



Welcome to the  
Acrobat™ **Exchange**

**TOUR**

CLICK

this button to

begin

the tour:



Adobe

# 1

## THE ACROBAT EXCHANGE TOUR

This tour demonstrates the features of the Acrobat Exchange program. For more information on a feature and for information on Acrobat software, see the on-line guide provided with this program.



If you make a mistake, click the Go Back button in the tool bar at the top of the screen to retrace your steps.



You can also click the Go Forward button to undo Go Back.

**Try this now; then continue the tour.**

**Click the arrow button at the bottom of the screen to continue.**



**2**

If a document contains bookmarks, you can use the bookmarks to jump to pre-defined destinations in the document.



**Click the Bookmark button in the tool bar.**

The overview area at the left of the window displays all of the bookmarks for this tour. If you get lost during the tour, double-click the page icon next to the name of a tour topic to jump to that topic.

**Double-click the page icon to the left of the bookmark named “Zooming” to jump to the next topic in the tour.**

3

This is an office map. The names and phone numbers are too small to read at this magnification level. By zooming in you can read the names and numbers.

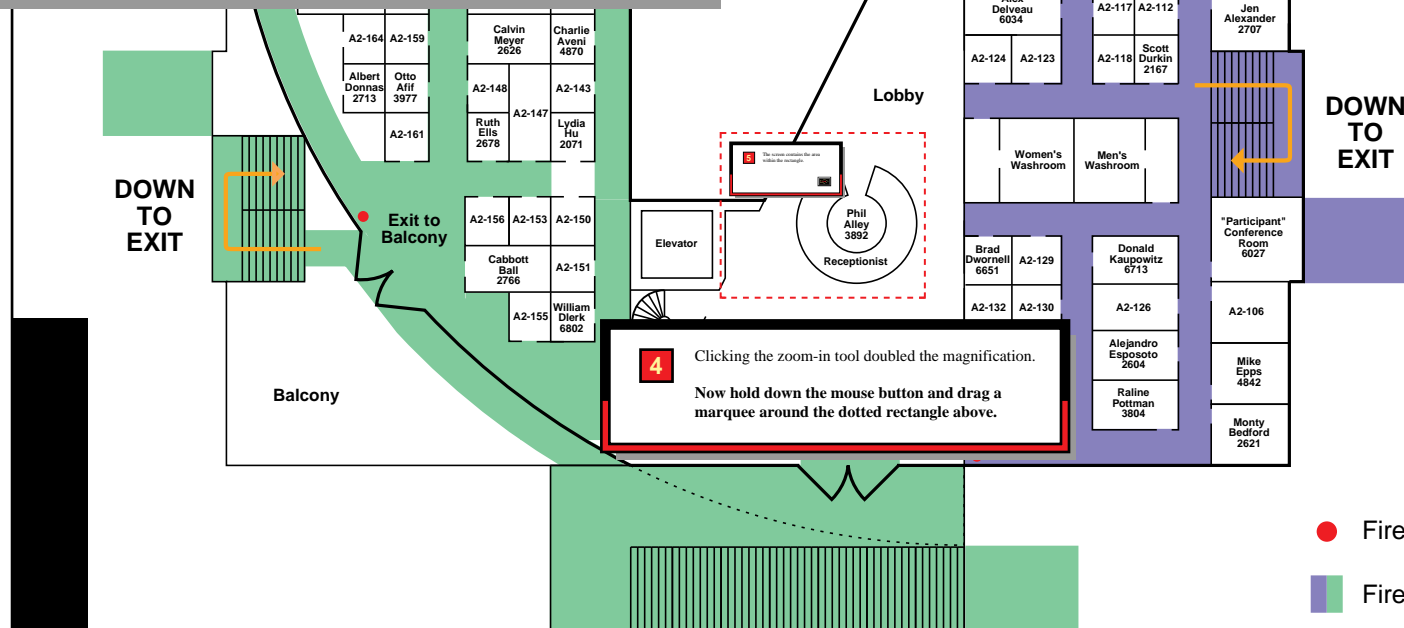


Click the zoom-in tool in the tool bar.



Place the magnifying glass over the desk in the lobby and click the mouse button.

## LEVEL TWO



4

Clicking the zoom-in tool doubled the magnification.

Now hold down the mouse button and drag a marquee around the dotted rectangle above.

● Fire Extinguisher

→ Fire Escape Routes

✚ First Aid Station



# Chapter 3: Using Streamline to Convert an Image

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7

This is the first page of a chapter in a software user guide.

The Next Page button in the tool bar takes you to the top of the next page. You can also use the Arrow keys on your keyboard.

**Press the Down Arrow (or Right Arrow) key now.**

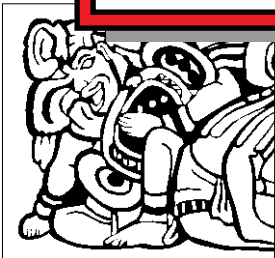


Image suited for Outline conversion

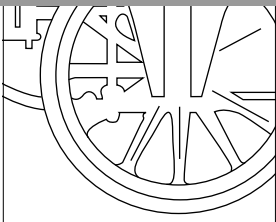


Image suited for Centerline conversion

ORDERED BY	
Name _____	
Street _____	
City/State/Zip _____	
Phone _____	
QUANTITY	DESCRIPTION
1	
2	
3	
4	
5	

Image suited for Line Recognition conversion

You can mix conversion methods for images that combine features suited for more than one method. For example, you can combine the Outline and Centerline methods to convert images that have a mix of consistent line weights and filled areas; or you can combine the Centerline and Line Recognition methods to convert images with horizontal, vertical, slanted, and curved lines.

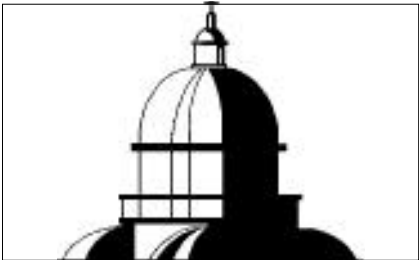


Image suited for Outline and Centerline conversion

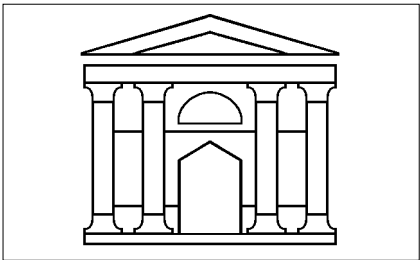
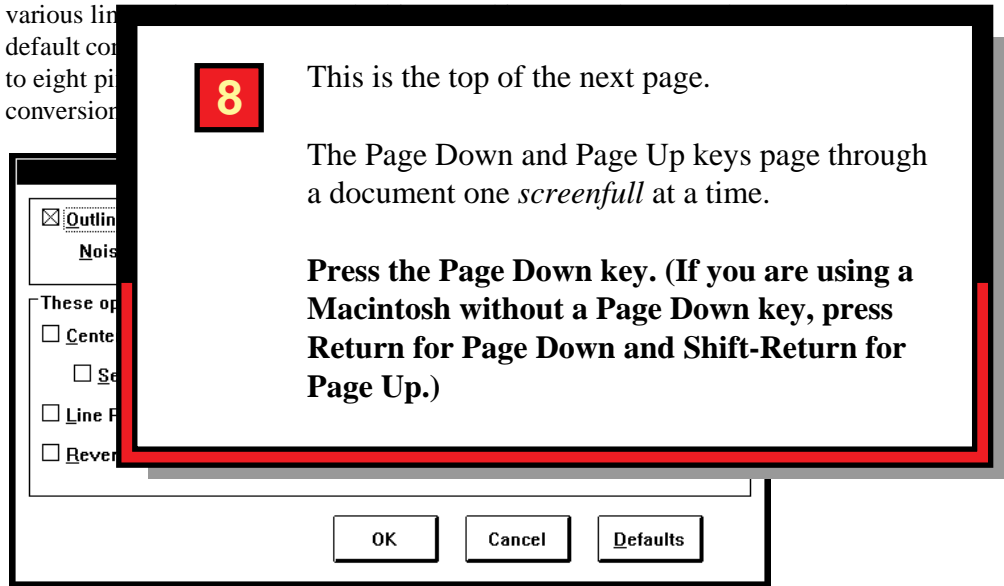


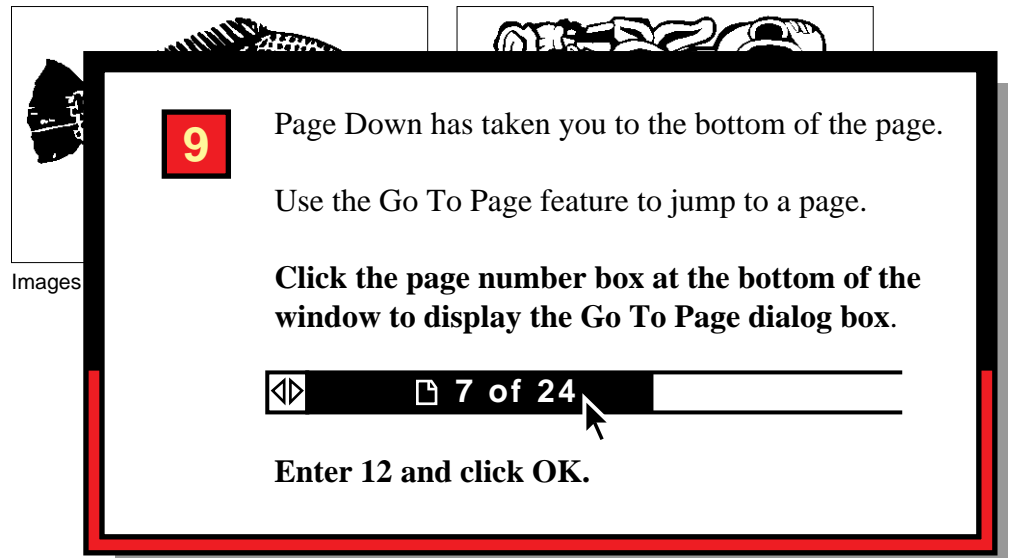
Image suited for Centerline and Line Recognition conversion

The Conversion Method dialog box lets you choose conversion methods, set various line weights, and set the default conversion method. The default conversion method is set to eight pixels per inch. The conversion method is set to conversion.

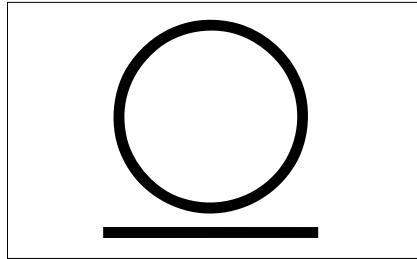


## Converting images using the Outline method

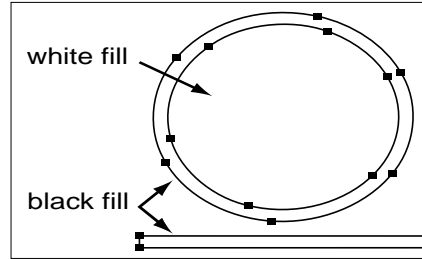
The Outline conversion method converts images by tracing an outline of each element in the image and filling it with black, white, a color, or some value or tint specified in the Paint Style dialog box. (The Paint Style dialog box is described in Chapter 1, “Basic Concepts.”) This conversion method is designed to convert images that contain more than two colors or inconsistent line weights and filled areas, such as illustrative, graphic design, and non-technical line art images.



Images converted using the Outline method contain only filled areas. Lines are converted to filled paths and circles are converted to layered areas. The following examples illustrate how the figures of an outlined image appear when you choose Preview Illustration from the View menu.



Preview Illustration



Artwork Only

Compare the above examples. The circle is not a stroked line, but is created with two filled areas placed on top of each other. To edit these images, you must edit the anchor points surrounding each of the filled areas. An *anchor point* is the point along a path of a converted image at which a segment starts or ends.

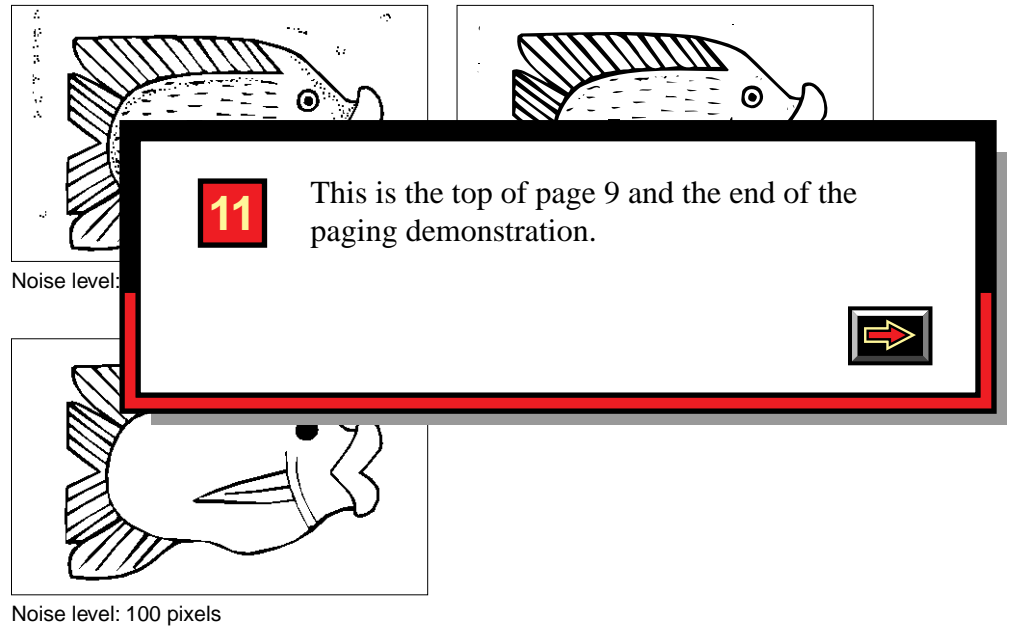
### Eliminating noise in scanned bitmapped images

When you select the Outline conversion method, the Noise Level option becomes available. Use this option to eliminate the stray pixels (noise) introduced by scanning a poor-quality original.

You can select a noise level setting between 0 and 1000; the default setting is 8. Areas that are smaller than the noise level setting are ignored when the image is converted. For example, if the noise level is set at 8, the program ignores any elements of an image that are composed of eight or fewer pixels.



Notice in the following examples how the various noise level settings change the level of detail in the image:



You can increase the noise level setting if you want the Adobe Streamline program to ignore larger pixel areas, or you can decrease the setting to capture all the small details of a bitmapped image. For very small images, reduce the noise level setting to retain the details of the image.

This option is available only when you select the Outline conversion method. If you combine the Outline and Centerline methods, the noise level setting applies to the areas that will be outlined. You can use additional program options to control the type of lines used to outline the converted image and to control how closely the converted image matches the bitmapped image. For more information, see “Using other conversion options” later in this chapter.

**NOTE:** To eliminate noise outside of the image area, use the eraser tool to erase those pixels before converting the image. You can also edit the image using the pencil or line tool before converting the image. For more information about these tools, see Chapter 2, “Preparing an Image for Conversion.”

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## Converting images using the Centerline method

The Centerline conversion method converts bitmapped images by locating the center of each line and creating a stroked path. This conversion method affects only black-and-white (not grayscale) images, and is designed to convert technical images and other images that contain consistent line weights and no filled areas.

Images converted using the Centerline method contain only stroked paths. The following examples illustrate how the figures of a centerlined image appear when you choose Preview Illustration from the View menu. The circle and the line are created as stroked lines.

Bitmapped images with lines less than 6 points in weight are suitable for converting with the Centerline conversion method. If an image contains lines heavier than 6 points, combine the Centerline and Outline conversion methods. If you do not have a copy of the original scanned image to measure the heaviest line weight, you should print the bitmapped image. Keep in mind that very thin lines may not print at their true weight, depending on the resolution of the printer.

The following chart compares various units of measurement:

### Specifying the number of steps to find the center of lines

To draw a stroked path and maintain a minimum number of junction points (where two or more lines intersect), the Adobe Streamline program must approximate the center of the line. Decreasing the number of junction points makes the image easier to edit in your graphics application, and reduces the final file size.

The following illustration shows traced lines as they appear with a template behind them in the Adobe Illustrator program (enlarged view). Notice how the Adobe Streamline program is able to approximate the center of the lines.

To approximate the center of lines, use the Number of Steps option to create lines that are one pixel wide as described below. One-pixel lines will have fewer junction points than lines that are two or more pixels wide. The pixel width approximated by the Number of Steps option does not affect the final point size of lines.

For each step you select, the program strips a layer of pixels from each edge of lines in the image to locate the center of the lines; the higher the number of steps you specify, the more any irregular pixels in the lines will be eliminated.

During the conversion process, the program displays small circles at all junction points. If the number of junction circles seems excessive (appearing in places other than true junction points), try increasing the number of steps until junction circles appear only at true junction points. You can also use the node deletion tool or the Smooth Path command to reduce the number of anchor points in the converted image as described in Chapter 4, “Working with a Converted Image.”

The recommended Number of Steps setting depends on the resolution of the original bitmapped image and the point size of the heaviest line in the image. Assuming an image resolution of at least 300 dpi, the number of steps you select should be equal to or greater than the point size of the heaviest line in the bitmapped image so that all lines in the image will be approximated at one pixel wide. For example, if the heaviest line in a 300 dpi image is 3 points, set the number of steps to at least 3 (the default).

The following chart shows some general guidelines for using the Number of Steps option at various image resolutions. Use the suggested settings as approximate guides. For the best results, convert your bitmapped image at various settings until you find the most appropriate setting.

**NOTE:** *In general, the higher the number of steps you specify, the more irregular pixels are eliminated. Specifying too many steps, however, will shorten lines that don't meet another line or object. To convert the small details of a bitmapped line, it is best to use the minimum required number of steps.*

If your bitmapped image contains lines heavier than 6 points, combine the Centerline and Outline conversion methods, and set the Number of Steps option to 6. By combining these two methods, lines that are less than or equal to 6 points will be converted into stroked paths by the Centerline method, and lines that are greater than 6 points will be converted into filled areas by the Outline method.

**NOTE:** *Because you may have to adjust the number of steps for different image resolutions, when converting a batch of images, make sure that all the images in the Files to Process list in the Batch Select dialog box have the same resolution.*

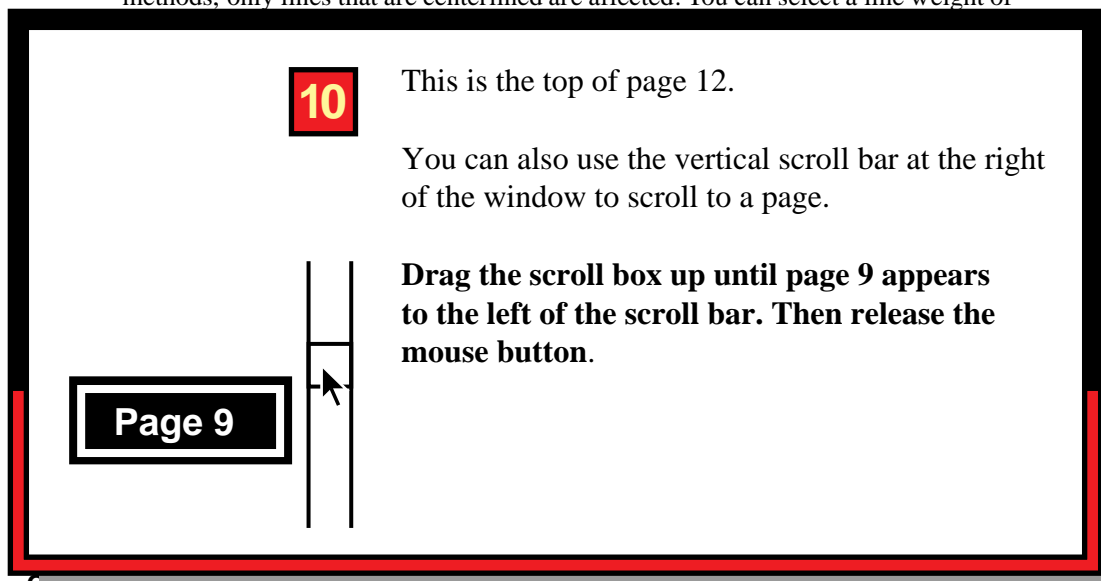
## Converting white lines

Normally, the Adobe Streamline program recognizes only black lines on a white background. If you want to convert an image that uses white lines on a black background (for example, a blueprint), select the White Lines option. When you select this option, the program reverses the white lines to black, converts the image, then reverses the lines back to white before saving the converted image.

Blueprint image with white lines

## Selecting a uniform line weight

The Uniform Line Weight option allows you to select a specific line weight for the converted image. If you are combining the Centerline and Outline conversion methods, only lines that are centerlined are affected. You can select a line weight of



## Creating separate shapes

The Separate Shapes option determines how the Adobe Streamline program constructs paths surrounding adjacent areas. If you choose this option, each area in the bitmapped image that is completely surrounded by a stroked line will be surrounded by a unique path in the converted image. If a single line separates two enclosed areas, the line will be converted twice—once for each path. Using the Separate Shapes option lets you edit an individual shape in an image without disturbing its surrounding shapes.

# EMPLOYEE PHONE LIST AND OFFICE MAP



Abacara 2155 A1 Jon  
Abate 4716 A1 Leslie  
Abbott 6090 A2 Madeline  
Abul 2048 A1 Leon  
Achler 3784 A1 Dana  
Acostta 3845 A1 Dennis  
Adams 6050 A1 John

Anderson 6086 A1 Sven  
Askins 2667 A1 Katherine  
Aven 4870 A2 Charlie  
Bailey 4988 A1 Andy  
Ball 2766 A2 Cabbott  
Bazil 2624 A1 Rebecca  
Bedford 2621 A2 Monty  
Beverly 6933 A2 Rhiannon  
Campbell 3914 A2 Camille  
Capone 2743 A1 Oliverio  
Carlos 4841 A1 Marcelino  
Castaneda 2651 A2 Able  
Delveau 6034 A2 Alex  
Dierk 6802 A2 William  
Dino 4905 A1 Sally  
Dolansky 4179 A1 Marvin

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This is the first page of an Acrobat phone list and office map document. Each person's name is a "link button" that is linked to the person's office on the map.

**Click anywhere on Marvin Dolansky's name in the lower right corner of this page.**

● click a name to find the corresponding office on the map

The link shows a magnified view of Marvin's office

50%  
100%  
200%  
400%

To see where Marvin's office is on the floor, select the zoom box at the bottom of the screen and choose 200%.

This is the office map shown at 200%.

EXIT

## Sculpture

# EXIT

**Atrium**

**Cof**

EXIT

# LEVEL ONE

**Handicap  
Entrance**

- Fire Extinguisher

## Fire Escape Routes

 First Aid Station

Donnas	2713	A2	Albert	Esposoto	2604	A2	Alejandro	Peterson	4785	A1	Celia
Dorcy	2021	A2	Emilia	Estra						A2	Raeline
Dred	6681	A1	Jarrell	Eva						A2	Juan
Duff	3330	A1	Meredith	Fa						A1	Harry
Dunoskovitz	3998	A1	Wilber	Falve						A1	Donald
Durkin	2167	A2	Scott							A2	Catherine
Dwornell	6651	A2	Brad	Hu						A1	Gustavo
Earse	4799	A1	Keith	Jam						A1	Marvin
Elis	2678	A2	Ruth	Kaupowitz	6713	A2	Donald				

18

If you want to test the link, click Albert Donnas's name once and use the Go Back button to return to this screen.



Then continue with the tour.



15

Now you will create a link between a person's name in the phone list and the corresponding office on the office map.



Click the link tool in the tool bar. Drag to draw a box around the name "Donnas." (The name is at the top of the list.)



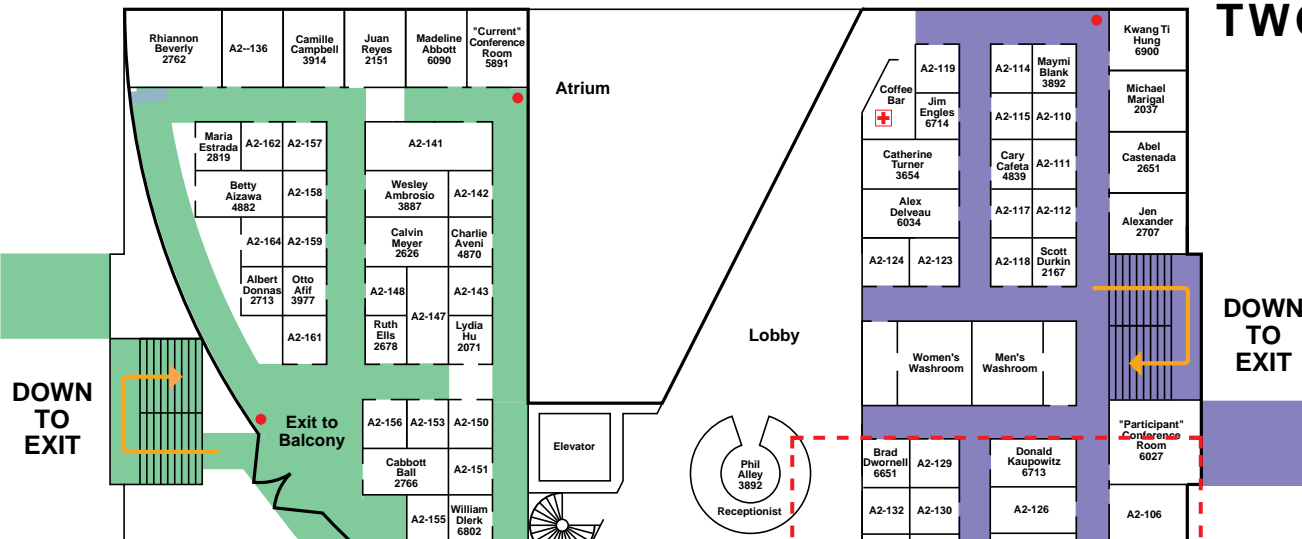
When the Create Link dialog box appears, click the Next Page button in the tool bar.

## OFFICE ROOMS

3809	A1
6788	A1
6027	A2
5891	A2

he map

# LEVEL TWO



16

Albert Donnas's office is in the lower right corner of the map.



Select the zoom-in tool and drag a marquee around the dotted rectangle in the lower right section of the map.

17

Click OK in the Create Link dialog box to create the link.

● Fire Extinguisher

■ Fire Escape Routes

✚ First Aid Station



## Combining the Outline and Centerline methods

You can combine the Outline and Centerline conversion methods to convert images that use both filled areas and consistent line weights. Keep in mind that the Centerline method affects only black-and-white and two-color images.



**19**

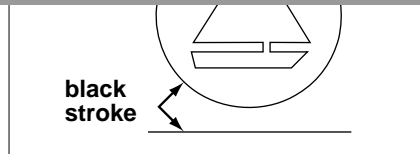
This is a page of a software user guide. Suppose you are searching for a definition or an example of the word “stroke” (a type of line weight).



- 1 Click the find tool in the tool bar.**
- 2 Enter the word “stroke” and click the Match Whole Word Only option.** This option tells the program not to find words that contain the word you are searching for (such as “stroked” or “strokes”).
- 3 Click the Find button.** The Find dialog box closes, and the word “stroke” is highlighted in the illustration.
- 4 Press Ctrl+G (with Windows) or Command-G (on the Macintosh) to find the next occurrence of the word.**



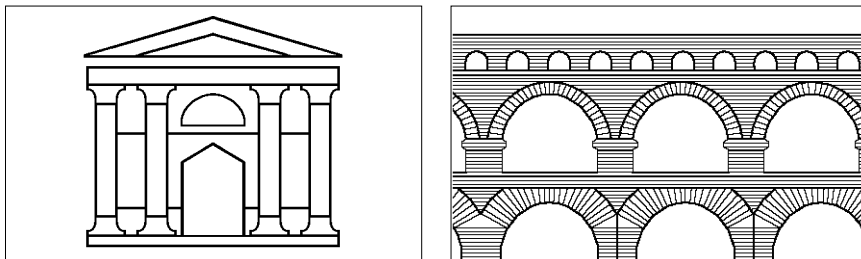
Preview Illustration



Artwork Only

## Combining the Centerline and Line Recognition methods

You can combine the Centerline and Line Recognition conversion methods to convert images that use horizontal, vertical, slanted, and curved lines.



Images suited for Centerline and Line Recognition conversion

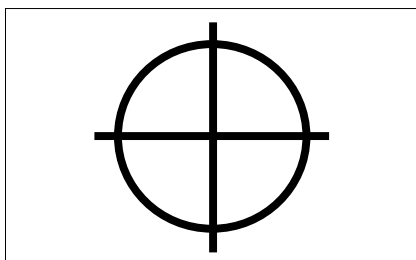
When you convert an image combining the Centerline and Line Recognition methods, horizontal and vertical lines are converted first using the Line Recognition method, then a second pass converts curved lines using the Centerline method. It may appear on your screen as though the horizontal and vertical lines have been centerlined, but such is not the case; even will not when you print the image.

**20**

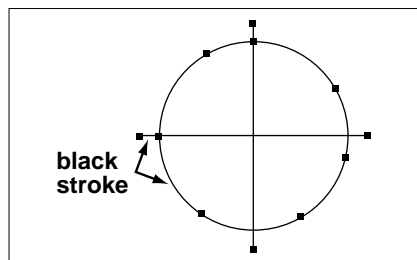
The next occurrence of the word “stroke” is displayed.



Centerline and Line Recognition methods appear when you choose Preview Illustration from the View menu. Note that the circle and the line are created as lines.



Preview Illustration



Artwork Only with all paths selected

<b>Donnas</b>	2713	A2	<b>Albert</b>	<b>Esposoto</b>	2604	A2	<b>Alejandro</b>	<b>Peterson</b>	4785	A1	<b>Celia</b>
<b>Dorcy</b>	2021	A2	<b>Emilia</b>	<b>Estrada</b>	2819	A2	<b>Maria</b>	<b>Pottman</b>	3804	A2	<b>Raeline</b>
<b>Dred</b>	6681	A1	<b>Jarrell</b>	<b>Evans</b>	3991	A1	<b>Jake</b>	<b>Reyes</b>	2151	A2	<b>Juan</b>

**21**

This is an Acrobat phone list. Suppose that Albert Donnas's phone number changed and you wanted to add his new number to this list.



- 1 Click the note tool.**
- 2 Place the cross hair beneath Albert Donnas's name and click.**
- 3 Type Albert's new number in the note window (for example, 5555).**
- 4 Double-click the upper left corner of the note box to close it. (On the Macintosh just click once.) Then drag the note icon to the left of Albert's name. Double-click the note icon to reopen the note window.**



**Harry**  
**Donald**  
**Catherine**  
**Gustavo**  
**Marvin**  
**MS**  
**A1**  
**A1**  
**A2**  
**A2**

Click the name of a person to find their office location on the map

## Chapter 3: *Using Streamline to Convert an Image*

The Adobe Streamline program provides three conversion methods: Outline, Centerline, and Line Recognition. You can use the Outline conversion method with any kind of image (black-and-white, grayscale, or color). You can use the Centerline, Line Recognition, or Line Recognition methods to convert black-and-white images to outlines. You can use the Line Recognition method to convert color images to outlines.

The Outline conversion method is used to convert images to outlines. The Line Recognition method is used to convert images to outlines.



Image suited for Outline conversion

**22**

This is the first page of a chapter in a software user guide. You will add your own bookmarks to mark the first few sections of this chapter.

**1 Choose the Bookmarks command from the Edit menu and choose New from the submenu.** A new bookmark, named “Untitled,” is added to the end of the bookmark list.

**2 Make sure that the bookmark is highlighted and type “Using Streamline.”**



**3 Click the Next Page button in the tool bar.**

You can use more than one method. For example, you can combine the Outline and Centerline methods to convert images that have a mix of consistent line weights and filled areas; or you can combine the Centerline and Line Recognition methods to convert images with horizontal, vertical, slanted, and curved lines.



Image suited for Outline and Centerline conversion

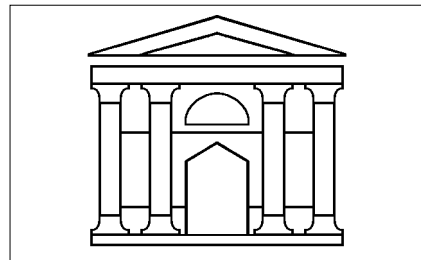


Image suited for Centerline and Line Recognition conversion

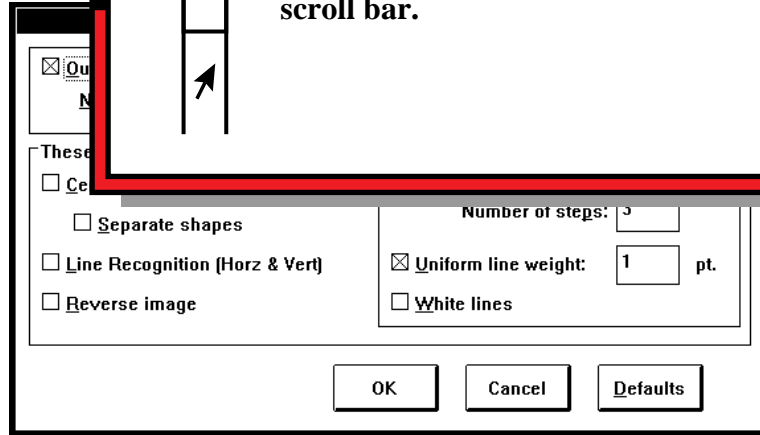
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convers

**23**

This page contains the first section in the chapter.



**To scroll to the bottom of the page, click anywhere beneath the scroll box in the vertical scroll bar.**



## Converting images using the Outline method

The Outline conversion method converts images by tracing an outline of each element in the image and filling it with black, white, a color, or some value or tint specified in the dialog box. Chapter 10 shows how to use the Outline method to convert images to areas, such as the image shown in the figure.



Images s

**24**

With the page view now centered over the section title, we can add the bookmark that will jump to this view.

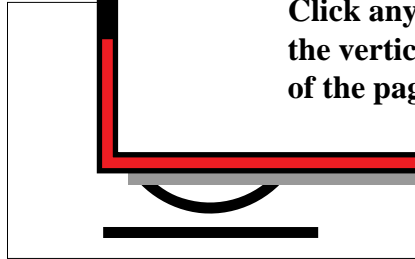
- 1 Press Ctrl+B (with Windows) or Command-B (on the Macintosh) to add a new bookmark. Name the new bookmark “Outline Method.”**
- 2 Choose Bookmarks from the Edit menu and Move Right from the submenu to indent the new bookmark.**
- 3 Press the Down Arrow key to go to the next page.**

Images of  
converted  
example  
Preview

**25**

This page contains a subsection of the Outline Method section.

**Click anywhere beneath the scroll box in the vertical scroll bar to scroll to the bottom of the page.**



Preview Illustration



Artwork Only

Compare the above examples. The circle is not a stroked line, but is created with two filled areas placed on top of each other. To edit these images, you must edit the anchor points surrounding each of the filled areas. An *anchor point* is the point along a path of a converted image at which a segment starts or ends.

### Eliminating noise in scanned bitmapped images

When you select the Outline conversion method, the Noise Level option becomes available. This option allows you to eliminate noise from the converted image by removing a percentage of the pixels that are not part of the original image.

You can  
Areas th  
converte  
element

**26**

- 1 Press Ctrl+B (with Windows) or Command-B (on the Macintosh) to add a new bookmark. Name the new bookmark “Noise.”**
- 2 Press Ctrl+Right Arrow (with Windows) or Command-Right Arrow (on the Macintosh) to indent the new bookmark.**
- 3 Click the triangle next to the bookmark “Using Streamline” to hide the subordinate bookmarks.**

You can use the triangles to show and hide subordinate bookmarks in the bookmarks list.





If a document contains thumbnails, you can use the thumbnails to jump to pre-defined destinations in the document. (A thumbnail is a miniature image of a page.)



**Click the Thumbnail button in the tool bar.**

The overview area to the left of this window displays thumbnails of the pages in this tour. (On some black-and-white monitors, thumbnails may appear faded or sketchy.)

**Click inside the box in the upper right corner of the thumbnail of page 24.**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	PRINCIPAL Term	\$100,000		PRINCIPAL Term	\$100,000		PRINCIPAL Term	\$150,000		PRINCIPAL Term	\$150,000		PRINCIPAL Term	\$203,150		PRINCIPAL Term	\$203,150
2		30			15			30			Home Loan	Term		30			15
3												mt for rate					
4	Rate	Monthly Payment		Rate	Monthly Payment		Rate	Monthly Payment		Rate	Monthly Payment		Rate	Monthly Payment		Rate	Monthly Payment
5	5.40%	(\$562)		5.40%	(\$812)		5.40%	(\$842)		5.40%	(\$1,218)		5.40%	(\$1,141)		5.40%	(\$1,649)

29

You can also use the hand tool to scroll by dragging the page in the main window.



Click the hand tool in the tool bar. Position the hand tool in the lower right corner of the main window and drag to the upper left corner of the window.

22	8.60%	(\$776)	8.60%	(\$1,164)
23	8.80%	(\$790)	8.80%	(\$1,185)
24	9.00%	(\$805)	9.00%	(\$1,207)
25	9.20%	(\$819)	9.20%	(\$1,229)
26	9.40%	(\$834)	9.40%	(\$1,250)
27	9.60%	(\$848)	9.60%	(\$1,272)
28	9.80%	(\$863)	9.80%	(\$1,294)
29	10.00%	(\$878)	10.00%	(\$1,316)
30	10.20%	(\$892)	10.20%	(\$1,339)
31	10.40%	(\$907)	10.40%	(\$1,361)
32	10.60%	(\$922)	10.60%	(\$1,383)
33	10.80%	(\$937)	10.80%	(\$1,406)
34	11.00%	(\$952)	11.00%	(\$1,428)
35	11.20%	(\$967)	11.20%	(\$1,451)

28

This is the upper right corner of a large spreadsheet.

Notice the gray box displayed on the thumbnail. This box indicates the part of the page you are viewing. You can move or resize the box to change the page view.

Place the pointer over the box (the pointer becomes a hand) and drag the box to the upper left corner of the thumbnail.

9.60%	(\$1,723)	9.60%	(\$2,134)
9.80%	(\$1,753)	9.80%	(\$2,158)
10.00%	(\$1,783)	10.00%	(\$2,183)
10.20%	(\$1,813)	10.20%	(\$2,208)
10.40%	(\$1,843)	10.40%	(\$2,233)
10.60%	(\$1,873)	10.60%	(\$2,258)
10.80%	(\$1,904)	10.80%	(\$2,284)
11.00%	(\$1,935)	11.00%	(\$2,309)
11.20%	(\$1,965)	11.20%	(\$2,335)
11.40%	(\$1,996)	11.40%	(\$2,360)
11.60%	(\$2,027)	11.60%	(\$2,386)
11.80%	(\$2,058)	11.80%	(\$2,412)
		12.00%	(\$2,438)
		12.20%	(\$2,464)
		12.40%	(\$2,491)
		12.60%	(\$2,517)
		12.80%	(\$2,544)
		13.00%	(\$2,570)
		13.20%	(\$2,597)
		13.40%	(\$2,624)
		13.60%	(\$2,651)
		13.80%	(\$2,678)

31

This is the end of the tour.

Close the tour without saving changes to preserve the tour file for new users.

30

Position the pointer in the upper left corner of the spreadsheet thumbnail and drag to draw a marquee around the entire thumbnail.