

How to Create a PDF

With Adobe Acrobat, you can convert a variety of file formats to Adobe Portable Document Format (PDF), a universal file format that preserves all the fonts, formatting, images, and color of a source file, regardless of the application and platform used to create it. Adobe PDF files are compact and can be exchanged, viewed, navigated, and printed by anyone with free Adobe Reader software, while maintaining document integrity.

In addition to creating Adobe PDF files from virtually any software application, you can create PDF files in Adobe Acrobat Professional by scanning and capturing paper documents and by downloading and converting web pages.

Using Acrobat Distiller

The Acrobat Distiller application tool comes with Adobe Acrobat. Distiller takes page information from a document and “distills” it by converting and compressing the information for viewing with the free Acrobat Reader or Acrobat application.

Fonts and graphics as well as the layout of the document are transformed into a digital portable document that can print to the highest resolution of a selected output device such as a printer or viewing screen.

Acrobat Distiller settings

Acrobat Distiller provides easy and repeatable Adobe PDF creation according to your specifications. You can choose from several sets of default Adobe PDF settings or you can define customized settings to create PDF files specifically tailored to your needs.

To choose from the default Distiller settings:

1. From the Acrobat menu, select Advanced > Acrobat Distiller.

In the Acrobat Distiller window (**Figure 1**), there are several settings available for creating your PDF files.

2. Select one of the options from the Default settings pop-up menu for use in creating PDF files.

The following choices are suggested, depending on the document’s intended use:

Use the *Smallest File Size* option to create the most compact PDF file for use primarily onscreen and occasional printing (100 pixels per inch, or ppi).

Use the *Standard* option to create PDF files suitable for onscreen viewing and most print jobs (150 ppi).

The *Highest Quality Print* option creates better image quality print jobs (300 ppi).

The other default options available in Acrobat Professional 8.0 are for use when you are working with service bureaus that handle specialized PDF files.

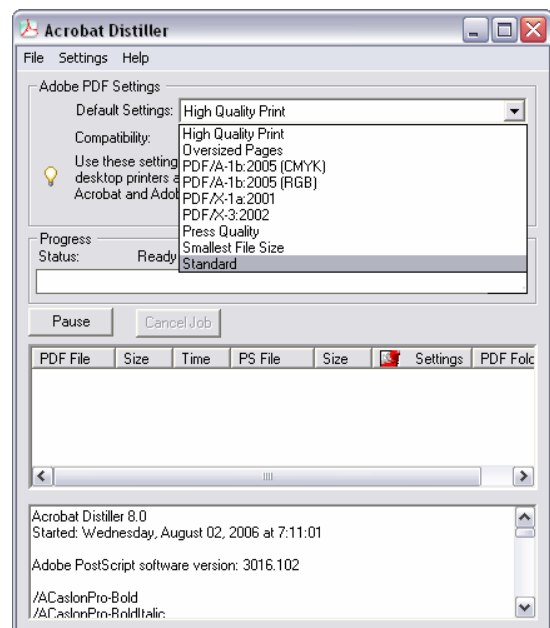


Figure 1 Default Distiller settings

To create custom Adobe PDF settings:

1. Open Distiller by selecting Advanced > Acrobat Distiller.
2. From the Acrobat Distiller menu, select Settings > Edit Adobe PDF Settings.
3. Change the desired options in the various panels of the Adobe PDF Settings dialog box. (**Figure 2**).
4. Click **Save As** to save your changes as a different Adobe PDF settings file. Enter a unique descriptive name and then click Save.

General options set Adobe PDF file compatibility, default page size (for EPS files), resolution, and other file settings.

Images options reduce file size by changing the way images, text, and line art are compressed.

Fonts options affect font embedding.

Color options specify how to manage color.

Advanced options set options that affect the conversion from PostScript.

Standards options create PDF/A compliant files for archiving, or PDF/X compliant files for more reliable prepress use.

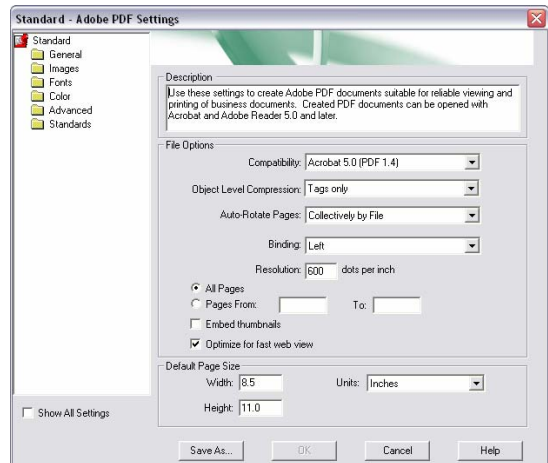


Figure 2 Adobe PDF settings dialog box

Creating an Adobe PDF file

There are several ways to create PDF documents. In addition to converting files directly from within Acrobat, you can also use one of the following methods, depending on the application of the source file.

Use the *Adobe PDF Printer* to create a PDF file from any application that has a print command. This is the most common method for converting files to PDF.

PDFMaker converts documents directly to PDF files from a variety of Microsoft applications, including Word, PowerPoint, Excel, Outlook, Access, and Internet Explorer.

Use the *Save As* or *Export* command to create an Adobe PDF file from Adobe applications such as Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and Adobe PageMaker. These programs install and preconfigure all of the necessary components for creating PDF files.

Creating an Adobe PDF file by using the Adobe PDF printer

To create an Adobe PDF file by using the Adobe PDF printer:

1. Open the file you want to convert to an Adobe PDF file in its authoring application, and select File > Print.
2. Select Adobe PDF from the list of printers (**Figure 3**).
3. In the Print dialog box, click OK.
4. When prompted, give the file a name and click Save.

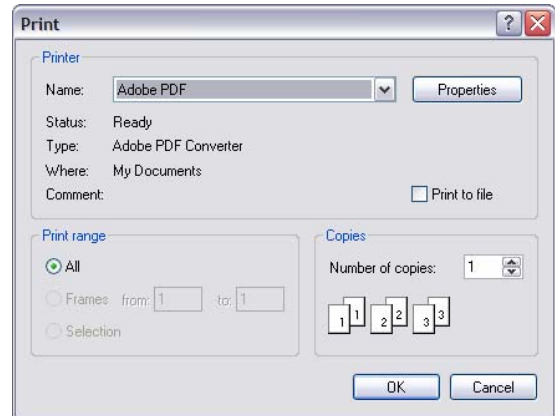


Figure 3 Print dialog box

Creating PDF documents from multiple files within Acrobat

In addition to converting individual files to Adobe PDF directly from Acrobat, you can also combine different file types into one Adobe PDF file by using the Create PDF From Multiple Files command. You can also use this command to add or combine existing PDF files.

To create a PDF document from multiple files:

1. From the Acrobat menu, select File > Create PDF > From Multiple Files.
2. In the Combine Multiple Files into One PDF File dialog box (**Figure 5**), click Add Files and locate a file to be converted.
3. Select the files to include in the PDF and click Add Files (**Figure 6**).

Note: Hold down the Ctrl key to select more than one file.

4. To rearrange the file order before converting to PDF, select a filename and click the Move Up or Move Down buttons.
5. Click Next.

You are prompted to select the type of PDF you want to create (**Figure 7**).

Merge files into a single PDF: Combines the selected files into one sequentially numbered PDF.

Assemble files into a PDF Package: Creates separate PDF files but wraps them into one PDF package file.

6. Select the type of PDF file to create and click Create.
- When the conversion is complete, you are ready to save the consolidated PDF file.
7. Click Save to open the Save As dialog box.
 8. Select a location for the file, enter a name for the file, and click Save.

The new PDF file opens in Acrobat.

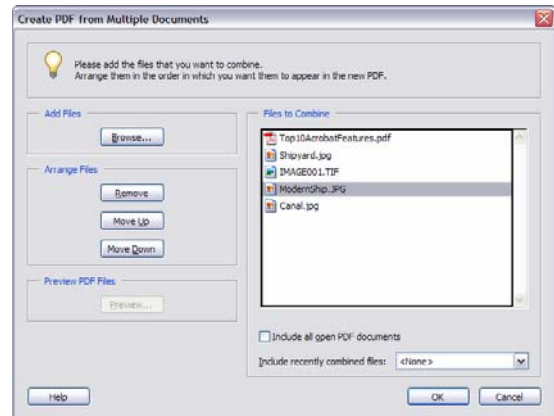


Figure 5 Combine multiple files into one PDF

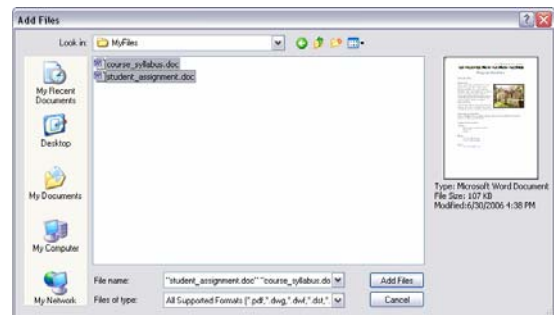


Figure 6 Select files to add to the PDF file



Figure 7 Select how to combine the files

Converting Web pages to PDF files

In Acrobat, you can download HTML pages from the World Wide Web or an intranet and convert them to Adobe PDF just by specifying a URL.

To convert web pages to PDF:

1. From the Acrobat menu, select File > Create PDF > From Web Page.
2. In the Create PDF from Web Page dialog box (**Figure 8**), type or paste a URL into the URL box and specify the number of levels you want to include.

Given the varied size and organization of many websites, you may want to begin by downloading only the first level of website pages.

3. Click the Settings button.

The Web Page Conversion Settings dialog box opens (**Figure 9**).

4. Verify that all four checkboxes are selected under PDF Settings. This will provide the most versatility after the web pages are converted.
5. Click OK to close the settings window.
6. Click Create to begin the downloading and conversion process. Once the conversion is complete, Adobe opens a temporary PDF document.
7. Use the Save As command on the File menu to save the document.

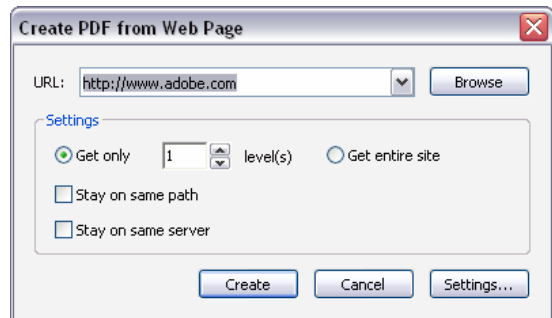


Figure 8 Create PDF from Web Page

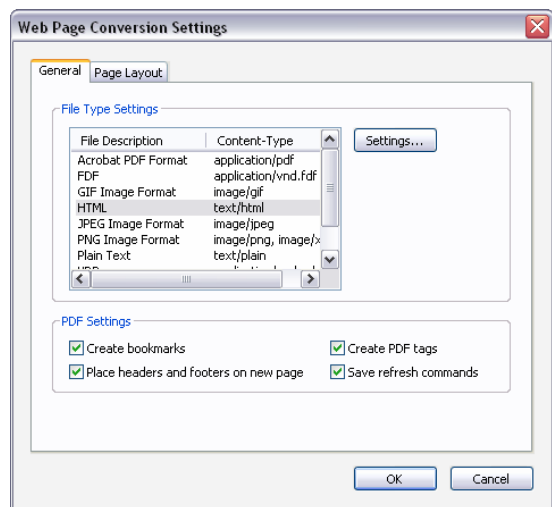


Figure 9 Web Page Conversion Settings