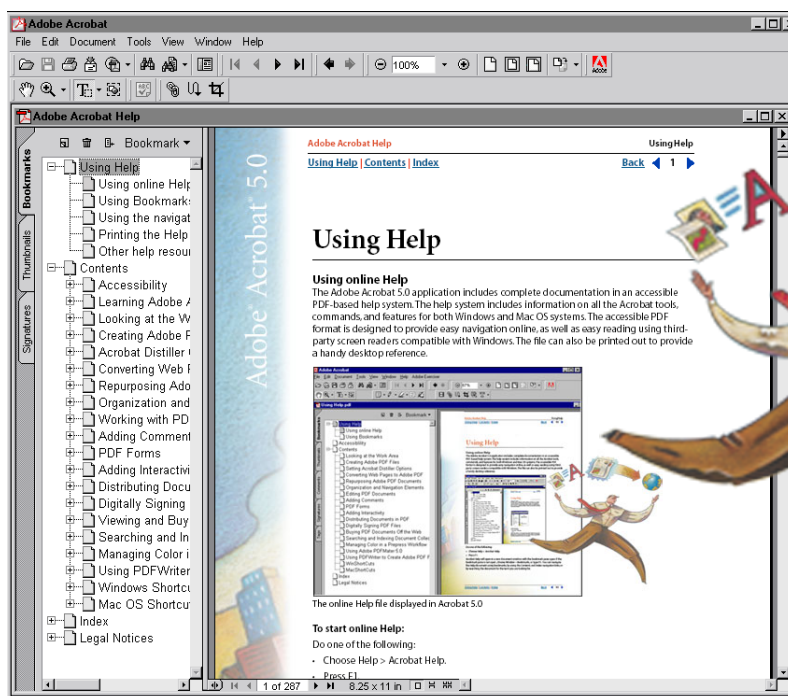


Using Help

Using online Help

The Adobe® Acrobat® Approval 5.0 application includes complete documentation in an accessible PDF-based help system. The help system includes information on all the Acrobat tools, commands, and features for both Windows and Mac OS systems. The accessible PDF format is designed to provide easy navigation online, as well as easy reading using third-party screen readers compatible with Windows. The file can also be printed out to provide a handy desktop reference.



The online Help file displayed in Acrobat 5.0

To start online Help:

Do one of the following:

- Choose Help > Acrobat Help.
- Press F1.

Acrobat Help will open in a new document window with the bookmark pane open. If the bookmark pane is not open, choose Window > Bookmarks, or type F5. You can navigate the Help document using bookmarks, by using the Contents and Index navigation links, or by searching the document for the term you are looking for.

Using Bookmarks

The contents of Acrobat Help are shown as bookmarks in the bookmark pane. To view subtopics, click the plus sign next to a topic. The topic will be expanded to show the subtopics it contains.

Each bookmark is a hyperlink to the associated section of the Help document. To view the contents, click the bookmark. As you view the contents in the document pane, the bookmark associated with that content will be highlighted in the bookmark pane to help you easily identify where you are in the document.

You can turn highlighting on or off by selecting Highlight Current Bookmark in the bookmark pane menu.

Using the navigation bar

A navigation bar is provided at both the top and bottom of each page of the Acrobat Help document. Click Using Help at any time to return to this guide to using help. Click Contents to view the table of Contents, or Index to see a complete index of Acrobat Help.

The navigation bar also provides the Next Page ▶ and the Previous Page ◀ navigation arrows before and after the page number to allow you to navigate through the pages one at a time. Clicking Back will take you to the last page you viewed. You can also page through the document using the First Page, Previous Page, Next Page, and Last Page navigation arrows in the Acrobat toolbar. For more information on navigating PDF documents, see [“Navigating in PDF documents” on page 19](#).

To find a topic using Contents:

- 1 Click on Contents in the navigation bar at the top or bottom of any page.
- 2 Click on a topic in the list that appears on the Contents page to view the first page of that topic.
- 3 To see a list of the subtopics, click the plus sign next to the topic name in the bookmark pane.

To find a topic using the index

- 1 Click on Index in the navigation bar at the top or bottom of any page.
- 2 Click on the appropriate letter of the alphabet displayed at the top of the index page. You can also click a letter bookmark listed under Index in the bookmark pane.
- 3 When you have located the topic you want, click the page number to the right of the topic to display the associated subject matter.
- 4 To view multiple entries, click Back to return to the same place in the index .

To find a topic using the Find command:

- 1 Choose Edit > Find.
- 2 Enter a word or a phrase in the text box, and click OK.
- 3 Acrobat will search the document, starting from the current page, and display the first occurrence of the word or phrase you are searching for.
- 4 To find the next occurrence, choose Edit > Find Again.

Printing the Help file

Although Acrobat Help has been optimized for on-screen viewing, you can print out the file or portions of the file. To print, choose Print from the File menu, or click the printer icon in the Acrobat toolbar.

Other help resources

In addition to Acrobat Help, the Help menu provides you with other help resources, such as fast links to Top Customer Support Issues on Adobe.com and software and help updates on Adobe Online.

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Accessibility

Adobe Systems is committed to developing and providing the vision and motion-challenged community with the tools and resources to make digital information more accessible.

Using accessibility features in Acrobat Approval

All the features available in Adobe Acrobat Reader are supported in Adobe Acrobat Approval. What you can do in Acrobat Reader you can do in Acrobat Approval, and just as easily. At present, accessibility features are more robust on the Windows platform. This chapter covers using the accessibility features of Acrobat 5.0.

To make an accessible PDF file, you must create the document with accessibility in mind. For example, the PDF file must have structure. Screen readers will have trouble presenting the document if the structure tree is incomplete. Tagged PDF files created with Acrobat 5.0 are optimized for accessibility.

Using a screen reader with Acrobat Approval

Mac OS does not offer a general accessibility interface for screen readers. Acrobat Approval does not support screen readers on the Mac OS. On the Windows platform Adobe Acrobat supports the use of several screen reader applications. Please refer to your screen reader documentation for information on installation and use with Adobe Acrobat. The screen reader will follow the logical structure of the document. You can control whether the content is delivered to the screen reader in single pages, or the entire document at once. For more information on accessibility preferences, see ["Setting Accessibility preferences" on page 7](#).

Using Acrobat and Microsoft Internet Explorer (Windows only)

You can use the keyboard to control Adobe Acrobat Approval within Microsoft® Internet Explorer. If you open an Adobe PDF document from within Internet Explorer, the navigation and command keystrokes will function normally. The Tab key moves the focus from the browser to the Acrobat document pane. Pressing Tab again will select the items in the document. Press Shift + Tab to move in reverse. To return the focus to the browser, press Ctrl + Tab. When in the browser, use the Internet Explorer keystrokes for navigation and selection.

Using keyboard shortcuts for menu commands and navigation

Navigation functions can be controlled through the keyboard as well as the mouse. You can change focus areas, and manipulate menus and dialog boxes. Focus areas are large sections of the interface that are treated as logical entities. Within these you may have more detailed navigation. Focus areas have an outline around them.

Some of the gestures used to navigate may differ from those used in other Windows applications. This is due to the different types of elements that are available in Adobe Acrobat, and also to ensure compatibility with earlier versions.

To toggle the focus area between the document and navigation panes:

Press F6 to toggle the focus between the document and navigation panes.

Menu bar keystrokes

Press Alt or F10 to access the Menu bar. Then use the arrow keys and Enter to select from the menus.

Document pane keystrokes

When the focus rests on the document pane, pressing the following keys will help you navigate and invoke commands:

Tab Moves the cursor from one item to the next.

Shift-Tab Returns to the previous selection.

Spacebar Invokes an action. For example, if the focus is on a hyperlink, pressing the spacebar will open that link.

Shift + F10 Opens a contextual menu related to the selected item.

Application (Windows only) Also opens the contextual menu.

Alt then Ctrl + Tab (Windows only) Accesses the toolbar.

Toolbar keystrokes (Windows only)

Press Alt then Ctrl + Tab to move to the toolbar. Within the toolbar the following keystrokes will cycle through the tools, commands, and menus:

Ctrl + Tab Moves from one section of the toolbar to the next. For example, this will cycle from the File toolbar to the Navigation toolbar, then to the View History toolbar, and so on.

Tab Moves from one toolbar item to the next. If the File toolbar is active, Tab will cycle through Open, Close, Save a copy, Print, and E-mail.

Arrow keys Once a toolbar item is selected, you can also press the arrow keys to move between items. The Down Arrow key will open hidden menu items.

Enter Selects the tool or command.

Esc (Escape) Exits the menu.

Navigation pane keystrokes

Press F6 to focus on the navigation pane. Within each of the tabbed palettes, lists of objects are organized into a tree structure. Adobe Acrobat Approval follows the standard Windows keyboard behaviors for tree views. When the focus is on the navigation pane, the following keystrokes will help you move around:

Ctrl + Tab Moves between the palette tabs. Cycles through the Bookmarks, Thumbnails, and Signature palettes.

Tab Moves between items within the palette. Pressing Tab will move down the list of bookmarks, comments, and so on.

Shift + Tab Moves back to the previous item in the palette.

Arrow keys Move the selection forward and backward within the palette.

Enter Opens the selected palette item.

Spacebar Opens the selected item.

Floating palette access (Windows only)

Alt + F6 and Ctrl + F6 will move the focus to floating palettes. If you have detached palettes, or created custom palette groups you can move the focus to them. Within the palettes the Tab, arrow, and Enter keys will let you select and invoke actions.

Dialog box keystrokes

When the focus is inside of a dialog box, use the Tab, arrow, and Enter keys to select and invoke actions. Dialog-specific controls are shown in the keystroke shortcut table. After tabbing through all the items in a dialog box, the focus wraps back to the default selection. Navigation will occur top down, left to right, first by group box location.

For a complete list of shortcuts, see [“Windows Shortcuts” on page 64](#) and [“Mac OS Shortcuts” on page 69](#).

Setting Accessibility preferences

The Accessibility preferences are designed to aid vision and motion-challenged users. You can set high-contrast color schemes, custom text and background colors, and screen reader options. In general, Adobe recommends that you use the system color schemes available through your operating system.

To set Accessibility preferences:

- 1 Choose Edit > Preferences > General, and select Accessibility from the scroll list.
- 2 In the Alternate Document Colors section, select from the Adjust Display of Colors options:

When document doesn't specify colors Is the default. Acrobat will adjust colors to your custom scheme when the document does not specify any.

Always, overriding document colors Will always change the colors of the document to your custom scheme.

- 3 Select from the Color Scheme options:

Use colors specified in document Will display the document as presented by the author.

Use custom color scheme Will present the document with your selections.

Use Windows colors Will present the document using your system colors.

- 4 In the Custom Scheme section, specify a Custom Scheme (available only if Use custom scheme is selected):

- Click the Text Color button to open the color swatch and choose a color.
- Click the Page Background Color button to open the color swatch and choose a color.

Once you have created a custom color scheme, you can choose Custom Colors from the Color Scheme pop-up menu to use your scheme when displaying a document. Some on-screen items won't be affected by a custom color scheme. For example, the color of lines and images won't change.

- 5 Choose a Content Delivery option (Windows only):

- Select Deliver data in pages when document exceeds and enter a value.

Acrobat can deliver a PDF document one-page-at-a-time to a screen reader if it exceeds the number of pages you specify. If you check this option and set this number to 0, then Acrobat will deliver every PDF document one-page-at-a-time.

- Deselect the Deliver data in pages when document exceeds option, and Adobe Acrobat always delivers the entire PDF document to the screen reader.

6 Click OK.

Learning Acrobat Approval

Welcome to the Adobe® Acrobat® Approval 5.0 application.

With Acrobat, you can convert virtually any document from any application to the compact, searchable Adobe Portable Document Format (PDF). Documents in Adobe PDF preserve the exact look and content of the originals, complete with fonts and graphics, and can be printed, distributed by e-mail, and shared and stored on the Web, an intranet, a file system, or a CD-ROM for other users to view on the Microsoft® Windows®, Mac OS, and UNIX® platforms.

Adobe Acrobat Approval is a subset of Adobe Acrobat 5.0, which includes many of the features of the full Acrobat 5.0 program – but does not include the powerful PDF creation tools, including Web Capture, or document review and mark-up tools that come with the full Acrobat 5.0 program. Acrobat Approval allows you to save form data locally, and also provides powerful security features, including Digital Signatures on forms.

Using Web resources

If you have an Internet connection and a Web browser installed on your system, you can access additional resources for learning Acrobat, located on the Adobe Systems home page on the World Wide Web. These resources are continually updated.

To access the Adobe home page for your region:

- 1 Open the Adobe U.S. home page at www.adobe.com.
- 2 From the Adobe Sites menu, choose your geographical region. The Adobe home page is customized for several geographical regions.

Using Adobe Online

Adobe Online provides access to the latest products and features that expand your application's power, including professional services from Adobe and our partners. Bookmarks are also included to take you quickly to noteworthy Adobe and Acrobat-related sites.

Through Adobe Online, you'll find the following information about how to use and update Acrobat:

- Step-by-step tutorials.
- Quick tips that provide fast answers to common problems.
- Updates, patches, and plug-ins.
- Acrobat Top Issues containing the latest Acrobat technical support solutions.
- Technical guides.
- A searchable database of answers to technical questions.
- Links to user forums.

Adobe Online is constantly changing, so you should click the Refresh button to load the latest content. Using the refresh command through Adobe Online updates bookmarks and buttons so you can quickly access the most current content available. You can select preferences to automatically refresh Adobe Online daily, weekly, or monthly.

When you set up Adobe Online to connect to your Web browser, Adobe can either notify you whenever new information for Adobe Online is available, or automatically download that information to your hard disk and install it for you. If you choose not to use the automatic download feature, you can still view and download new Adobe Online files whenever they are available by using the Refresh command.

To use Adobe Online:

1 In Acrobat, choose Help > Adobe Online, or click the Adobe icon in the toolbar.

Note: You must have an Internet connection and an Internet browser installed. Adobe Online will launch your browser using your default Internet configuration.

2 Do any of the following:

- Click Refresh to make sure that you have the latest version of the Adobe Online window and its buttons, as well as the latest bookmarks. It is important to refresh the screen so that the current options are available for you to choose.
- Click Preferences to specify connection options. General preferences affect how Adobe Online interacts with all the Adobe products installed on your system, and Application preferences affect how Adobe Online interacts with Acrobat. To see an explanation of each preference option, click Setup and follow the prompts. You also can set up an automatic refresh using the Update Options.
- Click any button in the Adobe Online window to open the Web page to which the button is linked.
- Click the bookmark button (🔖) to view suggested Web sites related to Acrobat and Adobe. These bookmarks are automatically updated as new Web sites become available.
- Click Close to return to Acrobat.

Other learning resources

Other Adobe learning resources are available, but are not included with your application.

Classroom in a Book® Is the official training series for Adobe graphics and publishing software, and developed by experts at Adobe. The *Adobe Acrobat Classroom in a Book* includes lessons and a CD-ROM to help you learn the application. For information on purchasing *Adobe Acrobat Classroom in a Book*, visit the Adobe Web site at www.adobe.com, or contact your local book distributor.

Official Adobe Print Publishing Guide Provides in-depth information for successful print production, including topics such as color management, commercial printing, constructing a publication, imaging and proofing, and project management guidelines. For information on purchasing the *Official Adobe Print Publishing Guide*, visit the Adobe Web site at www.adobe.com.

Official Adobe Electronic Publishing Guide Tackles the fundamental issues essential to ensuring quality online publications in HTML and Adobe PDF. Using simple, expertly illustrated explanations, design and publishing professionals tell you how to design electronic publications for maximum speed, legibility, and effectiveness. For information on purchasing the *Official Adobe Electronic Publishing Guide*, visit the Adobe Web site at www.adobe.com.

The Adobe Certification program Offers users, instructors, and training centers the opportunity to demonstrate their product proficiency and promote their software skills as Adobe Certified Experts, Adobe Certified Instructors, or Adobe Authorized Learning Providers. Certification is available for several different geographical regions. Visit the Partnering with Adobe Web site at www.partners.adobe.com to learn how you can become a certified expert.

Customer support

When you register your product, you may be entitled to technical support for up to 90 days from the date of your first call. Terms may vary depending on your country of residence. For more information, refer to the technical support card provided with the Acrobat documentation.

Customer support on Adobe Online

Adobe Online provides access to Frequently Asked Questions (FAQs) and troubleshooting information that provides solutions to common problems.

Additional customer support resources

Adobe Systems provides several forms of automated technical support:

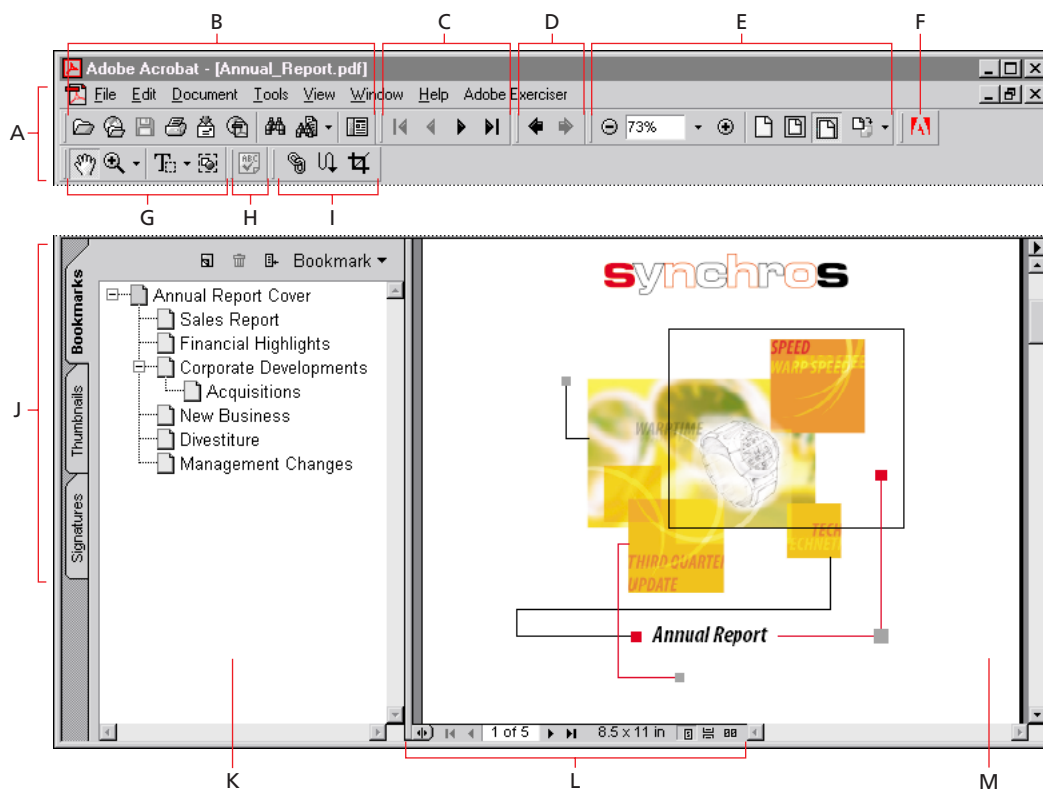
- See the ReadMe and ReadMe First! files installed with the program for information that became available after this guide went to press.
- Explore the extensive customer support information on the Adobe World Wide Web site (www.adobe.com). To access the Adobe Web site from Acrobat, choose Help > Adobe Online, or click the icon in the Adobe Online toolbar. (See [“Using Web resources” on page 9](#).)
- Read the Top Issues Adobe PDF document that is available from the Help menu.

Looking at the Work Area

Acrobat Approval provides a powerful set of tools for viewing, navigating, and searching in PDF documents, as well as off-line and long forms solutions, security, Digital Signatures, and spell checking.

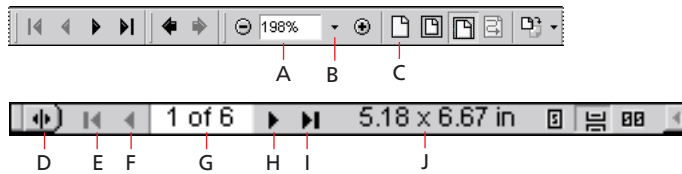
Using the work area

The Acrobat work area includes a window with a document pane for viewing PDF documents and a navigation pane showing bookmarks, thumbnails, and other navigation elements related to the document. A menu bar, status bar, and several toolbars around the outside of the window provide other controls you need to work with documents.



A. Menu bar **B.** File toolbar **C.** Navigation toolbar **D.** View history toolbar **E.** Viewing toolbar
F. Adobe Online button **G.** Basic Tool toolbar **H.** Spell Check Form Fields and Comments
I. Editing toolbar **J.** Tab palettes **K.** Navigation pane **L.** Status bar **M.** Document pane

The buttons and menus in the status bar provide quick ways to change your on-screen display and to navigate through documents.



The status bar

A. Magnification level **B.** Magnification pop-up menu **C.** View actual size button **D.** Navigation Pane button **E.** First Page button **F.** Previous Page button **G.** Current page **H.** Next Page button **I.** Last Page button **J.** Page size

Using menus and tools

You can show or hide the Acrobat menus and toolbars. The toolbars contain buttons for many commonly used tools and commands in Acrobat, such as scrolling and zooming. The document pane menu contains a smaller group of commands for setting General preferences and for getting information on the current document. A small triangle at the lower right of a tool indicates the presence of hidden tools.

To show or hide the menu bar:

To hide the menu bar, choose Window > Hide Menu Bar. To show it again, press F9.

To show or hide a toolbar:

To show or hide a toolbar, choose Window > Toolbars and choose a toolbar name. A checkmark appears in the menu next to a toolbar name if it is currently visible.

You can also show or hide a toolbar by right-clicking (Windows) or Ctrl-clicking (Mac OS) in the toolbar area, then selecting a toolbar.

To separate a toolbar:

Drag the toolbar by the separator bar between two groups of icons. You can drag the bar back to its original location to reattach it. You can also drag another toolbar on top of it to combine them in a single floating window.

To change the orientation of a floating toolbar, right-click (Windows) or Ctrl-click (Mac OS) it and choose Horizontal, One Column, or Two Column.

To choose a command from the document pane menu:

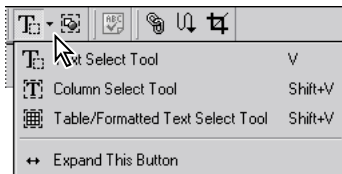
Click the triangle in the upper right corner of the document pane to open the menu, and drag to the command you want. To close the pane menu without choosing a command, click anywhere.

To select a tool in a toolbar:

Do one of the following:

- To select a visible tool, click the tool, or press the letter key shown in the tool's tip. (Move the pointer over a tool to see its tip.)
- To select a visible tool for only one use, Ctrl-click (Windows) or Option-click (Mac OS) the tool. This works for any tool except zoom, select text, select graphic, crop, movie, and article.

- To select a hidden tool, hold down the mouse button on either the related tool or the triangle next to the related tool until the additional tools appear, and then drag to the tool you want. Or hold down Shift, and press the letter key showing in the tool's tip to cycle through the group of tools.
- To place hidden tools in the toolbar alongside the visible tools, hold down the mouse button on the related tool or the triangle next to it until the additional tools appear, and select the Expand This Button option. To collapse the hidden tools again, click the triangle to the right of the tools.



Clicking the triangle of a tool to open a hidden group of tools

- To select the hand tool temporarily, hold down the spacebar. To select the current zoom tool temporarily, hold down Ctrl-space (Windows) or hold the spacebar and press the Command key (Mac OS). To select the noncurrent zoom tool temporarily, hold down Ctrl-Alt-space (Windows) or Command-Option-space (Mac OS). The tools are selected as long as you hold down the keys.

Using context menus

In addition to menus in fixed locations in the work area, Acrobat provides context-sensitive menus that display commands for the particular item under the pointer.

To choose a command from a context menu:

- 1 Position the pointer over an item in the work area, such as a thumbnail, comment, bookmark, or document page.
- 2 Right-click (Windows) or Control-click (Mac OS) to open the context menu. Then drag to the command you want.

Using palettes and the navigation pane

Palettes help you organize and keep track of a document's bookmarks, thumbnails, signatures, comments, articles, and destinations. Palettes can be docked inside the navigation pane, or they can float in windows over the work area. They can also be grouped with other palettes.

To show or hide the navigation pane:

Click the Show/Hide Navigation Pane button  in the menu bar, or click the left border of the document pane.

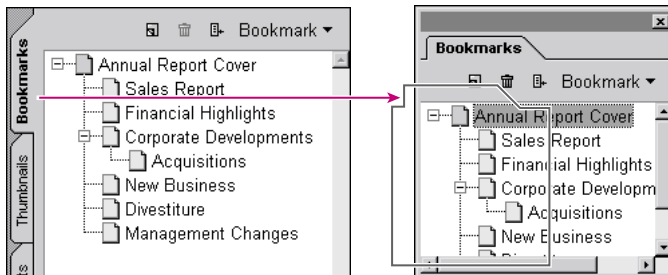
To show or hide a palette:

Choose the palette's name from the Window menu. A check mark appears in the menu next to a palette name if it is currently visible. The palette appears in the navigation pane or in a floating window, depending on where the palette was located the last time it was visible.

To change the display of a palette:

Do one of the following:

- To change the width of the navigation pane while a palette is visible, drag its right border.
- To bring a palette to the front of its group, click the palette's tab.
- To move a palette to its own floating window, drag the palette's tab to the document pane.
- To move a palette to an existing floating palette window to create another group, or back to the navigation pane, drag the palette's tab to the group or the navigation pane.

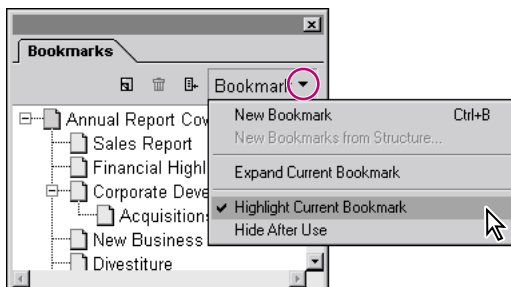


Dragging the palette's tab to create a floating palette window

- To collapse a floating palette window to show only the tabs, double-click any tab in the palette. Double-click a tab again to return the window to its full size.
- To move a floating palette window, drag it by the title bar.

To choose a command from a palette menu:

Click the palette name and triangle in the upper right corner of the palette to open the menu, and choose the command you want.



Clicking the palette name and triangle in a palette to open a palette menu


Opening PDF documents

The creator of a PDF document can set the document to open in a variety of ways. For example, a document might open to a particular page number, at a particular magnification, or with the bookmarks or thumbnails visible.

If a document is set to open in Full Screen view, the toolbar, command bar, menu bar, and window controls are not visible. You can exit Full Screen view by pressing Escape, if your preferences are set this way, or by pressing Ctrl+L (Windows) or Command+L (Mac OS). For more on this view, see [“Reading documents in Full Screen view” on page 18](#).

To open a PDF document:

Do one of the following:

- Click the Open button , or choose File > Open. In the Open dialog box, select one or more filenames, and click Open. PDF documents usually have the extension .pdf.
- Choose the document's filename from the File menu. The menu lists the four PDF documents you last opened.
- Double-click the file icon in your file system.


Note: On Mac OS, you may not be able to open a PDF document created in Windows by double-clicking the icon. If double-clicking the icon on Mac OS does not open the document, use File > Open in Acrobat to open the document, close the document, and try again. After you've used the Open command once on the document, you'll be able to open the document next time by double-clicking.

Adjusting the view of PDF documents

You can change the magnification level of a PDF document and set a page layout that determines whether you'll see one page at a time or a continuous flow of pages.



Magnifying and reducing the view

The minimum and maximum zoom levels available depend on the current page size.

If you need to magnify a page to a size larger than the window, use the hand tool  to move the page around so that you can view all the areas on it. Moving a PDF page with the hand tool is like moving a piece of paper on a desk with your hand.



To increase magnification:

Do one of the following:

- Select the zoom-in tool , and click the page.
- Select the zoom-in tool, and drag to draw a rectangle, called a marquee, around the area to magnify.
- Click the triangle next to the magnification value box in the viewing toolbar, and choose a magnification level.
- Click the Zoom In button  in the viewing toolbar.


To decrease magnification:

Do one of the following:

- Select the zoom-out tool , and click the page.
- Select the zoom-out tool, and drag to draw a marquee the size you want the reduced page to be.
- Click the triangle next to the magnification value box in the viewing toolbar, and choose a magnification level.
- Click the Zoom Out button  in the viewing toolbar.



Note: When the zoom-in tool is selected, you can press Ctrl (Windows) or Option (Mac OS) while clicking or dragging to zoom out instead of in. When the zoom-out tool is selected, press Ctrl or Option to zoom in.

To change the magnification level using a thumbnail:


- 1 Choose Window > Thumbnails to open the Thumbnails palette.
- 2 Position the pointer over the lower right corner of the red page-view box in the thumbnail until the pointer changes to the double arrow .
- 3 Drag the corner of the box to reduce or expand the view of the page.

To resize a page to fit the window:

Do one of the following:

- To resize the page to fit entirely in the window, click the Fit In Window button , or choose View > Fit in Window.
- To resize the page to fit the width of the window, click the Fit Width button , or choose View > Fit Width. Part of the page may be out of view.
- To resize the page so that its text and graphics fit the width of the window, choose View > Fit Visible. Part of the page may be out of view.

To return a page to its actual size:

Click the Actual Size button , or choose View > Actual Size. The actual size for a PDF page is typically 100%, but the document may have been set to another magnification level when it was created.

Setting the page layout and orientation

You can use three page layouts when viewing PDF documents:

- Single Page layout displays one page in the document pane at a time.
- Continuous layout arranges the pages in a continuous vertical column.
- Continuous - Facing layout arranges the pages side by side. This configuration accommodates a two-page spread display and multiple-page viewing in the window. If a document has more than two pages, the first page is displayed on the right to ensure proper display of two-page spreads.







Single Page layout, Continuous layout, and Continuous - Facing layout compared

In Single Page layout, the Edit > Select All command selects all text on the current page. In Continuous and Continuous - Facing layouts, it selects all text in the PDF document.

To set page layout:



Do one of the following:


- Click the Single Page button , the Continuous button , or the Continuous - Facing button  in the status bar.
- Choose Single Page, Continuous, or Continuous - Facing from the View menu.

 To see two-page spreads most efficiently, use the Continuous - Facing page layout, and choose View > Fit Width.

To rotate a page:

Do one of the following:

- Click the Rotate View Clockwise button  or the Rotate View Counter-Clockwise button  in the status bar.
- Choose Rotate View Clockwise or Rotate View Counter-Clockwise from the View menu.

 You can change the orientation of a page in 90-degree increments with the rotation tools.

Reading documents in Full Screen view

In Full Screen view, PDF pages fill the entire screen; the menu bar, command bar, toolbar, status bar, and window controls are hidden. A document creator can set a PDF document to open in Full Screen view, or you can set the view for yourself. Full Screen view is often used for presentations, sometimes with automatic page advancement and transitions.

The pointer remains active in Full Screen view so that you can click links and open notes. You can use keyboard shortcuts for navigational and magnification commands, even though the menus and toolbar are not visible. You can also set preferences to define how Full Screen view appears on your system.

To read a document in Full Screen view:

Choose View > Full Screen. Press Return or the Down Arrow or Right Arrow key to page through the document. Press Shift-Return or the Up Arrow or Left Arrow key to page backward through the document.

Note: *If you're using Windows 98, Windows 2000, or Mac OS and have two monitors installed, the Full Screen view of a page appears on only one screen. To page through the document, click the screen displaying the page in Full Screen mode.*

To exit Full Screen view:

Press Escape, if your Full Screen preferences are defined this way, or press Ctrl+L (Windows) or Command+L (Mac OS).

To set preferences for Full Screen view:

- 1 Choose Edit > Preferences > Full Screen.
- 2 Select the navigation options:
 - Advance Every specifies whether to advance automatically from page to page every set number of seconds. You can page through a document using mouse or keyboard commands even if automatic paging is selected.
 - Advance On Any Click lets you page through a PDF document by clicking the mouse. If this is not selected, you can page through a document by pressing Return, Shift-Return (to go backward), or the arrow keys.
 - Loop After Last Page lets you page through a PDF document continuously, returning to the first page after the last. This option is typically used for setting up kiosk displays.
 - Escape Key Exits lets you exit Full Screen view by pressing the Escape key. If this is not selected, you can exit by pressing Ctrl+L (Windows) or Command+L (Mac OS).
- 3 Choose the appearance options:

- Background Color specifies the window's background color. If you choose Custom, the system color palette is displayed. See your computer's user guide for instructions on setting a custom color.
 - Default Transition specifies the transition effect to display when you switch pages in Full Screen view.
 - Mouse Cursor specifies whether to show or hide the cursor in Full Screen view.
 - Monitor (Mac OS) selects a monitor to use for Full Screen view when two monitors are installed. You can choose Main (for the monitor with the menu bar), Largest Inter-section (for the monitor that displays the largest portion of the document), Deepest (for the monitor with the most colors), Widest (for the monitor with the greatest horizontal resolution), Tallest (for the monitor with the greatest vertical resolution), or Largest Area (for the monitor with the most pixels).
- 4 Click OK.

Navigating in PDF documents

You can navigate in PDF documents by paging through them or by using navigational structures. You can also retrace your steps through documents to return to where you started.

Paging through documents

Acrobat provides buttons, keyboard shortcuts, and menu commands for paging through a PDF document.

Note: If you use the number keys on your keyboard's number pad, make sure Num Lock is off.

To go to another page:

Do one of the following:

- To go to the next page, click the Next Page button ▶ in the navigation toolbar or status bar, press the Right Arrow key, press Ctrl (Windows) or Option (Mac OS) and the Down Arrow key, or choose Document > Next Page.
- To go to the previous page, click the Previous Page button ◀ in the navigation toolbar or status bar, press the Left Arrow key, press Ctrl (Windows) or Option (Mac OS) and the Up Arrow key, or choose Document > Previous Page.
- To move down one line, press the Down Arrow key.
- To move up one line, press the Up Arrow key.

Note: The Down Arrow and Up Arrow keys move you one line at a time when you are not in Fit in Window view. In Fit in Window view, these keys move you one page at a time.

- To move down one screenful, press Page Down or Return.
- To move up one screenful, press Page Up or Shift+Return.
- To go to the first page, click the First Page button ◀◀ in the navigation toolbar or status bar, press the Home key, or choose Document > First Page.
- To go to the last page, click the Last Page button ▶▶ in the navigation toolbar or the status bar, press the End key, or choose Document > Last Page.

To jump to a page by its number:

Do one of the following:

- Drag the vertical scroll bar until the number of the page you want to jump to is displayed.
- Select the current page number in the status bar, type the page number to jump to, and press Return.
- Choose Document > Go To Page, type the page number, and click OK.

Note: If the Use Logical Page Numbers option is selected in General preferences, and if your document's page numbers are different from the page position in the PDF file, the page position appears in parentheses in the status bar. For example, if a first page is numbered "iii", the numbering might appear as "iii(1 of 10)". You can double-click inside the parentheses, edit the page-position number, and press Return to go to that page.

Browsing with navigational structures

Acrobat offers a wide range of navigational structures to help you move to specific places in PDF documents:

- Bookmarks provide a visual table of contents and usually represent the chapters, sections, and other organizational items in a document.
- Thumbnails provide miniature previews of document pages. You can use thumbnails to move pages, to change the display of pages, and to go to other pages. A page-view box in a thumbnail indicates the area of the page currently showing in the document pane.
- Links take you to specific locations another user (usually the document creator) has defined; these locations can be in the current document, in other electronic files, or in Web sites. A link usually points to a titled section or other organizational item.
- Articles are electronic threads that lead you through a document. An article typically begins on one page and continues on another, just as articles do in traditional newspapers and magazines. When you read an article, Acrobat zooms in or out so the current part of the article fills the screen.
- Destinations are links that take you to locations a user has defined. Generally, these links go to other documents.

To browse using a bookmark:

1 Show the Bookmarks palette. You may need to choose Window > Show Bookmarks to open the palette or click the Bookmarks tab to bring the palette to the front of its group.



2 To jump to a topic using its bookmark, click the bookmark's icon or text in the palette.

Note: Clicking a bookmark might perform an action, such as playing a movie, instead of taking you to another location. It depends on how the bookmark was defined.


The bookmark for the part of the document currently showing is boldfaced.

If the navigation pane disappears when you click a bookmark, the document creator has activated the Hide After Use command. To show the navigation pane again, click the Show/Hide Navigation Pane button on the command bar. Deselect Hide After Use in the navigation pane's palette menu if you want the navigation pane to remain open after you click a bookmark.



Bookmarks can be subordinate to other bookmarks in their hierarchy; a higher level bookmark in this relationship is the parent, and a lower level bookmark is the child. You can collapse a parent bookmark in the palette to hide all its children. When a parent bookmark is collapsed, it has a plus sign (Windows) or a right-pointing triangle (Mac OS) next to it. If the bookmark you want to click is hidden in a collapsed parent, click the plus sign or triangle next to the parent to show it.

 To select the bookmark for the part of the document showing in the document pane, choose Find Current Bookmark from the Bookmarks palette menu, or click the Find Current Bookmark button  at the top of the Bookmarks palette. If the bookmark is hidden in a collapsed parent, the parent bookmark is opened so you can see the selected bookmark.

To browse using a thumbnail:



- 1 Show the Thumbnails palette. You may need to choose Window > Show Thumbnails to open the palette or click the Thumbnails tab to bring the palette to the front of its group.
- 2 Do one of the following:
 - To jump to another page, click the page's thumbnail.
 - To display another part of the current page, position the pointer over the edge of the page-view box in the page's thumbnail until the pointer changes to the hand tool . Then drag the box to move the view area.


To follow a link:

- 1 Select the hand tool , a zoom tool, or a selection tool.
- 2 Position the pointer over the linked area on the page until the pointer changes to the hand with a pointing finger . (The hand has a plus sign in it if the links point to the Web.) Then click the link.

Note: Clicking a link might perform an action, such as playing a movie, instead of taking you to another location, depending on how the link was defined.


To read an article:

- 1 Do one of the following:
 - Show the Articles palette. Then double-click the article's icon in the palette to start reading at the beginning of the article.
 - Select the hand tool . Then click in the article to start reading it at that point, or press Ctrl (Windows) or Option (Mac OS) and click anywhere in the article to start reading at the beginning.
- 2 The pointer changes to the follow article pointer . Do one of the following to navigate through the article:
 - To go to the next page in the article, press Return or click.
 - To go to the previous page, press Shift-Return, or press Shift and click.
 - To go to the beginning of the article, press Ctrl (Windows) or Option (Mac OS) and click.
 - To exit the article before reaching the end, press Shift-Ctrl (Windows) or Shift-Option (Mac OS) and click.

3 When you reach the end of the article, the pointer changes to the end article pointer . Press Return or click to return to the view displayed before you started reading the article.

To follow a destination:

1 Show the Destinations palette. You may need to choose Window > Show Destinations to open the palette or click the Destinations tab to bring the palette to the front of its group.

2 Choose Scan Document from the Destinations palette menu, or click the Scan Document button  at the top of the palette.

3 To change the sort order of names in the palette, do one of the following:

- Click the Name bar at the top of the Destinations palette to list the destinations alphabetically by name.
- Click the Page bar at the top of the Destinations palette to list the destinations by their order in the document.



4 To jump to a topic using its destination, double-click the destination in the palette, or right-click (Windows) or Control-click (Mac OS) the destination, and choose Go To Destination from the context menu.

Retracing your viewing path

After you have paged through documents or used navigational structures to move through documents, you can retrace your path back to where you started. You can go 64 steps back in Acrobat, or 32 steps back for documents in external browser windows.

To retrace your viewing path:

Do one or more of the following:

- To retrace your path within a PDF document, click the
- View button  in the navigation toolbar, or choose Document > Previous Page for each step back. Or click the Go To Next View button , or choose Document > Next Page for each step forward.
- To retrace your viewing path through other PDF documents, choose Document > Go To Previous Document for each step back or Document > Go To Next Document for each step forward. Or hold down Shift, and click the Go Previous View or Go Next View button. This command opens the other PDF documents if the documents are closed.


Playing movies and sound clips

Before you can play movies or sounds, your computer must have the appropriate hardware and software installed. See your system's documentation for more information. You must also have the necessary software installed on your system:

- Apple QuickTime 2.5 or later, or Microsoft Video (Windows).
- Apple QuickTime 2.5 or later (Mac OS).

Note: QuickTime 4.0 or later is recommended. QuickTime 5.0 or later is required for working with MPEG files.

To play a movie or sound clip:

1 Select the hand tool .


- 2 Move the cursor over a movie or sound clip, and the cursor changes to a filmstrip.
- 3 Click to begin playing the clip.
- 4 Click again to stop playing, or press Escape.

Finding words in PDF documents

You can use the Find command to find a complete word or part of a word in the current PDF document. Acrobat looks for the word by reading every word on every page in the file, including text in form fields.

If a full-text index has been created for your PDF document, you can search the index for a word rather than using the Find command. A *full-text index* is an alphabetized list of all the words used in a document or, more typically, in a collection of documents. Searching with an index is much faster than using the Find command, because when Acrobat looks for a word in the index it goes right to the word in the list rather than reading through the documents. (See [“Searching indexes” on page 56.](#))

To find a word using the Find command:

- 1 Click the Find button , or choose Edit > Find.
- 2 Enter the text to find in the text box.
- 3 Select search options if necessary:
 - Match Whole Word Only finds only occurrences of the complete word you enter in the text box. For example, if you search for the word *stick*, the words *tick* and *sticky* will not be highlighted.
 - Match Case finds only words that contain exactly the same capitalization you enter in the text box.
 - Find Backwards starts the search from the current page and goes backward through the document.
 - Ignore Asian Character Width finds only those Kana characters that exactly match the text you enter.
- 4 Click Find. Acrobat finds the first occurrence of the word.

To find the next occurrence of the word:

Do one of the following:

- Choose Edit > Find Again.
- Reopen the Find dialog box, and click Find Again. (The word must already be in the Find text box.)

Getting information on PDF documents

When you view a PDF document, you can get information on the file, such as the title, the fonts used, and any security settings. Some of this information is set by the person who created the document, and some is generated by Acrobat. You can change any of the information that can be set by the document creator (unless the file has been saved with security settings that do not allow you to change the document).

To get information on the current document:

Choose a category from the File > Document Properties menu or from the document pane menu to open an information dialog box. (You can open only the Summary, Security, and Font dialog boxes from the document pane menu.)

- Summary shows basic information about the document. The title, subject, author, and keywords may have been set by the document creator and can be changed. (If you create an index in Acrobat, you can search for these items in Acrobat to find particular documents. Index creation is not available with Acrobat Approval, but requires the full Acrobat 5.0 application.)

Note: *Acrobat Catalog and many Web search engines use the title to describe the document in their search results list. If a PDF file does not have a title, the filename appears in the results list instead. A file's title is not necessarily the same as its filename.*

The binding option affects how the pages are arranged side by side when you view pages using the Continuous - Facing page layout. This is provided so that the arrangement of pages will match the reading direction (left to right or right to left) of text in the document. Right Edge binding is useful for viewing Arabic or Hebrew text or vertical Japanese text. You can change this setting.

Some information is generated by Acrobat and cannot be modified. This includes the application that created the original document, the Acrobat utility that produced the PDF file, the date and time the PDF file was created and last changed, whether the file was optimized for online Web viewing, the file size, and the PDF version number. Acrobat generates this information from comments in the PostScript file.

- Open describes the opening view of the PDF document. This includes the initial window size, the opening page number and magnification level, and whether bookmarks, thumbnails, the toolbar, and the menu bar are displayed. You can change any of these settings to control how the document displays the next time it is opened.
- Fonts lists the fonts and the font types used in the original document, and the fonts, font types, and encoding used in Acrobat to display the original fonts. Only the fonts viewed in the document so far are listed. To see a list of all fonts used in the entire document, click List All Fonts.

Note: *You can look at this dialog box to see what fonts were used in the original document and whether the same fonts are used in Acrobat. If substitute fonts are used and you aren't satisfied with their appearance, you may want to install the original fonts on your system or ask the document creator to re-create the document with the original fonts embedded in it.*

- The Trapping Key menu describes whether trapping has been applied to the file; this information can be used by prepress software to determine whether to apply trapping to the file at print time.
- Index gives the name of an autoindex associated with the file. Opening the file adds the associated index to the list of indexes that can be searched. The Choose button in this dialog box allows you to mount a different index for the file.
- Document Metadata describes the content or use of a PDF file and its components. Document metadata is stored in the XAP format and is displayed in groups of properties that can be expanded and collapsed by clicking the triangle next to the property group. To view the document metadata source code, which is in the XML

format, click the View Source button. For more information on Document Metadata, see [“Viewing Document Metadata” on page 35](#).


- Embedded Data Objects lists any embedded data objects in the PDF file (these are files of other types that are contained in the PDF). To add an embedded data object, click Import. To launch the embedded file, select a listed embedded data object, and click Open. To save a listed embedded data object to a new location, select it, and click Export. To remove a listed embedded data object from the PDF, select it, and click Delete.
- Base URL displays the base Uniform Resource Locator (URL) set for Weblinks in the document. Specifying a base URL makes it easy for you to manage Weblinks to other Web sites. If the URL to the other site changes, you can simply edit the base URL and not have to edit each individual Weblink that refers to that site. The base URL is not used if a link already contains a complete URL address.

Printing PDF documents


You can specify a range of pages to print in the Acrobat Print dialog box, or you can specify noncontiguous pages or a particular page area to print before opening the dialog box.

To print a PDF document:

1 If necessary, do one of the following:

- To select pages to print, click thumbnails in the Thumbnails palette. You can Ctrl-click (Windows) or Command-click (Mac OS) thumbnails to select noncontiguous pages, or Shift-click to select a contiguous range of pages. You can also select a contiguous page range in the Print dialog box.
- To select an area on a page to print, select the graphic select tool , and drag on the page to draw the area you want.

2 Use File > Page Setup to set general printing options. The available options will vary with different printers and drivers. See your printer driver documentation for details.

3 Click the Print button , or choose File > Print. Specify the printer, page range, number of copies, and other options, and click OK. Most of the options are the same as they are for other applications, but note the following:

- Selected Pages Or Selected Graphic (Windows) or Selected Thumbnails/Graphic (Mac OS) prints only the pages or page area you selected before opening the Print dialog box.
- Page From/To prints a range of pages. In Windows, if the Use Logical Page Numbers option is selected in General preferences, you can enter page-position numbers in parentheses to print those pages. For example, if the first page of a document is numbered “iii”, you can enter (1) to print that page.
- Comments prints Acrobat comment graphics on the pages.
- Shrink oversized pages to paper size reduces the PDF file to fit the paper size specified in the printer properties.
- Expand small pages to paper size enlarges the PDF file to fit the paper size specified in the printer properties.

- Auto-rotate and center pages adjusts the PDF file's orientation to match that specified in the printer properties.
- Print As Image (Windows) prints the pages as bitmap images. (In Mac OS, this is set in the Print Method pop-up menu.) You may want to print pages as images if normal printing does not produce the desired results.
- Print Method, in Windows, specifies which level of PostScript to generate for the pages. Choose the level of PostScript appropriate for your printer. In Mac OS, this specifies whether to print using PostScript (without selecting a level) or to print pages as bitmap images.
- Optimize for Speed downloads fonts to the printer as they are needed. With this option checked, the pages must be printed in the order in which Acrobat emits them.
- Download Asian Fonts downloads Asian fonts to a PostScript printer. Select this option if you want to print a PDF document with Asian fonts but do not have the fonts installed on the printer and do not have the fonts embedded in the document. (Embedded fonts are downloaded whether or not this option is selected.) You can use this option with a PostScript Level 2 or higher printer, or a Level 1 printer that supports Type 0 font extensions.
- Save Printer Memory downloads all the fonts for a given page to the printer before the page is printed. When unchecked, print jobs may be smaller but require more printer memory.

Note: Some fonts cannot be downloaded to a printer, either because the font is a bitmap or because embedding of the font is restricted in that document. In these cases, a substitute font is used for printing, and the printed output may not match the screen display exactly.

If Download Asian Fonts is not selected, the PDF document prints correctly only if the referenced fonts are installed on the printer. If the fonts are not on the printer but the printer has similar fonts, the printer substitutes the similar fonts. If there are no suitable fonts on the printer, Courier is used for the text.

If you have a PostScript Level 1 printer that does not support Type 0 font extensions, or if Download Asian Fonts does not produce the results you want, print the PDF document as a bitmap image. Printing a document as an image may take longer than using a substituted printer font.

4 To set additional print features including tiling, output tray selection, and color management options, click the Advanced button. For information on advanced printing options, see [“Printing oversize pages using tiling” on page 26](#), and [“Selecting a printer output tray \(Windows only\)” on page 27](#).

Printing oversize pages using tiling

Tiling is used to print oversize pages. (The alternative is to scale the image to fit the print page.) The oversize page is divided into tiles or sections, each of which is printed on one page. Automatic tiling is designed to use the minimum number of sheets per image.

To set the tiling options:

1 In the Print Settings dialog box, select automatic or no tiling. Select Automatic to tile the image across multiple sheets if necessary. If you select None, all the other tiling options are grayed out.

- 2 In the Overlap text box, enter a value of 0 to 0.333 times the PDF page width or height (whichever is the smaller). This overlap is designed to be equivalent to the margin in which your laser printer cannot print, and the units are those specified in the Page Units setting of the General Preferences. After you trim off this overlap or unprinted area, the tiled sheets line up exactly.
- 3 Select Scale to increase or decrease the size of your current image.
- 4 Select Emit Slug to print a one-line description on each tiled page. These slugs, which contain the file name, print date, and row and column in the tile array, are useful when assembling complex tiled pieces.
- 5 For Tile Marks, choose None, Western Style, or Eastern Style. Tile marks aid in the alignment of tiled sheets.
- 6 Click OK to accept the settings and return to the Print dialog box.

Selecting a printer output tray (Windows only)

For users who print PDF files that contain multiple page sizes on printers that have different-sized output trays, letting the size of the PDF page determine which output tray is used is a useful option.

To set the output tray option:

- 1 In the Advanced Print Settings dialog box, select Output Tray by PDF Page Size to use the PDF page size to determine the output tray rather than the page setup option.
- 2 Click OK to accept the settings and return to the Print dialog box.

Setting Acrobat preferences

You can use preferences to define a default page layout, select a browser for Weblinks, and customize Acrobat in many other ways. General preferences settings are described here. For information on other sets of preferences, see the index.

Note: *These preferences control the Acrobat application on your system; they are not associated with a particular document.*

To open a preferences dialog box:

Choose a category from the Edit > Preferences menu.

To set General preferences:

Choose Edit > Preferences > General, or choose Preferences from the document pane menu. Select one of the features from the list at the left and select preference options for that feature.

Accessibility Defines preferences for customizing color and page layout to make documents easier to read. For information on the specific options, see [“Setting Accessibility preferences” on page 7](#).

Digital Signatures Defines preferences for creating and managing digital signatures. For information on the specific options, see [“Digitally Signing PDF Files” on page 39](#).

Display Defines preferences for the appearance of pages within Acrobat. The display options are the following:

- Default Page Layout sets a page layout used for scrolling when you first open a document. You can display pages one at a time as you scroll, continuously one above the next, or continuously side by side.
- Page Units specifies a unit of measure for displaying page size in the status bar, Crop dialog box, and Info palette.
- Application Language sets a language for the Acrobat user interface. The pop-up menu shows the languages you installed with Acrobat. If you choose a different language, the change takes effect the next time you start the application.
- Use Greek Text Below displays text below the designated point size as gray lines (or *greeked text*) to speed display time.
- Display Page To Edge eliminates the thin white border that is displayed around the edge of PDF pages created by some applications. If you do not select this option, pages are printed with a white border, as defined by the printer driver.
- Smoothing smooths the edges of text and monochrome images to minimize the contrast between the background and the text or image. This sometimes improves the quality of the display on-screen, especially with larger text sizes. You can choose to smooth text, line art, and images.
- Use CoolType lets you adjust your Acrobat's text display to work optimally with your monitor. When you choose this option, you must also calibrate CoolType by clicking Configure CoolType and choosing the text sample that looks the best.
- Default Zoom sets the magnification level for PDF documents when they are first opened. This affects only documents that have Default set for their magnification in Document Properties > Open Options.
- Max "Fit Visible" sets the maximum magnification level for the Fit Visible view and for viewing articles..

Forms Defines preferences for the appearance and functionality of forms.

Full Screen Defines preferences for the appearance and navigation of documents when Acrobat is in the Full Screen mode. For information on the specific options, see "[Reading documents in Full Screen view](#)" on page 18.

Identity Defines preferences for personal information used for authorship and digital signatures.

JavaScript Defines preferences for enabling JavaScript in Acrobat.

Options Defines preferences for opening Acrobat, Web browsers, and other application preferences. The preference options are the following:

- Display PDF in Browser displays any PDFs opened from the Web in your default browser. If this option is not selected, the PDFs will open offline, in Acrobat.
- Check Browser Settings checks your browser settings for compatibility with Acrobat each time Acrobat is launched.
- Allow Fast Web view displays PDFs from the Web one page at a time. If this option is not selected, the entire PDF will download before it is displayed.
- Allow Background Downloading allows a PDF document to continue downloading from the Web, even after the first requested page displays on-screen in a Netscape Navigator-compatible browser. If you do not select this option, only the requested

page downloads to your computer, and other pages are downloaded as you request them.

- Display Splash Screen At Startup shows the splash screen each time Acrobat is launched.
- Certified Plug-ins Only loads only Adobe-certified third-party plug-ins. This option may be required if you are using the Web Buy feature. If you change this option, you must restart Acrobat by clicking Relaunch in the General Preferences dialog box.
- Use Page Cache places the next page in a buffer even before you view the page in Acrobat. This reduces the amount of time it takes to page through a document.
- Use Logical Page Numbers allows you to set page numbering in a PDF document using the Document > Number Pages command. You typically do this when you want PDF page numbering to match the numbering printed on the pages. A page's number, followed by the page position in parentheses, appears in the status bar and in the Go To Page, Delete Pages, and Print dialog boxes. For example, if the first page in a document is numbered "i", it might appear as "i(1 of 10)". If this option is not selected, Acrobat ignores page numbering information in documents and numbers pages using arabic numbers starting at 1.

Note: You will get unexpected results from the Go Back command in your Web browser if you do not select this option. For example, if you link to another document from a partially downloaded PDF document and then want to return to that document by using Go Back, you return to the first page of the PDF document, even if you were not on the first page. This option should alleviate most cases of unexpected Go Back behavior in your Web browser.

- Allow File Open Actions and Launching File Attachments warns you of security risks when you open a file in another application from a link in a PDF document and gives you a chance to cancel the operation. If this option is not selected, links to files in other applications are disabled.
- Open Cross-Document Links In Same Window opens linked PDF documents and views in one window to minimize the number of windows open in Acrobat. If you do not select this option, a new window is opened for each new Go To View link. If a linked document is open when a Go To View link to it from another document is activated, the document remains open in a separate window.

Note: To override this setting, either selected or deselected, you can press Ctrl (Windows) or Option (Mac OS) when clicking a link.

- Skip Editing Warnings disables warning boxes when you delete notes, links, pages, thumbnails, bookmarks, and other items in PDF documents.
- Save As Optimized for Fast Web View restructures a PDF document to prepare for page-at-a-time downloading (byte-serving) from Web servers. With page-at-a-time downloading, the Web server sends only the requested page of information to the user, rather than the entire PDF document. If this option is not selected, the entire PDF will be downloaded before it is displayed.
- Reset All Warnings causes any warnings you have disabled to be redisplayed on start-up.

Self-Sign Security Defines preferences for security signatures and alerts. For information on the specific options, see ["Setting Acrobat Self-Sign Security preferences" on page 51](#).

Spelling Allows you to choose whether to underline misspelled words, and define a color for underlining, and select language dictionaries.

Update Defines how often to check for updates to Acrobat 5.0 and Acrobat Web Services, and allows you to check for updates instantly.

Web Buy Defines preferences for purchasing and viewing electronic books from the Web. For information on the specific options, see [“Setting your Web Buy preferences” on page 52](#).

PDF Forms

Adobe Acrobat Approval makes it easy for you to fill in and submit electronic PDF forms.


Adobe Acrobat's ability to import and export form data also makes it possible for a user to populate different forms with the same set of data. A user can enter commonly requested information, such as name, address, phone number, and so on, just once, and then use the data again and again to fill out different forms.

Filling out forms

You can fill out forms in Acrobat and submit them across the Web if you are filling them out from inside a Web browser.

With Acrobat, you can also print the form or export the form data to a separate file. Exporting form data allows you to save the existing data, or to transport it with an alternative method such as e-mail.

To fill out a form:

- 1 Select the hand tool .
- 2 Position the pointer inside a form field, and click. The I-beam pointer allows you to type text. The arrow pointer allows you to select a button, a check box, a radio button, or an item from a list.
- 3 After entering text or selecting an item, check box, or radio button, do one of the following:
 - Press Tab to accept the form field change and go to the next form field.
 - Press Shift+Tab to accept the form field change and go to the previous form field.
 - Press Enter (Windows) or Return (Mac OS) to accept the form field change and deselect the current form field.

In a multiline text form field, Enter or Return goes to the next line in the same form field. You can use Enter on the keypad to accept a change and deselect the current form field.

- Press Escape to reject the form field change and deselect the current form field.

If you are in Full Screen mode, pressing Escape a second time causes you to exit Full Screen mode.

- 4 Once you have filled in the appropriate form fields, do one of the following:
 - Click the Submit Form button, if one exists. The button may be named differently. Clicking this button sends the form data to a database across the Web or over your company intranet. This button works only if you are viewing the PDF document from inside a Web browser, or you have Web Capture.
 - Choose File > Export > Form Data to save the form data in a separate FDF file. The form itself is not saved. Type a filename, and click Save. Opening the Forms Data Format (FDF) file in an Acrobat viewer automatically opens the associated PDF document containing the form if the files maintain their relative locations.

To clear a form in a browser window:

Do one of the following:

- Select a Reset Form button, if one exists.
- Exit the Acrobat viewer without saving the file, and start again.

Clicking the Reload button or the Go Back button, or following a link in a World Wide Web browser window does not clear a form.

Important: *There is no undo for this action.*

To clear a form in Acrobat:

Choose File > Revert.

Exporting and importing form data

You can export form data from a PDF file and create a new file containing only the form data. The newly created file will be in Forms Data Format (FDF) or in XFDF (for XML-based FDF files) and will be considerably smaller than the container PDF file. The smaller FDF file is useful for archiving or electronically sharing data. You can also import data from this file into another form, if that form has fields with the same names.

File data can be imported from a text file. Each row in the text file must be tab delineated, to create columns as in a table. The first row of the text file is the column names, which correspond to the fields in the form, and each row below that is a cell in the table. When a row of data is imported, each cell becomes the value of the form field that corresponds to the column name.

To export form data to a file:

- 1 Choose File > Export > Form Data.
- 2 Enter a filename, and click Save.

To import form data from a file:

- 1 Choose File > Import > Form Data.
- 2 Select a file, and click Select (Windows) or Open (Mac OS).

Note: *If you import form data from a form that does not match the form you are importing into, only the form fields that match are updated, and those that do not match are ignored.*

To spell check a form:

- 1 Choose Tools > Spelling > Edit Dictionary and choose the language dictionary you want to use from the Language pop-up menu.
- 2 Choose Tools > Spelling > Check Form Fields and Comments.
- 3 Click Start to begin the spell check.

A text string containing an unrecognized word appears in the Not in Dictionary field. Suggested corrections appear in the Suggested Corrections field. To edit the word, do one of the following:

- Edit the highlighted word in the Not in Dictionary section. To undo your change, click Undo Edit. To accept your change, click Change.

- Double-click to select a correction from the list of suggestions.
 - Click Ignore if you don't want to change the unrecognized word, and want to continue with the check.
 - Click Ignore All to ignore every instance of the unrecognized word.
 - Click Add if you want to add the word to your personal dictionary. The Edit Dictionary dialog box appears, allowing you to customize your dictionary by adding or removing words.
 - Click Change to replace the unrecognized word with the one in the Suggested Corrections section.
 - Click Change All to replace every instance of the unrecognized word with the one in the Suggested Corrections section.
- 4** Click Done when you are finished with the spell check.

To set spelling preferences:

- 1** Choose > Edit > Preferences > General and choose Spelling from the list on the left.
- 2** Select Underline misspelled words to have Acrobat underline any unrecognized words as you type in a form field.
- 3** Click Underline Color to select the color used for underlining unrecognized words.
- 4** Select a dictionary from the Available Dictionaries list, and click Add to add it to the bottom of the Dictionary Search List. This list is the order in which the spell checker will go through dictionaries in search of words. The dictionary at the top of the list is the first dictionary searched.
- 5** Select a dictionary from the Dictionary Search List and click Remove to remove it from the list.
- 6** Select a dictionary from the Dictionary Search List and click Up or Down to change its position in the list.
- 7** Click OK.

Distributing Documents in PDF

With its small file sizes, platform independence, and online navigation, PDF is an ideal format for distributing documents electronically. You can e-mail PDF documents to other users directly from Acrobat, or you can distribute the documents on the World Wide Web, an intranet, or a CD.

E-mailing documents from Acrobat

You can send an e-mail message from Acrobat with a PDF document as an attachment.

In Windows, Acrobat uses the Messaging Application Program Interface (MAPI) to communicate with your e-mail application. Most e-mail applications come with a MAPI server to handle this interface. Before you begin, make sure that your e-mail application is working outside Acrobat, and set it up to use its MAPI server. When you choose the Send Mail command in Acrobat, the MAPI server opens a new outgoing message with the current PDF document attached. For information on running the MAPI server and on setting options that affect the attached PDF document, see the documentation that came with your e-mail application.

In Mac OS, you select your mailer of choice from the Default E-Mail Application menu in the E-Mail tab of the Internet Control Panel. If your mailer is not listed in this Default E-Mail Application menu, choose Select from this menu and browse to locate your application of choice. (Be aware that if you select an application that is not listed in the Default E-Mail Application menu your application may not be supported by Acrobat.) For information on configuring your mailer, see your mailer documentation.

Note: Netscape Messenger for Mac OS is not supported.

To e-mail a PDF document from Acrobat:

- 1 Open the document you want to attach to an e-mail.
- 2 Choose File > Send Mail.
- 3 If your e-mail application is not open, Acrobat opens it automatically or prompts you to open it.
- 4 Address and write your e-mail message in the new message window. Then click Send. Your PDF document is attached automatically to the e-mail that you send.

Setting security for documents

You can limit access to an Adobe PDF document by setting up passwords and by restricting certain features, such as printing and editing. When a document has restricted features, any tools and menu items related to those features are dimmed.

A document can have an open password and an owner password. If the document has both types of passwords, it can be opened with either one, but you can set or change the restricted features only with the owner password.

Note: *If you forget a password, there is no way to recover it from the document. It's a good idea to store passwords in another secure location in case you forget them.*

Acrobat uses the RC4 method of security from RSA Corporation to secure PDF documents.

To set security for a document:

- 1 Choose File > Document Security.
- 2 In the Document Security dialog box, choose Acrobat Standard Security for the security method.
- 3 If necessary, click Display Settings to check the current security settings.
- 4 If necessary, click Change Settings to edit the security settings.

Viewing Document Metadata

In Acrobat 5.0, Adobe PDF files contain Document Metadata in XML format. This Document Metadata contains (but is not limited to) information that is also in the Document Properties. Any changes made in the Acrobat Document Properties dialog box are reflected in the Document Metadata. Because Document Metadata is in XML format, it can be extended and modified using third-party products.

You can copy and paste the Document Metadata XML source code.

To view the Document Metadata:

- 1 Choose File > Document Properties > Document Metadata.
- 2 The Document Metadata dialog box displays all the metadata embedded in the document. (Metadata is displayed by schema—that is, in predefined groups of related information.) The information associated with each schema is visible by default; it can be hidden by clicking the triangle next to the schema name. If a schema doesn't have a recognized name, it is listed as Unknown. The XML name space is contained in parentheses after the schema name.
- 3 To view the XML code, click View Source. You can cut, copy, and paste XML code from the Metadata Source View dialog box. Click OK to return to the Document Metadata dialog box.
- 4 Click OK to close the Document Metadata dialog box, and click Cancel to close the dialog box without making any changes.

Encrypting PDF files

Acrobat Self-Sign Security encrypts PDF files, allowing you to securely share those files with a list of recipients you define. You must have a Trusted Certificate for each recipient to whom you want to send your encrypted file. You can also define the recipient's level of access to the file—for example, whether the recipient can edit, copy, or print the files. You should be sure that the certificate is intended for encrypting PDF files. This will be the case, if the certificate comes from the Self-Sign Security plug-in on the recipient's machine. However, if you import a certificate from any p7c file into Self-Sign list of trusted certificates, the private key that corresponds to this certificate may not be accessible from the recipient's Acrobat program. (See [“Building a list of trusted certificates” on page 50.](#))

You encrypt a PDF file automatically when you create a list of recipients for that file using Adobe Self-Sign Security.

Note: For information on Acrobat Self-Sign, see [“About Acrobat Self-Sign Security” on page 41.](#) For information on Trusted Certificates, see [“Managing user certificates” on page 49.](#)

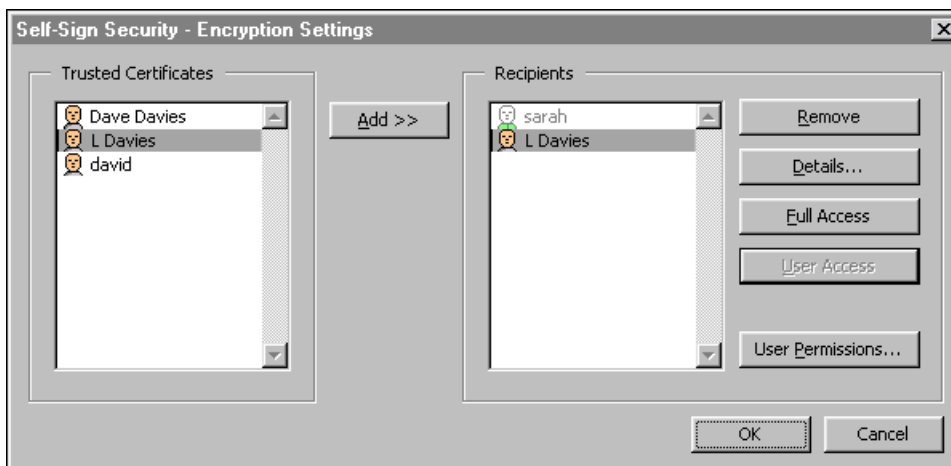
To create a recipient list and encrypt a file:

- 1 With your PDF file open, choose File > Document Security.
- 2 In the Document Security dialog box, choose Acrobat Self-Sign Security for the security handler. Log in if necessary.
- 3 In the Encryption Settings dialog box, create a recipient list for your encrypted file. Select a recipient in the Trusted Certificate pane, and click Add to move that recipient to the Recipients list. Shift-click to highlight contiguous recipients, Control-click to highlight noncontiguous recipients.

Note: You are always defined as a recipient with full access.

To set levels of access for recipients:

- 1 In the Recipients pane of the Encryption Settings dialog box, highlight the recipient or recipients for whom you wish to set levels of access, and click User Access. You can set different levels of access for different recipients, or you can give full access to all recipients.



User access levels

- 2 Click Full Access to give the recipient full access to the PDF file. This gives the recipient general editing, commenting, and form field privileges, the ability to print at any resolution, copying and extraction capabilities, and full content accessibility.
- 3 Click User Access to define a limited level of accessibility, and then click User Settings to set the limits of accessibility in the User Permission dialog box:
 - Enable Content Access for the Visually Impaired to allow document contents to be copied, which is required to support the Accessibility feature.
 - Allow Content Copying and Extraction to let users select and copy the contents of the PDF document. This option also lets facilities that need direct access to the contents of a PDF, such as Catalog, get to those contents.
- 4 Choose an option from the Changes Allowed menu to describe the kind of changes you'll allow users to make on the PDF document:
 - None to prevent users from doing anything with the file, including filling in signature and form fields.
 - Only Document Assembly to let users insert, delete, and rotate pages, and create bookmarks and thumbnails.
 - Only Form Field Fill-in or Signing to let users sign and fill in forms, but not create them.
 - Comment Authoring, Form Field Fill-in or Signing to let users do everything described in the previous options, plus add comments.
 - General Editing, Comment and Form Field Authoring to let users do anything to the document except extract contents, and print.
- 5 Choose an option from the Printing menu to define the level of printing users are allowed:
 - Not Allowed prevents users from printing the document.
 - Low Resolution lets users print, but at a resolution that prevents the user from re-creating the PDF file with different security settings. (Printing may be slower because each page is printed as a bitmapped image.)
 - High Resolution or Fully Allowed allows high-quality vector output to PostScript and other printers that support advanced high-quality printing features, letting users print at any resolution.
- 6 Click OK to implement your settings.

To check a recipient's Trusted Certificate:

In the Recipients pane of the Encryption Settings dialog box, select the recipient, and click Details. Click Close to return to the Encryption Settings dialog box.

To remove a recipient from a distribution list:

- 1 In the Recipients pane of the Encryption Settings dialog box, select the recipient you wish to remove, and click Remove. Shift-click to highlight contiguous recipients, Control-click to highlight noncontiguous recipients.
- 2 Click OK.

To check the security settings on an encrypted document:

- 1 With the document open in Acrobat, choose File > Document Security. In the Document Security dialog box, Adobe Self-Sign is displayed in the Document Secured With text box if the file is encrypted using Adobe Self-Sign.
- 2 Click Display Settings.

To change the security settings for an encrypted document:

- 1 With the document open in Acrobat, choose File > Document Security.
- 2 In the Document Security dialog box, click Change Settings. Follow the instructions for encrypting files and setting levels of access for recipients.

Digitally Signing PDF Files

The digital signatures feature in Acrobat offers much more than the ability to “sign” a document to indicate that you have read and approved it. For example:

- You can digitally sign a document to ensure that any changes you make to the document are preserved. If any changes are made to the document after you sign it, you can roll back to recover the version that you signed.
- You can verify another person’s digital signature to verify that their signature is authentic. The verification process uses a user certificate that the signer makes available to you.
- You can review all the signatures on a document in the Signatures palette, and you can retrieve any signed version of a document.
- You can create different identities (digital signatures) for yourself if you handle documents in more than one capacity.
- You can create a signature that uses or includes a graphic such as your company logo.

The encryption feature also allows you to encrypt a PDF document for distribution to selected recipients. For more information, see [“Encrypting PDF files” on page 36](#).

About using digital signatures

A digital signature, like a conventional handwritten signature, identifies a person or entity signing a document. Unlike traditional signatures on paper, however, each digital signature stores information “behind the scenes” about the person signing and about the exact state of the document when it was signed.

What your signature looks like. A digital signature can have any one of several formats—a handwritten name, a logo or other graphic, or simply text explaining the purpose of the signing. Depending on your signature handler, a signature may even be invisible. (It is important to remember that the appearance of a signature is just its representation on the page and is not the actual electronic signature information.)



Signature formats

- A.** Text signature **B.** Graphic signature
C. Handwritten name signature

Signing a document. Before you can digitally sign a document for the first time, you must choose a signature handler (if you have more than one installed). If you haven't installed any additional signature handlers, Acrobat Self-Sign Security will be used as the default signature handler. If Acrobat Self-Sign Security is your signature handler, you must also create a password-protected profile within the signature handler before you can sign.

Verifying someone else's signature. When you receive a document signed by a third party, you should verify the signature to ensure that the document was indeed signed by that person and has not been altered since it was signed. To verify the signature of a third party, you need to import their user certificate. They can e-mail you their user certificate, or they can store it in a shared folder from which you can copy it. Similarly, if you send a signed document to a third party, you should e-mail them a copy of your certificate so that they can verify your signature. Alternatively, you can put a copy of your certificate in a shared folder.

Checking a document for changes made since it was signed. Once a document is signed, any changes made since the signing are recorded in the Signatures palette. You can track changes made between signings using the Signatures palette or by comparing signed versions of the document.

Selecting a signature handler

The digital signatures feature in Acrobat uses a signature handler plug-in. You add, verify, and manage your signatures using commands and tools in the Acrobat interface, but the signature handler plug-in determines the nature of the signatures—their appearance on the page, the exact information stored in them, and the attributes and method used for their verification. The flexibility of this structure allows you to use whichever signing method your company or regulations require, with Acrobat providing a consistent and convenient front end.

Acrobat comes with the default signature handler Acrobat Self-Sign Security for basic signing purposes. Self-Sign Security is included in the default Acrobat installation. For information on compatible handlers from third-party vendors, see the Adobe Web site (www.adobe.com).

Setting a default signature handler

You set your default signature handler in the Digital Signatures Preferences dialog box.

To set your default signature handler:

- 1 Choose Edit > Preferences > General. Click Digital Signatures in the left pane of the Preferences dialog box.
- 2 Choose a default signature handler. The pop-up menu lists all handlers installed in your Acrobat Plug-ins folder (the default is Acrobat Self-Sign Security).
- 3 Select Verify Signatures When Document Is Opened to determine if signatures will be verified automatically when a document is opened.
- 4 Click OK.

About Acrobat Self-Sign Security

Acrobat Self-Sign Security, the default Acrobat signature handler, provides a quick and easy method of signing documents using a private/public key (PPK) system to verify the authenticity of signatures and the integrity of signed document versions. (This is a direct-trust system.) You can also use Acrobat Self-Sign Security to encrypt PDF files, as described in [“Encrypting PDF files” on page 36](#).

In Acrobat Self-Sign Security, each signature is associated with a profile that contains unique security data—a private key and a public key. The private key is a password-protected numerical value that allows the user to sign a document. The *public key* is embedded in the digital signature and is used to mathematically verify digital signatures when the signatures are verified. The private key encrypts a checksum that is stored with a signature when you sign; the public key decrypts the checksum when you verify. (Acrobat Self-Sign Security uses the RSA algorithm for generating private/public key pairs and the X.509 standard for certificates.)

Because other users must have access to your public key to verify your signature, your public key is contained in a *certificate* that can be shared. (See [“Managing user certificates” on page 49](#).) This system of sharing certificates used by Acrobat Self-Sign Security is referred to as *direct-trust*, which means that you share directly with other users rather than going through a third-party agent.

Note: *Acrobat Self-Sign Security does not include a public-key infrastructure with third-party certification and is not intended to serve all signing purposes. See the Adobe Web site (www.adobe.com) for information on signature handlers with more advanced features.*

Setting up profiles in Acrobat Self-Sign Security

Before you can sign documents with Acrobat Self-Sign Security, you must set up a profile—a password-protected file—containing your name, your password, and other basic attributes. You may want to create more than one profile if you sign documents in different roles.

Creating profiles

Your profile file stores your private key (encrypted), your public key (wrapped in a certificate), your list of trusted certificates (certificates of other users), and a time-out value representing when a password is required for signing. The name of the file is the profile name you provide, plus the extension .apf.

Important: *Always make a backup copy of your profile file. If your profile file is lost or corrupted, or if you forget your password, you cannot add or verify signatures with that profile. (See [“Backing up your profiles” on page 42](#).)*

To create a profile:

- 1 Assuming you are not already logged in to a profile, do one of the following:
 - Choose Tools > Self-Sign Security > Log In.
 - Choose Tools > Digital Signatures > Sign Document. Click OK in the Digital Signatures Alert dialog box, and drag on the page to create a signature box.
 - Select the digital signature tool, and drag to create a signature box.

- 2 In the Log In dialog box, click New User Profile.
- 3 In the Create New User dialog box, enter a name for your user profile. Do not use accented characters or any of the following characters: ! @ # \$ % ^ & *, double quotation marks, and | \ ; < > _ . When you add a signature to a document, this user profile name is the name you'll see in the Signatures palette. It is also the name that will appear in the signature field.
- 4 Enter a password containing at least six characters. You need to enter the same password in both the User Password and Confirm Password text boxes.
- 5 Click OK.
- 6 Click Save. The default location for saving your profile file is the Acrobat Preferences folder (Windows) or the Adobe Acrobat 5.0 folder (Mac OS).
- 7 Do one of the following:
 - Click OK to end the profile creation process.
 - Click User Settings to change the profile's password, and password options, to set the appearance of your signature, to configure picture appearances, or to add certificates to your list of trusted certificates.

Backing up your profiles

Acrobat Self-Sign Security does not automatically back up your profiles. You should create a backup file whenever you create a new profile.

To back up your profile:

- 1 Choose Tools > Self-Sign Security > User Settings. (You must be logged into your profile.)
- 2 In the User Settings dialog box, select User Information in the left panel.
- 3 For Profile File, click Backup. Browse to select a location for your backup file, and click OK (Windows) or Backup (Mac OS).
- 4 Click Close.

Adding graphics to signatures

You can use a picture or a combination of graphics and words as your digital signature. You might want to include your company logo or use an image of your handwritten signature. The amount and type of information that can be contained in a digital signature also means that it can meet legal requirements.

You can also write text on a Palm organizer, store the text as a picture, and then use the picture in a digital signature. Most often, the text is a handwritten signature, but you can also use this feature to create a short handwritten message or a freehand drawing to appear with digital signatures. Acrobat provides an application to use for writing text on your Palm organizer. For information, see the Adobe Web site (www.adobe.com).

To add a picture to a signature:

- 1 Create or import a picture from any authoring application, place the graphic on a page *by itself*, and convert the file to PDF.

When you use the picture in a signature, Acrobat Self-Sign Security copies only the picture out of the page, not the white space around it. Self-Sign Security crops and scales the picture to fit in the signature field.

2 Log in to Acrobat Self-Sign Security as described in [“Logging in to a profile” on page 45](#), and choose Tools > Self-Sign Security > User Settings.

3 Select Signature Appearance in the left pane of the User Settings dialog box, and click New.

4 In the Configure Signature Appearance dialog box, enter a title for the picture. Your current signature is shown in the preview box.

Note: When you sign a document later, you'll select the picture by its title, so use a short title that describes the image accurately.

5 For Configure Graphic, select Imported Graphic and click PDF File.

6 In the Select Picture dialog box, click Browse to locate the file. (Your picture file must be in PDF format.) Click OK (Windows) or Open (Mac OS).

Note: The Palm Organizer button will be grayed out unless Acrobat Self-Sign Security Security detects that Palm Organizer files are present. For information on importing graphics created on Palm Organizers, see the Adobe Web site (www.adobe.com).

7 In the Configure Text panel, select any text items you want to appear with the picture on document pages:

- Distinguished Name to show the user attributes defined in the profile, which may include common name, organization, and country.
- Labels to display labels such as *Signed by*, *Date*, and *Reason* with any text in the signature appearance.

8 Click OK in Configure Signature Appearance, and click Close in User Settings.

To edit or delete a picture:

1 Log in to Acrobat Self-Sign Security as described in [“Logging in to a profile” on page 45](#), and choose Tools > Self-Sign Security > User Settings.

2 Select Signature Appearance in the left pane of the User Settings dialog box.

3 Do one of the following:

- To edit a picture, select the appropriate name in the right pane, and click Edit. You can change the title, select a different graphic, or change the text items, as described in the procedure for configuring a new picture.
- To delete a picture from the configuration file, select the name of the picture in the right pane, and click Delete.

Changing your password options

You can change both your profile password and how and when Acrobat Self-Sign Security prompts for a password.

Changing your password

You can change the password for your user profile at any time. Changing your password does not change your signature.

To change your password:

- 1 Log in to Acrobat Self-Sign Security as described in [“Logging in to a profile” on page 45](#), and choose Tools > Self-Sign Security > User Settings.
- 2 In the User Setting dialog box, select Change Password in the left pane.
- 3 Enter your current password in the old password text box.
- 4 Enter your new password in the New Password and Confirm Password text boxes, and click Apply. Your password must contain at least six characters and may not contain the following characters: ! @ # \$ % ^ & *, double quotation marks, and | \ ; < > _ . You must enter the same password in both boxes.
- 5 Click Apply, and click OK in the alert that appears.
- 6 Click Close.

Changing your password time-out options

By default, your profile is preset to prompt for a password every time you sign a document. You can change it to prompt only after a certain period of time has elapsed or to never prompt for a password.

To change password time-out options:

- 1 Log in to Acrobat Self-Sign Security as described in [“Logging in to a profile” on page 45](#), and choose Tools > Self-Sign Security > User Settings.
- 2 In the User Settings dialog box, select Password Timeout in the left pane.

To change when a password should be required, choose a value from the pop-up menu, and enter your password in the text box. Click Apply, and click OK in the alert that appears. The periods of time in the menu give the amount of time that has passed since you last entered a password while logged in to Acrobat Self-Sign Security in the current session.

Working with signatures

A document in Acrobat can be signed more than once and by more than one person. The first time a document is signed, it is saved in an *append-only* form of Adobe PDF that can be appended to but not altered. Every time the document is signed after that, the new signature and any changes made since the preceding version are appended to the file. When you view a document with more than one signature, you’re viewing the most recent version, but you can open an earlier version in a separate file and compare the two versions to see changes between them.

In Acrobat Approval 5.0, the digital signatures feature enables your signature handler to add digital signatures to PDF files, supports the Signature navigation pane, and gives access to all the signatures in a document.

Important: Because a document is saved in *append-only* form the first time it is signed, you can only append changes to the file (using *Save As*); you cannot do a full save (using *Save*). A full save will invalidate all signatures.

Logging in to a profile

You need to be logged in to your profile before you can sign documents or verify signatures. If you sign a document using the digital signatures feature or the digital signature tool, you will be prompted to log in to your profile (if you have not already done so) before you can sign the document.

To log in to a profile:

- 1 Choose Tools > Self-Sign Security > Log In. (If you are already logged in to a profile, this command changes to Log In As Different User. If you have multiple profiles, use this command to log in to one of your other profiles.)
- 2 Choose a profile. The pop-up menu lists the most recently opened or created profiles. Or click Find Your Profile File, and browse to find a profile.
- 3 Enter your password, and click Log In.
- 4 If an alert appears confirming that you are logged in, click OK. Your Acrobat Self-Sign Security preference settings determine whether this alert appears.

To log out of a profile:

Choose Tools > Self-Sign Security > Log Out <profile name>.

About signature fields

When you sign a document, your signature and the related information are stored in a signature field embedded on the page. A signature field is an Acrobat form field.

Note: *If you're signing an existing field, be aware that the document author may have put duplicates of the field on other document pages. For example, sometimes a field is copied to the same place on every page. You need to sign the field only once, and your signature will appear in all occurrences of the field. This is sometimes done to allow quick initialing of every page in a document.*

Adding signatures to a document

You can sign a document in several ways, both visibly and invisibly. Invisible signatures do not appear in the document, but they are visible in the Signatures palette. (In Acrobat 5.0, invisible signatures are added to the page of the document currently being viewed when the signature is added; in Acrobat 4.0, invisible signatures were added only to the first page of a document.)

Note: *If you delete a page that carries a signature, visible or invisible, the signature is deleted also.*

When you add a signature with Acrobat Self-Sign Security as your signature handler, your signature is verified automatically. Adding a signature does not affect the verification status of existing signatures in the document. For more information on the appearance or status of digital signatures in Acrobat Self-Sign Security, see [“Verifying signatures” on page 47](#).

To sign a document:

- 1 If you are not already logged in to a profile, choose Tools > Self-Sign Security > Log In.
- 2 In the Log In dialog box, choose your profile from the pop-up menu, or click Find Your Profile File and use the browser to find a profile. Then enter your password for the profile, click Log In and click OK.

- 3** If you are logged in to a digital signatures profile, do one of the following:
 - To fill in a signature field, click the unsigned field in the document pane, or select the unsigned field in the Signatures palette and choose Sign Signature Field from the Signatures palette menu.
 - Right-click (Windows) or Control-click (Mac OS) the existing signature field in the palette or document, and choose Sign Signature Field from the context menu.
 - Choose Tools > Digital Signatures > Sign Document, and click OK.
- 4** In the Sign Document dialog box, enter your password in the Confirm Password text box. (You determine how often your password is required in the User Settings dialog box; the default is to require your password every time you sign.) Click Show Options to enter a reason for signing the document. You can either type a reason or choose one from the pop-up menu. Additionally, you can enter a location for the signature, such as your city, state, or country, or the hostname of your computer, and you can add contact information for validation purposes.
- 5** Choose a signature appearance. Standard Text displays the icon with the distinguished name defined in the profile, the date and time of the signing, and the reason for signing. If you have defined a personalized signature, choose it from the pop-up menu. To create a new signature appearance, click New and follow the steps in [“Adding graphics to signatures” on page 42](#). To preview your signature before signing the document, click Preview.
- 6** Click Save. To save the file under a different name, click Save As, enter a filename, specify a location for the file, and click Save.

Note: *Except in your file system (Windows Explorer, for example) you will not have another opportunity to use Save As on the document (because Save As invalidates existing signatures), so you may want to use a name that is not based on a date or a particular version.*

The new signature appears as the last item in the Signatures palette.

Adding signatures to a document in a browser

Signing a document in a browser as opposed to in Acrobat is slightly different. When you sign a document in a browser, only the incremental portion of the file is saved to your hard drive. (You will notice that there is a Sign rather than a Save or Save As button when you sign the document.) To save a copy of the signed document, you must save the copy in the browser to your hard drive.

To sign a document in a browser:

- 1** Select the digital signature tool and drag to draw a rectangle on the document.
- 2** If you are not logged in to a profile, in the Log In dialog box, choose your profile, enter your password, and click Log In. For information on creating a new profile, see [“Creating profiles” on page 41](#).
- 3** If you are already logged in to a profile, click Show Options to enter a reason for signing the document. You can either type a reason or choose one from the pop-up menu. Additionally, you can enter a location for the signature, such as your city, state, or country, or the hostname of your computer, and you can add contact information.
- 4** Click Sign, and click Save in the Save As dialog box.

5 To retain a copy of the signed document, click the Save a Copy of the File button on the toolbar, browse to select a location in which to save the file, and enter a name for the file. You must save the file in this way to retain a copy.

Verifying signatures

When you verify a signature that was added with Acrobat Self-Sign Security, Acrobat can confirm the authenticity of the signature in two ways:

- Acrobat checks to see that the document and the signature have not been altered since the signing.
- If you are logged in to a profile and have the signer's user certificate in your profile's list of trusted certificates, Acrobat compares information in the signature against the certificate to verify the identity of the signer.

You can view a signature's verification status on the document page and in the Signatures palette.

To verify a signature:


- 1** In an open document, do one of the following:
 - Click the signature in the document pane. A dialog box indicates the status of the signature. Click Properties to access the Signature Properties dialog box. Click Verify Identity to check fingerprint information.
 - Right-click (Windows) or Control-click (Mac OS) on the signature, and click Validate Signature. In the Validation Status dialog box, on Windows click Verify Identity (if you are logged in) or Log In (if you are not logged in, and follow the login process); on Mac OS click Properties and click Verify Identity in the Signature Properties dialog box.
- 2** In the Verify Identity dialog box, follow the on-screen instructions for verifying fingerprint information. Click Add to List when you are sure that this is a valid user certificate. (Click Details to see information about the signer.)
- 3** Click OK in the Alert dialog box, and click Close in the Validation Status dialog box to verify the signature.

Clearing signature fields

You can clear a signature field (that is, delete the signature but leave the empty signature field). As with other edits you make to a signed document, this adds another version to the document without altering earlier versions. Another user can roll back to an earlier version to see the original signature.

To clear a signature field:

Do one of the following:


- Select the signature in the Signatures palette, and choose Clear Signature Field from the Signatures palette menu. (Shift-click to add more signatures to the selection.) Or right-click (Windows) or Control-click (Mac OS) the signature in the palette or document pane, and choose Clear Signature Field from the context menu. The signature is removed, and the Signatures palette notes that the document was altered after the last signing. The digital signature icon  in the Signatures palette indicates the presence of the empty signature field.

- To clear all signature fields in a document, choose Tools > Digital Signatures > Clear All Signature Fields.

Tracking digital signatures in the Signatures palette

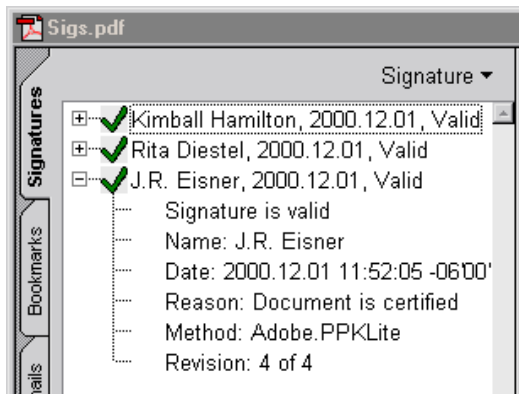
The Signatures palette lists all the signatures in the current document (with their status), in the order they were added. You can collapse a signature to see only a name, date, and status, or you can expand it to see more information.

To show the Signatures palette:

Choose Window > Signatures, or click the security key icon  in the status bar and choose Show Signatures from the security key pop-up menu. The security key menu is available only when a document has signatures or other security properties.


To expand or collapse a signature in the palette:

Click the plus sign (Windows) or triangle (Mac OS) to the left of the signature to expand it. Click the minus sign (Windows) or the rotated triangle (Mac OS) to the left of the signature to collapse it.



Expanded signature

Each signature in the palette has an icon identifying its current verification status. For an explanation of these icons, see [“Verifying signatures” on page 47](#).

If you edit a signed document, the question mark icon  indicates that the document has been modified with the signature in the Signatures palette.

Getting information on signatures

You can open a dialog box to view an explanation of a signature’s verification status, the document version the signature applies to, and information such as date and time of the signing. This dialog box is not editable, but you can copy text from it and click buttons to work with the signature.

To get information on a signature:

- 1 Select the signature in the Signatures palette, and choose Properties from the Signatures palette menu. Or right-click (Windows) or Control-click (Mac OS) the signature in the palette or document pane, and choose Properties from the context menu.
- 2 In the Signature Properties dialog box, do any of the following:

- To verify the signature, click Verify Signature. This also updates information in the dialog box.
 - To view user attributes, verification parameters, and other information on the signature's certificate, click Show Certificate. (See "[Getting information on certificates](#)" on page 50.) This button is available only if the signature has been verified.
- 3 Click Close.

Viewing earlier versions of a signed document

If a document is signed more than once, Acrobat maintains all of the signed versions in a single Adobe PDF file. After the first time a document is signed, and each time the document is signed, a version is saved as append-only to ensure that it will not be altered. All signatures and the versions of the document corresponding to those signatures are listed in the Signatures palette.

To open an earlier signed version:

Select the signature in the Signatures palette, and choose View Signed Version from the Signatures palette menu. Or right-click (Windows) or Control-click (Mac OS) the signature in the palette or document pane, and choose View Signed Version from the context menu.

The earlier version opens in a new Adobe PDF file, with the version information and the name of the signer in the title bar.

Managing user certificates

Your user certificate contains a public key that is used to verify your digital signature. Before other users can verify your signature on documents they receive, they must have access to your user certificate. You should build a list of user certificates that you use often.

Sharing your user certificate

You can share your user certificate with others by exporting your certificate (as an FDF file) to a key file or by e-mailing your certificate directly. Users can also import your user certificate from verified signatures in a document.

To share your user certificate:

- 1 Log in to Acrobat Self-Sign Security, and choose Tools > Self-Sign Security > User Settings.
- 2 In the User Settings dialog box, select User Information in the left pane to verify that your user information is correct.
- 3 Under Certificate, do one of the following:
 - Click Details to verify the information for your user certificate.
 - Click Export to File to save the user certificate in FDF or PKCS#7 format. Browse to specify a location for the key file, and click Save. In the Export Certificate dialog box, make a note of the fingerprint information, and click OK. (You can copy this fingerprint information out of the dialog box.) When other users import your certificate, they'll probably ask you to check this information against the information they receive with the certificate.

- Click EMail to launch your e-mail application and e-mail your user certificate to another user.
- 4 Click Backup to save a copy of your user certificate in another location.
 - 5 Click Close (Windows) or Done (Mac OS) to exit the user profile setup.

Getting information on certificates

You can open a dialog box to view user attributes, verification parameters, and other information on a particular certificate. The dialog box is not editable, but you can copy text from it.

- The distinguished name (DN) is the name, organization, and country that the user provided when they created the profile. In Acrobat Self-Sign Security, the user DN and the certificate issuer DN are the same because a certificate is always issued by the user rather than by a third-party authority.
- The fingerprint information can be compared for two users when importing a certificate to make sure the certificate came from the user it represents. The serial number is a unique number that ensures no two certificates from the same DN can be identical.
- The validation period specifies a span of time in which the certificate is valid. It begins with the date and time the certificate was created.

To get information on a certificate:

- 1 Choose Tools > Self-Sign Security > User Settings. Or if you're not logged in, choose Tools > Self-Sign Security > Log In to log in, and then click User Settings in the alert.
- 2 Do one of the following:
 - To get information on your own certificate, select User Information in the left pane of the User Settings dialog box. For Certificate, click Details.
 - To get information on a certificate in your list of trusted certificates, select Trusted Certificates in the left pane of the User Settings dialog box, select the certificate in the list, and click Details.
- 3 Click Close to exit the dialog boxes.

Building a list of trusted certificates

You can keep a copy of other users' certificates in a list of trusted certificates so that you can verify the signatures of these users on any documents you receive. You add another user's certificate to your list of trusted certificates by importing the certificate from an Acrobat key file or from a PDF document signed by another Self-Sign user.

Important: *The format of the Acrobat key file is specific to Self-Sign Security; you cannot import user certificates from key files created by other applications.*

Acrobat Self-Sign Security provides unique fingerprint information for each certificate to help you ensure the certificate's authenticity when you import it.

To import a certificate from a key file:

- 1 Choose Tools > Self-Sign Security > User Settings. Or if you're not logged in, choose Tools > Self-Sign Security > Log In to log in, and then click User Settings.
- 2 In the User Settings dialog box, select Trusted Certificates in the left pane.

- 3 Click Import from File, use the browser to locate the Acrobat key file with the certificate, and click Open. A key file has the extension .apf or .p7c.
- 4 In the Import Certificate dialog box, note the MD5 Fingerprint and the SHA-1 Fingerprint numbers, and click OK. Confirm with the certificate's originator that the information is correct. If the strings are not correct, the certificate should not be trusted.
- 5 Click Close.

To import a certificate from a signature in a document:

- 1 Right-click (Windows) or Control-click (Mac OS) the signature in the Signatures palette or document pane, and choose Properties from the context menu.
- 2 If the signature is not valid, click Verify Signature. You can import a certificate only from a verified signature.
- 3 In the Signature Properties dialog box, click Verify Identity.
- 4 In the Verify Identity dialog box, note the MD5 Fingerprint and the SHA-1 Fingerprint numbers. Confirm with the certificate's originator that the strings are correct. If the strings are incorrect, the certificate should not be trusted. If the strings are correct, click Add to List.
- 5 Click Close.

To delete a certificate from the list of trusted certificates:

- 1 Log in to Acrobat Self-Sign Security, and choose Tools > Self-Sign Security > User Settings.
- 2 Select the certificate in the Trusted Certificates panel of the User Settings dialog box, and click Delete, and then click OK.

Setting Acrobat Self-Sign Security preferences

You can choose to encapsulate your signature in the standard PKCS#7 format for compatibility with other signature handlers.

To set Acrobat Self-Sign Security preferences:

- 1 Choose Edit > Preferences > General. Select Self-Sign Security in the left pane of the Preferences dialog box.
- 2 Select Use Certificate Message Syntax (PKCS#7 format) Signature to encapsulate signatures in the standard PKCS#7 format rather than leaving them as two separate entries in the PDF file. Select this option if interoperability with signature mechanisms other than Self-Sign Security (that support the PKCS#7 standard) are desired. Selecting this option is recommended.
- 3 Click OK.

Viewing and Buying PDF on the Web

Acrobat 5.0 installs plug-ins that make viewing and buying PDF documents on the Web easier. You can view PDF documents in your browser, or set up Acrobat to work as a helper application when you open or download PDF documents from the Web.

The Web Buy feature lets you buy and download PDF files that have been locked with the Adobe secure PDF technology to protect the copyrights of authors and publishers. Web Buy lets you unlock these files so that you can read and search them on your personal computer. A series of Web pages pops up in your browser to guide you through the process.

Additional functionality is available through online Web services hosted by Adobe Online. These services can be accessed directly from within the Acrobat application, provided you have an Internet connection.

Setting your Web Buy preferences

Sellers of electronic documents may require that the use of a document be tied to a particular computer or storage device. You can specify in the Web Buy preferences dialog box what storage device information you are willing to make available to sellers automatically when you purchase a secure PDF document over the Web. An advisory page will pop up in your Web browser if a seller seeks information other than what you have defined in your Web Buy preferences dialog box.

To set your Web Buy preferences:

- 1 Select Edit > Preferences > General, and select Web Buy from the list on the left.
- 2 Make sure Enable Web Buy is checked.
- 3 Specify which warnings you would like to receive before information is sent to an online seller.
- 4 You may optionally select your preference of storage devices from the Other Identifier 1 and Other Identifier 2 drop-down menus. All devices that are visible to your computer are listed in the drop-down menus.
Note: If you lock a document to a removable media such as a Zip cartridge or Jaz drive, the document is portable. That means you may open and view the document on another computer, provided the specified removable media is present. If you lock a document to your computer, the document can be read only on that machine.
- 5 Enter a path in the text box or click the Choose button to select a default folder in which to store your licensed PDF documents, along with their associated license files.
- 6 Click OK.

About locked PDF files and license files

When you attempt to download or open a PDF file that has been locked, Web Buy will look for a matching license file. The license file is created by the seller and specifies certain security and permission parameters. For example, a seller may restrict printing, copying, or extracting images from a copyrighted document. You can view the security settings for a PDF file by choosing Document Security from the document pane menu or clicking on the key icon in the status bar, and clicking the Display Settings button in the Document Security dialog box. These settings cannot be modified by the user.

If Web Buy is able to locate a valid license file, the locked PDF will be opened for viewing. If a matching license file is not located, a dialog box will be displayed to allow you to manually locate the license file on your computer or go online to obtain a license file to unlock the document.

To find a license file:

- 1 Click Find License and locate the license file. The license file will have the same name as the associated PDF file followed by the extension .rmf.
- 2 Click OK. The PDF will be unlocked and opened.

To obtain a license online:

- 1 Click Go online. Your browser will open to the URL specified in the locked PDF file.
- 2 Follow the on-screen instructions to complete the transaction with the seller or source of the PDF file.

Transacting a purchase using Web Buy

Web Buy is the client (user-end) plug-in that is used to transact with a seller's server and open a locked PDF file. Such a transaction may be initiated in a variety of ways, such as purchasing a PDF directly from an online vendor, or attempting to open a document that has been distributed free, but which requires the purchase or acquisition of a license file to open the document. In any case, a typical transaction includes the following steps:

- 1 In your browser, you will click, Buy, Buy Now, Purchase, or the equivalent.
- 2 The seller's server will send a request to Web Buy to provide the required identifier.
- 3 Web Buy sends the information specified in the Web Buy preferences dialog box to the seller's server.
- 4 If the seller requires additional information, you will be prompted to provide the information. Otherwise, the server will send a license file (.rmf) to the default location you have specified on your computer.
- 5 Web Buy will begin to download the PDF document, and prompt you to save the file.
- 6 When the download is complete, Web Buy will open the document after validating the file against the previously downloaded license file.

It is important to remember that to open the document, the associated license file must be present in the same directory as the document you wish to open. If it is not found, you will be prompted to search for the license file. If the file has been locked using a removable media, the specified media must also be present.

Reconfiguring your Web browser

In Acrobat 5.0, if the Web Buy plug-in determines that your browser settings are configured improperly, you will be prompted to allow Acrobat to change them.

Viewing PDF documents on the Web

You can view PDF documents that are on the World Wide Web or an intranet using a Web browser. Every document on the Web is identified by a unique address called a Uniform Resource Locator (URL). When a PDF document is stored on the Web, you can click a URL link to it to open the document in your Web browser.

Reading PDF documents in a Web browser

PDF documents can display in Web browsers compatible with Netscape Navigator 4.0 (or later) or Internet Explorer 4.5 (or later). The necessary plug-ins are installed automatically when you install Acrobat. For information on getting your browser ready, see [“Installing the Web browser plug-in” on page 55](#).



Note: *Netscape Navigator 6.0 is not compatible with Acrobat’s Web browser plug-in and does not support viewing PDF documents in the browser.*

When you view a PDF document in a Web browser, all of the Acrobat Reader tools are available in the browser.

Note: *Many keyboard commands are mapped to the Web browser rather than to Acrobat, so some Acrobat keyboard shortcuts may not be available in the browser window.*

Searching in a Web browser

Some Web search engines index PDF documents as well as HTML documents on Web servers. And some search engines support PDF search highlighting, although not all search engines that support PDF indexing support search highlighting.

If you visit a Web site that uses a search engine that indexes PDF documents, your search results list may include PDF documents. If the Web site uses a search engine that supports PDF search highlighting, and if you open one of the PDF documents in the search results list, the Highlight Next button  and the Highlight Previous button  activate on the Acrobat command bar in your Web browser. The search term is also highlighted in the document.

To go to the next search hit, click the Highlight Next button. To go to the previous hit, click the Highlight Previous button. These two commands jump across PDF documents, but not across HTML documents.

Enabling Fast Web View

With Fast Web View, the Web server sends only the requested page of information to the user, not the entire PDF document. As a reader of the PDF document, you do not have to do anything to make this happen; it is communicated in the background between Acrobat and the Web server. If you want the entire PDF document to continue downloading in the background while you view the first page of requested information, be sure Allow Background Downloading is selected in the Web Browser Options section of the General Preferences > Options dialog box (default). For more information, see [“Setting Acrobat preferences” on page 27](#).

Setting up Acrobat as a helper application

If your Web browser does not display PDF documents in the browser window, or if you prefer not to view PDF documents in the Web browser, you can set up Acrobat as a helper application in your browser's preferences. Then, when you view a PDF document on the Web, Acrobat will start and display the document. When Acrobat works as a helper application, you cannot use page-at-a-time downloading, form submittal in a browser, or search highlighting on the Web.

To set up your Web browser to recognize PDF files, you must define a MIME type and a file type. The file type should be pdf. The MIME type should be application/pdf. See your browser's documentation for information on configuring it.

If you are using Netscape Navigator 4.0 or later, and you want to use Acrobat as a helper application, rename the PDFViewer plug-in or delete it from the Netscape plug-in folder. The plug-in is named nppdf32.dll (Windows) or PDFViewer (Mac OS).

Note: Netscape Navigator 6.0 does not support using Acrobat as a helper application.

To use Acrobat as a helper application in Windows:

- 1 Choose Edit > Preferences > General, and select Options in the list on the left.
- 2 Deselect Display PDF in Browser, and click OK.

Note: This is not necessary in Mac OS.

Installing the Web browser plug-in

Browsers compatible with Netscape Navigator need the nppdf32.dll file (Windows) or PDFViewer plug-in (Mac OS) to display PDF. When you install Acrobat, this plug-in is automatically installed in the Netscape plug-in folder, if you have Navigator on your system. If you install Navigator after installing Acrobat, or if you're using another browser compatible with Navigator, you can install this plug-in yourself.

Note: Netscape Navigator 6.0 does not support the Acrobat Web browser plug-in.

To install the Web browser plug-in:


- 1 Open the Browser folder (Windows) or the Web Browser Plug-in folder (Mac OS) in the Acrobat folder.
- 2 Copy the nppdf32.dll file (Windows) or the PDFViewer plug-in (Mac OS) to your Web browser's plug-ins folder.

Searching Document Collections

Searching indexes

The Adobe Acrobat Search command allows you to perform full text searches of PDF documents and collections that have been indexed with the Acrobat Catalog feature. The Search command is more powerful and flexible than the Find command. It lets you search multiple documents, and define advanced query criteria. Search is faster than Find because it reads the index rather than the entire document.

To search an index created using Adobe Acrobat Catalog, you first select the indexes to search, define a search query, and view the occurrences of the search term within the documents you selected to review. You can also select the documents to review from those returned by the search. A *search query* is an expression made up of text and other items to define the information you want to find.

 Opening a PDF document associated with an index automatically makes the index searchable.

Selecting indexes

You can search any or all indexes displayed in the Index Selection dialog box. Dimmed indexes are not available for searching.

To add or remove indexes to search:

- 1 Choose Edit > Search > Select Indexes to list the currently available indexes and to add or delete indexes, and then do one of the following in the Index Selection dialog box:
 - To add an index to the available indexes list, click Add, navigate to the index, and double-click on the index file.
 - To remove an index, select the index name, click Remove, and then click OK.
 - To select or deselect an index, select the box for the index, and then click OK. Dimmed indexes are currently unavailable for searching.
 - To view information about an available index, highlight the index name, click Info, and then click OK. The information displayed includes the build date, creation date, number of documents in the index, location of the index, status, and information provided by the builder of the index.

Using the Search command

The Search command allows you to perform a search on indexed PDF documents. You can search for a simple word or phrase, or you can expand your search query by using wild-card characters and Boolean operators. You can use the search options to further refine your search. And if document and date information were provided for the documents you are searching, you can use that information to further narrow your search.

The text that you type in can be a single word, a number, a term, or a phrase. It can be a word, with or without wild-card characters (*, ?), or any combination of letters, numbers, and symbols. Because you can use Boolean operators in the text box, you must enclose any search term that includes *and*, *or*, or *not* in quotation marks. You can also use the operators =, ~, and != with text, but only to perform *exact matches*, *contains*, and *does not contain* searches, respectively. You can use comparison operators (<, <=, >, >=) with values of the same type.

To perform a full-text search:

- 1 Launch Acrobat Approval, and choose Edit > Search > Query.
- 2 Enter the text you want to search for in the Find Results Containing Text box. To clear the Search dialog box and redefine the search, click Clear.
- 3 Select any combination of the search options:
 - **Word Stemming.** Finds words that contain part of (a word stem) the specified search word. It applies to single words, not phrases; does not apply to words that contain wild-card characters (*, ?); finds words that end in *ing*, *ed*, *s*, *ion*, and so on, but not *er*; and cannot be used with the Match Case option. Word Stemming works only for indexes built with this option.
 - **Sounds Like.** Finds different spellings for proper names. It applies to single words, not phrases; does not apply to words that contain wild-card characters; and cannot be used with the Match Case option. Sounds Like works only for indexes built with this option.
 - **Thesaurus.** Finds similar words that appear in the documents you are searching, not necessarily all the similar words you might find in a complete thesaurus. It applies to single words, not phrases; does not apply to words that contain wild-card characters; and cannot be used with the Match Case option.
 - **Match Case.** Limits the results of the search by finding only those documents that contain words with the same capitalization. It can be used with a Boolean expression and with terms that use wild-card characters. Characters matched by wild-card characters can be either uppercase or lowercase.
 - **Proximity.** Limits the results of simple AND searches to one pair of matches per document—the pair closest together. The two matches must be within three pages or fewer of each other. This option is useful for locating a document that concentrates on some topic of interest. Proximity affects relevancy ranking in searches. The closer the matches are within a document, the higher the ranking. Proximity does work with complex AND searches—such as, Hawaii AND (cruise OR fly).

If the search options are not displayed in the Acrobat Search dialog box, restore them by closing the Search dialog box, choosing Edit > Preferences > General > Search (Windows), or Edit > Preferences > Search (Mac OS) and selecting Word Options. Choose Edit > Search > Query to continue. For information on how these options affect your search query, see [“Setting Search preferences” on page 62](#).

- 4 Select Search. The Search dialog box is hidden, and documents that match your search query are listed in the Search Results window in order of relevancy.
 - The results are displayed in the Search Results window. Documents more likely to contain relevant information are listed first on the list. The relevancy ranking of each document is indicated by an icon. The degree of fill in the circle in the icon indicates the probability that the document contains the search information. A solid fill indicates a

high probability that the document contains your search term; an empty circle indicates a low probability that the document contains your search term. When you open a document in the list, you view only pages containing matches. All the matches on a page are highlighted. When you use ordinary search text, the relevancy ranking indicates how frequently the search word appears in the document. This means both in absolute terms and relative to the number of other words in the document.

- When you use a Boolean OR operator between two words or phrases in a search, documents that contain both items have a higher relevancy ranking than documents that contain just one item.
- When you use the Proximity option, the closer the matches are within a document, the higher the relevancy ranking of the document.

5 View the document by doing one of the following:

- Select the document, and click the View button.
- Double-click the document.


6 Click the Next Highlight button or the Previous Highlight button to go to other matches in the document. You can also choose another document to view.

High  Low

Relevancy ranking for search results

Advanced search techniques

You may need to perform searches using advanced criteria and special operators. If your search returns too many matches, none, or information you don't need, you can change how Acrobat searches. This section covers refining, Word Assistant, options, and Boolean operators.

 If you want to keep the Search dialog box small, you can hide (or keep hidden) the options and type in their names in the Find Results Containing Text box. Along with the text box names, you need to use operators such as = (equals) and > (greater than). For the options, type in /st (stemming), /so (sounds like), /th (thesaurus), /ca (match case), or /pr (proximity).

Before you perform a search with one of these techniques, you can preview the type of results you'll receive using the Word Assistant. For more information, see ["Using Word Assistant" on page 59](#). Alternatively, you can redefine the query by typing new text in the Acrobat Search dialog box or by using other techniques to expand the search to include more documents or to limit the search to fewer documents. For more information, see ["Limiting searches" on page 62](#).

Refining searches

If you want to narrow a search, you can refine or confine your search to documents listed in a prior search. For example, you can first search for (and find) all documents by an author, and then define a search query for that subset of documents. The result would be a subset of documents that are authored by the specified author and that contain the search string.

To refine a search:

- 1 Choose Edit > Search > Results to display the Search Results window. Select and show the results of a previous search.
- 2 Choose Edit > Search > Query to open the Search dialog box. Edit or replace the query that produced the first list of documents.

If you used a simple text string for the search query, you might consider refining the search query by using the search options, by including document and date information in the search, or by using Word Assistant. For more information, see [“Using Word Assistant” on page 59](#).

- 3 Press Ctrl (Windows) or Option (Mac OS). The button label changes from Search to Refine.
- 4 Click Refine. This produces a Search Results list of documents that are a subset of the previous list, and that match the new query.

Using Word Assistant

Word Assistant enables you to build a list of terms that will appear when you specify a search using the Sounds Like, Word Stemming, or Thesaurus options. The resulting list shows you if the option you are using is likely to return helpful results. If the list is too long or full of irrelevant words, you can quickly construct a list of words to find by copying words from the Word Assistant dialog box and pasting them into the Search dialog box.

To use the Word Assistant with search options:

- 1 Choose Edit > Search > Word Assistant.
- 2 Click Indexes to check the available indexes or change the selection of indexes.
- 3 In the Index Selection dialog box, select the indexes you want to use, and click OK.
- 4 Select a search option (Sounds Like, Word Stemming, or Thesaurus) from the Assist menu.
- 5 Enter the search word in the Word text box, and click Look Up.

To copy words from the Word Assistant dialog box:

- 1 Choose Edit > Search > Query to open the Search dialog box.
- 2 Choose Edit > Search > Word Assistant, and use the Word Assistant to generate a list of related words.
- 3 Double-click a word to search. The selected word appears in the Word text box.
- 4 Copy the results in the Word text box, and paste them into the Find text box of the Search dialog box.
- 5 Repeat steps 3 through 5 for each word you want to use; separate each pair of words in the Find text box with AND or OR.
- 6 Click Search.

Searching with Document Info and Date Info

If document and date information was provided for the documents you are searching, you can use this information in the Search dialog box to limit your search. For example, you can limit your search to documents authored by one person and created or modified within a given period or on a given date. You can view the document and date information (if any) provided by choosing File > Document Properties > Summary from within the PDF document. If these options are not displayed in the Acrobat Search dialog box, restore them by closing the Search dialog box, choosing Edit > Preferences > General > Search (Windows), or Edit > Preferences > Search (Mac OS) and selecting Document Information. Open the Query dialog box to continue.

To search using Document Info:

In the Search dialog box, enter your search query information in the appropriate title, subject, author, and keywords text boxes. You can use Boolean operators and wild-card characters in these text boxes, with the search text. All documents that contain the value are returned. If the With Document Info text boxes are not displayed in your Search dialog box, choose Edit > Preferences > General > Search (Windows), or Edit > Preferences > Search (Mac OS) and select Document Information. You may see additional custom text boxes in your display, depending on the information supplied for the PDF document.

To search using Date Info:

1 In the Search dialog box, do one of the following:

- Enter a date (month, day, year), or use the Up Arrow and Down Arrow keys to select a value.
- To limit a search to documents created or modified after a specific date, specify the after date, and leave the before date blank.
- To limit a search to documents that were created or modified before a specific date, specify the before date, and leave the after date blank.
- To create a Boolean AND condition, enter the creation and modification dates in the Search dialog box. An AND condition returns only documents created or modified during the specified period.

Searching for phrases, stopwords, numbers, and separator characters

If the indexes do not specify stopwords, you can search for phrases in which they appear. For more information on stopwords, see [“Setting Search preferences” on page 62](#). If your search phrase includes the words *and*, *or*, or *not* used in their ordinary sense (not as a Boolean operator), put the phrase in quotation marks. The search phrase

“once or twice”

finds all occurrences of the phrase *once or twice*, not all occurrences of *once* and all occurrences of *twice* as it would without the quotes.

- If your search phrase includes punctuation (other than an apostrophe) or special characters (such as @ and *), they are ignored. For example, either of the terms

son-in-law, son in law

finds all occurrences of both *son-in-law* and *son in law*.

- If you are unsuccessful in searching for a phrase that includes a common word, it is probably because it is a specified stopword.
- If you are unsuccessful in searching for a term that includes numbers, it is probably because numbers have been excluded from the index. Adobe Acrobat Catalog defines a number to be a sequence of one or more digits (0 through 9), optionally preceded by a minus sign (-), optionally separated by one or more commas (,) or periods (.), and optionally containing a decimal point, which can be a period (.) or a comma (,).
- If you use a separator character in a search term, it is discarded automatically. Separator characters include all symbols, the space character, and punctuation characters except the apostrophe. When indexing a PDF document, Acrobat Catalog uses separator characters to recognize where one term ends and the next term begins.
- If alphanumeric terms are made up of numbers and separator characters, they can also be excluded.

Using Boolean operators

To avoid building inaccurate search queries, follow these guidelines:

- You can use operators in text and Document Info text boxes.
- You can use =, ~, and != with text only to perform *exact matches*, *contains*, and *does not contain* searches, respectively.
- You can use comparison operators (<, <=, >, >=) with values of the same type.
- When NOT is used with either or both of the AND and OR operators, it is evaluated before either the AND or OR. For example, *evolution AND NOT Darwin* finds all documents that contain the word *evolution* but not the word *Darwin*.
- When you combine AND and OR in the same expression, AND is evaluated before OR. For example, *Darwin OR origin AND species* finds all documents that contain *Darwin* or that contain both *origin* and *species*.
- When you use parentheses, you change the default order of evaluation for Boolean operators. For example, *(Darwin OR origin) AND species* finds all documents that contain either *Darwin* and *species* or that contain *origin* and *species*. Parentheses can be nested.
- When you use a literal phrase that contains an operator name, a symbol for an operator name (such as & for AND), or parentheses, the phrase must be enclosed in quotation marks. For example: "cats and dogs" finds all documents that contain the phrase *cats and dogs*, not all documents that contain either the word *cats* or the word *dogs*. The phrase *cats & dogs* also needs quotation marks to be interpreted literally.

In addition to *and*, *or*, *not*, and parentheses, the symbols that require quotation marks are

&	AND
and,	OR
!	NOT

However, search phrases in quotation marks that contain parentheses or vertical bars can produce unexpected results.

Expanding searches

If your search returns too few or no results, you may have to expand the search criteria. Use the Search dialog box, and follow these general guidelines:

- Use wild-card characters in the search text to increase the number of matches for the text.
- Use an asterisk (*) to match zero, one, or more characters; use a question mark (?) to match any one character.
- Use wild-card characters in a term that is part of a Boolean expression.
- Use wild-card characters to specify Document Info text box values. However, you cannot use wild-cards to represent separator characters such as the hyphen (-) and the slash (/).
- Use Boolean expressions in Document Info text box values.
- Use a Boolean OR operator between two words to return documents containing either word.
- Use the Sounds Like, Word Stemming, and Thesaurus options to increase the number of matches for the text.
- Use a comma (,) or vertical bar (|) to separate items in an OR search.

Limiting searches

- Use a Boolean NOT operator before a word or search term to exclude documents containing the word or search term.
- Use an exclamation point (!) as another way to specify a NOT search.
- Use a Boolean AND operator between two words to return only documents containing both words.
- Use the Proximity option to limit AND searches. This specifies that words must be in close proximity to each other—within three pages or fewer.
- Use the Match Case option to exactly match capitalization.

Setting Search preferences

You can change the default settings in the Search Preferences dialog box to add more choices to your Search dialog box, if necessary. For example, if you check Show Fields, a With Document Info section is added to the Search dialog box.

To change search preferences:

- 1 Choose Edit > Preferences > General > Search (Windows) or Edit > Preferences > Search (Mac OS).
- 2 Set the preferences in the dialog box as necessary:
 - Document Information displays Document Info fields. For more information, see [“Searching with Document Info and Date Info” on page 60](#).
 - Word Options displays search word options. For more information, see [“Setting Search preferences” on page 62](#).
 - Date Filtering displays the Date Info fields.
 - Hide Query Dialog on Search hides the dialog box during a search.

- Sort by allows you to specify a sort by Modified, Producer, Score, Subject, or Title.
 - Show First displays a specified number of documents that are the first returned from the search.
 - Hide Results Dialog on Search hides the dialog box when viewing results.
 - Next Highlight allows you to specify highlighting By Page, By Word, or No Highlight.
- 3** Click OK.

Windows Shortcuts

Selecting tools

Tool	Keystroke
Article	A
Hand	H
Link	L
Movie	M
Highlight text	U
Text select tool	V
Zoom in tool	Z
Zoom out tool	Shift + Z
Hidden Text Select tools: column select, graphics select, table select	Shift + V
Graphics Select	G

Navigation

Result	Keystroke
Previous screen	Page Up
Next screen	Page Down
Temporarily select hand tool	Spacebar
First page	Home
Last page	End
Delete/clear	Del
Previous page	Left Arrow
Next page	Right Arrow
Scroll up	Up Arrow
Scroll down	Down Arrow
Show/Hide full screen	Ctrl + L
Go to page	Ctrl + N
Previous page	Left Arrow
Go to Previous View	Alt + Left Arrow
Go to Next View	Alt + Right Arrow
Next page	Right Arrow
First page	Shift + Ctrl + Page Up
Last page	Shift + Ctrl + Page Down
Go to Previous Document	Alt + Shift + Left Arrow
Go to Next Document	Alt + Shift + Right Arrow
First page	Shift + Ctrl + Up Arrow
Last page	Shift + Ctrl + Down Arrow
Next tab in Navigation pane, Next toolbar in menu mode, Next tab in tabbed dialog boxes, Next window in document view	Ctrl + Tab

Function Keys

Result	Keystroke
Help	F1
Show/Hide bookmarks	F5
Next pane	F6
Spell check	F7
Show/Hide toolbars	F8
Find Again	F3
Menu mode	F10
Context menus	Shift + F10
In Navigation pane, goes to document view and leaves Navigation pane open	Shift + F6
Next window	Ctrl + F6
Next secondary window	Alt + F6
Rename	F2
Show/Hide thumbnails	F4
Show/Hide Menu Bar	F9

Editing Documents

Result	Keystroke
Select all	Ctrl + A
Copy	Ctrl + C
Zoom to	Ctrl + M
Open	Ctrl + O
Print	Ctrl + P
Quit	Ctrl + Q
Paste	Ctrl + V
Close	Ctrl + W
Cut	Ctrl + X
Undo	Ctrl + Z

Result	Keystroke
Fit in window	Ctrl + 0
Actual size	Ctrl + 1
Fit width	Ctrl + 2
Fit visible	Ctrl + 3
Zoom-in	Ctrl + +
Zoom-out	Ctrl + -
Previous (search)	Ctrl + [
Next (search)	Ctrl +]
Zoom-in temporarily	Ctrl + Spacebar
Zoom-out temporarily	Alt + Ctrl + Spacebar
Deselect all	Shift + Ctrl + A
Page setup	Shift + Ctrl + P
Save as	Shift + Ctrl + S
Word Assistant	Shift + Ctrl + W

Searching

Result	Keystroke
Find	Ctrl + F
Find again	Ctrl + G
Find first suspect	Ctrl + H
Query	Shift + Ctrl + F
Search results	Shift + Ctrl + G
Previous document (search)	Shift + Ctrl + [
Next document (search)	Shift + Ctrl +]

Document Information and Preferences

Result	Keystroke
Document Summary dialog box	Ctrl + D
General Preferences dialog box	Ctrl + K

Windows

Result	Keystroke
Cascade	Shift + Ctrl + J
Tile horizontally	Shift + Ctrl + K
Tile vertically	Shift + Ctrl + L
Close all	Alt + Ctrl + W

Miscellaneous

Result	Keystroke
Select Indexes	Shift + Ctrl + X

Mac OS Shortcuts

Selecting tools

Tool	Keystroke
Article	A
Hand	H
Link	L
Movie	M
Pencil	N
Highlight text	U
Text select tool	V
Zoom in tool	Z
Zoom out tool	Shift + Z
Hidden Text Select tools: column select, graphics select, table select	Shift + V
Graphics Select	G

Navigation

Result	Keystroke
Previous screen	Page Up
Next screen	Page Down
Temporarily select hand tool	Spacebar
First page	Home
Last page	End
Delete/clear	Del
Previous page	Left Arrow
Next page	Right Arrow
Scroll up	Up Arrow
Scroll down	Down Arrow
Show/Hide full screen	Cmd + L
Go to page	Cmd + N
Previous page	Left Arrow
Go to Previous View	Cmd + Left Arrow
Go to Next View	Cmd + Right Arrow
Next page	Right Arrow
First page	Shift + Cmd + Page Up
Last page	Shift + Cmd + Page Down
Go to Previous Document	Option + Shift + Left Arrow
Go to Next Document	Option + Shift + Right Arrow
First page	Shift + Cmd + Up Arrow
Last page	Shift + Cmd + Down Arrow
Next tab in Navigation pane, Next toolbar in menu mode, Next tab in tabbed dialog boxes, Next window in document view	Cmd + Tab

Function Keys

Result	Keystroke
Help	F1
Show/Hide bookmarks	F5
Next pane	F6
Spell check	F7
Show/Hide toolbars	F8
Find/Find Again	Cmd + F, Cmd + G
Context menus	Control + click
In Navigation pane, goes to document view and leaves Navigation pane open	Shift + F6
Next secondary window	Option + F6
Show/Hide thumbnails	F4
Show/Hide Menu Bar	F9

Editing Documents

Result	Keystroke
Select all	Cmd + A
Copy	Cmd + C
Zoom to	Cmd + M
Open	Cmd + O
Print	Cmd + P
Quit	Cmd + Q
Paste	Cmd + V
Close	Cmd + W
Cut	Cmd + X
Undo	Cmd + Z
Fit in window	Cmd + 0
Actual size	Cmd + 1
Fit width	Cmd + 2

Result	Keystroke
Fit visible	Cmd + 3
Zoom-in	Cmd + +
Zoom-out	Cmd + -
Previous (search)	Cmd + [
Next (search)	Cmd +]
Zoom in temporarily	Cmd + Spacebar
Zoom out temporarily	Option + Cmd + Spacebar
Deselect all	Shift + Cmd + A
Delete page(s)	Shift + Cmd + D
Page setup	Shift + Cmd + P
Save as	Shift + Cmd + S
Word Assistant	Shift + Cmd + W
Rotate Clockwise	Shift + Cmd + +
Rotate Counterclockwise	Shift + Cmd + -

Searching

Result	Keystroke
Find	Cmd + F
Find again	Cmd + G
Find first suspect	Cmd + H
Query	Shift + Cmd + F
Search results	Shift + Cmd + G
Previous document (search)	Shift + Cmd + [
Next document (search)	Shift + Cmd +]

Document Information and Preferences

Result	Keystroke
Document Summary dialog box	Cmd + D
General preferences dialog box	Cmd + K

Windows

Result	Keystroke
Cascade	Shift + Cmd + J
Tile horizontally	Shift + Cmd + K
Tile vertically	Shift + Cmd + L
Close all	Option + Cmd + W

Miscellaneous

Result	Keystroke
Select Indexes	Shift + Cmd + X

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Adobe® Acrobat® Approval 5.0 User Guide for Windows® and Macintosh

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