

## What does PDF stand for?

PDF stands for Portable Document Format.

## What is PDF?

PDF is a cross-platform file format developed by Adobe. PDF is the native file format for files accessed and modified using Adobe Acrobat. Documents from any application can be converted to PDF. PDF documents retain the original appearance/layout/print quality independent of the files native application and platform. Adobe can be used to make minor changes do a PDF.

## What strengths do PDF files have?

- Built in Accessibility checker to make documents Accessible for people with disabilities <http://www.adobe.com/products/acrobat/pdf-accessibility-wcag-508-compliance-standards.html>
- Ideal for creating documents that will be printed
- Using Acrobat Reader, PDF files can be viewed within Reader or your Internet browser. PDF files can then be saved for off-line use or printed.
- PDF files can limit the copying of text, graphics, making changes, and printing a document.
- *Any document within a program that can print, can generally be made into a PDF document*

## What drawbacks do PDF files have?

- Software and know-how required to create PDF files
- PDF Documents are not easily updated – generally easier just to recreate the entire document than to update specific sections

## Adobe Acrobat Pro vs. Adobe Reader

- Adobe Acrobat Pro
  - Must purchase software
  - Used to create, edit, view, and print PDF files
- Adobe Acrobat Reader
  - Used to view and print PDF files
  - Free download from <https://www.adobe.com/products/reader.html>
  - Latest Release: Version XI

## Adobe Acrobat Features

Adobe Acrobat lets you produce, modify, and view PDF documents, giving them electronic document features such as:

- Interactive forms
- Password Protection
- Electronic bookmarks

## Creating PDF's from Office

### Creating a PDF from Word

Creating a PDF from Microsoft Word will vary slightly depending on the version of Office installed on the computer:

File tab, Print and select Adobe PDF

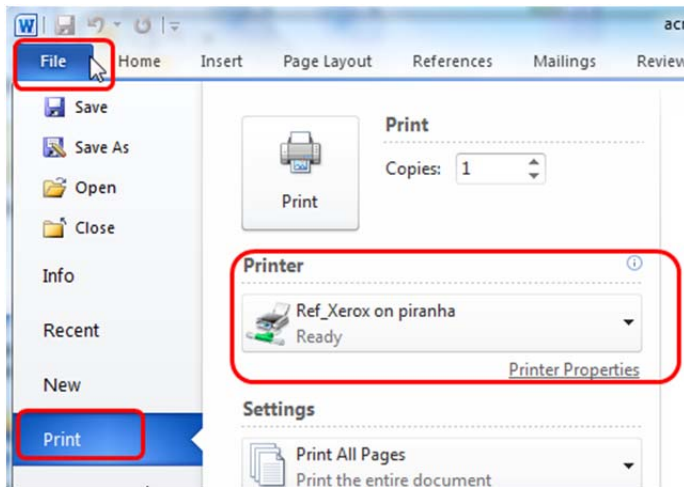


Figure 1: Office 2010

Office Button, Print and select Adobe PDF

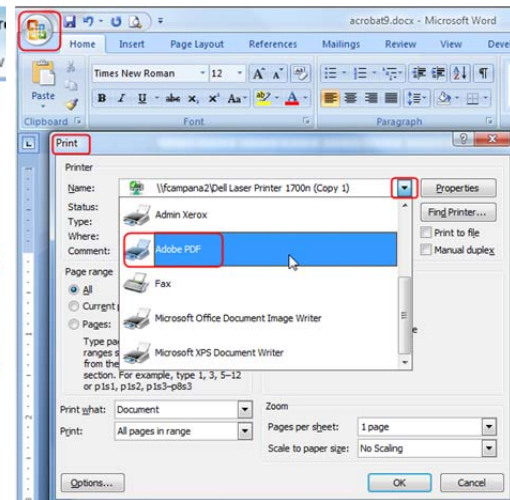


Figure 2: Office 2007

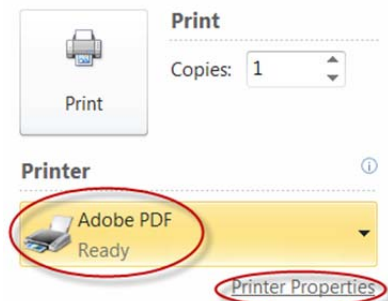
**Tip:** You can also choose File, Save As, and choose PDF as your output file type.

### Creating a PDF in Microsoft Word from the Print Menu

Click on the File tab, and then select Print.

Select Adobe PDF from the dropdown and click on Printer Properties to review and set PDF options.

**Tip:** You will only see the Adobe PDF option in your print dialog box if you have the full version of Acrobat installed on your computer.



## Reviewing the Properties

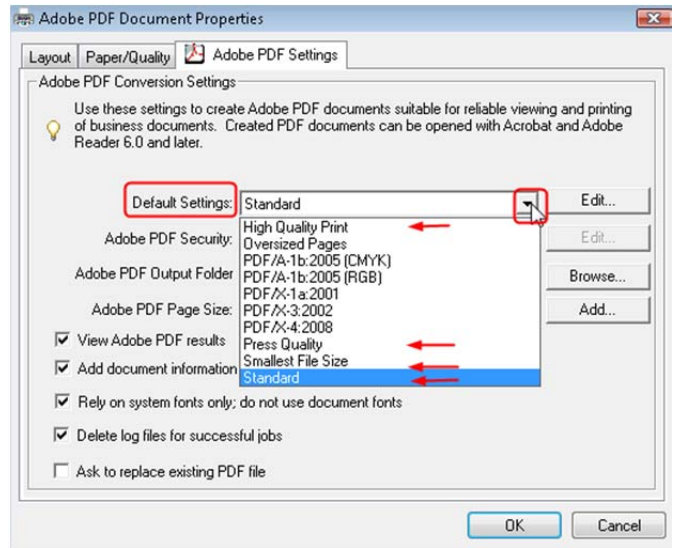
When you create a PDF file, you will have different options depending on your output needs.

From the Adobe PDF Settings tab, the quality for the PDF output is set by default to Standard. Standard is sufficient quality for print and/or web.

**High Quality Print** is a higher quality than standard. High Quality Print is a good output if you need to send your file to a 'printing firm' to review your work prior to printing.

**Press Quality** output would be one of the highest outputs for quality. Only use this setting if you need to have your file printed professionally from a vendor.

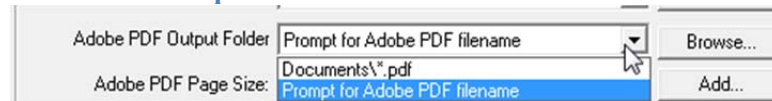
**Smallest File Size** is a good output source for email and/or reviewing. Smallest File Size will reduce your file size and sometimes the quality is poor for a website and/or printing.



## Adobe PDF Security

Setting PDF security is an option and can be set in the current dialog box or from Adobe Acrobat Document Properties. Security settings can help lock down a PDF document to restrict the editing and copying of a PDF by an end user.

## Adobe PDF Output Folder



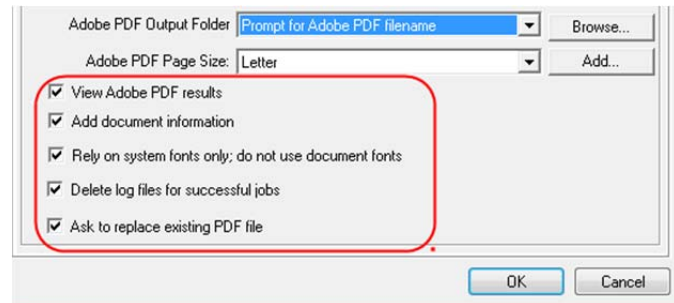
Typically, it is best to have Acrobat Prompt you for a file name and location when creating/saving the PDF.

## Adobe PDF Page Size

Acrobat is smart enough to recognize the page size of the original document and will convert it to PDF using the same page size. However, you do have the option to override this setting, if need be.

### View Adobe PDF Results

View Adobe PDF Results, when selected, will display the PDF file after the conversion.



### Add Document Information

Add Document Information, when selected, will transfer document information from the Word file over to the new PDF file. The document information is searchable so this is a good setting to keep turned on.

### Rely on System Fonts; do not use document fonts

When this option is unchecked, Acrobat will provide you with option to embed fonts. By leaving this item unchecked and embedding the fonts, you will increase the file size.

**Note:** Keep in mind; it is okay to leave this item checked if there aren't any special fonts in the document. In some cases, preserving the document look is more important than file size. If you choose to uncheck this option, then be sure to select the Edit button, which is located to the right of the quality output field, and select the Font tools from the dialog box. Make sure embed fonts is turned on.

### Delete Log Files for Successful Job

Leave the Delete Log Files for Successful Jobs turned on so that you only see logs of failed jobs.

### Ask to Replace Existing PDF Files

Leave the Ask to Replace Existing PDF File turned on at all times. When creating a PDF and using a file name that already exists, Adobe will prompt you for a new filename or for permission to override the existing file.

### Completing the PDF Process

Now that you have all the settings in place for the PDF document, press the OK button.

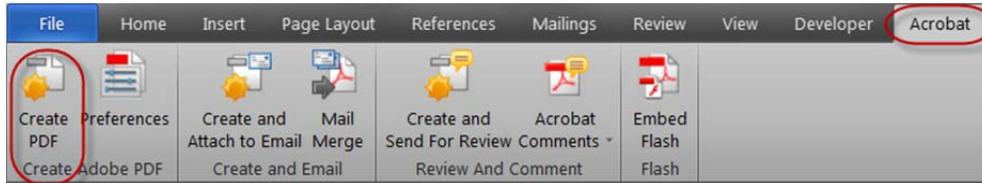
To "Print" the document as a PDF, click on the Print Button. Word will now ask for the name and location that you would like your new PDF document saved.

The process for creating PDF's from Excel is the same as Word.

## Creating PDF from the Acrobat Tab

Creating PDF's from the Acrobat tab will provide more options for pre-built interactivity. You may not see this option if you are using Acrobat 9 and Office 2010.

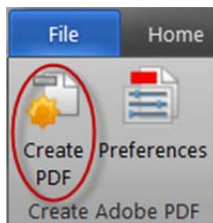
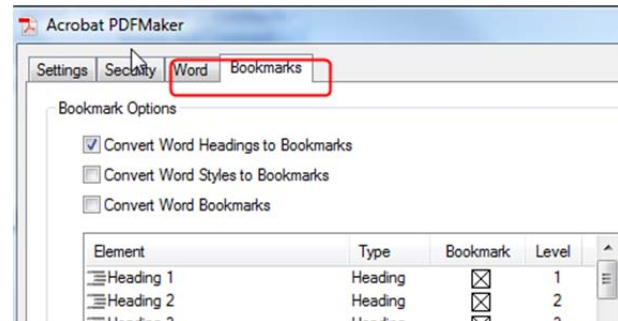
Select the Acrobat tab, and then click on the Preferences icon on the left hand side.



The Settings and Security tabs are the same settings that you get with you create a PDF from File, Print. The Bookmarks tab will allow you to add bookmarks into your new PDF file if your Word document is set up using styles (heading 1, heading 2 or any custom styles)

Select the Bookmarks tab.

Check the Convert Word Headings to Bookmarks. This will save steps for you in the long run. Select OK on the Bottom, and then Click on the Create PDF icon on the upper right hand side of the Window



## Are the preferences from Office, Print and the Acrobat Tab the same?

The preferences from the File, Print menu and the Acrobat Tab menu **ARE NOT** the same. The preferences set up in each tool are only used for those tools.

## Creating a PDF from PowerPoint

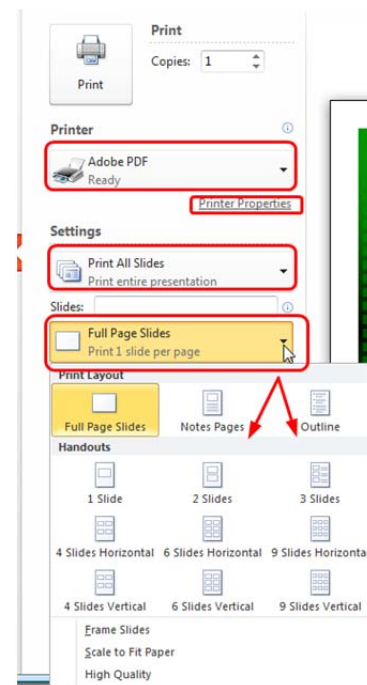
Creating a PDF for a PowerPoint presentation will take a few extra steps depending on the output need.

From the Print Menu, select Adobe PDF. Review the Printer Properties and set them appropriately for the project.

Prior to selecting the Print button, navigate down to the PowerPoint Printer Settings and choose which slide to convert to PDF (in most cases, Print All Slides), and select the Slide style.

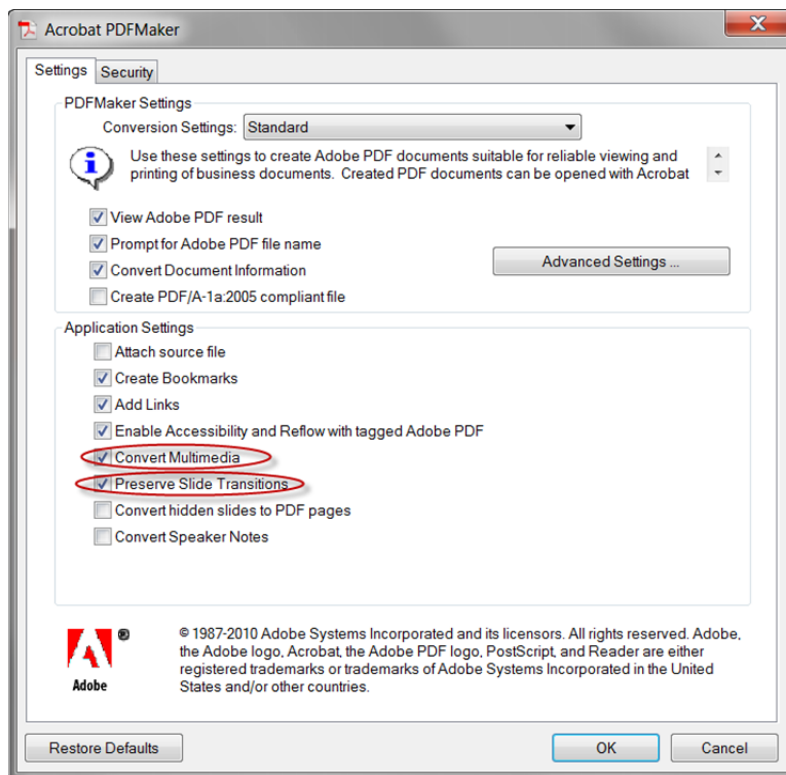
The Print Layout Style chosen will carry forward to the PDF creation and maintain that look for the PDF file when viewed.

**Tip for Faculty:** If you are posting your class PowerPoint files as PDF's so that students can print them, be sure to select a Handout style. Select an option to print more than one slide per page to save paper/toner while printing.



## Acrobat Tab in PowerPoint

If you use the Acrobat Tab, you are able to Preserve your slide transitions and Convert your Multimedia files so they can be viewed in Acrobat and Acrobat Reader



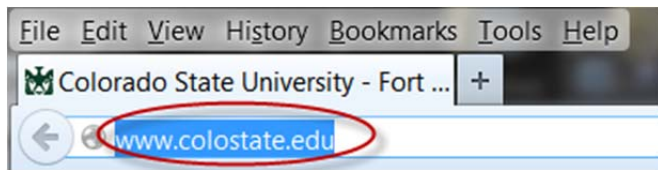
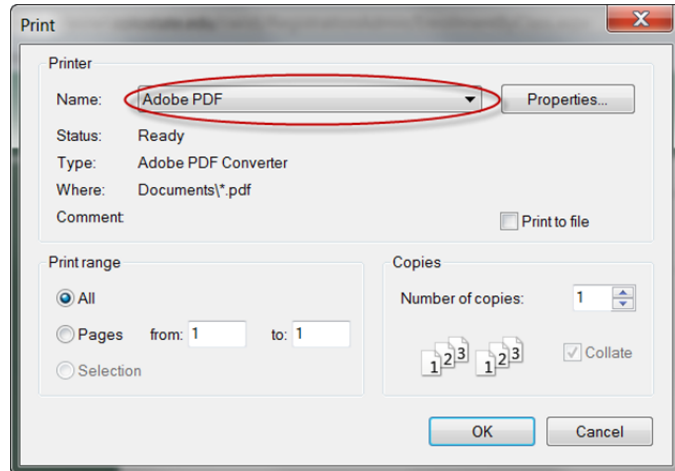


## Creating PDF from a Webpage

There are a couple different ways to create a PDF from a webpage. From your internet browser, you may go to File, Print and Select the Adobe PDF as your printer.

You will have the same settings that you have in Microsoft Word under the Properties Button.

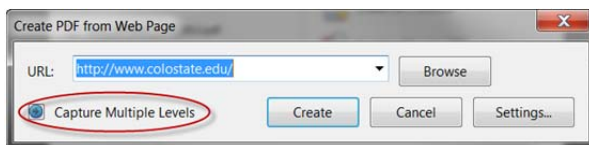
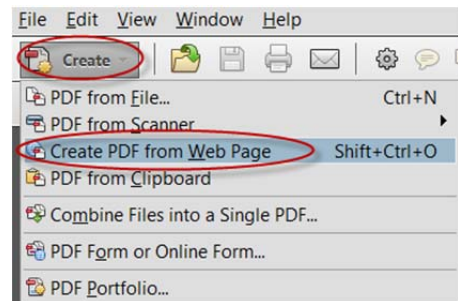
Click [here](#) to review those settings.



click and select copy or hit Ctrl-C.

Now Open Acrobat Pro, click on the Create Button, and Select Create PDF from a Web Page.

In the Create PDF from Web Page Window, right click and select Paste, or Ctrl-V. This will put the web address into the URL: box.



You will see a Capture Multiple Levels button. This will allow your PDF to capture and store multiple levels of a webpage within your document. If you select 1 level for example, acrobat will allow for 1 click of a link to be stored in Acrobat, after that 1<sup>st</sup> level has been met, Acrobat will open your internet browser and take you to that link.

Click Create to create your PDF.

