



Adobe Acrobat Pro: Tips, Tricks and Timesavers

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Learner Outcomes:

- How to apply reviewing features to a PDF
- Learn how to manage and secure your documents
- Explore how to build forms in Acrobat
- Find out how to add and edit form fields including text fields, drop-down boxes, and buttons



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Note about Versions:

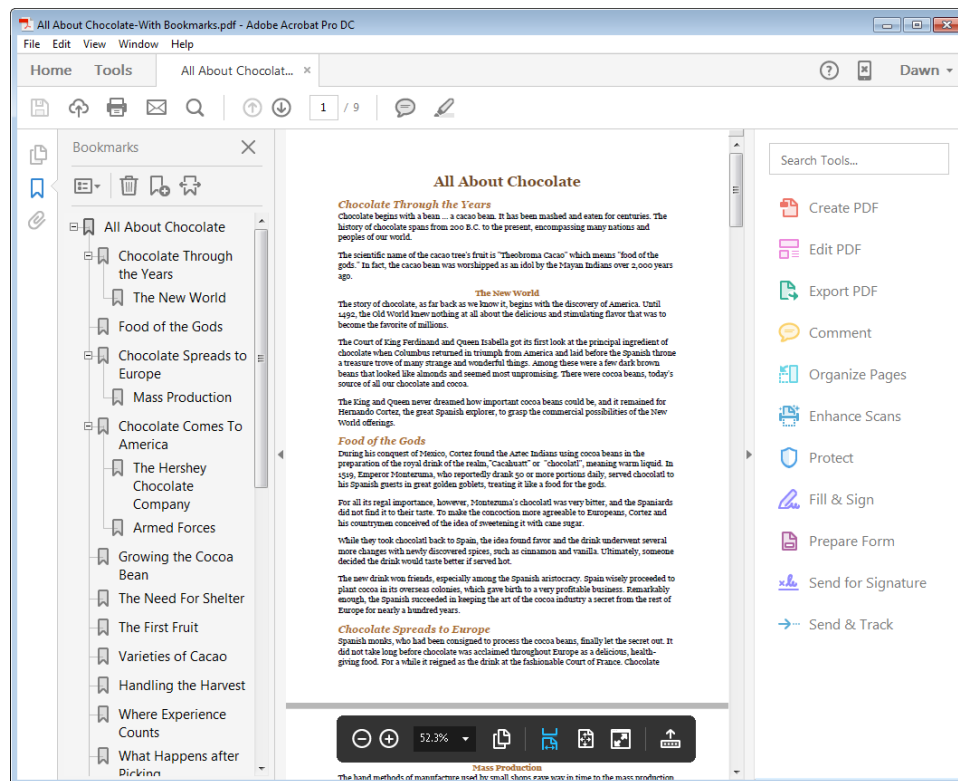
This training session features the latest version of Adobe Acrobat, Acrobat DC Release 2016. Although Acrobat DC and Acrobat XI share many of the same features, the DC user interface is significantly different. Still working with Acrobat Pro XI? Turn to [page 30](#) for a reference on the Acrobat XI tools and interface.



What's New in Acrobat Pro DC?

- This is the next version after Acrobat Pro XI. There will not be an Acrobat XII, XIII, etc. Instead, the branding is Acrobat Pro DC (Document Cloud). New versions are identified by the year of the release. Acrobat Pro DC is available under a perpetual purchase (license) or a monthly subscription.
- Acrobat Pro DC includes a new user interface. The traditional left hand panel shows bookmarks, tabs, attachments, and Layers. On the right hand side is the new Tools Panel.

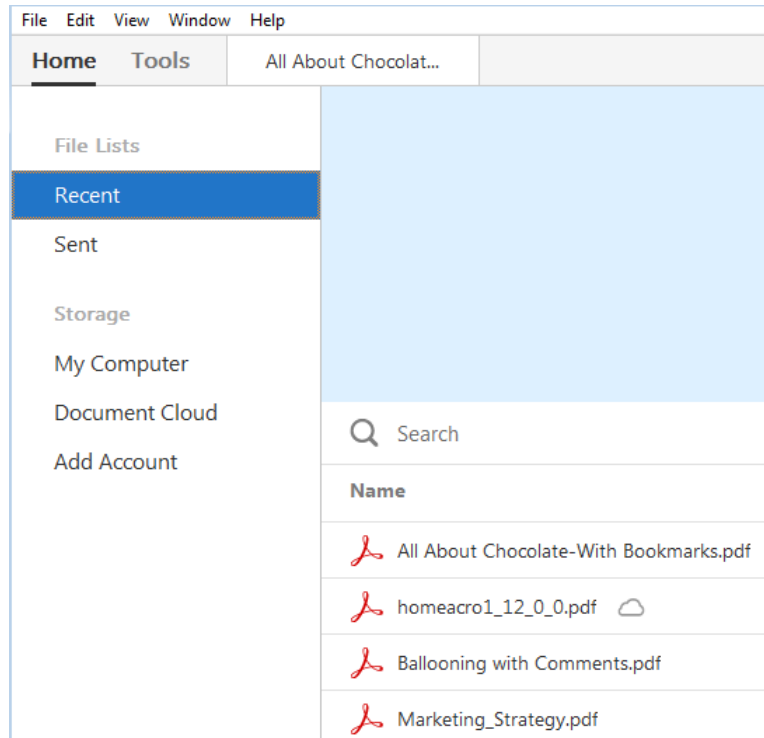
Another thing you'll notice floating at the bottom is a dark HUD (Heads Up Display) providing the options for navigating and zooming pages. This can be docked (as shown on page 2) into the main toolbar which also has a new look.





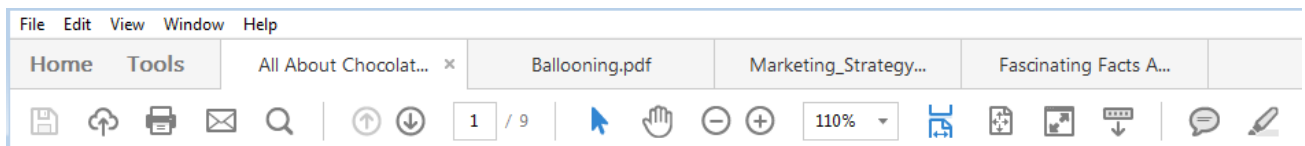
Home Tab

Displays recently opened PDF documents.



Document Tabs

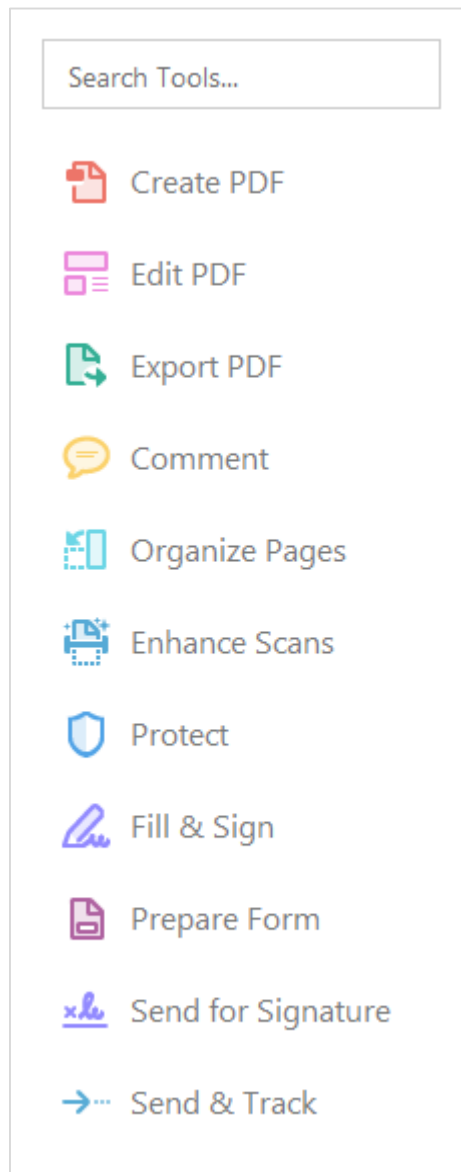
Open documents display in individual tabs in the interface. These document windows can be rearranged or snapped out into their own window.





Tools Panel

This right hand panel includes an option to quickly search for the tool you need even if you are new to Acrobat DC. The Tools Panel can be customized to include other frequently used features.


















Tools Tab

This tab is where you can find all the tools Acrobat DC has to offer. Tools with an **Open** drop-down list below are already displayed in the right hand Tools Panel. Pick **Add** to place a tool in the panel.





Create & Edit

 Create PDF Open ▾	 Combine Files Add ▾	 Organize Pages Open ▾	 Edit PDF Open ▾	 Export PDF Open ▾	 Enhance Scans Open ▾	 Rich Media Add ▾
---	---	---	---	---	--	--







Review & Approve

 Comment Open ▾	 Send for Comments Add ▾	 Stamp Add ▾	 Send & Track Open ▾	 Compare Documents Add ▾	 Measure Add ▾
--	---	---	---	---	---





Forms & Signatures

 Fill & Sign Open ▾	 Prepare Form Open ▾	 Send for Signature Open ▾	 Certificates Add ▾
--	---	---	--

Protect & Standardize

 Protect Open ▾	 Redact Add ▾	 PDF Standards Add ▾	 Optimize PDF Add ▾	 Print Production Add ▾	 Accessibility Add ▾
--	--	---	--	--	---

Customize

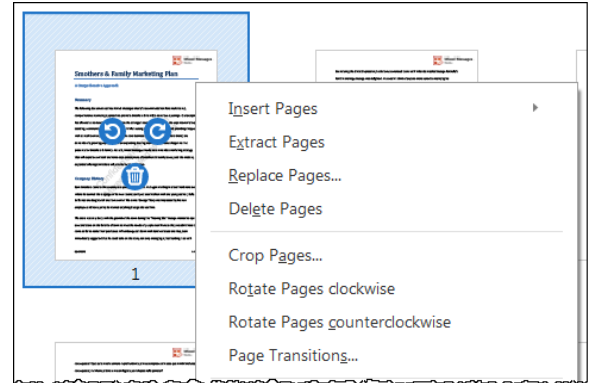
 Create Custom Tool Add ▾	 Action Wizard Add ▾	 Index Add ▾	 JavaScript Add ▾
--	---	---	--



Modifying PDF Documents

To customize the page layout in your PDF documents, choose from the following options:

- Insert
- Extract
- Replace
- Delete
- Crop
- Rotate



To find these choices:

- From **Page Thumbnails** view, right-click the page where you want to work with the document pages to display the shortcut menu and left-click on the action you want to perform.
-OR-
- Choose **Tools > Organize Pages** or pick **Organize Pages** from the **Tools** pane at the right. Page management options are found in the **Organize Pages** toolbar. Or, right-click on a page for the modify shortcut menu.





Reviewing PDF Documents

Adding Comments & Markup

One of the longest-standing features in Acrobat is the ability to add comments to a PDF document. In Acrobat, comments is a general term that refers to nearly all notes and drawings you can place on PDF document pages in order to provide feedback to colleagues.

To comment on a PDF document:

1. Pick **Comment** from the **Tools** pane at the right.
-OR-

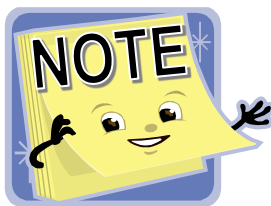
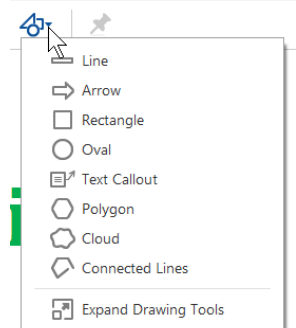
1. Choose the **Tools** menu and pick **Comment**.

The Comment toolbar displays above your document.



The tools in this toolbar are divided into two categories:

- **Annotations** are comments that appear on the page as predefined icons. These include sticky notes, a text highlighter, virtual rubber stamps, and a nice collection of text annotation tools to strikethrough, underline, and more.
- **Drawing Markups** are comments whose purpose is to draw something on the page, usually to draw attention to a particular element of the page. These include circles, arrows, and freeform drawings.



You can add comments to any PDF file, unless security has been applied to the document to prohibit commenting. Security settings include the option to allow commenting and filling in form fields although the default is to prevent any changes.

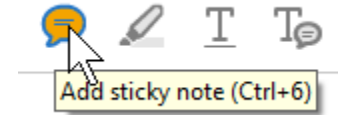


Adding a Sticky Note

Sticky notes are similar to Post-It notes in the physical world. They are useful when you want to make overall comments on a section of a document rather than adding a note for a specific phrase or sentence.

To add a sticky note:

1. Pick the sticky note tool in the toolbar or press **[Ctrl] + 6**.
2. Click where you want the note to appear and then enter text information in the note window.
3. Click into the document to close the note.
4. Right-click on the note and pick **Properties** to change the note icon to another symbol such as a star or checkmark.



To read a sticky note:

Hover over the note or double-click a note to reopen it.

To delete a sticky note:

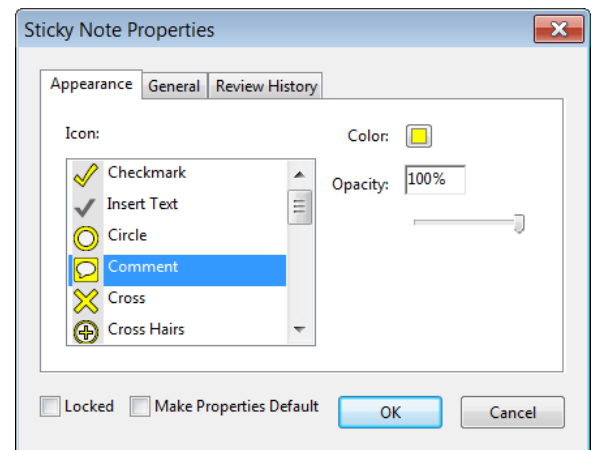
Right-click a sticky note, then choose **Delete**.

Changing Sticky Note Properties

If you use a lot of sticky notes, you might want to change the way they look in a document.

To change a specific sticky note:

1. Right-click on the note in the document or in the Comments List.
2. Left-click on **Properties**.
3. Choose from 17 different sticky note icons, change the color, or modify the Author name.
4. Check **Make Properties Default** to change the default sticky note for new notes.
5. OK to apply changes.





Highlighting Text

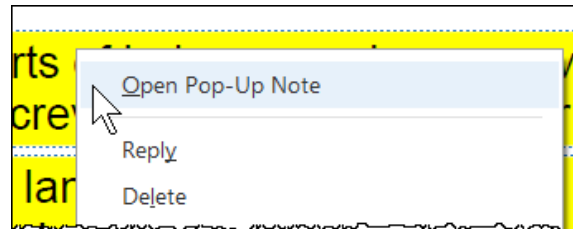
With the highlighting feature, highlight the text you want to comment on and then type your comment.

1. Pick the highlighter from the **Comment** toolbar.
2. Select the text you want to highlight.



You might think that a wonderful hot air balloon would safely back on the ground. Not yet! First, you need to know what a hot air balloon is, which usually includes an other

3. If the comment note doesn't pop up, right click on the highlighter and pick **Open Pop-Up Note**.

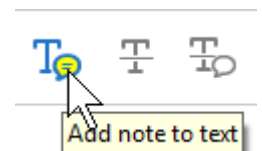


4. Type comment. Close the comment by clicking in the upper-right corner.

Add a note to highlighted text

Or choose the tool to add a note to highlighted text.

1. Pick the **Add note to text** tool from the **Comment** toolbar.
2. Select the text you want to highlight.
3. Enter a note to the pop-up.





Changing Comment Preferences

Do you want a different font style or size for your comments in Acrobat? Would you like to print out your sticky notes? It's easy to change the font, author name, pop-up behavior of comments, and more.

To change comment properties:

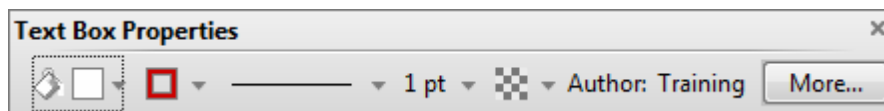
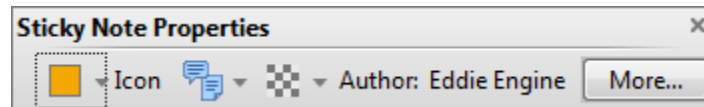
1. Choose **Edit > Preferences** from the Acrobat menu.
-OR-
1. Press **[Ctrl] + K** to open the Preference dialog box.
2. Select **Commenting** from the left pane.
3. Change comment options and **OK** to apply.

Changing Individual Comment Properties

To change properties for individual comments, turn on the **Properties Bar**.

To turn on the Properties Bar:

- Press **[Ctrl] + E**
-OR-
- Pick the menu option: **View > Show/Hide > Toolbar Items > Show Properties Bar**.



The options in Properties Bar vary based on the selected item and are not limited to comments.

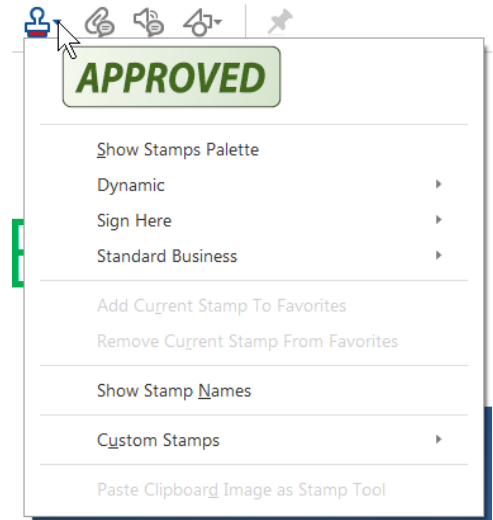


Using a Stamp

Another popular annotation type is the stamp, a digital version of the old style rubber stamps.

Add Stamps from Comment Tools:

1. Pick **Comment** from the **Tools** pane or **Tools Panel**.
2. Pick the stamp tool, and then choose a stamp style such as **Standard Business**.
3. Click where you want the stamp to appear.



To edit a stamp's size:

1. Click a stamp.
2. Drag any corner to resize the stamp image.

To rotate a stamp:

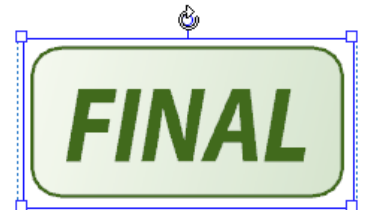
1. Click a stamp.
2. Drag the rotation button on the top of the stamp.

To move a stamp:

Drag to a new location.

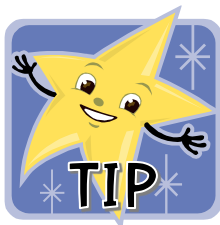
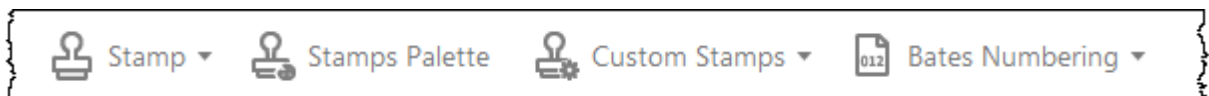
To delete a stamp:

Right-click a stamp, then choose **Delete**. Or, select the stamp, and then press **Delete**.



Add Stamps from the Stamp Tool:

1. Pick **Tools > Stamp**.
2. Choose stamps from the Stamp toolbar.



Dynamic stamps are an effective way to capture the date and time a document is reviewed or approved. Details can be changed under **Edit > Preferences > Identity**.



Once a document has been annotated with comments, Acrobat gives you a number of ways to examine a document's content and annotations.

Working With the Comments List

The **Comments List** is a panel in the **Comment** pane that lists all of the comments in your document. It is invaluable when you're working with a document that has more than just a few comments.

Each entry in the list represents a single comment in your document and displays the name of the commenter, date, and comment text. Text boxes and other annotations are also displayed in this list.

By default, comments reside in the list in page order and, within each page, by position from top down. Just click a comment to move to the page and to select the comment.

At the top of the Comments List are other tools to find, filter, and even sort annotations.

Replying to a Comment

To create a chain of feedback, you may want to reply to a comment, answer a question, and provide more detail without creating a brand new comment.

To reply to a comment:

1. Choose **Reply** from the **Comments List**.
2. Acrobat expands the comment's entry in the list, adding your name, the current date, and a text field where you type your reply.
3. Enter your comment and then press the **[Tab]** key or click outside the comment when you are done.
4. Right-click for **Properties** to change the name and other display options.

Search Comments...

A ▾ ∇ ▢ ▣ 4 Comments

Eddie Engineer

I don't like this font

Page 1 2/15/2016 3:44 PM ↶ 1

Show Less | Reply

Tammy Training to Eddie ...

Stick with Arial throughout as standard font

2/16/2016 10:51 AM

Reply

Tammy Training

Site source

Page 2 2/17/2016 1:54 PM

Tammy Training

Page 2 2/17/2016 1:54 PM

Eddie Engineer

Check with Joe on updated specs

Page 4 2/15/2016 3:50 PM ↶ 1

Show Less | Reply

Joe Jones to Eddie Engineer

I've requested an updated report; should have by 2/19

2/17/2016 1:52 PM

Reply



Marking Comments

The Comments List also lets you indicate you have reviewed a comment.

To set the review status of a comment:

1. Right-click the comment in the **Comments List**.
2. Choose the status you want in the **Set Status** submenu. Choices are **None**, **Accepted**, **Cancelled**, **Completed**, and **Rejected**. The specific meanings are up to the users.

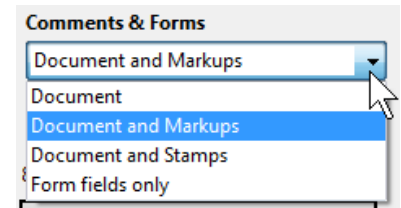
Printing Comments

You can print the comments in a document two ways:

- Print the PDF file as usual, with the comments in place on the printed pages.
- Print a summary of the comments, printing the comment text and, optionally, a reduced image of each document page showing where the comment occurs in the document.

To print a PDF file with comments in place:

1. Choose **File > Print** or **[Ctrl] + P**.
2. Pick **Document and Markups** to print the document and annotations. Click **Print**.



The **Print with Comment Summary** option is also available from the **Options** menu from the **Print** dialog box.

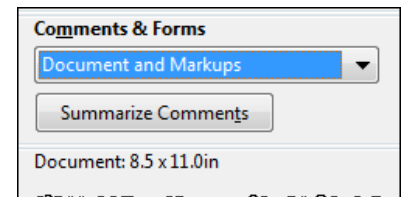
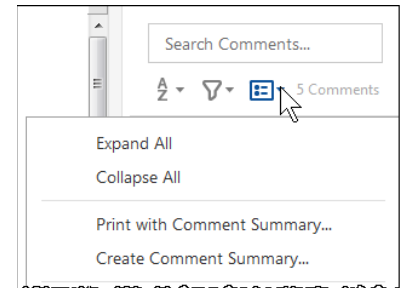


Summarizing Comments

Printing a document with its comments has one serious drawback. Acrobat does not print the annotation text of any comments except text boxes. All the other comment types are printed simply as icons. For more choices, print the document summary.

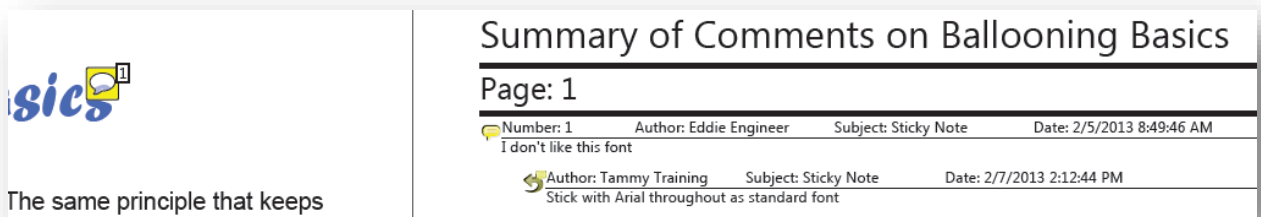
To print a summary:

1. In the **Comments List** toolbar, click the **Options** menu (shown to the right).
 2. Pick the **Print with Comment Summary** option.
- OR-
1. Press **[Ctrl] + T**.
- OR-
1. Choose **File > Print** or **[Ctrl] + P**.
 2. Click **Summarize Comments**. Confirm the creation of the summary and then print out your document.



To customize the comment summary:

1. In the **Comments List** toolbar, click the **Options** menu.
2. Choose **Create Comment Summary**.
3. Customize for the type of summary you want.
4. Pick the **Create Comment Summary** button to create a new document with the comment summary.





Document Security

Acrobat offers several different security options to control access to a PDF file and to protect hidden information. These are password security, password restriction, removal of hidden data, and redaction.

Securing a PDF with Passwords

Adding a password to a document limits a viewer's access to the document or what actions such as printing or copying can be applied to the document.

1. Choose **File > Properties** and pick the **Security** tab.
2. Select **Password Security** as the Security Method. The Password Security dialog box displays.
-OR-
1. Pick **Protect** from the **Tools** pane.
2. From the **Protect** toolbar, select **Encrypt > Encrypt with Password**.
3. Choose a compatibility level from **Compatibility**. The higher the compatibility, the stronger the encryption options available.
4. Select an option from Select document components to encrypt.
5. Do any of the following:
 - *To require a password to open the document:* Check the **Require a password to open the document** box and type the password into the **Document Open Password** field.
 - *To restrict editing and printing:* Check the **Restrict editing and printing of the document** box and then type a password into **Change Permissions Password** field. Select which printing and editing changes are allowed.
6. Pick **OK**, and then confirm each password as required.
7. Click **OK**, and then choose **Save** to apply the new security settings.

A secured PDF file displays **[SECURED]** to the right of the file name in the title bar.



Removing Sensitive Content

Some documents may contain confidential information such as vendor financials or bid information. The **Redact** feature allows you to remove sensitive information, before publishing or distributing a document.

Mark Objects for Redaction

You may have seen television programs or movies that show government documents with sensitive information removed by masking out the data with black ink. This is known as a redaction. Redaction of sensitive content is a two-step process:

1. First, you mark text or pages for redaction. After you mark text and graphics, you can still make changes.
2. Second, you apply redaction. When you apply redaction, the marked text and graphics are permanently removed from the document.

To redact content in a document:

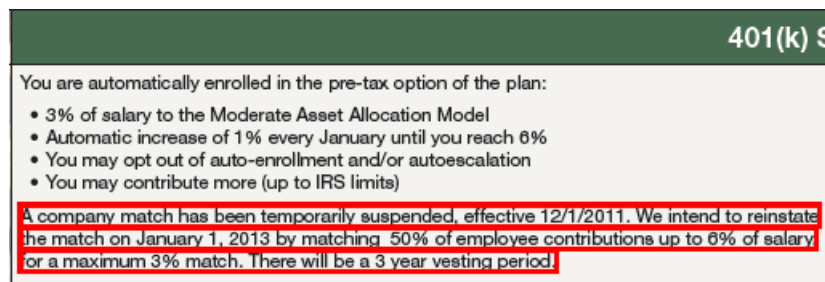
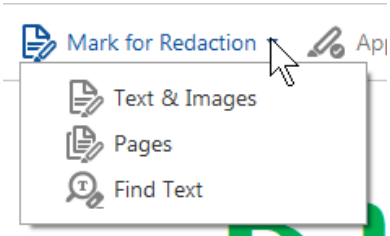
1. Click **Tools**.
2. Choose **Redact** from the **Protect & Standardize** group.

The **Redact** toolbar displays above the document.



3. Pick **Mark for Redaction > Text & Images**.
4. Select the text or graphics you want to remove or redact.

An object marked for redaction is surrounded by a red rectangle. To add a comment, right-click to **Open Pop-Up Note**. A pop-up note is handy when you're working with co-workers to redact a document. Any comment you add to a redaction appears in the Comments List until you apply redaction.





To preview what the redacted content will look like when you apply redaction, pause your cursor over the content marked for redaction. If you're satisfied with the appearance of the redacted content, you can apply redaction. If not, you can delete markings or modify redaction properties from the **Redact** toolbar.

Search for Text to Redact

If you're working with a multi-page object that needs to be marked for redaction, you can speed the process by searching for the text you want to redact. These techniques do not work with scanned or graphic objects.

To search for text you want to mark for redaction:

1. Click **Tools > Redact**.
2. Pick **Find Text** from the **Mark for Redaction** toolbar option.
3. Specify where you want to search from the **Search** window.
4. In the **Search for** section, do one of the following:
 - *To search for a single word or phrase:* Pick **Single word or phrase**. Enter the word or phrase in the text box and click the **Search and Redact** button.
 - *To search for multiple words or phrases:* Select **Multiple words or phrase** and click the **Select Words** button. Enter text in the **New word or phrase** box and click the **Add** button. Repeat to add additional phrases. Click **OK** when done.
 - *To search for patterns:* Choose **Patterns**. Click the arrow on the box and select a pattern, such as **Email addresses** from the dialog box. Pick the **Search and Redact** button.
1. Check the words you want to redact.
2. Click the **Mark Checked Results for Redaction** button.
3. Pick the **Close** button.
4. Choose the **Apply Redactions** button in the **Tools** pane.
5. Click **OK** to remove the content marked for redaction.



Removing Hidden Information

Hidden data may be in the form of metadata, file attachments, bookmarks or comments that may contain sensitive information. Although this information is not visible to casual Acrobat users or people with only Acrobat Reader, it can be viewed by anyone with a full version of Acrobat. Fortunately, it's easy to remove hidden information.

Add Document Properties

In Acrobat, you can add basic document information or metadata such as the author to improve document searches.

To add metadata:

1. Choose **File > Properties** and pick the **Description** tab if necessary.
2. Enter values for Title, Author, Subject, and/or Keywords.
3. Click **Additional Metadata** for more options, and then pick **OK** to close the dialog box.
4. Choose **OK** when finished.

Remove Hidden Information

You can also find and remove metadata such as comments, attachments, and form fields.

To remove hidden information:

1. Open the document you want to examine.
2. Click **Tools > Redact**.
3. Pick **Remove Hidden Information** from the **Redact** toolbar.

The results of the search will appear in the **Remove Hidden Information** panel in the **Navigation Pane**.

4. Click the hidden information listing to show a preview of the currently selected instance of hidden information.
5. Pick the **Remove** button to remove the selected content.
6. Choose **OK** to complete the operation and save the document.

Sanitize Document

You can also remove hidden information with the **Sanitize Document** command under the **Redact** toolbar. This is quicker and removes all instances of hidden information but doesn't give you the option to review what's being removed before saving the document.



Creating Interactive PDF Forms

There are two main ways to create a form in Acrobat:

- You can scan an existing paper form into Acrobat
-OR-
- Open an existing document with a layout, such as a table, that looks like form fields and then use Acrobat's forms tools to add interactive form fields in the same position as fields in the scanned document. Depending on the structure of the file, Acrobat will attempt to add fields into the form layout.

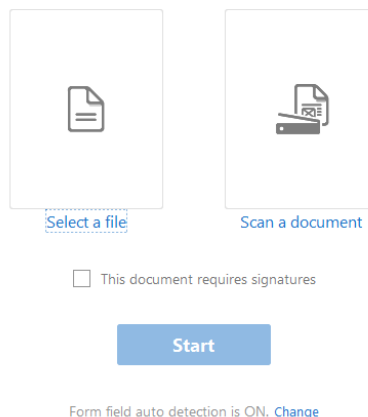
Note: The Forms Central application in Acrobat XI was removed in Acrobat DC because of limited usage.

Creating a Form

To create a form:

1. **Tools > Prepare Form.**
2. Optionally, open a file you want to convert to a form.
3. Choose the source of the new form: **Select a file (or Change File)** or **Scan a document**.

Select a file or scan a document to begin



4. After you choose an option, Acrobat scans for objects that look like form fields. Acrobat displays a progress bar and spends some time converting and importing the document. Its **form field auto detection** feature analyzes the file and automatically places appropriate form fields on the new PDF page. Although this is usually a fast process, some forms can take a long time so don't cancel the process until at least a few minutes have elapsed.

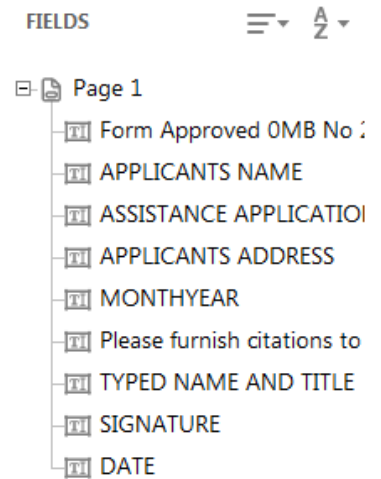
Continued on next page



5. When Acrobat is finished processing the file, it presents you with a new form in the Form Editor. Objects that look like form fields are displayed in the **Fields** panel.

The PDF pages may have new form fields already in place; clicking any of these fields presents you with a rectangular border with the usual handles. All of these fields can be modified or deleted.

Full Name:	<input type="text" value="Full Name"/>
Primary Phone Number:	<input type="text" value="Primary Phone Number"/>



If your document includes a table created in Microsoft Word, the Form Wizard will detect the table cells as text fields.

This is usually an excellent start but you'll probably need to add some additional form fields manually using the **Forms** panel.

6. Resize and reposition the existing form fields so they fit the page's artwork and layout appropriately.
7. When you are finished adding fields to your form, click the **Preview** button to view your form.

Editing an Existing Form

To edit form fields and other content in an existing form, Adobe Acrobat will use the editing tool used to create the original form.

To edit a form:

1. **Tools > Prepare Form.**
 2. Select **Edit** to open the form editing functionality in Acrobat.
 3. When you are done adding form fields and editing a form, pick **Preview**.
- OR-
1. Press **[Shift] + [Ctrl] + 7** to open and close the form editing view.



Acrobat Form Field Options

Whether you use the Create command to add fields to a form or add each field manually, you can create these types of form fields in Acrobat:

- **Text Field:** The most frequently used form field, a text field can accept a wide range of user input or can display default data, such as the current date.
- **Check Box:** You can create a group of check boxes when you want the user to choose from a set of options. For example, if you create a PDF questionnaire, you can create a series of check boxes for the user to select one or more items. The default check box style is a check but you can also change it to Circle, Cross, Diamond, Square, or Star from the **Options** tab under the Properties dialog box.
- **Radio Button:** You can create a group of radio buttons to limit the user's choice to one item per group of radio buttons.
- **List Box:** A list box displays a list of available choices for the user. You can enable the users to make multiple selections from a list box (something that isn't possible with a combo box). If the number of items in the list box exceeds the dimensions of the box, Acrobat provides scroll bars.
- **Dropdown List (Combo Box):** When you create a combo box, or dropdown list, you give the user a choice of options. A combo box is identified by the presence of a drop-down arrow. When the arrow is clicked, a menu drops down with a list of available choices. Optionally, you can also allow users to enter custom text as a list item.
- **Button:** With a button, you can create a text-only button, an icon-only button, or a button with both an icon and text. You can even create an invisible button and place it over an existing graphic on a form you scanned and converted to PDF format, which gives the appearance that the graphic is executing the action instead of the form field.

Other fields can also be added to a form including a digital signature field and a barcode field.

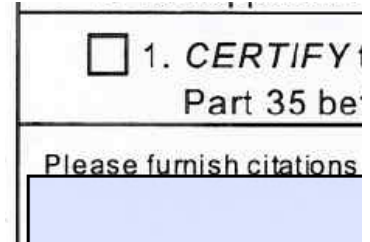


Working with Form Fields

After you create the PDF document that's the basis for your form, you're ready to start creating interactive form fields.

Adding and Editing Form Fields

Even with form field detection features, Acrobat will probably have missed some of the form fields you need on the page. For example, the checkbox in a scanned form (shown to the right) needs to be added. Or, you may want to create the form by adding all form fields manually.



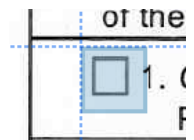
To add form fields to a form:

1. Open the PDF form you want to edit.
2. Click **Tools > Prepare Form**. Then pick **Edit** which opens the Form Editor.

The **Prepare Form** toolbar appears above the document.

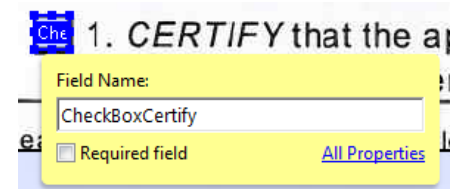


3. Select the type of field you want to add to the page such as a text box or check box.



The pointer turns into a ghost-like rectangle with a dotted-line crosshair.

4. You can either click once on the PDF page, which places a form field on the page the same size as the tool, or drag out a rectangle which gives you a new form field the size of the rectangle you dragged. Either way, you get a form field on the page with a yellow floating palette immediately adjacent to it.
5. Type a name in the palette's **Field Name** field. It's good practice to have no spaces in the name. The **Field Name** is an internal reference not a label.



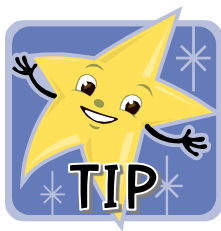
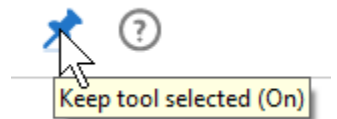
Continued on next page



6. Click the **Required Field** check box if the information is required.
7. Optionally, click the **All Properties** option to display the properties dialog box for the field. From here you can change properties such as the appearance and actions related to working with the field. Change properties as needed and then **Close**.
8. Reposition and resize the new field so it matches the form layout.

You can nudge the position of the field with your arrow keys and nudge the size with **[Ctrl] +** arrow keys.

9. Repeat these steps for each field you need to add to the page.
10. Click the **Keep tool selected** pushpin button if you want to add a number of the same type of form field.
11. When you are done with the form, click the **Preview** button to test your form.



To edit a form field, double-click the field, select options in the **Properties** box, and click **Close**.

Or, right-click on a form field and pick **Properties** from the shortcut menu.



Deleting a Form Field

To delete a form field:

1. Right-click on the form field and then pick **Delete** from the shortcut menu.

Align, Reposition, and Resize Form Fields

If you use the **Layout Grid** (press **[Ctrl] + U** to turn on/off) to align and size the fields in your form, you generally end up with a neatly laid-out form. However, you may still need to make some minor adjustments to the location or size of a field. You can resize individual fields or select multiple fields and then size and align them to each other.

After you click on the form field to select it, eight handles appear about the field border. You can then modify the field by doing any of the following:

- Drag the field to reposition the form field.
-OR-
- Click and drag any selection handle to resize the field.
-OR-
- Go to the properties of a field to size and align it under the **Position** tab.

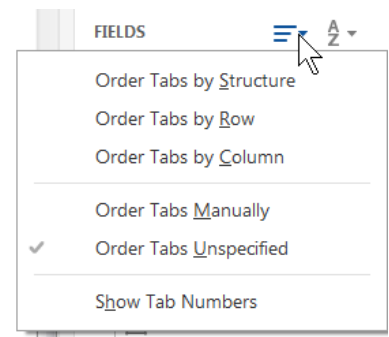
You can also modify the size and alignment of several fields. Select the first form field and then press **[Shift]** and click the fields you want to add to the selection. After selecting two or more fields, you can do any of the following:

- Right-click on one of the fields and pick **Align, Distribute or Center**. You can change the alignment, center fields to the current document, or equally distribute the selected fields. The option you pick applies to all selected fields.

These tools are also found at the top of the **Prepare Form** pane.

Changing Tab Order

You can also change the tab order if the sequence of how a user moves through the form needs to be changed. The **Tab Order** option is found under the **Fields** list. You can re-order how a user moves or tabs through the form by using the form layout or by manually modifying the order.





Filling Out a PDF Form

When users fill out a form they click inside a field with the Hand tool. When users click inside the form field, the cursor becomes an I-beam, indicating that data can be entered from the users' keyboard.

To navigate to another field:

- Click inside another field
-OR-
- Press **[Tab]** to advance to the next field.

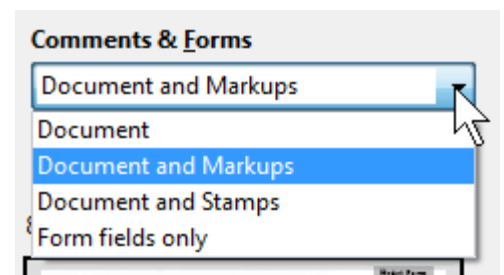
Printing a Form

A form can be printed just like any other PDF file.

To print a form:

- Pick **File > Print**
-OR-
- Press **[Ctrl]+P**
-OR-
- Click the **Print file** toolbar button

To only print the data in the form fields and not the form content, pick one of the first two print options and then choose **Form fields only** from the **Comments & Forms** drop-down.





Hands-On Session Practice

1. Create a form from the Word file, **Form-Request for Tickets**. Save the PDF file.
2. Add new form fields to capture specific types of information. Create your own choices for the drop-down lists. Some of these sections will be worked on together as a class, others will be self-paced.
3. We will use this example to build in a calculation and to add buttons.

Form-Request for Tickets.docx



Wacky Widgets

Pops Concert

Date of Request: TEXT field with date format

DISCOUNT TICKET REQUEST FORM					
Employee:	TEXT	Extension:	TEXT	Department:	DROPDOWN-add your own choices
Date of Show:	LIST or DROPDOWN	Location:	DROPDOWN	Taking Bus:	YES NO RADIO BUTTONS
No. of Tickets:	TEXT field with number format	Price Each:	TEXT field with number \$ format	Total Charge:	

Comments:

TEXT

For Office Use Only:

TEXT

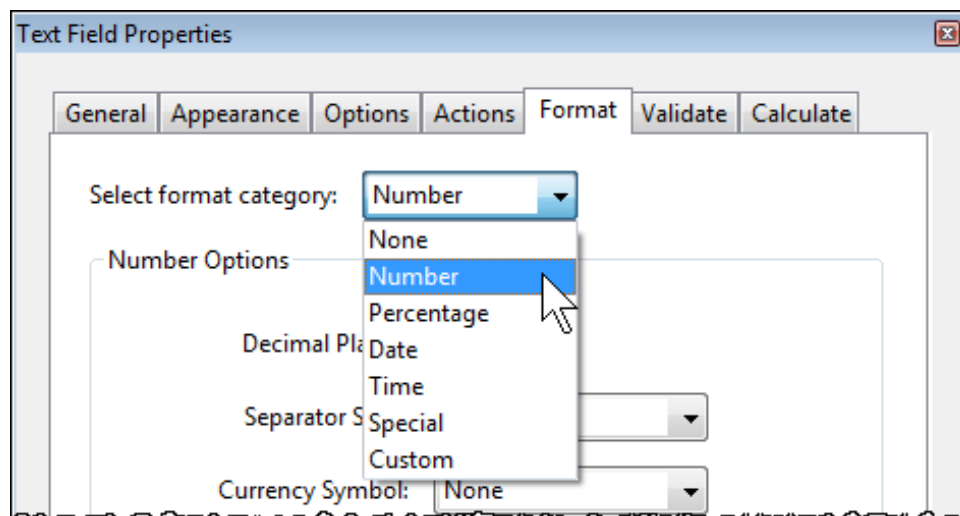


Calculating Form Fields

When you create form fields with numeric data, Acrobat can calculate the value of two or more fields using common arithmetic functions or even complex calculations which require JavaScript. For our purposes, we'll stick with simple calculations.

To calculate two or more form fields:

1. All of the fields needed for the calculated result should be in the form. These fields will be text form fields with a number or other format that can be calculated. Change the field **Format** under the field properties.

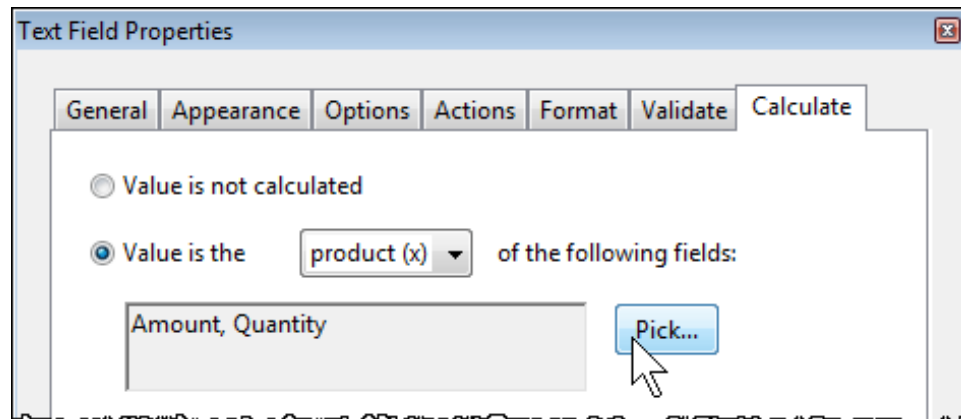


2. Create the form field that will display the result of the calculation.
3. Open **Properties** for the field (double-click on the field or right-click on field) and click the **Format** tab.
4. Choose **Number** from the format categories. Select other options that pertain to the calculation, for example, add a Currency symbol for dollars.
5. Click the **Calculate** tab. Pick the second option to choose a mathematical operation such as **Sum (+)** or **Product (x)**.

Continued on next page



6. Click the **Pick** button to display the **Field Selection** dialog box, which lists all the fields present in the document. Add the fields you need such as **Amount** and **Quantity** as shown below. Click **OK** to exit the **Select a Field** dialog box.



7. Choose **Close** to exit the form field's Properties dialog box.
8. Pick **Preview** to test the form.



Creating Form Buttons

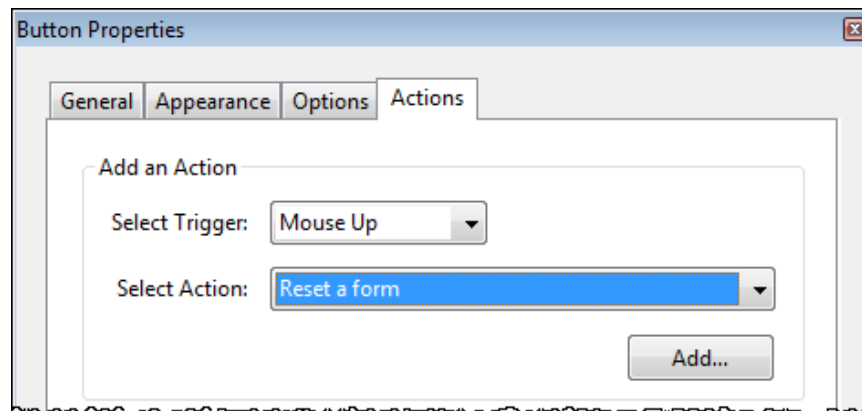
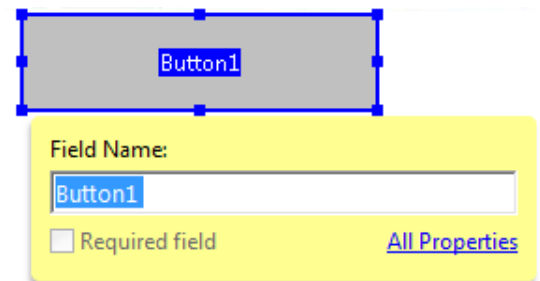
Reset Form Button

If you create a form with multiple fields, you may want to consider creating a reset button to give the user the option of starting over. When you create a reset button, you can specify which form fields are cleared when the button is used.



To create a Reset button:

1. Using the form field tools, add a button field to your form.
2. Enter a name for the field such as Reset. This is just the field name and not the name displayed on the form.
3. Click **All Properties** and modify the button appearance and options to suit your form.
4. Click the **Options** tab to enter a Label name to display on the form.
5. Click the **Actions** tab and choose **Mouse Up** as the trigger. This action will define what happens after someone clicks on the button.
6. Pick **Reset a Form** from the **Select Action** drop-down arrow.



7. Click the **Add** button to open the **Reset a Form** dialog box. Select all of the form fields you want to reset. Choose **OK** and then click **Close** to assign the action to the button.
8. Fill out a few of the form fields and then try your reset button.

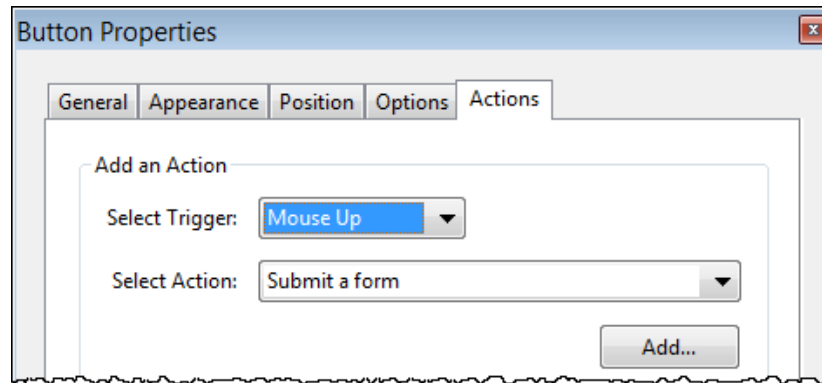


Submit Form Button

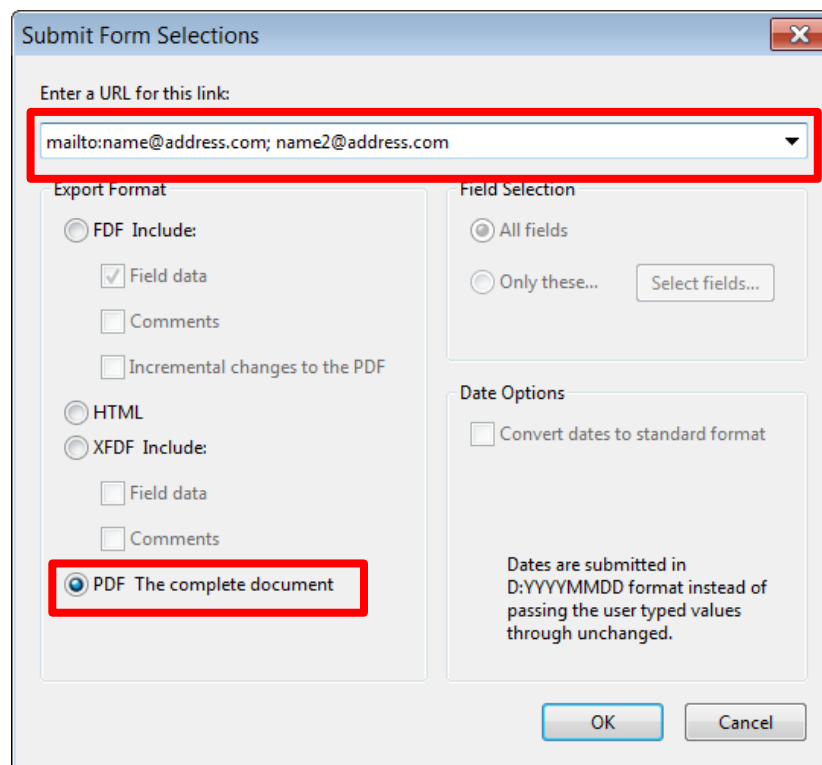
A submit form button gives the user an easy way to send the form to someone via email.

To add a Submit Form button:

1. Following the steps covered previously, create a button with these actions:



2. The properties of the button are shown below. Use a semicolon (;) to separate multiple email addresses.



Put these tips and techniques to practice and become more productive with Acrobat!

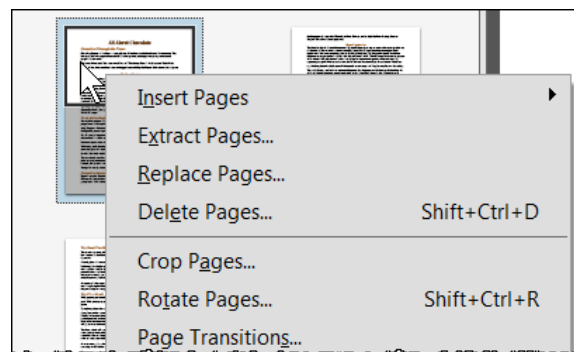


Adobe Acrobat XI References

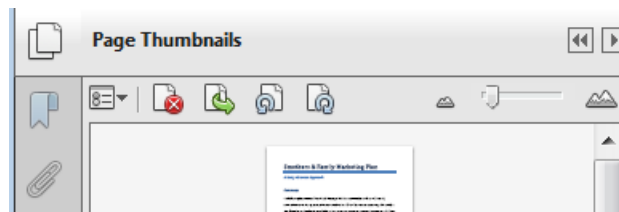
Although many of the topics covered in this training session are the same or similar in Acrobat DC and Acrobat XI, the interface has dramatically changed. The following pages are a helpful reference if you are working with Acrobat XI.

Page Management

Page management actions to modify Acrobat documents ([see page 5](#)) are available from the **Pages** button in the **Navigation Pane**.



Or, choose options to manipulate pages from the toolbar at the top of the **Page Thumbnails** panel.



The Tools Panel

Many of the tools covered in this training are found in these Acrobat XI panes:

Content Editing

- Edit Text & Images
- Add Text
- Add Image
- Export File to...

More Content

- Add or Edit Link
- Add Bookmark
- Attach a File

Protection

- Restrict Editing
- Encrypt
- More Protection

Black Out & Remove Content

- Mark for Redaction
- Mark Pages to Redact
- Apply Redactions
- Redaction Properties
- Search & Remove Text

Hidden Information

- Remove Hidden Information
- Sanitize Document

Pages

Manipulate Pages

- Page Thumbnails
- Rotate
- Delete
- Extract
- Replace
- Crop
- Split Document

Insert Pages

- Insert from File
- More Insert Options
- Combine Files into PDF

Edit Page Design

- Header & Footer
- Background
- Watermark
- Bates Numbering

Forms

- Create
- Edit
- Distribute
- More Form Options

Forms Close Form Editing

Tasks

- Add New Field
- Edit Fields
- Distribute
- Other Tasks

EchoSign

- Convert to EchoSign Form

Fields

Sort By Tab Order

- Page 1
 - APPLICANTS NAME
 - ASSISTANCE APPLICATION NUM
 - APPLICANTS ADDRESS

Add New Field

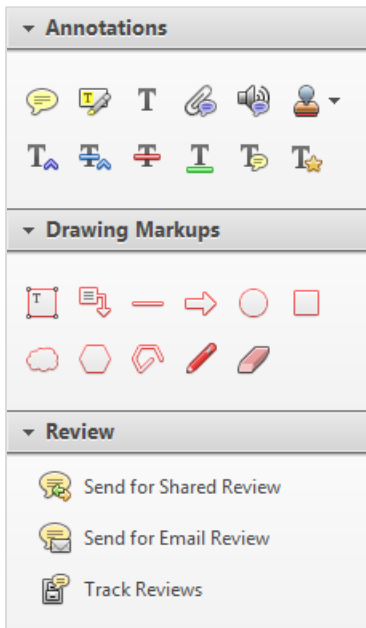
- Text Field
- Check Box
- Radio Button
- List Box
- Dropdown
- Button
- Digital Signature
- Barcode

Field Type Help



The Comment Panel

Commenting features ([see page 6](#)) covered in this training are found in these Acrobat XI panes:





About Your Trainer

Dawn Bjork, MCT – The Software Pro®

Software Productivity is Just a Click Away™


Dawn Bjork, MCT, is The Software Pro® with 25+ years' experience as a *Software Navigator*.

A professional speaker, trainer, consultant, author of 9 books, and business owner, Dawn simplifies complex processes with an informative and entertaining approach and delivers content that is immediately useful. Dawn has helped more than 100,000 individuals from Fortune 500 companies, government, and other organizations to learn smart, easy, and productive ways to use software and technology more effectively.

Microsoft has awarded Dawn with the certifications of *Microsoft Certified Trainer (MCT)* and *Microsoft Office Specialist Master (MOSM)*. Dawn has a proven track record with Microsoft Windows, Word, Excel, Outlook, PowerPoint, Access, OneNote, Visio, and other key programs. She also has hundreds of hours teaching Adobe Acrobat.



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Bonus Resources

As an extra bonus, additional resources, a keyboard shortcuts handout, and other helpful tips are waiting for you at:

TheSoftwarePro.com/Acrobat

Adobe Acrobat Keyboard Shortcuts for Acrobat DC & Acrobat XI



Acrobat Management Keys

Action	Key
Create PDF (From File)	Ctrl + N
Create PDF (From Web Page)	Ctrl + Shift + O
Open	Ctrl + O
Close	Ctrl + W or Ctrl + F4
Save	Ctrl + S
Save As	F12 or Ctrl + Shift + S
Print	Ctrl + P
Print Setup	Ctrl + Shift + P
Insert Files	Ctrl + Shift + I
Delete Pages	Ctrl + Shift + D
Exit	Alt + F4 or Ctrl + Q

Zoom & View Keys

Action	Key
Zoom To (set Zoom level)	Ctrl + Y
Fit Page	Ctrl + 0 (zero)
Actual Size	Ctrl + 1
Fit Width	Ctrl + 2
Fit Visible	Ctrl + 3
Reflow	Ctrl + 4
Zoom In	Ctrl + = (equals)
Zoom Out	Ctrl + - (minus)
Reading Mode	Ctrl + H
Full Screen Mode	Ctrl + L
Automatically Scroll	Ctrl + Shift + H
Show/Hide Menu Bar	F9
Show/Hide Navigation Pane	F4
Show/Hide Toolbars	F8
Reset Toolbars	Alt + F8
Rotate View Clockwise	Ctrl + Shift + + (plus)
Rotate View Counterclockwise	Ctrl + Shift + - (minus)
Rotate Pages	Ctrl + Shift + R
Crop Pages	Ctrl + Shift + T
Show/Hide Grid	Ctrl + U
Snap to Grid On/Off	Ctrl + Shift + U
Show/Hide Rulers	Ctrl + R
Cascade Windows	Ctrl + Shift + J
Tile Windows Horizontally	Ctrl + Shift + K
Tile Windows Vertically	Ctrl + Shift + L
Form Editing View On/Off	Ctrl + Shift + 7

Editing Keys

Action	Key
Help	F1
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Select All	Ctrl + A
Deselect All	Ctrl + Shift + A
Find	Ctrl + F
Advanced Search	Ctrl + Shift + F
Spelling	F7
Insert Pages from File	Ctrl + Shift + I
Insert Blank Page (XI Only)	Ctrl + Shift + T
Insert Blank Page (X Only)	Ctrl + Shift + Q
Preferences	Ctrl + K
Document Properties	Ctrl + D
Add Sticky Note	Ctrl + 6
Hide All Comments	Ctrl + Shift + 8
Show All Comments	Ctrl + 8
Print w/ Comments Summary	Ctrl + T
Load Preflight	Ctrl + Shift + X
Properties Bar On/Off	Ctrl + E
Add Bookmark	Ctrl + B

Navigation Keys

Action	Key
First Page	Home
Last Page	End
Next Page	→
Previous Page	←
Scroll Down	↓
Scroll Up	↑
Go To Page	Ctrl + Shift + N
Next Screen	PageDown
Previous Screen	PageUp
Previous View	Alt + ←
Next View	Alt + →
Navigate Between Open Panes	F6
Next Open Document	Ctrl + Shift + F6
Previous Open Document	Ctrl + F6