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Acrobat **Insider** for AEC Professionals

Tips and Tricks for Adobe Acrobat 7.0

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Discover a new dimension
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Many Files, One Simple Solution

Use Acrobat 7.0 Professional to combine multiple file formats in one easily accessible document

by Michael Dakan

Adobe® Acrobat® 7.0 Professional makes it easy to combine and package a group of documents of different types and from a variety of sources into one universal format file, Adobe PDF, that virtually anyone who has a computer can read using the free Adobe Reader® 7. As we discussed in [last month's Acrobat Insider](#), you also can invite Reader 7 users to participate in a review and add comments or other mark-ups to the document, without concerns about computer hardware or software compatibility.

An Ideal Solution for AEC

Adobe PDF is an ideal way to process and disseminate information and facilitate communication during all phases of an AEC project. Adobe PDF can help an architect issue a request for proposals to consultants or contractors for a new project, or help a contractor initiate a submittal or request for information to an architect and the team of engineering consultants for a project under construction. It can simplify creating change orders that need to be priced and added to construction documentation.

Each of these project tasks can introduce yet another electronic document format: Microsoft® Office files (such as Word, Excel and PowerPoint, among others) for schedules, specifications, presentations and more; CAD files for 2D and 3D designs and renderings; graphics files that hold photographs and vector drawings. To further complicate matters, the process traditionally involves hard-copy forms and manual tracking.

Acrobat 7.0 Professional can combine all these file types and formats — automatically, without scanning or other supplemental steps — into one multi-page document in the universal Adobe PDF format. This latest version of Acrobat Professional even delivers electronic forms capabilities and tracking, making AEC project collaboration easier and more efficient than ever before.

How to Create a Multi-File PDF

SEPTEMBER 2005

IN THIS ISSUE

- Assemble complex packages of project information into a single document
- **This month's tips:** Update Acrobat Now; Instant PDFs

IN THE NEXT ISSUE

Upcoming issues of *Acrobat Insider* will provide how-to advice and tips about specific features of Acrobat 7.0 Professional.

Next time:

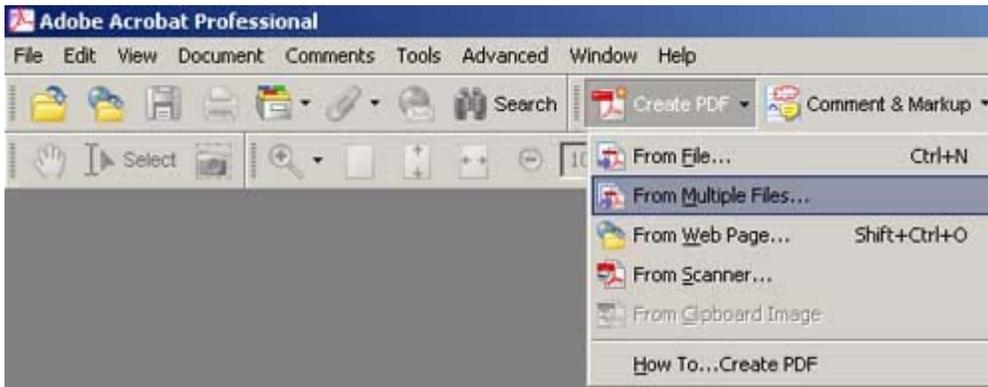
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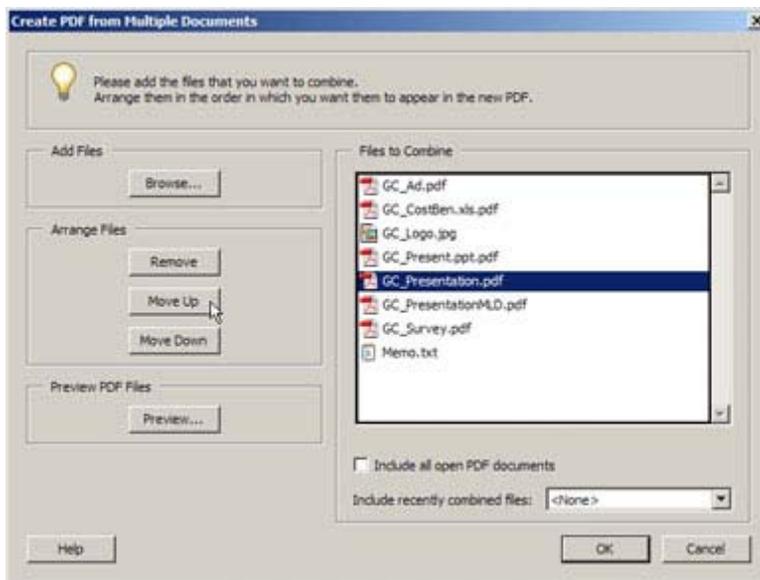
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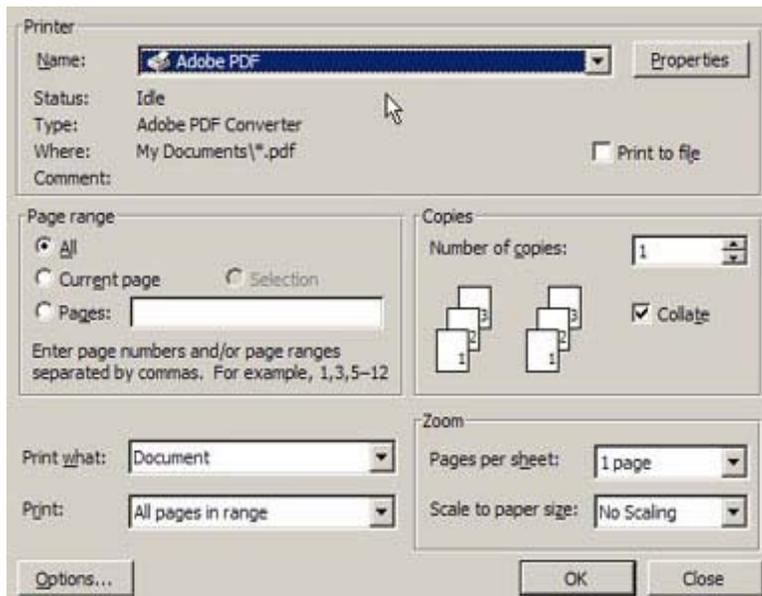
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documentation and archiving are suddenly simpler. We'll cover more of these great features in next month's edition.

Tips and Tricks

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Be sure to keep your copy of Acrobat 7.0 Professional current by periodically downloading free updates from the Adobe Web site. For example, this summer Adobe released Acrobat 7.0.3, an update that includes data-security modifications. Get updates quickly and easily from Acrobat's Help menu, using Check for Updates Now. You can also set Acrobat preferences (Edit menu / Preferences / Updates) to automatically check for and install updates.

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About the Author

Michael Dakan is an author and independent CAD and information technology consultant. Twice monthly he writes Cadalyst's [AEC Tech News](#) e-mail newsletter. Contact him at mdakan@earthlink.net.

Details and Availability

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