

# ADOBE ACROBAT



Welcome to the Adobe Acrobat Just in Time Learning. In this session we will cover how to create a PDF document.

**What do the letters PDF stand for?**

**Portable Document Format.**

**Did you know that the PDF file has become so familiar its letters are commonly used as a verb? As in,**

**Can you PDF this please?**

**To which you will be able to say,**

**“Yes I Can!”**

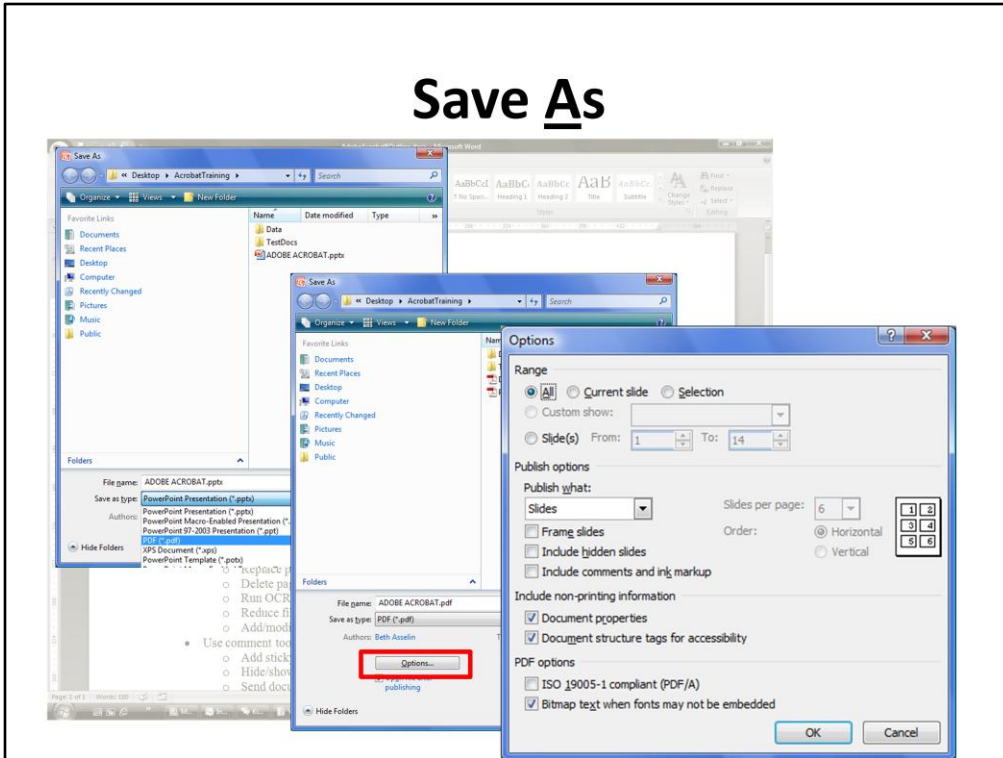
But first! Do you know what the letters PDF stand for? PDF stands for Portable Document Format. Did you also know that the PDF file has become so familiar that its letters are commonly used as a verb? As in, “Can you PDF this please?” To which, after this session you will be able to say “Yes I can!”

## Creating a PDF

- There are 3 general ways to create a PDF document:
- From the document File menu choose Save As
- From the File Print dialog box select PDF
- Open Acrobat and from the File menu choose Create PDFE

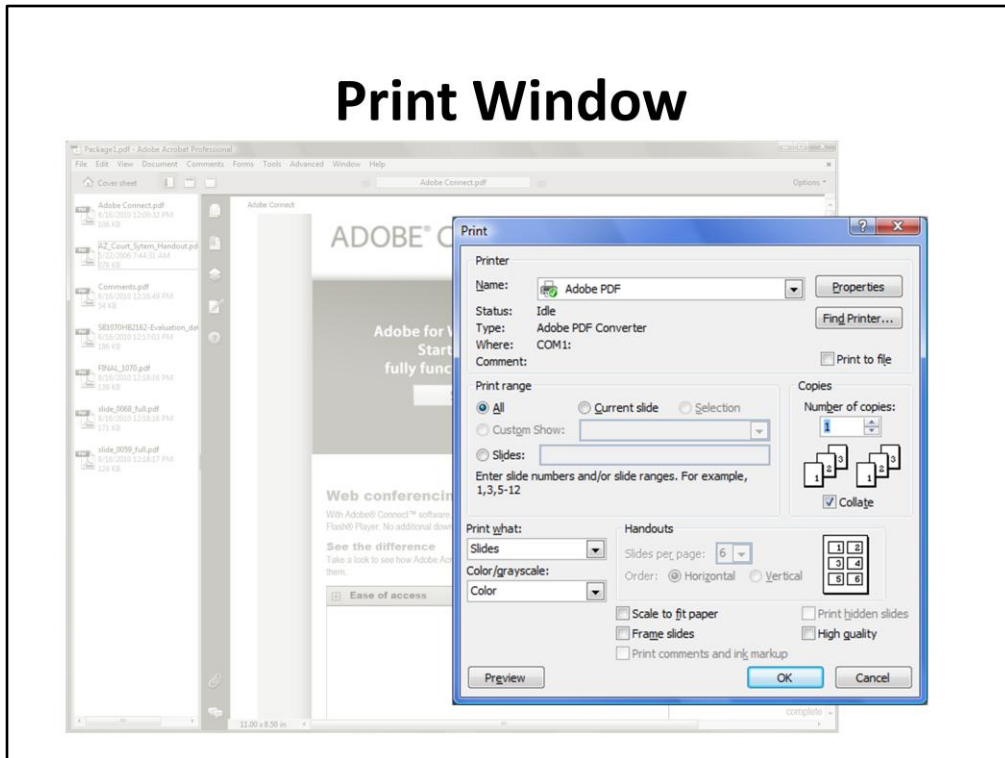
Did you know there are 3 general ways to create a PDF? You can create a pdf by choosing PDF as the file type from the Save As option when saving the document you are working in, you can choose PDF from the print dialog window or directly from within Adobe Acrobat. Let's see how these work:

# Save As



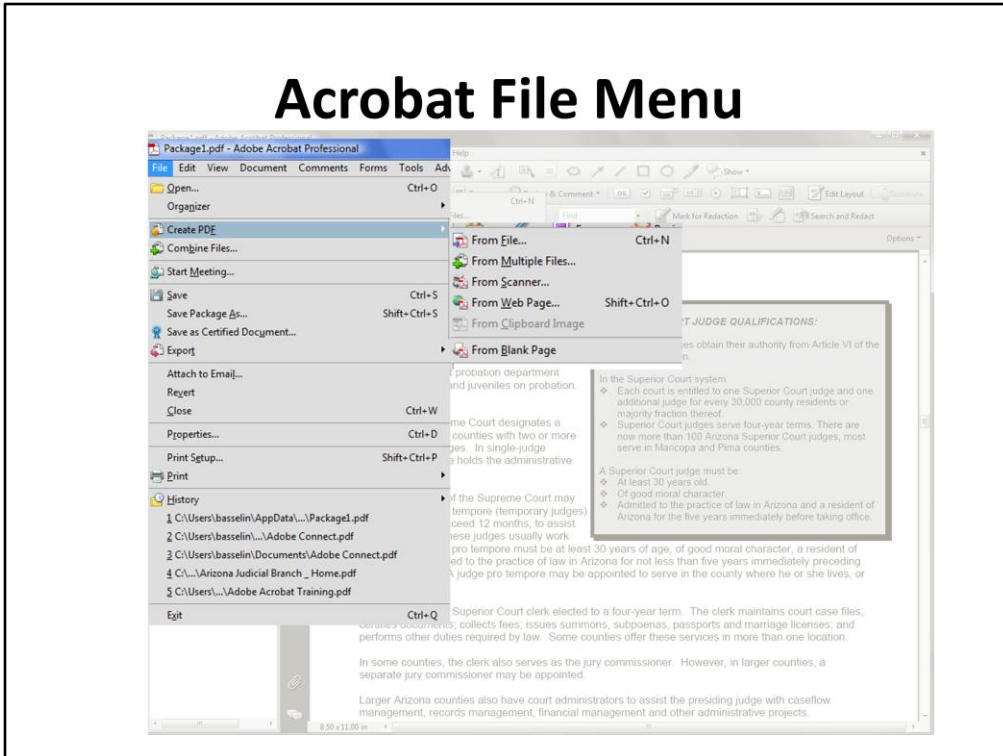
Let's say you are working on a powerpoint presentation for a class and you want to create a hand out of the presentation for your participants. You'd like to do this in PDF format for ease of mailing and downloading from a webpage. With your presentation complete, click the Office button in the upper left of your application window. Click the Save As option. A dialog window will open from which you can select the location and file type. Navigate to the folder you want to save to, and then at the bottom of the window, click the down arrow next to the Save as Type field. From that menu click the PDF option. You will notice you now have an Options button on your Save As Window. Click this button and select the settings for your presentation handout. Click Save. The document will then save, and depending on your settings, open in PDF format.

# Print Window



You also have the option to use the Print window. From the Office button click Print, and from within the Print dialog window select Adobe PDF. Then select the appropriate settings for your presentation handout and click OK. Note you can also Preview your document before creating the PDF.

# Acrobat File Menu



Finally, if you already have your document complete and want to create a PDF you can do so by opening Acrobat and from the file menu click Create PDF. From the submenu click From File. You will then be prompted to navigate to the file you wish create a PDF of. Locate your file, click Open and Acrobat will begin to convert the document to PDF. To save the document, simply click File > Save, navigate to where you wish to save the document, and then File > Exit to close the application.