

MAKING PORTABLE DOCUMENT FORMAT (PDF) FILES WORK FOR YOU

Tuomas S. Kostainen (tuomas@jps.net) and

Jill R. Sommer (gertoeng@jill-sommer.com)

Updated handout available at www.finntranslations.com/downloads

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

Adobe Acrobat

- Versions: Adobe Reader, Adobe Acrobat Standard, Adobe Acrobat Pro, Adobe Acrobat Pro Extended
- Product comparison: 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
- Foxit PDF Tools (Reader, Editor, Createor, Phantom etc.):
www.foxitsoftware.com/pdf/
- Solid PDF Tools: www.soliddocuments.com
- DocuCom PDF Gold: www.pdfwizard.com
- Pdf995Suite: www.pdf995.com
- others

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 the document for commenting using Acrobat Pro (Advanced > Extend Features in Adobe Reader)
- Comment & Markup tools (Tools > Comment & Markup / Tools > Customize Toolbars)
 - Text Edits, Highlight Text, Callout, Arrow, Rectangle, etc.
 - Show/Hide Comments
 - Comments List (View > Navigation Panels > Comments)
 - Spell checking of notes (Edit > Check Spelling)
- Touching up text (changing text and text properties)
 - Tools > Advanced Editing / Advanced Editing toolbar
 - TouchUp Text, Crop
- Typewriter tool
 - available in Reader only if the PDF author has enabled it
- 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

Searching for Text in PDF Files

- Edit > Find: text within the current document
- Edit > Search: text in one or more files
- 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

Creating and Filling Electronic Forms

- Simple filling with Typewriter tool
- Using text boxes
- 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)
 - Note: deselect “Lock All Controls” button

Using Electronic Signatures

- Inserting a scanned signature
 - copy and paste via clipboard (gets inserted 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.

Creating Translation Memories from PDF Files Using LogiTerm AlignFactory

- Other tools:
 - YouAlign by LogiTerm; online tool, FREE (for a limited time), limited selection of languages (www.youalign.com)
 - NoBabel AutoAligner by KCSL; online tool, limited selection of languages (<http://nobabel.com/>)
- LogiTerm AlignFactoryLight (<http://www.terminotix.com>)
 - Quick and easy tool to create TMs from PDF files

OCR (Optical Character Recognition) Basics

- What is Optical Character Recognition?
- How can OCR be best used by translators?
- Problems associated with OCR

OCR Tools

- ABBYY FineReader (<http://www.abbyy.com/>)
- PDF Transformer (by ABBYY)
- OmniPage (<http://www.nuance.com/imaging/products/omnipage.asp>)
- Microsoft Office Document Imaging (part of MS Office 2007)
- ExperVision (<http://www.expervision.com/>)

Using OCR to create Word files using ABBYY FineReader

- Open image (PDF, TIF, etc.)
- Read file using OCR tool
- Check spelling (allows you to verify words that the OCR program misread or did not recognize)
- Save as Word file

Post-editing files in Word

- Sometimes formatting does not come out clean
- If margins and page sizes are wonky, it's best to open a new Word file and paste the text in
- 'Paste Special' is your friend
- Changing columns into a table
- Dealing with handwriting

Additional PDF-related links

- www.adobe.com/support/
- www.planetpdf.com
- www.pdfstore.com