

Support for Office Staff
Professional Development Network

Adobe Pro

SOS Series No. 6

Karen Spear Ellinwood, PhD, JD

Office of Medical Student Education



COLLEGE
OF MEDICINE

What did *you* want to learn?



- Create fillable forms
- Adobe/Internet Interface!
 - Create forms that can be submitted online
 - How to create submit button, access and compile results
- Edit pdf's (portable document format)
 - Graphics/objects
 - Text
 - Comments
 - Line edits
- Export to Microsoft Office Word
- Learn more functions and how to use the program more efficiently (in general)



Changes from version 9 to 10

Acrobat 9	Acrobat X
Document > Optimize Scanned PDF	Tools > Document Processing > Optimize Scanned PDF
Document > OCR Text Recognition	Tools > Recognize Text
Document > Examine Document	Tools > Protection > Remove Hidden Information
Document > Compare Documents	View menu > Compare Documents
Document > Attach a File	Tools > Content > Attach a File
Tools > Select & Zoom > Snapshot Tool	Edit > Take A Snapshot
Tools > Typewriter	Tools > Content > Add or Edit Text Box
Tools > Analysis	Tools > Analyze
Tools > Advanced Editing	Tools > Content
Tools > Advanced Editing > Article Tool	Tools > Document Processing > Add Article Box
Advanced > Web Capture	Tools > Document Processing > Web Capture
Advanced > PDF Optimizer	File > Save As > Optimized PDF
Advanced > Extend Features in Adobe Reader	File > Save As > Reader Extended PDF
Advanced > Document Processing > Batch Processing	Tools > Action Wizard
Advanced > Document Processing > Bates Numbering	Tools > Pages > Edit Page Design > Bates Numbering

What's new in Adobe Pro XI?

ADOBE
TV

A large, dark red circular icon containing a white lowercase letter 'i', representing information.

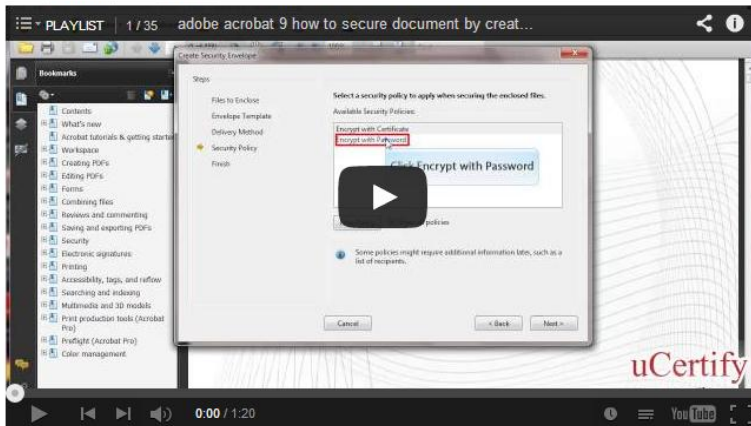
What's new in Adobe Pro XI?

YouTube Playlists for Adobe Pro Versions 9 and XI

I have collected YouTube tutorials on how to use these versions of Adobe Pro software. The rest of the slides in this Guide contain some information about using Adobe Pro features, but these video playlists demonstrate step-by-step how to use this application. If you would like further assistance or find videos you think should be added to these playlists, please contact me. To view the playlists, click on the images below.

Adobe Pro 9 Playlist

Adobe Pro XI Playlist



The screenshots in the remaining slides depict Adobe Pro 8. Version 9 and 10 are similar, if not the same. Adobe Pro XI has made substantial changes to menu items, including the option under the VIEW menu of creating and managing tool sets.

Print to or Save as...



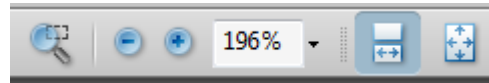
- How the pdf looks depends on the application



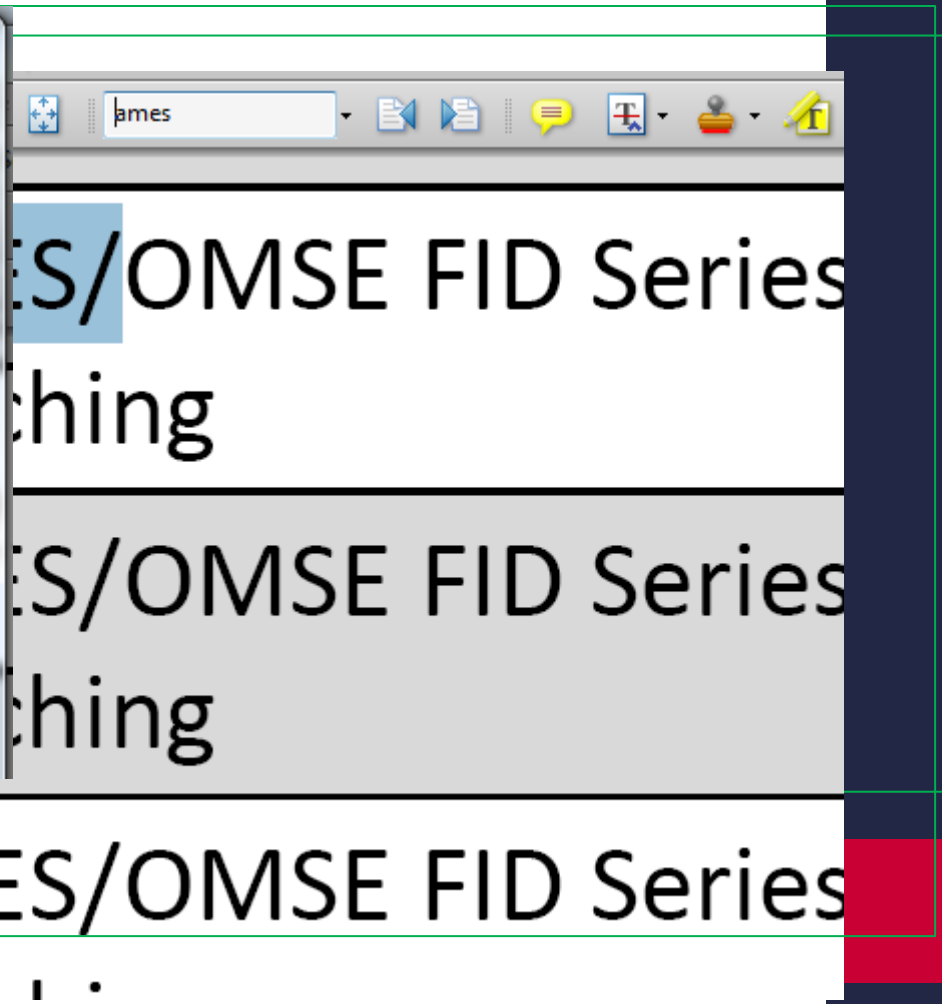
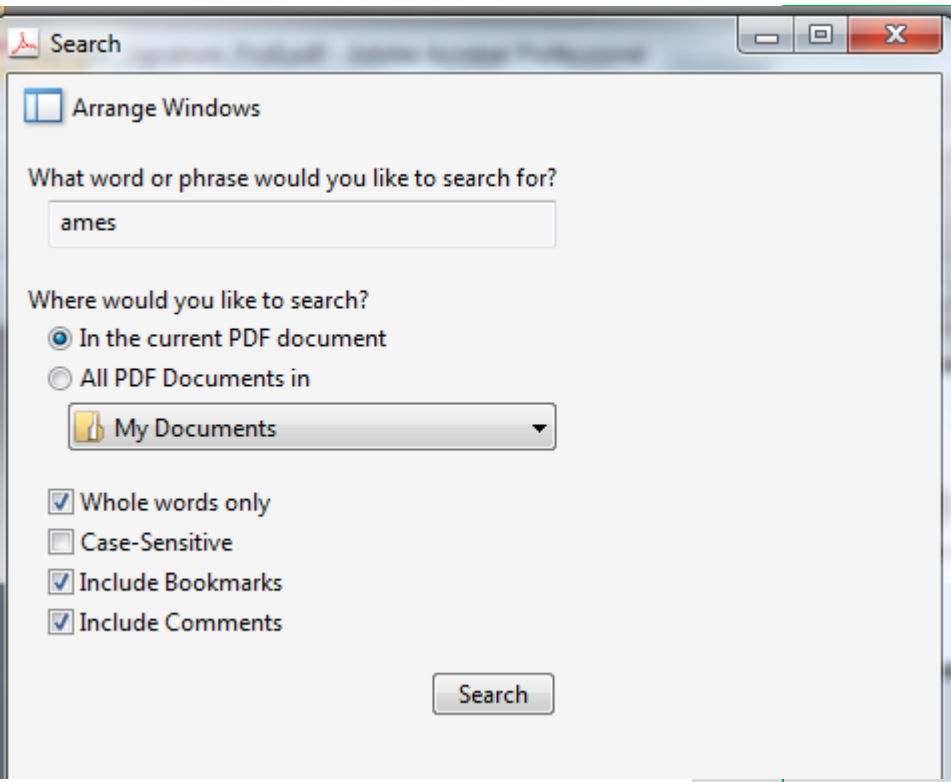
Document navigation



- Find vs. Search
- Arrow vs. hand
- Page Zoom
- Pan & Zoom
- Page navigation
- Share document (Email icon)



Document navigation



Adobe Pro 8 | FILE

The image shows a screenshot of Adobe Acrobat Professional 8.0. The main window displays a PDF document titled "Volume 2 2.07 Issue 07 FEB 2014". The document content includes sections for "Residents as Educators (RAE) Program", "Formative Assessment Strategies for Classroom and Clinical Contexts", and "Grading is a form of assessment, but assessment is not always about grading". The "File" menu is open, showing options such as "Open...", "Organizer", "Create PDF", "Combine Files...", "Start Meeting...", "Save", "Save As...", "Save as Certified Document...", "Export", "Attach to Email...", "Revert", "Close", "Properties...", "Print Setup...", "Print...", "History", and "Exit". The "History" list shows five recent files, with the first one being the current document. The "File" menu is highlighted with a red box, and the "Save As...", "Save as Certified Document...", "Export", and "Properties..." options are also highlighted with red boxes.

File Edit View Document Comments Forms Tools Adv

- Open... Ctrl+O
- Organizer
- Create PDF
- Combine Files...
- Start Meeting...
- Save Ctrl+S
- Save As... Shift+Ctrl+S
- Save as Certified Document...
- Export
- Attach to Email...
- Revert
- Close Ctrl+W
- Properties... Ctrl+D
- Print Setup... Shift+Ctrl+P
- Print... Ctrl+P
- History
 - 1 C:\...\UA_OMSE_MedEd-eNe...2-n07_FEB_2014.pdf
 - 2 C:\...\RAE_Orientation_C...n_Vevek_Parikh.pdf
 - 3 C:\...\RAE_Orientation_C...ion_AmyJanicek.pdf
 - 4 C:\...\RAE_Orientation_C...ion_CatDutcher.pdf
 - 5 C:\...\RAE_Orientation_C...tion_BrynaKoch.pdf
- Exit Ctrl+Q

Volume 2
2.07
Issue 07
FEB 2014

Electronic Newsletter on
faculty & resident
instructional development

Scoop
Residents as Educa-
tors (RAE) Program—new activity
report form online!
[Read more...](#)

TWT
Workshop with Mike Griffith, MS
27 February 2014
9-11 am MDL-3116
Doceri—Create presentations
with your iPad!

Formative Ass
Strategies for
room and Clin
Contexts
Karen Spear Ellinwood, PhD, JD, EdS

Gradings is a form of assessment, but
assessment is not always about
grading. What qualifies as assess-
ment may differ from one faculty member to
another.

In the AMES/OMSE FID Series seminar in Janu-
ary 2014, one of the presenters, Susan Ellis,
EdS, Program Manager for Assessment of Stu-

AMES/OMSE FID Series 2013-14

Editing functions

- Document

- Crop pages
- Rotate page(s)
- Insert pages
- Delete pages
- Add watermark (e.g., Draft)
- Change background color
- OCR text recognition script



- Comments

- Sticky notes
- Printing with comments

- Tools

- Comment & Markup



- Select & Zoom

- Advanced Editing

- Touch up Text
- Touch up Objects
- Embed Sounds
- Create hyperlinks (like our beloved CNTL + K!)
- Embed video and trigger play during FULL SCREEN view of document
- Measurement tools

Set/change tool properties by right clicking on the tool.



Check with RG to see how he wants to refer to this title.

eo	Person	Event
No. 9 - Medical Humanities	<u>kse</u>	FINISH
No	kse	pause
No	kse	play
No	kse	play
ES ch	kse	pause

Pencil Tool Properties

Appearance General

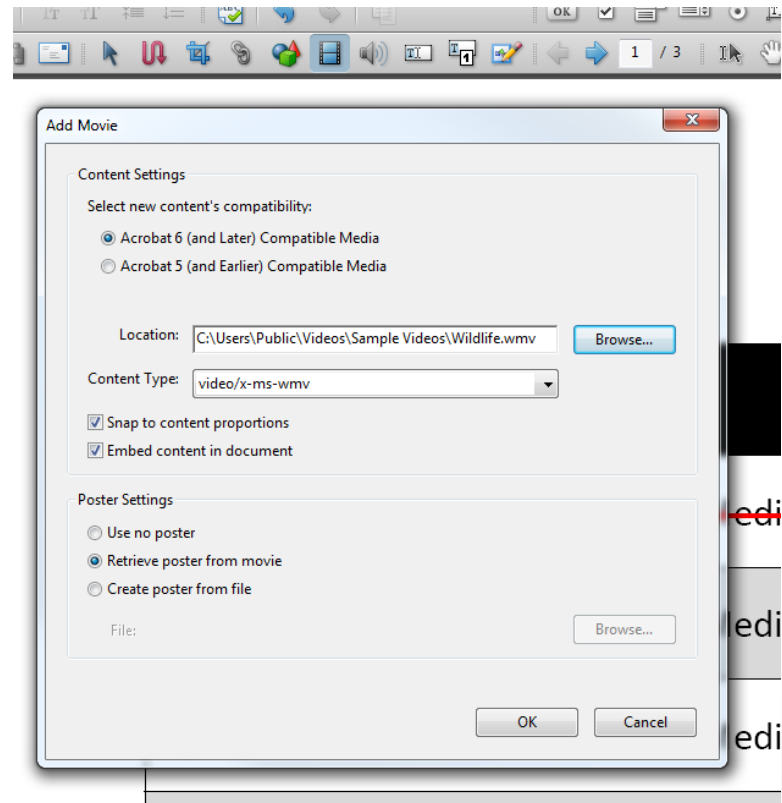
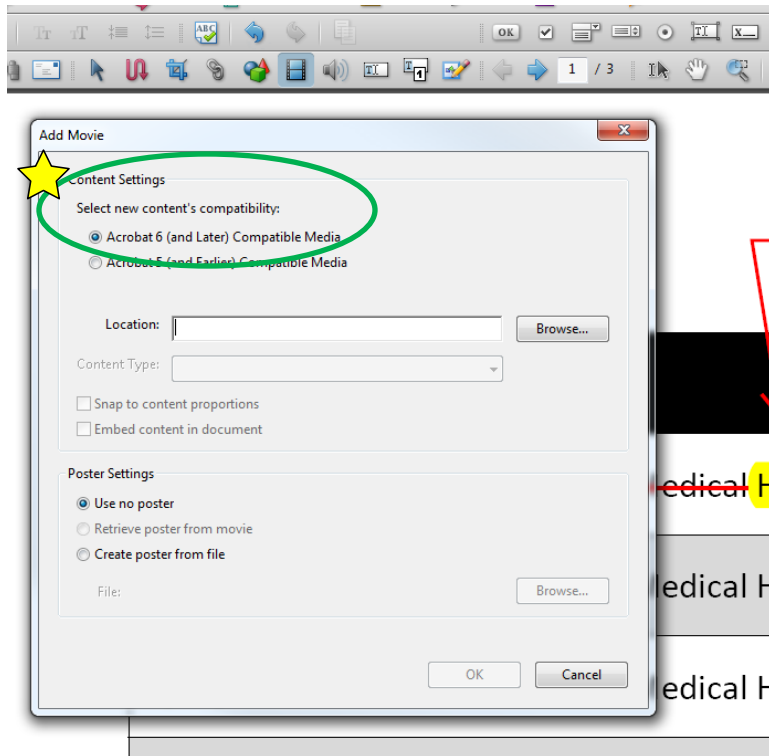
Color: ■

Opacity: 100%

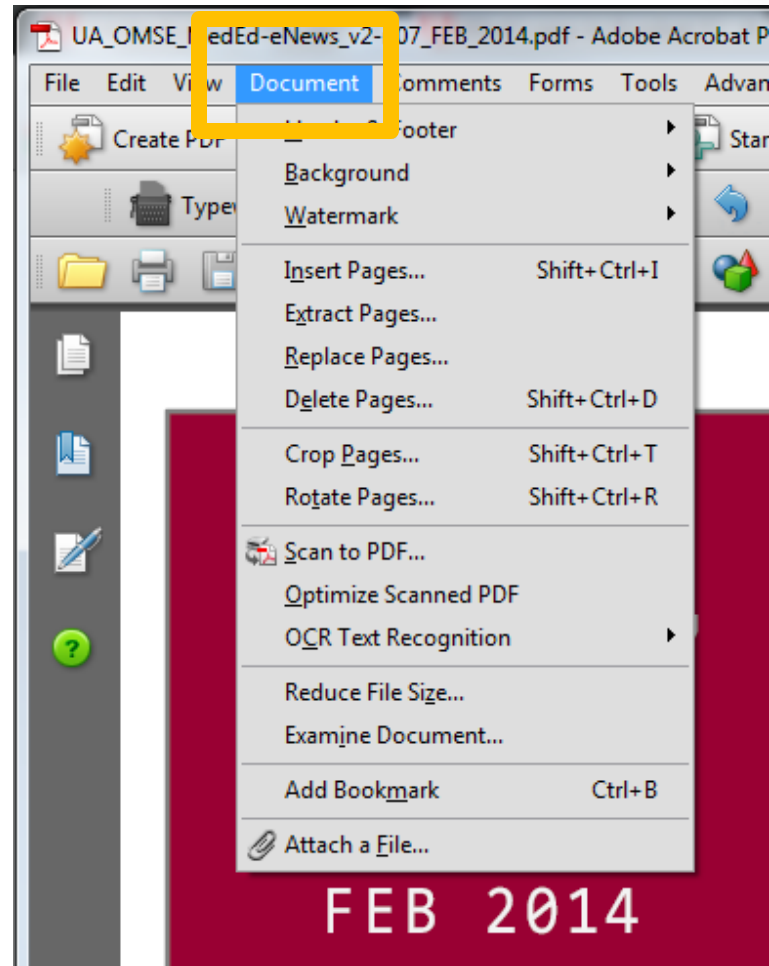
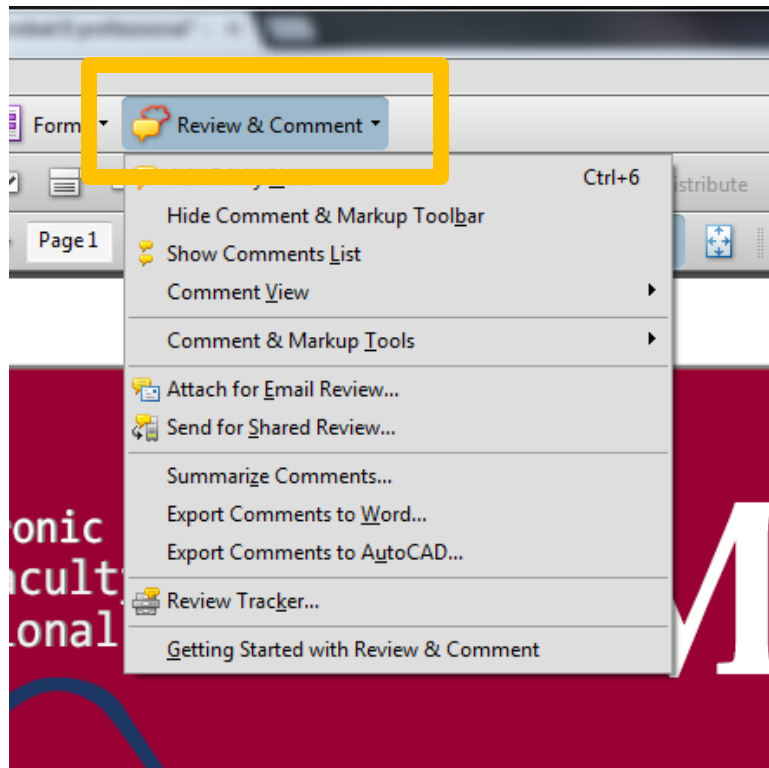
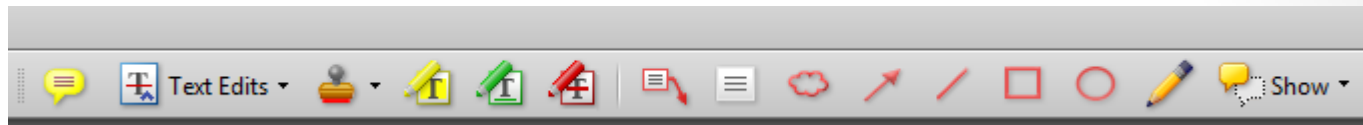
Locked

OK Cancel

Embedding a movie in Adobe Pro

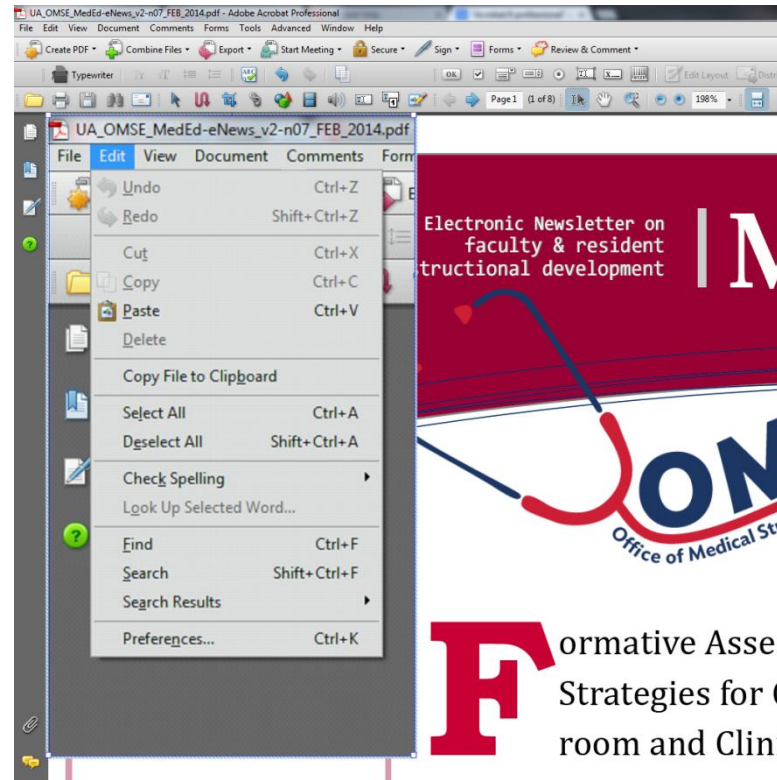
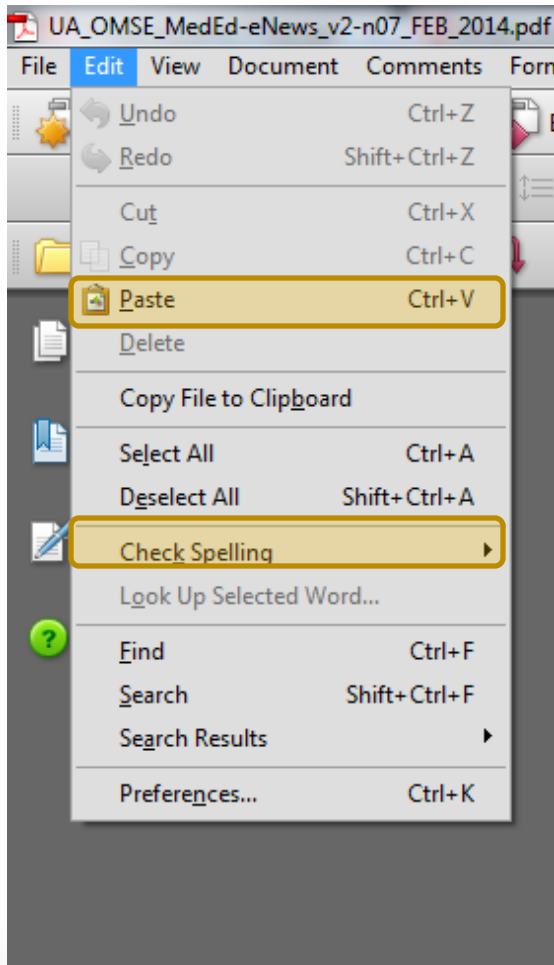


Which menus give you *editing* options?



FEB 2014

Adobe Pro 8 | EDIT



You can copy and paste images, including screenshots to your PDF.

CropBox

Units: Inches

Margin Controls

Constrain Proportions

Top: 0 in

Bottom: 0 in

Left: 0 in

Right: 0 in

Remove White Margins

Set To Zero

Revert To Selection



Cropped page size: 8.500 x 11.000 in

Change Page Size

Fixed Sizes Page Sizes: None

Custom Width: 0 in Height: 0 in

Center YOffset: 0 in XOffset: 0 in

Page Range

All

From: Page 1

To: Page 1 of 8

If you have unevenly scanned pages or some with uneven margins

Use Document | CROP PAGES function

4.pdf - Adobe Acrobat Professional

Forms Tools Advanced Window Help

Export Start Meeting Secure Sign Forms Review & Comment

Page1 (1 of 8) 196%

Formative Assessment Strategies for Classroom and Clinical Contexts

Karen Spear Ellinwood, PhD, JD, EdS

Grad~~ing~~ is a form of assessment, but assessment is not always about grading. What qualifies as assessment may differ from one faculty member to another.

In the AMES/OMSE FID Series seminar in January 2014, ~~one of the presenters~~, Susan Ellis, EdS, Program Manager for Assessment of Student Performance, asked the faculty audience to identify whether assessment was the equivalent of grading. Half the respondents said they were "pretty sure" that assessment was not

Resident Development with Dr. Pritchard


5/23/2014 9:35:21 AM

Highlight kse Options


Use comments to suggest edits, ask questions of the author, etc. Double click EDITED TEXT to add a comment directly to that editing mark. OR use the COMMENT menu to add notes wherever you place your cursor.

Office of Medical Student Education

AMES/OMSE FID Series 2013-14



Susan Ellis, EdS
Associate Specialist



Kristi Grall, MD MHPE FACEP
Assistant Professor

9:39 AM 5/23/2014

Underlining, highlighting & striking text + Comments



COLLEGE OF MEDICINE



This logo was added after converting the Word document to PDF using the CONTENT EDITING - Object tool, Place Image. After placing the image, I resized it as I would do in other office applications.

text added as header

Date	FID Series Video	Person	Event
5/23/2014 15:26	FID No. 9 -Medical Humanities	resident1	FINISH
5/23/2014 15:26	FID No. 9 -Medical Humanities	resident1	pause
5/23/2014 15:06	FID No. 9 -Medical Humanities	resident1	play
5/23/2014 13:50	<u>FID No. 9 -Medical Humanities</u>	resident1	play

AMES/OMSE FID Series No. 8 -Redside

Embed videos in PDF

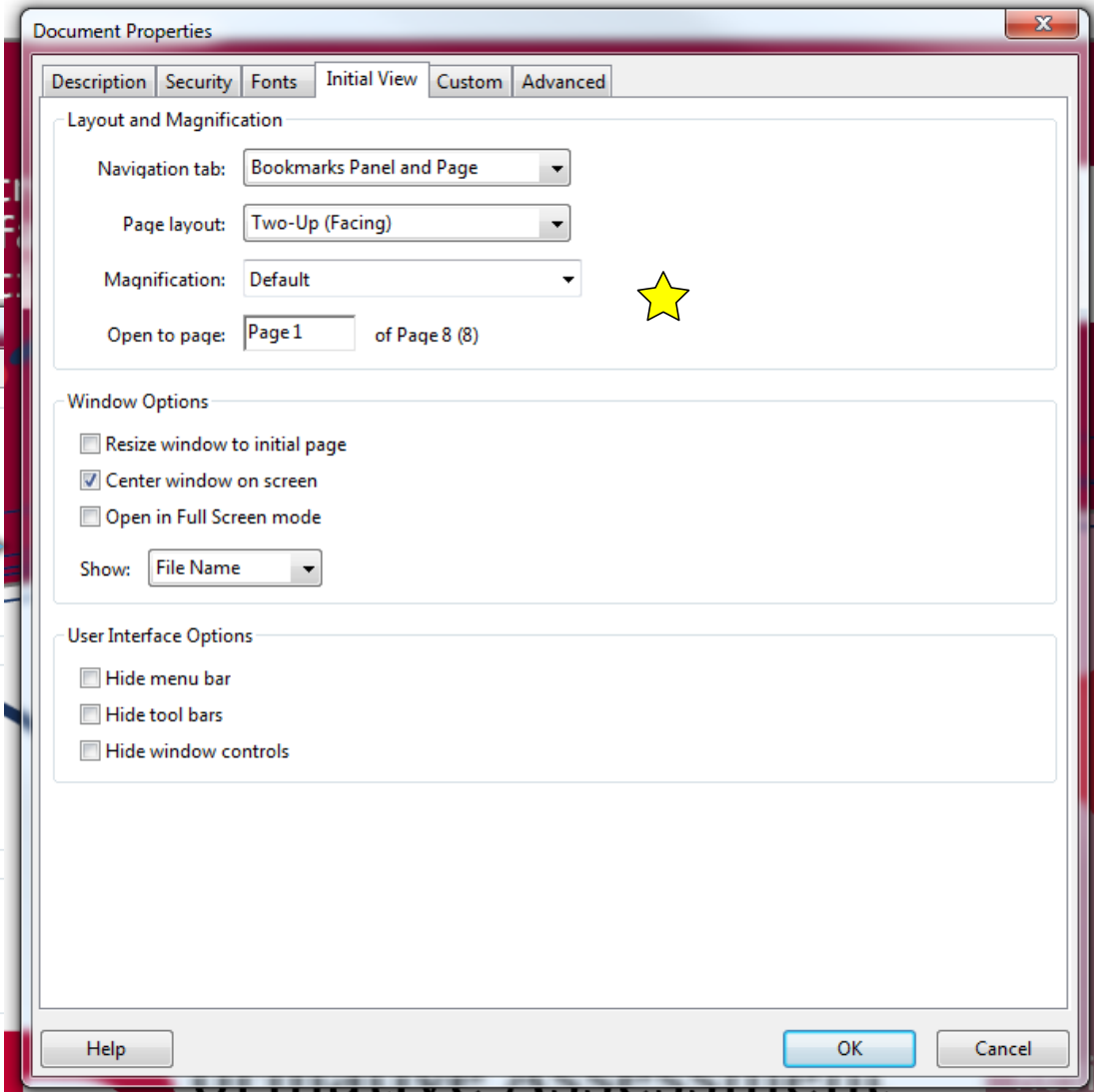
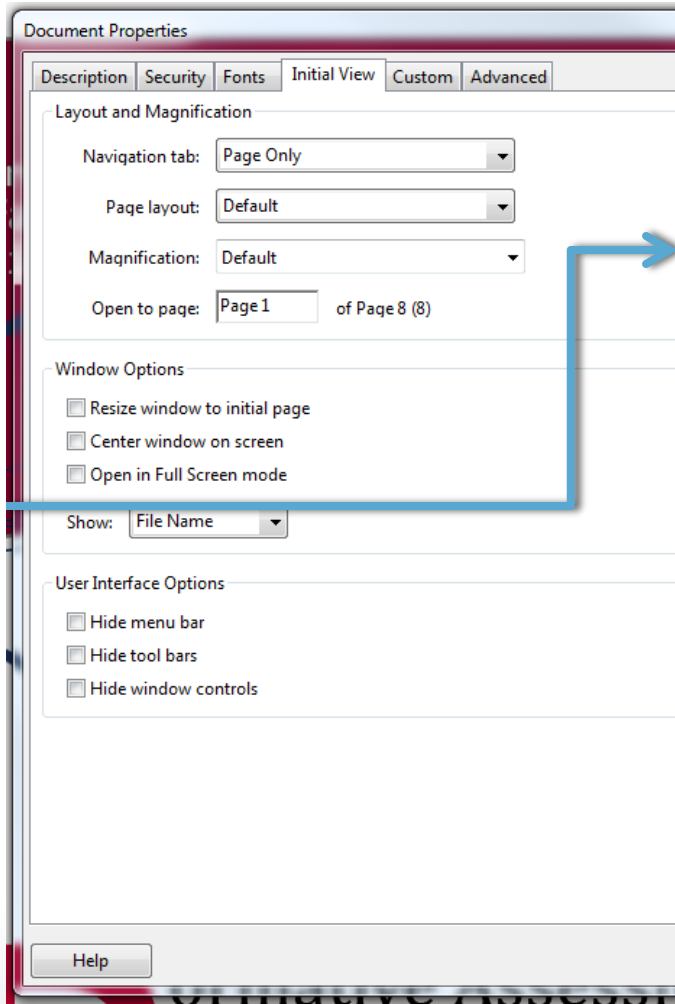


Sample

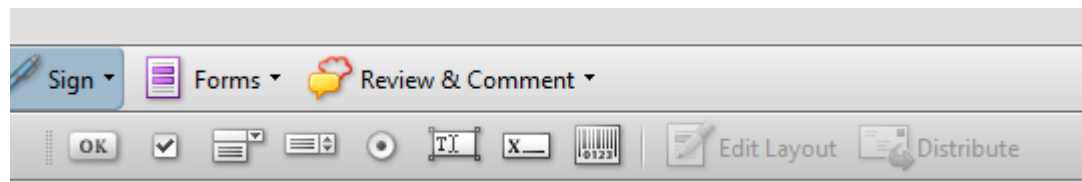
Document Properties

- **INITIAL VIEW** – Determine how the document opens on the recipient's computer
 - First page, centered in window
 - First page, centered, and zoomed to XX% size
 - With or without bookmarks open
 - With or without PAGE display open
 - @ full size or FULL SCREEN

Initial View



Create fillable forms



Working in MS Word *first*

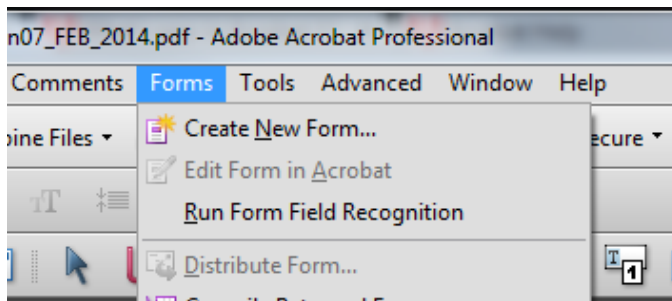
- In Microsoft Office Word, you can create a form using underlines or the Developer tools
- Then, Save As PDF.
- Open in Adobe Pro.
- Click, Form...

Working in Adobe Pro

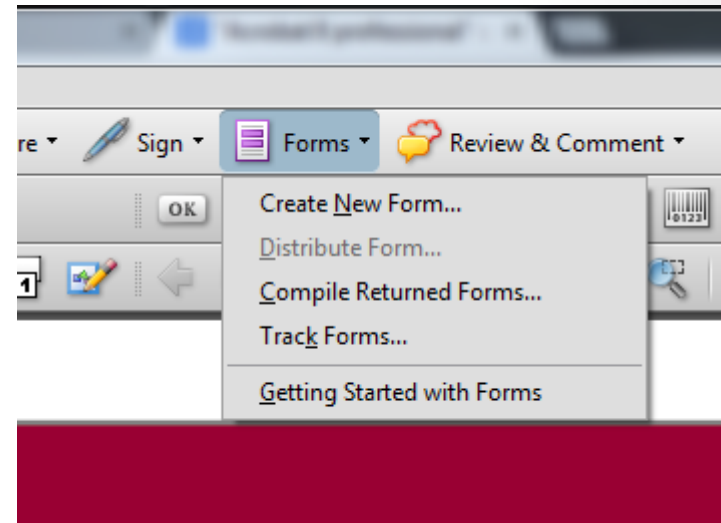
- Run macro for creating form from document.
- Select, this document
- Adobe Pro will scan the document and interpret boxes or lines as blanks to be filled on forms.
- It's not perfect so you may have to ADD FIELDS.
- Fields include:
 - Check boxes
 - Short answer text boxes
 - Drop-down menus with single or multiple choice selection options
 - Radio buttons

Creating Forms

Forms Menu on main toolbar




Forms Menu



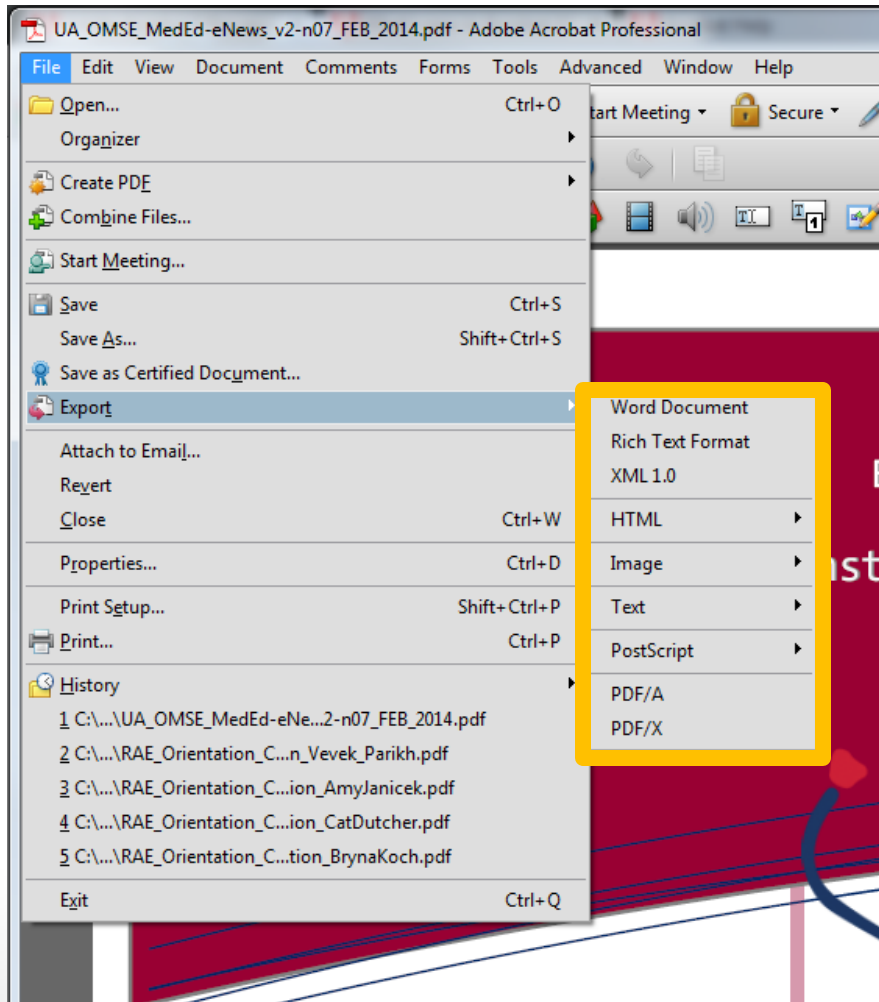
- Run Form Field Recognition
- Compile returned forms
- Merge data into spreadsheet
- Track Forms (all forms you've ever created with that program)



Adobe/Internet Interface!

- Post a form online
- Include SUBMIT button that returns the results to your email
 - Xml file 
 - Completed form
- Compile results

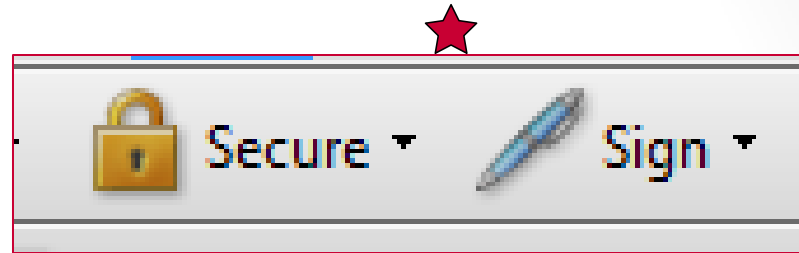
Export to...



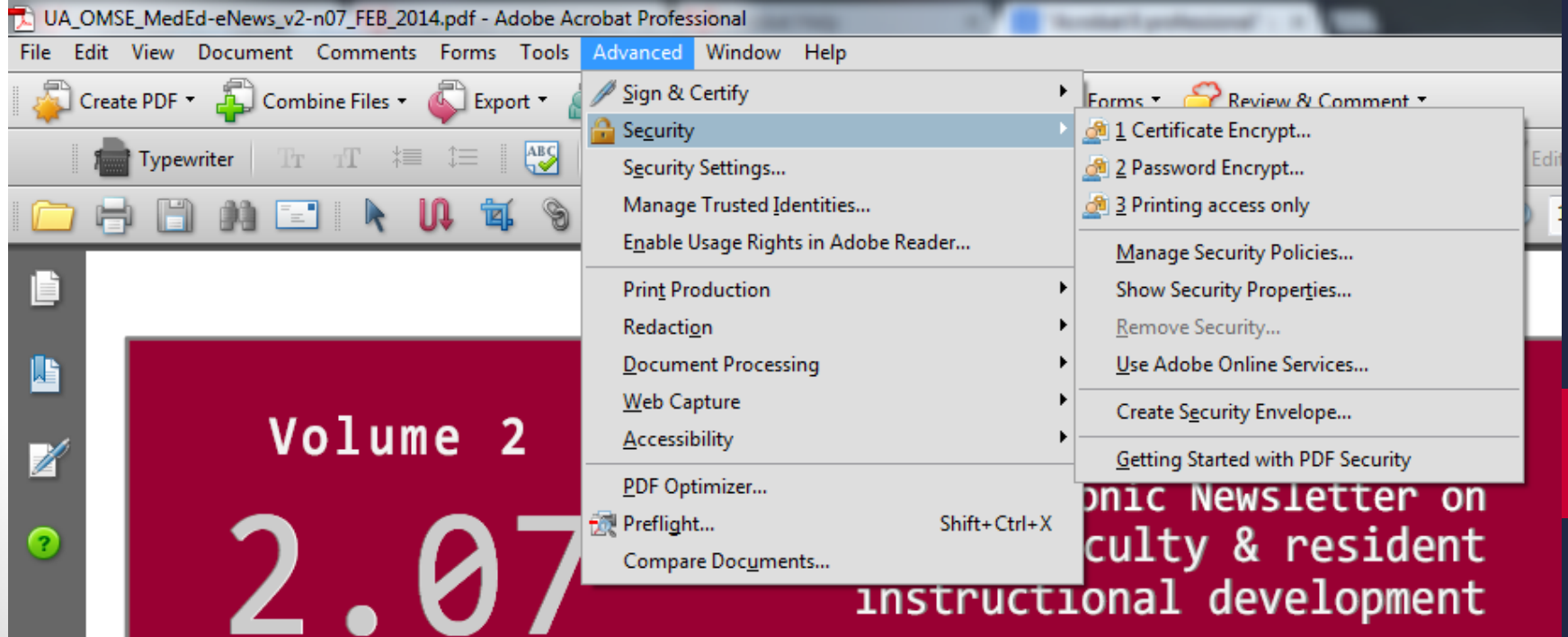
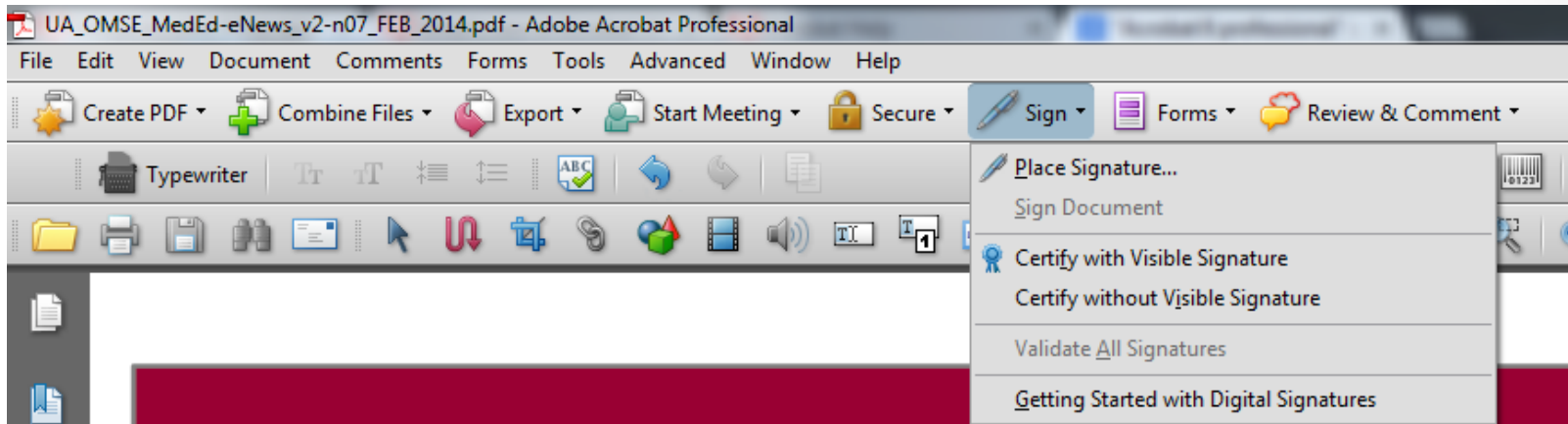
- What are you trying to accomplish?
- When might you want to export to another application?
- Can you achieve that same result and preserve formatting or the integrity of the document?
- If the document original is in Microsoft Office Word format, then you should work with that document to make changes and SAVE AS pdf. This avoids the time it may take to reformat, which is unnecessary sometimes.

Signatures & Security

- Create electronic signatures
- Embed written signature
- Issues about “security”
- Who can change a pdf?
- How can you prevent pdf’s from being changed?
- To what extent?



Use Sign or Advanced Menus



Versions 8 and 9

- Apply digital signatures
- Self-generated certificate
- Contain date/time stamp when document was “signed” and an email to contact for verification

SEP 2013)

Karen Spear
Ellinwood,
PhD

Digitally signed by Karen Spear
Ellinwood, PhD
DN: cn=Karen Spear Ellinwood,
PhD, o=UA College of Medicine,
ou=Office of Medical Student
Education, email=kse@medadmin.
arizona.edu, c=US
Date: 2014.06.02 14:23:43 -07'00'

Version XI allows you to
include a scanned signature

What does the signature offer?

Signature Properties - Using Medical

Signature is VALID, signed by Karen Spear Ellinwood, PhD <kse@medadmin.arizona.edu>.

Summary Document Signer Date/Time Legal

The Document has not been modified since this signature was applied.

Hash Algorithm: SHA1

Document Versioning

Document revision 1 of 1 [View Signed Version...](#)

This revision of the document has not been altered

For integrity purposes, you should always validate what was signed by viewing the signed version of the document. This is not necessary when you are viewing the final version of a document.

Modifications

There are no restrictions on the changes that are permitted to be made to this document after signatures are applied. To view what was actually signed, click View Signed Version.

Modification Details:

It is unknown what changes may have been made to this document since this signature was applied.

[Compute Modifications List](#)

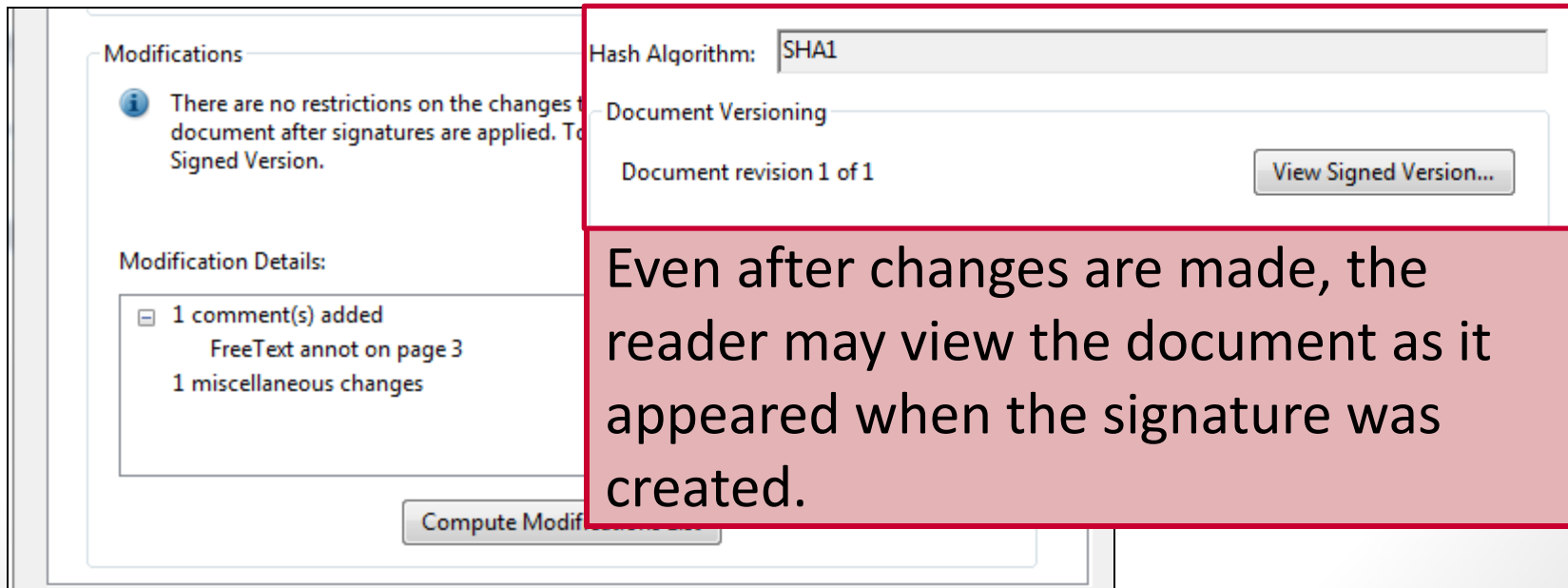
[Validate Signature](#) [Close](#)

play

Digitally signed by Karen Spear Ellinwood, PhD
DN: cn=Karen Spear Ellinwood, PhD, o=UA College of Medicine, ou=Office of Medical Student Education, email=kse@medadmin.arizona.edu, c=US
Date: 2014.06.02 14:23:43 -07'00'

Changes after signature is placed

When you make a change, the reader can click the signature “pen” icon to find out if changes were made to the document since it was signed. The “Compute Modifications List” will tell the reader exactly what changes were made.



The screenshot displays a document viewer interface with the following elements:

- Modifications:** A section with an information icon and the text: "There are no restrictions on the changes to the document after signatures are applied. To view the Signed Version."
- Modification Details:** A list of changes including "1 comment(s) added" (with sub-items "FreeText annot on page 3" and "1 miscellaneous changes").
- Hash Algorithm:** A dropdown menu set to "SHA1".
- Document Versioning:** A section showing "Document revision 1 of 1" and a "View Signed Version..." button.
- Buttons:** A "Compute Modifications" button is visible at the bottom left.

Even after changes are made, the reader may view the document as it appeared when the signature was created.

BEFORE

5/22/2014 19:20

FID Series No. 2 - Using Medical
Education Research, Celia O'Brien, PhD,
& Karen Spear Ellinwood, PhD, JD (9
SEP 2013) kse**FINISH**

5/22/2014 18:11

FID Series No. 2 - Using Medical
Education Research, Celia O'Brien, PhD,
& Karen Spear Ellinwood, PhD, JD (9
SEP 2013) kse

play

AFTER

5/22/2014 19:20

FID Series No. 2 - Using Medical
Education Research, Celia O'Brien, PhD,
& Karen Spear Ellinwood, PhD, JD (9
SEP 2013) kse**Pause**

5/22/2014 18:11

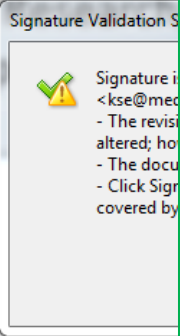
FID Series No. 2 - Using Medical
Education Research, Celia O'Brien, PhD,
& Karen Spear Ellinwood, PhD, JD (9
SEP 2013) kse

play

How

ies No. 2 - US
ion
n Sp
13)


Signature Validation S




Signature is valid
- The revision of the document has not been altered; however, there have been subsequent changes to the document.
- The document covered by this signature has not been altered.
- Click Signature to view the signed version of the document.

en modif
riter
on

Signature Properties

 Signature is VALID, signed by Karen Spear Ellinwood, PhD <kse@medadmin.arizona.edu> .



Summary | Document | Signer | Date/Time | Legal

 The revision of the document that was covered by this signature has not been altered; however, there have been subsequent changes to the document.


Hash Algorithm: SHA1

Document Versioning

Document revision 1 of 1 [View Signed Version...](#)

-  This revision of the document has not been altered
-  For integrity purposes, you should always validate what was signed by viewing the signed version of the document. This is not necessary when you are viewing the final version of a document.

Modifications

-  There are no restrictions on the changes that are permitted to be made to this document after signatures are applied. To view what was actually signed, click View Signed Version.

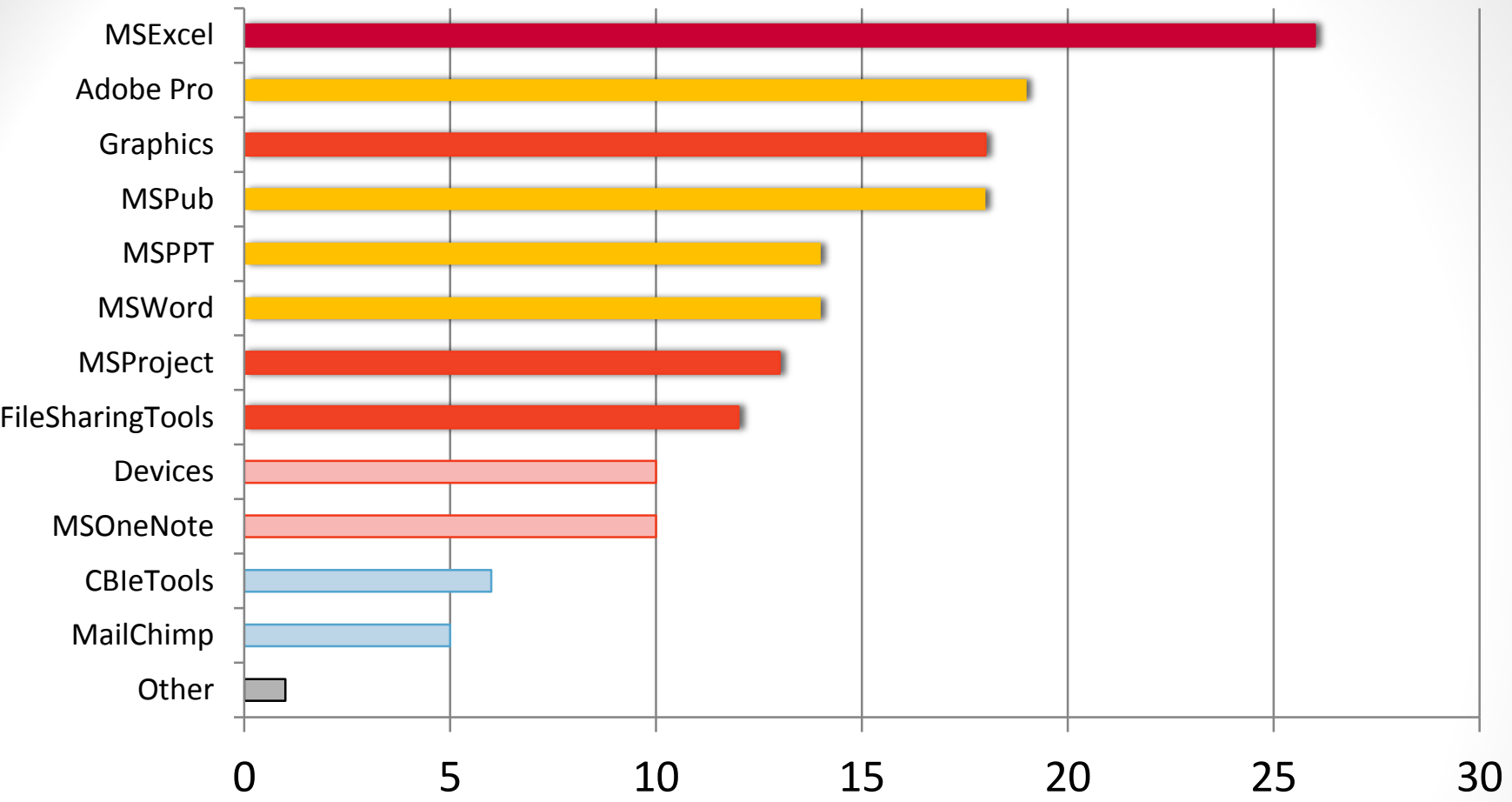
Modification Details:

- 1 comment(s) added
 - FreeText annot on page 3
- 1 page(s) modified
- 1 miscellaneous changes

[Compute Modifications List](#)

[Validate Signature](#) [Close](#)

Office Related Applications for SOS Workshop Topics



Number of People Interested

Programs to be offered next term in 2 sessions:

Excel MS Project, One Note and other Graphics tools