

Quick Tips: Converting to Adobe Acrobat Portable Document Format (PDF), including the Use of the Scanner on workstations 22 & 24



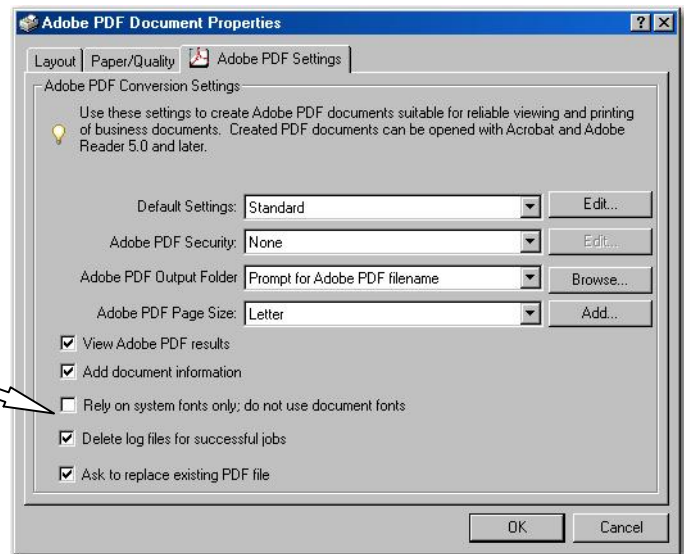
Below are simple instructions for creating PDF documents using Adobe Acrobat 8, Professional version. It is available on all of the WIN XP and Macintosh workstations. Note that the free Acrobat Reader does not *create* PDF files, but *displays and prints* PDF files.

SEE PAGE 2 FOR SCANNING INSTRUCTIONS

The copyright law of the United States (Title 17, United States Code) governs the reproduction of copyrighted material. The person using this software is liable for any infringement.

A. Converting from other applications such as Microsoft Office to PDF and Converting image files [JPEG, TIFF, and GIF etc.] to PDF

- Open the file in the corresponding application: Word on the Mac, Word Viewer, Excel or PowerPoint or Adobe Photoshop if an image. Select **File>Print**. Select Acrobat PDF as the printer.
- [option] To embed fonts, select Properties. Select the Adobe PDF Settings tab. UNCHECK “Rely on system fonts only; do not use document fonts” Click OK
- Save to file** Select location and assign a file name with .pdf file extension.
- Select Save. The file is automatically saved and may open in Acrobat.



B. Converting an HTML file Consider file size, the location of image files and the complexity and number of pages when downloading more than one level.

- Select File>Create PDF >From Web Page. Insert the URL to open Web page. Review Settings and select Create.
- Save as PDF. Note that when this PDF is opened later, the user can click on links from the original HTML file. If a browser is available, this will automatically launch and will continue to download links. You may save with the additional downloaded pages.

C. Using the scanner to create PDF files: It is always preferable to convert an existing electronic copy to PDF rather than scan a paper copy. Converting an existing file will result in a smaller file size and a better true copy of the original.

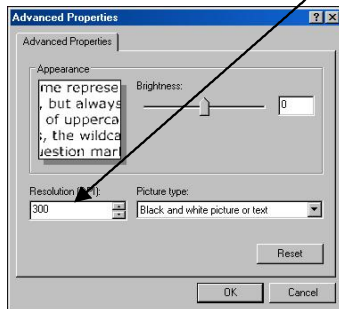
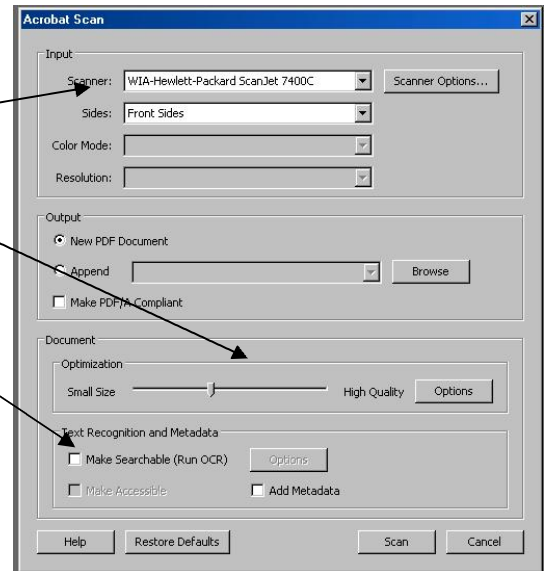
1. Place the first page in the scanner face down, facing right. If using the Automatic Document Feeder (ADF), load paper face up. In Acrobat, choose **>Create PDF > From Scanner**. Input Scanner source should begin with “WIA hp scanjet....”

2 Document optimization bar: Higher Quality gives better print results and creates a larger file. Select “Make Searchable (Run OCR)” if you want to use the Find / Search feature. Although PDF files are image files, Optical Character Recognition allows for the text to be searched by using the Find or Search commands. Not recommended for a file of few pages. Click **Scan**.

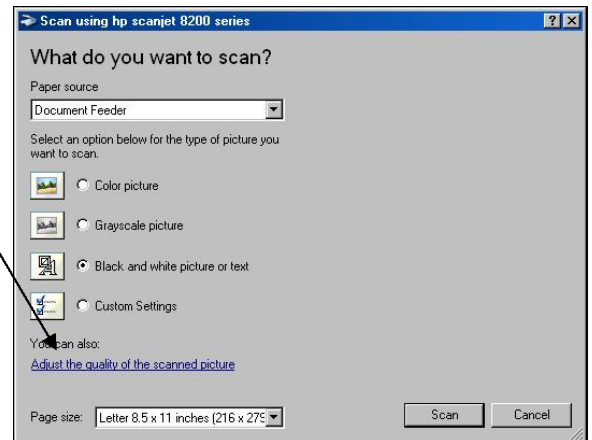
3. Select **Save** location and assign a file name with .pdf file extension.

4. Adjust Output Type. **Select Black & White picture or text for text files**. Select Grayscale or Color picture if the document is predominately graphic. Select **Adjust the quality of the scanned picture**.

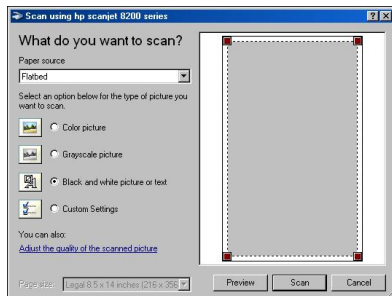
5. Change the Resolution to **300 DPI**. Select **OK**.



If using the ADF (Automatic Document Feeder): Select **Document Feeder**. Select **Page Size**. Select **Scan**.



If using the glass flatbed Select **Flatbed** for Page source. Select **Preview**. The image’s borders are outlined. Drag the corner squares to adjust selection. Select **Scan**. For each additional page, place the page on the scanner’s flatbed, click **Scan more pages** and repeat process.



6. Select **Scanning Complete > OK**. The scanned pages display in Acrobat. The scanned pages display in Acrobat.

10/1/99 B. Hazard; revised 5/2003, 8/2003, 2/2005, 10/2005, 4/06 for version 7; 10/07; 12/07 for ver. 8