

PART III



Edit, Optimize, and Index PDF Documents

10



The Basics of Editing PDF Documents

HOW TO...

- Edit visually with thumbnails
- Edit with menu commands
- Append PDF documents
- Add page transitions
- Touch up a PDF document

After you create a PDF document, you can easily edit it. Within Acrobat, you can add, delete, reorder, and renumber pages. You can also edit individual objects within the PDF document. You edit PDF documents by using panels, tools, and menu commands. Many of the edits you perform with Acrobat tools can also be accomplished using menu commands or by selecting commands from the appropriate panel Options menu or context menu. In this chapter, you learn how to edit PDF documents, as well as add pages to PDF documents. When you're editing a PDF document that's used for a presentation, you can create some interesting effects by applying page transitions, which are also discussed in this chapter.

Edit Visually with Page Thumbnails

Page thumbnails (also referred to as thumbnails) are miniature images of each page in a PDF document. Each thumbnail is displayed with a page number beneath it. In previous chapters, you have seen thumbnails used as navigation devices.

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FIGURE 10-1 You can visually edit a document with page thumbnails.

You can also use them to edit your documents. You can use thumbnails to insert pages, delete pages, and change the order of pages. Thumbnails are located on the Pages panel, as shown in Figure 10-1.

The Pages panel is part of the Navigation pane and can be opened by clicking the Pages icon or by choosing View | Navigation Panels | Pages. The Pages panel has its own Options menu, a context menu, and the Delete Selected Pages tool.

Use the Pages Panel Options Menu

You use the Pages panel Options menu to access certain menu commands that enable you to edit a document and work with thumbnails. To open the Pages panel Options menu, as shown in the following illustration, click the Options icon that looks like a gear near the upper-left corner of the panel.

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Use the Pages Panel Context Menu

Many of the commands you use to edit PDF documents can be found on the Pages panel context menu. To access the Pages panel context menu, select a thumbnail and right-click (Windows) or CTRL-click (Macintosh). To access a context menu that contains menu commands to embed or change the size of thumbnails, place your cursor in the Pages panel, without selecting a thumbnail, and then right-click (Windows) or CTRL-click (Macintosh).

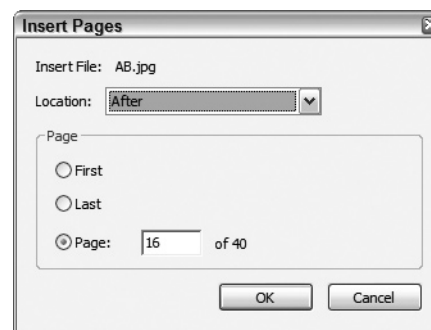
Insert Pages

You can insert pages from within the Pages panel. From within the panel, you click a thumbnail to navigate to a page, and then insert pages before or after the selected page. You can insert any file type supported by Acrobat. If the document you select isn't a PDF document, it is converted to PDF and added as a page. To add one or more pages to your document, follow these steps:

1. Open the Pages panel and click a thumbnail to navigate to the page before or after the place where the new pages will be inserted.

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2. Choose Insert Pages | From File from the Pages panel Options menu or context menu to open the Select File To Insert dialog box.
3. Click the Files Of Type drop-down arrow and select the type of document to insert.
4. Select the document(s) you want to insert and click Select to open the Insert Pages dialog box, shown here.
5. From the Location drop-down menu, choose Before or After.
6. In the Page section, select the page where you want the selected document inserted. You can insert the document before or after the first page, the last page, or the currently selected page in the PDF document you're editing.
7. Click OK, and Acrobat inserts the selected documents in the location specified and creates a thumbnail for each new page.



You can also add pages to a PDF document by copying from an application to the system clipboard and then choosing Insert Pages | From Clipboard from the Pages Options menu, or the Pages context menu. For example, you can copy part of a Word document or a selection of an image file in Photoshop or Photoshop Elements to the clipboard and insert the selection as a page.

Delete Pages

You can also use page thumbnails to delete one or more pages. To delete pages from within the Pages panel, do one of the following:

- To delete a single page, click its thumbnail, and then click the Delete Selected Pages button that looks like a trashcan. Acrobat displays a warning dialog box asking you to confirm the deletion. Click OK to delete the page or click Cancel to stop the operation.
- To delete contiguous pages, click a thumbnail that corresponds to a page you want to delete, and then, while pressing **SHIFT**, click contiguous thumbnails to add them to the selection. When you finish selecting thumbnails, click the Delete Selected Pages button. Click OK to close the warning dialog box and delete the pages.
- To delete noncontiguous pages, click a thumbnail that corresponds to a page you want to delete, and then, while pressing **CTRL** (Windows), or **COMMAND** (Macintosh), click additional thumbnails to add them to the selection. Click the Delete Selected Pages button to delete the pages from the document. Click OK to accept the deletion of the pages.

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You can also delete pages by selecting contiguous thumbnails and choosing Delete Pages from the Pages panel Options menu or context menu. When you choose this command, Acrobat displays the following dialog box, which gives you the opportunity to change the pages that will be deleted when you execute the action by clicking the From radio button, and then entering the first and last page you want to delete. Click OK to complete the deletion.



You can also delete pages by selecting them, and then pressing DELETE. This alternative circumvents the Delete Pages dialog box, but it displays a dialog box asking you to confirm deletion.

Drag-and-Drop Editing

The Pages panel not only gives you a visual representation of each page in your document, but it also enables you to edit the document by dragging and dropping page thumbnails. You can use the Pages panel to change the order in which document pages display and to import pages from other documents.

Reorder Document Pages

You can use thumbnails to change the order in which pages appear in a PDF document. To move a single page or a selection of pages to a new position in the document, select them, and then drag and drop them to a new location. To change the order of document pages, follow these steps:

1. Open the Pages panel and select the page thumbnail that corresponds to the page you want to move. You can move more than one page at a time by selecting contiguous or noncontiguous thumbnails, as discussed previously.



To view several thumbnails at once, choose Reduce Page Thumbnails from the Pages panel Options menu or context menu. You can also display more thumbnails by clicking and dragging to the right the vertical border between the Navigation pane and the Document pane.

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2. Drag the selected thumbnails up or down. As you drag the thumbnails, your cursor becomes a filled arrow attached to a document, and a solid blue line appears to indicate the current position of the thumbnail(s) you are moving, as shown in the illustration. If the Navigation pane is sized so that more than one column of thumbnails is visible, the blue line appears to the side of the thumbnail where the selection would be placed.
3. Release the mouse button when the selected thumbnails are where you want them. Acrobat moves the selected pages to their new location and rennumbers the thumbnails.

Copy Pages from Other Documents

If you have more than one document open, you can use the Pages panel to copy pages from one document to another. Copying pages is an excellent way to build a document when working with a team of PDF authors. To copy pages from one document to another, follow these steps:

1. Open the source and target document(s).
2. Choose Window | Tile, and then choose Vertically or Horizontally. Or, you can choose Cascading, but you will have to rearrange the documents, so each document's Pages panel is visible.
3. If they aren't already visible, open the Pages panel of each document by choosing View | Navigation Panels | Pages while the respective document is selected.
4. On the Pages panel of the source document, select the thumbnail for the page you want to copy. You can select more than one thumbnail if necessary.
5. Drag the selected thumbnails from the Pages panel of the source document to the Pages panel of the target document.
6. As your cursor moves into the Pages panel of the target document, the cursor becomes an angled arrow attached to a document with a plus sign (+) in it.
7. On the Pages panel of the target document, drag the thumbnails to the desired position and release the mouse button. After you release the mouse button, Acrobat copies the selected pages to the target document, and then creates numbered thumbnails for the copied pages.



Hold the CTRL-SHIFT (Windows) or COMMAND-SHIFT (Macintosh) keys while dragging the thumbnail to permanently move the page from the source document to the target document.

Edit with Menu Commands

Many of the menu commands discussed in the following sections are exact copies of Pages panel Options menu commands and Pages panel context menu commands. When you use these commands in the Pages panel, you work with a single thumbnail or selection of thumbnails. When you use a menu command, you can specify any page in the document. The previous sections dealt with using editing commands in a specific manner within the Pages panel. The following sections show you how to use menu commands to edit selected pages within your documents.

Insert Pages

You can add existing documents to any PDF document by using the Insert Pages command. With the Insert Pages command, you specify the exact location within the document where the pages are to be added. You can insert an existing PDF document or any file type supported by Acrobat. To append an existing PDF document by using the Insert Pages command, follow these steps:

1. Open the PDF document to which you want to add pages.
2. Navigate to the document page before or after the place where you want to insert the pages. This step is optional—you can specify the exact location to add the pages in the Insert Pages dialog box.
3. Choose Document | Insert Pages | From File to open the Select File To Insert dialog box.
4. Choose the file(s) you want to insert, and then click Select to open the Insert Pages dialog box.
5. From the Location drop-down menu, choose After or Before.
6. In the Page section, the Page radio button is selected by default with the page currently being viewed listed in the Page field. You can change this by choosing First or Last, or by entering a different page number in the Page field.
7. Click OK, and Acrobat inserts the selected pages at the specified location and creates a thumbnail for each added page.



Copy something to the clipboard from another application such as Microsoft Word or an image editing application, and then choose Document | Insert Pages | From Clipboard to create new pages from the clipboard contents.

Delete Pages

You can modify a PDF document by deleting unwanted pages. To do this, you use the Delete Pages command. This command enables you to delete a single page, a range of pages, or selected pages. To remove pages from a PDF document, follow these steps:

1. Open the document from which you want to remove pages.

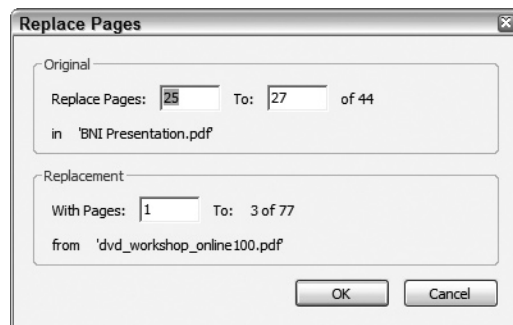
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2. Select the pages you want to delete by clicking their thumbnails in the Pages panel. This step is optional unless you want to delete noncontiguous pages. You can specify a range of pages you want to delete after invoking the command.
3. Choose Document | Delete Pages to open the Delete Pages dialog box, shown previously.
4. If you selected the pages to delete, click OK. Otherwise, enter the range of pages to delete, and then click OK. After you click OK, Acrobat displays a warning dialog box, asking you to confirm that you want the pages deleted.
5. Click OK, and Acrobat deletes the specified pages and their thumbnails, and then rennumbers the remaining thumbnails.

Replace Pages

You can update a document by replacing a page or a selection of pages. This option is useful when you have a multipage PDF document that needs only minor revisions. Create the pages you need to replace in an authoring application, save them, and then choose Document | Replace Pages. You can replace pages with any existing file of a type supported by Acrobat. You can also replace a specific number of pages in one document with the same number of pages from another document. To replace pages in a PDF document, follow these steps:

1. Open the document that contains the pages you want to replace.
2. Open the Pages panel by clicking the Pages icon in the Navigation pane or by choosing View | Navigation Panels | Pages.
3. Click the thumbnails that correspond to the pages you want to replace. Note, you can only select contiguous thumbnails. If you select noncontiguous thumbnails, Acrobat will replace a range of pages from the first selected thumbnail to the last.
4. Choose Document | Replace Pages to open the Select File With New Pages dialog box.
5. Locate the file with the pages that will replace the selected ones and click Select to open the Replace Pages dialog box:



6. If you already selected the pages you want to replace, go to Step 7. Otherwise, in the Replace Pages field of the Original section, enter the number of the first page you want replaced, and then, in the To field, enter the number of the last page you want replaced.

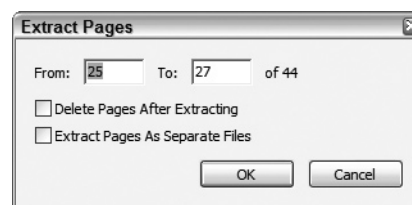
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7. In the With Pages field of the Replacement section, enter the number of the first replacement page of the file you selected. Acrobat automatically calculates the ending page, based on the number of pages selected in the original document. If you don't specify a page number, Acrobat will replace the first specified page in the target document with the first page of the replacement document.
8. Click OK, and Acrobat replaces the pages and generates thumbnails for the new pages.

Extract Pages

You can extract pages from an existing PDF document and use them as the basis for a new PDF document. When you extract pages, you can preserve the extracted pages in the original document or delete them. To extract pages from a PDF document, follow these steps:

1. Open the PDF document that contains the pages you want to extract.
2. Open the Pages panel by clicking the Pages icon in the Navigation pane or by choosing View | Navigation Panels | Pages.
3. Click the thumbnails that correspond to the pages you want to extract. Or, you can enter the range of pages to extract in the Extract Pages dialog box. Note, if you select noncontiguous pages, Acrobat extracts a range of pages from the first selected page to the last.
4. Choose Document | Extract Pages to open the Extract Pages dialog box, as shown here.
5. If you already selected thumbnails, go to Step 6. Otherwise, specify a range of pages by entering page numbers in the From and To fields.
6. Check the Delete Pages After Extracting check box to have Acrobat delete the pages from the original document when they're extracted.
7. Check the Extract Pages As Separate Files check box to create one PDF document for each page extracted.
8. Click OK to extract the pages. If a single document is being created, Acrobat opens the extracted pages as a new document.



Note

If you check the Extract Pages As Separate Files check box, the Browse For Folder dialog box appears, prompting you for a folder in which to save the extracted pages. After you select the desired folder, click OK, and Acrobat creates a PDF file for each extracted page, but it doesn't open the new documents in Acrobat. The extracted pages inherit the filename of the document from which they were extracted, followed by the page number.

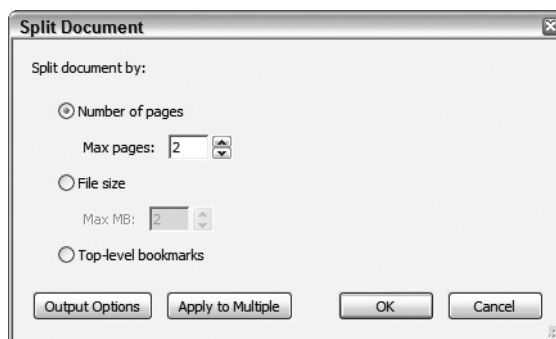
9. Choose File | Save As, and then specify a filename and location where you want the extracted pages saved.

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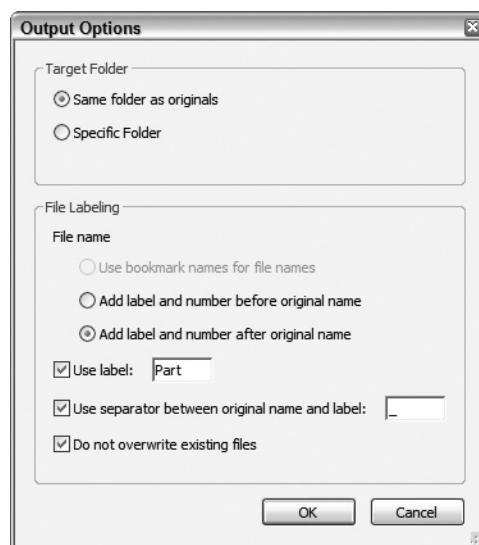
Split Document

When you've got a document that's getting large and you want to display it on the Internet or send it via e-mail, you can easily split the document into byte-size pieces using the Split Document command. You can split the document using file size as an attribute or the number of pages. To split a document:

1. Open the document you want to split.
2. Choose Document | Split Document to open the Split Document dialog box shown in the following illustration.

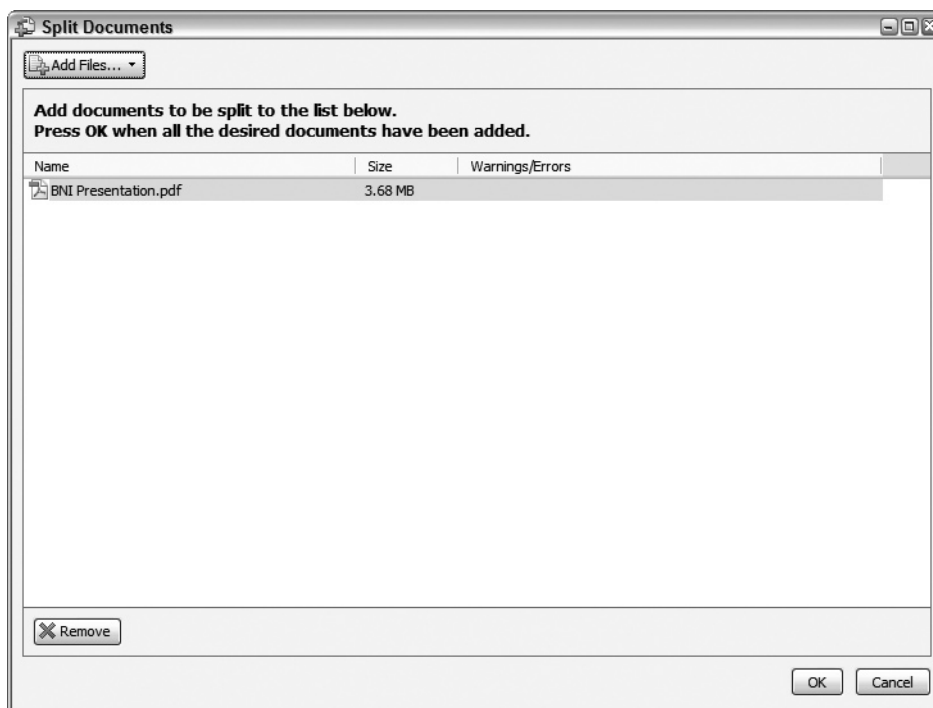


3. Choose the manner in which you want to split the document. Your choices are: Number Of Pages, File Size, or Top Level Bookmarks.
4. If you choose Number Of Pages, enter the number of pages for each resulting document. If you choose File Size, enter the file size for each resulting document.
5. Click Output Options to open the dialog box shown next.



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6. In the Target folder section, choose Same Folder As Originals or Specific Folder. If you choose Specific Folder, the Browse button appears. Click the button and navigate to the desired folder, or create a new folder in which to store the files.
7. Choose one of the following File Name options:
 - **Use Bookmark Names For File Names** This option becomes available when you choose to split the document by top level bookmarks.
 - **Add Label And Number Before Original Name** Add a label and number as a prefix to the original filename.
 - **Add Label and Number After Original Name** Adds a label and number as a suffix to the original filename.
8. Accept the default method of identifying the new files with a label. The default label name is Part. You can change this by entering a different label in the text field.
9. Accept the default option of separating the original filename from the label. The default separator is an underscore. If desired, enter a different separator in the text field.
10. The default option of not overwriting original files is selected by default. If you deselect this option and save the resulting files in the original folder, you run the risk of overwriting the original.
11. Click OK to exit the Output Options dialog box.
12. If you want to split multiple documents, click Apply To Multiple to open the Split Documents dialog box shown next.



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13. Choose one of the following options from the Add Files drop-down list: Add Files, Add Folders, or Add Open Files. After choosing one of these options, a new dialog box appears that enables you to choose the files you want to add, choose the folders you want to add, or choose the open documents you want to add to the list of documents to split.



If you add a file in error, click the file to select it, and then click Remove.

14. Click OK to split the selected documents.

Crop Pages

If you create a PDF document and you find one or more of the document pages has excessive margins, you can trim (crop) the pages. You can also use this command to crop extraneous material from a PDF document, such as a banner in a PDF document created from a web page. You crop pages by using a menu command or a tool.

Use the Crop Menu Command

To crop pages using the menu command, follow these steps:

1. Open the document whose pages you want to crop. Select a range of pages to crop by clicking thumbnails in the Pages panel. Or, you can select the range of pages to crop after you open the Crop Pages dialog box.
2. Choose Document | Crop Pages to open the Crop Pages dialog box, as shown in Figure 10-2.
3. Accept the default Show All Boxes option. This option shows each crop box on the thumbnail in the right side of the dialog box. If you deselect this option, only the box selected from the Crop Options drop-down menu is shown.
4. Select one of the following crop options:
 - **CropBox** Choose this option, the default, to crop the page(s) to the dimensions you specify.
 - **ArtBox** Choose this option to specify the relevant content of the page(s), including white space you want included in the finished document.
 - **TrimBox** Choose this option to specify the size of the page(s) after applying the command.
 - **BleedBox** Choose this option to specify the clipping path when the page is printed by a service center. This option allows for paper trimming and folding. Note, printer marks may fall outside the specified bleed area.
5. Select a unit of measure from the Units drop-down menu. In most instances, the default unit of measure is the same as the unit of measure for the document.
6. Click the Constrain Proportions check box to crop the document proportionately to its original aspect ratio.

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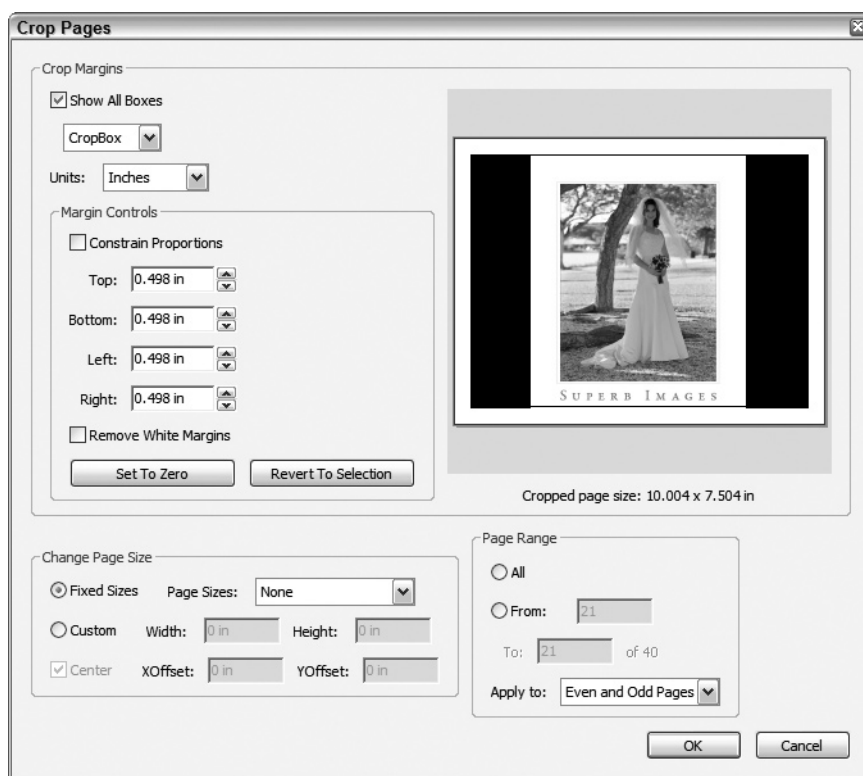


FIGURE 10-2 The Crop Pages dialog box holds all the options you need to precisely crop a document.

7. In the Margin Controls area, enter a value to crop in any or all of the following fields: Top, Bottom, Left, and Right. For example, to crop one inch from the top margin, enter **1** in the Top field. Or, you can click the spinner buttons to select a value. Press **SHIFT** while clicking a spinner button to make the values change in greater increments. As you modify the margin values, a black rectangle around the thumbnail in the center of the Crop Margins section changes to reflect the size of the page with the modified margin settings. If you choose the Constrain Proportions options, Acrobat updates the other fields so that the document is cropped to its original aspect ratio.
8. Click the Remove White Margins check box to crop the side margins to the document contents, thus eliminating a white border.
9. Click Set To Zero to reset the margin values to zero.
10. Click Revert To Selection to reset the margins to the previous cropping rectangle. This button resets the margins to zero unless you use the Crop tool to define the cropping rectangle, and then modify one of the margins.

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To crop a document to a given page size, open the Crop Pages dialog box, and in the Change Page Size area, click the Fixed Sizes radio button. Then, click the Page Sizes arrow, and choose an option from the drop-down menu. Or, click the Custom radio button, and enter values in the Width and Height fields. This option doesn't change the physical dimensions of the page content, but adds white space around the existing content.

11. In the Change Page Size area, choose one of the following:
 - **Fixed Sizes** Choose this option and select the desired size from the Page Sizes drop-down list.
 - **Custom** Choose this option and then enter the desired values in the Width and Height fields. If you choose the Center option, Acrobat supplies the values for the xOffset and yOffset fields. Deselect this option to enter your own values in the fields.
12. In the Page Range area, choose one of the following:
 - Choose All to have Acrobat crop all pages to the specified size.
 - Choose From to have Acrobat crop to specify a range of pages to crop. Enter a value in the From and To fields to specify the first and last pages to crop. This field is filled in by default when you select a page or range of pages in the Pages panel.
13. From the Apply To drop-down menu, choose one of these: Even And Odd Pages, Odd Pages Only, or Even Pages Only.
14. Click OK, and Acrobat crops the page(s) to the sizes you specified.

Use the Crop Tool

When you use the Crop tool, you define the area you want the page cropped to by dragging the tool within the Document pane. This is similar to using a Crop tool in an image-editing application. You select the Crop tool by choosing Tools | Advanced

How to...

Restore Keyboard Shortcuts

If you're an Acrobat veteran, you've probably noticed the absence of keyboard shortcuts. For example, in Acrobat 5.0, you could select the Hand tool by pressing **H**, the Crop tool by pressing **C**, the Links tool by pressing **L**, and so on. With the release of Acrobat 6.0, Adobe decided to remove the keyboard shortcuts, a tradition that continues with Acrobat 9. However, if you like the convenience of keyboard shortcuts, you can restore them by choosing Edit | Preferences to open the Preferences dialog box. Click General in the left-hand window to open the General section of the dialog box, and then enable the Use Single-Key Accelerators To Access Tools option. Click OK to exit the dialog box. Exit Acrobat and relaunch the application to apply the new preference. After enabling this preference option, each tool's keyboard shortcut is displayed in a Tooltip when your cursor is over the tool. After a while, the shortcuts for the tools you commonly use will become second nature and you'll be able to quickly access a tool by pressing the proper key.

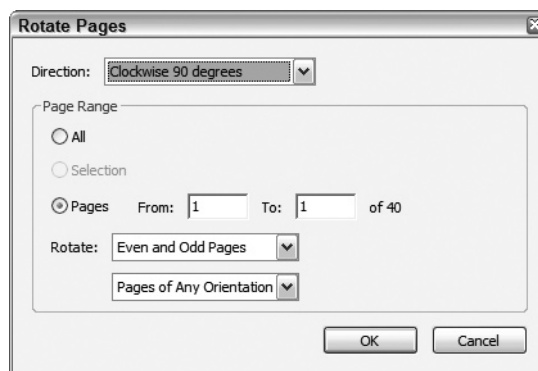
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Editing, Crop Tool, or by selecting the Crop tool from the Advanced Editing toolbar (shown next), if available in the workspace. You use the Crop tool to define the area to which the page is to be cropped. You can resize or move the area before cropping. After double-clicking inside the crop area, or pressing ENTER or RETURN, the Crop Pages dialog box, previously seen in Figure 10-2, appears.

Rotate Pages

When you create a PDF document by combining several documents, you often end up with different page sizes and orientations. For example, when you combine files to create a multiage PDF document, you may end up combining documents with both landscape and portrait orientation. When this happens, you can rotate pages as needed by following these steps:

1. Open the document whose pages you want to rotate.
2. To select specific pages, open the Pages panel and select the thumbnails for the pages you want to rotate. You can select noncontiguous pages to rotate. Or, you can navigate to a specific page or specify a range of pages in the Rotate Pages dialog box.
3. Choose Document | Rotate Pages to open the Rotate Pages dialog box:



4. Choose one of the following options from the Direction drop-down menu: Counterclockwise 90 Degrees, Clockwise 90 Degrees, or 180 Degrees.
5. In the Page Range section, choose one of the following options:
 - **All** Choose this option, and Acrobat rotates all pages in the direction specified.
 - **Selection** This option is available if you selected pages by clicking their thumbnails. Otherwise, it's dimmed out. By default Acrobat chooses the Pages option when you select noncontiguous thumbnails in the Pages panel. When you select this option, Acrobat rotates the selected pages instead of the range of pages from the first selected thumbnail to the last.
 - **Pages** This option is available if you navigate to a specific page or multiple contiguous thumbnails in the Pages panel before invoking the Rotate Pages command. You can accept the page range (the page you navigated to) or modify the range by entering page numbers in the From and To fields.

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How to... **Combine Two PDF Documents**

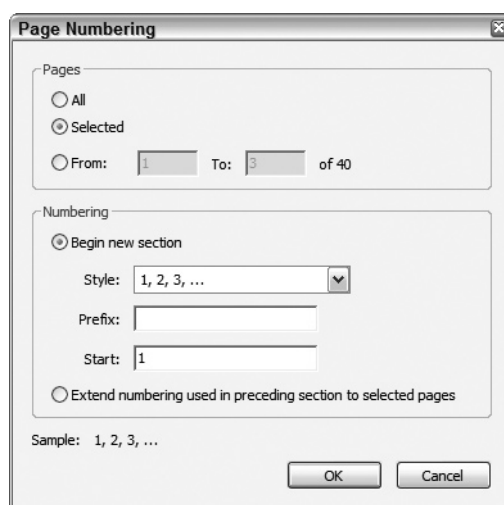
You can combine two PDF documents by opening one PDF document, and then navigating to the page where you want to add another document. Choose Document | Insert Pages | From File, select the PDF file, and then choose the proper option to insert the new PDF file before or after the first, last, or current page of the currently open PDF document.

6. Click the top Rotate drop-down arrow and choose one of the following: Even And Odd Pages, Even Pages Only, or Odd Pages Only.
7. Click the bottom Rotate drop-down arrow and choose one of these options: Landscape Pages, Portrait Pages, or Pages Of Any Orientation.
8. Click OK, and Acrobat rotates the specified pages to the desired orientation.

Number Pages

When you create a PDF document, Acrobat automatically numbers the pages. When you add pages, move pages, or delete pages, Acrobat updates the page numbers to reflect the order in which the pages appear. Acrobat uses a default integer-numbering system, starting with 1 for the first page of the document, and so on. If you create a document such as an e-book and would like to include a title page, copyright pages, or similar front matter pages, you can modify the numbering style by following these steps:

1. On the Pages panel, select the thumbnails of the pages you want to renumber. Or, you can specify a range of pages to renumber in the Page Numbering dialog box.
2. Click the Options icon to open the Pages panel Options menu, and then choose Number Pages to display the Page Numbering dialog box:



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3. In the Pages area, choose one of the following options:
 - **All** Choose this option to have all pages renumbered.
 - **Selected** This option is available and selected by default when you create a selection of pages by clicking their thumbnails.
 - **From [] To []** Choose this option to renumber a range of pages. To specify the range of pages you want to renumber, enter the desired page numbers in the From and To fields.
4. In the Number area, choose an option from the Style drop-down menu. After you choose a style, a preview appears in the Sample section at the bottom of the dialog box. You can renumber selected pages using any of these styles:
 - **None** No page numbers appear below the thumbnails you selected for renumbering. However, the document page number information is still displayed in the Page Navigation toolbar.
 - **1, 2, 3** Use this style for the pages that comprise the content of a document or e-book.
 - **i, ii, iii** Use this style to display the selected pages as lowercase Roman numerals.
 - **I, II, III** Use this style to display the selected pages as uppercase Roman numerals.
 - **a, b, c** Use this style to display the selected pages as lowercase letters.
 - **A, B, C** Use this style to display the selected pages as capital letters.
5. In the Numbering area, choose one of the following options:
 - **Begin New Section** Choose this option to begin a new numbering sequence. Click the Style drop-down arrow and choose an option. To add a prefix to the page numbers, enter the desired prefix in the Prefix field. In the Start field, enter the beginning value for the new page sequence.
 - **Extend Numbering Used In Preceding Section To Selected Pages** Choose this option to have Acrobat renumber the selected pages using the same sequence as the preceding pages, numbering the first selected page with the next page number in the sequence.
6. If desired, enter text in the Prefix window to add a prefix to the page number.
7. Click OK to renumber the selected pages.

Adding Page Transitions

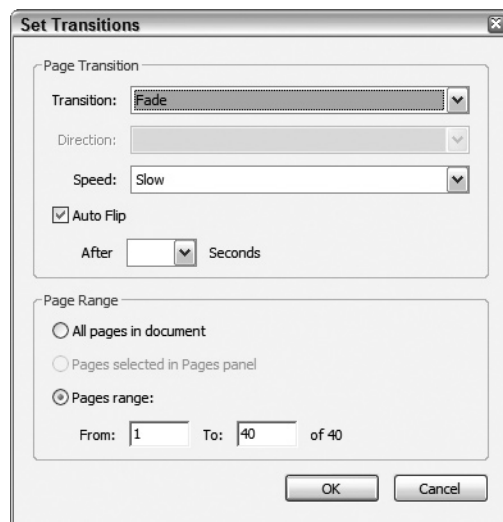
If you're creating a PDF document as part of a presentation, you can add a bit of panache by adding a transition between pages. When you add a transition, the PDF document looks similar to a PowerPoint presentation or a slideshow. Transitions are only displayed when the document is viewed in Full Screen mode. You can set a document to display in Full Screen mode by setting Window Options in the Initial view section of the Document Properties dialog box. To add transitions between pages, follow these steps:



Some of the more complex PowerPoint animation effects aren't supported in Acrobat and, therefore, won't be rendered as animations when a PowerPoint presentation is converted to PDF. Unsupported animation appears as a static image in the converted PDF.

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1. Choose Advance | Document Processing | Page Transitions to open the Set Transitions dialog box:



2. Click the Transition drop-down arrow and choose one of the presets from the drop-down menu. The effects are similar to those found in PowerPoint and other presentation programs.



If you choose Random Transition from the Transition drop-down menu, Acrobat randomly chooses a different effect every time the viewer navigates to a different page.

3. If available for the selected transition, click the Direction drop-down arrow and choose the direction from which the transition begins.
4. Click the Speed drop-down arrow and choose one of the following: Fast, Medium, or Slow.
5. Click the Auto Flip check box to turn the pages automatically. When you choose this option, the After [] Seconds field becomes available. Enter a value for the number of seconds you'd like each page displayed, or choose a preset from the drop-down menu.
6. In the Page Range area, choose one of the following options:
 - **All Pages In Document** Applies the selected transition to all pages in the document.
 - **Pages Selected In Pages Panel** Applies the selected transition to the pages corresponding to the thumbnails you selected from the Pages panel. This option is dimmed out if no thumbnails are selected.
 - **Pages Range** Applies the selected transition to a range of pages. When you choose this option, enter values in the From and To fields to specify the page range.

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7. Click OK to apply the transition to the selected pages.
8. Save the document.



Even though Acrobat provides an option for a random selection of transitions, when creating a presentation, a good idea is to stick with one transition type for the entire presentation. Mixing transitions can be jarring and looks unprofessional.

Touch Up a PDF Document

As you know, PDF documents originate in authoring applications, where you convert them to the PDF format by using the authoring application plug-in, by using an Export command, or by using the application's Print command, and then choosing Adobe PDF as the printing device. The converted document retains the look and feel of the original. When you open the document in Acrobat, you can add interactivity to the document, but you cannot perform wholesale edits to the document. You can, however, perform minor edits by using the TouchUp tools. You can also touch up the order of a tagged PDF document. Tagged PDF documents are discussed in Chapter 13.

Use the TouchUp Text Tool

You use the TouchUp Text tool to perform minor edits to text within a PDF document. You can use the tool to change a word or letter, to copy a line of text to the clipboard, to fit text within an existing selection, and more.

Edit Text

When you select the TouchUp Text tool, you can select text within a PDF document and delete or replace the text. To edit text with the TouchUp Text tool, follow these steps:

1. Choose Tools | Advanced Editing | TouchUp Text Tool. If you will be editing text and other elements in the document, you can choose Tools | Advanced Editing | Show Advanced Editing Toolbar. After you select the tool, Acrobat loads the system fonts. This may take a few seconds, depending on the number of fonts you have installed on your system.



When you attempt to edit a document with a font type that isn't loaded on your machine and not embedded in the document, Acrobat attempts to recreate the font using the built-in Multiple Master fonts. If the font cannot be recreated, it's displayed as your system's default serif or sans serif font.

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2. Click a block of text to select it. Click the sentence or paragraph you want to edit, and Acrobat selects all text on the page. After you select the text, Acrobat highlights the selected text in blue, places a bounding box around the text block, as shown here, and your cursor becomes an I-beam:



3. To change a letter or a word in a text selection, use the TouchUp Text tool to select the letter or word you want to change. As you drag the tool, your selection is highlighted. Release the mouse button after you select the characters you want to change.
4. Enter new text, and Acrobat applies the edit to the selected text. If the embedded font isn't installed on your system, Acrobat displays a warning dialog box to this effect. Click Yes to remove font embedding. If the unembedded single-byte font isn't present in your system encoding, you receive an error message saying you cannot edit the font.



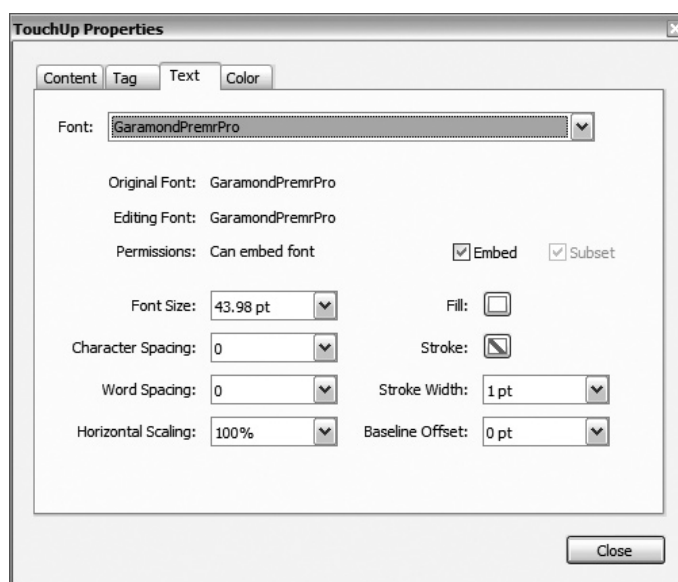
Even though a font may be present in your system, legally you must own a licensed version of the actual font or have it installed on your system to change the text.

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Change Text Appearance

After you select a block of text with the TouchUp Text tool, you can change the font style, font size, font color, and more. To change text appearance, follow these steps:

1. Select the TouchUp Text tool, as outlined previously.
2. Click a block of text to select it.
3. Click and drag to select a single character, word, or the entire line of text.
4. Right-click (Windows) or CTRL-click (Macintosh) and choose Properties from the context menu to open the TouchUp Properties dialog box, shown next. (Note, the Content and Tag tabs are available in Acrobat 9 Pro and Acrobat 9 Pro Extended only.) The dialog box gives you information about the original font, the editing font (if the original font isn't installed on the system), and permissions as to whether or not the font can be embedded.



Note

As you change text parameters in the dialog box, the text updates in real time. If the dialog box covers the text, click and drag the dialog box title bar to move the dialog box to a new location.

5. To change the font face, choose a font face from the Font drop-down menu.
6. If a licensed version of the font you chose is present on your system, you will see Can Embed Font to the right of the Permissions field. If you choose to embed the font, you have two options:
 - **Embed Font** Embeds the entire font set, even characters not used in the selected text.
 - **Subset** Embeds a subset of the font type to cover all characters used in the text selection. If another party attempts to edit the document, they won't be able to access characters that aren't part of the subset.

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7. To change the font size, choose a size from the Font Size drop-down menu.

Note

If you use Acrobat on a computer with limited processing power, Acrobat may take a while to render your font changes, especially when you significantly enlarge the font size or make changes within large blocks of text.

8. To change spacing between the characters of the selected text, choose a value from the Character Spacing drop-down menu. Or, you can enter a value between -0.5 and 2 points.
9. To change spacing between selected words, choose a value from the Word Spacing drop-down menu. Or, you can enter a value between -0.5 and 2 points.
10. To change the horizontal scale of the selected text, choose a value (percentage) from the Horizontal Scaling drop-down menu. This option changes the proportion between the width and height of the selected text.
11. To change the font, fill color, click the Fill button and choose a color from the pop-up palette. Or, you can choose a color not listed on the palette by clicking the Other Color icon and choosing a color from the system color picker. To display only an outline around the selected text, click the No Color icon.
12. To change the font stroke (outline) color, click the Stroke button and choose a color from the pop-up palette. Or, you can click the Other Color icon and choose a color from the system color picker. To display the text with no stroke, click the No Stroke icon.

Note

If you choose No Stroke and No Fill, the selected text won't be visible.

13. Accept the default Stroke Width, or choose a different value from the drop-down menu. This option determines the width of the outline around the selected letters.
14. To change the baseline shift of the selected text, choose a value from the Baseline Offset drop-down menu. Or, you can increase or decrease the baseline shift by clicking the spinner buttons or by entering a value between -4 points and 14 points. This option determines where the text appears in relation to the baseline. For example, if you select one word from a sentence and increase the baseline shift, the word appears above (positive value) or below (negative value) the other words in the sentence.
15. Click Close to exit the dialog box.

Tip

If you do extensive modifications to a document and it isn't turning out as you planned, you can eliminate all your modifications by choosing File | Revert. When you choose this command, Acrobat reverts to the last saved version of the document.

Tip

The Color tab of the TouchUp Properties dialog box enables you to convert the current color space to a different color space.

How to... Look Up the Meaning of a Word

If you're connected to the Internet while working in Acrobat, you can look up the meaning of any word in a text object. Acrobat 9 has a powerful option that's equivalent to having a dictionary on demand. To look up the meaning of a word, access the Select tool and select the word for which you want to find the meaning. Right-click (Windows) or CTRL-click (Macintosh), and then choose Look Up [selected word], where [selected word] is the word you highlighted with the Select tool. After selecting the command, Acrobat launches your web browser and the meaning for your selected word is displayed.

Use the TouchUp Reading Order Tool (Pro and Pro Extended Only)

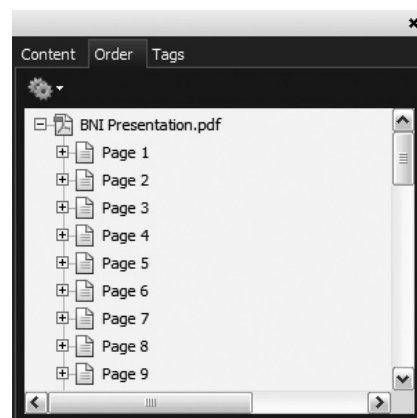
You use the TouchUp Reading Order tool to view and modify the reading order of a tagged document. When you choose this tool, a dialog box appears that shows all tags within the document as highlighted regions. You use this tool to modify the order of existing tags or to add tags to a document that has none.

1. Choose Tools | Advanced Editing | TouchUp Reading Order Tool. After you open the TouchUp Reading Order dialog box, each block of text in the document is selected and numbered. Your cursor becomes a crosshair.
2. To specify a tag within a document, click and drag around the area you want to tag. The option buttons for tagging selections become available, as shown here.
3. Click the appropriate button within the dialog box to tag the selection. You have the following buttons from which to choose:
 - **Text** Tags a selection as text.
 - **Figure** Tags an image within the document as a figure. Note, if you include text within the selection, it may not be accessible to a screen reader.
 - **Form Field** Tags the selection as a form field.
 - **Figure/Caption** Tags a figure and associated caption as a single tag. The text within the tag is defined as a caption. Use this option when you don't want a figure caption misread as text by a screen reader or added to an adjacent block of text.



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- **Heading 1, Heading 2, Heading 3** Tags a selection as a level 1, level 2, or level 3 heading.
 - **Table** Tags a selection as a table.
 - **Cell** Tags a selection as a table or a header cell. You can also use this button to merge cells that were incorrectly split.
 - **Formula** Tags the current selection as a formula. Adding a description using alternate text is advisable because screen readers and speech recognition software often handle formula tags differently than normal text.
 - **Background** Tags the current selection as a background element or artifact, which prevents the selection from being displayed on the tag tree.
 - **Table Editor** This button becomes available after you tag content as a table. Click the table, and then click the Table Inspector button to identify table headings, rows, and columns.
4. Check the Show Page Content Order check box (selected by default) to highlight tagged elements within the document. Each tagged element is numbered to reflect its reading order within the page. If desired, click the color swatch to choose a different highlight color from the color picker.
 5. Check the Show Table Cells check box (selected by default) to highlight table cells within the document. If desired, click the color swatch to choose a different highlight color from the color picker.
 6. Check the Show Tables And Figures check box (selected by default) to display a crossed-out box around each table and figure. If desired, click the color swatch to choose a different highlight color from the color picker.
 7. Click the Clear Page Structure button to remove all tags from the current page.
 8. Click the Show Order Panel button to display the Order panel, as shown here.
 9. Click the plus sign to the left of a page to show the tagged elements on that page of the document.
 10. Drag a tagged object to a different position in the Order panel to change the page reading order.
 11. To exit the Order panel, click the Close (X) button in the upper-right corner of the panel.
 12. Click Close to exit the TouchUp Reading Order dialog box.



Note

To edit alternate text associated with a figure element, right-click (Windows) or CTRL-click (Macintosh) the image, and then choose Edit Alternate Text from the context menu to display the Alternate Text dialog box. Enter the desired text and click Close. Or, you can click Don't Add Alt-Text to exit the dialog box without adding alternate text.

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Use the TouchUp Object Tool (Pro and Pro Extended Only)

You use the TouchUp Object tool to perform minor edits to an image, or to edit the image in a supported external image editor. The TouchUp Object tool context menu (described in the next section) has several commands that let you perform other tasks with embedded graphics. You can use the TouchUp Object tool to delete, move, or remove an object by performing the following steps:

1. Choose Tools | Advanced Editing | TouchUp Object Tool. If you're going to touch up several objects in a document, choose Tools | Advanced Editing | Show Advanced Editing toolbar to display the toolbar in the workspace. Then, you have ready access to the TouchUp Object tool.
2. Click the object you want to edit. You can select graphic images or entire blocks of text with the TouchUp Object tool. To select more than one object, select the first object, and then click additional objects while pressing **SHIFT**. After selecting the object(s), do one of the following:
 - Drag the object to a new location.
 - Delete the object by choosing Edit | Delete. You can either press **DELETE** to remove the selected object from the document, or choose Delete from the TouchUp Object tool context menu.

Use the TouchUp Object Tool Context Menu

When you select the TouchUp Object tool, you have additional options available through its context menu. Select an object with the tool, and then right-click (Windows) or **CTRL**-click (Macintosh) to open the TouchUp tool context menu.

The available context menu commands vary, depending on previous actions you performed with the tool. The following list includes all the tasks you can perform from the TouchUp Object tool context menu, shown here.

Most of the commands are similar to those found in many image-editing and word processing applications. The following explains the commands specific to Acrobat:

- **Place Image** Displays the Open dialog box, which enables you to select an image and place it in the document.
- **Delete Clip** This option becomes available when you select an object that has an associated clipping region. Selecting this option deletes any objects clipping the selected objects. For example, if you modify the size of a text object and some of the characters are clipped, choosing this command reveals the clipped text.
- **Set Clip** Sets the clipping region for the selected objects.

Cut
Copy
Delete
Select All
Select None
Place Image...
Set Clip
Flip Horizontal
Flip Vertical
Rotate Clockwise
Rotate Counterclockwise
Rotate Selection
Create Artifact...
Find...
Edit Image...
Properties...

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- **Create Artifact** Adds an artifact to the selected object. Artifacts are used as elements in tagged documents.
- **Remove Artifact** Removes an unwanted artifact from a PDF file.
- **Find** Launches the Find Element dialog box, enabling you to search for a document element such as an artifact, unmarked link, and so on.
- **Edit Image** Launches the supported image-editing application. To specify an external editor, choose Edit | Preferences | General and click the TouchUp title. You can then choose Photoshop or Photoshop Elements as the application to use for editing images or illustrations from within Acrobat.



Although you can choose another image editor from within the Preferences dialog box, at press time, only Photoshop and Photoshop Elements have the capability to edit an image within a PDF document. If you attempt to do this after specifying a different image editor in Preferences, the image-editing application displays a warning dialog box stating the file type isn't supported.

- **Edit Object** Launches the supported illustration-editing application. To specify an external editor, choose Edit | Preferences | General and click the TouchUp title. You can then choose Adobe Illustrator as the application you will use to edit graphic objects selected with the TouchUp Object tool.
- **Properties** Opens the Properties dialog box, which supplies information about the selected object.

Summary

In this chapter, you learned how to edit your PDF documents by adding pages, deleting pages, and extracting pages. You discovered how to accomplish these tasks using the Pages panel, menu commands, and tools. And you learned how to remove unwanted elements from pages with the Crop tool and the Crop Pages menu commands. If you create PDF documents for presentations, you now know how to add a touch of professionalism by using page transitions. In the next chapter, you will learn how to review and add comments to PDF documents.