

Installing and Using Adobe Acrobat to Make PDF Files

(This document is online – <http://www.salem.k12.va.us/technology/howto/> - which is under the Staff Resources page.)

1. What is a PDF file?
 - a. A PDF file is a special type of file made by Adobe Acrobat
 - b. A PDF file can only be read by Acrobat Reader. Acrobat Reader is usually already installed on most newer computers. However, the full-blown Acrobat program is needed to create PDF files.
 - c. Anything that you can print – no matter what program it's made in – can be turned into a PDF file.

2. Why do you need PDF files?
 - a. If you want to send something via the internet/email, PDF allows you to make sure it will look exactly the way you want it to look.
 - b. PDF files cannot be altered by the recipient.

3. How do you install Adobe Acrobat on your computer?
 - a. Double click on your "My Computer" that is on your desktop.
 - b. Double click on you "G:" drive icon.
 - c. Double click on the folder labeled "softlib".
 - d. Double click on the folder labeled "Acrobat 6.0".
 - e. Double click on the "setup" icon.
 - f. Follow the instructions on the screen to guide you through the installation process.

4. How do you use Adobe Acrobat? (this is the easy part)
 - a. As stated earlier, anything that can be printed can be a PDF file.
 - b. Open up whatever document you want to turn into a PDF.
 - c. Choose your print option. (in most programs that means choose print from the file menu)
 - d. When you choose print you are shown to which printer you will be printing.
 - e. Choose which pages to print – in this case that will mean which pages you want to be part of the pdf.
 - f. Click the arrow next to the name of the printer.
 - g. You have a new printer installed called Acrobat Distiller. Choose it as your printer.

- h. Click print.
- i. You will be prompted to choose a save location and a filename.
- j. Choose where you want to save the document and name it what you want it named.
- k. Click save.
- l. Now you have a PDF file.

5. Uses for PDF files.

- a. Email home a progress report.
- b. Make a worksheet in Word, Publisher, etc and then put it on your website.
- c. Email home a test, quiz, etc.
- d. Send an assignment to ISD.
- e. Put a copy of your PowerPoint handouts online without worrying about someone stealing your PowerPoint.
- f. Put your exact notes online for your students.

6. Making a web link to a PDF file.

- a. First save the PDF file to your W drive.
- b. Make the link just like you would link to another web page, but have the end of the link be: filename.pdf.