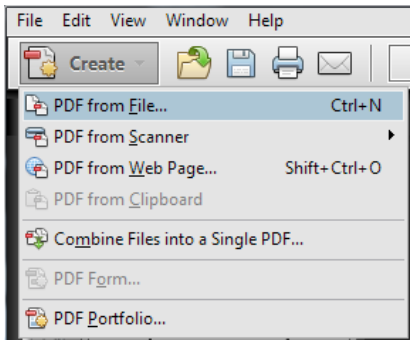
Creating a PDF document from any file

Adobe® Acrobat® simplifies the process of creating a PDF file from just about any kind of document.

1. In Acrobat, click Create in the toolbar, and choose PDF From File. You can also choose "Create PDF" from the Welcome Screen when you first open Acrobat X.



Click Create, and then choose PDF From File to convert any file to a PDF document.

2. Navigate to the file you want to convert to PDF.

Tip: If you're using Microsoft® Windows®, you don't even need to open Acrobat. Just right-click the file name on your desktop, and choose Convert To Adobe PDF.

3. Click Open. Acrobat opens the PDF file you've just created. By default, it has the same name, but with a .pdf extension.

Acrobat converts the document and opens the new PDF file.

4. Choose File > Save As > PDF. Select a folder for the file, and click Save.

Next Steps:

- Share the document through email
- Combine this PDF document with another PDF file
- Distribute the document for review
- Restrict access to the document

Sign up for the Acrobat Tips and Tricks Newsletter.