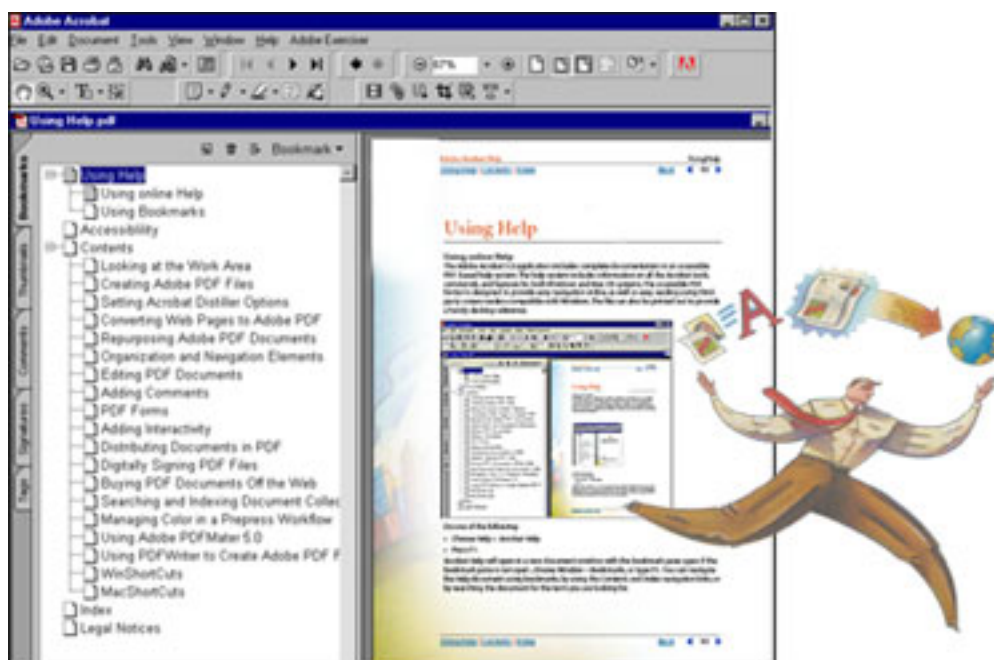


Using Help

Using online Help

The Adobe Acrobat 5.0 application includes complete documentation in an accessible PDF-based help system. The help system includes information on all the Acrobat tools, commands, and features for both Windows and Mac OS systems. The accessible PDF format is designed to provide easy navigation online, as well as easy reading using third-party screen readers compatible with Windows. The file can also be printed out to provide a handy desktop reference.



The online Help file displayed in Acrobat 5.0

To start online Help:

Do one of the following:

- Choose Help > Acrobat Help.
- Press F1.

Acrobat Help will open in a new document window with the bookmark pane open. If the bookmark pane is not open, choose Window > Bookmarks, or type F5. You can navigate the Help document using bookmarks, by using the Contents and Index navigation links, or by searching the document for the term you are looking for.

Using Bookmarks

The contents of Acrobat Help are shown as bookmarks in the bookmark pane. To view subtopics, click the plus sign next to a topic. The topic will be expanded to show the subtopics it contains.

Each bookmark is a hyperlink to the associated section of the Help document. To view the contents, click the bookmark. As you view the contents in the document pane, the bookmark associated with that content will be highlighted in the bookmark pane to help you easily identify where you are in the document.

You can turn highlighting on or off by selecting Highlight Current Bookmark in the bookmark pane menu.

Using the navigation bar

A navigation bar is provided at both the top and bottom of each page of the Acrobat Help document. Click Using Help at any time to return to this guide to using help. Click Contents to view the table of Contents, or Index to see a complete index of Acrobat Help.

The navigation bar also provides the Next Page ▶ and the Previous Page ◀ navigation arrows before and after the page number to allow you to navigate through the pages one at a time. Clicking Back will take you to the last page you viewed. You can also page through the document using the First Page, Previous Page, Next Page, and Last Page navigation arrows in the Acrobat toolbar. For more information on navigating PDF documents, see [“Navigating in PDF documents” on page 20](#).

To find a topic using Contents:

- 1 Click on Contents in the navigation bar at the top or bottom of any page.
- 2 Click on a topic in the list that appears on the Contents page to view the first page of that topic.
- 3 To see a list of the subtopics, click the plus sign next to the topic name in the bookmark pane.

To find a topic using the index

- 1 Click on Index in the navigation bar at the top or bottom of any page.
- 2 Click on the appropriate letter of the alphabet displayed at the top of the index page. You can also click a letter bookmark listed under Index in the bookmark pane.
- 3 When you have located the topic you want, click the page number to the right of the topic to display the associated subject matter.
- 4 To view multiple entries, click Back to return to the same place in the index .

To find a topic using the Find command:

- 1 Choose Edit > Find.
- 2 Enter a word or a phrase in the text box, and click OK.
- 3 Acrobat will search the document, starting from the current page, and display the first occurrence of the word or phrase you are searching for.
- 4 To find the next occurrence, choose Edit > Find Again.

Printing the Help file

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

Other help resources

In addition to Acrobat Help, the Help menu provides you with other help resources, such as fast links to Top Customer Support Issues on Adobe.com and software and help updates on Adobe Online.

Contents

Using Help	1
Accessibility	5
Learning Adobe Acrobat 5.0	9
Looking at the Work Area	12
Creating Adobe PDF Files	32
Acrobat Distiller Options	46
Converting Web Pages to Adobe PDF	69
Repurposing Adobe PDF Documents	82
Organization and Navigation Elements	90
Working with PDF	103
Adding Comments	128
PDF Forms	145
Adding Interactivity	172
Distributing Documents in PDF	185
Digitally Signing PDF Files	195
Viewing and Buying PDF on the Web	209
Searching and Indexing Document Collections	215
Managing Color in Acrobat	230
Using PDFWriter to Create Adobe PDF Files (Windows)	243
Windows Shortcuts	248
Mac OS Shortcuts	253
Index	258
Legal Notices	285

Accessibility

Adobe Systems is committed to developing and providing the vision and motion-challenged community with the tools and resources to make digital information more accessible.

Using accessibility features in Acrobat 5.0

All the features available in Adobe Acrobat Reader are supported in Adobe Acrobat. What you can do in Acrobat Reader you can do in Acrobat, and just as easily. At present, accessibility features are more robust on the Windows platform. This chapter covers using the accessibility features of Acrobat 5.0.

To make an accessible PDF file, you must create the document with accessibility in mind. For example, the PDF file must have structure. Screen readers will have trouble presenting the document if the structure tree is incomplete. For more information on tagged PDF, see [“Repurposing Adobe PDF Documents” on page 82](#). Tagged PDF files created with Acrobat 5.0 are optimized for accessibility. You should include alternative text descriptions for graphics and figures. Be sure to use fonts that specify character encodings, so that the display and screen reader deliver the correct characters.

To create an accessible PDF from scanned paper documents (TIFF files), choose Tools > Paper Capture, and follow the on-screen directions.

Using a screen reader with Acrobat 5.0

Mac OS does not offer a general accessibility interface for screen readers. Acrobat 5.0 does not support screen readers on the Mac OS. On the Windows platform Adobe Acrobat supports the use of several screen reader applications. Please refer to your screen reader documentation for information on installation and use with Adobe Acrobat. The screen reader will follow the logical structure of the document. You can control whether the content is delivered to the screen reader in single pages, or the entire document at once. For more information on accessibility preferences, see [“Setting Accessibility preferences” on page 7](#).

Using Acrobat and Microsoft Internet Explorer (Windows only)

You can use the keyboard to control Adobe Acrobat 5.0 within Microsoft® Internet Explorer. If you open an Adobe PDF document from within Internet Explorer, the navigation and command keystrokes will function normally. The Tab key moves the focus from the browser to the Acrobat document pane. Pressing Tab again will select the items in the document. Press Shift + Tab to move in reverse. To return the focus to the browser, press Ctrl + Tab. When in the browser, use the Internet Explorer keystrokes for navigation and selection.