

# Creating a PDF

(Portable Document Format)

## **What is a PDF?**

A PDF (Portable Document Format) is a file format that captures all the elements of a printed document as an electronic image that you can view, navigate, print, forward, or upload to the web. PDF files are created using Adobe Acrobat Professional, or similar products. PDF's are a universal file format that preserves the fonts, images, graphics, and layout of any source document, regardless of the computer used to create it.

## **Software Required:**

PC users need the Adobe Acrobat Professional program to create and edit PDF files. Mac OSX supports basic PDF file creation (non fillable form documents), but Adobe Acrobat Professional is needed for creating and editing advanced PDF files.

## **Do you have the necessary software?**

Please check your computer to confirm "Adobe Acrobat Professional" is installed. If you don't find the software on your computer, please contact the CSS Computer Support office (<http://socialsciences.people.hawaii.edu/support/>) or phone 956-6017 to arrange for software installation.

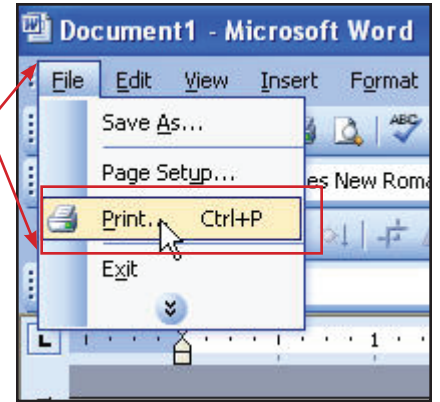
**PC and Mac user instructions on how to convert documents into basic PDF files follow.**

## For PC Users (3 Options)

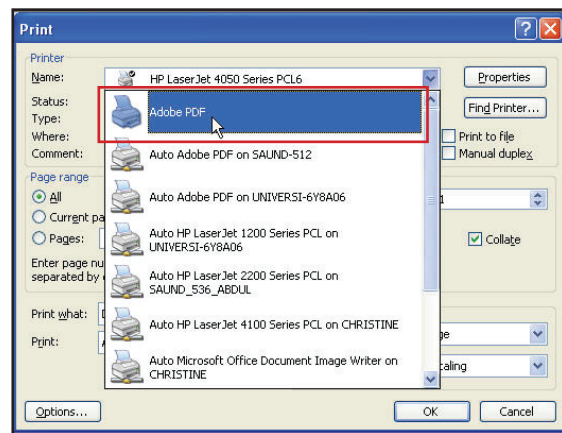
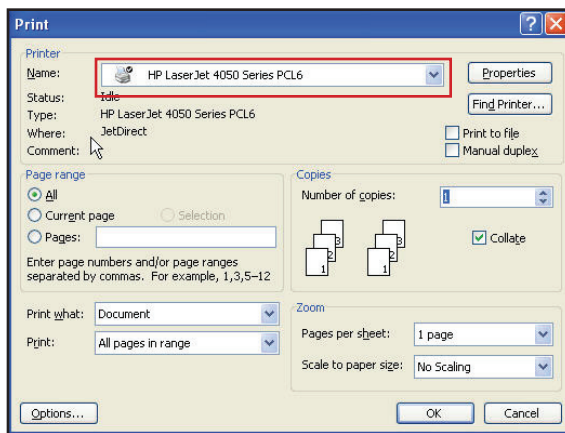
(Word, Excel, PowerPoint, graphics application or web browser).

### OPTION #1 (General Procedures using File / Print)

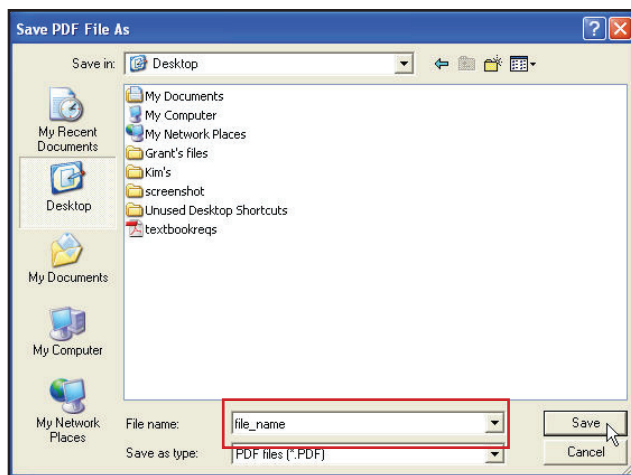
- 1) To convert your document, simply go to “**FILE**” and “**PRINT**”.



- 2) Your printer properties window will open. Go to the “**printer name**” and click on the drop menu. Find “**ADOBE PDF**” and Click “**OK**”



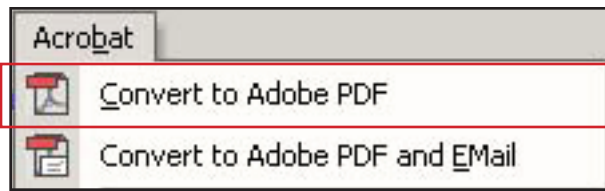
- 3) The “**Save PDF File As**” window will pop open. Add your file name and choose where to save your file. Click “**Save**”



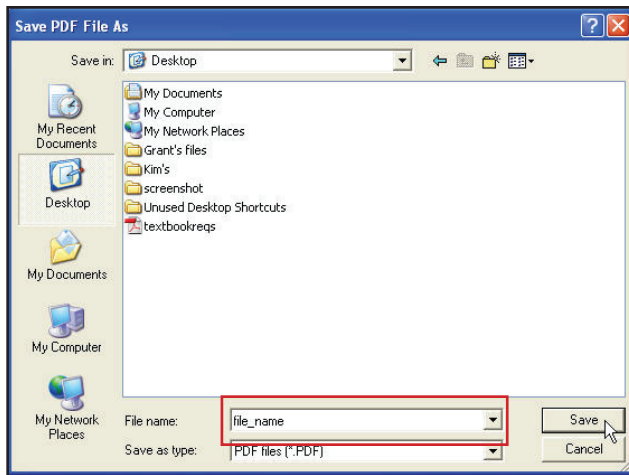
- 4) Your file will now convert in a few seconds. Find your new PDF and open to double check.

**OPTION #2 (For Microsoft Office applications using the main menu bar)**

- 1) On the main menu going across the top, click on “Adobe PDF” -> “Convert to Adobe PDF”.



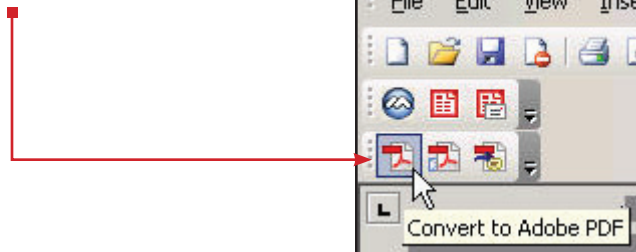
- 2) The “Save PDF File As” window will pop open. Add your file name and choose where to save your file. Click “Save”



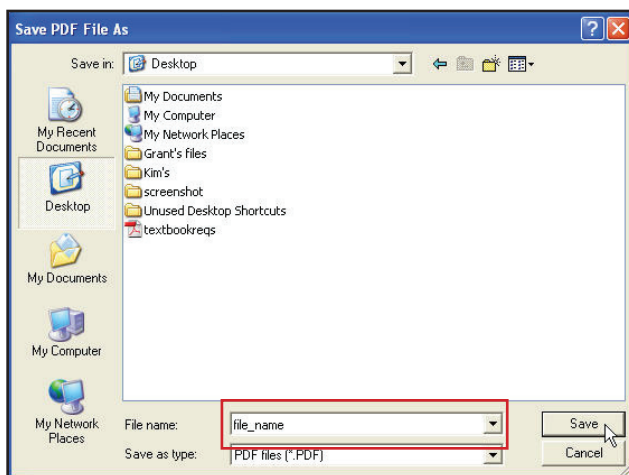
- 3) Your file will now convert in a few seconds. Find your new PDF to double check.

**OPTION #3 (For Microsoft Office applications using the short cut “Convert to Adobe PDF” icon)**

- 1) In the toolbars, click on “Convert to Adobe PDF” icon.



- 2) The “Save PDF File As” window will pop open. Add your file name and choose where to save your file. Click “Save”



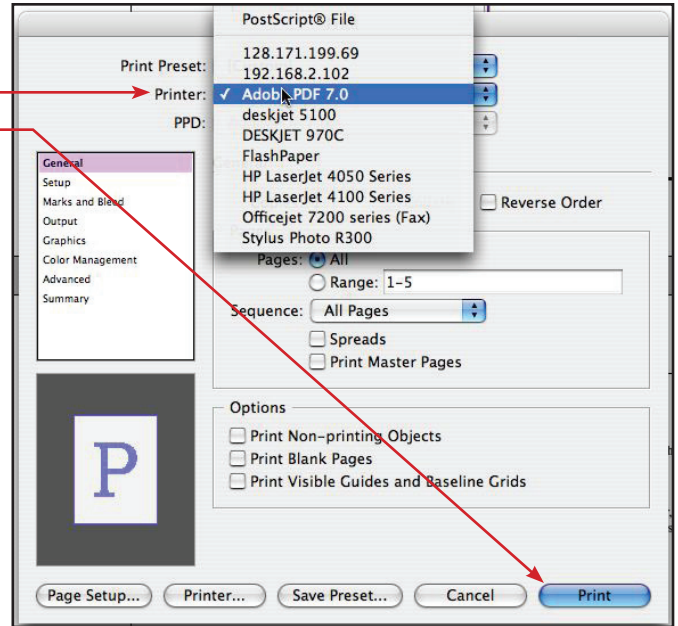
- 3) Your file will now convert in a few seconds. Find your new PDF to double check.

## For Mac OS X Users (3 Options)

(Word, Excel, PowerPoint, graphics application or web browser).

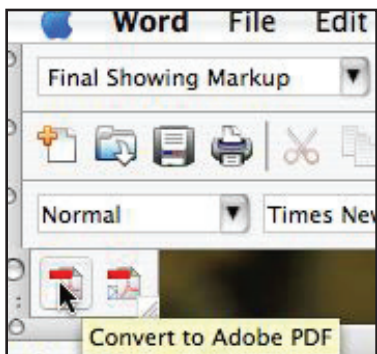
### OPTION #1 (General Procedures using File / Print)

1. Open your document and go to **File > Print**. Select your printer (Adobe PDF) —
2. Click **“Print”** —



### OPTION #2 (For Microsoft Office applications using the short cut “Convert to Adobe PDF” icon)

- 1) In the toolbars, click on “Convert to Adobe PDF” icon.



- 2) The “Save” window will pop open. Add your file name and choose where to save your file. Click “Save” In a few seconds, your document will be saved as a PDF. Find your file and double check to proof any errors.

### OPTION #3

\* In **Adobe InDesign**, you may use the options “Adobe PDF Presets” or “Export”, but you may run into problems when trying to view it on a website. I advise to use the “File > Print” option (1).

