

Adobe Acrobat 8 Professional:

Creating a PDF

5

Tab	ble of Contents	
I.	Introduction	1
II.	Converting an Opened Office Document to PDF	1
III.	Getting Started in Adobe Acrobat 8 Pro	2
IV.	Create PDF From a File	3
V.	Create PDF From Multiple Files	4
VI.	Create PDF From a Scanner	4
VII.	. Create PDF From a Web Page	5
	I.Create PDF From a Capture or Clipboard	

• • • •		
IX.	Create PDF From a Blank Page	. 6
	Saving Documents	

I. Introduction

To share a document with others who may or may not have the same programs installed on their computers with which you created your document, you can use the PDF (Portable Document Format).

Acrobat 7 or 8 Standard will do conversions from other document formats to PDF.

Adobe Acrobat Reader is the free program that enables users to read PDF (Portable Document Format) documents without having the software with which they were created.

Acrobat 8 Professional software enables you to convert information from a variety of applications to Adobe PDF.

II. Converting an Opened Office Document to PDF

You can convert an opened Office document (Word, Excel, PPT) to a pdf format from within the Office applications in one of two ways:

- print to the pdf printer (which does not actually print, it converts the file to a pdf and saves it). Go to File > Print and then select the Adobe Acrobat Printer or PDF, depending upon your system
- select the Adobe Acrobat icon if it is on your Office toolbar 2013 and just follow the steps listed

III. Getting Started in Adobe Acrobat 8 Pro

When you open Acrobat 8 Pro you will be presented with eight options. Click on **Create PDF.** Select **Combine Files** if you have more than one file you wish to combine with another.



The next screen will give you four ways to create a pdf. You can select the task you wish to complete on the left side of the window, or...

Create PDF in Acrobat	Create PDF Files from Office	Adobe PDF Printer
 Use Acrobat to create PDFs from a single file, multiple files, scanner, or a web site. Create PDF from a File Create PDF from Multiple Files Create PDF from Scanner 	 Creating PDF files from Office is as simple as clicking a button. Just look for the Acrobat toolbar in Word, Excel, or PowerPoint. Convert and Email Acrobat will automatically attach your PDF file to an outgoing email message. Customize settings In Distiller, you can customize your PDF output, including PDF version, file size, and more. 	 Quickly create PDF files from any file on your computer by simply printing to the Adobe PDF printer. Learn How to Create PDF with the Adobe PDF printer
<u>Create PDF from a web site</u>	Adherence to file standards Ensure that your files meet the most current file standards, like PDF/X and PDF/A. Learn How to Create PDFs from Office	

...there are additional choices available to you not listed here. To access the other choices, open your File menu, select Create PDF, and choose from the nine options in the window.



IV. Create PDF From a File

If opening from an existing saved file, you will be prompted to search your directory for the files and select it. It will open as in the window below. If the document consists of multiple pages, you can view thumbnails of them by clicking the Pages icon on the left of the window.



V. Create PDF From Multiple Files

This option allows you to open more than one file, arrange them, view and adjust file sizes. This will create a single pdf from multiple documents.

900	🖧 Comb	🗳 Combine Files		
Choose the files you want	to combine:			
	2 🛝			
Add Files Add Folders	Reuse Files Add Open Files			
Arrange the files in the ord	ler you want them to appear in	the new PDF:		
Name	Page Range	Conversion Settings	Size	
WhiteBoardReport.pdf	All Pages		103.80 KB	
Move Up	X Remove	Specify a subset of a docum	ent to include:	Choose Page
Choose a file size and conv	version setting:			
Choose a file size and conv O Smaller File Size	version setting: • Default File Size	🔵 Larger File Size		
	-			
Lower Quality	 Default File Size 		(Cancel Nex

VI. Create PDF From a Scanner

Some scanning software allows you to scan and save as a pdf. You can also open Acrobat 8 Pro and select this option if you have a scanner connected to your computer.

	Acrobat Scan
Input	
Scanner:	Please select a device
Sides:	Front Sides
Output	
	DF Document
Append	d WhiteBoardReport.pdf Browse
🗌 Make P	PDF/A Compliant
Document	
Optimiz	ation
Small Si	ze High Quality Options
Text Red	cognition and Metadata
Make	e Searchable (Run OCR) Options
d .	e Accessible 📃 Add Metadata

VII. Create PDF From a Web Page

If you use this option, you can identify the web page to convert to a pdf, and by selecting the settings you wish to use, you can create links to specified levels of links

			Create PDF	from Web Page	
URL:	[Browse
Set	ttings				
•	Get only	1	+ level(s)	O Get entire site	
	Stay on sam	ne path			
	Stay on sam	ne serve	·		
				(Cancel) (Creat	e Settings

VIII. Create PDF From a Capture or Clipboard

When you choose to create from a Capture, Adobe will capture your desktop for you or give you a camera icon, which allows you to select the window that you wish to capture. It will then open that image in your new document window.



If you choose to create from the clipboard, it will open the image you have saved to the clipboard in your new window.

IX. Create PDF From a Blank Page

This is a unique feature that allows you to build a page from scratch using the Adobe Acrobat tools. There are fifteen toolbars that give you countless options in creating text, graphics, forms, or any of the other options available in Adobe. One the document is created you have several options for saving and exporting it.



X. Saving Documents

When saving a document in Acrobat 8 Pro you have many options available. Unique to this version of Acrobat, if you wish to save a pdf as an editable Microsoft Word document, this program will do so without losing any of your graphics or formatting.

Other options are available if you have specific needs or requirements such as a professional printer may require.

	Adobe PDF Files
File Edit View Document Cor Open #O Browse Organizer > Organizer > Open Recent File > Create PDF > Combine Files	Adobe PDF Files, Optimized Encapsulated PostScript HTML 3.2 HTML 4.01 with CSS 1.0 JPEG JPEG2000 Microsoft Word Document
Start Meeting	PDF/A PDF/X
Save #S	PNG
Save As 企業S	PostScript
Save as Certified Document	Rich Text Format
Export 🕨	Text (Accessible)
	Text (Plain)
	TIFF
	XML 1.0