



# Software Application Tutorial

# Adobe Acrobat 8.0 Professional

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**For Assistance Call x3350**

**A Member of the Pennsylvania State System of Higher Education**

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## Introduction

Adobe Acrobat 8.0 Standard enables professionals to quickly and easily convert any document, including those from Microsoft Office and Internet Explorer, to Adobe Portable Document Format (PDF). Adobe PDF files, which preserve the visual integrity of original documents, can be reliably e-mailed to colleagues and customers. Acrobat 8.0 Standard's intuitive review-management tools streamline communications and reduce the costs and inefficiencies associated with paper-based reviews. PDF is Cross Platform, Navigational, Ultra-Printable, Ultra-Viewable and Smaller than other conventional document formats.

**Cross Platform:** cross-platform indicates that the documents are independent of the software, hardware, and the operating system that were used to create the file. In simple words, you can read a PDF document in Windows that was created on a Macintosh that you downloaded from a web site running UNIX.

**Navigational:** items built into the PDF file format allow the creators and the recipients to see the usefulness of the document. Internal and external links, bookmarks, thumbnails of each page, article threads, form fields, buttons for navigation, notes to annotate information and views to allow the user to magnify or reduce a page to fit within the user's computer screen.

**Ultra-Printable:** PDF files are based on the PostScript language imaging model. This enables sharp, color-precise printing on almost all printers supported by the university.

**Ultra-Viewable:** On screen PDF files have a precise color match regardless of the monitor used. PDF files allow the user to magnify documents up to 800% without the loss of clarity in text or graphics.

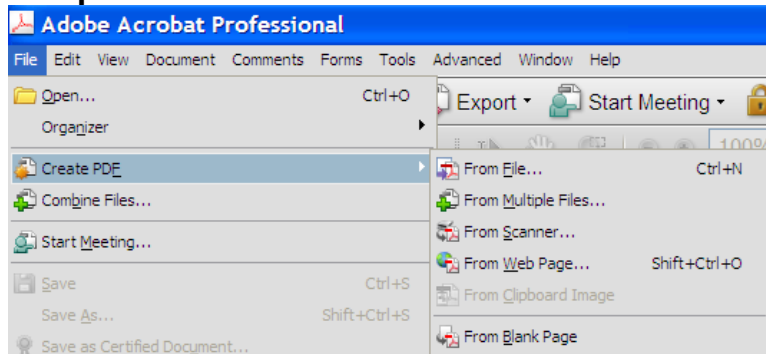
**Smaller:** PDF files can be optimized to reduce their file sizes. PDF files can be 1/5 of the size of their HTML counterparts.

## Creating a PDF file

A PDF file can be created from a file (such as a Word document, Excel spreadsheet, PowerPoint file, etc.), multiple files and from a webpage.

This can be accomplished in two different ways; by accessing the File pull-down menu or clicking on the Create PDF button located on the toolbar.

### **File pull-down menu:**



### **Create PDF button:**



1. Click on the File pull-down menu or click on the Create PDF button.
2. Select From File.
3. The Open dialog box will appear.
4. Select the file and click Open.
5. Adobe will begin creating the file in PDF format. Note the larger the file the longer it will take to create the PDF.
6. When the file has been created it will automatically open in Adobe.

## Create a PDF from within a Microsoft Application

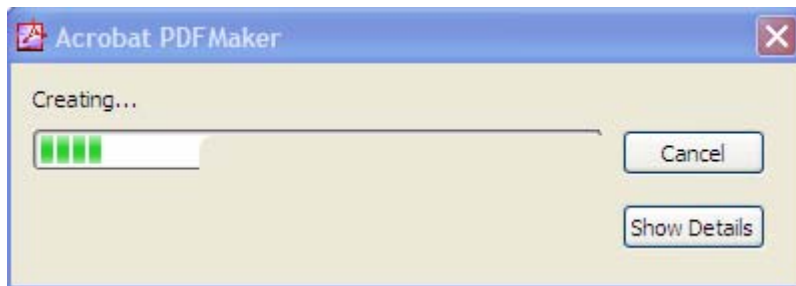
1. Open the application.
2. Open the document you want to change into a PDF: in Microsoft Word, Excel and PowerPoint you will see the following toolbar after you install Adobe 8.0 Professional. If you do not see the toolbar go to the View pull-down menu rest your mouse on Toolbars and select

Acrobat PDFMaker 8.0 from the bottom of the list.



Click on this button to convert your Microsoft Office file into a PDF.

1. Click on the Convert your Word, Excel, etc. file to a PDF button.
2. A "Save Adobe PDF File As" box will appear.
3. Type in the file name and click Save.
4. The following box will appear:



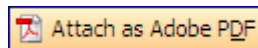
5. Once this has finished the document will open in Adobe Acrobat.



This button will convert your document into a PDF file and open an e-mail with this document included as an attachment.

### **Microsoft Outlook XP and 2003**

1. Open a new e-mail message.
2. On the Standard toolbar you will see the following button:

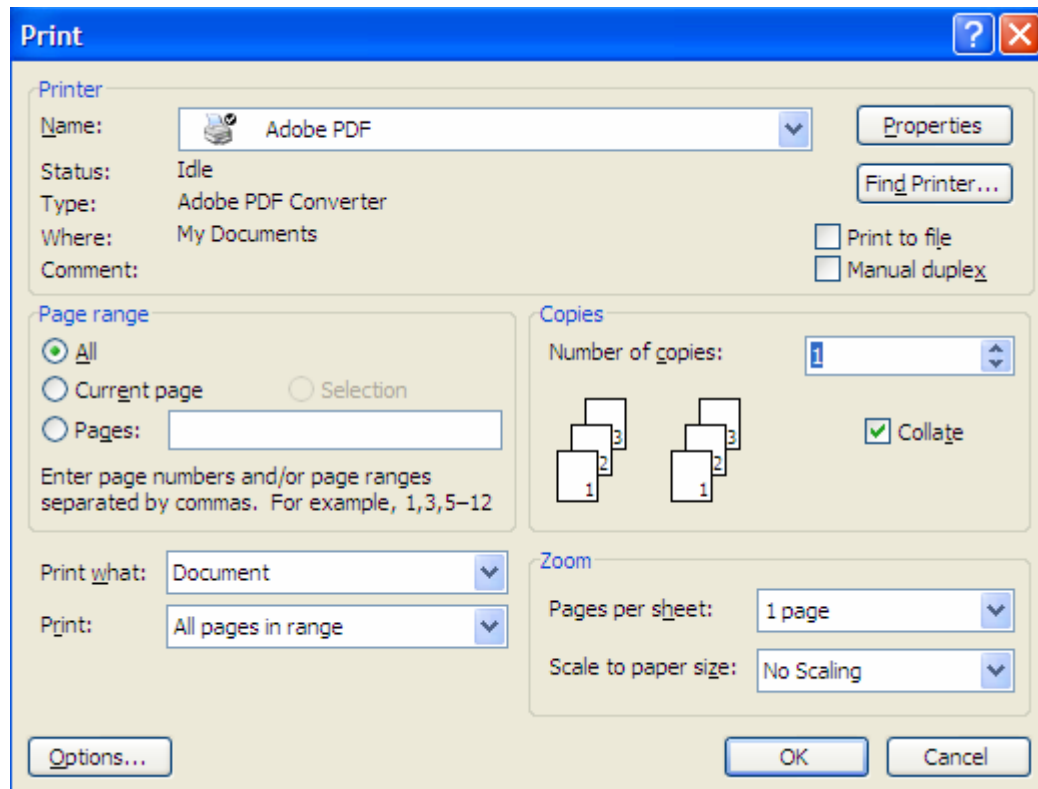


3. Click on this button to attach a Word, Excel or PowerPoint document as a PDF.
4. A Choose file dialog box will open.
5. Select your file and click on Open.
6. It will convert the file to a PDF document and attach it to the e-mail.

## Adobe PDF Printer

You can also create a PDF file by using the Adobe PDF printer driver.

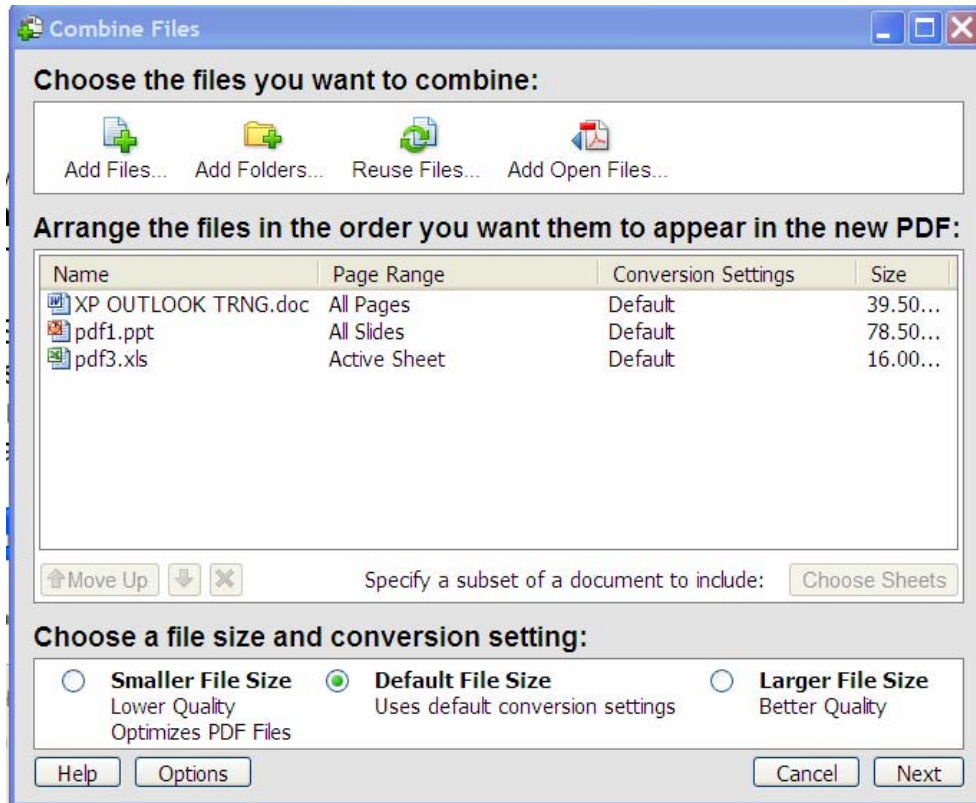
1. Open a file you would like to convert into a PDF document.
2. Go to File, select Print.
3. Select the Adobe PDF printer.
4. Click OK.



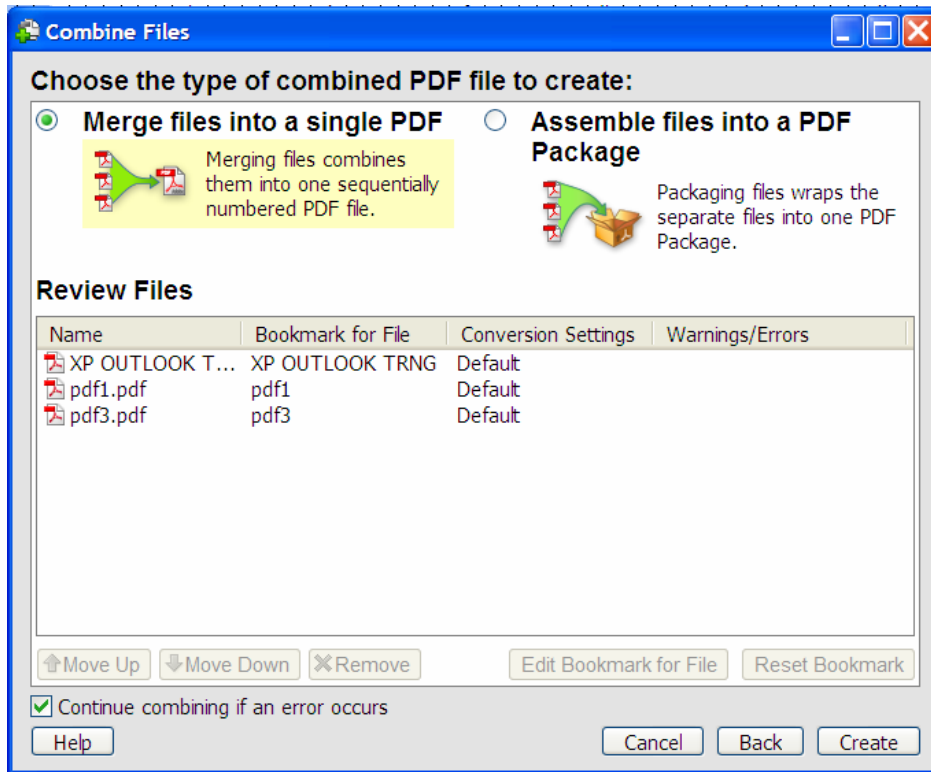
5. Your document will automatically convert into a PDF file and open in Adobe Acrobat.

## Creating a PDF from Multiple files

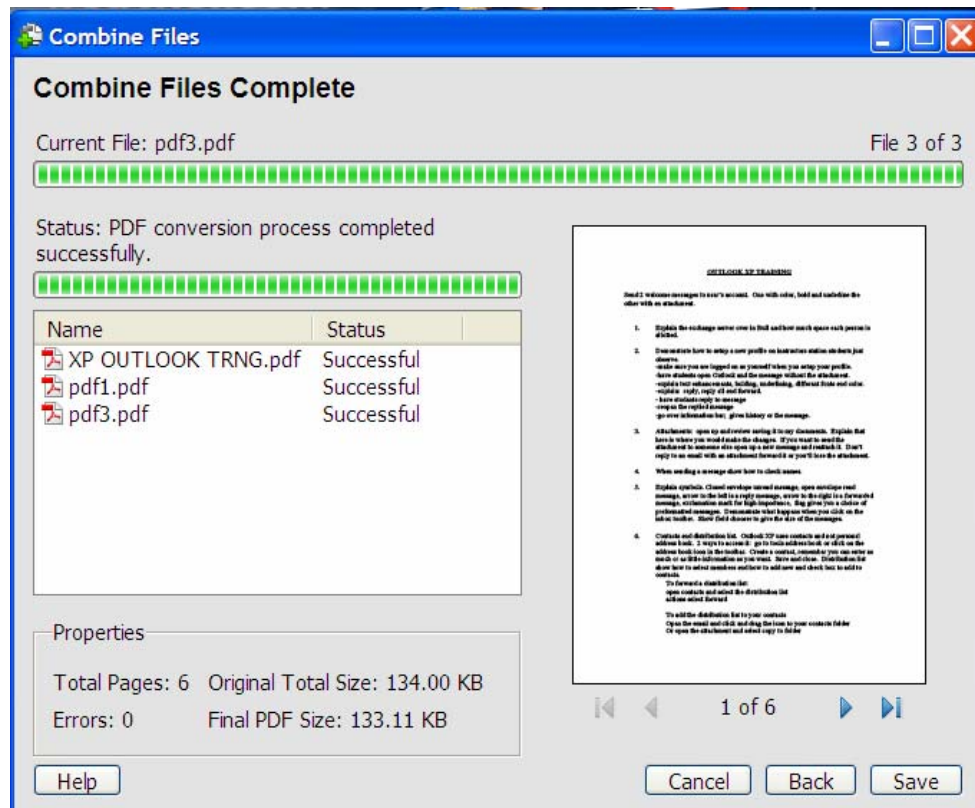
1. Open Adobe Acrobat 8.0.
2. Select the File pull-down menu, Create PDF and click on select from Multiple Files.
3. Click on the Add Files button to add files you want to combine.
4. Select the files you want to combine and click the Add button. To choose multiple files, hold down the Ctrl key and click on the file to select it. Once you have added all the files you want to combine into one PDF document they will be listed in the "Arrange the files..." section as illustrated below.



5. You can change the order in which you would like the documents to appear in the PDF file by clicking once on the file name to highlight it and clicking on either the Move Up or down arrow buttons.
6. Click the Add Open PDF icon to append any currently open PDF documents with the selected files.
7. Click the Reuse Files icon to reuse a selected file in a combination file. This would be a file from a PDF that was created using multiple files.
8. Click Next. A Choose the type of combined PDF file to create window opens.



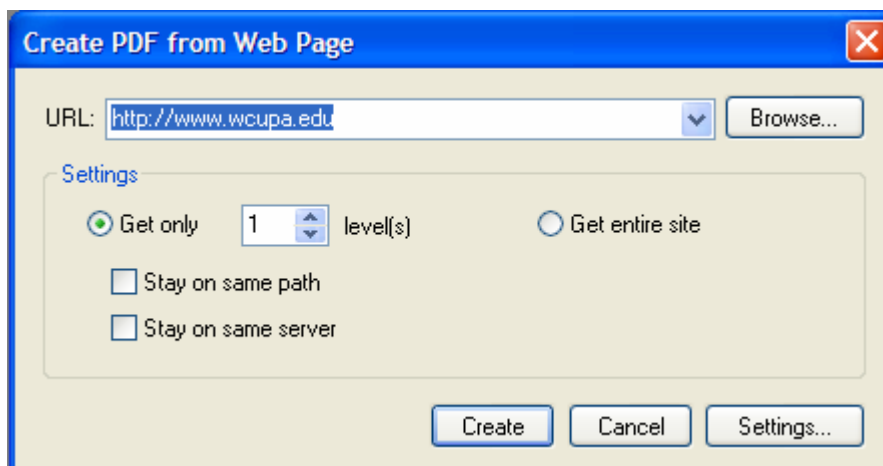
9. The Merge Files into a single PDF option is selected, this is the default. Click Create.
10. When the Conversion process is complete a Combine Files Complete window opens. Click Save.



11. Acrobat converts the selected files into a single PDF document and displays the Save As dialog box. The default name for the new document is Binder followed by a number. The first document is Binder1.pdf, the next Binder2.pdf, and so on. You can enter a different filename if you wish.
12. Each of the files will open and then combine into one single PDF file.

### Create a PDF from a Web Page

1. From the File pull-down menu, select Create PDF or click on the Create PDF button, select From Web Page. The following dialog box will open.



2. If the command has been used before, the last site opened is listed in the URL field. Enter the URL you wish to convert to a PDF.
3. If you want to open a single HTML page, accept the default settings options. If you want to open the entire site in PDF format, choose the Get Entire Site option.
4. Click browse, and Acrobat opens the Select File to Open dialog box.
5. Navigate to the HTML file you want to convert to PDF format and then click Open. If you chose the Get Entire Site option, select the home page of the site.
6. Click Create. If you chose the Get Entire Site option, Acrobat displays a dialog box warning you of a potentially large download. Click Yes to begin the download; click No to abort. When you use this command to convert HTML documents stored in a folder on your hard drive, the conversion to PDF is relatively quick. However, when you download sites from the Web, the download time depends upon the quality of your connection, your modem speed, your processor, and the size and complexity of the web site.

## **Create a PDF by Dragging-and-Dropping**

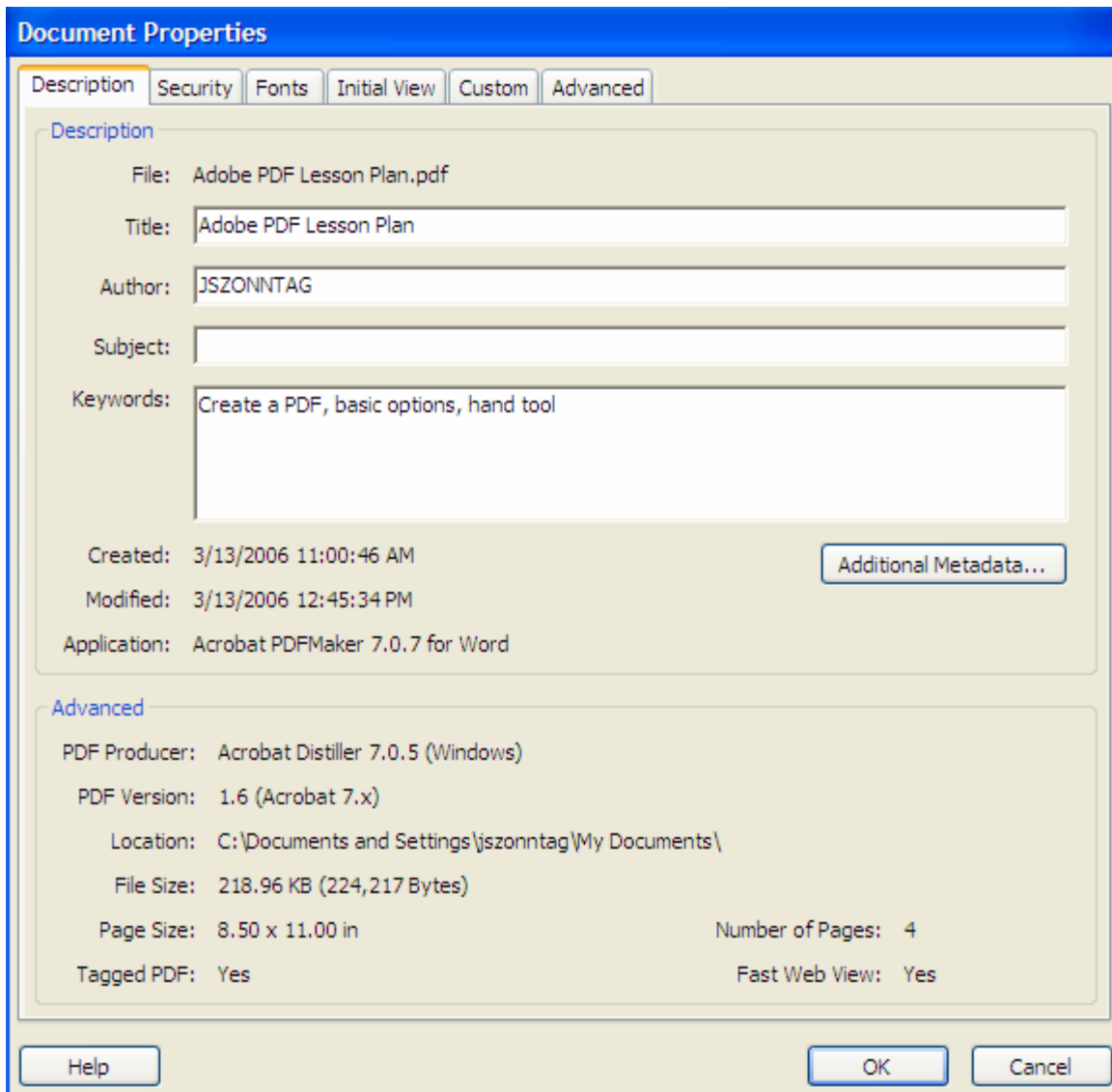
You can launch Acrobat and create a PDF file by dragging a supported file format onto the Acrobat shortcut on your desktop. This method comes in handy when you are working in other applications and need to add an accompanying PDF file to the file you are currently working on.

1. Select the file you want to open as a PDF document. You can select one or several files to open.
2. Drag the selected file to the Acrobat desktop shortcut and release the mouse button. After you release the mouse button, the shortcut icon dims out prior to the application launching, which signifies that the file has been correctly dropped on the icon. Acrobat launches and converts the selected file to PDF format. If you attempt to open a file that is not supported, Acrobat displays a warning dialog box.
3. You can also drag-and-drop a file from a file folder directly into the Acrobat application. If you select several files to open as PDF documents using this method, Acrobat creates a separate PDF file for each file you select.

## **Edit Document Properties**

After you save a file in PDF format Acrobat uses the default Document Properties. You can however change the properties before saving the document or edit them after the document is saved. Some items that you may want to modify would be what the viewer sees when the document is opened or perhaps the security limits.

1. In an open PDF document choose File, Properties to open the Document Properties dialog box.
2. Click the Description tab (shown below) and modify the information in any of the following text fields: Titles, Author, Subject and Keywords. Note this information is the first information viewers see concerning the document. It is important to keep this information as relative as possible especially if the Search command is used to locate the information.



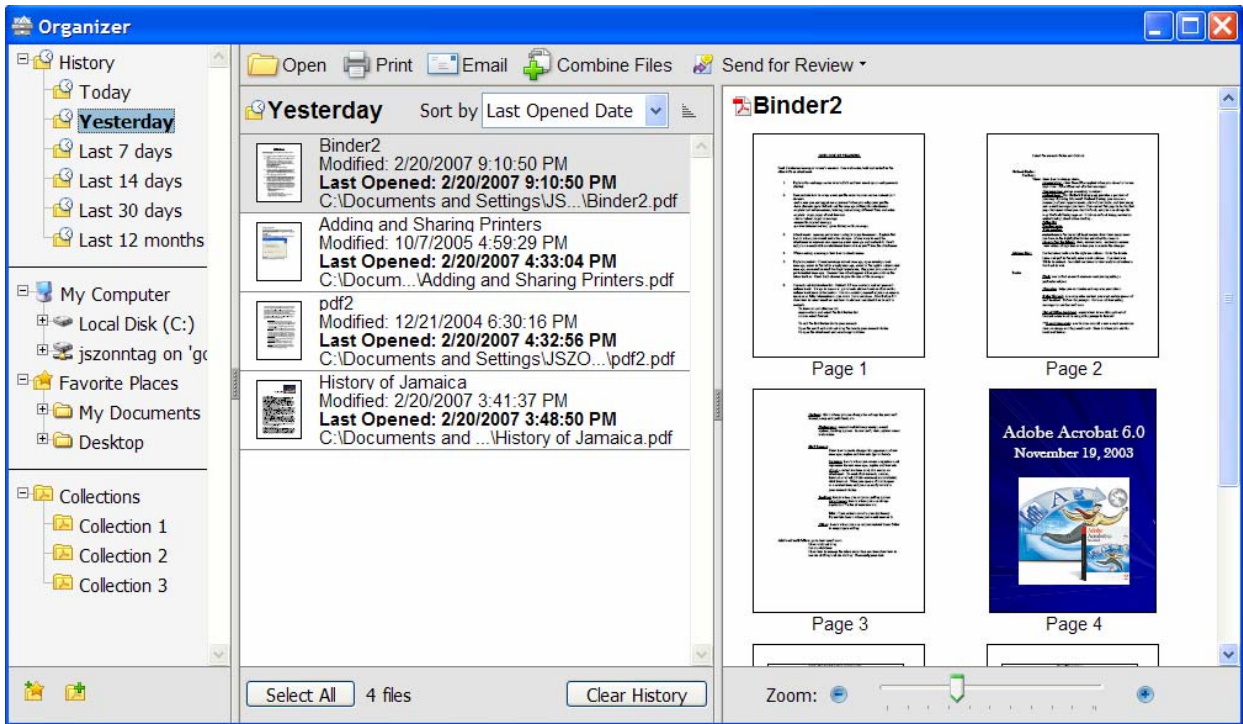
3. Click the Security tab to set document security options such as to password-protect a document or prevent users from printing the document.
4. The Font tab displays information about the fonts embedded in the document.
5. Click Initial View tab to set viewing options when the document is opened.

### **Useful Tools in the Acrobat Toolbar**

Acrobat 8.0 has many useful tools and toolbars that are easily accessible by clicking the View pull-down menu, selecting Toolbars and clicking on the toolbar of your choice. You can float these toolbars if they are items you use frequently or you can dock them in the Command bar by clicking, dragging and dropping it onto the bar.

## Organizer

The Organizer stores thumbnail images of every PDF document you've opened even if it is no longer present on your system. You can locate documents that were opened during a specific time frame by clicking one of the History icons in the left pane of the Organizer. To access the Organizer click on the File pull down menu, select Organizer and click on Open Organizer. The following window will appear.

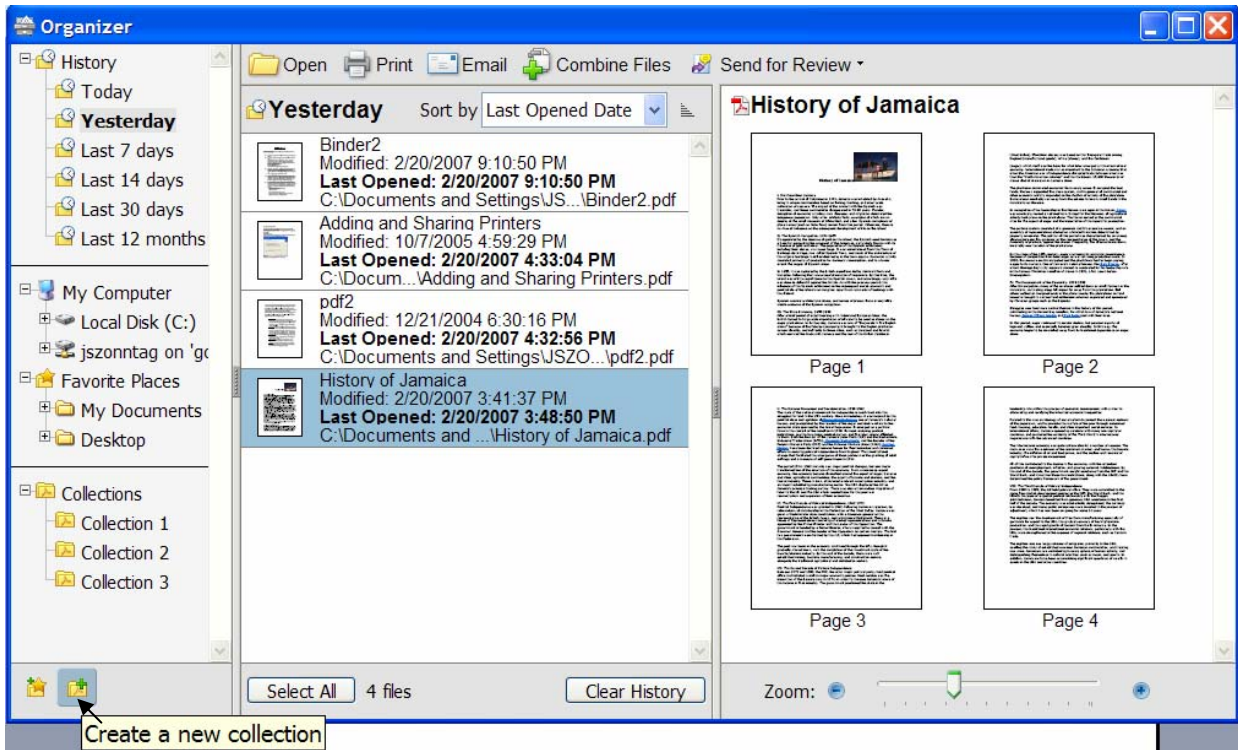


1. Click the History icon in the left pane to display the documents opened during that period.
2. Click a document title to select the document. A thumbnail version of the first document page appears in the right pane of the Organizer.
3. To open the selected document click the Open icon or double click the document title.
4. After opening the document you can do one of the following:
  - Print
  - Email
  - Create PDF From Multiple Files
  - Send For Review (choose one of the options from the drop-down menu to send the current document for review)

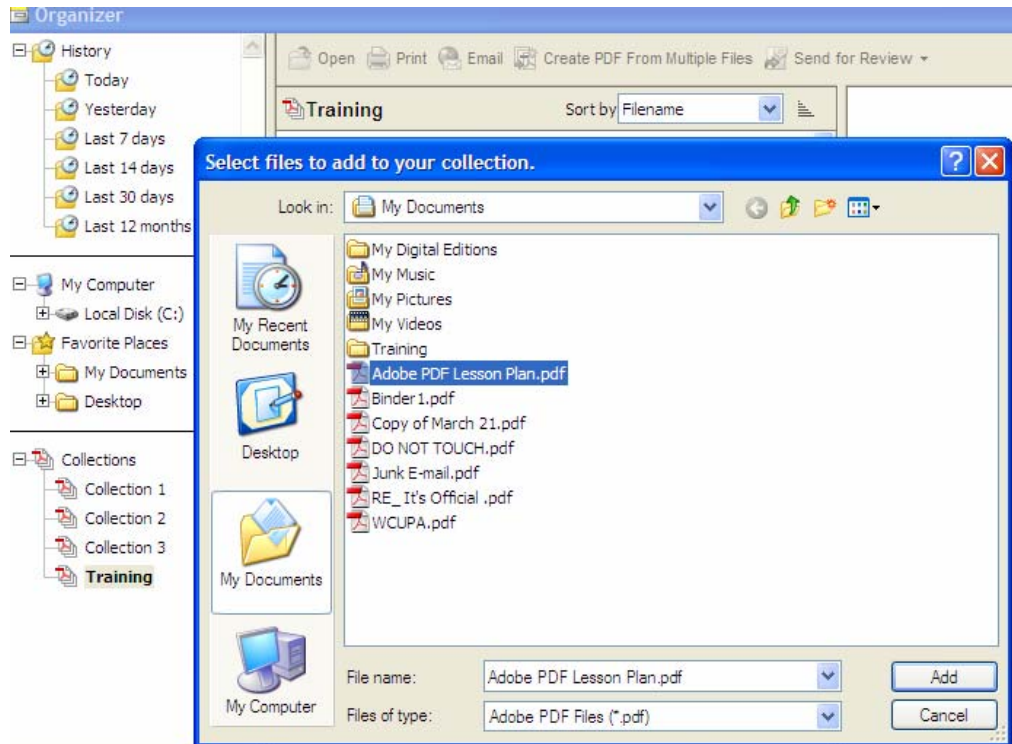
## Create PDF Collections using the Organizer

The Acrobat Organizer can be used to create a collection of PDF documents. This is a great and convenient way to organize similar documents that appear in different folders on your computer. After you create a collection it will appear as an icon in the Collections tree on the left side of the Organizer.

1. Click the Create Collection icon in the lower-left corner of the Organizer.



2. The default name of the new collection is Untitled followed by the next available number. Right click the new collection and choose Rename Collection, rename the collection.
3. Right click the collection and choose Add Files from the menu. Click on Select Files To Add To Your Collection dialog box.

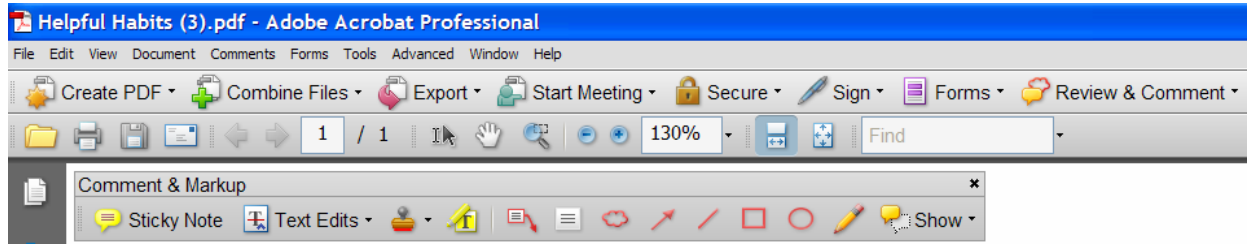




4. Browse to the folder that contains the desired files and select the ones you would like to add to your collection. Click Add.
5. Repeat step 4 to add to the collection any files that are stored in different folders.
6. To open a collection launch the Organizer and double-click the desired collection title.
7. To delete a collection right click the title and choose Delete Collection.

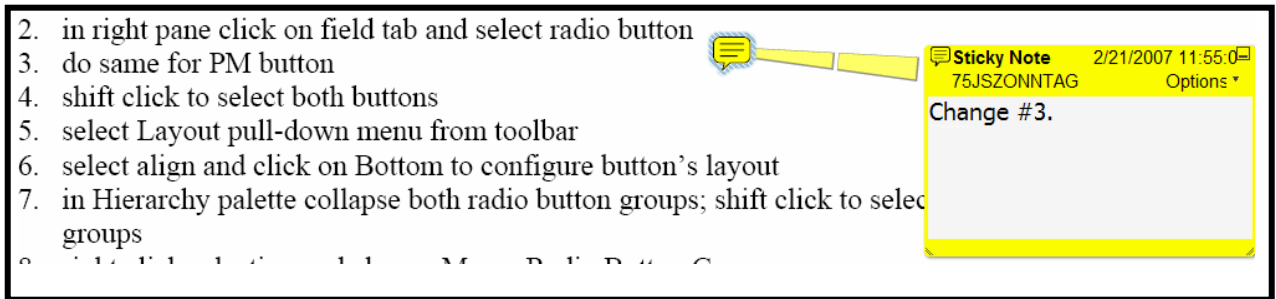
### **Comment and Markup**

Comments can be added to any PDF document. This is a very handy way to communicate between colleagues and clients. Comments can be added by selecting the Comment and Markup tab or clicking on the Comment and Markup drop-down menu. These notes are similar to yellow sticky notes. If the PDF document is part of a review you can display all of the changes by selecting Show the Comments List from the Comment and Markup drop-down menu.

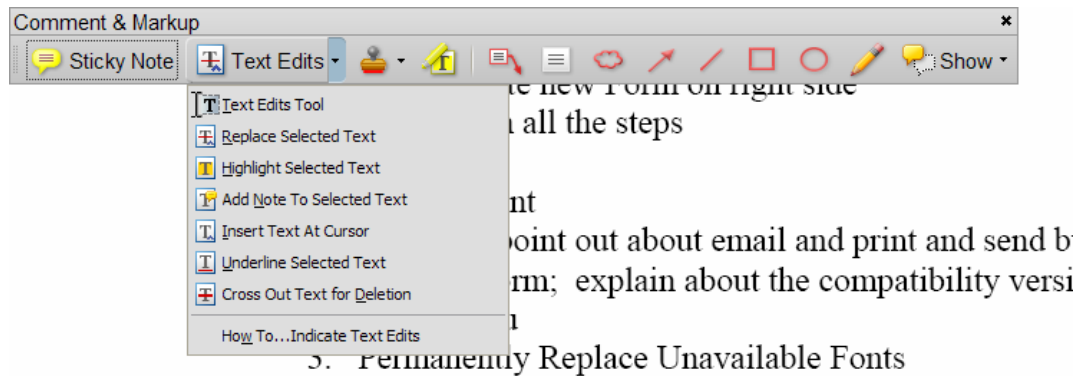
1. Click on Comments and Markup. Notice how the toolbar appears in the body of your document. This is referred to as a floating toolbar. Left click on the top of the toolbar and drag it anywhere in the document. This is a great feature if you perform the same task numerous times.



2. The Commenting toolbar is used to add a note, edit text, add a stamp, highlight and attach a file or record an audio comment.
3. Click on the Sticky Note tool, a small icon resembling a sheet of paper with black lines on two sides will appear. Drag this icon to where you would like to attach a note (see below). Type your note in the box. If you would like to close the box click on  in the upper right corner. To open the Sticky note click on  .



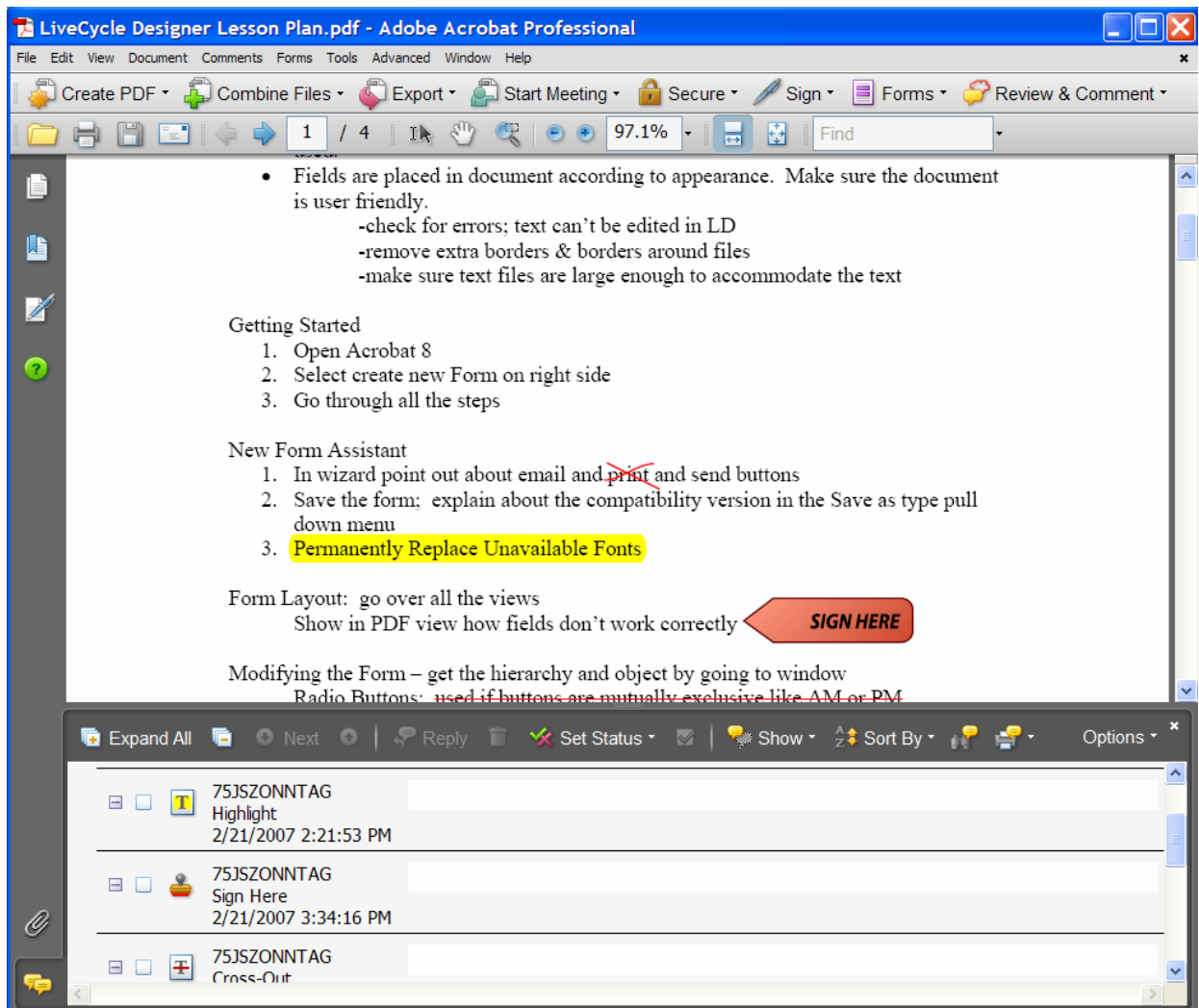
4. To use the Text Edits tool, first highlight the text you would like to edit and then click on the drop-down arrow of the Text Edits button and select the tool you would like to use (see below).



Form Layout: go over all the views  
 Show in PDF view how fields don't work correctly

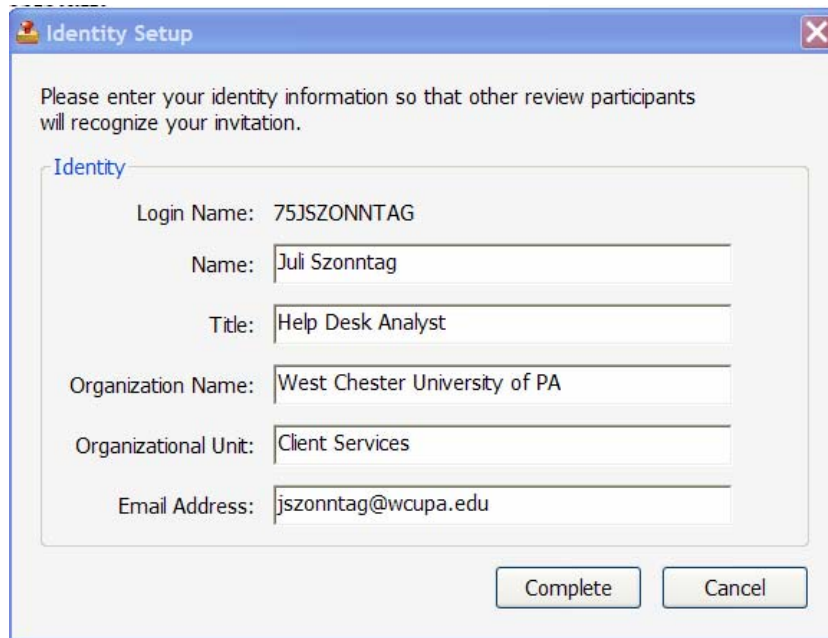
5. Click on Stamp Tool and select a stamp from a list of preformatted stamps. The categories are; Dynamic, Sign Here and Standard Business. Click on the stamp of your choice to activate it and drag it





## Attach an Email Review

1. Click on the Review and Comment drop-down menu and select Attach for Email Review. An Identity Setup window will appear, fill in all the information and then click Complete.



Identity Setup

Please enter your identity information so that other review participants will recognize your invitation.

**Identity**

Login Name: 75JSZONNTAG

Name: Juli Szonntag

Title: Help Desk Analyst

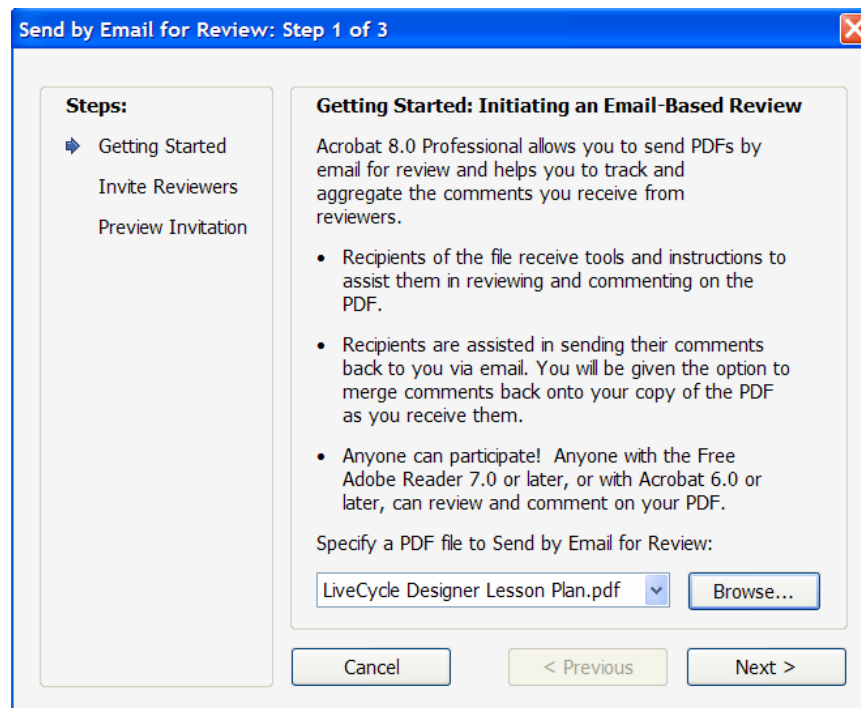
Organization Name: West Chester University of PA

Organizational Unit: Client Services

Email Address: jszonntag@wcupa.edu

Complete Cancel

2. A Send Email for Review step by step window appears. This window gives an explanation for how this process works. In this window you will select the file you would like to send for review. The file that you currently have open will appear in the Browse window. Click Next.



Send by Email for Review: Step 1 of 3

**Steps:**

- ◆ Getting Started
- Invite Reviewers
- Preview Invitation

**Getting Started: Initiating an Email-Based Review**

Acrobat 8.0 Professional allows you to send PDFs by email for review and helps you to track and aggregate the comments you receive from reviewers.

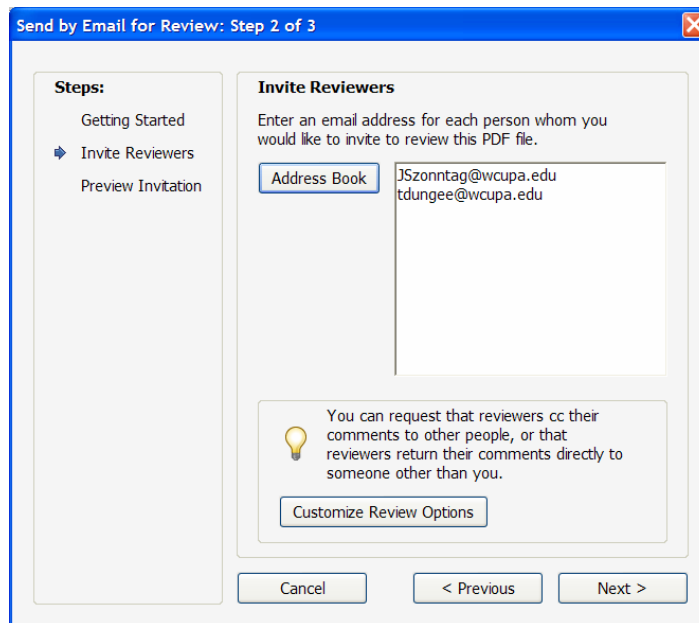
- Recipients of the file receive tools and instructions to assist them in reviewing and commenting on the PDF.
- Recipients are assisted in sending their comments back to you via email. You will be given the option to merge comments back onto your copy of the PDF as you receive them.
- Anyone can participate! Anyone with the Free Adobe Reader 7.0 or later, or with Acrobat 6.0 or later, can review and comment on your PDF.

Specify a PDF file to Send by Email for Review:

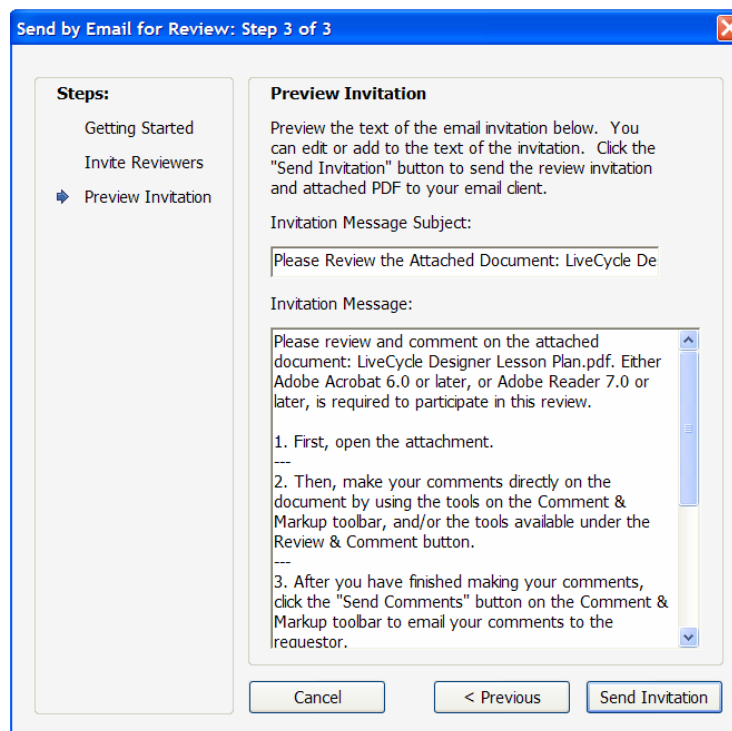
LiveCycle Designer Lesson Plan.pdf

Cancel < Previous Next >

3. Invite Reviewers window is next, here is where you enter the email addresses. You can select names from the Address Book. Click Next.





4. A Preview Invitation window opens. A subject line and message body has already been added for you. The message body gives detailed instructions on what the user should do with the document. You can change the subject line or the message body if you so wish. Click Send Invitation.

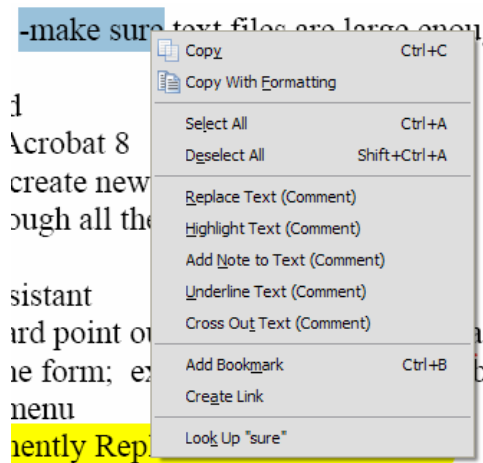


5. An Outgoing Message Notification window will appear to notify you that the message has been sent. Click Ok.

## Basic

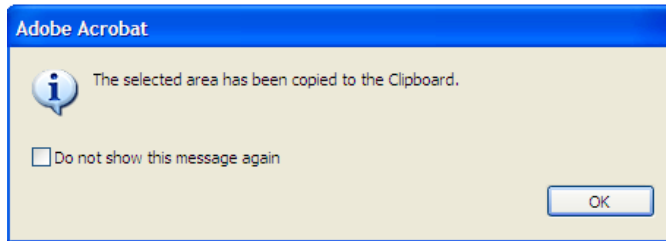
The tools in this toolbar are used to manually navigate to different parts of a document and activate links within the file. The tools are also used for selecting text and graphic elements for use in other applications.

1. Click the Hand icon  to select it. When you click inside the document to navigate with this tool it becomes a closed fist.
  - To navigate from top to bottom and vice versa move the tool over the document while holding down the left mouse button.
  - Release the left mouse button to stop scrolling the page.
  - This Hand tool is also used to find and activate links within the document. When you pass your cursor over a bookmark in the bookmark tab it becomes a pointing finger.
2. The Select tool  allows you to select text, tables or images in a PDF document and copy them to the clipboard for use in other applications.
  - Click on the Select tool icon and in the document select the text that you would like to copy to the clipboard. Right click on the highlighted text and a menu will appear with several editing options. Click on the option of your choice.



3. The Snapshot tool is used to select an area of the document that can be pasted to the clipboard for use in another PDF document or application.
  - Click on the Tools drop down-menu, go to Select and Zoom and click on the Snapshot Tool. Drag the cursor into the document. An icon will appear in the shape of intersecting dotted lines.
  - Move the mouse to the edge of the area that you would like to copy.
  - Hold down the left mouse button and drag diagonally. As you

drag diagonally a dashed box appears to indicate the area of selection. Release the button when the box encompasses the area you want to copy to the clipboard. The following dialog box appears.

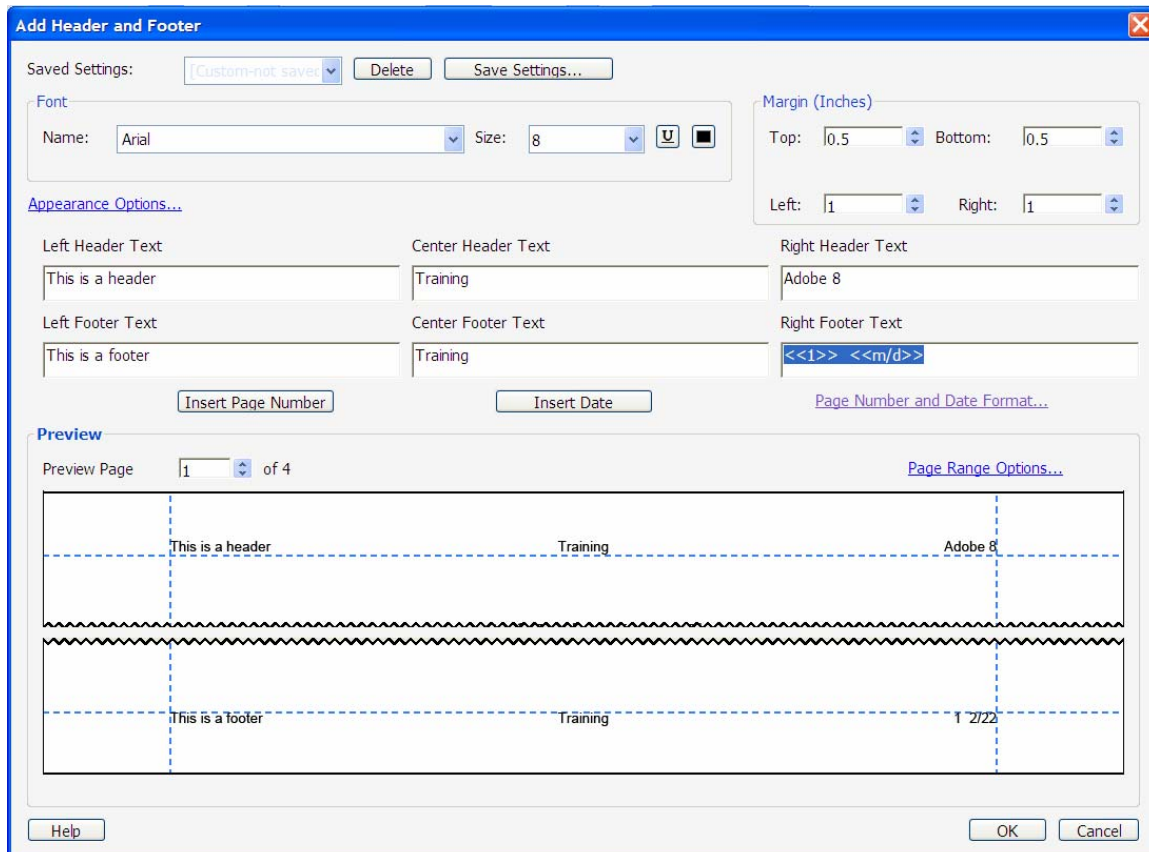


- Click Ok to copy the selection. You can click the checkbox next to Do not show this message again for this box to stop popping up each time you use this tool.

## Headers and Footers

Acrobat 8.0 makes it very easy to add Headers and Footers to a document. The Header and Footer window is very user friendly by allowing you to customize the header and footer in one window.

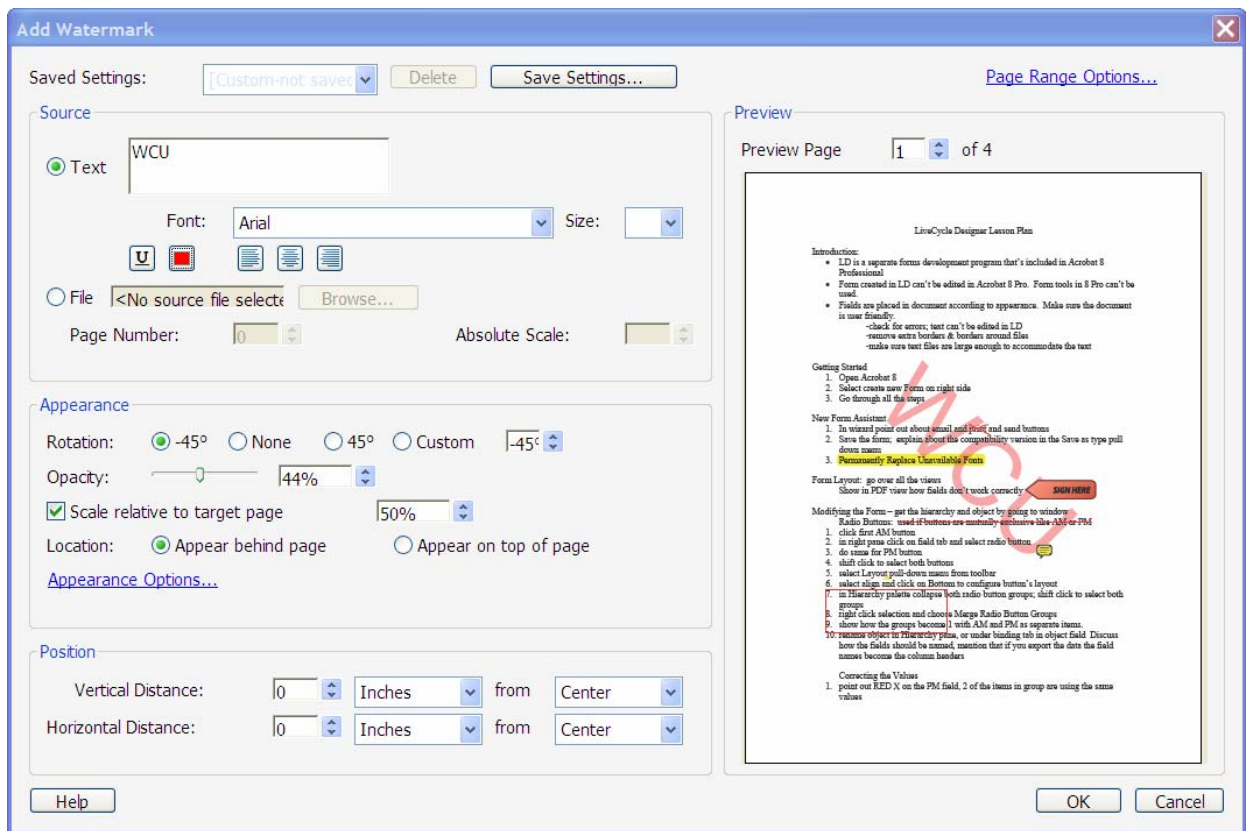
1. Go to the Document pull-down menu located on the toolbar, select Headers and Footers and click on Add. Within this window you can select the Font, insert page numbers and a date. You can view exactly how the header and footer will appear in the document in the preview section of the window. When finished click OK.



## Watermarks and Background

Watermarks can be added to your document to make it look more professional. You can create your own watermark and specify features such as opacity and rotation.

1. Click on the Document pull-down menu located on the toolbar and select either Background or Watermark and click Add.
2. A thumbnail of the document appears in the upper right hand side of the window.
3. Choose from the various options in the window to set the watermark. For example font, color, appearance and page range are a few of the many options you can use to customize your watermark.



## Automatically Scroll

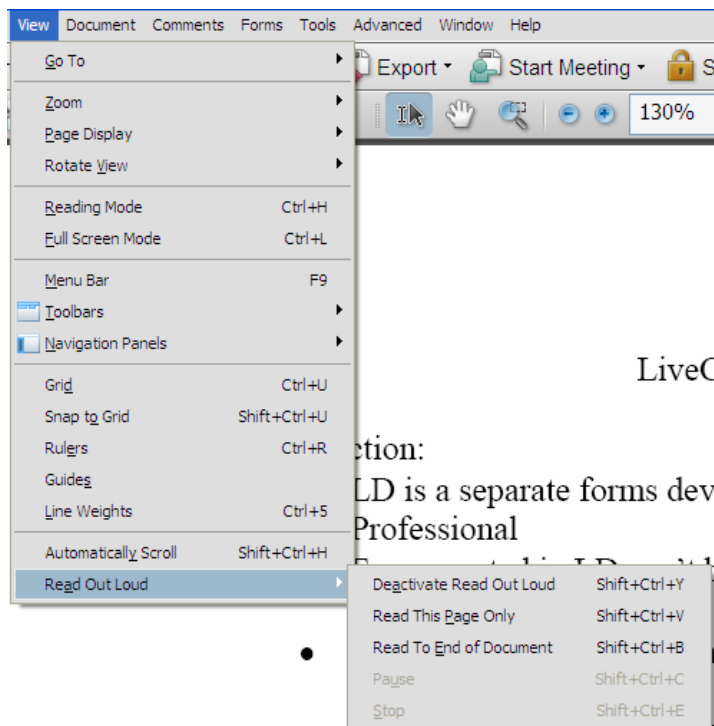
The Automatically Scroll feature allows you to scroll through your PDF file without using the scrolling toolbar or the scroll button on your mouse.

1. Go to the View pull-down menu located on the toolbar.
2. Select Automatically Scroll. As soon as you select this option your document will begin to scroll.
3. To turn off the scrolling simply click on Automatically Scroll to uncheck it.

## Read Out Loud

The Read Out Loud function will read your PDF file out loud using the default voice of the computer. If you would like to change the voice go to the Control Panel, select Speech and then click on the Text to Speech tab to select the voice.

1. Click on the View pull-down menu and select Read Out Loud from the list. You can select to Read This Page Only or Read To End of Document.
2. To turn the speech off go back to the View pull down menu and click on Stop.



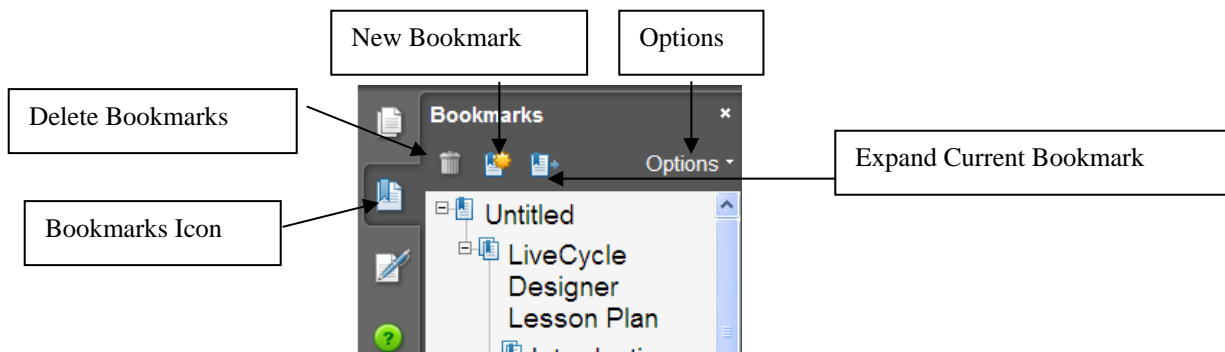
3. You can also select single sentences or phrases to be read only by highlighting the area.

## Bookmarks

When a PDF document is created with an authoring application, such as Microsoft Word, bookmarks are created automatically. If the word document you used to create a PDF file contains Heading styles a bookmark appears for every heading style used in the document. However if you created a PDF document using the Word Print command and choose Adobe PDF printer, no bookmarks are created. If the document was created from a web page then the bookmark will navigate you to a specific web page. To navigate to a bookmark within a document click the name in the Bookmarks tab of the Navigation pane.

## Bookmarks Tab Toolbar

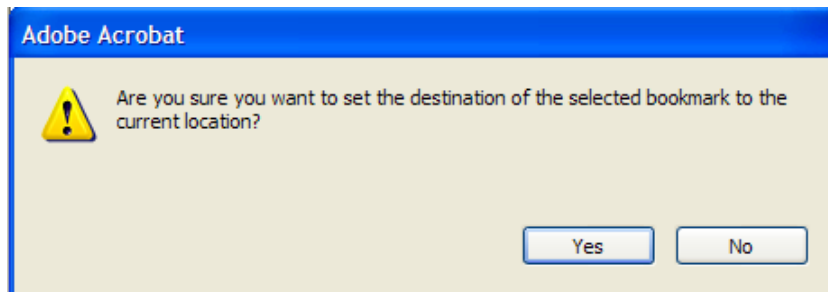
The bookmark toolbar can be used to create, edit and delete bookmarks. The Bookmarks tab toolbar contains the following icons: Delete Selected Bookmarks, New Bookmark, Expand Current Bookmark and the Options menu. Click on the Bookmarks icon located in the Navigation Pane (which is to the left of the body of the document).



## Create Bookmarks

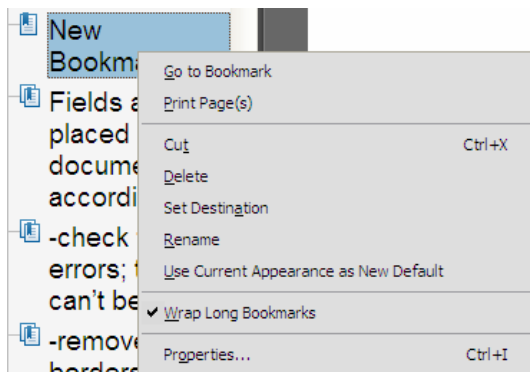
1. Open the Navigation Pane by clicking on the View pull-down menu, select Navigation Panels and click on Show Navigation Pane.
2. Click on the Bookmarks icon to show the bookmarks.
3. Click the bookmark above the place where you want a new bookmark to appear. If you do not specify a place for the new bookmark, it is added to the bottom of the list.
4. Click the New Bookmark button or click on the Options button and select New Bookmark. The default name of the Bookmark is Untitled, enter a new name for the bookmark and press enter. Remember to choose a name for the bookmark that accurately describes the contents of the bookmark.

5. Using the Hand tool click in the document where you want the bookmark to link.
6. Right click on the bookmark and select Set Destination. A window will pop up asking you if you are sure you want to set the destination to the new location, click Yes.



### **Delete Bookmark**

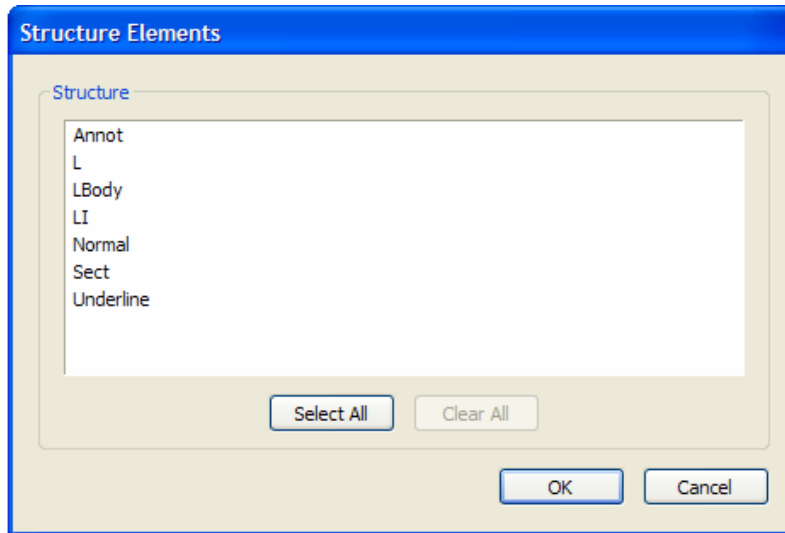
1. Click on the bookmark you wish to delete to highlight it then click on the Delete icon located in the Bookmarks Tab Toolbar.
2. Or you can right click on the bookmark you wish to delete and select delete from the menu. See below.



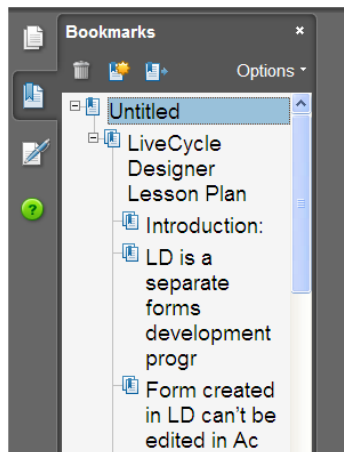
### **Create Bookmarks from Document Structure**

If there were no bookmarks created when your PDF document was created you can add them from the document structure.

1. In the Navigation pane click Bookmarks to open the Bookmarks tab.
2. Click the Options drop-down menu and select New Bookmarks from structure. A Structure Elements window will open.



3. Click a structure element name to select it. To add additional elements hold down the SHIFT key and click to add contiguous elements or hold down the CTRL key and click to add noncontiguous elements. To select all the structure elements, click the Select All button.
4. Click Ok, and Acrobat creates a bookmark for each selected structure element located. The bookmark is untitled and nested in tree fashion. Click the plus sign to expand the bookmarks.



LiveCycle Designer Lesson Plan

Introduction:  
 LD is a separate forms development program that's included in Acrobat 8 Professional

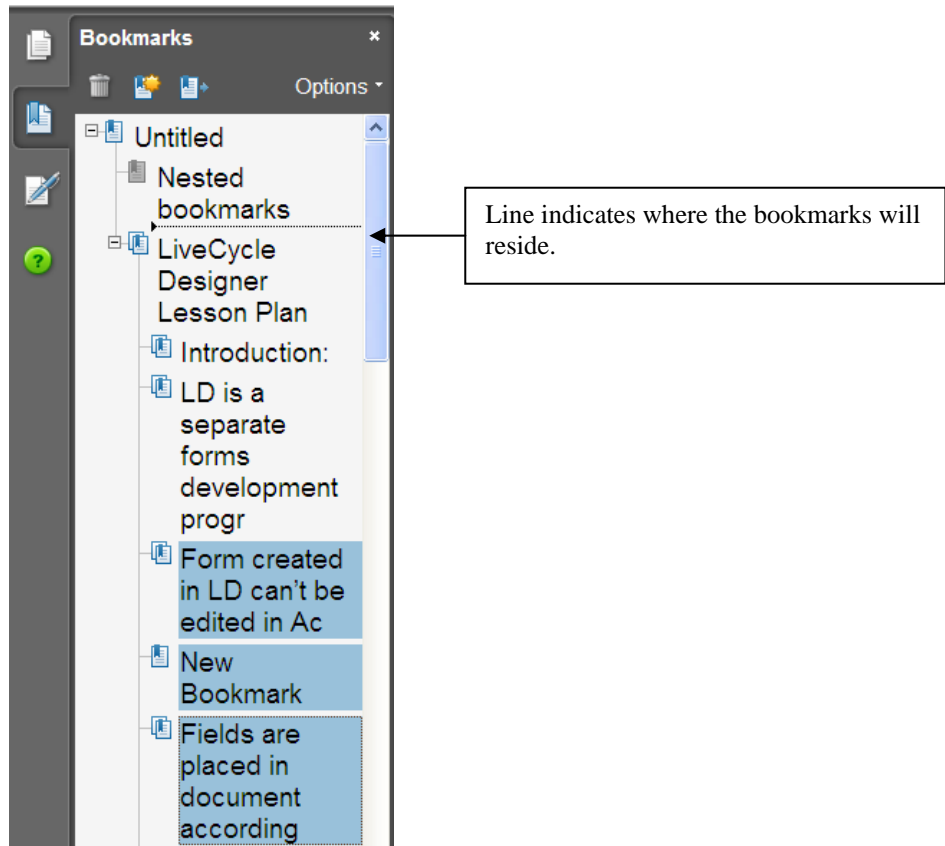
Form created in LD can't be edited in Acrobat 8 Pro. Form tools in 8 Pro can't be used.

Fields are placed in document according to appearance. Make sure the document is user friendly.  
 -check for errors; text can't be edited in LD  
 -remove extra borders & borders around files

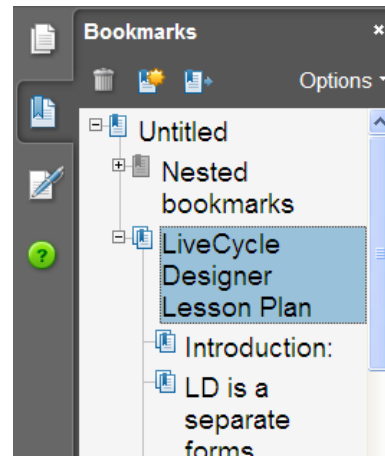
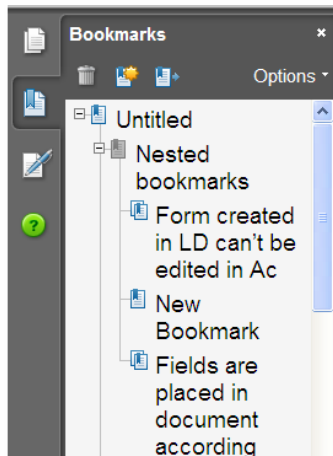
### Arrange Bookmarks

Acrobat nests bookmarks when you use the New Bookmarks From Structure command. You can create your own bookmark nests to organize a cluttered Bookmarks tab.

1. Select the bookmark(s) you want to nest. You can select contiguous (SHIFT-click) or noncontiguous (CTRL-click) bookmarks.
2. Click and drag the bookmarks toward the bookmark under which you want them to nest. The mouse changes to a right-pointing arrowhead with a dotted line as you drag the bookmarks.

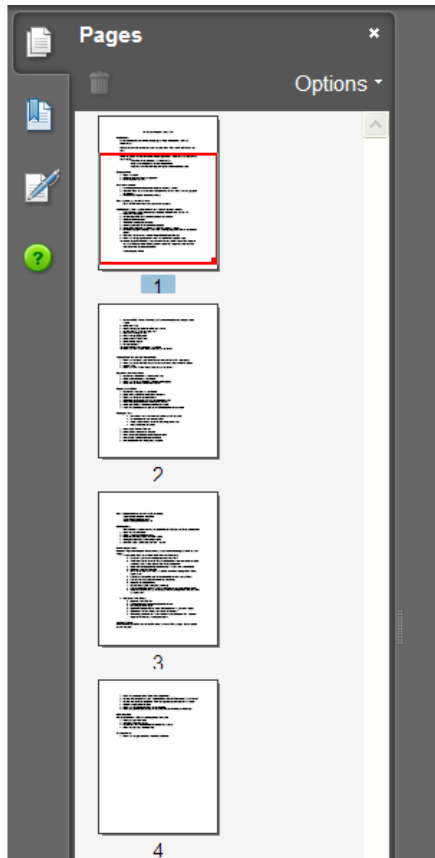


3. Notice how the bookmarks are now linked to Nested bookmarks. If you click on the minus sign next to Nested bookmarks the tree will collapse.



## Working with Thumbnails

Thumbnails are miniature images of each page in a PDF document. These thumbnails can be used to navigate, edit, insert, delete and reorder your pages. To view a document's thumbnails click on the Pages icon on the Navigation Pane.



Fields are placed in document acco  
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- make sure text files are

### Getting Started

1. Open Acrobat 8
2. Select create new Form on right
3. Go through all the steps

### New Form Assistant

1. In wizard point out about email
2. Save the form; explain about t  
down menu
3. Permanently Replace Unavaila

Form Layout: go over all the views  
Show in PDF view how fields

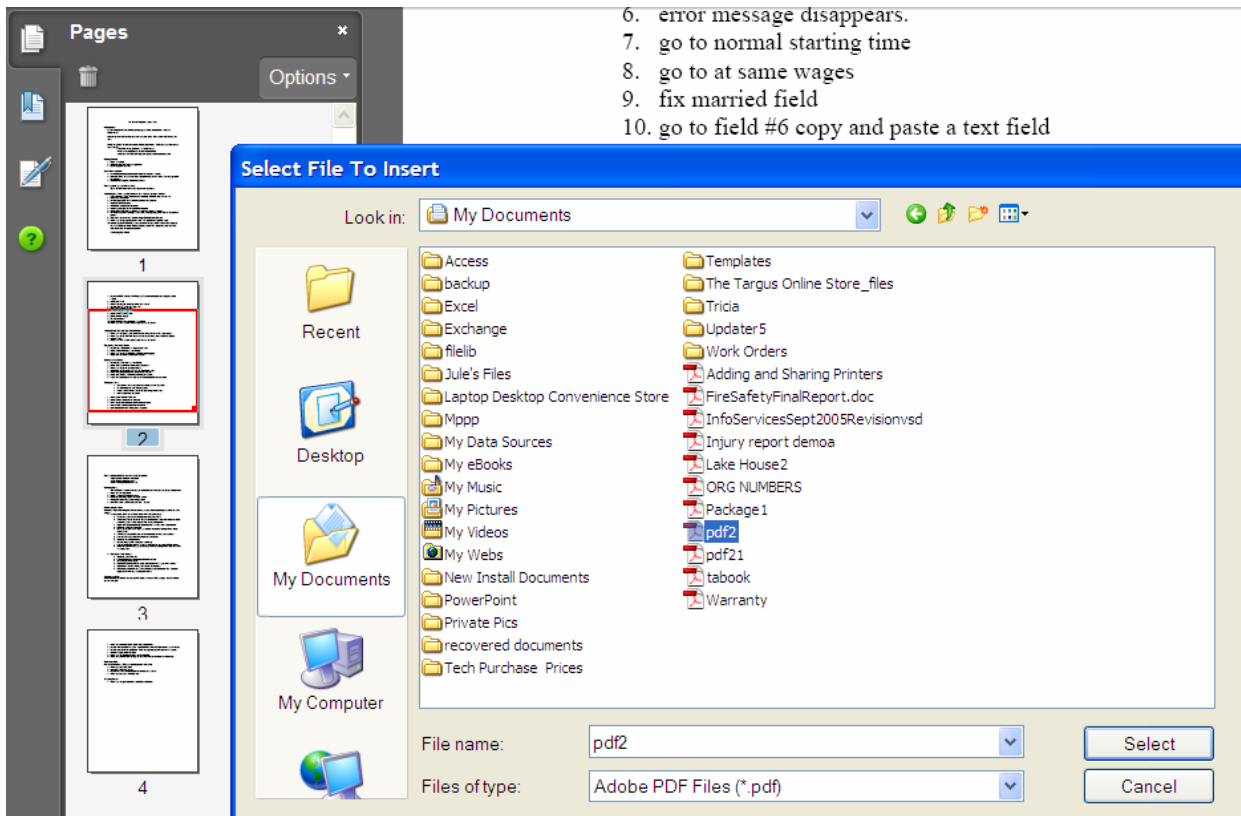
### Modifying the Form – get the hierarch

Radio Buttons: used if buttons

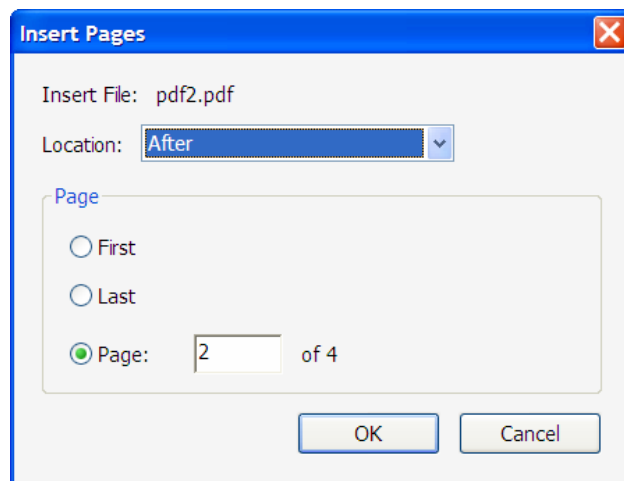
1. click first AM button
2. in right pane click on field tab
3. do same for PM button
4. shift click to select both button
5. select Layout pull-down menu
6. select align and click on Botto

## Insert Pages

1. To insert a page into your PDF document click a thumbnail to select the page before or after the place where the new pages will be inserted.
2. Choose Insert Pages from the Pages tab Options menu to open the Select File To Insert dialog box. You can insert any file type supported by Acrobat. If the document you select is not a PDF document, it is converted to PDF and added as a page.




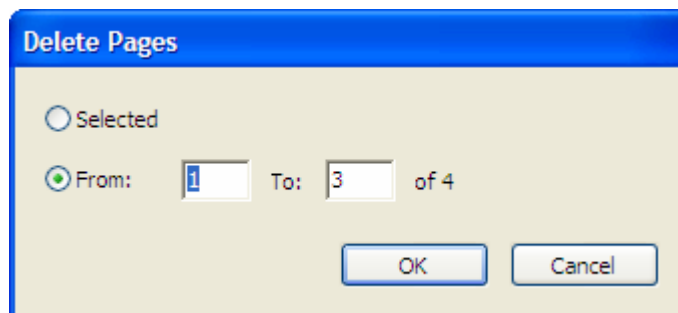
3. Click the Files of type drop-down arrow and select the type of document to insert.
4. Select the file or files you want to insert and click Select to open the Insert Pages dialog box.



5. From the Location drop-down menu, choose Before or After.
6. In the pages section, select the page where you want the document inserted. You can insert the document before or after the first page, last page or currently selected page in the PDF document.
7. Click Ok and Acrobat inserts the selected documents in the location specified and creates a thumbnail for each new page.

## **Delete Pages**

1. To delete a single page, click the thumbnail and then click the Delete Selected Pages button . A warning dialog box will appear, click Ok to delete the page or click Cancel to stop the operation.
2. To delete contiguous pages click a thumbnail then hold down the SHIFT key and click contiguous thumbnails to add them to the selection. When you are finished selecting click on the Delete Selected Pages button and click OK in the warning dialog box.
3. Another way you can delete contiguous thumbnails is after selecting the thumbnails for deletion click on the Options menu button select Delete Pages, a Delete Pages dialog box opens. Click the From radio button to change the pages that you would like to delete. Enter the first and last page to be deleted. Click OK.



4. To delete noncontiguous pages, click a thumbnail then hold down the CTRL key and click additional thumbnails to add them to the selection. When you are finished selecting click on the Delete Selected Pages button and click OK in the warning dialog box.

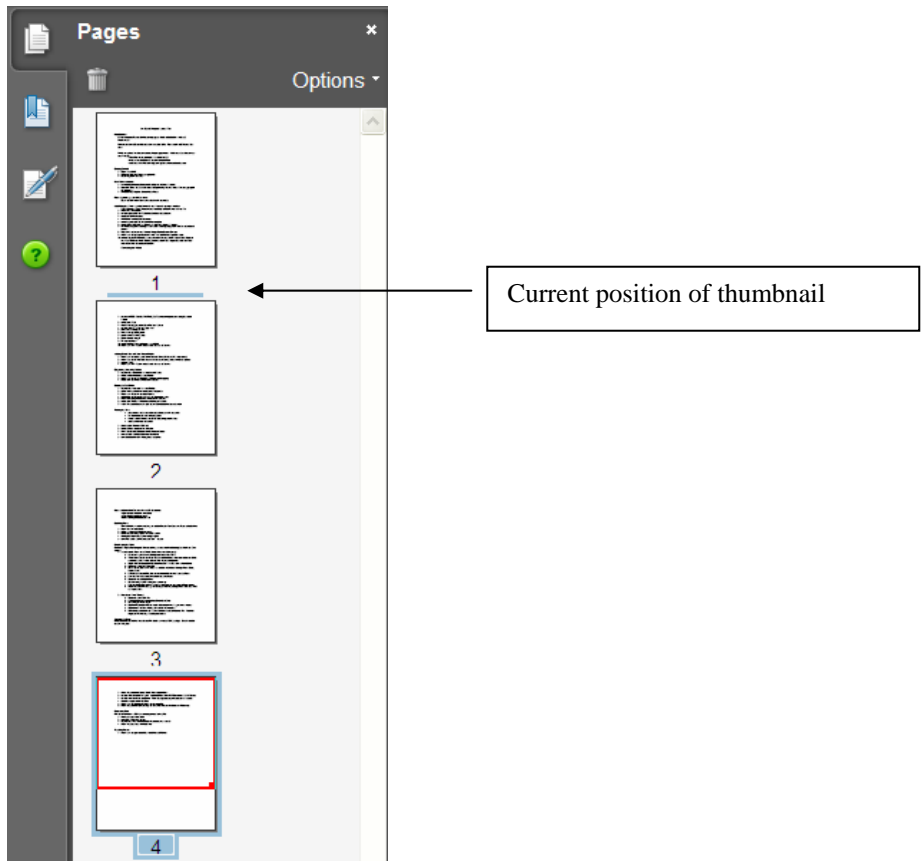
## **Reorder Document Pages**

You can use thumbnails to change the order in which pages appear in a PDF document. This can be accomplished by dragging-and-dropping.

1. Open the Pages tab and select the thumbnail that represents the page you want to move. You can move more than one page at a time by selecting contiguous or noncontiguous thumbnails, as discussed in the previous section.

**Note:** You can view several thumbnails at once by clicking on the Options menu and selecting Reduce Page Thumbnails from the list. To enlarge the view, select Enlarge Page Thumbnails from the Options menu list.

2. Drag the selected thumbnail to the desired location. The cursor changes to a filled arrow with an attached document and a solid blue line appears to indicate the current position of the thumbnail.



3. Release the mouse button when the solid blue line appears, this indicates the new location. Acrobat automatically rennumbers the thumbnails.

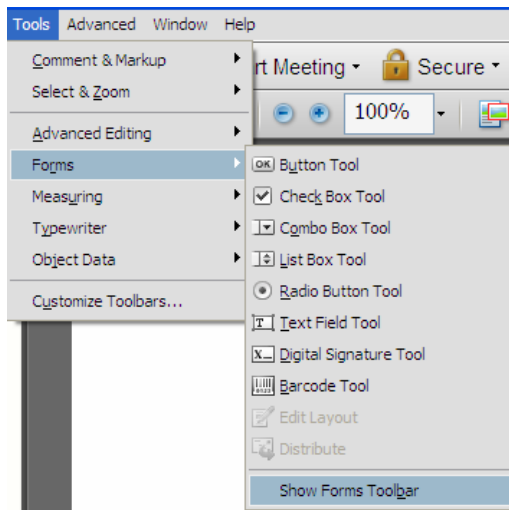
## Creating Check Boxes and Text Fields

Acrobat Professional provides you with the necessary tools to create active check boxes and writeable text fields in a PDF document. These tools make it easy for you to create basic forms. You can create your form in any Microsoft application, convert it to a PDF and then add boxes and or fields. Two important advantages of using Adobe Professional for forms are that any operating system can open the file and users cannot modify the form.

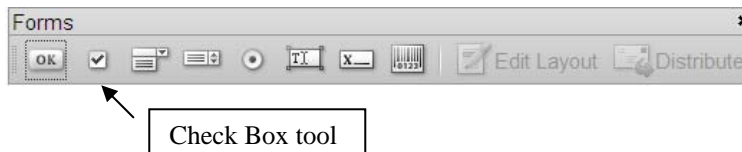
**NOTE:** Adobe Acrobat Professional 8 has a feature where you can enable your form to allow users to save the document to their hard drive when opened in Adobe Free Reader (see Enabling Usage... below Text Fields section).

### Check Boxes

1. Open the PDF document.
2. Go to Tools.
3. Click on Forms.
4. Select Show Forms Toolbar.

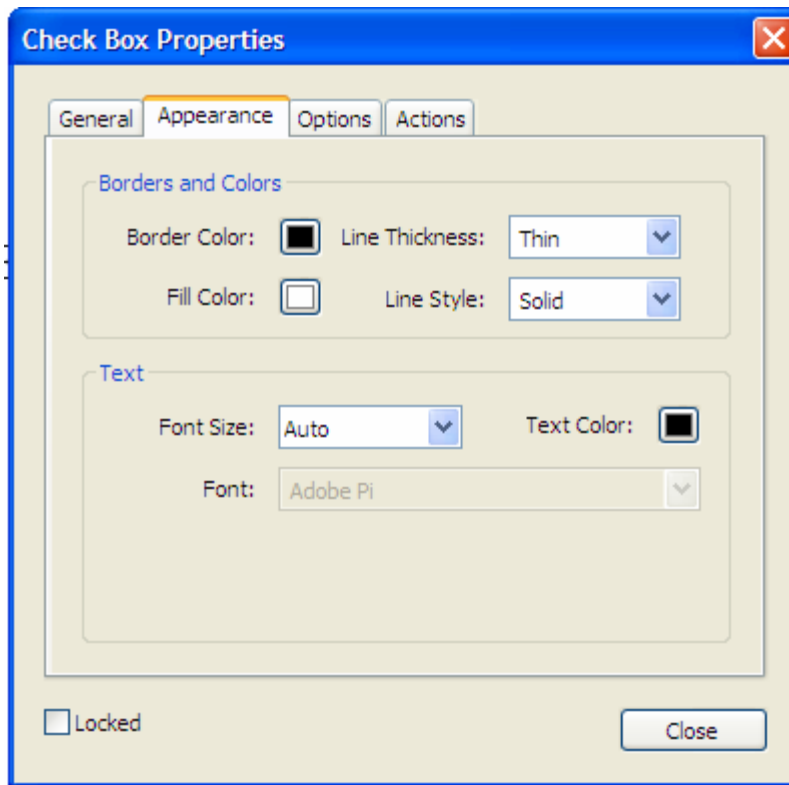


5. The Forms Toolbar will appear in the body of the document.
6. Click on the Check Box tool.



7. The cursor changes to a crosshair. Drag the crosshair to where you would like the check box to appear within the document.
8. Hold down the left mouse button and drag the mouse to create the

size of the box. The box will appear as dotted lines. When the box is the correct size release the left mouse button. A Check Box Properties dialog box will appear.



9. This window enables you to customize your check box.
- General: this tab allows you to name the check box and set it as a read only or required box.
  - Appearance: use this tab to set the border color, line thickness, font size and text color.
  - Options: click on the Check Box Style drop-down list to select which graphic will appear in the Check Box when it is selected.
  - Actions: the Select Trigger drop-down menu provides a variety of options to choose from to trigger the action:
    - Mouse Up: the action executes when the mouse button is released.
    - Mouse Down: the action occurs when the mouse button is pressed.
    - Mouse Enter: the action occurs when the mouse passes over the field boundaries.

- Mouse Exit: the action executes when the mouse is moved beyond the field target area.
  - On Focus: the action occurs when the field is selected either through a mouse action or tabbing.
  - On Blur: the action occurs when the field is deselected as a result of a mouse action or tabbing.
10. Once you have completed the property selections click Close at the bottom of the window. The box appears red in color, see illustration below.

Yes

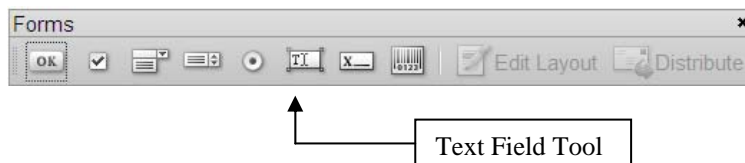
11. Click on the Hand Tool and click in the check box, a check mark will appear.
12. Click the check box again to remove the check mark.

Yes

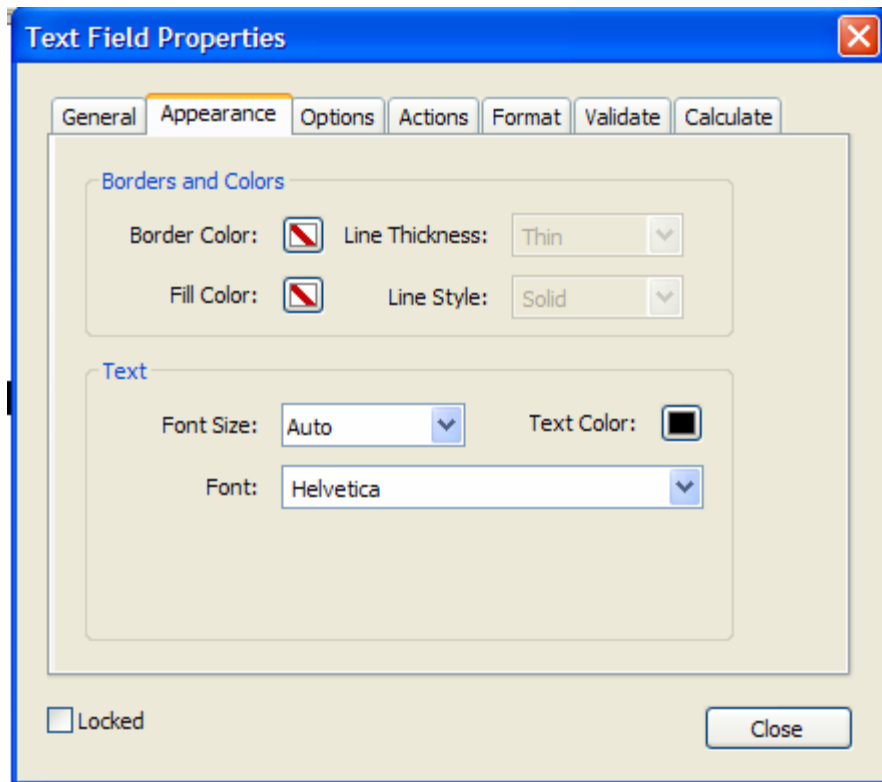
13. If changes need to be made to existing boxes open the Show Forms Toolbar and select the Check Box tool. Make changes by right clicking on the box and selecting Properties from the menu.
14. If you would like to delete a box right click on the box, rest the mouse on edit and click on delete.

## Text Fields

1. Follow steps 1 through 5 as discussed above.
2. On the Forms Toolbar select the Text Field tool.



3. The cursor changes to a crosshair. Drag the crosshair to where you would like the text field box to appear within the document.
4. Hold down the left mouse button and drag the mouse to create the size of the box. The box will appear as dotted lines. When the box is the correct size release the left mouse button. A Text Field Box Properties dialog box will appear.



5. This window enables you to customize your text field box.
  - General: this tab allows you to name the text field box and set it as a read only or required box.
  - Appearance: use this tab to set the border color, line thickness, font size and text color.
  - Options: within this tab you can set the text alignment, select how the text will appear within the box and set the spell checker (this is set as the default).
  - Actions: the Select Trigger drop-down menu provides a variety of options to choose from to trigger the action.
6. Click on the Hand Tool, click in the text field box, the box is now active.
7. If changes need to be made to existing boxes open the Show Forms Toolbar and select the Text Field tool. Make changes by right clicking on the box and selecting Properties from the menu.
8. If you would like to delete a box right click on the box, rest the mouse on edit and click on delete.

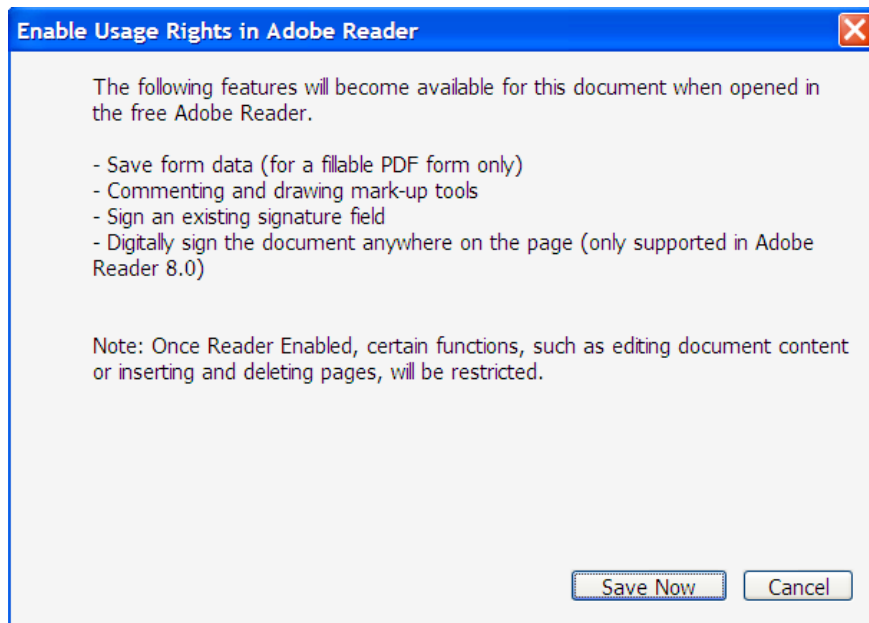
Below is an example of a PDF document with writable text fields and check boxes.

University Employee	Yes <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Name	<input type="text" value="Jane Doe"/>	
Male	<input type="checkbox"/>	Female <input checked="" type="checkbox"/>

### Enabling Usage Rights in Adobe Reader

Adobe Acrobat Professional 8 has a feature where you can enable your form to allow users to save the document to their hard drive when opened in Adobe Free Reader.

1. In an open PDF file click on the Advanced pull down menu and select Enable Usage Rights in Adobe Reader. The following window will appear. This window explains the functions of this option. Click Save Now.



2. A Save As window opens. Name the file and click Save. A good rule of thumb is to give the file a different name so that you can distinguish between the enabled file and the original file. The reason for this is for tracking form purposes.
3. Now when you send the form the recipient can fill it in and save it to their hard drive.