

PDF files course book

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Introduction

This book contains a brief summary of how to produce PDF files using Adobe Acrobat at the Free University of Bolzano Bozen. It contains only this part of the course and does not contain the other parts.

This book is under continuous development, please take a look at the version date.

Disclaimers

This book supposes that the user is using English Microsoft Windows Vista operative system with English Microsoft Word 2007 and English Adobe Acrobat Professional 9 (which, for UNIBZ students, is freely available in \\ubz05app\Install_Points). However, most of the book is perfectly readable with other languages, Windows, Word or Acrobat versions, but not with only Adobe Acrobat Reader.

Table of contents

Introduction.....	1	2. Protected PDF files	2
Table of contents.....	1	Index	3
1. Portable Document Format file	1		

1. Portable Document Format file

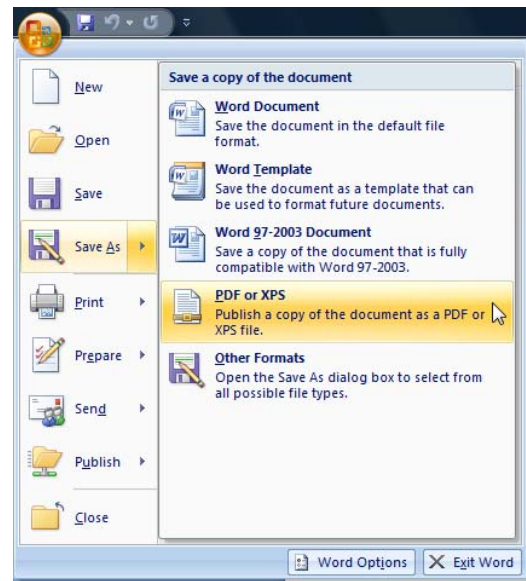
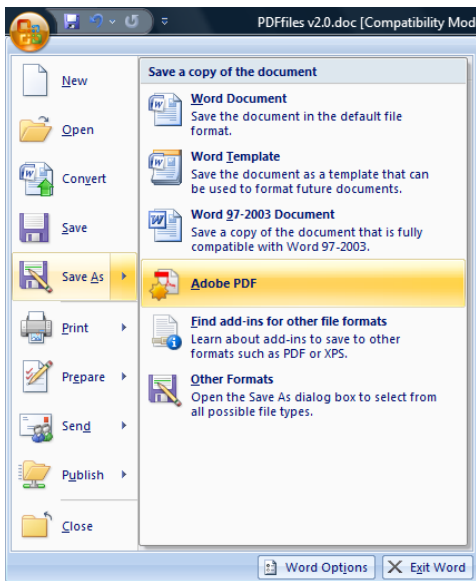
Portable Document Format (PDF) is one of the many formats in which a document may be saved. It has the following advantages:

- the document should look the same on every computer, every operative system, every monitor and every program used to open it;
- the document is very hard to be modified;
- the document may become even harder to be modified or to be viewed using a password system;
- the document looks exactly as it will be printed.

Therefore a PDF document are not saved from a Word document or Excel sheets as other formats are, but is printed in PDF. Two different programs typically are used in these case:

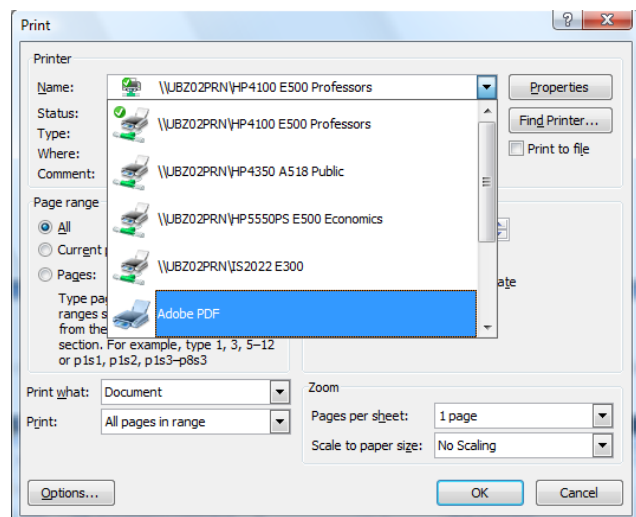
- Adobe Acrobat Reader, which is a free program used only to look at PDF files;
- Adobe Acrobat, which is a commercial program used to look at, to produce and to slightly modify PDF files. Many free alternatives exists, for example PDFcreator or CutePDF. Alternatively a small add-in from Microsoft can be downloaded to produce quick PDF files with *Office button* → *Save As* → *Find add-ins for other file formats*.

In order to produce a PDF file in a very fast way without going through the printing process, choose *Office button* → *Save As* → and choose *Adobe PDF* (if you have Adobe Acrobat installed) or *PDF or XPS* (if you have the Microsoft add-in installed). This produces a PDF file identical to the current document.



However, when a different PDF file is needed, for example with only some pages or with some extra printing features, the procedure is the following:

1. open the document;
2. *Office button* → *Print* → *Print*
3. select the printer *Adobe PDF*. This is not a real printer, but a virtual one;
4. set all the printing parameters that you prefer, such as which pages top print or how to print them;
5. *OK*;
6. in the next dialog box, give the PDF file a name and put it in the right place;
7. *OK*;
8. Adobe Acrobat automatically opens up showing the result. You may close it since the file is already automatically saves and return to Word.



2. Protected PDF files

PDF files can be protected to prevent unauthorized people from opening them or from modifying them. The protection procedure can be done directly during the production of the file; however, due to an installation problem, sometimes this procedure fails without any warning. Therefore these instructions are to modify the protection settings directly on an already existing PDF file, which work every time without problems.

1. Open the PDF document with Adobe Acrobat;
2. *Advanced* → *Security* → *Show Security Properties...*;
3. in *Document Restrictions Summary* you see the current permissions;
4. in *Security Method* select *Password Security*;
5. select *Require a Password to Open the Document* if you want to protect the reading of your document with a password. In this case people not knowing the password will be unable to read the document;
6. select *Restrict Editing and Printing of the Document* if you want to protect it for printing and for modifying. In this case people not knowing the password will be unable to print and to modify

the document. You can also allow some printing without password or some editing without password;

7. *OK* then *OK*;

8. *File* → *Save*. If you do not save at the end of the procedure, the protection is not applied.

In any case the applied protection, as Adobe Acrobat probably tells every time a new protection is set, is not 100% sure. Other specific programs which do not respect Adobe protection settings can still be able to open the PDF file without any protection.

Index

Adobe Acrobat; 1; 2

Adobe Acrobat Reader; 1

Adobe PDF; 2

CutePDF; 1

PDF; 1; 2

PDFcreator; 1

Portable Document Format; 1

Protected PDF; 2

virtual printer; 2