

Modifying PDF Documents



Once you have converted your document to PDF, you can use Acrobat to make final edits and modifications. In addition to adding links and bookmarks to a document, you can edit text and images, and insert, reorder, and extract pages.

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

- Import a TIFF image file.
- Rotate and crop pages.
- Use thumbnails to rearrange pages in a document.
- Insert and extract pages from a document.
- Renumber pages.
- Edit the placement and contents of images in a document.
- Create links and bookmarks that play actions.

This lesson will take about 45 minutes to complete.

If needed, remove the previous lesson folder from your hard drive, and copy the Lesson05 folder onto it.

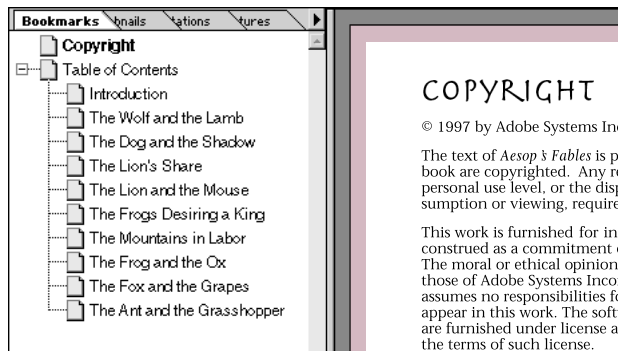
Opening and examining the work file

You'll work with an edition of *Aesop's Fables* that has been designed for online viewing and converted to PDF. Because this online book has passed through multiple designers and review cycles, it contains a number of mistakes. In this lesson you'll use Acrobat to correct the problems in this PDF document and optimize *Aesop's Fables* for the next generation of wise youngsters.

1 Start Acrobat.

2 Choose File > Open. Select *Afables.pdf*, located in the Lesson05 folder, located inside the Lessons folder within the AA4_CIB folder on your hard drive, and click Open. Then choose File > Save As, rename the file **Afables1.pdf**, and save it in the Lesson05 folder.

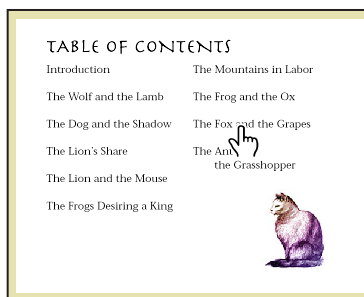
Notice that bookmarks for the individual fables in this document have already been created.



Bookmarks for Aesop's Fables

3 Select the hand tool, and click the Table of Contents bookmark to go to the table of contents.

4 Move the pointer into the document. Notice that the titles in the list have already been linked.



Move pointer into document.

This example of *Aesop's Fables* was originally designed using Adobe PageMaker. When the PageMaker file was converted to PDF, the entries in the formatted table of contents were converted to PDF bookmarks and links automatically.

Certain page-layout and book-publishing programs, such as PageMaker or Adobe FrameMaker, work in conjunction with Acrobat to automate the creation of links and bookmarks during the conversion to PDF. In Windows, you can preserve links created in Microsoft Word 95 or 97 by using the Create Adobe PDF command.

- 5 Click The Fox and the Grapes to follow its link.
- 6 Click the Go to Previous View button (◀) to return to the table of contents. You'll continue exploring this edition of *Aesop's Fables*.

Editing pages

Take a few moments and page through *Aesop's Fables*. Go to the first page of the document and notice that the book has no title page. We've created a separate title page for you by scanning a printed image into a computer and saving the image as a TIFF file.

Converting image files to PDF

You can import BMP, GIF, JPEG, PCX, PICT (Mac OS only), PNG, or TIFF image files into Acrobat. If you have a digital camera with a TWAIN scanner driver connected to your computer, you can also import a JPEG image from the camera into Acrobat. An imported image is automatically converted to the PDF Image Only format. The maximum image size you can import is 45inches by 45 inches.

In the PDF Image Only format, images and text are bitmaps, and therefore text cannot be edited. If your converted image has text, you may want to "capture" the image to change the bitmap text to regular PDF text that can be edited and searched in Acrobat.

An imported image can be in a new PDF file or appended to an existing file.

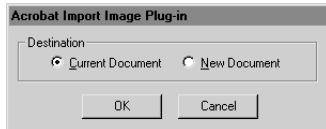
—From the online Adobe Acrobat User Guide, Chapter 2

Importing an image

To add a title page to the document, you'll import the TIFF image we created and edit the page to fit the rest of the book.


- 1 Choose File > Import > Image.
- 2 Select the image to be imported:
 - In Windows, select Cover.tif in the Lesson05 folder, located inside the Lessons folder within the AA4_CIB folder on your hard drive, and click Open.
 - In Mac OS, select Cover.tif in the Lesson05 folder, located inside the Lessons folder within the AA4_CIB folder on your hard drive, and click Add to add Cover.tif to the Select Files to Import message box. Then click Done.

The Import Image dialog box appears.




- 3 Select Current Document for Destination, and click OK.

The cover image is appended to the end of the document. The imported page is converted to PDF Image Only mode, meaning that only the image objects (not the text) in the page can be edited in Acrobat.

 For information on importing different image formats into Acrobat, see “Converting image files to PDF” in Chapter 2 of the online Adobe Acrobat User Guide.

Rotating a page

Now that you have imported the new title page, you’ll rotate it to the correct orientation.

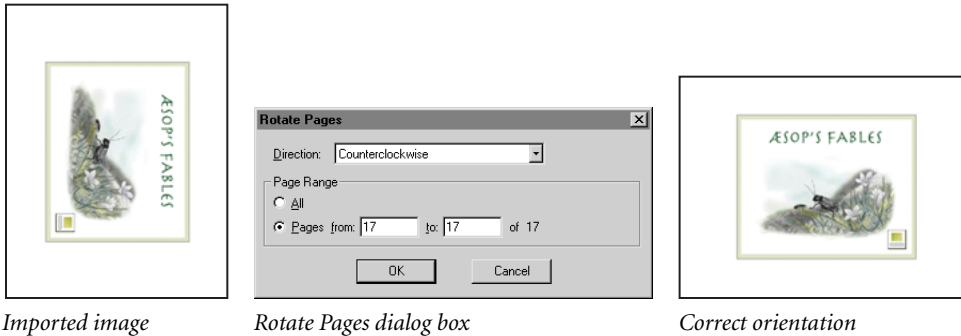
- 1 Click the Fit in Window button () to view the whole page you imported. Notice that the page orientation is incorrect—a problem that commonly occurs when scanning an image.

- 2 Choose Document > Rotate Pages.

The Rotate Pages dialog box lets you rotate one or more pages by 90° in a specified direction.

- 3 For Direction, select Counterclockwise. For Pages, make sure that you are rotating just page 17 of the document.

- 4 Click OK. When the confirmation message appears, click OK to rotate the page.



- 5 Select the Thumbnails tab in the navigation pane, and scroll down in the Thumbnails palette to view the last thumbnail for the page you just rotated.

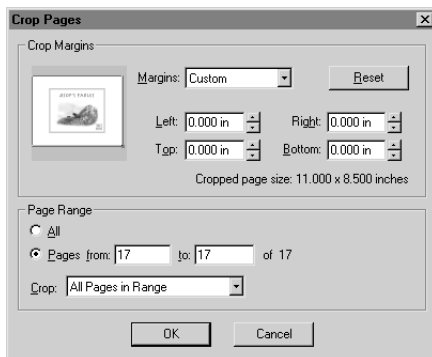
Although the thumbnail is gray, you can see that this page is larger than the other pages in the book. You'll crop the imported page to make it exactly the same size as the other pages.

Cropping a page

You'll use the Crop Pages dialog box to enter dimensions for the imported page that match the other pages in the document.

- 1 Choose Document > Crop Pages.

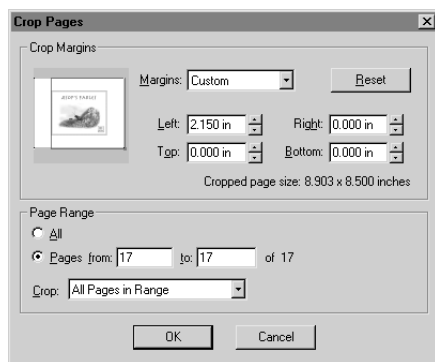
The Crop Pages dialog box appears, which lets you specify the margins.



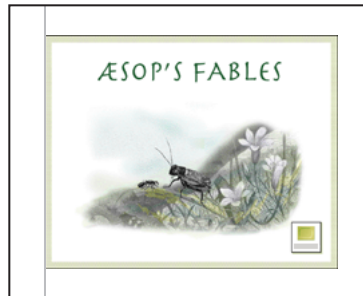
- 2 For Left, enter 2.15 and press Tab. A line representing the crop location appears both in the preview in the dialog box and in the document.

You may need to drag the Crop Pages dialog box out of the way to view the crop line in the document.

- 3 Use the arrows for Left in the Crop Pages dialog box to fine-tune the location of the crop line so that it aligns with the left edge of the title border.



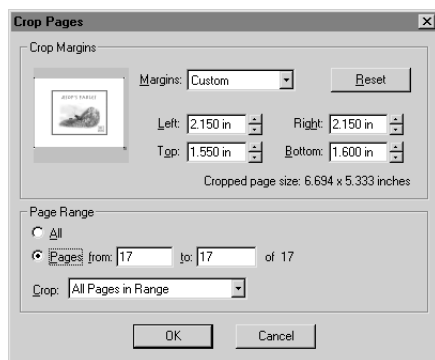
Fine-tuning location of left cropmark



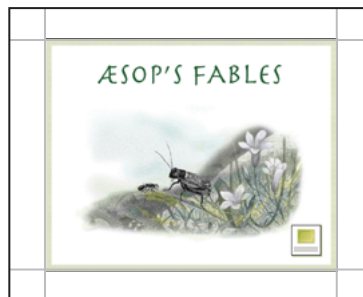
Crop line on left edge of title border

- 4 For Top, enter **1.55** and press Tab. Use the arrows to align the crop line with the top edge of the title border.

- 5 Enter the following values for the remaining crop text boxes: **2.15** for Right and **1.60** for Bottom. Then use the arrows to fine-tune the crop lines.



Adding crop marks to remaining image edges



Result

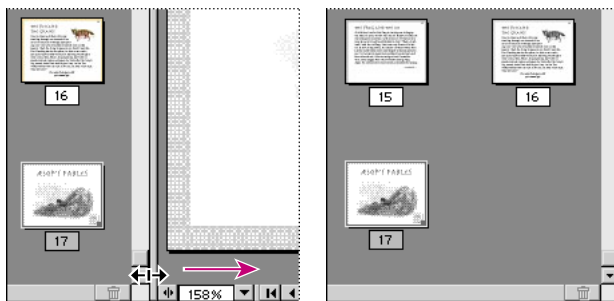
- 6 For Page Range, make sure that you are cropping just page 17 of the document, and click OK.

- 7 Choose File > Save to save the Afables1.pdf file.

Moving a page

Now that you have corrected the size and page orientation of the cover, you'll move it to the front of the book. You rearrange pages in a PDF document by using thumbnails.

- 1 Hold down the mouse button on the triangle in the upper right hand corner of the Thumbnails palette to display the Thumbnails palette menu, and choose Create All Thumbnails. This command updates all the thumbnails in the document, including the thumbnail for the imported page.
- 2 Drag the double-headed arrow at the bottom right corner of the navigation pane to enlarge the pane. Resize the navigation pane so that you can view the thumbnails in two columns.

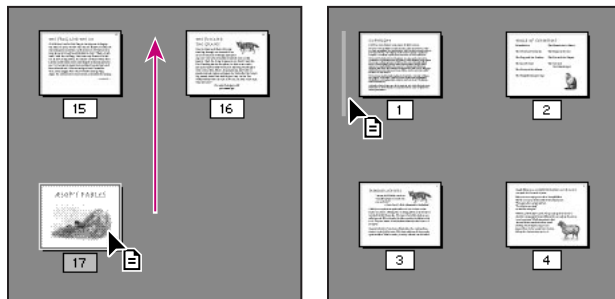


Drag to resize navigation pane. Result

Thumbnails offer convenient previews of your pages, and you can drag them to alter the pagination.

- 3 If needed, scroll to view the page 17 thumbnail, and click to select it. A solid border outlines the thumbnail, indicating that you can move it.

- 4 Drag the selected thumbnail upward in the Thumbnails palette (the palette scrolls automatically). Drag upward until the insertion bar appears to the left of the page 1 thumbnail, and release the mouse button.




Drag thumbnail to reposition.

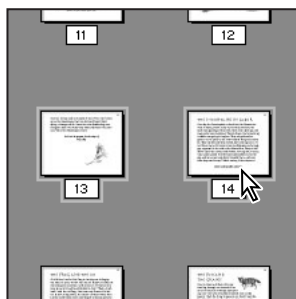
Insertion bar indicates new location.

The cover page is repositioned in the document as page 1, and the remaining page numbers change accordingly.

Moving multiple pages

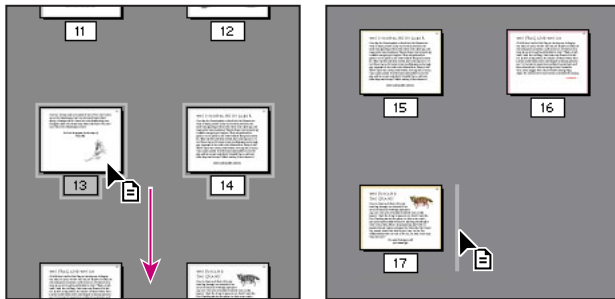
Next, you'll move two pages of a fable that we placed in the wrong section of the book.

- 1 Double-click the page 3 thumbnail to go to the table of contents.
- 2 Click the Fit Width button () to display all of the contents.
- 3 Using the hand tool, click "The Ant and the Grasshopper" to jump to that fable. Although listed last in the contents, it is not the last fable in the book.
- 4 Click the page 13 thumbnail to select it. Hold down Shift and click the page 14 thumbnail to select it as well. Release Shift.



The technique of holding down Shift as you click thumbnails lets you select multiple thumbnails.


- 5 Begin dragging the page 13 thumbnail down until the insertion bar appears to the right of the page 17 thumbnail. Because the page 14 thumbnail is part of the selection, you're also moving that thumbnail.
- 6 Release the mouse button to insert the thumbnails into their new position.



Drag thumbnail to set new insertion point.

Inserting a single page

Next you'll insert a page from a different file to complete a fable in this book. You use thumbnails to insert a single page into a document.

- 1 Resize the navigation pane to view the thumbnails in a single column.
- 2 Double-click the thumbnail for page 14. Then click the Fit in Window button (.

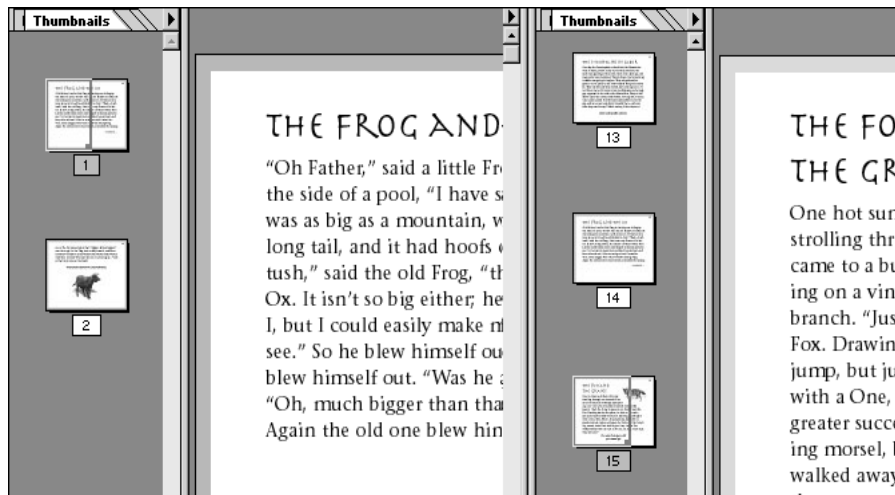
You are viewing "The Frog and the Ox." Notice that this fable is continued on another page.

- 3 Click the Next Page button (.

Unfortunately, you can't read the end of the fable because it isn't there. You'll open the PDF document that contains the missing page and insert the page into this file.

- 4 Choose File > Open. Select Frog_ox.pdf in the Lesson05 folder, located inside the Lessons folder within the AA4_CIB folder on your hard drive, and click Open.

- 5 Choose Window > Tile > Vertically to arrange the two document windows side by side.

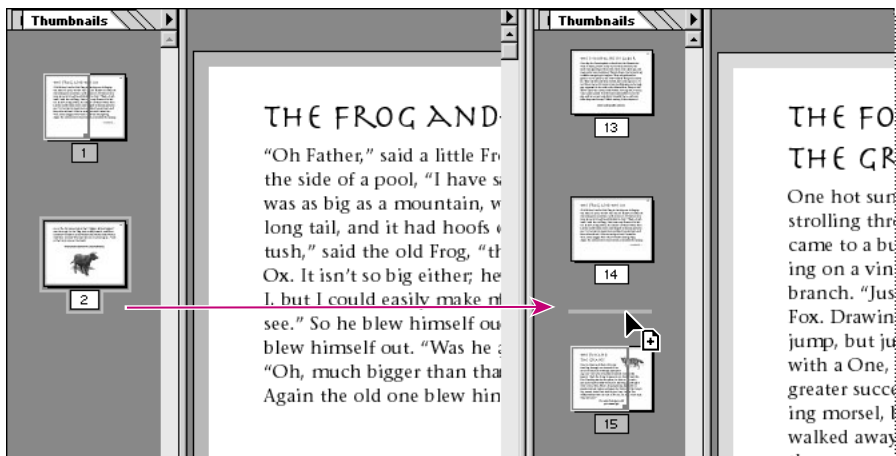


Displaying two document windows side-by-side with Tile Vertically

You can insert pages by dragging thumbnails between document windows.

- 6 Select the page 2 Frog_ox.pdf thumbnail.

7 Drag the selected thumbnail into the Thumbnails palette for Afables1.pdf. When the insertion bar appears between the page 14 and page 15 thumbnails, release the mouse button.



Dragging thumbnail between documents

The second page of the Frog_ox.pdf file becomes page 15 in the book.

8 Close Frog_ox.pdf, and resize the Afables1.pdf window to fill your desktop.

9 Double-click the page 15 thumbnail to view your newly inserted page.

Inserting an entire file

In Acrobat, you can insert a page, a specified range of pages, or all pages from one PDF document into another. In the previous section, you used thumbnails to insert a page from one PDF document into another. Now you'll add a fable to the Afables1.pdf file by inserting all the pages of another file. You can insert an entire file easily by using the Insert Pages command.

1 Click the Bookmarks tab in the navigation pane to display the bookmarks. If needed, resize the navigation pane to view the entire bookmark text.

Although the Lion's Share bookmark appears in the list, the corresponding fable is missing from the book. You'll insert the missing fable from another document.

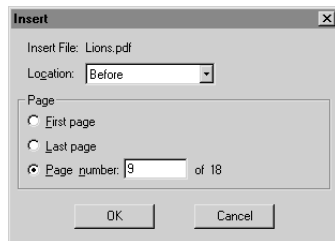
2 Drag the scroll box in the scroll bar to go to page 9.

3 Choose Document > Insert Pages. Select Lions.pdf in the Lesson05 folder, located inside the Lessons folder within the AA4_CIB folder on your hard drive, and click Open (Windows) or Select (Mac OS).

The Insert dialog box appears.

4 For Location, choose Before.

5 Select Page Number (Windows) or Page (Mac OS), enter **9** in the page text box, and then click OK.



The fable entitled “The Lion’s Share” is inserted where it belongs.

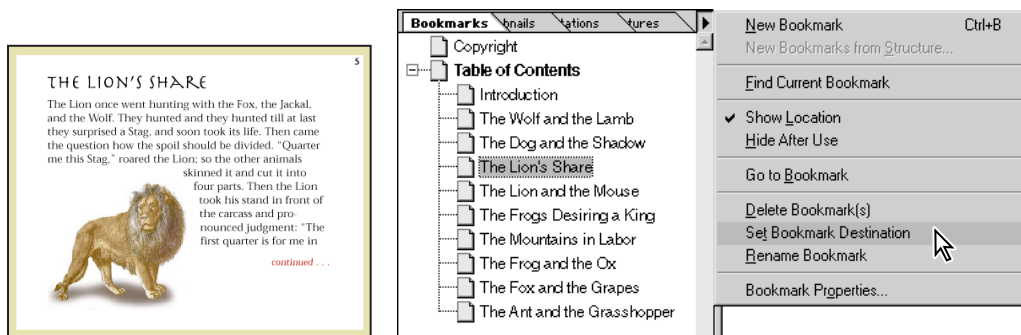
6 Page through the document to verify that the fable has been inserted in the correct location. “The Lion’s Share” should appear after “The Dog and the Shadow” and before “The Lion and the Mouse.”

Updating a bookmark destination

Now that you have inserted the “Lion’s Share” fable in the book, you’ll update its bookmark link.

1 Go to page 9 of the document.

2 Click The Lion's Share bookmark to select it. Then choose Set Bookmark Destination from the Bookmarks palette menu, and click Yes to the confirmation message to update the bookmark destination.



Go to page 9.

Choose Set Bookmark Destination from Bookmarks palette menu.

3 Choose File > Save to save the Afables1.pdf file.

Extracting a page

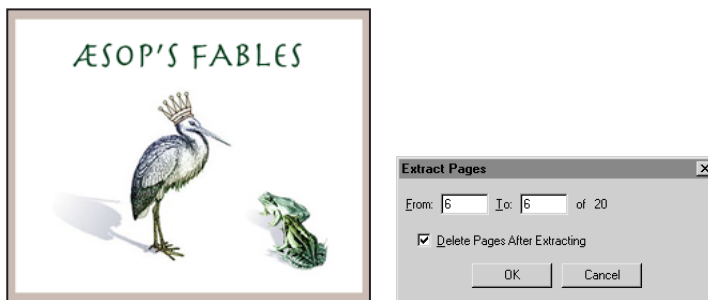
Now you'll remove an unnecessary page from the document and save it as a separate PDF file.

1 Go to page 6, and notice that this page functions as a second title page.

Although a second title page might be appropriate for a printed book, it seems repetitive and unnecessary in an online document, in which readers will probably not flip through the pages in order.

2 Choose Document > Extract Pages.

3 Make sure that you are extracting from page 6 to 6 of the document, and select Delete Pages After Extracting. Click OK. When the confirmation message appears, click OK again.



Go to page 6.

Extract Pages dialog box

The title page is deleted from the Afables1.pdf file and opened as a new one-page document.

4 Choose File > Save As. Name the document **Title.pdf**, and save it in the Lesson05 folder.

5 Close Title.pdf.

Notice that the extra title page has been deleted from the fables book.

Renumbering pages

You may have noticed that the page numbers on the document pages do not always match the page numbers that appear below the thumbnails and in the status bar. An Acrobat viewer automatically numbers pages with arabic numerals, starting with page 1 for the first page in the document, and so on.

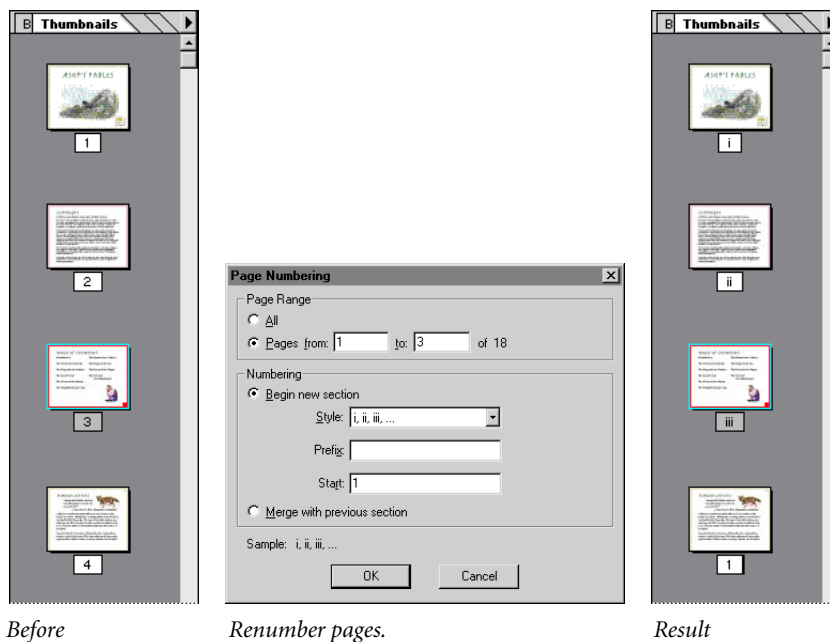
1 Click the Thumbnails tab in the navigation pane to display the thumbnails.

2 Double-click the page 3 thumbnail to go to the table of contents.

The first three pages of the document contain front matter such as the cover, copyright page, and table of contents. You'll renumber these pages using lowercase roman numerals.

3 Choose Document > Number Pages.

4 For the page range, enter pages from 1 to 3. For the page numbering, select Begin New Section, choose “i, ii, iii” from the Style pop-up menu, and enter 1 in the Start text box. Click OK.



5 Choose Document > Go to Page, enter 1, and click OK.


Notice that the number 1 is now assigned to the first page of the body, the Introduction, and matches the page number appearing at the top right of the page.

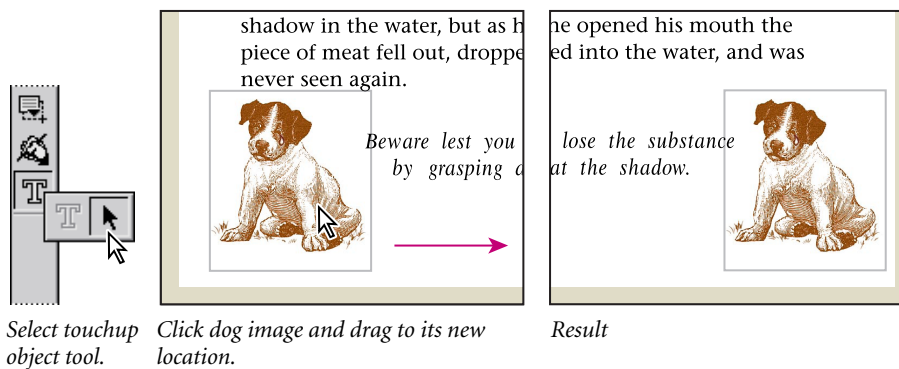
Editing text and images

You use the touchup text tool to make last-minute corrections to text in a PDF document. The touchup text tool lets you edit text, one line at a time, and change text attributes such as spacing, point size, and color. For information on using the touchup text tool, see “A Quick Tour of Adobe Acrobat” in this book.

You use the touchup object tool to make last-minute corrections to images in a PDF document. The touchup object tool lets you modify the placement of images and layout elements on the page. You can also launch Photoshop from within Acrobat to edit the composition of a PDF image.

In this part of the lesson, you'll reposition the dog image on the page.

- 1 Make sure that you are viewing page 4 of the document.
- 2 Select the touchup object tool (), located under the touchup text tool in the tool bar.
- 3 Click the dog image at the bottom of the page. A rectangular border indicates that the image is selected.
- 4 Drag the dog to its new location just to the right of the moral.




Using links and bookmarks to play actions

In most cases, you use links and bookmarks to jump to different views of a document. However, you can also use links and bookmarks to execute commands from the menus and to play movies, sound clips, or perform other actions.


Creating a link that executes a menu item

You'll add a link to the title page that can perform an action.

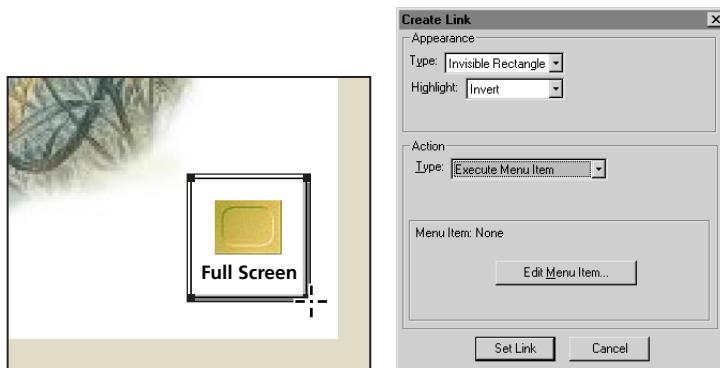
- 1 Go to page i (the first page) of the book and click the Fit in Window button ().
- 2 Select the hand tool and move the hand over the button labeled "Full Screen" at the bottom right corner of the page.

Notice that the button is not currently linked. You'll create a link so that users can click the button to display the book in Full Screen mode.

Full Screen mode maximizes the page display area by hiding the menu bar, command bar, and tool bar.

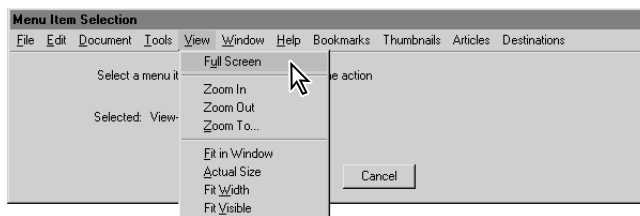
- 3 Select the link tool (), and drag a marquee around the Full Screen button.

- 4 Under Appearance, for Type, choose Invisible Rectangle; for Highlight, choose Invert. Under Action, for Type, choose Execute Menu Item.



Drag with link tool and then define link's appearance and action.

- 5 Click Edit Menu Item. In the Menu Item Selection window that appears, choose View > Full Screen, and click OK.




Notice that the command name now appears in the Create Link dialog box.

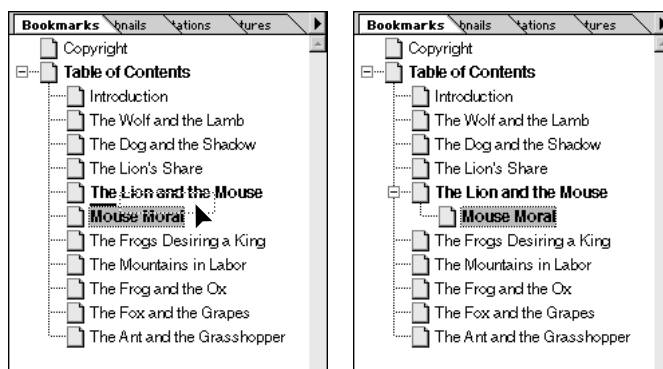
- 6 Click Set Link.
- 7 Select the hand tool and test the link that you have created. In Full Screen mode, use Enter or Return to turn pages.
- 8 Press Esc to exit Full Screen mode.

Creating a bookmark that plays a sound

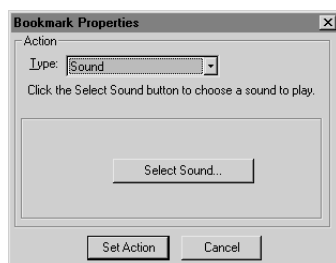
For the final task in this lesson, you'll create a bookmark that plays sound. You'll be able to hear the sound if your computer has the proper audio hardware installed.

- 1 Click the Show/Hide Navigation Pane button () to show the navigation pane.
- 2 In the navigation pane, click the Bookmarks tab to view the bookmark list.

- 3 Click The Lion and the Mouse bookmark text to jump to that fable.
You'll create a bookmark that will play the moral of this story aloud.
- 4 With The Lion and the Mouse bookmark selected, click the Create New Bookmark button (📌) at the bottom of the Bookmarks palette, or choose New Bookmark from the Bookmarks palette menu, and name the new bookmark **Mouse Moral**.
- 5 Drag the page icon for the Mouse Moral bookmark up and to the right until the insertion bar appears under the "T" in The Lion and the Mouse bookmark.
- 6 Release the mouse. Click OK to confirm the placement of the bookmark.



- 7 Click this new bookmark, and choose Edit > Properties.
- 8 For Type, choose Sound. Then click Select Sound.



- 9 Select Mouse.wav (Windows) or Mouse.aif (Mac OS) from the Lesson05 folder, and click Open.


This sound file was created using a sound-editing program and then saved in a file format recognized by Acrobat.

10 Click Set Action.

11 Click in the blank area in the Bookmarks palette to deselect all bookmarks.

12 Use the hand tool to test your new bookmark.

You'll hear the moral if you have the proper audio hardware installed on your computer.

 For more information on sound system requirements and the types of sound file formats you can use with Acrobat, see "Using actions for special effects" in Chapter 10 of the online Adobe Acrobat User Guide.


13 Choose File > Save As, make sure that Optimize is selected, and save Afables1.pdf in the Lesson05 folder. Click Yes (Windows) or Replace (Mac OS) to confirm replacing the file. The Save As command lets you save a smaller, optimized version of your finished file.

14 Choose File > Close to close the fables book.

In this lesson, you have practiced making editorial changes to the pages in a PDF document. You have learned how to use thumbnails to reorder pages and created a bookmark that plays a sound. Later in this book, you'll learn how to add more multimedia features to your PDF documents.


Exploring on your own

Now that you have finished this lesson on modifying PDF documents, you can explore other document-editing features in Acrobat. In addition to adjusting the position of a PDF image, you can edit its contents by launching Adobe Photoshop® 5.0 from within Acrobat. You can then save the edited image in Photoshop to update and replace the original image in the PDF document. To complete these steps, you must have Photoshop installed and configured correctly on your computer.

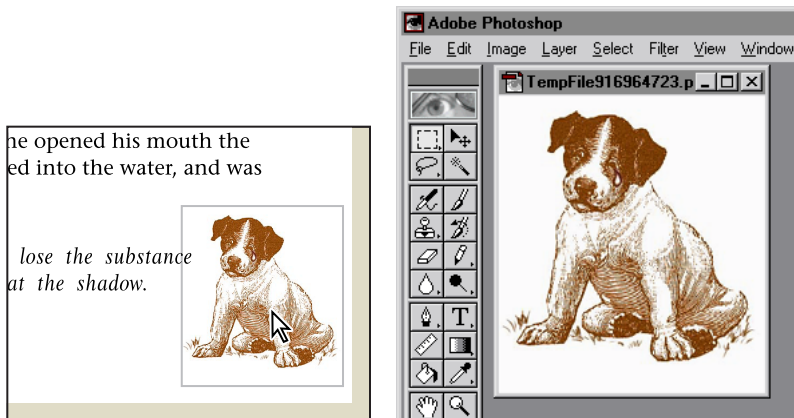
 For more information about installing Photoshop and Illustrator, see "Getting Started" in the online Adobe Acrobat User Guide, or refer to the printed Getting Started Guide.

1 Select Afables1.pdf in the Lesson05 folder, located inside the Lessons folder within the AA4_CIB folder on your hard drive, and click Open.

2 Navigate to page 4, where the "Dog and the Shadow" fable appears.

3 Select the touchup object tool ().

- 4** Hold down Ctrl (Windows) or Option (Mac OS), and double-click the dog image. Adobe Photoshop is launched.



Hold down Ctrl or Option, and double-click image. Result

- 5** Make the desired changes in Photoshop, and then flatten the image by choosing Layer > Flatten Image.

Flattening an image merges all visible layers into the background, discards all hidden layers, and fills the remaining transparent areas with white.

- 6** Choose File > Save.

- 7** Close the image file and exit or quit Photoshop. Return to Acrobat to view the change to the image.

Review questions

- 1 How do you change the order of pages in a document?
- 2 What kinds of text attributes can you change from within Acrobat?
- 3 How do you select multiple thumbnails?
- 4 How do you insert an entire PDF file into another PDF file?
- 5 How do you insert one page, or a range of pages, from one PDF file into another?
- 6 What types of actions can you assign to links and bookmarks?

Review answers

- 1 You change the page order by selecting the thumbnails corresponding to the pages you want to move, and dragging them to their new locations.
- 2 You can use the touchup text tool to change text formatting—font, size, color, and alignment—or to change the text itself.
- 3 To select more than one thumbnail, click the first thumbnail. Hold down Shift and click additional ones to add them to the selection.
- 4 To insert all the pages from a PDF file into another PDF file, choose Document > Insert Pages and select the file you wish to insert.
- 5 To insert a selection of pages from one PDF file into another, open both files with their thumbnails visible. Select the thumbnails for the pages you wish to insert, and drag the thumbnails to the desired location in the Thumbnails palette of the other document.
- 6 You can assign these actions to links and bookmarks: Execute Menu Item, Go to View, Import Form Data, Movie, Open File, Read Article, Reset Form, Show-Hide Field, Sound, Submit Form, World Wide Web link, and None.