

How to Use:



Adobe Acrobat 9

Short for *Portable Document Format*, PDF is a file format developed by Adobe Systems. PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a file in PDF format, you need Adobe Reader, a [free application](#) distributed by Adobe Systems.

In this tutorial, learn how to:

- Create PDFs from MS Office documents
- Create PDFs from other files
- Create PDFs from multiple files
- Create PDFs from webpages
- Save and Print PDFs
- Edit PDFs

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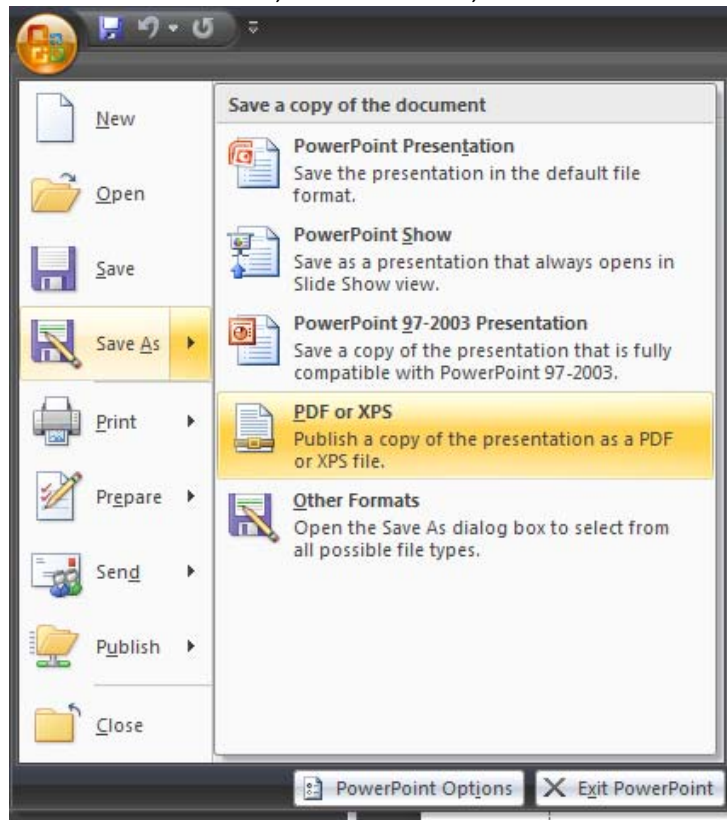
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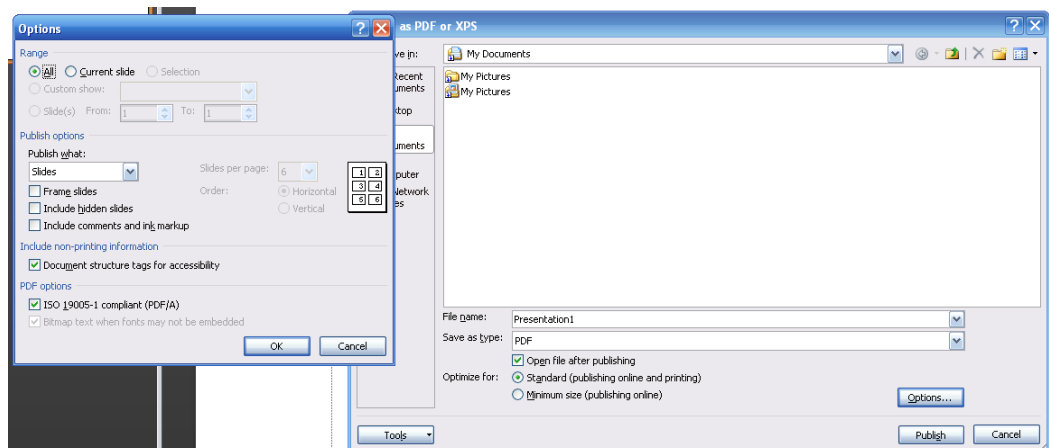
CREATING A PDF

FROM A MICROSOFT OFFICE DOCUMENT

1. Open your document in PowerPoint, Word, or Excel.
2. Click the Office button, choose Save As, and click the PDF or XPS option.



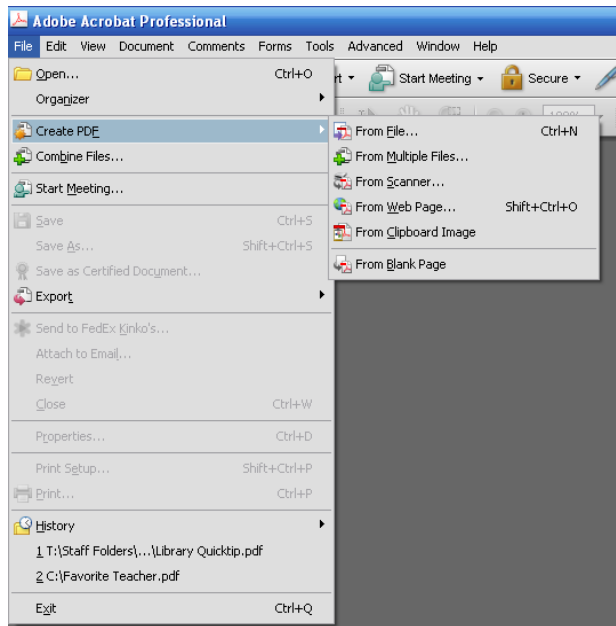
3. Your save options will pop up.



FROM ANY FILE TYPE

4. You can choose the size of the PDF, based on if it will be published online, or also in print. By clicking Options, you can choose to save a PDF of all pages in your document, or just the current page. You can also create bookmarks for Acrobat to recognize and use to split the document into chapters. Make sure to keep your document structured for accessibility, so users with disabilities will have proper access to it as well.

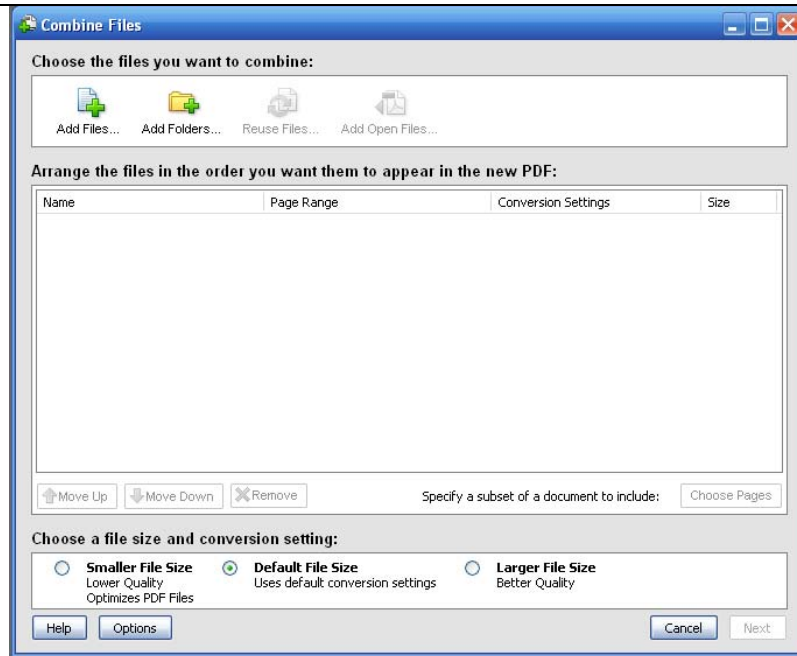
1. Open Adobe Acrobat and, from the menu options at the top of the window, choose File> Create PDF > From File.



2. A window should pop up that allows you to browse files on your system. Navigate to the file you would like to turn into a PDF.
3. When you select the file, Acrobat will open the program your file originates from, take a copy of it, and produce a converted PDF file. The PDF should open once the conversion is finished.

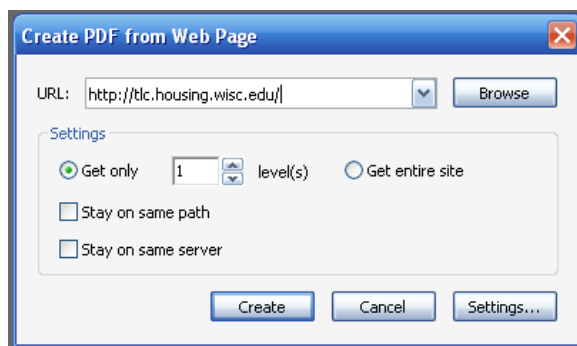
FROM MULTIPLE FILES

To convert multiple files, choose File > Create PDF > From Multiple Files. Using this option, you may append other files to your current Acrobat file (Browse) and change the file order (highlight a file in the list on the right and use the Move Up, Move Down, or Remove buttons to change the document). Again, you'll have the option to choose between a small, default, and large file size for the new PDF, depending on what purpose it will serve.



FROM A WEBPAGE

1. To create a brand new PDF document from a webpage, go to File > Create PDF > From Web Page. To append to an open PDF document, go to Advanced > Web Capture > Create PDF From/Append Web Page.



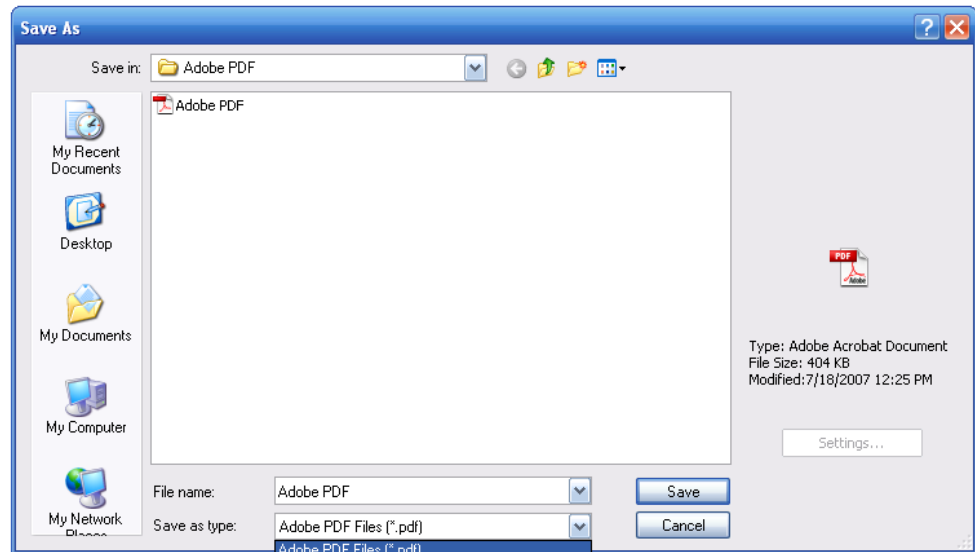
2. Provide the web page URL or click Browse to find it.
3. Choose the number of levels you would like to retrieve. A level is defined by how many links you must press to get to a certain page. For example, if you go to the Adobe website (www.adobe.com) and click on "Search" at the top, you have entered level 2.

Note: Be careful when including many levels: with a large site such as that of Adobe, the number of pages you will receive will be increased exponentially with every level and you may end up converting more pages than you've bargained for!

4. You may choose either "Stay on the same path," which chooses only pages that follow from the URL you specified, or "Stay on the same server," which would include only those web pages on the same server as your URL.
5. If you would like to change the PDF settings (such as the Page Format), choose the "Settings" button and adjust the document as you desire.
6. When done with these settings, press "Create".

SAVING YOUR PDF

1. To save your PDF, go to File > Save as...



Portable Document Format (PDF) is a file format developed by Adobe Systems. PDF files contain information from a variety of source documents and have the ability to be viewed on any system. To view a file in PDF format, you need a PDF reader.

If you have any questions, feel free to contact your consultant for assistance during sta




developed by Adobe Systems. PDF files contain information from a variety of source documents and have the ability to be viewed on any system. To view a file in PDF format, you need a PDF reader.

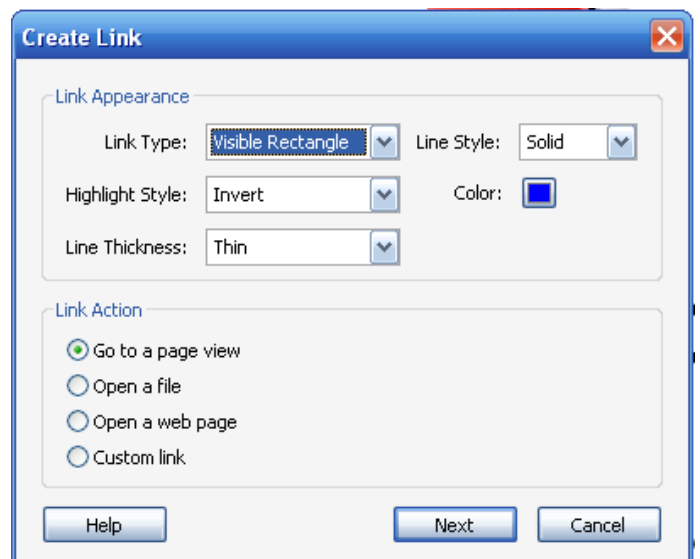
If you have any questions, feel free to contact your consultant for assistance during sta

2. A navigation window will open up and you may navigate to the location where you'd like to save your PDF.
3. At this time you may also change your PDF to another format (like MS Word). If you would like to change it, press the down arrow next to "Save as type" and choose your desired type.
4. When ready, click "Save" and your document will be saved in the specified location.

PRINTING YOUR PDF

1. First, make sure that the printer is set up to print in the format you would like. Go to File > Print Setup.
2. Here you may change the paper size and orientation. Letter sized paper is 8.5" x 11" and Portrait (width 8.5") is the default orientation. Press OK when done.
3. If you would like to print your document with comments (For information about comments, head to the "Editing" section) go to #5. To print your document without comments go to File > Print.
4. Before printing, check to make sure that the printer is correct. You may also change the Page Range to print a certain subset of your pages and you may print in only black and white by checking the "Print color as black" button. When ready click OK to print.
5. To print with comments select File > Print with comments
6. From this window you may change how comments are formatted with respect to the document, how comments are sorted (by Author, by Page, etc), which comments are printed, and the font size. When done click OK and your document should print.

EDITING YOUR PDF	
EDIT TEXT	 <ol style="list-style-type: none"> 1. To edit text in your PDF document, first select View > Toolbars > Advanced Editing > Touchup Text Tool. 2. With this tool you may use the cursor to click on any pre-existing text and simply start typing. You may add to or delete any text in your document.
SPELL CHECK	 <p>You may check the spelling of your document by going to View > Toolbars > Edit > Check Spelling.</p>
EDIT OBJECTS	 <ol style="list-style-type: none"> 1. To edit objects such as pictures or any other diagram in your PDF document, first select View > Toolbars > Advanced Editing > Touchup Object Tool (hidden underneath the Touchup Text Tool, so click and hold the “Touchup Text Tool” icon to find it). 2. With this tool you may use the cursor to click and move any pre-existing object 3. To edit the object, right-click it and select “Edit Image.” The image will automatically open in Photoshop where you can change almost any attribute you want!
CREATE LINKS	<ol style="list-style-type: none"> 1. It is easy to create links to other documents, other places in your PDF document, or to a website. First, open the Link Tool by going to View > Toolbars > Advanced Editing > Link Tool. 2. Draw a box around the text that you would like to turn into a link. 3. The “Create Link” window should come up. Here, you may choose between linking this text to a page in your document, another file, a website, or you can create a custom link to just about any other document or part of your document. 4. Choose the type of link you’d like to create. <ol style="list-style-type: none"> a. For a link to a page in your document, choose the page and zoom type, then click OK. b. To create a link to a file, choose the second option, click Browse to find the file, and click OK. c. To create a link to a website, click the third option and enter the website address, then click OK. d. For a custom link, check the last option and click OK. In the next window you must specify the Action (where the link will go) and an Appearance (what happens to your original text when selected). Press OK when you are done. e. You should now have a link!

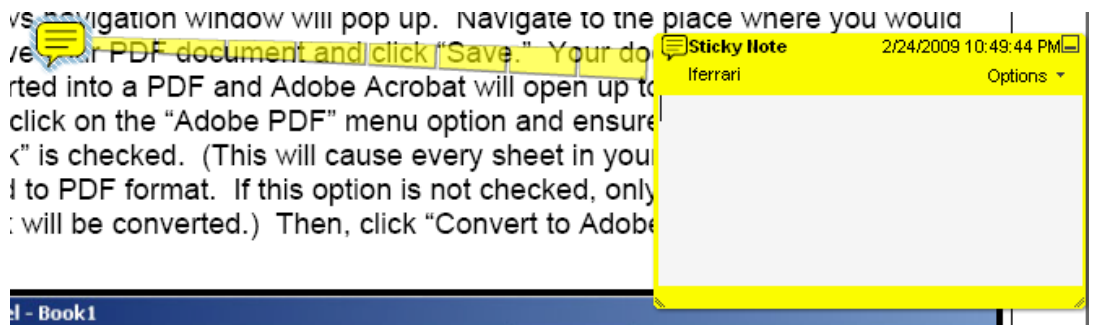


COMMENTING

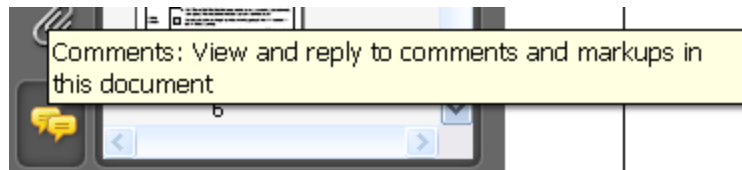
1. Adobe Acrobat 6.0 provides many nice commenting features that are useful whenever you would like to make suggestions right on a document without actually changing it. To start, open the Commenting Toolbar by going to View > Toolbars > Comment & Markup.



a. **Sticky Note Tool:** On the Comment & Markup Toolbar click on the Sticky Note icon, then click on the spot where you'd like to create a comment in your document. A yellow text box will open at that spot and a comment bubble will be placed on your page. You may write anything in the text box and then close it by clicking the X in the upper-right corner. The comment bubble will remain and later you may return to the comment by double-clicking on it.



Also, you may view all of your comments at the bottom of the screen by selecting the "Comments" tab on the left edge of your page.



When done typing a comment, simply click on the X in the upper right-hand corner. To reopen the comment, double-click on the commenting bubble.



b. **Highlight Text Tool:** Select from the Commenting Toolbar the Highlight Text icon. While this tool is active all text you select will become highlighted.

Now you can consider yourself an Adobe Acrobat master! Or at least not a novice...