ADOBE® ACROBAT® 8 PROFESSIONAL

GETTING STARTED

Contents

Chapter 1: Getting Started Guide

Installation

Requirements

To review complete system requirements and recommendations for your Adobe® software, see the Read Me file included with your software.

Install the software

1 Close any other Adobe applications open on your computer.

2 Insert the installation disc into the disc drive, and follow the on-screen instructions.

Note: For more information, see the Read Me file included with your software.

Activate the software

Adobe software may include license management technology to ensure compliance with the product license agreement. When present, this technology prompts you to verify the license of your product within 30 days after you first use it. Verification is mandatory.

You may be prompted to activate the software. The verification process doesn't collect, transmit, or use any information about the identity of users. For more information on this topic, see the Read Me file on your installation disc, or visit the Adobe website at www.adobe.com/go/activation.

1 If the Activation dialog box isn't already open, choose Help > Activation > Activate.

2 Follow the on-screen instructions.

Note: If you want to install the software on a different computer, you must first deactivate the software on your computer: Choose Help > Activation > Deactivate.

Register

Register your product to receive complimentary installation support, notifications of updates, and other services.

❖ To register, follow the on-screen instructions in the Registration dialog box, which appears after you install and activate the software.

If you postpone registration, you can register at any time by choosing Help > Registration.

Read Me

The installation disc contains the Read Me file for your software. (This file is also copied to the application folder during product installation.) Open the file to read important information about the following topics:

• System requirements

• Installation

• Registration

• Electronic licensing

• Legal notices

Using Adobe Help

Adobe Help resources

Documentation for your Adobe software is available in a variety of formats.

In-product and LiveDocs Help

In-product Help provides access to all documentation and instructional content available at the time the software ships. It is available through the Help menu in your Adobe software.

LiveDocs Help includes all the content from in-product Help, plus updates and links to additional instructional content available on the web. For some products, you can also add comments to the topics in LiveDocs Help. Find LiveDocs Help for your product in the Adobe Help Resource Center, at www.adobe.com/go/documentation.

Most versions of in-product and LiveDocs Help let you search across the Help systems of multiple products. Topics may also contain links to relevant content on the web or to topics in the Help of another product.

Think of Help, both in the product and on the web, as a hub for accessing additional content and communities of users. The most complete and up-to-date version of Help is always on the web.

How To topics

The How To topics provide a brief overview of the most common tasks. If you need more information, click the link at the bottom of the How To topic to view the related Help topic.
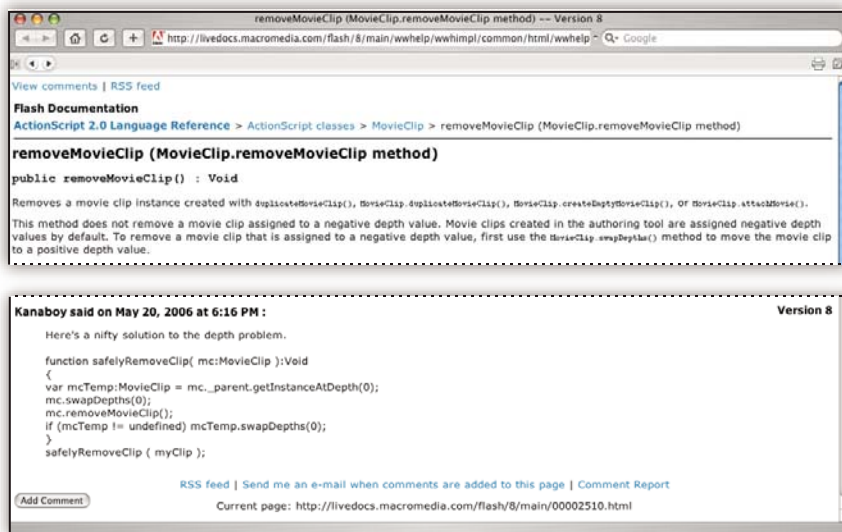
PDF documentation

The in-product Help is also available as an Adobe PDF that is optimized for printing. Other documents, such as installation guides and white papers, may also be provided as PDFs.

All PDF documentation is available through the Adobe Help Resource Center, at www.adobe.com/go/documentation. To see the PDF documentation included with your software, look in the Documents folder on the installation or content DVD.

Printed documentation

Printed editions of the in-product Help may be available for purchase in the Adobe Store, at www.adobe.com/go/store. You can also find books published by Adobe publishing partners in the Adobe Store.

A printed workflow guide is included with all Adobe Creative Suite® 3 products, and stand-alone Adobe products may include a printed getting started guide.

Note: Printed documentation is not available in all languages.

Using Help in the product

In-product Help is available through the Help menu. After you start the Adobe Help Viewer, you can access Help for additional Adobe products installed on your computer. Topics may contain links to additional content on the web.

If you search for a phrase, such as "shape tool," enclose it in quotation marks to see only those topics that include all the words in the phrase (applies to roman language versions of the software).

Accessibility features

Adobe Help content is accessible to people with disabilities—such as mobility impairments, blindness, and low vision. In-product Help supports these standard accessibility features:

• The user can change text size with standard context menu commands (Microsoft® Windows®) and standard menu commands (Apple Mac OS).

• Links are underlined for easy recognition.

• If link text doesn't match the title of the destination, the title is referenced in the Title attribute of the Anchor tag. For example, the Previous and Next links include the titles of the previous and next topics.

• Content supports high-contrast mode.

• Images without captions include alternate text.

• Each frame has a title to indicate its purpose.

• Standard HTML tags define content structure for screen reading or text-to-speech tools.

• Style sheets control formatting, so there are no embedded fonts.

Keyboard shortcuts for Help toolbar controls (Windows)

Back button Alt+Left Arrow

Forward button Alt+Right Arrow

Print Ctrl+P

About button Ctrl+I

Help For menu Alt+Down Arrow or Alt+Up Arrow to view Help for another application

Keyboard shortcuts for Help navigation (Windows)

- To move between panes, press Ctrl+Tab (forward) and Shift+Ctrl+Tab (backward).

- To move through and outline links in a pane, press Tab (forward) or Shift+Tab (backward).

- To activate an outlined link, press Enter.

- To change text size, press Ctrl/Command+plus sign (+) or Ctrl/Command+minus sign (-).

Resources

Adobe Video Workshop

Adobe Creative Suite 3 Video Workshop offers over 200 training videos covering a wide range of subjects for print, web, and video professionals.

You can use Adobe Video Workshop to learn about any Creative Suite 3 product. Many videos show you how to use Adobe applications together.

Note: Adobe Video Workshop is not available in all languages.

When you start Adobe Video Workshop, you choose the products you want to learn and the subjects you want to view. You can see details about each video to focus and direct your learning.

Community of presenters

With this release, Adobe Systems invited the community of its users to share their expertise and insights. Adobe and lynda.com present tutorials, tips, and tricks from leading designers and developers such as Joseph Lowery, Katrin Eismann, and Chris Georgenes. You can see and hear Adobe experts such as Lynn Grillo, Greg Rewis, and Russell Brown. In all, over 30 product experts share their knowledge.
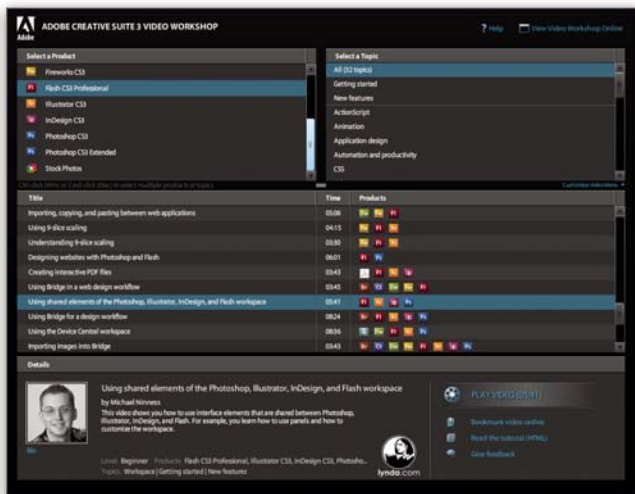
Tutorials and source files

Adobe Video Workshop includes training for novices and experienced users. You'll also find videos on new features and key techniques. Each video covers a single subject and typically runs about 3-5 minutes. Most videos come with an illustrated tutorial and source files, so you can print detailed steps and try the tutorial on your own.

Using Adobe Video Workshop

You can access Adobe Video Workshop using the DVD included with your Creative Suite 3 product. It's also available online at www.adobe.com/go/learn_videotutorials. Adobe will regularly add new videos to the online Video Workshop, so check in to see what's new.

Acrobat videos

Adobe Video Workshop covers a wide range of subjects for Adobe Acrobat®, including these:

- Setting up the workspace and taskbars

- Combining files into a PDF

- Converting PDFs

- Modifying PDFs

- Adding comments to PDFs

- Working with shared reviews

- Reviewing and summarizing comments

- Adding security to forms

- Collaborating in real time with Adobe Acrobat Connect™

- Preflighting files

- Printing documents
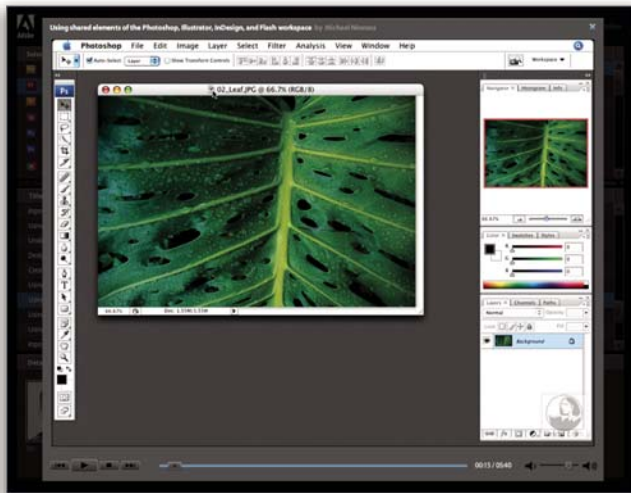
To access Adobe Creative Suite 3 video tutorials, visit Adobe Video Workshop at www.adobe.com/go/learn_videotutorials.

Note: Adobe Video Workshop is not available in all languages.

Extras

You have access to a wide variety of resources that will help you make the most of your Adobe software. Some of these resources are installed on your computer during the setup process; additional content is included on the installation or content disc, if applicable. Unique extras are also offered online by the Adobe Exchange community, at www.adobe.com/go/exchange.

Installed resources

During software installation, a number of resources are placed in your application folder. To view those files, navigate to the application folder on your computer.

Disc content

The disc included with your product may contain additional resources for use with the software, such as presets, plug-ins, a PDF version of the Help, technical information, and other documents.

Adobe Exchange

For more free content, visit www.adobe.com/go/exchange, an online community where users download and share thousands of free actions, extensions, plug-ins, and other content for use with Adobe products.

Adobe Design Center

Adobe Design Center offers articles, inspiration, and instruction from industry experts, top designers, and Adobe publishing partners. New content is added monthly.

You can find hundreds of tutorials for design products and learn tips and techniques through videos, HTML tutorials, and sample book chapters.

New ideas are the heart of Think Tank, Dialog Box, and Gallery:

• Think Tank articles consider how today's designers engage with technology and what their experiences mean for design, design tools, and society.

• In Dialog Box, experts share new ideas in motion graphics and digital design.

• The Gallery showcases how artists communicate design in motion.

Visit Adobe Design Center at www.adobe.com/designcenter.

Adobe Developer Center

Adobe Developer Center provides samples, tutorials, articles, and community resources for developers who build rich Internet applications, websites, mobile content, and other projects using Adobe products. The Developer Center also contains resources for developers who develop plug-ins for Adobe products.

In addition to sample code and tutorials, you'll find RSS feeds, online seminars, SDKs, scripting guides, and other technical resources.

Visit Adobe Developer Center at www.adobe.com/go/developer.

Customer support

Visit the Adobe Support website, at

www.adobe.com/support, to find troubleshooting information for your product and to learn about free
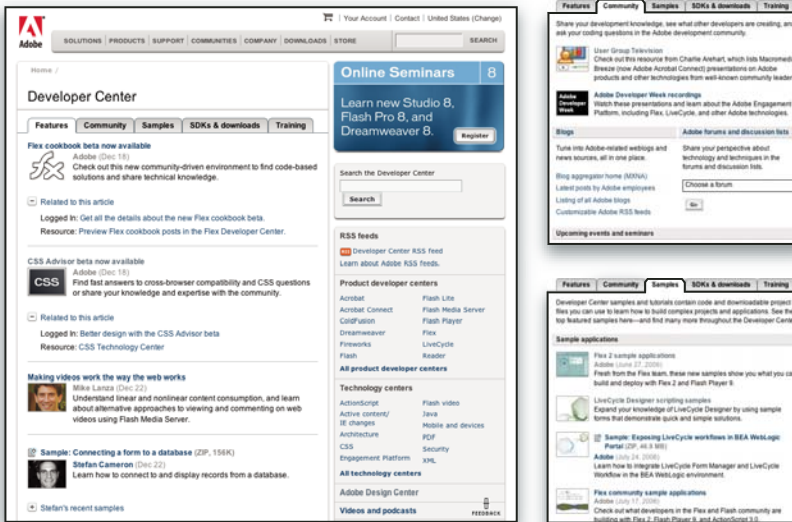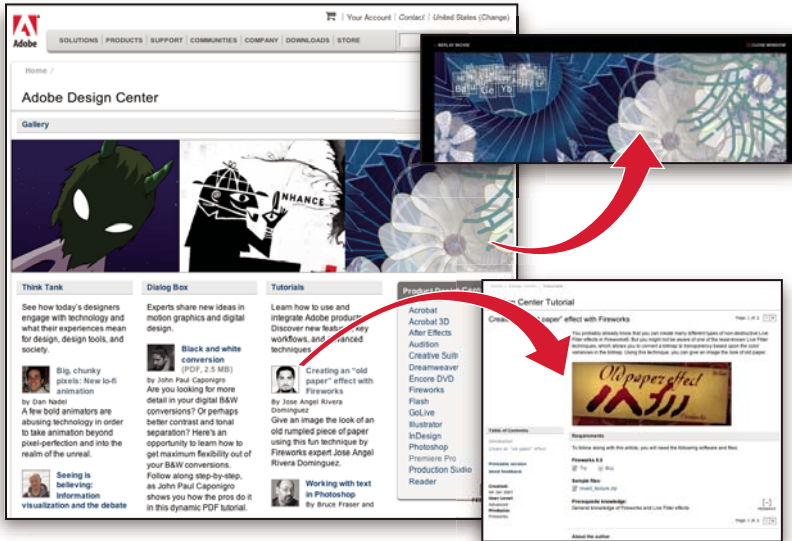
and paid technical support options. Follow the Training link for access to Adobe Press books, a variety of training resources, Adobe software certification programs, and more.

Downloads

Visit www.adobe.com/go/downloads to find free updates, tryouts, and other useful software. In addition, the Adobe Store (at www.adobe.com/go/store) provides access to thousands of plug-ins from third-party developers, helping you to automate tasks, customize workflows, create specialized professional effects, and more.

Adobe Labs

Adobe Labs gives you the opportunity to experience and evaluate new and emerging technologies and products from Adobe.

At Adobe Labs, you have access to resources such as these:

- Prerelease software and technologies

- Code samples and best practices to accelerate your learning

- Early versions of product and technical documentation

- Forums, wiki-based content, and other collaborative resources to help you interact with like-minded developers

Adobe Labs fosters a collaborative software development process. In this environment, customers quickly become productive with new products and technologies. Adobe Labs is also a forum for early

feedback, which the Adobe development teams use to create software that meets the needs and expectations of the community.

Visit Adobe Labs at www.adobe.com/go/labs.

User communities

User communities feature forums, blogs, and other avenues for users to share technologies, tools, and information. Users can ask questions and find out how others are getting the most out of their software. User-to-user forums are available in English, French, German, and Japanese; blogs are posted in a wide range of languages.

To participate in forums or blogs, visit www.adobe.com/communities.

Workflows

Adobe Acrobat 8 Professional Getting Started Guide software offers robust tools to support many aspects of your document processes.

- Create Adobe PDFs from many different applications.

- Assemble files from multiple sources into a *PDF package*.

- Convert PDFs to other formats, such as Word, HTML, or JPG.

- Restrict access to your PDFs using various security features.

- Approve a PDF by digitally signing and certifying it.

- Conduct reviews using numerous commenting and review tools.
- Create fillable forms, distribute them securely, and collect the form data.

Browse through the following Quickstart topics to get an overview of Acrobat capabilities. For more information on a topic, see Help.

Create PDFs

PDFs retain the appearance of your original documents, so you don't need to worry about losing document quality. And because PDFs can be viewed on Windows, Mac OS, or UNIX by using free Adobe Reader® software, anyone can view and print PDFs without having the source applications. You can create PDFs from within Acrobat, or from various source applications.

For example, you can convert a Microsoft Outlook email message discussing project issues to a PDF and then attach it to a PDF containing the project specification and schedule. Or you may have personnel documents that are currently only on paper. You can easily create PDFs from each of these paper documents as part of the process of creating an online human resources package.
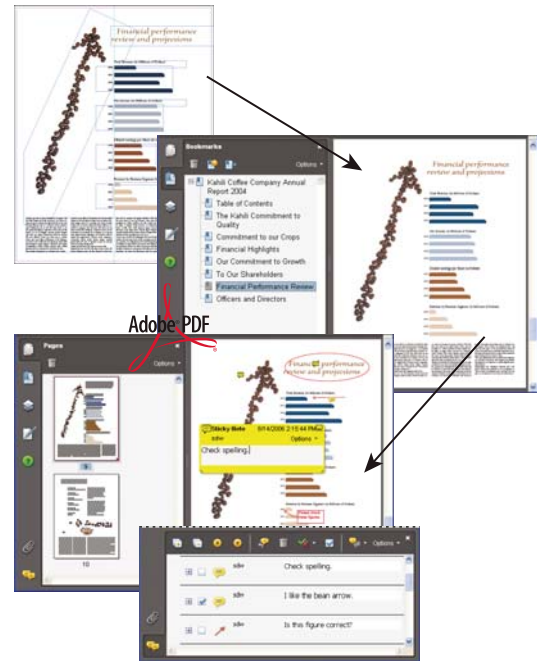
Convert your original document (top) to Adobe PDF (center), and then add bookmarks, comments, and so on in Acrobat (bottom).

Create from a file

To create a PDF from within Acrobat, the application that created the original file must be installed on the system in most cases.

1 Click the Create PDF button and choose From File.

2 Select the file you want to convert, and click Open.

The authoring application opens automatically or a progress dialog box appears. If the file is in an unsupported format, a message appears, telling you that the file cannot be converted to a PDF.

Create from a paper document

You can create a PDF directly from a paper document using Acrobat and your scanner.

1 Click the Create PDF button and choose From Scanner.

2 Select the input, output, and document options in the Acrobat Scan dialog box, and then click Scan.

3 If creating a new PDF, specify a filename and location, and click Save.

4 Select Scan More Pages or Scanning Complete.

Create from a web page

You can download and convert web pages from the top level, or any number of subordinate levels, of a URL.

1 Click the Create PDF button and choose From Web Page.

2 Type the URL into the text box. (Click Browse to convert a web page you have already downloaded.)

3 Specify the number of levels to download and where to download files from, and then click Create.

Create from scratch

You can create small PDFs that can be edited in Acrobat.

1 Choose File > Create PDF > From Blank Page.

2 Click in the document and begin typing. Use options on the New Document toolbar to change text attributes.

3 Save the document.

4 To continue editing, choose Document > Resume Editing.

To convert the PDF so that it cannot be re-edited, choose Document > Prevent Further Edits.

Create from Word

After you install Acrobat, an Acrobat PDFMaker toolbar is added to Microsoft® Word. In Word 2007 for Windows, you access the PDFMaker options from the Acrobat ribbon instead of the toolbar.

1 In Word, open the file you want to convert.

2 Do one of the following:

• (Word 2007 for Windows) Click Acrobat and then click the Create PDF button .

• (Other versions of Word) Click the Convert To Adobe PDF button .

3 Specify a filename and location, and click Save.

4 (Mac OS only) Click View File or Done.

You can also convert a file to PDF and then email it for review by clicking Create And Send For Review (Office 2007) or Send For Review (other versions of Office).

Create from Outlook (Windows)

After you install Acrobat, an Acrobat PDFMaker toolbar is added to Outlook.

1 Select the desired email messages and click Create Adobe PDF From Selected Messages .

2 Specify a filename and location, and click Save.

The selected messages are converted to a PDF package or a merged PDF, depending upon conversion settings. To convert email folders, select the desired folders and click Create Adobe PDF From Folders . You can also automatically archive email messages and folders.

Create from Lotus Notes (Windows)

After you install Acrobat, an Acrobat PDFMaker toolbar is added to IBM Lotus Notes and commands are added to the Actions menu.

1 Select the desired email messages and click Convert Selected Messages To Adobe PDF .

2 Specify a filename and location, and click Save.

The messages are converted to a merged PDF or a PDF package, depending upon conversion settings. You can convert an entire folder to PDF by clicking Convert Selected Folder To Adobe PDF .

Create from Internet Explorer (Windows)

You can convert an entire web page or a selected portion of it to PDF.

1 In Microsoft Internet Explorer, open the web page you want to convert.

2 (Optional) Drag to select the text and images you want to convert.

3 Click Convert Web Page To PDF .

4 Specify a filename and location, and click Save.

You can also convert one or more web pages, and even entire websites, from within Acrobat.

Create using Adobe PDF printer

In many applications, you can use the Print command with the Adobe PDF printer to convert a file to PDF.

1 Open the file you want to convert, and choose File > Print.

2 Choose Adobe PDF from the list of printers, and print the file.

3 If prompted, specify a filename and location, and click Save.

You can also choose a different default Adobe PDF printer setting or create a customized setting.

Combine files

Combine files from various sources into a single, merged PDF or an assembled *PDF package* of related files. For example, you might collect brochures, presentations, spreadsheets, and contracts into a cohesive sales proposal.

If you merge files into a single PDF, you can then add unifying elements to help tie the document together. For example, you can add a header or footer to the new file. Or renumber pages so that the page numbers that appear in the Page Navigation toolbar are consecutive across the merged files. You can also rotate, delete, and replace pages as necessary to create a cohesive look and keep the PDF up-to-date.
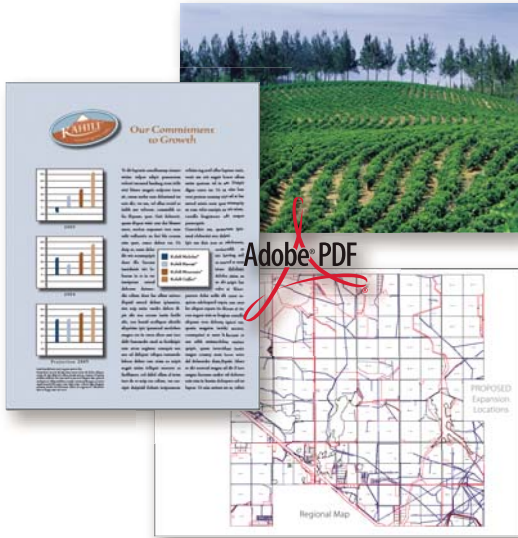
Merge documents from different applications into one Adobe PDF.

Create a PDF from multiple files

You can easily merge files of different types into a single PDF.

1 Click Combine Files 📁, and then click Add Files.

2 Select the files you want to combine, and click Add Files.

3 Adjust the order of files as desired, and then choose a file size and conversion setting.

4 Click Next, select Merge Files Into A Single PDF, and click Create.

Rather than merging files, you can also create a PDF package of files.

Assemble PDFs in a package

A *PDF package* lets you assemble related information into a single PDF while maintaining individual PDFs within it.

1 Click Combine Files 📁, and then click Add Files.

2 Select the files you want to combine, and click Add Files.

3 Adjust the order of files as desired, and then choose a file size and conversion setting.

4 Click Next, select Assemble Files Into A PDF Package, and click Create.

Modify a list of files to combine

When combining files, you have several options for adjusting the set of files.

1 Click Combine Files 📁, click Add Files, and add the desired files.

2 To modify the list of files or remove a file from the list, select a file, and then do any of the following:

• Click Move Up 🔼 or Move Down 🔽 or drag the file to a new location.

• Click Choose Pages to include a subset of pages. (Button name might change based on file type.)

• Click Remove or press Delete.

Add headers and footers

You can add a single header and footer throughout a PDF or apply different headers and footers selectively to various pages.

1 Choose Document > Header & Footer > Add. If a message appears, click Add New.

2 Specify font and margin settings.

3 In the header and footer text boxes, type the desired text. Click the buttons below the boxes to insert a page number or date.

You can save header and footer settings for easy reuse.

Renumber pages

When you renumber pages, only the numbers that appear in the Pages panel and the toolbar are affected. To change the numbers that appear on the document pages, add a header or footer.

1 Click the Pages button 🗋, and choose Number Pages from the Options menu.

2 Specify which pages the numbering will be applied to.

3 Specify the numbering style, prefix (if any), and starting number.

You can also continue the numbering style of the previous section.

Rotate pages

You can rotate all or selected pages in a PDF.

1 Choose Document > Rotate Pages.

2 Specify the direction of the rotation and the page range.

3 Choose the desired options from the Rotate menus.

To temporarily rotate a page, choose View > Rotate View > Clockwise or Counterclockwise.

Delete pages

After combining files, you can delete unwanted or blank pages.

1 (Optional) Click the Pages button 🗋 in the navigation pane and select the pages you want to delete.

2 Choose Document > Delete Pages.

3 Click Selected to delete selected pages or click From and specify a range.

If you want to retain a copy of the original PDF, make sure that you save the new document using Save As rather than Save.

Replace pages

To quickly update a PDF, you can replace individual pages.

1 Choose Document > Replace Pages.

2 Select the document that contains the replacement pages, and click Select.

3 Under Original, specify the pages you want to replace. Under Replacement, specify the beginning replacement page.

Interactive elements, such as links and bookmarks, associated with the original pages aren't deleted.

Export

If you don't have access to the original source file for a PDF, you can convert the PDF to an editable format. You can also copy selected text and images to reuse in other documents. Or extract pages and save them as a new PDF.

For example, you might save a brochure in HTML format for use on your company's website. Or extract a few relevant pages from a large in-house document to share with clients. You could easily repurpose images and text from a design specification by copying them into a Word, Adobe Photoshop®, or Adobe InDesign® document.

Export as Word

If you don't have the original file from which a PDF was created, you can save the PDF as a Word document that you can then edit in Word.

1 Click Export 📄 in the Tasks toolbar, and then choose Word Document.

2 Click Settings to set conversion options.

Note: When you save a PDF to Word format, the resulting file isn't equivalent to a file created in Word; some coding information may be lost.

Export as HTML or XML

To easily use the content of a PDF on the web, simply convert the PDF to HTML or XML format.

1 Click Export 📄 in the Tasks toolbar, and then choose HTML Web Page or XML 1.0.

2 Click Settings to set conversion options.

You can save a PDF in HTML 3.2 format by clicking Export, and choosing More Formats > HTML 3.2.

Export as text

You can save a PDF in Rich Text Format (RTF), as accessible text, or as plain text. RTF preserves the most formatting. Accessible text preserves such items as comments, form fields, and alternate text.

1 Click Export 📄 in the Tasks toolbar, choose More Formats, and then choose the desired text format.

2 If saving to RTF or plain text, click Settings to adjust the conversion settings.

Select and copy text

You can copy words, lines, or columns of text from a PDF.

1 Using the Select tool 𝕀▶, do any of the following:

• Drag across text.

• Double-click or triple-click to select a word or a line of text.

2 Move the pointer over the icon that appears next to the selected text, and then choose an option from the menu.

If you cannot select text, it may be part of an image or from a scanned document.

Select and copy an image

You can copy an image from a PDF to the clipboard or to another application, or you can save it to a file.

1 Using the Select tool 𝕀▶, click an image or drag to select a portion of it after the pointer changes to a crosshairs icon.

2 Do any of the following:

• Drag the image into an open document in another application.

• Right-click/Control-click the image and choose Copy Image or Save Image As.

Take a snapshot of a page

Use the Snapshot tool to copy all selected content. Text and images are both copied as an image.

1 Choose Tools > Select & Zoom > Snapshot tool.

2 Drag on the page to select content, or click to copy the entire page.

The selected content is copied to the clipboard when you release the mouse button.

Extract pages

When you extract pages, they are saved in a new PDF.

1 Choose Document > Extract Pages.

2 Specify the range of pages to extract.

3 Choose whether you want to delete the pages after extracting them.

4 To save the extracted pages as individual files, rather than a single PDF, select Extract Pages As Separate Files.

All links, comments, and form fields on the extracted pages are also extracted, but bookmarks and articles are not.

Secure

You can use password or certificate encryption, as well as server-based policies, to help control access to your PDFs. These security features allow you to restrict what others can do and see in the PDFs you create.

For example, you can create read-only files for web distribution, or you can limit access in files that you send out for review so that only commenting is allowed. You can redact sensitive content in a legal brief or examine a PDF for personal information before making it available to the public.

Examine a PDF for hidden content

Before making a PDF available to others, you may wish to remove content that reveals the document history or that contains your personal information, such as metadata that lists your name as the author.

1 Choose Document > Examine Document.

2 Select the items you want removed from the PDF, and click Remove All Checked Items.

3 Save the document with a new name.

You can also examine a PDF at the end of a redaction process.

Redact sensitive content

Use redaction to remove sensitive content from a PDF.

Important: Save a copy of the PDF before applying redaction markups.

1 Choose View > Toolbars > Redaction.

2 Click Mark For Redaction , and do any of the following:

• Double-click a word or an image.

• Drag across text.

• Ctrl-drag/Control-drag over an area of the page.

3 Click Apply Redactions . Search for and remove hidden content, if desired.

Use Search And Redact to remove all instances of a search string.

Add a document password

One way to restrict access to a PDF is to add a Document Open password.

Important: There is no way to open the PDF if you forget the password.

1 Click Secure 🔒 on the Tasks toolbar, and choose Password Encrypt.

2 Select Require A Password To Open The Document, and type a case-sensitive password in the text box.

If the PDF already has security applied, you may need to supply the Permissions password that lets you change security settings.

Prevent changes to a PDF

Add security restrictions to help prevent others from changing your PDF.

1 Click Secure 🔒 on the Tasks toolbar, and choose Password Encryption.

2 Select Restrict Editing And Printing Of The Document, and type a Permissions password.

3 Choose an option from the Changes Allowed menu.

For information on using other security methods to restrict access, see Help.

Create secure attachments

You can add security to both PDF and non-PDF documents by embedding them in an encrypted envelope, called a *security envelope*, that you can send as an email attachment.

1 Click Secure 🔒 on the Tasks toolbar, and choose Create Security Envelope.

2 Click Add File To Send, and select the desired documents.

3 Click Next, and follow the on-screen instructions to create the security envelope.

Recipients can extract and save the encrypted documents. Once saved, the documents are no longer encrypted.

Secure PDFs using policies

You can quickly apply security options by using either a *user policy* that you create or an *organizational policy* created by an Adobe LiveCycle® Policy Server administrator and shared by a group of users. Two user policies come with Acrobat.

1 Click Secure 🔒 on the toolbar, and choose one of the policies listed at the top of the menu.

2 Click Yes, and then change the security settings as desired.

Create a user security policy

Security policies provide an easy way for you to apply the same security settings to multiple PDFs. Security policies include encryption, permission settings, and information about who can open the PDFs or change security settings.

1 Click Secure 🔒 on the toolbar, and choose Manage Security Policies.

2 Click New, and select the type of security you want.

3 Click Next, and follow the on-screen instructions to set up the policy and choose the desired security settings.

Sign

Digitally signing a PDF is much like signing a paper document. For example, you can use a digital signature to indicate that you approve of the contents, that you have reviewed the contents, or that you agree to the terms outlined in the document.

Adding a digital signature also allows you to track any changes made to the PDF. For added security, you can certify a PDF so that recipients can be assured that the PDF has not been altered. Finally, you can check digital signatures to ensure that they are valid.
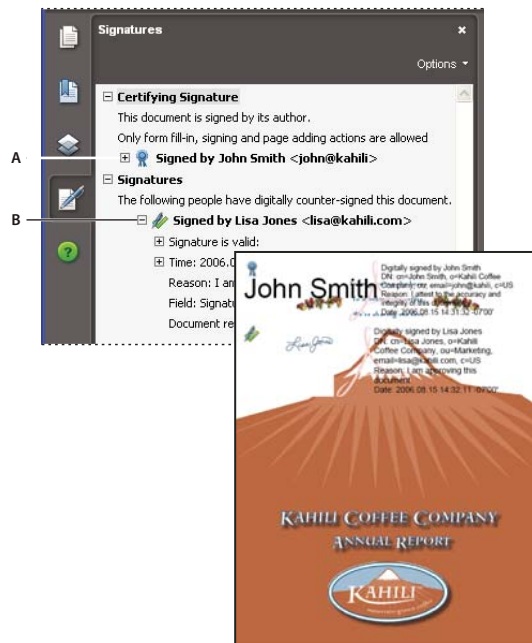
Sign a PDF to indicate you've read it or to certify its contents.
A. Certifying signature B. Digital signature

Create a self-signed digital ID

A digital ID is required to sign documents and apply certificate security. Self-signed digital IDs created from Acrobat may be adequate for many situations. See the Adobe website for information on acquiring a digital ID from Adobe security partners.

1 Choose Advanced > Security Settings.

2 Select Digital IDs, and click Add ID.

3 Select Create A Self-Signed Digital ID For Use With Acrobat.

4 Follow the on-screen instructions to set up the self-signed digital ID.

Register a digital ID

You must register a digital ID in Acrobat before you can use it.

1 Choose Advanced > Security Settings.

2 Select Digital IDs, and click Add ID.

3 Select Browse For An Existing Digital ID File.

4 Follow the on-screen instructions to select the digital ID file, type your password, and register the digital ID.

You can create self-signed digital IDs in Acrobat. Or, see the Adobe website for information on acquiring a digital ID from Adobe security partners.

Share your certificate

Your digital ID includes a certificate that others require to validate your signature and encrypt documents for you.

1 Choose Advanced > Security Settings.

2 Select Digital IDs on the left.

3 Select the ID you want to share, and click Export .

4 Follow the on-screen instructions to email the certificate or save it to a file.

If you use a third-party security method, you usually don't need to share your certificate with others.

Create a signature appearance

You can modify your digital signature appearance. For example, you can include your scanned signature.

1 (Optional) Save the desired image on a page by itself, and convert the page to PDF.

2 Choose Edit > Preferences (Windows) or Acrobat (Mac OS) > Preferences, and select Security.

3 Click New, and type a title.

4 (Optional) Select Imported Graphic, click File, and select the desired file.

5 Specify options as desired.

Sign a PDF

Use a digital signature to indicate your approval. For best results, change your security preferences to always sign in Preview Document mode, so that you can view and sign the PDF in a secure state.

1 Click the signature field. Or, click Sign , and choose Sign Document.

2 Follow the on-screen instructions to apply your digital signature.

If the document does not contain an unsigned signature field, click Sign and choose Place Signature to sign the PDF.

Certify a PDF

Certifying a PDF indicates that you approve of its content and allows you to specify the types of changes that are permitted for the PDF to remain certified.

1 Click Sign on the Tasks toolbar, choose Certify With Visible Signature or Certify Without Visible Signature, and click OK.

2 If certifying with a visible signature, draw a signature field.

3 Follow the on-screen instructions to apply the certifying signature.

4 Save the PDF using a different filename.

Validate signatures

When you open a document, a status icon appears next to the signature, indicating if the signature is valid.

1 Click Signatures in the navigation pane, and select the signature.

2 Right-click/Control-click and choose Show Signature Properties.

3 Use the various tabs and options in the Signature Properties dialog box to resolve any signature issues. For example, if the identity is unknown or unverified, click the Signer tab, and click Show Certificate to determine if the certificate is trusted.

Review & Comment

Start an automated email or shared review to simplify the reviewing process. When you review a PDF using Acrobat, all users can comment on a single, unchanging document using a wide variety of commenting tools, from sticky notes and stamps to

text edits, highlights, and drawing markups. If you set up a shared review, reviewers can see and respond to others reviewers' comments. Using the Review Tracker, you can invite additional reviewers, rejoin a review, and track the progress of shared reviews.

For example, suppose you have a specification that needs to be reviewed by your project team, which includes people in several locations. Set up a shared review to send the PDF to all the review participants. When the participants (including Adobe Reader 8 users if you have enabled commenting for Adobe Reader) open the email attachment, Acrobat opens the Commenting toolbar and instructions on how to complete the review.
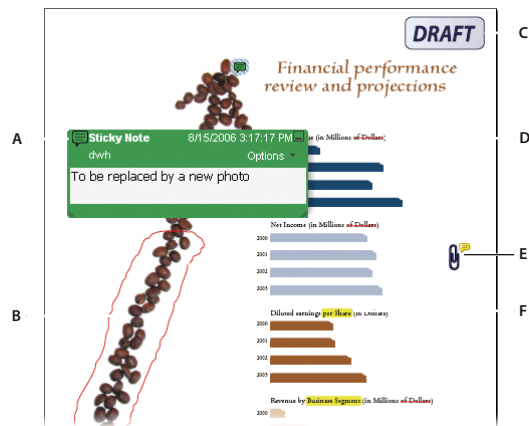
Add different kinds of comments to your PDF. They also appear in the Comments list.
A. Note B. Drawing markup C. Stamp D. Replaced Text E. File attachment F. Highlighted text

Start an email review

An email-based review lets you track review status and merge received comments into the PDF.

1 Click Review & Comment 💬 and choose Attach For Email Review.

2 If prompted, enter your identity information to create a reviewer profile.

3 Follow the on-screen instructions to select the PDF, invite reviewers, and send the email invitation.

If your email application doesn't send email automatically, you may need to answer alert messages and switch to your email application to finish sending the message.

Start a shared review

A shared review allows reviewers, including those using Adobe Reader, to see and respond to others' comments during the review.

Important: To conduct a shared review, you and your reviewers need write access to a shared comment server.

1 Click Review & Comment 💬 and choose Send For Shared Review.

2 If prompted, enter your identity information to create a reviewer profile.

3 Follow the on-screen instructions to select (or add) a server, select the PDF, invite reviewers, and send the email invitation.

Track and manage reviews

The Review Tracker provides information for all documents that you've sent and received for review. Use the Review Tracker to rejoin a review, send a reminder, or invite additional reviewers.

1 Click Review & Comment 💬, and choose Review Tracker.

2 Select the desired PDF on the left.

3 Do any of the following:

- To rejoin a review, double-click the PDF.
- To send a message, click Email All Reviewers or Email Initiator.
- To invite additional reviewers, click Add Reviewers.

Invite additional reviewers

If you initiated a review, you can invite more reviewers. If you are a reviewer, ask the initiator to add reviewers so the initiator can track all reviewers and receive notification when comments are received.

1 Click Review & Comment 💬, and choose Review Tracker.

2 Select the desired PDF under Reviews I've Sent, and click Add Reviewers.

3 Follow the on-screen instructions to add email addresses, change the message as needed, and send the invitation.

Participate in an email review

When you open the PDF attachment in an email review, a tracked copy of the PDF opens with a document message bar, a Send Comments button, and a Comment & Markup toolbar.

Important: If you're prompted to connect to a server when you open the PDF, you've been invited to a shared review.

1 Open the PDF attachment from your email application.

2 Use commenting tools to add comments.

3 Save the PDF, and then click Send Comments.

Participate in a shared review

When you open the shared PDF, commenting tools and a document message bar with instructions also open.

1 Open the PDF attachment or link.

2 Click Connect, and type your login name and password, if prompted.

3 Type your name, email address, and job title to create a reviewer profile, if prompted.

4 Add comments.

5 When you want to share your comments, click Publish Comments.

In a shared review, you can see all reviewers' comments that have been published.

Create drawing markups

You can add lines, arrows, and shapes to a PDF by using the drawing markup tools.

1 Choose Tools > Comment & Markup, and choose the desired tool.

2 Draw in the PDF. For example, click and drag to form a line, arrow, or rectangle.

3 (Optional) Using the Select tool, double-click the markup, and then type a comment in the pop-up note.

To change properties, such as line color and width, right-click/Control-click the markup and choose Properties.

Forms

You can create a PDF form with interactive form fields from many different sources—an existing electronic document such as a Word document or a spreadsheet, a scanned paper document, or a template. You can then distribute the form through email or a shared server and track the forms that have been returned to you. Finally, you can easily collect and review form data and export it to other applications.

For example, you could convert all of your human resources forms to PDF and post them for easy access on a shared server. You could then track a specific form, such as a yearly benefits enrollment form, and know who has filled out and returned the form. After you have collected the returned data, you could then export it to a spreadsheet or a personnel database.

Interactive form fields make it easy to collect data.
A. Check box B. Radio button C. Combo box D. Text box
E. Button

Create a form

The Create New Form wizard guides you through creating a PDF form from a template (Windows only), an electronic document, spreadsheet data, or a scanned paper document.

1 Click Forms ▤ on the toolbar, and choose Create New Form.

2 Select the source for the PDF form, and click Continue.

3 Follow the on-screen instructions.

Forms created with the wizard are LiveCycle Designer forms. To create an Acrobat form instead, choose Forms > Run Form Field Recognition.

Edit a form

Depending upon how a PDF form was created, you can edit it in either Acrobat or LiveCycle Designer (Windows only).

Note: (Windows) PDF forms created in Acrobat can be edited in LiveCycle Designer, but those created or edited in LiveCycle Designer cannot be edited in Acrobat.

1 Open a PDF form.

2 Choose Forms > Edit Form In Designer or Edit Form In Acrobat.

3 Add or modify form fields and field properties as desired.

Distribute a form

After you create a PDF form, you can distribute it by using the Distribute Form wizard.

Note: To use the wizard, the form must contain a submit button.

1 Open the desired form.

2 Click the Forms button 📋 on the Tasks toolbar, and choose Distribute Form.

3 Follow the on-screen instructions to prepare the form for distribution.

4 Specify if you want to email the form or save and send it later.

5 Follow the on-screen instructions to distribute the form.

Track and manage forms

The Forms Tracker helps you manage forms you've distributed.

1 Click the Forms button 📋 on the Tasks toolbar, and choose Track Forms.

2 Select an icon on the left to see forms in that category:

- To Do displays forms you've received.
- History displays forms you've distributed.
- Search Results allows you to search for specific forms.
- Forms Library displays forms you've saved in the library for future distribution.

Compile data received by email

As users return their form data, you can compile it into a data set.

1 Open the email attachment containing the returned form.

2 In the dialog box that appears, select an existing data set or create a new set for the form data.

The new data is added and the data set opens, allowing you to review all responses. You can also compile data by clicking Forms 📋 on the Tasks toolbar, and choosing Compile Returned Forms.

Review form responses

After you've compiled returned form data into a data set, the PDF automatically opens for you to review the responses.

❖ With the desired data set PDF open, do any of the following:

- To review an individual response, select a line in the response list.
- To sort the response list, click the desired column heading.
- To add data, click Import Data 🗐.
- To delete data, select a record and press Delete.

Export form data to a spreadsheet

Once you've collected PDF form data in FDF or XML format, you can organize the form data into a comma-delimited spreadsheet (CSV) file.

1 Choose Forms > Manage Form Data > Merge Data Files Into Spreadsheet.

2 Click Add Files, and then select the desired data files.

3 Click Export, choose a location for the CSV file, and click Save.

What's new

Viewing, navigating, and searching

Getting Started window At a glance, see the main features of Adobe Acrobat 8 Professional Getting Started Guide and click links to start tasks or learn more about features. See "Start in the Getting Started window" in Acrobat Help.

Maximized work area View PDFs in a new visual design for the work area, navigation pane, and toolbars. User interface elements have been removed to maximize space. See "View the work area" in Acrobat Help.

Customizable toolbars Easily hide or show individual tools by right-clicking/Control-clicking a toolbar, or use the More Tools dialog box to customize toolbars. See "Display and arrange toolbars" in Acrobat Help.

Search enhancements Find words or use advanced search tools, all from the same integrated toolbar. View search results in a floating, resizable panel. Search documents in a PDF package. See "Search features overview" in Acrobat Help.

Embedded PDF search index Embed a search index for a specific file directly within the PDF to speed up searching. See "Create and manage an index in a PDF" in Acrobat Help.

PDF creation, assembly, and editing

PDF from a blank page Create a blank PDF page and type text onto the page. Format text using formatting controls. Lock the document so that it can't be edited. See "Create a PDF from a blank page" in Acrobat Help.

PDF packages Assemble PDF files (including PDF forms) and non-PDF files into a single package. Files aren't modified when packaged, so signatures and security options stay intact. Documents within a package are viewed in the same window. Easily add, delete, or extract documents from the package. Search and print the current or selected document, or all documents within the package. See "About PDF packages" in Acrobat Help.

Combined files user interface Combine files into a single PDF with concatenated pages, or assemble files

into a PDF package. Choose simple options to control the size of the resulting PDF. See "Combining different types of files" in Acrobat Help.

Mail merge to PDF within Microsoft® Word Convert Word mail merge documents to PDF and send them out by email. See "Create PDFs from Word mail merges" in Acrobat Help.

Microsoft Excel worksheet enhancements
(Windows) Select and order worksheets for conversion. Convert all links and bookmarks. Create PDF/A-compliant files. See "Application-specific PDFMaker settings" in Acrobat Help.

Microsoft PowerPoint presentation enhancements
(Windows) Convert overlapping shapes and images, action buttons, action settings, and speaker notes. Convert backgrounds to a separate, nonprinting layer. Create PDF/A-compliant files. See "Application-specific PDFMaker settings" in Acrobat Help.

Email conversion enhancements Convert an email message or a complete mail folder to PDF from Lotus Notes. Create PDF packages of email from both Microsoft Outlook and Lotus Notes. In Outlook on Windows, convert email archives to PDF packages and automatically archive email on a schedule. See "Convert email messages to PDFs (Windows)," "Migrate Outlook PDF archives to PDF packages (Windows)," and "Set up automatic email archiving (Windows)" in Acrobat Help.

Scanning enhancements Scan to PDF or PDF/A from a broader range of scanners. Add metadata while scanning. Optimize a scanned PDF. See "Scan a paper document to PDF" in Acrobat Help.

PDF/A-compliant files Create PDF/A-compliant files when scanning paper documents and when creating

PDFs from Word, Microsoft Excel, Microsoft Power-Point, Adobe Acrobat Distiller, and the Acrobat Preflight tool.

Bates numbering Apply identifying labels to a batch of related documents—typically legal documents associated with a court case. Bates numbering appears as a header or footer on each page of each PDF in the batch. See "Add a Bates numbering header or footer" in Acrobat Help.

Document examination Inspect PDFs for metadata, annotations, attachments, hidden data, form fields, hidden layers, or bookmarks. Remove some or all of the information. See "Examine a PDF for hidden content" in Acrobat Help.

Headers, footers, watermarks, and backgrounds Save header, footer, watermark, and background options as named settings for reuse. Remove or update existing headers, footers, watermarks, and backgrounds. Shrink content to accommodate headers and footers. Preview changes in real time. Set underline text. See "Add and edit headers and footers" in Acrobat Help.

Review and commenting
Acrobat Connect meetings Access the real-time, web-based collaboration capabilities of Acrobat Connect (sold separately). Click the Start Meeting button to escalate from a document review to real-time communication with others over the Internet. Acrobat Connect uses Adobe Flash® CS3 Professional and a personal meeting room for screen sharing, audio and video conferencing, whiteboarding, and more. When you first click the Start Meeting button, you can create a free trial account. Each subsequent time, you go directly to your Acrobat Connect personal meeting

room. (Acrobat Connect is not available in all languages.) See "Meetings" in Acrobat Help.

Shared reviews Initiate a review where comments are stored on a central server, allowing all participants to see comments in real time. No extra server software is needed. Shared reviews work with a folder on a network server, a Windows SharePoint workspace, or a web folder on a web server. Comments are automatically retrieved, even if Reader isn't running and could be added even when you are disconnected from the network. Notifications alert users that there are new comments. Comments from reviewers outside the firewall can be merged into the shared review, and you can enable Reader users to participate in reviews. See "Start a shared review" in Acrobat Help.

Review Tracker Provides details about all active reviews. For shared reviews, details include the number of comments from a reviewer, the review deadline, server status, unread reviews, and a summary of updated shared reviews. See "Tracking PDF reviews" in AcrobatHelp.

Commenting and markup enhancements View and accurately place callout and cloud markups as you apply them. The callout leader automatically moves as you position the callout. Selected comments are highlighted for easier visibility when zoomed out. Rotate stamps and select all tools from a single, integrated toolbar. See "Commenting" in Acrobat Help.

Forms
Simple forms creation (Windows) Use a wizard to create PDF forms from templates, existing electronic documents, paper forms, or spreadsheet data. Customize forms with contact information and logos.

Edit in Adobe LiveCycle® Designer. See "Creating and editing forms" in Acrobat Help.

PDF background artwork Import a PDF as background artwork on a form in LiveCycle Designer. Add form fields on top of the background. See LiveCycle Designer Help.

Forms Tracker Track the forms you initiate or fill out. See "About Forms Tracker" in Acrobat Help.

Export and compile form data Aggregate returned forms into a PDF package. Export the form data to a spreadsheet. See "Submitting forms" and "Export records from a PDF data set" in Acrobat Help.

Form field recognition Automatically recognize form fields on noninteractive PDF documents and convert them to interactive fields that can be filled electronically. See "Creating new forms" in Acrobat Help.

Reader-enabled rights Enable Reader 7 and 8 users to fill in, digitally sign, and locally save forms and other PDFs. See "Enable Reader users to save form data" in Acrobat Help.

Digital signatures
Roaming IDs Enroll in a signing service where the server holds your private key. Authenticate to the server from Acrobat and allow the document to be signed with your credentials stored on the server. See "Set up a roaming ID" in Acrobat Help.

Signature preview mode and conformance checker
Before signing, view the document content as it will appear after eliminating transparency, scripts, fonts, and other dynamic content that can alter a document's appearance. Acrobat automatically runs the Document Integrity Checker, which now includes checking for Qualified Signatures conformance before

entering signature preview mode. See "Sign in Preview Document mode" in Acrobat Help.

Certificate enhancements Predetermine the signing certificate. Configure the chain model for certificate validation. See "Sharing and managing certificates" in Acrobat Help.

Seed values Specify which choices a user can make when signing a document. See "Customizing signature properties using seed values" in Acrobat Help.

Signatures in Reader Allow Reader users to draw a signature field. See "Before you certify a PDF" in Acrobat Help.

Architecture, engineering, and construction

Batch conversion/direct conversion From Autodesk AutoCAD, convert multiple AutoCAD files to multiple PDFs. Convert AutoCAD files to PDF with improved speed. See "Convert AutoCAD files to PDF (Windows)" in Acrobat Help.

DWG/DWF support 2D Measurement tool enhancements Measurement is recalculated if start or end points move. Measurements snap to lines, intersections, or corners. See "Measure the height, width, or area of objects" in Acrobat Help.

Legal

Redaction tools Mark text, images, and sensitive areas for redaction. Permanently apply redaction. Modify the appearance of redaction marks, including color and codes. See "Redact sensitive content" in Acrobat Help.

Search and redact From within the Search feature, mark some or all search results for redaction. See "Search and redact words" in Acrobat Help.

Bates numbering Apply identifying labels to a batch of related documents—typically legal documents associated with a court case. Bates numbering appears as a header or footer on each page of each PDF in the batch. See "Add a Bates numbering header or footer" in Acrobat Help.

Creative professional

Color management improvements In Adobe Creative Suite, synchronize settings for on-screen color across the applications with a single click. See "Synchronize color settings across Adobe applications" in Acrobat Help.

Shared transparency flattener presets Define flattener presets in one Adobe application, such as Acrobat, and then easily share those swatches with other applications, such as Adobe Illustrator® and Adobe InDesign®. See "Create a flattener preset" in Acrobat Help.

Preflight Locate, modify, or remove PDF elements using customizable fixup profiles. Create an inventory of PDF content, including Extensible Metadata Platform (XMP) metadata. Perform advanced inspections on Cos objects and fonts. Convert to and validate PDF/X-4 and PDF/A files. Edit droplet settings for automated preflight inspections. See "Correcting problem areas" and "Advanced inspections" in Acrobat Help.

Booklet printing Print pages as a simple booklet, such as 2-up, saddle-stitched. See "Print a booklet" in Acrobat Help.

Metadata in documents and objects Maintain and access document and object-level metadata. See "Document properties and metadata" in Acrobat Help.

TouchUp Object tool enhancement See and change the color space of a selected object. Scale, rotate, or clip an object. See "Move or edit an object" in Acrobat Help.

Additional new features

FIPS mode Version 8.1 of Acrobat provides a FIPS mode to restrict data protection to Federal Information Processing Standard (FIPS) 140-2 approved algorithms using the RSABSAFE Crypto-C 2.0 encryption module with FIPS 140-2 validation certificate 608. See "Securing PDFs in FIPS mode" in Acrobat Help.

Microsoft Windows Vista™ support Version 8.1 of Acrobat supports Windows Vista.

Installing Acrobat on 64-bit versions of Windows Version 8.1 of Acrobat supports the 64-bit versions of Microsoft Windows XP and Windows Vista.

Version Cue 2.0 Manage files and versions as a single user or in a small workgroup. Integrate with Adobe Bridge to manage files for your Creative Suite projects. See "Adobe Version Cue" in Acrobat Help.

Digital Editions Read and organize eBooks and other publications with Adobe® Digital Editions (a separate product). When you first click the Digital Editions menu item, you can download and install the Adobe Digital Editions software. After installation, choose Digital Editions to go directly to your Adobe Digital Editions bookshelf. See "Adobe Digital Editions" in AcrobatHelp.

Printing over the Internet Print documents to a FedEx Kinkos office in the United States. See "Print over the Internet" in Acrobat Help.

2D Measurement tool enhancements Measurement is recalculated if start or end points move. Measurements snap to lines, intersections, or corners. See "Measure the height, width, or area of objects" in Acrobat Help.