

Adobe Portfolio Guide

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An Adobe Portfolio file is a special type of pdf file. A Portfolio file has additional organizing tools that allow multiple files to be combined while keeping the individual files properties. One of the important individual file properties involves digital signatures. The Portfolio format allows the NDDOT to create one document without affecting the digital signature properties. These features make it easier to create one document for the construction plans that incorporates current addendums without having to redo as many digital signatures.

The NDDOT is creating separate pdf files for each section of the plans. These sections will be digitally signed and incorporated into the portfolio. If an addendum is required, an individual section of the plans can be swapped out without having to redo the sections of the plan not affected by the addendum.

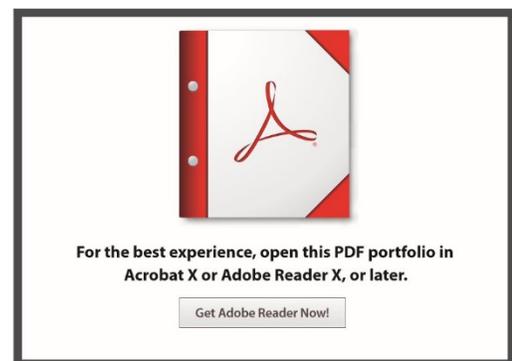
To view a portfolio pdf, you will need an Adobe product such as Acrobat Reader, Acrobat Standard or Acrobat Pro. Below is the link to the latest version of Acrobat Reader: <https://get.adobe.com/reader/>

To take advantage of all functionality while viewing the portfolio, you will also need Flash. Below is the link to install the latest version that is compatible with Adobe Reader. Chrome and the Chrome toolbar are not needed, so you can uncheck those options before downloading and installing. <https://helpx.adobe.com/acrobat/using/flash-player-needed-acrobat-reader.html>

Web Browsers

Most web browsers will not be able to open a portfolio directly. For example, Microsoft Edge will not directly open a web link to a portfolio. You may get the notice shown to the right.

The most common work around for this problem is to download the file and open the file directly with your pdf reader application. To download the pdf, right click on the web link and select the option "Save target as". A "Save As" dialog box will open that allows you to adjust the file name and storage location.



When opening portfolios on Ipads, use the "Open In" option. This is a popup option that you won't see unless you touch the screen. The "Open In" tool will provide the "Copy to Adobe Acrobat" option. The split screen portfolio (layout/files) view will not display. Only the list of sections – pdf files will display. Select the section to open. Use the back button to get back to the list.

Note, the browser "Internet Explore" can open Adobe Portfolios directly. However, some adobe tools are not available while being accessed through the browser. Near the end of this guide there is additional guidance on "Web Browser Adjustments".

Viewing

Use the arrows on the left or right to page through each of the files. Only the first page of each file contained in the portfolio can be viewed until the file is opened. Click on the thumbnails at the bottom to select and view the first page of each file.

File Edit View Window Help

Home Tools PortfolioTestwithSi... x ? Sign In

Click arrows to page through the files

Double-click to view a larger version and see options to open or extract the file.

Click a file to select it and view above.

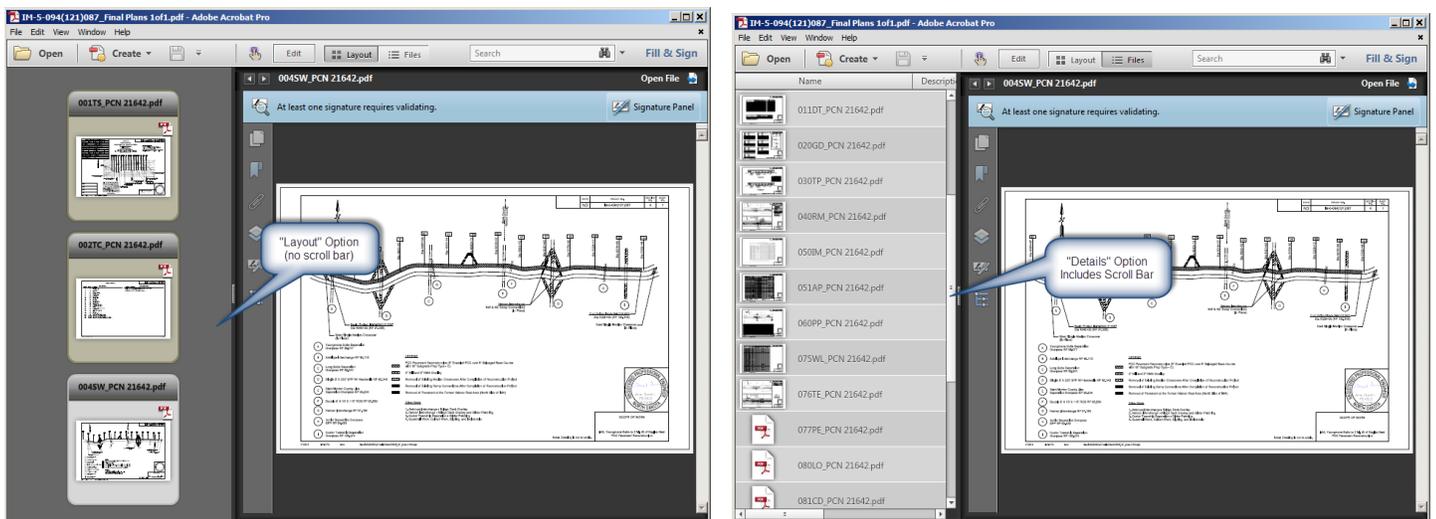
View and Window Options

The Portfolio format may look different if viewed on different version of pdf readers. The portfolio may have been created with non-Adobe software (Bluebeam Revu) and this can also affect default view and window options.

From the adobe menu, the following options change the portfolio panel view.

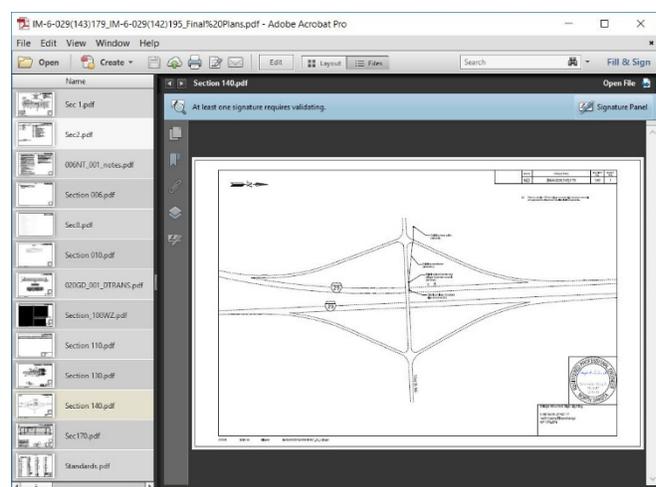
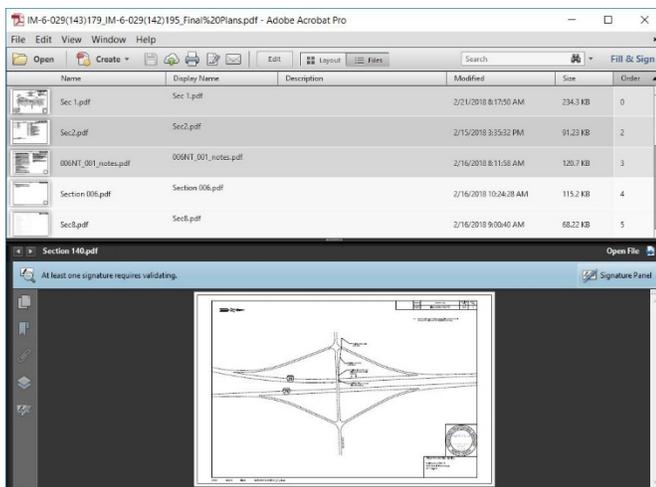
- View > Portfolio > Layout
- View > Portfolio > Details

If you are using Adobe version XI, there is an important functional difference with this option. In version XI, the “Layout” Option doesn’t have a scroll bar in the portfolio panel. In the XI version, only the “Details” option has the scroll bar in the portfolio panel. Most people prefer the “Details” option for navigating a portfolio with many sections.



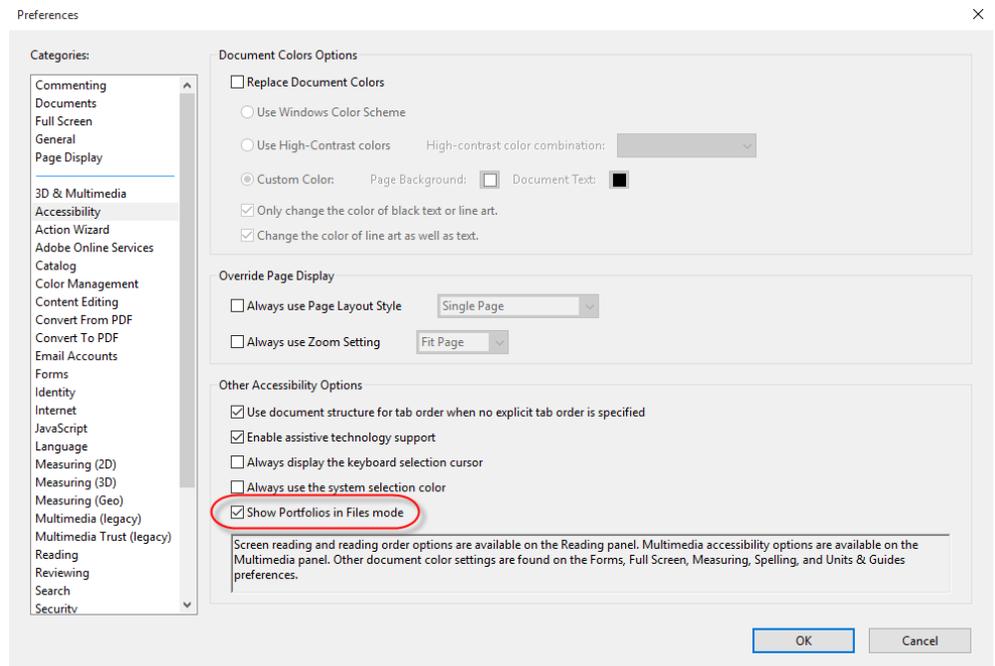
The location of the portfolio panel can also be changed from the adobe menu by selecting one of the following options.

- Window > Split Horizontal
- Window > Split Vertical

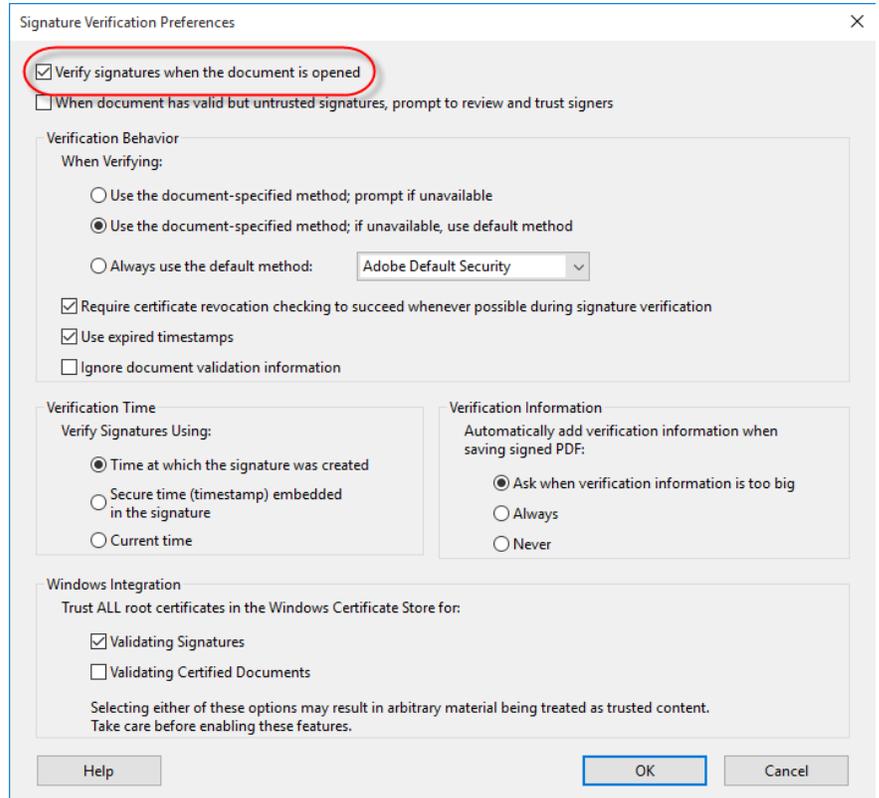


Preferences

The “View > Portfolio > Layout” and “View > Portfolio > Details” option discussed previously are only for the active adobe session. The “Layout” view is default preference. To set “Details” view as the default preference, select “Edit > Preferences > Accessibility > Show Portfolios in Files Mode”.

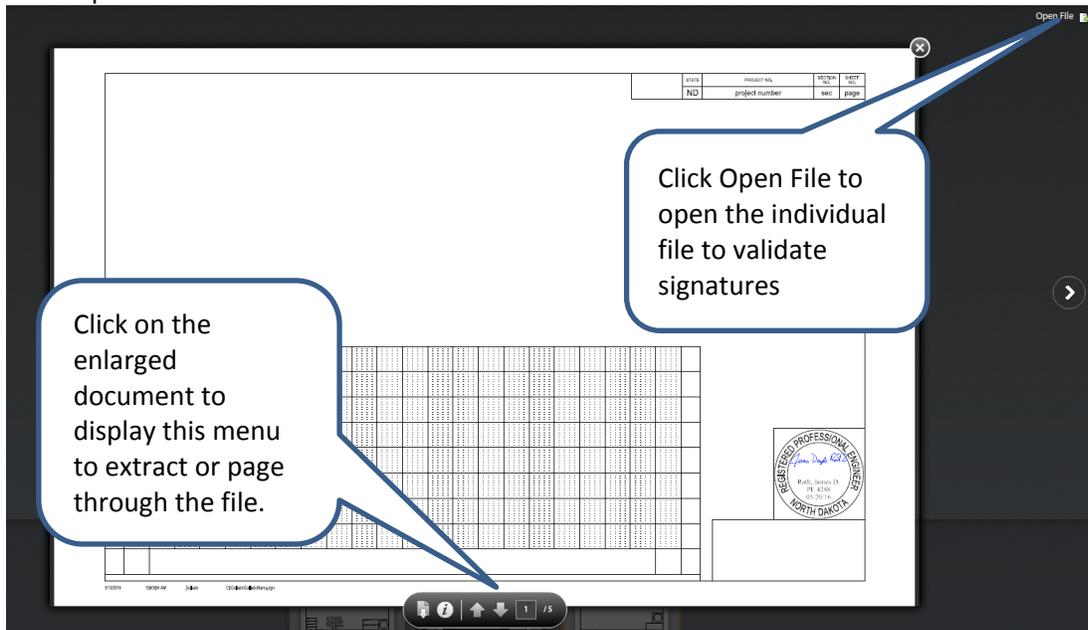


Opening a large set of plans with many signatures can take long time if all signatures are verified. Signatures may not need to verify every time a document is opened. This setting can be turned off in order to increase file opening speeds. Select “Edit > Preferences > Signatures”. Then select the “More” button under the “Verification” heading. Turn off the option to “verify signatures when the document is opened”.



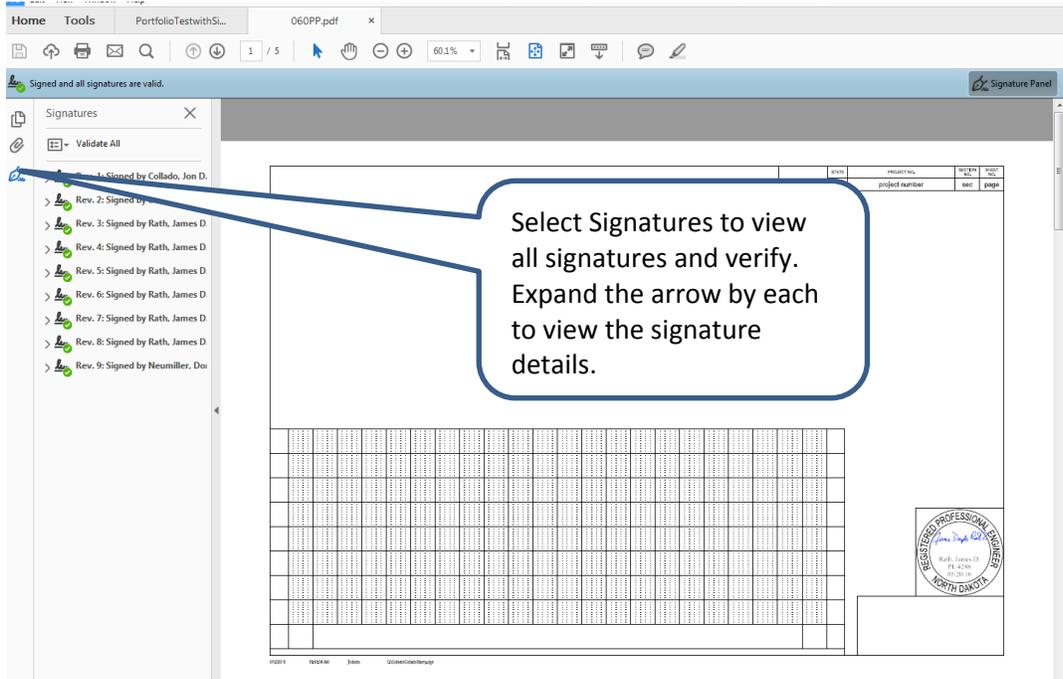
Opening Individual Files

Click on Open File in the upper right corner after double-clicking to make the file larger and display more options.



Verifying Signatures

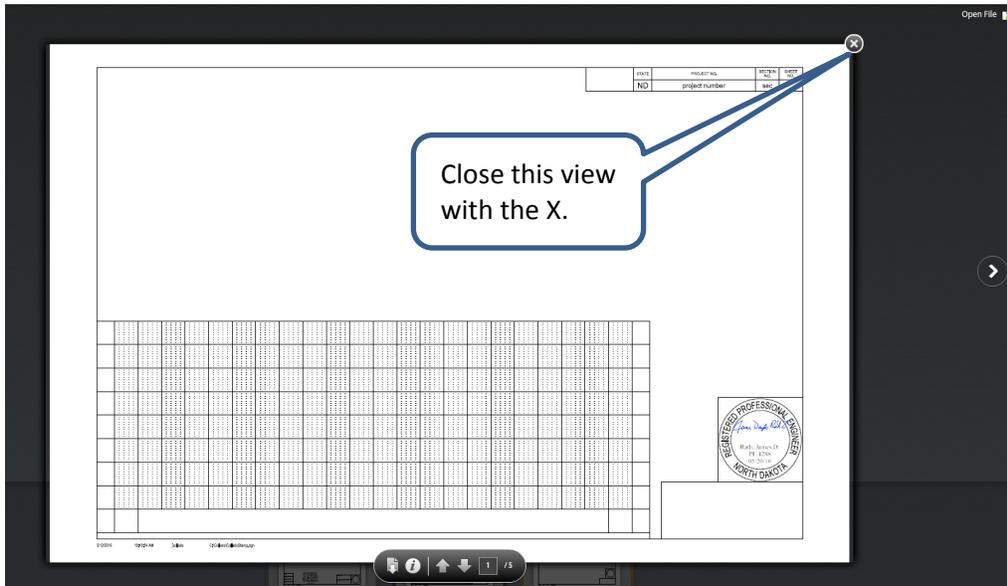
After opening the file with the Open File option, you can verify the signatures.



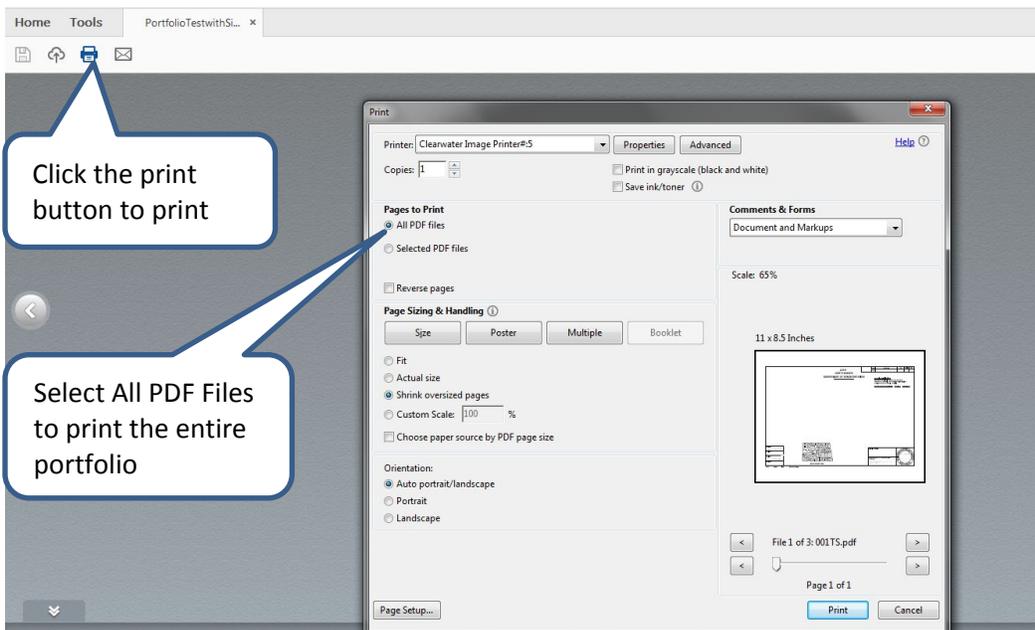
Printing

To print an individual page or part of a section of the plans you will need to open the individual section of the plans and use the printing tools. You will not be able to print an individual page within a multiple page section from the comprehensive portfolio view.

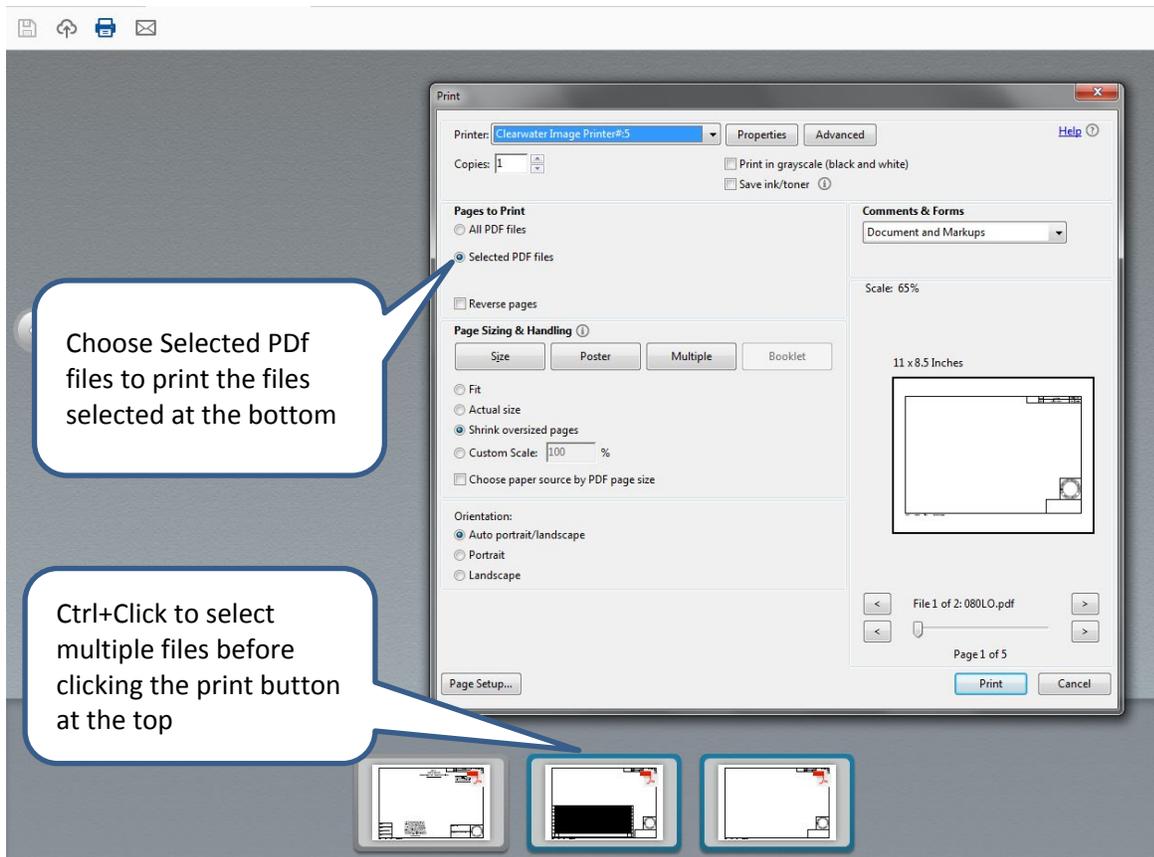
To print the entire portfolio, close any files you opened. Close the enlarged view with the X in the upper right corner.



Select the print button in the upper left menu. To print the entire portfolio select All PDF files under Pages to Print.



To print certain sections within the portfolio, select them first from the thumbnail view at the bottom. Use Ctrl+Click to select. Then click the print button in the upper left menu and choose Selected PDF Files under Pages to Print.



Click Print at the bottom of the print dialogue box to finish printing.

NDDOT Plan Addendums

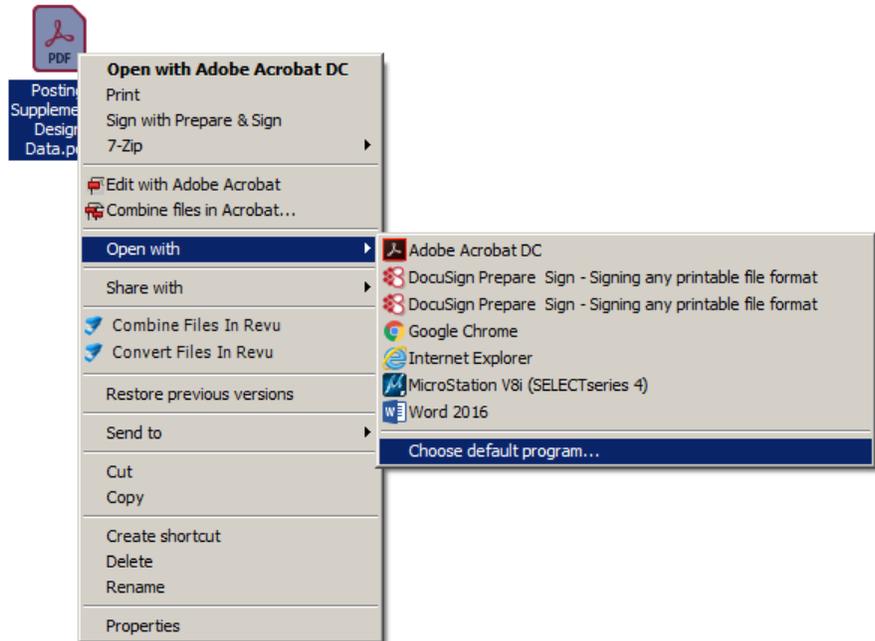
When the NDDOT has an addendum with a plan set that uses digital signatures, the NDDOT may re-stamp all the sheets in the section even if the addendum only changes construction information for just one page in the section. A section of the plans is considered as a group and any change to this group will require new signatures. Reviewers should look at the revised date in or near the upper right title block to see if a plan sheet has actually changed instead of the signed date.

CONTENTS		Revised	1/26/2018	STATE	PROJECT NO.	SECTION NO.	SHEET NO.
				ND	NH-1-200(074)213	2	1
SPECIAL PROVISIONS							
Number	Description						
SP 003(14)	Temporary Erosion and Sediment Best Management Practices						
SP 503(14)	Flexible Pavement Surface Tolerance						

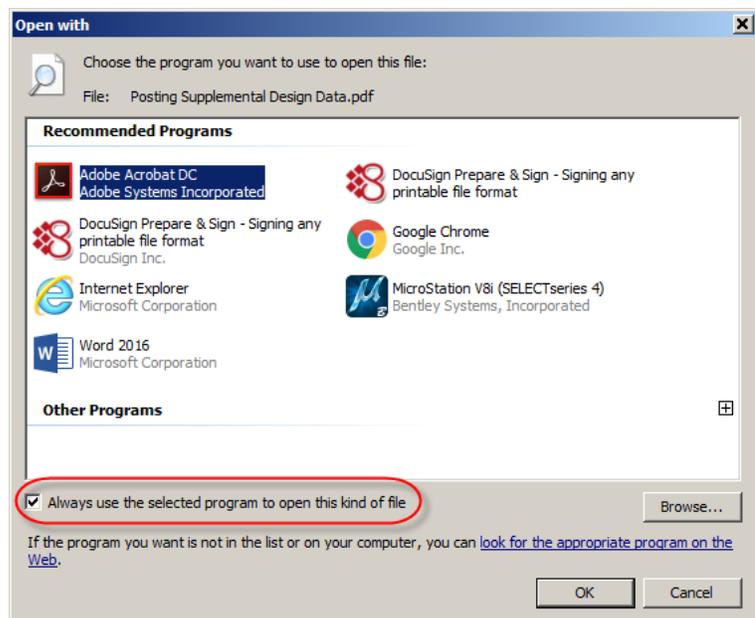
Web Browser and Default File Adjustments

Changing default PDF viewer to Adobe Acrobat

1. Right click on any pdf file and select “Open with > Choose default program...”



2. From the “Open With” window, select Adobe Acrobat. Toggle on the option to “Always use the select program to open this kind of file”. Then select “OK”.



You may have Internet Explorer setup as your default browser so that pdf portfolios can be opened. However the pdf viewer used in Internet Explorer is only Adobe Acrobat Reader. You may have the professional (Pro) version of acrobat loaded on your computer and you may prefer to open pdf files with all of the tools associated with the Pro version. Adobe Acrobat Pro can be launched directly from Internet explorer by disabling the Adobe PDF Reader Add-on.

Open PDF files directly in Adobe Acrobat from Internet Explorer

See the following link

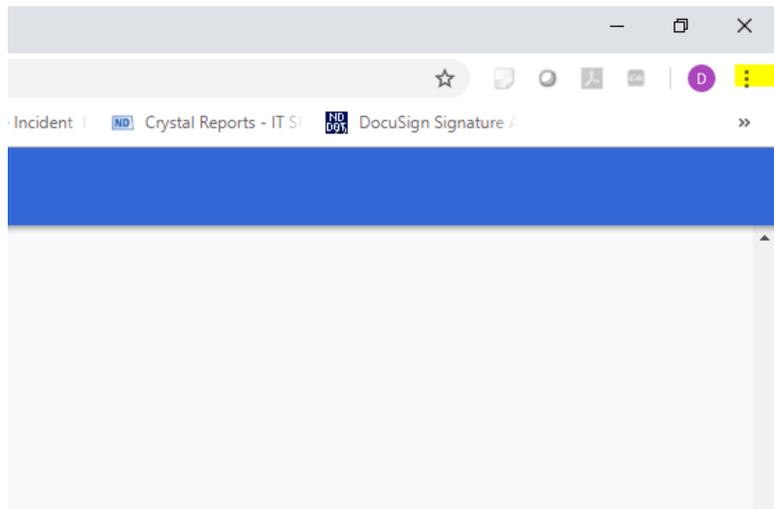
<https://helpx.adobe.com/acrobat/using/display-pdf-in-browser.html#>

Chrome and Firefox Browsers

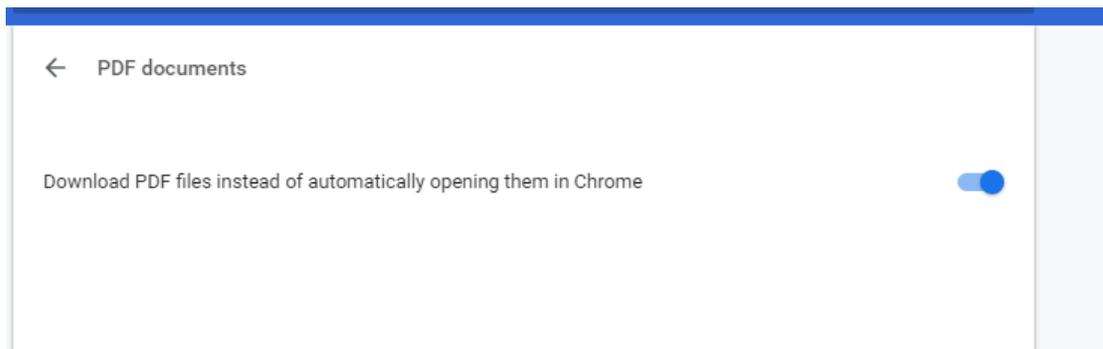
The internet browsers Chrome and Firefox have settings that can be adjusted to open a pdf portfolio by automatically downloading the file and opening it directly with Adobe Acrobat.

Open PDF files directly in Adobe Acrobat from Chrome

1. Within an open Chrome browser, click 3 dots in the top right. Select "Settings" from the drop down menu.

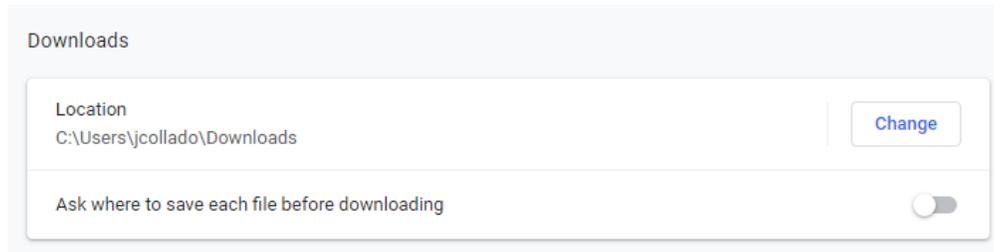


2. Scroll to the bottom of the settings and choose Advanced.
3. Toward the bottom of Privacy and Security section, click Content Settings.
4. Toward the bottom of that section click PDF documents.
5. Toggle on "Download PDF files instead of automatically opening them in Chrome".



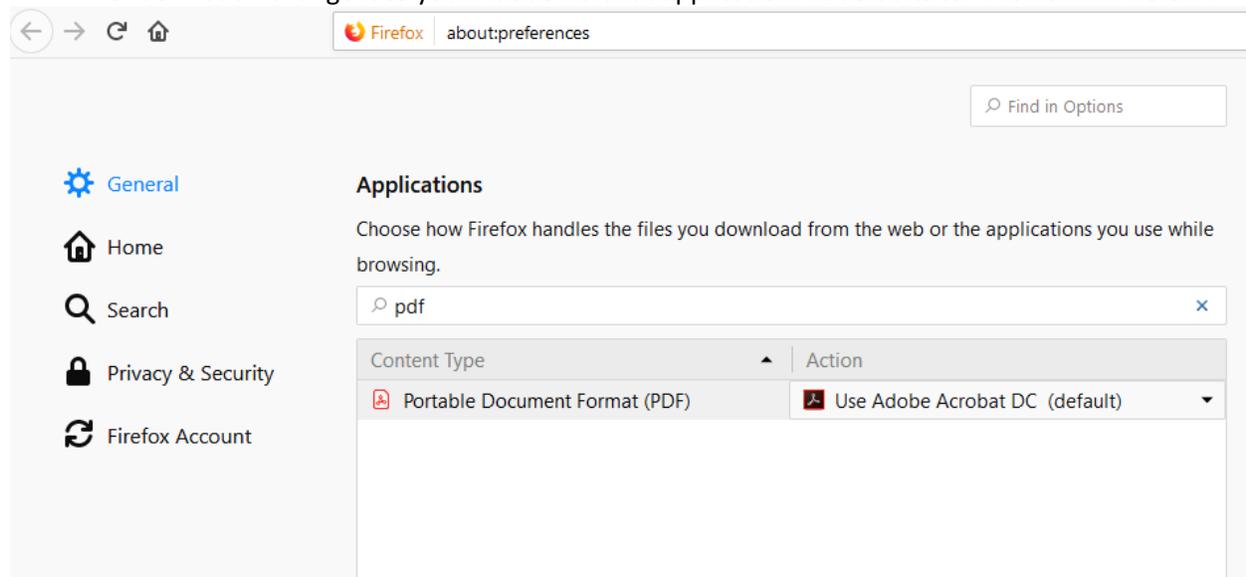
Chrome Browser Default Download location

1. From the Chrome advance settings (see steps 1-2 on the previous page), scroll down to the Downloads section.
2. Click the Change button to change the default Chrome download location.



Open PDF files directly in Adobe Acrobat from Firefox

1. Select the 3 bars in the top right. From the drop down menu select "Options".
2. Make sure General is selected on the left and scroll down to applications.
3. Enter pdf in the search or just select pdf from the list.
4. Under Action change it to your Adobe Acrobat application. It defaults to "Preview in Firefox".



Firefox Browser Default Download location

Firefox uses 2 different download locations. There is a "Save files to" and a "%Temp%" location. If you right click on a pdf link in Firefox and use the "Save Link As..." tool, Firefox will use the "Save files to" location. If you use the open pdf file directly in Adobe Acrobat option discussed above then Firefox will use the "%Temp%" location.

The "%Temp%" location is typically c:\Temp or C:\Users\%username%\AppData\Local\Temp.
The "Save Files to" location is typically c:\users\%username%\Downloads.