Adobe Acrobat 4.0 Creating PDF Files

PDF is a file format that represents a document in a manner independent of the hardware, operating system, and application software used to create the file. It reduces file size and represents text and graphics. You can use Acrobat to convert an electronic file from virtually any application to the Portable Document Format (PDF). Adobe Systems developed PDF to enable documents to be transferred and shared across computer platforms.

About PDFWriter and Distiller

Acrobat can use either PDFWriter or Distiller to convert your files to PDF. Both utilities are included in the default Acrobat installation. If you're converting simple business memos and other documents that have only text, and do not contain Encapsulated PostScript (EPS) graphics use PDF Writer. If you need precise control over the conversion process, or if you're converting documents with rich graphical content, Distiller is more appropriate than PDFWriter. Distiller maintains all the formatting, graphics, and photographic images from the original document, and it provides more precise control over the conversion process than PDFWriter.

Converting files to PDF in Microsoft applications (Windows)

The default Acrobat installation in Windows includes macros that allow you to create PDF files quickly and easily from Microsoft Office applications. These macros are installed automatically with Acrobat if you have the Microsoft application on your system.

General Overview to convert a file to PDF from Word 97 or 2000:

1. From the File menu, choose **Create Adobe PDF**, or you can click the Create Adobe PDF icon on the Microsoft application tool bar.
2. Select **PDFWriter** or **Distiller**.
3. Set **other options** if necessary.
4. Click **Create**.

Dragging and Dropping to create PDFWriter files

1. **Drag** the file's icon onto the PDFWriter icon on the desktop. *This may take awhile* and *the new PDF file automatically opens in Acrobat.*
2. From the File menu select **Save As**
3. In the Save As dialog box, enter a **filename** and **location**
4. Click **Save**.

To Create a PDF file with PDFWriter using the Print command :

1. Open the document in its authoring application.
2. From the **File** menu choose **Print**.
3. In the Print dialog box, choose **Acrobat PDFWriter** from the Printer Name menu,
4. Enter the **page range**, and click **Print** or **OK**.
   In some applications, you may need to click Setup in the Print dialog box to get access to the Printer Name menu.
5. In the Save As dialog box, enter a **filename** and **location** for the PDF file, and **set** other options if necessary:
   View PDF File opens the new PDF file automatically in Acrobat. Edit Document Info opens the Document Information dialog box so you can provide search keywords for the PDF file. Enter a title and other keywords, and click OK. (The information is optional.)
6. Click **Save**.

Converting Web Pages to PDF

You can download Hypertext Markup Language (HTML) pages from the World Wide Web or an intranet in Acrobat and convert them to PDF. In most respects, a PDF document created from HTML Web pages is like any other PDF document.

Downloading Web pages in Acrobat

When you download Web pages, the Web pages are converted to PDF and open in the Acrobat work area. HTML pages can include tables, links, frames, background colors, text colors, and forms. JavaScript and Java applets in HTML pages are not supported at this time.

> **Note:** *when downloading Web pages in Acrobat: Acrobat can download HTML pages, JPEG and GIF graphics (including the last frame of animated GIFs), text files, image maps, and password-secured areas from a Web site.*

Converting Web pages by dragging and dropping

You can convert Web pages to PDF by dragging a link into the Acrobat window or by dragging an HTML file on your system onto the Acrobat icon.

1. **Open** Acrobat and a web browser with a link you want ot convert.
2. **Drag** a link from the Web browser into an open Acrobat window.
3. From Acrobat's File menu, **select** Save As.
4. In the Save As dialog box, **enter** a filename and location for the PDF file, and set other options if necessary:
5. **Click** Save

   Acrobat downloads the page from the top level of that URL, breaking it into multiple PDF pages if necessary. If you have a PDF document open, the Web page is appended to that document; if you do not have a document open, the Web page opens in a new document. This option preserves links and graphics.

Downloading Web pages by copying the URL

You can convert Web pages to PDF by copying the URL into the Acrobat Open Web Page.

1. **Open** Acrobat.
2. **Open** the web page and copy the URL.
3. From Acrobat's File menu **select** Open Web Page.
4. **Copy** the URL - use Ctrl + V
5. **Click** Download.
6. From Acrobat's File menu, **select** Save As, **enter** a filename and location for the PDF file, and **set** other options if necessary:
7. **Click** Save.