

# INTRODUCTION TO ADOBE ACROBAT PDFs

Created by Maggie DeBaldo  
University of Texas – Austin, School of Information  
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## INTRODUCTION TO ADOBE ACROBAT PDFs

*What is a PDF? And why do I need to know?*

PDF stands for portable document format. A portable document format (PDF) can be read on any computer and any platform (Windows, Mac, Unix). There are a variety of programs which read PDFs, the most common being Adobe systems such as Adobe Acrobat Professional, Adobe Reader, Adobe InDesign, etc.

PDFs are particularly useful for those in the information fields. Once a file or document is converted to a PDF, the “look” is preserved exactly as it was intended. This includes fonts, spacing, marginal notes, etc. Another positive function of PDFs is the ability to compress the files. This function is handy in the case that you are putting together a large document with text and graphs and which needs to be emailed to fellow classmates. Hey, nobody likes one document to take up a large portion of email space!

*Objectives:*

- Learn to create static PDFs on PC or Mac
- Learn to add edit functions to static PDFs on PC or Mac

## A LITTLE BIT ABOUT ADOBE

*What are the uses of the different Adobe products?*

There are many different Adobe products. The ones you will use in this tutorial are Adobe Acrobat Reader, Adobe Acrobat Professional, and Adobe Acrobat InDesign. Adobe Acrobat Reader is a product that can be downloaded for free from the Adobe website, <http://www.adobe.com>. In this program, you can read and print PDFs. Adobe Acrobat Professional is the most versatile program for the beginning user. In this program, you can create static PDFs. You can also edit or add comments to PDFs. Adobe Acrobat Designer is the program in which you create dynamic PDFs.

## DEFINITIONS

**PDF:** Portable Document Format. A document that can be read on any type of computer and on any platform as long as the reading software is available. Example: Adobe Acrobat Reader or Adobe Acrobat Professional

**Freeware:** This is software that is free to download. However, users are not allowed to access or change the program code. Example: Adobe Acrobat Reader

**Static:** Unchanging. Example: the text of a scanned file

## CREATING STATIC PDFs

There are several ways to create static PDFs. You can:

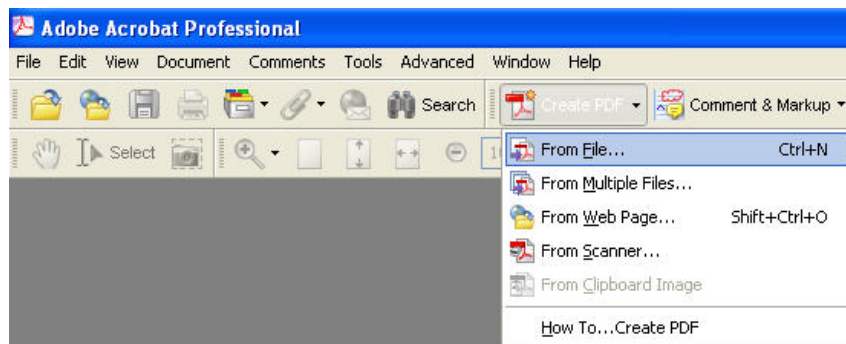
- create a PDF by converting a file
- create PDF by converting multiple files
- create PDF by converting a website
- create PDF by scanning a document

## CREATE PDFs FROM FILE

There are three different ways to create a PDF from a file. It all depends on what program you are starting from. If you want to convert a saved file (any program) to a PDF, use Method 1. If you have a Microsoft Office application open (Word, Excel, etc.), use Method 2. If you have any other application open (Text Edit, etc.), use Method 3.

**METHOD 1:** This is the most basic method of converting a saved file to a PDF. The saved file can be saved in a variety of programs, from any of the Microsoft Office products to the very basic text editing programs, like TextEdit.

First, open Adobe Acrobat Professional. On the icon toolbar, you will see an icon labeled “Create PDF” tag. Click on this and a menu will appear. Choose the first option, “From File.” Alternatively, you can type Control + N. (On Mac, Apple + N).



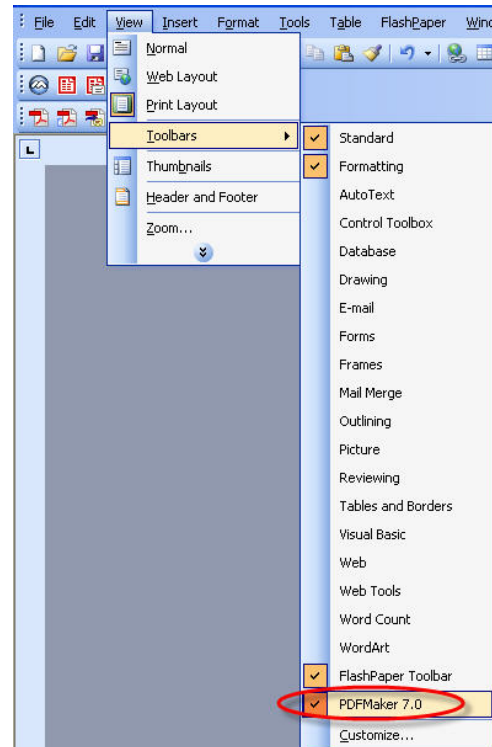
A browse window will pop up, allowing you to search for the file. After you’ve found the correct file, click on the file name and click Open.

**METHOD 2:** Let’s say you are working in an open application of one of the Microsoft Office products, (such as Word, Excel, or PowerPoint). You want to convert your source document to a PDF, so you can easily email it. This is an easy method to do that.

Once your source document is open, click on “Convert to Adobe PDF” icon on the Adobe toolbar.



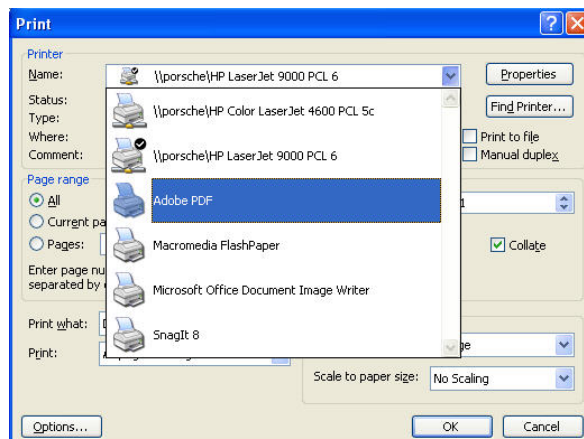
If the toolbar is not visible, got to the View menu, Toolbars, Adobe Acrobat PDFMaker



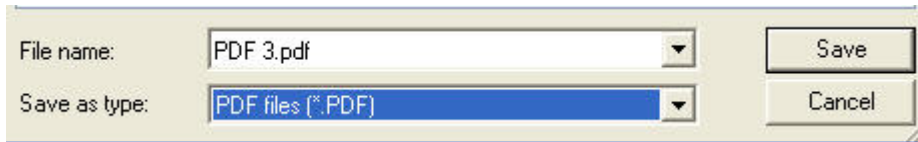
Once you've clicked on the "Convert to Adobe PDF" icon, a window will pop up asking you to save the file. Only a saved file can be converted. So if you do not agree to save the file when this window pops up, the file that will be converted is the last saved copy of the document. After you have agreed (or not) to save the file, a menu will pop up prompting you to choose a location to save to. After you have chosen your location, click "Save." The file will then convert to a PDF. To view the new PDF, click on "View File," and the document will open in Adobe Acrobat Pro.

**METHOD 3:** This method could be used when you are in other word processing applications. Let's say you are working on coding HTML in TextEdit. You want a colleague to look at the code and give feedback, but you do not want this colleague to be able to directly edit your text. In this case, converting to a PDF would be important, because your colleague could read the document but could not directly edit it.

First, open your source document. On the tool bar, open the File menu and select "Print" or Control + P. (On Mac, Apple + P). After the Print window pops up, select as your print Adobe PDF and click OK.



A menu will pop up prompting you to choose a file name and a location to save the file. Notice on the bottom of this window that the file is being saved as .pdf.

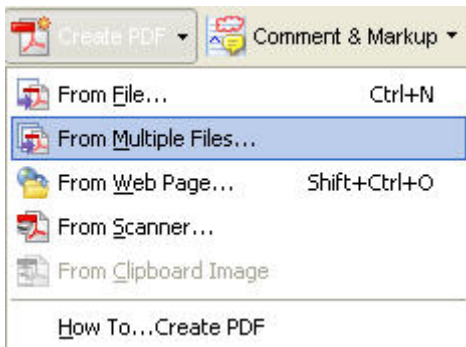


After you have done this, click Save. This step uses a function similar to “save as” to convert the saved file to a saved PDF.

To open the file as a PDF, open Adobe Acrobat Pro. Within the File menu, select Open and browse for the location where you saved the converted file.

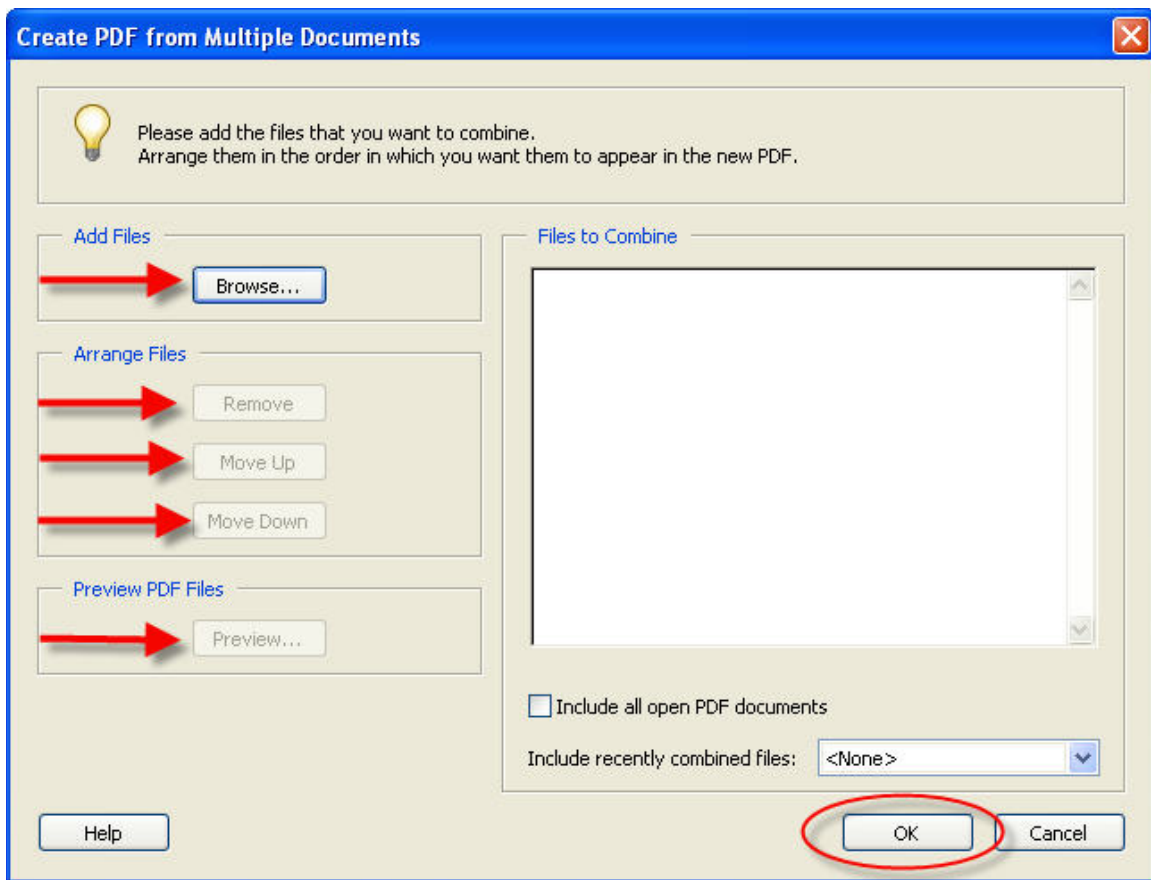
### **CREATE PDFs FROM MULTIPLE FILES**

This function is helpful if you have several documents that you want to combine into one file. Let’s say that you’ve been working on a group project, and each person in the group has saved his/her portion of the project as a PDF. You need to combine all of the PDFs into one file. Here’s how to do that.



To start, open Adobe Acrobat Pro. On the icon bar, select the “Create PDF” icon and scroll to the “From Multiple Files” line.

A window will pop up directing you to “Add Files” (or browse for your files). Click on “Choose” and you can then browse for your files. After you have highlighted the file name of the file you want to add, select “Add.” Continue this process until you have found all the files you want to combine into one PDF.



If you need to rearrange how the files are combined into a PDF, the left side of this window allows you to delete, move files up or move files down within the completed PDF. You can also preview the PDF to make sure everything looks just right.

**\*\*Note:** Creating a PDF from multiple files requires that all files being combined are formatting as PDFs first.