

Learn Acrobat 9

# Working with layers

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Adobe® Acrobat® 9 Professional allows you to view, navigate and print Adobe PDF files of layered compositions created from Adobe InDesign®, Adobe Illustrator®, and Adobe Photoshop®. In this tutorial, you will learn how to control the display of those layers using the default or state settings. You will also learn how to use layers in conjunction with preflight capabilities, how to import layers from image files and other PDF files and lock layers to prevent them from being hidden.

## REQUIREMENTS

To complete the task(s) demonstrated in this tutorial, you will need the following software and files:

- **Products** – Adobe Acrobat Pro 9
- **Sample file** – lrvid4082\_a9.zip
- **Prerequisite knowledge** – Intermediate knowledge of layered compositions in Acrobat, Photoshop, Illustrator, and InDesign

## Changing layer properties

Displaying layers and changing layer properties are similar processes to those in Photoshop. To display layers:

1. Open a PDF file that contains a layered composition.
2. Locate the Navigation panel on the left side of the Acrobat 9 window. Click the Layers icon in the panel to open the Layers Navigation panel. You can also open the Layers panel by choosing View > Navigation Panels > Layers.



Figure 1: The Layers panel



3. Click the eye-shaped Layer Visibility Override icon to turn layers on and off.

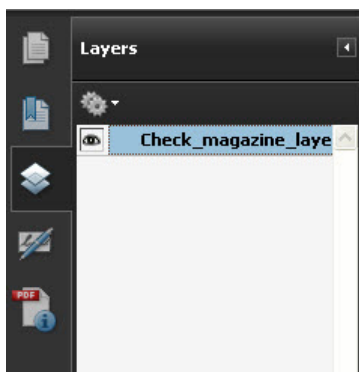


Figure 2: Turning Layers on and off

4. To change a layer's properties, click the gear icon at the top of the Layers panel. The Options menu for the panel appears.

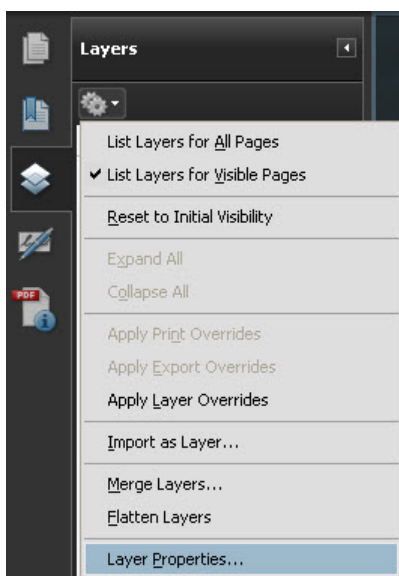


Figure 3: Changing a layer's properties

5. Click Layer Properties, the final item on the context menu. The Layer Properties dialog box opens. The Layer Properties dialog box contains options for changing the name of the document, turning the default state on or off, and locking the document. You can also change the initial states for visibility, printing, and exporting.

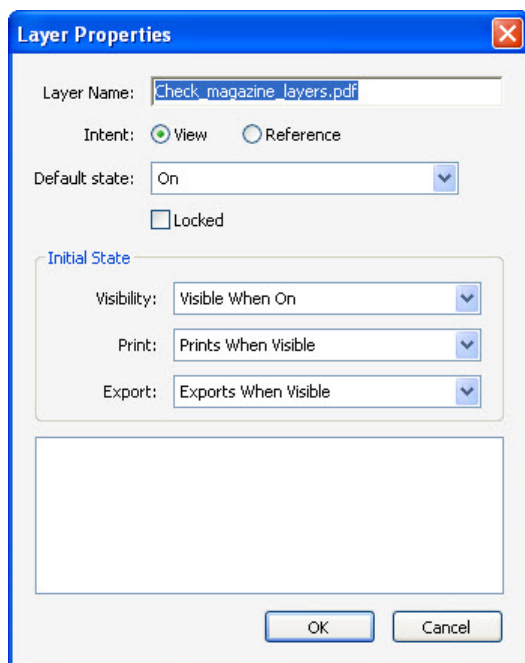


Figure 4: The Layers Property dialog box

**Note:** You can also merge or flatten layers. Merging layers allows you combine layers into one or more layers. Flattening layers allows you to eliminate layers in a PDF file.

6. To merge layers, click the Layers icon and select Merge Layers from the context menu as shown in Figure 3. The Merge Layers dialog box opens. Select the layers you want to merge and click Add. From the right-hand pane, choose the target layer you want to be the destination for the merge.
7. To flatten layers, click the Layers icon and then select Flatten Layers from the context menu.

## Useful applications for layers

Layers are extremely useful for creating multiple versions of a PDF file (for example, different languages or separate covers pages for a document). In addition, you can import content, such as individual PDF files or images, as individual layers. To import an asset as a layer:

1. Click the gear icon as shown in Figure 2. Select Import As Layer from the context menu. The Import As Layer dialog box opens.

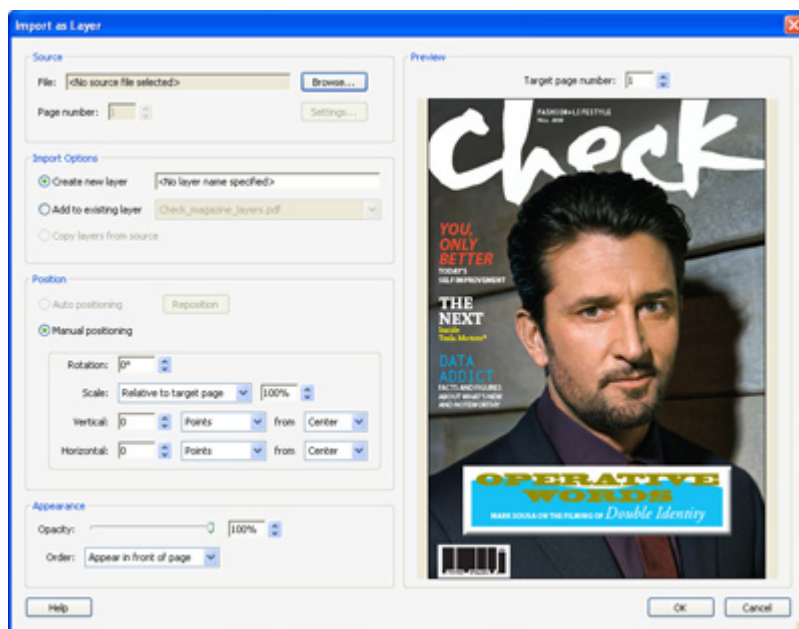


Figure 5: The Import As Layer dialog box

2. To import a file, click Browse, choose your file, and click Select. You can import PDF, JPEG, TIFF, and other image file formats.
3. You have the option of importing the file as a new layer, which is the default setting, or to add the file to an existing layer. To add the file to an existing layer, click the Add To Existing Layer radio button in the Import Layers dialog box.
4. For the purpose of this tutorial, make sure Create New Layer is selected.
5. Type a name for the new layer in the text box next to the Create New Layer radio button.
6. Click OK to apply your changes. The new layer appears in the Layers Navigation panel.

**Note:** The Import Layers dialog box also allows you to reposition layers, change the opacity, take notes, and add logos. Once you have applied your settings, remember that you can turn the layer on and off by clicking the Layer Visibility Override icon. If you enable online reviewing for your document, you can provide the ability to turn layers on and off to reviewers. This ability can come in very handy during both the review and editing phases of the production process.

## Adding layers to a composition

In the event that a composition does not have any layers, you can add them by using the Preflight feature in Acrobat 9. To use the Preflight feature:

1. Open a composition that does not contain any layers. Notice that the Layers panel is empty.
2. To open the Preflight dialog box, choose Advanced > Print Production > Show Print Production Toolbar.

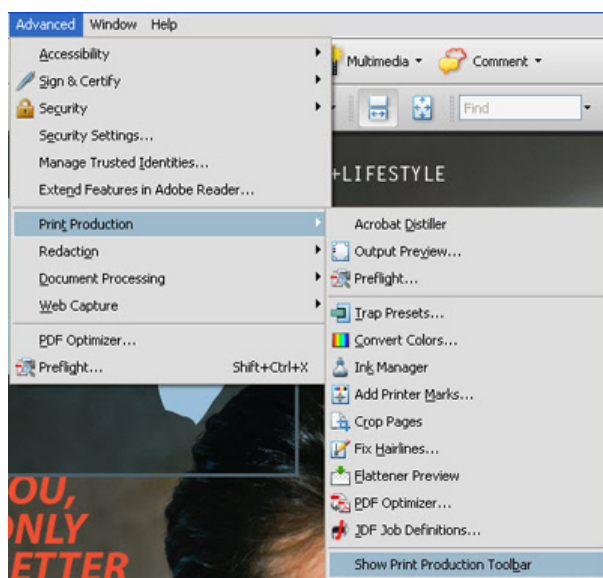


Figure 6: Opening the Preflight dialog box

3. In the Print Production toolbar, double-click the Preflight icon, which is the third icon from the left. The Preflight dialog box opens.



Figure 7: The Print Production toolbar

**Note:** You will notice a number of Preflight profiles listed in the dialog box. These profiles allow you to check for fixups, apply fixes, and even create new layers.

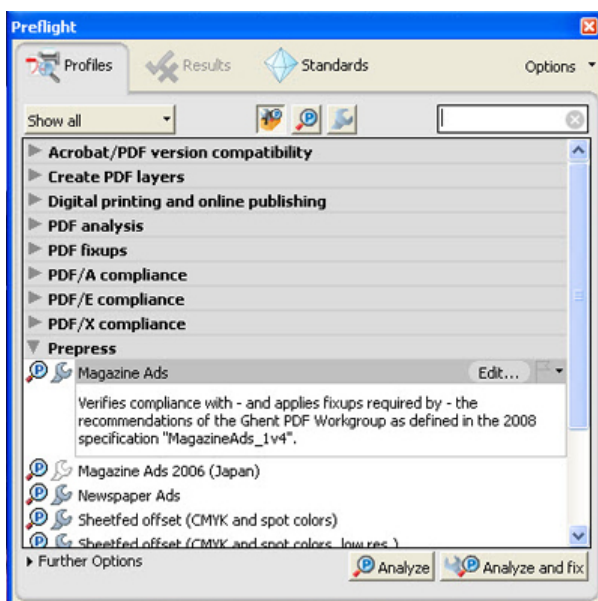


Figure 8: The Preflight Profiles pane

4. Choose Create PDF Layers profile. You will see a number of options for adding PDF layers to your file, including putting all images in layers, putting all text objects on layers, or creating separate layers for vector objects, text, and images.
5. Expand the Create PDF Layers Profile by clicking the arrow next to its name.
6. Choose Create Separate Layers For Vector Objects, Text, And Images.

7. Click Edit to open the Preflight: Edit Profile dialog box. Options for adjusting layers appear on the left side of the dialog box.

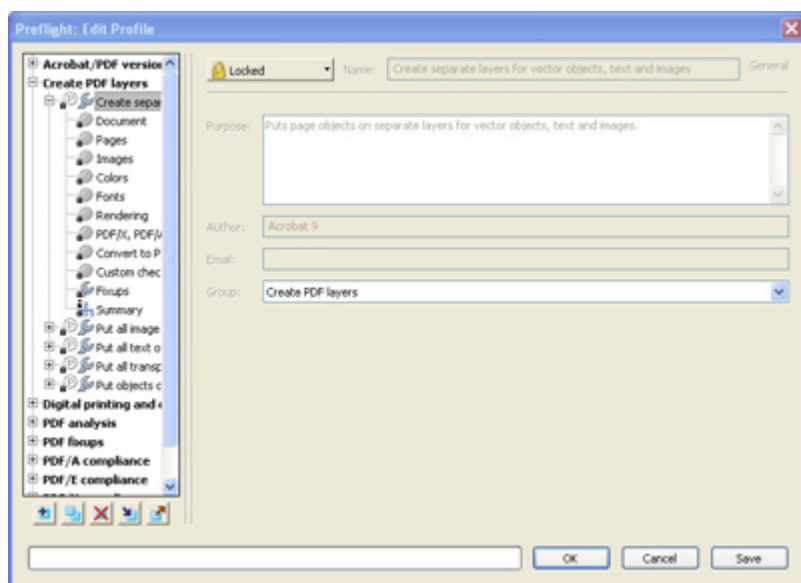


Figure 9: Adjusting layers using the Preflight: Edit Profile dialog box

8. To save your changes and export the profile for other users, click Save.

9. When you analyze and fix your document, the Create PDF Layers profile will automatically move text, images, and vector objects onto new separate layers. Click the Analyze And Fix button at the bottom of the Preflight dialog box. A dialog box prompting you to name and save the document opens. Name the document and click Save. Acrobat 9 begins applying fixes to the document. Note that you need to close and reopen the document to proceed with the error analysis.

**10.** Once you have applied the changes, the Preflight dialog box displays a list of errors and warnings. To embed the content of the analysis in your document, click Embed Audit Trail.

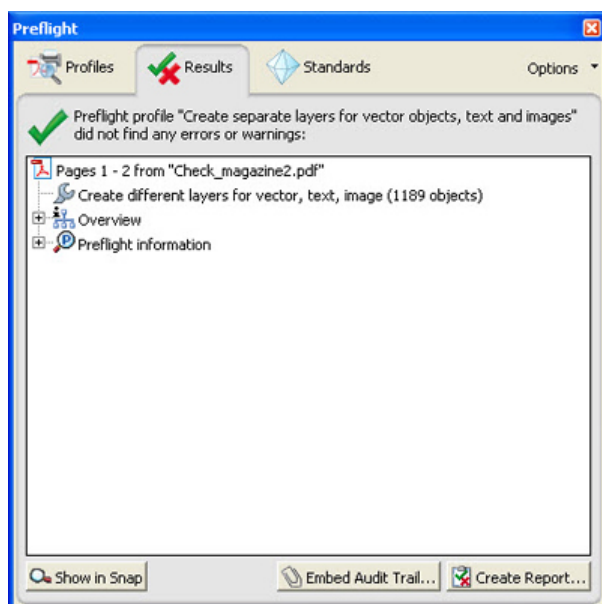


Figure 10: Embedding an audit trail

**11.** To create a report, click Create Report.

**12.** Close the Preflight dialog box, and then close the Print Production toolbar.

**13.** Close and reopen your document to see the new layers you have created. Click the icon to open the Layers panel as shown in Figure 1. You will notice that the text, images, and vector objects have been separated into distinct layers.

## Where to go from here

[Adobe Acrobat 9 Help and Support Center](#)

[Learn Acrobat 9](#)

[Introducing Acrobat 9 Pro](#), by Brian Wood

[Achieving accurate content in your PDE](#), by Brian Wood

[Preflighting for creative pros](#), by Brian Wood

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