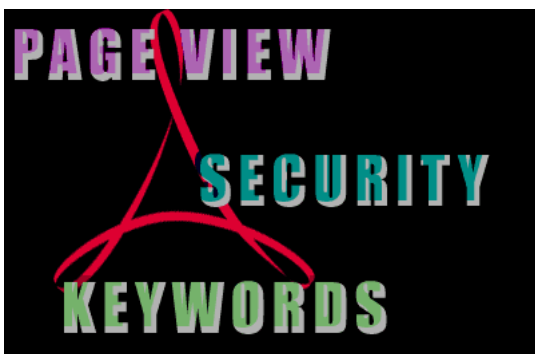


Adobe Acrobat

Create Web-savvy PDF files

Adobe® Acrobat® lets you control the way your PDF documents appear on the Web. It also lets you guard against tampering. Follow along to learn how to include information about the file, set views, and select security options.



Step 1. Append general information to the file.

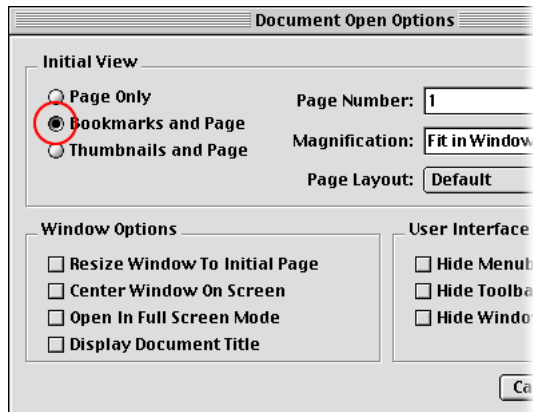
Open the PDF document you want to publish on the Web and choose File > Document Properties > Summary.

In the Document Summary dialog box, you can enter information about the file. Viewers can access this data directly from the desktop—by using the Properties dialog box in Windows® or Get Info in Mac OS. This lets them see who composed the document and what its purpose is before they even open the file.

Step 2. Display bookmarks.

Choose File > Document Properties > Open Options to access the Document Open Options dialog box. Select the Bookmarks and Page option.

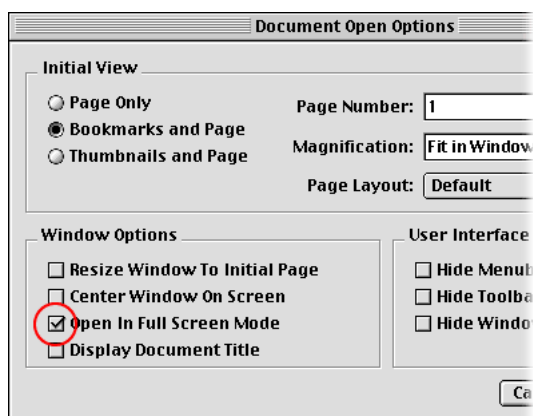
When this file is opened, the Bookmarks palette will appear automatically. Bookmarks are especially useful for navigating a long document. See the “Navigate your PDF document with bookmarks” web tutorial for more information.



Step 3. Set the Window options.

The settings in the Window Options section of the dialog box determine how your page will appear when first opened. Select Open in Full Screen Mode.

The file will now fill the monitor when it opens. Adobe Acrobat automatically scales the window to fit the viewer’s screen size. To test this action, close and reopen the file.



Step 4. Secure the document.

Choose File > Document Security. Then choose Acrobat Standard Security from the pop-up menu.

To prevent unauthorized changes to the document, select the No Changing the Document option, and the No Adding or Changing Comments and Form Fields option. To prevent anyone from changing or eliminating your security choices, enter a Master Password. Click OK to save your security settings and close the dialog box. Choose File > Save As to replace the existing file with the new, secure one.

These are just a few of the many ways to enhance the way PDF documents perform on the Web. To learn how to add Web links, see the “Link your PDF content to the Web” tutorial.

