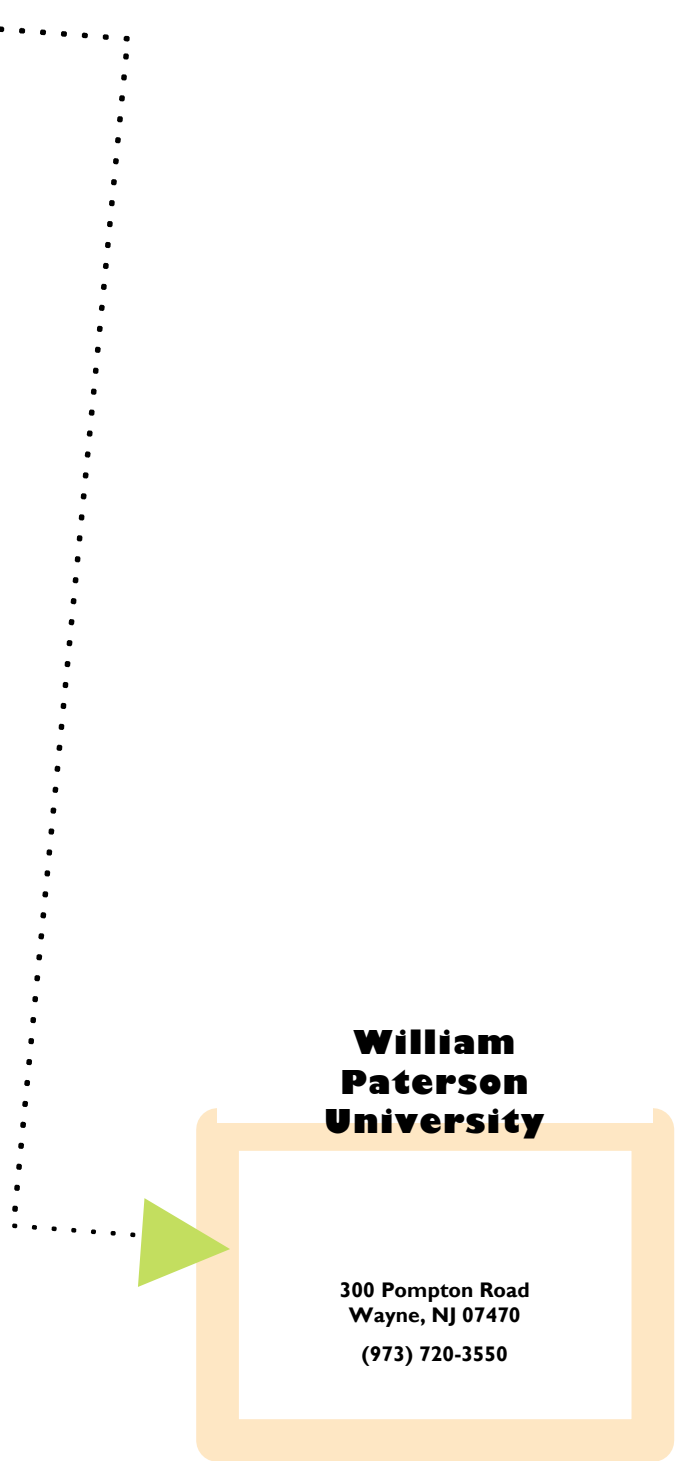




**Information  
Technology  
Department**

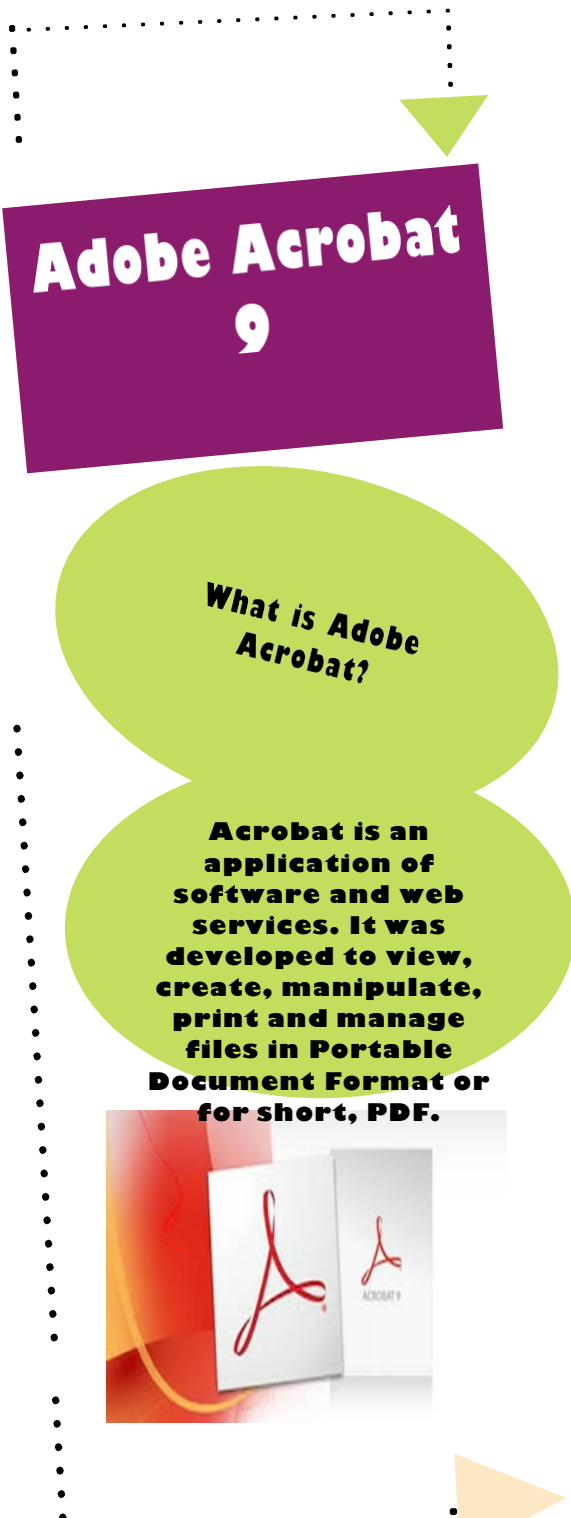
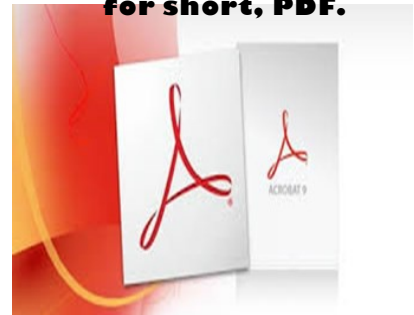
Committed to providing William Paterson University technology leadership to design, plan, implement, expand and support broadcast, network, and computing facilities and services. We strive to provide state-of-the-art technology solutions that meet the needs of the William Paterson University community, and are committed to providing the best user support possible.



**Adobe Acrobat  
9**

**What is Adobe Acrobat?**

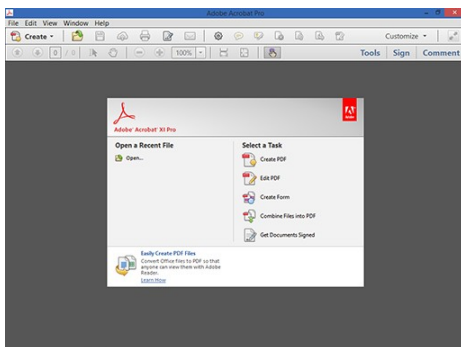
**Acrobat is an application of software and web services. It was developed to view, create, manipulate, print and manage files in Portable Document Format or for short, PDF.**



# Getting Started

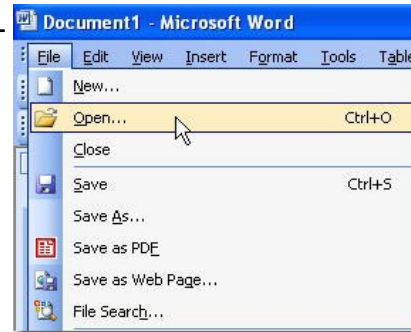
## THE ACROBAT WINDOW

- 1) **Menu Bar**- Contains the tools needed for Acrobat.
- 2) **Acrobat Toolbar**- Contains shortcuts needed for Acrobat.
- 3) **Panel Options Buttons**- Tools for using the active panel.
- 4) **Navigation Panel Buttons**- Allows you to view and switch panels.
- 5) **Navigation Pane**- Shows navigation panels.
- 6) **Document Pane**- Shows the open document.



## OPENING A DOCUMENT

- 1) Select **OPEN** tab from the **FILE** menu.
- 2) Locate and select the PDF document you want to open.
- 3) Click on the **OPEN** button.

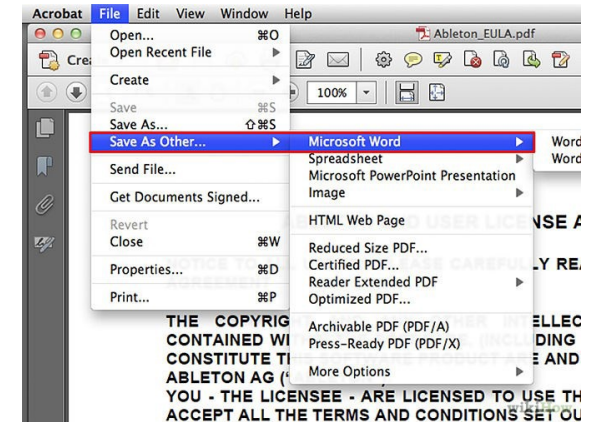


## USING THE NAVIGATION PANE

- To open select **NAVIGATION PANELS** from the **VIEW** menu and select **SHOW NAVIGATION PANE**.
- To open or switch between panels, select **NAVIGATION PANELS** from the **VIEW** menus and click a navigation panel button on the left side.

## SAVING A PDF FILE

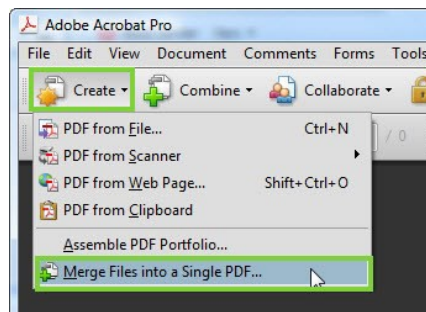
- 1) Click on **SAVE** from the **FILE** menu.
- 2) Select where you would like to save the document.
- 3) Change the name of the file in the **FILE NAME BOX**.
- 4) Click on the **SAVE** button.



# PDF Portfolios

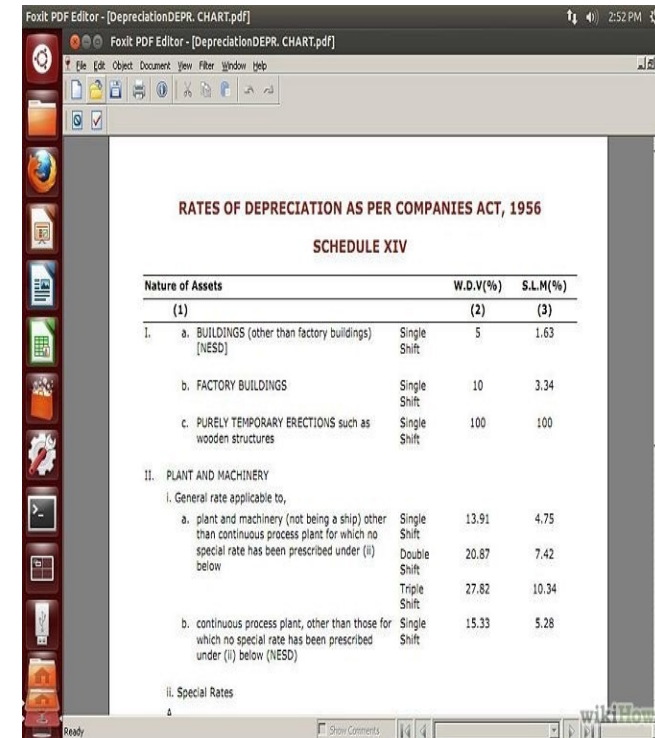
## CREATING A PDF PORTFOLIO

- 1) Click on **CREATE PDF PORTFOLIO** from the file menu. Then click on **ASSEMBLE PDF PORTFOLIO**.
- 2) Do ONE of the following:  
  
*To add a file*, chose the **ADD FILES** button. Once you have located the file, click the **OPEN** button.  
  
*To add all files contained in a folder*, chose the **ADD EXSITING FOLDER** button. Select the folder and click the **OK** button.
- 3) When done adding files, click on **SAVE PORTFOLIO** from the **FILE** menu.
- 4) Chose a location to save the file, enter a name to save it under in the **FILE NAME (SAVE AS)** box and then click **SAVE**.



## MODIFYING A PDF PORTFOLIO

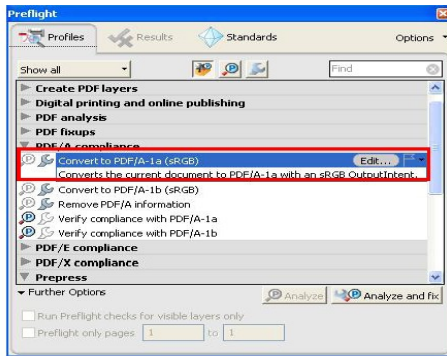
- 1) Choose the PDF Portfolio file you would like to edit.
- 2) Click **MODIFY PDF PORTFOLIO** from the **FILE** menu and click **EDIT PORTFOLIO**.
- 3) Do any of the following bullets in the **EDIT PDF PORTFOLIO PANE**:
  - *To change layout*: Select the **CHOOSE A LAYOUT** bar and click on layout.
  - *To add a welcome page or header*: Select **ADD WELCOME & HEADER**, the click on **WELCOME PAGE** or **HEADER** and click on the template. Add text, an image, etc. to add content. Select **DONE** when finished.
  - *To add a color scheme*: Click **SELECT A COLOR SCHEME** and select a color swatch. To specify colors, click on **CUSTOMIZE COLOR SCHEME** and then select the colors.
- 4) Select the **PUBLISH** bar and click on **SAVE**.



# PDF Files

## COVERTING A FILE TO PDF

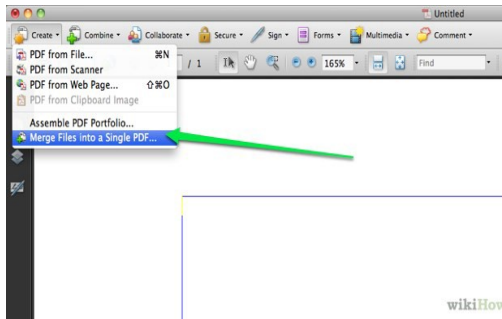
- 1) Click **CREATE PDF** from the file menu.
- 2) Find and click on the file you want to covert into a PDF.
- 3) Click on the **OPEN** button.



## CREATING A PDF FROM MULTIPLE FILES

- 1) Click on combine from the **FILE** menu and select **MERGE FILES INTO SINGLE PDF**.
- 2) In the **COMBINE FILES** dialog box, click ON THE **ADD FILES BUTTON** do any of the following:

- To add files: Click **ADD FILES** choose the file you want then select the **ADD FILES** button.
- To add all the files contained in a folder: Click the **ADD FOLDERS** button. Locate the folder you want and click the **OK** button.
- To reuse recently combined files: Click on **REUSE FILES**. Select the file you want and click on the **ADD FILES** button.



- 3) In upper-right hand corner of the window, you can do one of the following:

- To create a PDF file> click **SINGLE PDF**.
- To create a PDF Portfolio> click **PDF PORTFOLIO**.

- 4) Select the **COMBINE FILES** button.

- 5) Chose the location to save the file and enter a file name in the **FILE NAME (SAVE AS)** box. After click the **SAVE** button.

## COVERTING A WEB PAGE TO PDF

- 1) Click **CREATE PDF** from the **FILE** menu and click **FROM WEB PAGE**.
- 2) Enter in the Internet address in the **URL** box.
- 3) Select the **CREATE** button, the click the **SAVE** button on the **FILE** toolbar.

## CREATING A PDF FROM AN- OTHER APPLICATION

- 1) Open the document you would like to convert.
- 2) Click on the **ACROBAT TAB** on the top of the document. Then click on **CREATE PDF**.
- 3) After that has been completed, enter a file name and **SAVE**.

# Pages

## INSERTING PAGES

- 1) With the document you want open, click **INSERT PAGES** from the **DOCUMENT** menu.
- 2) Find and select the PDF file with the page or pages you would like to insert.
- 3) Click on the **SELECT** button.
- 4) In the **INSERT PAGES** dialog box, click where you want to insert the page or pages and click the **OK** button

## DELETING PAGES

- 1) Click **DELETE PAGES** from THE document menu.
  - *To delete the selected pages:* Click on **SLECTED**.
  - *To enter a page range:* Click **FROM** and enter the page range.
- 2) Click on the **OK** button then click the **YES** button to confirm you want to delete the page.

## RENUMBERING PAGES

- 1) Select the **PAGES** button in the **NAVIAG-TION PANE**.
- 2) Select the **PANEL OPTIONS** button in the **PAGES** panel and select **NUMBER PAGES**.
- 3) Select the **CREATE** button, the click the **SAVE** button on the **FILE** toolbar.
- 4) In the NUMBERING PAGES section, do one of the following:
  - *To begin a numbering section:* Click **BEGIN NEW SECTION**.
  - *To extend the numbering previously used:* Click **Extend numbering used in preceding section to selected pages**.
- 5) Finally, click on the **OK** button.

