

How to Create PDF Files

Instructions are based on Adobe Acrobat which is Available to download off the Adobe website for free.



How to Create a PDF

Why use a PDF?

This makes file transfer from your computer to another computer or to email much easier.

InDesign:

1. File > Export
2. Specify file name and location and save.

Word or Publisher

1. Click on the Convert to Adobe PDF Button in tool bar.
2. Specify file name and location and save.

Using a PDF Printer

Can be done in all programs.

1. File > Print
2. Choose Adobe PDF from the list of printers.
3. Click print
4. Specify file name and location and save.
5. You may need to open created file in a distiller for some earlier versions of Adobe Acrobat.