

Creating and Editing Adobe Files

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Convert Documents to Adobe (.pdf)

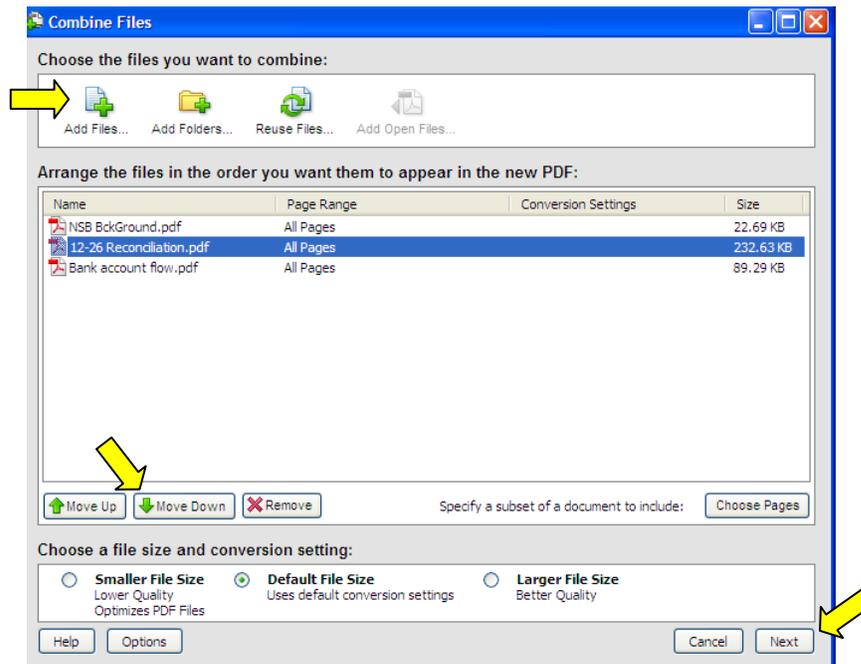
All documents to be included in the file should first be converted to Adobe (if not already an Adobe file). This may not be necessary if the computer in use has the capability to combine different types of documents. Note: before converting documents to Adobe it is best to set page ranges and margins.

- Both Word and Excel documents can be converted to Adobe using the “Save As” function on the Office Button in the upper left corner.
- Documents can also be “printed” to Adobe. To print to Adobe, select (i.e. highlight) the area to be printed then select the “Print” function under the Office Button. Choose “Adobe PDF” as the printer name and mark “Selection” under “Print What.” Next, click “OK” and you will be prompted as to where the document will be saved and as what title.

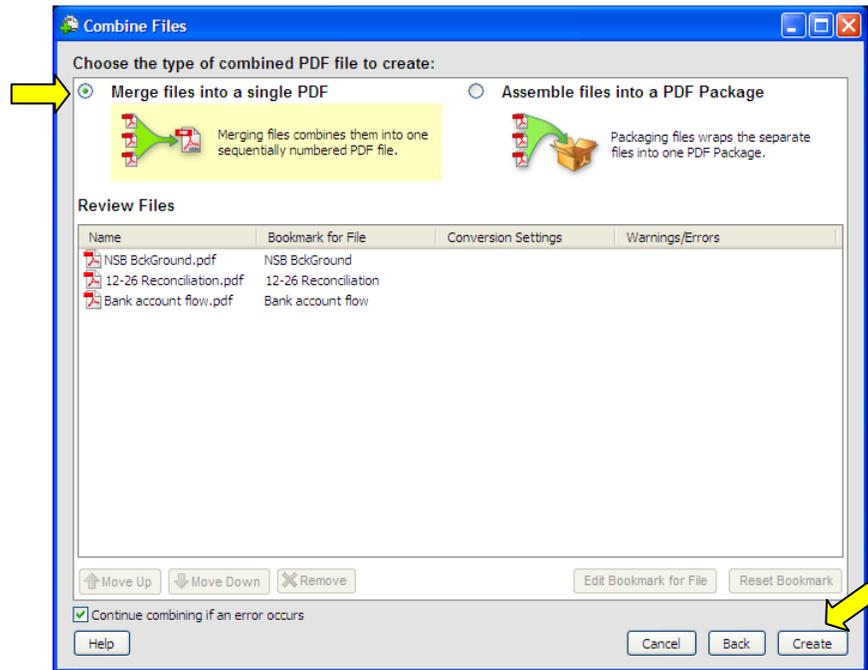
Combine Documents to one Adobe file

There are various ways to create one Adobe file. The easiest is to use the “Combine Files” function.

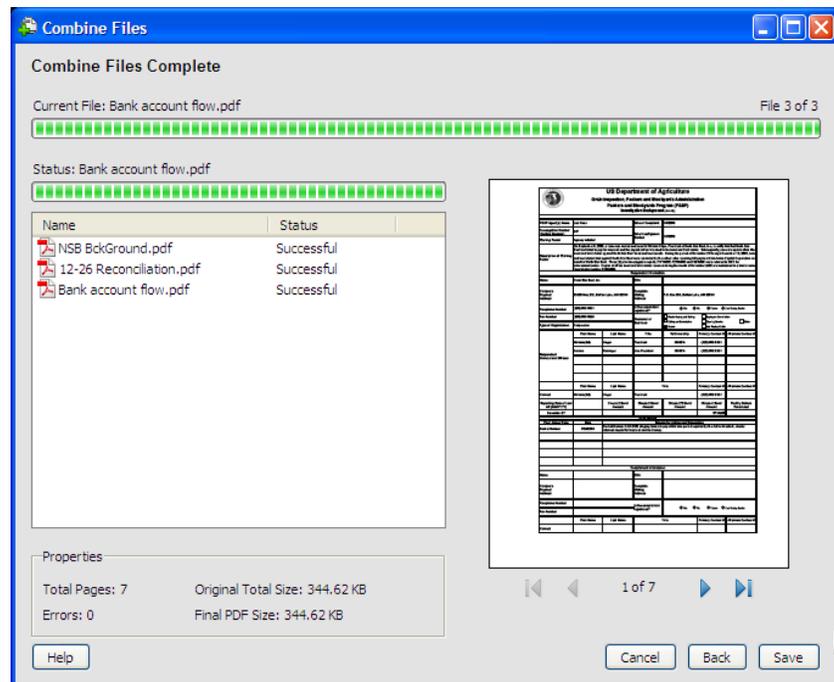
- Right click on the first Adobe file and select “Combine Supported Files in Acrobat.” The screen below will appear and you can choose “Add Files” to select the other documents to be added to the file.
- There are buttons on the bottom of the screen that allow documents to be rearranged in the order you want them to appear in the combined file.
- Once you have everything organized, choose “Next.”



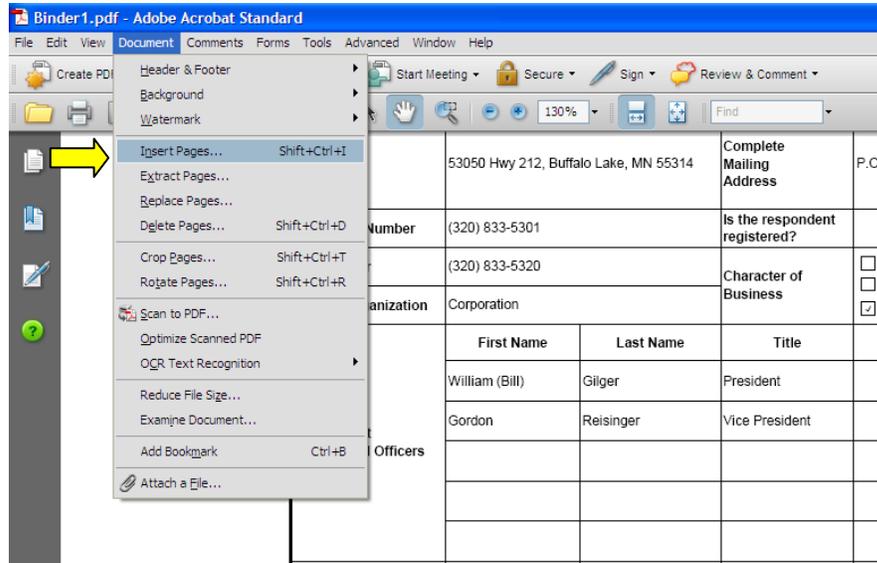
- On the next screen “Merge files into a single PDF” should be selected. Then you can choose “Create.”



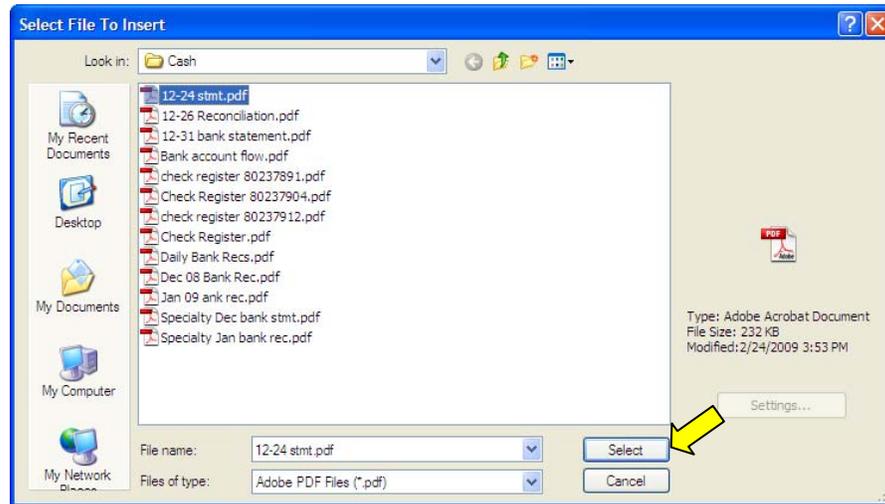
- At this point, Adobe will combine the files. Click “Save” to rename the document and choose the location where the documents will be saved.



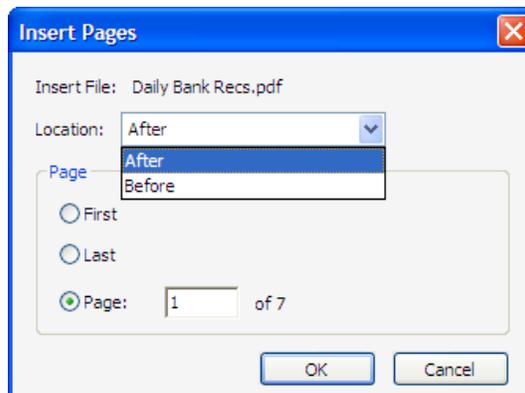
- To insert additional documents later choose “Document – Insert Pages” from the toolbar.



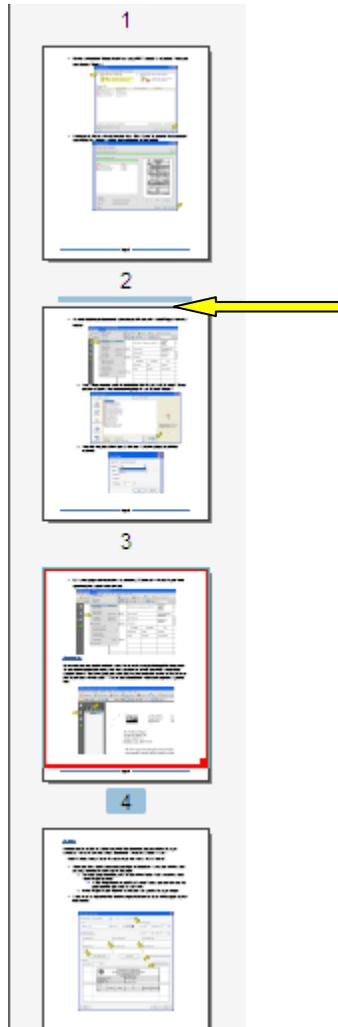
- You will be directed to locate and select the file you want to insert. Once you have located the document highlight it and choose “Select.”



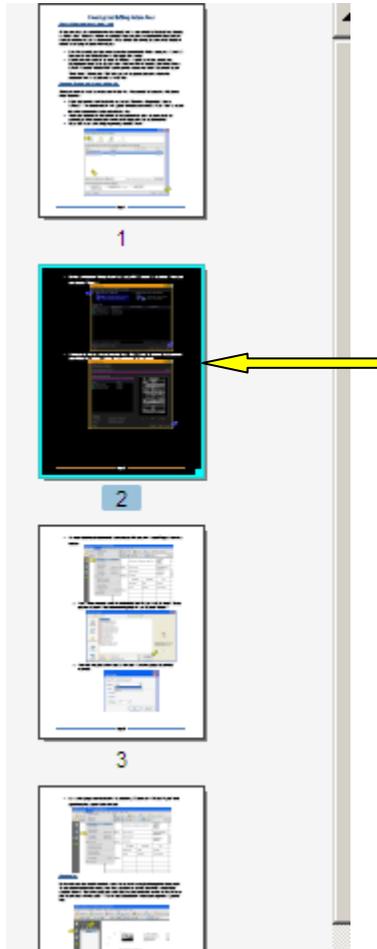
- The following box allows you to choose where the pages should be inserted.



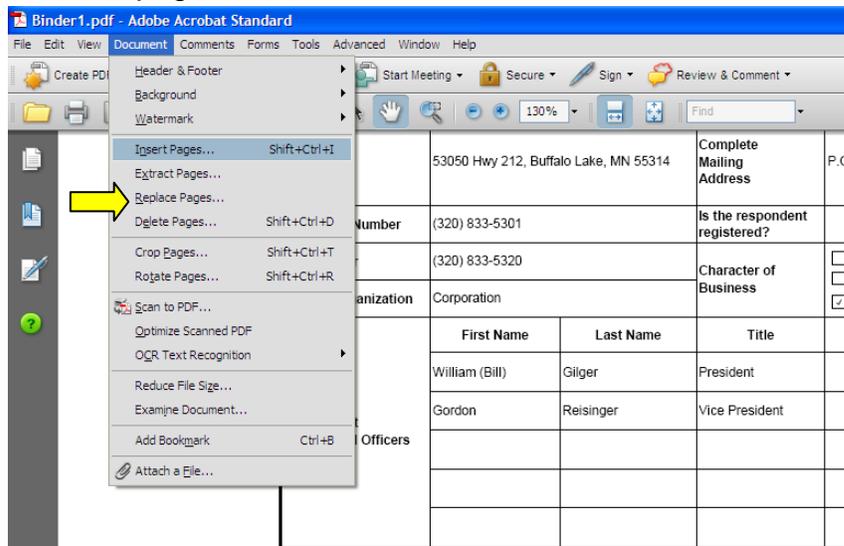
- Pages can also be inserted or replaced by dragging thumbnails from one document to another.
 - Have both documents open on your screen with the thumbnails displayed.
 - Choose the pages from one document to be added to the other using the thumbnails.
 - Drag the thumbnails from the first document to the correct location in the thumbnail pane of the other document. A line will appear between the pages of the destination document to show where the inserted pages will be placed. The pages will be inserted when you release the mouse button.



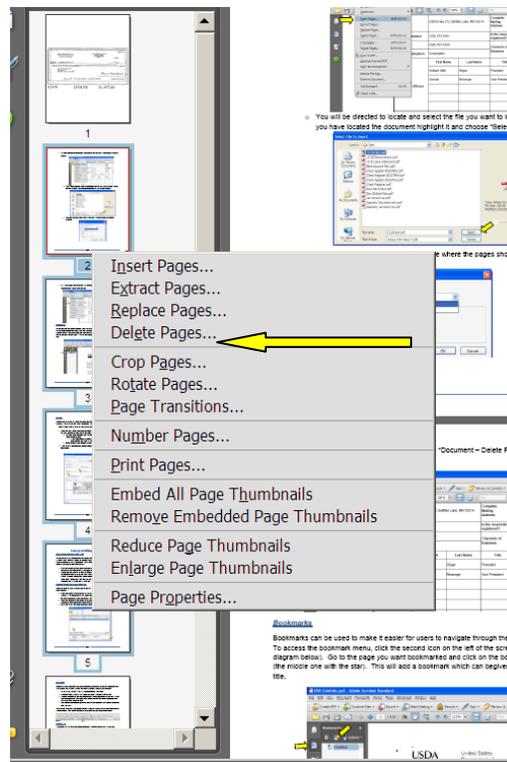
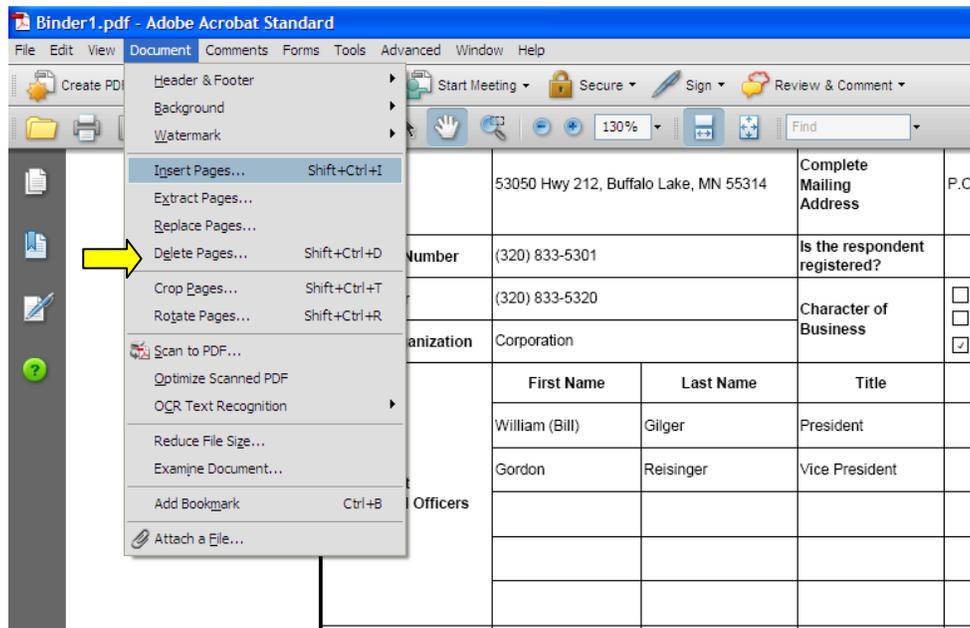
- To replace a page, drag the pages from the first document into the thumbnail pane of the other document and place the cursor over the page number of the page to be replaced. The selected pages from the first document will be inserted and the selected page from the destination document will be removed when you release the mouse button. OR



- Select “Document – Replace Pages” and follow the prompts to select the replacement pages.

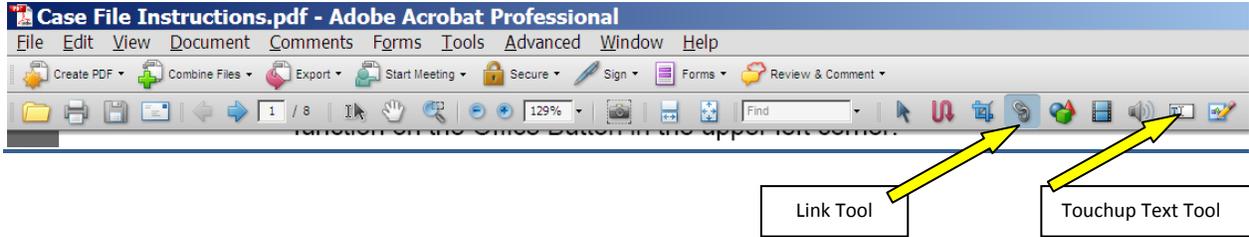


- Unwanted pages can be deleted by selecting “Document – Delete Pages” and specifying the pages to be deleted, or by selecting the pages, right clicking, and selecting delete.



Editing Text

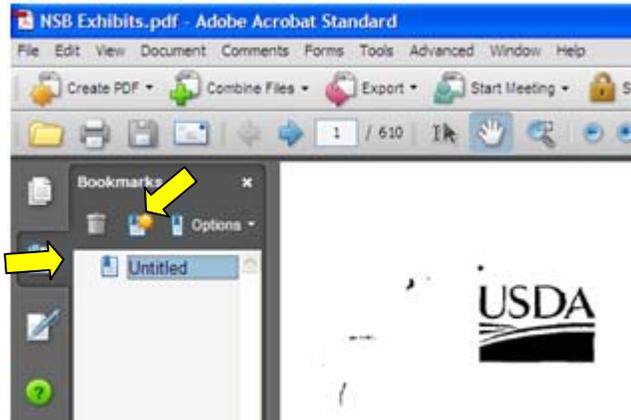
It is possible to edit Word and Excel documents within the Adobe file. To edit text, select “Tools – Advanced Editing – TouchUp Text Tool.” If extensive edits are needed, it’s easier to make them in the original format (i.e. Word or Excel) and then replace the pages in the Adobe file.



Bookmarks

Bookmarks can be used to make it easier for users to navigate through the document.

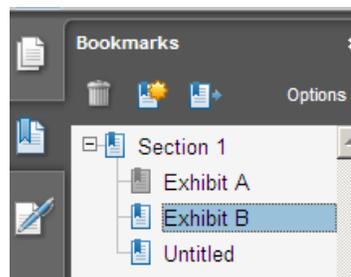
- To access the bookmark menu, click the second icon on the left of the screen (see diagram below). Click on the bookmark icon (the middle one with the star). This will add a bookmark which can be given a specific title. The location will automatically be assigned to the page displayed.



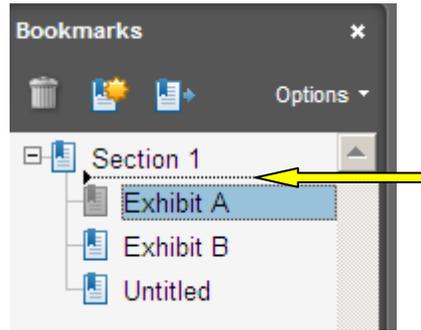
- Click on the bookmark icon again to add another bookmark.

Organizing Bookmarks

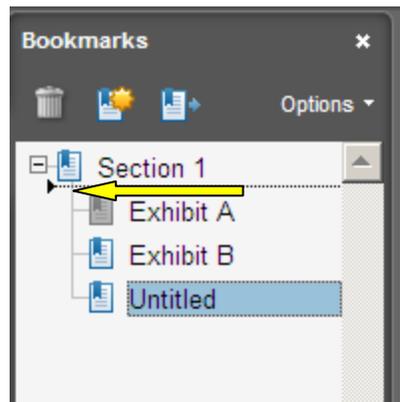
- You can assign the correct page to a bookmark two ways.
 - Go to the page you want bookmarked and click add the bookmark icon. Edit the title as you go.
 - Insert all of your bookmarks, edit, and organize them (See grouping/indenting below).
 - Select a bookmark
 - Navigate to the correct location in the document for that bookmark
 - Right click on the bookmark and choose Set Destination.
- Grouping/Indenting Bookmarks: You can group bookmarks into logical units for your case file.



- To indent a bookmark, select it and drag it up until a line with an arrowhead appears under the bookmark you want to make the main bookmark for the section. Any bookmarks added after indenting will retain the indentation.



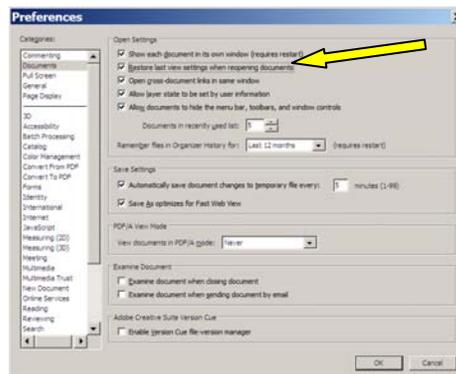
- To bring a bookmark back out a level, select it and drag it to the previous bookmark that is at the level you want the current bookmark. Verify that the arrowhead is at the correct level.



Viewing Bookmarks

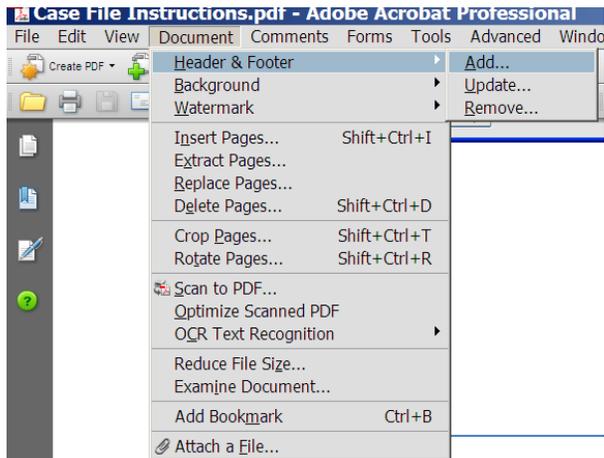
- To have the PDF open with the bookmarks showing, save the file with the bookmarks showing. The bookmarks will appear if user preferences are set to “Restore last view settings when reopening documents.”
- To set the user preferences, Select Edit from the menu bar, then select preferences, document, and click the “Restore last view settings when reopening

documents” box.



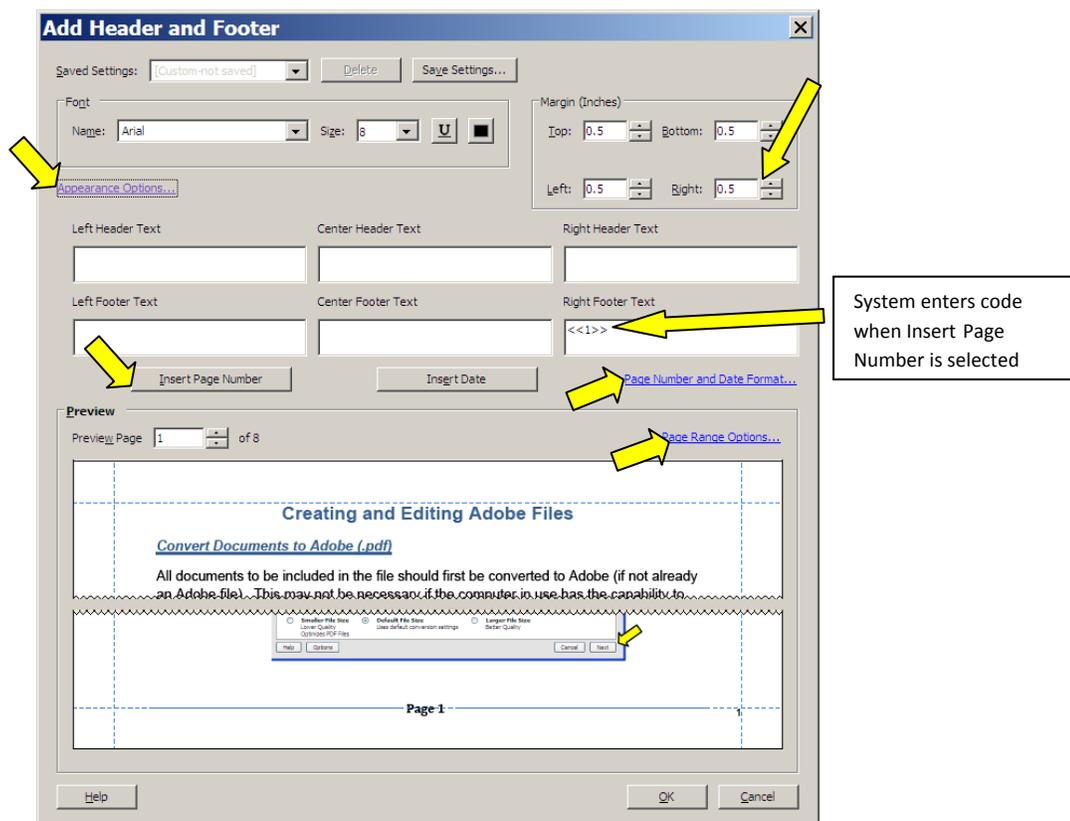
Footers

Footers can be added in Adobe to identify the document source and insert page numbers. To insert footer select “Document - Header & Footer – Add.” Select OK at bottom of screen when you are finished formatting the headers and footers.

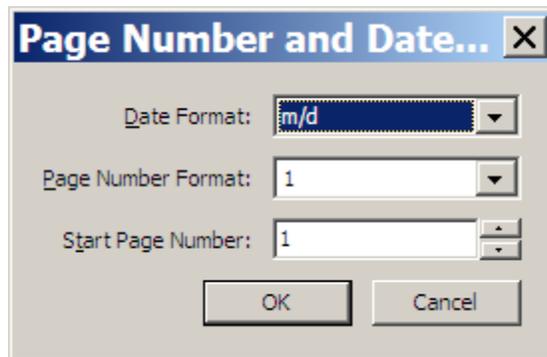


Note: if a footer already exists on the document you may need to choose “Update.”

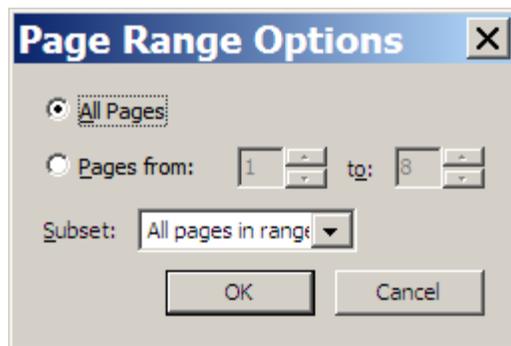
- There are three footer boxes you can type in based on where you want the text (or page number) to show up on the page.
 - To insert page numbers, click in one of the Footer Text boxes then click “Insert Page Number”
 - If you need to reposition the footer margins that can be done in the upper right of this screen.



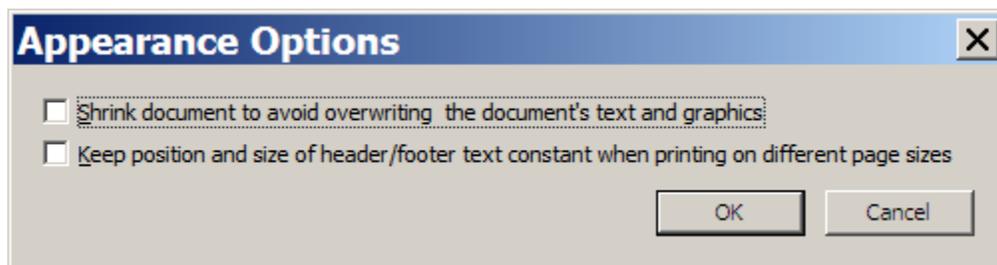
- You create separately numbered section in the document by using the “Page Range Options” and “Page Number and Date Formats” together.
- In the “Page Number and Date Format” menu you can choose the page number you want to start with.



- In the “Page Range Options” menu you can specify the page range.



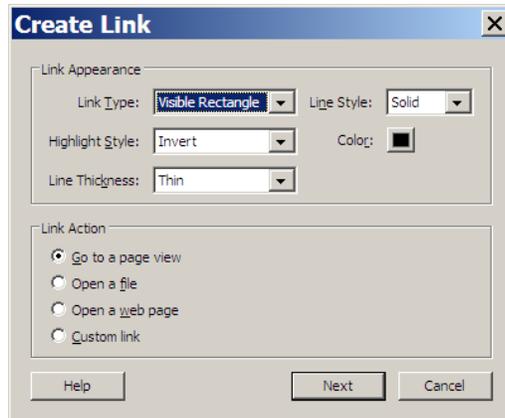
- In the “Appearance Options” menu you can select “Shrink document to avoid ...”. This option ensures that the header and footer information will always be seen even on pages with oversize graphics.



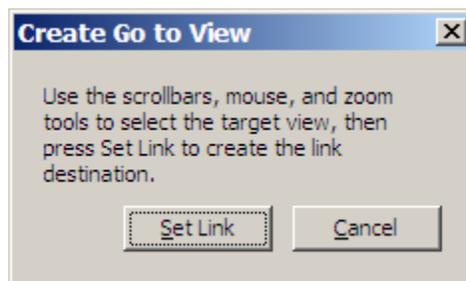
Hyperlinks

Hyperlinks make it possible to jump to different places in the document. Hyperlinks are also a good way to make it easier for users to navigate through the document.

- To add a link, select “Tools – Advanced Editing – Link tool.” You can also make the advanced editing toolbar visible by right clicking on a blank area of the toolbar and selecting Advanced Editing.
- After selecting the Link Tool, use the mouse to draw a box around the area where you want the link.
- A menu will come up allowing modifications to the appearance of the link.



- To link another page in the same document, make sure the Link Action selected is “Go to a Page View” and click Next.
- You are then prompted to go to the place in the document you wanted linked and click “Set Link.”



- If you have already set up bookmarks, you can easily hyperlink your index pages by using the bookmarks to navigate to the appropriate pages.

After setting a hyperlink (or editing text) the computer will stay in that mode until another action is taken. The “hand” tool can be selected to escape the previous mode.



Upload to ECM

- In the ECM folder, select the “Documents” tab and click on “Add Document.”

USDA United States Department of Agriculture
Packers and Stockyards Workflow

Home | Inbox | About | Newsroom | Help | Contact Us | Logoff

Control Number: 2469 Status: Active [Security Level Limited](#)

Folder Owner: PSP/MRO

Folder Created: 03/05/2009 Related Folders: Go ...

Business Entity: Sugarcreek Livestock Auction, Inc. ... Region: MRO

DBA: Mailing Address: P.O. Box 452 Sugarcreek, OH 44681

Registration Status: Registered-Active

Entity Type: Market Agency

Contact: Contact Phone: AMS

Process: Enforcement

Process Category: Financial Violation

Date Received: 03/05/2009

Date Started: 03/05/2009

Process Due Date: 04/02/2009

Date Completed: Process Status: Started Hold Expiration Date:

Enforcement Details | Certified Letter | Milestones

Lead Agent: Khristan Kaufman X ...

Starting Factor: Agency Initiated

Primary Reason: Solvency

Enforcement: Closed By:

Save

Document Type	Document Title	Author	Last Modified	Version
doc	NOV - Notice of Violation	Insolvency Sugarcreek OH 3-5-09	George Pulwicz	03/05/2009 1

Showing 1 - 1 of 1

Check Out | Check In No Changes | Doc Security | Send E-Mail

Check In | Open or Save Copy | Doc Templates | Remove Doc

Add Document | List All Versions | Doc Indexes | Move Doc

Complete Task | Bar Code Sheet | Security | Refresh

Put Back Task | Print Folder | Admin | Save and Close | Close

Quick Print

Folder locked for editing by Khristan Kaufman[Khristan.M.Kaufman@usda.gov] on 03/05/2009 11:59:04 AM CST.

FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | AMS

- Select the appropriate description on the “Document Type” tab.
- Fill out the “Document Title” field (in accordance with naming conventions).
- Click on “Browse” to search for the saved file you are trying to add.
- Select “Add Document” to attach it to the folder.
 - Large files may take awhile to attach, but we’ve been told ECM should be able to handle 100mb uploads.

USDA United States Department of Agriculture
Packers and Stockyards Workflow

Add Document

Module: GIPSA

Control Number: 2469

Document Type: Abbreviated Investigation Report

Document Title:

Author: Khristan Kaufman

Document Security: Default [Doc Security](#)

File Location: [Browse...](#)

[Add Document](#) [Close](#)

Add Multiple Documents