

Adobe Acrobat Elements

Using Online Help

The Adobe® Acrobat® Elements application includes complete documentation in an accessible PDF-based help system. The help system includes information on all the Acrobat Elements commands and features for Microsoft® Windows® 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.

To start online Help:

Do one of the following from Acrobat Elements:

- Click Help.
- Press F1 on your keyboard.

Adobe® Acrobat® Reader® or Adobe® Acrobat® is launched and opens the help in a new document window with the bookmark pane open. If the bookmark pane is not open, choose Window > Bookmarks, or press F5 on your keyboard. 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 Elements Help are shown as bookmarks in the bookmark pane. Each bookmark is a hyperlink to the associated section of the Help document.

To find a topic using the bookmarks:

- 1 To view the contents, click the Bookmark tab.
- 2 Click on a topic to view the first page of that topic.

As you view the contents in the document pane, the bookmark associated with that content is 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 (Windows).

- 3 To view subtopics, click the plus sign next to a topic. The topic expands to show the subtopics it contains. Click the subtopic you want.

Using the navigation bar

A navigation bar is provided at both the top and bottom of each page of the Acrobat Elements Help document.

The Next Page navigation arrow ► and the Previous Page navigation arrow ◀ next to the page number let you navigate through the pages one at a time. Clicking Back takes you to the 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.

Using the index

The index provides a handy way of looking up individual topics.

To find a topic using the index:

- 1 Go to the index, either by using the bookmarks or paging to the index.
- 2 When you have located the topic you want, click the page number to the right of the topic to display the associated subject matter.
- 3 To view multiple entries, click Back in the navigation bar to return to the same place in the index.

Using the Find command

You can also search for any topic with the Find command.

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

Welcome to Adobe Acrobat Elements

Welcome to Adobe® Systems Incorporated's *Adobe Acrobat Elements Help*, a step-by-step guide that covers the basics for creating Adobe Portable Document Format (PDF) files.

Adobe PDF is standard for electronic document distribution worldwide. It is a universal file format that preserves the exact look and feel of any source document, including all of the fonts, formatting, colors, and graphics, regardless of the application and platform used to create it. Adobe PDF files can be opened reliably across a broad range of hardware and software with the free Adobe Acrobat Reader software. You can download the free version of Acrobat Reader or purchase the full version of Acrobat from Adobe's home page at www.adobe.com.

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Adobe Acrobat Elements is the easy and reliable way to distribute documents.

Want to do more with your Adobe PDF files? The Acrobat family of products can help you streamline your paper-based business processes. Whether you want to create or approve electronic forms, gather and archive research information from the Web, or add electronic comments or approvals, there is an Acrobat product for you.

Which Adobe Acrobat product you use depends on your needs:

Acrobat Reader. Free Adobe Acrobat Reader software enables you to view and print Adobe PDF files.

Acrobat Elements. You can use Acrobat Elements to create versatile Adobe PDF files from most desktop applications. Adobe PDF files can be shared, viewed, and printed by anyone with the free Acrobat Reader.

Acrobat Approval. For companies using Adobe PDF-based electronic forms, Adobe® Acrobat® Approval software offers the functionality of Acrobat Reader plus the ability to save forms data and approve Adobe PDF documents with digital signatures.

Acrobat. If you would like to create Adobe PDF files and Adobe PDF-based electronic forms, or streamline review processes using Adobe PDF and commenting tools, you need the full product, Adobe® Acrobat® 5.0. This has all the features of Acrobat Reader and Acrobat Approval, plus much more.

What kinds of files can you convert to Adobe PDF?

Generally speaking, any file that you can print from an application you can convert to Adobe PDF with Acrobat Elements. Acrobat Elements directs the application that created the file to "print" that file to a special printer driver called Adobe PDF. This printer driver then converts the file into Adobe PDF.

This means that to convert a file to Adobe PDF you must have the same type of application used to create or display the file installed on your system. Most common application file formats can be converted to Adobe PDF. For example, Acrobat Elements can convert documents created in Microsoft Office applications, as well as Web pages viewed with applications such as Netscape Navigator and Internet Explorer.

To test whether a file can be converted to Adobe PDF, simply right-click the file. If the Print command is available, Acrobat Elements can convert it to Adobe PDF.


Creating Adobe PDF files

Adobe Acrobat Elements provides a variety of methods for converting electronic files from virtually any application to Adobe's Portable Document Format (PDF).

Note the following when creating PDF files:

- As Acrobat Elements converts a file to PDF, the system displays an intermittent message stating that it is "printing" the file. Although Acrobat Elements is actually creating a PDF version of your document at the time, the message refers to "printing" because Acrobat Elements asks the document's application to print to the Adobe PDF printer to create the PDF.
- The PDF that is created is based on the printer settings or page setup of the source application. For example, if you are using Microsoft PowerPoint and choose Handouts from the Print dialog box, the PDF is based on the Handouts version of a PowerPoint presentation.
- A few file formats cannot be converted to PDF by launching Acrobat Elements or by dragging and dropping a file onto the Acrobat Elements icon. If this occurs, use a different conversion method, such as converting by using the Print command. See the ReadMe for more information.

To create an Adobe PDF file by launching Acrobat Elements:


- 1 Start Acrobat Elements by either of these methods:
 - From the Start menu, choose Programs > Acrobat Elements.
 - Double-click the Acrobat Elements icon  on your desktop.
- 2 In the Acrobat Elements screen that appears, click Next.
- 3 Do one of the following:
 - Select the file you want to convert and click Convert to PDF.
 - Double-click the file you want to convert.

The application used to create the file launches and opens the file.

- 4 If the option Prompt for Adobe PDF File Name is active, use the default name and location, or enter the ones you want. Then click Save.

If the option View Adobe PDF Result in Acrobat is active, Acrobat Reader or Acrobat launches and displays the resulting PDF file.

To create an Adobe PDF file using a Microsoft Office application:

- 1 Use the Microsoft Office application to open the file you want to convert.
- 2 Do one of the following:
 - Choose Adobe PDF > Convert to Adobe PDF from the application's menu bar.
 - Click the Convert to Adobe PDF button  on the application's toolbar.
- 3 If the option Prompt for Adobe PDF File Name is active, use the default name and location, or enter the ones you want. Then click Save.

If the option View Adobe PDF Result in Acrobat is active, Acrobat Reader or Acrobat launches and displays the resulting PDF file.

To create an Adobe PDF file using the context menu (right-clicking):


- 1 Select the file on the desktop or in Windows Explorer.
- 2 With the file still selected, right-click and choose Convert to Adobe PDF.

The application used to create the file launches and opens the file.

- 3 If the option Prompt for Adobe PDF File Name is active, use the default name and location, or enter the ones you want. Then click Save.

If the option View Adobe PDF Result in Acrobat is active, Acrobat Reader or Acrobat launches and displays the resulting PDF file.

To create an Adobe PDF file by dragging and dropping (batch conversion):

- 1 Drag and drop the file you want to convert onto the Acrobat Elements icon  on your desktop.

The application used to create the file launches and opens the file.

Note: You can drag and drop multiple files at the same time. The applications used to create the files will launch and open the documents.

- 2 If the option Prompt for Adobe PDF File Name is active, use the default name and location, or enter the ones you want. Then click Save.

If the option View Adobe PDF Result in Acrobat is active, Acrobat Reader or Acrobat launches and displays the resulting PDF file.

To create an Adobe PDF file using the Print command (for example, to convert a Web page):

- 1 Open the file you want to convert, using the type of application the file was made or displayed in.

For example, to convert a Eudora email message to Adobe PDF, open the message in Eudora. Similarly, if you want to convert a Web page, open the page using a Web browser such as Netscape Navigator or Internet Explorer.

- 2 Choose File > Print.
- 3 Choose the Adobe PDF printer from the list of printers. (In some applications, you need to click Setup in the Print dialog box to access the list of printers.)
- 4 Click Print or OK.
- 5 To switch back to your regular printer, choose File > Print and choose your printer from the list of printers.

Note: With some applications, you need to print a file using the printer to ensure the printer is selected.

Changing Adobe PDF settings

This section describes how to change options for converting documents to Adobe PDF.

It can be helpful to note the following when changing Adobe PDF settings:


- The Adobe PDF settings you specify in Office applications only affect other Office applications, not the settings in Acrobat Elements (or in Adobe Acrobat, if you have that as well). Similarly, changing the settings in Acrobat Elements doesn't affect the settings in Office applications (or in Adobe Acrobat). This is because different Adobe PDF options are available in each set of applications.

For example, if you are in Microsoft Word and use the Change Adobe PDF Settings menu command, any new Adobe PDF settings are reflected if you convert a Microsoft Excel or Microsoft PowerPoint document using that command. But this does not change the Adobe PDF settings available through Acrobat Elements. Nor does changing Adobe PDF settings through Acrobat Elements affect the Adobe PDF settings in Office applications. Similarly, if you change your Adobe PDF settings by using the Print command, the settings available through Microsoft Office applications and Acrobat Elements are unaffected.

- Depending on your system's configuration, other options may be grayed out in Acrobat Elements. This is because Acrobat Elements uses the Adobe PDF printer driver to create PDF files, and your system may limit your access to printer settings.
- If you have the full version of Adobe Acrobat installed on your system, you may have additional options available in Acrobat Elements. In this case, see the Adobe Acrobat Online Help for a description of these options.
- In Microsoft Windows NT[®], you must be logged on as the System Administrator in order to access the options "Do not send fonts to Distiller," "View Result in Acrobat," and "Prompt for PDF file name."
- Acrobat Elements does not create tagged PDF for Microsoft Office 97 applications or for Microsoft Excel 2000 and Excel XP.

To change Adobe PDF Settings:

1 Do one of the following to display the settings dialog box:

- To change the settings from Acrobat Elements, choose Programs > Acrobat Elements from the Windows Start menu or double-click the Acrobat Elements icon  on your desktop. Then, click Next.
- To change the settings for documents converted within Microsoft Office applications, choose Adobe PDF > Change Adobe PDF Settings from the menu bar in the application.
- To change the settings from the context menu (right-clicking), select a printable file on the desktop or in Windows Explorer. Then right-click and choose Change Adobe PDF Settings.
- To change the settings from the Print command, open a printable document and choose File > Print. Next, choose the Adobe PDF printer from the list of printers. (In some applications, you need to click Setup in the Print dialog box to access the list of printers.) Then, click Properties.

2 Choose a conversion option:

- High Quality (Large File Size) to embed all fonts (except those that have licensing restrictions) into the PDF document. This retains the look of the original document on other computers and printers, particularly if you're using custom fonts, but increases its file size compared to the other conversion option.
- Smallest File Size to exclude fonts from the PDF document. Acrobat will substitute fonts from users' systems as needed when they view the document.

3 Select View Adobe PDF Result in Acrobat to automatically launch and display the document in Acrobat Reader or Acrobat when done. (If you are converting using the Print command, this option is called View Result in Acrobat.)

4 Select Prompt for Adobe PDF File Name to name the PDF file before creating it. Leaving this unselected makes Acrobat Elements create a default file name. In this case, PDF documents created from Microsoft Office applications are placed in the same folder as the document you converted. Documents created from other applications are placed on the desktop.

Important: For Windows NT users, if this option is not selected, Acrobat Elements automatically overwrites any existing PDF files that have the same name as the ones you're creating.

5 If you are converting a document using the Print command, make sure to select Do Not Send Fonts to Distiller. Deselect this option only if you are creating a PostScript file (typically for diagnostic purposes) and need to include the fonts as part of the file.

Note: This option is not selectable in Microsoft Windows 98.

6 If you are converting a document using a Microsoft Office application, you can set the following options:

- Enable Accessibility & Reflow (Word & PowerPoint Only) to create a tagged Adobe PDF file from Microsoft Office 2000 and Microsoft Office XP versions of Microsoft Word and Microsoft PowerPoint, making it easier for people who use screen reader software to navigate a document in the proper reading order. For example, in multi-column text, the proper reading order is from the bottom of one column to the top of the next. Some screen reader applications read the text aloud for users, and so these applications need to know the correct order in which to read the text.

This option is particularly useful for government documents that must be accessible to people who have difficulties with vision or mobility. It also enables reflow, so that the PDF document can reformat for display on handheld devices. (For more information on accessibility, see ["Accessibility" on page 8](#).)

Note: This option can significantly increase the file size.

- Add Bookmarks and Links to Adobe PDF File to convert headings to bookmarks, and cross-references, cross-document links, footnotes, endnotes, and Web site references to Acrobat links. A bookmark is a type of link with representative text that appears in the navigation pane on the left side of the Acrobat window. Each bookmark in the navigation pane goes to a different view or page in the document. Cross-reference links let you jump to other locations in the same document and to other electronic documents, while Web site links let you jump to Web sites.

Note: To use this option for PowerPoint documents, you must also choose the option Enable Accessibility & Reflow (Word & PowerPoint Only).

- Convert Entire Work Book (Excel Only) to convert the entire Excel workbook, rather than just the current active worksheet. This is the only option for converting workbooks.

Accessibility

Adobe Systems is committed to developing and providing the vision and motion-challenged community with the tools and resources to make digital information more accessible. For more information about Acrobat products and accessibility, please see the Adobe home page.

Using accessibility features in Acrobat Elements

To make an accessible PDF file, you must create the document with accessibility in mind. By creating the PDF in a Microsoft Office application and using the Enable Accessibility & Reflow (Word & PowerPoint Only) option, you can create a tagged Adobe PDF file. This type of PDF file makes it easier for people who use screen reader software—applications that read the text aloud—to navigate a document in the proper reading order. This option is only available for Office 2000 XP.

Using a screen reader with Acrobat Elements

You can create an accessible PDF file using Acrobat Elements. The resulting document can be displayed in Adobe Acrobat and Acrobat Reader, and users can read it using third-party screen readers available in Windows. On the Windows platform, Adobe Acrobat supports the use of several screen reader applications. Please refer to your screen reader documentation for information on installation and use with Adobe Acrobat.

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Adobe® Acrobat® Elements User Guide for Windows®

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