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# What is Adobe PDF?

PDF stands for Portable Document Format (PDF) is the standard for the secure and reliable distribution and exchange of electronic documents and forms around the world. PDF is a universal file format that preserves the fonts, images, graphics, and layout of any source document, regardless of the application and platform used to create it. Adobe® PDF files can be shared, viewed, and printed by anyone with free Adobe Reader® software. You can convert any document to Adobe PDF using Adobe Acrobat® software, allowing creating, distributing, and exchanging secure and reliable Adobe PDF documents.

<http://www.Adobe.com>

# Problems and Solutions

## Common problems

- Recipients can't open files because they don't have the applications used to create the documents.
- Combined paper and electronic archives are difficult to search, take up space, and require that the application in which a document was created be available for future access.
- Documents do not display correctly on handheld devices.
- Businesses revert to paper exchange of documents and forms due to a lack of verifiable and auditable electronic processes.
- Documents with complex formatting are not accessible to visually impaired readers.

## Adobe PDF solutions

- Anyone, anywhere can open a PDF file. All you need is free Adobe Reader software.
- PDF files are compact and fully searchable, and can be accessed at any time using Adobe Reader. Interactive hyperlinks make PDF files easy to navigate.
- Tagged Adobe PDF allows text to reflow for display on mobile platforms, such as Palm OS®, Symbian, and Pocket PC devices.
- PDF documents may have special access rights applied and may be digitally signed.
- Tagged PDF files contain information on content and structure, which makes them accessible with the help of screen readers

# How to Create a PDF?

You can create a PDF from all programs using the Adobe Distiller that is included when you install the full version of Adobe Acrobat.

## **Save the Word file as a PDF document.**

In Word, click the Convert to Adobe PDF button on the toolbar to create the PDF document. PDFMaker saves the PDF document in the same folder as the original Word document, with the same name and a PDF extension.

Alternatively, in Windows, you can right-click the Word document on the desktop or in Windows Explorer, and then choose Convert to Adobe PDF. Also you can >File >Print > Acrobat PDF.

All these options will provide the same result.

When you do use this option from word processing software you will have the searchable form of a PDF

## **Acrobat Capture**

Retain look and feel but will have an embedded searchable OCR text. This will work best if you no longer have the original Text file and do not want to retype the entire document.

First create a PDF, >*File* > *Create PDF* > *From Scanner*, after you have scanned in your document > *Document* > *Paper Capture* > *Start Capture*.

This will allow you to keep the look of the original document but have a searchable base, making it searchable thus also an accessible file.

# Creating Adobe PDF's online

This option is available if you will only be making few PDFs and do not have the need for the full-blown software. To be able to use this feature on the Adobe website you must have an account with them. Quick NOTE the first 5 PDF documents that you convert are free.

Formats allowed are:

***Microsoft:***

Word (.doc), PowerPoint (.ppt), Excel (.xls), Publisher (.pub)

***Adobe:***

Illustrator® (.ai), InDesign™ (.indd), FrameMaker® (.fm, .mif), PageMaker® (.pm, .pm6, .p65, .pmd, .pmt), Photoshop® (.psd)

***AutoCAD:***

AutoCAD (.dwg)

***Corel WordPerfect:***

WordPerfect (.wpd)

***Text Formats:***

Rich Text Format (.rtf), Text (.txt)

***Image Formats:***

Windows bitmap (.bmp), GIF (.gif), JPEG (.jpg), PCX (.pcx), PICT (.pct, .pict), PNG (.png), RLE (.rle), TIFF (.tif)

# Bookmarks

When using Word you can use the formatting of text to automatically add bookmarks and sub-bookmarks

Select Heading text, Choose **>Format > Styles and Formatting** and select from any of the Heading formats. If you choose Heading 2 or 3 it will place the bookmark under the previous numbered heading.

If you would like to add Bookmarks after the document has been converted in to a PDF you can go to **>Edit > Add bookmark**.

# Reducing the File size of PDFs

## 1. Use the Save As command.

After you've made any final changes to the PDF document, choose **File > Save As**. When you choose Save As, Acrobat rewrites the entire PDF document as efficiently as possible. When you choose Save, changes are appended to the file, which may increase the file size.

## 2. > File > Reduce Size

## 3. Audit the use of space in the file.

**Choose Advanced > PDF Optimizer**. Click the **Audit Space Usage** button. The audit results list the bytes used by each element and its percentage of the document's total size.

The audit results can help you identify the most effective ways to reduce the file's size by showing which elements are significantly large. The audit reports the total number of bytes used by fonts, images, bookmarks, forms, and comments, as well as the total file size.

## 4. Optimize images.

On the Images tab, select compression options for color, grayscale, and monochrome images. Or, select Enable Adaptive Compression and drag the slider to balance file size and quality.

**Downsampling** lowers the resolution of images. Compression eliminates unnecessary pixel data. In general, you should use JPEG for photographs and other images in which color changes gradually. Select a quality level to determine how much pixel data is removed.

**Adaptive Compression** applies advanced image processing to images in the PDF file, including segmentation and halftoning. Use the slider to set the balance between the smallest file size and the maximum image quality.

# Adding Multimedia to PDF

Video and Music can be added by simply going to > *Tools* > *Advance Editing* > *Music or Video Tool*, then make a box where you would like to view the multimedia file and a box will appear in order for you to choose the appropriate file that you would like to insert.

Formats accepted in acrobat 6 and above are:

- RealMedia
- QuickTime
- Windows Media
- MPEGs
- Macromedia Flash
- MP3
- Wav
- Aiff

# Sideshows

You can create your slide shows in PowerPoint and then convert them in to PDF and it will maintain all of your transitions as well as the full screen effect.

# Creating forms

Name\_\_\_\_\_

Address\_\_\_\_\_ -