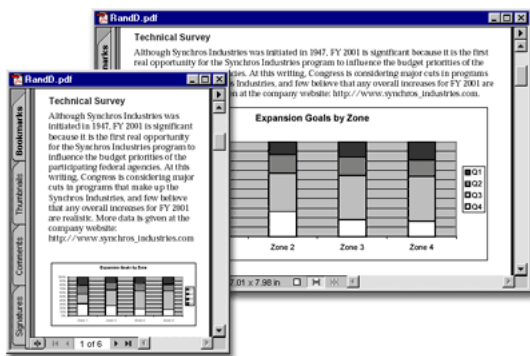Adobe Acrobat 5.0

Reflow the contents of Adobe PDF documents

To accommodate readers with limited desktop space, you can provide them with Adobe PDF documents that can be reflowed into any sized Adobe® Acrobat® window. In a reflowed document, text remains at its original size even when the window size changes, so that it's easier to view. In contrast, images reduce in size to accommodate a smaller window size, so that they can be viewed at a glance.
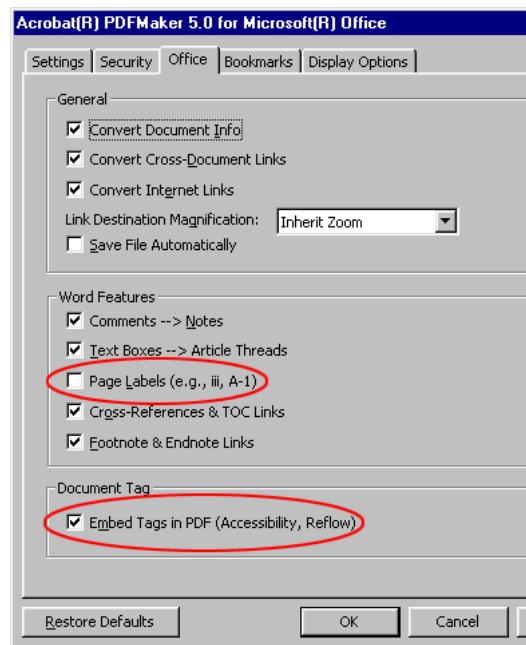
In the steps that follow, you'll learn how to create a reflowable Adobe PDF document from a Microsoft® Office 2000 for Windows® document.

1. Set options for converting your document to Adobe PDF.
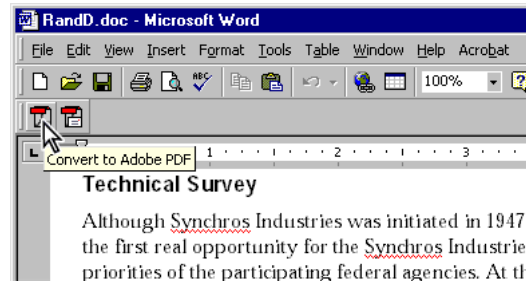
In the Microsoft Office 2000 for Windows application, open your document. Choose Acrobat > Change Conversion Settings. Click the Office tab. Make sure that the Embed Tags in PDF option is selected and the Page Labels option is deselected. These options allow you to create an Adobe PDF document that contains underlying structural information called tags, which make the document reflowable.

If you don't see the Acrobat menu, you may need to reinstall Acrobat 5.0, so that the Adobe PDFMaker 5.0 plug-in is properly installed in your Microsoft Office application.

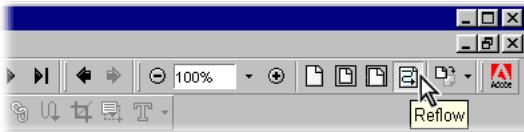## 2. Convert your document to tagged Adobe PDF.

If you've made any changes to the contents of your document, save it. Click the Convert to Adobe PDF button on the toolbar, or choose Acrobat > Convert to Adobe PDF. Enter a filename, select PDF files as the file type, and click Save.
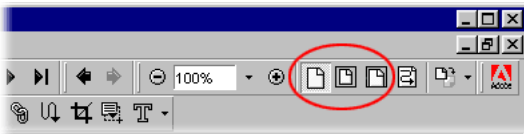
3. Reflow your tagged Adobe PDF document.

Test how your tagged Adobe PDF document reflows. In Acrobat, open your document. Click the Reflow button on the toolbar, or choose View > Reflow. To resize the document window, drag its right edge or lower right corner.

Reflowing a document is for on-screen viewing only. You can't save or print the reflowed state of a document.

4. Return your tagged Adobe PDF document to its original state.

Click the Actual Size, Fit in Window, or Fit Width button on the toolbar, or choose a related command from the View menu. You need to return your tagged Adobe PDF document to its original (not reflowed) state before you can make any edits to it.

5. Make edits to change how your document reflows.

Your tagged Adobe PDF document may not reflow exactly how you want. For example, you may want a table that occurs in the middle of a paragraph to appear after the paragraph when the document reflows. You can change the order in which elements are reflowed on a page without changing the document's contents. You can also check a sequence of words to verify whether they are properly partitioned and insert special characters such as word breaks. For more information, see "Repurposing Adobe PDF documents" in the Acrobat 5.0 online Help.

Here you've learned how to create a reflowable Adobe PDF document from a Microsoft Office document. You can also create reflowable Adobe PDF documents from Web pages, an existing PDF document, or an Adobe PDF form. For more information, see "Repurposing Adobe PDF documents" in the Acrobat 5.0 online Help or download the "How to Create Accessible Adobe PDF files" document from the Adobe Web site.