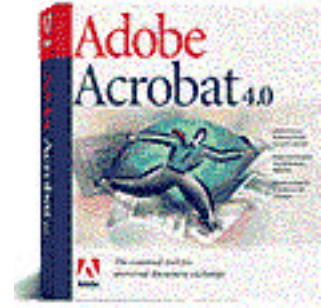




Creating PDF's (Portable Document Files) with Adobe Acrobat 4.0



First, it's important to understand the software. There are two pieces of software associated directly with PDF's:

Adobe Acrobat (full version, costs about \$250 for a single user version)
Acrobat Reader (lets you view documents only - it's free)

In order to create PDF's, you have to have the full version of the software (currently version 4.0). There is one exception... PageMaker comes with the ability to create PDF's without having to purchase the full version of Acrobat. (Adobe makes both of these products, hence the connection...)

Second, you have to realize that you can't create your document in Acrobat.... You use whatever software you normally use (Microsoft Word, PageMaker, ClarisWorks, etc.) Just go ahead and lay out the page as you normally would with your favorite productivity tool and then, you'll be ready to put Acrobat to work.

For this project, we are going to use a Word Document called "Mileage Report." Locate the file on your desktop or floppy disk and double-click on it to open it in Microsoft Word.

Side Bar...

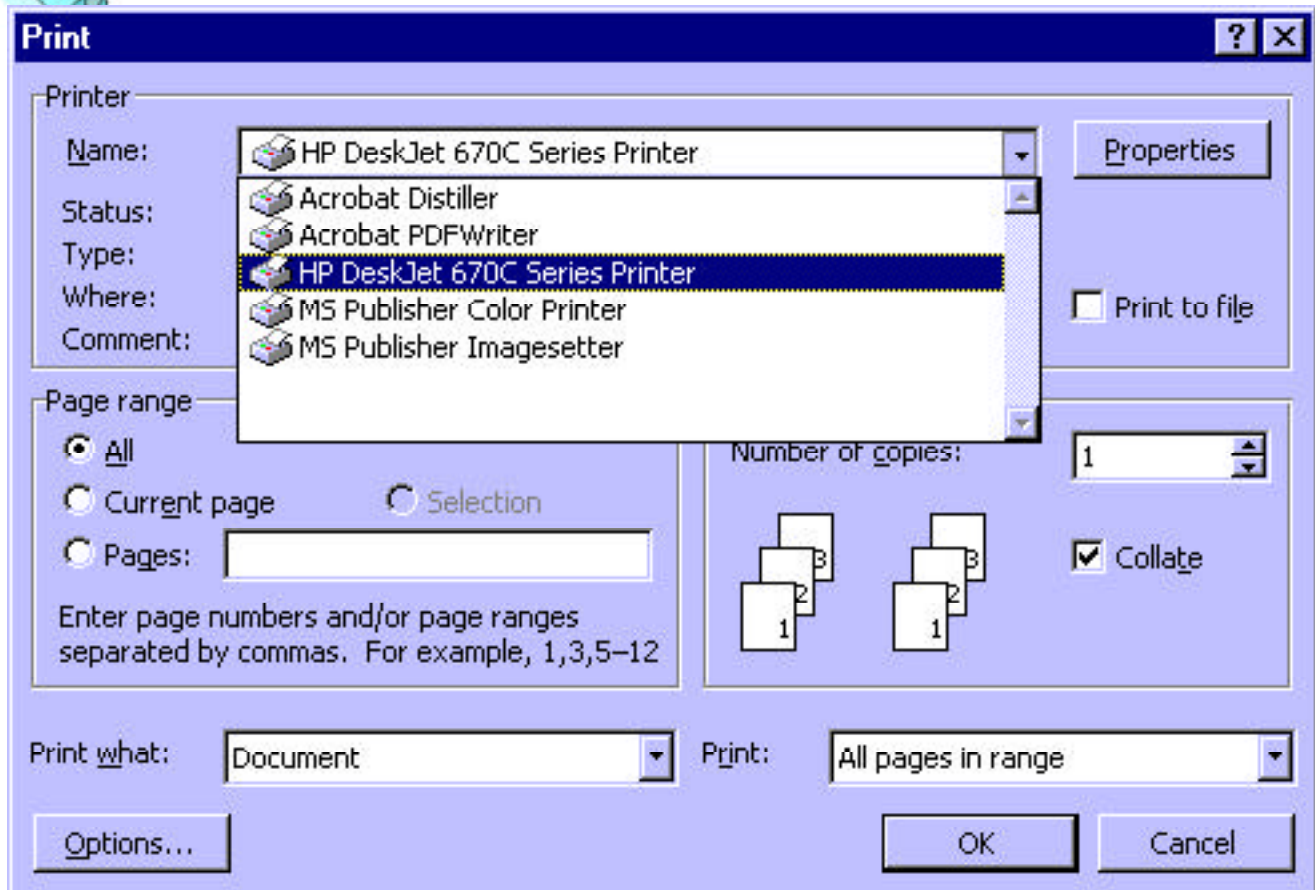
The full version of Acrobat also has a component called "Distiller." I just want to give you a "heads-up" about this part of the product for now. We will not get into the functions of Distiller, but it's good to know what it's for! You can create PDF's by "distilling" them if your documents are the high-end type of materials that you might want to send to a Service Bureau for printing. It creates a post script file that deals better with fonts and graphics. However, for our purposes (sharing documents over a network or the web), we will not be using Distiller. We'll have a look at the "easy way."

We'll assume that this is a document that you've spent countless hours getting it to look just right (in the Word program, of course) ...and now we're ready to turn it into a PDF. The first step (in any software program - this could just as easily be an Excel or PowerPoint document), is to go to "File" on the menu bar at the top of your screen and choose "Print."

When you install Adobe Acrobat on your system, it automatically gives you a new printer icon in the "Printers" control panel and in the print dialog box.



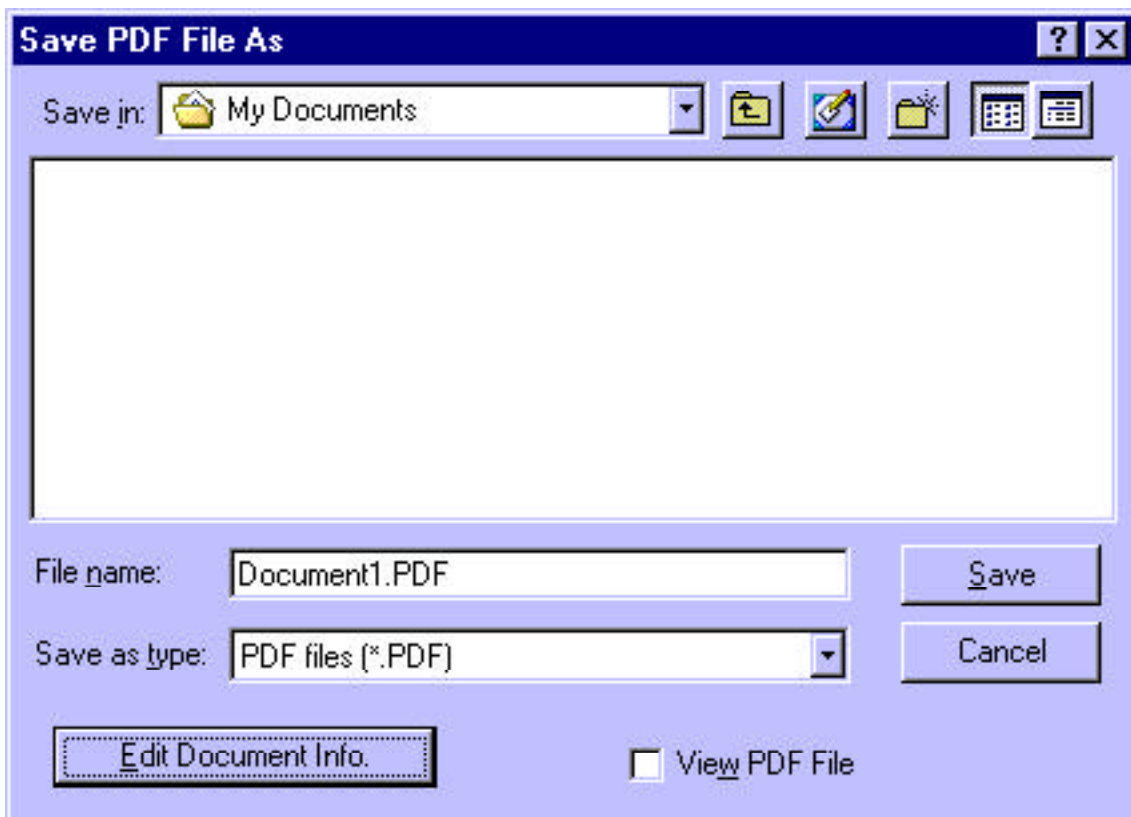
In the "Print" dialog box, click on the down arrow beside the Printer Name. You'll see a printer listed there called "Acrobat PDFWriter." Click on that printer.



Be sure that you have it set to print all pages and just one copy for our purposes. Then click "OK."



In the next dialog box, you will want to name the pdf file and choose a location to save it. You will need to add the "pdf" extension to the name, so let's name it "mileage.pdf"
You can save it to your space on the server or wherever you want. Notice the button at the bottom of this dialog box that says "Edit Document Info." Click on that button before you click the Save button.





In the Document Information dialog box you can put in information that will be picked up by search engines if you put this document on the web. It's also a good idea to list yourself as the author. When you have the information filled out, click "OK."

A screenshot of the "Acrobat PDFWriter Document Information" dialog box. The dialog box has a blue title bar with the text "Acrobat PDFWriter Document Information" and a close button (X) on the right. The main area is light blue and contains several fields:

- Title:** A text box containing "Document1".
- Subject:** An empty text box.
- Author:** A text box containing "Default".
- Keywords:** An empty text box.
- Creator:** The text "Microsoft Word".
- Producer:** The text "Acrobat PDFWriter 4.0 for Windows".
- Created:** The text "Wednesday, December 08, 1999 3:12:01".

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

Now you're ready to click the "Save" button and print to the pdf file we have just created. It's just that easy! And if you compare the original document's file size to the file size of our new pdf file, you'll see that it is a much smaller document, but that it has the exact look and feel of the original!