Creating a PDF Document

There are two primary methods for creating PDF documents: formatting text documents into PDF at the time of creation or scanning imaged documents from paper into PDF. Of these two methods, formatting at the time of creation is preferable. This method reduces the amount of labor involved, requires less storage space, and allows for text search capability.

When Adobe Acrobat is installed on your system, the PDF Writer installs a printer driver. Therefore, when text document is converted to PDF format it is done similarly to printing the document. Users will often refer to PDF creation as "printing the document in PDF."

The PDF Writer is the recommended tool for creating PDF documents from word processing programs. Adobe Acrobat also contains a tool called the Acrobat Distiller. The Acrobat Distiller gives more precise control for documents containing graphics or embedded images.

The PDF Writer is the more basic of the two and works well for simple text documents. The PDF Writer works well for court documents which rarely contain graphics.

Creating PDF Files from Word Processors

Converting a word processed document to a PDF file is as simple as printing it to a standard printer if you have Adobe Acrobat installed on your computer. Once you have completed the word processed document or have opened a saved word processed file, you proceed as follows:

◆   Select File > Print, *Figure 1*.

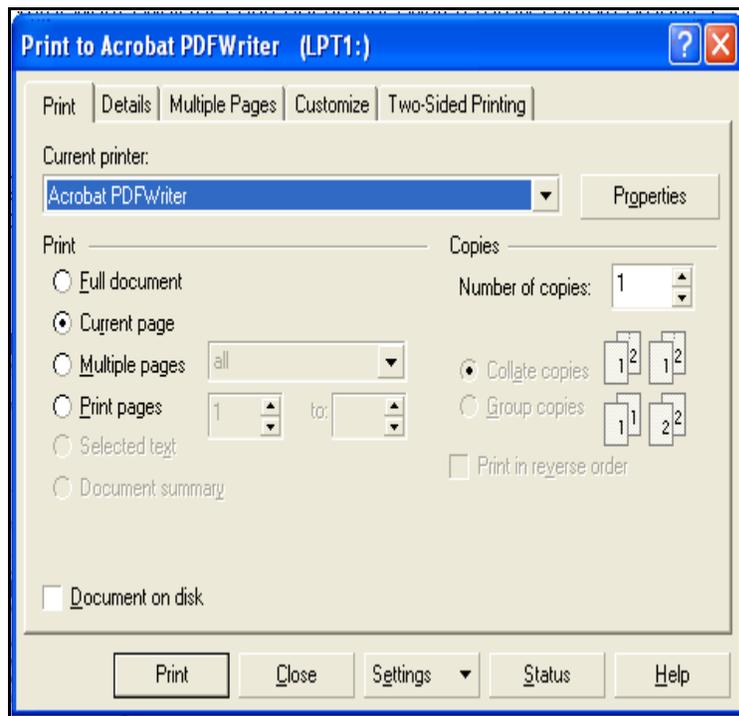◆   Choose Acrobat PDF Writer from the Name menu in the printer selection box, *Figure 2*, and click **[Print]**.
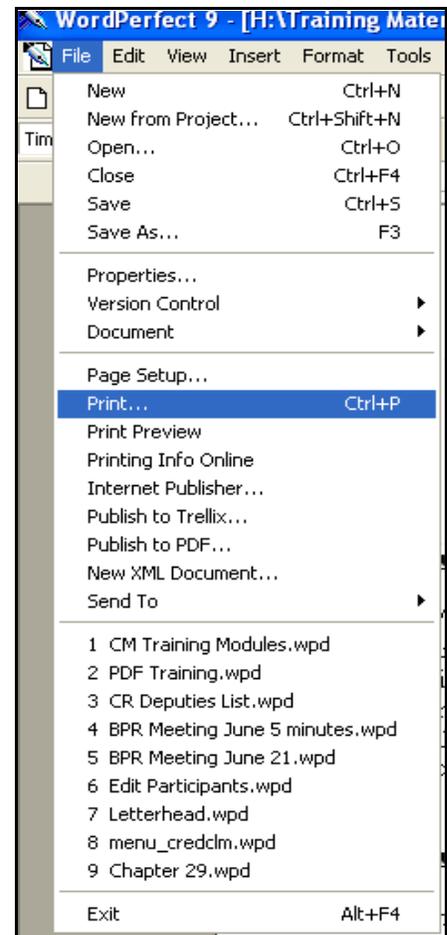
Figure 1

Figure 2

◆   In the Save PDF File As dialog box, *Figure 3*, choose the location to save the PDF document/file. Enter a file name for your document/file and verify that the "Save as type" contains the extension for PDF files (*.PDF). Click **[Save]**.
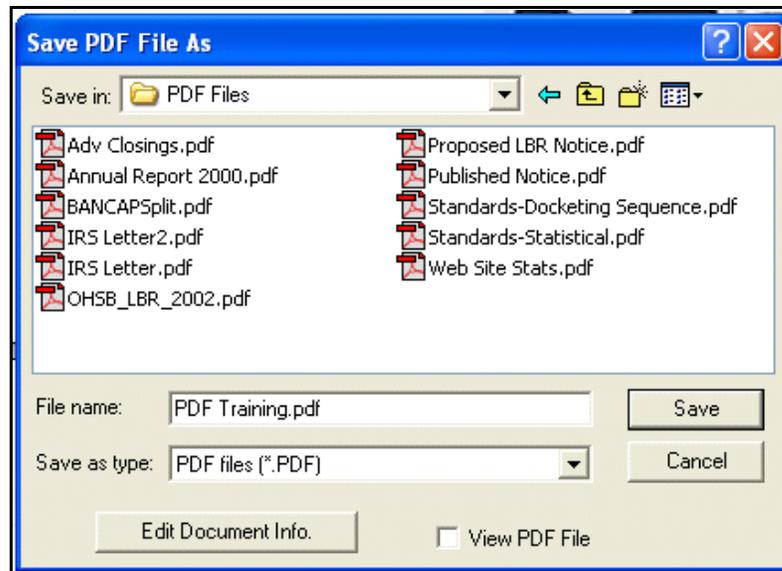
Figure 3

◆   Your word processed document has now been saved as a PDF document/file.

Scanning Paper Documents into PDF

For those documents that must be imaged, the preferred method is to scan the document directly into PDF format using Adobe Acrobat. Scanning to a format other than PDF adds both delay and labor. It requires not only the document to be scanned but also to be converted into PDF format after scanning. The process for scanning a document directly into PDF format is as follows:

◆   Launch Adobe Acrobat. This may be done by clicking on the Adobe Acrobat icon or by clicking on Start > Programs > Adobe Acrobat.
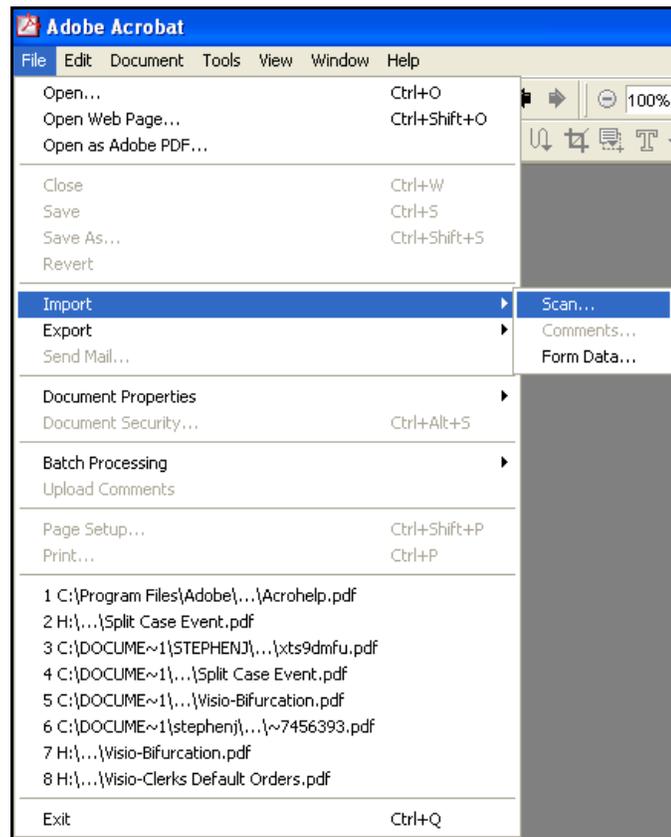
◆   Select File > Import > Scan, *Figure 4*.

Figure 4

◆   An Acrobat Scan Plug-in dialog box will appear, *Figure 5*. Verify the correct scanning device and format; then click **[Scan]**.

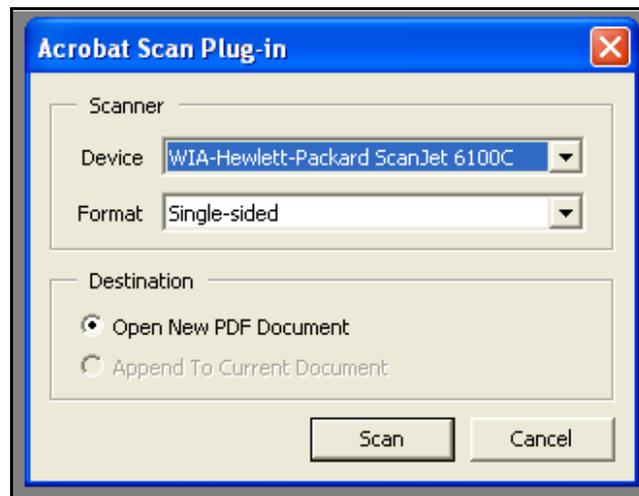**Figure 5**

◆   A scan dialog box will appear, *Figure 6*. Select the appropriate setting for the document you are scanning. Almost always, the document should be scanned in black and white, so that the file size will be as small as possible. However, there are some documents (those with shaded boxes, for example) that may need grayscale instead. Click **[Scan]**.
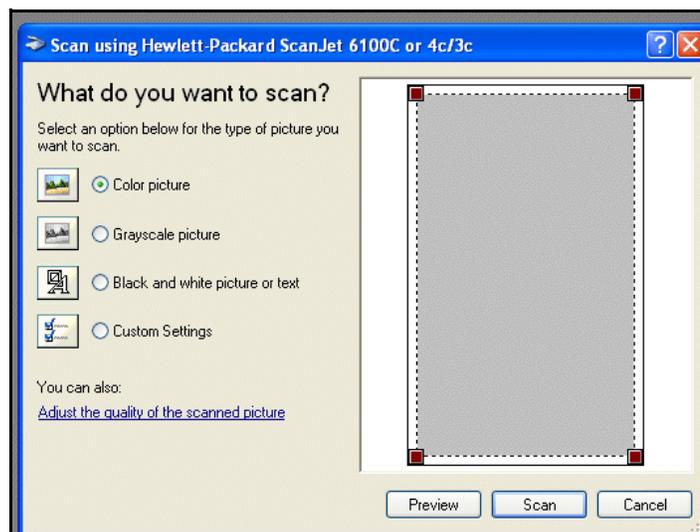

Figure 6

Note: Scan dialog boxes will vary depending on printer brands and/or models.

◆   Another Acrobat Scan Plug-in dialog box will appear*, **Figure 7**. If multiple pages are being scanned, remove the previously scanned page from your scanner and insert the next page to be scanned; click **[Next]**. Once you have scanned all pages, click **[Done]**.

Figure 7

◆   Once you have clicked the **[Done]** button, Adobe will open up your scanned document. The document can now be saved as a PDF file by selecting File > Save/Save As.

◆   In the Save PDF File As dialog box, **Figure 8**, choose the location to save the PDF document/file. Enter a file name for your document/file and verify that the "Save as type" contains the extension for PDF files (*.PDF). Click **[Save]**.
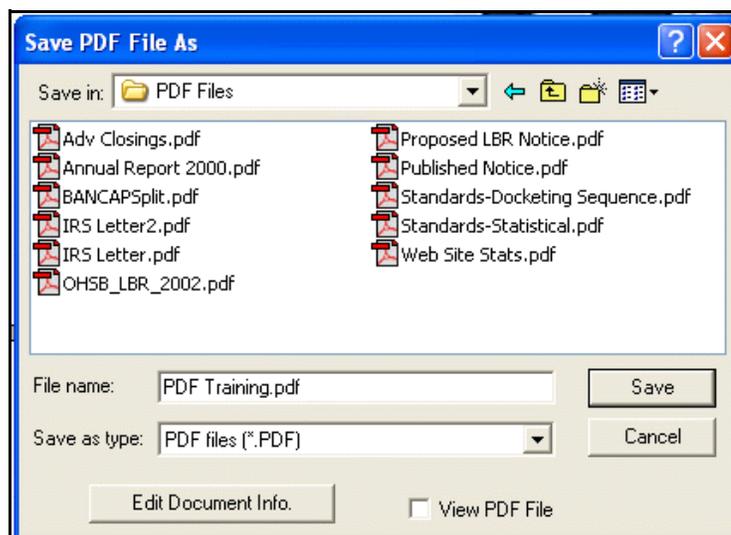

Figure 8