

WHAT'S A PDF?

PDF stands for **P**ersonal **D**ocument **F**ormat. PDF files are a secure way to publish documents, high quality images, and graphs in one compact electronic package. The program used to create and edit PDF files is called Adobe Acrobat, which can be found in the **Start** menu under **All Programs**.

CREATING A NEW PDF

For help with creating a new PDF, please refer to the "Creating a PDF" brochure provided by the Center for Teaching, Learning, and Technology.

Center for Teaching, Learning, and Technology

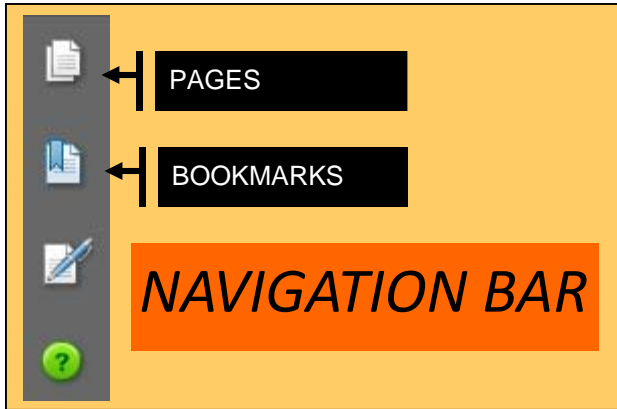
1021 Dulaney Valley Road
Baltimore, Maryland 21204
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Working with PDFs



Adobe Acrobat Pro

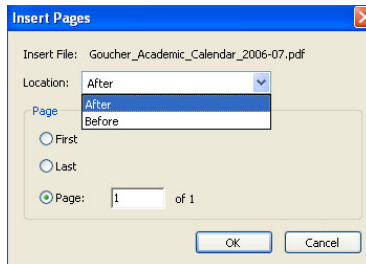
FIGURE 1



PAGES

Insert a New Page

1. Select the **PAGES** view using the navigation bar on the left. (Figure 1)
2. Right-click on a thumbnail and select **Insert Pages**.
3. Select the new file you want to add.
4. Choose to have the new page (s) inserted before or after your current location in the document.
5. Hit **OK**.



Delete a Page

1. From the **PAGES** view (Figure 1), right-click on a thumbnail and select **Delete Page**.

Replace a Page

1. Select the **PAGES** view using the navigation bar on the left. (Figure 1)
2. Right-click on a thumbnail and select **Replace Pages**.
3. Select the new file you want to add.
4. Select the page or pages you want to remove. Be sure to read your options carefully.

BOOKMARKS

FIGURE 2



Create a Bookmark

1. Select the **Bookmark** view (Figure 1).
2. Select the page or text you wish to bookmark.
3. Click the **NEW BOOKMARK** button. (Figure 2)
4. Type in a name for your new bookmark and hit [ENTER].

Delete a Bookmark

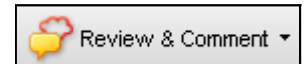
From the **Bookmark** view (Figure 1), select the bookmark to be deleted and hit the **DELETE** button at the top of the bookmark list.

Navigate with Bookmarks

If a PDF is created with bookmarks, they can be used for navigation. Simply display the Bookmark view (Figure 1), and click on the desired bookmark.

HIGHLIGHTING

Highlight Text

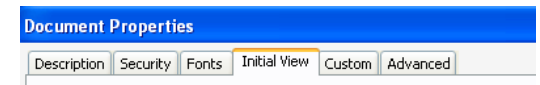


1. Click the **REVIEW & COMMENT** button on the toolbar.
2. Choose the **Highlighter Text** Tool.
3. Select the text you wish to be highlighted.

DEFAULT VIEW

Changing Default View

1. Click on the **File Menu**, then **Properties**.
2. Click the **Initial View** tab.



3. From this menu, select options relating to how the document looks upon being opened.
4. When changing **Layout and Magnification** options, the file must be saved and reopened for the changes to take effect.