Institute for Federal Printing & Electronic Publishing

U.S. Government Printing Office

Printing & Electronic Publishing Training for the Federal Government

The following "Printing Procurement Glossary" is from the Institute's class:
"Adobe Acrobat - A Hands-on Introduction."

Information regarding this class (description, dates, cost, etc.) can be found at:

http://www.gpo.gov/ifpephome/index.html

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Acrobat Glossary

- The following glossary defines terms used in the Institute for Federal Printing & Electronic Publishing's seminar "Introduction to Adobe Acrobat - A Portable Document Format".

- These definitions are presented for informational purposes only and are not contractual definitions.

➤ Identifies a tip for the use of the Acrobat program and portable Document Format (PDF) files.

Product names and services used in this glossary are the trade or service marks of the respective companies and do not indicate endorsement by the Government Printing Office.

.evy	The file extension (.evy) used to designate cross platform files made by Envoy.
.fdf	The file name extension for an Acrobat form file.
.pdf	The file name extension for an Acrobat document file.
.pdx	The file name extension for an Acrobat index file.

A

Access	An Adobe Acrobat plug-in module that provides text only versions of PDF documents for the visually handicapped.
Acrobat™	A computer program from Adobe Systems that allows users to open programs across computer platforms without the application in which they were created and to view printed documents on-screen exactly as printed.
Acrobat 2.0	An earlier version of the Adobe Acrobat program which is at version 3.0 as of Nov. 1996.
Acrobat 3.1	The version of the Adobe Acrobat program current as of 10/97.
Acrobat LE	A light version of Acrobat 2.0.
Acrobat Catalog	*See* Catalog
Acrobat Distiller™	*See* Distiller
Acrobat Exchange™	*See* Exchange
Acrobat PDF Writer	*See* PDF Writer
Acrobat Pro™	A configuration of Acrobat 2.0 that included the following Acrobat modules: Acrobat Distiller, Acrobat Exchange, Acrobat Reader, and PDFWriter.
Acrobat Reader ™	*See* Reader

Adobe Capture	*See* Capture
Adobe Type Manager™ (ATM)	A computer program that automatically scales fonts for the computer screen as they are needed and thus provides a greater variety of sizes while eliminating jagged edges on the fonts shown on the monitor.

➤ ATM or similar programs are recommended for publication producers. They provide exact font size and page layout on the screen, thereby matching the word-wrap and layout provided later by a high-end imagesetter, thus avoiding output surprises, additional expenses, and delays.

ATM DELUXE	The enhanced version of Adobe Type Manager current as of 10/97.

It includes the capabilities of ATM plus font management tools for tasks such as building font suitcases, font loading, and unloading.

Aerial	An Ambia Corporation/Software Partners Acrobat Exchange plug-in that provides tools to jump to actual printed page numbers, paper clip pages, convert PDF files to RTF, etc.
Article	A navigation feature in Acrobat that connects digital collections of text that are meant to be read sequentially regardless of their placement in the publication or publications.
Article/Document Threading	A hypertext link that directs a reader from one article/document in a PDF document to a non-contiguous continuation or another article/document.

In essence an automated "continued on page x". This feature can be added to a PDF document in Acrobat Exchange.

ATM	*See* Adobe Type Manager

B

Binocular Tool	A tool in Acrobat Exchange and Reader (binocular icon) that provides limited search capabilities (find). *See also* Search Tool
Boolean Expression	One or more search terms linked by the words *or*, *and*, or *not* used in a searching system (named after Boole) to modify the search. Also known as Boolean Operators.

➤ Acrobat 3.0 uses a version of the Verity Corporation's Topic Search Engine. See Verity's web site for a tip sheet on the Boolean expressions that are supported. In Acrobat, Boolean terms should be typed in all upper case.

Bookmark	In Acrobat Reader or Exchange, a list of linked place-markers that appear in a window separate from the document. Clicking on the bookmark moves the main window image to a linked place in the document.

Bookmarks can be created in the original document authoring program, in Exchange, or in plug-ins such as Ambia's Compose .

Browser	A type of program required for viewing documents in the HTML (hypertext markup language) format used on the internet. (e.g. Netscape or Internet Navigator.)

C

Capture (version 1.01) — A stand-alone Adobe Acrobat compatible program for optical character recognition. *See also* Capture (version 2.0) plug-in.

➤ This program handles only line copy or grayscale.

Capture (version 2.0) — An Adobe Systems plug-in character recognition module for Acrobat 3.0. See also Capture (version 1.01).

This applet handles B&W or color but is limited to 100 pages.

Capture Suspect — A word or figure in a Capture file that has been scanned and is still in bitmapped format due to being unidentifiable.

➤ Suspect terms cannot be searched.

Catalog™ — An Adobe Acrobat stand alone program that creates indices of PDF documents.

Common Ground — Hummingbird software's cross-platform portable document application. In Common Ground documents are called Digital Paper and files are referred to as DP files.

Compose — An Ambia Corp./Software Partners Acrobat plug-in that adds tools to Acrobat Exchange to bookmark by example, copy hypertext links, check for broken links, build a table of contents across multiple PDF files, etc.

CrackerJack — A Lantana Rips Company Acrobat plug-in the provides color separation and other utilities for commercial printing.
A demo version is available from www.lantanarips.com

Cross Platform File Format — File formats such as the Adobe Acrobat .pdf or Envoy .evy file formats that can be read by users of software platforms other than that in which the document was created.

D

DigiDozen — Twelve plug-in tools for Acrobat 3.0

Digital Paper — A term used for cross-platform portable documents produced by Hummimgbird Software's Common Ground Program.

Distill (verb) — To convert a file from PostScript to Adobe Acrobat pdf format through the use of the Acrobat Distiller Program.

Distiller™ — A stand alone Adobe Acrobat program module that converts files in the PostScript format to the Adobe PDF cross document platform file format.

Distiller Assistant™ — A sub-module to the Adobe Distiller application that provides automatically scheduled conversion of files, placed in a designated directory/folder, into the PDF format.

DP File — A cross-platform portable document file produced by Common Ground.

Down Sampling — Reducing th resolution of an image by taking an average of the values in an array of pixels thus decreasing file space and allowing faster file transfer. *See Also* Subsampling .

➤ Down sampling of high resolution images for web viewing can be done in Distiller. Down sampled graphics may print with jagged edges.

E

Embedded Fonts	Fonts or the appropriate parts of a font (only the characters used in the document) that have been made part of a PDF document so that the document can be seen in the appropriate fonts whether the "PDF reading computer has these fonts or not.
➤	In order to embed fonts when using Distiller to make a PDF, the fonts, or appropriate parts thereof, have to be included in the initial PostScipt file when that file is made.
Encapsulated PostScript	A file format for graphics in which a graphic is described in terms of the PostScript page description language.
	EPS files may contain bitmapped or object oriented graphics and may contain a low-resolution bit-mapped image of the file to be used for screen viewing only.
	EPS files can contain embedded special information such as: spot colors, clipping paths, line screen values, and transfer functions.
	EPS files of graphics (without the built-in originating program's native format) cannot be easily corrected or changed by the contractor. Therefore, it is suggested that a copy of graphic files in their native format also be supplied to the service provider.
Envoy™	A program from the Tumbleweed Company which produces cross platform documents as does Adobe Acrobat and Common Ground .
	Envoy cross platform files have the .evy extension.
EPS	*See* Encapsulated PostScript
Exchange™	The Adobe Acrobat stand alone program module used to enhance pdf documents by adding and removing pages, editing copy, making links, etc.

F

Font Embedding	Inclusion in an Acrobat document of all fonts and font information required to view and print the document in the font(s) in which it was designed.
➤	The default setting in Acrobat is font substitution rather than embedding *See also* Font Substitution, Multiple Master Fonts, and Subset Fonts.
Font Substitution	The means by which Acrobat replaces the fonts used in a document with "similar fonts" on the machine reading the document. *See also* Font Embedding, Multiple Master Fonts, and Subset Fonts

G

GYMNASTXT	A QuarkXpress xtension which allows the importation of PDF documents as EPS files. The EPS can then be cropped and separated like any EPS graphic. Produced by Datastream Imaging, available from Xchange, San Francisco CA.

H

Hand Tool	An icon of a hand which assists in grabbing on to pages and navigating around the page of a PDF document.

HTML

Hypertext Markup Language. A coding system used to display documents on the internet.

HTML is a subset of SGML (Standard General Markup Language).

Hypertext Link

A means to click on a word, area or shape and quickly move to related material, in the same or another document, run multimedia, or open an application.

I

Index

An alphabetized list of all the terms in a document minus any "stopwords" set up in Catalog for the creation of a searchable index.

Interactive Document

A document that provides choices for the reader and responds accordingly.

J

JPEG

Joint Picture Experts Group. In Distiller a compressed graphic file format devised by the group. *See also* Optimization.

K

Keyword(s)

Words assigned to a document to assist in searching.

L

Link

See Hypertext Link

M

MIME

Multipurpose Internet Mail Extension. A protocol that identifies the type of incoming information to a web browser so that the browser can configure itself in a manner to handle the incoming mail.

➤ Internet browsers need to be setup in order to recognize Acrobat pdf files and automatically open Acrobat when a .pdf file is sent down from the Web. PDF is registered under MIME as a Type of Application with subtype pdf.

Multiple Master Fonts

A font that can be made to take on the appearance of other fonts by adjusting its style and shape according to the font metrics of the font it is simulating.

Acrobat contains a serif and a san serif master that are used to emulate fonts that are not embedded in the document.

N

Notes

Comments added to a document in PDF form (as if with sticky notes).

➤ This feature can be used to aid passing a document to various people for editorial purposes.

O

OCR

Optical Character Recognition. A method of scanning printed documents (legacy data) to convert the document to digital form. *See* Capture.

Optimization A means in Acrobat to hold down file size by among other techniques, saving repeated elements only once.

P

PDF The file name extension for an Adobe Acrobat portable document format file.

➤ While DOS 3.x is the only Acrobat enabled operating system that requires a dot-three letter file name extension, this convention is used for PDF files on all platforms for cross platform conformity.

PDF File A file of an Acrobat document in the Portable Document File Format (PDF).

PDF Reader™ A free stand alone program that allows the user to see a document with the look and feel of the original document without having to have the program that originated the document.

PDFWriter™ A printer driver file that creates a pdf file from within an application in place of the printing driver file for that computer and printer system (Windows or MacIntosh), thus sending pdf data to a disk rather than printing information to a printer.

➤ PDF Writer should be used only to convert simple documents to pdf format. Graphically intensive files should be converted first to Postscript and then to pdf via Distiller.

PitStop An Acrobat plug-in for Exchange 3.0 that allows graphic font and color editing.
Sample available at "http://www.enfocus.com"

Plug-in A small program which adds functionality to a computer program. Acrobat plug-ins include Web link and Access from Adobe, which add internet linkage and ASCII conversion; and third party plug-ins such as Re:Mark from Ambia Corp. which provides text markup on PDF documents.

PostScript A page description language which has become the defacto standard for the print publishing industry.

PostScript Extreme Adobe's new high-end production printing architecture utilizing Acrobat PDF files to offer a range of features to graphic arts and high speed digital printing systems.

This program was known during development as Supra.

PostScript File A document file that is in the PostScript "universal" page description language format rather than the program's native format.

PPD A PostScript Printer Description file used in Quark Xpress along with the printer driver file to make a PostScript file.

➤ In Quark when using distiller to make a PDF containing color be sure to choose the PPD for a color printer when making the PostScript file.

Proximity An attribute of a search in which the closeness of the terms to be found is a factor.

Print-Driver	A file that processes data for print output before it is sent to the printer in order to include specifics about that printer such as size, paper draws, etc.
Print to File	The command in the print dialog box of an application which may provide for the saving of the document as a PostScript (.ps) file that can then be changed to an Acrobat pdf file in Acrobat Distiller.

Q

QuickLinx	An Exchange plug-in that speeds hyperlinking.
Quicktime	A program required on the Mac to see movies that have been linked attached to Acrobat documents. The PC platform uses Quicktime for Windows.

R

Reader	Adobe Acrobat Reader™ The free module of Adobe Acrobat that is needed to read documents in the Adobe portable document format (PDF).
➤	Versions of Reader are available for PC, MAC and many UNIX platforms. Acrobat 3.0 Reader comes in versions with and without search capabilities.
Relevence Ranking	A means of indicating how close search results fulfill the search criteria. Relevance ranking in Acrobat search is indicated by the percentage of the circle darkened, in the search icon or selection box.
Re:mark	An Ambia Corp./Software Partners Acrobat Exchange plug-in that provides editing tools such as highlighting, strike through, voice annotation, etc.

S

Search	An Adobe Acrobat plug-in available with Exchange and Reader 3.0 , which provides extensive search capabilities. Acrobat Search is based on Verity Corps. Topic Search Engine.
Search Options	Choices in Search as to the use of search tools such as word stemming, sounds like, etc.
Search Tool	A tool in Acrobat Exchange and Reader (binocular over open book icon) that provides search capabilities for .pdf files that have been indexed. *See also* Binocular Tool.
Stop Word	A word such as "a", "the" or "of" that the search program is told to disregard in a search.
Subsampling	Decreasing the resolution of an image by using the value of the central pixel in an array to stand for all the pixels. This cuts down file size and allows quicker file transfer. *See also* Down Sampling
Subset Fonts	Embedding in a PDF only those characters of a font that are used in the document rather than the whole font. *See also* Embedded Fonts.

Supra	The working name for Adobe's Acrobat based architecture for commercial printing; changed to Adobe PostScript Extreme at announcement. *See* PostScript Extreme.

T

Text Touchup	A feature in Exchange to make word/line changes to documents in PDF format.
➤	If only a subset of the font has been embedded changes to non-subset characters will produce the dreaded typewriter-like "Courier" typeface.
Thumbnail	A small graphical representation of a specific page viewable in Exchange or Reader.
	Thumbnails can be used for page navigation, page moving, page replacement, etc.
Threading	A means of linking parts of a document or several documents to assist the reader.
	These links may automatically lead a reader from the Table of Contents to the page noted, or from the end of a column in an article to the portion(s) which follow on an other page
Topic ™	The name of the Verity Corporation search application provided as the search vehicle in Acrobat.

U

URL	Universal Resource Locator , the "address" by which documents are found on the World Wide WEB.

V

Verity™	*See* Topic.

W

Watched Directory	A directory/folder which Acrobat's Distiller assistant applet monitors on a pre-scheduled basis in order to automatically convert files contained therein into the PDF format.
Weblink	A plug-in module that .allows pdf files to be automatically downloaded and viewed in the browser.
Word Assistant	An applet in Exchange, and Reader with Search that provides "sounds like", "thesaurus", and "word stemming", options to assist in searching Acrobat documents that have been indexed.
Word-Stemming	A search option that shows any words in the indexed document with that stem. (e.g.; "end" will bring up extended and ending if they are present.)
Writer	See PDF writer.

X-Y-Z

xToolsOne	Ten Exchange plug-in tools in one application.

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