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Acrobat 7 for Advanced Users

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About this session

- Some basic steps
  - Some basic steps for analysing PDFs
  - Things you want to know about optimizing documents
- Examples of PDF documents designed for Interactivity
  - All the demonstration files used in this session are available for downloading from the PDF Conference Web site. URL to be provided in this session.
- Time permitting, I'll talk about a few tips for forms designers

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Some Basics

- Using the Organizer
  - Setting up reference docs
- Document properties
  - File size
  - Analysing images
  - Checking fonts
- Repurposing documents
  - PDF Optimizer
  - Re-distillation

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Working with Layers

- Setting layer visibility
  - Layers are especially useful with multilingual documents.
  - Slide presentations, brochures, forms, and printed materials in multiple languages are particularly well suited for display as layered PDFs.
  - For authoring programs, Adobe InDesign is one of the best tools to create a layered document, then convert to PDF using Acrobat 7 compatibility.
- Sample files:
  - PDF Presentation
  - Brochure

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Creating Living Documents

- Power of Bookmarks
  - Problem: Attorneys want to add pages in an arbitration agreement on demand for summarizing and commenting on arbitration decisions. They don't want to use the Acrobat comment tools, but rather have comments added on separate pages.

    Solution: Add a JavaScript to create new pages from a template page.

  - Problem: Accountants want to add calculation tapes to a tax organizer on demand for auditing purposes. Tax organizers are scanned documents converted to PDF.

    Solution: Add JavaScripts to create overlays for the calculation tapes.

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Creating Living Documents

- Using Buttons
  - Problem: Creative professionals want to combine graphic designs with a PDF form used for approving designs in an advertising campaign.

    Solution: Add a JavaScript to a button field used for combining a form template file with a design piece. Make it simple for creative professionals who don't know much about using Acrobat tools.

- Why Execute a Menu Command is used in the above example

  New security measures in the Acrobat 7 implementation of JavaScript limit some Acrobat features that were possible in earlier versions of Acrobat.
  - Example of folder level scripts.

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Creating Living Documents

- Resolving the password nightmare problem
  - Problem: Web sites, vendors, employers, etc. require unique passwords to gain information. Some passwords require 6 characters, some 8 characters or more, some with alpha characters only and some with alpha and numeric characters. In many cases, passwords for logons are emailed to you and you need to use a password assigned to you.

    The result is more passwords than you can possibly remember.

    Solution: Create a PDF document containing all your passwords and secure the document with a password you can easily remember. Keep your password file on your notebook computer and you can access any Web site requiring password logons by simply opening your password file.

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Forms Shortcuts

- Field naming conventions (always use parent/child names)
  - Calculating fields - calculate on parent names.
  - Fields and JavaScripts - JavaScripting is so much easier when using parent names.
- Creating fields
  - Creating tables (don't use a parent/child name when duplicating fields).
  - Quick duplication by editing parent names.

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