ITRC Guide
## Convert Your Print & Electronic Files to PDF (Acrobat 7.0)

Introduction

You can convert a file from virtually any application to a Portable Document Format (PDF), including both print and electronic documents. PDF documents are "read only" documents that other users can view regardless of the original file format.

Adobe Acrobat Professional

Note: when opening a non-PDF file, Acrobat needs the native application of the non-PDF file to translate it successfully.

Create PDF Menu - Choose **File,** go to **Create PDF,** and then choose from the menu available. This menu is also available by clicking the **Create New PDF** button at the top-center of your screen. On the **Create New PDF** menu, you are given several options:
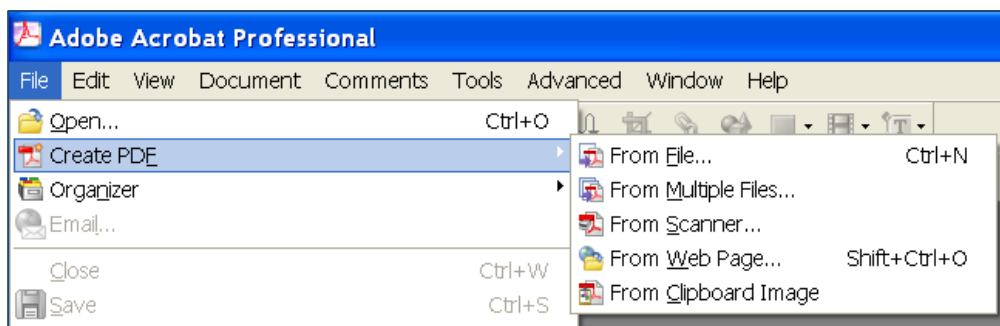

- You can browse for any file type using the **From File** option, this option does not work for word-processed documents.
- You can merge multiple files using the **From Multiple Files** menu option. You will be able to browse for several different files by clicking the Browse button.
- A newer feature available through **Adobe Acrobat Professional 7.0** is the option to create a PDF **From Web Page**. This requires the URL, and an Internet connection, unless the HTML file is saved locally, in which case it only requires the file. Also, certain images from an online web page may or may not be included, so you may need to insert those images separately.
- If there is a scanner installed and attached to your computer, you can scan a picture or document directly into PDF by using the **From Scanner** option. The option to import from scanner is available on any ITRC scanning station computer.
- If you want to import an image to PDF, you can copy that image to the clip board by going to **Edit** then **Copy.** You can then use the **From Clipboard Image** option.

Microsoft Office

Open your MS file (Word, Excel or PowerPoint).

- Click on the office button in the top left.

- Scroll down to '**Save As**'

- Select '**PDF or XPS**'

- A window will open up asking you for the name of the file and allow you browse to the location to save the file.

- Once you have entered the correct information, click
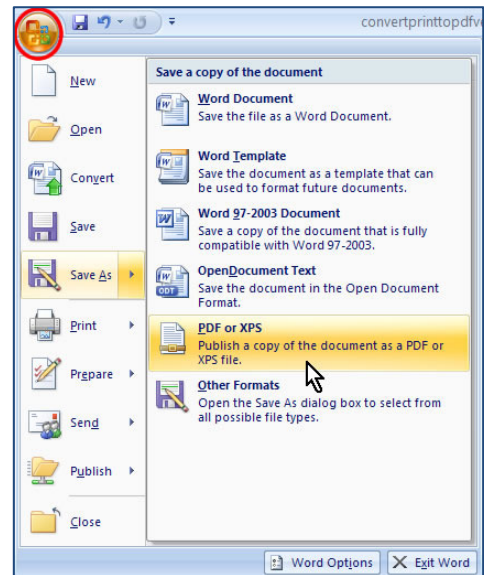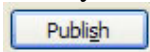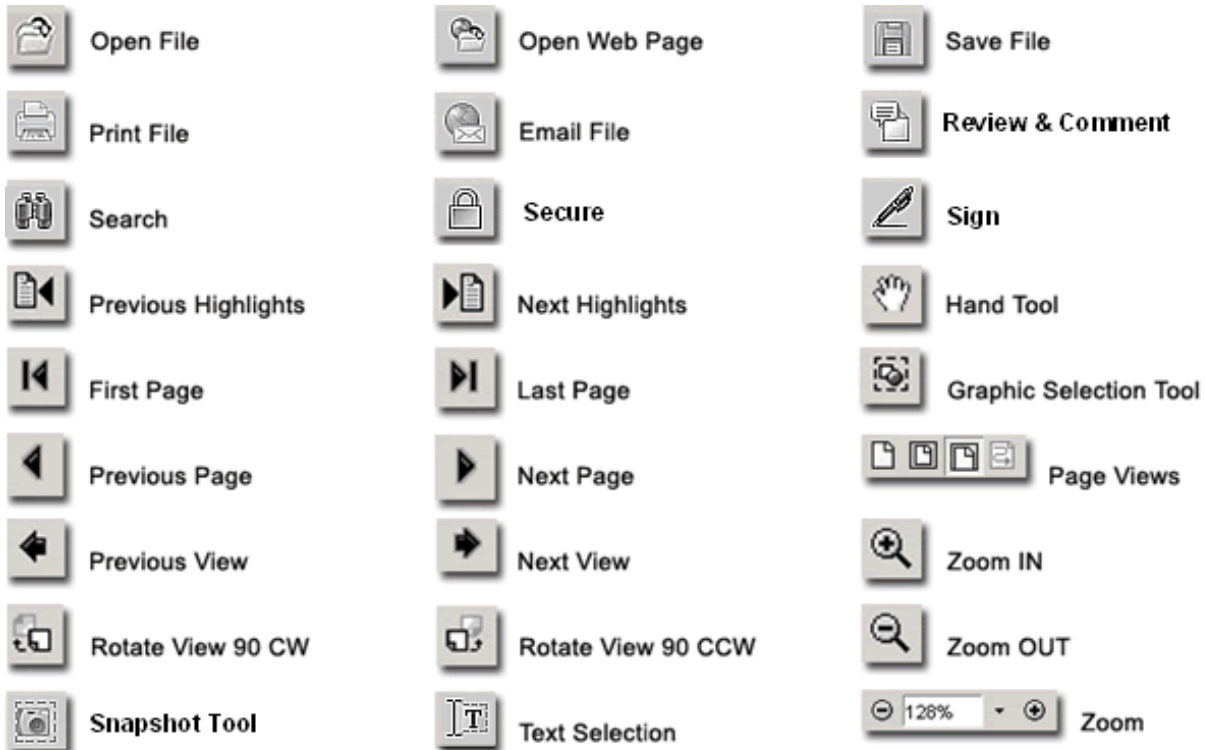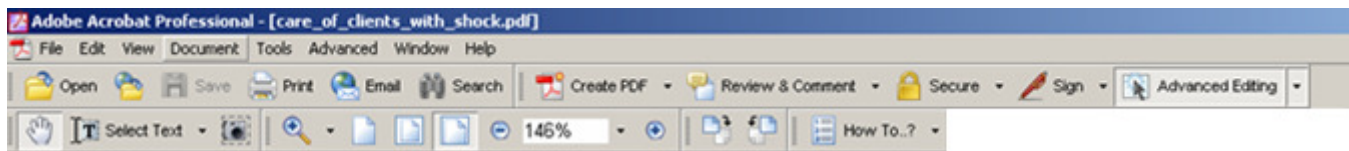
PDFWriter

Convert your documents using your print options menu. Use this method with text documents from virtually any program. This will "print" your file to a PDF format file to save on your computer.

- Open the document then go to **File/Print**
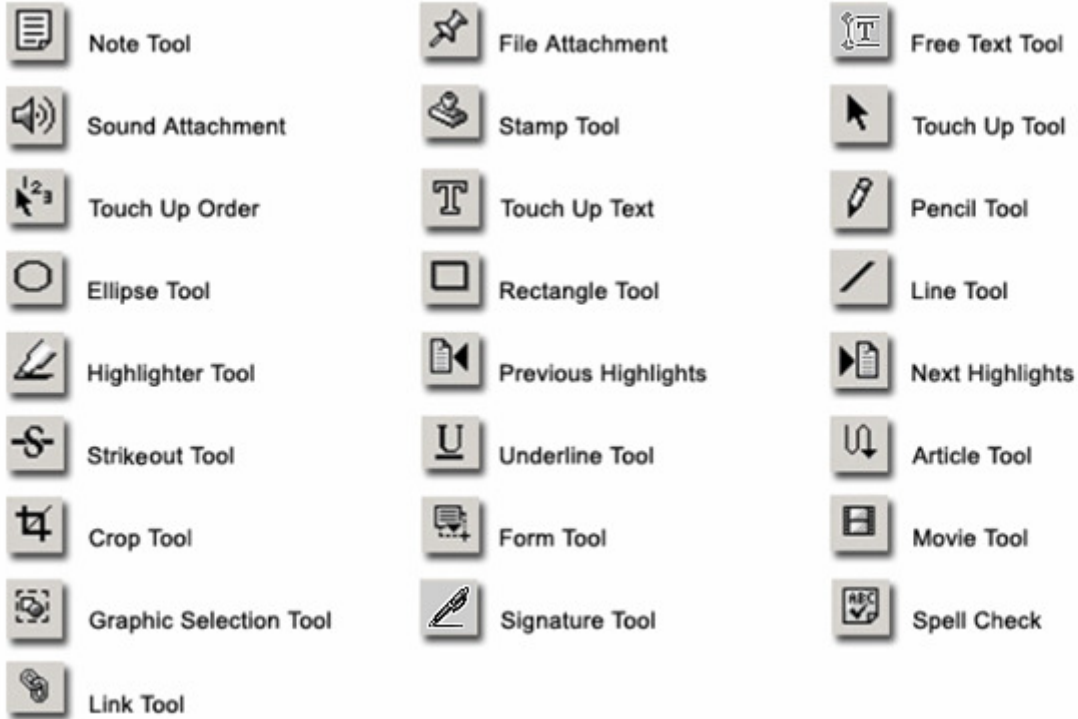- Under the drop down **Name,** select **Adobe PDF**.
- Click **OK**.
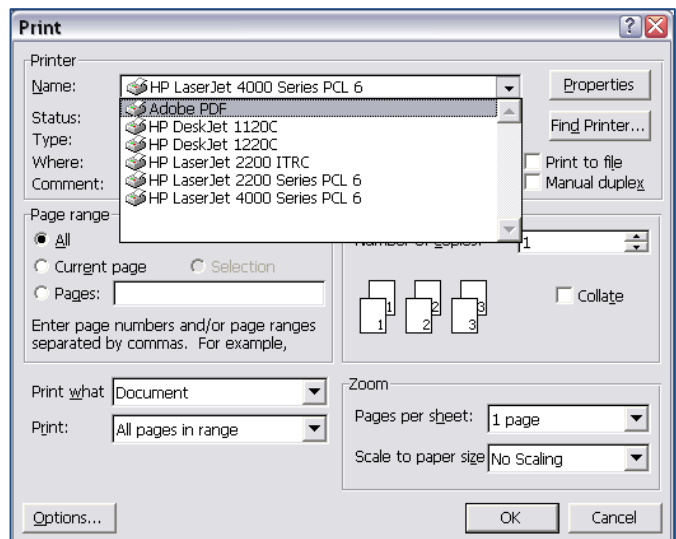
If you experience any problems with the capturing procedures or converting documents to Adobe Acrobat, please contact the ITRC Staff.

Viewing Tools for Adobe Acrobat 7.0 and Acrobat Reader

Open File	Open Web Page	Save File
Print File	Email File	Review & Comment
Search	Secure	Sign
Previous Highlights	Next Highlights	Hand Tool
First Page	Last Page	Graphic Selection Tool
Previous Page	Next Page	Page Views
Previous View	Next View	Zoom IN
Rotate View 90 CW	Rotate View 90 CCW	Zoom OUT
Snapshot Tool	Text Selection	Zoom

Editing Tools for Adobe Acrobat 7.0

Note Tool	File Attachment	Free Text Tool
Sound Attachment	Stamp Tool	Touch Up Tool
Touch Up Order	Touch Up Text	Pencil Tool
Ellipse Tool	Rectangle Tool	Line Tool
Highlighter Tool	Previous Highlights	Next Highlights
Strikeout Tool	Underline Tool	Article Tool
Crop Tool	Form Tool	Movie Tool
Graphic Selection Tool	Signature Tool	Spell Check
Link Tool		