

HOW TO CREATE A PDF FILE

With Adobe Acrobat on your computer, you can convert most documents to PDF format. You can save Microsoft Office files, web pages, etc. as PDF files by using one of the following procedures. There are 3 ways to create a PDF from an existing file:

Use the Acrobat Toolbar in Microsoft Office

1. Open a file in an Office application.

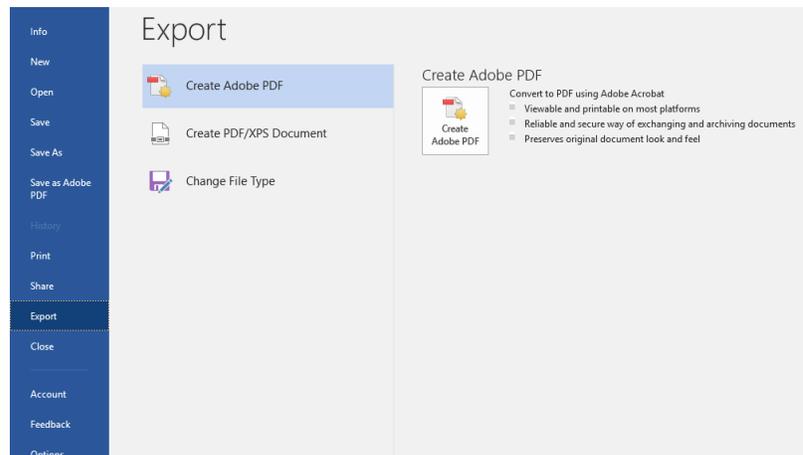


2. Click Create PDF in the Acrobat ribbon / Export under the File Menu

3. Select Protect PDF in the resulting dialog box

4. In the next dialog box, set up a password and file permissions as desired to restrict people from copying or editing the file.

5. Click OK, name the PDF file, and save it in a desired location.



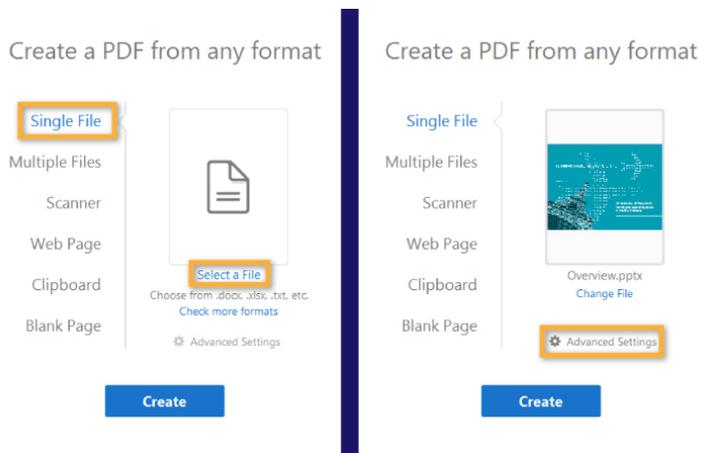
Use the Create PDF tool in Acrobat DC

1. Open Acrobat DC. Click Tools, and then click the Create PDF tool to open it. Using the Create PDF tool, you can easily convert almost any file to PDF.

2. Select the file, and click Open. Acrobat displays a preview of your file.

3. Click Advanced Settings to customize the conversion settings for security, bookmarks, links, and accessibility. Then, click OK.

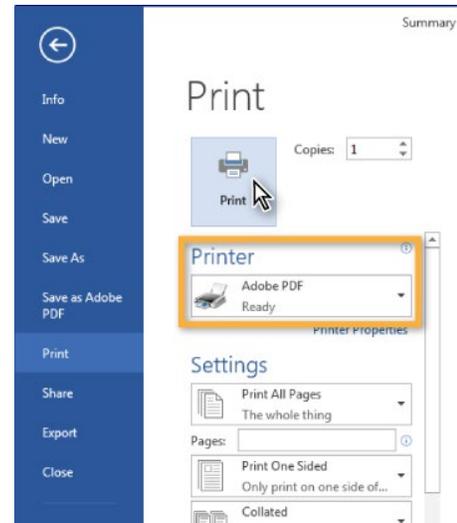
4. Click Create. Acrobat creates the PDF file, saving it in the same location as the original file. It has the same name as the original file, but with a .pdf extension. Acrobat automatically opens the PDF file you created.



Use the File → Print from an Office application

1. After opening the file, go to File → Print
2. In the Print dialog box, specify any settings, such as which pages to include in your PDF.
3. Choose Adobe PDF from the Printer pop-up menu.
4. Click Printer Properties to customize conversion settings, and click OK. Then, click Print.
5. Name the file and choose a folder for it. Then, click Save.

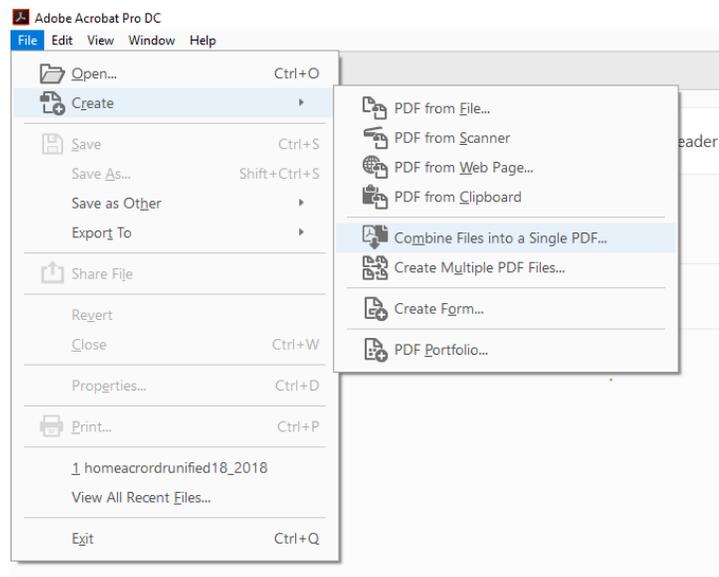
This will NOT print the file on a printer, rather it will save the document in PDF format. It will not replace or overwrite your original document, which will remain in its original format (Word, Excel, etc.).



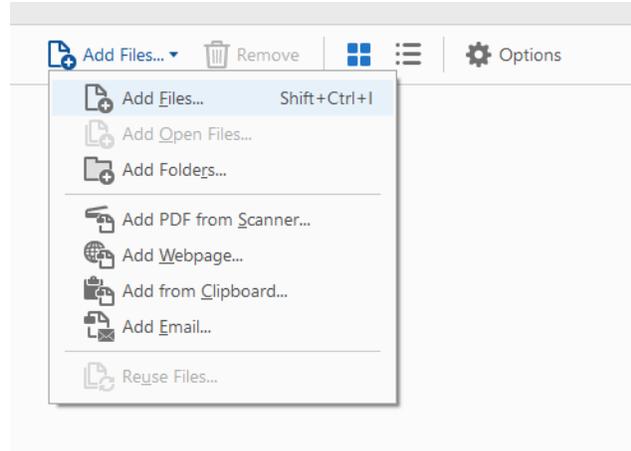
CREATE A SINGLE PDF FROM MULTIPLE FILES

Separate files of different files types can be combined into one PDF file for minimizing file size and using for email attachments, presentations, reports, etc. Acrobat lets you preview and arrange the documents and pages before creating the file. You can delete unwanted pages and move individual pages from a document anywhere among the pages being combined. **Make sure all files are Saved and Closed before starting the merge.**

1. Open Adobe Acrobat
2. Choose Tools → Combine Files into a Single PDF. The Combine Files interface is displayed with the toolbar at the top.
3. Drag files or emails directly into the Combine Files interface. Alternatively, choose an option from the Add Files menu. You can add a folder of files, a web page, any currently open files, items in the clipboard, pages from a scanner, an email, or a file you combined previously (Reuse Files).
4. To Rearrange pages: In the Thumbnail view, drag-and-drop the file or page into position. As you drag, a blue bar moves between pages or documents to indicate the current position.



5. To Delete pages: In the Thumbnail view, hover over the page and then click the Delete thumbnail .
6. To Move files up or down file list: In the List view, select the file or files you want to move. Then click the Move Up or Move Down button.
7. To choose a File Size: Click Options, and select one of the file size options for the converted file: Smaller File Size, Default File Size or Larger File Size
8. When you have finished arranging the pages, click Combine.



A status dialog box shows the progress of the file conversions. Some source applications start and close automatically.

REDUCE PDF FILE SIZE USING PDF OPTIMIZER

PDF file size can be reduced for quicker viewing, printing, and uploading to the web. For important files, it is recommended that you first make a copy of the file so that the original is preserved until it is determined that the amended copy is satisfactory; then delete the original. **View the document after making any changes to be certain that the appearance is satisfactory. If not, UNDO the undesired changes BEFORE saving the document.**

Use the Save As Command

This is the top suggestion for reducing the file size of PDFs. When making changes to an Acrobat file, select Save As to overwrite the entire PDF. When you choose Save, changes are appended to the file, meaning the file size grows. By choosing Save As instead, Acrobat rewrites the entire PDF document as efficiently as possible, resulting in a smaller file size.

Use Optimizer

1. Open the PDF Optimizer dialog box (File → Save As Other → Optimized PDF).
2. To use the default settings, choose Standard from the Settings menu, and then skip to step 6. If you change any settings in the PDF Optimizer dialog box, the Settings menu automatically switches to Custom.
3. From the Make Compatible With menu, choose Retain Existing to keep the current PDF version, or choose an Acrobat version.
4. Select the check box next to a panel, and then select options in that panel. To prevent all of the options in a panel from executing during optimization, deselect the check box for that panel.
5. (Optional) To save your customized settings, click Save and name the settings.
6. When you are finished selecting options, click OK.
7. In the Save Optimized As dialog box, click Save to overwrite the original PDF with the optimized PDF, or select a new name or location.