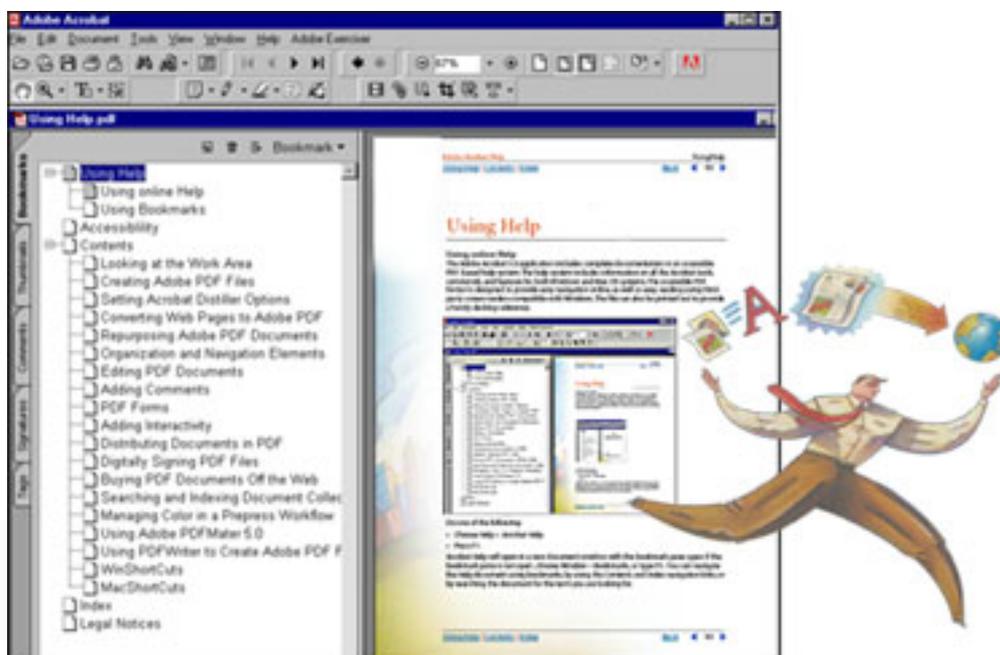


Using Help

Using online Help

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



The online help file displayed in Acrobat 5.0

To start online Help:

Do one of the following:

- Choose Help > Acrobat Help.
- Press F1.

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

Using Bookmarks

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

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

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

Using the navigation bar

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

The navigation bar also provides the Next Page ▶ and the Previous Page ◀ navigation arrows before and after the page number to allow you to navigate through the pages one at a time. Clicking Back will take you to last page you viewed. You can also page through the document using the First Page, Previous Page, Next Page, and Last Page navigation arrows in the Acrobat toolbar.

To find a topic using Contents:

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

To find a topic using the index

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

To find a topic using the find command:

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

Printing the Help file

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

Other help resources

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

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Using Acrobat PDFMaker 5.0 (Windows)

Acrobat PDFMaker 5.0 allows you to create Portable Document Format (PDF) files directly from Microsoft Word 97, Word 2000, PowerPoint 97, PowerPoint 2000, Excel 97, and Excel 2000 using Acrobat® Distiller®. You can choose whether the resulting Adobe PDF files are compatible with Acrobat 3.0 (PDF 1.2), Acrobat 4.0 (PDF 1.3), or Acrobat 5.0 (PDF 1.4). After the files are converted to Adobe PDF, you can view them immediately using Adobe Acrobat or Acrobat Reader.

By default Adobe PDF files created with PDFMaker generate tagged PDF and preserve hyperlinks, styles, and bookmarks present in the source document. Adobe PDF files created from PowerPoint are cropped to match the Power Point slide presentation size, and slide transitions are also preserved.

What's New for Word 2000, Excel 2000, and PowerPoint 2000

When you use PDFMaker 5.0 with Word, Excel, or PowerPoint 2000 you can create tagged PDF, which allows you to extract the text and graphics of PDF documents so that the contents can be put to other uses. For example, the contents of a file can be stripped of printing marks and running headers for use in a Web page, or the text can be extracted for automatic reading by the sight-impaired.

Hyperlink creation is improved for Word 2000. PDFMaker also creates new navigational bookmarks linked to slide titles in PowerPoint and sheets in Excel 2000. Complete Workbook conversion is supported for Excel 2000, and text links are converted to PDF links for Excel 2000 and PowerPoint 2000.

You can apply security settings to your Adobe PDF documents from using the PDFMaker options.

Software requirements

Before you can use Acrobat PDFMaker and view the resulting Adobe PDF documents, you must have the following programs installed on your system:

- Adobe Distiller 5.0 and PDFMaker 5.0. (Both are installed if you use the Typical Installation option for Acrobat 5.0)
- Your Microsoft Office application—Microsoft Word 97, Word 2000, PowerPoint 97, PowerPoint 2000, Excel 97, or Excel 2000. (PDFMaker is not compatible with previous versions of Word, PowerPoint, or Excel.)
- One of the following: Windows® 98, Windows 2000, Windows Me, or Windows NT® 4.0.
- Office 97 users also need Microsoft Office Service Release 2 (SR-2).

Installing Acrobat PDFMaker

Acrobat PDFMaker installs automatically when Acrobat 5.0 is installed. The next time you run Word, PowerPoint, or Excel after installing Acrobat 5.0, an Acrobat easy access menu command appears on the Microsoft Office application menu bar and two Acrobat buttons (Convert to Adobe PDF and Convert to Adobe PDF and EMail) appear on the tool bar. If you install Word, PowerPoint, or Excel after installing Acrobat, you'll need to reinstall Acrobat 5.0 before you can use PDFMaker.

Using Acrobat PDFMaker

PDFMaker allows you to set a variety of job options that determine the appearance and functionality of the Adobe PDF file, which is particularly important for documents containing graphics. It also allows you to create a robust Adobe PDF document containing bookmarks, links, comment, or other document information.

With PDFMaker 5.0, you can create Adobe PDF files with tagged PDF.

Important: *The tagged PDF created with PDFMaker 5.0 from Word 2000 documents has greater functionality than the structured PDF created from Word 97 documents. If you are creating Adobe PDF files with a view to supporting reflow and accessibility, you should author your documents in Word 2000 rather than Word 97.*

The following table lists the document elements you can control when converting a Microsoft Word file to Adobe PDF.

Document element	Converts To
Word document structure	Tagged PDF
Headings and paragraph styles	PDF bookmarks
Page numbers in table of contents	Links to the destinations in the document
Page numbers in list of figures	Links to the destinations in the document
Footnotes and endnote citations	Links to the notes themselves
Comments	PDF comments
Text boxes	PDF article threads
Document properties, such as author and creation date	PDF document information
Cross-references within a document	PDF links
Links to other documents	PDF links
Uniform Resource Locators (URLs)	PDF Weblinks

Creating an Adobe PDF file with PDFMaker

PDFMaker offers several ways to create an Adobe PDF file. In a Word, PowerPoint, or Excel document, you can use the Acrobat easy access menu in the Microsoft Office application menu bar or the two Acrobat buttons—Convert to Adobe PDF and Convert to Adobe PDF and EMail—on the toolbar to convert your document directly to Adobe PDF.

To create or e-mail an Adobe PDF file in a Microsoft Office application:

Important: In all cases, the conversion settings used are those defined for your last PDF conversion unless you change them before executing any of the following commands. For information on changing the conversion settings, see ["Setting the PDFMaker conversion settings" on page 7](#).

1 In Microsoft Word 97 or 2000, Excel 97 or 2000, or PowerPoint 97, or 2000, do one of the following:

- Choose Acrobat > Convert to Adobe PDF on the Microsoft Office application menu bar, or click the Convert to Adobe PDF button on the application toolbar. If View Result in Acrobat 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 in which to save the file. Click Save. Your file is converted to Adobe PDF. Details of the conversion are listed in the progress dialog box.
- Choose Acrobat > Convert to Adobe PDF and EMail on the application menu bar, or click the Convert to Adobe PDF and EMail button on the application toolbar. If View Result in Acrobat 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 in which to save the file. Click Save. Your file is converted to Adobe PDF. Details of the conversion are listed in the progress dialog box. Your e-mail application is launched automatically if it is not already open. Your PDF file is automatically attached to a blank e-mail message.

Acrobat uses the Messaging Application Program Interface (MAPI) to communicate with your e-mail application. For information on setting up your e-mail application to use the MAPI server, see "E-mailing documents from Acrobat (Windows)" in the *Adobe Acrobat 5.0 online Help*.

Note: *In either of the above cases, if you select View Result in Acrobat (checked if selected), Acrobat opens automatically and displays your Adobe PDF file as a temporary unsaved file. When you close this PDF file, you are prompted to save the file using the Save As dialog box; if you do not save the file, Acrobat deletes the temporary file.*

Setting the PDFMaker conversion settings

PDFMaker gives you control over a variety of options that are particularly important for documents containing graphics. You can also create a robust Adobe PDF document containing bookmarks, links, comments, or other document information. Settings made in one session remain the default settings until changed again.

Not all options are available for all Microsoft Office applications; options that are not available for a particular Microsoft Office application are grayed out.

- The options on the Settings tab and the Security tab are available for all supported Microsoft applications. (Excel 97 and PowerPoint 97 have only the Settings and Security tabs.)
- Excel 2000 and PowerPoint 2000 have limited options in the Office tab.

- In the Office tab for Excel 2000 you can select whether to convert the Active Worksheet Only or Entire Workbook to Adobe PDF.
- Excel 2000 and PowerPoint 2000 do not have a Bookmarks tab.

To set the PDFMaker conversion settings:

Note: The terms *conversion settings* and *job options* are used interchangeably in PDFMaker.

1 On the Microsoft Office application menu bar, choose Acrobat > Change Conversion Settings.

2 In the Settings panel of the Acrobat PDFMaker 5.0 For Microsoft Office dialog box, select one of the predefined conversion settings in the pop-up menu, or click Edit Conversion Settings to define your own setting.

- The eBook job options are suggested for PDF files that will be read primarily on desktop or laptop computers or eBook reading devices. This set of options balances file size against image resolution to produce a relatively small self-contained file. All color spaces are converted to sRGB; color and grayscale images are downsampled at 150 dpi, monochrome images at 300 dpi; subsets of all fonts used in the file (except the base 14) are embedded; and all information is compressed. Adobe PDF files created using the eBook job options are compatible with Acrobat 4.0 (and later).
- The Screen job options are suggested for PDF files that will be displayed on the World Wide Web or an intranet, or that will be distributed through an e-mail system for on-screen viewing. This set of options uses compression, downsampling, and a relatively low resolution; converts all colors to CalRGB, CalGray, or Lab; maintains compatibility with Acrobat 3.0; and embeds subsets of all fonts used in the file (except the Base 14 fonts, which are not embedded) to create a PDF file that is as small as possible.
- The Print job options are suggested for PDF files that are intended for desktop printers, digital copiers, publishing on a CD, or sending to a client as a publishing proof. In this set of options, file size is important, but it is not the only objective. This set of options uses compression and downsampling to keep the file size down, but it also embeds subsets of all fonts used in the file, tags everything for color management, and prints to a medium resolution to create a reasonably accurate rendition of the original document. PDF files created using the Print job options are compatible with Acrobat 4.0 or later only.
- The Press job options are suggested for PDF files that will be printed as high-quality final output to an imagesetter or platesetter, for example. In this case, file size is not a consideration. The objective is to maintain all the information in a PDF file that a commercial printer or service bureau will need to print the document correctly. This set of options downsamples color and grayscale images at 300 dpi, monochrome images at 1200 dpi, embeds subsets of all fonts used in the file, prints to a higher resolution, and uses other settings to preserve the maximum amount of information about the original document. PDF files created using the Press job options are compatible with Acrobat 4.0 or later only.

Note: If you create a customized option selection, your custom settings will appear both in the Distiller pop-up menu and the PDFMaker Distiller Settings pop-up menu. For information, see "Setting Distiller job options" in the Adobe Acrobat 5.0 online Help.

3 To define your own conversions settings, click Edit Conversion Settings. For information on defining the job options in the job options dialog box, see “Setting Distiller job options” in the Adobe Acrobat 5.0 online Help. If you create a customized option selection, your custom settings will appear both in the Distiller pop-up menu and the PDFMaker Distiller Settings pop-up menu.

4 Click OK to implement your settings; click Restore Defaults to reset all values to the initial installation defaults.

To set the Security settings:

1 Click the Security tab in the Acrobat PDFMaker 5.0 For Microsoft Office dialog box. Select from the following options:

2 Specify any password protection you want:

- Select Password Required to Open Document and, in the User Password text box, enter the password users must enter before they can open the file.
- Select Password Required to Change Permissions and Passwords and, in the Master Password text box, enter the password users must enter before they can set or change any security options.

Note: You cannot use the same password in both boxes.

3 The encryption level is set by the compatibility level selected in the General Job options panel. The 40-bit RC4 (Acrobat 3.x, 4.x Compatible) encryption level has a lower level of security, but is compatible with Acrobat 3 and 4. The 128-bit RC4 (Acrobat 5 Only) encryption level has a higher level of security, but is compatible only with Acrobat 5.

Note: The 128-bit RC4 option is available only if you select Acrobat 5.0 compatibility in the General job options for Distiller, as described in the Adobe Acrobat 5.0 online Help.

4 For 40-bit RCA encryption, select options to define the level of user actions allowed:

- No Printing to prevent users from printing the file.
- No Changing the Document to prevent users from creating form fields, as well as making any other changes.
- No Content Copying or Extraction, Disable Accessibility to prevent user from copying text and graphics. This disables the accessibility interface.
- No Adding or Changing Comments or Form Fields to prevent users from adding or changing these areas. (Users can fill in the fields.)

5 For 128-bit RCA encryption, select options to define the level of user actions allowed:

- Enable Content Access for the Visually Impaired to allow document contents to be used to support the Accessibility feature.
- Allow Content Copying and Extraction to let users select and copy the contents of the PDF document. This option also lets programs that need direct access to the contents of a PDF, such as Acrobat Catalog, get to those contents.

6 Choose an option from the Changes Allowed menu to describe the kind of changes you'll allow users to make on the PDF document:

- None to prevent users from doing anything with the file, including filling in signature and form fields.

- Only Document Assembly only to let users insert, delete, and rotate pages, and create bookmarks and thumbnails.
- Only Form Field Fill-in Or Signing to let users sign and fill in forms, but not create them.
- Comment Authoring, Form Field Fill-in or Signing to let users do everything described in the previous options, plus add comments.
- General Editing, Comment and Form Field Authoring to let users do anything to the document except extract contents, and print.

7 Choose an option from the Printing menu to define the level of printing users are allowed:

- Not Allowed prevents users from printing the document.
- Low Resolution lets users print, but at a resolution that prevents the user from recreating the PDF file with different security settings. (Printing may be slower because each page will be printed as a bitmapped image.)
- Fully Allowed lets users print at any resolution.

8 Click OK to implement your settings.

Important: You must have selected the *Certified Plugins Only* option in the *Options General preferences* to be able to use *Catalog and Search* on any secured document that do not allow content extraction.

To set the Office settings for conversion from Word:

Note: The options available in this dialog box panel depend on the Microsoft Office application from which you are using PDFMaker. The following options are available when creating Adobe PDF from Word 2000.

1 Click the Office tab in the Acrobat PDFMaker 5.0 For Microsoft Office dialog box. Select from the following General options:

- Convert Document Info to convert document properties, such as author, subject, keywords, and so on, to their PDF equivalents.
- Convert Cross-Document Links to convert hyperlinks that point to other documents into PDF links.
- Convert Internet Links to convert URLs to PDF Weblinks.

2 Choose a Destination magnification from the pop-up menu:

- Inherit Zoom to preserve the magnification setting of the original document.
- Fit Page to resize the page to fit entirely in the Acrobat window when displayed.
- Fit Width to resize the page so it fits the width of the Acrobat window when displayed.
- Fit Height to resize the page so it fits the height of the Acrobat window when displayed.
- Fit Visible to resize the page so its text and graphics are visible (width-wise) in the Acrobat window when displayed.

3 Save File Automatically to save the Word file before the conversion process begins. By default this option is not selected and you are automatically prompted to save your file at the beginning of the conversion process. If you select this option, PDFMaker will save your file automatically without any prompting.

4 Select from the following Word Features options:

- Comments --> Notes to convert Word comments to PDF comments.
- Text Boxes --> Article Threads to convert text boxes to PDF article threads.
- Page Labels to convert Word page number formats, such as ix, v, A-1, and so on, to their PDF equivalents.
- Cross-References & ToC Links to convert cross-references into PDF links, and convert table-of-contents entries into PDF links to their destinations.
- Footnote and Endnote Links to convert footnotes and endnotes into PDF links to the respective citations.

5 Under Document Tags, check Embed Tags in PDF to include document structure elements in the PDF file.

Important: *The tagged PDF in Adobe PDF files created with PDFMaker 5.0 from Word 2000 has greater functionality than the structured PDF in Adobe PDF files created from Word 97. If you are creating Adobe PDF files with a view to supporting reflow and accessibility, you should author your documents in Word 2000 rather than Word 97.*

6 Click OK to implement your settings.

To set the Bookmarks settings:

Note: *Bookmarks settings are not available when you are creating Adobe PDF files from Excel 97 or PowerPoint 97. The option to create bookmarks in Excel 2000 and PowerPoint 2000 is contained in the Office tab of the Acrobat PDFMaker 5.0 For Microsoft Office dialog box.*

1 Click the Bookmarks tab in the Acrobat PDFMaker 5.0 For Microsoft Office dialog box. Select from the following options:

- Convert Word Headings to Bookmarks to map heading levels (Heading 1 through Heading 9) to bookmarks.

 *When a document contains paragraphs formatted using discontinuous heading levels, PDFMaker inserts blank bookmarks for each of the missing levels.*

- Convert Word Styles to Bookmarks to map custom paragraph styles to bookmarks. You can also specify a hierarchy for the bookmarks by specifying a level—number one (1) is the highest level of the hierarchy, number two (2) the next level in the hierarchy, and so on.
- Bookmark Destination Magnification allows you to choose between Inherit Zoom, Fit Page, Fit Width, Fit Height, or Fit Visible to represent the bookmark view when it is selected.

2 Select the elements from the list you want related to PDF bookmarks. An x appears when an element is selected. Click the number in the far right column to set the hierarchy level, if desired. Select an item a second time to turn off the selection. Click the appropriate tab to sort the styles list by Element, Type, Bookmark, or Level.

3 Click OK to implement your settings.

To set the Display Options:

1 Click the Display options tab in the Acrobat PDFMaker 5.0 For Microsoft Office dialog box. Select from the following options:

- Document Open Options to specify the display parameters for the document when it first opens. You can specify whether or not the bookmark panel is visible, which page is displayed, and the magnification level in the file when it opens. You can set the magnification percentage (in relation to the original document page), Fit in Window, Fit in Width, Fit in Visible, or Default. Default uses the zoom level set in the user's Acrobat Display preferences.
 - Link Appearance to specify how links display when the PDF file is viewed. The Type options allow you to specify whether the links are invisible, visible with thin lines, or visible with thick lines. The Highlight options allow you to specify how links display when selected: None, Invert, Outline, or Inset. The Line Style options allow you to specify solid or dashed for line display. The Color options allow you to specify the color for links.
 - Comments to specify the parameters for converting Word comments to PDF comments. You can select which reviewer comments you want converted to PDF comments, set the comments to automatically display open or closed, and set the color for the note. You can modify the properties for a particular reviewer by selecting the reviewer's name in the Reviewer list box. You can include that reviewer's comments by selecting the reviewer's name in the Review list and then selecting Include.
- 2 Click OK to implement your settings.

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