



Using Adobe Acrobat to create PDF files on the PC

Adobe Acrobat can be used to create a PDF in any program that supports printing. These instructions give examples for its use in Microsoft Word for text documents and in Photoshop and FreeHand for graphics files.

In Microsoft Word:

Create or open your document in Word.

When you are ready to create the PDF file either click on the PDF button on the toolbar or go to *File>Create PDF*.

The Acrobat PDF screen will open. Select the options you want for your file and click “Create”.

If your document is mostly text choose “PDF writer”. If there are many graphics or imported pictures choose “Acrobat Distiller”.

If the “Prompt for the PDF filename” box is checked you will be asked for a name for the file. Otherwise it will use the name of the file in Word.

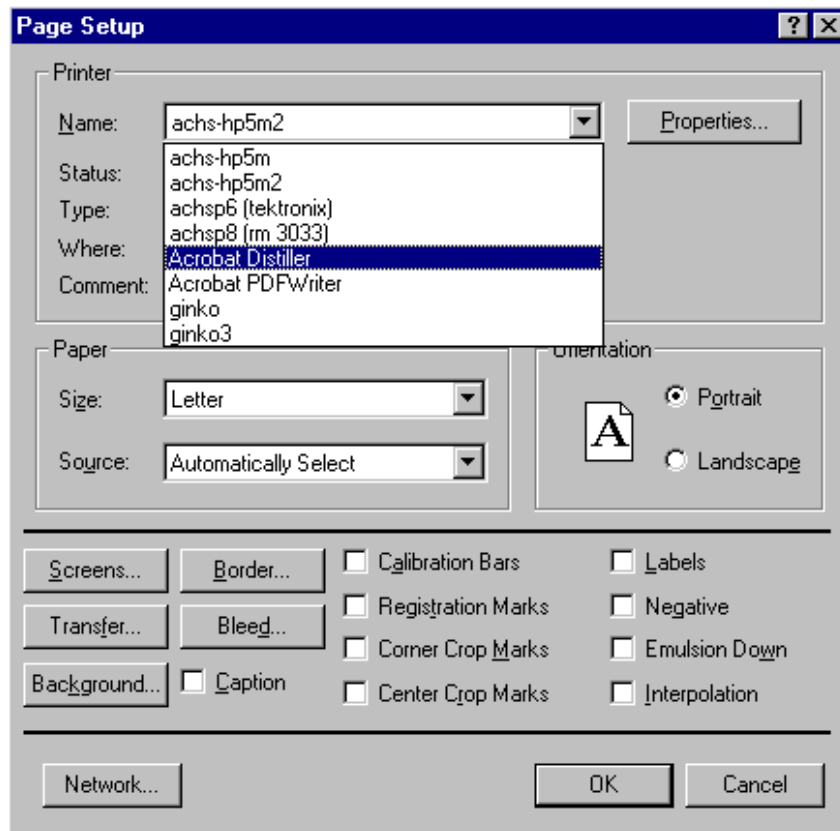
You should leave the last two boxes checked.

If you choose Acrobat PDFWriter you will be prompted to save the file. If you choose “Acrobat Distiller” the file will be saved in the PDF Output folder which has a shortcut on the desktop.

In Photoshop or FreeHand:

Go to *File>Page Setup*.

Click on the pop-up menu next to “Name” and choose Acrobat Distiller as your printer. Distiller converts into Postscript then into PDF format. This produces a higher quality output than PDFWriter. It will also retain much of the formatting and color information of your document.



Make any changes to your print setup you need, such as page orientation.

Click “OK”

Go to *File>Print*.

You will see the same print screen as shown above for Word. Set the options you wish and click “Create”

The file will be saved using its original file name and “.pdf”. The file will be saved in the PDF output folder. Open the shortcut located on the desktop and copy your completed file to a disk or directory.