



# Bells, whistles abound in Acrobat 8

Looking to update your computer to a newer version of Acrobat Professional? If so, Acrobat's new version of Professional has just been released. Even if you are not using OSX, you still should consider upgrading.

I say this because it may be the last version of Acrobat to run on Macs that use the Power PC co-processor and Intel machines.

If you plan on upgrading your Power PC computer to OSX, it would be smart to own a copy of this new software. After all, it is a key link to our production flow as more of our ads are coming in this form.

Don't be fooled into buying the standard version of Acrobat since it won't allow you to alter photos within the PDF. Acrobat Professional allows you to edit photos using Photoshop within a PDF.

Let's look at several of the features available in Acrobat Professional 8.

Combining multiple files into one PDF is now much easier. Version 8 can combine PDFs, EPS files, JPG files, or Word, Excel, InDesign and Quark documents. You can even add headers and footers in Acrobat that resemble layout-type features.

You can also optimize a file's size, and arrange files in any order, regardless of the file's type, dimension or orientation.

Advanced print-based features now include the ability to create watermarks, crop pages and set up pages in booklet form. I know production managers will save a lot of time with these features.

With version 8, there is no need for your advertising department to repeatedly



by WILMA MELOT

computer notes  
from the road

e-mail ad designers with changes and questions. Acrobat Connect offers a way to interact with clients and others in real time.

For a monthly subscription fee, Acrobat users can open their documents in Web-based personal meeting rooms, so the documents can be shared with others for live collaboration over the Web. Screen sharing, audio and video conferencing, whiteboarding and other features are possible with Connect.

When Acrobat Professional 6 came along, it offered the ability to create preflight profiles. This meant the user could have Acrobat search through a PDF file for any potential problems such as RGB color or fonts that aren't embedded.

Acrobat 8 Professional has now gone a step further by adding the ability to fix certain problems when they arise during preflight. This feature is called "fixup."

If it works well, I think it will be the best feature of version 8. Of course, I'll have to test that for myself before I get too excited.

Another feature allows you save PDF files as Microsoft Word documents, retaining the layout, fonts, formatting and tables.

One disclaimer: Watching the online demos of this software may overwhelm you. Programmers dramatically changed the look of the program in an effort to make it more simple. If that wasn't enough, they've also moved things around, which means we have to re-memorize where everything is on the tool bars.

But the things we need are still there and they seem improved. If you would like a trial version of Professional 8, downloads are available at Adobe's Web site. Just go to <http://www.adobe.com/products/acrobatpro/>

Acrobat 8 Professional is available for both PC (Windows 2000 or XP required) and Mac platforms. The upgrade retail price is around \$159.

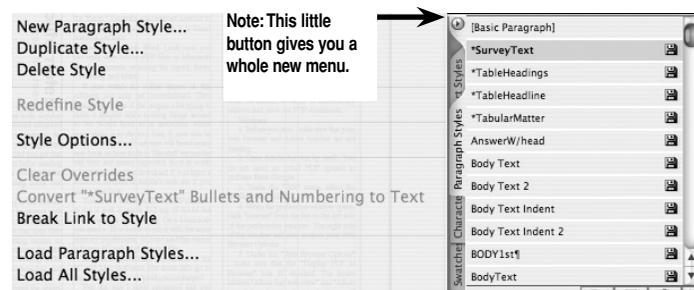
Though 512 MB of RAM is recommended for Professional 8, only 256 MB is required.

Mac users will need a G3 or newer to run version 8 with the same memory requirements as above. As I said earlier, this version is Power PC and Intel compatible.

One final tip: if you need dependable software, never settle for merely paying for a download. Instead, buy the CD.

If (or when) problems arise, you can simply reload the software via CD.

## Save time with InDesign style sheets



a style from another program.

When you come to the drop-down box that says "Based On," select what style the current style is based on (if it is based on any particular style).

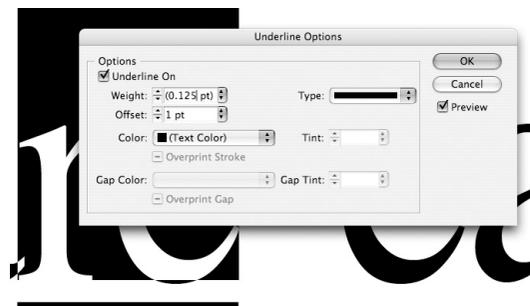
For Next Style

One misunderstood feature of Adobe InDesign is style sheets. I always try to encourage people to use style sheets because they can be a big time saver and are easier to set up than they look.

To set up a style sheet, start by creating the style of text you want on the page. You can give the text indentions, bold type or other features you select.

If you want to base a new style on the formatting of existing text, select that text or place the insertion point in it. Choose New Paragraph Style from the Paragraph Styles palette menu.

When choosing a Style Name, use something unique. Anything too common could be overwritten if you were to import



(Paragraph Styles palette only), specify what style to apply after the current style when you press Enter or Return. To add a shortcut keystroke, position the insertion point in the Shortcut entry box, and make sure Number Lock is turned on. Then, hold down any combination of Shift, Alt, or Ctrl (Windows)

or Shift, Option, and Command (Mac OS), and press a number on the numeric keypad. You cannot use letters or non-keypad numbers for defining style shortcuts.

To specify the formatting attributes, click a category (such as Basic Character Formats) on the left, and specify the attributes you want to add to your style.

When you've finished specifying the formatting attributes, click OK.

My favorite style to create is an underline. To underline text, select the text with your cursor, then go to the option palette (across the top of your screen) and look for the radio button on the right. Click on the button, scroll down and click "Underline Options." Then check the box titled "Underline On" (just like the illustration to the right).

You've just created an underline style through Paragraph Style sheets.

InDesign was created with the intention of style sheets being utilized.

By that logic, style sheets can save you time and let you fully take advantage of InDesign's benefits. Why not give it a try? You might gain yourself some time.



### Best settings for PDF viewing

Some of you may be using OPEN (Oklahoma Press Electronic News) to view PDFs of your newspaper. It's wonderful to have the ability to search your pages but it can be frustrating if you don't have the correct settings.

All documents retrieved from OPEN are Adobe PDFs, which stands for "Portable Document Format." In order to view a PDF, you need Adobe Acrobat Reader or the Professional version – and the settings as outlined below:

#### FOR WINDOWS:

1. Open Adobe Acrobat making sure no Web browsers are running. (A PDF doesn't have to be open to perform these changes.)

2. Under the "Edit" menu, select the "Preferences" option.

3. When the preference window opens, click "Internet" from the list on the left side of the preferences window. The right side of the window will now contain Web Browser Options.

4. Under "Web Browser Options," make sure the "Display PDF in Browser" box **IS** checked and the boxes labeled "Allow fast web view" and "Allow speculative downloading in background" are **NOT** checked.

5. Exit the Acrobat program by selecting "Exit" under the "File" menu.



#### FOR MACINTOSH OSX:

1. When installing Acrobat, you will be prompted to make it your default Web viewing application – click **YES**.

2. Open Adobe Acrobat, and under the Acrobat menu, select preferences.

3. Under the Internet menu on the left, make sure the "Display PDF in Browser" box **IS** checked. (Note: If you are still using Acrobat Version 5, you would click the Options button on the left.) Also, make sure that "Check browser setting when starting Reader" **IS** checked, and that both "Allow fast web view" and "Allow speculative downloading in the background" are **NOT** checked.

