



Adobe® Acrobat® 7.0 Standard

Getting Started

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Adobe® Acrobat® 7.0 Standard Getting Started for Windows® and Macintosh

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What's New in Adobe Acrobat 7.0

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Introduction

Welcome to the Adobe® Acrobat® 7.0 Professional application, the essential tool for simplifying document processes. Acrobat is a key element of the Adobe Intelligent Document Platform, which allows you to seamlessly connect people, processes, and applications. With Acrobat, you can convert a document from most applications to the compact, searchable Adobe Portable Document Format (PDF). Adobe PDF documents preserve the exact look and content of the originals, complete with fonts and images; they can be printed, distributed by email, or shared on the web. You can view Adobe PDF documents on Microsoft® Windows®, Mac OS, and UNIX® platforms. With Acrobat 7.0, you can create high-quality PDF documents from within even more applications; you can use the expanded review tools to streamline your review processes both inside your company and with clients and vendors; you can use the built-in Acrobat document control and security to protect your business-critical documents; and you can use the enhanced forms features to simplify data entry and collection. And enhanced accessibility features make it even easier for motion and sight impaired users to navigate PDF documents.

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Installing

You must install Adobe Acrobat from the Adobe Acrobat CD onto your hard drive; you cannot run the program from the CD.

Follow the on-screen installation instructions. For detailed information, see the *How To Install.rtf* file on the CD.

Learning Adobe Acrobat

This section provides an overview of Adobe Acrobat 7.0 Professional, introducing you to some of the main features. If you are new to Acrobat, you'll want to start by reading the "Getting started" section. Both first-time and veteran Acrobat users will want to scan through the table of resources in the "Getting help" section. Finally, you'll want to review some common workflows that point you to specific places in Complete Acrobat 7.0 Help where you can get information for accomplishing these key tasks.

Getting started

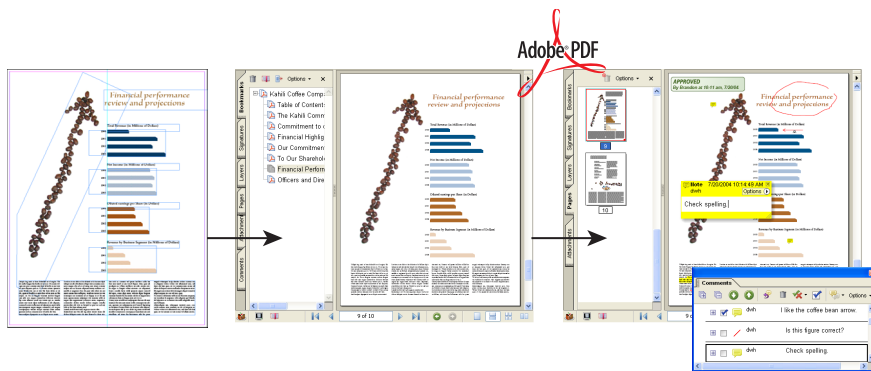
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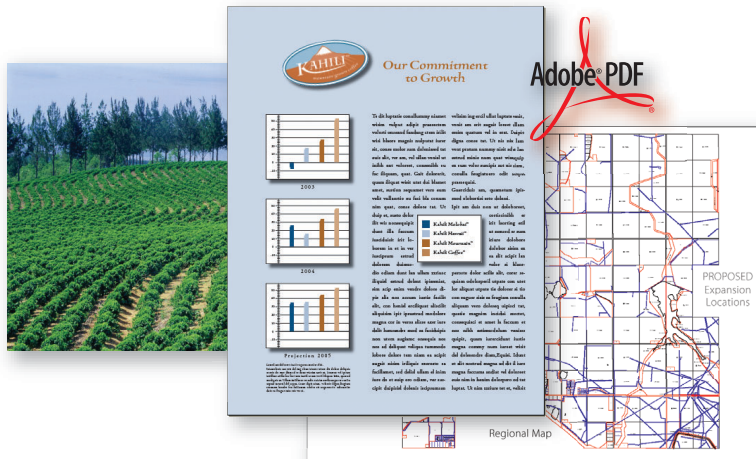
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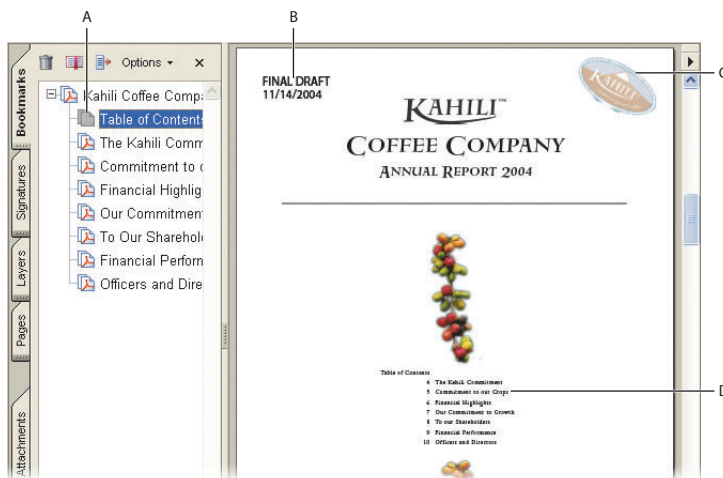
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The following table can help you find specific help resources, based on the type of information you are looking for.

| If you... | Try this... |
|--|--|
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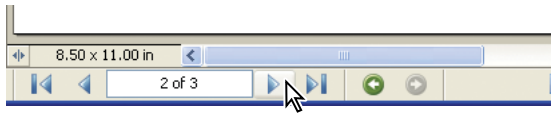
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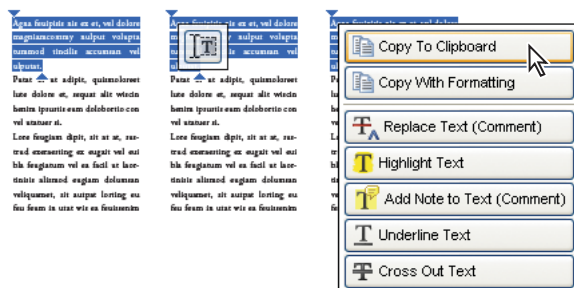


After you click a link or bookmark to jump to a different page, press Alt+Left Arrow (Windows) or Option+Left Arrow (Mac OS) to return to the previous page.

If you want to select and copy text, tables, or images

To copy an image, a table, or a small amount of text, use the Select tool . The pointer in the document pane varies depending on whether the pointer hovers over text, an image, or a table. To select text or a table, drag across the text or table. To select an image, click the image. (See “Copying and pasting text, tables, and images” in Complete Help.)

If you want to extract all the text in a PDF document and retain the text formatting, choose File > Save As, select Rich Text Format from the pop-up menu, and then save the file. If you simply want to extract the text, choose File > Save As, and then save the document as a plain text file. (See “Conversion options for Rich Text Format or Microsoft Word format” in Complete Help.)



Selecting and copying text

Note the following:

- If the author of the PDF document used a scanner to create the document and didn't make the text searchable, or if the text is part of an image, you can't select the text or search it. In these cases, you can use the Recognize Text Using OCR command to convert the image text to text that can be selected and searched.
- In some PDF documents, authors protect their content by setting restrictions that prevent editing or printing. For example, the Cut, Copy, and Paste commands may be unavailable because the author set restrictions against copying text. (Some of these limitations may also affect a document's accessibility.)
- In some cases, your text selection may have unwanted text. For example, if you select text that spans multiple pages, the selection may include text from headers or footers if the author did not tag the document properly. If you accidentally copy extra text, remember to delete the extra text after you paste it.

If you want to set tool and object properties

You can customize many settings in Acrobat by choosing Edit > Preferences (Windows) or Acrobat > Preferences (Mac OS). For setting properties of some tools and other objects, you can use the Properties Bar. For example, while adding note comments to a PDF document, you may want the Note tool to remain selected. To do this, select the Keep Tool Selected option on the Note Tool Properties toolbar. (If the Properties toolbar isn't visible, choose View > Toolbars > Properties Bar.) (See "Setting Commenting preferences" in Complete Help and "Changing the appearance of comments" in Complete Help.)

Some tools, such as the Measuring tools, also have a Properties dialog box that opens automatically when you select the tool.

If you want to insert, append, or extract pages

To insert, remove, or use pages in other ways, use the commands on the Document menu. You can do any of the following tasks:

- **Insert pages.** You can insert pages from another PDF document. Choose Document > Insert Pages, and then specify the PDF file that you want to insert. This is an easy way to combine PDF documents.
- **Replace pages.** You can replace an entire PDF page with another PDF page. When you replace a page, only the text and images on the original page are replaced. Any interactive elements associated with the original page, such as links and bookmarks, are not affected.
- **Use thumbnails.** You can use page thumbnails to copy or move pages within a document and between documents.
- **Delete pages.** You can delete pages from an Adobe PDF document with the Delete command or by deleting the page's page thumbnail or tagged bookmarks. After you have edited a PDF document, minimize the size of the file by choosing File > Reduce File Size to save the restructured document under a new name.
- **Extract pages.** You can extract pages from an Adobe PDF document using the Extract command. You can delete the extracted pages or copy them to a separate file. (See "Extracting, moving, and copying pages" in Complete Help and "Deleting and replacing pages" in Complete Help.)

If you want to add headers, footers, watermarks, and backgrounds

Choose Document > Add Headers & Footers to add headers and footers. (See “Adding headers and footers” in Complete Help.)

If your document in the original application includes page numbering, those page numbers appear in the PDF document. When you remove pages or combine several PDF documents, page numbers may be out of sequence. However, you can add headers and footers to PDF documents, allowing you to add page numbers or other information specific to the PDF document.

You can also add watermarks and backgrounds. A watermark is text or an image that appears over existing content when a document is viewed or printed. A background is a color, texture, or pattern behind text or images. Choose Document > Add Watermark & Background. (See “Adding watermarks and backgrounds” in Complete Help.)



Add headers and watermarks to a PDF document, after it's been created.

If you want to create documents that extend features to Adobe Reader users

If you want to create a PDF document that gives Adobe Reader users some of the tools and features that are normally available only in Acrobat Standard or Acrobat Professional, you need to include additional usage rights. These additional usage rights can give users the necessary tools to fill in forms and submit them online or offline, to participate in email and web-based reviews, to add comments, and to sign documents using Adobe Reader. To add these additional usage rights, you use a server extension. You can add additional usage rights for commenting using Acrobat Professional. For more information on additional usage rights and system requirements, see the Adobe website at www.adobe.com/products/server/readerextensions/main.html (English only).

If you want to create a secure document

Acrobat provides several methods of applying security:

- Use digital signatures to indicate approval of a PDF document or form that you filled out. (See “Signing PDF documents” in Complete Help.)
- Certify documents to disallow subsequent changes. (See “Certifying documents” in Complete Help.)
- Add passwords and set security options to restrict opening, editing, and printing PDF documents. (See “Adding passwords and setting security options” in Complete Help.)
- Encrypt a document so that only a specified set of users have access to it. (See “Encrypting PDF files using certificates” in Complete Help.)
- Apply server-based security policies to PDF documents. Server-based security policies are especially useful if you want others to have access to PDF documents only for a limited time. (See “Encrypting PDF files using security policies” in Complete Help.)
- Apply the same security settings to a number of PDF documents by creating a custom security policy. (See “Creating user security policies” in Complete Help.)
- Add security settings to PDF attachments, and use eEnvelopes. (See “Using eEnvelopes to send secure files” in Complete Help.)

If you want to create an accessible document for vision- and motor-impaired users

Acrobat provides a set of features that let you create accessible documents from new or existing PDF documents.

- Check your Adobe PDF documents for accessibility before distributing them to users. (See “Checking the accessibility of Adobe PDF documents” in Complete Help.)
- Optimize PDF documents for reflow by tagging them. (See “Tagging PDF documents for accessibility” in Complete Help.)
- Quickly check the reading order of tagged PDF documents by using the TouchUp Reading Order tool. (See “Checking a document’s reading order” in Complete Help.)
- Correct many types of tagging problems, and add alternate text to images. (See “Correcting tags” in Complete Help and “Checking and adding alternate text to figures” in Complete Help.)

- Employ a greater level of editing control over tags or work with PDF documents that require detailed tagging of tables. (See “Using the Tags tab” in Complete Help.)
- Resolve difficult reflow problems. (See “Using the Content tab” in Complete Help.)

If you want to manage PDF files

Acrobat provides a host of features that let you organize and search PDF files:

- Use the Organizer to quickly locate and organize PDF files. (See “Using the Organizer window” in Complete Help.)
- Attach PDF or other files to your Adobe PDF document. (See “Adding attachments to PDF documents” in Complete Help.)
- Combine different document types into a single Adobe PDF file using the Create PDF From Multiple Files command. (See “Creating Adobe PDF files from multiple files” in Complete Help.)
- Easily search an Adobe PDF file or a folder of Adobe PDF files for a particular word or phrase whether that folder is on your computer or on your network. (See “About searching PDF documents” in Complete Help.)

If you want to view a PDF document on the web

PDF documents can be opened either in Acrobat or in a web browser.

In Windows, you may need to configure your web browser to open PDF documents. In Acrobat, open the Internet panel of the Preferences dialog box. Select the Check Browser Settings When Starting Acrobat option. Also, make sure that Display PDF In Browser is selected. Then restart Acrobat. If this procedure doesn’t work, you may need to update your web browser.

Mac OS automatically configures Acrobat to run in the browser (Safari) the first time you start Acrobat after installation. (See “Viewing Adobe PDF documents in a web browser” in Complete Help.)

If you want to prepare a document for online viewing

- Embed fonts when you create the Adobe PDF document. (See “Creating custom Adobe PDF settings” in Complete Help.)

- Add navigational elements, such as bookmarks and links. (See “Using bookmarks” in Complete Help and “Using links” in Complete Help.)
- Create a structured or tagged Adobe PDF file to provide as much viewing flexibility as possible. (See “About accessibility and Adobe PDF documents” in Complete Help.)
- Reduce the file size so it’s as compact as possible. (See “Reducing Adobe PDF file size” in Complete Help.)
- Add buttons for submitting data if you are working with a PDF form. You’ll also need a CGI script and values assigned for the form data. (See “Making Adobe PDF forms web-ready” in Complete Help.)
- Allow for page-at-a-time downloading. This can greatly decrease download time if you have a large PDF document that will be accessed from a web server. (See “Enabling Fast Web View in Adobe PDF files” in Complete Help.)

If you want others to review a PDF file

If you want people to review your Adobe PDF document and make comments, you can start an automated email-based or browser-based review to simplify the reviewing process. The review features streamline your document reviews by providing a variety of tools and automated support throughout the review cycle. Even Adobe Reader users can participate in a review process if additional usage rights are assigned. And training isn’t necessary. Acrobat walks you through the entire process. (See “Types of review workflows” in Complete Help.)

If you want to work with AutoCAD or Visio layers in a PDF document

- Create the Adobe PDF document, and include only those layers you want from your AutoCAD or Visio file. (See “Converting Microsoft Visio files (Windows)” in Complete Help 87 and “Converting Autodesk AutoCAD files (Windows)” in Complete Help.)
- Add links and bookmarks to make it easy to move between layers. (See “Adding navigability to layers” in Complete Help.)
- Merge or flatten layers in Acrobat as necessary; you don’t need to regenerate the PDF file from the authoring application. (See “Merging layers” in Complete Help 369 and “Flattening Adobe PDF layers” in Complete Help.)
- Set visibility, initial state, printing, and other layer properties. (See “Editing the properties of Adobe PDF layers” in Complete Help 368.)

- Print the desired layers. (See “Printing documents with layers” in Complete Help.)

If you want to control the color in your document

- Adjust color settings when you create the Adobe PDF document. (See “Creating custom Adobe PDF settings” in Complete Help.)
- Specify a color management engine, define working spaces, and set other color management options. (See “Managing color in Acrobat” in Complete Help.)
- Preview color separations in your document. (See “Previewing color separations” in Complete Help.)
- Print a color composite or grayscale composite proof to check the colors in the document. (See “Setting advanced print options” in Complete Help 478.)
- Specify print output settings to ensure consistent color output. (See “Specifying output settings” in Complete Help 479.)
- Create color separations. (See “Printing color separations” in Complete Help.)

If you want to create a document for high-end output:

- Create the Adobe PDF document by converting a PostScript® file using Distiller® for more control over the PDF components. (See “Creating PostScript files” in Complete Help.) Or, change the conversion settings if you create a PDF document from within an authoring application or Acrobat. (See “Creating custom Adobe PDF settings” in Complete Help.)
- Check the document for structural integrity. (See “About preflight” in Complete Help.)
- Preview separations and transparencies. (See “Previewing color separations” in Complete Help and “Previewing and applying transparency flattening” in Complete Help.)
- Adjust the print settings so that colors, marks, bleeds, separations, transparency, and other aspects of the document are output correctly. (See “Setting advanced print options” in Complete Help.)
- Create Job Definition Format (JDF) files that include such data as media and ink requirements, production quantities, customer information, product descriptions, and shipping information, as well as PDF conversion settings and preflight profiles. (See “About JDF files” in Complete Help.)

Other learning resources

In addition to the information included with your application, Adobe provides several learning resources.

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Through Acrobat Online, you'll find product information and links for downloading plug-ins and updates, as well as information on training, support, vertical market solutions, and Acrobat related products.

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1 In Acrobat, Choose Help > Acrobat Online to open the Adobe Acrobat web page.

***Note:** You must have an Internet connection and a web browser installed. Acrobat Online starts your browser using your default Internet configuration.*

2 Refresh the page to make sure that you have the latest version of the Acrobat Online web page. (Information is constantly updated, so it is important to refresh the page.)

3 (Optional) Move the pointer over the main categories at the top of the page to view links to related pages.

4 Click a button or link to open a page.

5 Close or minimize the browser window to return to Acrobat.

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The Adobe® Solutions Network (ASN) provides various product and technical resources for developing with Acrobat and Adobe PDF. Here you can find software developer kits (SDKs), sample libraries, the developer knowledgebase, and technical guides for areas such as JavaScript, pdfmark, and Distiller® parameters.

The Adobe Solutions Network for Acrobat is located at <http://partners.adobe.com/links/acrobat> (English only).

Using online support

If you have an Internet connection, you can use the Online Support command to access additional resources for learning Acrobat. These resources are continually updated. The many useful learning tools available from the Adobe Acrobat support page include step-by-step tutorials, updates and related product downloads, a searchable knowledgebase of answers to technical questions, links to user forums, and Acrobat Top Issues, containing the latest Acrobat technical support solutions.

Visit the Adobe Studio website at <http://studio.adobe.com/> to see a variety of tips and tutorials to improve your skill set.

***Note:** You may need to register the first time you go to the Adobe Studio.*

To use the Adobe Acrobat online support page:

- 1 Choose Help > Online Support.
- 2 Click Refresh to make sure that you have the latest version of the Adobe Acrobat support page. (Information is constantly updated, so it is important to refresh the page.)
- 3 Do either of the following:
 - Click a link under Top Issues.
 - Type a word or phrase in the text box to search for information on Acrobat, all tutorials, or troubleshooting information.
- 4 Close or minimize the browser window to return to Acrobat.

Customer support

When you register your product, you are eligible for product support. Visit the Adobe support website for details or refer to the technical support card provided with the Acrobat documentation.

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Adobe Press offers books that provide in-depth training on Adobe software, including the Classroom in a Book® series. To purchase Adobe Press titles, visit www.adobepress.com (English only) or visit your local bookstore.

The Adobe Certification program

The Adobe Certification program offers users, instructors, and training centers the opportunity to demonstrate their product proficiency and promote their software skills as Adobe® Certified Experts, Adobe Certified Instructors, or Adobe Authorized Learning Providers. Certification is available for several geographical regions. Visit the Partnering with Adobe website at <http://partners.adobe.com> (English only) to learn how you can become certified.

What's New in Adobe Acrobat 7.0

With Adobe Acrobat 7.0 Professional, new features and enhancements enable businesses to simplify all their document processes. Acrobat is a critical component of Adobe® Intelligent Document Platform, designed to make it easier to connect people, paper, and applications both inside and outside your business. Creative, engineering, and IT professionals will find tools and features that make it easier to create Adobe PDF files, review documents, and create high-end output. Enhanced security provides greater control over business-critical documents. Extended workgroups, including users of Adobe Reader if you assign additional usage rights, can attach files, save form data, and participate in online document reviews using the automated review features and expanded set of commenting tools. Quickly create powerful, intelligent forms using Adobe Designer, which is integrated with Acrobat 7.0 Professional. Creating Adobe PDF files is easier than ever, with tighter integration between Acrobat and popular office and engineering application software. And the new Organizer makes it easier than ever to find and organize your Adobe PDF files.

In Acrobat 7.0, language support has been extended, file attachments can be edited, searched, and saved, a new autosave feature guards against losing your work in case of a power failure, and new accessibility features make Acrobat even easier to use for vision- and motor-impaired users.

Adobe PDF document creation

Acrobat 7.0 lets you create Adobe PDF easily from within even more applications than before. The improved Create PDF From Multiple Files feature lets you create one Adobe PDF file from different types of files in one quick step.

Single-click PDF creation In Acrobat Professional, you have the single-click creation of Adobe PDF files without leaving Autodesk AutoCAD and many of your Microsoft applications, including Office, Project, Access, Internet Explorer, Visio, and Publisher. Word documents convert faster than before. Excel worksheets (Windows only) can convert to a single PDF page. Transparent objects in PowerPoint presentations (Windows only) convert to PDF transparency. Acrobat also adds Adobe PDFMaker buttons to the Microsoft Outlook application that allows you to convert single or multiple email messages or a complete mail folder in the Outlook window. You can convert your email messages into an easily archived and searchable Adobe PDF file.

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Working with engineering documents

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- Measuring toolbar. The measuring tools are especially useful when you want to determine the width, height, or area of objects in a form or CAD drawing, or when you want to measure certain areas of a document before sending it to a commercial printer.
- Object level data. When converting a Visio drawing to Adobe PDF, you can embed object-level custom properties into the PDF document. These properties get converted to object data, which can be viewed when the PDF file is opened in Acrobat.
- Importing comments. You can import comments and markups from a PDF document directly into Word documents using Word 2002 and later, and into AutoCAD drawings. You can even safely import comments and markups into documents that have already been edited.

File attachments

You can attach PDF and other files to your Adobe PDF document. If you move the PDF document, the attached files automatically move with it. You can search attachments, edit the attachments, and save the edits in the attached file. A description of each attached file appears in the Attachments tab of the navigation pane.

You can attach files to an email message using an eEnvelope that you can encrypt to protect your files during transit.

Forms authoring and management

Acrobat 7.0 supports static forms and interactive forms. Interactive forms created with Acrobat or with Adobe Designer, which is available with Acrobat Professional 7.0, let you electronically fill in information, select choices, and digitally sign the document.

Adobe Designer lets you lay out a form from scratch, use a form template, or create a fillable and interactive form based on an existing nonfillable form. More advanced features in Designer let you use scripting, integrate a form with a data source, and create dynamic forms. With Designer, you can more easily create accessible Adobe PDF forms for assistive technology users, create HTML-based forms, change the tabbing order of forms, and add tool tips.

With Designer, you can add interactive barcode form fields. Users can manually enter data into a barcode form field, and the bars and characters of these fields change to encode the data that the user entered into other form fields.

Users who have filled in forms created using Designer can then export the form data.

When you've collected form data in XML, XDP, or TXT format, you can export the data to a spreadsheet.

Reviewing

Acrobat 7.0 supplies all the tools necessary for participating in email-based or browser-based reviews. (Windows browser-based reviews are supported through Internet Explorer. Mac OS browser-based reviews are supported through Safari.) Commenting rights are document-specific; Adobe Reader users can add their comments only to a PDF document that has additional usage rights. When opened, these documents provide a Commenting toolbar and—if sent in a managed review—instructions for opening the document, adding comments, and returning the document to the review initiator.

If you assign additional usage rights when you create your PDF document, Adobe Reader users can review your document in an email-based review. Server extensions are required to assign additional usage rights to PDF documents for browser-based reviews.

Note: You can add commenting rights directly from Acrobat Professional. You add other usage rights using a server extension. For more information, see the Adobe website at www.adobe.com/products/server/readerextensions/main.html (English only).

Reviewing also includes these new features:

- **Callout tool.** The new Callout tool allows you to create text box markups that point to specific areas of a PDF document.
- **Group Markups.** You can group comments and markups so that your comments function as a single comment.

- **Dimensioning tool.** The new Dimensioning tool lets you add a line comment between two points with your comments.
- **Exporting comments and markups.** You can export comments and markups directly into Word documents using Word 2002 or later and AutoCAD drawings.
- **Tracking reviews.** You can monitor reviews easily using the Tracker. The Tracker monitors all Adobe PDF documents that you send and receive, as well as all related comments, and participants.
- **Approving documents.** In the Asian (Traditional Chinese, Simplified Chinese, Japanese, and Korean) version of Acrobat 7.0, an approval workflow is now available for documents that require approval from multiple branches of an organization. In this type of workflow, PDF documents are sent to participants in a sequential order.

Document security

Acrobat 7.0 offers enhanced security features, including more robust signature validation.

You can create Adobe PDF documents using security policies that can expire and revoke documents, as well as maintain accountability by keeping track of who opens protected documents.

You can bundle attached files into a secure electronic envelope (eEnvelope) designed to protect documents during transit.

Accessibility

You can easily identify reading order problems and use advanced tagging tools to correct them. The new tools make form, figure, and table tagging easier, and even complex magazine and newspaper text flows can be tagged.

For vision- and motor-impaired users, the new Accessibility Setup Assistant makes it easy to change how PDF documents are read by assistive technology and how PDF documents appear on-screen. Preferences can be set to have documents automatically open to the last page viewed.

The Help system has been improved for users with limited visual and motor capabilities.

Print production

Acrobat 7.0 Professional offers sophisticated print production tools that enable a complete PDF workflow for high-resolution output. You have a print production toolbar and improved job processing controls for high-end printing—you can clear files in the job queue and save the job queue history in Distiller. You can create custom product definitions as Job Definition Format (JDF) files. You can add printer marks to the pages of a PDF document, and media and crop box features have been improved. Thin lines now print consistently.

Color space conversion Color spaces of images and pages within PDF files can be converted within Acrobat.

Color conversion to CMYK Using Acrobat, you can convert RGB, CMYK, and Grayscale color spaces to the target CMYK color space.

Output preview Output preview has been enhanced to allow rich black warnings, gamut alarms, and total area coverage warnings.

Preflight profiles Acrobat offers a more robust preflight inspection process with password-protected preflight profiles. Preflight profiles can also be packaged for sharing with other users.

JDF files You can create custom JDF files that can be edited and used in a production environment. The JDF file may also include information necessary for the creation of Adobe PDF files appropriate for the production process, including PDF conversion settings and preflight profiles.

Printer marks You can add printer marks to the pages of your PDF documents. And the media and crop box functions have been improved.

PDF/X files You can create and verify PDF/X-1a and PDF/X-3 files using the Preflight feature. You can also create a custom Adobe PDF setting to create PDF/X-compliant files when converting PostScript files to Adobe PDF.

Color separations You can create color separations and then preview the separation plates on-screen to ensure that the printed piece meets your requirements.

Large paper sizes Acrobat supports paper sizes up to 15,000,000 inches (31,800,000cm) by 15,000,000 inches (31,800,000cm).

Hairlines Hairlines are rendered more consistently than before.

XML capabilities

XML forms readily allow for web service interactions and compatibility with document processing needs within enterprise-wide infrastructures. You can use Adobe Designer, which comes with Acrobat Professional 7.0, to easily create XML forms.

Language support

The extended language support in Acrobat 7.0 allows you to create, view, search, and print PDF documents that contain Central and Eastern European language fonts. Forms entry, comments, and digital signatures are supported in these languages. If you open a document that requires the installation of additional fonts, you are prompted to install the appropriate language font kit using the Check For Updates Now command.

Additional new features

Acrobat 7.0 includes many other new and enhanced features to improve how you work.

Improved search You can easily search a folder of Adobe PDF files for a particular word or phrase, whether that folder is on your computer or on your network. Acrobat no longer requires that documents be indexed first. You can search PDF files on the Internet. In addition, you can now search more parts of your Adobe PDF files, including bookmarks, comments, attachments, document structure, object data, and document metadata.

Read Forms Out Loud You can use the Read Out Loud feature to read form fields out loud as you tab to them.

Recover your work The Autosave feature guards against losing your work in case of a power failure by incrementally saving file changes to a specified location. The original file is not modified.

View 3D content The 3D plug-in allows you to view and navigate embedded 3D content in PDF files. Now, you can experience high-quality 3D environments with realistic lighting and motion. Acrobat 7.0 Professional is required to embed 3D content.

Locate and review PDF files Organizer allows you to quickly locate open PDF files, PDF files that you have used recently, and PDF files that you have stored in a Favorites folder. You can look at PDF page thumbnails to quickly find the right file.

Create archivable files Acrobat supports the creation and validation of PDF/A files.

Scan paper documents into searchable PDF files During scanning, you can create a searchable Adobe PDF file by applying optical character recognition (OCR) while scanning.

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