

## Using Adobe Acrobat to Create PDF Files

Adobe Acrobat is a software package that allows you to turn any file into a "Portable Document Format" or pdf file. Using a pdf format means you do not have to worry about the user of your file having the same software package that you use to create the file. PDF format has become a standard for distributing documents across multiple platforms. The PDF format can be read "as is" by Microsoft Windows and Macintosh computers equipped with the Acrobat Reader, or by other platforms using the Acrobat Viewer for Java. PDF documents preserve fonts, layout and graphics exactly as the designer intended. To read a pdf file, the user must have Acrobat Reader is a free browser plug-in and is available for download on Adobe's web site.

Acrobat works by "printing" your document to a pdf formatted file. You will then need to give the file a name and a location. You can use pdf formatted files on web pages - as a link to a document anyone can read, or as a file for your students to read on Educator.

To Create a PDF File:

1. Open the file you want to convert to pdf in Word (or the software package it was created in).
2. Since you are "printing" the file, you will need to change the printer to Acrobat PDF Writer.
  - ?? On Windows machines: pull down the File Menu and select Print. Change the printer to Acrobat PDF Writer and print.
  - ?? On Macintosh machines: Pull down the Apple Menu and select Chooser. Change the Chooser to Acrobat PDF Writer. Chose the Chooser and then print.
3. You will receive a dialog box about some formatting of the file: page ranges, copies, etc. Change anything you need and click OK
4. The next dialog screen asks you for the location and name of the file. NOTE: when uploading files to the web do not uses spaces in the name or "special characters" (special is anything that is not a letter or number) and click OK.
5. You have just crated a pdf file that you can now use as a web link or upload to Educator.