



# Adobe Acrobat Tools

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Open, Save, Print, E-mail



Find, Search, Search Results



Previous Highlight, Next Highlight



Show/Hide Navigational Pane



First page, Previous page, Next page, Last page



Previous View, Next View



Zoom out, View Percentage, Zoom in



Actual Size, Fit Window, Fit Width



Rotate View Clockwise, Rotate View Counter Clockwise



Hand Tool



Zoom In, Zoom Out



Text Select, Column Select



Graphics Select



Note, Free Text, Sound Attachment, Stamp, Attachment



Pencil, Square, Circle, Line



Highlight, Understrike, Underline



Spellcheck Form Fields and Comments



Digital Signature Tool



Movie Tool



Link Tool



Article Tool



Crop Tool



Form Tool



TouchUp Text, TouchUp Object, TouchUp Order



Add bookmark, Delete bookmark, Expands Current Bookmark



# Adobe Acrobat Tips

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## Process

### Schedule

What is the conversion schedule?

### Process

Who will manage the process?

### Metadata

Who will maintain records of conversions?

### Type

Will it be an archive or working document?

### Source

Do originals exist? Is scanning required?

### Format

Is a template needed for consistency?

### Security

What are the current and future issues?

### Guidelines

Do guidelines exist for the process?

### Naming

What should the final document be named?

### Archives

What happens to the original documents?

### Backup

Special considerations? Is notification required?

## Scanning

- 72 dpi for viewing
- 150 dpi for printing
- 300 for OCR (always proof!)
- 300-600 dpi for line art
- Archive hi-res version; images
- Create separate view & print versions when required
- Always run a print test

## Formatting Tips

- Use color for headings even if it will be printed in black & white.
- No underlining; use all caps sparingly.
- Single space at end of sentences.
- Use nested indents and block format.
- All pages must contain headers with name of document, date and page number.
- Use standard fonts (Helvetica/Arial; Times/Times New Roman).
- Headers should use Sans serif (Helvetica/Arial) fonts; serif for text (Times/Times New Roman).

## Guidelines for Consultants / Grantees

- All reports should be sent as or accompanied by a computer file, including audits, reports, charts, presentations, maps, photos.
- All documents must have headers on every page that include the name of organization or author, title of document, date of version, page number.
- All documents should use standard fonts.
- Faxes, email should have relevant titles.
- All documents should use formatting guidelines set by the foundation.
- Use terminology and naming conventions as directed by foundation staff.
- Do not send extra copies unless specifically requested.
- Do not password documents or set as *read only* unless directed by the foundation staff.