

Step-by-Step

Publishing Electronic Portfolios using **Adobe Acrobat 5.0**

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Here is the process we will use to publish a digital portfolio using Adobe Acrobat.

The portfolio will include the following components:

A Cover Page for the portfolio

Include a Picture or graphic

Include an Introduction to the Viewer (an overall reflection on the portfolio)

A Table of Contents

This page will contain link to various Artifact Cover Sheet(s)

Reflections on attainment of Standards (originally created in Word)

(optional) Artifact Cover Sheet(s) answering the following questions:

What? (First summarize the artifact and/or the experience)

So What? (Reflect on what was learned and how this leads to meeting goals)

Now What? (Address implications for future learning needed)

A collection of portfolio artifacts converted to PDF, after each Cover Sheet

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What to do? Here is the process we will cover:

Convert documents to PDF

Write brief reflection on each document using the Acrobat Notes tool
(To learn about annotating files, open ACROHELP.PDF, pp. 128-130 or see pages 12-14)
ACROHELP.PDF is activated by selecting **Help Menu -> Acrobat Help**.

In Word or PowerPoint (or your favorite application...it doesn't matter)

Complete Artifact Cover Sheets OR
Complete Standards Reflection document

Create a Cover Page and a Table of Contents for your portfolio

Write your overall reflection on the portfolio.

Convert all of these documents to PDF.

In Acrobat

Merge documents into one PDF file

Scan documents directly into Acrobat (optional)

Create bookmarks for navigation

Link documents to Artifact Cover Sheets (optional)

Link Artifact Cover Sheets to Table of Contents

Create a summary of the Notes reflections and insert into document

Link movies into Acrobat document

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Constructing a PDF Document

To create a PDF document – Windows (Acrobat Help p.32)

If Microsoft Office is installed, there is a macro (Adobe PDFMaker 5.0) that allows you to create Adobe PDF files from within Microsoft Office using the new Acrobat Menu.

To create a PDF file from another software package:

1. Choose **File > Print**.
2. Choose Acrobat Distiller from the list of printers, give the new document a name, and determine where you want to store the file.
3. Click Print or OK.

To create a PDF document – Macintosh System 8.6+ Create Adobe PDF (from Acrobat Help p.33)

1. Start your application, and open the document to be converted to a PDF file.
2. Select **File Menu ->Page Setup**
3. From the Printer pop-up menu, select **Create Adobe PDF**. Close the Page Setup dialog box.
4. Choose **File -> Print**. (In the Printer menu, verify that the printer is **Create Adobe PDF** and that the destination is **File**). In the Job Options pop-up menu, choose Print, Press, Screen, or eBook. For information on Job Options, see “Setting job options” on page 46 of the Acrobat Help file.
5. Select the destination directory, enter a name for the PDF file, and click **Save**.
6. The PDF file is created, and you are returned to your application.

Another option is to drag your document over the **Create Adobe PDF** printer icon on your desktop (that icon is created the first time you do step 3 above). The application that created the document will be activated along with the Print dialog box with the **Create Adobe PDF** printer selected. Select the required job options, set the view preferences, and click **Print**.



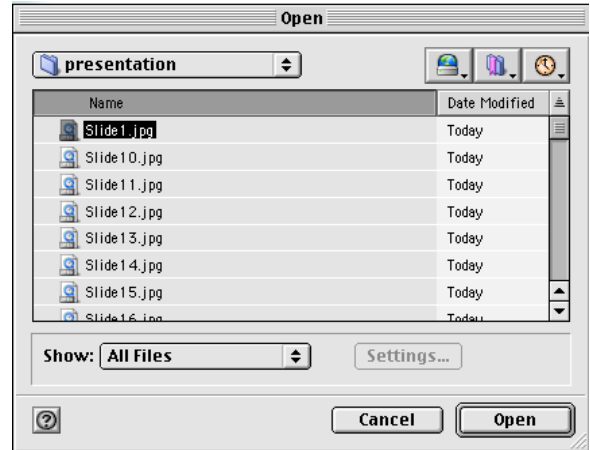
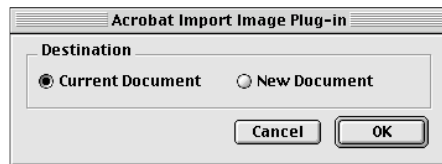
To create a PDF document – Macintosh OS X – Preview

By far, the easiest way to create a PDF file is with the Print Preview option in OS X. In any application, go to the **File Menu -> Print**. Click the **Preview** button. A PDF file will be generated. You may view that file in either the Preview or Acrobat program. Rename the file and Save it in the appropriate location.



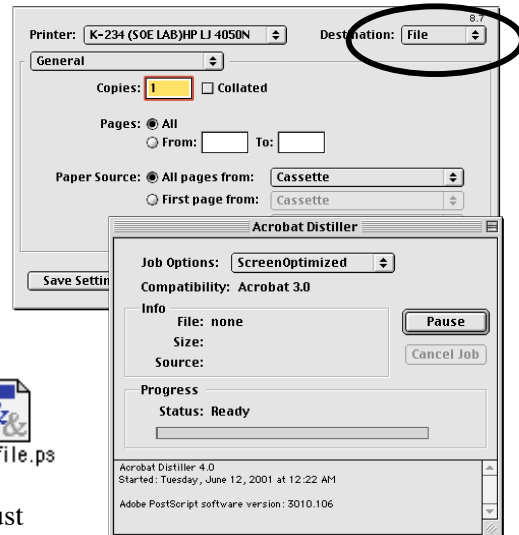
To create Pages from Image files

1. From within Adobe Acrobat, select **File Menu -> Open as Adobe PDF ...**
2. Select the images using the Shift (contiguous) or Command keys and click **Open**.
3. If there is a document open, Acrobat will give the following option: Otherwise, the image(s) will open in a new file.



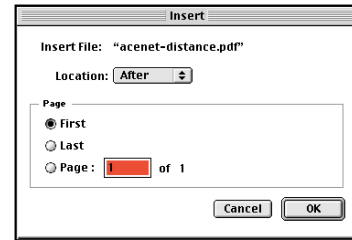
To create a PDF document – Acrobat Distiller:

1. Start your application, and open the document to be converted to a PDF file.
2. Choose a laser printer (or Postscript Printer) as your preferred printer
3. Choose **File Menu -> Print** and click **File** (rather than Printer)
4. Select the destination directory, enter a name for the Postscript file, and click **OK**.
5. The Document Info dialog box may appear. Click **OK**.
6. A Postscript file is created, and you are returned to your application.
7. Open the Acrobat Distiller.
8. Select **File Menu -> Open** and navigate to the file you just created (or drag the PostScript file over the Distiller Window).
9. The Progress window will show the status of the conversion to a PDF file. When finished, the PDF file will show up in the same window as the Postscript file.
10. Open the PDF file, check to see if the conversion has been successful, and throw away the Postscript file.



Inserting Pages

1. Choose **Document Menu -> Insert Pages**.
2. Select the document to insert, and click **OK**.
3. Select the **Location: Before** to insert the document before the specified page. Select the **Location: After** to insert the document after the specified page.
4. Specify the page before or after which the document is to be inserted (or select **First** or **Last** page).
5. Click **OK**. The document is inserted at the location you specified.



Deleting pages (Menu)

1. Choose **Document Menu -> Delete Pages**.
2. Enter the page range to be deleted; then click **OK**.
You cannot delete all pages; at least one page must remain.

Replacing Pages (Menu)

1. Open the PDF document you want to modify.
2. Choose **Document Menu -> Replace Pages**
3. Select the document containing the replacement pages, and click **Select**.
The **Replace Pages** dialog box appears.
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, and then click **OK**.
The last page is calculated by the number of pages to be replaced in the original document.
There must be a one-to-one correspondence of pages.


Editing Content

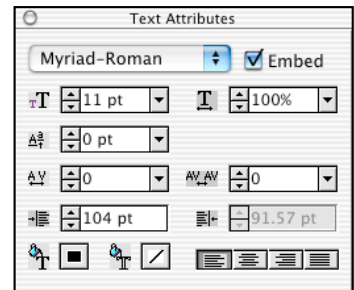
There are two different ways to touch up the document once it is converted to PDF: Touch Up Text Tool or Touch Up Object Tool. These tools should be used to make small changes to a page. For major corrections, go back to the original document, make the changes, convert to PDF, and replace the page(s).

Touch Up Text

1. Select the touch-up tool **T** and select the text you want to change. (You can edit only one line of text at a time.)
2. Type in new or corrected characters.

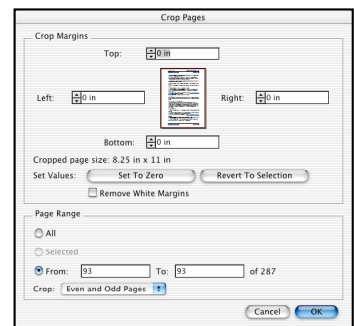
Formatting text - To change the font, size, and color:

1. Select the touch-up tool  and select the text you want to change.
2. Choose **Tools Menu -> TouchUp -> Text Attributes**, and click the Font tab.
3. Choose from the following options:
 - Choose a font from the font menu.
 - Enter a point size in the left box.
 - Choose a color for the outline of the character
 - Choose a color to fill the body of the character



Cropping Pages

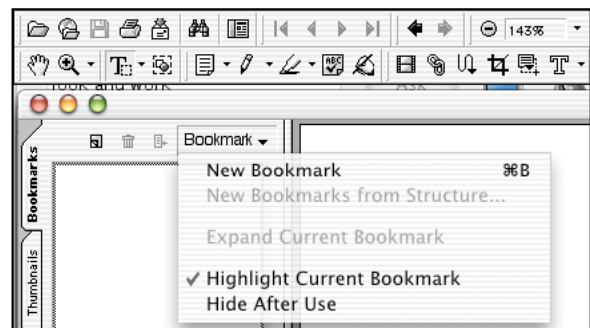
1. If you are not in Single Page layout, choose **View Menu -> Single Page** or select **Single Page** from the page dimension box in the status bar. (You can crop pages only in Single Page layout.)
2. To remove extra white space around your images or Powerpoint slides, select **Document Menu -> Crop Pages**. Margin sizes are displayed in the page units set in General Preferences.
3. Select the **Remove White Margins** (which will shrink the margins to the existing content) OR use the arrow to adjust the margins OR type in the appropriate margins.
4. When you are satisfied with the new margins, select the Page Range (all or single page or range of pages).
5. Click **OK**. The Crop Pages dialog box closes, and document pages are displayed with the new margins.



Navigation

Creating Bookmarks for Navigation

1. Navigate to the page or view that will be the destination for the bookmark.
2. Open the Navigation Pane with the icon on the Menu Bar and select **Bookmarks**.
3. Select **New Bookmark** from the Bookmarks menu (click on the arrow to bring out the pop-up menu)
4. Type in the text for the bookmark in the left window. Shortcut: Highlight text with the Text Select Tool, and then select **New Bookmark**. The highlighted text becomes the text of the bookmark. (See *ACROHELP.PDF* pages 91-95)



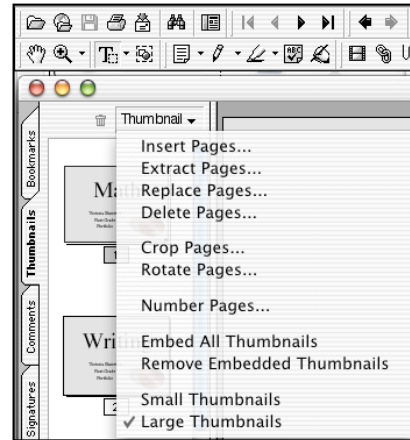
See *ACROHELP.PDF* pages 93-94- for information on editing and deleting bookmarks.

See *ACROHELP.PDF* page 94 for information on creating a bookmark hierarchy.

Using the Navigation Pane - Thumbnails

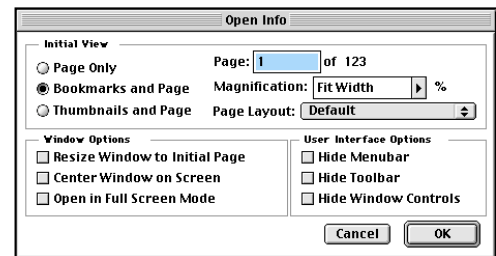
The navigation pane is a frame that opens on the left side of the document, with four different palettes: Bookmarks, Annotations, Thumbnails, Signatures.

The Thumbnail menu is opened by the arrow on the upper right corner of the navigation pane, immediately under the Open/Close icon.



Opening a PDF file with Navigation Pane showing

Select **File Menu -> Document Properties -> Open Options...** and fill in the settings to open the file with either the Bookmarks or the Thumbnails showing. Click **OK** and save the PDF file. Close the file and open it again to see the Navigation Pane open.,

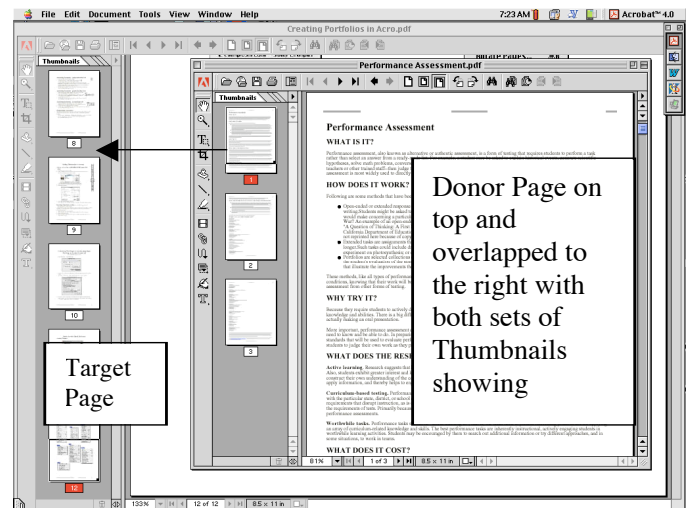


Copying and Moving Pages using Thumbnails

1. To select thumbnails: Select the thumbnail for the page by clicking the page number box; Shift-click or drag a box around thumbnails to select multiple thumbnails. A black rectangle appears around selected page(s).
2. To deselect thumbnails: Click outside a black rectangle to deselect all thumbnails. Shift-click the page number box to deselect one of multiple selected thumbnails.

Copy pages from one document to another - thumbnails

1. Display thumbnails by showing Thumbnails in the Navigation Pane. Overlap windows so that the "donor page" is on top of the "target" page and both sets of Thumbnails appear on the screen.
2. Select one or more thumbnails to copy, and drag them into the thumbnail area of the target document. A page icon containing a plus sign appears at the tip of the pointer, and a black bar appears above or to the left of the new position.
3. When you release the mouse button, the copied pages are inserted and all subsequent pages are renumbered.



Deleting pages using the Thumbnails

1. Show the thumbnails in the document
2. Click on the number of the page to be deleted. A box should appear around the page.
3. Press the Delete key. The page should disappear.

Replacing Pages using thumbnails

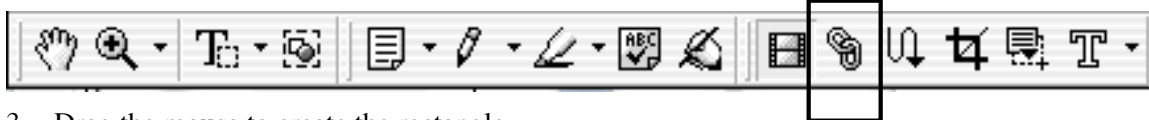
1. Open two PDF documents. Display thumbnails by showing Thumbnails in the Navigation Pane. Overlap windows so that the "donor page" is on top of the "target" page and both sets of Thumbnails appear on the screen (see above).
2. Select one or more thumbnails to copy, and drag them to the thumbnail area in the target document. When the pointer is directly over the page number box of a thumbnail, the pages to be replaced are inverted.
3. Release the mouse to replace the inverted pages.

Creating Hypertext Links for Navigation

Links are created on the document page with the link tool. Links can be visible or invisible; however, when you click the link tool in the toolbar, all links in the document are temporarily displayed.

To create a link:

1. Go to the section of the document you want to link to a new destination or action.
2. Click the link tool, or choose **Tools Menu > Link**. The pointer becomes a cross hair (+), and all links in the document—including invisible links—are temporarily visible.



3. Drag the mouse to create the rectangle.
4. When you release the mouse button, the link rectangle and the Create Link dialog box appear.
5. In the Create Link dialog box, choose Visible Rectangle or Invisible Rectangle to indicate whether the link rectangle should be visible when the link tool is not selected. (By default, links are visible.)
6. Choose one of the following actions:
To link to an area in the open document or to another PDF document, choose **Go To View** as the action type, then navigate to the destination view in the active document or another PDF document. You can use the toolbar, status bar, or scroll bar to refine the destination view while the Link dialog box is open. You can also change the Magnification in the lower section.
7. Click **Set Link**.

Types of Actions

There are a variety of actions that can be created through the **Create Link** window. The most appropriate actions for portfolios are:

- **Open File**, which allows you to link to artifacts that many not be in Acrobat format.
- **World Wide Web Link**, which allows you to send a command to your web browser to open a web page.
- **Sound** and **Movies** will be discussed later.

See ACROHELP pages 257-264 for more information about links.



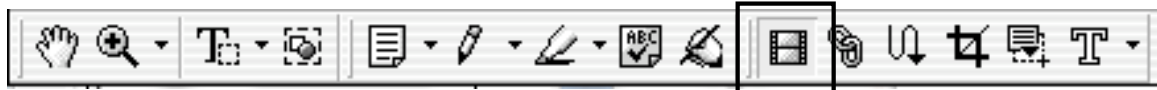
Editing links

1. You can delete or resize the link rectangle or use the **Edit Menu -> Properties** dialog box to change the appearance or destination of the link.
2. Changing the properties of a link changes them for the selected link only and does not affect the properties of any new links you create.

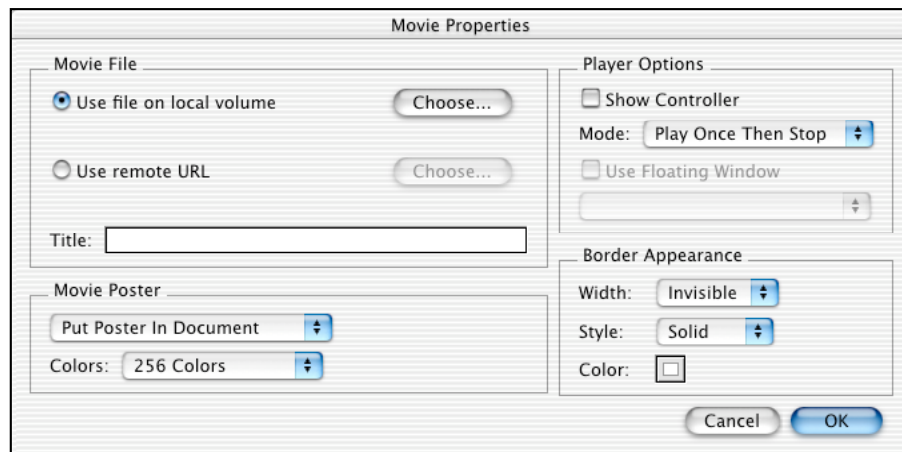
Adding Multimedia to Acrobat

Adding movies (For more detail, see ACROHELP.PDF pages 176-177)

1. Click the movie tool in the toolbar.



2. Draw a rectangle around the location on the screen that will become a "hot spot" that will play the movie when clicked.



3. In the Movie Properties dialog box, **Choose...** a movie file.
4. Set the clip properties.
 - Decide whether you want to show a Movie Poster (image of the first frame)
 - Player Options (recommended to Show Controller)
 - Border Appearance
5. Click **OK** to add the pointer to the clip.
Movie clips can also be played from links, bookmarks, form fields, and page actions.

Inserting Sound into a Link *(See ACROHELP pages 178-179)* (recommended for small sound files)

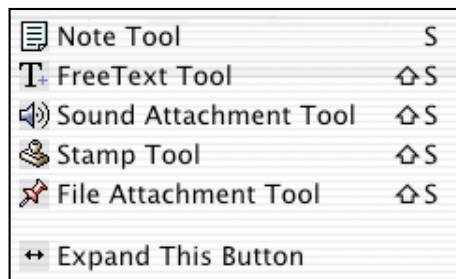
The sound becomes part of the Acrobat file, which can make the file very large. For large sound files, it is recommended to create a QuickTime sound-only movie and insert as shown above as a movie.

1. Select the Link Tool on the Menu Bar
2. Draw a selection to create a "hot spot" that will play the sound when clicked.
3. Select Sound Action Type
4. Insert sound file to play when the "hot spot" is clicked. Sound files need to be in AIFF or WAV format.

Adding Reflective Statements with Comments Tools


One of the features of Acrobat that makes the program ideal for portfolios is the capability of the program to add comments to a document using several different types of annotation tools. Notice three types of annotation and markup tools available on the tool bar—annotation, graphic markup, and text markup, each with a hidden tool menu. Below are the types of annotations that can be selected from the Annotation tool. Once annotations are made, a summary PDF file can be created with all of the annotations summarized by page number and with text of all written notes.

(See ACROHELP.PDF pages 129-134)



Annotating documents - "Notes Tool"



1. Select the first icon (looks like a note pad with dog-eared corner).
The pointer turns into an icon that looks like this: 
2. Click the mouse at the location where you want the note to appear. A note icon appears on the page, and a small window opens, where text can be written
3. The small window can be closed and only the icon appears on the page.
(See ACROHELP.PDF page 130)

Annotating documents - text annotation tool

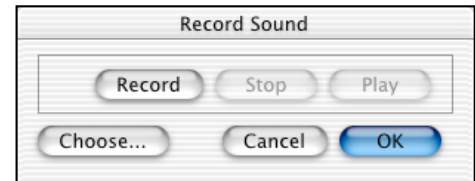


1. Select the second icon (a T with a plus sign)
The pointer turns into an "I-Beam" that looks like this:
2. Draw a box in the appropriate size and at the location where you want the text note to appear and start typing. The text should wrap in the box you defined.
3. You can modify the look of the text by selecting the text box created by the annotation tool and selecting **Edit Menu -> Properties**.
(See *ACROHELP.PDF* pages 130-132)

Annotating documents - audio annotation tool



1. Select the third icon (looks like a speaker)
The pointer turns into a small speaker that looks like this:
2. Click the mouse where you want the icon to appear. The following window will appear:
3. Click the **Record** button when you are ready to record, click **Stop** when you are finished, click **Play** to review what you have recorded, click **Save** when you are finished. You may also upload a pre-recorded file by selecting the **Choose** button.
4. Double-click on the speaker icon to hear what you have recorded.
(See *ACROHELP.PDF* page 132)

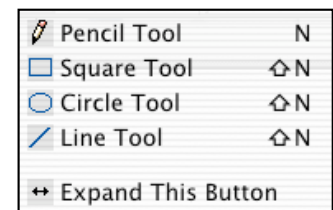


Annotating documents - stamp annotation tool

1. Select the fourth icon (looks like a stamp)
The pointer turns into a small stamp that looks like this:
2. Click the mouse where you want the stamp to appear. The latest stamp used appears on the page. Click on the stamp and select **Edit Menu -> Properties** to change the image on the stamp. In addition to the standard stamps, there are faces, pointers and words, and you can change the annotation author's name in this window as well.
3. Double-click on the stamp, and a note window opens that can contain text.
(See *ACROHELP.PDF* pages 132-134)

Annotating documents - graphic markup tools

1. Select the appropriate graphic markup tool from the Tools menu:
Pencil Tool, **Rectangle Tool**, **Ellipse Tool**, **Line Tool**.
2. Using the mouse, draw the appropriate shape on the screen. Click on the shape and select **Edit Menu-> Properties** to change the color and thickness of the line.
3. Double-click on the lines, and a note window opens that can contain text. (See *ACROHELP.PDF* pages 135-136)



Annotating documents - text markup tools

1. Select the appropriate text markup tool from the Tools menu:
Highlight Text Tool, Strike Through Text Tool, Underline Text Tool.
2. Click and drag across appropriate text on the page.
3. Double-click on the highlighting, and a note window opens that can contain text. (See ACROHELP.PDF page 137)



Summarizing Comments (Annotations)

All of the annotations in the document can be summarized with page numbers and the complete text of all annotations. This file can be saved or inserted into the existing document.

1. Choose **Tools -> Comments -> Summarize** to create a new PDF file.
2. Save as a separate file or insert into old document using Thumbnails.
(See ACROHELP.PDF page 140)

Digital Signatures

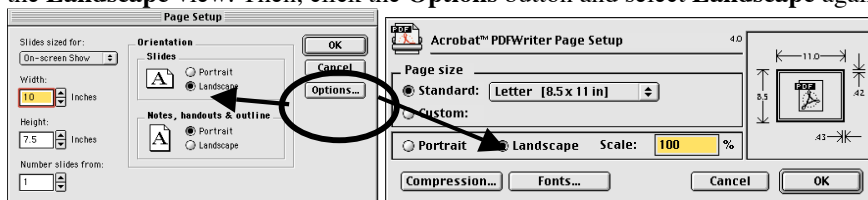
For assessment purposes, a document could contain a digital signature. The following is from ACROHELP.PDF:. For further information about Digital Signatures, see ACROHELP.PDF pages 195-208.

A digital signature, like any other signature, identifies a person or entity signing a document. Digital signatures in Acrobat offer significant advantages over traditional signatures on paper. Each digital signature stores information behind the scenes about the person signing and about the exact state of the document when it was signed. When you view a signed document in Acrobat, you can validate its signature to confirm the identity of the signer and to verify that the document has not been altered since it was signed.

Issues Translating PowerPoint Files to Adobe Acrobat

There are special issues with translating PowerPoint files on the Macintosh.

1. On the Macintosh, just before using the PDFWriter, select **File Menu -> Page Setup...** and select the **Landscape** view. Then, click the **Options** button and select **Landscape** again.



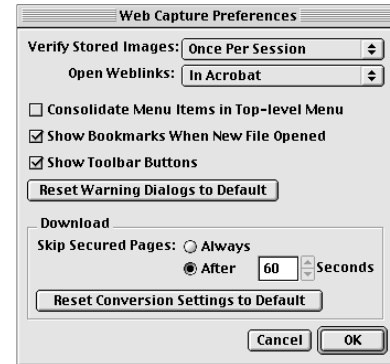
2. Use common fonts (i.e., Times, Helvetica, etc.), since Acrobat doesn't always translate all characters as shown on the screen.
3. If you want to use fonts that won't translate, save the PowerPoint slides as JPEGs, and Import these separate image files (one for each slide) into PDF (see previous page). The files will be much larger, and will contain bit-mapped images of the fonts, rather than searchable text, but works if the visual display is more important than the content. Don't plan to expand these pages beyond 100% view, since the text will become "jagged" or pixelated.
4. Don't use fancy Transitions or Hyperlinks in PowerPoint. Do those in Acrobat once the file is converted.
5. With a lot of graphics, or certain templates, printing with the PDFWriter doesn't work well. Use the Print-to-File and Acrobat Distiller process.

Converting Web Pages to Acrobat

Using Open Web Page in Acrobat Version 5.0

(See ACROHELP pages 69-81)

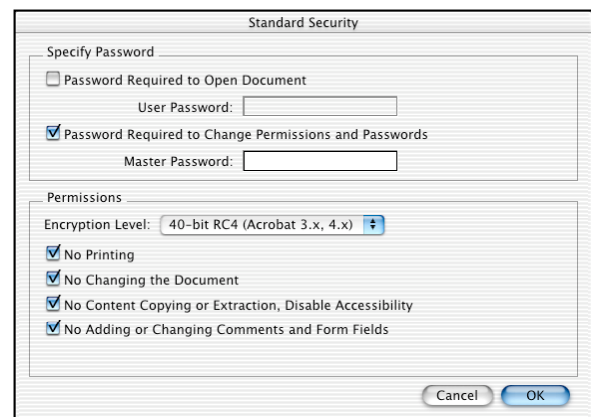
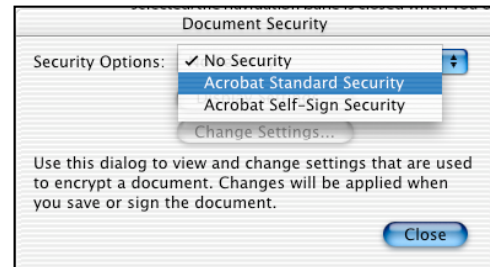
1. Select **File Menu -> Open Web Page**
2. Type in URL (or Paste from Clipboard). The web page should open in an Acrobat window.
3. **Open File -> Preferences -> Web Capture** preferences to open in Acrobat
Continue to click on Web links to download pages into PDF document (the hand pointer is blank over those links that are already part of the document, and contains a "+" for links to pages that are still to be downloaded).



Security Settings

You can save a document with certain security settings to prevent certain actions: **Printing**, **Changing the Document**, **Selecting Text and Graphics**, and **Adding or Changing Notes and Form Fields**.

1. Select **File Menu -> Document Security...**
2. Change **Security: None** to **Security: Standard** (see right) and another window will immediately open (see below).
3. Type in a password to change the security options, and check the items you don't want to allow. You can also require a password to open the document.
4. Click **OK**. You will be asked to confirm the password(s). The **Save As...** window will appear again with the **Security: Standard** option checked.
5. Click **Save**. Be sure to keep a backup version without the Security Options, just in case you forget the password!



Scanning directly into a PDF Document

If you have a scanner connected to your computer, you may be able to capture a document directly as a PDF file, either as a new file or to add to an existing document.

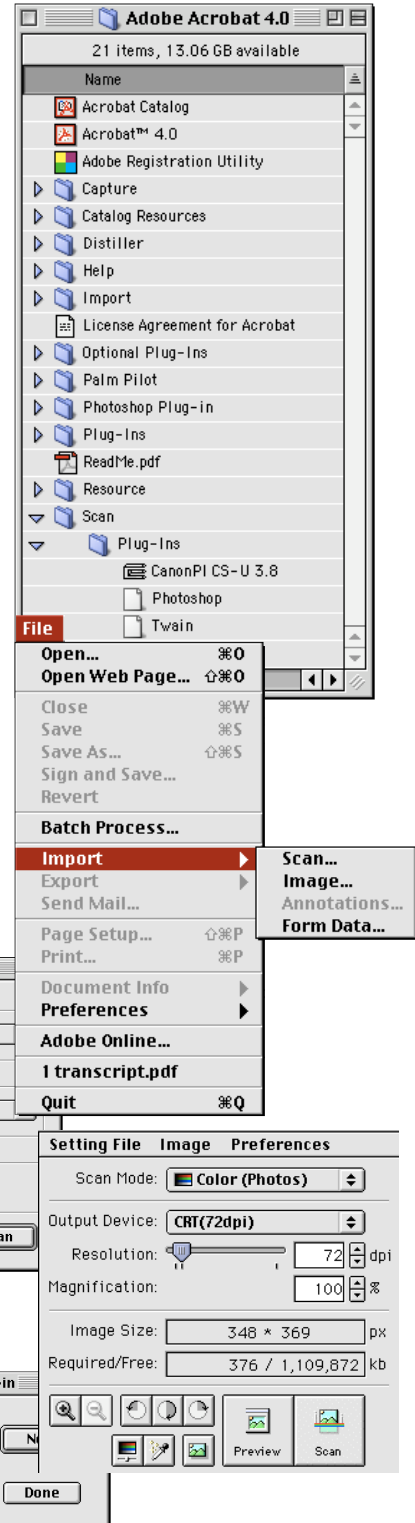
What software you need to scan:

The scanner software comes with Photoshop Plug-Ins (a small piece of software that controls the scanner), that can be used within Acrobat. Locate the appropriate plug-in, either in the software that came with the scanner, or from the Import/Export Folder inside the Plug-Ins Folder which is in the Photoshop Folder. (Be sure to make a copy of the file, not just move it from the Photoshop folder to the Acrobat folder.)

Place the scanner plug-in into Plug-Ins Folder which is inside the Scan Folder which is in the Adobe Acrobat Folder.

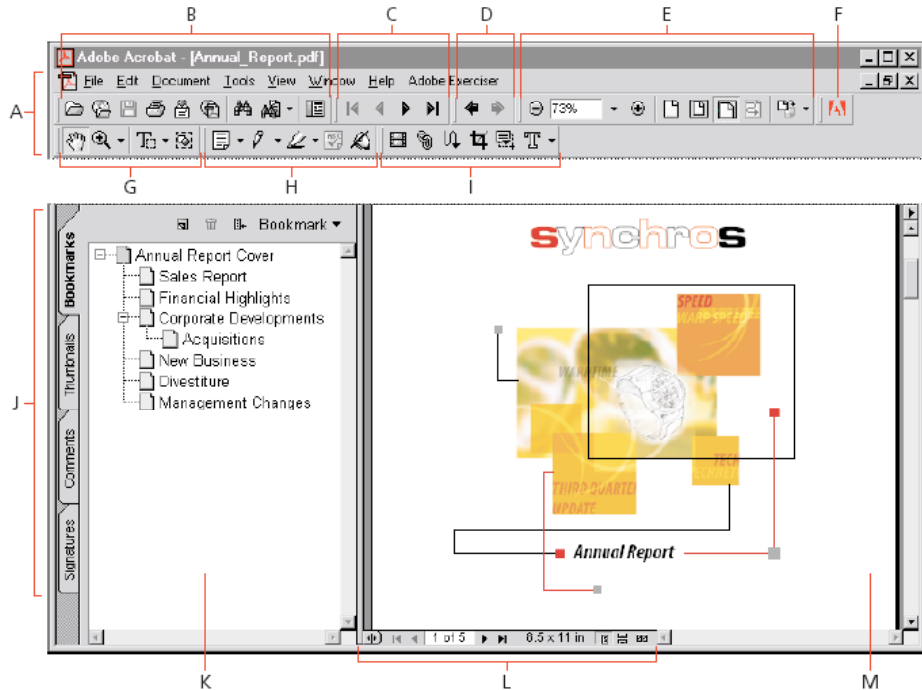
How to Scan:

1. Run the Acrobat Program.
2. Select the **File Menu -> Import -> Scan...**
3. From the window that opens, select the Device (if necessary), the format of the original (Single sided or Double sided) and the Destination (the Current Document if one is open) or a New Document.
4. Select **Scan**.
5. The Scanner Plug-In window will open. Follow the normal process for scanning (select resolution, other settings, click Preview or Scan).
6. Once the scanning is complete, the software gives you the choice to scan another page into the current document or click Done.



Adobe Acrobat Quick Reference

Acrobat Window



The work area

- A. Menu bar
- B. File toolbar
- C. Navigation toolbar
- D. View history toolbar
- E. Viewing toolbar
- F. Adobe Online button
- G. Basic Tool toolbar
- H. Commenting toolbar
- I. Editing toolbar
- J. Tab palettes
- K. Navigation pane
- L. Status bar
- M. Document pane

Tool Bar

Hand (Selection) Tool

Zoom In/Out (Magnification) Tool

Text Select Tool

Graphic Select Tool

Annotation Tools

Markup Tools (See Comments Section above)

Highlight Text Tool

Spell Check

Digital Signatures

Movie Tool

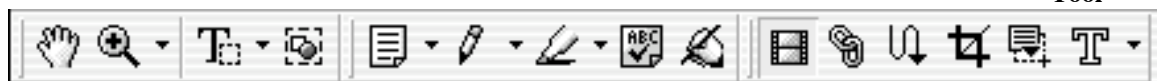
Link Tool

Article Tool

Crop Tool

Form Tool

Text Touchup Tool



Adobe Acrobat 5.0 Menus

