



# Adobe® Acrobat

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## Creating Digital Portfolios

**S**tudents, photographers, and graphic artists have typically been taught, in the college classroom, to prepare traditional portfolios –by spending money and time of it. These portfolios are used to display their best work and demonstrate their skills and talents. It is usually leather-bound, bulky, and largely print, transparency and slide based or driven.

In today's world of computers and growing technologies, this is changing at a rapid rate. They now have the option, thanks to software, scanners, and digital cameras, to create a digital portfolio that is convenient, portable, visually pleasing to the eye, and can be designed to navigate through images and text with ease. It is practical, has multiple applications, and several ways to deliver to the viewer.

The collection of work can be transferred to a digital environment by way of a scanning device or digital camera. For example, the student, photographer or graphic artist can have their work or images placed on a photo CD/Rom for viewing on a PC/MAC. A digital camera is used to capture, store, and download digital images to the computer.

**N**ext, their images can be placed in a page layout or presentation software program to be displayed or demonstrated via the computer screen, a TV monitor, overhead display unit, CD's, the Internet, or attached and sent through email directly to potential clients or current customers. In essence they have created a back-up or archive of their own original work.

Service bureaus, design firms, and freelance computer graphic designers can assist them in this process. Community colleges offer introductory level courses or they can work with simple to very sophisticated, and in most cases, user friendly computer software packages such as:

**OFOTO** . . . . . used for scanning sketches, photos, slides, and transparencies

**Adobe Photoshop** . . . . . manipulate scanned or digitally captured images

**Adobe Illustrator/**

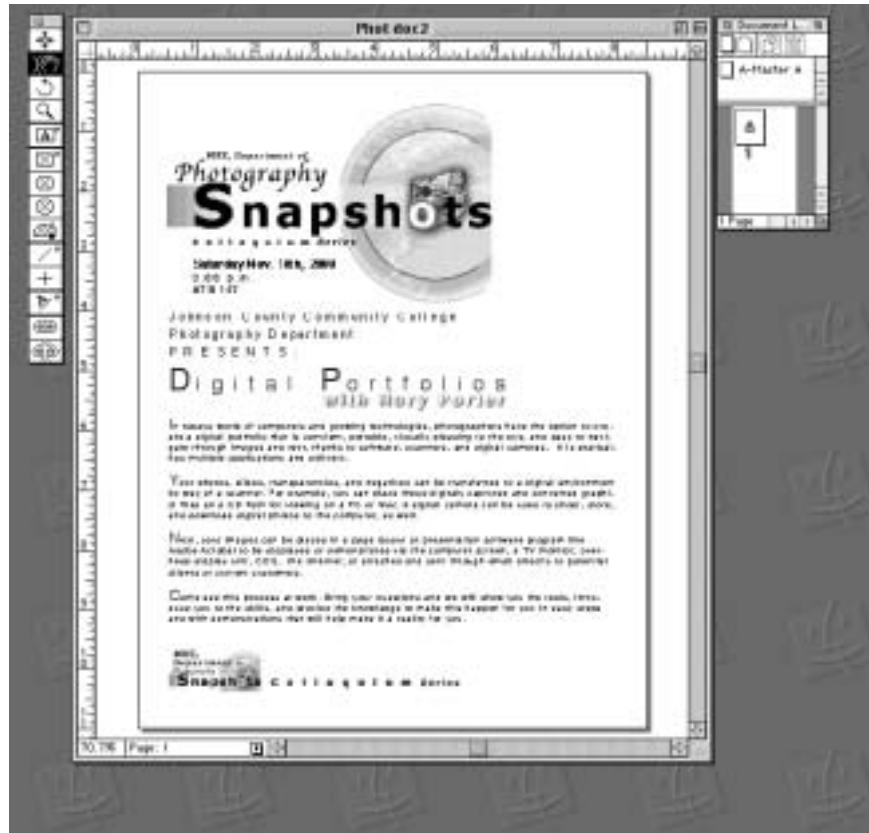
**QuarkXpress** . . . . . to layout the design

**Microsoft Powerpoint** . . . . . to create a presentation/demonstration Slide Show

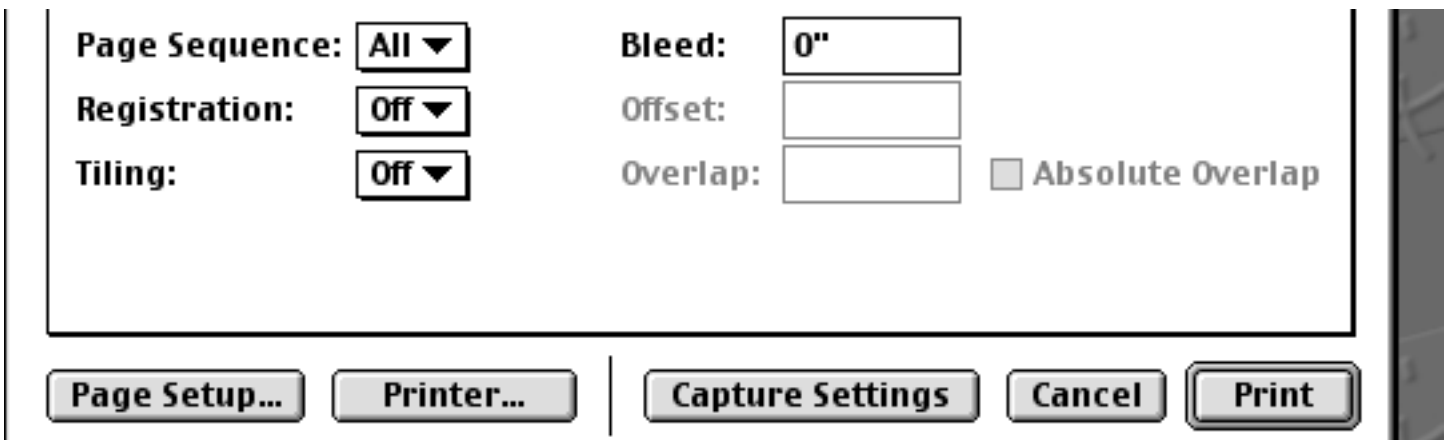
**Adobe Acrobat/Reader** . . . . . to create and deliver on screen presentations that do not depend on other software that was used to create the text and images, generating a stand alone package.

## Creating Adobe PDF files Using **QuarkXPress** on a **MAC**

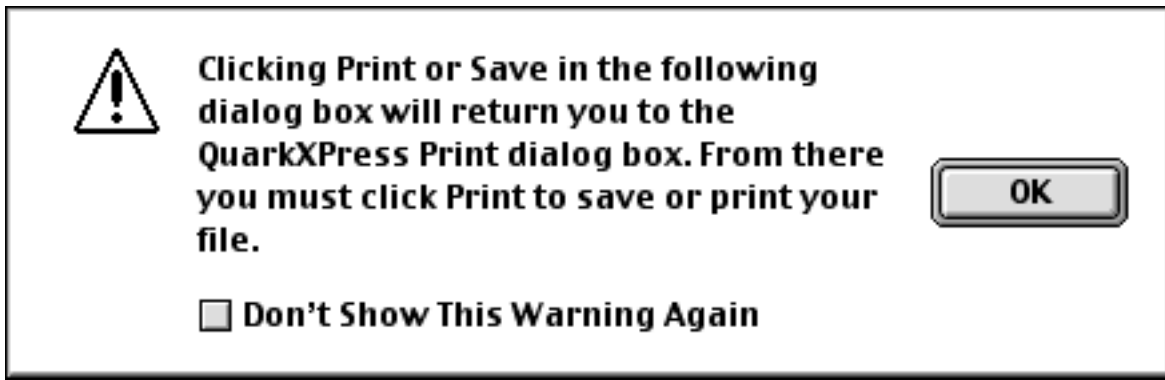
1. Launch the application QuarkXPress.
2. Open your saved file.  
(Be sure to check for spelling errors and image placement.)



3. Go to the File menu and select the Print... command.
4. Click on the Printer... button.



5. Ignore the message that pops up on the screen.

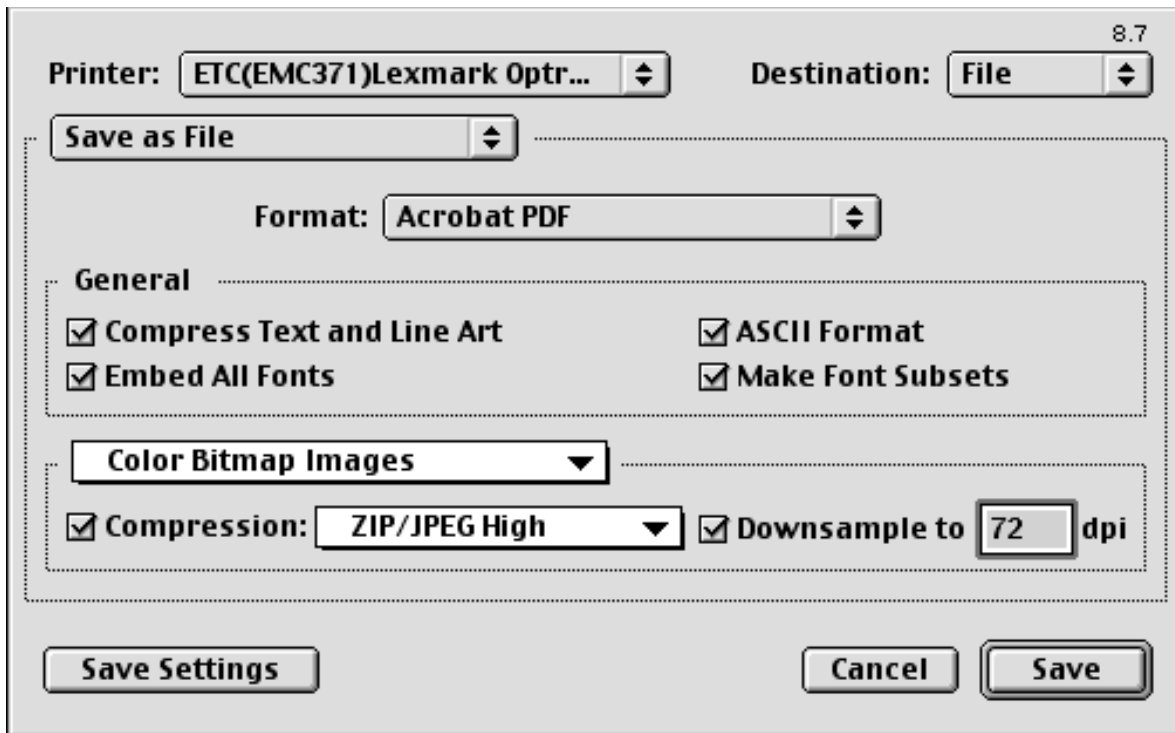


6. Click OK to continue to the Print dialog box.

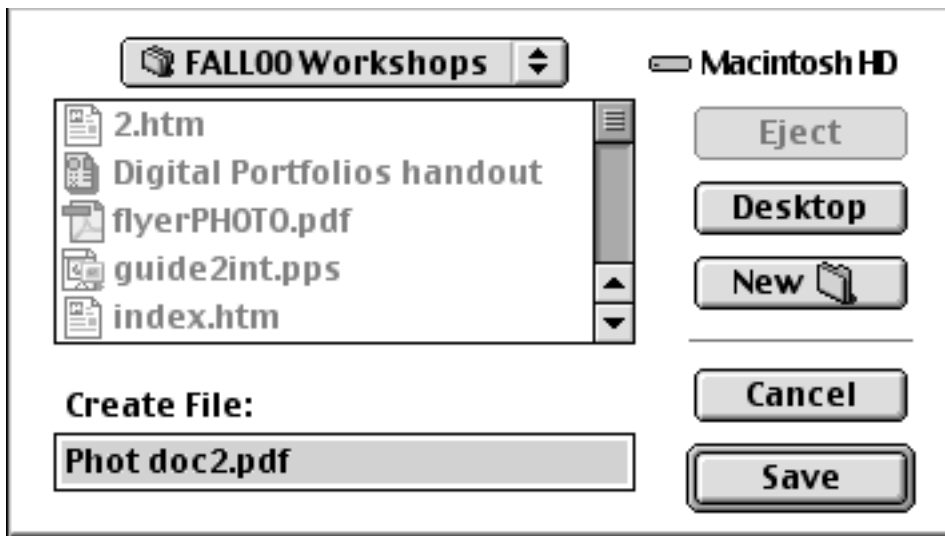
7. Choose the following settings:

- Destination: File
- Save as File
- Format: Acrobat PDF
- From **General** check:
  1. Compress Text and Line Art
  2. Embed All Fonts
  3. ASCII Format
  4. Make Font Subsets
- Color Bitmap Images
- Check Compression: ZIP/JPEG High
- Check Downsample to  dpi.

8. Click the Save button.

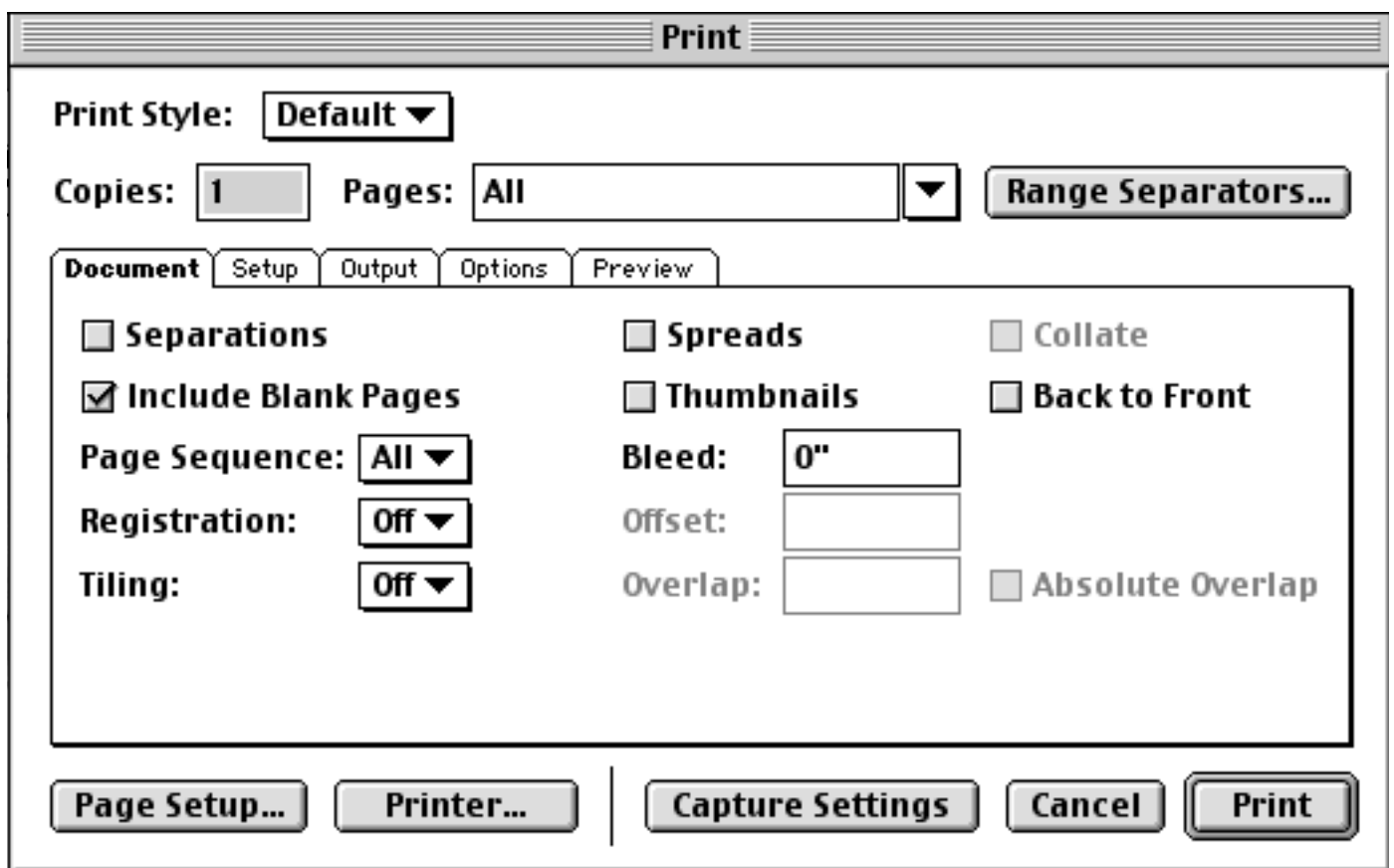


9. Name the document using the .pdf extension and choose a location to save the file.

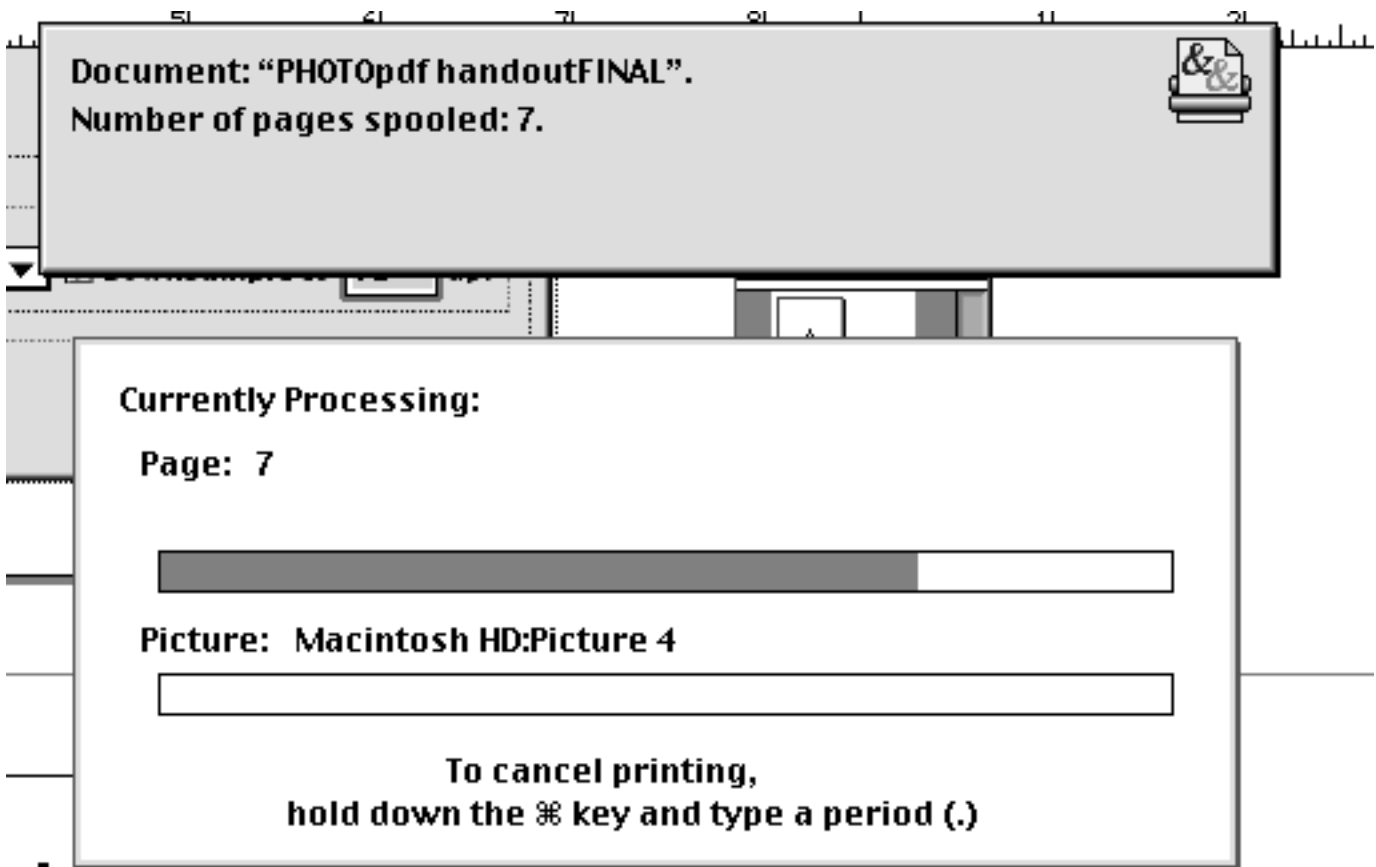


10. Click on the Save button.

11. When you are returned to the Print dialog box click the Print button.



12. You will know it is processing when you see a message of this type



13. Open in Adobe Acrobat.

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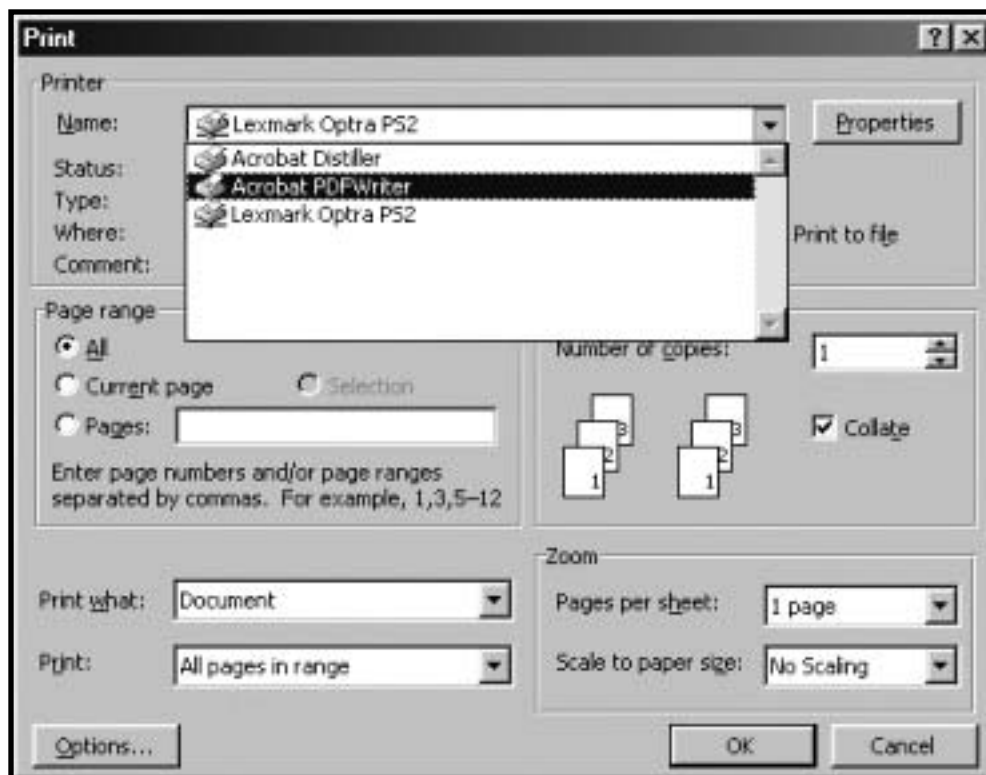
### Creating Adobe PDF files Using Adobe Photoshop/Illustrator

1. Open the file in Adobe Photoshop or Adobe Illustrator
2. Go to the File menu and select Save a Copy...
3. Save as a:
  - Photoshop PDF or a Single Image PDF
  - or an Illustrator Adobe PDF (PDF)
4. Open in Adobe Acrobat.

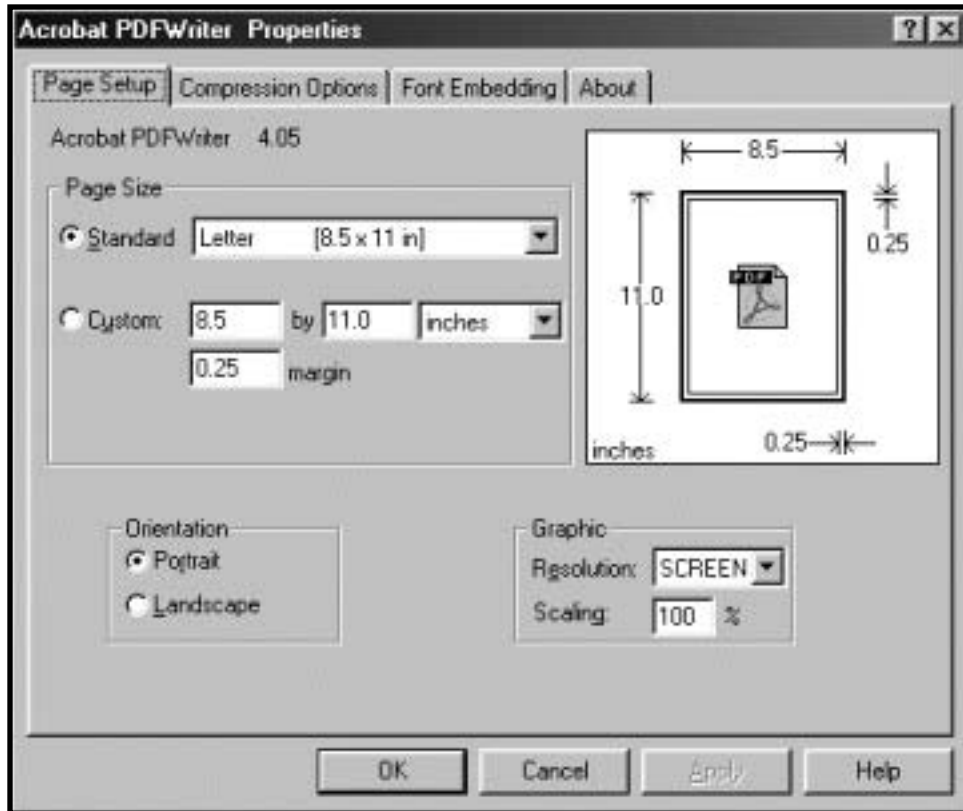
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## Creating Adobe PDF files Using **PDFWriter on a PC**

1. Launch the application Microsoft Word from the Microsoft 2000 suite.
2. Open your saved file.  
(Be sure to check for spelling errors.)
3. Go to the File menu and select the Print command, or click the "Print" icon located on the Standard toolbar.
4. The printer dialog box should appear.  
(Check to see that PDFWriter is the selected printer your file is being sent to.)



5. When the PDFWriter dialog box opens, select the number of pages you wish to print or set a range of pages.



6. In addition, the Properties button located next to the Printer Name field, allows you to access various options. Select the options that are custom to your needs. Such as one of the following Properties settings:

- immediately "View PDF File" after creation
- generate a "Prompt for Document Info."
- have Adobe© Acrobat© restrict file names to short file names".

When your are finished making you selections, click OK.

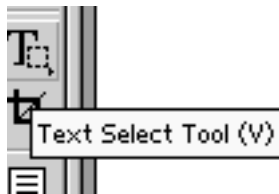
7. Next, You will be asked to give your file a name and select the location where you want to save it. Give it a name that is compiled with letters and numbers –no spaces. A good way to remember is to never exceed *filename.ext*. This naming convention restricts the name to an 8.3 configuration. Use lowercase characters for the name you choose.
8. Save your file with a .pdf extension. Select your hard drive, disk drive, CD drive, syquest, jaz or zip drive, or network server drive.
9. To view the newly created PDF file launch Adobe© Acrobat©Reader.
10. Select the Open command from the File menu.

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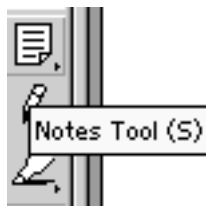
## Editing Adobe PDF files Using **Adobe Acrobat v4.0**

Additionally, in order to create, save, edit, mark up, scan papers into, digitally sign, design forms and create “snapshots” of Web pages, you will need Adobe Acrobat v4.0.

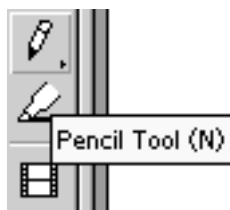
1. Launch the application Adobe Acrobat v4.0.
2. Open your newly created PDF file.  
(Check for errors or problem areas.)
3. To view the document at 100% you can use the key stroke, “**Control + 1**”.
4. To select text use the:



5. To make annotations use the:  
(Notes)



6. To hand write in notes use the:



7. To highlight text use the:



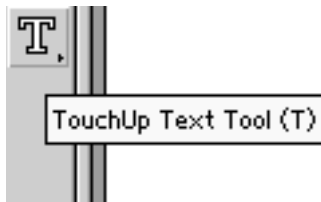
8. To create page and WWW links use the:



9. To create forms, buttons page and WWW links use the:



10. To touchup text:  
(edit)



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## Extended capabilities:

- Convert any document to Adobe PDF
- Import from other documents into PDF files
- Annotate PDF documents
- Apply Security Options
- Integrate PDF files with Web servers and email
- Do late-stage text and image editing on PDF files
- Reuse text and graphics from PDF files
- Retain and print sophisticated PostScript graphics