

# Digital Closing Books CD / Flash Drive Guidelines for Use

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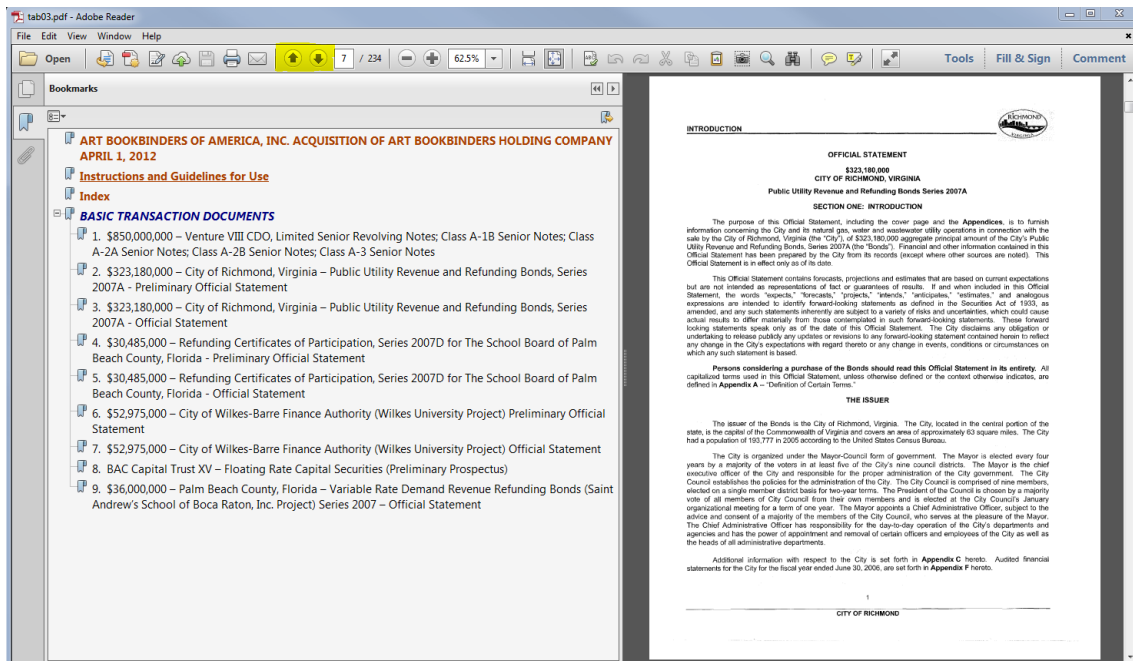
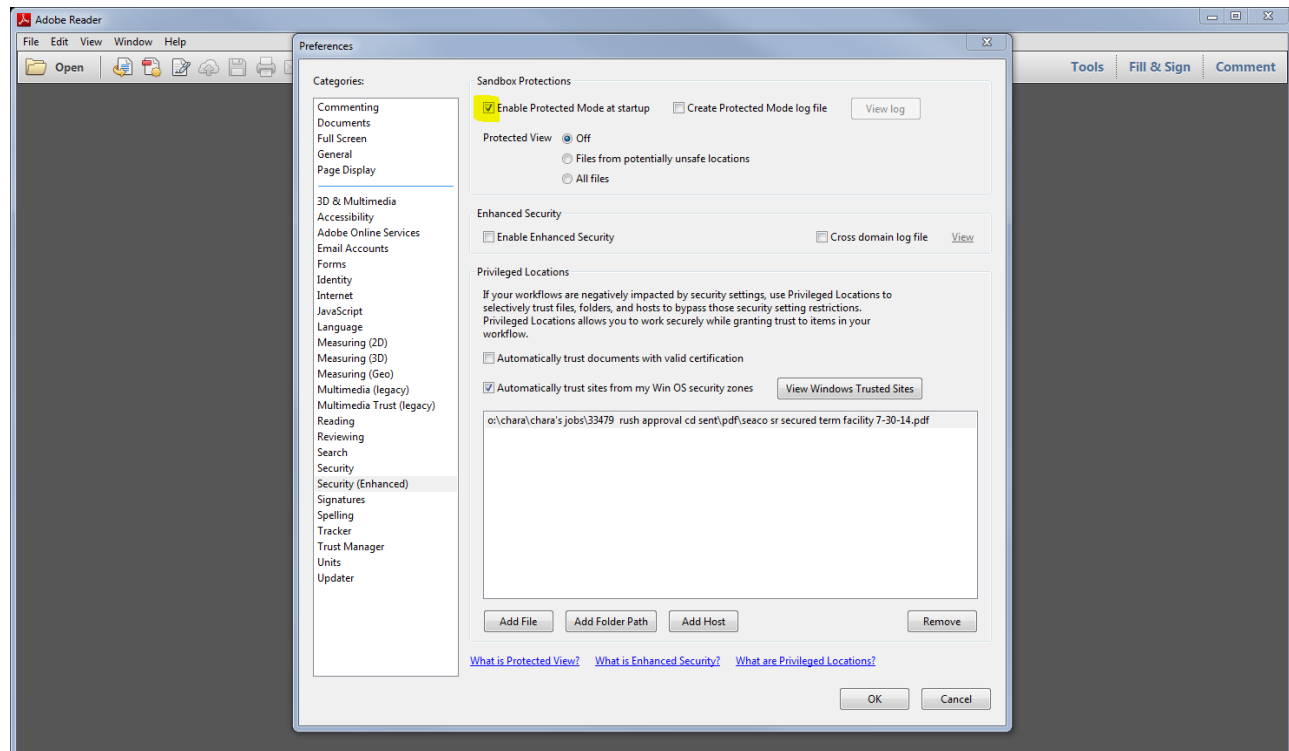
[Zoom Feature](#)



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**\*Note:** When Acrobat Reader XI is installed, a default setting should be changed so that the bookmarks are usable. Open the program and press Ctrl + K to bring up the Preferences window. Go to the Security (Enhanced) selection and uncheck Enable Protected Mode at startup. Once unchecked, Adobe will ask if you want to continue, click Yes and restart the program. All features should now be accessible.



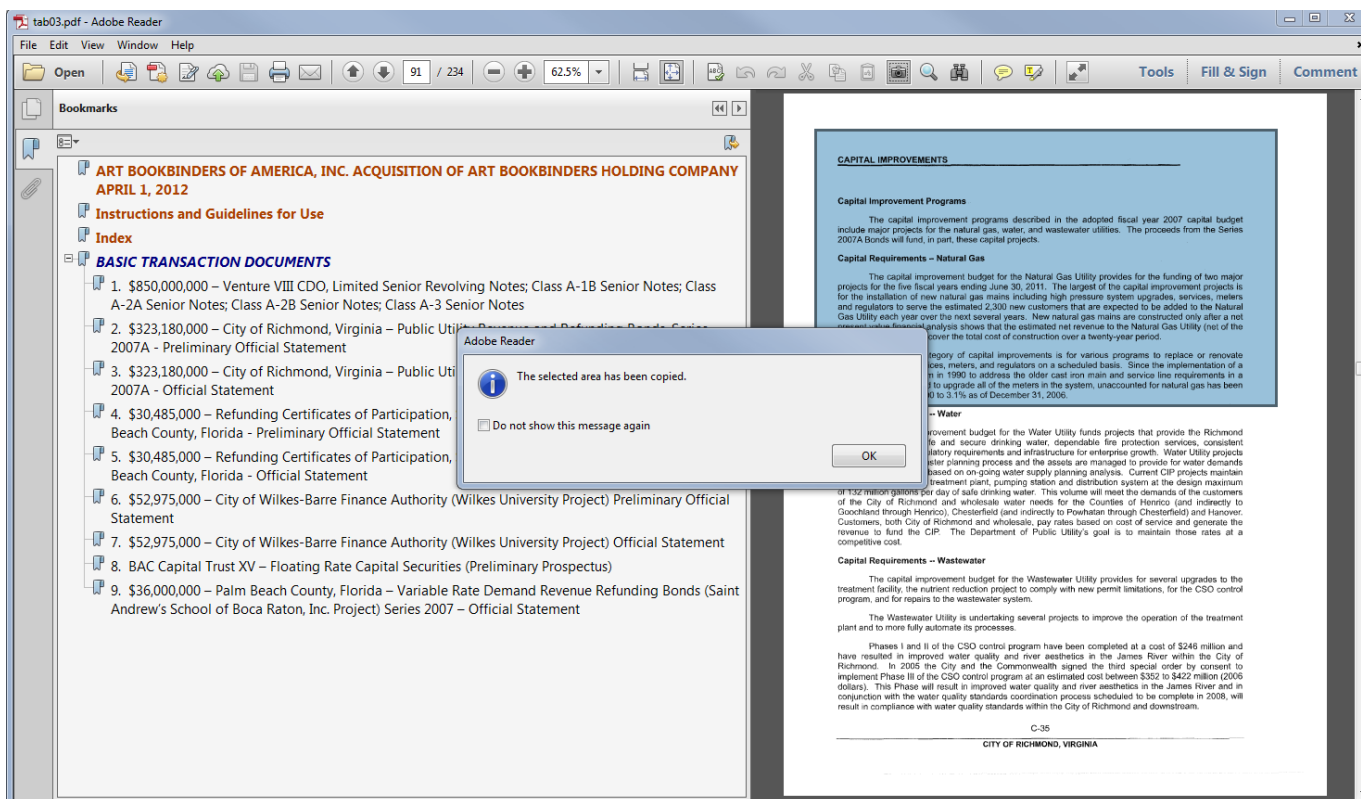
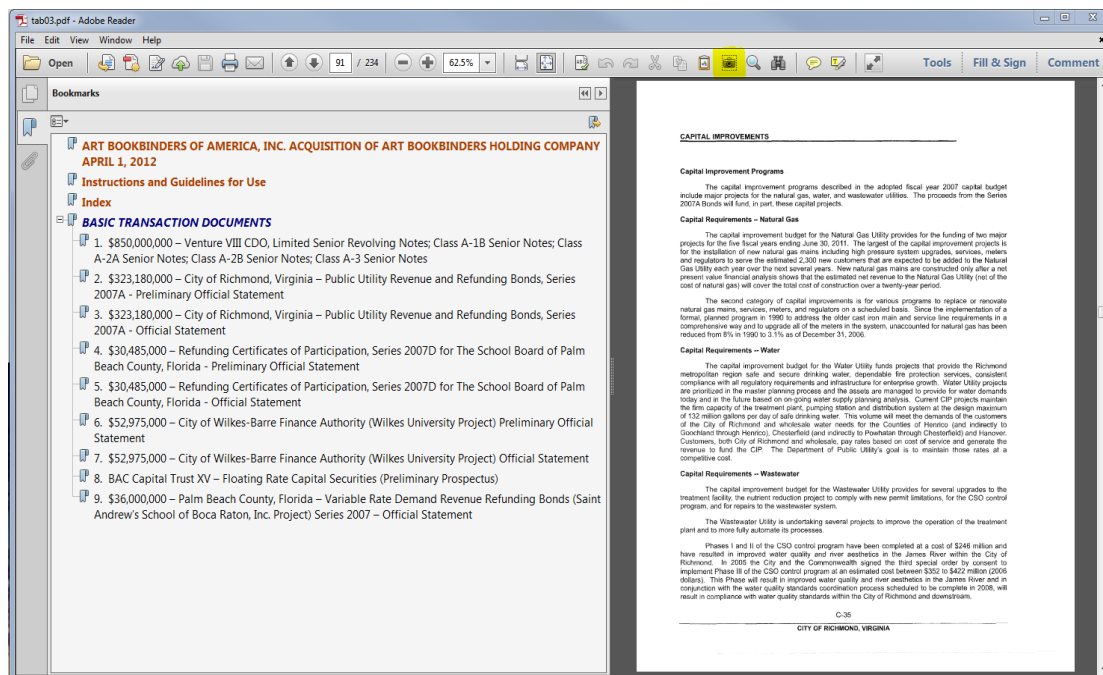
**Navigate** through the documents by using the bookmarks. Scroll through the pages by using the scroll wheel on your mouse or the up and down arrows within Acrobat, which are highlighted on the image to the left.

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**Snapshot** feature can be activated by clicking on the camera icon highlighted on the image to the right.

To use, once you click the camera icon- simply click and drag, selecting the portion that you would like to capture. Acrobat will then notify you that the area you selected has been copied.

You are then able to paste the image into the program of your choice.



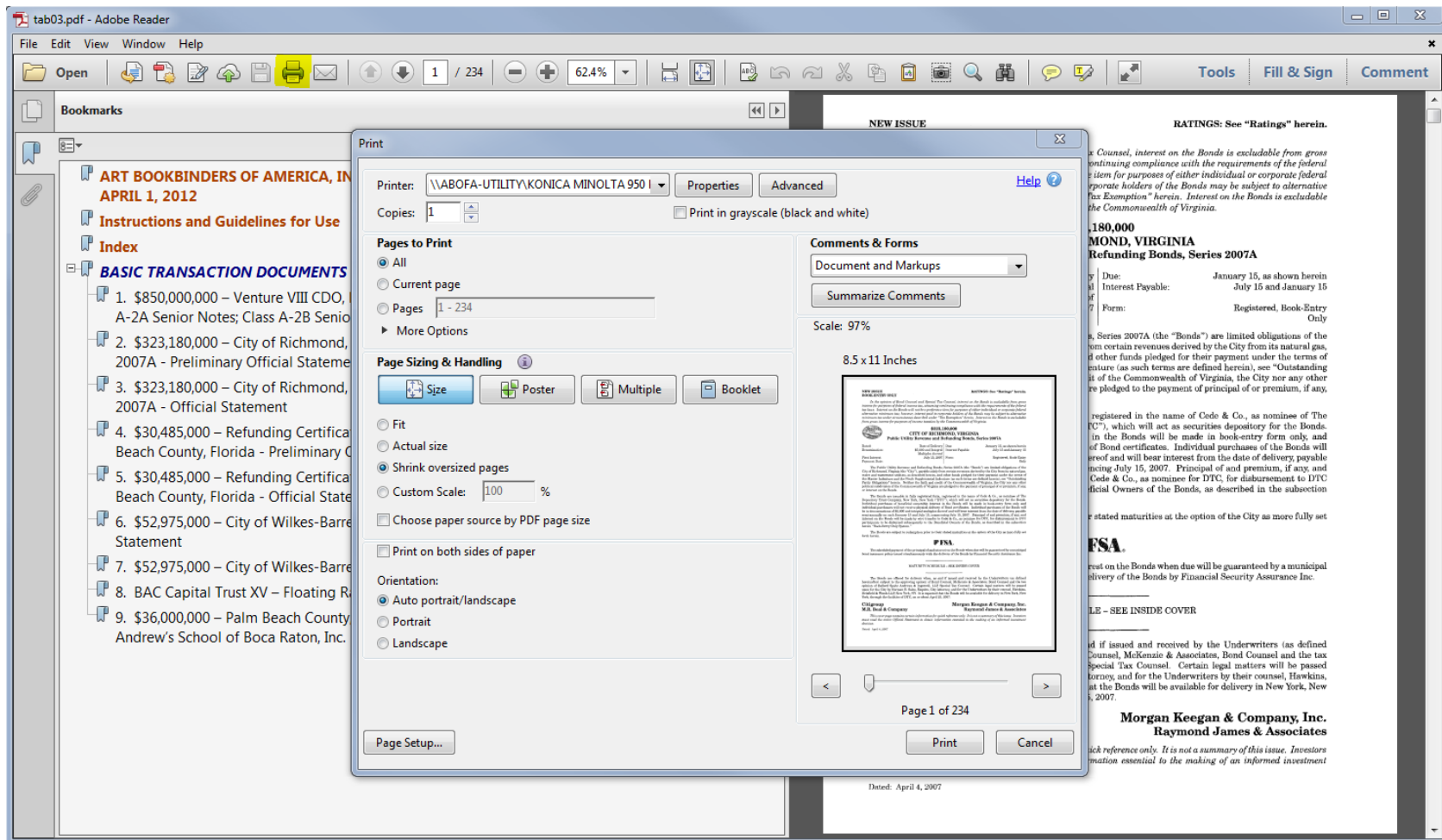
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## Optional Security Features

Upon request, we can activate a number of security features:

- ❖ Documents can be secured through the use of Digital ID files.
- ❖ Password protect prohibits access to the documents without a password.
- ❖ Printing of the documents can be disabled.
- ❖ The ability to change the document in anyway can be disabled.
- ❖ The ability to select searchable text or graphics can be disabled.

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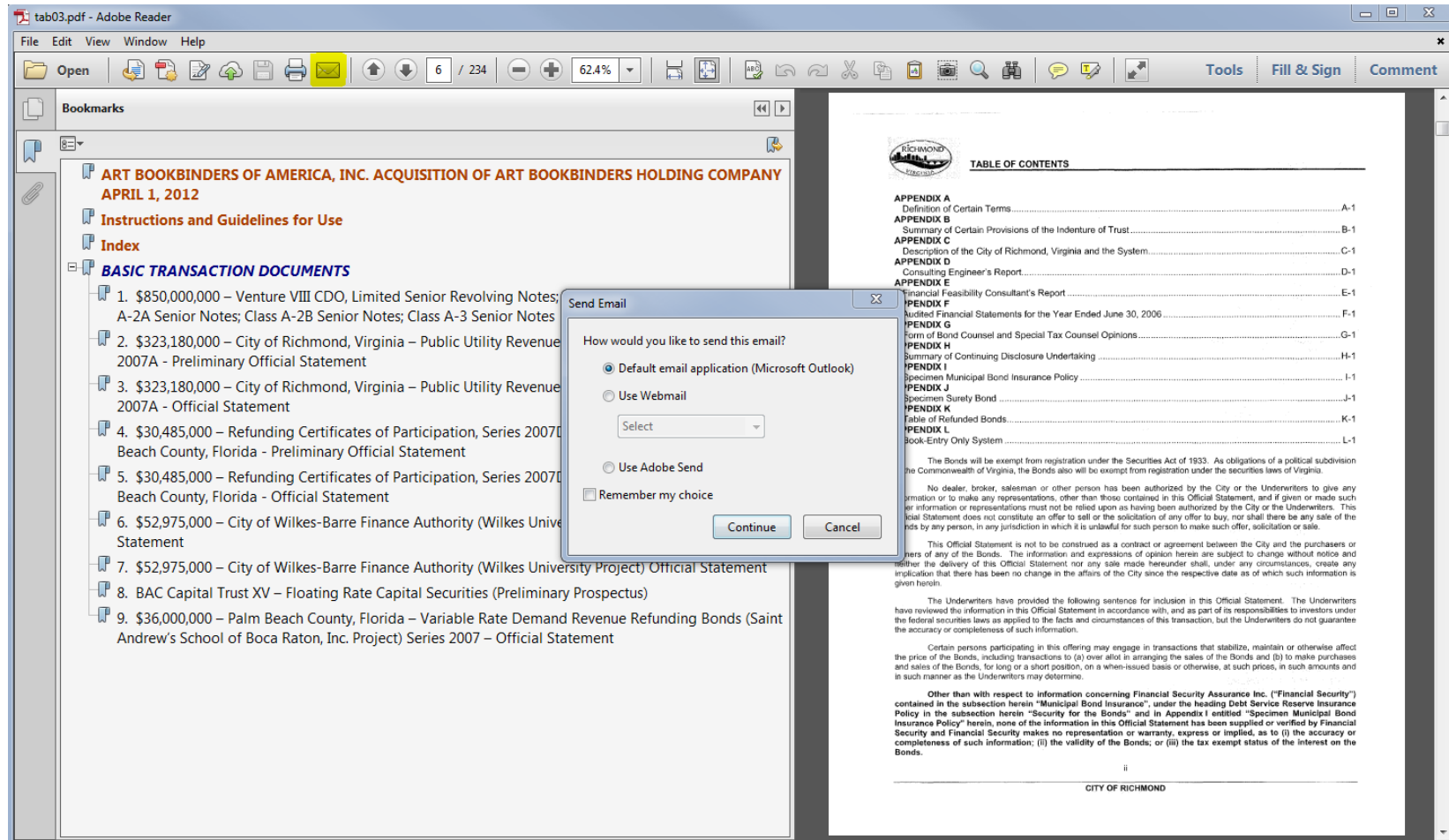
**Printing** a document can be done by simply clicking on the printer icon as highlighted on the image above or by going through the File menu and selecting print.

The options available are to print all of the chosen document, a range of pages or the current page.

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# Emailing a document is incredibly easy using Acrobat!

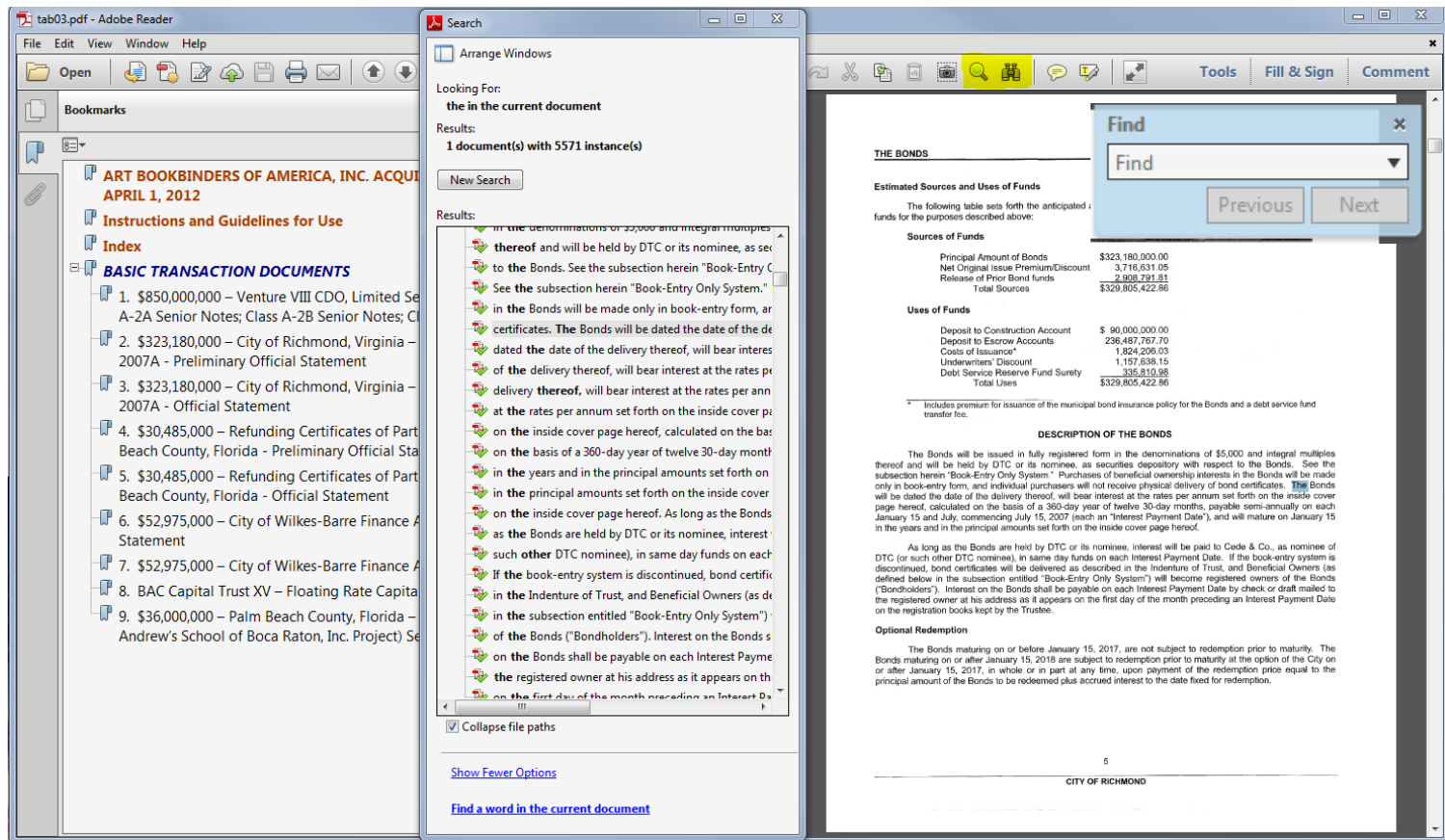
Click on the envelope icon and Acrobat will give you options of how you'd like to send the current document. Once you choose a program, a new email message will open with the current PDF you are viewing automatically attached.



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## Search tools in Acrobat are extremely user friendly.

There are 2 options, both highlighted on the picture to the right.



- The magnifying glass will only search the document you are currently viewing, once clicked on, a small blue box will appear in the upper right corner of the window. Type a word and press enter then use the “next” or “previous” button to scroll through occurrences. This feature is best used on a particular page, or a few pages.
- The binoculars give more advanced search options by allowing you to choose the current document, or all the documents in a particular folder of your choosing. The results are listed in order of tab number and page number. By clicking on a result, you will be taken to that document and the term will be highlighted for you on the page itself.

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## About OCR / Text Recognition

The pages you are viewing are high resolution scans that have had a text recognition software run on them.

This allows us to provide search-ability without compromising the accuracy of the original document.

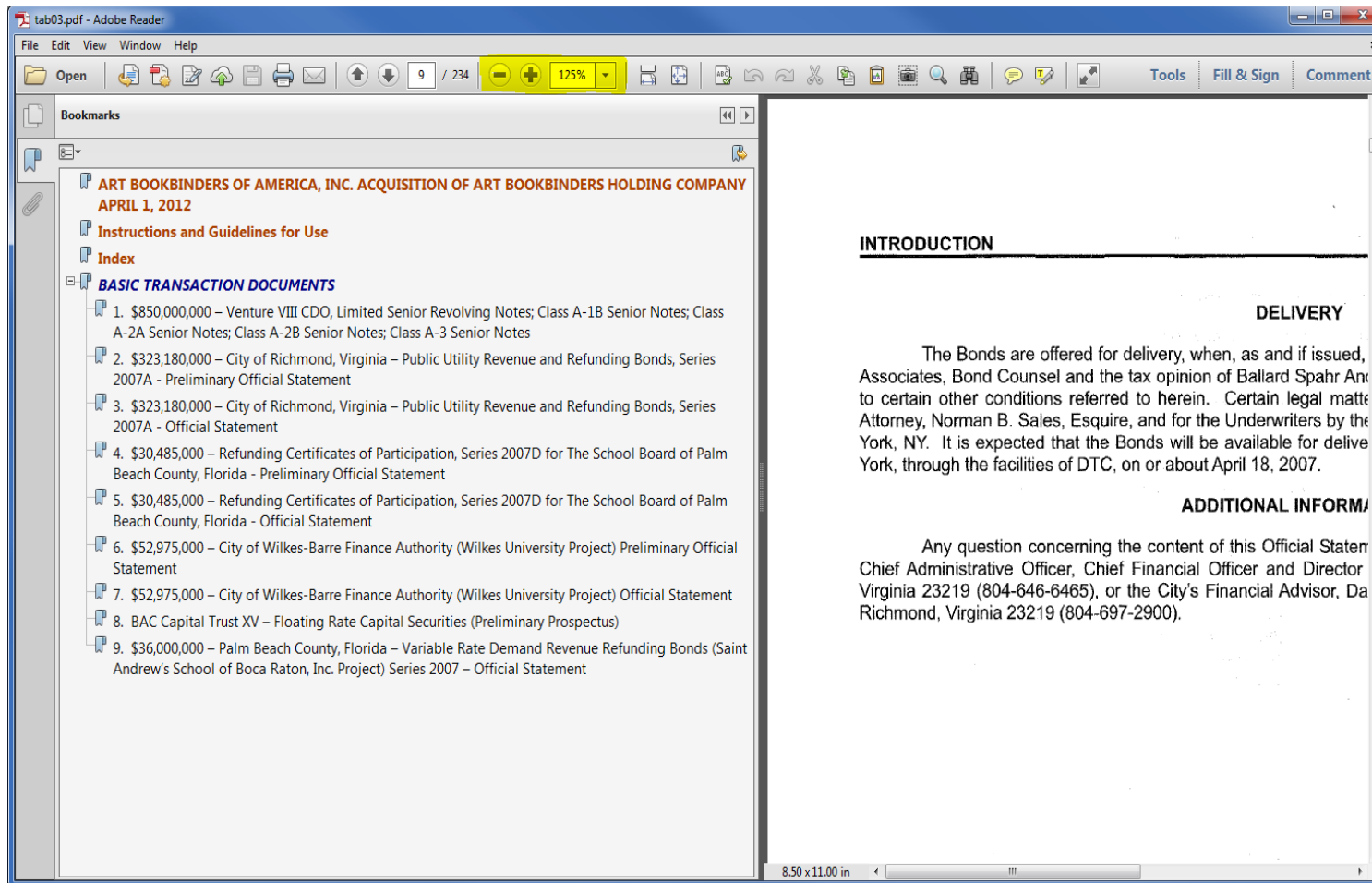
Both versions of software may rotate, sharpen or deskew the document in order to recognize the text properly. On clean documents, such as opinions, it is 99.9% accurate. The accuracy does drop on faxes and poor quality documents. For some poor quality images, we may run a software called Optical Character Recognition (OCR), which further enhances the image, allowing the text to be recognized more accurately.

A useful quality of the search feature is that it takes the accuracy of OCR and the possibility of errors into account and compensates for it. For example, if you are searching for “ACME”, the search engine comes across “AEME” on a poor quality image and highlights it.

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**The Zoom Feature** is located on the toolbar. It's represented by a plus (+) and minus (-) sign. Acrobat will display what zoom level you are viewing next to the zoom tools on the toolbar.



You can also zoom by hovering on the image in Acrobat and pressing Ctrl on your keyboard while using the scroll wheel on your mouse.

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