

*How to create  
a PDF document*

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# *Creating a PDF File*

PDF files are created with Adobe Acrobat (not Adobe Acrobat Reader) and are useful when you have finished a document, and you want to be able to keep it in the same format when you distribute it, without worrying about compatibility issue or format changes that can occur, eg. when you send a Word document via email to someone.

## *Supporting Programs*




The following programs support Adobe Acrobat 6.0.

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint

## *Adobe Acrobat Toolbar*

The Adobe Acrobat toolbar is only displayed in its supporting programs.



	<b>Convert to Adobe PDF</b> Use this to just convert the document to PDF format.
	<b>Convert to Adobe PDF and Email</b> Convert and attach to an email. (Requires default email client, ie. netscape mail)
	<b>Convert to Adobe PDF and Send for Review</b> Use this to convert the document to PDF, open Adobe Acrobat application and create an email to give instructions to receiver on what you want reviewed.

# *Create a PDF from Adobe Toolbar*

## **Step 1**

Using one of the supporting programs listed earlier, open the document you want to turn into a PDF. Only Adobe Acrobat supported programs have the toolbar feature.

## **Step 2**

Select the first button. You will be prompted where to save the newly created PDF document. The process may take some time depending on the size of your document.



Convert to Adobe PDF.

(NOTE: The Adobe Acrobat toolbar is described earlier in this document).

# *Create a PDF from Adobe Printer*

## **Step 1**

Open the document you want to turn into a PDF.

## **Step 2**

From the menu bar, go to File-> Print. You will be prompted where to save the newly created PDF document. The process may take some time depending on the size of your document.

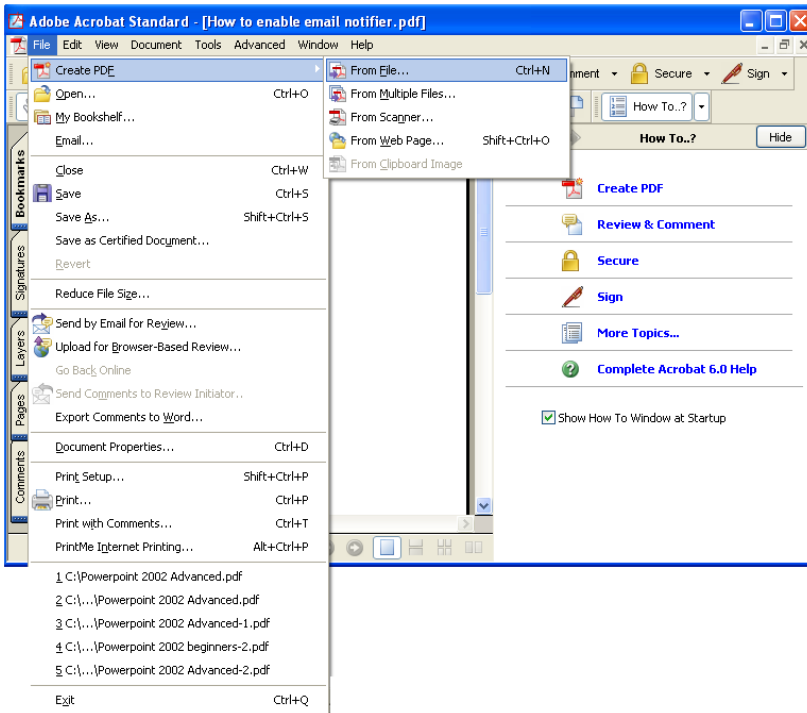
# Create a PDF from Acrobat

## Step 1

Open Adobe Acrobat 6.0 by double clicking on it or choose from the menu bar

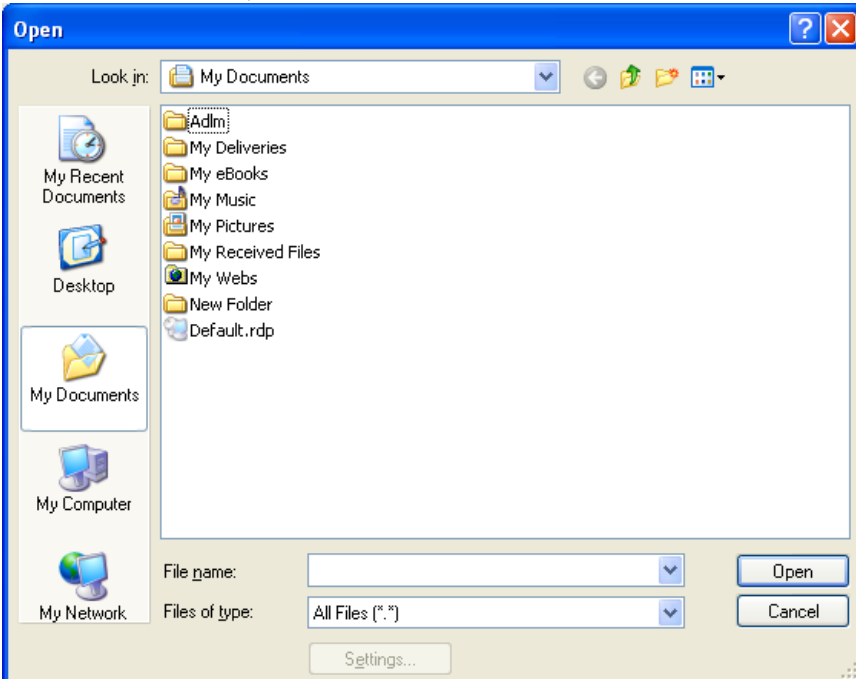
## Step 2

From the menu bar, select File -> Create PDF -> From File.



## Step 3

From the menu bar, select Document->Add Headers & Footers...



**Step 4**

Adobe Acrobat will open the document and convert it to PDF. This may take some time depending on the size of the document and several windows may open in the process.

**Step 5**

From the menu bar, select File-> Save as and save the document to an appropriate place.

# *Editing an existing PDF document*

## **Adding/Deleting pages from a PDF document**

PDF documents can be edited by pages. To add additional pages to a PDF document, the new page(s) to be inserted must also be in PDF format.

### **Step 1**

Open Adobe Acrobat 6.0.

### **Step 2**

From the menu bar, select File->Open and select the PDF file that you would like to modify.

### **Step 3**

From the menu bar, select Document->Pages this will open up a sub-menu with a list of options for you to choose from eg. Add/delete pages.

## **Adding a Header/Footer to a PDF document**

### **Step 1**

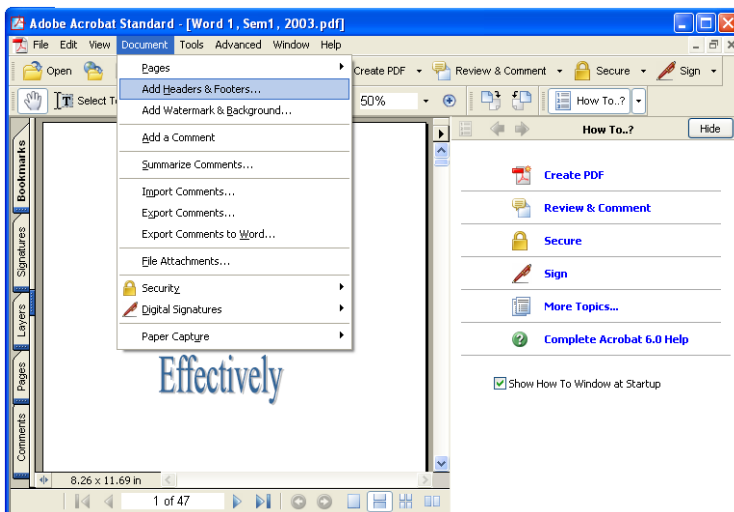
Open Adobe Acrobat 6.0.

### **Step 2**

From the menu bar, select File->Open and select the PDF file that you would like to modify.

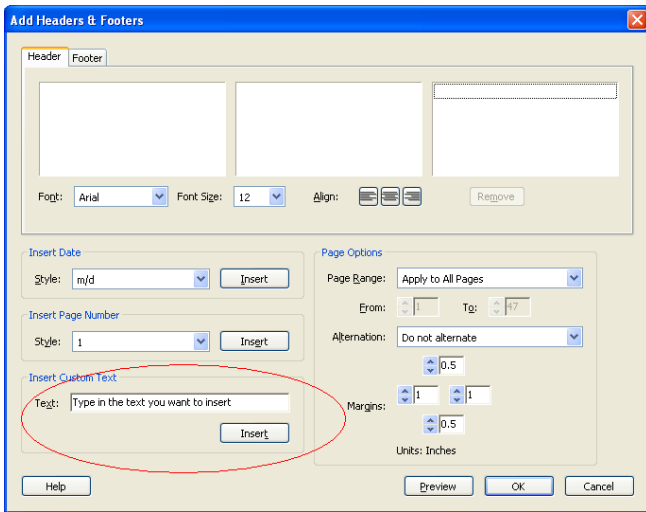
### **Step 3**

The Open File window will appear. Select the file you want to turn into a PDF.



## Step 4

Choose the font, size and alignment and type the text you want in the Text box circled below



## Step 5

Click on Ok to insert the header/footer in your document.