

# instructional support

Enhancing Teaching and Learning through Technology

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## Creating PDFs with Adobe Acrobat

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### Converting an electronic file to PDF format:

- Using a computer that has Adobe Acrobat Professional, open your Document
- Select **File > Print**
- Select “**Adobe PDF**” from the printer options dropdown list and click **OK**
- Select the **location** to save the file then click the **Save** button (Note: If you plan to use the document on the web, the name can not contain any spaces. Replace any spaces with an underscore. (i.e. my\_document.pdf))

### Converting a hard copy to PDF format (scanning):

- Using a computer that has Adobe Acrobat Professional, **Open** Acrobat
- Place hard copy of document in the scanner
- Select **File > Create PDF > From Scanner** (This will initiate the computers scanning software)
- **Select the flatbed scanner.** The lamp will warm up, this may take a few moments
- **Preview** and **Scan** the document using the scanning software.
- Set the resolution to 150dpi for most text documents, 8 bit Grayscale
- After scanning, tell Acrobat if you want to finish or scan another page.
- **Save** the file to the location you want.

### Converting a PowerPoint file to Adobe PDF format:

- Using a computer that has Adobe Acrobat Professional, open your PowerPoint file
- Select **File > Print**
- Select “Adobe PDF”
- Under “Print what”, choose how you want the document formatted (Slides, Handouts, Note Pages, or Outline View)
  - Slides: Will put one slide per page
  - Handouts: You can select 2, 3, 4, 5, 6, or slides per page
- Click “**OK**” to create the PDF
- Select the **location** to save the file then click the **Save** button.

### Creating a Web Link:

- Navigate to the section of the document where you want to create a link.
- Click the **Link Tool** (gold chain link icon) button on the tool bar.
- Click and drag the pointer to create a rectangle around the text item you want to make into a link.
- In the **Create Link** dialog box, select “open a web page” and type the URL into the entry box.
- Right click the “visible” box and choose **properties**. Select the appearance tab, then for **Link Type** choose invisible rectangle from the drop down list.