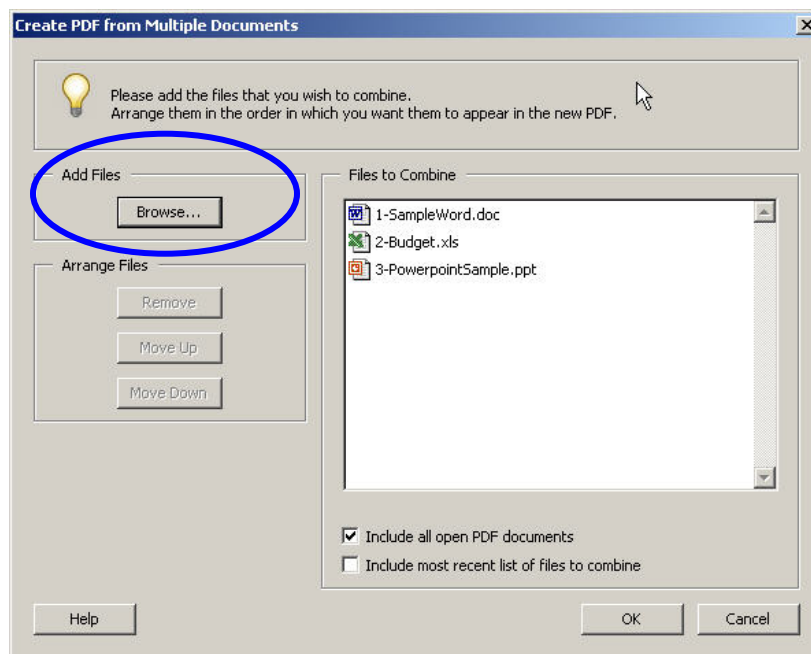


Converting Office Documents to PDF

1. Create and edit document in Office application (Word, Excel, PowerPoint)
2. Click the **Convert to PDF** button on the Acrobat toolbar
*If the buttons are not visible, click **View > Toolbars >** and check the **PDF Maker** box.*
3. Keep original Office document for future updates/edits.

Converting Multiple Documents to PDF

1. In Acrobat, click **File > Create PDF > From Multiple Files...**
2. In the pop-up window, click **Browse...** to select multiple files on your computer.
3. To organize added files, select a file in the right pane and use the **Remove, Move Up, or Move Down** buttons.
4. Click **OK** and the files will be combined into a single PDF document.



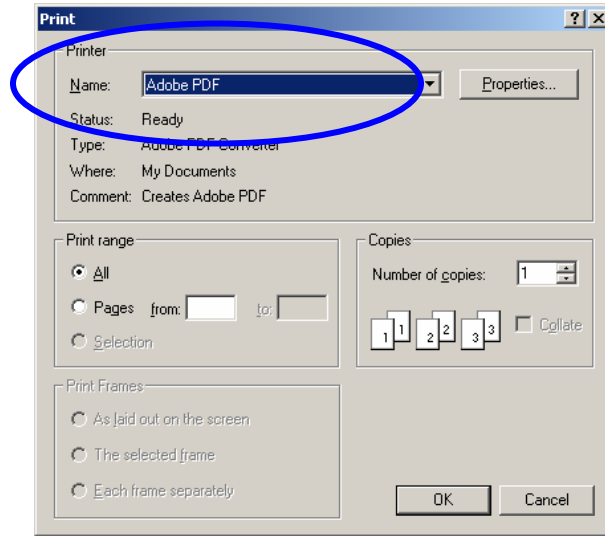
Saving Web Page as PDF

Internet Explorer

1. Browse to web page.
2. Click the **Convert Web Page to PDF**  button on Acrobat toolbar.
*If the buttons are not visible, click **View > Toolbars > Adobe PDF**.*

Other Browsers (Firefox, Navigator, etc.)

1. Browse to web page.
2. Click **File > Print...**
3. Select **Adobe PDF** from printer menu.



4. In the **Save PDF File As** menu, choose a file name and location where the PDF should be saved.

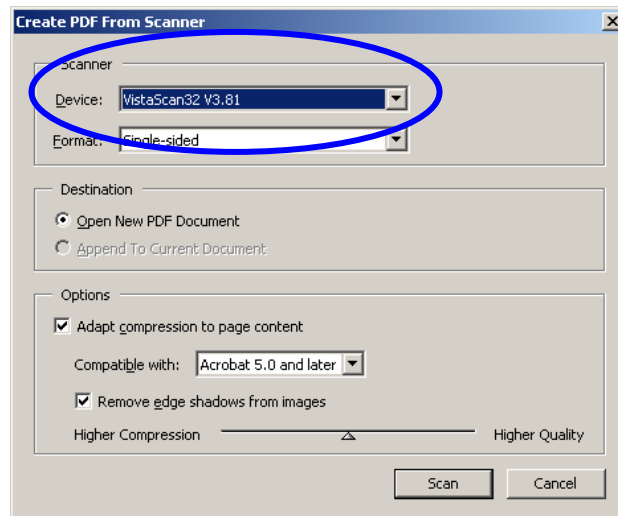
Creating PDF from Clipboard

This feature is useful if you want to make PDFs of screenshots or snapshots of other PDFs.

1. In another application, select an image or click **Edit > Select All**, then click **Edit > Copy** to copy the selection to the clipboard.
2. In Acrobat, click **File > Create PDF > From Clipboard Image**.

Creating PDF from Scanned Document

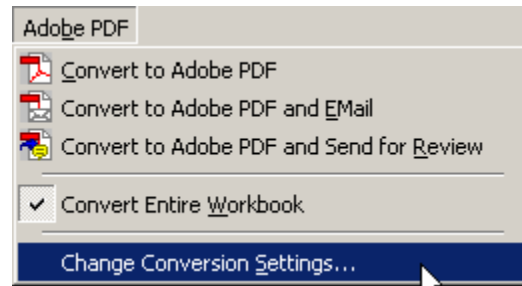
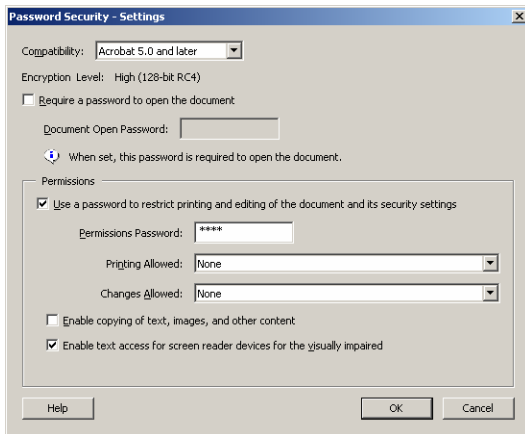
1. In Acrobat, click **File > Create PDF > From Scanner...**
2. Choose scanner (or "Device") in pop-up menu



3. Your scanner program will start up. Create scan using scanner program.
4. When scan is complete, the scanned document will open in Acrobat.
5. **Click File > Save As...** to give the document a name and save it.

Password Protection

1. Click **Document > Security > Restrict Opening and Editing**.
2. Choose desired security settings, then click **OK**.
3. A security icon will appear in the bottom left corner of a PDF document window to indicate that the document has security protection.



To set default security settings for Microsoft Office applications, inside each Office application:

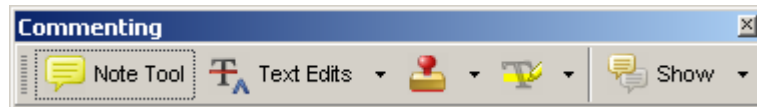
1. Click **Adobe PDF > Change Conversion Settings**
2. Choose desired security settings, then click **OK**.
3. These settings will be applied to all PDFs created from that application, unless otherwise specified.

Reviewing/Commenting a PDF

1. Click **View > Toolbars > Commenting** (or **Advanced Commenting**)
2. Choose a commenting button, then click cursor in the location in document where the comment should begin.

Commenting Features

Note Tool – add text notes 'Post-It' style.



Text Edits – first click **Select Text** button in basic toolbar, then cross out, insert, underline, etc.



Stamp Tool – choose from various automatically personalized stamps.

Highlight Text Tool – highlight selected text.

Advanced Commenting Features

Shapes tool – add circles, squares, etc.


Text box tool – add text boxes

Pencil tool – draw and erase with red pencil

Attach file – attach another document or record and attach sound file.

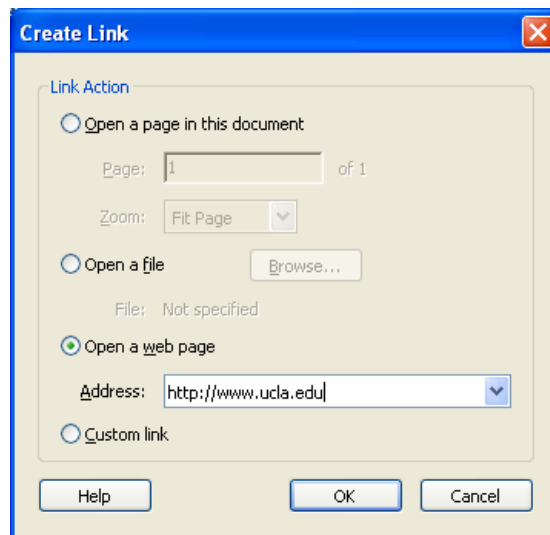


Inserting a Link into a PDF

1. Click **Tools > Advanced Editing > Link Tool** OR click the Link Tool button 
2. Using the mouse, click-and-drag a selection box around the area where you would like to place the link.



3. Once you release the mouse button, the Create Link pop-up window will let you specify your link action.
 - To link to another page within the same PDF, select the first option, specify which page to link to, and click **OK**.
 - To link to an external file, select the second option and click **Browse..** to locate and select the file you'd like to link. Then click **OK**.

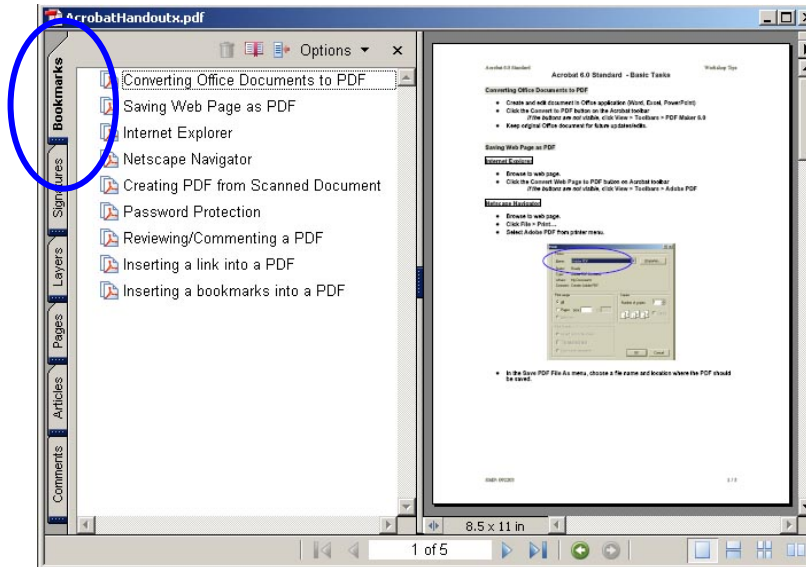




Keep in mind that links to files are relative and point to another file in a specific location; if you email the PDF or post it on a web site, the link will not work...this option works well if you are distributing the files on a CD, or other fixed media.

- To link to a web page, select the third option, enter a web address (URL), and click **OK**.
4. Once you've added a link, you can right-click on the link and choose **Properties...** to modify the appearance of the link.

Inserting Bookmarks into a PDF

1. Click the **Bookmarks** tab to expand the Bookmarks panel.



2. Use one of the selection tools (**Select Text, Select Image, Select Table**) or place the cursor in the PDF document to indicate where you would like to set the bookmark.
3. Click **Options > New Bookmark** OR click the New Bookmark button  to create the bookmark.
4. The bookmarks for a document will appear in the Bookmarks panel. They can be organized by dragging the bookmark icons to a new position in the hierarchy.
5. To delete a bookmark, you can drag it onto the Trash icon  at the top of the Bookmark panel, or right-click on the bookmark icon and click **Delete**.
6. To rename the bookmark, click on the bookmark title in the bookmark panel and enter new text.

Note: some bookmarks will automatically be created when converting documents into PDF.

- **Word:** Some headings and styles automatically become bookmarks. You may customize these settings in your Word document under **Adobe PDF > Change Conversion Settings...> Bookmarks** tab.
- **MS Excel:** When converting an entire workbook, each sheet is bookmarked.
- **Power Point:** Slide titles become bookmarks.