

WHAT'S A PDF?

PDF stands for **Personal Document Format**. PDF files are a secure way to publish documents, high quality images, and graphs in one compact electronic package. The program used to create and edit PDF files is called Adobe Acrobat, which can be found in the **Start** menu under **All Programs**.

INTRODUCTION

- PDFs are created by converting other documents into a pdf file. **This means you will need to have an original of some kind.**
- When you create a PDF, you are essentially taking a “picture” of your original. This is helpful if you want the file to be accessible to people with different types of computers or software, or if you need to prevent editing.
- PDFs can also be created from multiple files at the same time. This is good if you need to combine different types of files into a single document.

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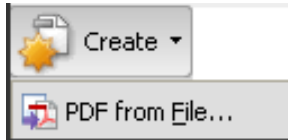
Creating a PDF



CREATING A PDF

From File

1. To directly convert a file into PDF format, open up **Adobe Acrobat** and click the **CREATE** button. Then choose **PDF From File**.

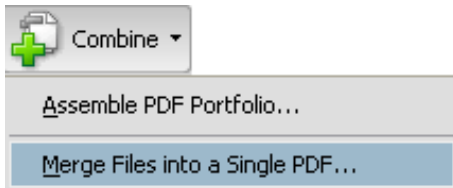


2. Browse for the file to be converted and select it.

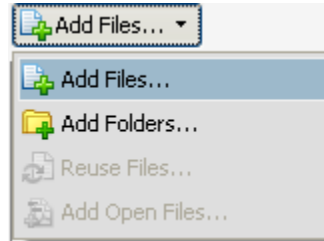
3. Click **OPEN** to begin converting.

From Multiple Files

1. To convert multiple files into PDF format, open up **Adobe Acrobat** and click the **COMBINE** button. Then choose **Merge Files into a Single PDF**.



2. Click the **ADD FILES** button to select the files you wish to convert. Change the order of files in this list by highlighting the file and selecting **MOVE UP** or **MOVE DOWN**. Click **REMOVE** to remove a file if necessary.



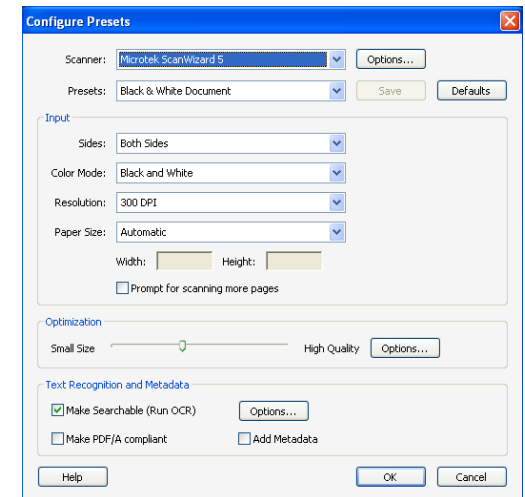
3. Click **OK** when you are finished and all of the files you have selected should combine themselves into one PDF.

From Scanner

Note: You must be at a computer with a scanner hooked up in order for this to work correctly.

1. To create a PDF from the scanner, open up **Adobe Acrobat** and click the **CREATE** button. Then choose **PDF From Scanner**.

2. A settings window will open. Choose the type of scanner (HP or Microtek) at the computer station where you are working and any other options as desired.
3. Place your document on the scanner glass, face down.
4. Click **SCAN** and the program will proceed to scan your document into **Acrobat** to be saved as a PDF.



NOTE:
More detailed instructions are provided in a "Scanning" brochure located at each scanner station.