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Streamlining Workflows: working with pdfs in acrobat

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Streamlining Workflows:

working with pdfs in acrobat

Outline

- Create/Combine
- OCR
- Forms
- Highlight and commenting
- Signature
- Accessible PDFs
- Reduce file size
- Batch

Create and Combine

- Create from:
 - New
 - Document/Spreadsheet
 - Scanner
 - Image
- Combine
 - Works same way
 - Sometimes Organize Pages is easier for dragging and dropping
- Export
- Print to PDF

FIRST METHOD: RECOGNIZE SEARCHABLE IMAGE

- Can then use correct recognized text tool to one-by-one fix what Adobe has determined is “suspect”
- Can also run a Preflight tool (Print Production) to see the invisible text layer created for OCR
- Export to Word function
 - Retaining flowing text can make it look messy, so can including images.
- Copy and paste into Word

SECOND METHOD: EDITABLE TEXT AND IMAGES

- Allows editing of text using a font Adobe has closely determined to be for that document. This does not show the suspect items.
- No preflight option to see hidden layer.
- Allows export to Word.

Forms and Signatures

- Import or Create
 - Label fields!
 - Always use line to indicate form field
 - Play around with properties
- Add signatures
 - Adobe Sign, visit website to access account. Can check if you already created a signature or create a new one with a picture of your actual signature or one created by Adobe.
 - Go to <https://documentcloud.adobe.com>, sign in with Clemson account, go to the Sign menu option up top, the under “Request Signatures” click “Go to Adobe Sign”. Opens a new tab which has the Account menu option up top then click “My Signature”.

Accessibility

- Accessibility tool can run a check on the document for conformance
 - Tags and logical reading order
 - Bookmarks
 - Reading order can reset numbering, which is based on page view, not document view
- Metadata
 - File -> Properties (or Ctrl+D)

File size reduction and batch processing

- Reducing PDF sizes helps meet email limits and speeds up audience downloading. Compresses images in the PDF and can usually cut out 60% of the original size. (File -> Reduce File Size)
- Action Wizard - batch process a group of PDFs to: make accessible; convert to PDF/A; other multi-step workflows.

Things Acrobat can't do

- Cannot batch apply metadata, such as embedding titles and creators.
 - Exiftool is an easy command line tool for batch applying metadata when combined with a spreadsheet.
<https://digitalcollections.clemson.edu/digitization/digital-projects/instructions/pdf/>
- Change form entry 'ink' color. Can fill out a PDF and then Print it as a PDF in grayscale.