



## Create a PDF File

In this exercise, you will learn how to convert your own thesis or dissertation to a PDF file. There are several different options for doing this, and all require that you have a copy of Adobe® Acrobat® Standard or Professional installed on your computer. Acrobat Reader, which is freely available for downloading from many Internet sites, can only be used to read a PDF file. You cannot use it to create a PDF file.

In this lesson, you will learn how to:

1. Create a PDF using PDFMaker from within Microsoft Word
2. Create a PDF using the Print Command
3. Combine multiple files

### Tip

The instructions that follow assume you are using Acrobat 6 Standard or Professional. You should easily be able to duplicate the exercise steps in later versions of Acrobat.

### Tip

Exercise 1 and Exercise 2 produce the same result. Choose the one that works best for you.

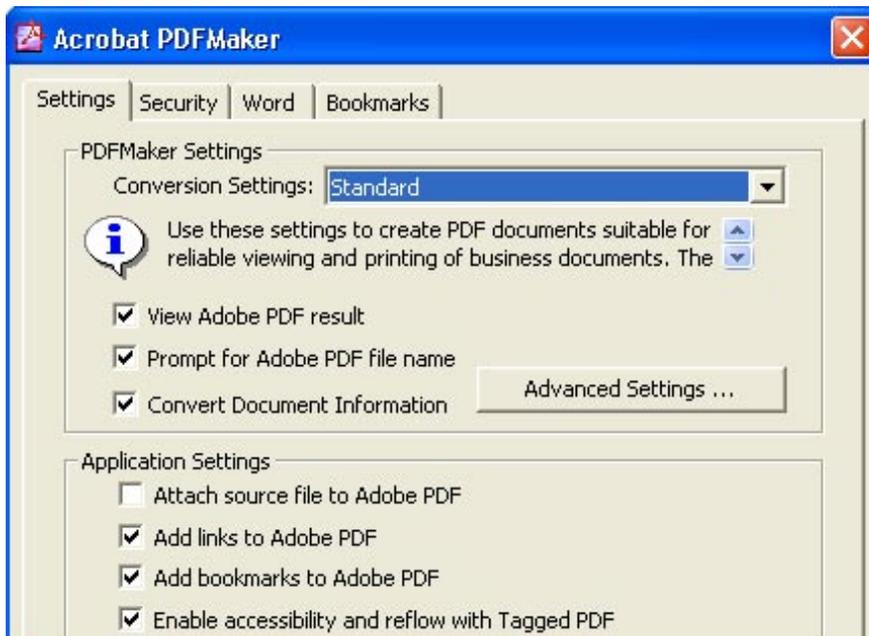
## Exercise 1 – Create a PDF Using PDFMaker

In this exercise, you will learn how to use PDFMaker to convert a Microsoft Word document to a PDF file.

1. Start **Microsoft Word** and open your thesis or dissertation.
2. On the **Tools** menu, click **Options**, and then click the **Save** tab. Select the Embed True Type Fonts check box. Save the document.
3. Look at the toolbars at the top of the window. Notice there are two areas related to Acrobat PDFMaker:
  - a) the **Adobe PDF** and **Acrobat Comments** menus and
  - b) the Acrobat icons.



4. Click on the **Adobe PDF** menu and choose **Change Conversion Settings**.
5. The "Adobe PDFMaker" dialog box opens. It contains four tabs with a number of different options.
6. To create an ETD, choose **Standard** from the **Conversion Settings** pop-up menu on the **Settings** tab.
7. The **View Adobe PDF** results option also should be checked so the converted file will automatically display. Next look under the "Application Settings" heading and verify that the **Add links to Adobe PDF** option is checked so that any hyperlinks in your document will automatically be converted to Acrobat links.



### Tip

The Acrobat 6 installer scans your system for a copy of Microsoft Office 98 or later, and if found, automatically loads PDFMaker. This is the macro that allows you to create PDFs from Word as well as Excel and PowerPoint.

If you do not see the Acrobat PDFMaker in Microsoft Word, go to Exercise 2 to use the print command to create a PDF file.

### Tip

The default settings will create an ETD. Click on the **Restore Defaults** button to make sure that the defaults are selected or click on the **Advanced Settings** button and click on the appropriate tabs to make sure fonts are embedded or to change image or color settings.

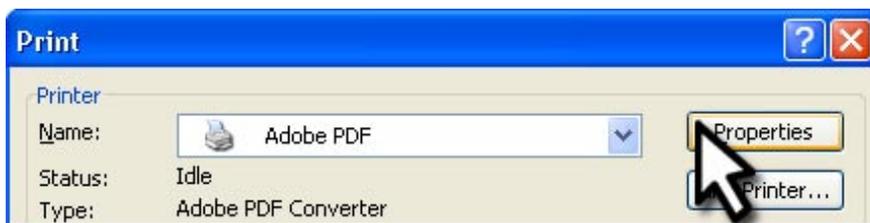
8. Click **OK** to save your settings.
9. You are ready to convert your thesis or dissertation to an Acrobat PDF file. Either click the **Acrobat** menu and choose **Convert to Adobe PDF** or click the  **Acrobat** button.
10. When prompted, type a filename (or leave the default name suggested by Microsoft Word) and click **Save**.
11. When the conversion is complete, your document will automatically open in Acrobat, and you can check to see how it looks.

Continue to Exercise 2

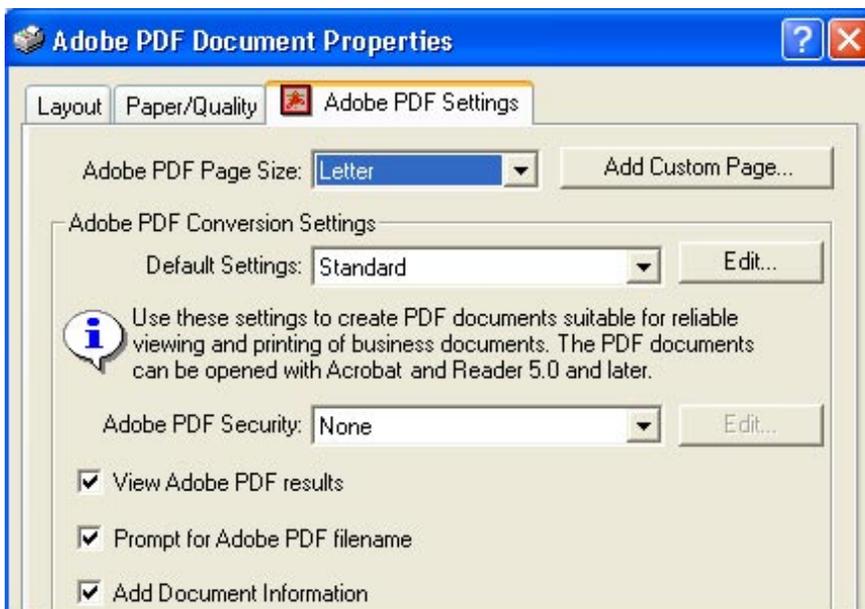
## Exercise 2 – Create a PDF Using the Print Command

In this exercise, you will learn how to use the Print command to convert a Microsoft Word document to a PDF file. If you use a different word processor, you should easily be able to duplicate the steps described below. Your application must simply be capable of producing printed output.

1. Start Microsoft Word and open your thesis or dissertation.
2. On the **Tools** menu, click **Options**, and then click the **Save** tab. Select the Embed True Type Fonts check box. Save the document.
3. Choose **Print** from the **File** menu.
4. The "Print" dialog box opens. Choose **Adobe PDF** from the pop-up menu under **Printer**.



5. To set your print options, click the **Properties** button.
6. Click the **Adobe PDF Settings** tab. Notice it contains a number of different settings.
7. For an ETD, choose **Standard** from the **Default Settings** pop-up.
8. Look under the "Adobe PDF Conversion Settings" heading and verify the **View Adobe PDF results** option is checked so the converted file will automatically display.



9. Click **OK** in the "Document Properties" dialog box to save your settings.
10. To continue to convert your dissertation or thesis to an Acrobat PDF file, click **OK** in the "Print" dialog box.
11. When prompted, type a filename (or leave the default name suggested by Word). Note that the default file extension is .pdf. Click **Save**.
12. When the conversion is complete, your document will automatically open in Acrobat®, and you can check to see how it looks.

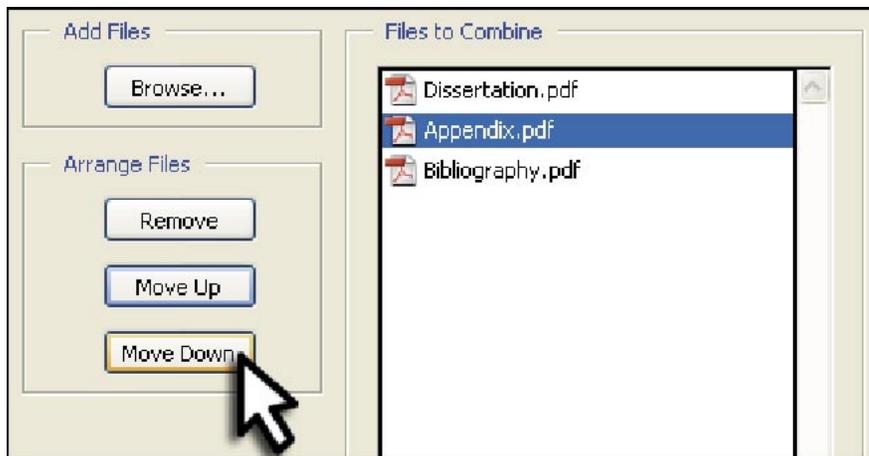
Continue to Exercise 3

## Exercise 3 – Combine Multiple Files

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In this exercise you will see how to combine two or more PDF files into a single document. By using a single command you can quickly combine multiple files.

1. Using the instructions in Exercise 1 or 2, convert all the documents you want to merge to PDF files.
2. Start the Acrobat 6 application.
3. From the **File** menu, click **Create PDF > From Multiple Files**.
4. A new dialog box opens so you can add the files you want to combine. Click the **Browse** button, navigate to each file and click the **Add** button to select it.
5. When you have listed all the files to be included, use the **Move Up** and **Move Down** buttons to rearrange the order of the files or the **Remove** button to delete a particular file.



6. To merge the selected documents, click **OK**.



## Modify a PDF File

After you have converted your thesis or dissertation into a PDF file, you still can renumber pages, move pages, add or delete pages, rotate pages, or make simple edits. In this lesson, you will see how to make these modifications using Adobe® Acrobat® Standard or Professional. You also learn how to define document properties including creating a summary that contains title, author, and subject of your thesis or dissertation and appropriate keywords. A number of search engines utilize this summary information, so it is important that you enter it if you want your research cited.

In the exercises that follow, you will learn how to:

1. Specify document properties
2. Change page numbering
3. Move pages within a PDF document
4. Insert new pages
5. Delete pages
6. Rotate pages

### Tip

This lesson was written for Acrobat 6 Standard or Professional. However, you should easily be able to duplicate the exercise steps in later versions of Acrobat.

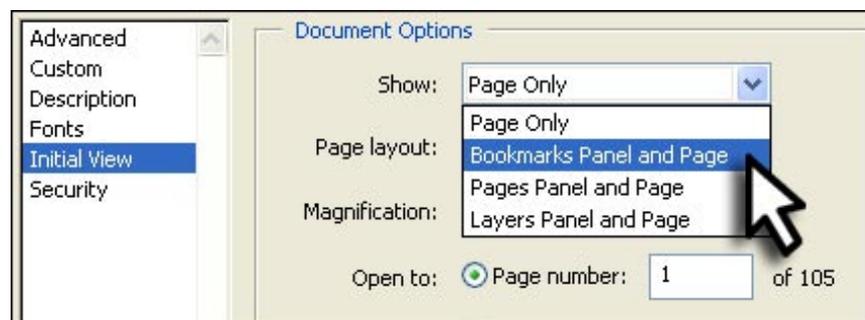
## Exercise 1 – Specify Document Properties

In this exercise, you will learn how to modify document properties by adding pertinent summary information. You also will learn how to set options that define how your document will appear when opened.

1. Open the PDF file you created for your thesis or dissertation.
2. Choose **Document Properties** from the **File** menu.
3. The dialog box that appears contains a number of different categories in the column on the left. Click **Description**.
4. The right side of the dialog box changes to allow you to enter information for your document including **Title**, **Author**, **Subject**, and **Keywords** that apply to the content. Type the appropriate values. Separate keywords with commas.



5. Click **Initial View** in the column on the left side of the dialog box.
6. You will see “Document,” “Window,” and “User Interface” options. The defaults for most of the options are appropriate. However, if you plan on using bookmarks in your PDF document, set the value for **Show** (in the “Document” area) to **Bookmarks Panel and Page** to assure the reader sees the bookmarks as soon as the ETD is opened.



7. Click **OK** to save your settings.

### Tip

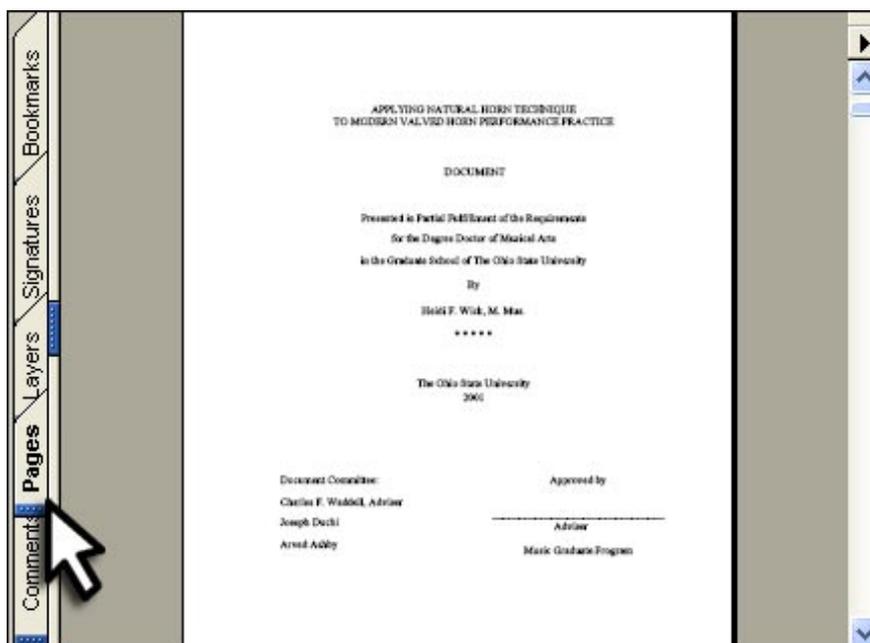
For information on the remaining document properties, please refer to **Complete Acrobat® Help** from the **Help** menu.

Continue to Exercise 2

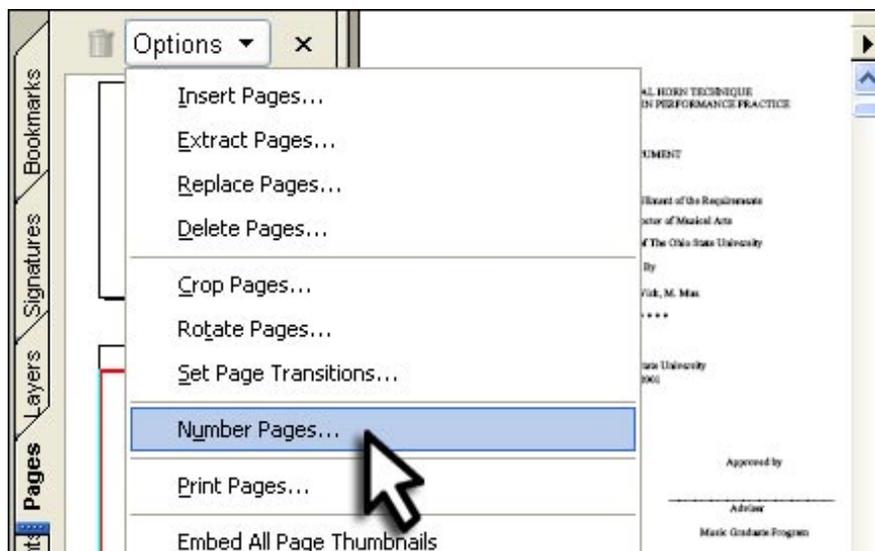
## Exercise 2 – Change Page Numbering

You may have noticed the page numbers that appear in the Status Bar at the bottom of the Acrobat window do not match the page numbers in your document. Acrobat counts each page, whatever the type, as one page and begins numbering with the first page in the document which may be confusing if you happen to reference a specific page. In this exercise, you will learn how to change the way Acrobat counts pages by renumbering title, table of contents, and appendix pages.

1. Open the PDF file you created for your thesis or dissertation.
2. Click on the **Pages** tab in the Navigation Pane.



3. Choose **Number Pages** from the **Options** pop-up menu.



4. The "Page Numbering" dialog box appears. Find the page in your PDF file where the actual text of your thesis or dissertation begins. (In our example, the text begins on page 4.)
5. In the "Pages" area of the dialog box, click on the **From** button and in the second edit box identify the range of pages to be renumbered. (In our example, pages 1-3.)
6. In the "Numbering" area of the dialog box, click on the **Begin new section** button and then choose a value from the **Style** menu. For title and table of contents pages, the small Roman numerals (i, ii, iii) are the normal choice.

**Tip**

You can also add a Prefix (for an appendix, you could have pages numbered a.i, a.ii, etc.) or start numbering pages other than with 1. Remember, you are not actually changing the numbers in your document, only the way they appear in the Acrobat Status Bar.



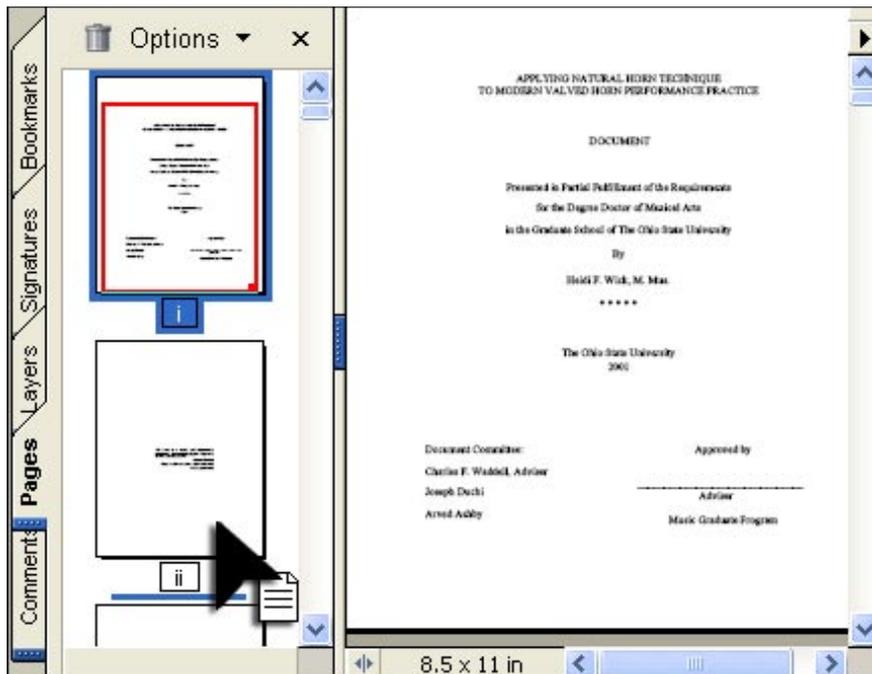
7. Click **OK** to save your changes. Repeat this procedure for any other pages you want to renumber, for example, appendix pages.

Continue to Exercise 3

## Exercise 3 – Move Pages within a PDF document

In this exercise, you will learn how to move a page from one location to another within your document. When you move a page, Acrobat will renumber the page accordingly in the Status Bar, although no page numbers within your document will be modified.

1. Open the PDF file you created for your thesis or dissertation.
2. Click on the **Pages** tab in the **Navigation Pane**. A series of page thumbnails appears.
3. In our example, page 1 contains a single quotation and page 2 is the title page. Assume you now want the quotation to appear after the title page.
4. To make this change, click on the page 1 thumbnail and drag it underneath the icon for page 2 until a horizontal line appears.



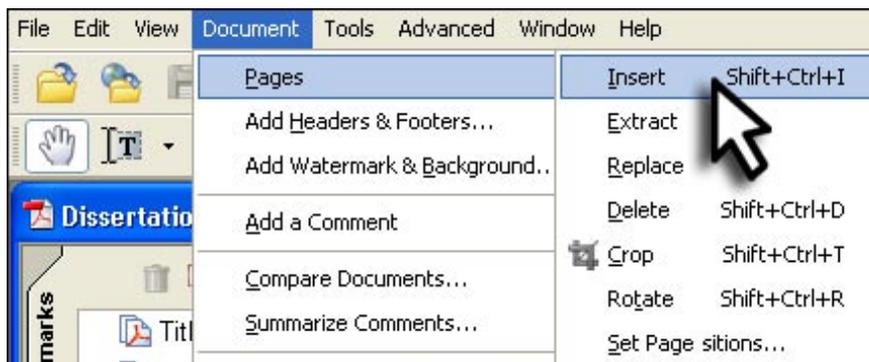
5. You have rearranged the title page. It now appears as the first page in the PDF file.

Continue to Exercise 4

## Exercise 4 – Insert New Pages

In Lesson 2, you saw how to combine multiple PDF files into a single file. Occasionally, however, you may need to add one or more pages to your document, for example, an additional illustration or chapter. In this exercise, you will learn how to insert pages from another file to a specific location in your document. There are two ways you can make changes – from the Document menu or by using thumbnails.

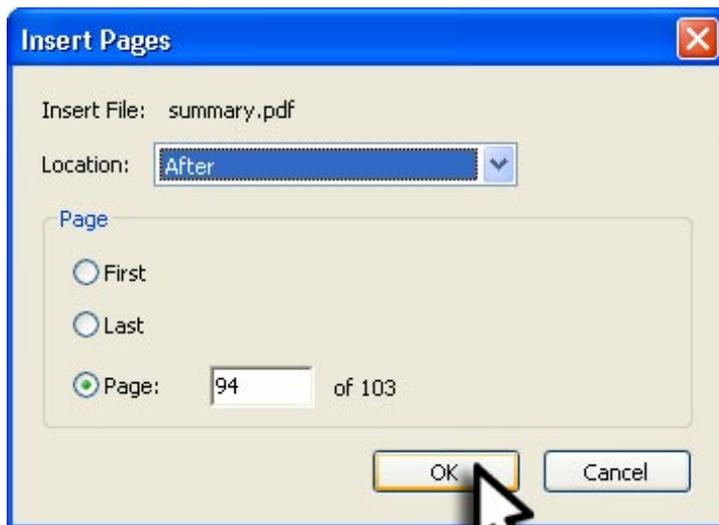
1. If necessary, open the PDF file you created for your thesis or dissertation.
2. In the **Document** menu, choose **Pages** and then **Insert**. The “Select File to Insert” dialog box appears.



3. Click on the file that contains the page(s) you want to add to your document and then click **Select**.
4. Indicate where you want to insert the new pages by clicking on one of the radio buttons (**First**, **Last**, or **Page**) in the “Page” area of the dialog box. Important: If you select the Page option, remember to type the correct page number in the edit box.

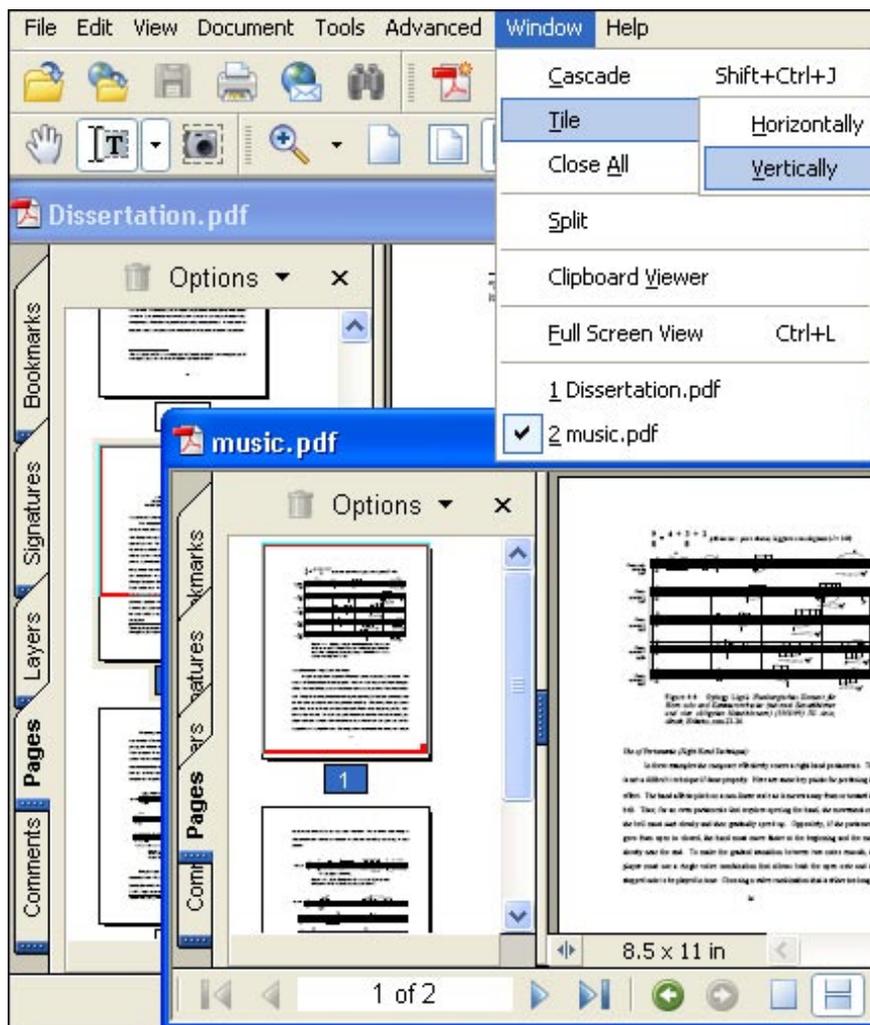
### Tip

To see what kind of files you can add to a PDF document, refer to the **Files of Type** pop-up menu.



5. Click **OK** and then **Save**, but do not close your document.

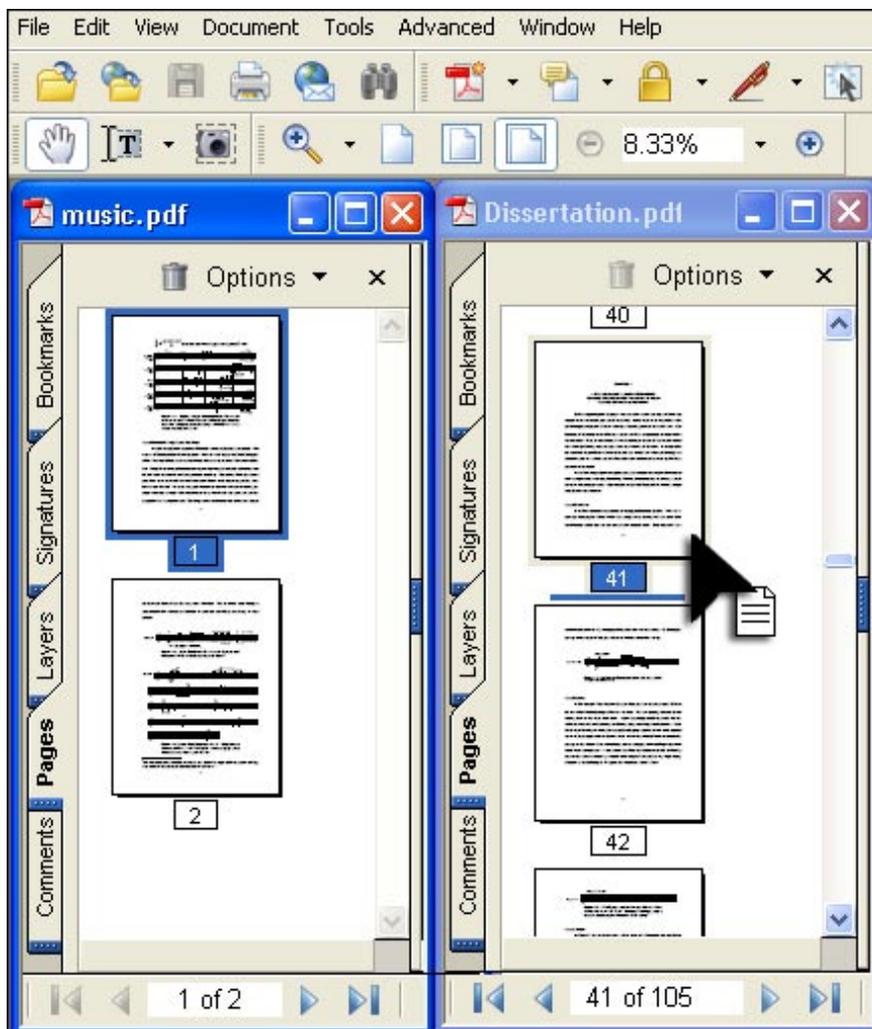
6. You have just seen how to insert pages into a PDF document from another file. However, you may want to add single pages from another PDF document. The only way to do that is by using thumbnails.
7. Click on the **Pages** tab in the **Navigation Pane** in your thesis or dissertation document to display thumbnails.
8. Open the other PDF document that contains the files you want to insert (in this exercise, music.pdf), and then click on the **Pages** tab to view the thumbnails for that page.
9. From either document, open the **Window** menu and choose **Tile** and then **Vertically**.



- Both windows now appear side by side. Look at the music.pdf document. Select the thumbnail for the page you want to insert and then drag it to the proper location in your original PDF file. When a line appears at the insertion point, release the mouse button. The page will copy from one PDF file to another.

**Tip**

To copy two or more pages simultaneously, hold down the **CTRL** key and select additional thumbnails.

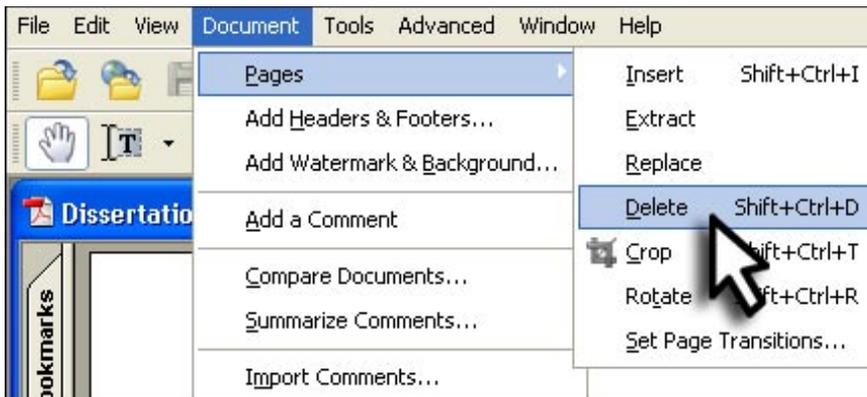


Continue to Exercise 5

## Exercise 5 – Delete Pages

In this exercise, you will learn how to delete pages from a PDF file. While this action may be necessary on occasion, it is very important that you be aware you cannot undo the delete action and retrieve deleted pages. If you remove a page in error, the only option available to you is closing the PDF file without saving it. Doing so also would cause you to lose any other changes you may have made.

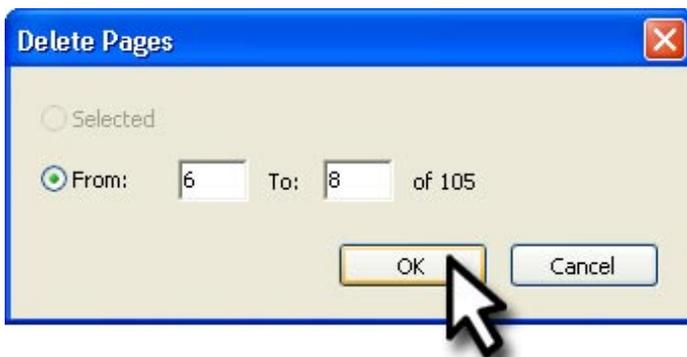
1. If necessary, open the PDF file you created for your thesis or dissertation.
2. In the **Document** menu, choose **Pages** and then **Delete**. The “Delete Pages” dialog box appears.



### Tip

If you haven't already renumbered pages in your PDF document, the page numbers you see in the Status Bar may not correspond to the page numbers in a word processor version of your file. Carefully check to be certain the numbers you have entered are really the pages you want to remove.

3. Click on the **From** button and then type the first page number and the last page number you want to delete in the edit boxes.



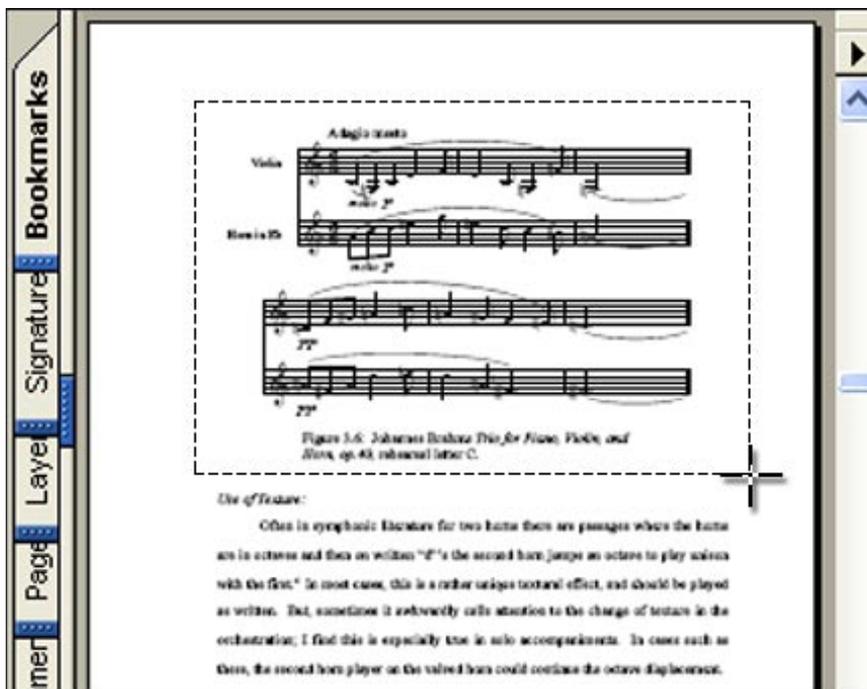
4. Click **OK** to continue and delete the specified pages.

Continue to Exercise 6

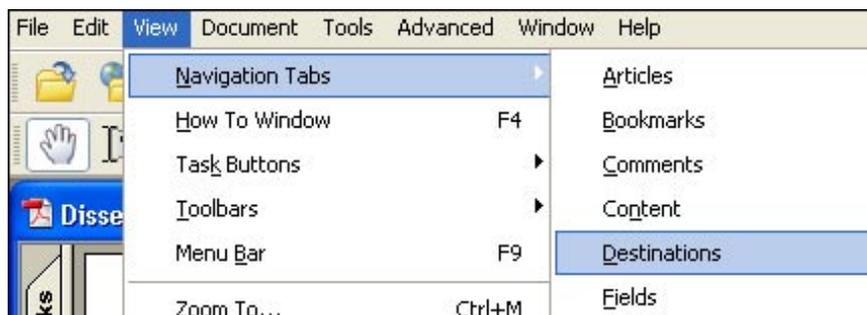
## Exercise 6 – Rotate Pages

In this exercise, you will learn how to rotate a page in your PDF file that is not properly oriented (such as a landscape view instead of portrait view). You also can rotate an entire PDF file using the **Rotate Clockwise** and **Rotate Counterclockwise** buttons in the toolbar. However, you cannot use these commands to change the orientation of a single page or page range. You must use the instructions that follow.

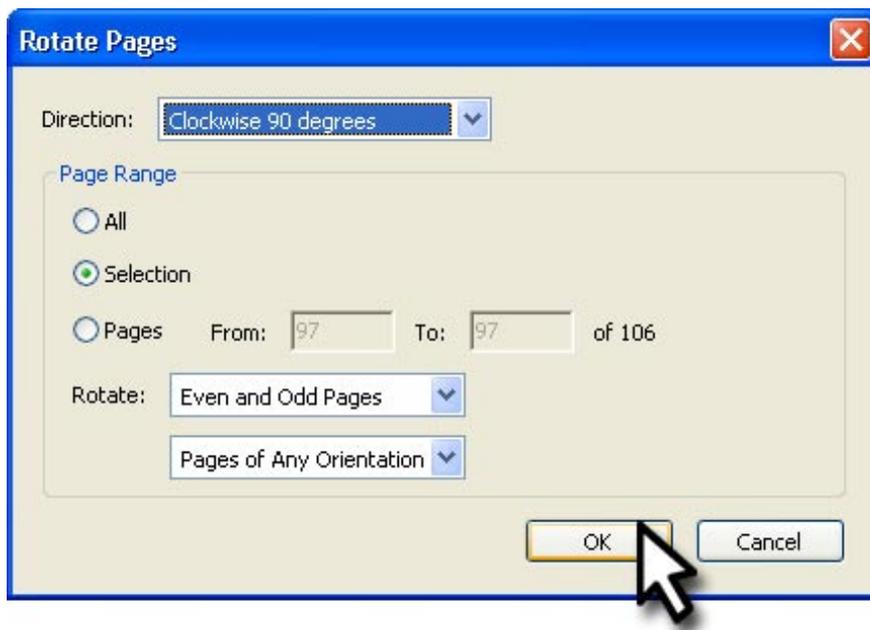
1. If necessary, open the PDF file you created for your thesis or dissertation.
2. Click on the **Pages** tab in the **Navigation Pane** and click on the page that needs to be reoriented. (Alternatively, choose **View > Page** and enter the page number in the dialog box that appears.)



3. In the Document menu, choose Pages and then Rotate. The "Rotate Pages" dialog box appears.



4. The default direction specified is **Clockwise 90 degrees**, that will change the orientation from landscape to portrait with the top of the page at the left margin.
5. The default page range is **Selection**, which means the page you currently have open is the one that will be rotated. Note: If several consecutive pages needed to be rotated, you also could click on the **Pages** button and specify a **From** and **To** range.
6. There should be no need to change the default values in the pop-up menus next to **Rotate**.
7. Click **OK** to rotate the selected page(s).





## Add PDF Navigation to an ETD

One of the most useful Adobe® Acrobat® features is the ability to create navigational aids using bookmarks and links that provide easy access to content within your thesis or dissertation. PDF navigation can also refer to related data in another location or to perform a specific action.

- **Bookmarks:** Objects similar to entries in a table of contents. Specific actions such as go to a page in the document, go to a page in another document, open a file, or execute a menu item can be associated with a bookmark. Bookmarks can be arranged either in a simple list or hierarchically so that similar entries are grouped under a particular entry that can be expanded or collapsed.
- **Links:** Objects that give the reader the ability to quickly move to specific sections of a document much like clicking on a link on a web page. Links can be visible or invisible and have one or more actions associated with them. They can be linked to pages or initiate actions like playing multimedia files, accessing the web, reading other articles, showing and hiding comments, or performing menu commands. Note that some of these features are limited in Acrobat Standard.

Bookmarks and links may seem quite similar since both take the user to specific areas within a document and both can be assigned specific actions. Bookmarks and links differ in how they are viewed. Bookmarks reside in the navigation pane of a PDF document and are always available no matter which page is currently displayed. Links are located on a specific page and are not visible unless the reader is looking at that page.

In the lessons that follow, you will learn how to:

1. Add bookmarks
2. Make nested bookmarks
3. Add actions to bookmarks
4. Change the appearance of bookmarks
5. Add page links
6. Add a destination link
7. Edit links

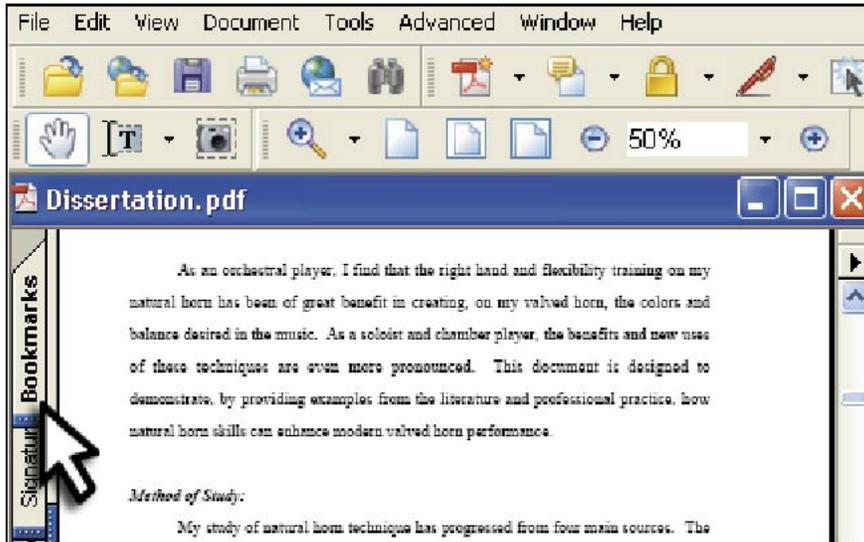
### Tip

This lesson was written for Acrobat 6 Standard or Professional. However, you should easily be able to duplicate the exercise steps in later versions of Acrobat.

## Exercise 1 – Add Bookmarks

In this exercise you will learn how to add a bookmark that points to a specific location in your thesis or dissertation.

1. Open the navigation pane in your thesis or dissertation by clicking the **Bookmarks** tab.



2. Navigate to the page you want to bookmark.
3. Click the **Create a new bookmark** button (a “go to page” action will occur within Acrobat).



4. An untitled bookmark appears; type a name and press **Enter**.



Repeat these steps to create additional bookmarks.

To delete a bookmark, simply click on the icon to the left of the bookmark to select it and then click on the Trash icon in the menu bar at the top of the Bookmarks tab.

### Tip

Some alternative methods of creating a bookmark include:

- Choose **Bookmark > New Bookmark** from the Options menu.
- Use the keyboard command **Ctrl+B**.
- Right-click anywhere on the page to be marked and then choose **Add Bookmark**.
- Using the  **Select Tool**, highlight the text you want to have in your bookmark, then click **Add New Bookmark**. The text will be used for the bookmark.

## Exercise 2 – Make Nested Bookmarks

In this exercise you will see how to nest a list of bookmarks to show a relationship between topics. Nesting creates a parent/child list that you can expand and collapse as needed by clicking on the "+" and "-" icons. You also will see how to remove a bookmark from a hierarchical list.

### Add a nested bookmark:

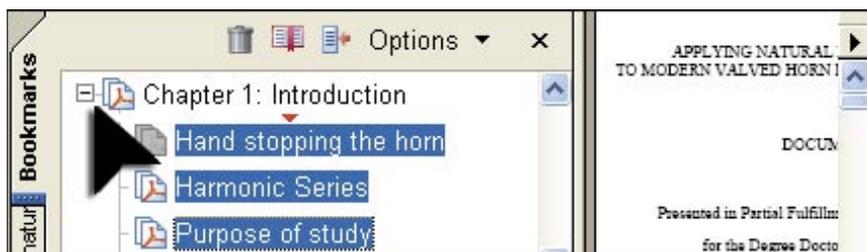
1. Add all the bookmarks you need for your thesis using the instructions in Exercise 1. This step will make it easier to create the parent/child relationships (although it also is possible to insert the subcategories as you create the bookmarks).
2. Click the bookmark or hold down the shift key to select a range of bookmarks you want to include.
3. Drag the selected bookmark(s) directly to the **right** just below the parent bookmark icon until you see a  line. Release the mouse button.



**Note:** Nesting bookmarks has no effect on the organization of pages in your thesis or dissertation; the page referenced by the nested bookmark remains in its original place in the document.

### Move a bookmark out of a nested position:

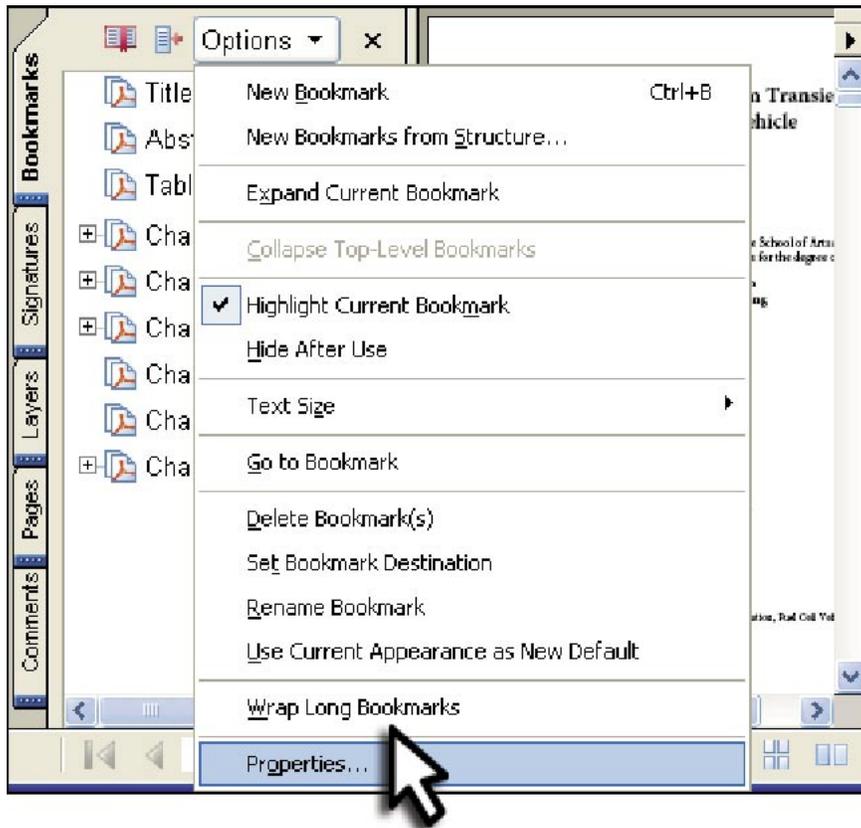
1. Click the bookmark or hold down the shift key to select a range of bookmarks you want to move.
2. Drag the selected bookmark(s) to the **left** just below the parent bookmark icon until you see an  arrow. Release the mouse button.



## Exercise 3 – Add Actions to Bookmarks

In this exercise you will learn how to modify a bookmark so that it performs an action such as opening a file, playing a sound, or executing a menu item.

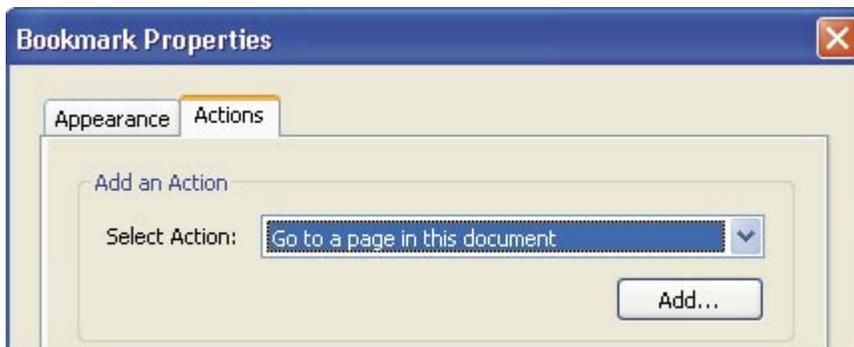
1. Create a new bookmark using the instructions in Exercise 1.
2. From the **Options** menu on the **Bookmarks** tab, choose Properties.



### Tip

When using the "open a file" action, it doesn't matter which page of your thesis you happen to be on when creating the bookmark; you will be modifying the default "go to page" action.

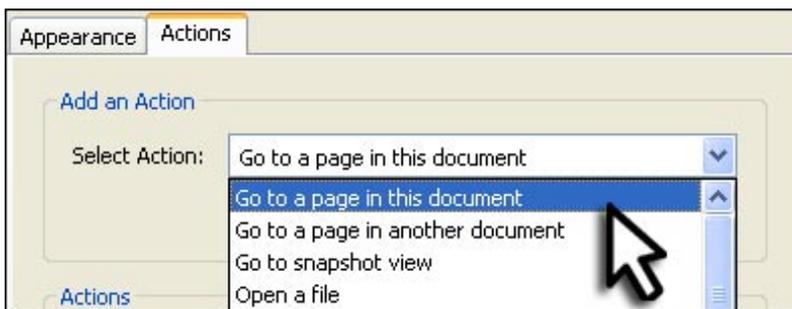
3. Click on the **Actions** tab in the window that appears.



4. In the **Actions** box, click the line "Go to a page in this document" to select it. Click the **Delete** button.



5. Click the "Select Action" pop-up list.



6. Choose **Open a file** from the list and click the **Add** button. Locate the desired file in the dialog box that appears. This file will need to be submitted and stored along with the ETD, and not in some remote location.
7. Click the Close button to save your changes.

Repeat the steps above to open another web link or to assign a different type of action such as executing a menu item to a bookmark.

## Exercise 4 – Change the Appearance of Bookmarks

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In this exercise you will learn how to change the font style or color of bookmarks.

1. Click the bookmark or hold down the Shift key to select a range of bookmarks to be modified.
2. From the **Options** menu on the **Bookmarks** tab, choose Properties.



3. Click the **Appearance** tab in the window that appears.
4. Change the font appearance (such as bold or italic) by selecting an entry from the "Style" pop-up list. Change the font color by clicking on the box next to "Color" and then clicking the desired value.
5. Click the **Close** button to save your changes.

### Tip

If you decide to change the font color for your bookmarks, choose a darker color that will comply with ADA Accessibility Guidelines for web files.

Continue to Exercise 5

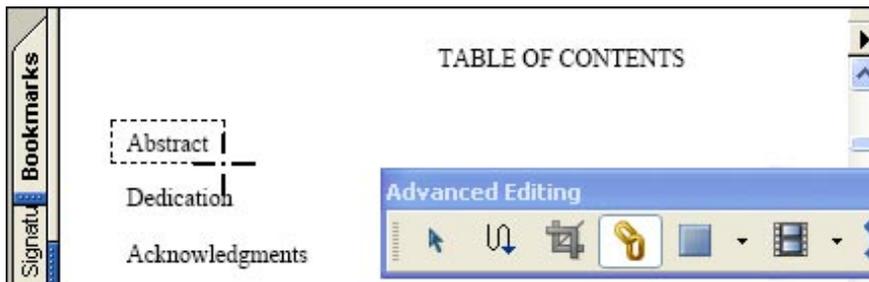
## Exercise 5 – Add Page Links

When you move the mouse over linked text in a document, the cursor changes to a pointing finger. Just like on a web page, clicking on a link provides a quick way of moving to a specific location within your document. In this exercise you will see how to create new page links.

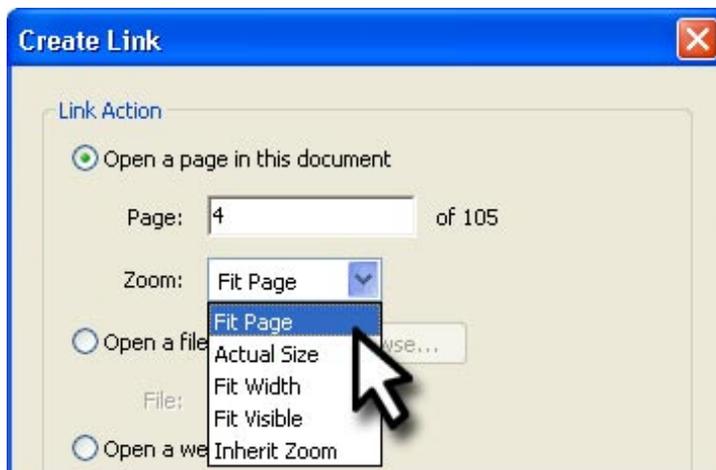
1. Open the PDF file you created for your thesis or dissertation.
2. Navigate to your Table of Contents. For this exercise, you will create a link from one of the entries to an associated page within your document.
3. Click on the  **Zoom** tool in the Acrobat tool bar and then click an entry to link (for example, "Abstract").
4. Click on the  **Link** tool in the tool bar. Notice your cursor changes into a crosshair tool. Draw a rectangle around the text to create the link.

### Tip

If you don't see the **Link** tool, open the **View** menu and choose **Toolbars** and then **Advanced Editing**.



5. The "Create Link" dialog box appears so you can specify what the link should do.
6. In the box under "Link Action," click on the radio button next to **Open a page in this document**.
7. Type the destination page number (for example, the page where the text for the Abstract begins). From the **Zoom** menu, choose how you want the page to display when it opens.



8. Click **OK** to close the dialog box. A rectangle appears around your new link.



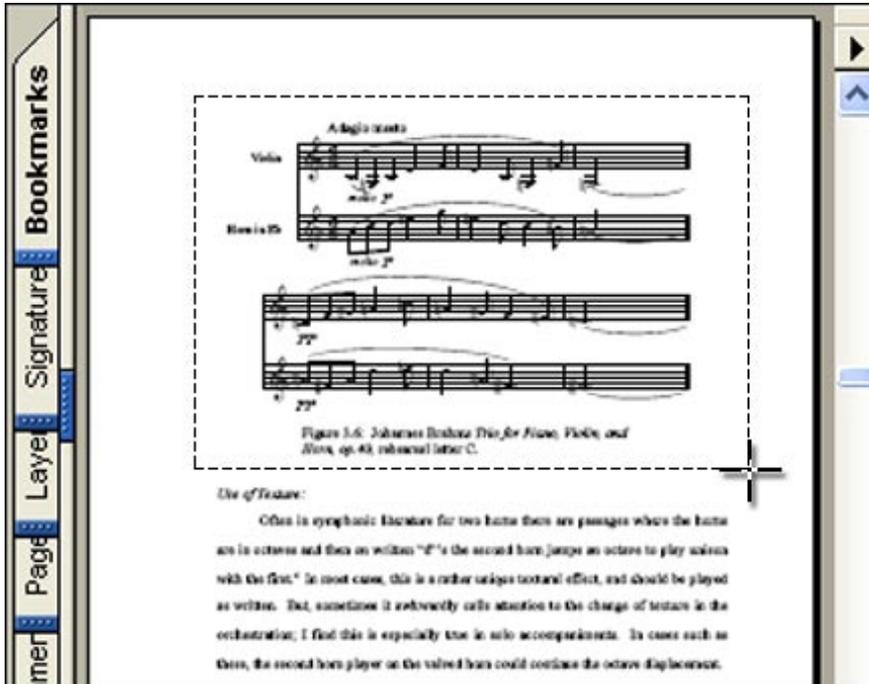
9. Click the  **Hand** tool and click on your link. The page you specified above now opens. To go back to the previous page, click on the  **Previous View** button in the tool bar.

Continue to Exercise 6

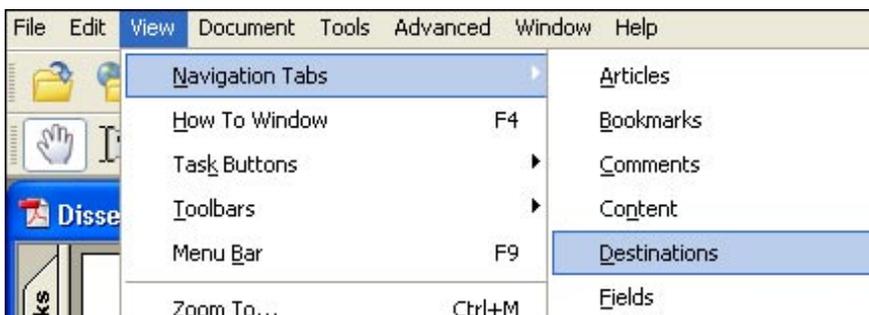
## Exercise 6 – Add a Destination Link

Links also can be used to reference a specific location within your document (for example, an illustration or chart).

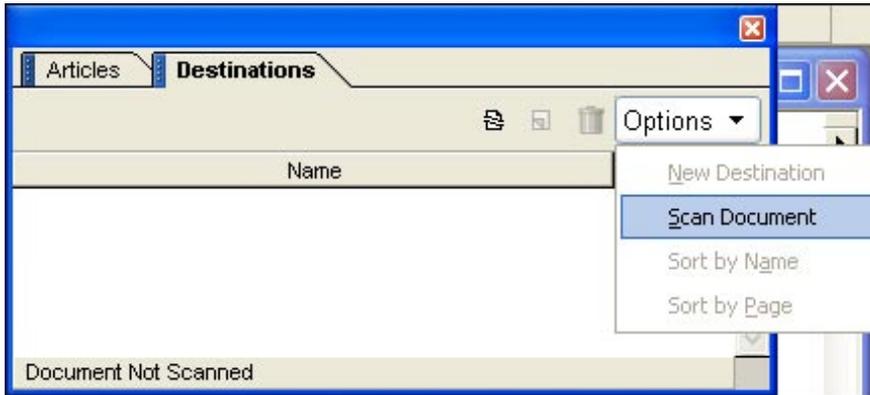
1. Go to the page in your document you want to link to.
2. Click the  **Zoom** tool and draw a box around the item or text you want to reference. The item will be magnified so the reader can more easily see the selection.



3. Click the **View** menu and choose **Navigation Tabs** and then **Destinations**. The "Destinations" window appears.



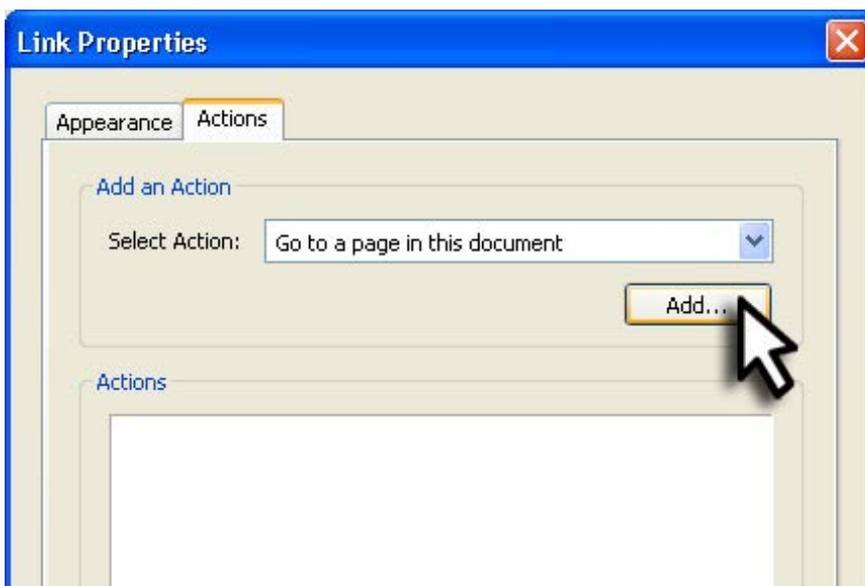
4. "Document Not Scanned" appears in the lower-left corner of the window. Before you can create a new destination in your document, you must scan it. Click the **Options** menu and choose **Scan Document**.



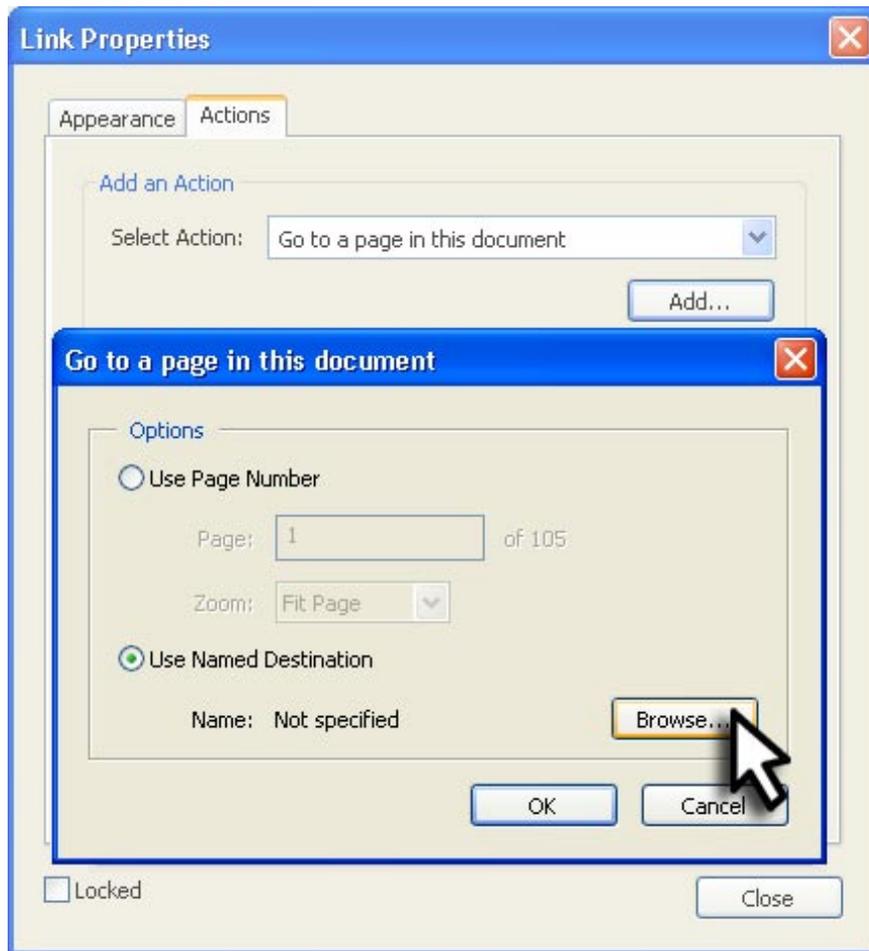
5. Click the  **Create new destination** button in the "Destinations" window.

**Note:** Alternatively, select **New Destination** from the **Options** menu.

6. Type a name for the destination.
7. Close the "Destinations" window and then go to the page where the link to the graphic or text you identified above is located.
8. Use the same procedure you learned in Exercise 5 to make a new link. When the "Create Link" dialog box appears, click on the radio button next to **Custom Link** and then click **OK**.
9. The "Link Properties" dialog box appears. From the **Select Action** menu, choose **Go to a page in this document**.



10. Click the radio button next to **Use Named Destination** and click the Browse button to select the destination you just created from the list that appears. Click **OK**.



11. In the "Link Properties" dialog box, click **OK** and then click the **Close** button.

Continue to Exercise 7

## Exercise 7 – Edit Links

### Change the appearance of a link:

1. To change the appearance of a link you have already created, select the  Link tool.
2. Point to the link and double-click. The “Link Properties” dialog box appears.
3. Click on the **Appearance** tab.
4. There are a number of different characteristics you can change that affect how a link will appear in your document. These include:
  - Link type: visible or invisible rectangle
  - Highlight style: none, invert (reverses the color around the link), outline (makes a line around the link), or inset (makes the link appear somewhat like a button)
  - Line thickness: thin, medium, or thick
  - Line style: solid, dashed, or underline
  - Color: select from a palette



#### Tip

Alternatively, you can use the **Links Properties** toolbar to edit the appearance of links. Click once on the link to be edited and then choose an option to change from the toolbar. If you don't see this toolbar, open the **View** menu and choose **Toolbars** and then **Advanced Editing**.

You can also use the **Select Object** Tool and then double-click the link to edit it.

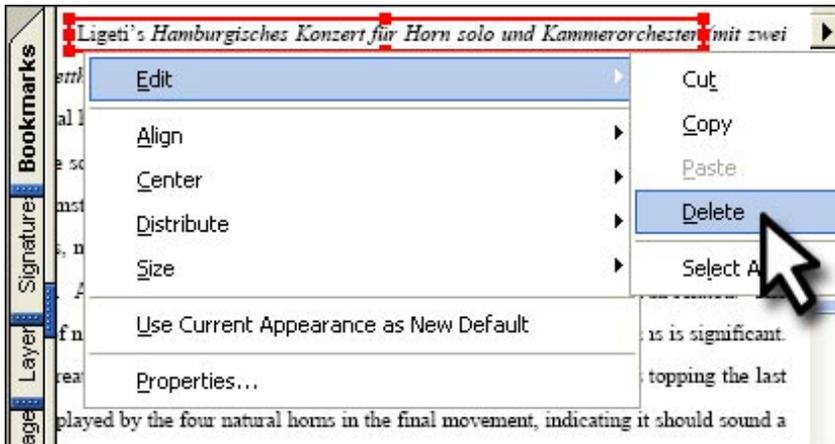
#### Tip

To set the appearance to the standard blue underline, set the **Link Type** to **Visible Rectangle**, and the **Line Style** to **Underline**. Set **Color** to **blue**.

Continued on next page

### Delete a link:

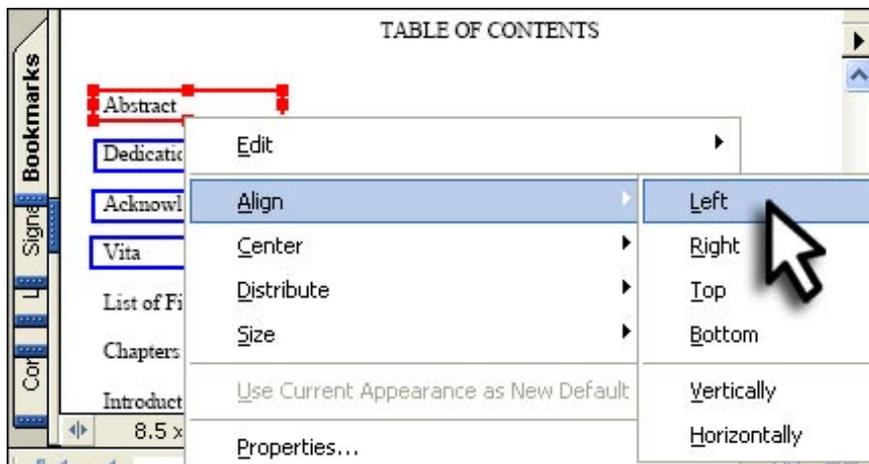
1. To remove a link, point to it with the  **Link** tool selected and **right-click**.
2. Choose **Edit** and then **Delete** from the menu that appears.



### Edit the size of multiple links:

If you use a series of visible links such as in a table of contents, it will be hard to draw the boxes around them exactly the same size. For consistent sizing of link shapes, following the steps below.

1. Select the first link and then hold down the **Shift** key while selecting all of the remaining links.
2. **Right-click** on the link with the correct size.
3. Choose **Size > Both** to make the width and height of the boxes exactly the same and **Align > Left** to line up the boxes.





## Add Multimedia

After you have converted your thesis or dissertation to an Acrobat PDF file, you have the flexibility to enhance the document with sound (AIFF or WAV files) or movie clips (generally, any file a program like Apple QuickTime, Flash Player, Windows Media Player, Windows Built-In Player, or RealOne can play). Adding multimedia is a feature available in Acrobat Professional, versions 6 and later. Note that you will need to have the appropriate media player program installed on your computer so you can test your movie clip. If necessary, you can indicate whether your movie clip will be available in Acrobat versions 5 or earlier. These movies can only be in the MOV, MPG, or AVI format viewable by QuickTime and must be linked to your PDF file as opposed to embedded. The person reading your ETD will need the appropriate media player installed as well. If you are uncertain if your audience will have a current version of Acrobat, it's probably best to save your movie clip as a QuickTime MOV or MPG file.

In this lesson, you will learn how to:

1. Add a movie clip
2. Add a sound clip

### Tip

Acrobat 6 and later support these movie file formats –

AVI, M1V, MP2,  
MPA, MPE, MPEG,  
MPG, MPV2, ASF, ASX,  
IVF, WM, WMP, WMV,  
WMX, WVX, SPL, SWF.

### Tip

Limit the size of the files you include; some ETD repositories may have limits on how large the files can be.

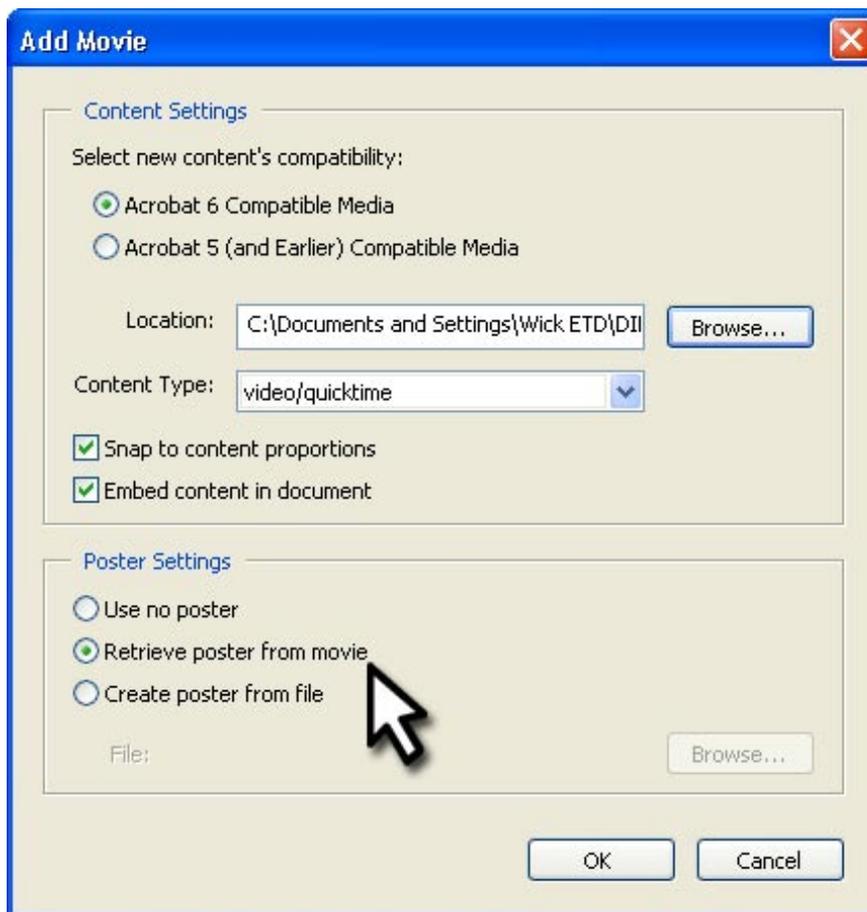
## Exercise 1 – Add a Movie Clip

In this exercise you will be using the  **Movie Tool** to add a movie clip to your document. This tool is located on the Advanced Editing toolbar, the same toolbar you practiced using in the previous lesson on working with links. If you do not find it at the top of the Acrobat window, right-click on the toolbar, and select **Advanced Editing Toolbar** from the menu.

1. Click on the  **Movie Tool** in the **Advanced Editing** toolbar.
2. Navigate to the page where you want to insert your movie and double-click at the place where the upper-left corner should be located. The “Add Movie” dialog box appears.

### Tip

Alternatively, open the **Tools** menu and then choose **Advanced Editing > Movie Tool**.



3. Define settings for the movie:

**New content’s compatibility:** Choose the type of compatibility you want (Acrobat 6 or Acrobat 5 and earlier). Click on Browse to locate your movie file. Remember if you choose Acrobat 5, you cannot embed your clip, you will need to link to it and include it as a separate file.

**Snap to content proportions:** Leave this option checked so the play area for the movie is proportional.

**Embed content in document:** Acrobat 6 compatibility only, include the movie clip within your document instead of in a separate file.

**Retrieve poster from movie:** Leave this option checked to capture the first frame of the movie and place it on the page so users will not see a blank screen when the movie isn't playing. Note the "Use no poster" option leaves the background of the movie's play area invisible, while the "Create poster from file" option allows you to use a different image for the poster.

4. Click **OK**.
5. To reposition the movie, click and drag to the desired location. If you would like to resize the movie, click on one of the corner selection points and drag to the desired size.



Click and drag to the desired location.



Click on corner and drag to resize.

6. To test the movie, select the  **Hand Tool** and click anywhere in the play area.



7. When the movie is finished playing, you can double-click on it to display the "Multimedia Properties" dialog box. Here you will find a variety of options for formatting your movie. For more information on using these options, refer to the Acrobat® Online Help; see "media clips" and "Acrobat 5 compatible properties" or "Acrobat 6 compatible properties."

### Tip

To add player controls under the movie:

Select the **Movie Tool** and double-click on the movie.

In the **Multimedia Properties Settings** window, select the **Settings** tab and click the **Edit Rendition** button.

Select the **Playback Settings** tab and check **show player controls**.

Next select the **Playback Location** tab and choose **In Document** from the Playback Location dropdown list.

Click **OK** to save your settings.

Continue to Exercise 2

## Exercise 2 – Add a Sound Clip

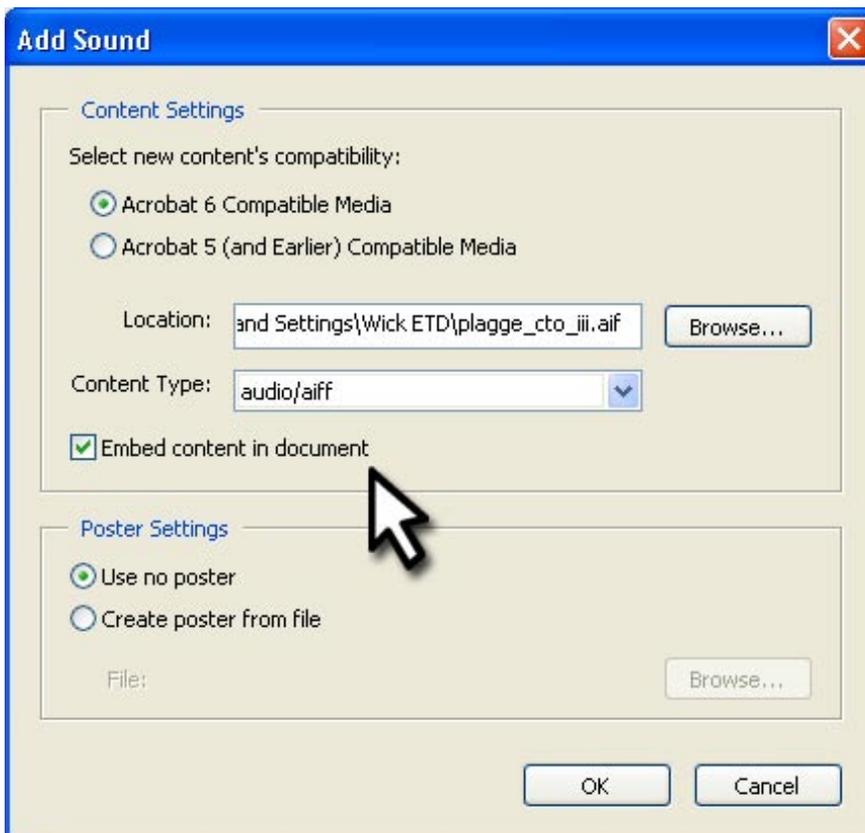
In this exercise, you will be using the  **Sound Tool** to add a sound clip to your document. The sound tool is also located on the **Advanced Editing** toolbar. If you don't see the Sound Tool, click on the arrow next to the Movie Tool and select it from the popup menu that appears. Note that you can choose **Expand This Button** from the media popup menu to display both the Movie and Sound Tools side by side.



### Tip

Alternatively, open the **Tools** menu and then choose **Advanced Editing > Sound Tool**.

1. Choose the  **Sound Tool** in the **Advanced Editing** toolbar.
2. Navigate to the page where you want to insert the sound clip and then drag to draw a rectangle where users can click to play the clip.
3. The "Add Sound" dialog box appears.



4. Define settings for the sound file just as you did when adding a movie clip in the previous exercise. Note that not all movie options are available for sound.

**New content's compatibility:** Choose the type of compatibility you want (**Acrobat 6** or **Acrobat 5** and earlier). Click on **Browse** to locate your sound file. Remember if you choose Acrobat 5, you cannot embed your clip, you will need link to it and include it as a separate file.

**Embed content in document:** Acrobat 6 compatibility only, include the sound clip within your document as opposed to in a separate file.

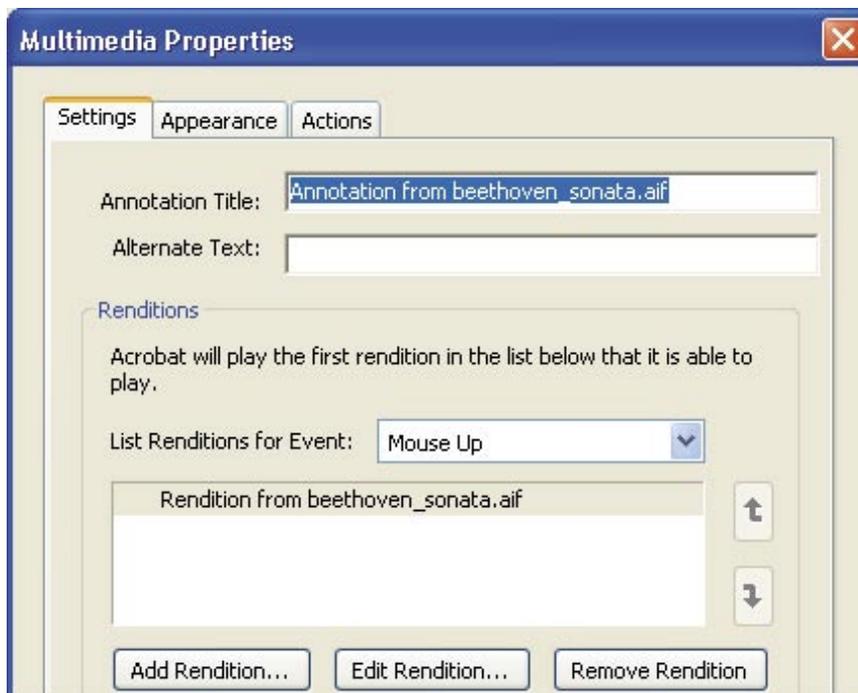
**Use no poster:** Leave this option checked. Note the "Create poster from file" option allows you to use an image for the sound clip.

5. Click **OK**.

6. To test the sound, select the  **Hand Tool** and click anywhere in the play area.



7. When the sound is finished playing, you can double-click on it to display the "Multimedia Properties" dialog box for additional formatting options. For more information, refer to the Acrobat® Online Help; see "media clips" and "Acrobat 5 compatible properties" or "Acrobat 6 compatible properties."



### Tip

To add player controls under the sound clip:

Select the **Sound Tool** and double-click in the play area

In the **Multimedia Properties Settings** window, select the **Settings** tab and click the **Edit Rendition** button.

Select the **Playback Settings** tab and check **show player controls**.

Next select the **Playback Location** tab and choose **In Document** from the Playback Location dropdown list.

Click **OK** to save your settings.