

# WORKING WITH PDF FILES: TOOLS, TIPS AND TECHNIQUES

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## **1. PDF File Basics**

- What is a PDF file and why do we use them?
- Where do we as translators encounter PDF files?
- Problems associated with PDF files

## **2. PDF Tools**

- **Adobe Acrobat**
  - Versions: Adobe Reader, Adobe Acrobat Standard, Adobe Acrobat Pro, Adobe Acrobat Pro Extended
  - Product comparison: [www.adobe.com/products/acrobat/matrix.html](http://www.adobe.com/products/acrobat/matrix.html)
  - (In)compatibility with earlier versions
- **Other “Comparable” Products**
  - PDF Nitro (Express, Professional, and free version): [www.nitropdf.com](http://www.nitropdf.com)
  - Foxit PDF Tools (Reader, Editor, Creator, Phantom etc.):  
[www.foxitsoftware.com/pdf](http://www.foxitsoftware.com/pdf)
  - Solid PDF Tools: [www.soliddocuments.com](http://www.soliddocuments.com)
  - DocuCom PDF Gold: [www.pdfwizard.com](http://www.pdfwizard.com)
  - Pdf995Suite: [www.pdf995.com](http://www.pdf995.com)
  - And others
  - Verify compatibility with Acrobat features

## **3. Editing and Commenting PDF Files**

- Using Commenting Tools in a normal review cycle [don't use only sticky note comments]
  - Available in Reader only if the PDF file author has enabled them using Adobe Acrobat Pro (Advanced > Extend Features in Adobe Reader)
- Comment & Markup tools (Tools > Comment & Markup / Tools > Customize Toolbars / View > Toolbars > Comment & Markup) [see **Figure 1**]
  - Text Edits, Highlight Text, Callout, Arrow, Rectangle, etc.
  - Show/Hide Comments
  - Show/Hide Comments List [see **Figure 2**]
  - Spell checking: Edit > Check Spelling > In Comments...
    - Settings: Edit > Preferences > Spelling
  - Exporting comments as an FDF (Form Data Format) file: Document > Comments > Export Comments to Data File
  - Printing Comments: File > Print > Comments and Forms > Document and Markups (or Document and Stamps) [see **Figure 3**]
  - Identity setup: Edit > Preferences > Identity
- Typewriter tool
  - Available in Reader only if the PDF author has enabled it using Adobe Acrobat Pro (Tools > Typewriter > Enable Typewriter Tool in Adobe Reader or Advanced > Extend Features in Adobe Reader)

- Summarizing Comments: Comments > Summarize Comments
- Touching up text (changing text and text properties)
  - Tools > Advanced Editing / Advanced Editing toolbar
  - TouchUp Text Tool
  - Crop (also Document > Crop Pages)
- Inserting/extracting/rearranging pages
  - Document > Insert/Extract/Replace/Delete Pages, or use the Pages navigation pane on the left
- E-mail-based review or shared review (on acrobat.com) for multi-party reviews

#### **4. Searching for Text in PDF Files**

- Edit > Find: text within the current document
- Edit > Search: text in one or more files [see **Figure 4**]
  - Basic Search Options
  - Advanced Search Options
- Indexing (only in Professional): possibility to index hundreds of files for quick searching
  - Select Advanced > Document Processing > Full Text Index with Catalog > New Index
  - Name the index, select directories to be included, click Build and specify location for the index file
  - Use the resulting .pdx file for searching
- Creating a Searchable Image
  - With the image file open in Acrobat, select Document > OCR Text Recognition > Recognize Text Using OCR
  - This can also be done with scanned images: Document > Scan to PDF

#### **5. Creating and Filling Electronic Forms**

- Simple filling with Typewriter tool
- Using text boxes
- Fillable forms (IRS W-9)
- Converting electronic files to forms using Form Wizard
- Blueberry PDF Form Filler; FREE application for filling in and printing PDF forms ([www.bbconsult.co.uk/Resources/PDFFormFiller.aspx](http://www.bbconsult.co.uk/Resources/PDFFormFiller.aspx))
  - Note: deselect "Lock All Controls" button

#### **6. Using Electronic Signatures**

- Inserting a scanned signature
  - copy and paste via clipboard (as a "stamp")
- Creating and using a digital ID
  - **Creating a digital ID:** Advanced > Security Settings > Digital IDs > Add ID > "A new digital ID I want to create now" > Next > New PKCS#12 digital ID file > Next. Fill the information fields, as needed, click Next. Select location for the ID and define a password. Click Finish to return to the Security Settings dialog box. Click Close.

- **Signing a PDF document:** Advanced > Sign & Certify > Place Signature. Drag a rectangle where you want to place the signature. Choose a digital ID, type the password, choose appearance and click Sign.

## **7. Converting PDF Files to Editable Text**

### **Adobe Reader**

- Copying and pasting using Clipboard
  - Column select mode (Alt), selecting whole page (4 clicks), selecting all (Ctrl+A; “all” can be either whole page or whole document depending on the Page Display setting: View > Page Display > Single Page vs. all other settings), copying with or without formatting (right click menu; if available)
- Save as Text menu option (File > Save as Text)

### **Adobe Acrobat**

- File > Export or File > Save As (Word, Excel, html, xml, etc.)
- Right click menu options: Copy, Copy As Table, Save As Table, Open Table in Spreadsheet
- Tables can be tricky to convert with any of the above methods
- Conversion settings: Edit > Preferences > Convert From PDF
- More info: <http://tinyurl.com/r9jn9y> (Adobe online Help)

### **OCR (Optical Character Recognition) Tools for PDF Conversion**

- ABBYY FineReader ([www.abbyy.com](http://www.abbyy.com))
- PDF Transformer (by ABBYY)
- OmniPage ([www.nuance.com/imaging/products/omnipage.asp](http://www.nuance.com/imaging/products/omnipage.asp))
- PDF Converter (by Nuance)
- PDF to Excel: [www.pdfexcelonline.com](http://www.pdfexcelonline.com) (free online tool)
  - Remember document confidentiality when using online tools

### **Using ABBYY PDF Transformer**

- Simple – just a few clicks [see **Figure 5**]
- PDF conversion and PDF creation
- Advanced Options for Word files: Original layout, Text flow, Keep pictures
- Advanced Options for Excel files: Ignore text outside tables, Convert numeric values to numbers
- Recommended fonts for Chinese, Japanese, Hebrew and Thai

### **Using ABBYY FineReader**

- Full-range OCR program for scanning, PDF/image file conversion and PDF creation [see **Figure 6**]
- Open an image file (PDF, TIF, etc.) or scan a document
- Read file using the OCR tool
- Image can be edited (Edit Image button)
- Several general and file-specific options for perfecting the output (Tools > Options) [see **Figure 7**]
- Output can be previewed on the Text Window (right side)

- Check spelling (allows you to verify words that the OCR program misread or did not recognize) and make other editing corrections on the Text Window
- Save as Word, Excel, etc. file

### **Post-editing Converted Files in Word/Excel**

- Often additional formatting or “cleaning” is needed
- Paste Special in Word/Excel can be useful
- CodeZapper and FormatFixer (Word macros; available from <http://tech.groups.yahoo.com/group/dejavu-l/files>)

### **Translating PDF Files Using CAT Tools**

- Trados Studio, Wordfast Pro and memoQ offer support for PDF files [see **Figure 8**]
- Not very practical in most cases. A better solution would be to use a good PDF conversion tool to convert the file to Word format. For more info, see <http://tradoshelp.wordpress.com/2010/05/17/>

### **PDF File Password Protection and Permission Control**

- File > Properties > Security [see **Figure 9**]
- Unprotecting PDF files

## **8. Creating PDF Files**

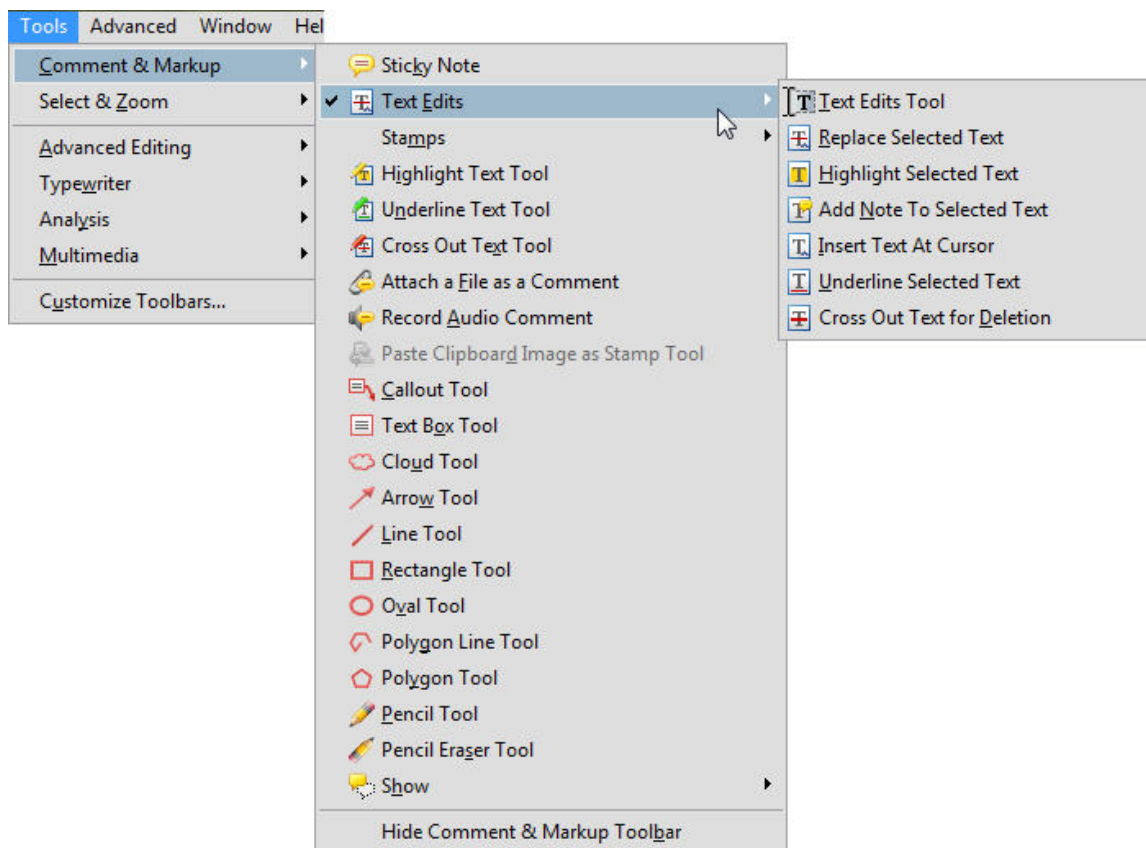
- Save or Print
- Adobe Acrobat
- ABBYY and Nuance OCR tools
- MS Office 2007 add-in “SaveAsPDFandXPS.exe”
- PDFCute, PDFCreator
- Numerous other PDF tools

## **9. Creating TMs from PDF Files Using LogiTerm AlignFactory**

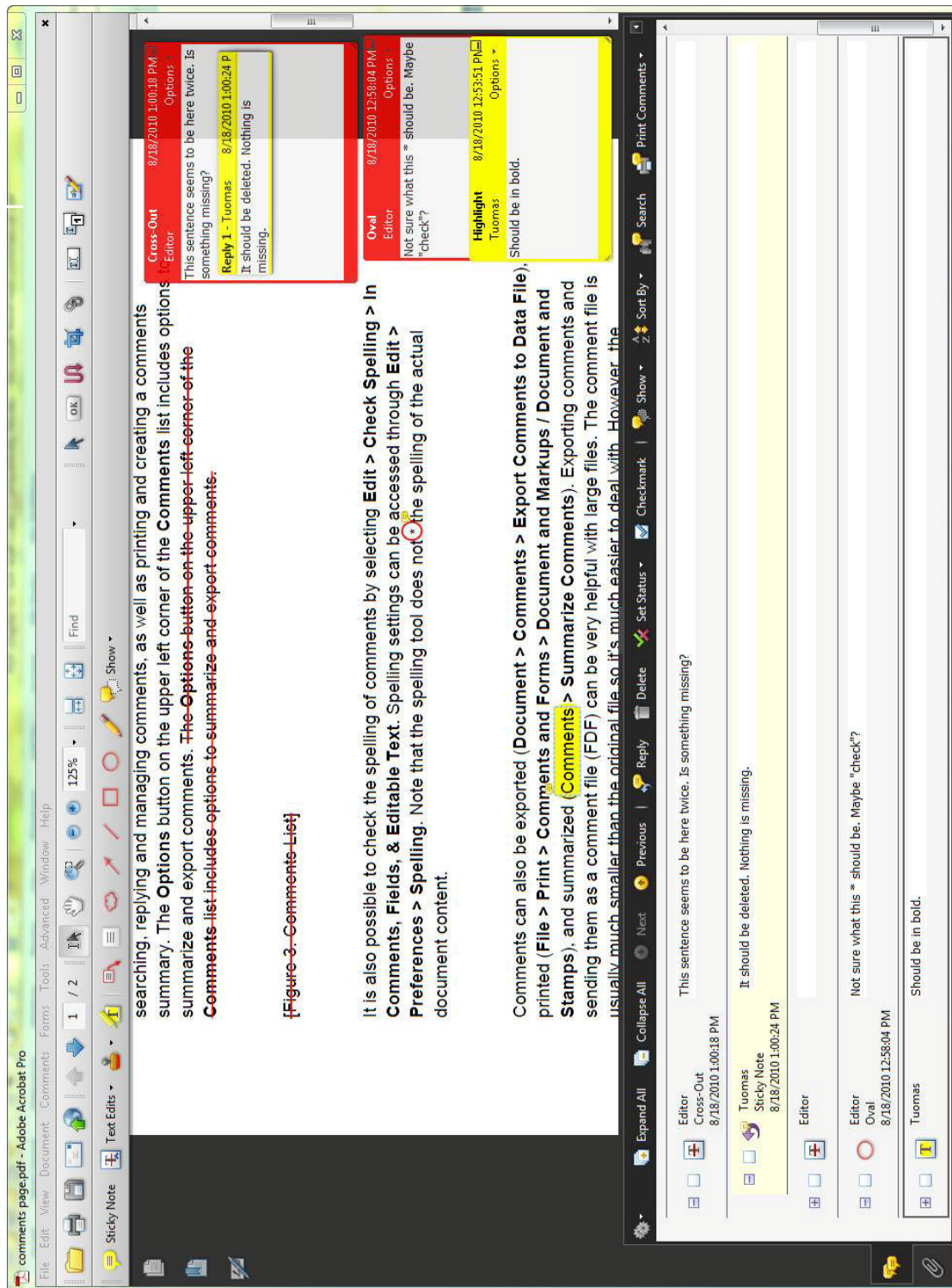
- Other tools:
  - YouAlign by LogiTerm; online tool, FREE, limited selection of languages ([www.youalign.com](http://www.youalign.com))
  - NoBabel AutoAligner by KCSL; online tool, limited selection of languages (<http://nobabel.com>)
  - ABBYY Aligner
- LogiTerm AlignFactory ([www.terminotix.com](http://www.terminotix.com)) [see **Figure 10**]

## **10. Additional PDF-related Links and Info**

- [www.adobe.com/support/](http://www.adobe.com/support/)
- [www.planetpdf.com](http://www.planetpdf.com)
- [www.pdfstore.com](http://www.pdfstore.com)
- <http://desktoppub.about.com> (search for “PDF”)
- Translator’s Tool Box by Jost Zetzsche ([www.internationalwriters.com/toolbox](http://www.internationalwriters.com/toolbox)): new chapter on PDF files

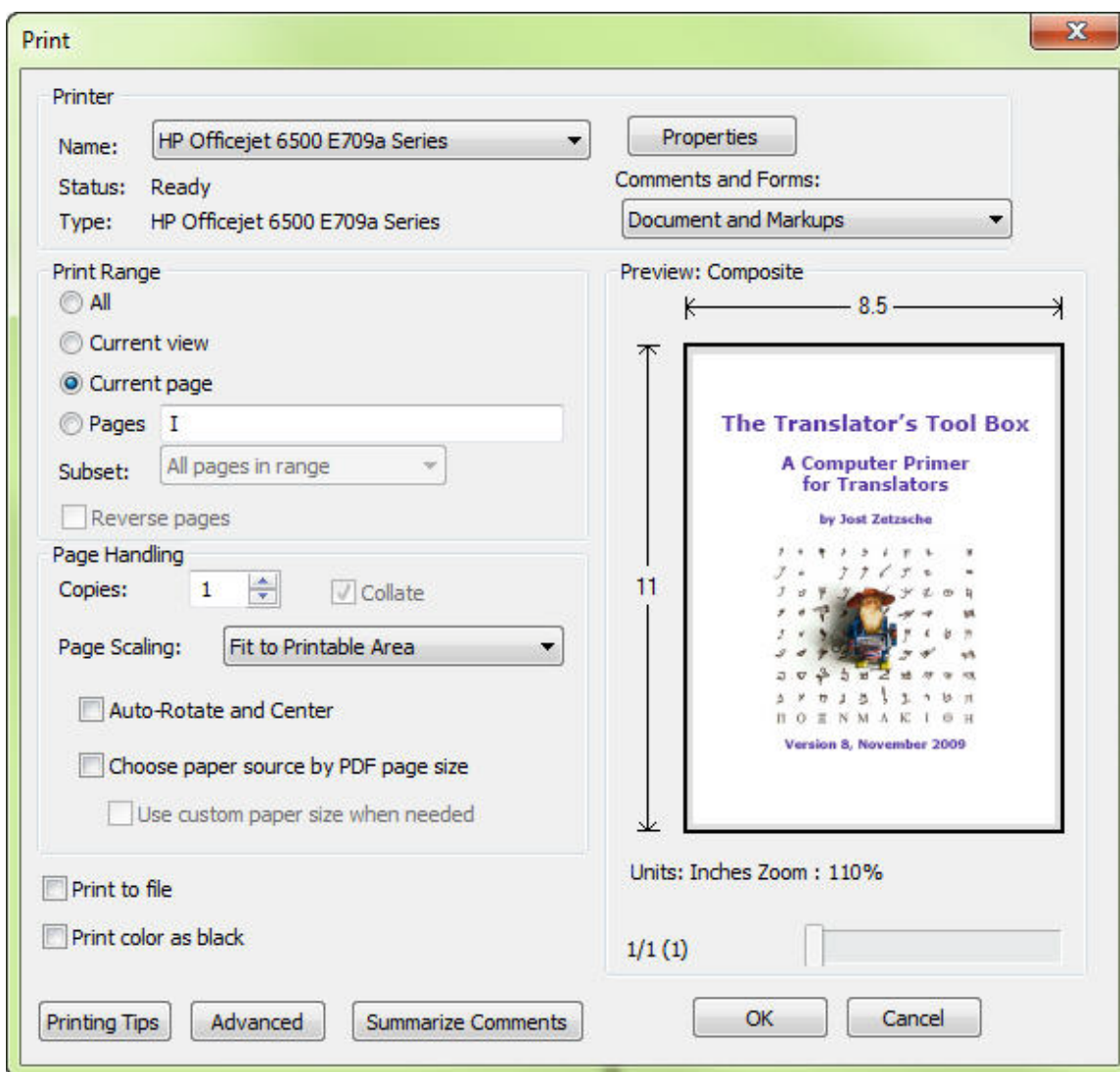


**Figure 1. Adobe Acrobat Professional:** Tools for commenting and markup.

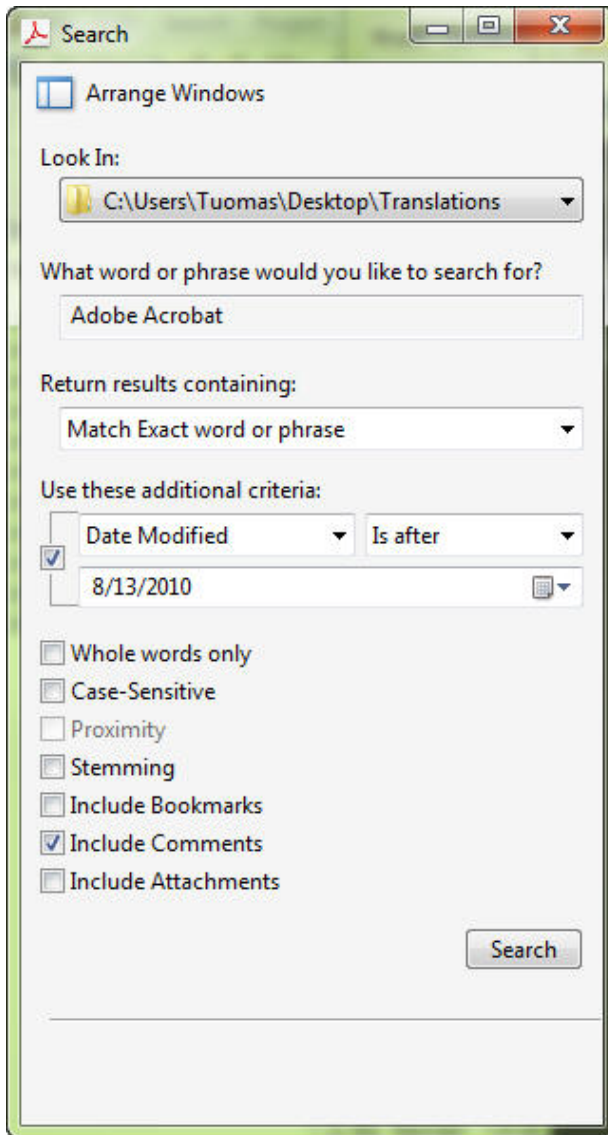


**Figure 2. Adobe Acrobat:** Comments list open in Adobe Acrobat.





**Figure 3. Adobe Acrobat:** Print settings dialog box.



**Figure 4. Adobe Acrobat:** Search window with advanced search options.



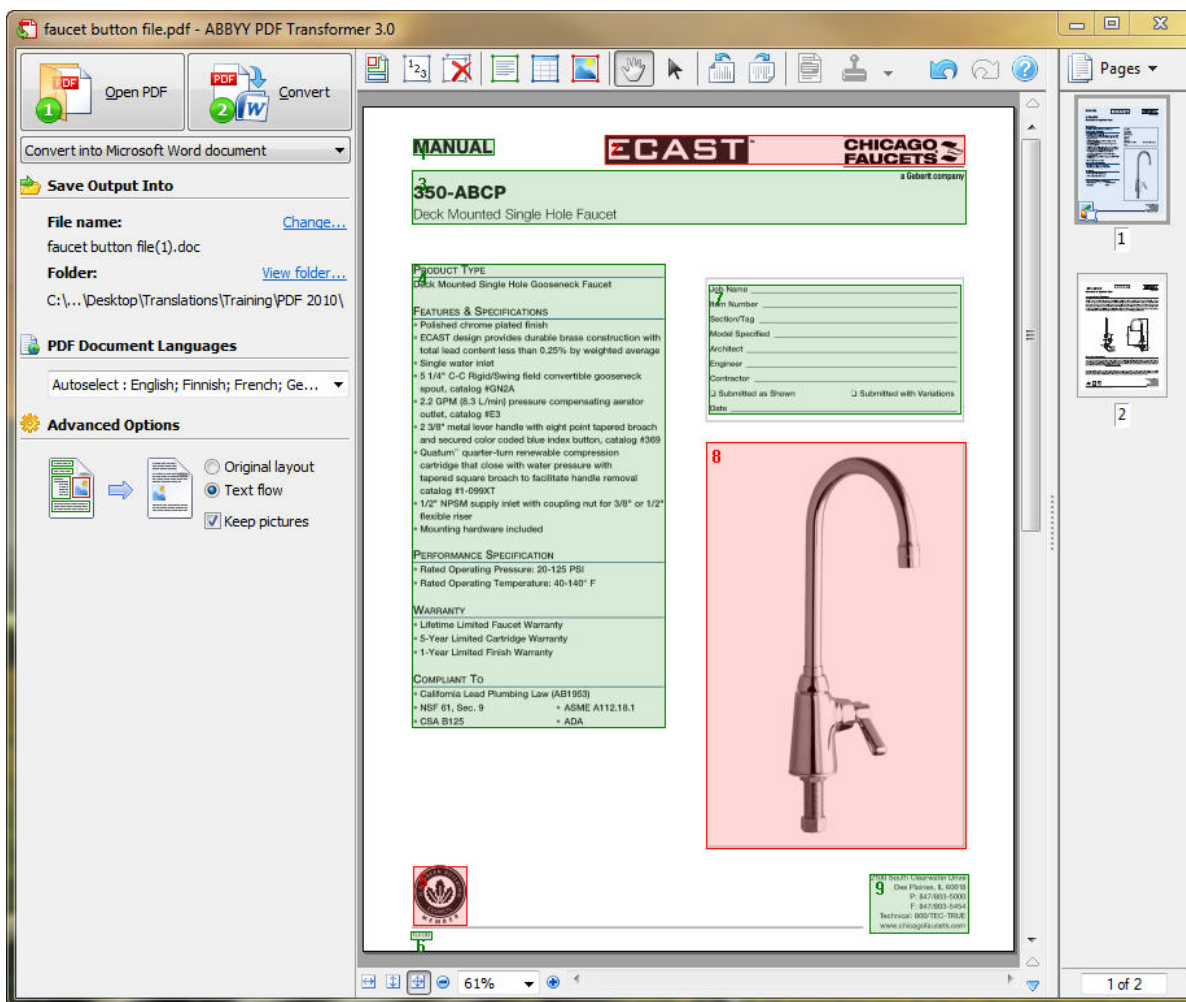


Figure 5. ABBYY PDF Transformer: Converting a PDF file to Word format.

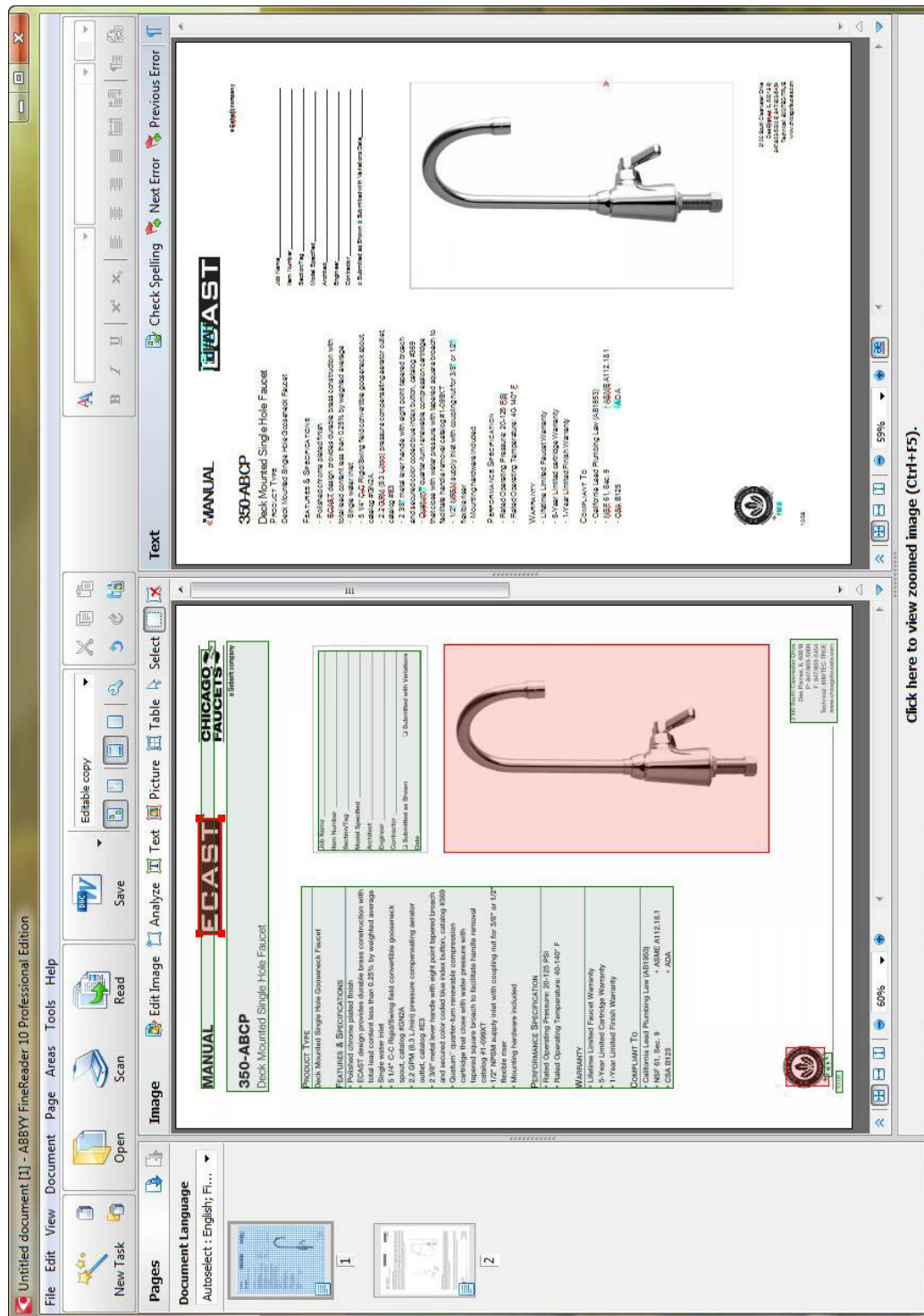
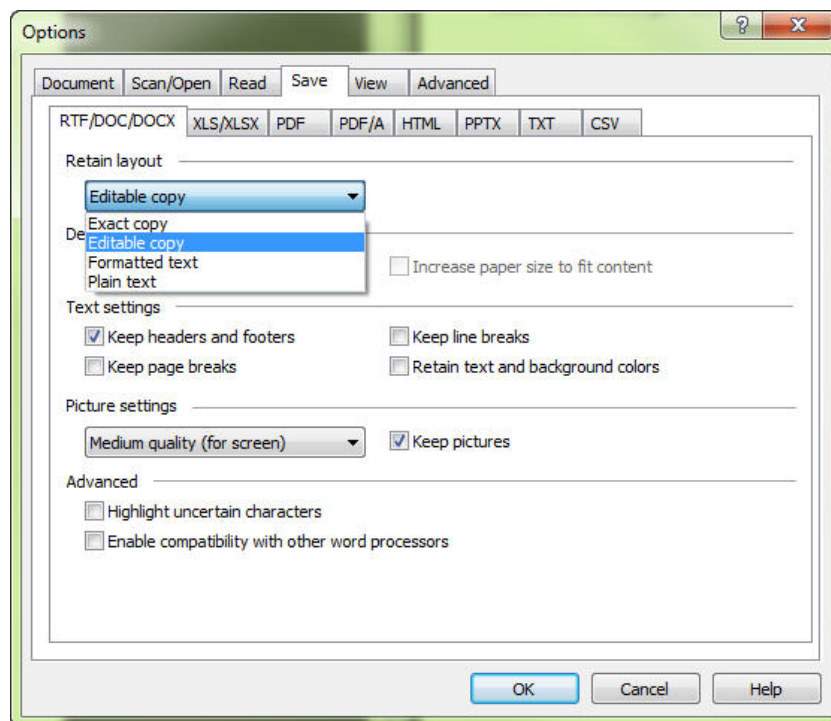
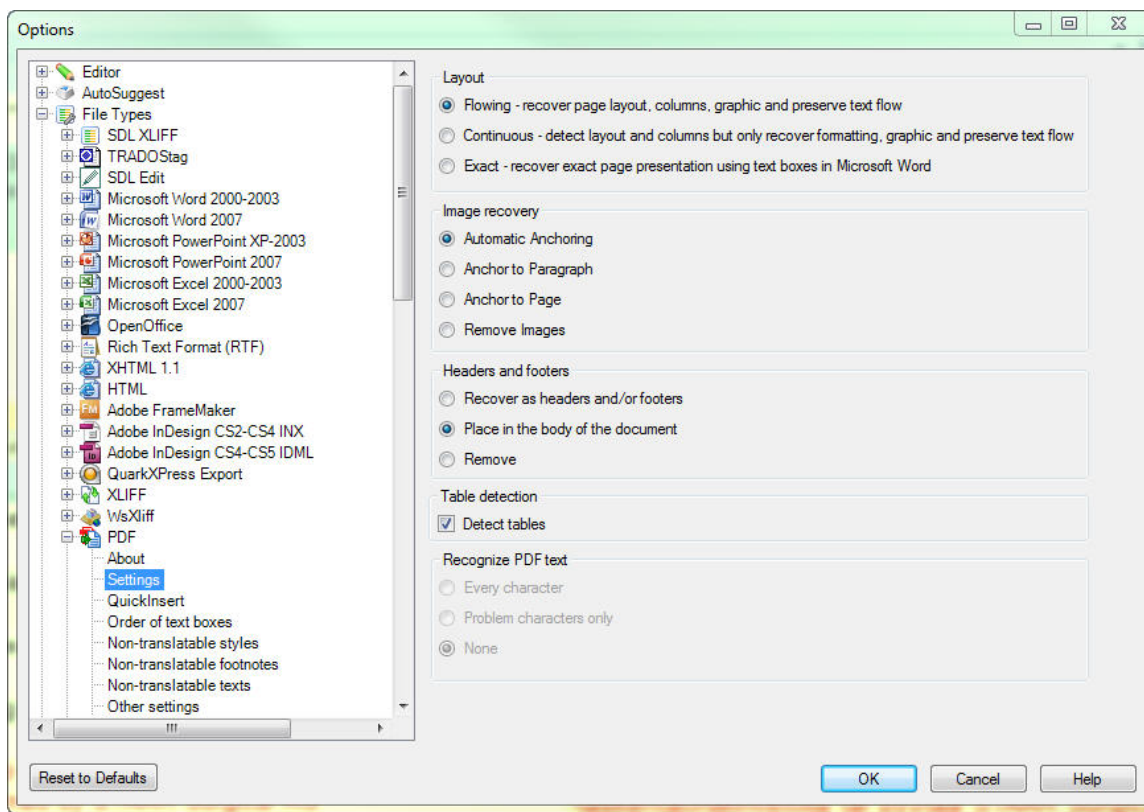


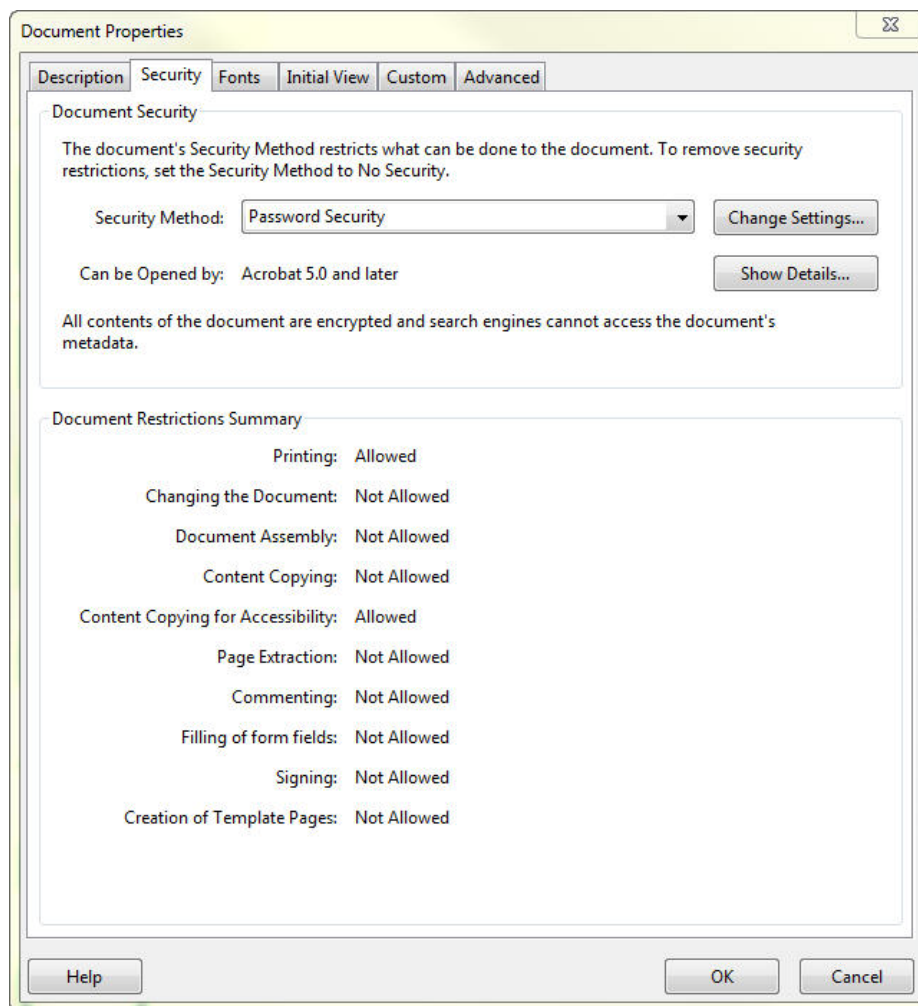
Figure 6. ABBYY FineReader: Converting a PDF file to Word format.



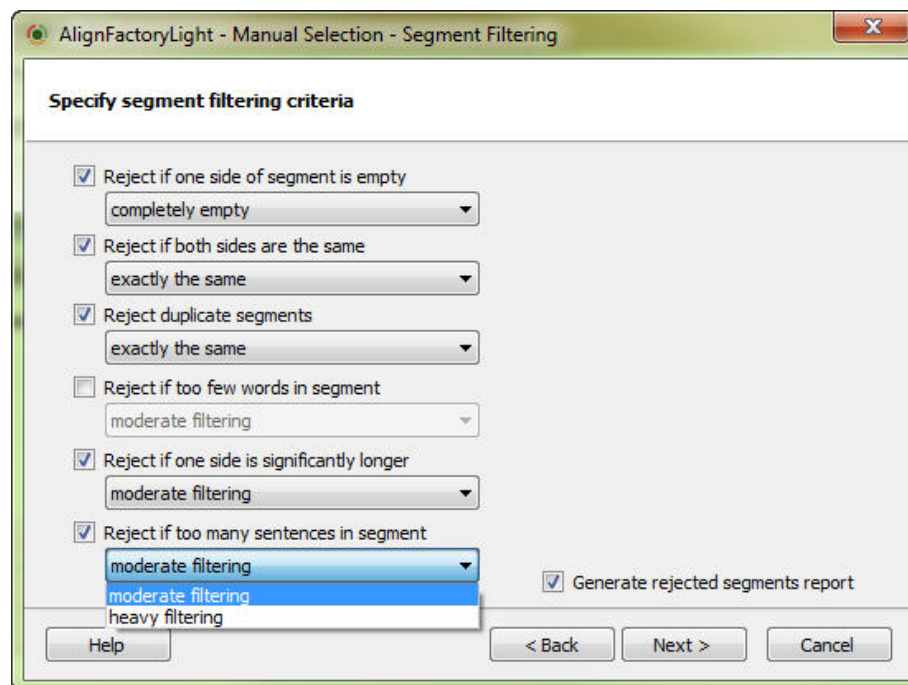
**Figure 7. ABBYY FineReader:** Available layout options when converting PDF files to Word format.



**Figure 8. Trados Studio:** PDF filter settings.



**Figure 9. Adobe Acrobat: Security Settings dialog box**



**Figure 10. AlignFactoryLight:** Available filtering criteria for file alignment.