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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.

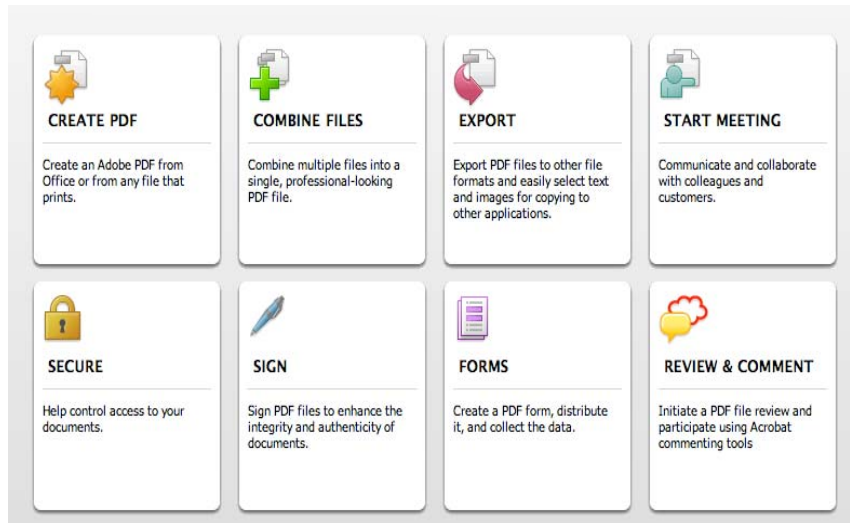
II. Converting an Opened Office Document to PDF

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

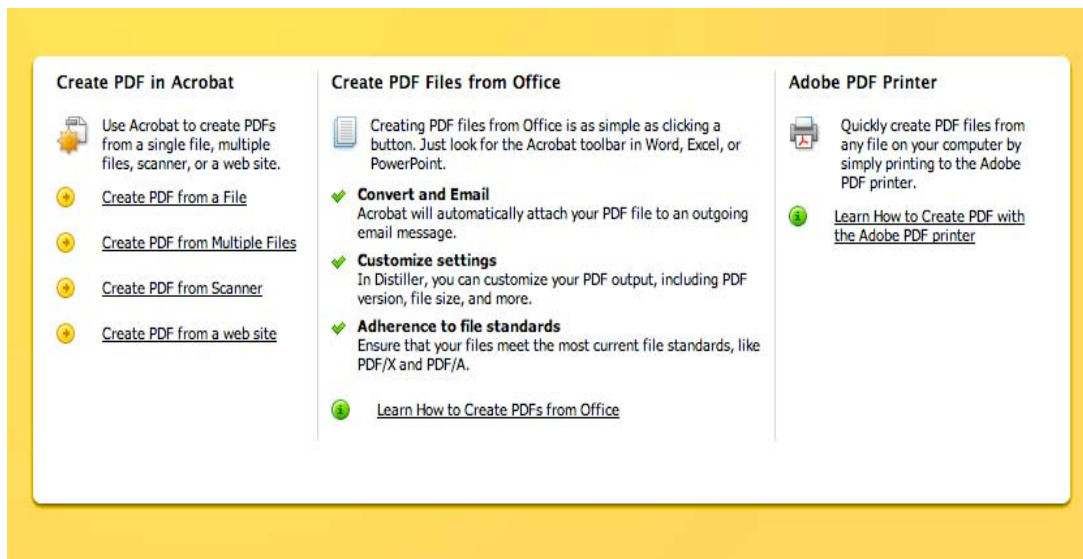
- print to the pdf printer (which does not actually print, it converts the file to a pdf and saves it). Go to File > Print and then select the Adobe Acrobat Printer or PDF, depending upon your system
- select the Adobe Acrobat icon if it is on your Office toolbar  and just follow the steps listed

III. Getting Started in Adobe Acrobat 8 Pro

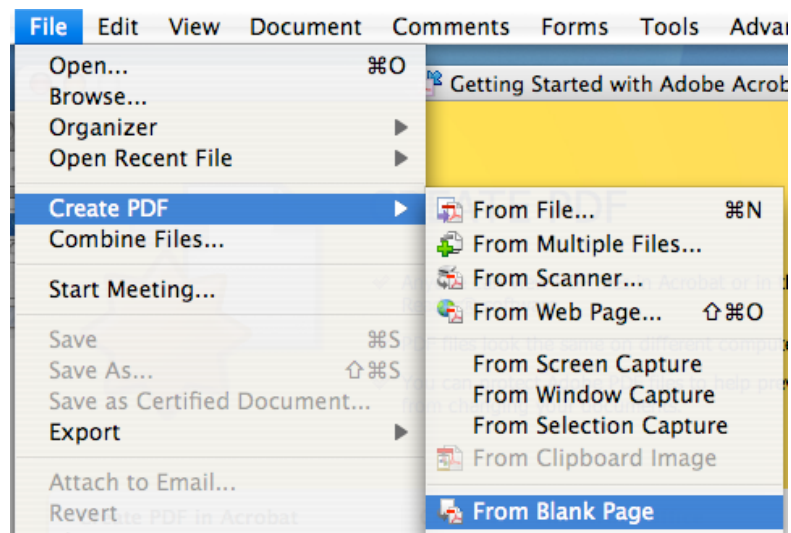
When you open Acrobat 8 Pro you will be presented with eight options. Click on **Create PDF**. Select **Combine Files** if you have more than one file you wish to combine with another.



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...

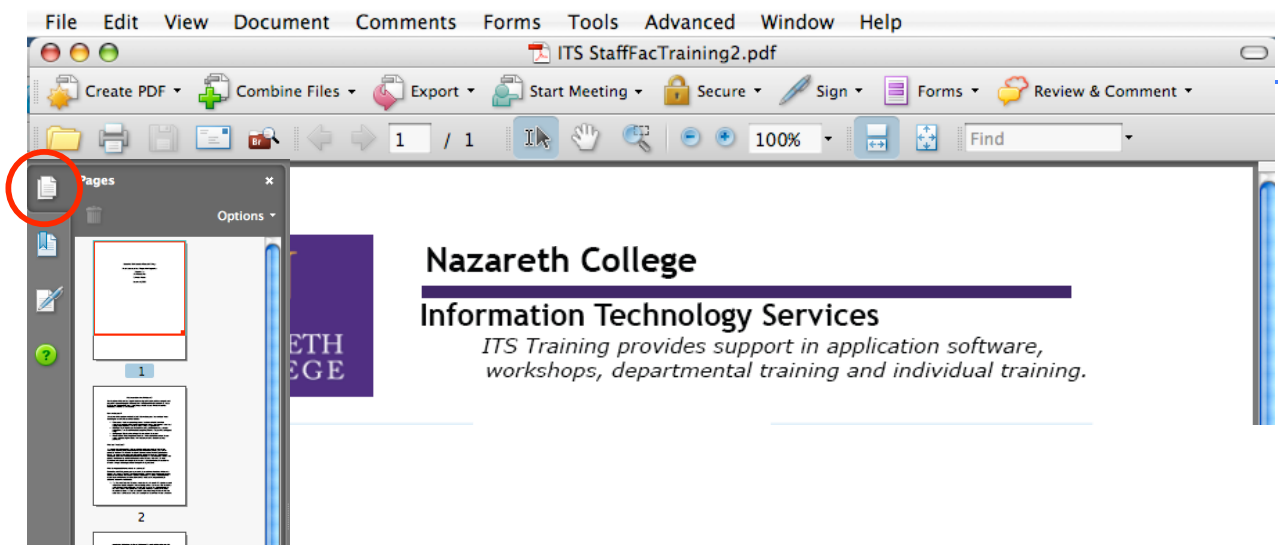


...there are additional choices available to you not listed here. To access the other choices, open your File menu, select Create PDF, and choose from the nine options in the window.



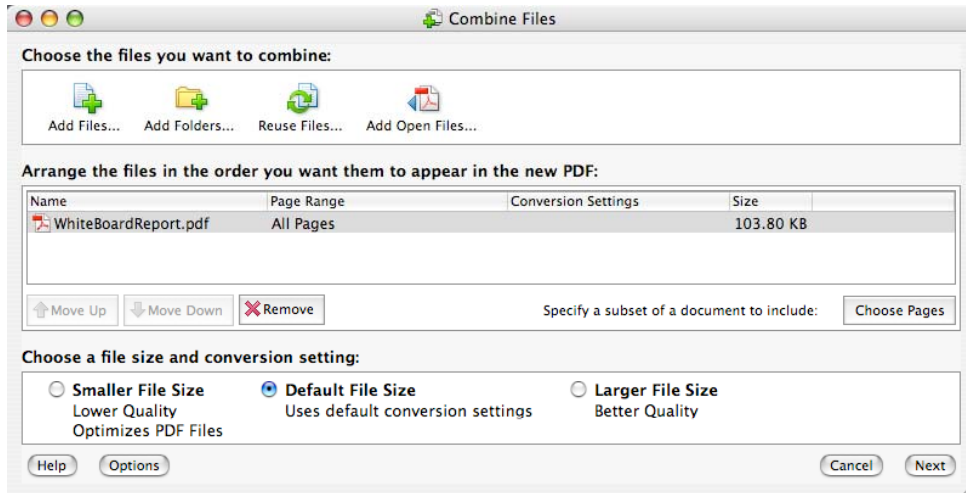
IV. Create PDF From a File

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.



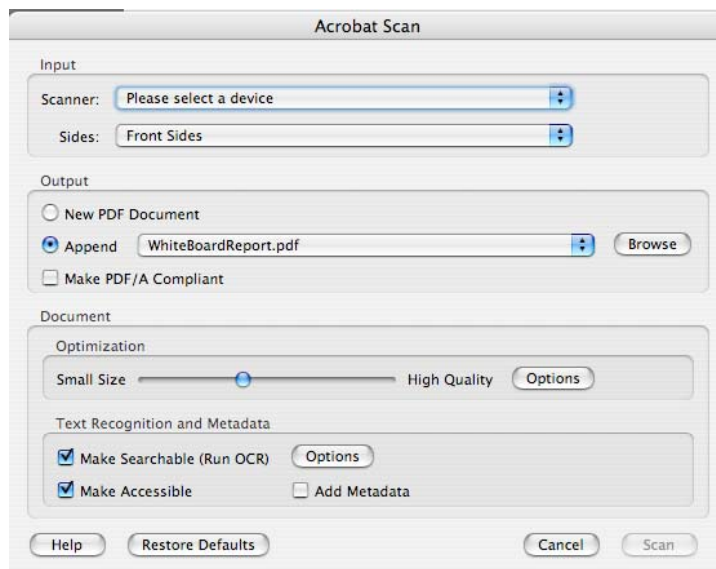
V. Create PDF From Multiple Files

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.



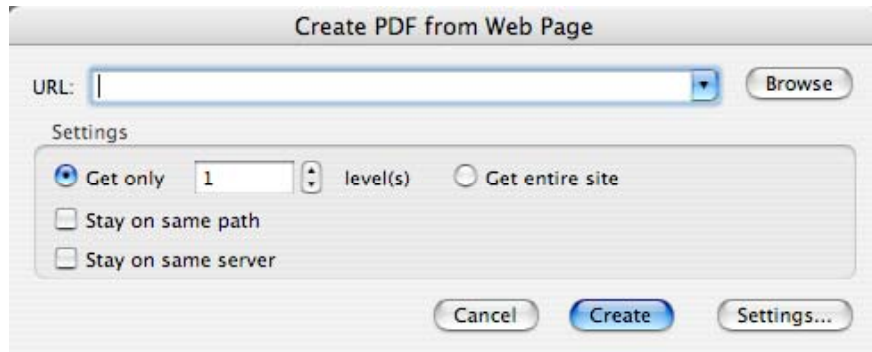
VI. Create PDF From a Scanner

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.



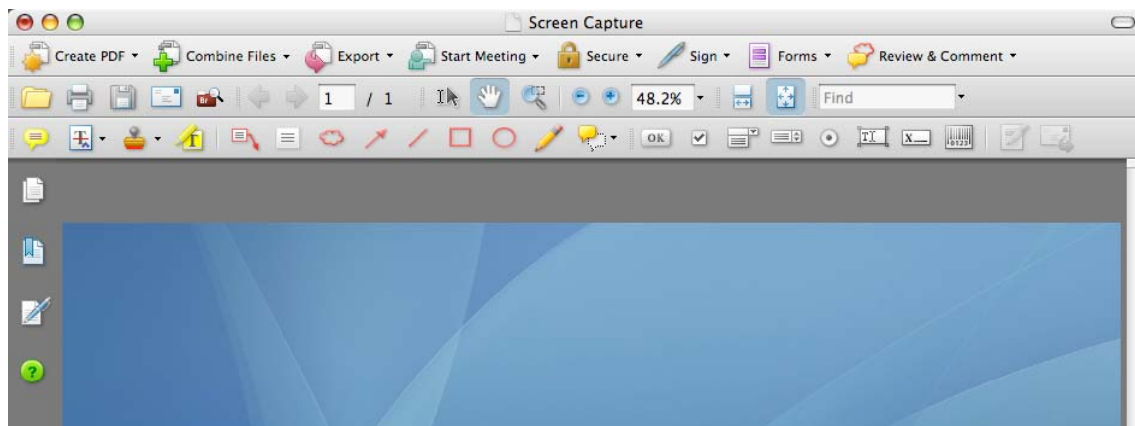
VII. Create PDF From a Web Page

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



VIII. Create PDF From a Capture or Clipboard

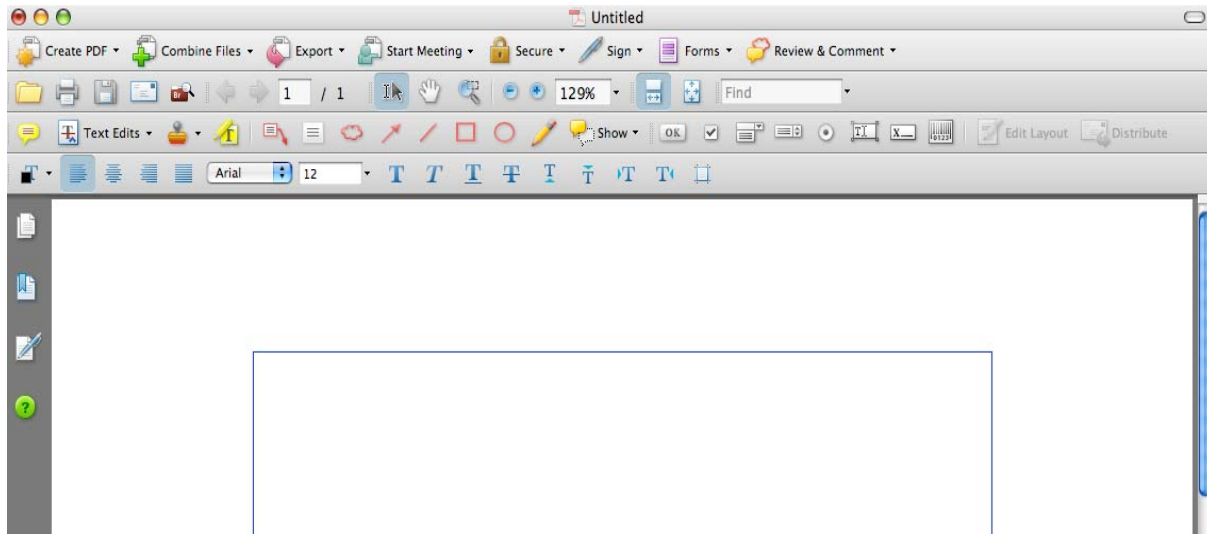
When you choose to create from a Capture, Adobe will capture your desktop for you or give you a camera icon, which allows you to select the window that you wish to capture. It will then open that image in your new document window.



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. Once 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.

