

DIGITALOFFICE 5.0

in powerful Adobe™ Acrobat PDF

Adobe® Acrobat® Format
Digital Real Estate Software Guide



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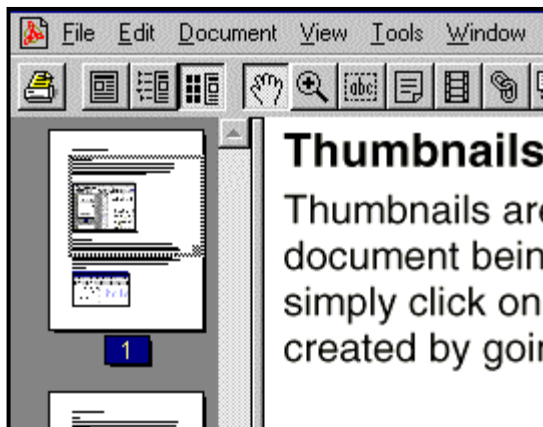
Values of **Digital Office Realty Software** Created in **Adobe Acrobat PDF Format**

Acrobat software format is simply the most reliable and effective way to share information across platforms and applications. With Acrobat, you can convert documents from any application to Adobe Portable Document Format (PDF), which preserves the look and feel of your original document—including the fonts, layout, and graphics—in one compact file. Then you can add these new PDF files to your Digital Office realty software. The ability to customize the software with documents you desire, makes this one powerful software solution! Utilizing tools from the Acrobat 4x5, Business Tools, or Approval 5.0 upgrades, you can personalize the Digital Office Software to suit your specific needs. Move forms, create new storage folders, add new forms, and even create Internet links. With Acrobat 4.0/5.0 software, you can get control of your business by creating a business solution unequalled, and ready for the future of Real Estate. The following pages show you how to easily you can convert any document to a universally accessible Adobe Acrobat PDF document. We'll also share some time-saving tips that can help you get your software customized faster, so you can be more productive.

The Tools for Manipulating PDF Forms

PDF (portable document format) is a perfect visual reproduction of your original document, having the added benefit of a smaller file size and an enhanced navigability. Acrobat's portability across an extensive range of hardware and operating systems makes it ideal for use in emails, web sites, Intranets, data retrieval and data archiving. Today virtually all popular applications for electronic publishing and prepress can be turned into a PDF, and there are tens of millions of users of Acrobat Reader in the world. It should be noted - for those not familiar with Adobe Acrobat - Acrobat Business Tools, Acrobat Approval 5.0, Exchange, and Acrobat 4x5 are the applications for manipulating PDF, not the free Reader.

This article concerns itself with an overview of the tools and settings that can be applied to PDF files when editing, and in particular how they can be presented and navigated through, including **thumbnails**, **bookmarks**, **links**, **articles** and **notes**. Three areas are not really explored - forms, fields and indexing - because more than a brief explanation is needed on each. With the use of forms and fields data can be submitted straight from a PDF to a web server. Acrobat's forms allow you create online PDF forms that require the user to enter data into the form, which is then submitted. Forms can both be submitted as a PDF form or just as the data entered into the PDF. Indexing your PDFs makes it simple to archive and retrieve data from one or a group of PDF documents.

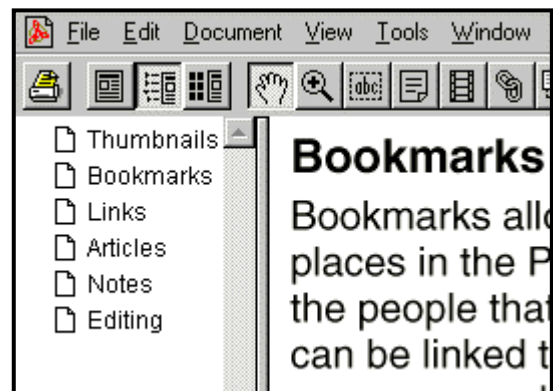


Thumbnails

Thumbnails are miniature pages that are displayed in a column alongside the document being viewed. They make navigating between pages easier as you simply click on the thumbnails to go to the page you want. With thumbnails you can also resize the page with the mouse cursor.

Bookmarks

Bookmarks allow you to have links displayed down the side of your page to places in the PDF, other documents, web browsers, multimedia and so on. If all the people that use a PDF are connected on a network then virtually all file types can be linked to it. For instance, clicking on a bookmark could automatically open a spreadsheet, Word file, PDF or audio passage. Inside a single PDF, making bookmarks link to such things as chapters, headings, images, tables and appendices, reduces the time the user spends on locating important parts of a document.



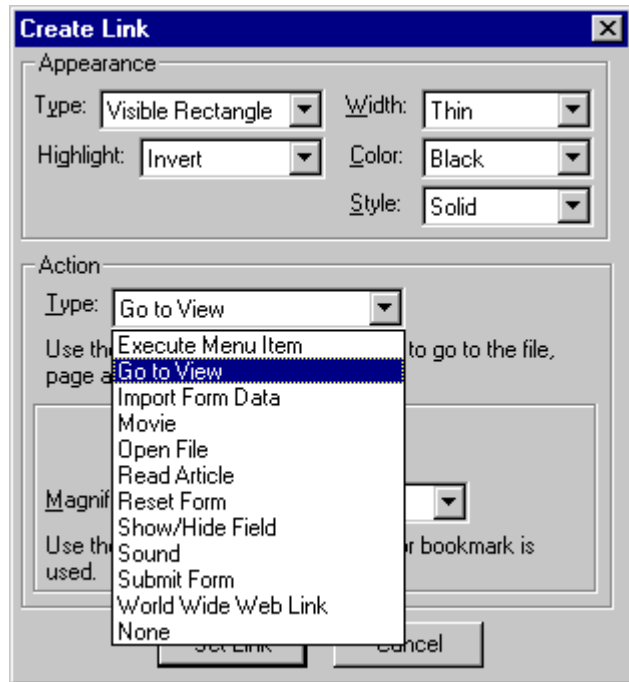
Links

Like hypertext links in HTML, PDF Links let you link from objects on the page. You can display or hide the Links you make, set various view settings and link to the same things you can with bookmarks. Links are made with a cross-hair tool, which you drag over the area of the page you want the link to be. You can select any menu item to execute once the link is clicked. For example, you could have a link to Find, a link that prompts the user to Extract pages or to open the Document Info. Links also work well with forms.

Notes



Another way of providing information from the page is with the use of notes. Notes appear as small colourful icons on the page and when clicked open to a small note that refers to something in the document. These work very well when several people are sharing a document. A list of all the notes in a document can be turned into another PDF, which shows details such as ID, name and date of creation. Notes can also be imported and exported between PDFs



Reminder

Notes are a useful way of providing more information.

1-1

Articles are a useful way of making pages or areas of a document easier to view and navigate through. Additionally, whatever you select to be in the article will be zoomed to fit the size of the page. Once an article is created, whenever the hand cursor moves over it a new icon appears.

Articles

Articles are a useful way of making pages or areas of a document easier to view and navigate through. Additionally, whatever you select to be in the article will be zoomed to fit the full size of the page. Once an article is created, whenever the hand cursor moves over it a new hand icon appears. Clicking the hand cursor will automatically display whatever has been selected as the article. For example, to show an image or chart at a full screen size, you would put an article around it. For

the user now it is just a matter of clicking on the article to view it in full screen and another to go back to the original view. It can also connect blocks of text in a series of articles which are moved between by clicking the mouse cursor. For example, in a two-columned document you could have a series of connected articles that with each click take you to the next column, without the need to scroll back up to the second column each time.

Editing Digital Office PDF Forms

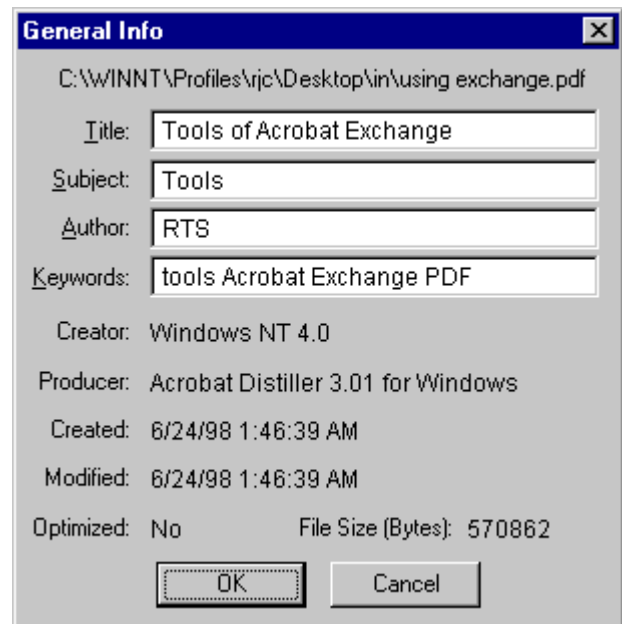
The nature of PDF files, being an electronic print of the original document, means that they often contain fairly static information, which is the final product of say a Quark, Word, or PageMaker document. Acrobat Reader itself allows little opportunity for correcting anything in a PDF document. For an example, tables, columns and the location of images, cannot be changed. The TouchUp text command allows you to fix typos, page numbers, alter such things as the font size, colour and style, but the changes can only be minor as adding or removing text can effect the layout. Interestingly, third-party Acrobat developers provide a variety of powerful plug-ins that allow far greater power to edit PDFs. They let you extract, replace and import sections, realign text and much more.

The Document Info provides details on the document such as the title, author, subject and keywords – which become particularly useful when indexing PDFs . There are also options for the initial view the document opens with and how it is to be displayed throughout. Using Preferences lets you set the document to navigate in various ways – for example, setting the pages to automatically advance after a certain time. Other ways of editing PDFs include commands such as crop, rotate, insert, extract, replace and delete pages. Using Select graphics allows you to select specific parts of a document into the clipboard, but not to remove them.

Import images

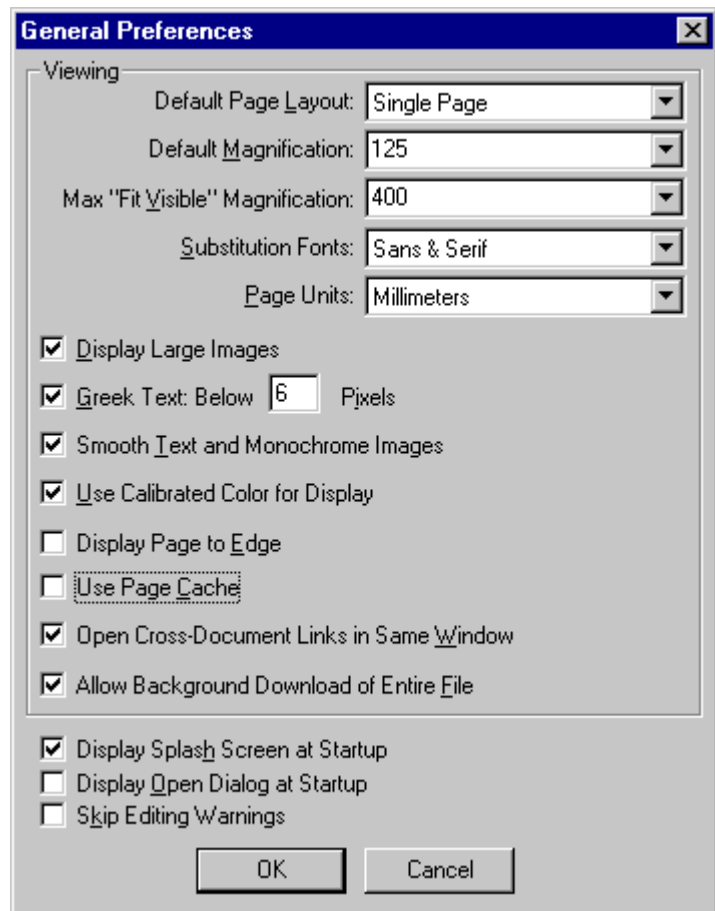
With a scanner you can import new forms straight into your Digital Office software. Also, by using the Adobe Capture plug-in for scanning paper to PDF secures that all text becomes searchable in the new

electronic version. This makes it very easy to store office information electronically - faxes, notes, contracts, etc. –, as well as improving the ease with which the people communicate.



The General Info dialog box displays document metadata for the file C:\WINNT\Profiles\jrc\Desktop\in\using exchange.pdf. It includes fields for Title, Subject, Author, and Keywords, as well as read-only information about the Creator, Producer, Creation and Modification dates, Optimization status, and File Size.

General Info	
C:\WINNT\Profiles\jrc\Desktop\in\using exchange.pdf	
Title:	Tools of Acrobat Exchange
Subject:	Tools
Author:	RTS
Keywords:	tools Acrobat Exchange PDF
Creator:	Windows NT 4.0
Producer:	Acrobat Distiller 3.01 for Windows
Created:	6/24/98 1:46:39 AM
Modified:	6/24/98 1:46:39 AM
Optimized:	No
File Size (Bytes):	570862
OK Cancel	



The General Preferences dialog box, specifically the Viewing tab, allows users to configure how the PDF is displayed. It includes settings for page layout, magnification, fonts, and various display options like large images, Greek text, and color calibration.

General Preferences	
Viewing	
Default Page Layout:	Single Page
Default Magnification:	125
Max "Fit Visible" Magnification:	400
Substitution Fonts:	Sans & Serif
Page Units:	Millimeters
<input checked="" type="checkbox"/> Display Large Images	
<input checked="" type="checkbox"/> Greek Text: Below 6 Pixels	
<input checked="" type="checkbox"/> Smooth Text and Monochrome Images	
<input checked="" type="checkbox"/> Use Calibrated Color for Display	
<input type="checkbox"/> Display Page to Edge	
<input type="checkbox"/> Use Page Cache	
<input checked="" type="checkbox"/> Open Cross-Document Links in Same Window	
<input checked="" type="checkbox"/> Allow Background Download of Entire File	
<input checked="" type="checkbox"/> Display Splash Screen at Startup	
<input type="checkbox"/> Display Open Dialog at Startup	
<input type="checkbox"/> Skip Editing Warnings	
OK Cancel	

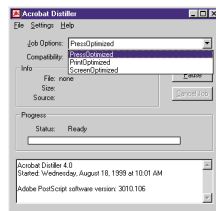
Setting Up Acrobat Distiller®

The Acrobat Distiller application creates Adobe PDF files. You do not need to manually launch Distiller when you want to convert a document. However, you do need to run Distiller to choose a default setting before you create Adobe PDF files. Three options are available:

- *The ScreenOptimized option* is recommended for Adobe PDF files that will be displayed on the World Wide Web or an intranet. If you know that the document you're converting will not be printed, you should choose this option because it produces the smallest possible file size, which reduces the time it takes to move the file over a network or the Web.
- *The PrintOptimized option* is recommended for Adobe PDF files that will be printed or published on CD-ROM. In general, if the document you're converting will be printed—or if there's a possibility it will be printed—you should choose this option.
- *The PressOptimized option* is recommended for Adobe PDF files that will be printed as high-quality final output using a high-resolution printer. This option is primarily for graphic-intensive publications created with illustration and page layout programs.

To set Distiller defaults:

- 1 Launch Acrobat Distiller.
- 2 Click the Job Options pull-down menu, and then select the appropriate option—ScreenOptimized, PrintOptimized, or PressOptimized—depending on how the Adobe PDF file will be used.
- 3 Choose File > Preferences. In the Output Options area of the Preferences dialog box select Ask for PDF File Destination and View PDF When Using Distiller Printer.
- 4 Click OK to close the Preferences dialog box, and then quit Acrobat Distiller. Acrobat Distiller will retain the default settings until you change them.



Click the Job Options pull-down menu, and then choose ScreenOptimized, PrintOptimized, or PressOptimized, depending on how your Adobe PDF file will be used.



In the Preferences dialog box, select Ask for PDF File Destination and View PDF When Using Distiller Printer.

Creating New Adobe PDF Contracts

Preserve the look and feel of your documents by converting them to Adobe's universal Portable Document Format. This section shows you how to create Adobe PDF files from popular business applications. Each page gives step-by-step instructions. Before you begin, make sure you have installed Acrobat 4.0 software and have set up Acrobat Distiller as explained on page 4.



Creating Adobe PDF files with the following applications:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Adobe PageMaker *Plus*
- Corel WordPerfect
- Lotus 1•2•3
- Lotus Notes
- Adobe Acrobat Paper Capture
- Adobe Acrobat Web Capture

Microsoft Word

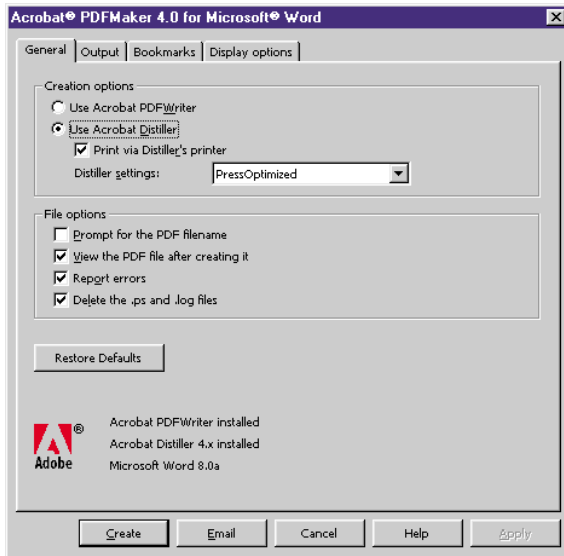
To create an Adobe PDF document from Microsoft Word:

- 1** Open the document in Microsoft Word.
- 2** Click the Create Adobe PDF button in the toolbar or choose File > Create Adobe PDF.
- 3** Click Create in the Acrobat PDFMaker 4.0 for Microsoft Word dialog box.

When you click Create, the Adobe PDF file is generated, placed in the same folder as the original document, and then opened in Acrobat.



Click the Create Adobe PDF button in the toolbar, or choose Create Adobe PDF from the File menu to display the Acrobat PDFMaker dialog box.



In the Acrobat PDFMaker dialog box, specify settings for your PDF file.



Microsoft Excel

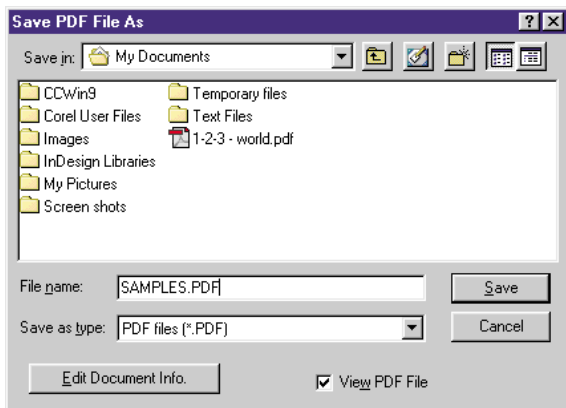
To create an Adobe PDF document from Microsoft Excel:

- 1** Open the document in Microsoft Excel.
- 2** Click the Create Adobe PDF button in the toolbar, or choose File > Create Adobe PDF.

When you click the Create Adobe PDF button, the Save PDF File As dialog box is displayed. Choose a storage folder, and specify a filename for the PDF file, and then click Save. The PDF file is created and then opened in Acrobat.



Click the Create Adobe PDF button in the toolbar to display the Save PDF File As dialog box.



In the Save PDF File As dialog box, choose a storage folder and specify a filename for the Adobe PDF file.



Microsoft PowerPoint

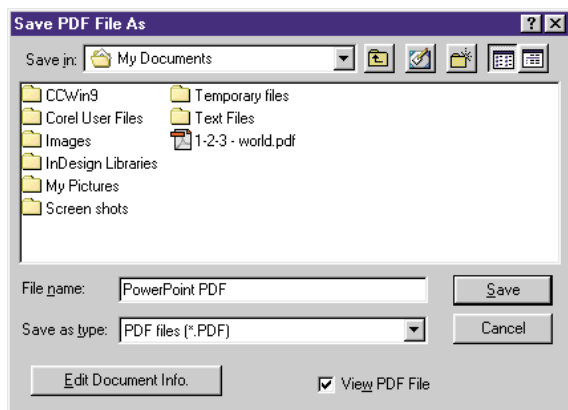
To create an Adobe PDF document from Microsoft PowerPoint:

- 1** Open the document in Microsoft PowerPoint.
- 2** Click the Create Adobe PDF button in the toolbar.

When you click the Create Adobe PDF button, the Save PDF File As dialog box is displayed. Choose a storage folder and specify a filename for the PDF file, and then click Save. The PDF file is created and then opened in Acrobat.



To create an Adobe PDF file, click the Create Adobe PDF button in the toolbar.



In the Save PDF File As dialog box, choose a storage folder and specify a file name for the Adobe PDF file.

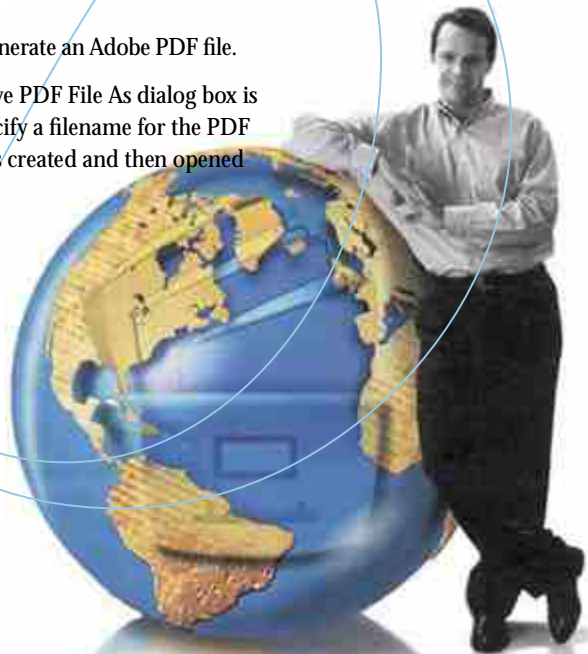


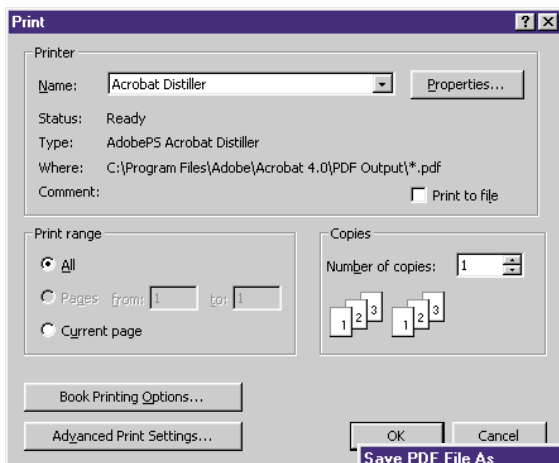
Microsoft Publisher

To create a new Adobe PDF document from Microsoft Publisher:

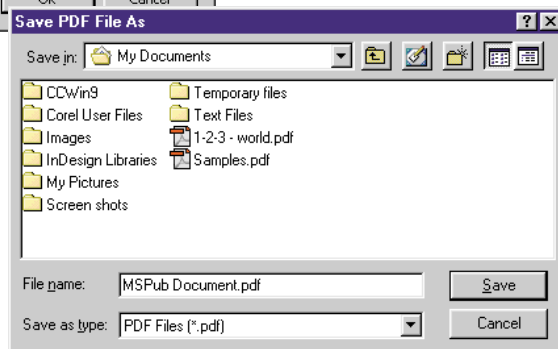
- 1** Open the document in Microsoft Publisher.
- 2** Choose File > Print.
- 3** In the Print dialog box, choose Acrobat Distiller from the Printer Name pull-down menu.
- 4** Click OK to close the dialog box and generate an Adobe PDF file.

When you click the OK button, the Save PDF File As dialog box is displayed. Choose a storage folder, specify a filename for the PDF file, and then click Save. The PDF file is created and then opened in Acrobat.





Make sure Acrobat Distiller is selected in the Print dialog box's Printer Name pull-down menu.



In the Save PDF File As dialog box, choose a storage folder and specify a filename for the Adobe PDF file.

Adobe PageMaker® *Plus*

PageMaker *Plus* offers two methods for creating Adobe PDF files. You can:

- Click the Adobe PDF button in the toolbar.
- Choose File > Export > Adobe PDF.

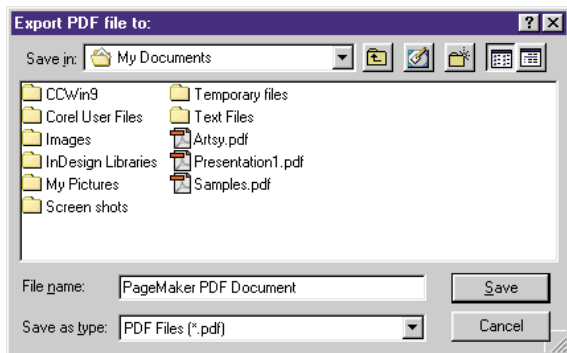
The first method is the fastest and easiest (and is explained on the right). The second method offers more control over the file you create. (For more information about using the Export Adobe PDF command, refer to the PageMaker *Plus* manual.)

To create an Adobe PDF document from Adobe PageMaker *Plus*:

- 1 Open the document in PageMaker *Plus*.
- 2 Click the Create Adobe PDF button in the toolbar.
- 3 In the Export PDF File To dialog box, choose a storage folder, and specify a filename for the Adobe PDF file. Make sure that PDF Files (*.pdf) is selected in the Save As Type pop-up menu.
- 4 Click Save.

When you click Save, the Adobe PDF file is created and then automatically opened in Acrobat.

Click the Create Adobe PDF button in the toolbar to display the Export PDF File To dialog box.



In the Export PDF File To dialog box, choose a storage folder, and specify a file name for the Adobe PDF file.

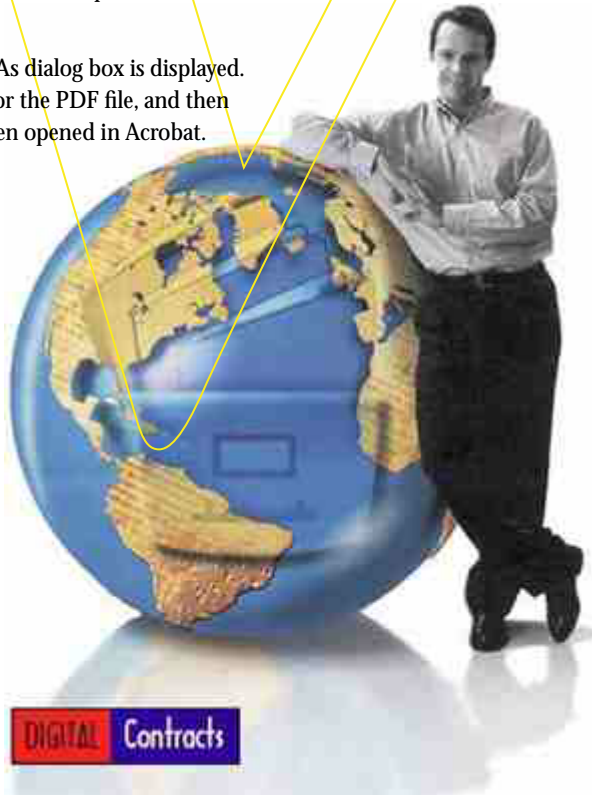


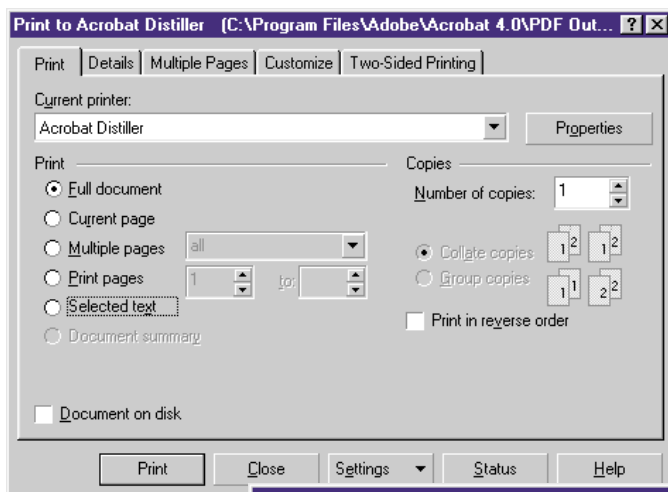
Corel WordPerfect

To create an Adobe PDF document from Corel WordPerfect:

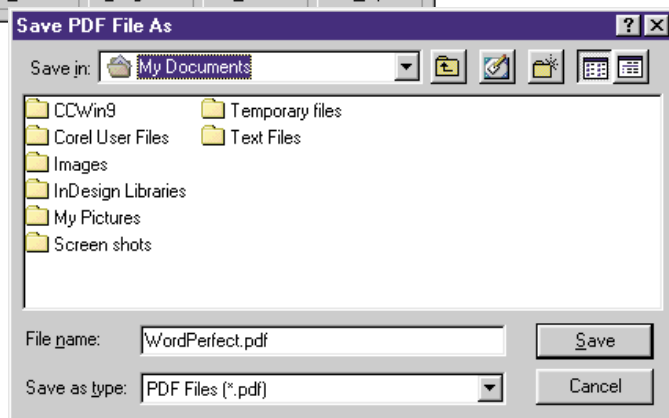
- 1 Open the document in WordPerfect.
- 2 Choose File > Print.
- 3 Choose Acrobat Distiller from the Current Printer pull-down menu, and then click Print.

When you click Print, the Save PDF File As dialog box is displayed. Choose a folder, and specify a filename for the PDF file, and then click Save. The PDF file is created and then opened in Acrobat.





Choose Acrobat Distiller from the Current Printer pull-down menu, and then click Print.



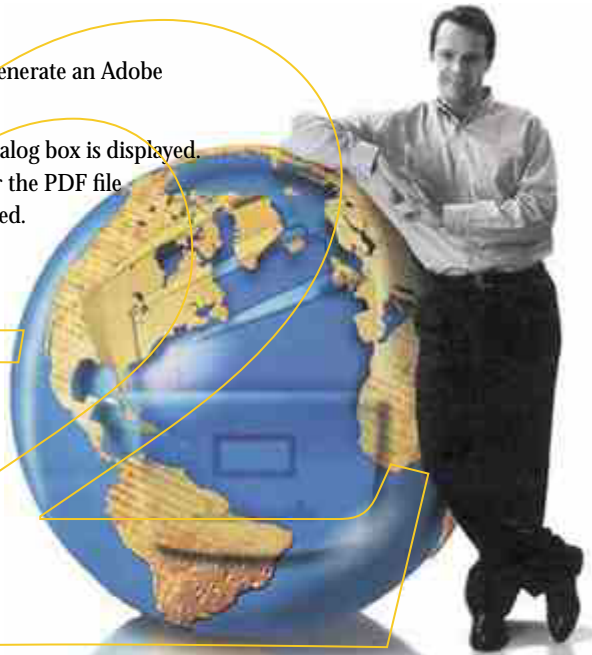
In the Save PDF File As dialog box, choose a storage folder, and enter a filename for the Adobe PDF file.

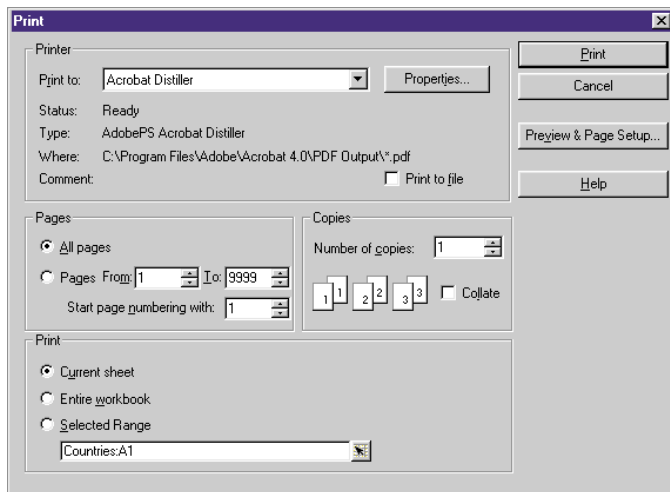
Lotus 1•2•3

To create an Adobe PDF document from Lotus 1•2•3:

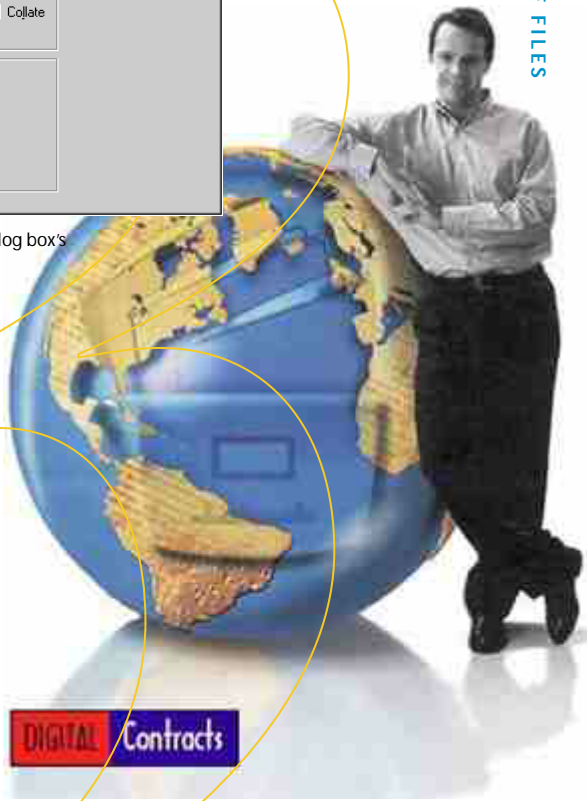
- 1** Open the document in Lotus 1•2•3.
- 2** Choose File > Print.
- 3** In the Print dialog box, choose Acrobat Distiller from the Print To pull-down menu.
- 4** Click Print to close the dialog box and generate an Adobe PDF file.

When you click Print, a Save PDF File dialog box is displayed. Choose a storage folder and filename for the PDF file then click Save. The PDF file is then created.





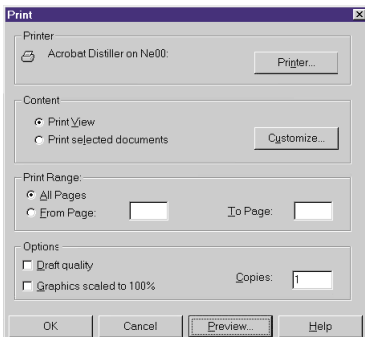
Make sure that Acrobat Distiller is selected in the Print dialog box's Print To pull-down menu.



Lotus Notes

To create an Adobe PDF file of a view of a Lotus Notes database:

- 1 Choose File > Print.
- 2 In the Print dialog box, click Printer.
- 3 In the Print Setup dialog box, choose Acrobat Distiller, and then click OK.
- 4 Click Print View.
- 5 Click OK.



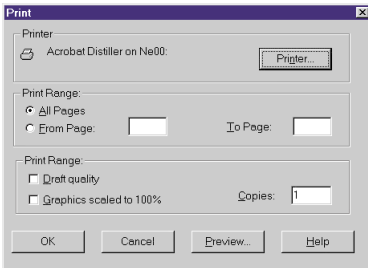
In the Print dialog box, click Printer and then choose Acrobat Distiller; click Print View and then click OK.



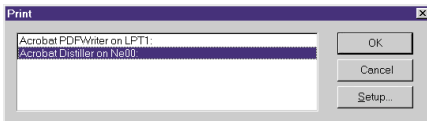
Converting Lotus Notes to Adobe PDF

For document contained in a Lotus Notes database:

- 1 Open the document.
- 2 Choose File > Print.
- 3 In the Print dialog box, click Printer.
- 4 Choose Acrobat Distiller.
- 5 Click OK.



In the Print dialog box, click Printer and then choose Acrobat Distiller.



Choose Acrobat Distiller in the Print Setup dialog box.



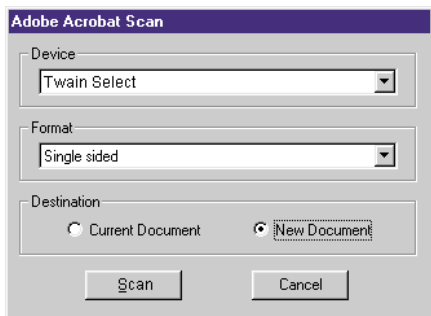
Adobe Acrobat Paper Capture

The Adobe Acrobat Paper Capture plug-in adds power to your Digital Real Estate software. The Paper Capture plug-in lets you convert image documents to Acrobat text PDF forms, which accurately reproduces the look and feel of the printed page, complete with fonts, graphics, and formatting, as well as color, black-and-white, and grayscale images. Adobe PDF files are fully searchable, and you can add annotations, cross-document links, and bookmarks to help viewers navigate quickly.

To create an Adobe PDF document with Adobe Acrobat Paper Capture:

- 1** Make sure your scanner is installed correctly and functioning properly, independently of Acrobat.
- 2** Launch Acrobat.
- 3** Place the first page of a paper document in the scanner. Choose **File > Import > Scan**.
- 4** Choose a scanner and a page format from the respective pull-down menus. (The Device pull-down menu displays all TWAIN drivers and Photoshop® Acquire plug-ins installed on your computer.)

- 5 Click Current Document to add scanned pages to the end of the current Adobe PDF file (if a document is open); click New Document to create a new Adobe PDF file.
- 6 Click Scan.
- 7 Set scanning options using the available controls. Usually, you need to click a Scan button or choose a comparable command after you've finished setting options (refer to your scanner documentation).
- 8 For each additional page you want to add, click Next in the dialog box that's displayed after you scan a page.
- 9 After you scan the final page, click Done. The pages you scanned are displayed in a new Adobe PDF file.



Choose a scanner from the Device pull-down menu, a page format (for the resulting Adobe PDF file) from the Format pop-up menu, and click Current Document or New Document.

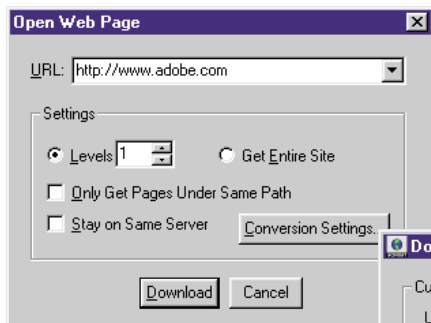
Adobe Acrobat Web Capture

Adobe Acrobat lets you convert a Web page or an entire Web site to a single Adobe PDF document with all links intact for offline viewing. You can even archive your Web site or capture Web pages on competitors' sites for easy reference and research, or incorporate converted Web pages into other PDF documents. All you have to do is provide Acrobat with the location of the Web pages. Acrobat converts and then opens the pages in a single step.

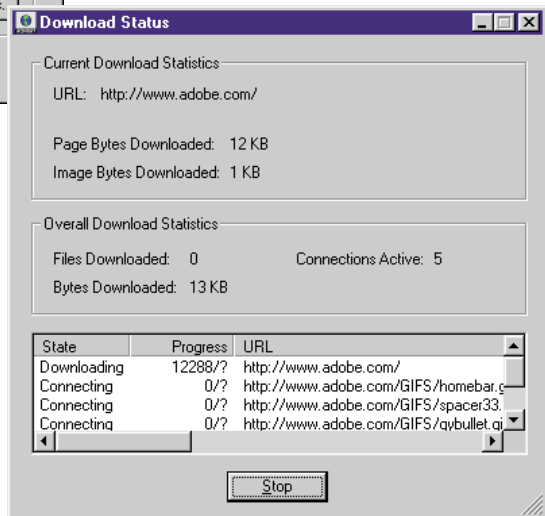
To convert Web pages to an Adobe PDF file with Adobe Acrobat Web Capture:

- 1** In Acrobat, choose File > Open Web Page.
- 2** In the Open Web Page dialog box, type the URL.
- 3** Choose Levels, and specify the number of levels you want to include, or choose Get Entire Site.
- 4** If you selected Levels, click Only Get Pages Under Same Path to download only pages that are subordinate to the specified URL; click Stay on Same Server to download only pages that are on the same server as the specified URL.
- 5** Click Download.

Note: To take advantage of Web Capture, you must have Internet Explorer 4.0 or later installed, and you also need access to the World Wide Web.



In the Open Web Page dialog box, enter the URL of the Web page you want to download and specify other options as necessary.



The Download Status window is displayed as you download Web pages.

Customizing Realty Forms by Mark-up

With the powerful review and mark-up tools in Acrobat 4.0 software, you can streamline your Digital Real Estate software's documents with the review and approval process. With Adobe 4.0 or 5.0, you can take advantage of a host of features to manage the documents efficiently. Use the powerful Acrobat copy-paste tools to color logos to your documents. Preview longer documents in no time by using the thumbnail format. Navigate your documents easily with bookmarks, and protect sensitive information with digital signatures. This section shows you how.

Editing and Navigation Tools For Digital Office Software:

- Imaging Tools
- Mark-up Tools
- Thumbnails and Bookmarks
- Comparing PDF Documents
- Digital Signatures



The *Audio Annotation tool* lets you record and attach verbal comments to the Digital Realty documents. You can record voice messages with detailed instructions or add descriptions and include them with your other comments in one file. Now you can really say what you mean. (You must have a microphone attached to the audio port of your computer to record an audio annotation, and your computer must have a sound card to play an audio annotation.)



To add an audio annotation:

- 1 Select the Audio Annotation tool from the toolbar.
- 2 Click the spot where you want to place the audio annotation.
- 3 Click Start in the Audio Annotation dialog box, and speak into the microphone.
- 4 Click Stop when you've finished speaking.

You can change the color and author of an audio annotation and add a description to it. To do so, select an audio annotation and choose Edit > Properties. To delete an audio annotation, select it and choose Edit > Delete.

To copy--paste company/designation logos

The image selection tool allows you to copy an image, and paste in anywhere-on-any form. Included with your Digital Real Estate software, are hundreds of blazing color company and designation logos.



To copy a color logo:

- 1 Select the black arrow tool from the toolbar.
- 2 Click the image you want to copy, and right mouse click to select copy, and paste to form.

You will find hundreds of pre-made color company and designation logos in the advanced features folder, located in the top bookmarks. FYI: Move images to page center, before copying.

The *File Annotation tool* lets you embed a file in an Adobe PDF document. Rather than setting up a link to another file, you can add that file to the Adobe PDF document—now it's one attachment. So, when you move the Adobe PDF document or e-mail it to a colleague, the embedded file automatically stays with the Adobe PDF file.

To attach a file: 

- 1 Select the File Annotation tool from the toolbar.
- 2 Click the spot where you want to attach a file.
- 3 Select the file you want to attach.
- 4 Click Open.
- 5 In the File Annotation dialog box, specify the properties of the annotation and then click OK.

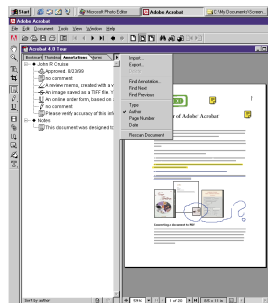
When you double-click the icon of a file attachment, the file is opened in the originating application—if the application is available. To delete a file annotation, select it and then choose **Edit > Delete**.

You can use the *Annotations palette* to sort and navigate through multiple comments.

To use the Annotations palette:

- 1 Choose Window > Show Annotations.
- 2 Click the right arrow at the top right of the Annotations palette to display the palette's pop-up menu.
- 3 Choose Rescan Document from the pop-up menu.
- 4 To sort the annotations, choose Type, Author, Page Number, or Date from the pop-up menu.

The Annotations palette lists all annotations in an Adobe PDF file and displays them by type, author, page number, or creation date.



The Annotations palette lists all the annotations in an Adobe PDF file and lets you sort them by type, author, page number, or creation date.

Mark-up Tools

Acrobat offers two sets of mark-up tools—graphic and text—that let you insert, copy edit, copy, paste, link to the Internet, movies, add company logos, and more.

GRAPHIC MARK-UP TOOLS

The *Pencil tool* lets you draw free-form lines. You can use this tool to add copyediting symbols, handwritten notes, or hand-drawn graphics.

To add a handwritten note or graphic:

- 1 Select the Pencil tool from the toolbar.
- 2 Move the cursor to the spot where you want to begin writing or drawing, and then click and drag.
- 3 To finish, click somewhere else on the page.

You can also change the thickness, color, and author: just select a mark-up and choose Edit > Properties. To delete a mark-up created with the Pencil tool, select it and choose Edit > Delete.

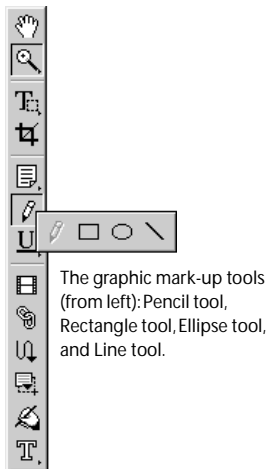
The *Rectangle tool* creates a rectangle boundary that you can position over text or graphics.

The *Ellipse tool* creates a circular boundary that you can position over text or graphics.

The *Line tool* creates a straight line between two specified points.

To add a rectangle, ellipse, or line:

- 1 Select the appropriate tool from the toolbar.
- 2 Move the cursor to the spot where you want to add your graphic mark-up, and then click and drag.



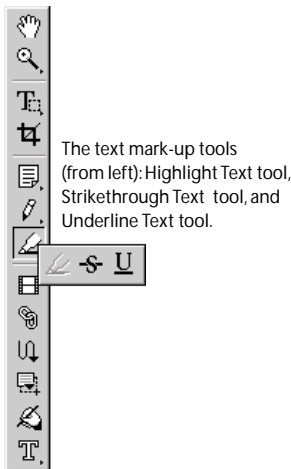
TEXT MARK-UP TOOLS

With the Text mark-up tools, you can highlight, strike through, and underline text on any Real Estate form, just as you do on paper.

The *Highlight Text tool* acts like a felt-tip pen and lets you draw attention to text strings by applying a highlight color of your choice.

The *Strikethrough Text tool* draws a horizontal line through selected text—it's handy for marking text that needs to be deleted.

The *Underline Text tool* underlines selected text.



To highlight, strike through, or underline text:

- 1 Select the appropriate tool from the toolbar.
- 2 Place the cursor at the beginning of the text you want to mark up, click and drag the cursor across the text you want to select, and then release the mouse button when the text is highlighted.

You can change the color and author of marked-up text. To do so, select the text and choose Edit > Properties. To remove the highlight, strikethrough, or underline applied to the text, select the text and choose Edit > Delete.

Thumbnails and Bookmarks

When we created the Adobe Real Estate software we provided the navigation tools that allow software users to move quickly through the pages of a single document and among several documents. Two of Acrobat software's most useful navigation tools are thumbnails and bookmarks.

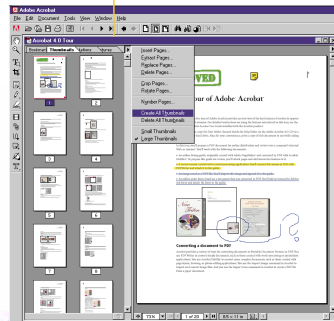
THUMBNAILS

Thumbnails display miniature previews of pages in your Digital Real Estate software. When thumbnails are displayed, you can double-click on a page preview to display a particular page.

To create thumbnails:

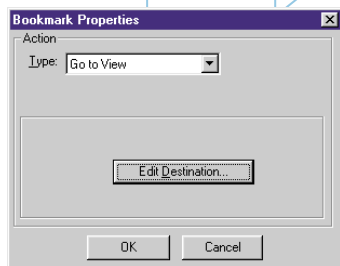
- 1 Choose Window > Show Thumbnails.
- 2 Choose Create All Thumbnails from the Thumbnails palette's pop-up menu (the right arrow in the palette). To remove thumbnails, choose Delete All Thumbnails from the pop-up menu.

The Thumbnails palette's pop-up menu lets you create and delete icons for thumbnails and perform several other page-related tasks.



BOOKMARKS

Adobe Real Estate document bookmarks behave like a table of contents by listing each section and subsection of the document and allowing you to navigate quickly to a particular page or section. Not only can you use bookmarks to jump from page to page within a document, but you can also jump to linked documents (PDF or non-PDF) or to Web pages. To display bookmarks, choose Window > Show Bookmarks.

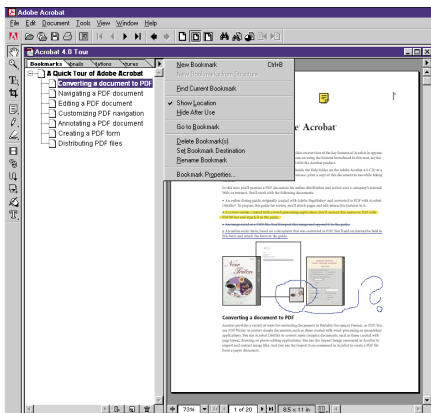


The Bookmark Properties dialog box lets you apply an action to a bookmark.

To create a bookmark:

- 1 Choose Window > Show Bookmarks.
- 2 Use the Next Page and Previous Page arrows in the command bar to navigate to the page you want the bookmark to link to.
- 3 Choose New Bookmark from the Bookmarks palette's pop-up menu (the right arrow in the palette). The new bookmark is displayed in the palette.
- 4 Type in the label for the bookmark, and then press Enter. When you've finished, you should test the bookmark by navigating to another place in the document and then clicking the bookmark. Follow the same steps to create additional bookmarks. You can click and drag bookmark icons to arrange bookmarks in any order you like.

The Bookmarks palette's pop-up menu lets you create and delete bookmarks and perform other navigation-related tasks.



Here you see bookmarks displayed in the Navigation pane. Clicking on a bookmark displays the associated page.

You can also link an action to a bookmark. For example, you can click a bookmark to execute a menu command, play a sound, or change the magnification. To link an action to a bookmark, select the bookmark and choose Edit Properties. Then use the controls in the Bookmark Properties dialog box to specify an action. To delete a bookmark, select it and choose Delete Bookmark from the Bookmarks palette's pop-up menu.



Comparing Real Estate PDF Documents

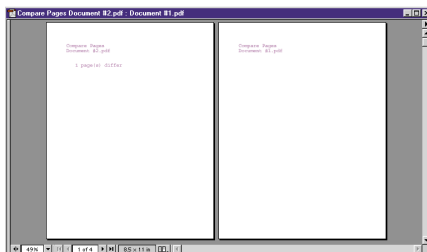
With the Acrobat Compare Pages tool, you can open two or more PDF files in tiled windows for side-by-side on-screen comparison of different versions of the same document and to identify even the most subtle differences between them.

To compare pages in two Adobe PDF Real Estate documents:

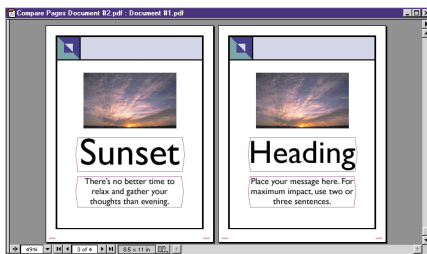
- 1 Open the two documents you want to compare.
- 2 Choose Tools > Compare Pages.

Note that the active document will appear on the right of the resulting file.

When you choose Compare Pages, Acrobat automatically generates a new Adobe PDF document that contains a summary page that describes how many pages were modified, added, moved, or deleted. The rest of the document shows side-by-side views of pages that differ, with each difference highlighted on both pages.



After you compare pages of two Adobe PDF documents, a new comparison file is created. Here you see the first page of the comparison file, which displays the names of the two documents and the number of pages (2) within those documents that are different.



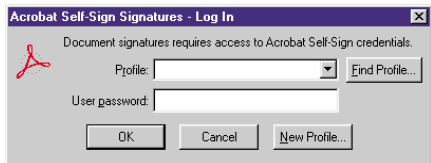
Here you see the second page of the comparison file, which displays the first page of the two Adobe PDF documents and highlights elements that are different.

Digital Signatures

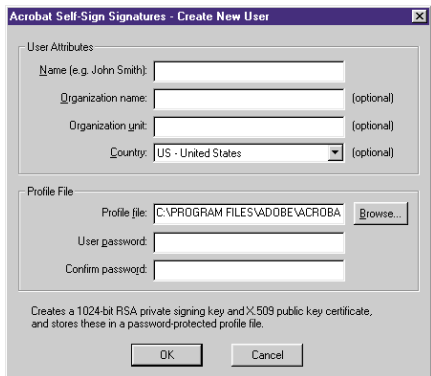
Digital signatures act like conventional signatures—allowing you to sign off on electronic documents. You can simply attach your digital signature to the document. In addition, a signature stores information, like the date and time, allows tracking the document versions, and validating authors. Acrobat version 5.0 is required for signatures.

To create a digital signature profile: 

- 1 Choose Tools > SelfSign Signatures > Log In.
- 2 In the Acrobat SelfSign Signatures—Log In dialog box, click New Profile.
- 3 In the User Attributes area of the Acrobat SelfSign Signatures—Create New User dialog box, enter your name and any other information you want to include in the three optional fields.
- 4 In the Profile File area of the Acrobat SelfSign Signatures—Create New User dialog box, enter the pathname for the folder in which you want to store your profile file, or click Browse and choose a folder. Enter a password (six characters or longer) in the User Password and Confirm Password fields, and then click OK.



Choose your profile from the pull-down menu and enter your password in the Acrobat SelfSign Signatures—Log In dialog box.

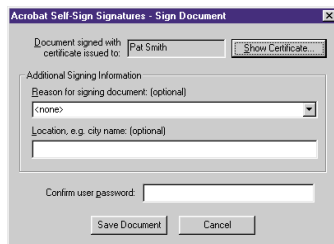


In the Acrobat SelfSign Signatures—Create New User dialog box, enter information in the User Attributes and Profile File fields.

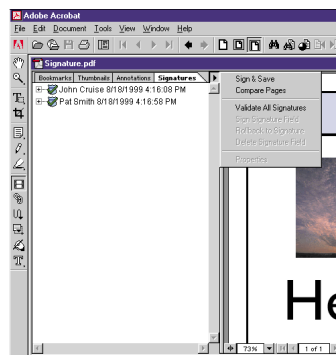
Adding Digital Signatures

- 1 Select the Digital Signature tool in the toolbar, and then draw a rectangle over the area you want to place your signature.
- 2 In the Acrobat SelfSign Signatures—Sign Document dialog box, you can select an option from the Reason for Signing Document field. You can also enter a location in the Location field (such as a city name). (Note: If you're using a third-party signature handler, follow the instructions displayed on-screen. You may be prompted to log in to the handler or enter required information.)
- 3 Enter your password in the Confirm User Password field, and then click Save Document.
- 4 If this is the first signature on the document, the Save As dialog box will be displayed. Enter a name, choose a location for the file, and then click OK.

To display the list of a document's signatures, click the Signatures tab in the Navigation pane. The Signatures palette's pop-up menu contains several commands for working with digital signatures; the Properties command lets you see the attributes of a digital signature.



In the Acrobat SelfSign Signatures—Sign Document dialog box, enter information in the Additional Signing Information area, and enter your password in the Confirm User Password field.



The Signatures palette displays a list of all digital signatures attached to a document.

Distributing Digital Office Forms

Because Acrobat is the essential format for sharing forms across platforms and is the base for Digital Office software, you can easily distribute realty forms to anyone, anywhere. This section shows you how to e-mail any combination of Digital Office realty forms, and easily save them to your computers hard drive or disc. No matter how you select to distribute the realty forms in the Digital Office software, anyone on any platform can view and print the received documents with the free Acrobat Reader software.

Share Real Estate PDF documents by:

- E-mail Delivery of Digital Office Forms
- Distributing Digital Office Forms PDF Documents Worldwide



E-mailing Digital Office Forms

The Send Mail command that normally lets you send e-mail messages is disabled for our protection. However, we have a free plug-in that you can download, that will make sending any document, or infinite document ranges, a simple one mouse click command. The plug-in only works for those that have the full version of Acrobat, and will not work the Reader viewer. Your software comes pre-set to open with the free Reader viewer included on the CD-ROM. After upgrading to the full Acrobat software, you must delete the Digital Office desktop icon, and create a new one that opens Digital Office with the upgraded Acrobat software program.

To create the new desktop icon:

- 1 Right Mouse Click on your Computers Start Button, and Select> Explore.
- 2 Open the Programs Folder & ProForce Folder.
- 3 Open the ProForce Folder, to Find a File named: CD-ROM_Contracts.pdf Once you find this file, we will create a shortcut that leads to it.
- 4 To create the new shortcut, simply right mouse click on the file, and select: 'Create shortcut'.
- 5 The last step is simple, just right-click on the new shortcut to copy it, & paste to desktop screen.

Distributing Digital Office Forms Worldwide

Installing the e-mail plug-in accessory

You can download the free Acrobat plug-in by accessing our support site on the Internet. Simply go to: www.digitizedsoftware.com and click on the "Support site" text located at the top of the web page. This will take you to our main support site. The top of this page has a selection called "Quick Links", and the first selection named "Free Software Upgrades and Downloads" is the one to mouse click. Next, select "Automated Save/E-mail Plug-in", and this will start a download to your desktop. Clicking the download file will auto-install it.

Using the new e-mail/save feature

After installation, a new email/save option can be accessed from the Acrobat "File" menu. It will also save the forms to a desktop folder.

Digital Real Estate Software Advanced Editing using Adobe Acrobat 5.0

Repurpose text and graphics from digital software real estate documents

With Adobe Acrobat® you can extract text and graphics from your software files for use in other documents. It's a great way to leverage content from your Digital Real Estate Software, and using for other programs.

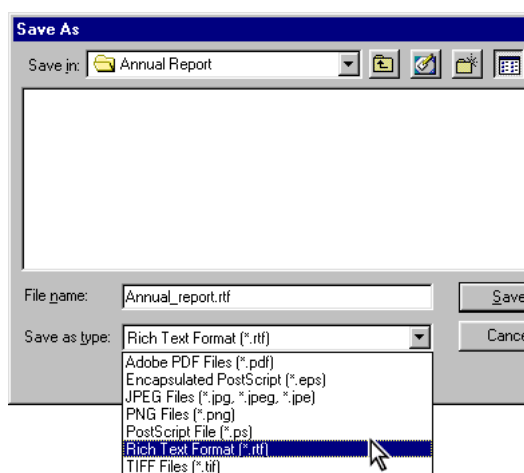
In the steps that follow, you'll learn how to copy the text of a PDF file, as well as retain the format of tables and control the resolution and format of the graphics you extract.



1. Extract the text from a Real Estate form.

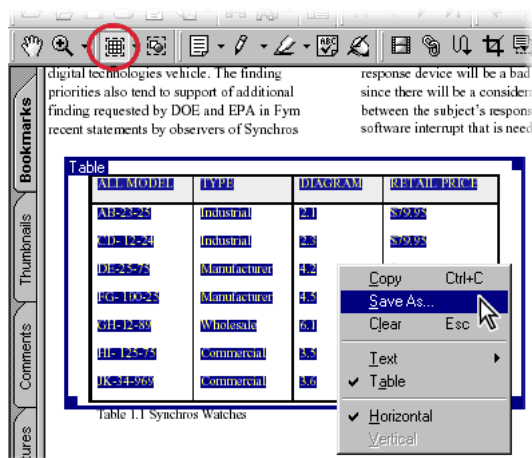
To extract all the text from a PDF file, choose File > Save As. Then choose Rich Text Format (*.rtf) for the type of file. Rich Text Format is a standard for exchanging content between text-editing applications.

Tip: If you want only a section of a PDF file, use the Extract Pages command to make a PDF file containing just the pages you need, then extract the text and graphics you want from it.



2. Extract tables from a Real Estate form.

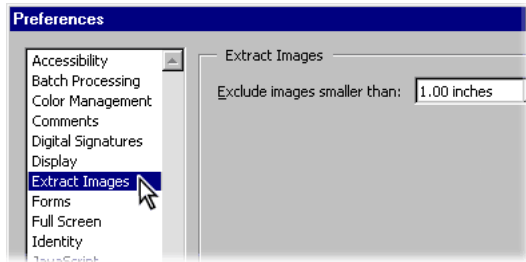
In Windows, you can extract a table with its format intact. Just select the table/formatted text select tool. Next, drag a marquee around the table. Then, right-click and choose Copy to copy the table for pasting directly into another document or Save As to save the table as an RTF file.



3. Select your preferences for extracting graphics.

Before extracting any graphics, choose Edit > Preferences > General. Then select Extract Images in the left pane of the Preferences dialog box.

To prevent small images, such as repeated graphic elements or icons from being extracted, choose a size from the Exclude Images Smaller Than menu. Images below that size won't be extracted from your document.

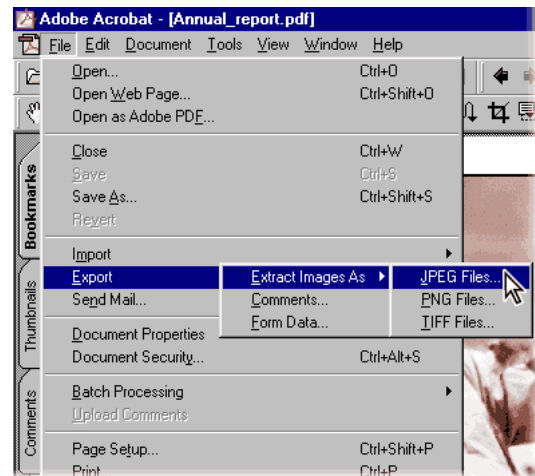


4. Extract the graphics from the PDF file.

To extract the graphics, choose File > Export > Extract Images As, followed by the format you want: JPEG, PNG, or TIFF. If you want to set compression, color-space, and resolution options for the file format, click the Settings button.

Then select a location and name for the files. Each image is extracted as a separate file, preceded by the name you specified. (If you're extracting a lot of images, it's a good idea to create a folder to hold the resulting image files.)

Tip: You can also use the graphics select tool to copy graphics from a single page of a PDF document. (This tool doesn't let you control the image format or set custom options, however.)



5. Bring the text and graphics files into your word-processing application.

To bring the extracted text file and any tables saved as files into your document, use the Open or Import command in your word processor. You can then import the extracted image files as well.

Because the image files are all separate, you can place them in any order and use just the ones you want. You can now edit the text and graphics just as you would any other document in your word processor and save it in the word processor's native file format.



Link your PDF Real Estate forms to the Web

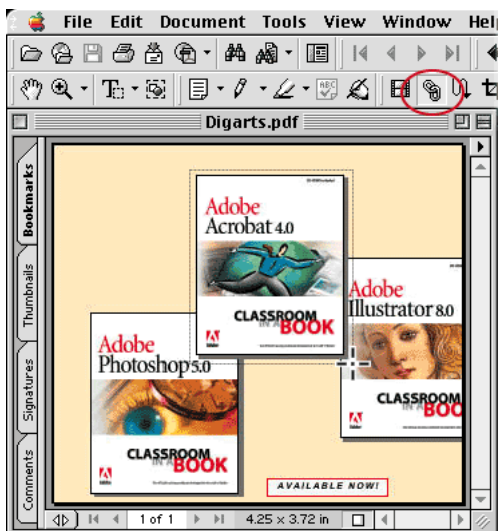
When you use Adobe® Acrobat® to add Web links to your PDF pages, you keep your pages clean and easy to read, while pointing viewers to related subjects. Learn how to link elements, and control the look and behavior of your links.



Step 1. Define a link.

Select the link tool and drag to create a marquee around the element you want to use as a link. This opens the Link Properties dialog box.

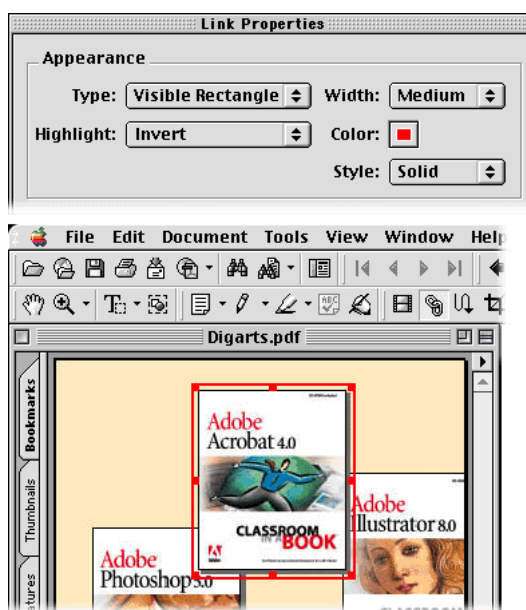
In this example, we selected the center image of the book for our link.



Step 2. Set the look of your link.

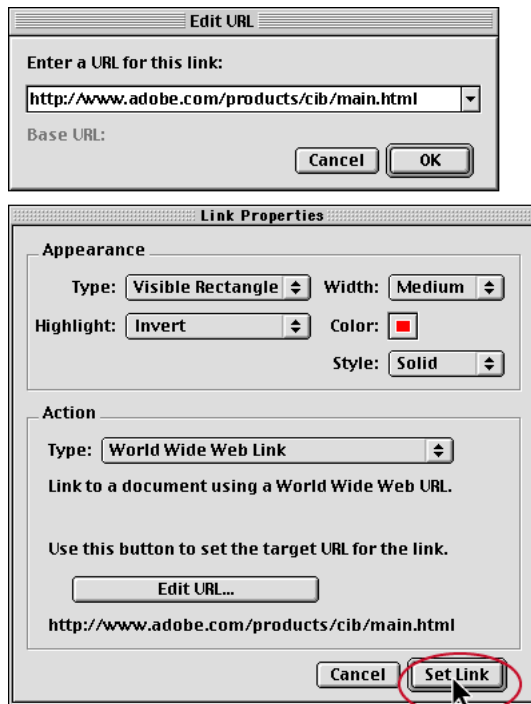
In the Appearance section of the Link Properties dialog box, specify the Type, Highlight, Width, Color, and Style of the link.

The settings we chose added a solid red border of medium width around the linked element.



Step 3. Assign a URL to the link.

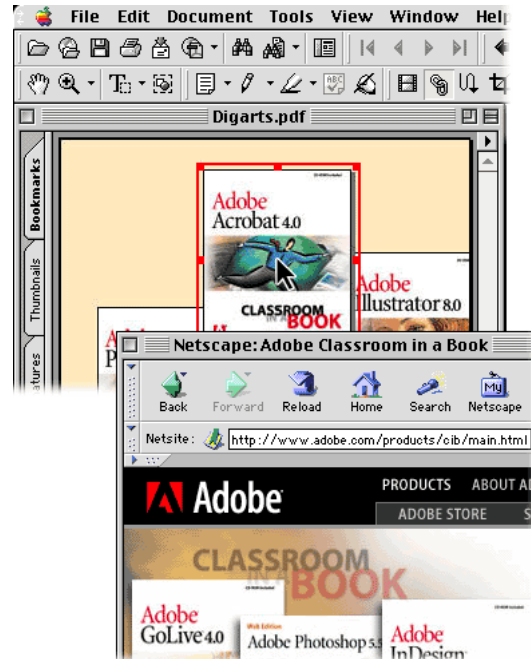
In the Action section of the dialog box, choose World Wide Web Link as the Type. Click Edit URL and enter the URL of a Web page you want the link to open. Close the Edit URL dialog box and click Set Link in the Link Properties box.



Step 4. Test your link.

Select the hand tool and click your link. This opens the Web site you linked to in your browser.

With Web links, you can carry viewers directly from your PDF page to an online store, serve up an animation, or simply provide more information on a topic.

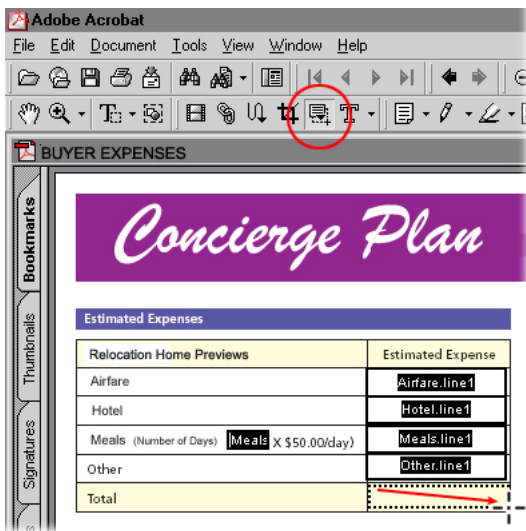


Make New PDF Forms That Think

With Adobe® Acrobat® you can instantly customize your Digital Real Estate Software. You can even make forms that automate data entry. Follow along as we show you how to build a form field that validates numeric entries, formats the way numbers are displayed, and performs mathematic calculations.

1. Define a form field.

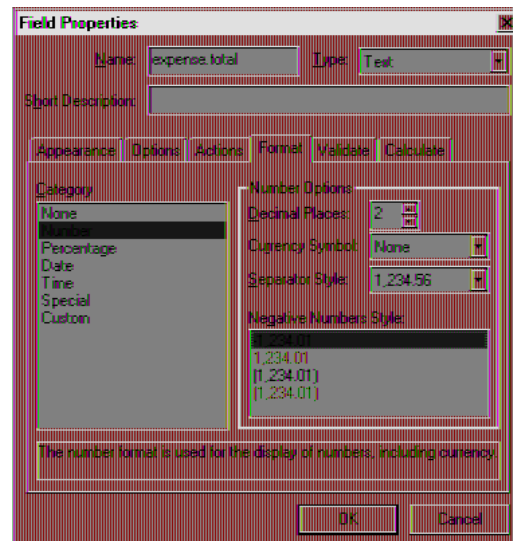
Select a Real Estate form in Acrobat. Click the form toolbar tool, and drag the mouse cursor to create a form field. This opens the Field Properties dialog box. Fill in the name of the field and select Text from the Type pop-up menu.



2. Select the format.

Select the Format tab in the Field Properties dialog box and specify a format for the data in the field.

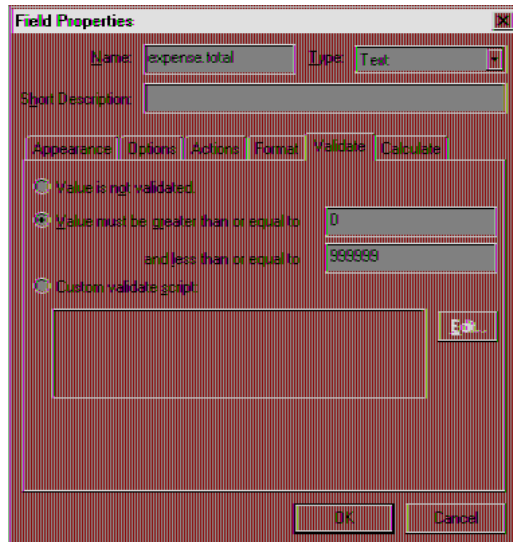
You can choose options that properly punctuate and display numbers, dates, times, phone numbers, and other types of data. In this example, we formatted the field to display a number with two decimal places.



3. Validate numeric entries.

Click the Validate tab. Here, you can choose to restrict numeric entries to a specific range, or use custom JavaScripts to define other types of data validation.

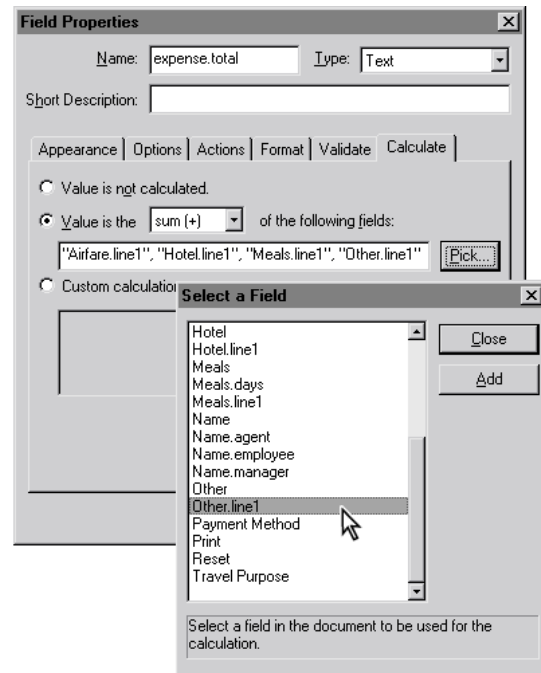
In this example, we restricted the field entry to a value greater than or equal to 0, and less than or equal to 999999.



4. Set up automatic calculation.

Select the Calculate tab. Here, you can define a field that performs simple or complex mathematical operations.

For a simple calculation, select the Value Is option and choose an operation from the pop-up menu. Click the Pick button to open the Select a Field dialog box. Select each field you want to add to the calculation list and then click the Add button in Windows® or the Pick button in Mac OS. Now the field will calculate data automatically.



5. Activate and test the form fields.

Before saving the form, select the hand tool from the toolbar to activate all the form fields and make them ready for information entry. Test the form by entering numbers and verifying the calculation.

Whenever you want to create a form that handles mathematics automatically, open the Field Properties dialog box and explore the options in the Format, Validate, and Calculation tabs-but those tabs are only available for Text and Combo field types.

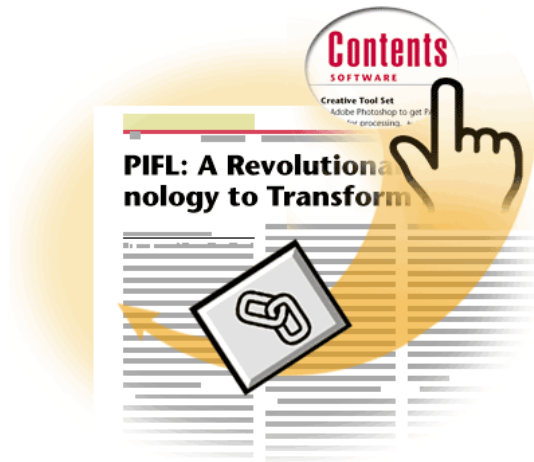
With PDF, you can deliver realty forms anywhere the Internet reaches. You can even make those forms add up expenses, track time, or perform other calculations.

Estimated Expenses	
Travel Item	Estimated Expense
Airfare	600.00
Hotel	500.00
Meals (number of days <input type="text" value="3"/> X \$50.00/day)	150.00
Other	
Total	1,250.00

Adobe Acrobat

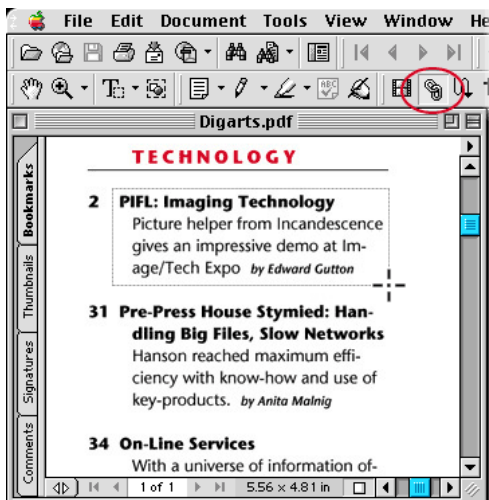
Add Interactivity to Digital Office PDF forms

With Adobe® Acrobat®, you can select any text or graphic in your Adobe PDF document and turn it into a link. When viewers click the link, they'll jump directly to the section or file they want.



1. Create a hotspot.

Open your Adobe PDF file and select the link tool in the toolbar. Drag a marquee around the activation area. This creates a hotspot the viewer can click to activate the link. When you designate a hotspot, the Link Properties dialog box appears.

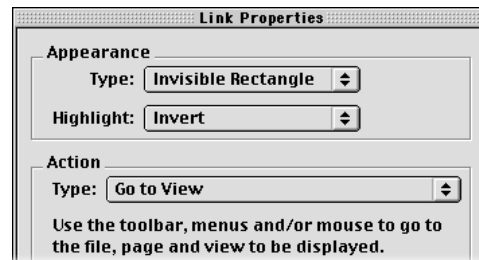


2. Specify the link's properties.

In the Link Properties dialog box, you can specify the look of the link and set the action it will perform.

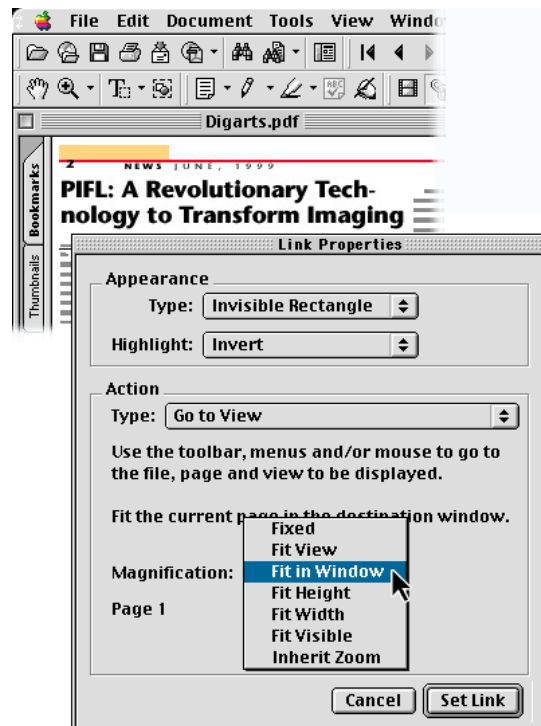
In the Appearance section of the dialog box, we chose Invisible Rectangle from the Type pop-up menu. In the Action section, we selected Go to View, which sets another PDF page as the destination for the link.

The Go to View action is just one of many actions you can assign to your link. For information on the different action types, explore the Acrobat 5.0 Online Help.



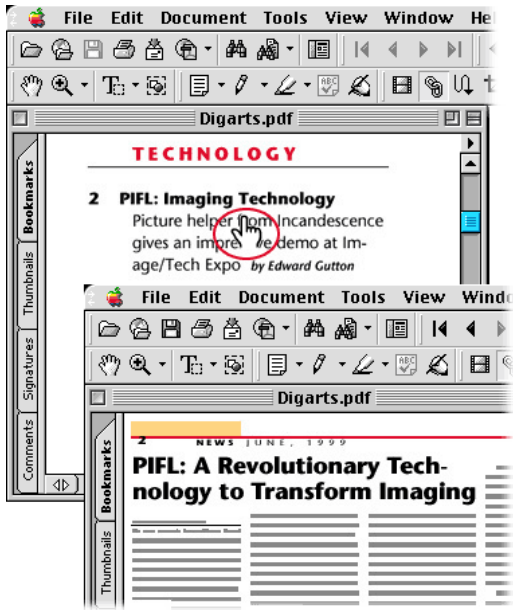
3. Set the destination and magnification.

Open the destination page (where viewers will go when they click the link). In the Link Properties dialog box, choose the magnification you want and click Set Link.



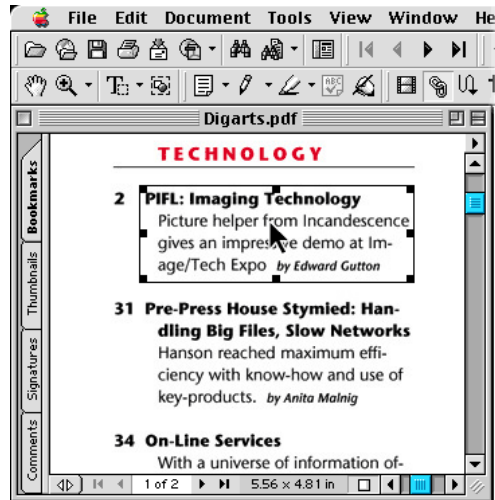
4. Test the link.

Select the hand tool and go to the hotspot. Click it to jump to the designated page, displayed at the magnification you specified. Click the Go to Previous View button to return to the hotspot.



5. Edit the link.

You can edit a link at any time by changing its activation area, appearance, or link action. Select the link tool and double-click inside the black rectangle surrounding your link to open the Link Properties dialog box.



With links, you can lead viewers directly to charts or illustrations discussed in the text, or guide quickly them to related topics.

For more **Information**

Whether you're creating new documents to import into your Digital Office, or single forms, take advantage of Adobe Acrobat software and Adobe PDF to streamline your workflow and make the most of your documents. When the integrity of your projects matters, count on Adobe Acrobat to ensure easy, reliable document exchange—with anyone, anywhere.

To order Acrobat in the United States and Canada, call 800-272-3623, or contact your local Adobe Authorized Reseller. To order Adobe Real Estate software, please contact ProForce Software Corporation by calling 1-800-651-5520 or by contacting a local software distributor. For Acrobat related service issues contact Adobe support at: 800-272-3623. For other service issues contact ProForce support at: 952-967-0500.

For more information about Acrobat 4.0 or 5.0, Acrobat Reader, Adobe PDF, and a host of inspiring Adobe ePaper® Solutions, visit: www.digitizedsoftware.com or www.adobe.com/acrobat.