

Chapter 1 : turn off hyphenation throughout a document | Adobe Community

You can edit any of these settings after the document is created. CS6 and later: Digital publishing intent has been added for publications aimed for the Digital Publishing Suite. You can also change the intent of the document after it is created.

The Edit Artboards button closes this dialog box and activates the Artboard tool. This button is available when nothing is selected. Specify options as desired. If you want to edit artboards for example, to change from portrait to landscape orientation, click Edit Artboards to enter artboard editing mode. The Simulate Colored Paper option is useful if you plan to print the document on colored paper. For example, if you draw a blue object on a yellow background, the object appears green. The simulation is only performed when the transparency grid is not shown. About print tiling By default, Illustrator prints each artboard on a single sheet of paper. However, if the artwork is larger than the page sizes available on your printer, you can print onto multiple sheets of paper. You can choose a tiling option in the General section of the Print dialog box. Artboard divided into multiple page tiles When you divide the artboard into multiple tiles, the pages are numbered from left to right and from top to bottom, starting with page 1. The numbers enable you to print all of the pages in the file or specify particular pages to print. Zoom in or out There are several ways to zoom in or out of artwork. Select the Zoom tool. The pointer becomes a magnifying glass with a plus sign in its center. Each click magnifies or reduces the view to the previous preset percentage. If the selection has anchor points or segments, Illustrator also brings those anchor points to the center of the view when you zoom in or out. To move the marquee around the artwork, hold down the spacebar, and continue dragging to move the marquee to a new location. Each click magnifies or reduces the view to the next preset percentage. Set the zoom level at the lower-left corner of the main window or in the Navigator panel. Change the view area You can bring a different area of the artboard into view by doing any of the following: The actual size works for all resolutions, scale factors, and viewing modes, except for the pixel preview. To do this, perform the following steps: In the Navigator panel, click the area of the thumbnail display that you want to view in the illustration window. Alternatively, drag the proxy view area the colored box to a different area of the thumbnail display. Select the Hand tool, and drag in the direction you want the artwork to move. The colored box in the Navigator called the proxy view area corresponds to the currently viewable area in the illustration window. Zoom In button You can customize the Navigator panel in the following ways: To display artwork outside the boundaries of the artboard in the Navigator panel, click View Artboard Contents Only from the panel menu to deselect it. To change the color of the proxy view area, select panel Options from the panel menu. Select a preset color from the Color menu, or double-click the color box to choose a custom color. To display dashed lines in the document as solid lines in the Navigator panel, select panel Options from the panel menu and select Draw Dashed Lines As Solid Lines. Preview artwork as outlines By default, Adobe Illustrator sets the view so that all artwork is previewed in color. However, you can choose to display artwork so that only its outlines or paths are visible. Viewing artwork without paint attributes speeds up the time it takes to redraw the screen when working with complex artwork. In Outline mode, linked files are displayed by default as outlined boxes with an X inside. You can view your artwork as outlines in the GPU Preview mode in Illustrator on screens with resolution greater than pixels in width or height. Viewing artwork in the GPU Outline mode displays smoother paths and speeds up the time it takes to redraw the complex artwork on high-density display screens. The eye icon has a hollow center when Outline view is enabled and a filled center when Preview view is enabled. Alternatively, select Outline Others from the Layers panel menu. You can return all items in the Layers panel to Preview mode by choosing Preview All Layers from the Layers panel menu. Use multiple windows and views You can open multiple windows of a single document at the same time. Each window can have different view settings. Windows You can arrange multiple open windows to suit your needs, using options from the Window menu. Cascade displays windows stacked and descending from the upper-left to the lower-right of the screen; Tile displays windows edge to edge; Arrange Icons organizes minimized windows within the program window. An alternative to creating multiple windows is creating multiple views. You can create and store up to 25 views for each document. Multiple windows and multiple views differ in the

following ways: Multiple views are saved with the document, multiple windows are not. Multiple windows can be viewed at the same time. Multiple views can appear at the same time only if multiple windows are opened to display them in. Changing a view alters the current windows, it does not open a new one. Select a view name from the bottom of the View menu. Previewing artwork in final output medium Illustrator provides the following ways to preview how aspects of artwork look when printed or viewed on the web or a mobile device: In this mode, artwork with all non-printing objects on the canvas is hidden, such as grids, guides, and elements extending beyond the edge of the artboard. Any artwork falling outside the artboard is clipped. You can continue to create and edit your artwork in this screen mode. This mode is useful for previewing artworks including posters. Anti-aliasing is helpful because screen resolution is relatively limited, but vector artwork is often printed at a high resolution. View artwork in presentation mode In Presentation mode, the active artboard of the current Illustrator document fills the entire screen. In this mode, the application menu, panels, guides, grids, and all selections are hidden. It is a non-editable mode in which only the artwork on the artboard is displayed. This mode works well for presenting design ideas. To enter the presentation mode, do one of the following: Click the icon on the toolbar and choose Presentation Mode in the drop-down list. Click the arrow controls to switch between the next and the previous artboards. To navigate between the artboards, press the left or the right arrow key to move to the previous or the next artboard, respectively. Alternatively, click anywhere to move to the next artboard. To exit this mode, press Esc key. No other keyboard shortcut works when you are in Presentation mode.

How to resize pages in a PDF file using Acrobat XI. Donna Baker - November 14, Open the document with pages you want to resize by cropping, and click the Page Thumbnails tab. Resize the panel's width and thumbnail size as needed.

What is a Document Scanner? A document scanner is a scanner with an Automatic Document Feeder ADF , designed to take stacks of paper documents and scan them automatically. What do you get for your extra money? The faster the scanner, the less time it takes to scan huge volumes of paper. Time is always the biggest cost in large scanning projects. Time is the most valuable thing in life, next to money, which time also is. So you want a fast scanner. Other than speed, you need to consider whether you have special requirements like portability, color detection, imprinting and other specialty features. Virtual ReScan or VRS is included with many scanners and can make the image quality much more reliable while simplifying the settings interface. However, many scanners without VRS have equally good image enhancement software built in. ScanStore has a handy scanners guide that has more information on scanner features and how to select the best scanner for your requirements. How do you Scan Documents? The real first step is planning. First you have to get the documents ready. That means pulling any staples and paperclips, taping down loose edges, post-its, small documents and anything else that might get stuck in the document feeder. If you only have a few documents to scan, you can use free applications or the software that comes bundled with your scanner. Most scanners come with basic scanning software, and you can also use our SimpleView Freeware scanning and document viewing application. However if you have hundreds or thousands of documents to scan, you should invest in business-class scanning software like SimpleIndex. In some cases you will need to insert barcode separator sheets to indicate the start of each new document. You take these very neatly stacked piles of paper and feed them into the scanner. The neater the stacks, the less you have to open the thing up and pull out little bits of paper and staples, and generally makes for a more pleasant and swear-free work environment. Depending on the program it could require a little interaction or a lot to start scanning to the right place with the correct scanner settings. Most free programs will require you to use a "Save As" style dialog to scan and save files one at a time. Though improved scanner quality, image enhancement tools like Virtual ReScan and color scanning have greatly lessened this concern, the person working the scanner should know what the correct settings are for different types of documents, how to set them and how to adjust them to make very light or very dark images legible. The next step is for the scanned images to be processed. This means enhancing the image by straightening it, adjusting the color, cropping borders, removing hole punch mark--there are a variety of ways to improve the quality of scanned images. This not only makes them more readable to you, but also makes the next step more efficient Either from the text or from those barcodes you put between them in the first step. Remember those exceptions from the previous sentence? Now you have to handle those. Depending on the quality of the originals, the scanner and the recognition software, you could have a lot of exceptions to deal with or very few. In any case these will need to be reviewed by a human and have the missing data typed in. Once all the exceptions have been dealt with, the images are exported to the document repository. This can be a network share, cloud service, SharePoint server, document management system , custom database or a variety of business applications that support attaching digital files. How do you Find and View Scanned Documents? When your images are saved in one of the aforementioned document repositories, they need to have relevant keywords and data associated with them so they can be organized and found later when you need them. The most basic way to do this is using folders and filenames on your hard drive. More advanced document mangement solutions will let you assign specific labels to each document such as name, date, reference numbers and any other information you might want to use to find each file. They can also include integrated viewers, storage systems, security and records management functions. So before you begin choosing a scanning solution, you need to think about what type of document repository you need and what information you will use to label and organize those file in that repository. Some things to consider when selecting a document repository are: Who needs access to the documents? People on the office network, or people around the country or worldwide? Authorized users only or the general public? What information

technology resources are available to support this solution? What is your budget? What searching capabilities do you need? What are the security, privacy or legal concerns of this application? When deciding what data you want to use to find your documents, consider these questions: How do people currently find this document? What information do they know about this file before they start looking for it? Is the data printed on the page somewhere? Is this data available in an existing database, Excel spreadsheet or XML file? Are you creating these documents yourself? Can you add a barcode with the data you need somewhere on it? Do you need to be able to search the contents of the document? Do I need to be able to search on this value so badly that someone has to type it in on every document? If you already have the data you can associate it with scanned images automatically without having to retype it. If the data is on the document as text or a barcode, it can be read from the image automatically with the right software. This process is discussed in detail in the next section. These are the biggest cost of any scanning project, so automating these processes is the key to keeping the overall cost low. Prepare the documents for scanning remove staples, insert separators, etc. Feeding the documents through the scanner Assigning keyword indexes to the documents so they can be found later The first two steps are physical. They are only made more efficient by good ergonomics and a faster scanner. The third step is done in software, either by typing or by reading the necessary data from the document itself. Types of OCR Software.

Chapter 3 : Create new documents in Adobe InDesign CC and earlier

Adobe Portable Document Format (PDF) documents may be created, viewed, modified, edited and reviewed using the Adobe Acrobat application. Part of the reviewing functionality included in the Adobe Acrobat program is the ability to "write" or "draw" on PDFs using drawing markup tools.

To create documents from a wide variety of templates and presets, introduced in release of InDesign CC, see **Create documents**. The New Document dialog box combines the Document Setup and the Margins And Columns dialog boxes, so that you can set up the page size, margins, and page columns all in one place. You can change these settings at any time. Specify document setup options. See **New Document options**. To specify the dimensions of the bleed and slug areas, click the Arrow button before the Bleed and Slug label. The bleed and slug areas extend out from the edges of the defined Page Size. To make the bleed or slug areas extend evenly on all sides, click the Make All Settings The Same icon. Make necessary changes if required. Click OK to open the new document with the settings you specified. **New Document options** Choose a preset that you have saved earlier. **Intent** If you are creating a document to be output to PDF or SWF for the web, choosing the Web option changes several options in the dialog box, such as turning off Facing Pages, changing the orientation from portrait to landscape, and using a page size based on monitor resolution. You can edit any of these settings after the document is created. **Digital publishing intent** has been added for publications aimed for the Digital Publishing Suite. You can also change the intent of the document after it is created. **Number of pages** Specify the number of pages to create in the new document. **Start Page** Specify which number the document starts on. If you specify an even number such as 2 with Facing Pages selected, the first spread in the document begins with a two-page spread. See **Start a document with a two-page spread**. **Facing Pages** Select this option to make left and right pages face each other in a double-page spread, such as for books and magazines. See **Control spread pagination**. **Master Text Frame CS5**. Select this option to create a text frame the size of the area within the margin guides, matching the column settings you specified. The master text frame is added to the A Master. See **Using text frames on master pages**. When you apply a new master page, the story in the primary text frame automatically flows into the primary text frame of the new master page. **Page Size** Choose a page size from the menu, or type values for Width and Height. Page size represents the final size you want after bleeds or other marks outside the page are trimmed. **Orientation** Click Portrait tall or Landscape wide. These icons interact dynamically with the dimensions you enter in Page Size. When Height is the larger value, the portrait icon is selected. When Width is the larger value, the landscape icon is selected. Clicking the deselected icon switches the Height and Width values. To specify the dimensions of the bleed and slug areas, click the Arrow button before the Bleed and Slug label in the New Document dialog box. **Bleed** The Bleed area allows you to print objects that are arranged at the outer edge of the defined page size. For a page of the required dimensions, if an object is positioned at its edge, some white may appear at the edge of the printed area due to slight misalignment during printing or trimming. For this reason, you should position an object that is at the edge of the page of the required dimensions a little beyond the edge, and trim after printing. Bleed area is shown by a red line on the document. You can set bleed area settings from Bleed in the Print dialog box. **Slug** The slug area is discarded when the document is trimmed to its final page size. The slug area holds printing information, customized color bar information, or displays other instructions and descriptions for other information in the document. Objects including text frames positioned in the slug area are printed but will disappear when the document is trimmed to its final page size. Objects outside the bleed or slug area whichever extends farther do not print. Make necessary changes to the options if the preview is not as desired. You can also click the Save Document Preset icon to save document settings for future use. **Document window overview** Each page or spread in your document has its own pasteboard and guides, which are visible in Normal View mode. The pasteboard is replaced with a gray background when the document is viewed using one of the Preview modes. **Document and guides in Normal View Mode A**. **Slug area blue lines** Document window notes: Lines of other colors are ruler guides which, when present, appear in the layer color when selected. Column guides appear in front of margin guides. When a column guide is

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exactly in front of a margin guide, it hides the margin guide. Create custom page sizes You can create custom page sizes that appear in the Page Size menu in the New Document dialog box. Type a name for the page size, specify page size settings, and then click Add. The New Doc Sizes. Define document presets You can save document settings for page size, columns, margins, and bleed and slug areas in a preset to save time and ensure consistency when creating similar documents. Click New in the dialog box that appears. Specify a name for the preset and select basic layout options in the New Document Preset dialog box. See New Document options for a description of each option. You can save a document preset to a separate file and distribute it to other users. To save and load document preset files, use the Save and Load buttons in the Document Presets dialog box. Create a document using a preset Do one of the following: Hold down the Shift key while choosing the preset to create a new document based on the preset without opening the New Document dialog box. The New Document dialog box displays the preset layout options. To skip the New Document dialog box, press the Shift key as you select a preset from the Document Preset menu.

Chapter 4 : read untagged document dialog box now shows up | Adobe Community

At any point you can change your document's default setup options for units of measure, transparency grid display, background color, and type settings such as language, quote style, superscript and subscript size, bleeds, and exportability.

Chapter 5 : How to view artwork in Illustrator

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Chapter 6 : how to open adobe document in word? | Yahoo Answers

Go to www.nxgvision.com site, click on apps, type in PDF to Word, download with Rapidshare, will have rego included, install, this will convert All PDF to word, no worries, Merry Christmas.

Chapter 7 : Adobe Illustrator Certification Exam 9A | Official Adobe Preparation Guide

Editing a document that someone else has prepared: 6 tips for managers. As a manager, you may create only a few Word documents. But you may often edit documents that someone else has prepared.

Chapter 8 : How to Write on PDF Documents | www.nxgvision.com

CS/CS2 For NEW documents: With no documents open, go to your paragraph palette/panel. From the palette menu, select Hyphenation. Deselect the option box. If you have any paragraph styles pre-defined, be sure to change the setting within them, too.

Chapter 9 : 3 Ways to Save a PDF File - wikiHow

Change the properties of the selected layer. Set This Layer as Default Layer Set this selected layer as the default layer so that the new PDFfill objects is put under this layer.