

Activation and registration

Vole Media CHM Empty Content Page

License activation (Windows)

During the installation process, your Adobe software may attempt to contact Adobe to complete the license activation process. No personal data is transmitted. For more information on product activation, visit the Adobe website at www.adobe.com/go/activation.

A single-user retail license activation supports two computers. For example, you can install the product on a desktop computer at work and on a laptop computer at home. If you want to install the software on a third computer, you must first deactivate it on one of the other two computers. Choose Help > Deactivate.

If you are using Acrobat with Creative Suite 4 and you get an error message about expired licensing, see the technote <http://kb2.adobe.com/cps/405/kb405970.html>.

For more information about activation and deactivation, see the service note <http://kb2.adobe.com/cps/100/1008779.html>.

Register

Register your product to receive complimentary installation support, notifications of updates, and other services.

❖ To register, follow the onscreen instructions in the Registration dialog box, which appears after you install and activate the software.

If you postpone registration, you can register at any time by choosing Help > Registration.

Adobe Product Improvement Program (Windows)

After you have used your Adobe software a certain number of times, a dialog box will appear, asking you whether you would like to participate in the Adobe Product Improvement Program.

If you choose to participate, data about your use of Adobe software will be sent to Adobe. No personal information is recorded or sent. The Adobe Product Improvement Program only collects information about the features and tools you use in the software and how often.

You can opt in to or opt out of the program at any time:

- To participate, choose Help > Improvement Program Options and click Yes.
- To stop participating, choose Help > Improvement Program Options and click No, Thank You.

Adobe Customization Wizard

Adobe Customization Wizard 9 helps IT professionals take greater control of enterprise-wide deployments of Adobe® Acrobat® 9 Pro and Adobe Reader®. With it, you can customize the installer and application features before deployment. The Customization Wizard is a free downloadable utility. Providing a graphical interface to the Windows Installer for Acrobat, the Customization Wizard enables IT administrators to:

- Optimize the behavior of the installer by including silent installation, pre-serialization, restart, multilingual, and custom setup choices.
- Customize key application preferences such as automatic updates, add and set default job options, and customize collaboration and security settings.
- Help prevent users from modifying certain preferences.

Read Me

The installation disc may contain a Read Me file for your software. Open the file to read important information about topics such as the following:

- System requirements
- Installation (including uninstalling the software)

Activation and registration

- Customer support
- Legal notices

Help and support

Community Help

Community Help is an integrated environment on adobe.com that gives you access to community-generated content moderated by Adobe and industry experts. Comments from users help guide you to an answer.

Community Help draws on a number of resources, including

- Videos, tutorials, tips and techniques, blogs, articles, and examples for designers and developers.
- Complete online product Help, which is updated regularly by the Adobe documentation team.
- All other content on Adobe.com, including knowledgebase articles, downloads and updates, Developer Connection, and more.

Use the help search field in your products Help interface to access Community Help directly, or go to www.adobe.com/support/acrobat to access the product Help and Support page, a portal to all of the Community Help content for your product.

The sites searched by the default Community Help search engine are hand-selected and reviewed for quality by Adobe and Adobe Community Experts. Adobe experts also work to ensure that the top search results include a mixture of different kinds of content, including results from online product Help.

For more information on using Community Help, see http://help.adobe.com/en_US/CommunityHelp/.

For a video overview of Community Help, see www.adobe.com/go/lrvid4117_xp.

Product Help

Adobe provides a comprehensive user guide for Acrobat as online product Help and PDF. Topics from online product Help are included in your results whenever you search Community Help.

If you want to consult or search online product Help only, you can access it by clicking the product Help link in the upper-right corner of the Help and Support page. Be sure to select the This Help System Only option on the Help page before you do your search.

The Help menu within the product opens local Help, a subset of the content available in online product Help. Because local Help is not as complete or up-to-date as online product Help, Adobe recommends that you use the PDF version of product Help if you want to stay off-line. A downloadable PDF of complete product Help is available from two places:

- The products Help and Support page (upper-right corner of the page)
- Web Help (top of the Help interface)

For more information on accessing product help, see http://help.adobe.com/en_US/CommunityHelp/.

Support resources

Visit the Adobe Support website at www.adobe.com/support to learn about free and paid technical support options.

Services downloads and extras

You can enhance your product by integrating a variety of services, plug-ins, and extensions in your product. You can also download samples and other assets to help you get your work done.

Adobe creative online services

Adobe® Creative Suite® 4 includes new online features that bring the power of the web to your desktop. Use these features to connect with the community, collaborate, and get more from your Adobe tools. Powerful creative online services let you complete tasks ranging from color matching to data conferencing. The services seamlessly integrate with desktop applications so you can quickly enhance existing workflows. Some services offer full or partial functionality when you're offline too.

Visit Adobe.com to learn more about available services. Some Creative Suite 4 applications include these initial offerings:

Kuler™ panel Quickly create, share, and explore color themes online.

Adobe® ConnectNow Collaborate with dispersed working teams over the web, sharing voice, data, and multimedia.

Resource Central Instantly access tutorials, sample files, and extensions for Adobe digital video applications.

Adobe Exchange

Visit the Adobe Exchange at www.adobe.com/go/exchange to download samples as well as thousands of plug-ins and extensions from Adobe and third-party developers. The plug-ins and extensions can help you automate tasks, customize workflows, create specialized professional effects, and more.

Adobe downloads

Visit www.adobe.com/go/downloads to find free updates, tryouts, and other useful software.

Adobe Labs

Adobe Labs at www.adobe.com/go/labs gives you the opportunity to experience and evaluate new and emerging technologies and products from Adobe. At Adobe Labs, you have access to resources such as these:

- Prerelease software and technologies
- Code samples and best practices to accelerate your learning
- Early versions of product and technical documentation
- Forums, wiki-based content, and other collaborative resources to help you interact with like-minded users.

Adobe Labs fosters a collaborative software development process. In this environment, customers quickly become productive with new products and technologies. Adobe Labs is also a forum for early feedback. The Adobe development teams use this feedback to create software that meets the needs and expectations of the community.

Adobe TV

Visit Adobe TV at <http://tv.adobe.com> to view instructional and inspirational videos.

Extras

The installation disc contains a variety of extras to help you make the most of your Adobe software. Some extras are installed on your computer during the setup process; others are located on the disc.

To view the extras installed during the setup process, navigate to the application folder on your computer.

- Windows®: *[startup drive]\Program Files\Adobe\[Adobe application]*
- Mac OS®: *[startup drive]/Applications/[Adobe application]*

To view the extras on the disc, navigate to the Goodies folder in your language folder on the disc. Example:

- */English/Goodies/*

Whats new

Vole Media CHM Empty Content Page

Collaboration

Use Acrobat.com for shared reviews Participants download the file from Acrobat.com, and add comments or data using Acrobat or Adobe Reader. When finished, participants publish comments or submit responses to Acrobat.com. When using Acrobat.com for shared reviews, you can also allow reviewers to open and share the PDF in a live chat session. See [Starting a review](#) on page 151.

Collaborating in online meetings Use Adobe ConnectNow, a personal web-conference tool, to conduct real-time meetings on your desktop. Attendees join the meeting by logging into a web-based meeting space from their own computers. In a ConnectNow online meeting you can share your desktop, use live chat, share online whiteboards, and use many other collaboration features. See [Collaborate in online meetings](#) on page 147.

Use Acrobat.com to upload and share large documents From Acrobat or Reader, you can create your own user account on Acrobat.com. Use Acrobat.com to upload and share most document types, and to share PDFs or your desktop in online meetings. See [Share documents with others](#) on page 145.

Synchronize document views Ensure colleagues, clients, and partners are on the same page at the same time with the ability to co-navigate documents. Use Collaborate Live to provide

clarity, enhance discussion, and walk recipients through a document in real time. See [Collaborate with others in a PDF](#) on page 146.

Forms

Creating an interactive form

You can convert any form into an interactive form that users can fill out and return electronically. Start with a paper form you've scanned or a form document you've created in any application.

1. Create the PDF.

You can scan a paper form directly into Acrobat (choose File > Create PDF > From Scanner). You can also convert any electronic document to PDF using Acrobat PDFMaker, the Adobe PDF printer, or the Create PDF commands in Acrobat.

- 2 Use the Form wizard to automatically create form fields.

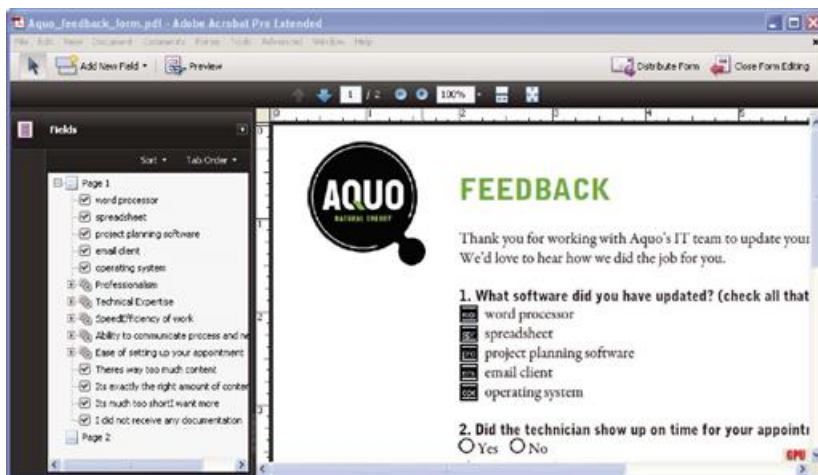
Choose Forms > Start Form Wizard. Follow the onscreen instructions in the wizard, and click OK to close the Welcome To Form Editing Mode dialog box. When you run the wizard, Acrobat analyzes the document and automatically creates electronic form fields.



The Create Or Edit Form wizard creates form fields automatically.

- 3 Evaluate the form fields Acrobat created.

Acrobat lists the form fields it created in the Fields pane. Scroll through the document to see whether Acrobat missed any fields or created any extra fields. To delete a field, select it in the Fields pane and press Delete.



Acrobat missed fields for the Yes and No radio buttons.

- 4 Add and edit form fields as needed.

Add form fields where you need them. You can add text fields, check boxes, list boxes, combo boxes, radio buttons, action buttons, digital signature fields, and even barcodes to the PDF. Select the type of form field from the Add New Field list in the Forms toolbar, and then click where you want the field to appear. Give each new field a unique and descriptive name. The name doesn't appear on the form that users see, but it identifies the field if you work with the data in databases or spreadsheets.

Click Show All Properties in the field name dialog box if you want to make other changes. You can change the field appearance, set a text field to accept multiple lines of text, create a label for users, or set other properties. To edit a field, make sure you're in Form mode, and then double-click the field. (To switch to Form mode, choose Forms > Add Or Edit Fields.) To

preview the form, click Preview in the Forms toolbar.

Editing form fields

5 Save the form.

Be sure to save the form with all the fields you've added. Choose File > Save As to save the form with a different name, so that your original static document remains intact.

Multimedia and 3D models

Isolate parts in an assembly Display the geometry, PMI, and PMI views for an isolated part, and hide or deselect these elements for all other parts. See [Hide, isolate, and change the appearance of parts](#) on page 378.

Include Flash content in PDFs Add Flash® videos and animations to your PDF documents. Native support for Flash enables reliable cross-platform playback. No additional media player is necessary. See [Add multimedia to PDFs](#) on page 365.

Add comments to videos Add comments to a video as you are watching it. Each comment is attached to a specific frame, so that when you view the comments, they appear in the context in which they were made. You can also enable Acrobat Standard and Adobe Reader users to add comments to videos. See [Add comments to videos](#) on page 368.

View and interact with PDF maps Search, measure, and mark up geospatially enabled PDF maps. Discover the longitude and latitude by placing your cursor over a location. Measure PDF maps in kilometers or miles. See [Using Geospatial PDFs](#) on page 348.

Digital signatures

Long-term signature validation enhancements Embed the certificate chain, revocation status, and timestamp after signature creation. Allow valid, but expired timestamps to be used. See [Establish long-term signature validation](#) on page 266.

Create ink signatures Add a simple handwritten signature on a page. See [Sign a PDF](#) on page 261.

Legal

Search and redact Search and redact a list of words or phrases or a specific text pattern (for example, phone numbers, credit card numbers, email addresses, or dates). See [Search and redact words](#) on page 254.

Bates numbering for PDF Portfolios When designating documents for Bates numbering, you can add PDFs, PDF Portfolios, and any non-PDF files that can be converted to PDF. The process converts non-PDF file types to PDF, and then adds Bates numbers to the resulting PDF. If you add Bates numbering to a PDF Portfolio, any non-PDF files in the PDF Portfolio are replaced with the converted and numbered PDFs. See [Add a Bates numbering header or footer](#) on page 123.

Creative professional

Output preview enhancements Use the Object Inspector to quickly inspect content in a document. The information displayed is for all content that is directly underneath where the cursor is clicked.

Preflight enhancements Validate PDF/E compliance and save documents as PDF/E. Run checks and fixups on selected objects. View improved reports.

Color conversion enhancements Set the transparency blending space. Remap spot colors using the Pantone library. Easily convert colors using the new design.

Getting started tutorials

The step-by-step tutorials in this section help you get started with Acrobat 9. You'll learn how to create PDFs using PDFMaker; share documents with colleagues for review and discussion; create interactive, electronic forms; assemble documents of various formats into a single PDF Portfolio; and securely sign documents digitally.

For more tutorials and videos about all that you can do with Acrobat, see the following resources:

- Exploring key features of Acrobat 9: www.adobe.com/go/learn_acr_portfolio_pro_en
- What is Acrobat?: www.adobe.com/go/lrvid4200_a9
- Introducing Acrobat 9: www.adobe.com/go/lrvid4081_a9
- Using multiple applications in a creative workflow: www.adobe.com/go/lrvid4205_a9
- Using multiple applications in a business workflow: www.adobe.com/go/lrvid4204_a9

Create PDF

Creating PDFs using Acrobat PDFMaker (Windows)

Convert your business documents to Adobe PDF with a single click. Acrobat PDFMaker simplifies the process of converting documents to PDF in several business applications, including Microsoft Office applications and Lotus Notes. When you install Acrobat, it adds PDFMaker controls to compatible applications automatically.

1. Create your document.

Create and finalize the document in the authoring application that supports PDFMaker. Save the document.

Document in an application that converts to Adobe PDF

2. Select PDF conversion settings.

In the authoring application, choose Adobe PDF > Change Conversion Settings. If you're using Lotus Notes, choose Actions > Change Adobe PDF Conversion Settings. If you're using a Microsoft Office 2007 application, click Preferences in the Acrobat ribbon.

In the PDFMaker Settings area of the Acrobat PDFMaker dialog box, choose the appropriate PDF preset from the Conversion Settings menu. The PDF preset determines file compression, image resolution, whether fonts are embedded, and other PDF conversion settings. If you are preparing a document for professional printing, use the High Quality Print or Press Quality preset. If you are preparing a document for online viewing, choose Small File Size. The Standard default setting is appropriate for many business uses and desktop printing.

Settings for creating PDFs

Once you've selected conversion settings, those settings are used every time you create a PDF from that application until you change the settings.

1. Select application settings.

In the Application Settings area of the dialog box, select whether to include bookmarks, hyperlinks, accessibility features, and other options. Click the application tab (for example, the Word tab) to see options that are specific to your application. In Word, for example, you can convert footnotes and links. In Visio (supported in Acrobat 9 Pro Extended and Acrobat 9 Pro), you can flatten layers. Click OK to close the Acrobat PDFMaker dialog box.

Application-specific settings for creating PDFs

4.  Create the PDF.

Click the Convert To Adobe PDF button on the Acrobat PDFMaker toolbar or, in Microsoft Office 2007, click the Create PDF button on the Acrobat ribbon. You can automatically email the PDF or send it out for a review, using other commands in the Adobe PDF menu.

When prompted, enter a name and location for the PDF. Depending on the application you're using and your settings, prompts may appear allowing you to select other options when you create the PDF.

You can also convert web pages to PDF directly using Internet Explorer. To convert, visit a website in the Internet Explorer browser, and then click the Convert button in the toolbar.

Collaborate

Initiating a shared review

In a shared review, all participants can view and respond to comments. Its a great way to let reviewers resolve conflicting opinions, identify areas for research, and develop creative solutions during the review process. You can host a shared review on a network folder, WebDAV folder, SharePoint workspace, or on Acrobat.com, a new secure web-based service. All you need is Acrobat, a PDF, and a free Adobe ID to get started.

1. Prepare the PDF.

Save the PDF you want participants to review. If you want to call attention to particular questions or topics for discussion, add comments to the PDF.

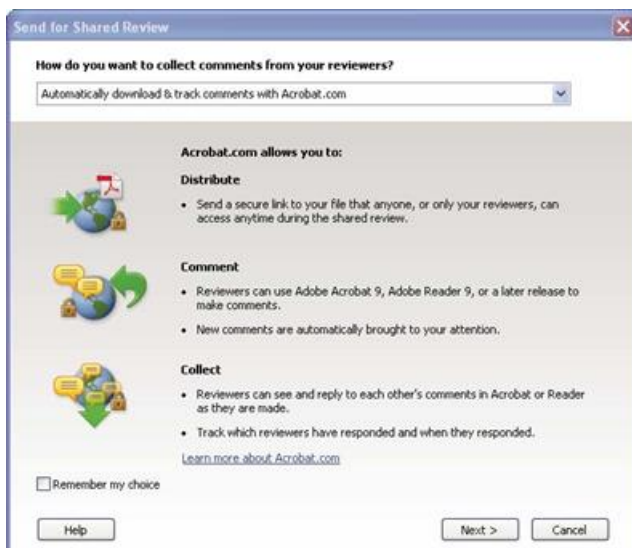
2Send the PDF for a shared review.

Choose Comments > Send For Shared Review. Acrobat opens the Send For Shared Review wizard. You can share any document that can be modified with comments. If a document has security settings that do not allow comments, Acrobat notifies you.

3Select a method for collecting comments.

Choose how you want to post the PDF and collect comments from reviewers. Choose Automatically Download &

Track Comments With Acrobat.com if you want to use Acrobat.com to share the review. Choose Automatically Collect Comments On My Own Internal Server to use a network server, a WebDAV server, or a SharePoint workspace.



The Send For Shared Review wizard guides you through different ways to manage comments.

If youre hosting the PDF on your own server, select the type of server and enter its path. If youre hosting the PDF on Acrobat.com, enter your Adobe ID. If you dont have an Adobe ID, click Create Adobe ID to create one within Acrobat.

4Invite reviewers.

Enter the email addresses for the people you want to invite to the review, or select the addresses from your email address book. Then, customize the message for reviewers. Set a review deadline. After the deadline, commenting tools will no longer be available on the shared review server. If youre using Acrobat 9 Pro Extended or Acrobat 9 Pro, then Adobe Reader users can participate in the shared review.



Preparing the review invitation

5Send the PDF.

Click Send to post the PDF to the server and send email invitations to the review participants. Acrobat saves a copy of the shared review file in the same location, with the word `_review` appended to it.

Once you've started a shared review, you can read and reply to comments on the shared review server. You can also read all the comments after the review is over. Use Tracker, within Acrobat, to see who has commented, send email reminders to reviewers, or change the deadline.

Enabling live collaboration

You can review a PDF live, online, with one or more colleagues using Acrobat.com. The live collaboration feature lets you share pages, so that all viewers are seeing the same thing at the same time. Use the live chat window to discuss the document you're viewing. You can invite anyone with Acrobat 9 or Reader 9 to participate in live collaboration.

Note: The live collaboration feature is not available in all languages.

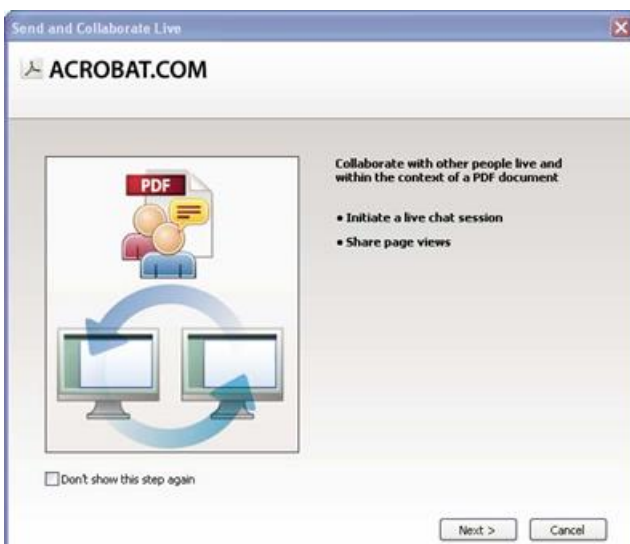
1. Prepare the document.

Create and save the document you want to discuss in live collaboration. If it's not already a PDF, convert it to PDF using Adobe PDF printer, Acrobat PDFMaker (Windows), or the Create PDF commands in Acrobat.

Open the PDF you want to discuss in Acrobat.

2Start collaboration.

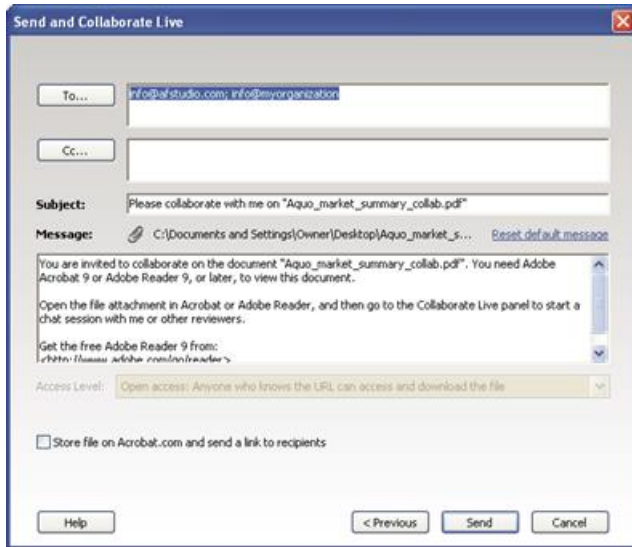
Choose File > Collaborate > Send & Collaborate Live. Log on to Acrobat.com, if prompted. If you don't have an Adobe ID, create one.



Use the *Send and Collaborate Live* wizard to start a live chat session.

3 Invite participants.

Enter the email addresses of the colleagues you want to collaborate with, placing a semicolon or return between addresses. You can also add email addresses from the address book of your email application, such as Microsoft Outlook.



Preparing the collaboration invitation

Edit the subject and message to customize the email invitation for your collaboration. To post the document to Acrobat.com, select *Store File On Acrobat.com And Send A Link To Recipients*. Select a level of access to determine who can access the document from Acrobat.com. If you don't select *Store File On Acrobat.com*, Acrobat sends the document to participants as an attachment.

The Collaborate Live navigation pane opens in the document.

4 Wait for other participants.

To share pages or chat online, at least one other person must join you. Using Acrobat 9 or Reader 9, participants can join by clicking the PDF attachment or clicking the URL in the invitation. After participants log in with their Adobe ID and password or join as a guest, they can double-click the PDF to open it.



Watching participants join the session

5 Share pages.

After at least one other person joins the live collaboration session, you can synchronize page views so that everyone participating sees the same page view. To share pages, click the *Start Page Sharing* button. When you want to stop page sharing, click *Stop Page Sharing*.

6 Chat online.

To discuss the document, type chat messages in the box at the bottom of the Collaborate Live navigation pane. Click the color box to choose a color for your chat text. To save the chat history, choose *Save Chat* from the options menu in the navigation pane.



Send instant messages to attendees.

Forms

Creating an interactive form

You can convert any form into an interactive form that users can fill out and return electronically. Start with a paper form you've scanned or a form document you've created in any application.

1. Create the PDF.

You can scan a paper form directly into Acrobat (choose File > Create PDF > From Scanner). You can also convert any electronic document to PDF using Acrobat PDFMaker, the Adobe PDF printer, or the Create PDF commands in Acrobat.

2 Use the Form wizard to automatically create form fields.

Choose Forms > Start Form Wizard. Follow the onscreen instructions in the wizard, and click OK to close the Welcome To Form Editing Mode dialog box. When you run the wizard, Acrobat analyzes the document and automatically creates electronic form fields.



The Create Or Edit Form wizard creates form fields automatically.

3 Evaluate the form fields Acrobat created.

Acrobat lists the form fields it created in the Fields pane. Scroll through the document to see whether Acrobat missed any fields or created any extra fields. To delete a field, select it in the Fields pane and press Delete.

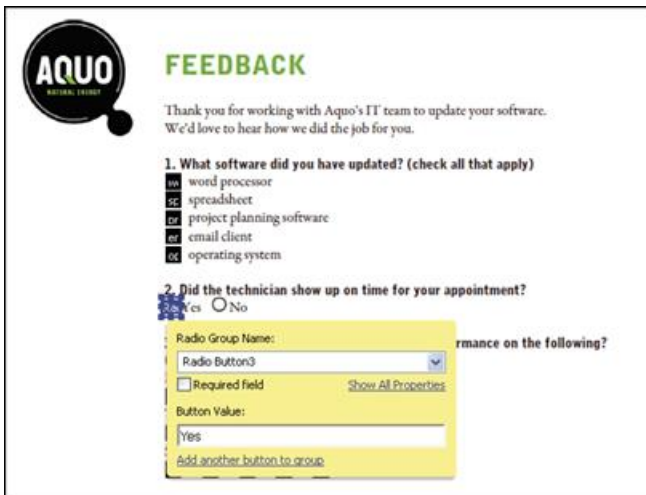


Acrobat missed fields for the Yes and No radio buttons.

4 Add and edit form fields as needed.

Add form fields where you need them. You can add text fields, check boxes, list boxes, combo boxes, radio buttons, action buttons, digital signature fields, and even barcodes to the PDF. Select the type of form field from the Add New Field list in the Forms toolbar, and then click where you want the field to appear. Give each new field a unique and descriptive name. The name doesn't appear on the form that users see, but it identifies the field if you work with the data in databases or spreadsheets.

Click Show All Properties in the field name dialog box if you want to make other changes. You can change the field appearance, set a text field to accept multiple lines of text, create a label for users, or set other properties. To edit a field, make sure you're in Form mode, and then double-click the field. (To switch to Form mode, choose Forms > Add Or Edit Fields.) To preview the form, click Preview in the Forms toolbar.



Editing form fields

5 Save the form.

Be sure to save the form with all the fields you've added. Choose File > Save As to save the form with a different name, so that your original static document remains intact.

PDF Portfolios

Creating a PDF Portfolio

Quickly pull together all the files for a project into a single, coherent PDF Portfolio. These files can include text documents, email messages, spreadsheets, CAD drawings, PowerPoint presentations, videos, PDFs, and more. You don't have to convert the component documents to PDF, and you can edit each component independently without affecting anything else in the PDF Portfolio.

1. Create the PDF Portfolio file.

In Acrobat, choose File > Create PDF Portfolio. The PDF Portfolio toolbar appears below the menu bar; Acrobat displays this toolbar whenever you open a PDF Portfolio. In Acrobat 9 Pro and Acrobat 9 Pro Extended, the Edit PDF Portfolio pane is open on the right side of the window.

2 Add files to the PDF Portfolio.

Choose Modify > Add Files in the PDF Portfolio toolbar. Navigate to the files you want to include. Select a file, and click Open. Shift-select to add multiple contiguous files; press Ctrl to select multiple files in any order.



Selecting files for a PDF Portfolio

When you add a file to the PDF Portfolio, a copy of the original document is included. If the document isn't a PDF, anyone who receives the PDF Portfolio may have to install the native application to preview that particular document. For example, if you include a PowerPoint presentation, someone viewing your PDF Portfolio must have Office installed to view that component.

3 Select a layout.

Click Choose A Layout in the Edit PDF Portfolio pane. Select a category, such as Basic Layouts, from the pop-up menu, and then select a layout.



Layout options

The layout provides navigational aids and determines how component documents are displayed on the home page of the PDF Portfolio. By default, the Basic Grid layout is applied when you first create a PDF Portfolio, but you can use any layout.

4 Add a header.

You can give a PDF Portfolio a consistent look by applying a header to the top of the page. A header can include text and graphics, such as a logo, company name, or contact information.

To add a header, click Add Welcome & Header in the Edit PDF Portfolio pane, click Header, and then select a template. Each template contains an image placeholder, a text placeholder, or both. Click an image placeholder to replace it with a GIF, JPEG, or PNG file. Click a text placeholder to type and format text.



1. header unifies the PDF Portfolio contents.

5. Add a welcome page.

1. welcome page appears when the PDF Portfolio is opened. A welcome page can include text, images, or a Flash animation (SWF file or FLV file).

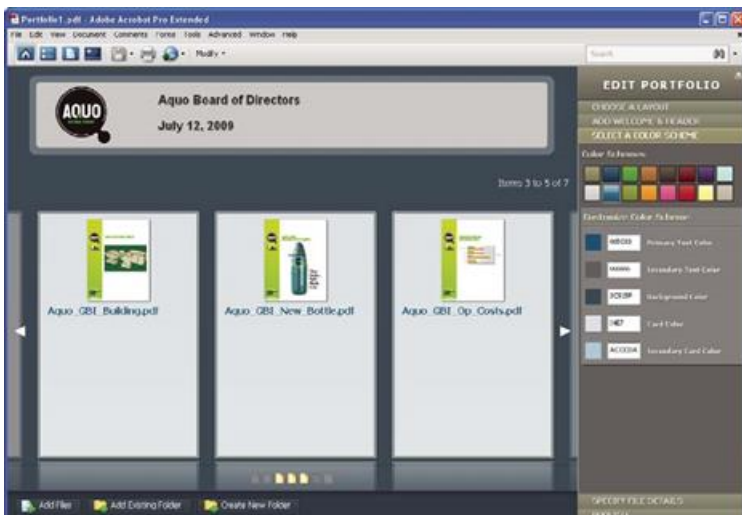


A welcome page introduces the PDF Portfolio.

To add a welcome page, click Welcome Page in the Edit PDF Portfolio pane. Select a template, and then click a placeholder to replace it with your text, image, or SWF file.

6. Select a color scheme.

You can further customize a PDF Portfolio by selecting which colors to use for text, backgrounds, and the cards that display component data. Click Select A Color Scheme in the Edit PDF Portfolio pane. Click the color swatch that represents the scheme you want to use, or click Customize Color Scheme to develop your own. To create a custom color scheme, select a color for each of the categories, such as Primary Text Color.



Color scheme options

7Publish the PDF Portfolio.

When youve completed your PDF Portfolio, you can share it through email or on Acrobat.com, a secure web-based service. You can burn it to a CD or DVD, or distribute it as you would share any other PDF.

First, choose File > Save Portfolio. From the share menu