



INTERNATIONAL
TRADE
ADMINISTRATION

ACCESS EXTERNAL TRAINING GUIDE

WORKING WITH PDF DOCUMENTS

Adobe 10.x

VERSION 3.0

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ACCESS Project Training Team

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Revision History

Version No.	Date	Originator	Change Description
1.0	6/13/2012	Mathew Jordan	Initial Creation
2.0	2/13/2014	Sriniketh Narasimhan	Updated document in preparation for Release 3
2.5	2/26/2014	Sriniketh Narasimhan	Added lots of new sections, removed table of figures
3.0	3/28/2014	Sriniketh Narasimhan	Implemented comments received during review

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Preparing a PDF Document for Electronic Submission

Creating a PDF

There are two options for creating a PDF file: 1) Creating the document from an application (i.e., Microsoft Word) or, 2) scanning a printed document. We recommend creating the document from an application.

Save As Adobe PDF

Open the document from an application such as Word

Choose File > Save As > Adobe PDF

Provide file name and location and click Save

Print as PDF

Open the document in its native application, such as Word;

Go to the Print window

Select "Adobe PDF" from the choices of printers

Click OK


Provide file name and location and click Save

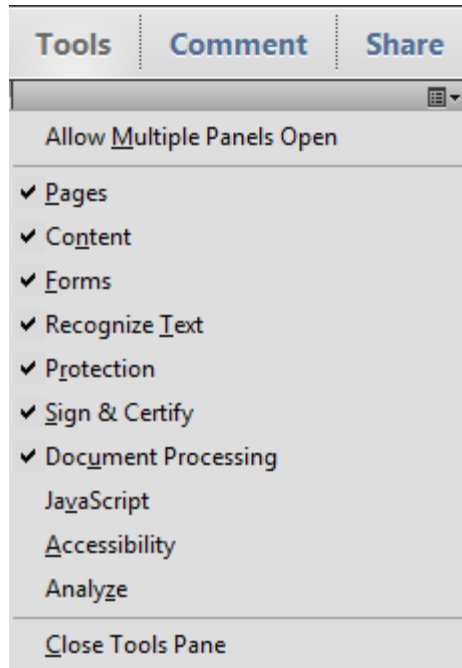
Note: Both of these options will give you a fully searchable and fully compressed file. It will be crisp and clean and ready for upload (given that it is under the file size maximums).

Scan paper documents as PDF

Scan paper documents using a scanner and choose PDF as the output format. Choose searchable PDF option if your scanner provides this option.

Enable options to show up under Tools

To follow the instructions provided in this document, few options under Tools may need to be enabled. In the upper right corner click drop down button  and select first 7 options.



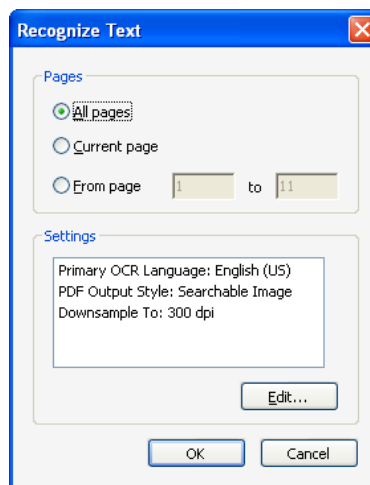
Turning a Scanned Image into a Full-Text Searchable PDF Document

This step is frequently referred to as “OCRing a Document”. OCR is the abbreviation for Optical Character Recognition.

Once you have scanned your document, open the PDF file in Adobe.

In the upper right corner, select Tools->Recognize Text->In This File

You will see this dialog box:



To retain the same file size as source file:

Click Edit to ensure that PDF Output Style is “Searchable Image (Exact)”.

To reduce the file size while OCRing:

Click Edit to ensure that PDF Output Style is “Searchable Image” and that Downsample is 300 dpi (or, Low). Verify the quality of the PDF file i.e. text is readable.

Once this process completes, which will take a few seconds per page, Save your file. (**Note:** *If one page of the document is already searchable, it will assume the entire document is searchable. In a case such as this, you’ll need to select “Pages” options in the OCR Dialog Box such as Current Page or From Page x to x to OCR specific pages.*)

Compressing a PDF Document

When you have created a document by Printing to PDF or Saving as PDF, you will have a compressed document that does not require this step. However, if it is still bigger than 4MB for a PDF file, you may need to take advantage of Splitting a PDF Document, below.

This step is generally associated with documents that have been scanned and manually made searchable by OCRing the document (see above).

To compress using the Print to PDF method

Open the PDF document in Adobe.

Select File > Print

Select Adobe PDF from the printer options.

Click OK and Save your file.

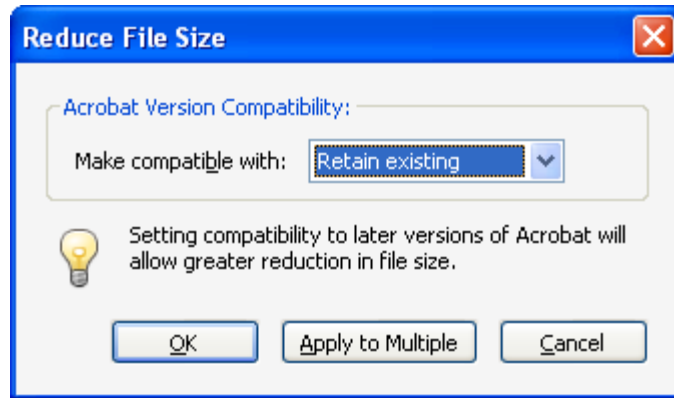
This method will create a new PDF file that will be searchable, and *may* be in a smaller size.

To compress using the Reduce File Size option

Open the PDF document in Adobe

Select File>Save As>Reduced Size PDF.

Choose Retain Existing when presented with the Reduce File Size Dialog Box, Click OK and Save your file.



Note: Check for quality of the created PDF file. i.e. text is readable.

Splitting a PDF Document

Open PDF File in Adobe Acrobat.

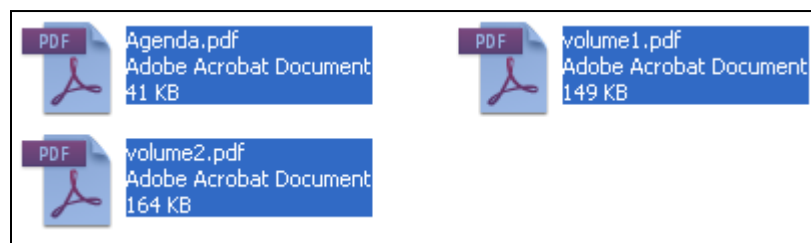
Click on Tools from right side

Pages->Select File Size->4 MB->edit Output Options as needed->click OK

Merging PDF Documents

In some instances, you may have multiple PDF files that need to be combined to make one submission. Arranging this is quite easy.

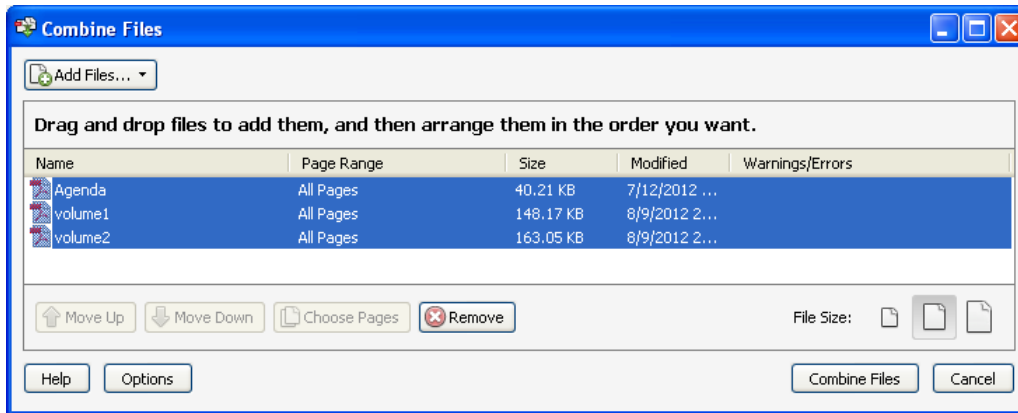
Ensure that all of the files you want are in one folder, or all on your desktop. You will be “grabbing” them all at once. Encircle the files you want.



With them all highlighted in blue, right click on one of the documents.

Choose “Combine supported files in Acrobat”.

You will get this Combine Files Dialog Box



By clicking on individual files, you may use the Move Up and Move Down buttons to change the order.

To finish, choose Combine Files, which will create one PDF with all of the PDFs chosen, in the order in which they appear on the list.

Inserting Pages

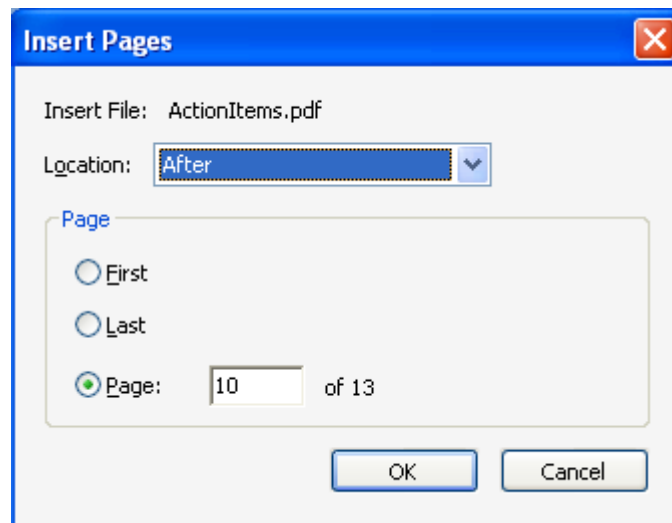
The other option to combine PDF files is to Insert Pages.

Begin with your master PDF file open.

Choose Tools>Pages>Insert from File

Choose the file you'd like to insert.

The Insert Pages Dialog Box appears:

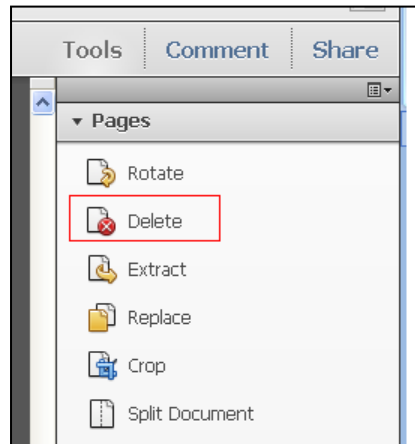


Choose where you'd like to add the pages from the secondary file. Be sure to double check your choice of location and Page!

Deleting Pages from a PDF Document

If you run into trouble Inserting Pages, then it's also important to know how to Delete Pages from a PDF File

From your PDF document, choose Tools>Pages from the right side.



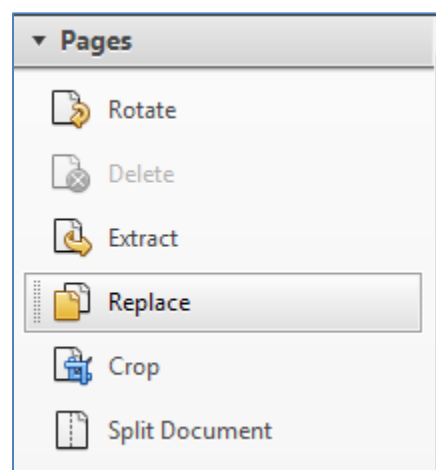
Click Delete and give the range of pages to remove.

Once finished, Save your document.

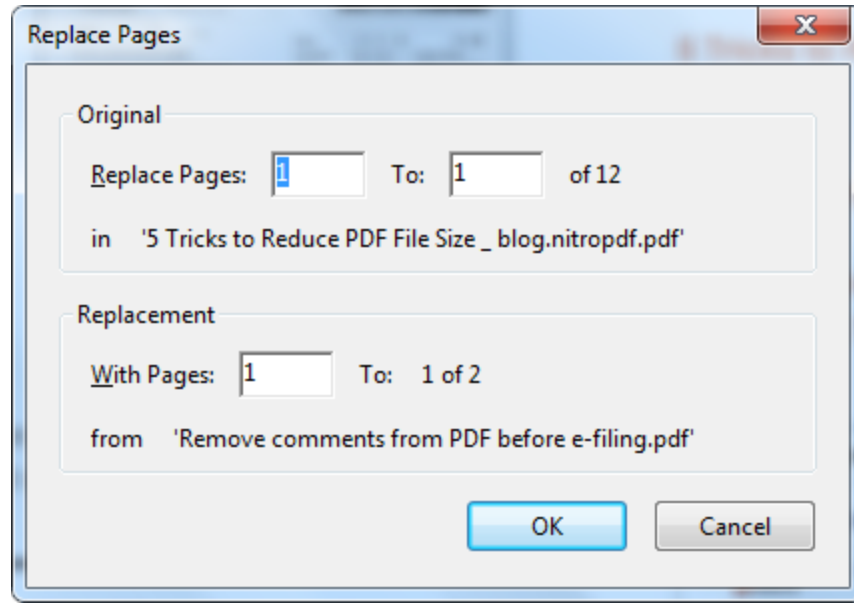
Replace a page with scanned signature page

To replace a page in the PDF document with a scanned signature page follow the steps below.

From your PDF document, choose Tools>Pages from the right side.



Click Replace, select the replacement file and click Select. Populate page numbers that need to be removed from Original file and pages numbers to be inserted from Replacement file and click OK.



Once finished, save your document.

Note: Replace comprises of both insert and delete feature captured in this document. It basically deletes a page and inserts a page in its place from another document.

Extracting pages from a PDF Document

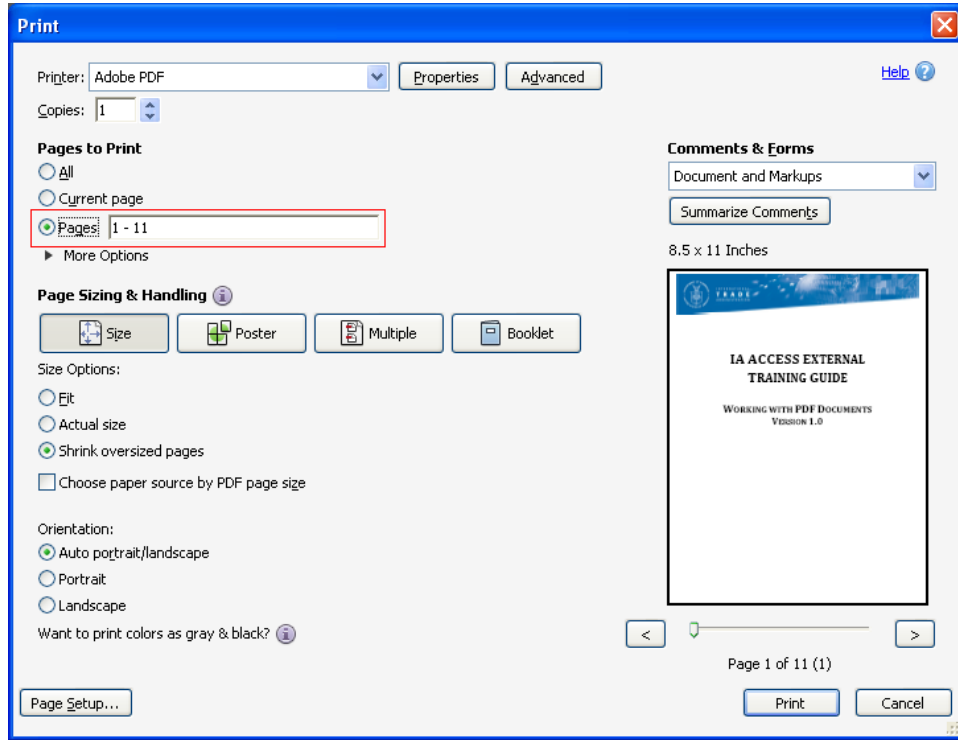
Option 1:

To extract specific pages from a PDF File.

With your original document open, choose File>Print

Select Printer ->Adobe PDF

You will see the following dialog box:



As identified by the red box, choose to print certain pages. As an example, we may have a document with 11 pages that we want to extract 2-6 pages. We will put that range in the Pages portion then click Print.

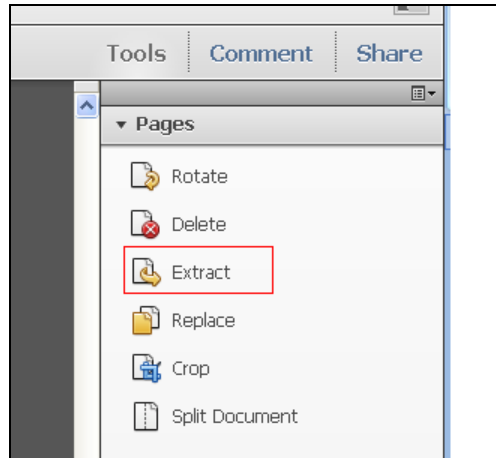
Choose a name for your new PDF file.

Note: Adobe will not remove those pages from the original file.

Option 2:

Very closely related to Deleting Pages is the ability to Extract Pages. The difference with Extracted Pages is that Adobe creates a new file out of the Extracted Pages. Therefore, if you want to create a new document that only holds a portion of the original file; you could Extract the pages to create a new file.

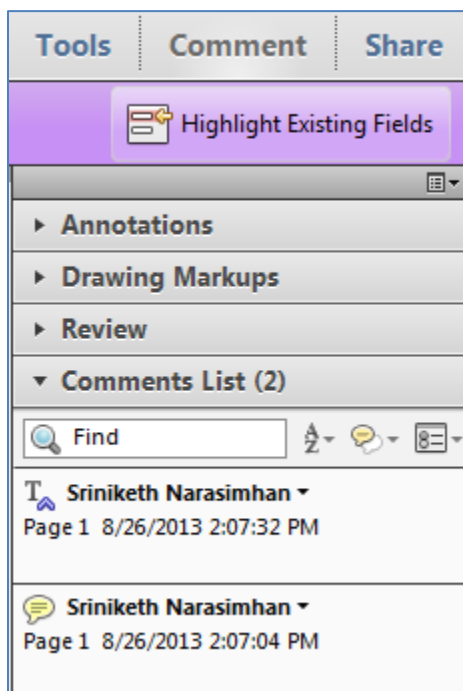
Note: Adobe will remove those pages from the original file.



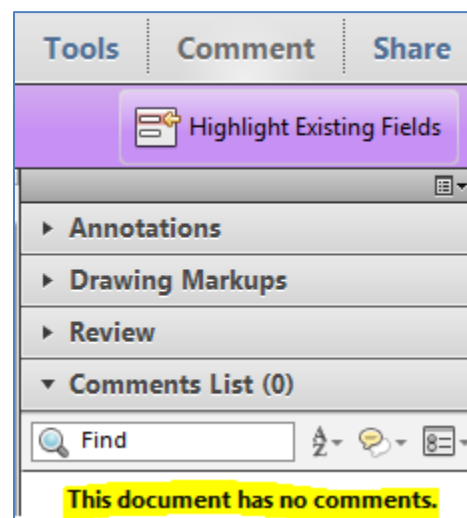
Steps to check and remove comments in PDF Document

1. Open PDF document in Adobe Acrobat X
2. Click Comment-> Comments List in the right side
3. All comments in the PDF will be listed. It is preferred that you remove all comments from the document so that you receive the notification "This document has no comments" highlighted below. *Note: Sometimes PDF may contain comments that are not listed under comments section, follow below steps to remove comments.*

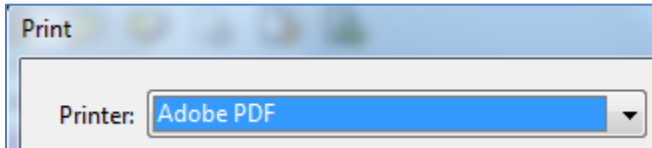
Sample PDF with comments:



Sample PDF with NO comments:



4. If you do not wish to remove the comments, you can blend them in the document by selecting the Print to PDF option. (NOTE: using comments or text boxes in a document introduces a risk that the information contained in the comment or hidden by the text box will be exposed. **Do not use text boxes to hide BPI in a public version.**)
 - a. Open PDF File (for multiple parts submission open the source file before splitting) in Adobe Acrobat
 - b. File->Print->choose "Adobe PDF" as Printer.

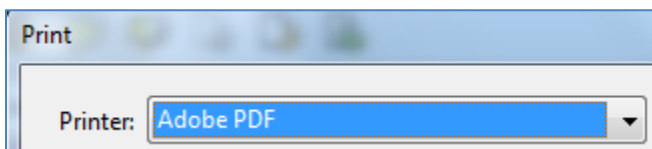


- c. Provide a new file name, verify the created document and use newly created file to e-file.

Note: Following this method will blend the comments in newly created PDF and may change the file size. Sometimes file size can be doubled, it is recommended to remove all unwanted comments before using this option.

Blend PDF Comments in PDF

- a. Open PDF File (for multiple parts submission open the source file before splitting) in Adobe Acrobat
- b. File->Print->choose "Adobe PDF" as Printer.



- d. Provide a new file name, verify the created document and use newly created file to e-file.

Note: Following this method will blend the comments in newly created PDF and may change the file size.

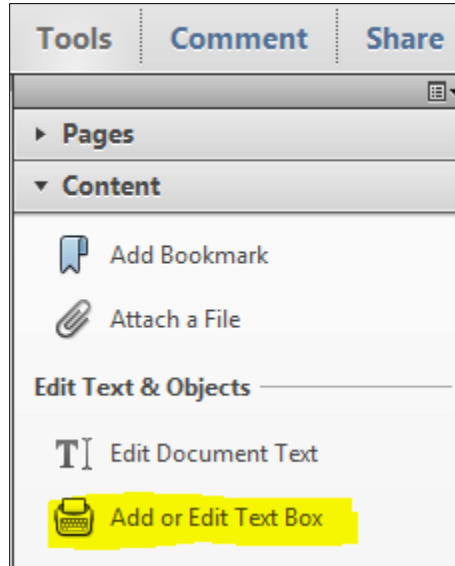
Add Text in PDF File

To add a text to existing PDF file.

Open PDF file in Adobe Acrobat.

In the upper right corner, select Tools->Content->Add or Edit Text Box.

Once necessary text is added remember to blend in the text with the PDF using the steps listed in “Blend PDF comments in PDF”



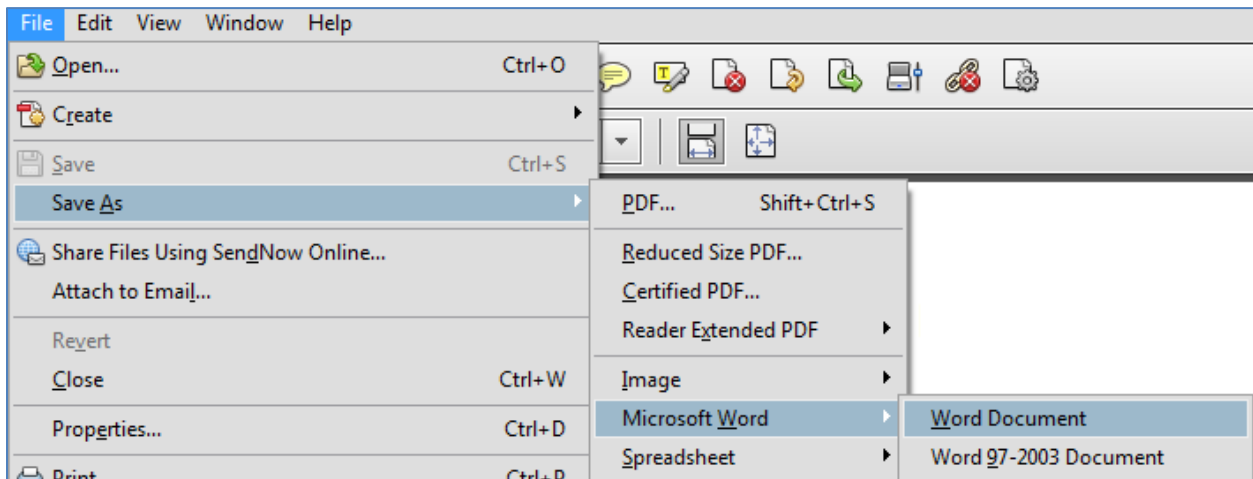
Convert PDF to Word File

It is preferred to use the source Word document to make edits, if you happen to only have PDF document e.g. Questionnaire, using the below option may be helpful.

Open PDF File in Adobe Acrobat.


File->Save As->Microsoft Word->Word Document

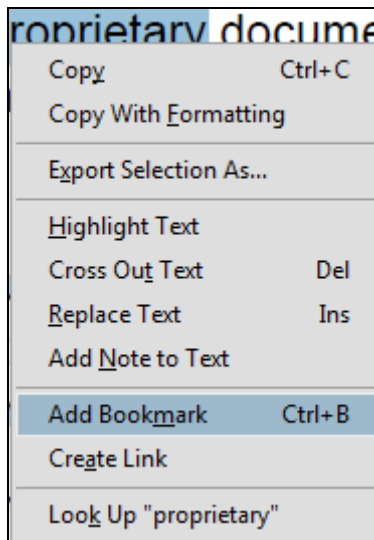
Provide file name and location and click Save.




Note: Images, tables and table of contents may not get converted correctly and may need some additional edits.

Create a Bookmark

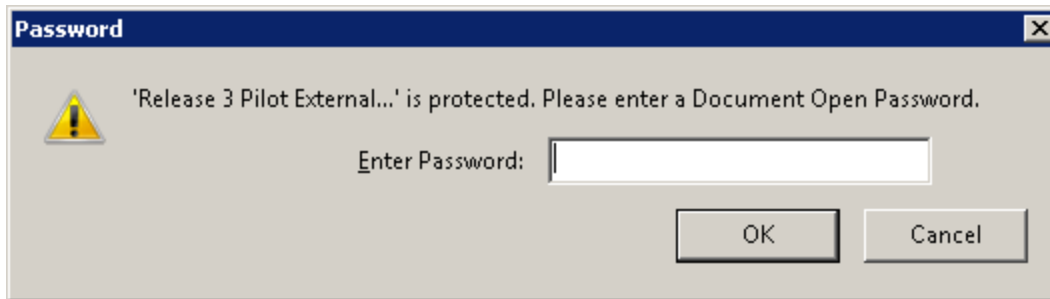
1. Open the page where you want the bookmark to link to, and adjust the view settings.
2. Use the Select tool  to create the bookmark:
 - To bookmark a single image, click on the image, or draw a rectangle around the image.
 - To bookmark text, select required text. The selected text becomes the label of the new bookmark. You can edit the label.
3. Right click and select Add Bookmark. Type or edit the name of the new bookmark.



4. Click  in the left side of adobe acrobat ad choose the bookmark to navigate to required portion of PDF.

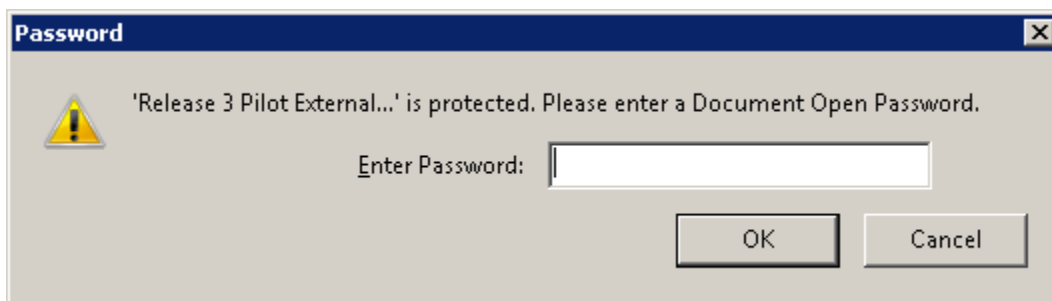
To open a password protected PDF file

1. Save the file in desired location.
2. Double click on the file to open it in Adobe Reader, Adobe Acrobat or similar PDF reader.
3. The application will prompt you to enter the password. Enter your 4 digit PIN as password.

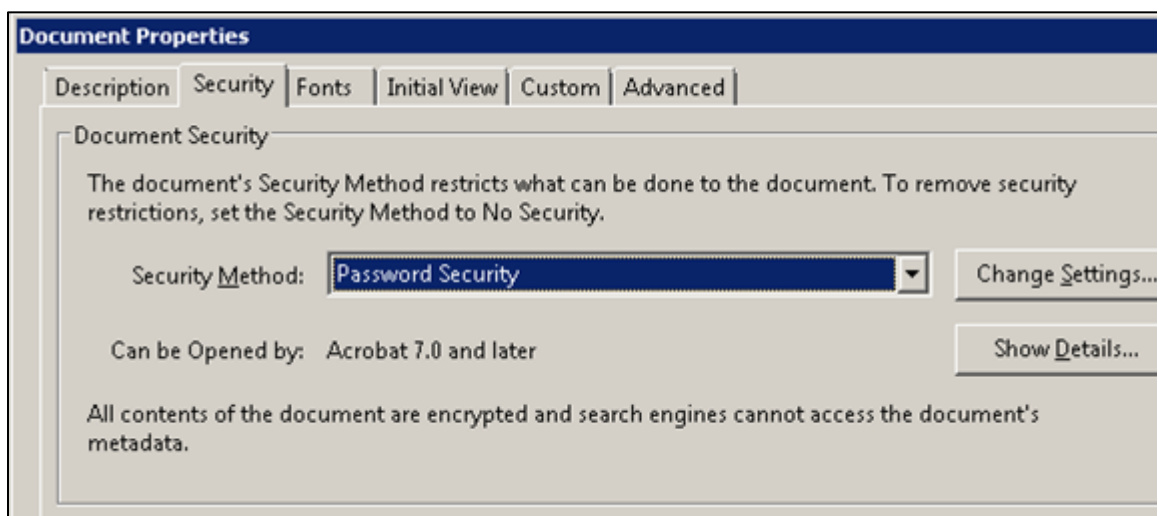


To remove the password from a PDF file

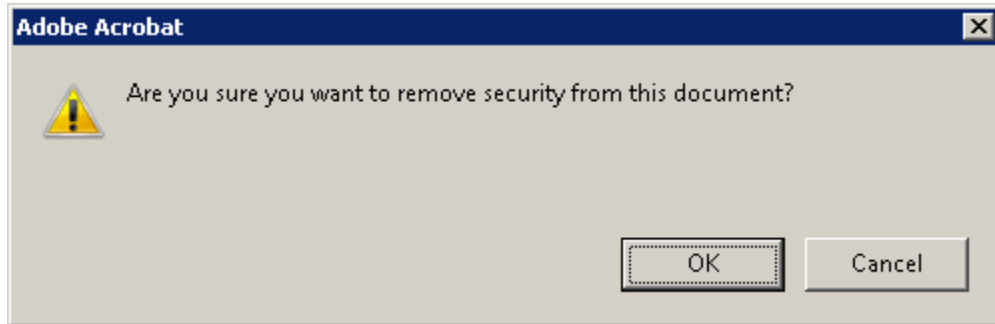
1. Save the file in desired location.
2. Open in Adobe Acrobat or similar application.
3. Application will prompt to you enter the password. Enter your 4 digit PIN followed by “\$” as password, example 4567\$.



4. In Adobe Acrobat click File->Properties->Security Tab. If you are using a similar program, refer to the program's instructions for password removal.



1. Select “No Security” for Security Method and click OK.
2. Click OK to remove security from the PDF document.
3. Save the file.



Add Watermark

Open PDF File in Adobe Acrobat.

In the upper right corner, select Tools->Edit Page Design->Watermark->Add Watermark

Enter required text to appear in each page in Text box, select required font size, type and color of watermark,

Under Position->Vertical Distance->0.4 inches or above so that it does not interfere with ACCESS watermark, Select Top

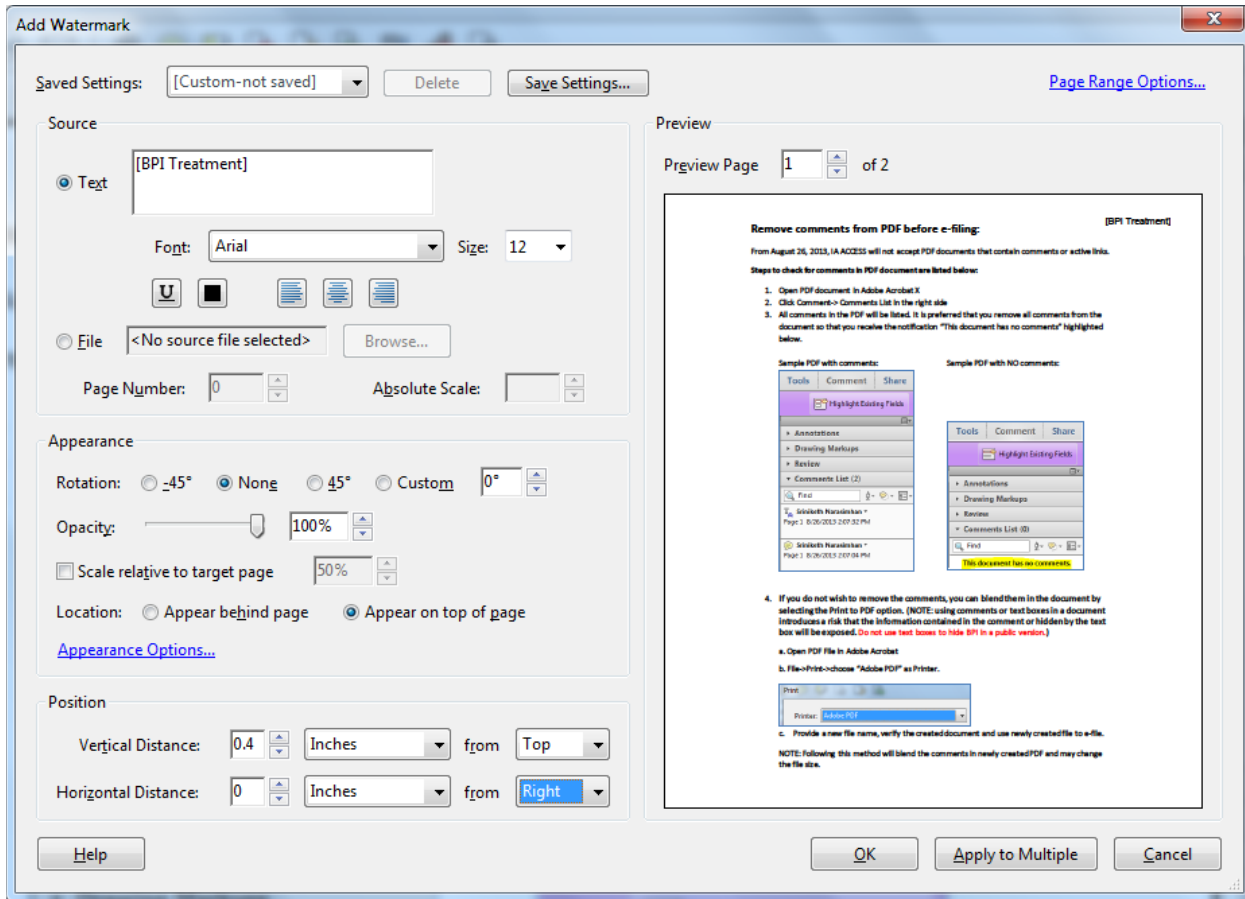
Select required Horizontal Distance

Click Ok->Save your file.

Once necessary watermark is added to preserve watermark it is preferred to blend watermark with the PDF using the steps listed in “Blend PDF Comments in PDF”.

Same settings can be applied to multiple files by selecting “Apply to Multiple” button.

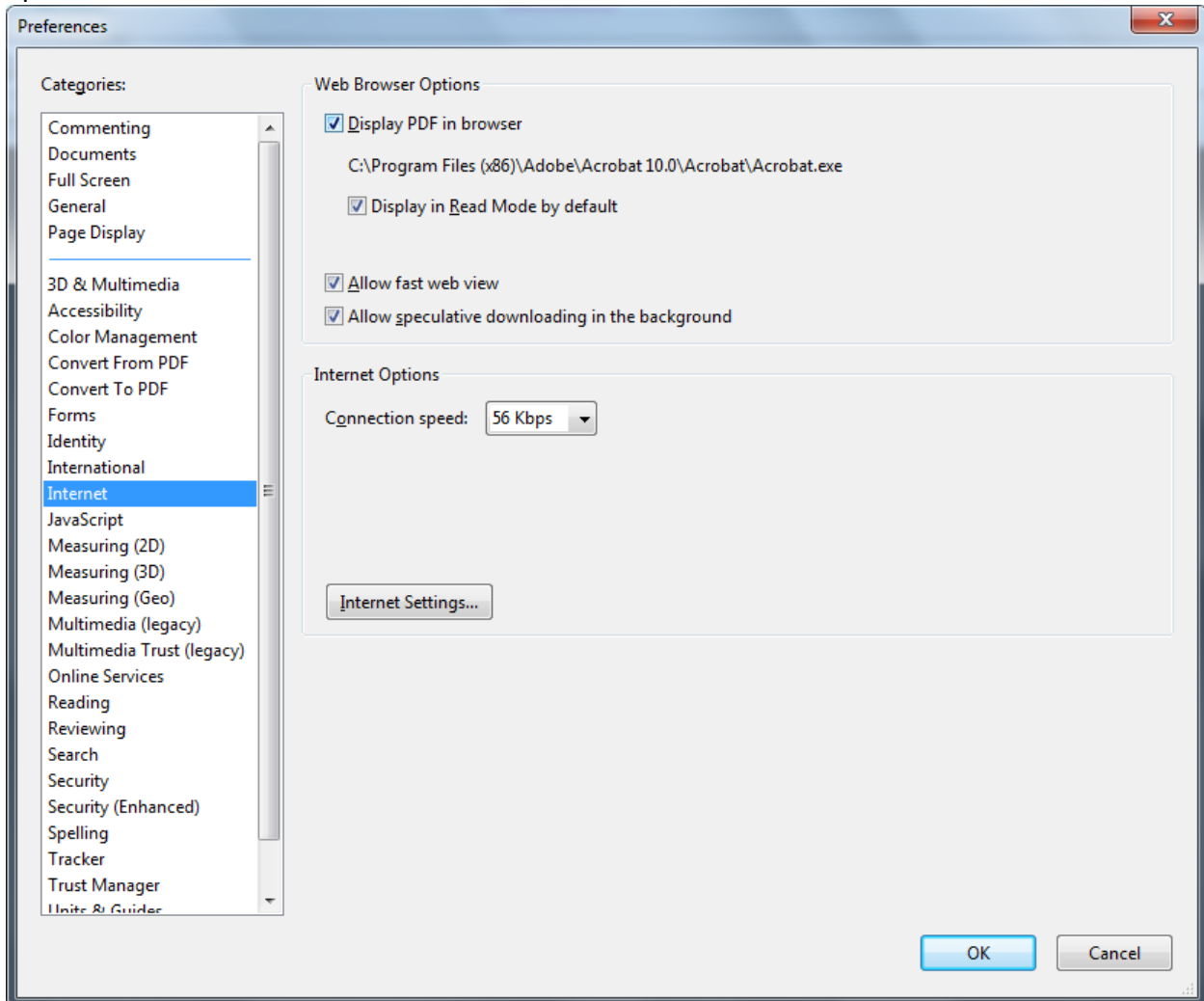
Settings can be saved for future use by clicking “Save Settings”.



Open PDF within Internet Brower or open in Adobe Acrobat or Adobe Reader

If you prefer to change the way PDF either open in Internet Browser or open in its native application i.e. Adobe Acrobat or Adobe Reader follow below given steps.

In Adobe Acrobat select Edit->Preferences->Internet->Select or Unselect Display PDF in browser option.



Miscellaneous Items

- To navigate up and down press corresponding button.
- To navigate to a specific page enter the page number in the box and click enter.
- Use arrow for selecting text or image
- Select hand to navigate between pages.
- Use -/+ to either zoom out or Zoom in.



More References and Videos:

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- Getting Started in Acrobat X video: <http://tv.adobe.com/watch/learn-acrobat-x/getting-started-in-acrobat-x/>
- Removing Sensitive Information: <http://tv.adobe.com/watch/learn-acrobat-x/removing-sensitive-information/>
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