



Adobe Acrobat 7.0
Creating PDF Files

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Learning Objectives

- Learn about the use of PDF's
- Learn what is a PDF
- Create PDF's within Office programs
- Understand the Adobe Acrobat screen
- Create PDF's with Adobe Acrobat
- Create a PDF from multiple files
- Learn how to print a PDF

Creating Adobe PDF Files

What good is a document you can't open? Whether you create business plans, spreadsheets, graphically rich brochures, or Web sites, Adobe Acrobat 7.0 software lets you convert any document to an Adobe Portable Document Format (PDF) file. It also gives you powerful tools for managing fonts, images, and color in your Adobe PDF files. Anyone can open your document across a broad range of hardware and software, and it will look exactly as you intended — with layout, fonts, links, and images intact.

What is a PDF?

Adobe Portable Document Format (PDF) is the open de facto standard for electronic document distribution worldwide. Adobe PDF is a universal file format that preserves all the fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it. Adobe PDF files are compact and can be shared, viewed, navigated, and printed exactly as intended by anyone with free Adobe Acrobat Reader software. You can convert any document to Adobe PDF using Adobe Acrobat 7.0 software.

How does it work?

Acrobat uses Acrobat Distiller—a simulated printer—to create Adobe PDF files. All the components necessary to create this printer are installed and configured automatically when you perform a typical installation of Acrobat so that you are ready to create Adobe PDF files right away. (If you did not use the default installation and did not include the necessary drivers in a custom installation, you can install the most recent printer drivers from the Adobe Web site at www.adobe.com.)

For many Acrobat users, Acrobat Distiller operates very much “behind the scenes.” These users need only be aware that Distiller does have powerful sets of job options that can be customized should the quality or size of their Adobe PDF files ever need to be changed. Other users, because of their heavy use of graphics, fonts, and color, for example, prefer to customize the Distiller settings to create the best possible Adobe PDF file for their purpose.

Converting Microsoft Office application files (Windows)

The default Acrobat installation in Windows includes a macro—Adobe PDFMaker 7.0— that allows you to create Adobe PDF files quickly and easily from within Microsoft Office applications. PDFMaker works with Microsoft Office XP through 2007 and is installed automatically if you have the Microsoft Office application on your system.

By default Adobe PDF files created with PDFMaker generate tagged PDF and preserve hyperlinks, styles, and bookmarks present in the source document. To

convert a Microsoft Office application document to PDF, choose Acrobat PDF > Convert to Adobe PDF from your Microsoft Office application menu bar. For further information, choose Acrobat > Change Conversion Settings and click Help in the PDFMaker dialog box.

Using an authoring application's Print command (Windows)

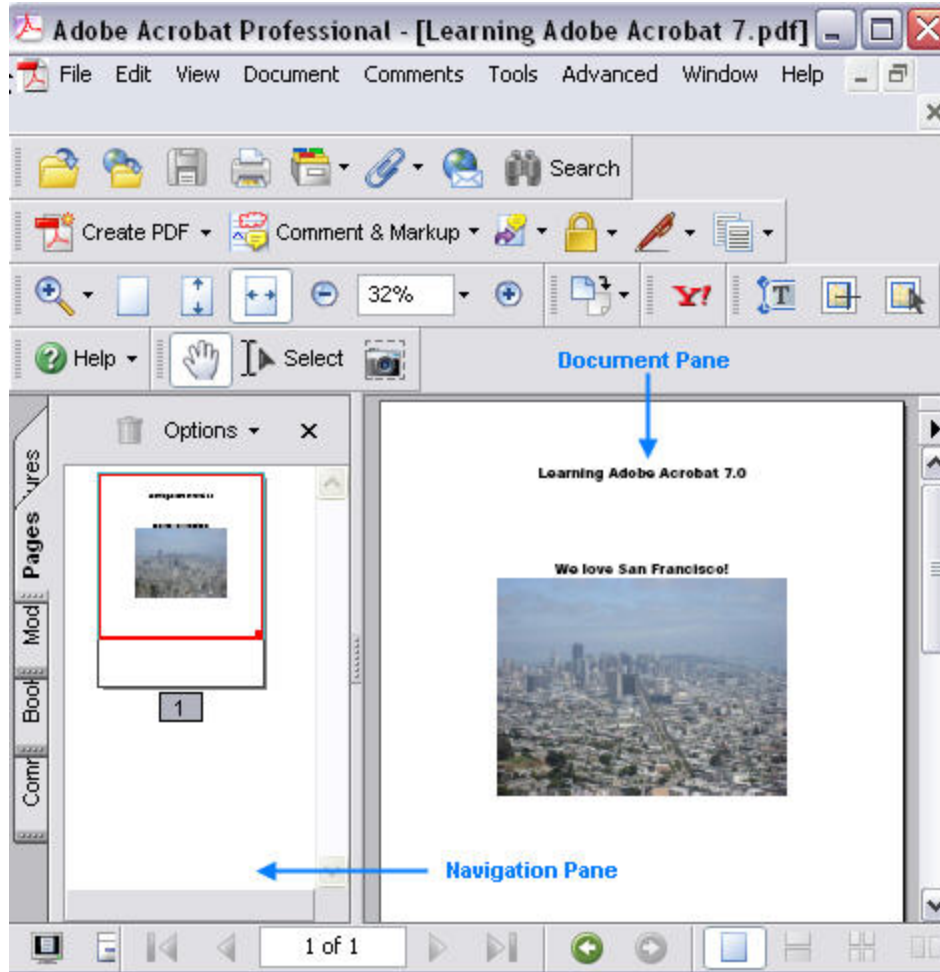
In a Windows authoring application such as Adobe FrameMaker®, use the File > Print command with the Acrobat PDF printer to “print” the current document as Adobe PDF.

To create an Adobe PDF file using the Print command (Windows):

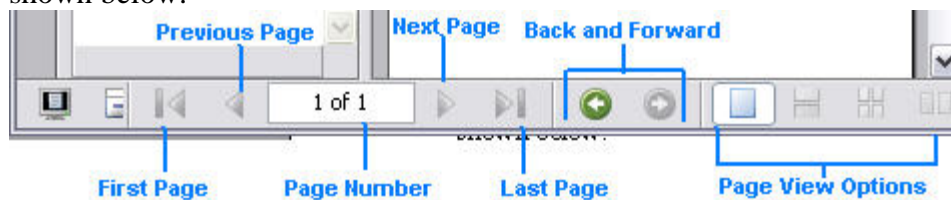
1. Open the document that you want to convert to Adobe PDF in its authoring application.
2. Choose File > Print.
3. Choose Acrobat PDF from the list of printers, enter any other print options you want, and click Print or OK. In some applications, you may need to click Setup in the Print dialog box to access the list of printers. By default, Distiller appends the extension .pdf. You can configure Distiller to ask you for a location when it creates PDF files.

Understanding the Adobe Acrobat Screen

Adobe Acrobat has a customizable interface. Most of the tools and panes you see on the screen can be moved and resized. The document window is divided into two panes, as shown on the next page.



The navigation pane provides controls for finding your way through a PDF document. The document pane occupies most of the screen, which contains the file. The status bar at the bottom of the document window offers alternative methods for displaying your document, such as one or two pages at a time as shown below:



Converting a File to PDF within Acrobat Professional 7.0

To create a PDF with in Adobe Acrobat Professional choose the method for which you would like to create your PDF, for example, from a file, from multiple files, from a scanner, from a Web page, or from a Clipboard image. Select a method from the Create PDF submenu under the File menu. You can create a PDF from a variety of file types, including: BMP, GIF, HTML, JDF, JPEG, PNG, PostScript/EPS, text file, and TIFF.

To create a PDF from a file:

1. In Acrobat, choose File > Create PDF > From File.

This brings up the Open dialog box.

2. Navigate to the file, then click Open.

The file will open in Acrobat.

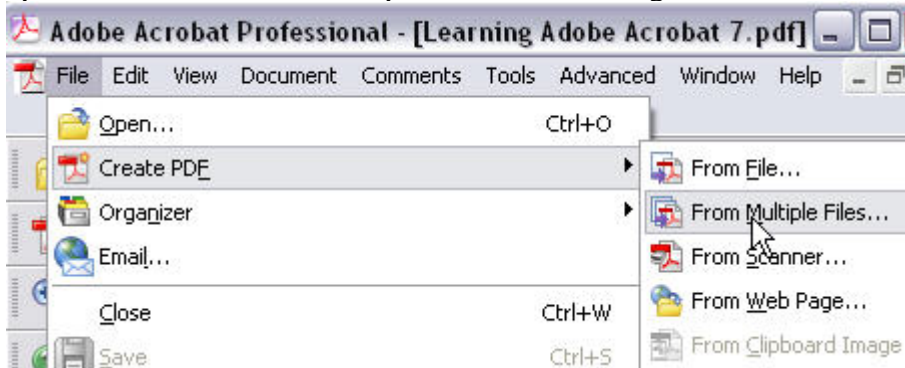
3. Select File > Save As.
4. Enter a name for the PDF, and select a location where you want to save it.

Creating a PDF from Multiple Files

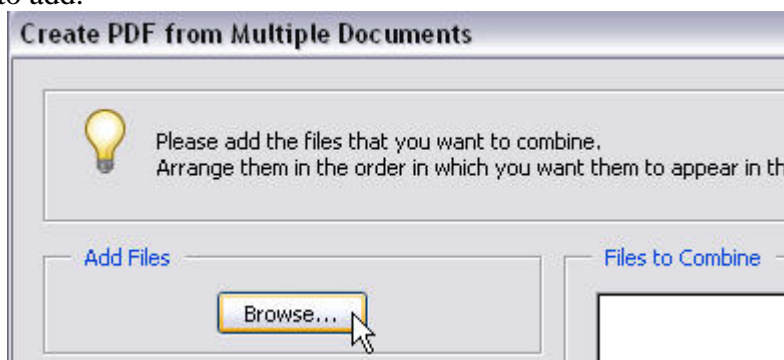
You can create a PDF from multiple files. You can use this feature to set up a slide show with multiple file types, such as illustrations from Illustrator, photographs, word documents, and InDesign documents.

To create a PDF from multiple files:

1. In Acrobat, choose File>Create PDF>From Multiple Files. This will bring up the create PDF from Multiple Documents dialog box.



2. Under the Add files area, click the Browse/Choose button to browse for file to add.



3. When the Open dialog box appears, choose a file and click the Add button. You can select multiple files at one time by holding down the Shift key (or Ctrl/Command if you want to select discontinuous files) while clicking on each file.

4. Under the Arrange files area, use the Remove, Move Up, and Move Down buttons to change the order in which the files will be added to the PDF. You can also click and drag files into place.
5. Once you have added and arranged all of the files you want to combine, click OK. Acrobat will find all the files, copy them into a new PDF file, and launch the Save As dialog box so that you can save the file with a new name.

Create a PDF from a Scanner

1. Place the document you want to convert to PDF in your scanner.
2. In Acrobat, choose File>Create PDF>From Scanner. This will bring up the Create PDF from Scanner dialog box.
3. Choose your scanner from the Scanner pop-up menu.
4. Choose Front Sides or Both Sides from the Scan pop-up menu. Set the Destination from the pop-up to either Append to Current Document or New Document.
5. If you are scanning text that you wish to be editable, click the Recognize Text Using OCR box. If you are scanning an image (or text to be saved as an image), leave the box unchecked.
6. Click the Scan button. The scanned file will open a new PDF or be added to your open PDF, according to the Destination option you chose.

Printing a PDF

To print in Windows:

1. Choose Print from the File menu to open the Print dialog box.
2. From the Name pop-up menu, choose the printer that you want to use.
3. If you want to change the printer options, click the Properties button to display the options for your specific printer.
4. Click OK after you have finished changing the printer options.
5. Set the print range, number of copies.
6. Click OK to print the PDF document.

Getting Help

Help Desk

Help Desk Contact Information

Moody Hall 309

448-8443

helpline@acad.stedwards.edu

http://www.stedwards.edu/it_dept/computer/

Help Desk Hours of Operation

Monday – Thursday

8:00 AM – 10:00 PM

Friday

8:00 AM – 6:00 PM

Saturday

9:00 AM – 6:00 PM

Training

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