

Acrobat For Educators Quick Reference Sheet - Ways To Create an Adobe PDF

There are many ways to create an Adobe PDF. Click below to jump to the method of your choice.

You can create a PDF in Acrobat the following ways. You can:

- [Create a PDF from a file](#)
- [Create a PDF from a Web page](#)
- [Create a PDF from a scanned document](#)
- [Create a PDF from multiple documents](#)

Other methods to create a PDF. You can:

- [Create a PDF from MS Office applications](#)
- [Create a PDF from other Adobe applications](#)
- [Create a PDF from authoring applications](#)

Create a PDF from a file - [Back to Top](#)

1. Choose File > Create PDF > From File, or click the Create PDF button and choose From File. Select your file type from the Files of Type (Windows) or Show (Mac OS) text box, and browse to select the file you want to convert.
2. Click Settings if you want to edit the default conversion options. Click OK to apply your changes.

The conversion options available depend on the file type. The Settings button is dimmed if no conversion options can be set.

3. Click Open to convert the selected file to PDF.

Create a PDF from a Web page - [Back to Top](#)

1. Make sure your computer is connected to the Web, and do one of the following:
 - To create a new PDF document, choose File > Create PDF > From Web Page, or click the Create PDF button on the toolbar, and choose From Web Page.
 - To add converted pages to the end of an open PDF document, choose Advanced > Web Capture > Append Web Page.
2. Enter the URL for the Web page to convert, or browse to locate the page.
3. Enter the levels you want to include, or select Get Entire Site to include all levels from the Web site. (The Get Entire Site option is not recommended unless you know the size and complexity of the site you're downloading.)
4. If you choose to download more than one level, specify:
 - Stay on Same Path to download only Web pages that are subordinate to the URL.
 - Stay on Same Server to download only Web pages that are stored on the same server as the pages for the URL.
5. To specify the page layout and appearance of your converted Web pages, click Settings.
6. In the Create PDF from Web Page dialog box or the Add to PDF from Web Page dialog box, click Create.

Create a PDF from a scanned document - [Back to Top](#)

1. Choose File > Create PDF > From Scanner, or click the Create PDF button and choose From Scanner.
2. Select your scanner device in the Create PDF from Scanner dialog box.
3. Choose Single-Sided or Double-Sided, and specify whether to create a new PDF document or append the converted scan to an open PDF document.
4. Choose a compatibility level, and whether to remove edge shadows and to compress pages for compactness.
5. Use the slide bar to set compression and quality. The default creates compact pages of good quality.
6. Click Scan. Your scanning operation and available options vary with the type of scanner you have.




Create a PDF from multiple documents - [Back to Top](#)

1. Choose File > Create PDF > From Multiple Files, or click the Create PDF button and choose From Multiple Files.

Any PDF files that you have open are listed automatically in the Files to Combine panel if the option to include all open PDF documents is selected.

2. Click Browse (Windows) or Choose (Mac OS) to select the first file to convert. Supported file types are listed in the Files of Type (Windows) or Show (Mac OS) text box. Click Add.
3. To change the order of the files in the list, highlight the filename and click the Move Up or Move Down button. To remove a file, click Remove.
4. Click OK to convert and consolidate the files into one Adobe PDF document.
5. Save the consolidated PDF document using the File > Save As command.

Create a PDF from MS Office applications - [Back to Top](#)

1. Open the file to be converted in its Microsoft Office application (Word, Excel, or PowerPoint).
2. For Excel on Windows, choose Adobe PDF > Convert Entire Workbook to convert all worksheets into bookmarked pages in the Adobe PDF document. If this option is not selected, only the active page is converted.
3. Do one of the following:
 - (Windows) Choose Adobe PDF > Convert to Adobe PDF.
 - Click the Convert to Adobe PDF button  on the toolbar.
 - Click the Convert to Adobe PDF and Email button  on the toolbar.
 - (Windows) Click the Convert to Adobe PDF and Send for Review button  on the toolbar.

Your Microsoft file is converted to Adobe PDF. You can customize the settings used in the conversion, as well as specify how converted files are named and where they are stored.

Create a PDF from other Adobe applications - [Back to Top](#)

1. In your Adobe authoring application, such as Adobe InDesign, Adobe PageMaker, or Adobe FrameMaker, choose File > Save As or File > Export.
2. In the dialog box, choose .pdf as the file type, and click Save to convert the file to PDF.
3. The file is saved in the same directory, using the same filename, but with a .pdf extension.

Create a PDF from authoring applications - [Back to Top](#)

Depending on your authoring application, there are a variety of methods for creating Adobe PDF documents:

- From most applications, you can choose File > Print and select the Adobe PDF printer in the Print dialog box to convert your file directly to PDF.
- From many applications, you can choose File > Save As or File > Export, and select PDF as the file type to convert the file to PDF.
- From many Microsoft Office applications and from Autodesk AutoCAD, you can use the Convert to Adobe PDF commands or buttons in the authoring application's toolbar.
- You can drag an application file into the Acrobat work area.
- From within Acrobat, you can choose File > Create PDF > From File, and choose your file type in the Open dialog box.

For more detailed information on creating Adobe PDF files, go to the Acrobat application Help file and choose "Creating Adobe PDF Files" from the Contents Tab.

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