Creating an Adobe PDF file

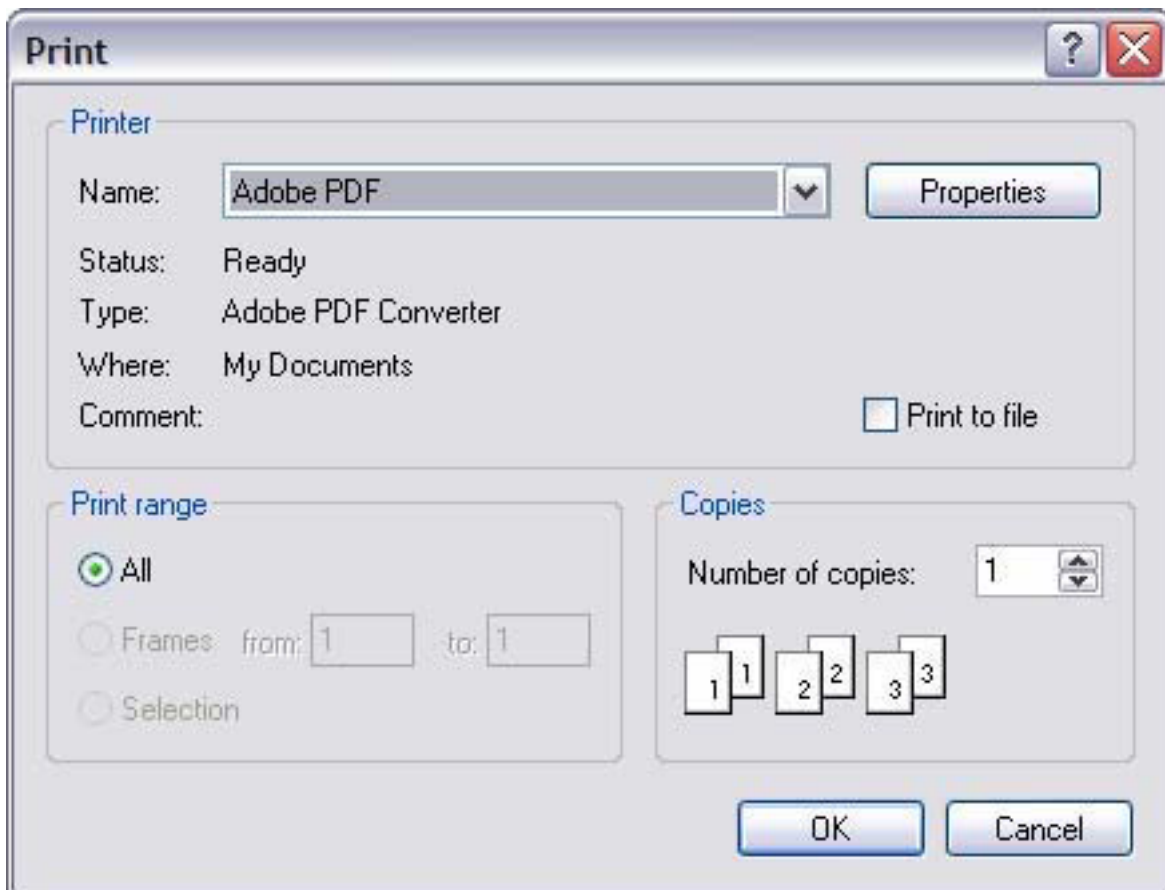**There are several ways to create PDF documents.**

Use the Adobe PDF Printer to create a PDF file from any application that has a print command. This is the most common method for converting files to PDF. PDFMaker converts documents directly to PDF files from a variety of Microsoft applications, including Word, PowerPoint, Excel, Outlook, Access, and Internet Explorer.

Use the Save As or Export command to create an Adobe PDF file from Adobe applications such as Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and Adobe PageMaker. These programs install and preconfigure all of the necessary components for creating PDF files.

Creating an Adobe PDF file by using the Adobe PDF printer

To create an Adobe PDF file by using the Adobe PDF printer:

1. Open the file you want to convert to an Adobe PDF file in its authoring application, and select File > Print.

2. Select Adobe PDF from the list of printers **(Figure 3)**.

3. In the Print dialog box, click OK.

4. When prompted, give the file a name and click Save.

Figure 3: Print dialog box

Creating PDF documents from multiple files within Acrobat

In addition to converting individual files to Adobe PDF directly from Acrobat, you can also combine different file types into one Adobe PDF file by using the Create PDF From Multiple Files command. You can also use this command to add or combine existing PDF files.

To create a PDF document from multiple files:

1. From the Acrobat menu, select File > Create PDF > From Multiple Files.

2. In the Combine Multiple Files into One PDF File dialog box **(Figure 5)**, click Add Files and locate a filse to be converted.

3. Select the files to include in the PDF and click Add Files **(Figure 6)**.

Note: Hold down the Ctrl key to select more than one file.

4. To rearrange the file order before converting to PDF, select a filename and click the Move Up or Move Down buttons.

5. Click Next.

   You are prompted to select the type of PDF you want to create **(Figure 7)**.

Merge files into a single PDF: Combines the selected files into one sequentially numbered PDF.
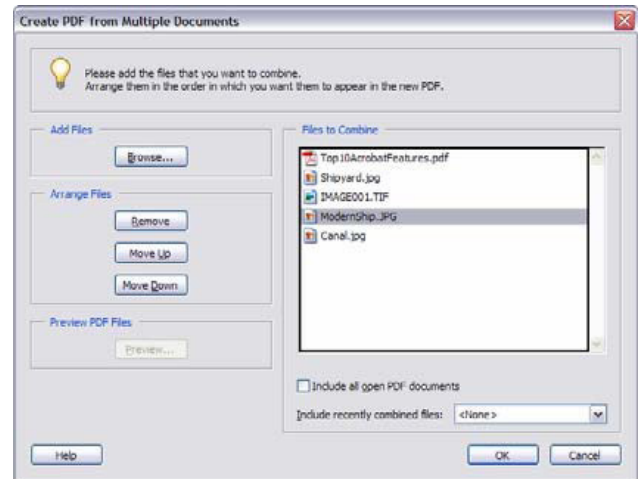
Assemble files into a PDF Package: Creates separate PDF files but wraps them into one PDF package file.

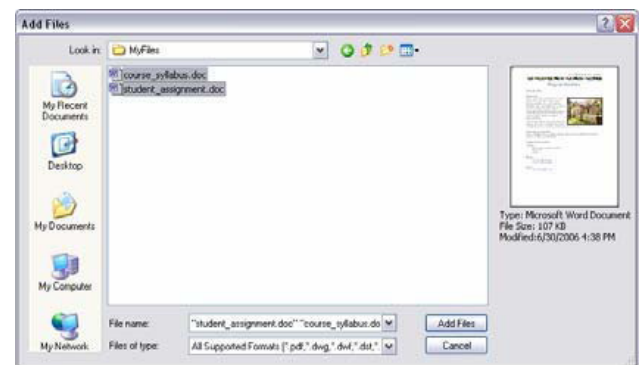6. Select the type of PDF file to create and click Create.

   When the conversion is complete, you are ready to save the consolidated PDF file.

7. Click Save to open the Save As dialog box.

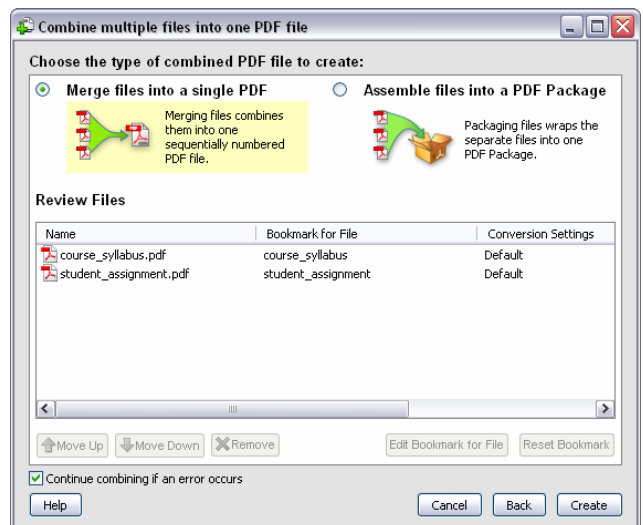8. Select a location for the file, enter a name for the file, and click Save.

   The new PDF file opens in Acrobat.

Figure 5: Combine multiple files into one PDF
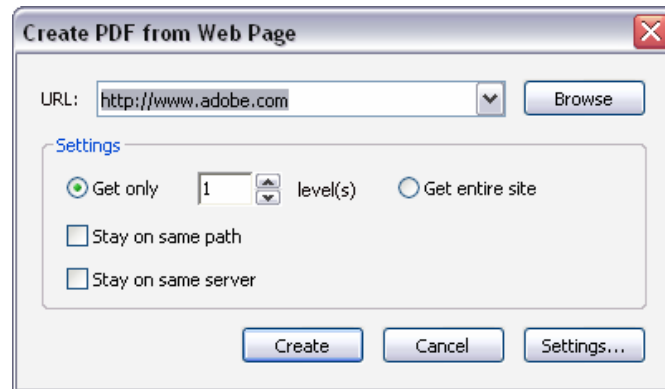
Figure 6: Select files to add to the PDF file

Figure 7: Select how to combine the files

Converting Web pages to PDF files

In Acrobat, you can download HTML pages from the World Wide Web or an intranet and convert them to Adobe PDF just by specifying a URL.

To convert web pages to PDF:

1. From the Acrobat menu, select File > Create PDF > From Web Page.

2. In the Create PDF from Web Page dialog box **(Figure 8)**, type or paste a URL into the URL box and specify the number of levels you want to include. Given the varied size and organization of many websites, you may want to begin by downloading only the first level of website pages.

3. Click the Settings button.

   The Web Page Conversion Settings dialog box opens **(Figure 9)**.

4. Verify that all four checkboxes are selected under PDF Settings. This will provide the most versatility after the web pages are converted.

5. Click OK to close the settings window.

6. Click Create to begin the downloading and conversion process. Once the conversion is complete, Adobe opens a temporary PDF document.

7. Use the Save As command on the File menu to save the document.