

Using Adobe Acrobat

This document contains instructions on creating and working with PDF documents. The first topic contains instruction on converting documents created in MS Word and Corel WordPerfect to PDF (Portable Document Format) using Adobe Acrobat 5.0 and 6.0. After creating the PDF document(s) of your ETD, you can then combine multiple PDF documents into one, and perform a number of different editing functions in the document. The remainder of the topics included here will assist you in these PDF editing tasks. Use the Bookmarks panel to navigate.

[Converting Documents to PDF](#)

[Combining Multiple PDF Documents](#)

[Adding Internal Links to a PDF Document](#)

[Adding Multimedia Elements to a PDF Document](#)

[Editing Text in PDF Documents](#)

[Setting PDF Documents Properties](#)

[Working with Bookmarks](#)

[Working with Page Commands in PDF Documents](#)

Converting Documents to PDF

In order to make your ETD document available to the greatest number of people, it must be converted to a PDF document for online viewing. The following two conversion methods for MS Word documents and a method for Corel WordPerfect documents will be described here.

[Creating PDF Documents from within MSWord](#)

[Creating PDF Documents Manually with Acrobat Distiller](#)

[Creating PDF Documents from within Corel WordPerfect](#)

Creating PDF documents from within Word

The simplest and easiest method of converting a Word document to PDF is the automated process from within Word. When Acrobat 5.0 or 6.0 is installed on a computer that already has Microsoft Office applications installed, a macro named **Acrobat PDFMaker** is automatically installed. The next time you run Word after installing Acrobat, an **Acrobat** easy access menu command appears on the Microsoft Office application menu bar, and two buttons (**Convert to Adobe PDF** and **Convert to Adobe PDF and E-mail**) appear on the toolbar. If you install Word after installing Acrobat, you will need to reinstall Acrobat before you can use the macro.

The **Acrobat PDFMaker** macro allows you to set a variety of job options determining the appearance and functionality of the PDF file. This is particularly important for documents containing graphics. When using the macro, you can create a robust PDF document containing bookmarks, links, comments, or other document information.

Settings made in one conversion session remain the default settings until changed again. Use the following procedures to check and change conversion settings in the **PDFMaker** macro:

1. On the Word menu bar, select **Change Conversion Settings** from the **Acrobat** easy access menu.

2. In the **Settings** tab panel of the PDF Maker dialog box, select the default **eBook** predefined conversion setting from the drop-down menu. Then select **Advanced Settings > General Tab > Compatibility**; from the compatibility options you should usually select Acrobat 5 (PDF 1.4) or below unless you have included multimedia elements (sound or movie clips) using Acrobat 6.0 Professional Edition, then you must set the compatibility option to Acrobat 6.0 (PDF 1.5).
3. In the **Bookmarks** tab panel click the **Bookmark** box for each of the **Heading** elements (Heading1, Heading2, Heading3, etc.) that apply to your document; if you have used the **Title** and/or **Subtitle** elements click the Bookmarks for these as well.
4. In the **Display Options** tab panel click to turn on the **Bookmarks and Page** option under **Document Open Options**.
5. Click **OK** when you have completed setting the conversion options. For more detailed information on specific settings, click **Help** in the **Acrobat PDFMaker** dialog box.

Follow these instructions to convert your document to PDF:

1. Open your ETD document in Word.
2. Choose **Convert to Adobe PDF** from the Word **Acrobat** drop-down menu or click the **Convert to Adobe PDF** button on the application toolbar.
3. In the **Convert to Adobe PDF** dialog box, if **View Result in** is not selected (default), type in a name for your file in the **Save PDF File as** dialog box, and browse to select a location to which the file will be saved.
4. Click the **Save** button; your file will be converted to Adobe PDF. The details of the conversion are listed in the **Progress** dialog box.
5. Search for your newly created PDF file, open it in Adobe Acrobat or Acrobat Reader, and ensure that the conversion process was completed successfully and correctly.

If you selected **View Result** in Acrobat, Acrobat opens automatically and displays your PDF document as a temporary, unsaved file. When you close this file, you are prompted to save it using the **Save as** dialog box. If you do not save the file, Acrobat will delete it and you will lose the PDF file that was created.

If after viewing the generated PDF document you find that it is necessary to add or correct bookmarks, go to the [Working with Bookmarks](#) topic in this document for those instructions.

Creating PDF Documents Manually with Acrobat Distiller

The manual process of converting a document to PDF uses your word processor to print the file directly to Adobe Acrobat Distiller. Distiller converts and saves the file as a PDF document in a moderately simple process. It is helpful if your document is one single file, but if necessary, you can combine PDF files afterwards, using Adobe Acrobat. For further information on this combining process, see the [Combining Multiple PDF Documents](#) instructions in this document. To convert your file to PDF, it should be opened and printed from within your word processor.

Follow these instructions to convert your document to PDF:

1. Once your document has been opened, select **Print** from the **File** menu to open the Print dialog box.
2. In the **Printer** area of the Print dialog box, select **Acrobat Distiller** from the **Name** drop-down menu. This selects **Acrobat Distiller** as if it was a printer, and the file will be sent there automatically. Click **OK**.
3. In the **Save PDF File As** dialog box, browse for the location where you would like the PDF file to be created.
4. Name the PDF file as you would like it to appear after it has been created, and click **Save**.
5. The file is automatically sent to Acrobat Distiller and the PDF file is generated. Search for your newly created PDF file, open it in Adobe Acrobat or Acrobat Reader, and ensure that the conversion process was completed successfully and correctly.

If after viewing the generated PDF file, you find that it is necessary to add or correct bookmarks, go to the [Working with Bookmarks](#) topic in this document for those instructions.

Creating PDF Documents from within Corel WordPerfect

The instructions here assume you are using Corel WordPerfect 10, which has the **File** menu option **Publish to PDF** built into the product. This function makes it very easy and quick to create a PDF document from your WP document.

Follow these instructions to convert your WP document to PDF:

1. With your ETD document open, choose **Publish to PDF...** from the **File** menu.
2. In the **Publish to PDF** dialog box under the **General** tab click the **Browse** button to locate the folder in which you wish to save the PDF document, and correct or enter the name you wish for the file.
3. You need not change any of the other options on the **General** tab or on the **Object** tab.
4. On the **Document** tab you should click **Bookmarks** in order to have bookmarks as well as page text displayed on each document page.
5. The options on the **Advanced** tab may be left as the defaults appear.
6. Click **OK** to generate the PDF file, which may take a minute or so.
7. Locate and open the generated PDF file in Adobe Acrobat or Acrobat Reader to check it over and ensure that the conversion process was completed successfully and correctly.

If after viewing the generated PDF document, you find that it is necessary to add or correct bookmarks, go to the [Working with Bookmarks](#) topic in this document for those instructions.

Combining Multiple PDF Documents

It may be necessary, because of formatting issues, to create multiple (2 or more) PDF documents of your ETD. However, before submitting your ETD these multiple PDF documents of your ETD must be combined into a single PDF document. To perform this kind of editing of PDF documents you must be using Adobe Acrobat 5.0 or 6.0 (NOTE: This editing cannot be done with Adobe Acrobat Reader.)

To combine multiple PDF documents into one document:

1. Choose **Create PDF > From Multiple Files** from the **File** drop-down menu, or click the **Create PDF** button on the toolbar and choose **From Multiple files**.
2. In the Create PDF from Multiple Documents dialog box, do any of the following:
 - Click **Browse** (Windows) or **Choose** (Mac OS) to locate the first file to be converted. Double-click the file, or Ctrl-click (Windows) or Command-click (Mac OS) to add multiple files from the same directory.
 - Select **Include All Open PDF Documents** to automatically add all open PDF files to the list of files to combine.
 - Select **Include Most Recent List of Files to Combine** to add the files combined the last time the command was used.
3. To move a file up or down the file list, select the filename and click **Move Up** or **Move Down** as needed. You can also drag files within the list. Files are converted and consolidated in the order shown in this list. To remove a file from the file list, select the filename and click **Remove**.
4. When you have added all the files to be converted and have the files in the desired sequence, click **OK** to convert and consolidate the files into one PDF file. When the conversion is complete, the consolidated PDF file opens. You can name and save the consolidated PDF file using the **File > Save As** command.

An alternative method of combining multiple PDF documents into one is to use the **Insert Pages** command from the **Document** drop-down menu as described in the [Insert Pages](#) topic elsewhere in this document.

Adding Internal Links to a PDF Document

To create an internal hyperlink in a PDF document do the following:

1. Navigate to the section in the document where you want to create a link.
2. Select the **Link Tool** from the toolbar. The pointer becomes a cross hair (+).
3. Press the **Ctrl** key and select the target text with the I-beam. This allows you to fit a link rectangle exactly around the selected text. With the **Text Select** tool cross hair (+) you can also drag the mouse over the text to create a marquee.
4. In the **Create Link** dialog box, choose the rectangle type (visible or invisible).
5. Select a **Highlight Option** for when the link is selected (none, invert, outline or inset).
6. Choose an **Action Type**, which should usually be the default, **Go to View**.

7. Navigate down in the document to the page containing the text of the link target.
8. Click on the **Set Link** button.

Adding Multimedia Elements to a PDF Document

In order to add multimedia elements (images, sounds, videos or movies, slide shows, etc.) to a PDF document you must be using Adobe Acrobat 6.0 Professional Edition; this cannot be done with Acrobat 6.0 Standard Edition or with Acrobat 5.0 or less. Adding multimedia elements to a PDF document involves embedding or integrating the elements into the document, and does not involve simply creating a link to an external multimedia file, which is not allowed in ETDs.

[Adding Sound to a PDF Document](#)

[Adding Movies to a PDF Document](#)

[Adding a Multimedia Presentation to a PDF Document](#)

Adding Sound to a PDF Document

You can add sound to a document in a variety of ways, including with images, buttons, when a page opens, or when a page closes. Acrobat 6.0 Professional Edition now supports sounds for all popular formats including MP3. When you add a sound to an Acrobat PDF document, you can choose to embed the sound in the document, which saves the sound with the document rather than in a separate sound file. With ETD submissions only a single PDF file is allowed, thus, all multimedia elements must be embedded.

When you add sound to a PDF document you can use the **Sound** tool to define an active area of the document that, when clicked, plays a sound. When you use the **Sound** tool, you enable the viewers to play a sound on demand by clicking the active area with the **Hand** tool. To add a sound to a PDF document using the **Sound** tool, follow these steps:

1. Navigate to the page to which you want to add the sound file.
2. Choose **Tools > Advanced Editing > Sound Tool**. Alternatively, select the **Sound** tool from the **Advanced Editing** toolbar, whose icon looks like a speaker.
3. Click and drag a rectangle inside the document to define the active area that will play the sound when clicked. This opens the **Add Sound** dialog box.
4. In the **Content Settings** section, click a radio button to choose **Acrobat 6 Compatible Media**. If you select the **Acrobat 5 (and Earlier) Compatible Media** you will not be able to embed the sound with the document.
5. Click the **Browse** button to open the **Select Sound File** dialog box; then select the desired sound file and click **Select** to exit the **Select Sound File** dialog box.
6. If you choose **Acrobat 6 Compatible Media**, the **Embed Content in Document** check box is selected by default.

7. In the **Poster Setting** section, choose one of the following options:
Use No Poster – Select this option to accept the default option, and the active area that plays the sound is designated by a border whose attributes you can modify.
Create Poster From File – Select this option, and the browse button becomes available. Click the button and select an image that will designate the active area for the sound file. Note that when you select an image, its dimensions are reconfigured to fit the area you defined with the sound tool.
If you use an image as a poster for a sound object, you may have to resize the area to conform to the dimensions of the image by clicking the poster with the **Sound** tool or **Select Object** tool and then dragging the handles around the perimeter of the object until the image is no longer distorted.
8. Click **OK** to finish adding the sound to the document and close the **Add Sound** dialog box.

You can have a sound play when an image is clicked. This is useful when you want to augment an image with a pre-recorded narration or perhaps a song. If you do not already have an image in your document with which you wish to augment, you can copy and paste an image into your PDF document using the following steps:

1. In any application that contains an image (such as Adobe Photoshop), select the image, and then choose **Edit -> Copy**. If using an image in another PDF document, use the **Select Image** tool to select and copy the image.
2. Open the PDF document in which you want to past the image, and choose **Paste Clipboard Image** from the **Attachments** menu on the **Commenting** toolbar.
3. Click the location in the PDF document where you want the image to appear.
4. Do any of the following:
 - Using the **Hand** tool, drag the image to move it, or drag one of its handles to resize it.
 - To change the properties, right-click (Windows) or Control-click (Mac OS) the image, and then choose Properties.
 - To delete the image, right-click (Windows) or Control-click (Mac OS) the image, and then choose **Delete Comment**.

To have a sound play when an image is clicked, follow these steps:

1. Select the **Sound** tool and create a hotspot around the image.
2. Choose **Invisible Rectangle** for the **Appearance Tab**.
3. From the **Actions Tab**, choose the mouse Trigger you wish.
4. Choose **Play-A-Sound**.
5. Select the sound you want to play when the image is clicked.

Another method you can use to add sound to your PDF document is to create a button using the **Button** tool (**Tools** -> **Advanced Editing** -> **Forms** -> **Button Tool**), and then assign a sound to it. You can assign a sound to the **Mouse Enter** event to alert viewers that the button warrants their attention or you can assign the sound to the **Mouse Down** event, which alerts the viewers that the button has successfully been clicked.

You can also play a sound when a page opens or closes. Depending on the type of presentation you create, you can have a short musical piece play when a page opens or have a vocal introduction. This is done by adding actions to page Bookmarks and Thumbnails using the **Properties** dialog box. To add page open or close action options follow these steps:

1. To open the **Properties** dialog box, select the **Bookmark** or page **Thumbnail** whose properties you want to set or edit, right-click (Windows) or Control-click (Mac OS), and choose **Properties**.
2. Leave the **Appearance** options as the default; Click the **Actions** tab.
3. Add an Action from the **Select Action** drop-down list; select “**Go to a page in this document**” if you wish to play an audio clip when the current page opens. Click **Add** to add your selection to the **Actions** box.
4. If you wish to edit an action, select the action in the **Actions** box, then click the **Edit** button. The only applicable option is “**Use Page Number**” where the page number is specified. You can also select a different **Zoom** option from the drop-down list if you wish, then click **OK**.
5. Do any of the following and then click **Close**.
 - To delete an action, select the action, and click **Delete**.
 - If you defined more than one action for a behavior, and if you want to reorder the actions, select the action, and then select the **Up** or **Down** button.

Adding Movies to a PDF Document

You can add movies to your PDF document by using the **Movie** tool. With Adobe Acrobat 6.0 Professional Edition you can embed the movie in the document, and can specify different renditions of the movie using different formats; for example, one rendition in the WMV format for Windows Media Player and another rendition in the MOV format for the QuickTime Player. See the Adobe Acrobat 6.0 Professional Edition documentation for instruction on adding and editing renditions.

By default, Acrobat 6.0 Professional Edition will snap the movie window to the size of the movie and use the first frame of the movie as a poster in the document. To add a movie to a PDF document, do the following:

1. Navigate to the page to which you want to add the movie file.

2. Choose **Tools > Advanced Editing > Movie Tool**, or select the **Movie** tool from the **Advanced Editing** toolbar, whose icon looks like two frames of film.
3. Click and drag inside the document to specify the position in which the poster frame of the movie will appear. By default Acrobat snaps the activation area to the dimensions of the movie. This opens the **Add Movie** dialog box.
4. In the **Content Settings** section, choose **Acrobat 6 Compatible Media** (the default). If you select the Acrobat 5 (and earlier) compatibility, the options to embed the movie in the document and create a poster from file are no longer available.
5. Click the **Browse** button to open the **Select Movie File** dialog box; then select the desired movie file and click **Select** to exit the **Select Movie File** dialog box.
6. Deselect the default **Snap to Content Proportions** option if you want to manually resize the movie. The **Embed Content in Document** option must be checked.
7. In the Poster Setting section, choose one of the following options:
Use No Poster – Select this option to displays a rectangular border that defines the activation area of the movie.
Retrieve Poster From Movie – Select this option (the default) to display the first frame of the movie to signify the activation area for the movie.
Create Poster From File – Select this option to activate the browse button that, when clicked, enables you to choose a supported file type that will be displayed as the activation area for the movie. The selected file snaps to the dimensions of the movie if you have not deselected the **Snap to Content Proportions** option.
8. Click **OK** to finish and close the **Add Movie** dialog box. Acrobat adds the movie to the document and displays a poster according to the options you selected.

Adding a Multimedia Presentation to a PDF Document

You can use Adobe Acrobat 6 Professional Edition to create a multimedia presentation or automated slide show in a PDF document by including images, sound, video clips, Flash SWF movies, etc. in your PDF document presentation.

If you have a PowerPoint presentation that you wish to include in a PDF document, the quickest and easiest method is to do the conversion from within PowerPoint. You can also convert Microsoft Excel spreadsheets to PDF documents using this same procedure. The computer you use must have had Adobe Acrobat 6 Professional Edition installed on it after the Microsoft Office installation. To convert a PowerPoint presentation or Excel spreadsheets to PDF format do the following:

1. Choose **Adobe > Change Conversion Settings** to access the Acrobat PDFMaker dialog box.
2. Modify the conversion settings to suit the intended destination of the converted PDF file.
3. Click **OK** to close the dialog box.
4. Click the **Convert to Adobe PDF** button, or choose **Adobe PDF > Convert to Adobe PDF**.

After converting a PowerPoint presentation or Excel spreadsheet to PDF you can enhance it with Acrobat features, such as adding hyperlinks, setting display time intervals between each slide/page in the presentation, etc.

If you wish to create a multimedia presentation in a PDF document without the use of PowerPoint or Excel, you can use Adobe Acrobat 6 Professional Edition to add multimedia elements (including images, sound, video clips, Flash SWF movies, etc.) directly to PDF documents. To automate such a slide show presentation you can use the *setInterval* JavaScript object. Follow these steps to set the interval between each page of the presentation:

1. To assemble the images/elements you want to present, choose **File > Create PDF > From Multiple Files** to open the **Create PDF From Multiple Documents** dialog box and select the files to be assembled as separate pages of the PDF document.
2. In the **File To Combine** window, arrange the files in the order in which they will appear and then click **OK** to convert the files to a PDF document.
3. In the **Pages** tab, select the first thumbnail, right-click (Windows) or CTRL-click (Macintosh), and then choose **Properties** from the **Context** menu. When the **Page Properties** dialog box appears, click the **Actions** tab. **Page Open** is selected by default.
4. Click the triangle to the right of the **Select Action** field and choose **Run A JavaScript**.
5. Click the **Add** button to open the **JavaScript Editor** dialog box.
6. Enter the following code in the **Create And Edit JavaScript** text window:

```
var interval = app.setInterval("this.pageNum = this.pageNum + 1;", 3000);
```
7. Click **OK** to close the **JavaScript Editor** dialog box, and then click **Close** to exit the **Page Properties** dialog box and assign the action to the page.
NOTE: Before going to the next step below, take a look at the JavaScript code in step 6 above. A variable named *interval* is created and set equal to the *setInterval* method of the *app* object. The *setInterval* method is used to pause the application for a certain amount of time, in this case 3000 milliseconds, which is equal to 3 seconds. The code in quotation marks executes after the interval has passed. In this case, it increases the value of *pageNum* property of the document by 1, which advances the document to the next page. The code will continue to execute every three seconds until you stop the code by clearing the interval.
8. In the **Pages** tab, select the thumbnail for the last page in the document and then right-click (Windows) or CTRL-click (Macintosh) and choose **Properties** from the **Context** menu. When the **Page Properties** dialog box appears, click the **Actions** tab. **Page Open** is selected by default
9. Click the triangle to the right of the **Select Action** field, choose **Run A JavaScript** from the drop-down menu, and then click the **Add** button to open the **JavaScript Editor** dialog box.
10. Enter the following code in the **Create And Edit JavaScript** window:

```
app.clearInterval(interval);
```
11. Click **OK** to close the **JavaScript Editor** dialog box. You now need to specify which document will open next

12. Click the triangle to the right of the **Select Action** field, choose **Open File**, and then click the **Add** button to open the **Select File To Open** dialog box.
13. Select the file that you want to open after the presentation plays: Click **Select** to select the file and exit the **Select File To Open** dialog box, and then click **Close** to exit the **Page Properties** dialog box.

When you use JavaScript, you can control the amount of time each page of the presentation is displayed. To increase or decrease the interval time, enter a new value in Step 6, remembering that 1 second equals 1000 milliseconds and that you can precisely control the amount of time each page is displayed.

At the end of the document, you can create two buttons: One to replay the show and one to exit. For the **Replay** button, use the **Execute Menu Item** action and choose **View > Go To > First Page**; for the **Exit** button, use the **Execute Menu Item** action and choose **File > Close**.

To enhance your multimedia presentation you can create a menu with multi-state rollover buttons (using the **Button** tool) that play sounds, trigger movies, and much more. You can spice up your presentation by adding interactivity to the Navigation menu buttons. You can add additional interactivity to the button by assigning multiple actions.

Editing Text in PDF Documents

You can perform last-minute corrections to PDF documents using the **Touchup Text** tool. You can choose from a variety of properties to apply to selected text, including font size, embedding, color scale, baseline shift, tracking, word spacing, and line alignment.

Acrobat offers the following features for touching up text:

- **Ctrl-click** (Windows) or **Option-click** (Mac OS) creates a new empty line of text at the location where you clicked in the document. This feature is for horizontal text only.
- A single level of **Undo** is now available with touchup text.
- The **Embed** check box allows you to quickly remove embedding from any embedded font by selecting it.
- The Touchup Text tool edits text on rotated lines in the same way as it edits text on horizontal lines.
- The Touchup Text tool edits text using vertical fonts in the same way as it edits text using horizontal fonts. The baseline shift for vertical fonts is left and right, instead of up and down for horizontal fonts.

While you can use the touchup text tool to edit text, you can only do so one line at a time. As a result, editing large sections of text can be a slow and laborious task. In general, you should reserve use of the touchup text tool for minor text edits in a PDF document. For extensive revisions, you should edit the document in the original document creation program and then regenerate the PDF file. You may choose to regenerate only the corrected pages and insert these corrected PDF pages into the document that needs to be corrected. You can delete, insert, extract or replace specific pages in the PDF document by using the **Document** dropdown menu as described in the [Working with Pages Commands in PDF Documents](#) topic elsewhere in this document.

To use the touchup text tool:

1. Select the **Touchup Text Tool**.
2. Select the text you want to change, one line at a time. **Note:** Cut, Copy, and Paste commands work on touchup text selections. The **Select All** command selects all characters in the currently active line.
3. Type in the corrected text, or choose **Tools > TouchUp > Text Attributes** to change the properties of the selected text. If you change the text attributes when more than one line of text is selected, only the first line of text is changed.
4. Set the appearance of the text:
 - Select a font from the **Font** menu. You can select any font installed on your system or any font that has been fully embedded in the PDF document.
 - Enter a size in the **Point Size** box.
 - Choose a fill color from the pop-up menu, or click **More Colors** to bring up the **Custom Color** dialog box.
 - Choose an outline color, or click **More Colors** to bring up the **Custom Color** dialog box from which you can choose a color.
5. Set the **Scale**, **Baseline shift**, **Tracking**, and **Spacing** options:
 - Enter a value to change the horizontal scale in the horizontal scale box. The horizontal scale specifies the proportion between the height and the width of the type.
 - Enter a value to offset the text from the baseline in the offset box. The baseline is the line on which the type rests.
 - Enter a value to set tracking in the tracking box. **Tracking** inserts uniform spacing between more than two characters in selected text.
 - Enter a value to set word spacing in the word spacing box. **Word spacing** inserts uniform spacing between two or more words in selected text.
6. Set the text alignment options:
 - Select the alignment icon for left justified, right justified, center justified, or uniformly justified.

- Enter a point value in the indent right box, or indent left box to move the line a specified amount to the left or right. Type your corrections.

You can automatically fit new text into a specified space within a text line by using the **Fit Text to Selection** command. To fit type into a text selection area:

1. Select the **Touchup Text Tool**, and select a line of text.
2. On Windows, choose **Fit Text to Selection** from the context menu; on Mac OS, choose **Tools > Touchup > Fit Text to Selection**.
3. Type in the new text. The new text will stretch or condense to fit the area of the originally selected text without disturbing the spacing of the other text on the line.

To shift a line horizontally:

1. Select the **Touchup Text Tool**, and select the line of text you want to modify.
2. Choose **Tools > TouchUp > Show Line Markers** (default selection). Selecting this command again toggles it off or on, depending on the current state.
3. Drag the markers to the left or right.

You can also adjust the margins of a line using the **Text Attributes** dialog box. Margin values in the **Text Attributes** dialog box are relative to the page boundaries. The line markers that appear depend on the selected alignment mode.

Setting PDF Documents Properties

The only document property that need be set in the PDF document for ETDs is the **Show** document option of the **Initial View** options. The **Show** option determines which panels and tabs are displayed in the application window by default. The **Bookmarks Panel and Page** option opens the document panel and the Bookmarks tab. This option should always be set so that users are immediately aware of the document navigation available through the Bookmarks panel, which is or should be identical to the document Table of Contents. To set the **Bookmark Panel and Page** option, do one of the following:

- For Acrobat 5.0 select **Document Properties** from the **File** menu, then **Open Options > Initial View > Bookmarks and Page**.
- For Acrobat 6.0 select **Document Properties** from the **File** menu, then **Initial View > Document Options > Show > Bookmarks Panel and Page**.

The other **Document Options** (Page Layout, Magnification and Open to) need not be changed from the default unless there is a special need for the PDF document.

Working with Bookmarks

A bookmark is a type of link with representative text in the navigation pane. Each bookmark in the navigation pane goes to a different view or page in the document. You can use electronic bookmarks as you would paper bookmarks, to mark a place in a document to which you want to go or return. You can also use bookmarks to modify the view of its destination, thus directing your reader's attention where you want it. Bookmarks allow you to jump to the specified topic within a PDF document.

The table of contents of documents created by most desktop publishing programs becomes bookmarks in Acrobat. If the creator of a Word document has utilized Styles correctly, Acrobat automatically generates bookmarks in the PDF using PDFMaker 5.0 and 6.0. The creator of a PDF document can set up additional bookmarks in an existing PDF document manually using the procedures described in this section.

To show the Bookmarks palette do one of the following:

- Click the **Show/Hide Navigation Pane** button, and then click the **Bookmarks** tab, or
- Choose **Window > Bookmarks**.

If Bookmarks were not created automatically in your PDF document when your ETD was converted to PDF, you must create the Bookmarks manually using the Adobe Acrobat 5.0 or 6.0 software (Not Adobe Acrobat Reader). The following sections provide detailed instructions on creating, editing, deleting, nesting and tagging bookmarks.

[Creating New Bookmarks](#)

[Editing Bookmarks](#)

[Deleting Bookmarks](#)

[Creating a Bookmark Hierarchy](#)

[Tagged bookmarks](#)

Creating New Bookmarks

To create a new bookmark in the current document (open your PDF document):

1. Click the **Bookmarks** tab in the navigation panel to bring the **Bookmarks** palette to the front.
2. Click the bookmark under which you want to place the new bookmark. If you don't select a bookmark, the new bookmark is automatically added at the end of the list. If you have no bookmarks yet defined the new bookmark will be added at the top of the panel.
3. Use the **Next Page** and **Previous Page** arrows on the command bar to navigate to the destination in the PDF document to which you want the bookmark to link.
4. Modify the view so it directs the reader's attention to the correct information. You should highlight/select the text you wish to use for the bookmark label (i.e. chapter or section heading). In order to highlight/select text you must be using the **Text Select Tool** from the Acrobat toolbar.

5. Choose **New Bookmark** from the **Bookmarks** palette menu, or select the **Create New Bookmark** icon at the top of the Bookmarks palette.
6. If any text is currently selected in the document, it is used as the bookmark's label. Otherwise, enter the text for the bookmark label, and press **Enter**. Bookmark labels can be up to 128 characters long.
7. To make sure of the correct location, go to another page in the document, and then click on the bookmark to test it.

To create a bookmark to specify an action:

1. Click the **Bookmarks** tab in the navigation panel to bring the **Bookmarks** palette to the front.
2. Choose **New Bookmark** from the **Bookmarks** palette menu or select the **Create New Bookmark** icon at the top of the Bookmarks palette.
3. Type in the text for the bookmark label, and then click outside the text box. You can type in up to 125 characters for a bookmark label.
4. Select the bookmark, and then choose **Bookmark Properties** from the **Bookmarks** palette menu.
5. Select an action type. Follow the on-screen directions.
6. Select options for the color and text style of the bookmark.
7. Click **OK**.

Editing Bookmarks

You can also edit and delete bookmarks. Initially, bookmark destinations are the view you are looking at when you create a bookmark. Although you can set bookmark destinations as you create each bookmark, it is sometimes easier to create a group of bookmarks, and then set the destinations later. Once you've created a bookmark, you can change bookmark text, destination, or action type at any time. You can also edit the appearance of a bookmark in order to draw attention to it.

To edit a bookmark:

1. Select the bookmark, click inside the bookmark text box, and type in the new text.
2. To edit a bookmark destination, select the bookmark, and then (in the document panel) move to the location you want to specify as the new destination.
3. Choose **Set Bookmark Destination** from the **Bookmarks** palette menu, and click **Yes** in the warning dialog box. The bookmark is now set to the new location.
4. To edit a bookmark's appearance, choose **Bookmark Properties** from the **Bookmarks** palette menu, and select a color and text style for the bookmark.

Deleting Bookmarks

To delete a bookmark:

1. Select the bookmark or range of bookmarks you want to delete.
2. Click on the **Delete Selected Bookmark** icon at the top of the Bookmarks palette, or choose **Edit > Delete** (Windows) or **Clear** (Mac OS), and then click **OK**.

***Important:** Deleting a bookmark deletes any bookmarks that are subordinate to it (children); deleting a bookmark does not delete any document text.*

To delete all bookmarks:

1. Select the bookmarks.
2. Choose **Delete Bookmarks** from the **Bookmarks** palette menu or click the **Delete Selected Bookmark** icon at the top of the Bookmarks palette.
3. Click **OK**.

Creating a Bookmark Hierarchy

You can nest/indent a list of bookmarks to show a relationship between topics. Nesting creates a parent/child relationship. You can expand and collapse this hierarchical list as desired.

To expand and collapse the bookmark hierarchy:

1. Click the plus sign (+) (Windows) or the horizontal triangle (Mac OS) next to the bookmark icon to show any children related to the bookmark.
2. Click the minus sign (-) (Windows) or the inverted triangle (Mac OS) to collapse the list.

To nest a bookmark under another bookmark:

1. Click the bookmark or range of bookmarks you want to nest.
2. Drag the icon(s) underneath the first letter in the parent bookmark; a black (or red) bar shows the position of the icon(s).
3. Click **OK**. Observe the indented (nested) bookmark; however, the actual pages remain in their original location in the document.

To move a bookmark out of a nested position:

1. Select the bookmark or range of bookmarks you want to move.
2. Drag the icon(s) to the left, positioning the black (or red) bar directly under the parent bookmark.
3. Click **OK**.

Tagged Bookmarks

Tagged bookmarks give you greater control over page content than do regular bookmarks. Because tagged bookmarks use the underlying structural information of the document elements (for example, heading levels, paragraphs, table titles, and the like) to create bookmarks, they can be used for editing the document. Tagged bookmarks, which are easily identified by their icon, allow you to move, copy, extract, and delete pages.

Currently, Microsoft Word is the only word-processing application that provides the necessary internal information to support tagged bookmarks. To create a PDF document with tagged bookmarks, you must use PDFMaker and set the necessary options for tagged bookmarks. For more information, see *Using Adobe PDFMaker 5.0 for Microsoft Word 97, Word 2000, PowerPoint 97, and PowerPoint 2000* (which is available as online help when you use the **Create PDF** command from within a Microsoft application).

Working with Page Commands in PDF Documents

Adobe Acrobat provides some valuable tools for manipulating PDF document pages. These are provided in the **Document** drop-down menu under the **Pages** option. Of the seven tool options available, five of them are useful in compiling the PDF document of your ETD:

[Insert Pages](#)
[Extract Pages](#)
[Replace Pages](#)
[Delete Pages](#)
[Rotate Pages.](#)

It is often convenient to create your electronic thesis or dissertation in several different files, then after converting these files to PDF you must combine the resulting files into a single PDF file for the electronic submission process. One method has already been discussed above ([Combining Multiple PDF Documents](#)). However, sometimes it is much simpler when working with large tables and graphics to create separate PDF documents for them, then incorporate these separate PDF documents containing the tables and graphics into the body of the ETD document. This can be easily done using a combination of the **Document Pages** options, such as: [Extract](#) pages from one document, [Replace](#) placeholder pages in the body of the ETD document, and possibly [Delete](#) unneeded blank pages. It is also advantageous at times to [Insert](#) pages from one document into the body of the ETD document. The [Rotate](#) pages command should be used when a landscape page needs to be rotated for the benefit of the online user. The procedures for these document page options are as follows:

Insert Pages – Allows you to append or insert an Adobe PDF document into another PDF document. To combine two PDF documents using the Insert Pages command:

1. With the target document open, choose **Document > Pages > Insert**.
2. In the **Select File to Insert** dialog box, select the source document you want to insert into the target document, and click **Select**.
3. In the **Insert Pages** dialog box, specify where you want to insert the document, and click **OK**.

Extract Pages – Allows you to extract pages from an Adobe PDF document and either delete the extracted pages or copy them to a new PDF document, and then you may wish to insert the extracted pages into the body of your ETD document. To extract pages from a PDF document using the **Extract Pages** command:

1. Choose **Document > Pages > Extract**.
2. Specify the range of pages to extract.
3. Do one of the following:
 - To remove the pages from the original document, select **Delete Pages After Extracting**.
 - To save the pages as a new file but leave the original pages in the document, do not select **Delete Pages After Extracting**.

If you choose **Delete Pages After Extracting**, you need to click **OK** or **Yes** to confirm the deletion. The extracted pages are placed in a new document with the name “Pages from <document_name.pdf>”.

Replace Pages – Allows you to replace pages in the body of the PDF document of our ETD with pages contained in another PDF document. To replace pages from a PDF document using the **Replace Pages** command:

1. Open the PDF document that contains the pages you want to replace.
2. Choose **Document > Pages > Replace**.
3. Select the document containing the replacement pages and click **Select**.
4. Under **Original**, enter the pages to be replaced in the original document.
5. Under **Replacement**, enter the first page of the replacement page range. The last page is calculated based on the number of pages to be replaced in the original document.
6. Click **OK**.

Delete Pages – Allows you to delete pages from the body of the PDF document of your ETD. To delete pages from a PDF document using the **Delete Pages** command:

1. Choose **Document > Pages > Delete**.
2. Enter the page range to be deleted, and click **OK**.

You cannot delete all pages; at least one page must remain in the document.

Rotate Pages – Allows you to rotate all pages or only selected pages in the body of the PDF document of our ETD. Rotation is based on 90-degree increments to the right or to the left. To rotate pages in a PDF document using the **Rotate Pages** command:

1. Choose **Document > Pages > Rotate**.
2. Select the **Direction** of page rotation (Clockwise 90-degrees, Counterclockwise 90-degrees, or 180 degrees).
3. For the **Page Range**, specify whether all pages or a range of pages are to be rotated.
4. Select **Even and Odd Pages**, **Odd Pages Only**, or **Even Pages Only** from the **Rotate** menu, and select the orientation of pages to be rotated.
5. Click **OK**.