

# **Adobe Acrobat 6 for the Legal Profession**

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# Agenda

- What is PDF?
- Creating a PDF file
- Navigating PDF files
- Searching for information
- Annotating and reviewing in Acrobat 6
- Digital Signatures
- Securing a PDF file
- Creating editable forms (Acrobat 6 Professional)
- Document Collections
- Q & A





# Introduction to PDF

PDF stands for Portable Document Format. PDF is a file format that preserves the appearance of a document including all fonts, formatting and graphics. In addition, Adobe PDF files are compact and can be viewed and navigated using the free Adobe Acrobat Reader.



# Creating a PDF File

- In Word, click on the Convert to Adobe 6 button on the PDFMaker 6.0 toolbar 
    - Click Adobe PDF on the Menu Bar in Word and click Change Conversion Settings for conversion options
      - e.g. styles to bookmarks, table of contents to links
  - In Acrobat 6, click the Create PDF button on the toolbar and select the desired option
    - Creating a PDF from multiple files and from web page are useful for legal professionals
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# Navigating and Viewing PDF Files

## ■ Navigating

- By document pages or views

- Navigation Tabs

- Bookmarks tab

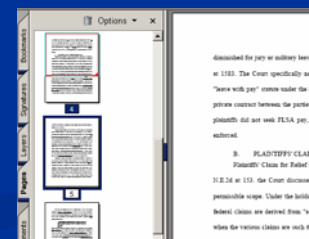
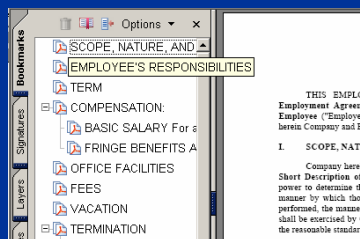
- Pages tab

- Links

## ■ Viewing

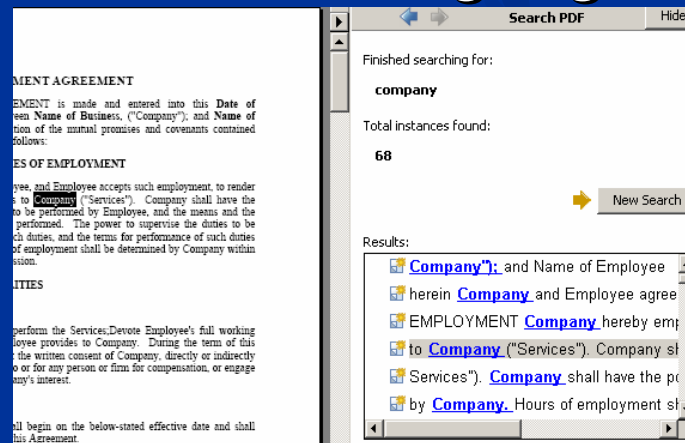
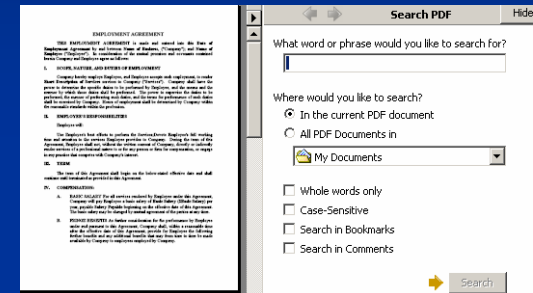
- Status bar toolbar

- Zoom Toolbar



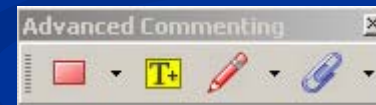
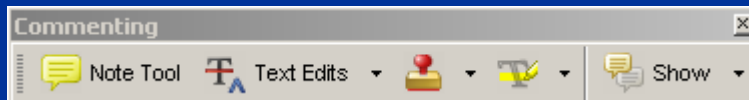
# Searching for Information

- Click the Search button on the File toolbar in Acrobat 6 or click Edit - Search
  - Search pane opens
  - Fill in information and click Search
- Search Results pane opens with hyperlinks to each result and result is highlighted in document

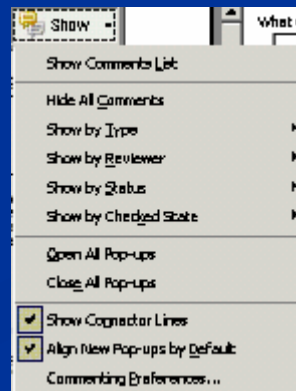


# Annotating and Reviewing

- An advantage of using Acrobat 6 is the ease with which documents can be reviewed without altering the document itself
  - Comments form a layer over the text
- Acrobat provides a variety of commenting tools

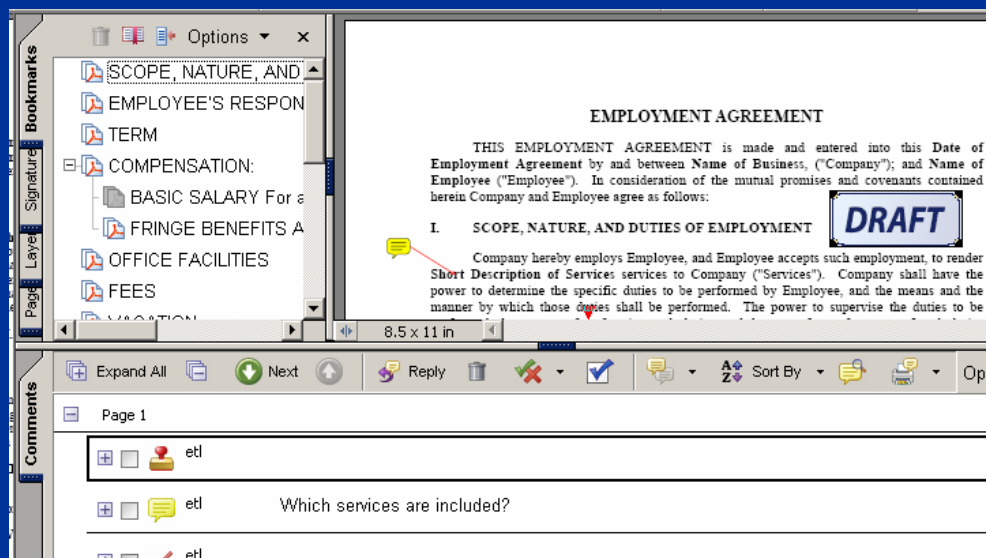


- Comments can be displayed in various ways



# Annotating and Reviewing (contd)

- Clicking on Comments on the Navigation Pane opens the Comments tab at the bottom of the screen



- You can also export comments to Word if you use Word XP or 2003

# Securing a PDF File

- Acrobat 6 enables you to secure your PDF file to prevent editing, printing, copying or otherwise altering the file

**Password Security - Settings**

Compatibility: Acrobat 5.0 and later

Encryption Level: High (128-bit RC4)

Require a password to open the document

Document Open Password:

When set, this password is required to open the document.

Permissions

Use a password to restrict printing and editing of the document and its security settings

Permissions Password:

Printing Allowed: None

Changes Allowed: None

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired


Help OK Cancel

# Digital Signatures

- A digital ID is a unique profile that can be validated to assure the identity of the signer. It is a fingerprint to prove the authenticity of a document. Digital signatures use encryption and PKI (public key infrastructure).
- A digital ID provides a way of securing an Acrobat document. Documents can be certified to let the recipient know of any changes to the document from the time of the signing.
- Digital IDs can be created in Acrobat or you can use a third party product. You must have a digital ID to digitally sign a document.
- The appearance of the signature is not important – the certificate behind the signature is important.



# Digitally Signing a Document

- Once you have a Digital ID, you can sign a document
- On the Acrobat 6 toolbar, click 
- Click Sign this document...
- You can elect to certify or just sign the document
  - Certification easily displays changes to the document
- Follow prompts, create a signature appearance and sign the document

# Validating a Digital Signature

- If the signer is using an Acrobat digital signature
  - Signer should e-mail you a certificate
  - Add the certificate to your Trusted Identities
- When you receive a digitally signed document
  - Validate the signature by right clicking on it and choosing Validate Signature
- Adobe partners have means of validating digital signatures

# Document Collections

- A document collection is a group of documents stored together
- Document collections are very useful for distribution and searching
- You can create an introductory page with links to each document
- You can create an index to search document collections

# Creating Editable Forms

- In Acrobat 6 Professional, you can create editable forms
  - Save the web page as a PDF
  - Display the Advanced Editing toolbar
  - Click the down arrow next to the Button tool and display the Forms toolbar
  - Use the appropriate forms tools to add controls the web form



Thank you for your attention!

