



Instructional Technology Center

216 North 21st Street
Harlingen Texas, 78550

Creating Adobe Acrobat Files

Prepare the File

- Create and Save the Document in Word, Excel, or practically any other program
 - Example: Instruction Sheet, Handout, Class Rules, Worksheet, Homework Assignment, etc.

Print the File

- Use File ⇒ Print to print the file using the *Adobe PDF Writer* instead of a printer
- Change the PDF Properties *before* clicking OK...

Page Setup

- Page Size – Standard or Custom
- Graphic Resolution
 - For Computer Screen: SCREEN
 - For Web Page: 150 dpi
 - For Handout/Paper: 300-600 dpi

Compression Options

- Color/Grayscale Compress Using
 - JPEG High – Fantastic Quality
 - JPEG Low – Poor Quality

...Apply/OK

- OK to print or Save As a PDF Adobe file

Save the File

- Save the File as a .PDF
 - File ⇒ Save As ⇒ filename.PDF
 - Choose a short but descriptive file name (6-8 characters and no spaces or symbols if posting on the Web)
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- Once a file is saved as a .PDF, it can be uploaded to the Internet and accessed with a HyperLink on a Web page or opened from the Hard drive, Floppy or Network through a Web browser.
 - It is a good idea to do this as soon as you save it as a .PDF to ensure it is formatted exactly as you intended. Saving as a .PDF is similar to changing printers and some alignment and spacing can change.

