



# ***ADOBE ACROBAT***



# Welcome to In2-Training

## *Delegate Information*

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We hope you find the friendly, informal atmosphere helps you to relax and enjoy your training session. If you have any questions during the day, please do not hesitate to ask. We want you to gain the maximum benefit from your investment.

## *About this Manual*

This course manual is for you to keep and is intended as a reference so that it can be referred to during your daily work. Each section covers a different topic with easy to follow step-by-step instructions.

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A PDF Portfolio brings together multiple documents—in PDF or other formats—into a coherent document. You can customize how the documents are presented to viewers.

## About PDF Portfolios

In Acrobat X Pro, you can assemble multiple files into an integrated PDF Portfolio. You can combine files of different formats, created in different applications, without converting them to PDF. For example, you could assemble all the documents for a specific project, including text documents, email messages, spreadsheets, CAD drawings, and PowerPoint presentations. The original files retain their individual identities, but are still part of the PDF Portfolio file. Each component file can be opened, read, edited, and formatted without affecting the other documents in the PDF Portfolio.

PDF Portfolios offer several advantages over files merged into an ordinary PDF file:

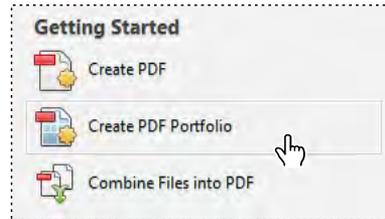
- You can add and remove component documents easily.
- You can quickly preview component files without having to pause for Open or Save dialog boxes.
- You can edit individual files within the PDF Portfolio without affecting the other files. You can also edit non-PDF files in their native applications from within a PDF Portfolio; any changes you make are saved to the file within the PDF Portfolio.
- You can share the PDF Portfolio with others and be sure they receive all the component parts.
- You can sort component files by categories that you can customize.
- You can print one, all, or any combination of components in the PDF Portfolio.
- You can search individual component documents or the entire PDF Portfolio, including non-PDF component files.
- You can add non-PDF files to an existing PDF Portfolio without converting them to PDF.
- You can make changes to component files without affecting the original source files, and the source files of a PDF Portfolio are not changed when you create the PDF file.

# Creating a PDF Portfolio

In this lesson, you'll create a PDF Portfolio of documents for the board meeting of a fictitious beverage company. The PDF Portfolio will include a Microsoft Excel spreadsheet, a Microsoft Word document, a Microsoft PowerPoint presentation, and several PDF files. Later, you'll customize the PDF Portfolio with a header and a company logo.

- 1 Start Acrobat Pro.
- 2 In the Welcome screen, click Create PDF Portfolio.

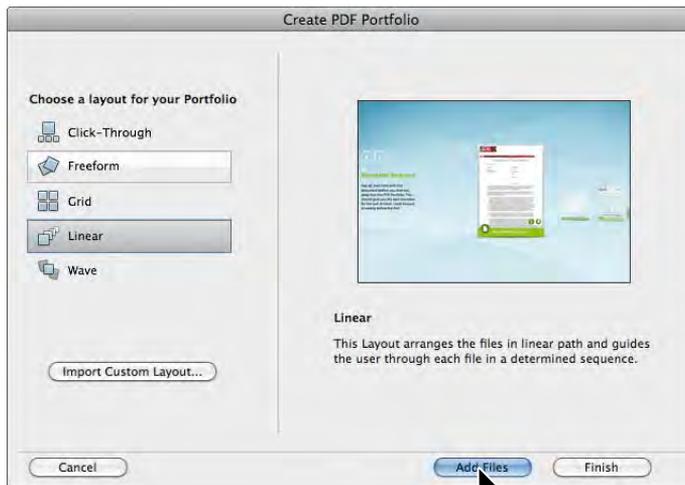
The Create PDF Portfolio dialog box appears.



- 3 Select Linear for the Portfolio layout.

Acrobat Pro displays a preview and description of the selected layout. The Linear layout presents documents in the order you set. You can select other layouts to see how they present documents, and then select Linear again.

- 4 Click Add Files at the bottom of the dialog box.



- 5 Navigate to the Lesson07 folder.

The folder contains an Excel spreadsheet, a PowerPoint presentation, a Word document, and several PDF files.

- 6 Select the `Aquo_Bottle.pdf` file, and click `Open` (Windows) or `Finish` (Mac OS).

Acrobat creates and opens the `Portfolio1.pdf` file, with `Aquo_Bottle.pdf` centered in the window.

The Acrobat application window changes to display options specific to working with PDF Portfolios.

- 7 Click `Add Files` in the `Add Content` panel in the `Layout` pane on the right side of the application window.



- 8 Navigate to the `Lesson07` folder, and then `Ctrl-click` (Windows) or `Command-click` (Mac OS) to select the following files:

- `Aquo_Building.pdf`
- `Aquo_Costs.pdf`
- `Aquo_Fin_Ana.xls`
- `Aquo_Fin_Data.pptx`
- `Aquo_Mkt_Summ.doc`
- `Aquo_Overview.pdf`

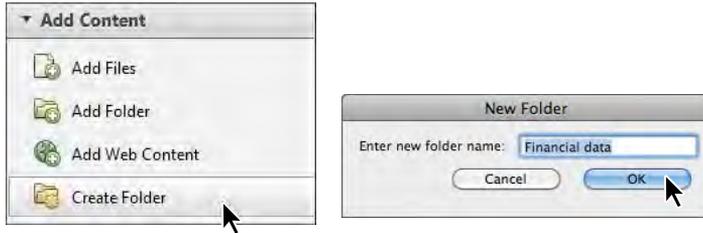
- 9 Click `Open` to add the selected files to the PDF Portfolio.

When you add a file to a PDF Portfolio, a copy of the original document is included in the PDF file. Some file formats, such as TIFF, are natively supported by Acrobat and Reader. However, to see files in some formats, viewers need to have an application installed that supports the format. Which formats require supporting applications depends on the operating system the viewer is using. For example, if you include a PowerPoint presentation in your portfolio, a viewer using Windows XP must have PowerPoint installed to see it, but one using Windows Vista can view the presentation without having PowerPoint installed.

## Organizing files in folders

You can add an entire folder to a PDF Portfolio, or you can combine existing files in a new folder. You'll create a folder for the financial data.

- 1 Select **Create Folder** in the **Add Content** panel.
- 2 Name the new folder **Financial data**, and click **OK**.



- 3 Click **Details** to open the **Details** pane. Acrobat displays the PDF Portfolio files in a table format, so you can see each file, in order, with its properties.
- 4 Drag the **Aquo\_Fin\_Ana.xls** and **Aquo\_Fin\_Data.pptx** files into the new folder.

The image shows a table of files in a PDF Portfolio. The table has columns for Name, Display Name, Summary, Description, and Modified. A red arrow points from the 'Aquo\_Fin\_Ana.xls' and 'Aquo\_Fin\_Data.pptx' rows down to the 'Financial data' folder row, indicating a drag-and-drop action.

	Name	Display Name	Summary	Description	Modified
	Aquo_Bottle.pdf	Aquo_Bottle.pdf			6/25/2008 9:42:38 AM
	Aquo_Building.pdf	Aquo_Building.pdf			6/25/2008 9:42:38 AM
	Aquo_Costs.pdf	Aquo_Costs.pdf			6/25/2008 9:42:40 AM
	Aquo_Fin_Ana.xls	Aquo_Fin_Ana.xls			6/25/2008 9:42:42 AM
	Aquo_Fin_Data.pptx	Aquo_Fin_Data.pptx			6/25/2008 9:42:46 AM
	Aquo_Mkt_Summ.doc	Aquo_Mkt_Summ.doc			6/25/2008 9:42:48 AM
	Aquo_Overview.pdf	Aquo_Overview.pdf			6/25/2008 9:42:50 AM
	Financial data	Financial data			10/27/2010 7:53:18 AM

► **Tip:** When you view a PDF Portfolio, double-click a component to preview it, and then click **Open File** in the upper-right corner to open the file itself.

The image shows a detailed view of the 'Financial data' folder. It has a title bar 'Financial data' and a table with columns for Name, Display Name, Summary, Description, Modified, Size, and Order.

	Name	Display Name	Summary	Description	Modified	Size	Order
	Aquo_Fin_A	Aquo_Fin_Ana.xls			10/27/2010 7:5	121.3 KB	0
	Aquo_Fin_D	Aquo_Fin_Data.pptx			10/27/2010 7:5	739.9 KB	1

- 5 Choose **File > Save As > PDF Portfolio**. Name the PDF Portfolio **Aquo Board Meeting**, and click **Save**.

## Adding descriptions to component files

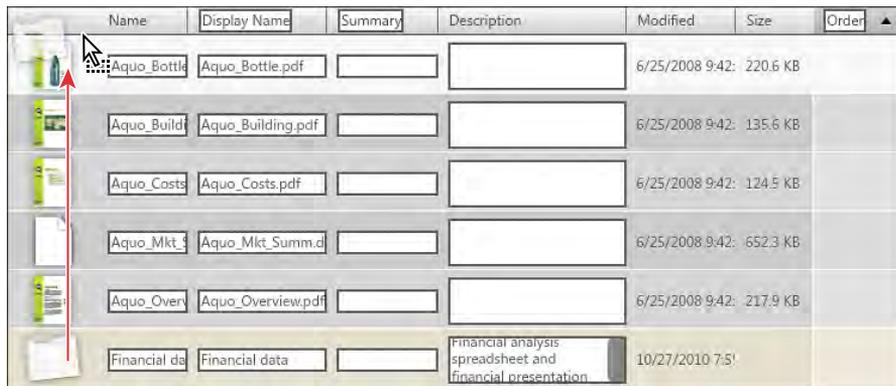
You can add descriptions to files and folders in the PDF Portfolio to help viewers find the files they want.

- 1 Click in the Description column for the Financial data folder to create an insertion point.
- 2 Type **Financial analysis spreadsheet and financial presentation** in the description box.



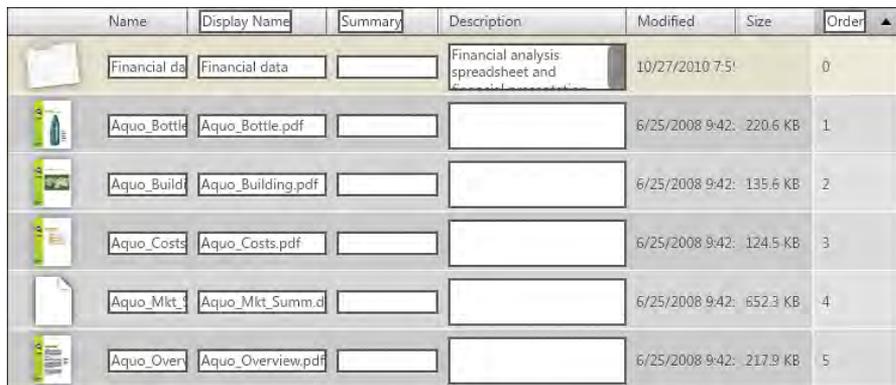
You'll move the folder to the top of the list to display it first in the PDF Portfolio.

- 3 Drag the Financial Data folder to the top of the list.



A screenshot of a PDF Portfolio list view. A mouse cursor is dragging the 'Financial data' folder icon from its current position at the bottom of the list to the top. A red arrow indicates the direction of the drag.

Name	Display Name	Summary	Description	Modified	Size	Order
Aquo_Bottle	Aquo_Bottle.pdf			6/25/2008 9:42	220.6 KB	
Aquo_Build	Aquo_Building.pdf			6/25/2008 9:42	135.6 KB	
Aquo_Costs	Aquo_Costs.pdf			6/25/2008 9:42	124.5 KB	
Aquo_Mkt	Aquo_Mkt_Summ.d			6/25/2008 9:42	652.3 KB	
Aquo_Overv	Aquo_Overview.pdf			6/25/2008 9:42	217.9 KB	
Financial da	Financial data		Financial analysis spreadsheet and financial presentation	10/27/2010 7:51		

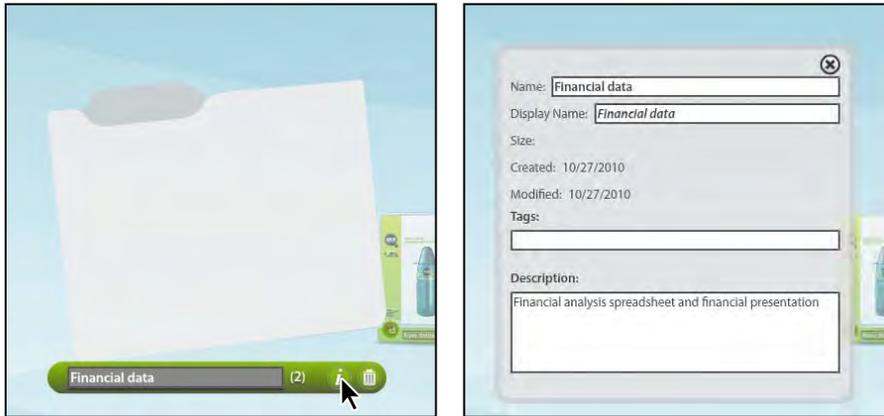


A screenshot of a PDF Portfolio list view. The 'Financial data' folder is now at the top of the list, and the other files are ordered below it. The 'Order' column shows the sequence of items.

Name	Display Name	Summary	Description	Modified	Size	Order
Financial da	Financial data		Financial analysis spreadsheet and financial presentation	10/27/2010 7:51		0
Aquo_Bottle	Aquo_Bottle.pdf			6/25/2008 9:42	220.6 KB	1
Aquo_Build	Aquo_Building.pdf			6/25/2008 9:42	135.6 KB	2
Aquo_Costs	Aquo_Costs.pdf			6/25/2008 9:42	124.5 KB	3
Aquo_Mkt	Aquo_Mkt_Summ.d			6/25/2008 9:42	652.3 KB	4
Aquo_Overv	Aquo_Overview.pdf			6/25/2008 9:42	217.9 KB	5

- 4 Click Layout to view the PDF Portfolio in the Linear layout again.

- 5 Click the information button (i) next to the folder name. Acrobat Pro displays information about the folder, including the description.



- 6 Close the information box to return to the main layout.

## Customizing your PDF Portfolio

Acrobat Pro provides several options for customizing the look and feel of your PDF Portfolio. You'll choose a layout and select a color scheme to create a more professional-looking document. You'll also add a header with the company's logo to finish the look.

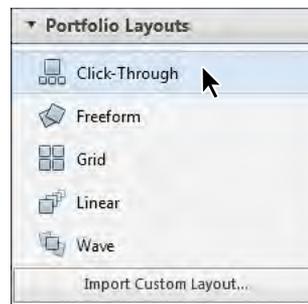
► **Tip:** To edit an existing PDF Portfolio, open it, and then click Edit in the PDF Portfolio toolbar.

### Selecting a layout

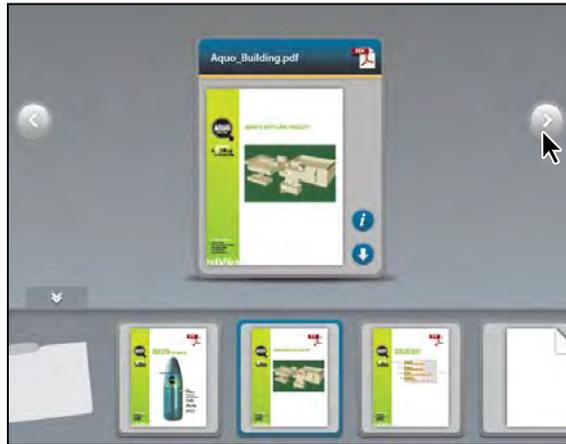
Acrobat X Pro includes several layout options for PDF Portfolios. The layouts determine how component documents are displayed on the home page of the PDF Portfolio, and how the viewer navigates through the content. By default, the Click-Through layout is applied. You selected the Linear layout when you created the PDF Portfolio, but you can change your mind at any time. You'll preview the available layouts and choose one for this PDF Portfolio.

- 1 Select Click-Through in the Portfolio Layouts panel.

In the Click-Through layout, documents are displayed one at a time, in order, with a mini-navigator at the bottom of the screen that lets you select any document.



- 2 Click Preview at the top of the application window to see how the layout appears to someone viewing the PDF Portfolio. Use the arrows to navigate through the documents.



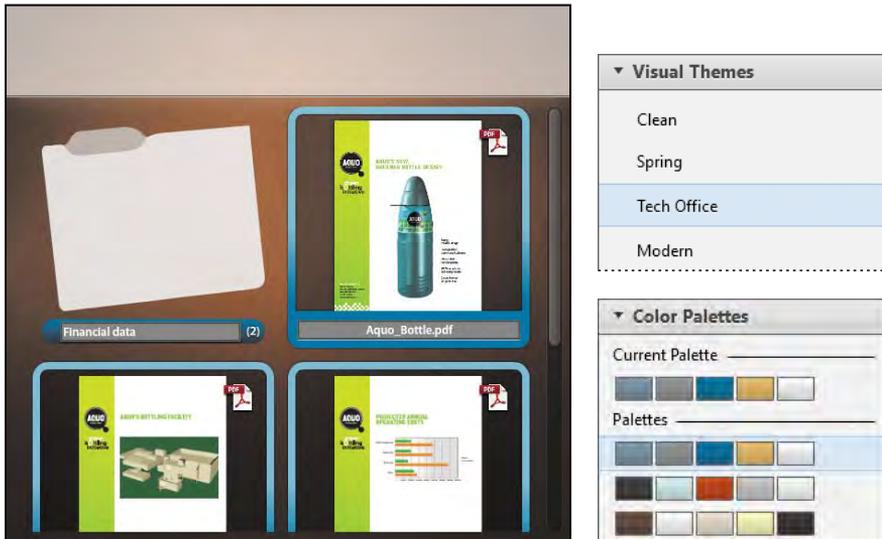
- 3 Click Edit in the PDF Portfolio toolbar at the top of the window to return to edit mode.
- 4 Select each of the other layouts, clicking Preview each time, to see how they display the documents in this PDF Portfolio.
- 5 Select Grid as the layout for this project. In the Grid layout, all the documents are visible in a grid.



## Selecting a visual theme

You can further customize a PDF Portfolio by selecting which colors to use for text, backgrounds, and the cards that display component data. You'll select a theme that is appropriate for the board-meeting packet.

- 1 Open the Visual Themes panel. Modern is selected by default.
- 2 Select each theme to see how it changes the look of the PDF Portfolio.
- 3 Select Tech Office for this PDF Portfolio.
- 4 Open the Color Palettes panel. Click each palette to view it applied to the PDF Portfolio. Select the one you like best. We selected the first one.



- 5 Choose File > Save Portfolio.

## Adding a header

You can also add a header to your PDF Portfolio. The header appears at the top of the layout. You can include text and a graphic in the header. You'll add the company logo and the type and date of the meeting to the header.

- 1 Click the empty area at the top of the PDF Portfolio. The Header Properties panel appears at the bottom of the Layout pane.
- 2 From the Templates menu, choose Text And Image.