

Chapter 1 : Edit Form Fields > Create Fillable PDF Forms Easily

The other tool is in the Tools Panel --> Pages Pane --> Rotate (that's in Acrobat XI; in Acrobat X it is similar, and in Acrobat 9 and earlier, it is in the Document Menu --> Rotate Pages). This tool does actually rotate the pages, and the saved document will contain the rotated page.

What can be customized in Acrobat? The custom panel can contain just about any tool available in Acrobat with a few exceptions such as Actions. Quick Tools are handy because they allow you to get to a tool without having to open a panel. The number of Quick Tools you can show will depend on 1 your screen resolution and 2 whether you have disabled any of the tools to the File Tools See below to the left of the Quick Tools area. Common Tools The Common Tools toolbar offers various tools for navigating, zooming, changing view, etc. Settings files may be exported and imported making them easy to share with colleagues. This omission of the Common Tools from saved Tool Sets makes sense kind of since generally users do not make too many changes to the navigation tools. You can create multiple Tool Sets and switch between them. If you occasionally use a specific set of tools, you can create a set that makes this easy. This certainly saves a lot of time hunting down a specific feature. Creating a Toolset This process is actually pretty simple. From this same menu you can manage all of your tool sets. The Customize Tool Set window opens. For detailed instructions on how to use this window, click here. Some options in this window: I have a set of tools I use for redaction and another set for everyday use. To switch between tool sets: Click the Customize button in the upper right corner of the window Choose a tool set from the list: The easiest way to access the menu is to hover over the Common Toolbar, and right-click Command-Click on the Mac: Hidden in this section are several other very useful tools which I always enable: These extra tools such as the First Page, Last Page and Previous and Next View buttons allow you to more quickly move between pages and views. To enable all of these tools, right-click on the Common Tools bar and follow the illustration below: In most cases, Acrobat behaves perfectly. For example, when you are looking at a letter-size page full width, scrolling is continuous as in your word processing program. However, when you are looking at an entire page, Acrobat snaps scrolling from page to page. Of course, you have options. Want to try some of these different options? Select and Zoom Tools Zoom in, Zoom out. I like to enable the Marquee Zoom tool, also known as the Magnifying Glass tool. The Marquee Zoom tool allows you to draw a rectangle surrounding the area in which you are interested, then have the screen zoom in to just the area selected. To add in the Marquee Zoom tool: Take Snapshot The Snapshot Tool captures to the clipboard either: Very useful for case analysis. How do I set it all back to the defaults? Acrobat allows you to quickly and easily reset: An Individual toolbar All of the Common tools Right-click on the Common toolbar, then choose any of the toolbar sections. For example, to reset all of your Common tools, Select A. To reset only the Select and Zoom tools, Select B.

Chapter 2 : PDF editor, edit text in PDF files | Adobe Acrobat DC

If all your pages rotate the same way, you are not changing the page rotation, you are only changing the view rotation (View>Rotate View>). You need to rotate the actual page content, which you can do in two different ways.

Feedback Create interactive forms that can be used by anyone, ensuring privacy and independence for all Adobe Acrobat Pro DC form creation tools make it simple to create interactive form fields that are accessible to users with disabilities, including those with visual impairments and mobility impairments. This is typically achieved by adding properly structured fillable fields to the PDF file, setting a tab order to control a logical sequence, and by adding tooltips to fields providing an accessible label and instructions to users of assistive technology. To determine if a PDF document should be an interactive form, examine the file for the presence of form fields, or areas in the document where users are asked to provide information that you would like to collect. If the form contains these qualities, the document can be made electronically fillable, allowing users to complete the form online. Many people with disabilities can fill out electronic forms unassisted, which is a huge advantage over print forms. An accessible electronic form can provide privacy, security, and independence to users with disabilities. There are several items to be aware of when creating accessible electronic forms. Specifically, authors must provide: Accessible and on-screen labels Instructions including field constraints and requirements A logical tab order No keyboard traps or non-user initiated changes in focus Error identification and suggestions when known Error prevention for legal or financial information Note: These must be provided in a way that is available to all users, including those using assistive technology. For example, using the Tooltip property value, it is possible to add text to a check box on an RSVP that users can use to indicate their intention to attend an awards dinner. This document describes the various types of form objects and provides implementation strategies for accessibility in electronic forms. Allows the user to type in text, such as name, address, or phone number. Presents yes-or-no choices for individual items. If the form contains multiple check boxes, the user can typically select as many or few of these as needed. Presents a group of choices from which the user can select only one item from the group. All radio buttons with the same name work together as a group. Displays a list of options the user can select. List boxes have a field property that lets the user Shift-click or Control-click to select multiple items on the list. Allows the user either choose an item from a pop-up menu or type in a value. These buttons can be customized with images, text, and visual changes triggered by mouse actions. Action buttons are different from radio buttons, which represent data choices made by the user. Allows the user to electronically sign a PDF document with a digital signature. Encodes the input form selected fields and displays it as a visual pattern that can be interpreted by decoding software or hardware available separately. Authors can also create forms manually in Acrobat, or individually add form fields to an existing document using the form tools. A form element and form objects for each field will be created in the Tags pane as part of this process. Examine the document carefully to verify that Acrobat accurately detected the fields and labeled them properly. To make an electronic form fillable with the wizard start by selecting the Prepare Forms Wizard from the Tools pane. Prepare Form Tool Figure 2. Form field auto detection is on by default. From the Select a File or Scan a Document to begin pane, select one of the following options and then follow the on-screen instructions. Scan a Document Form: This scans a paper form and converts it to a PDF form. From here, you can add, edit or delete the automatically created form fields. Forms Editing Mode During form field detection, Acrobat may have missed some fields, or created unnecessary ones. It may also have created fields of the wrong type. Verify the fields and field names on the form. The Forms Editing toolbar to may be used to add more fields. You can also right-click on the form to add, edit, or delete fields. Fields may then be selected from the Forms Editing Toolbar that presents the eight possible Acrobat field types. The Fields pane shows any interactive fields that are currently part of the form. You can exit this mode by selecting the Close Forms Editing button above the Preview button. For each field type, it is possible to set a variety of options through the form field Properties dialog box. The forms tools can be accessed in one of two ways: Right click over the form to add new fields. Form Editing Toolbar Figure 5. Right Click Form Editing Menu Positioning and Naming the New Form Field Once a form tool has been

selected, a crosshair cursor appears, and a blue region defines the outline of the form object selected for placement. On the page, click where the field is to be added. A field with a default size. To create a field using a custom size, drag a rectangle to set the dimensions of the field. In the Field Name box, type the name of the field. Select a name that is relevant and descriptive to make organizing and collecting the data easier. This name is not shown to users of the form. Field Name Box To test the form, select the Preview button at the top of the document window. Preview lets you view a form the way a form recipient would, and gives the author a chance to verify the appearance and behavior of the form. If a form is being previewed, click the Edit button to return to Forms Editing Mode. Next, set the accessible name for the field. This is how the field will be announced by assistive technology. Other properties such as required field notation may also be set here. Each time the page is clicked, a new field is added to the form. To exit this mode, press the Esc key or click the Select Object Tool button. To modify the properties of a field, double-click it. Form Field Properties How a form field behaves is determined by settings in the Properties dialog box for that individual field. Properties can be set that apply formatting, determine how the form field information relates to other form fields, impose limitations on what the user can enter in the form field, trigger custom scripts, and so forth. A variety of properties can be set for an Acrobat form field, depending on the form field type. The properties for each type of form field are selected on a series of tabs. When a property is changed, it is applied as soon as another property is selected or when Enter is pressed. All form field types have a General tab, Appearance tab, and an Actions tab. Other tabs appear only in specific types of form fields. The Options tab appears for most form field types, but the options available are unique to each type of form field. You can leave the Properties dialog box open if you want to change multiple fields at once. Setting Tooltips for Form Fields The tooltip field on the General tab of the field properties dialog is the most important item for form fields. The content of the tooltip will be announced by screen readers as the accessible name of the field. This property provides the user with information and instructions about the field. The tooltip also displays text that users may find helpful in filling in the form field. Tooltips appear when the pointer hovers briefly over the form field. To set the tooltip property of a form field: Set Name and Tooltip Value for Form Field Tooltips for Radio Buttons To create a radio button group, where only one field can be selected at a time, assign each field the same name and the same tooltip, but provide different Button Choices values. The radio button choice is a field in the Options tab of the Radio Button Properties dialog. The tooltip and button value will be announced to users of assistive technology for each radio button. When the same radio button name is assigned to a radio button, the tooltip field should automatically be populated with the tooltip text from the other radio buttons in the group. Create four radio buttons. Properties for multiple form fields can be set at once. To edit multiple form fields, select the fields to edit. Change the properties on each of the available tabs, as needed. The property is changed as soon as another property is selected or Enter is pressed. Activate the Close button or press enter to close the Properties dialog box. If form fields are selected that have different property values, some options in the Properties dialog box are not available. Otherwise, changes to the available options are applied to all selected form fields. To avoid accidental changes to the form field, select Locked in the lower left corner of the Properties dialog box before it is closed. To unlock, click the check box again. Deleting a Form Field With the document in Prepare Forms mode, click on the field to delete and do any of the following: Right-click and select Delete Note: Field Actions There are many different actions that can be associated with a form field. These include actions based on mouse entry, mouse exit, mouse up, mouse down, on focus, and on blur. It is important to note that mouse-only actions will not be keyboard accessible. All functionality must be keyboard-accessible without requiring the use of a mouse. These actions should be used with caution. The user must be able to navigate past form fields without having the keyboard focus trapped.

Chapter 3 : Copying and pasting in Adobe Acrobat, text turns upside down, WTF? - www.nxgvision.com

With the Acrobat Reader mobile app on your iPad, you can add and edit text or reorder pages in a PDF from anywhere. Work with powerful editing tools. With full-page editing, when you add new text to a page, existing paragraphs will adjust automatically.

In the Print dialog box, click Advanced. To learn more about an option, select it. A description appears at the bottom of the dialog box. Set options, and then click OK. Acrobat sets the PostScript level automatically, based on the selected printer. Set advanced print options Acrobat Pro Print settings are preserved until you change them. When you change an option, the Settings value automatically updates from Acrobat Default to Custom, and the new settings are preserved. You can also save custom settings using a unique name. If a custom printer settings file exists with the settings you want, choose it from the Settings menu. Otherwise, choose Acrobat Default. A description of it appears at the bottom of the dialog box. Select any of the panels on the left side of the Advanced Print Setup dialog box, and set options for either composite or separations output. Some options in the general Print dialog box affect settings in the Advanced Print Setup dialog box. Set color and other output conditions. Set options for printer marks. See Include marks and bleeds. Set options for PostScript printers. Set options for managing color. See Color management options. To save the settings using a unique name, click Save As, specify a filename, and click OK. Click OK to accept the settings and return to the Print dialog box. These options include how to handle nonresident printer fonts and whether to download Asian fonts. If a PDF contains device-dependent settings, such as halftones and transfer functions, these settings can be sent in the PostScript output to override the default settings in the printer. To use these options, you must be connected to a PostScript printer or have a PostScript printer driver installed with a PPD file selected. Send At Start Downloads all fonts and resources at the start of the print job. The fonts and resources remain on the printer until the job has finished printing. This option is the fastest but uses the most printer memory. Send By Range Downloads fonts and resources before printing the first page that uses them, and then discards them when they are no longer needed. This option uses less printer memory. However, if a PostScript processor reorders the pages later in the workflow, the font downloading can be incorrect, resulting in missing fonts. This option does not work with some printers. Send For Each Page Downloads all fonts and resources for a given page before the page prints, and then discards the fonts when the page has finished printing. This option uses the least printer memory. Choose the level of PostScript appropriate for your printer. The Asian fonts must be present on the system. Undercolor removal UCR reduces cyan, magenta, and yellow components to compensate for the black added by the black generation. Because it uses less ink, UCR is used for newsprint and uncoated stock. Emit Halftones Acrobat Pro Allows you to emit the embedded halftones instead of using the halftones in the output device. Halftone information controls how much ink is deposited at a specific location on the paper. Varying the dot size and density creates the illusion of variations of gray or continuous color. For a CMYK image, four halftone screens are used: Transfer functions are traditionally used to compensate for dot gain or dot loss that occurs when an image is transferred to film. Dot gain occurs when the ink dots that make up a printed image are larger for example, due to spreading on paper than in the halftone screen. Dot loss occurs when the dots print smaller. With this option, the transfer functions are applied to the file when the file is output. The flatness value sets the limit for how much Acrobat can approximate a curve. Selecting this option reduces the overall size of the print job, but it could increase the printer memory that is used. A form XObject is a container of graphics objects including path objects, text objects, and sampled images within the PDF. Form XObjects create a single description for complex objects that can appear many times in a single document, such as background images or company logos. Discolored Background Correction Prevents printing problems like red boxes over graphics, or pages printing mirrored or upside down. Always Use Host Collation Acrobat Pro Specifies if you want Acrobat to always use host collation for printing without checking the printer driver. Acrobat uses printer collation by default. Printer collation sends the print jobs separately to the printer and allows the printer to figure out how to collate the pages. For example if you send out two copies of a two page job, the printer receives two jobs of two pages.

Host collation figures out how to collate the pages in Acrobat and then sends that job to the printer. For example if you send out two copies of a two page job, the printer receives a single rearranged job of four pages. Print As Image Prints pages as bitmap images. This option is available only for PostScript printers. Embedded fonts are downloaded whether or not this option is selected. You can use this option with a PostScript Level 2 or higher printer. To make Asian fonts available for downloading to a printer, be sure you have downloaded the fonts to your computer using the Custom or Complete installation option during installation of Acrobat. If Download Asian Fonts is not selected, the PDF prints correctly only if the referenced fonts are installed on the printer. If the printer has similar fonts, the printer substitutes those. If there are no suitable fonts on the printer, Courier is used for the text. Printing a document as an image may take longer than using a substituted printer font. Some fonts cannot be downloaded to a printer, either because the font is a bitmap or because font embedding is restricted in that document. In these cases, a substitute font is used for printing, and the printed output may not match the screen display. Color Presents composite and separations options. Other options become available in the Output panel depending on your selection in this menu. For more information about color composite and separations, see Printing color. Flip Specifies if the orientation of the page on the media. Flip horizontal for wrong-reading documents, flip vertical to change vertical orientation. This option is only enabled for separations and disabled for composites. Negative Select this option to print the document reversed. For example, black appears as white on the resulting output. Screening Specifies the lines per inch lpi and dots per inch dpi combinations. Trapping Specifies if trapping is off. Click Trap Presets to manage trapping presets. Transparency Flattener Preset Flattens transparent objects according to the preset you choose. Simulate Overprinting Simulates the effects of overprinting spot inks in composite output and converts spot colors to process colors for printing; the document itself is unchanged. When printing to a printer that supports overprinting, make sure that this option is unselected, so the native overprinting capabilities of the printer are used. When selected, the maximum resolution data contained in the image is used. When unselected, the resolution data is consistent with the resolution settings on the Transparency Flattening panel. See Ink Manager overview. Specify halftone screen frequency Acrobat Pro In commercial printing, continuous tone is simulated by dots called halftone dots printed in rows called lines or line screens. Lines are printed at different angles to make the rows less noticeable. The Screening menu in the Output section of the Print dialog box displays the recommended sets of line screens in lines per inch lpi , and resolution in dots per inch dpi , based on the currently selected PPD. As you select inks in the ink list, the values in the Frequency and Angle boxes change, showing you the halftone screen frequency and angle for that ink. A high line-screen ruling for example, lpi spaces the dots closely together to create a finely rendered image on the press; a low line-screen ruling 60 lpi to 85 lpi spaces the dots farther apart to create a coarser image. The size of the dots is also determined by the line screen. A high line-screen ruling uses small dots; a low line-screen ruling uses large dots. The most important factor in choosing a line-screen ruling is the type of printing press your job will use. Ask your service provider how fine a line screen its press can hold, and make your choices accordingly. Very fine screen for printing annual reports and images in art books The PPD files for high-resolution imagesetters offer a wide range of possible screen frequencies, paired with various imagesetter resolutions. The PPD files for low-resolution printers typically have only a few choices for line screens, usually coarser screens of between 53 lpi and 85 lpi. Using a finer screen of lpi, for example, actually decreases the quality of your image when you use a low-resolution printer for final output. Follow these steps to specify halftone screen frequency: In the Output panel of the Advanced Print Setup dialog box, do one of the following: To select one of the preset screen frequencies and printer resolution combinations, choose an option from the Screening menu.

Chapter 4 : How to Rotate Pages in a PDF Document Using Adobe Acrobat

I received an Adobe PDF scan of a document that displays upside-down. I rotated it inside Adobe Acrobat and chose Save As to make a new document, however, the rotation is not saved and when I open the new document, it is upside-down again.

This is done pretty easily using the built-in tools in Acrobat. I will take you through editing field properties using the Fields area of the Forms task pane, duplicating fields, aligning, and more. NOTE As described earlier, editing form fields needs to take place in form editing mode, which you can enter by clicking Edit in the Forms task pane on the right side of the workspace. With the PDF in form editing mode, take a look at the Fields area of the Forms task pane on the right. All of the form fields in this PDF are listed here, sorted by which page they are on. Notice that the field is selected on the page as well. Click the field name again, and you will be able to change the name of the field. With the field selected on the page, position the pointer over the field, and begin dragging it down. Release the mouse, and then the keys. Ctrl or Option copies the field, and Shift constrains the movement to vertical in this case. To change the name of the new field, click the field name in the Fields area of the Forms task pane twice slowly and change the name. Figure 12 Create a copy of a field TIP To create a series of fields more than just a single copy of the same size and shape, you can create one field, select it, then right-click Windows or Ctrl-click Mac OS the field and choose Place Multiple Fields to create copies of the field. The next step is to align, size, and distribute form fields: Create a new field somewhere on the page any type of field. Create another of the same type of field, elsewhere on the page. With one of the fields selected, Shift-click the other field to select both. TIP To select multiple fields, you can also click and drag across them. Notice that the last selected field is dark blue. That means, if you align the selected fields, or change sizes, they will align to the dark blue field or be the same size as the dark blue field. In the next step, you will resize the fields to match one of them. This makes the width and height of both fields the same. Figure 13 Match field sizes With both fields still selected, right-click Windows or Ctrl-click Mac OS on the field that you want to align the other field to. Centering fields centers them relative to the page. The Distribute options will only appear when more than two fields are selected and allow you to ensure the distance between the fields is the same. You can access the field properties from here as well. Why would you go to the Forms task pane to access field properties when you can do it on the page like you saw earlier?

Chapter 5 : PDF stored upside down? - Windows Archive - Evernote User Forum

Hi, I think you are rotating the PDFs from View and rotate. it would only change the current View of the PDF. Kindly click on Tools on the right hand side > Pages > Rotate. then save the PDF.

When you open a scanned document for editing, Acrobat automatically runs OCR optical character recognition in the background and converts the document into editable image and text with correctly recognized fonts in the document. It also points you to the settings button if you want to change the OCR language. By default, only the current page is converted to editable text instead of the entire document in one go. As you move from one page to another, the page in focus is made editable. A prompt on the upper-right corner appears showing you the recognized OCR language. To change the language, click Settings in the prompt or in the right pane. Click the text element you want to edit and start typing. New text matches the look of the original fonts in your scanned image. Options for editing scanned documents When you open a scanned document for editing, the two scan-specific options are displayed in the right pane under Scanned Documents: It shows options to select OCR language, use system fonts, and make all pages editable at one go. It allows switching from text-to-image or image-to-text editing mode. Settings - OCR language, system fonts, and all pages editable Use the settings to change OCR language, choose whether to use system fonts, and make all pages editable at one go. The dialog box shows the following three settings: By default the OCR language is picked from default locale. Use available system font: If this option is checked, during the process of scanned to editable text conversion, the converted text is displayed in a font that is installed on the system and is a closest match to the original font in the scanned page. Make all the pages editable: It is a relatively slower option. Use this option only if you want to edit all pages or convert all pages to editable text. Initially, the language is set to the default locale and the other options are disabled. Therefore, when you open a scanned document for editing, the current page is converted to editable text. To turn off automatic OCR: From next time, Acrobat will automatically run OCR and convert a scanned document to editable text. Option to turn on automatic OCR More like this.

Chapter 6 : Rotate PDF permanently, online, for free

After I scanned several documents when I opened the file it was upside down. I know you can go to view to rotate it rightside up. However is there a way when I rotate it right side up that I can save it that way so every time I open it would be right side up?

Create PDFs from any file. Edit right inside your PDF. Recycle content without retyping. Add text, insert images, and update tables easily. Access PDFs on the go. Pick up your work right where you left off on your computer, laptop, or mobile device. What is included in this trial version of Acrobat Pro DC? The trial version includes the latest desktop features of Acrobat Pro DC, plus Document Cloud services that help you take advantage of advanced mobile and online features. You can convert documents into PDFs and export them as editable Microsoft Office files from your mobile device or browser. Edit text and images on an iPad or Android tablet device and fill, sign, and send forms with smart auto-fill. Plus, get signatures from others, track and manage responses, and store and share files online. Otherwise follow steps to start your free trial. When does the trial period officially begin? The trial period begins on the day you sign up and continues for 7 consecutive days. On the 8th day, payment will be collected unless you cancel prior. When the trial expires, you can still use Acrobat to view PDFs, comment and fill forms. To access all the features again, you will need to purchase Acrobat. I have an older version of Acrobat installed on my computer. If you have uninstalled the previous version, then you can reinstall it when you are finished with the trial. Make sure you have your original serial number and installation disks. Does it work for both Windows and Mac OS? Yes, this trial is available for both Windows and Mac OS. Can I get technical support or help during my trial period? How do I uninstall my trial software? To uninstall your trial version on a Windows device, close any open Adobe software on your computer, open the Windows Control Panel and double-click Programs and Features.

Chapter 7 : How to Rotate PDF Pages for Free on Mac OS X / Windows PC

When you open a scanned document for editing, Acrobat automatically runs OCR (optical character recognition) in the background and converts the document into editable image and text with correctly recognized fonts in the document.

Chapter 8 : Scanned file was upside down | Adobe Community

Prevents printing problems like red boxes over graphics, or pages printing mirrored or upside down. These problems can occur when Acrobat or Reader cannot use the default Color Rendering Dictionaries (CRDs) on some PostScript printers.

Chapter 9 : How to save a rotated Adobe PDF file - Super User

You might get PDF documents have pages which might look upside down or sideways. In such case, you would require PDF rotation for you to read them properly.