WORKING WITH PDF FILES - PART 1: USING ADOBE READER/ACROBAT

Tuomas Kostiainen (tuomas@jps.net)

www.FinnTranslations.com

1. PDF File Basics

- What is a PDF file and why do we use them?
- Where do we as translators encounter PDF files?
- Problems associated with PDF files

2. PDF Tools

Adobe Acrobat

- Products: Adobe Reader, Adobe Acrobat Standard, Adobe Acrobat Pro, Adobe Acrobat Pro 9 Extended / Adobe Acrobat X Suite
- o Product comparison: www.adobe.com/products/acrobat/matrix.html
- Latest version: Adobe Reader/Acrobat X (10)
- o (In)compatibility with earlier versions
- Other "Comparable" non-Adobe Products
 - o PDF Nitro (Express, Professional, and free version): www.nitropdf.com
 - Foxit PDF Tools (Reader, Editor, Creator, Phantom etc.): www.foxitsoftware.com/pdf
 - Solid PDF Tools: <u>www.soliddocuments.com</u>
 - DocuCom PDF Gold: <u>www.pdfwizard.com</u>
 - o Pdf995Suite: <u>www.pdf995.com</u>
 - o And many others
 - Verify compatibility with Acrobat features

3. Editing and Commenting PDF Files

- Using Commenting Tools in a normal document review cycle don't use only sticky note comments
 - Available in **Reader ver. 9** only if the PDF file author has enabled them using Adobe Acrobat Pro:
 - Acrobat ver. 9: Advanced > Extend Features in Adobe Reader
 - Acrobat ver. X: File > Save As > Reader Extended PDF > Enable Commenting In Adobe Reader
 - Commenting with highlighter and sticky notes available in Reader ver. X without the need to enable them; other commenting tools require enabling
- Comment & Markup tools
 ver. 9: Tools > Comment & Markup / Tools > Customize Toolbars / View >
 Toolbars > Comment & Markup [see Figure 2]
 ver. X: Tools/Comment in the right-side pane [see Figure 1]
 - Text Edits, Highlight Text, Callout, Arrow, Rectangle, etc.
 - o Show/Hide Comments
 - Show/Hide Comments List [see Figures 3 and 4]
 - Spell checking: Edit > Check Spelling > In Comments...

- Settings: Edit > Preferences > Spelling
- Exporting comments as an FDF (Form Data Format) file:
 ver. 9: Document > Comments > Export Comments to Data File
 ver X: Comments List > Options > Export to Data File
- Printing Comments: File > Print > Comments and Forms > Document and Markups (or Document and Stamps) [see *Figure 4*]
- Identity setup: Edit > Preferences > Identity
- Typewriter tool (= "Add Or Edit Text Box" tool)
 - Available in Reader only if the PDF author has enabled it using Adobe Acrobat Pro:
 - Acrobat ver. 9: Tools > Typewriter > Enable Typewriter Tool in Adobe Reader or Advanced > Extend Features in Adobe Reader
 - Acrobat ver. X: File > Save As > Reader Extended PDF > Enable Adding Text in Documents
- Summarizing Comments: Comments > Summarize Comments only in Acrobat
- Touching up text (changing text and text properties) only in Acrobat
 - Tools > Advanced Editing / Advanced Editing toolbar
 - TouchUp Text Tool
 - Crop (also Document > Crop Pages)
 - Acrobat ver. X: Tools > Content > Edit Document Text
- Inserting/extracting/rearranging pages only in Acrobat
 - Document > Insert/Extract/Replace/Delete Pages, or use the Pages navigation pane on the left
 - Acrobat ver. X: Tools > Pages >... (or use the Page Thumbnails panel of the navigation pane)
- E-mail-based review or shared review (on acrobat.com) for multi-party reviews

4. Searching for Text in PDF Files

- Edit > Find: text within the current document
- Edit > (Advanced) Search: text in one or more files [see Figure 5]
 - Basic Search Options
 - o Advanced Search Options
- Indexing (only in Acrobat): possibility to index hundreds of files for quick searching
 - Select Advanced > Document Processing > Full Text Index with Catalog
 > New Index
 - Name the index, select directories to be included, click Build and specify location for the index file
 - o Use the resulting .pdx file for searching
 - Acrobat ver. X: Tools > Document Processing > Full Text Index With Catalog > New Index
- Creating a Searchable Image
 - With the image file open in Acrobat, select Document > OCR Text Recognition > Recognize Text Using OCR
 - This can also be done with scanned images: Document > Scan to PDF
 - Acrobat ver. X: Tools > Recognize Text > In This File (*or* In Multiple Files)

5. Viewing and Zooming PDF Files

- ver. 9: Tools > Select & Zoom > Marquee Zoom / Dynamic Zoom / Pan & Zoom Window/ Loupe Tool / Snapshot Tool [see Figure 7]
- ver. X: View > Zoom > Marquee Zoom / Dynamic Zoom / Pan & Zoom / Loupe Tool [see Figure 6]
- ver. X: Edit > Take a Snapshot

6. Creating and Filling Electronic Forms

- Simple filling with Typewriter tool
- Using text boxes
- Fillable forms (IRS W-9)
- Converting electronic files to forms using Form Wizard
- Blueberry PDF Form Filler; FREE application for filling in and printing PDF forms (www.bbconsult.co.uk/Resources/PDFFormFiller.aspx)
 - Note: deselect "Lock All Controls" button

7. Using Electronic Signatures

- Inserting a scanned signature
 - Copy and paste via clipboard (as a "stamp")
- Creating and using a digital ID
 - Creating a digital ID: Advanced > Security Settings > Digital IDs > Add ID > "A new digital ID I want to create now" > Next > New PKCS#12 digital ID file > Next. Fill the information fields, as needed, click Next. Select location for the ID and define a password. Click Finish to return to the Security Settings dialog box. Click Close.
 - Signing a PDF document: ver 9: Advanced > Sign & Certify > Place Signature; ver X: Tools > Place Signature. Drag a rectangle where you want to place the signature. Choose a digital ID, type the password, choose appearance and click Sign.

8. PDF File Password Protection and Permission Control

- File > Properties > Security [see *Figure 8*]
- Unprotecting PDF files

9. Additional PDF-related Links and Info

- <u>www.adobe.com/support/</u>
- www.planetpdf.com
- <u>www.pdfstore.com</u>
- <u>http://desktoppub.about.com</u> (search for "PDF")
- Translator's Tool Box by Jost Zetzsche (<u>www.internationalwriters.com/toolbox</u>): new chapter on PDF files



Figure 1. Comparison of the available commenting tools in Adobe Reader X (normal document on the left and an enabled document on the right).

Tools Advanced Window	Hel	
Comment & Markup	Sticky Note	
Select & Zoom	▶ ✔ 🕂 Text <u>E</u> dits	T Text Edits Tool
Select & Zoom Advanced Editing Typewriter Analysis Multimedia Customize Toolbars	 Text Edits Stamps Highlight Text Tool Underline Text Tool Cross Out Text Tool Cross Out Text Tool Attach a Eile as a Comment Record Audio Comment Paste Clipboard Image as Stamp Too Callout Tool Text Box Tool Cloud Tool Arrow Tool Line Tool Rectangle Tool Oyal Tool Polygon Line Tool Polygon Tool Pencil Tool Pencil Tool Pencil Eraser Tool 	Image: Text Edits Tool Image: Text Edits Tool Image: Text Edits Tool Image: Text Edits Text Image: Text Edits Text Edits Image: Text Edits Text Image: Text E
	Hide Comment & Markup Toolbar	

Figure 2. Adobe Acrobat Pro 9: Tools for commenting and markup.



Figure 3. Adobe Reader X: Comments list open in the right-hand pane.



Figure 3. Adobe Acrobat Pro 9: Comments list open.

Print	X
Printer	
Name: HP Officejet 6500 E709a Series 🗸	Properties 👔
Status: Ready	Comments and Forms:
Type: HP Officejet 6500 E709a Series	Document and Markups
Print Range	Preview: Composite
© All	Document: 8.5 x 11.0in
Selected pages	Paper: 8.5 x 11.0in
Current page	1/1 (1)
○ Pages 1	K
Subset: All pages in range	т С
Reverse pages	Add a sub-heading
Page Handling	genetizes it and the difficultion manage all the connects in a line, particularly if the file is keep of manders is the disconnects. Added Accessor all files served loads in the to segurate and manage connects. Colleging the file parties in the connect all shades before quests a manage that the server and the file of the file connect all shades before quests as managed.
Copies: 1 Collate	Consensation of only oracle intervented based on sources and purposes and uncertainty of the source of the sources of the sources. The sources of the sources of the sources of the sources of the sources. The sources of the sources of the sources of the sources of the sources. The source is the source of the sources of the sources of the sources. The source is the sources of the sources of the sources of the sources. The source is the sources of the sources of the sources of the sources of the sources. The source is the sources of the sources of the sources of the sources of the sources. The source is the sources of th
Page Scaling: None	Figure 2-A servers with a reply
✓ Auto-Rotate and Center	11 Bowelds Conversion Luis is any yound conversion because it genes approach, conversion in a final de baters of the advances of the list of the same of the analysis of the genesis of t
Choose paper source by PDF page size	Figure 3 Connects Ling
Use custom paper size when needed	It is also parable to deal the queling of comments by websiting Call + Claudi Spatiality - In Comments, Falls, & Elifoldia Trait, Spatiagi and parameters that a Call + Free and a spatial spatial spatial spatial spatial spatial spatial and as small - deciment comment.
Print to file	Converse to an active be exported (Boccanae) + Conversite + Conversite to Rub Rub, prefield (Rub - Rub + Conversite and Forms - Science and Statistica) Conversite and Statephy, and summarized <u>Conversite</u> - Summarize Conversite), Depring conversite and set (Lyber as a conversite of Lyber) and the statistic Conversite). Depring conversite and set (Lyber as a conversite of Lyber) and the statistic Conversite). Depring conversite of set (Lyber as a conversite of Lyber) and the statistic Conversite in a
	¥
Page Setup Advanced Summarize C	Comments
	OK Cancel

Figure 4. Adobe Reader/Acrobat: Print settings dialog box. Note that "Markups" have been included for printing.

😕 Search		_ 0	X
Arrange Windows			
Look In:			
8 My Documents			-
		2	
mämmi	search for	ſ	
mannin			
Return results containing:			
Match Exact word or phrase			•
Use these additional criteria:			
Date Created 🔹	Is before		•
8/21/2011			
Kasarata	Cantaina		
Keywords	Contains		
pääsiäisherkku			
Comments 👻	Contains		-
✓ tulee nälkä			
Proximity			
Stemming			
Include Bookmarks			
Include Comments			
			earcn
Show Less Options			
Find a word in the current docume	ent		

Figure 5. Adobe Reader/Acrobat X: Search window with advanced search options.

View Window Help			
Rotate <u>V</u> iew Page <u>N</u> avigation	+	_	
Page Display	•		
Zoom Co <u>m</u> ment Share	•	Zoom To ^{(23]} <u>M</u> arquee Zoom • Dynamic Zoom	Ctrl+Y
<u>S</u> how/Hide	•	Actual Size	Ctrl+1
☑ Rea <u>d</u> Mode ☑ <u>F</u> ull Screen Mode	Ctrl+H Ctrl+L	✓ ☐ Fit <u>W</u> idth Fit <u>H</u> eight	Ctrl+2
🗗 Trac <u>k</u> er		Fit Visi <u>b</u> le	Ctrl+3
Re <u>a</u> d Out Loud	•	🛅 P <u>a</u> n & Zoom 🗟 <u>L</u> oupe Tool	
		<u>R</u> eflow	Ctrl+4

Figure 6. Adobe Reader/Acrobat X: Zooming options.



Figure 7. Adobe Reader/Acrobat 9: Zooming options.

escription	Security	Fonts Initial Vi	ew Custom Advanced		
Document The docu restriction	Security ment's Secu ns, set the Se	urity Method rest ecurity Method to	ricts what can be done to the c No Security.	locument. To remove se	ecurity
Security Method: Password Security Can be Opened by: Acrobat 5.0 and later		▼ Cha	Change Settings Show Details		
		nd later			
All conter metadata	nts of the do	ocument are enci	ypted and search engines can	not access the documen	ťs
Document	Restrictions	Summary			
Printing:		Allowed			
Changing the Document:		the Document:	Not Allowed		
	Docur	ment Assembly:	Not Allowed		
	Co	ontent Copying:	Not Allowed		
Conter	t Copying f	or Accessibility:	Allowed		
	F	Page Extraction:	Not Allowed		
		Commenting:	Not Allowed		
	Filling	g of form fields:	Not Allowed		
	2	Signing:	Not Allowed		
c	reation of T	emplate Pages:	Not Allowed		
		ente di			
	ר			[

Figure 8. Adobe Acrobat Pro 9: Security Settings dialog box