



Adobe Acrobat Pro

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เรารู้จักกับไฟล์ PDF กันนะครับว่ามันคืออะไร ?

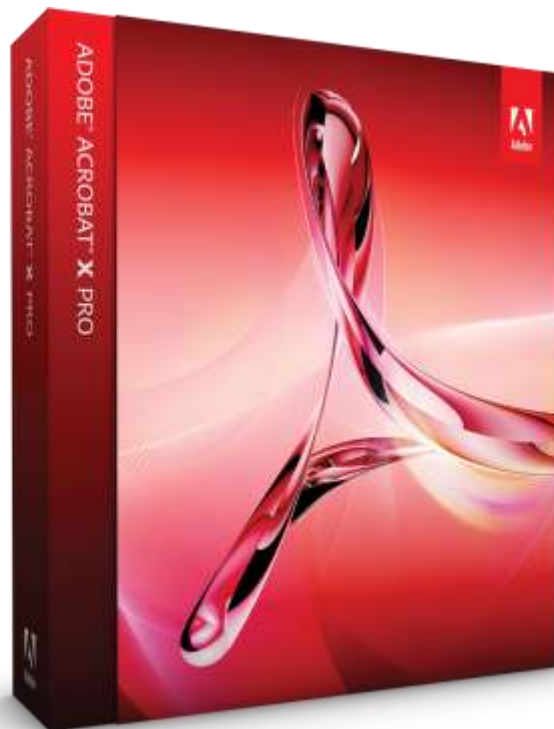


- ▶ ในโลกยุคดิจิทัล หลายสิ่งหลายอย่างได้ถูกแปรเปลี่ยนให้เป็นอิเล็กทรอนิกส์ จากหนังสือที่ถืออ่านกันอย่างคุ้นเคยในรูปกระดาษก็ได้กลายเป็นสื่ออิเล็กทรอนิกส์กันมากขึ้น สิ่งที่เราเคยเรียกว่า “book” “paper” “document” กลายเป็น “e-book” “e-paper” และ “e-document” โดยเฉพาะอย่างยิ่งเอกสารที่มีให้อ่านหรือ download กันผ่านเว็บนั้น ปัจจุบันพบว่านิยมจัดทำเป็นไฟล์แบบ PDF บนเว็บไซต์แทบทุกแห่งจะพบมีไอคอน PDF ที่เป็นสัญลักษณ์บ่งบอกให้รู้ว่าไฟล์นั้นต้องเปิดด้วย Adobe Reader ซึ่งเป็นโปรแกรมที่เราสามารถ download มาใช้ได้ฟรี สำหรับผู้อ่านที่ไม่ค่อยรู้จักคุ้นเคยกับ PDF บทความนี้จะช่วยให้คุณรู้จักกับ PDF มากยิ่งขึ้น ท่านจะได้ค้นพบคำตอบสำหรับคำถามที่ว่า ทำไมต้องทำเอกสารเป็น e-document แบบ PDF?
- ▶ เอกสาร **PDF (Portable Document Format)** เป็นเอกสาร **e-Book (Electronics Book)** รูปแบบหนึ่ง ที่ได้รับความนิยมอย่างสูงในปัจจุบัน โดยเฉพาะการนำเสนอผ่าน WWW โดยเป็นรูปแบบของเอกสารที่พัฒนาโดย <http://www.adobe.com>

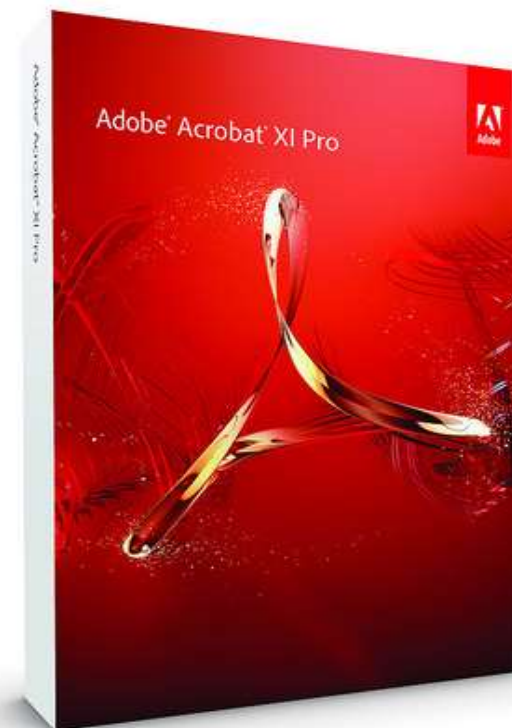
Acrobat Pro Version?



9



10



11

Using Acrobat 9 Pro



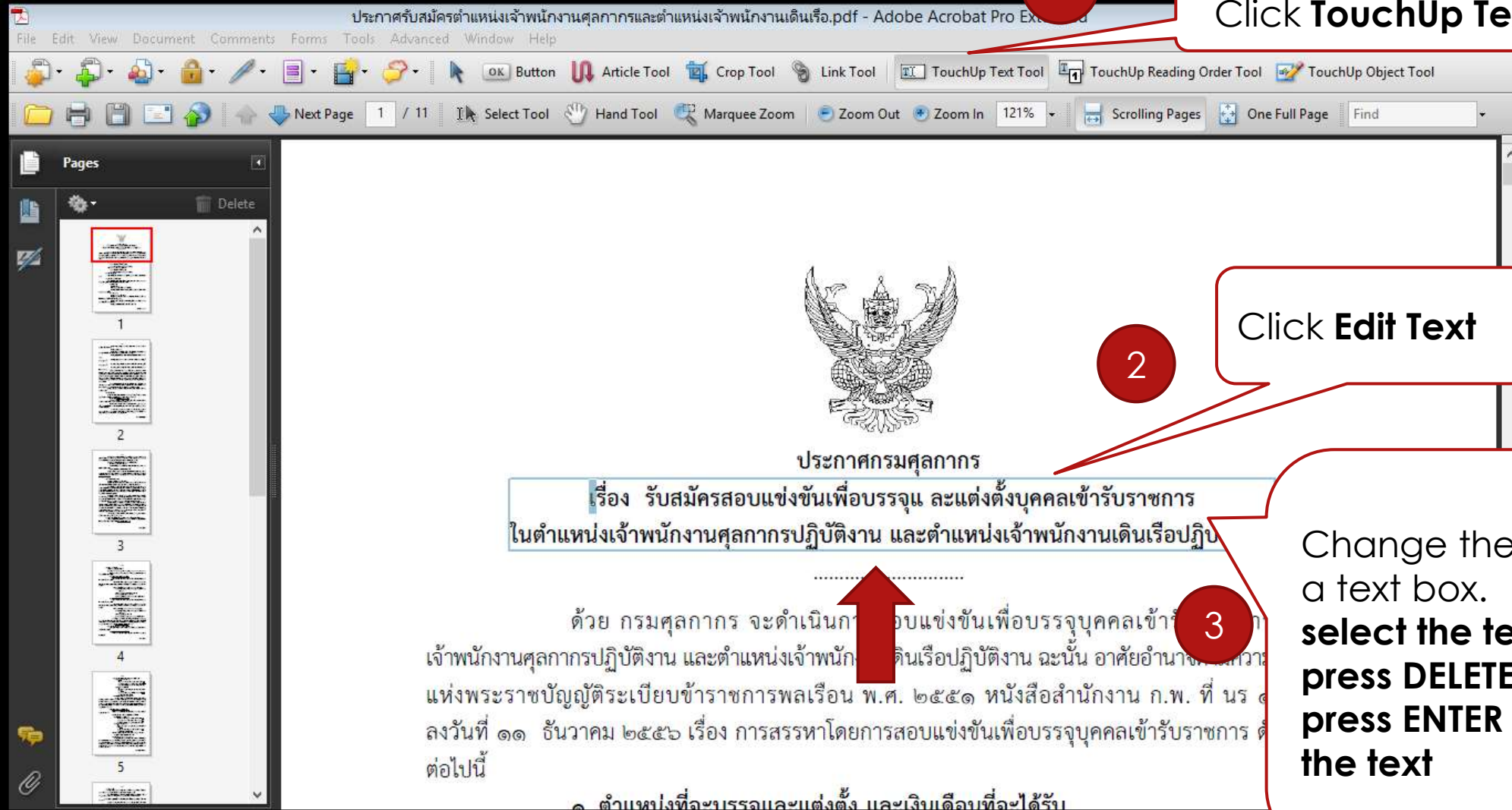
- ▶ Edit text in a PDF document
- ▶ Edit images in PDF files
- ▶ Delete , Extract and Insert pages into PDF documents
- ▶ Create PDF files in Acrobat
- ▶ Attaching a Document File
- ▶ Protect PDF Files with Passwords and Permissions
- ▶ PDF Optimizer options
- ▶ PDF Forms
- ▶ What's new in Acrobat XI



1. Edit text in a PDF document

- ▶ How can I **edit** or **change** the text in my PDF file?

1. Edit text in a PDF document



1

Click **TouchUp Text Tool**

2

Click **Edit Text**

3

Change the contents in a text box.
select the text to delete
press DELETE
press ENTER to space
the text

1. Edit text in a PDF document



1

Click **Text Box Tool**

2

Click **Insert Text or Edit Text**

3

Change Text box Properties
select **Style=No Border**,
Mark Properties Default
and Click **OK**

เลือก
หน้าต่างเจ้า
ด้วย ก
เจ้าพนักงานสุกลางปฏิบัติ
แห่งพระราชบัญญัติระ
ลงวันที่ ๑๑ ธันวาคม ๒

Text Box Properties

Appearance General Review History

Thickness: 1 pt

Style: [No Border]

Border Color: [Red]

Fill Color: []

Opacity: 100%

Locked Make Properties Default

OK Cancel

มหาวิทยาลัยเชียงใหม่

- Edit
- Align
- Center
- Distribute
- Size
- Properties... Ctrl+I

การ
เดินเรือปฏิ
ลเข้ารับราชการในตำแหน่ง
สัยอำนาจตามความในมาตรา ๕๓
าน ก.พ. ที่ นร ๑๐๐๔/ว ๑๗
ลเข้ารับราชการ ดังรายละเอียด

1. Edit text in a PDF document



Highlight (i.e., left click and drag across the text) you would like to change the size, color, font.

Choose View > Toolbars > Properties Bar (shortcut = Ctrl + E)

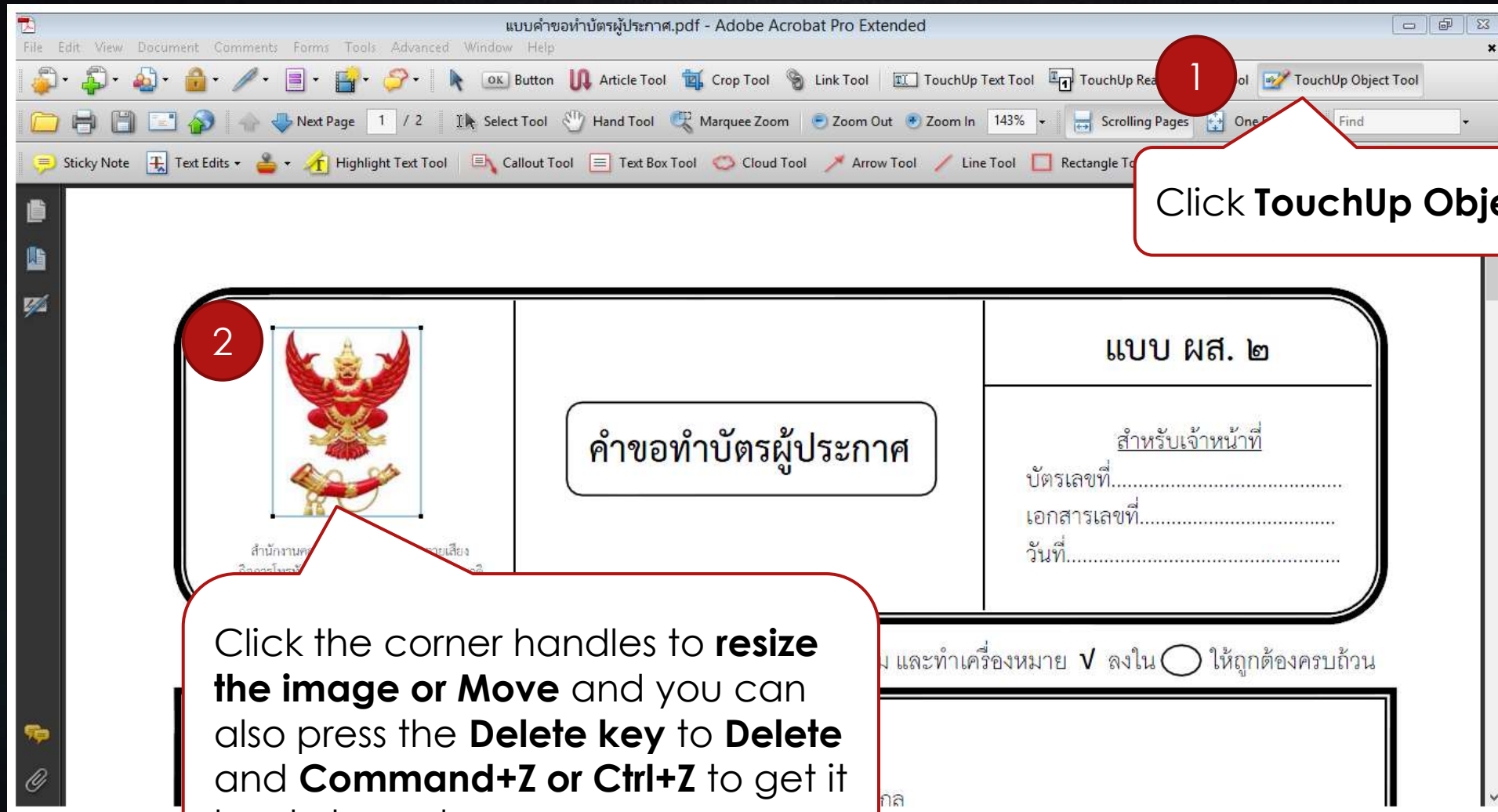
Set the color, alignment, and font attributes for the text

2. Edit images in PDF files



- ▶ How can I **edit** or **change** the images in my PDF file?

2. Edit images in PDF files



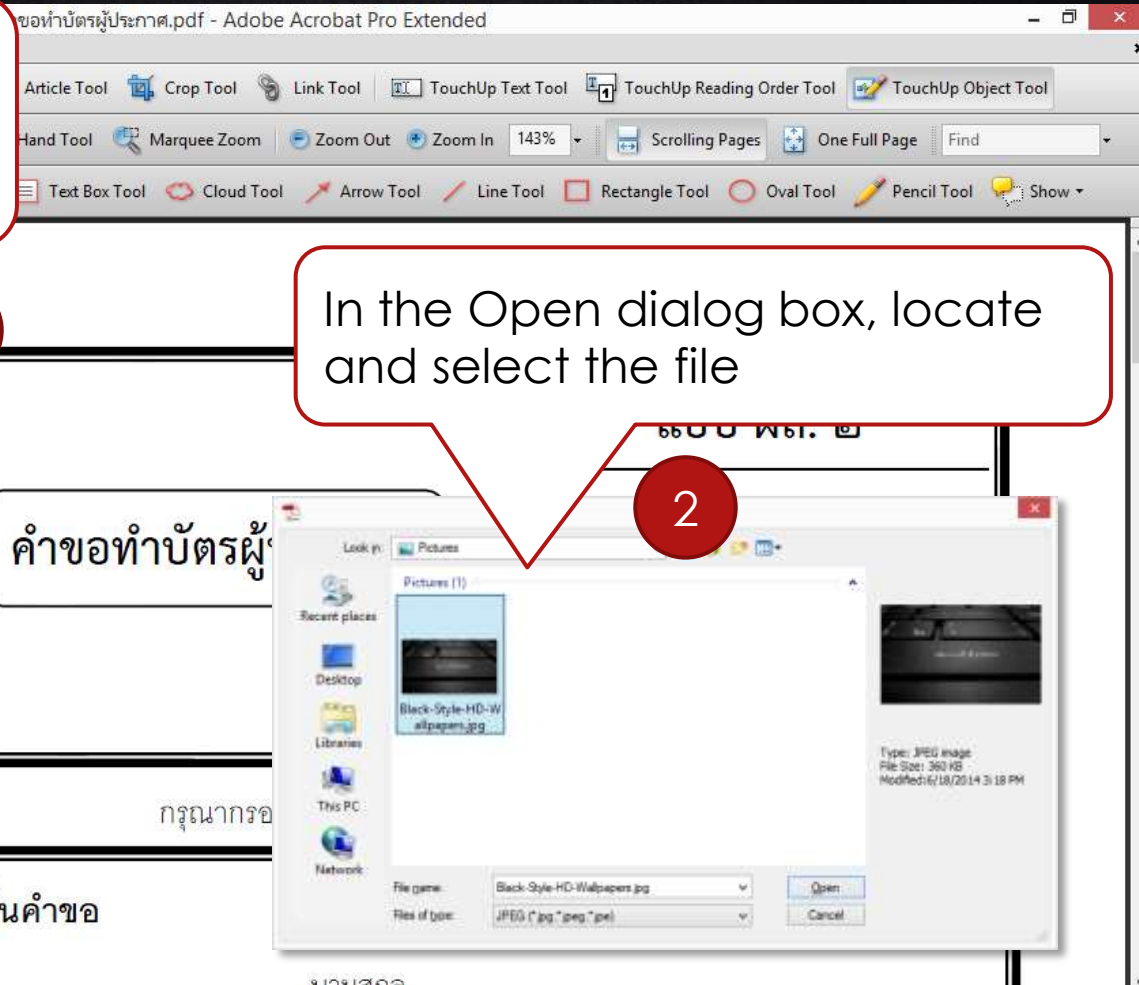
Click **TouchUp Object Tool**

Click the corner handles to **resize the image or Move** and you can also press the **Delete key to Delete** and **Command+Z or Ctrl+Z** to get it back, to undo.

2. Edit images in PDF files



Right-click/Control-click the page with the TouchUp Object tool and **choose Place Image** from the shortcut menu.



In the Open dialog box, locate and select the file



3. Delete, Extract and Insert pages into PDF documents

- ▶ If you have unneeded pages within your PDF, you can easily **delete** them.
- ▶ Acrobat gives you three choices once you have selected the pages you would like to **extract**. You may delete the extracted pages, save them as separate PDF files, or use them to create one PDF file.
- ▶ You can **insert** the **original** PDF pages with **new** PDF pages from another document

3.1 Deleting Pages



From the **Document** menu, select **Delete Pages...**. The Delete Pages dialog box appears.

1

2

3

4

In the **From** text box, type the **number** of the **first page** in the range of pages you want to delete

In the **To** text box, type the **number** of the **last page** in the range of pages you want to delete

Click OK

3.1 Deleting Pages



1

On the left side of the screen, in the *Navigation* pane, click **PAGES**

2

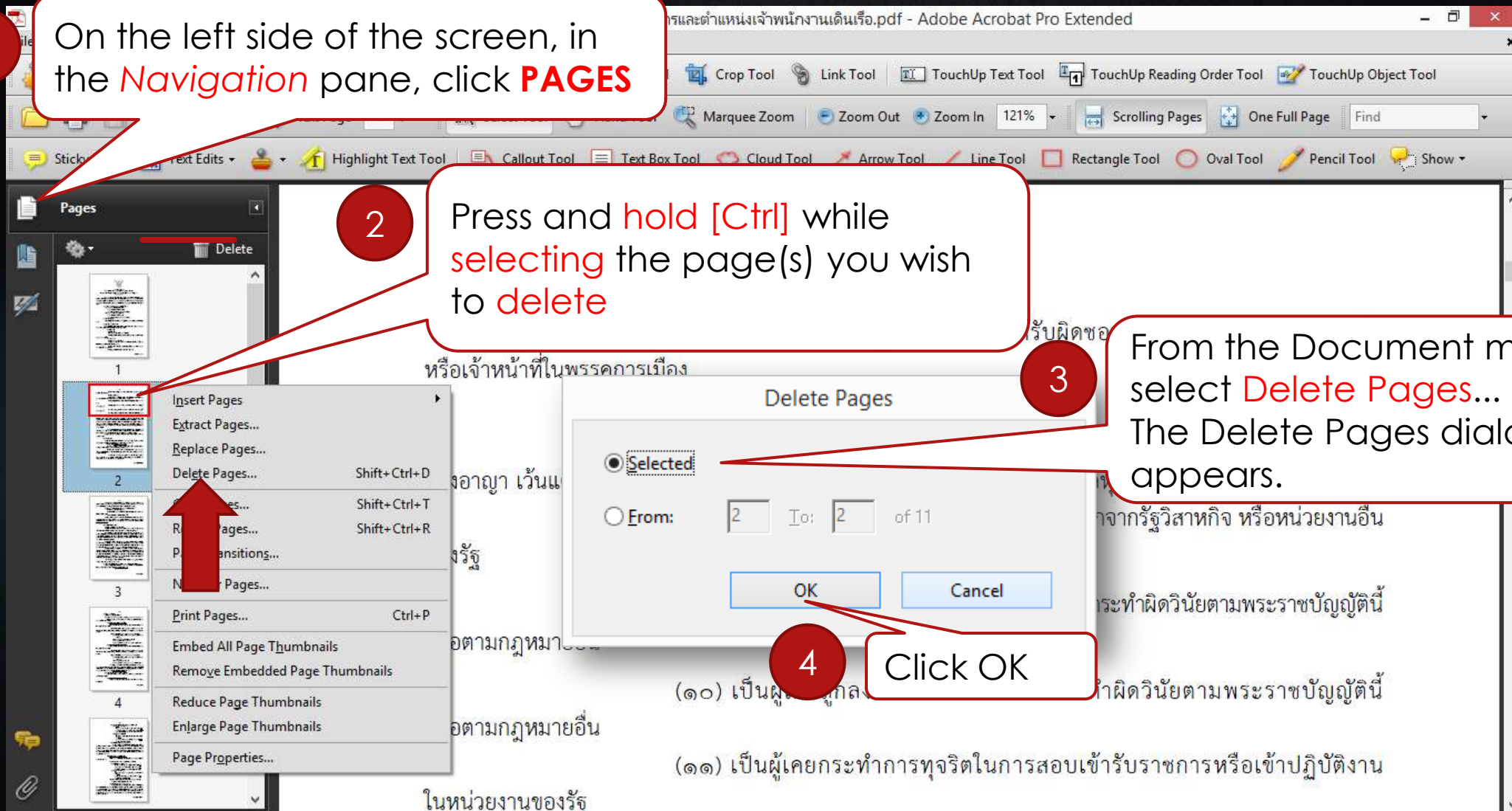
Press and hold [Ctrl] while selecting the page(s) you wish to delete

3

From the Document menu, select **Delete Pages...**
The Delete Pages dialog box appears.

4

Click OK



3.2 Extracting Pages

- ▶ Once pages have been extracted, they will appear in a new Acrobat window.



1 From the Document menu, select **Extract Pages...**. The Extract Pages dialog box appears.

2 In the **From** text box, type the number of the first page in the range of pages you want to extract

3 In the **To** text box, type the number of the last page in the range of pages you want to extract

4 Select **Delete Pages After Extracting**

5 Click **OK**

The screenshot shows the Adobe Acrobat interface with the 'Document' menu open and 'Extract Pages...' selected. The 'Extract Pages' dialog box is displayed with 'From: 3' and 'To: 3 of 11'. The 'Delete Pages After Extracting' checkbox is checked. The 'OK' button is highlighted.

3.2 Extracting Pages



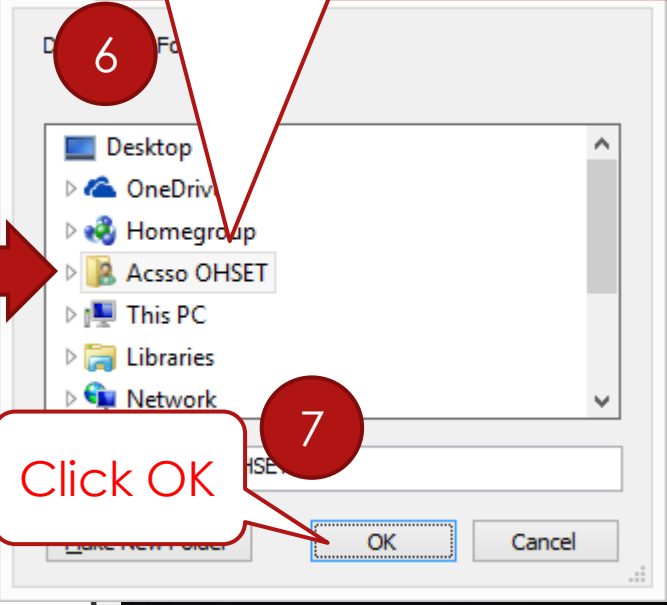
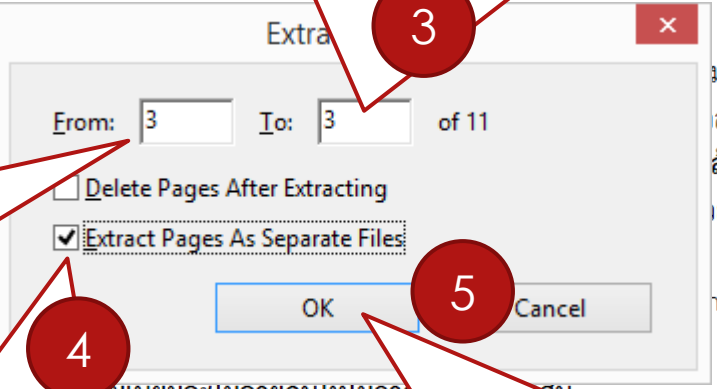
- ▶ Extracting Pages: Creating Separate PDFs

From the Document menu, select **Extract Pages...**
The Extract Pages dialog box appears.

In the **To** text box, type the number of the last page in the range of pages you want to extract

Select the **Destination Folder** you wish to store the newly created PDF files in

In the **From** text box, type the number of the first page in the range of pages you want to extract



Select **Extract Pages As Separate Files**

Click **OK** The **Browse For Folder** dialog box appears.

Click **OK**

3.2 Extracting Pages

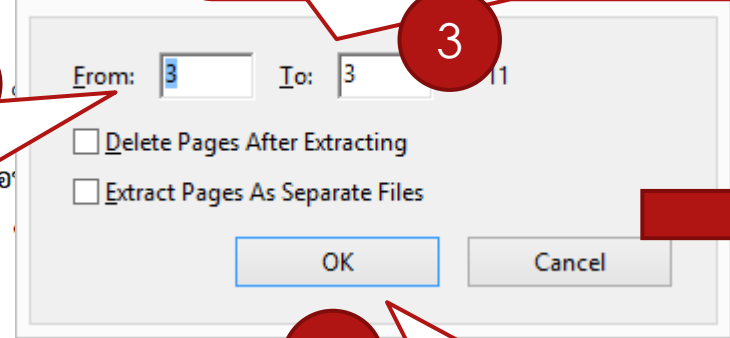


▶ Extracting Pages: Creating One PDF

From the Document menu, select **Extract Pages...**
The Extract Pages dialog box appears.

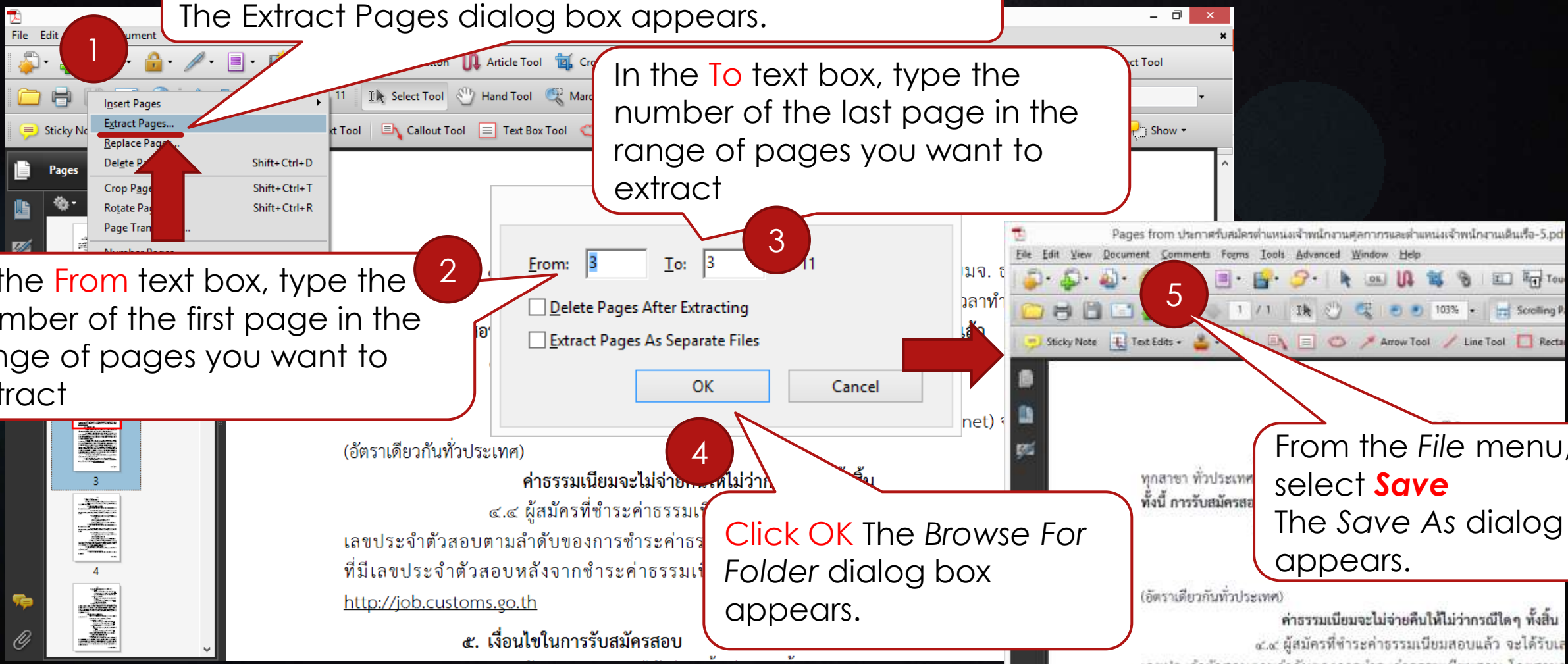
In the **To** text box, type the number of the last page in the range of pages you want to extract

In the **From** text box, type the number of the first page in the range of pages you want to extract



Click **OK** The **Browse For Folder** dialog box appears.

From the **File** menu, select **Save**
The **Save As** dialog box appears.



3.3 Insert pages into PDF documents



- Acrobat allows you to **insert** one PDF file into another PDF file.

1 From the **Document** menu, select **Insert Pages** » **From File...**
The **Select File To Insert** dialog box appears.

2 Using the **Look in** pull-down list, locate and select the file to be inserted

3 Click **SELECT**
The **Insert Pages** dialog box appears.

4 Under **Page**, select **First**, **Last**, or **Page**

5 Click **OK**
The page(s) has been inserted into the PDF file at the specified location

3.3 Insert pages into PDF documents



- Acrobat allows you to **insert** one PDF file into another PDF file.

1 select **Insert Pages** » **From File...**
The Select File To Insert dialog box appears.

2 Using the **Look in** pull-down list, locate and select the file to be inserted


3 Click **SELECT**
The **Insert Pages** dialog box appears.

4 Under **Page**, select **First**, **Last**, or **Page**

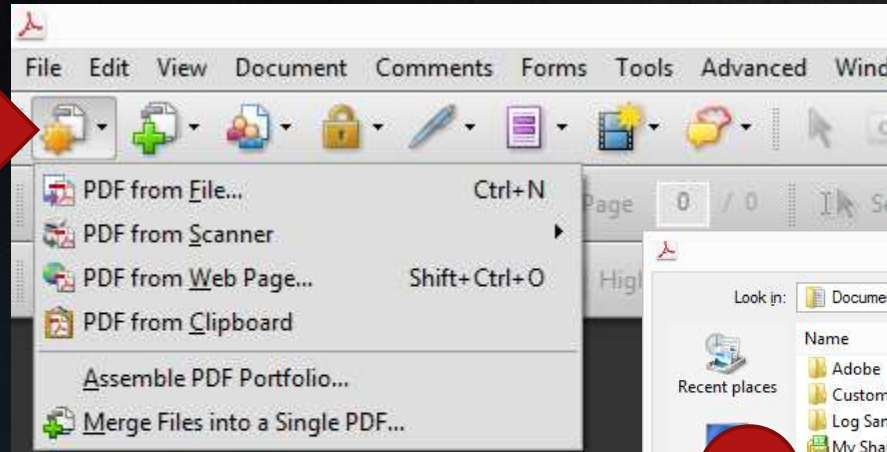
5 Click **OK**
The page(s) has been inserted into the PDF file at the specified location



4. Create PDF files in Acrobat

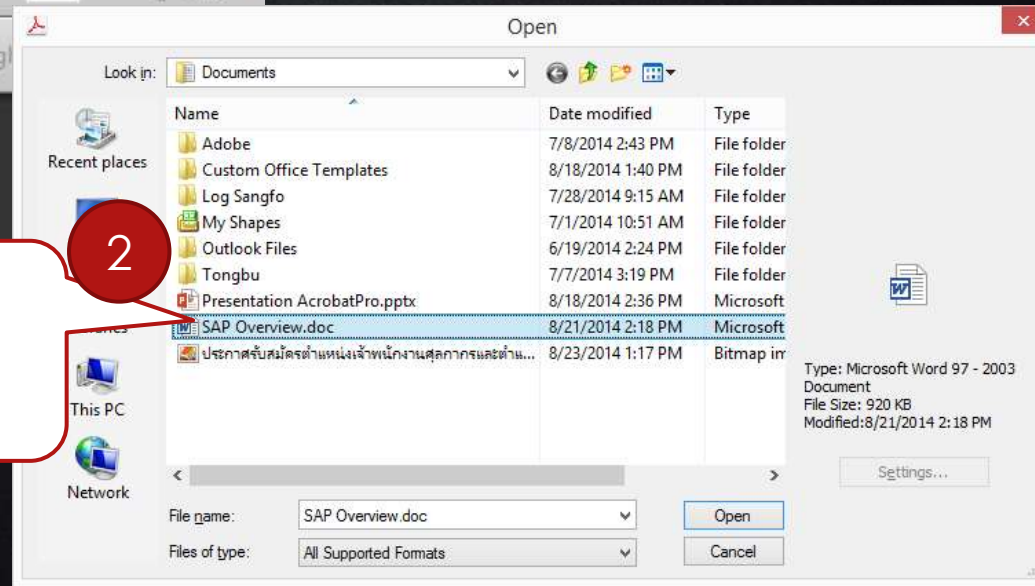
- ▶ From the File menu, select **Create PDF » From File...** OR On the Basic toolbar, click the **CREATE** button  » **PDF From File...** The Open dialog box appears.

1



2

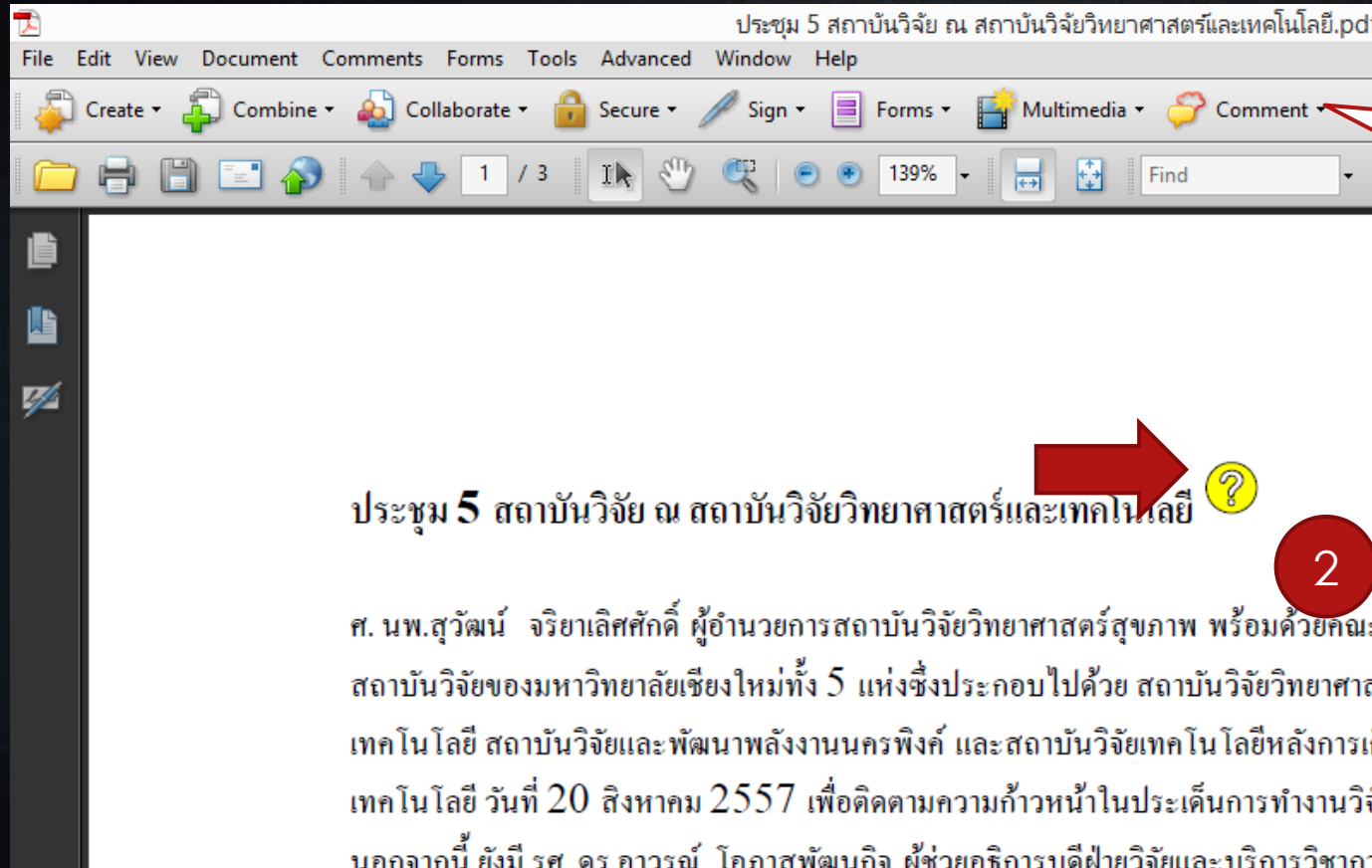
Navigate to and **select** the file you wish **to convert to a PDF**





4. Working with Markups

- ▶ Using the Show Tool
- ▶ If the *Comment & Markup* toolbar is not visible, from the *View* menu, select **Toolbars » Comment & Markup**.

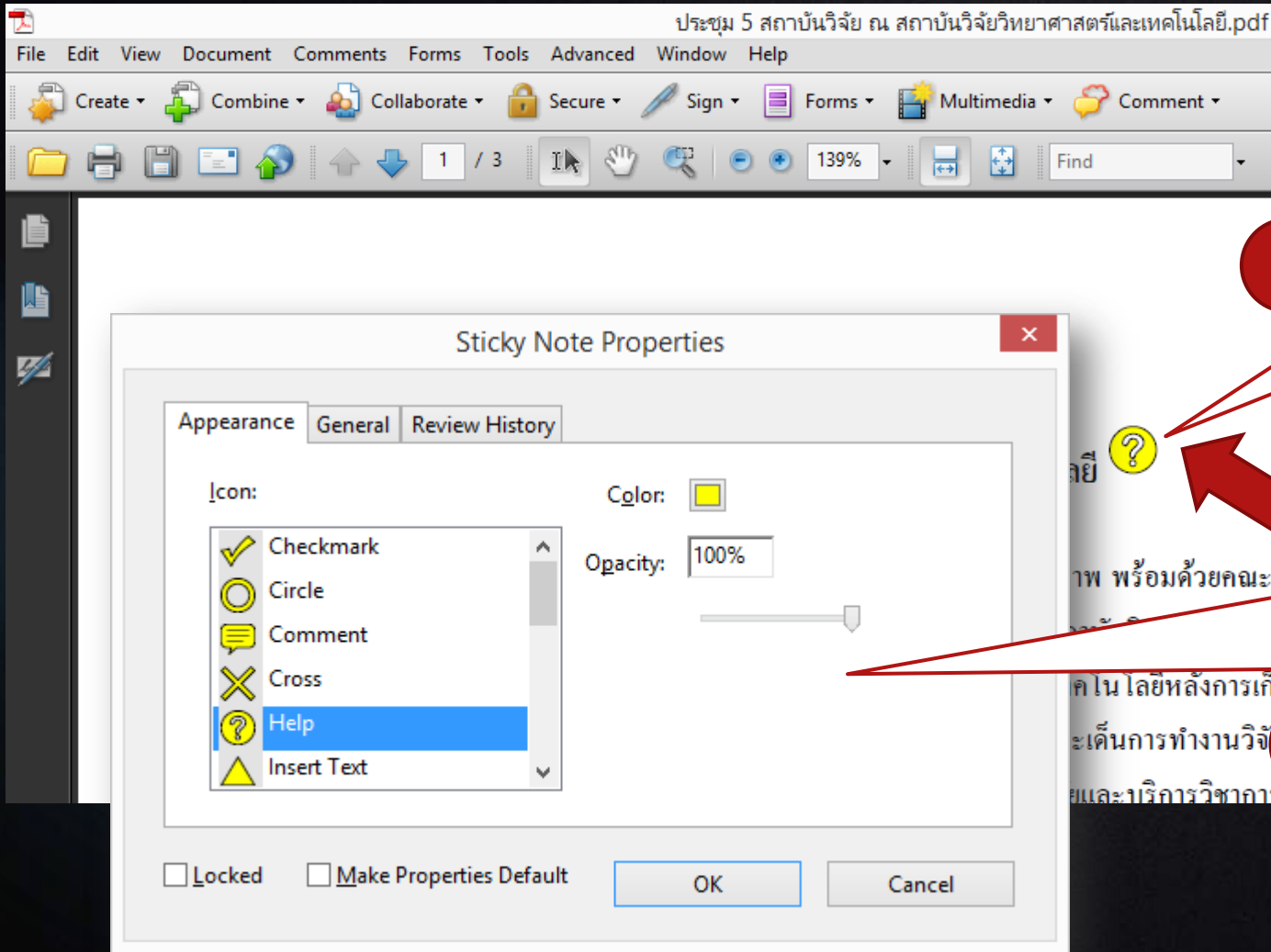


On the Comment & Markup toolbar, click  Show ▾ » select the desired option

4. Working with Markups



► Modifying Markup Properties



Right click the markup icon you wish to **modify** » select **Properties...**

The *Properties* dialog box for the markup you selected appears.

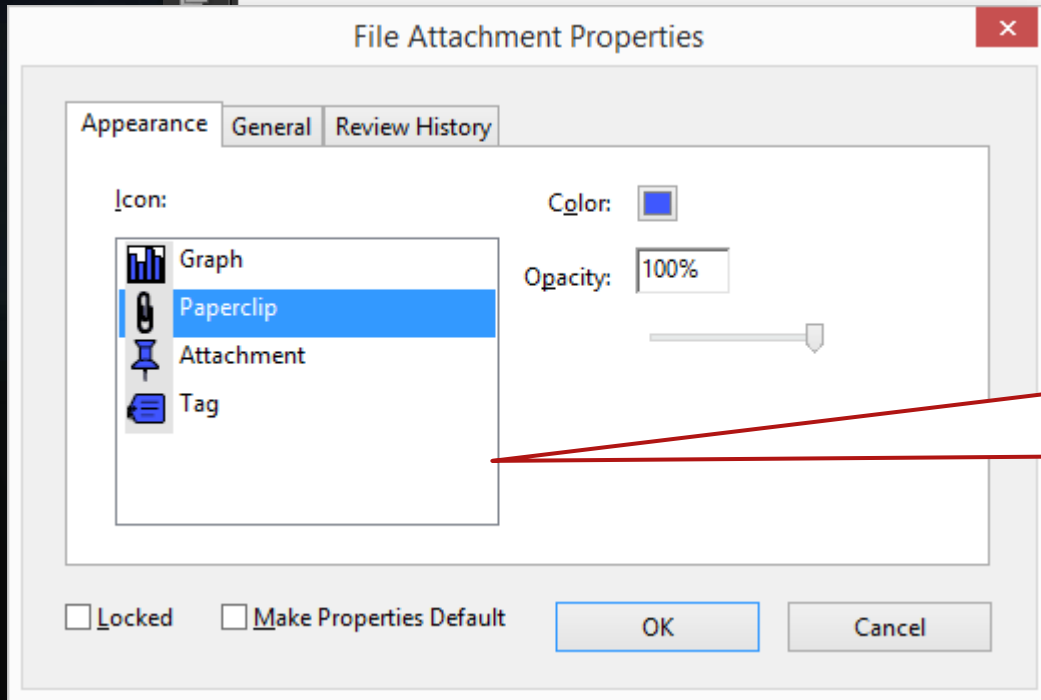
- To change the color of the markup
- To change general information about the markup,

5. Attaching a Document File



- ▶ From the *Tools* menu, select **Comment & Markup » Attach a File as a Comment** The cursor becomes a thumbtack.

Click anywhere on the PDF file that you would like to attach the file
The *Add Attachment* dialog box appears.



- Click **SELECT**
- The *File Attachment Properties* dialog box appears.
- On the **Appearance** tab, in the *Icon* list, select the type of icon you would like your attachment to appear as

6. Protect PDF Files with Passwords and Permissions

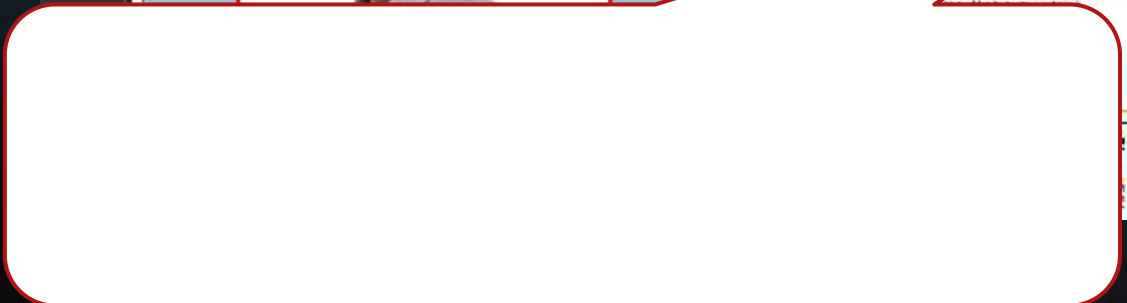


- ▶ Acrobat helps you protect sensitive information in PDFs by applying passwords and file permissions to control how people can use your files.

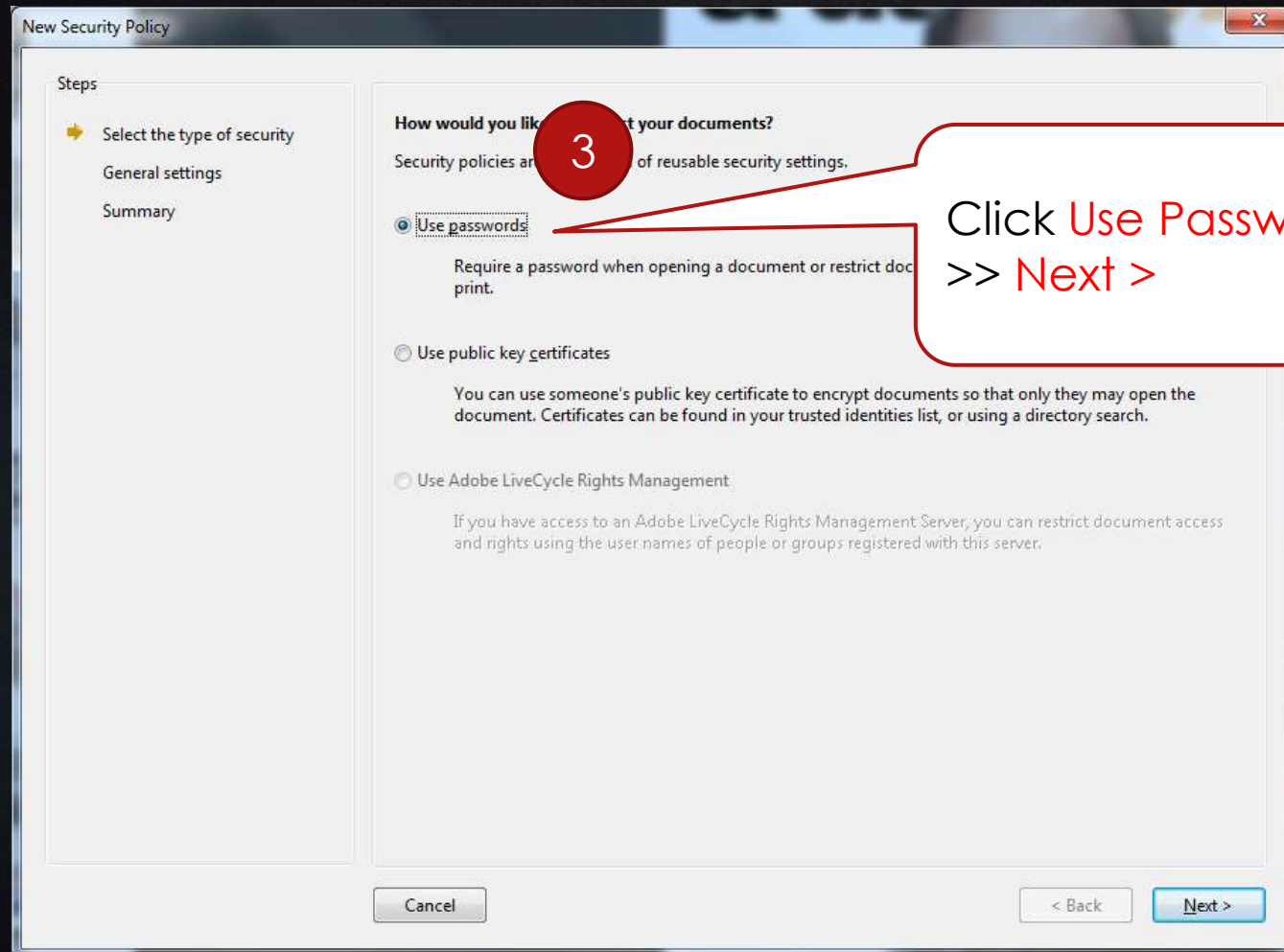
6. Protect PDF Files with Passwords and Permissions



Click **security** on the PDF file that you would like to **Protect** PDF
select **Security** >> **Manage Security Policies**



6. Protect PDF Files with Passwords and Permissions



Click Use Password
>> Next >

6. Protect PDF Files with Passwords and Permissions



New Security Policy

Steps

- Select the type of security
- General settings
- Summary

Enter general information for this Password Security policy. You must enter at least the name to continue.

Save these settings as a policy

Discard these settings after applying

Policy name: max. 50 Characters

Description: max. 250 Characters

Save passwords with the policy

Cancel < Back Next >

In text box Policy Name, Description

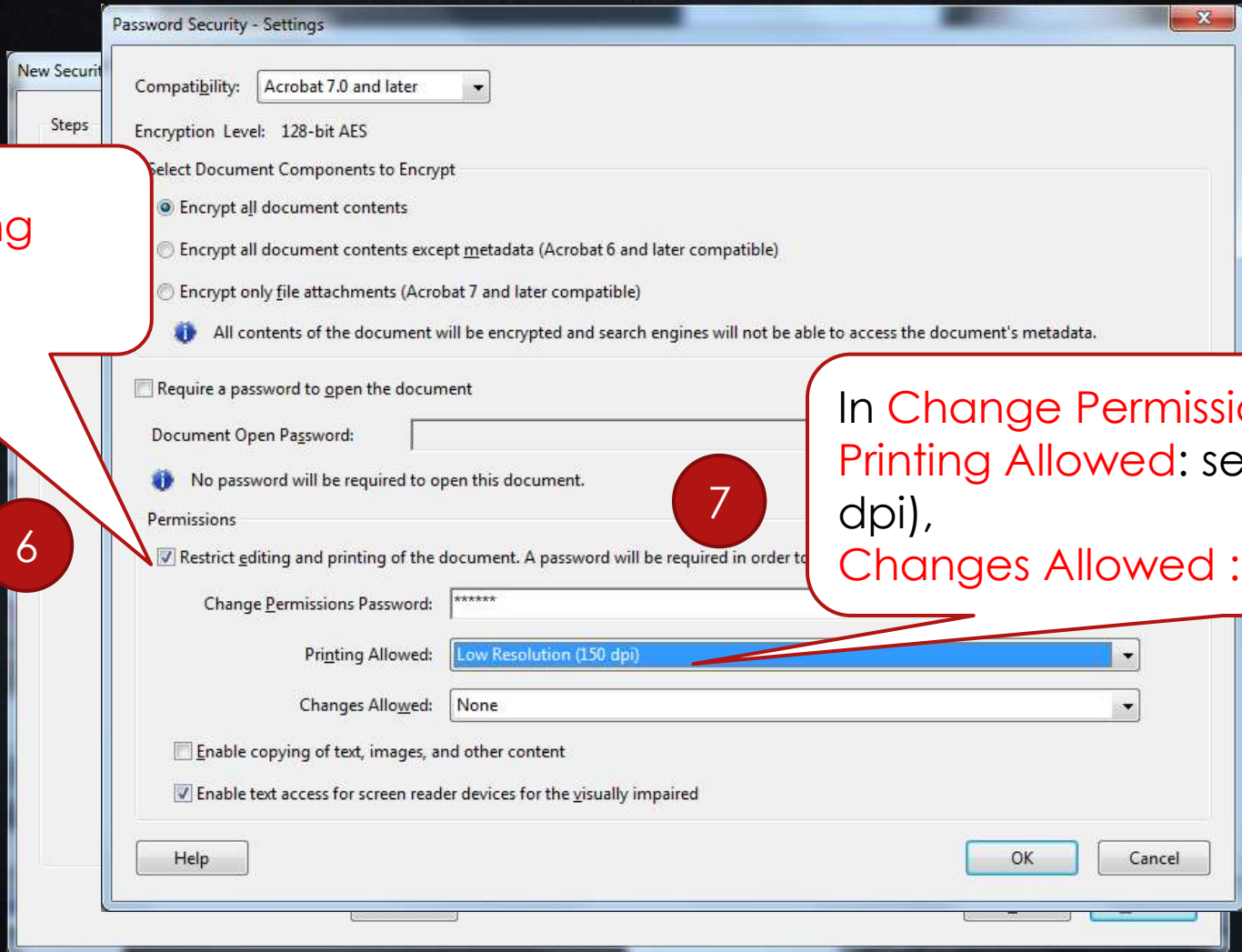
Check Save password with the policy

6. Protect PDF Files with Passwords and Permissions



Check **Restrict editing and print document**

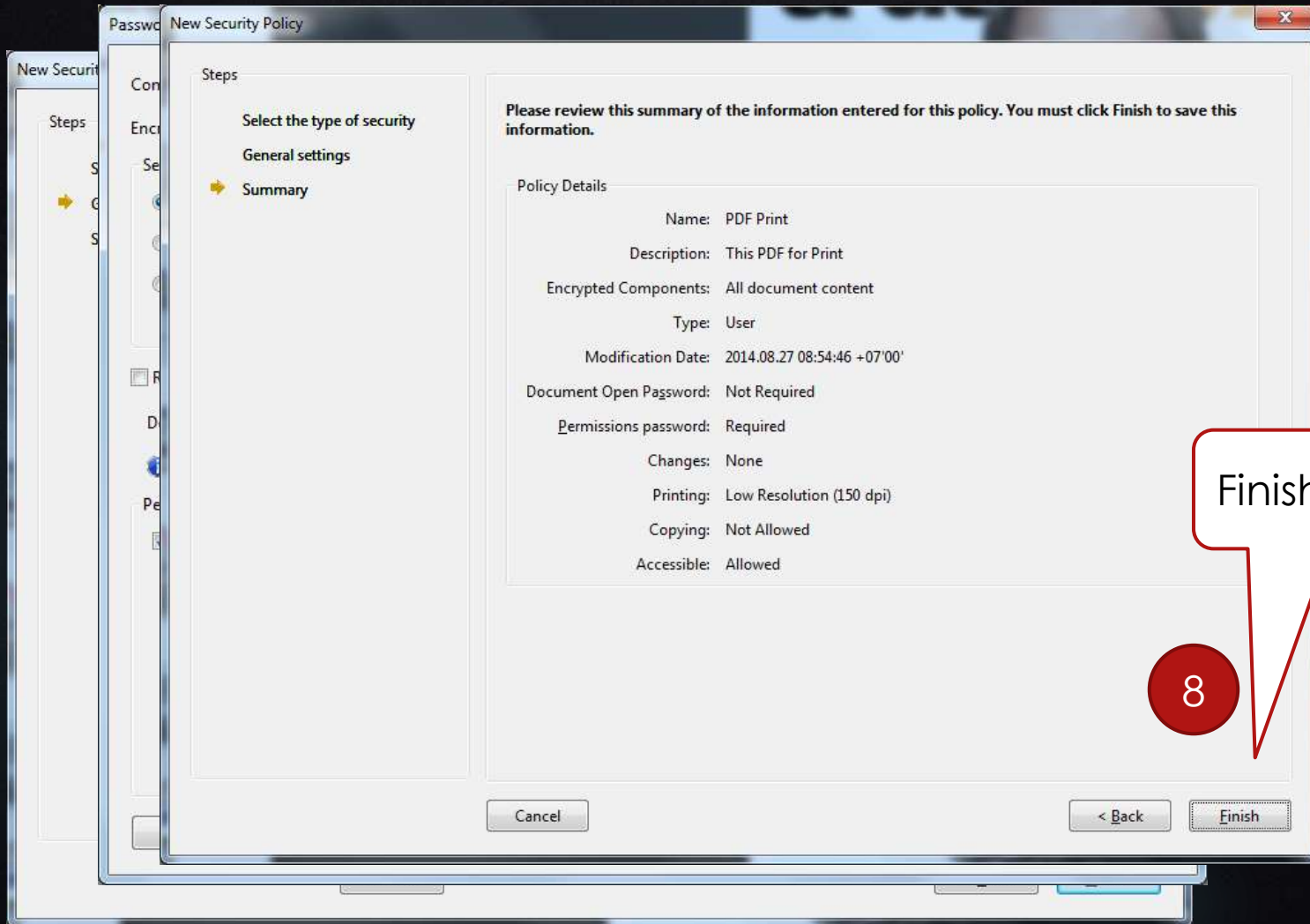
6



7

In **Change Permissions Password** :xrihes,
Printing Allowed: select Low Resolution (150 dpi),
Changes Allowed : None

6. Protect PDF Files with Passwords and Permissions



Finish

8

6. Protect PDF Files with Passwords and Permissions



Managing Security Policies

Name	Description	Last Edited
PDF Print	This PDF for Print	27/8/2557 8:55:52
Read Only	This file for read only.	27/8/2557 8:29:19

Policy Details

Security Method: Password Security
Name: PDF Print
Description: This PDF for Print
Encrypted Components: All document content
Type: User
Modification Date: 27/8/2557 8:55:52
User Password: Not Required
Changes: None
Printing: Low Resolution (150 dpi)

Owner Password: Required
Copying: Not Allowed
Accessible: Allowed

Apply to Document Close

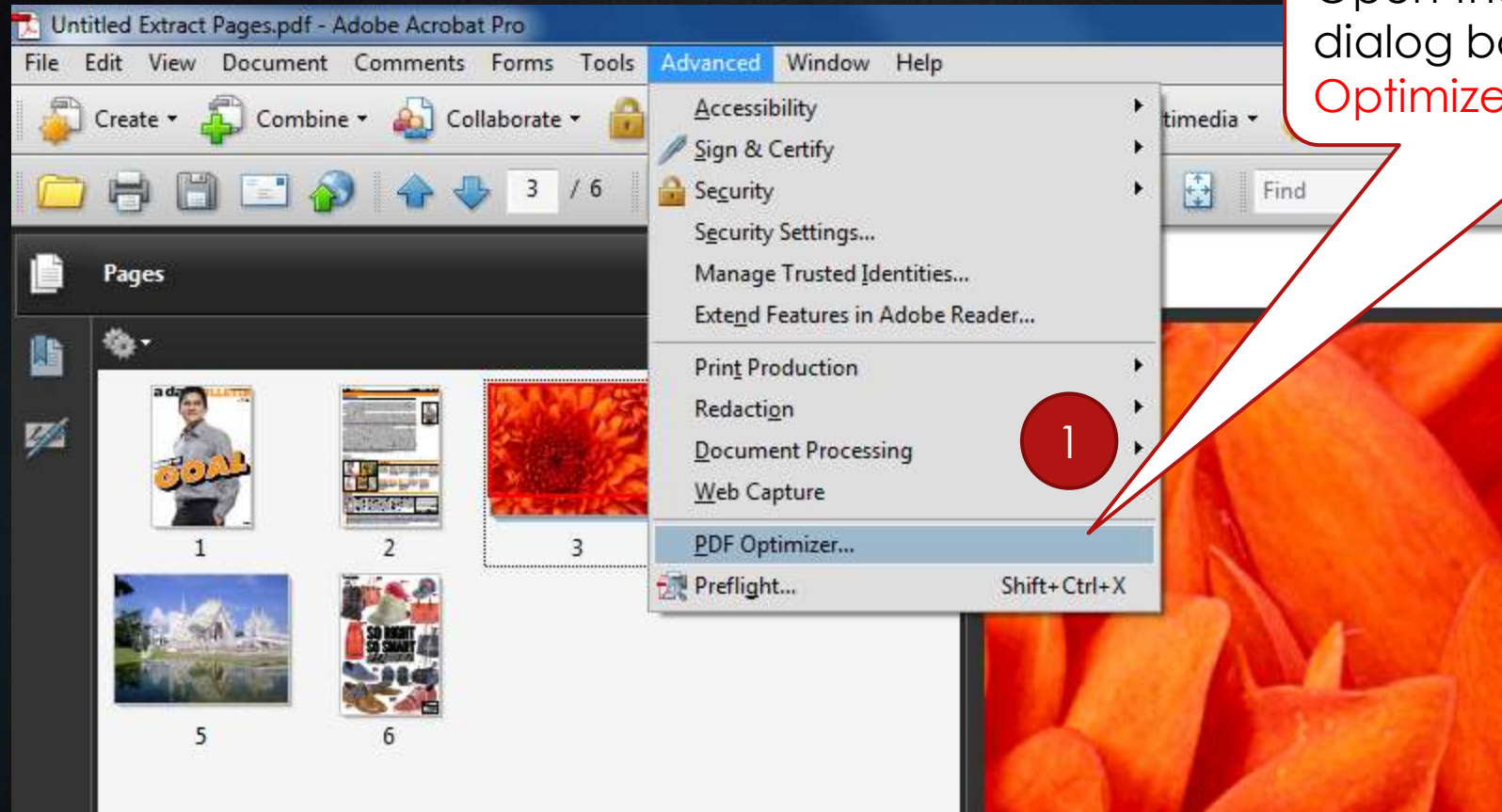
Use Security Policies click
Apply to Document

9

7. PDF Optimizer options



- ▶ Use the options from the panels in the PDF Optimizer dialog box to reduce the size of a PDF.

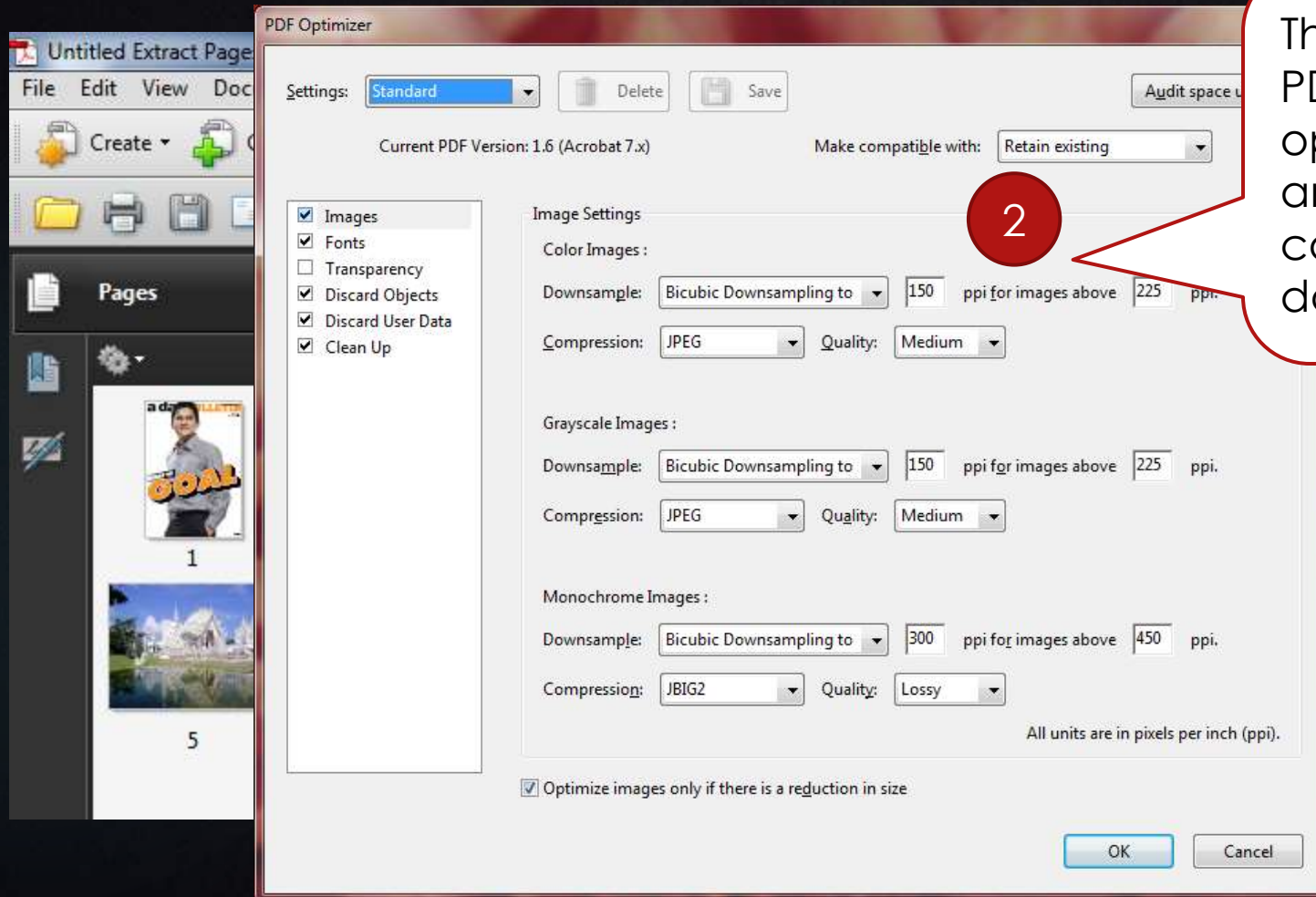


Open the PDF Optimizer dialog box Advance > PDF Optimized

7. PDF Optimizer options



- ▶ Use the options from the panels in the PDF Optimizer dialog box to reduce the size of a PDF.



The Images panel of the PDF Optimizer lets you set options for color, grayscale, and monochrome image compression, and image downsampling. (100dpi)



7. PDF Optimizer options



- ▶ Use the options from the panels in the PDF Optimizer dialog box to reduce the size of a PDF.

The screenshot shows the PDF Optimizer dialog box with the 'Audit Space Usage' window open. The 'Audit Space Usage' window displays the following results:

Description	Bytes	Percentage
Images	2,631,699	86.72 %
Content Streams	260,653	8.59 %
Fonts	119,845	3.95 %
Structure Info	59	0.00 %
Document Overhead	17,256	0.57 %
Color Spaces	218	0.01 %
Shading Information	1,009	0.03 %
Extended Graphics States	402	0.01 %
Cross Reference Table	3,460	0.11 %
Total	3,034,601	100 %

A callout box with the number 3 points to the 'Audit space usage...' button in the PDF Optimizer dialog box. The callout box contains the text: 'Click Audit space usage for check results optimize'.

8. PDF Forms: Working with Text Fields





What is Acrobat XI?

Adobe Acrobat XI Pro 11.0.1 : เป็นโปรแกรมที่เน้นการแก้ไขเอกสาร PDF ที่ง่ายกว่าเดิม สามารถคลิกแล้วลากพวกข้อความหรือรูปภาพภายในเอกสารได้ และสามารถปรับหมุนภาพ ขยายหรือลดขนาดของภาพ เพิ่ม Links สร้าง Form สำหรับกรอกบนเว็บ หรือแม้แต่แก้ไขตารางได้ และเมื่อคุณแก้ไขพารากราฟของข้อความ มันจะปิดข้อความให้เองสามารถทำงานร่วมกับ Microsoft Office 365, Acrobat.com และ SharePoint โดยเฉพาะอันที่เจ๋งๆ คือคุณสามารถ Export ไฟล์จาก PDF ให้เป็นไฟล์ Powerpoint, Word หรือ Excel ได้ดีกว่าเดิม และเพื่อนของคุณสามารถแก้ไขเอกสารดังกล่าวได้ หากลอง Acrobat XI