

Section 1

Adobe Acrobat Basics

Adobe Acrobat 7.0 Professional

Use Adobe Acrobat 7.0 to create PDF (Portable Document Format) files. PDF files may contain text, graphics, links and bookmarks. If these elements were not present in the source application, you can add these features using Adobe Acrobat 7.0. These additional elements are called *annotations*.

Adobe PDF files are designed for viewing and printing, not for editing. The purpose of PDF files is to make information available for distribution but to limit editing of the information. You may create PDF files from source applications such as Microsoft Word, Excel, PowerPoint or Access reports. You may create the PDF file directly from the source application, or by using Adobe Acrobat 7.0.

Viewing Adobe Files

The Adobe PDF format creates a sharp “image” of your original document. This image can be viewed across platforms such as MacIntosh, Windows or UNIX using the Acrobat Reader. The Reader is an application that is available free for download. Many Web sites will provide a download link to the Adobe Web site. This allows users on the Web to quickly download the Acrobat Reader software and view PDF files. Acrobat Reader allows you to read files. Adobe Acrobat Professional allows you to read and edit PDF files.

You may also combine multiple files into an Adobe PDF file or binder. You may select a Word document, PowerPoint presentation, Web page and Excel chart to combine into one file using Adobe Acrobat.

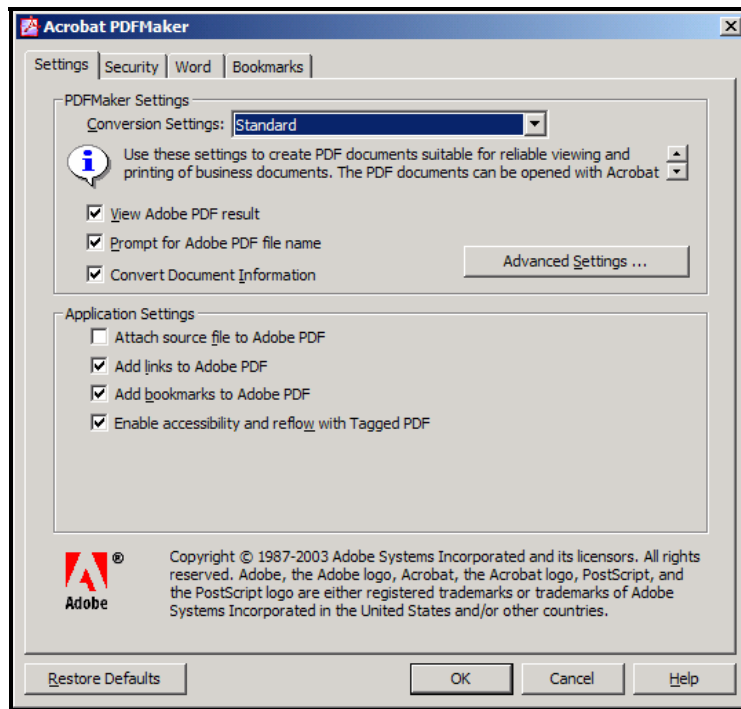
Convert a Word document to a PDF File

To create a PDF file in Microsoft Word, first open the document in Microsoft Word. Word is called the “source application” because the document was first created in Microsoft Word.

Set Conversion Settings in Word

When using the Adobe toolbar, it is advised that you review the conversion settings first. To do this, select the menu option **Adobe PDF** from the Microsoft Word menu and click on **Change conversion settings**.

1. From the Microsoft Word menu, click on **Adobe PDF**.
2. Select **Change Conversion Settings...**
The Acrobat PDF Maker dialog box will open displaying the Settings tab.



Methods of Converting




There are two ways to create a PDF file in Microsoft Word. When the Adobe toolbar has been installed, you may use the Adobe buttons to create the file. If the Adobe toolbar is not visible, use the

File Print command to send the document to an Adobe PDF file format.



Adobe Toolbar

Use the Adobe toolbar

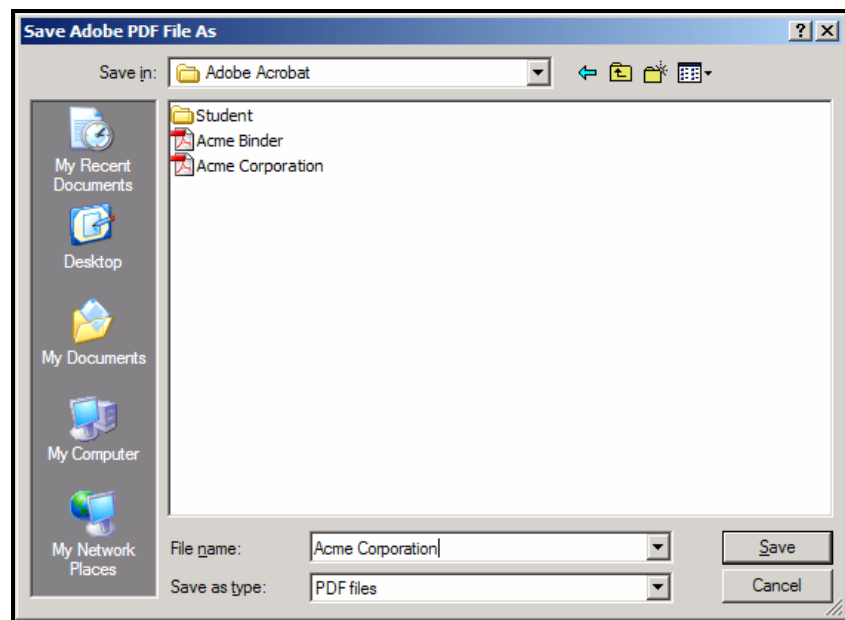
Button	Action
	Convert to Adobe PDF file
	Convert to Adobe PDF file and email
	Convert to Adobe PDF and send for review

When the Adobe Toolbar is visible in the Word document window, click on the first button on the Adobe toolbar to convert the Word document to a PDF file.

1. Open a file in Microsoft Word. In this exercise, open the file **Acme Corporation** from the **Student** folder.

From the Adobe toolbar, click on the first button, **Convert to Adobe PDF**.

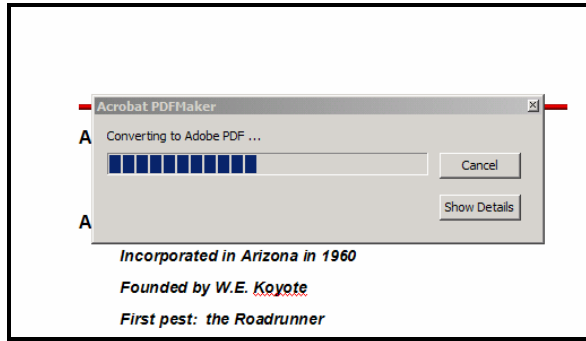
The Save Adobe PDF File As dialog box will open.



2. Select a folder and type a file name.

3. Click [**Save**].

A prompt indicates that the file is converting to Adobe.

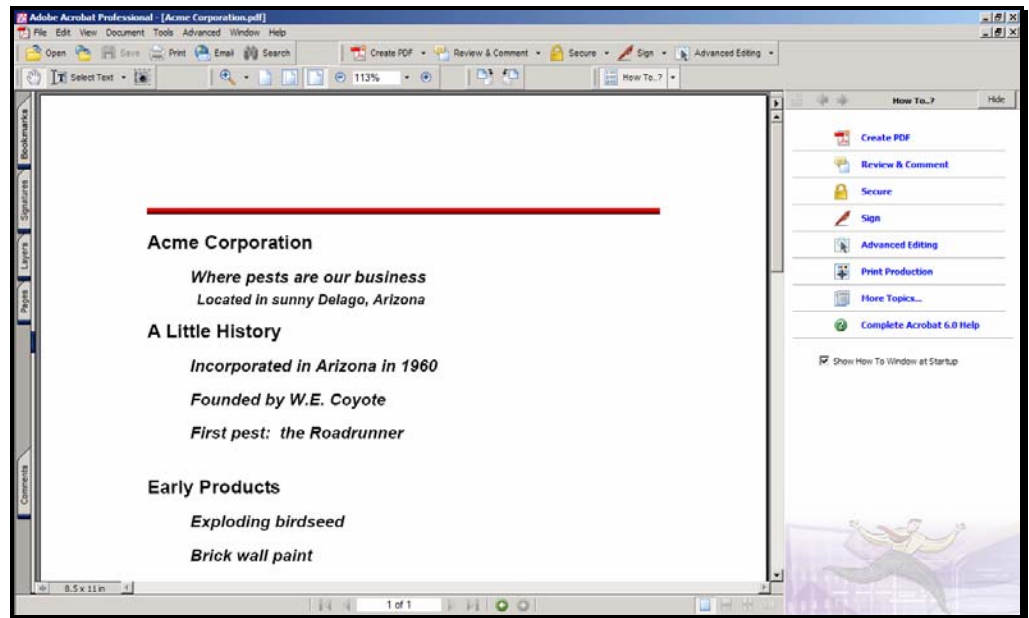


When the conversion is complete, the Adobe window will open with a copy of the file in Adobe PDF.

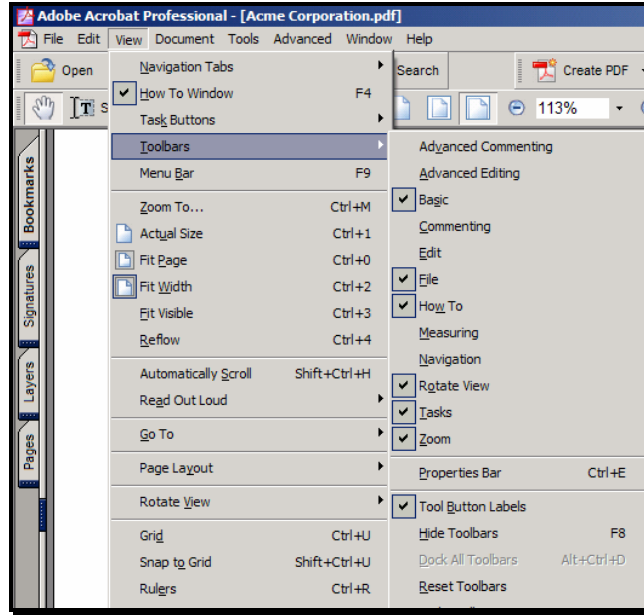
The Adobe Window

How To?

- Toolbars
- Bookmarks
- Signatures
- Layers
- Pages
- Comments



The **View Toolbars** command provides a list of all the toolbars available for assistance while working in Adobe Acrobat 7.0.



View Toolbars command

Adobe Toolbars

The Adobe toolbars appear to be two toolbars at the top of the Adobe application window. In reality, there are six toolbars visible, as shown in the clip below.

