



Adobe Acrobat 6 Standard Review

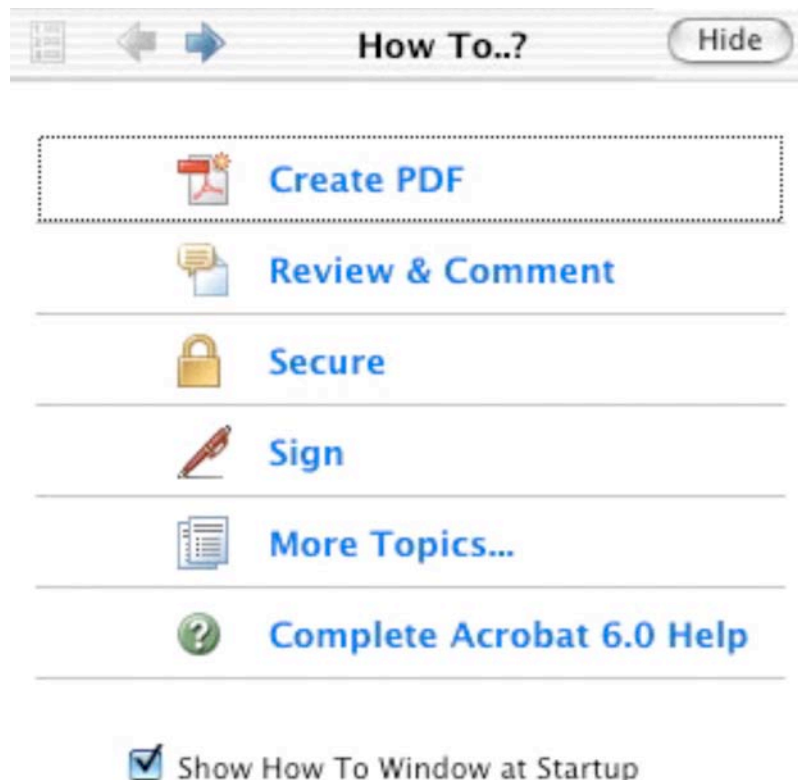
Adobe Acrobat 6 is the universal, number one application for document file sharing of information, be it text and/or graphics. This application enables Windows and Mac users to enter the ring, shake hands and come out winners!

As the long time editor for the Sonoma Valley Computer Group newsletter, I find Adobe Acrobat to be an invaluable resource because it allows me to take the club's hardcopy newsletter, converted to .pdf (portable document format), and upload that file to the website for members to download. I call this the online newsletter. Since color is so expensive to print, the hardcopy newsletter gets printed in black and white. The newsletter contains lots of color which comes alive in the .pdf format. Many club members like that and print out the entire newsletter to have on hand.

Additionally, oftentimes I will add more pages to the 'online' newsletter, but due to budget constraints, the hardcopy newsletter will not contain the extra pages. One of the club's goals is to move more and more toward encouraging our members into taking the newsletter online and cutting down on print/postage costs.

Keeping those factors in mind, Adobe Acrobat has features which make having the online newsletter more appealing than the hardcopy newsletter. Three of these features I will highlight in this review. They are as follows: the ability to create links, internet URL links, and a feature that allows for the reduction of file size. The bottom line is our members receive a newsletter that doesn't take forever to download, they can go to the index and click on any story and be immediately taken to that corresponding page, and all of the internet web sites (URLs) will be clickable! How cool is that!

As with most applications, Adobe Acrobat contains a HELP and a HOW TO section.



However, my goal here is not to teach you how to create pdfs, I want to speak specifically to the three very powerful features which, I think, make our newsletter fun to read and easy to navigate.

About a year and a half years ago, I discovered that Adobe Acrobat lets you create links.



Picture 1: Toolbar

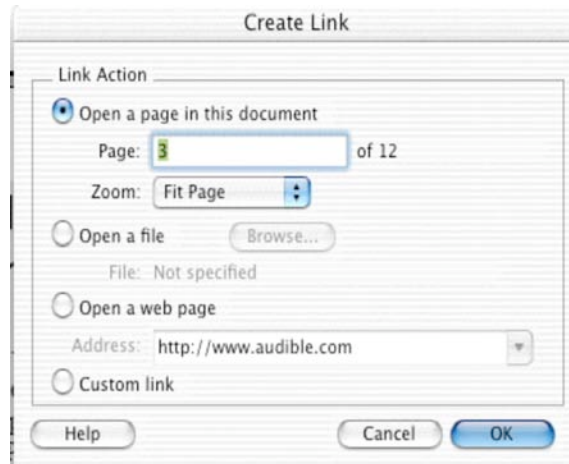
Part of the Toolbar is illustrated in Picture 1. The Link Tool is circled. I use this when creating link for the newsletter’s Table of Contents (see Picture 2).

Table of Contents	
President’s Column	3
Library Gets New Computers	2
DVD-VHS Recorders	4
What’s News	5
Audible.com	8
User Group Book Discounts Info	10

Picture 2: Table of Contents

After selecting the Link Tool, I draw a rectangle around the text I want to be linked to a particular page. A Create Link dialogue box opens (see Picture 3) asking if I want to link to a particular page open a file, open a web page, or create a custom link. I click on the radio button for ‘Open a page for this document’ and type in the appropriate page number.

In the example below, I select “User Group Book Discounts Info’ article which I want to create a link to Page 10.

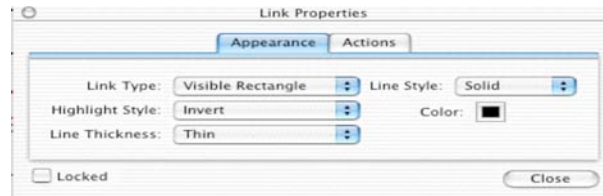


Picture 3: Create Link dialogue box

Table of Contents	
President’s Column	3
Library Gets New Computers	2
DVD-VHS Recorders	4
What’s News	5
Audible.com	8
User Group Book Discounts Info	10

Picture 4: Selected text to link to Page 10

There are several options for the link appearance. See Picture 5. Double-clicking on the link (see Picture 4) will bring up the Link Properties Dialogue box.

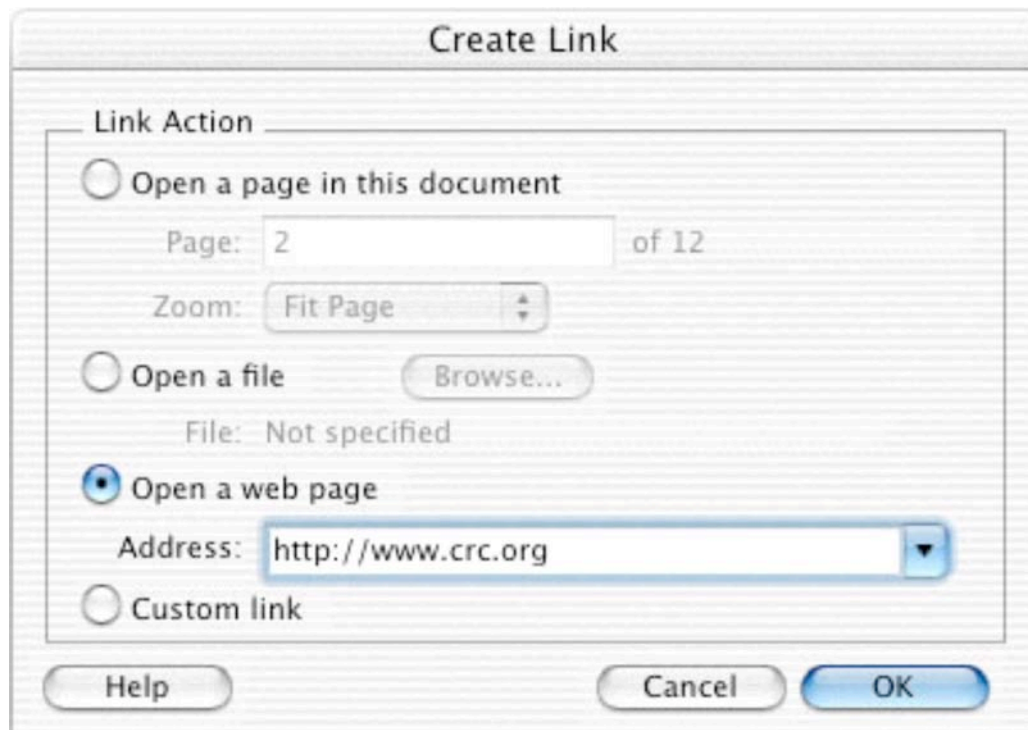


Picture 5: Link Properties

Under Link Type: the rectangle can be visible or invisible. The Highlight Style: None, Invert, Outline, or Inset. Line Thickness: Thin, Medium, Thick. Line Style: Solid, Dashed, Underline. Color: dozens of colors to choose from. Basically, what this means is “how do you want your links to appear”? An invisible link shows no box, line or dashed line so that when the reader runs the cursor across a linked area, the cursor changes from the typical open-hand symbol to a hand with the forefinger pointing symbol. I like to keep the Table of Contents clean, so I make my links invisible.

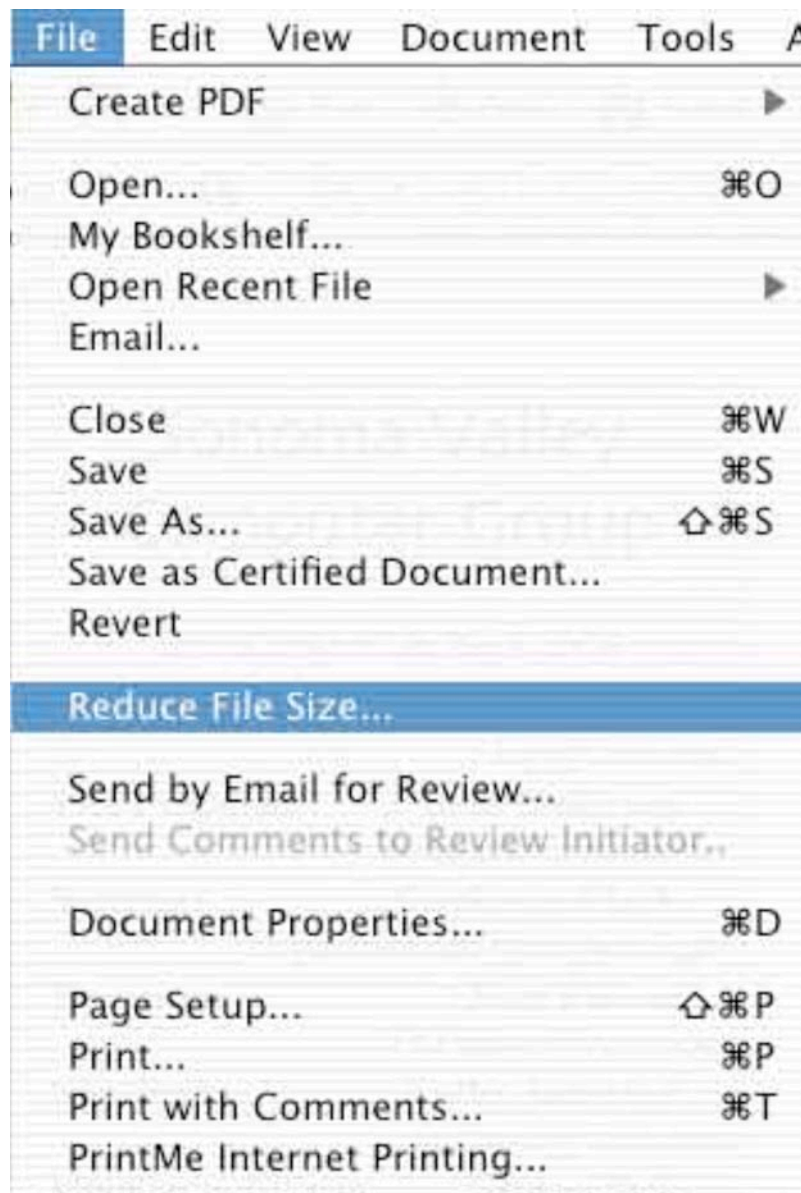


OK. Now you have created links for your Table of Contents which appear invisibly. How do you create links for websites/URLs? Simple. Just select your Link tool in the toolbar, select the URL that you want to link to, and a dialogue box opens. See Picture 6.



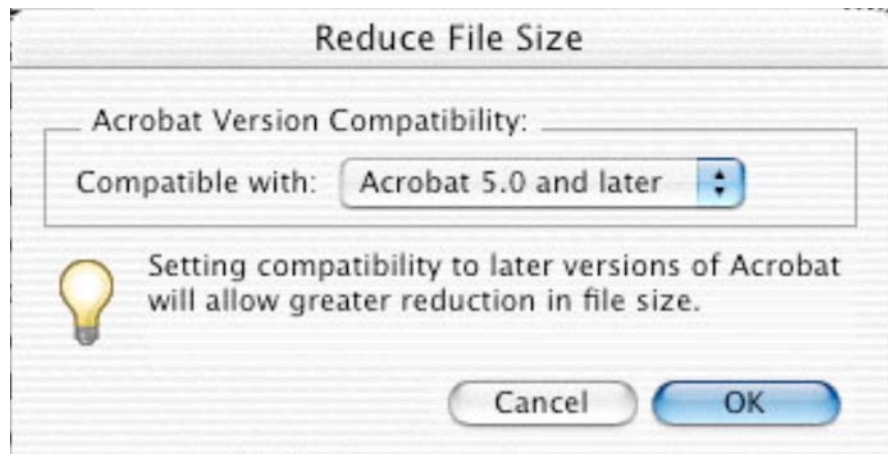
This is the same dialogue box as Picture 3, the only difference is that the radio button for ‘Open a web page’ has been selected. In the Address box, fill in the web address and click ‘OK’. It’s just that simple. You can again choose whether you want that link to be visible or invisible, line or dashed line, underlined... all sorts of options. When I say ‘visible or invisible’, I mean that if the link is ‘invisible’, there will be no box or other visible signage that signals to the reader linked or ‘hot’ text.

And finally, after my document has all its ducks in a row, I want to make sure that the file size is as small as I can get it. Go to the Menu Bar, to FILE, drag down to REDUCE FILE SIZE. See Picture 7.



Picture 7: Reduce File Size

Another dialogue box appears (see Picture 8) allowing you to set compatibility with Acrobat 5.0 or later, etc. Setting compatibility to later versions of Acrobat will allow greater reduction in file size. We like that!



Picture 8: Compatible with dialogue box

What does all of this mean?

First, and most importantly, Windows and Mac users can exchange documents without worrying whether they have this program or that in order to open the file.

Secondly, you will be able to include both text and graphics (drawings, photos) all in one document.

Thirdly, for my purposes as a user group newsletter editor, I have the ability to offer my members a dynamic document, one with links to other areas of the newsletter and links to the internet.

And last but not least, I am able to upload this dynamic document to the club's website at the lowest file size possible so that a person doesn't have to go on coffee break in order for the newsletter to download!

Adobe Acrobat 6 saves me time, which translates into saving money.

Of course, there are many more features which business users would dearly love to take advantage of, such as being able to make comments on files from multiple reviewers. The box says 'One button Adobe PDF file creation from Microsoft Office applications and review-management and commenting tools. Go to www.adobe.com and check it out for yourself. If you upgrade to the Acrobat 6.0 Professional version, you get PDF/X-compliant output and built-in preflighting tools, electronic forms creation, and enhanced tools for printing, viewing, and navigating large-format documents.

System Requirements for Mac Users: Adobe Acrobat Standard 6.0: \$269.95/\$89.95 upgrade price; Mac OSX 10.2.2, 64MB RAM (128MB recommended) 370 MB available hard disk space, PowerPC G3 or faster processor, 800x600 screen resolution, CD-ROM drive. Adobe Acrobat Professional 6.0: \$399.95/\$134.95 upgrade price; Mac OSX 10.2.2, 64MB RAM (recommended 128MB) 405MB available hard disk space; PowerPC G3 or faster processor, 1024x768 screen

resolution, CD-ROM.

System Requirements for Windows Users: Adobe Acrobat 6.0 \$264.95/upgrade \$89.95;
Professional version \$394.94/upgrade \$134.95.
Windows 98 Second Edition, Windows NT Workstation 4.0 (w/ SP6), Windows 2000 Pro (w/ SP2),
Windows XP Pro or Home, or Windows XP Tablet PC Edition
64MB RAM (128MB recommended)
220MB available hard disk space
Intel Pentium processor
800 x 600
CD-ROM drive
Microsoft Internet Explorer 5.01 or higher

Adobe's speel: Adobe Acrobat Standard vs. Acrobat Professional Edition:

Acrobat 6.0 Standard Edition allows you to enter data into forms but not to create forms, while Acrobat 6.0 Professional Edition allows you to create forms.

Acrobat Standard Edition is ideal for businesses seeking to streamline their document workflow and who need a secure and reliable way to exchange and review documents within the organization as well as with customers and vendors.

Acrobat Professional Edition builds on these capabilities by adding advanced document exchange, review, and output tools such as built-in preflighting, support for large-format files, and other tools that are ideal for creative and print professionals. The Professional Edition preserves layers created in AutoCAD and Microsoft Visio

Whether your files need to be shared across the office or around the globe, the Adobe Acrobat product family enables your business to simplify its document processes using Adobe Portable Document Format (PDF). As a standard adopted by governments and enterprises worldwide, Adobe PDF is a reliable format for electronic document exchange that preserves document integrity so files can be viewed and printed on a variety of platforms. Acrobat 6.0 Standard Edition enables business professionals to easily convert any electronic or paper document - even a Web site - to a reliable Adobe PDF file for exchange and review with colleagues and customers.

You can easily create an Adobe PDF file from any electronic document, from paper scans, and from Web sites. You can even convert Microsoft Office files to Adobe PDF with one button click. Convert and combine proposals, presentations, images and other documents into one compact Adobe PDF file in a single step (a Windows-only feature) and add headers, footers, and watermarks. To facilitate review management, you can create lists of reviewers and track feedback received. Indicate text edits such as insertions, deletions, and replacements with a single keystroke, or add custom stamps, sticky notes, and highlights to comment on documents. Then gather comments into a single PDF file and export them to original Microsoft Word documents for easy revision.

For managing and electronically archiving your organization's documentation, Acrobat 6.0 lets you automatically convert scanned paper documents to compact, fully searchable Adobe PDF files. You can secure your PDF files with password protection to prevent unauthorized users from opening and viewing sensitive documents.

Note: Acrobat 6.0 Standard Edition allows you to enter data into forms but not to create forms. For forms creation, you'll need to purchase Acrobat 6 Professional instead.

I give Acrobat 6.0 an A+.

Review by Kathy Aanestad, Sonoma Valley Computer Group, Sonoma, CA
<http://www.vom.com/svcg/index.html>