/reducing\\_the\\_file\\_size\\_of\\_scanned.html](http://blogs.adobe.com/acrolaw/2009/08/reducing_the_file_size_of_scanned.html)

- Document→Optimize Scanned PDF
- Drag sliders to compress more or less

19. Checking and Reducing File Size using the PDF Optimizer
  - a. Advanced→ PDF Optimizer
  - b. Click the Audit button to see which items are affecting file size

20. Place an Image in a PDF

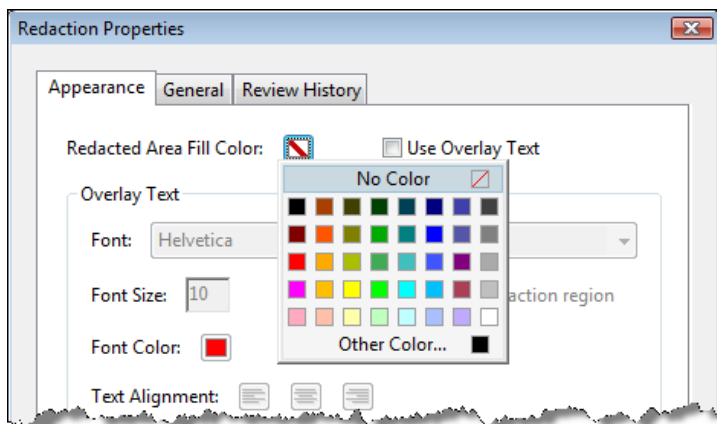
See: [http://blogs.adobe.com/acrolaw/2007/02/how\\_to\\_importpl\\_1.html](http://blogs.adobe.com/acrolaw/2007/02/how_to_importpl_1.html)

- a. Choose Tools→Advanced Editing→Touchup Object Tool
- b. Right-click to place an image in the PDF

21. Cleaning up Scanned Documents using Redaction Tools

Acrobat can redact to "No Color".

- a. View→ Toolbars→Redaction
- b. Use the Mark for Redaction tool to highlight text or images to be deleted
- c. Right-click on the redaction mark and choose Properties
- d. Set to No Color and click OK



**TIP:** Use the Properties bar (CTRL-E Win, CMD-E Mac) to adjust redaction color.

For Tips 23-26, open two documents, then choose Choose Window→Tile→Vertically  
Or, using the keyboard: CTRL-Shift-L on Windows, CMD-Shift-L on Mac

22. Copy Pages between two documents

- a. Drag to the pages panel of the second document

23. Copy Multiple Pages

- a. CTRL-Click to select individual pages
- b. Drag to the pages panel of the second document

24. Move a Page

Shift-Drag to the pages panel of the second document

25. To replace a Page

CTRL-ALT-Drag (Command-Option-Drag on Mac) to the pages panel of the second document

## 26. Extracting a Discontinuous Range of Pages from one or more documents using Combine

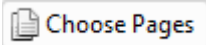
It seems counterintuitive, but Acrobat's Combine function allows you pull out pages from several documents and merge them into a new document.

See: [http://blogs.adobe.com/acrolaw/2008/05/extracting\\_nonsequential\\_pages\\_a.html](http://blogs.adobe.com/acrolaw/2008/05/extracting_nonsequential_pages_a.html)

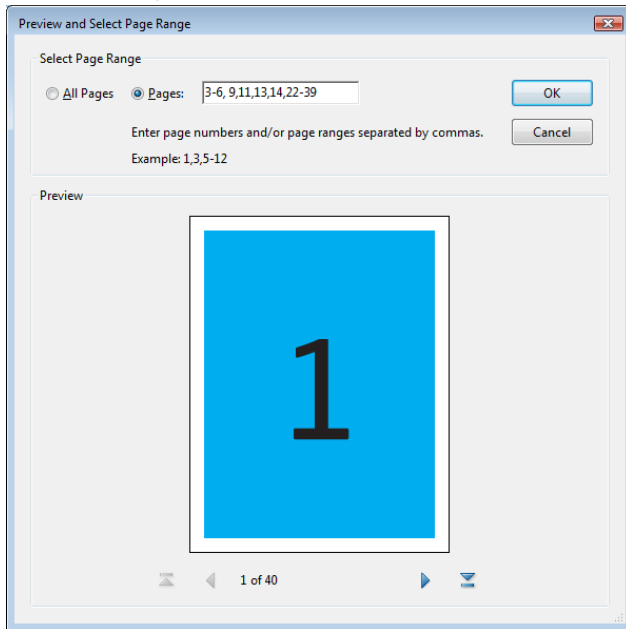
- a. File→Combine→Merge Files into a single PDF . . .
- b. Click the **Add Files** button and locate the documents for page extraction



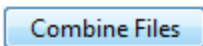
- c. Select a document from the list and click Choose Pages



- d. Enter the pages you wish to extract



- e. Click the **Combine Files** button

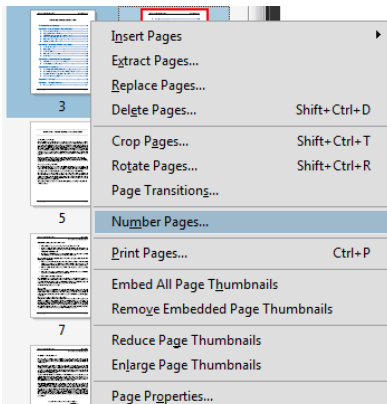


- f. Acrobat will pull all of the selected pages out into a new PDF document

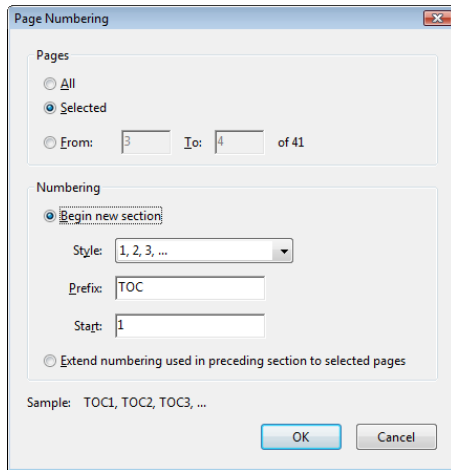
## 27. Use Page Labels to draw attention to pages

You can label sections of your document uniquely to aid discovery via the Pages Panel.

- a. Open the Pages Panel
- b. Select the pages which you want to label, then right-click and choose Number Pages



c. Set a prefix (e.g. TOC) for the pages

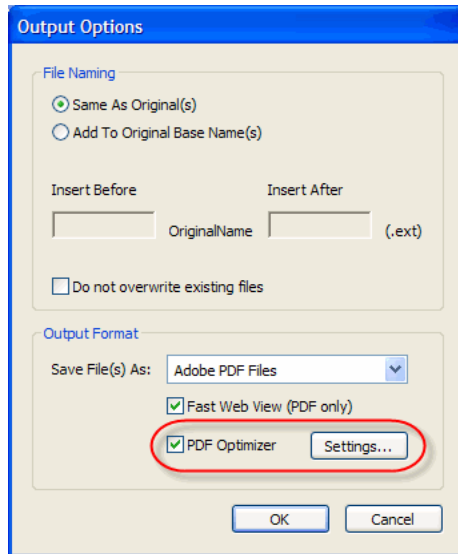


d. The result:

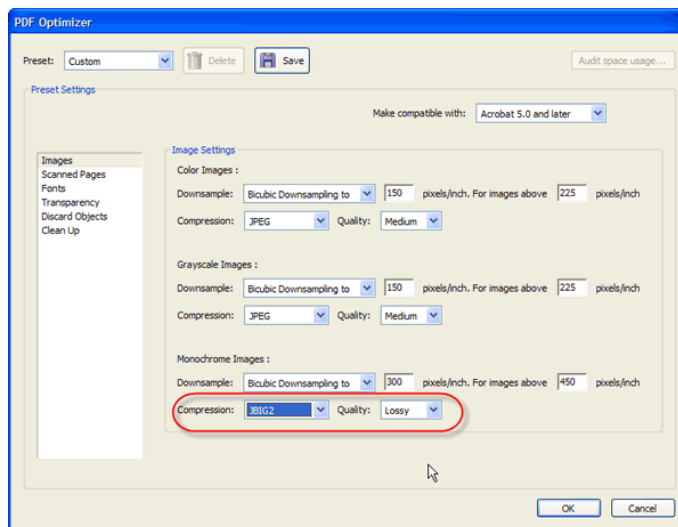


## Batch Sequences

28. Run the PDF Optimizer in Batch and reduce the size of many documents at once
  - a. To create a Batch Sequence
    - I. Advanced→Document Processing→Batch Processing
    - II. Click the **New Sequence** button.
    - III. Give the sequence a name
    - IV. Click **Output Options**
    - V. Click the PDF Optimizer checkmark



- VI. Click the Settings button
- VII. Enable *PDF Optimizer*
- VIII. Click the **Settings** Button



Which setting should you use for monochrome (B&W) images?

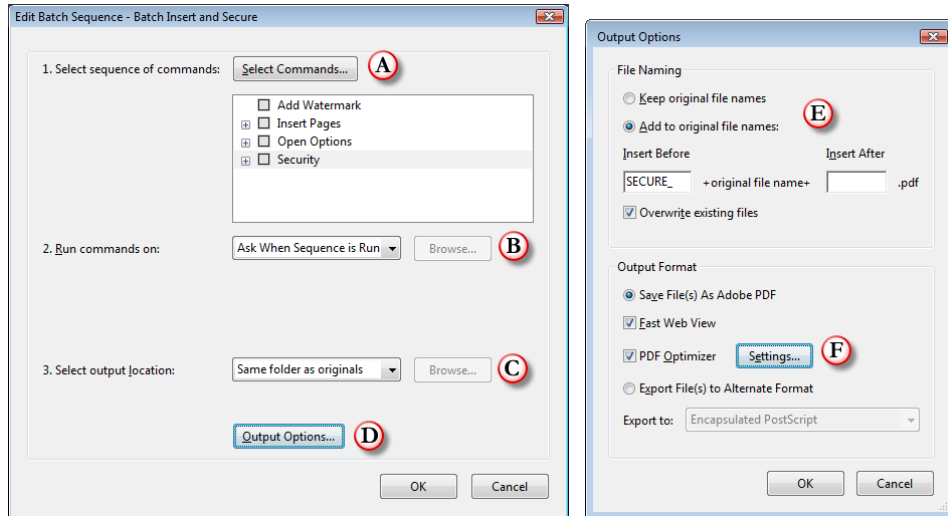
- JBIG2 Lossless is very efficient and preserves the exact appearance of the text.
- Consider trying JBIG2 Lossy which causes some visual degradation, but can be up to 70% smaller than JBIG2 Lossless.

- IX. Click **OK**
- X. Give the revised settings a name such as "B&W Lossy".

b. To run the Batch Sequence

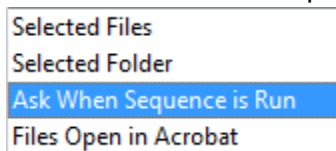
- I. Place all the files you wish to process in a single folder on your hard drive.
- II. Choose Advanced → Document Processing → Batch Processing
- III. Select the sequence to run
- IV. Click **OK**
- V. Click OK in the Batch Sequence confirmation window
- VI. Locate the files you wish to process and click the **Select** button

29. Create a Batch Sequence (General Advice)

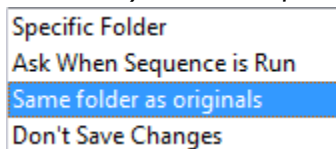


Acrobat has over 40 different commands that may be run in batch. Since the combinations are nearly infinite, here are the general considerations:

- a. What do you need to do to the files?  
Click the **Select Commands** button to stack up several operations
- b. Where are the files to be processed?



- c. Where do you want to put the files when the sequence is complete?



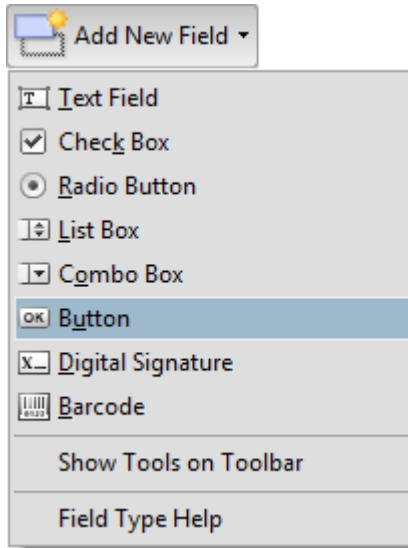
- d. Do you wish to rename the files, optimize them or change the PDF version?  
Click the **Output Options** button
- e. Add a prefix or suffix to the file name
- f. Use the PDF Optimizer to optimize the file or change the PDF version

## Web

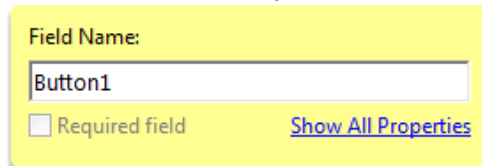
### 30. Adding a Print Button to a PDF

PDFs accessed through the browser can be confusing to print. Choosing the browser's print function will not actually print the PDF. Instead, add a Print button to the document to make it easy for users who access the file.

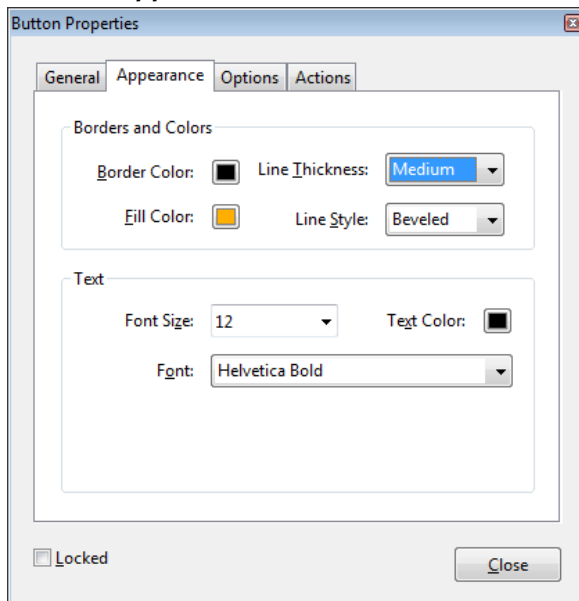
- a. Open the PDF
- b. Click the **Forms** button and choose Add or Edit Fields
- c. When asked, click "No" to auto detection
- d. Click the Add New Field button and choose Button



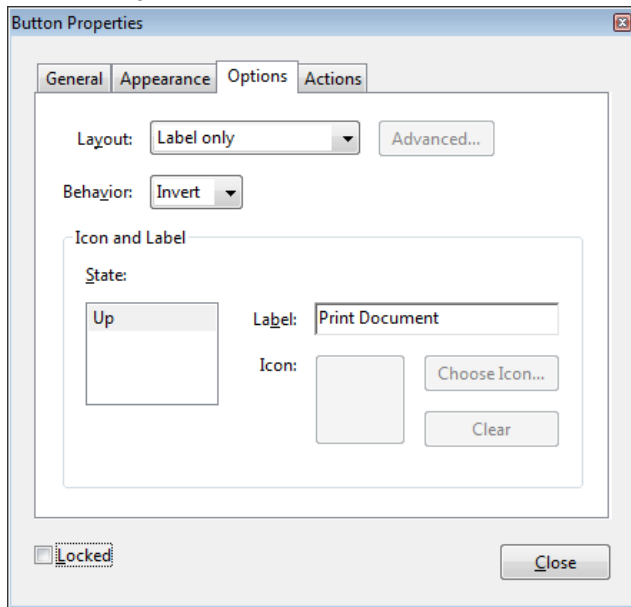
- e. Click to place the button on the document
- f. Click the **Show All Properties** link



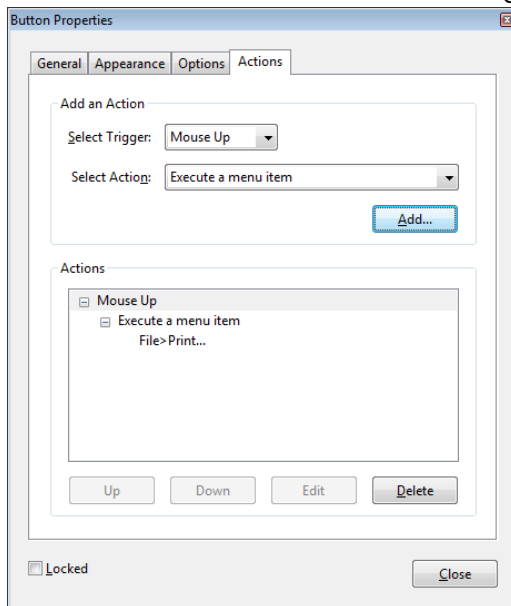
- g. Click the **Appearance** Tab and set as below:



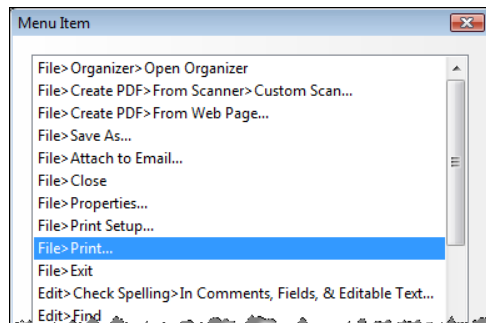
- h. Click the **Options** Tab and enter text for the button label (e.g Print Document):



- i. Click the **Actions** Tab and do the following:



- i. Choose *Execute Menu Item* from the **Select Action** menu
- ii. Click the **Add** button
- iii. Choose File→Print from the list



- iv. Click **OK**
- v. Click **Close**

## Bonus Tip

31. Open the containing folder and get the file path of any PDF (Windows only)
  - a. Choose File→Properties
  - b. Click the **Description** tab
  - c. Click the file path in the Location field