Creating PDF files using Adobe® Acrobat® PDFMaker

(Windows only)

Convert your business documents to Adobe PDF with a single click. Acrobat PDFMaker simplifies the process of converting documents to Adobe PDF in several business applications, including Microsoft® Office applications and Lotus Notes. When you install Acrobat, it adds PDFMaker to compatible applications automatically, so you can easily create PDF files.

1. Create your document.

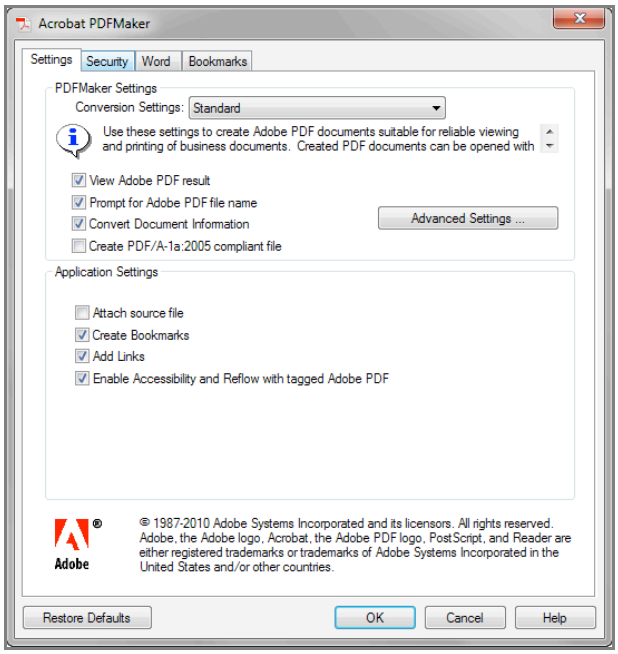
Create and finalize the document in the authoring application that supports Acrobat PDFMaker, such as Microsoft Word, Excel, PowerPoint, or Visio. Save the document.

Tip: Select a PDF preset. For most documents, you can probably use the default settings. However, if you're creating the PDF file for online viewing or for high-quality printing, you may want to change the preset.

To change the preset, choose Adobe PDF > Change Conversion Settings. (In Lotus Notes, choose Actions > Change Adobe PDF Conversion Settings. In a Microsoft Office 2007 application, click Preferences in the Acrobat tab on the Ribbon.)

Then, select a preset from the Conversion Settings menu. The PDF preset contains a group of conversion settings appropriate for different uses.

- For professional printing, use the High Quality Print or Press Quality preset
- For online viewing, choose Small File Size.

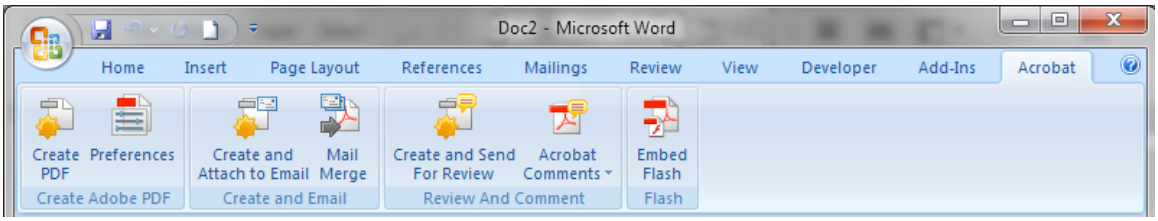


Select a PDF preset if you're creating a PDF file for online viewing or professional printing.

Tip: You can also select options such as including bookmarks, hyperlinks and accessibility features. For other options available in your application, click the tab with its name (for example, the Word tab).

2. Create the PDF file.

Click the Convert To Adobe PDF button on the Acrobat PDFMaker toolbar or, in Microsoft Office 2007, click the Create PDF button on the Acrobat tab in the Ribbon.



The Acrobat tab as it appears in the Microsoft Office 2007 Ribbon.

When prompted, name the PDF file and specify a location for it. Depending on the application you're using and the settings you selected, you may also be prompted to select specific layers or page ranges, or to select other options when you create the PDF file.

Next Steps:

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

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