

Using Adobe Acrobat to Create PDF Files

If you need to create and distribute documents that:

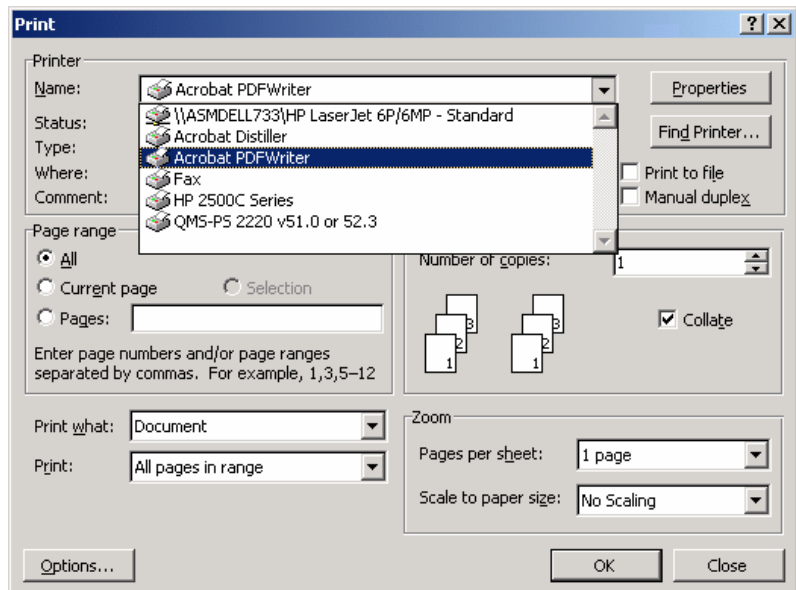
- are read-only (like invoices and contracts)
- retain your formatting, regardless of the user's printer
- can be viewed online, but not saved or printed
- have live hyperlinks that are browser-independent

you need Adobe Acrobat.

Adobe Acrobat has the same primacy in creating print-ready documents that Microsoft Office has in the productivity software realm: there are other programs that do similar things, but Acrobat is the undisputed leader. Adobe's Portable Document Format (PDF file extension) is supported in all major browsers. The Acrobat Reader that users need to read PDF files is free, and can be downloaded in minutes from the Adobe web site.

Acrobat files are like pictures of a document. After you install Adobe Acrobat, the PDF writer appears in your Printers folder. To create a PDF file, open the document you want to turn into a PDF then choose File > Print. In the Print dialog box, select the Acrobat PDFWriter instead of a printer.

Use Adobe Acrobat to open PDF files and add hyperlinks, or select text to copy and paste into Microsoft Word, Excel, or any other application.



Acrobat has other uses -- combined with a scanner, it's an excellent tool for archiving paper documents. Some organizations use Acrobat as a collaboration tool; you can add and track comments, bookmark specific sections, and mark text for potential deletion.

For more information on Adobe Acrobat, visit the Adobe web site at <http://www.adobe.com/acrofamily/main.html>

For materials from this workshop, visit our web site at www.triadconsulting.com/events/iaap.htm