



Adobe Acrobat 8

CLASSROOM IN A BOOK™

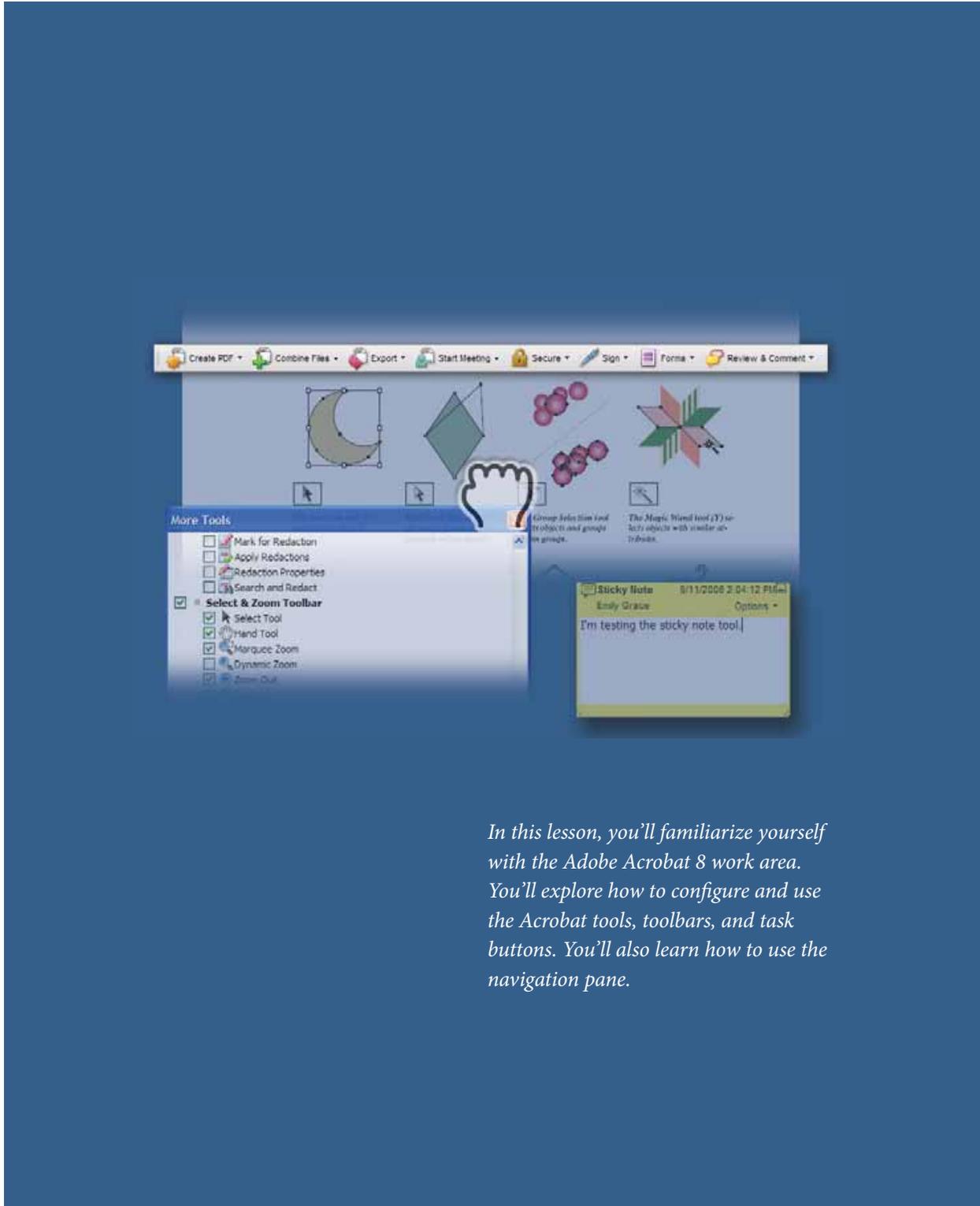
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In this lesson, you'll familiarize yourself with the Adobe Acrobat 8 work area. You'll explore how to configure and use the Acrobat tools, toolbars, and task buttons. You'll also learn how to use the navigation pane.

Chapter 2. Looking at the Work Area

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Prepared for Hal Peterson, Safari ID: hal@halpeterson.com

User number: 1002568

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2 Looking at the Work Area

In this lesson, you'll learn how to do the following:

- Customize the display and arrangement of the Acrobat toolbars and tools.
- Add hidden tools to toolbars.
- Use the navigation pane to jump directly to specific pages in an open document.
- Change the view of a document in the document pane.

This lesson will take about 30 minutes to complete.

Copy the Lesson02 folder onto your hard drive if you haven't already done so.

Note: Windows 2000 users may need to unlock the lesson files before using them. For information, see "Copying the Classroom in a Book files" on page 4.

Opening a PDF file in the work area

The default Acrobat 8 work area is streamlined to ensure easy access to the tools you'll use most often as you work with PDF files.

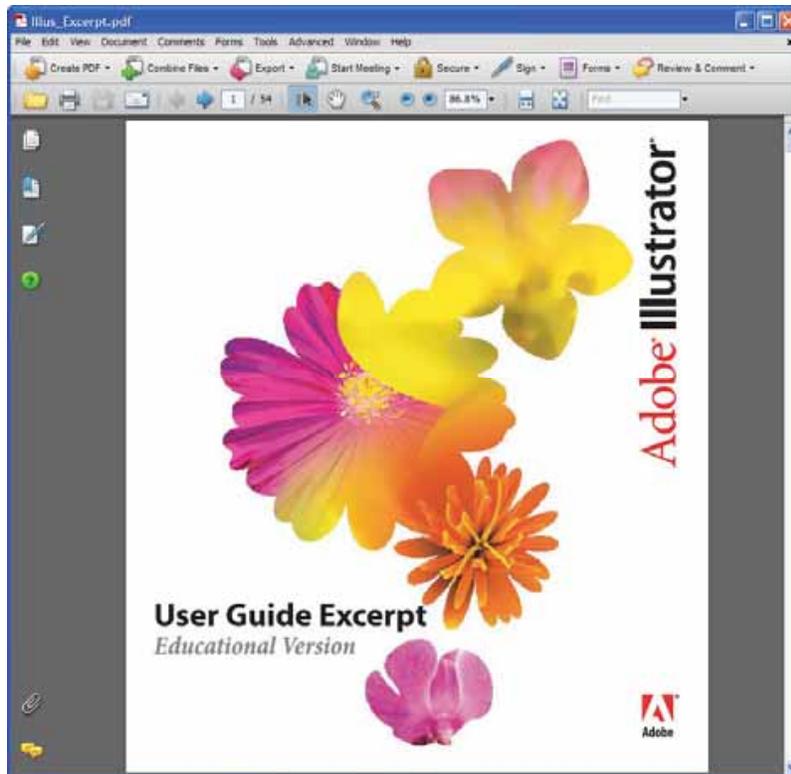
- 1 Start Acrobat.
- 2 Click the close button to close the Getting Started window.

For information on the Getting Started window, see Lesson 1, "Introducing Adobe Acrobat."

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3 Choose File > Open. Select the file Illus_Excerpt.pdf in the Lesson02 folder, and click Open.

Default toolbars are visible at the top of the work area. In Acrobat 8, each open document has its own work area and toolbars.



 On both Windows and Mac OS, by default Acrobat opens every document in its own window. If your Acrobat window doesn't fill your screen, you can maximize the Acrobat window by clicking the maximize button. You can move between open documents by clicking the file's icon at the bottom of the screen (Windows) or in the Dock (Mac OS).

Working with Acrobat tools and toolbars

The Acrobat toolbars contain commonly used tools and commands for working with PDF files. The toolbars are organized by function, with each toolbar displaying a set of tools related to particular tasks, such as file management, page navigation, and page display.

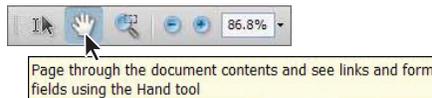
In addition to the default toolbars, other toolbars are available in the View > Toolbars menu. As you work through the lessons in this book, you will use some of these additional toolbars.

You can customize the toolbars to fit your needs by floating and docking toolbars, rearranging toolbars, opening additional toolbars, and hiding toolbars to maximize your work area. You can also control which tools appear on a toolbar.

The majority of tools and toolbars are available in both Acrobat Professional and Acrobat Standard. If a particular tool or toolbar is available only in Acrobat Professional, this information will be noted.

Reviewing the toolbars

This section introduces the default tools and toolbars. As you work through the lessons in this book, you'll learn more about each tool's function. In Lesson 1 you learned to view the name of a toolbar by moving your cursor over the toolbar's grabber bar. To see the name or a description of a tool, position the cursor over a button in a toolbar.



Description of the Hand tool in the Select & Zoom toolbar

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The default toolbars are File, Page Navigation, Select & Zoom, Page Display, Find, and Tasks. Each of these toolbars displays all or a subset of its available tools. The Tasks toolbar displays a series of buttons that give you quick access to commands related to a particular task. For information on the Tasks toolbar, see “Working with Acrobat task buttons” later in this lesson.



The File toolbar displays the Open, Print, Save, and Email buttons.



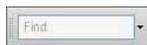
The Page Navigation toolbar displays the Previous Page button, Next Page button, and Page Number display.



The Select & Zoom toolbar displays the Select, Hand, Marquee Zoom, Zoom Out, and Zoom In tools, and Zoom Value display.



The Page Display toolbar displays the Scrolling Mode and Single Page buttons.



The Find toolbar displays the Find text box.

Showing and hiding toolbars

The default work area purposely does not display all available toolbars so that you can work in an uncluttered space with plenty of room for your document and the tools you use most. If you need a tool or toolbar that is not displayed by default, you can quickly add it to your workspace. You also can hide toolbars that you don't use often to give yourself more working space.

- 1 Choose View > Toolbars to see the available toolbars. The toolbars that are currently displayed are checked.
- 2 Select Edit from the menu to display the Edit toolbar.



The Edit toolbar appears in the work area, floating on top of the open document. Leave it there for now.

The Edit toolbar displays the Spell Check tool (for checking spelling in comments and form fields), and the Undo, Redo, and Copy tools (for editing text in Sticky Notes).

💡 If your toolbar area becomes cluttered as you add hidden toolbars, you can create more space by hiding tool button labels. Choose View > Toolbars > Button Labels. Choose No Labels to hide all labels, choose All Labels to display all labels that fit in the toolbar area, or choose Default Labels to display selected labels. Even if you choose All Labels, Acrobat automatically hides some labels if the toolbar area becomes full.

- 3 Choose View > Toolbars. To hide the Find toolbar, which is displayed in the toolbar area by default, select Find.

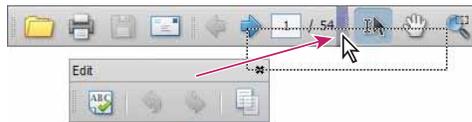
The Find toolbar disappears from the toolbar area. You can always display it again by choosing View > Toolbars > Find.

💡 To hide all toolbars in the work area to view a large document, choose View > Toolbars > Hide Toolbars. To restore the toolbars to the work area in the same configuration, choose View > Toolbars > Show Toolbars.

Docking, floating, and rearranging toolbars

You can dock and undock toolbars in the toolbar area, and rearrange docked toolbars to suit your needs.

- 1 To dock the floating Edit toolbar, drag the toolbar by its title bar or grabber bar to the row of docked toolbars at the top of the work area. Move it into an empty area or move it over one of the toolbar grabber bars, and release your mouse when the grabber bar changes color.



The Edit toolbar is now docked with the other toolbars.

- 2 To move the Edit toolbar to another place in the toolbar area, drag it by its grabber bar and drop it into an empty space or over one of the docked grabber bars.

The Edit toolbar is now docked in a different position among the docked toolbars.

You can also convert any docked toolbar to a floating toolbar by dragging it out of the toolbar area by its grabber bar.

Locking toolbars

If you customize the arrangement of toolbars in the toolbar area, you can preserve your arrangement by locking the toolbars. Locking the toolbars maintains the configuration of docked toolbars and tools, even after you close and restart Acrobat. (You cannot lock the position of a floating toolbar.)

- 1 Choose View > Toolbars > Lock Toolbars.

When toolbars are locked, the grabber bars are hidden.

- 2 Choose View > Toolbars > Lock Toolbars again to unlock the toolbars.

Resetting the toolbars

Don't hesitate to rearrange your toolbars. If you don't like the result, you can revert to the Acrobat default toolbar arrangement at any time, with one simple command.

Choose View > Toolbars > Reset Toolbars.

Note that the Reset command does not work if your toolbars are locked. You must unlock your toolbars before you can reset them.

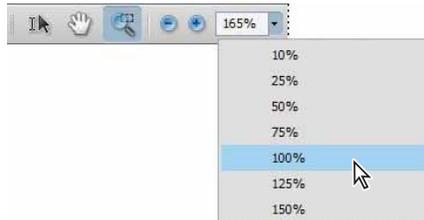
Selecting tools

The default tool in Acrobat is the Hand tool (.

To select a tool from a toolbar, click the tool button on the toolbar. A selected tool usually remains active until you select another tool. You'll try out a few tools in this section.

- 1 Click the Next Page button () in the Page Navigation toolbar four times to page forward in the document to page 5.
- 2 Click the Marquee Zoom tool button () in the Select & Zoom toolbar to select that tool. Drag diagonally across the top right of the page to zoom in on that area. The Zoom tools do not change the actual size of a document. They change only its magnification on your screen.
- 3 Hold down the spacebar on your keyboard and drag in the document pane. This moves the magnified document around in the document pane so you can see other parts of the document. Release the spacebar, reactivating the Marquee Zoom tool. Holding down the spacebar when you have a tool selected temporarily switches the focus to the Hand tool.

- Click the arrow to the right of the Zoom Value text box, and choose 100% from the menu to see the document at 100%.



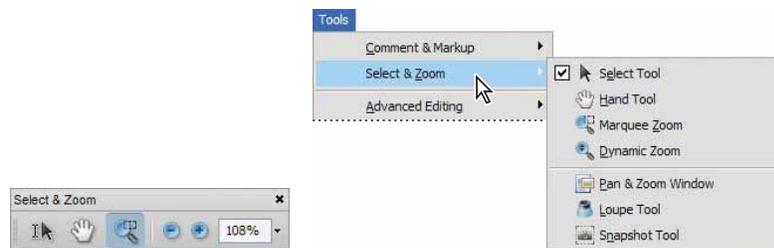
A black arrow to the right of a tool indicates that there is a menu associated with that tool. Click on the arrow to reveal that menu.

Accessing hidden tools and toolbars from the Tools menu

The Tools menu offers another way to access hidden tools and toolbars. The Tools menu lists several commonly used toolbars and the full range of tools for those toolbars. Not all the tools are displayed when you show the toolbar.

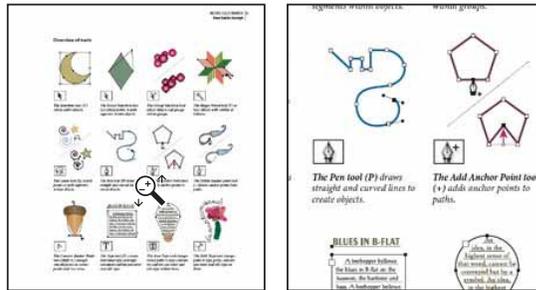
The Tools menu is a convenient way to access hidden tools without cluttering the toolbar area with toolbars.

- Drag the Select & Zoom toolbar out of the toolbar area and down towards the bottom of the document pane. The toolbar contains several tools and a text box.
- Now choose Tools > Select & Zoom. Notice that this menu gives you access to additional tools. (You may not see additional tools if you are using Acrobat Standard.)



The default Select & Zoom toolbar does not contain all the Select & Zoom tools.

- 3 Select the Dynamic Zoom tool (🔍) from the Select & Zoom menu. Drag downwards in the document pane to reduce the view of the document; drag upwards to enlarge the view.



Tools can be selected from either the toolbar or the Tools menu.

- 4 Select the default Hand tool on the toolbar.

Using keyboard shortcuts to select tools

You can set your Acrobat preferences so that you can use a keyboard shortcut to select a tool.

- 1 Choose Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS), and select General in the left pane.
- 2 Click the check box next to the Use Single-Key Accelerators to Access Tools option. A checkmark appears in the box when this option is selected.
- 3 Click OK to apply the change.

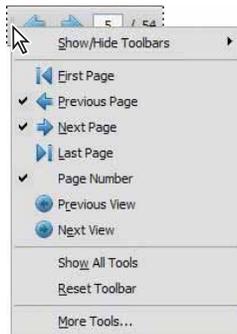
Now when you position the cursor over some of the tools in the taskbars, you'll see a letter or Shift+[letter] in parentheses following the tool name. This is the keyboard shortcut for that tool.

- 4 Move your cursor over the Marquee Zoom tool in the Select & Zoom taskbar, and notice that the tooltip now contains the letter "Z" This is the keyboard shortcut.
- 5 Move the cursor into the document pane, and press "Z" on the keyboard. The cursor changes from a hand to a zoom tool.
- 6 Click the Hand tool or press "H" on the keyboard to return to the Hand tool.

Adding tools to a toolbar

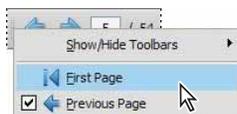
As you saw earlier, some of the default toolbars have hidden tools associated with them. You can customize any of your toolbars by adding one or more hidden tools to it, or by removing some of the tools that you don't use.

- 1 Right-click (Windows) or Control-click (Mac OS) on the grabber bar of the Page Navigation toolbar.



The context menu lists all of the tools that you can display in the Page Navigation toolbar. Checked items are currently shown on the toolbar. Unchecked items are not shown on the toolbar.

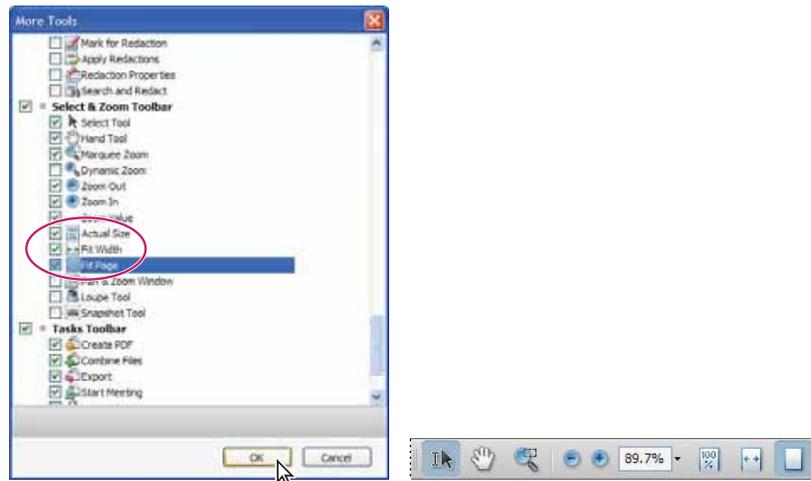
- 2 Select the unchecked item First Page to add the First Page button to the Page Navigation toolbar.



- 3 Click the First Page button (⏪) to go to the cover page of the document.
 - 4 To remove a tool from a toolbar, right-click (Windows) or Control-click (Mac OS) on the tool, and select the tool to be removed. We removed the First Page button.
- The preceding method is an efficient way to add a hidden tool to a toolbar if you know which tool you want to add and which toolbar that tool is associated with. If that's not the case, try the following method of adding a hidden tool to a toolbar.

5 Choose Tools > Customize Toolbars.

The More Tools dialog box lists all of the Acrobat toolbars and the tools. Tools that are checked are shown; tools that are not checked are hidden.

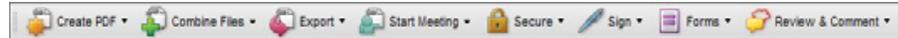
6 Scroll down through the More Tools dialog box until you see Select & Zoom Toolbar.**7** Check the boxes next to the Actual Size (📏), Fit Width (📐), and Fit Page (📄) icons. Click OK.

These three tools are added to the Select & Zoom toolbar in your work area. Click each to explore how they affect the display of the document in the work area.

8 To reconfigure the toolbars to display only their default tools, choose View > Toolbars > Reset Toolbars.

Working with Acrobat task buttons

The Tasks toolbar is slightly different from the other toolbars. Each button on this toolbar relates to a particular task and has a drop-down menu of task-related commands and links.



The buttons on the Tasks toolbar relate to common tasks—Create PDF, Combine Files, Export, Start Meeting, Secure, Sign, Forms, and Review & Comment.

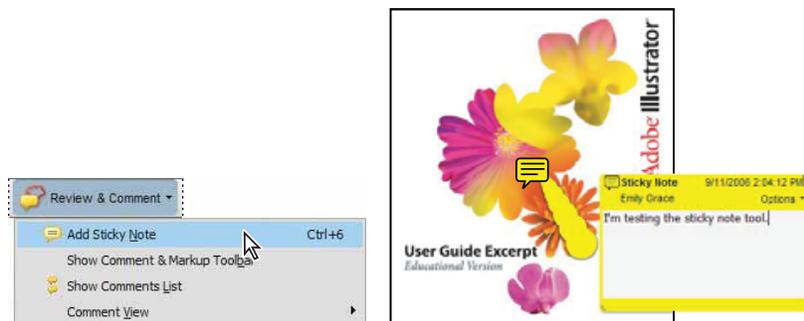
You can show, hide, float and dock the Tasks toolbar just like any other toolbar. Note, however, that the Tasks toolbar has no hidden tools or commands associated with it.

The Forms task button is available in Acrobat Professional only. (Only users of Acrobat Professional can create forms, although users of Adobe Reader and Acrobat Standard can work with forms.)

- 1 Click the Review and Comment button (🗨) on the Task toolbar.

The drop-down menu lists items related to the task of reviewing a document, as well as a link to the Getting Started window for Review and Comment. All of the buttons on the Tasks toolbar have a similar task-oriented menu, making it easy to initiate tasks in Acrobat.

- 2 From the Review and Comment drop-down menu, choose Add Sticky Note (🗨). A note is added automatically in the document pane. Click inside the note to create an insertion point, and type a short comment about the document. We typed “I’m testing the sticky note tool.”



3 Click outside the note to deselect it. You can drag the sticky note and the note icon anywhere on the document page. You'll learn more about commenting on documents in Lesson 11, "Using Acrobat in a Review Cycle."

 *The Start Meeting button directs you to Acrobat Connect, an Adobe service that allows you to share presentations and collaborate with colleagues in real time.*

Working with the navigation pane

Another major component in the Acrobat 8 work area is the navigation pane.

Reviewing the navigation pane buttons

The buttons along the left side of the document pane are the default navigation pane buttons. Each of the buttons opens a different panel in the navigation pane.

- 1** Move your cursor over each of the default buttons to display its name and description. The default navigation panels are:
 - Pages () – Shows thumbnails of the pages in an open document.
 - Bookmarks () – Displays bookmarks that link to points of interest (headings, figures, tables, for example) in a document.
 - Signatures () – Lists digital signatures that have been added to a document.
 - How To () – Gives you access to step-by-step instructions for performing common tasks in Acrobat. For more information on using the How To pane, see Lesson 1, "Introducing Adobe Acrobat."
 - Attachments () – Lists any files that have been attached to a document.
 - Comments () – Opens the comments list. For more information on this list, see Lesson 11, "Using Acrobat in a Review Cycle."
- 2** To view additional navigation panels, choose View > Navigation Panels. Click outside the menu to close it without making a selection.

Using the navigation pane

- 1 Click the Pages button (📄) to the left of the navigation pane.

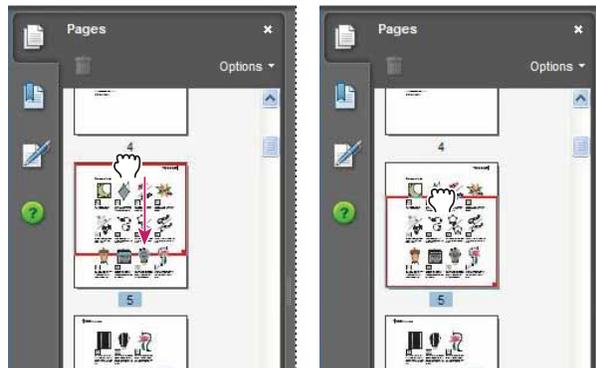
The Pages panel opens showing a thumbnail image of each of the pages in the open document.

You click on a page thumbnail in the Pages panel to jump to that page in the PDF file.

- 2 Choose View > Zoom > Fit Width. Then click the page thumbnail for page 5 to display that page in the document pane. (You may have to scroll down in the Pages panel to see the page 5 thumbnail.)



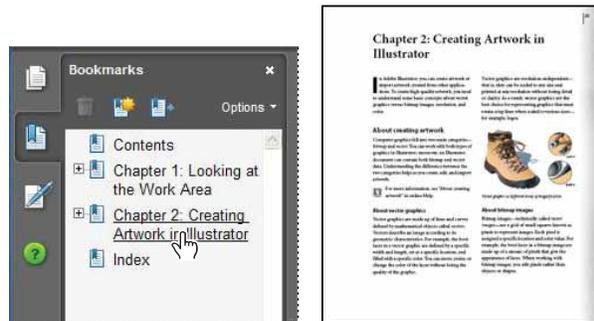
- 3 Drag the top border of the red bounding box on the page thumbnail up or down to move the corresponding page up or down in the document pane.



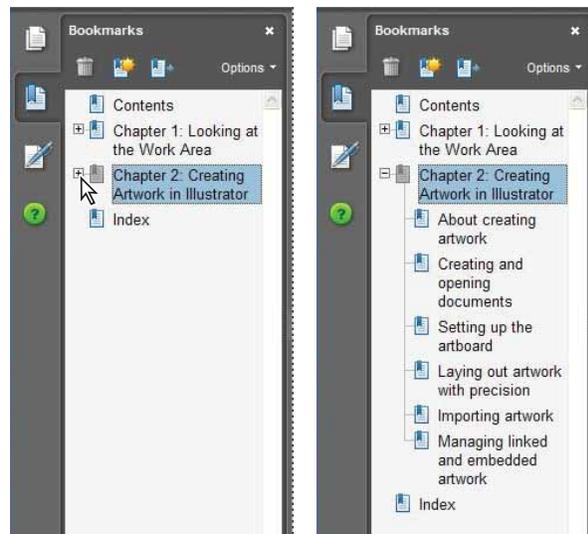
The red bounding box indicates the area displayed in the document window.

Page thumbnails not only let you navigate through your document, but they let you change the view of the page in your document pane. You'll learn more about using page thumbnails in Lesson 9, "Editing PDF Documents."

- 4 Click the Bookmarks button (📖) in the navigation pane.
- 5 Click the Chapter 2 bookmark icon in the Bookmarks panel to jump to Chapter 2 in the open document.



Nested bookmarks have a plus or triangle next to them. You expand or collapse a nested bookmark by clicking this icon to the left of the bookmark.



Chapter 2. Looking at the Work Area

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Prepared for Hal Peterson, Safari ID: hal@halpeterson.com

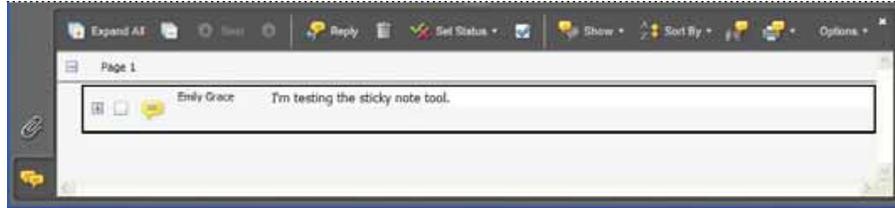
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Notice that the buttons for the Attachments and Comments panels are located near the bottom of the navigation pane. Both these panels open horizontally across the bottom of the work area.

- 6 Click the Comments button.



The Comments List in the Comments panel has a unique set of buttons and commands that help you manage comments in a PDF document. See Lesson 11, “Using Acrobat in a Review Cycle.”

- 7 Choose View > Navigation Panels > Reset Panels to reset the navigation pane buttons to their default configuration. (You can close the navigation pane at any time by clicking its close button.)

As you work through later lessons in this book, you’ll learn more about the functions of each of the panels in the navigation pane.

- 8 Close the lesson file without saving any changes.

Review

▶ Review questions

- 1 How do you display a hidden toolbar in the work area?
- 2 How do you dock a floating toolbar?
- 3 Describe two ways to add a hidden tool to a toolbar.
- 4 How do you reset all toolbars and tools to their default configuration?

▶ Review answers

- 1 To display a hidden toolbar, choose View > Toolbars, and select the hidden toolbar's name from the Toolbars menu.
- 2 To dock a floating toolbar, drag the floating toolbar by its title bar to the row of docked toolbars in your work area. Move it over one of the toolbar grabber bars, and release your mouse when the grabber bar changes color.
- 3 To add a hidden tool to a toolbar, right-click (Windows) or Control-click (Mac OS) on a toolbar in your work area, and select the desired tool from the context menu.
Alternatively, choose Tools > Customize Toolbars. In the More Tools dialog box, check the tool name and click OK.
- 4 To reset all toolbars and tools to their default configuration, choose View > Toolbars > Reset Toolbars.