

Acrobat Pro

By Don Bremer

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OCR

One word – Quality!

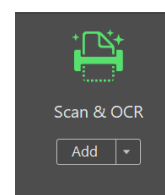
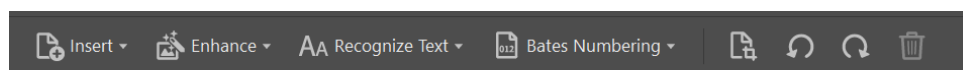
The difference between having a document that you will be able to edit using OCR and one that you will only be able to search (still *incredibly* useful) is the quality of the scan. If the scan looks like a book page, we can make changes. If it looks like a picture – it may only be good for search.

Open the file: OCR-good-quality.png

This is a scanned page I got from Google. Opening this up in your favorite picture editor, you can now save this as a PDF. Then, open this PDF in Adobe.

This is a picture – since when we try to select anything, it selects the whole image. Let's run this through OCR.

A new toolbar appears.



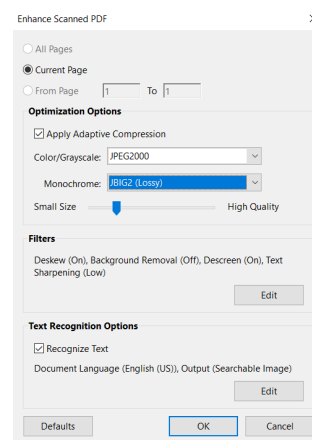
Enhance should be used when the file may not have worked well in the beginning. So, see if the file works – and if not, use enhance!

In the settings, there are 3 different ways to change the file.

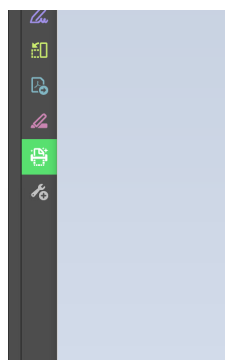
- Searchable Image
- Searchable Image (exact)
- Enable Text and Images

The searchable image (exact) will still show the document as an image – but it will then be editable. So, click on the “Recognize Text” button.

You can now select text and copy it to another document.



rock en español band's music provided the soundtrack for Coors Light commercials during *Monday Night Football* broadcasts, and still others as music for Levi's jeans commercials aired during the Super Bowl and regularly on television. In 2001, *The Tonight Show* host Jay Leno hosted *pelados*, a rock band from Colombia that became wildly popular the world in the 1990s and continues to produce some of the most *rock en español* and Latin alternative music in the 2000s. By the 2000s, Colombian pop-rock star Shakira could be seen in as many commercials as MTV music videos, and was being touted by the music 'the next Madonna.' Most recently, the Colombian pop-rock star Juanes led artist at the 2009 NBA All-Star game. As a result of these and other facts such as 2000 US Census data revealing the emergence of Latinos/as as the largest minority group in the US, contemporary Latino/as are new areas increasingly worthy of scholarly investigation. Noting is the fact that although the latest US Census revealed that we are now the largest minority group, the news came on the heels of a controversy for Latino/as. From legacies of racism and ethnocentrism



Colombian pop-rock star Shakira

Or, try to search for the word: Madonna.

It's not perfect – but we may get lucky. For perfection – go for Pets!

You can now actually have the document read out loud for you. Under View->Read Out Loud.

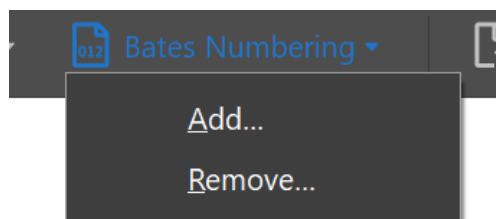
If you know you want to edit the PDF after you create the OCR, just click on the Edit PDF. When I click on the Edit PDF – it runs an OCR scan again. So, if you are using large documents – skip the OCR first.

Bates Numbering

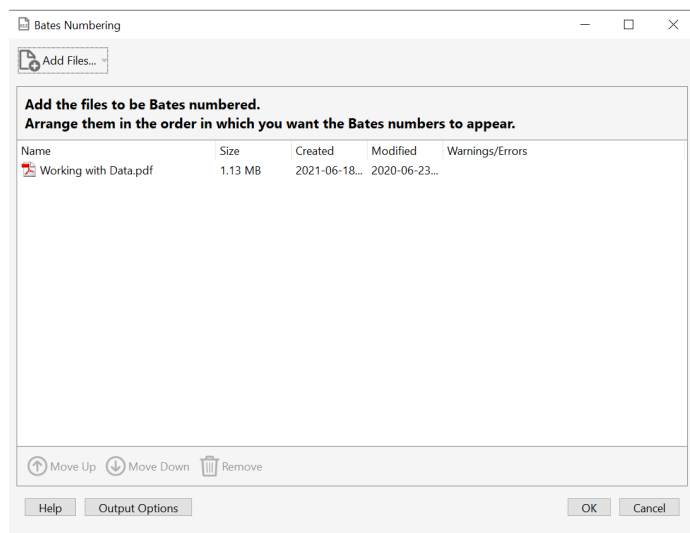
This is a way of putting unique numbers on legal, medical, or business documents.

Open the document: Working With Data.pdf

Now, go to the Scan/OCR tab and on top select Bates Numbering and select Add....

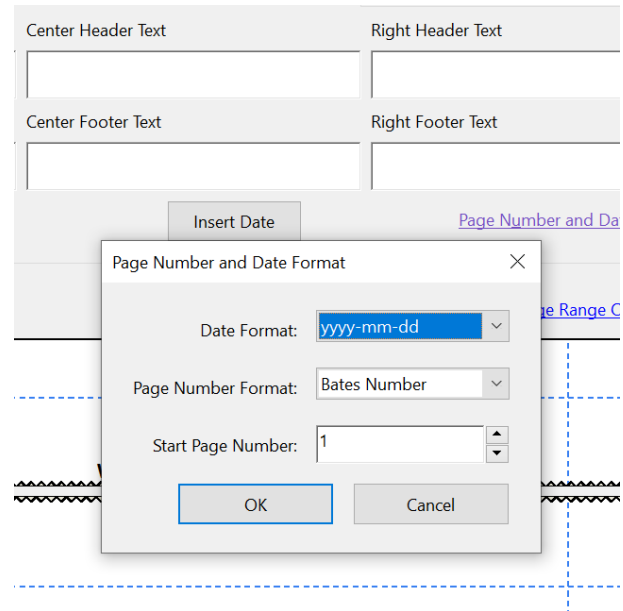
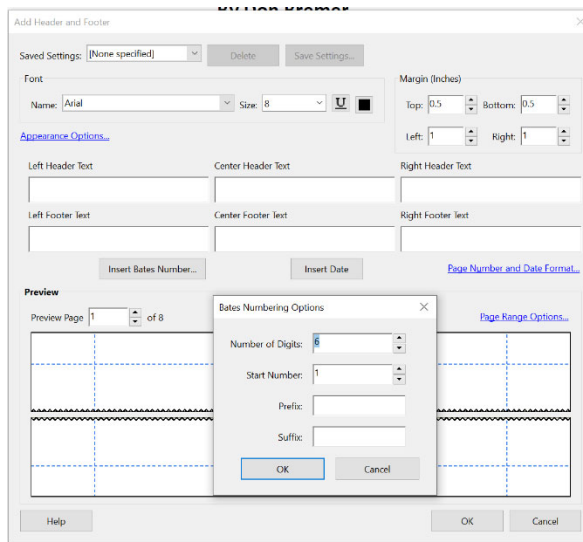


If this is a legal case, you might have hundreds of documents. So, the next screen will allow one to add many documents to do this at once.



For us, we only have one, so click ok.

Then, we have how we want to add the numbers



This will place a unique number on each of the documents.

Save As Other

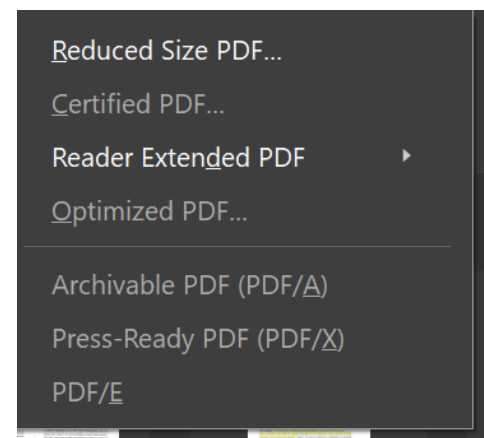
A question came up – “What is with all the different types of PDFs to save to?”. For those who may never have looked, if you click on File->Save As Other, you can get a few different types of PDFs.

Reduced Size PDF – The Reduce File Size command resamples and recompresses images, removes embedded Base-14 fonts, and subset-embeds fonts that were left embedded. It also compresses document structure and cleans up elements such as invalid bookmarks. If the file size is already as small as possible, this command has no effect.

Note: This will remove the digital signature if there is one.

Certified PDF – If you are the author of a PDF file, and want to maintain its integrity, apply a certifying signature with the Certify tool. When you certify - rather than add a digital signature - you can control use of the document with the following permitted actions:

- **Disallow any changes:** Disables all tools that can be used to change a file, such as editing, commenting, form filling and signing. If any change is made to the document after certification, its certificate becomes invalid.
- **Only allow form fill-in actions:** Disables all tools that can be used to change a file, except for the form filling and signing tools. An example of when you would use this is when you want to collect information with an official form that requires people to enter information, but does not allow them to change the form you designed.
- **Only allow commenting and form fill-in actions:** Disables all tools that can be used to change a file, except for the form filling, signing, and commenting tools. An example of when you would



use this is when reviewing a contract that may require signatures and comments during the reviewing stage.

Optimized PDF – This will change the quality of the final output and will be covered in a later section.

Archivable PDF - PDF/A differs from PDF by prohibiting features unsuitable for long-term archiving, such as font linking (as opposed to font embedding) and encryption.

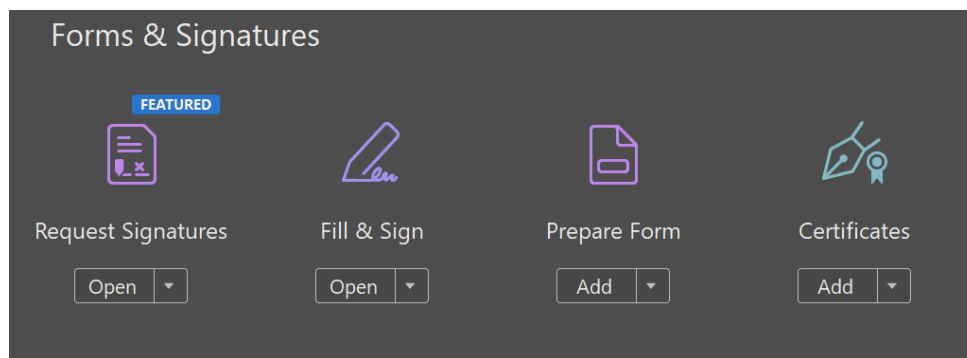
Press Ready PDF - Press ready PDFs are usually the preferred format for commercial lithographic printers when supplying artwork. Press ready PDFs differ from standard PDFs in that they must meet a certain criteria in order for the file to print without problems. Standard PDFs may include colours that may not print correctly or graphics that are fine to view on screen but will print at a very low quality. Each printer will have their own specifications for supplying artwork

PDF/E- This standard defines a format (PDF/E) for the creation of documents used in geospatial, construction and manufacturing workflows[

What is the difference between a signed document and a certified document? » During the signature of a document, the integrity of the documents data's is guaranteed by your digital signature. ... During the certification of a document, you are still using a digital signature to guarantee the integrity of the document.

Prepare Forms

Word Forms are great! But, not everyone has Word. But – everyone has Adobe Reader! Let's make a PDF form from a Word Document.



Let's use the File Employment Application. We don't need document signatures in this case, but we want to keep the form field auto detection ON.

Preferences

Categories:

- Commenting
- Documents
- Full Screen
- General
- Page Display
- Accessibility
- Action Wizard
- Adobe Online Services
- Catalog
- Color Management
- Content Editing
- Convert From PDF
- Convert To PDF
- Email Accounts
- Forms**
- Identity
- Internet
- JavaScript
- Language
- Measuring (2D)
- Measuring (3D)
- Measuring (Geo)
- Multimedia & 3D
- Multimedia (legacy)
- Multimedia Trust (legacy)
- Reading
- Reviewing
- Search
- Security
- Security (Enhanced)
- Signatures
- Spelling
- Tracker

General

- ☒ Automatically calculate field values
- ☒ Automatically adjust tab order when modifying fields
- ☒ Show focus rectangle
- ☒ Show text field overflow indicator
- ☒ Show field preview when creating or editing form fields
- ☒ Automatically detect Form fields
- ☒ Auto-enable text editing in Prepare Form

Manage Barcode Parameters...

Highlight Color

- ☒ Show border hover color for fields

Fields highlight color:

Required fields highlight color:

Auto-Complete

Off ☐ Remember numerical data (e.g., telephone number)

Edit Entry List...

The auto-complete feature is now off. No suggestions will be made while you type in form fields. Choose Basic or Advanced from the drop-down box to turn the feature on.

[Form Tracker Preferences](#)

OK Cancel

All of the easy location have been tagged by Adobe, but the information at the top has not been tagged as a form. Adobe gives us lots of tools to complete the form.



- Add a text box for applying to position

YOUR LOGO HERE

Applying for Position: Text1 Preferred P Languages

Can drive to work: Text1

Can bring donuts to work: Text1

Start Date: Text1

Employment Application

☐ Required field [All Properties](#)

Applicant Information

Full Name: Full Name

Text Field Properties

General Appearance Position Options Actions Format Validate Calculate

Name: PositionAppliedFor

Tooltip:

Common Properties

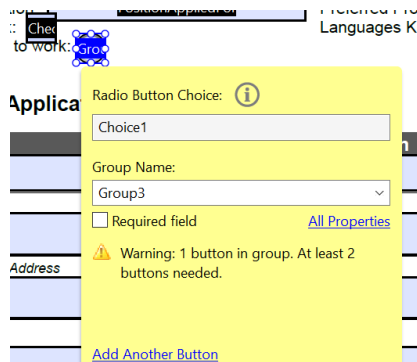
Form Field: Visible ☐ Read Only

Orientation: 0 degrees ☐ Required

☐ Locked

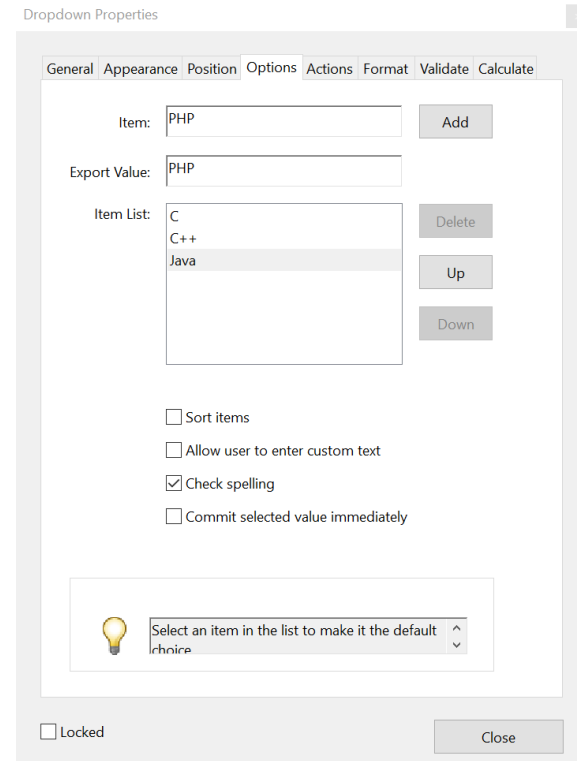
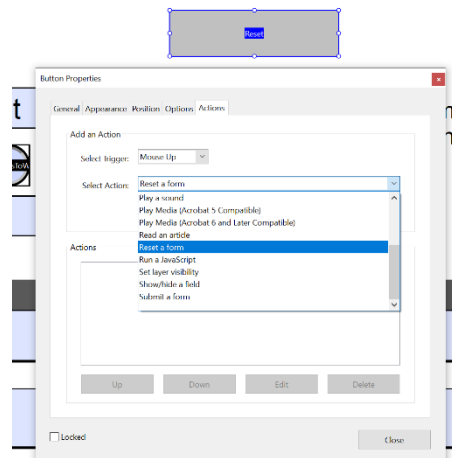
Close

- Add a checkbox to can drive to work.
- Add a Radio Button to Can Bring Donuts to Work (add fields Yes/No/Maybe)

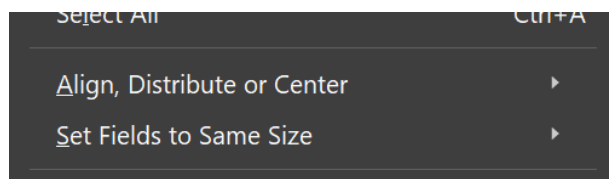


- Add a date field for Start Date
- Add a Dropdown list to Preferred Programming Languages (C,C++,Java,PHP)
- Add a List Box With all those languages. Make sure to click on Multiple selection.
- Add a button to reset the form on the top

Now that we have the basics, we can look at the information on the right side of the form tools.



To select the items, draw a bounding box around the items – ctrl click does not work. Select the radio buttons and set to the same size and align top.



The fields on the right side may be an easier way to make sure you are grabbing the right form element and properties. You can also:

- Align
- Rename
- Match Size
- Center
- Distribute

The Filled form

We have the form and the data, so what do we do with it?

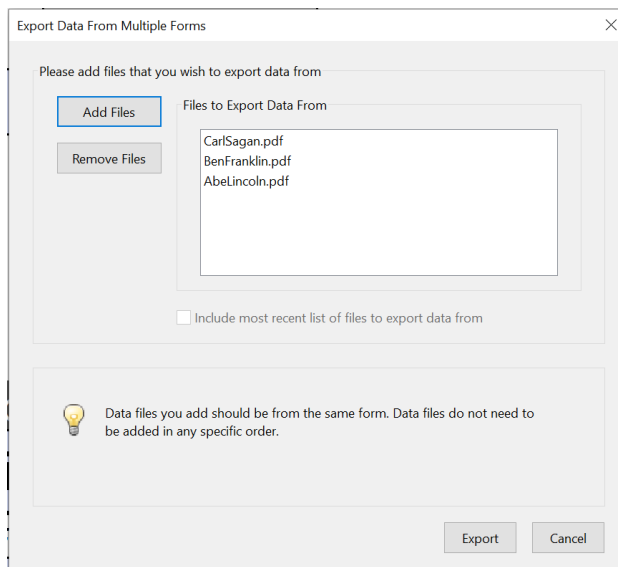
We can open the form with the data in Acrobat. Then, we can export this form data to a form data file (fdf). Go to More then select export data.

This does not save the entire form – just the data.

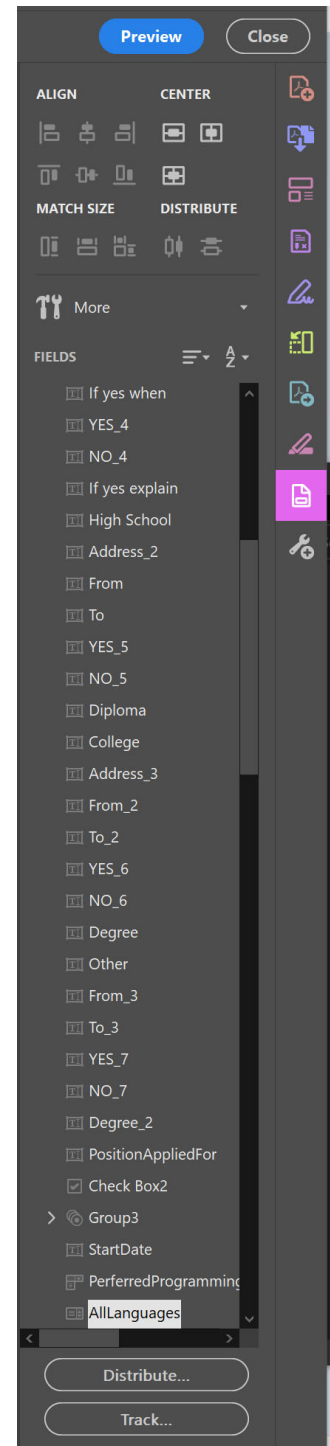
But, what happens when we get all these forms coming back to us? We normally don't want to print out each one. What we would like to do is to put them in a spreadsheet and look at the data that way.

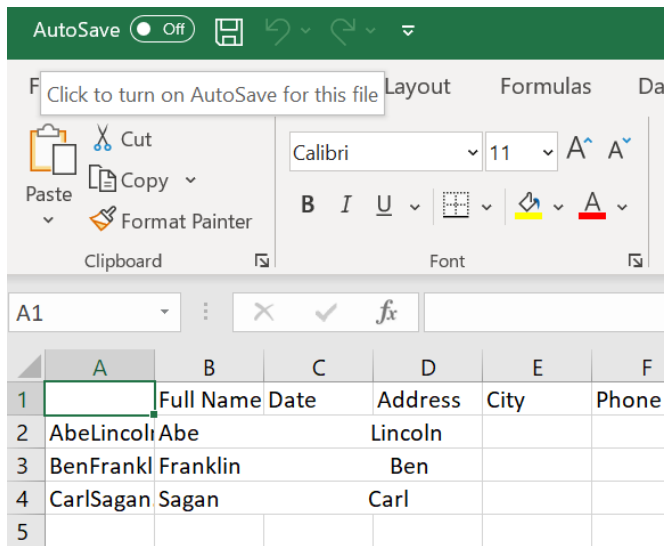
On the tools section, select Merge Data Files into Spreadsheets...

Select all the files under Filled Forms.



And then select Export. This will send the file to a CSV.

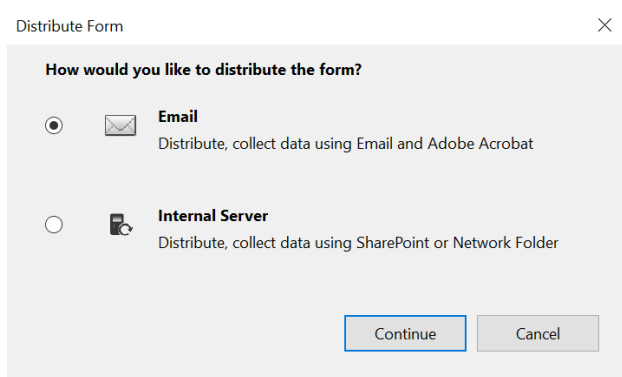
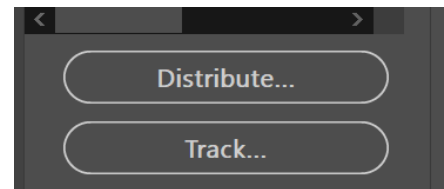




Distribution and Tracking

All this form integration is great – but now we have to get it to people! That's where the Distribute and Track Buttons appear! Click on the Distribute button.

We first have to figure out how we are going to distribute the files. Is it through an Email or an Internal Server. You will probably need your IT department to set it up on an Internal server – so I will use the email option!



We will send the document through Acrobat.

Distribute Form

How do you want to distribute your form?

☒ Send using Adobe Acrobat

☐ Save a local copy and manually send it later

Using the 'Send using Adobe Acrobat' option, one can choose to send the email using installed email client or configure web based mail accounts.

< Previous Next > Cancel

Distribute Form

Delivery Method: Manually collect responses in my email inbox

To... dbremer@donneray.com; DonBremer@gmail.com

Subject: Please complete the form AbeLincoln_distributed.pdf

Message: C:\Users\Don\Desktop\June182021\FilledForms\AbeLin... [Reset default message](#)

You are invited to complete the form "AbeLincoln_distributed.pdf". You can use Adobe Acrobat or Adobe Acrobat Reader to fill in this form.

Click the attachment to open the form in Adobe Acrobat or Adobe Acrobat Reader. When you are finished, click Submit to return your data to the form author.

Get the free latest version of Adobe Acrobat Reader from:
<<http://www.adobe.com/go/reader>>

☒ Collect name & email from recipients to provide optimal tracking

Help < Previous Send Cancel

This will launch the tracker section. It shows how many have been distributed and how many people have responded to the form.

Tracker

- Latest Updates
- Reviews
 - Sent
 - Joined
- Forms
 - Distributed
 - AbeLincoln_responses
 - Received

Forms > Distributed > AbeLincoln_responses

[View Responses](#)

Your form has been successfully distributed. Responses will be combined into a single file.

Response File Location: C:\Users\Don\Desktop\June182021\FilledForms\AbeLincoln_responses.pdf ([Edit file location](#))

Distributed On: 2021-06-21 12:14:51 PM using email attachment

[Open Original Form](#)

Responses

Recipients Responded (New): 0

Recipients Not Responded: 2

Total Recipients: 2

[Email All Recipients](#) [Add Recipients](#) [Email Recipients Who Haven't Responded](#)

Email	Recipient Name	Responded	Last Response Date/Time
dbremer@donneray.com		No	
donbremer@gmail.com		No	

Expand All Collapse All

The email that comes in says “can use” Acrobat or Acrobat Reader. It really should say “should use” Acrobat or Acrobat Reader. Some lightweight readers may not give you back what you want.

Please complete the form AbeLincoln_distributed.pdf



dbremer@donneray.com
To dbremer@donneray.com

We removed extra line breaks from this message.



Reply Reply All Forward

Mon 2021-06-21 12:15 PM

Open PDFs in Adobe Acrobat

You are invited to complete the form "AbeLincoln_distributed.pdf". You can use Adobe Acrobat or Adobe Acrobat Reader to fill in this form.

Click the attachment to open the form in Adobe Acrobat or Adobe Acrobat Reader. When you are finished, click Submit to return your data to the form author.

Get the free latest version of Adobe Acrobat Reader from:

<http://www.adobe.com/go/reader>

When opening the document up in Acrobat:

The screenshot shows the Adobe Acrobat Reader interface with the document 'AbeLincoln_distributed.pdf' open. The top toolbar includes icons for Home, Tools, and document navigation. A purple banner at the top of the document area contains the text: 'Please fill out the following form. When finished, click Submit Form to return the completed form.' Below this banner, the form content is visible. It includes a 'Submit Form' button in the top right corner. The form fields are as follows: 'YOUR LOGO HERE' (text box), 'Reset' (button), 'Company Name' (text box), 'Applying for Position:' (text box), 'Preferred Programming Language:' (dropdown menu with 'PHP' selected), 'Can drive to work:' (checkbox), 'Languages Known:' (text box with a list: C, C++, Java, PHP), 'Can bring donuts to work:' (radio buttons), 'Start Date:' (text box), and 'Employment Application' (text box). At the bottom of the form, there is a section titled 'Applicant Information' with a text box.

Fill out some of the form and then select the submit form button.

Send Form



To: X@X.com

Subject: Submitting Completed Form

Attachment: AbeLincoln_distributed.pdf

From:

Email Address:
dbremer@donneray.com

Full Name:
Don Bremer

☒ Remember me

To save your email address and name in Adobe Acrobat's Identity preferences, check Remember me. Do not check this box if you are using a public computer.

Send

Cancel

When we get the form, we can then bring it into the existing response file:

Add Completed Form to Response File

This file is a completed form and will be added to a response file.

☒ Add to an Existing Response File

Browse...

☐ Create a New Response File

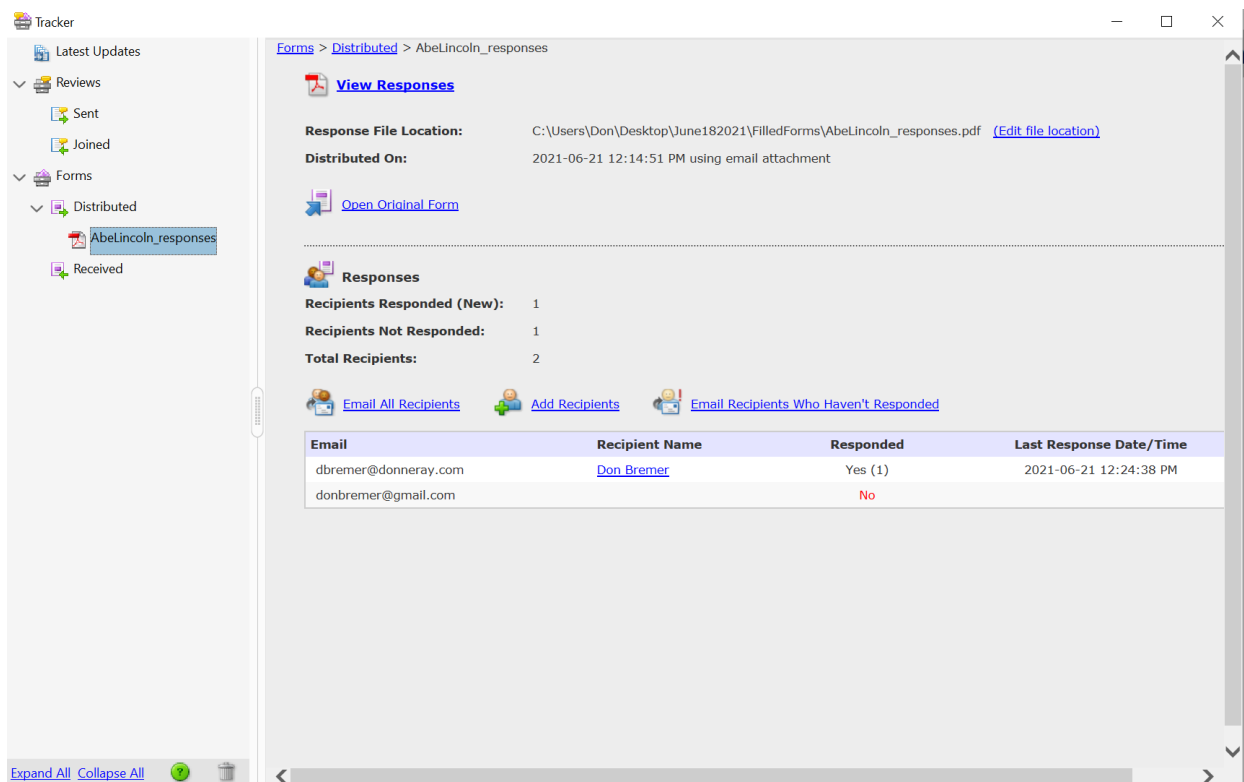
Browse...

Help

OK

Cancel

AbeLincoln_responses.pdf - Adobe Acrobat Pro DC (32-bit)														
File Edit View Fill & Sign Window Help														
Home Tools AbeLincoln_distrib... AbeLincoln_respon... x														
From	Received Date	Full Name	Date	Address	City	Phone	Email	Date Available	Social Security No	Desired Salary	Position Applied for	YES	NO	YES_2
Don Bremer	2021-06-21 12:24...	Abe												
												YES_3	NO_3	If yes when
												YES_4	NO_4	If yes explain
												Off		



To open up tracking – go to Edit>Form Options.

If the file was asked to get signatures, then it would ask you to se it up in Adobe Sign!

Adobe Sign

I showed you signatures in the previous class, but in this section, we can send people the files to sign and track them.

Open AdobeSign.pdf

Then select, Request Signatures.

Add the people to send it to in the add signers.

Then, we specify where to sign...

Remember to flip to sign in any order under more options.

Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Recipients*

Complete In Order ☐ Complete In Any Order ☒

Enter recipient email

[Show CC](#)

POWERED BY
Adobe Sign

Get documents signed fast with Adobe Sign

Add signers, specify where to sign, send and track progress. [Learn more](#)

Add signers Add CC

dbremer@donneray.com

donbremer@gmail.com

AdobeSign

Please review and sign this document.

File(s) Add Files

[More Options](#) [Cancel](#) [Specify Where to Sign](#)

Since we have two people signing, bring in two signature fields and two initial fields.

Right-click on the fields to assign each to a different signer.



All Your Base Belong to Us!

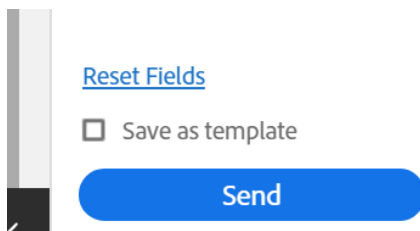


Signed:

asdfadsf



Then select send!

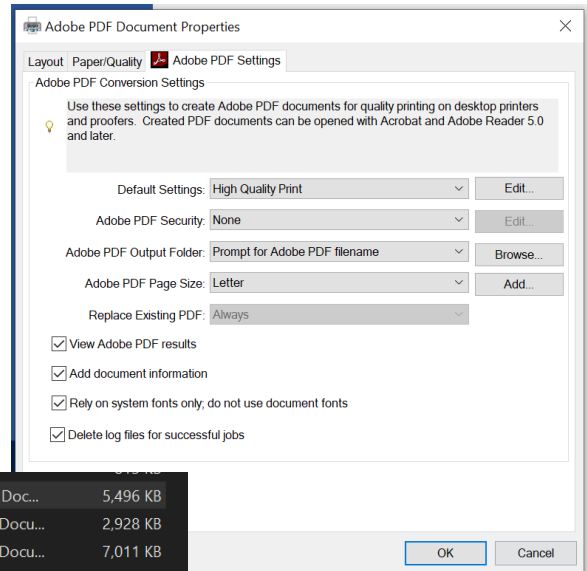


Optimize

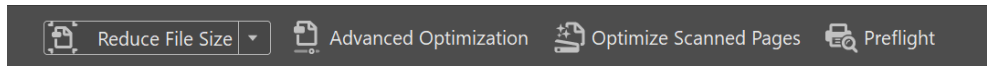
The size of the file can be selected during any point in the creation process – first print, web print, iteration, etc. So, let's start at the beginning – at Word.

Using the High Quality Print (like sending it to a professional printer) – the file is actually larger than the Word document!

Windows 8.docx	2013-05-14 4:24 PM	Microsoft Word Doc...	5,496 KB
Windows8.pdf	2021-06-21 12:48 PM	Adobe Acrobat Docu...	2,928 KB
Windows 8-large.pdf	2021-06-21 12:51 PM	Adobe Acrobat Docu...	7,011 KB



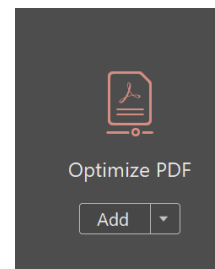
So, if we get this behemoth file, what can we do to make it smaller and how will that affect our final product?

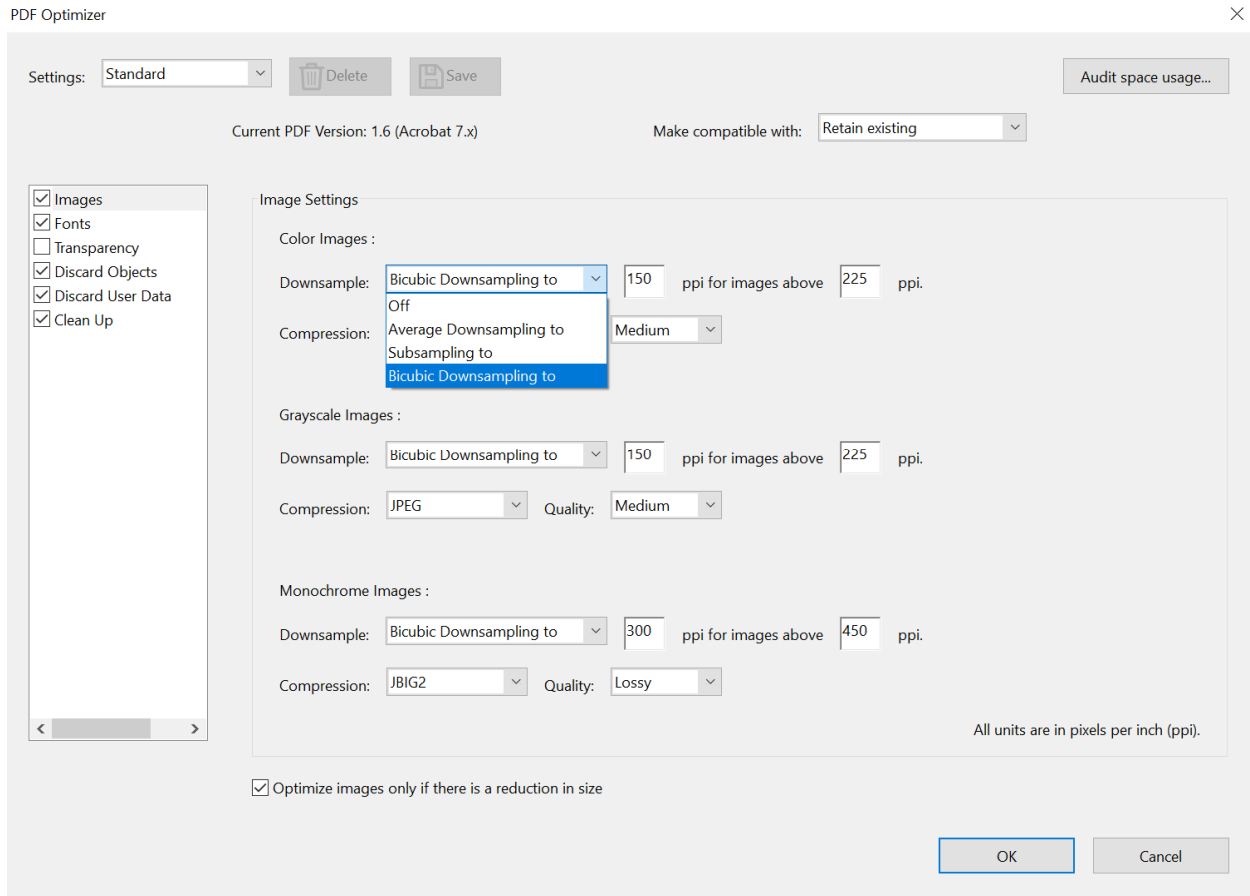


The easiest thing we can do is to Reduce File size.

Doing this, I've reduced the file size from 7M to 2M! The 2M file is my default file size – I usually don't print out stuff for High Quality Print.

But, let's talk about some of the Advanced Optimizations:





If the downsample is off, it will give you the best picture at the largest size.

I usually use bicubic downsample – this uses the most math to get the best picture.

Average and Subsampling will get files that may not look so good (depending on file type) – but they will be easy on the computer and get small file sizes.

Audit Space Usage

Results		
Description	Bytes	Percentage
Images	1,986,500	91.14 %
Content Streams	20,571	0.94 %
Fonts	161,329	7.40 %
Document Overhead	11,202	0.51 %
Extended Graphics States	48	0.00 %
Total	2,179,650	100 %

OK

Accessibility

The Accessibility Check option will run a quick check will run a quick check on the document and find problems.

Accessibility Checker Options

Report Options

☒ Create accessibility report

Folder: H:\My Documents Choose...

☐ Attach report to document

Page Range

☒ All pages in document ☐ Pages from to

Checking Options (31 of 32 in all categories)

Category: Document

☒ Accessibility permission flag is set

☒ Document is not image-only PDF

☒ Document is tagged PDF

☒ Document structure provides a logical reading order

☒ Text language is specified

☒ Document title is showing in title bar

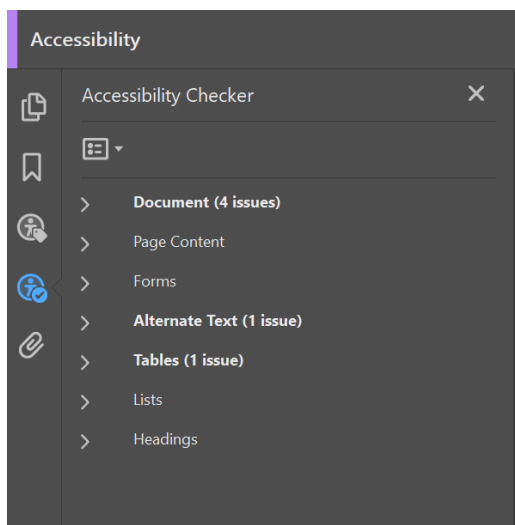
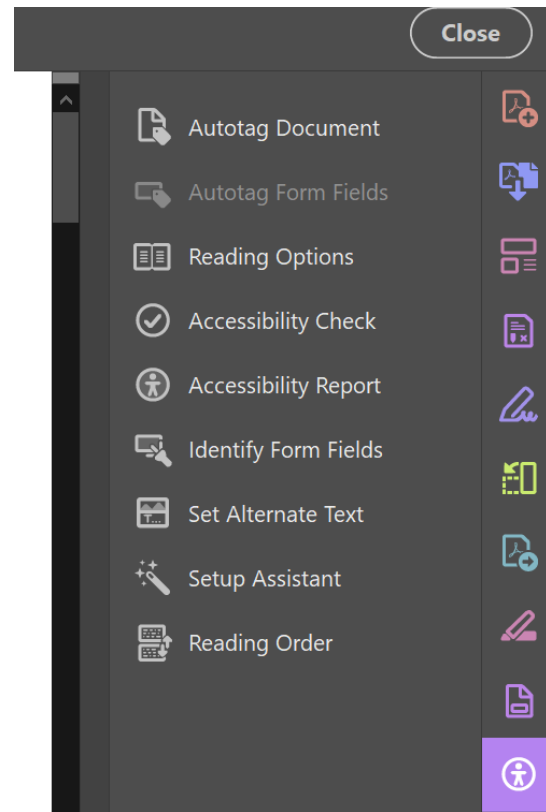
☒ Bookmarks are present in large documents

☒ Document has appropriate color contrast

Select All Clear All

☒ Show this dialog when the Checker starts

Help Start Checking Cancel



Using a PDF is great – and we want to make sure that is the case even if you are using a screen reader.

Open the document – Basics-of-Spreadsheets2010.pdf

User the Accessibility Check to find out what is wrong with the document.

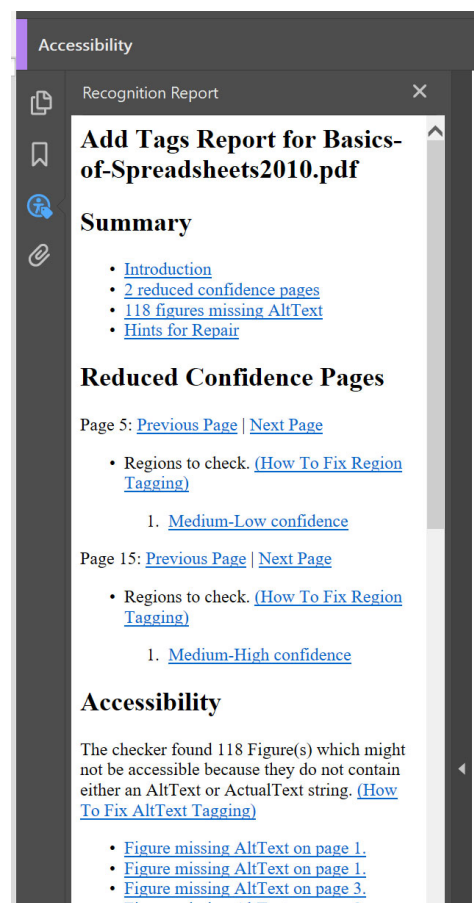
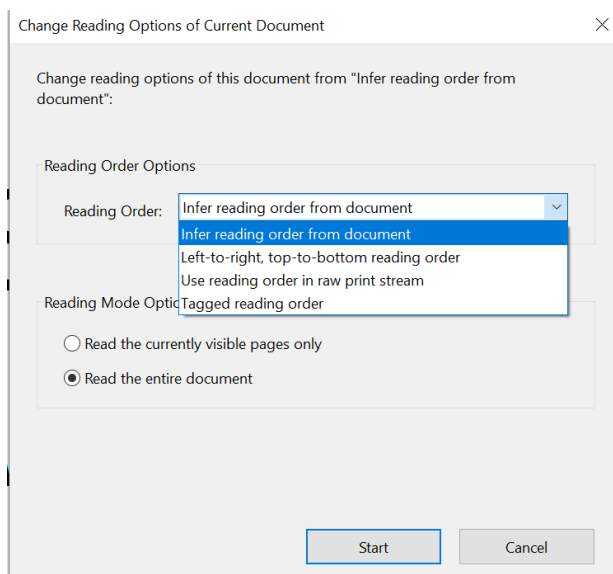
Logical Reading Order and Color contrast will always pop up and require a manual check. But, really, it's about the Alternate Text!

We may want to autotag the document- this will show what we are missing or what we need to fix. In this document – it is quite extensive.

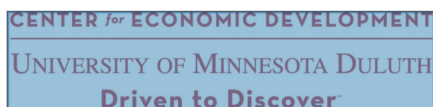
First AutoTag - then set Alternate Text!

As you go through and tag the images, the next time you run the checker – there will be fewer items to fix!

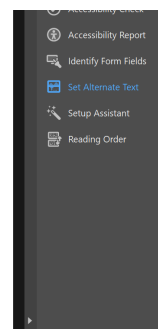
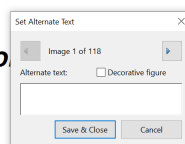
With the reading options, we can pick how the document is to be read.



Click on each item and with the Accessibility tools open, click on Set Alternate text.



Presented and co-sponsor



After doing a few images, you can re-run the checker and see that the alternate text figures have changed to exclude the ones we have done.

Color Contrast

This is a manual check. You can check this out using the website:

<https://contrastchecker.com>

Open the document ContrastChecker.pdf

So, if you place some of the items in the checker – you can see that some combinations do not pass.

Others?

Compare Documents

Action Wizard

Index

Javascript