

Creating PDFs – Portable Document Format (PC and Macintosh)

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What is a PDF?

- Portable Document Format – created by Adobe
- Internet standard for electronic distribution
- Preserves the look and feel of the original document complete with fonts, colors, images, etc.
- Can view, save and print – **can** edit only with full version



Adobe Acrobat *Reader*

Allows you to only **read** Acrobat PDF files, a widely used file format on the Web.

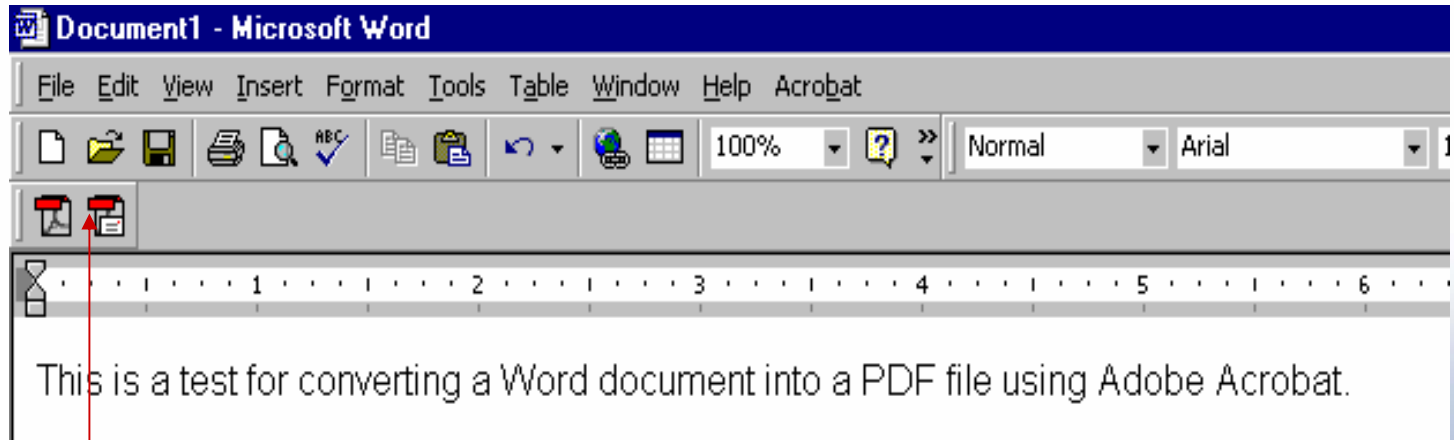
'Full' Acrobat, which enables you to view, print, modify, create, and save PDF files, is not free. Go to the ITS website for more information on how to purchase full version

<http://its.med.yale.edu/software/index.html>



Converting a file/document to PDF

1. Create your file in the application you choose (MS Word, PowerPoint, Excel)



2. When complete, click one of the two adobe buttons in the upper left corner.

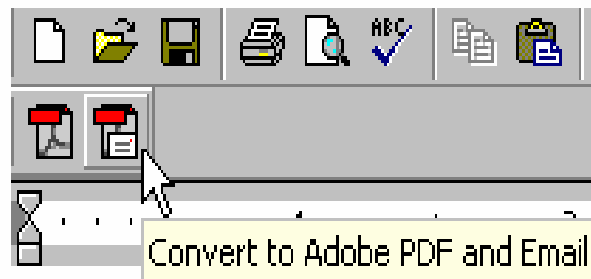


Converting to PDF, cont.

- The **first** icon converts to a PDF

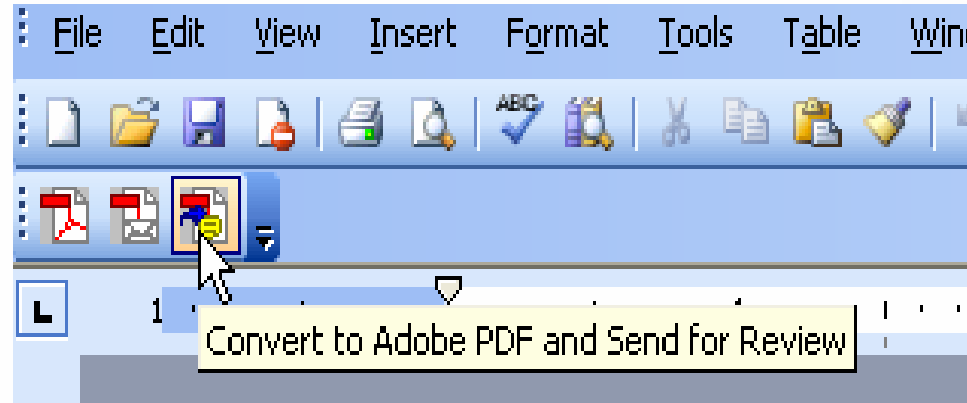


- The **second** icon converts to a PDF as well as allowing you to send the PDF via an Email

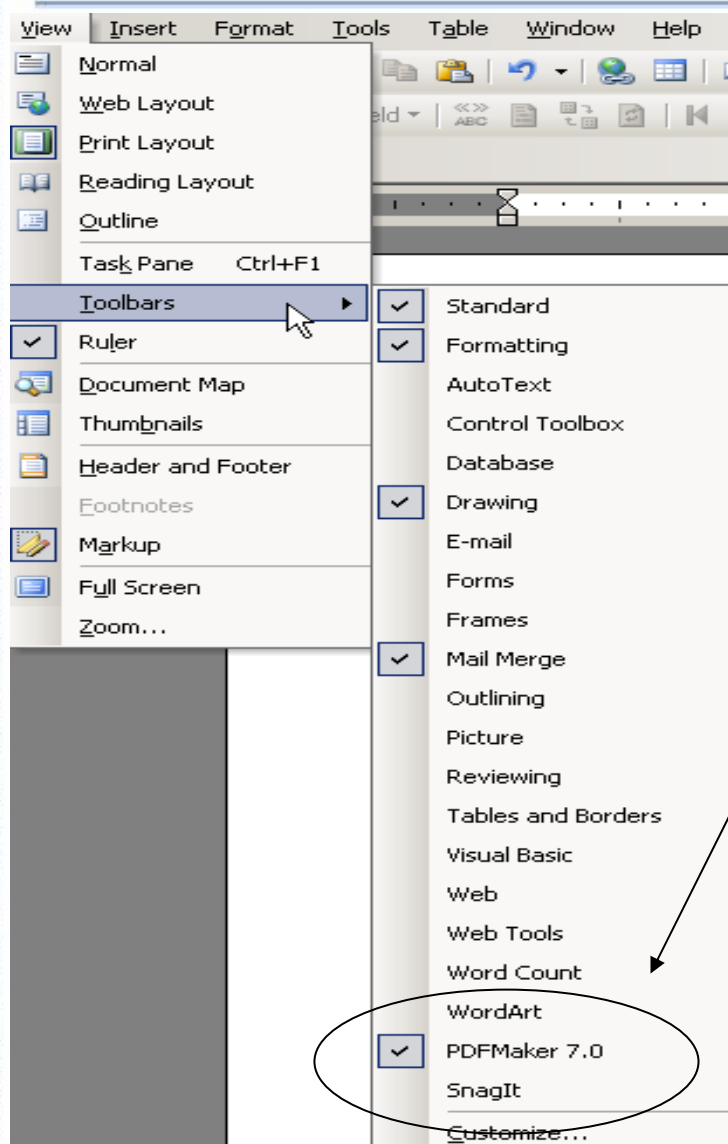


Converting to PDF, cont.

- The **third** icon icon converts to a PDF and allows you to send for review (recipients can edit pdf and send back with comments/corrections)



No icons on your toolbar?

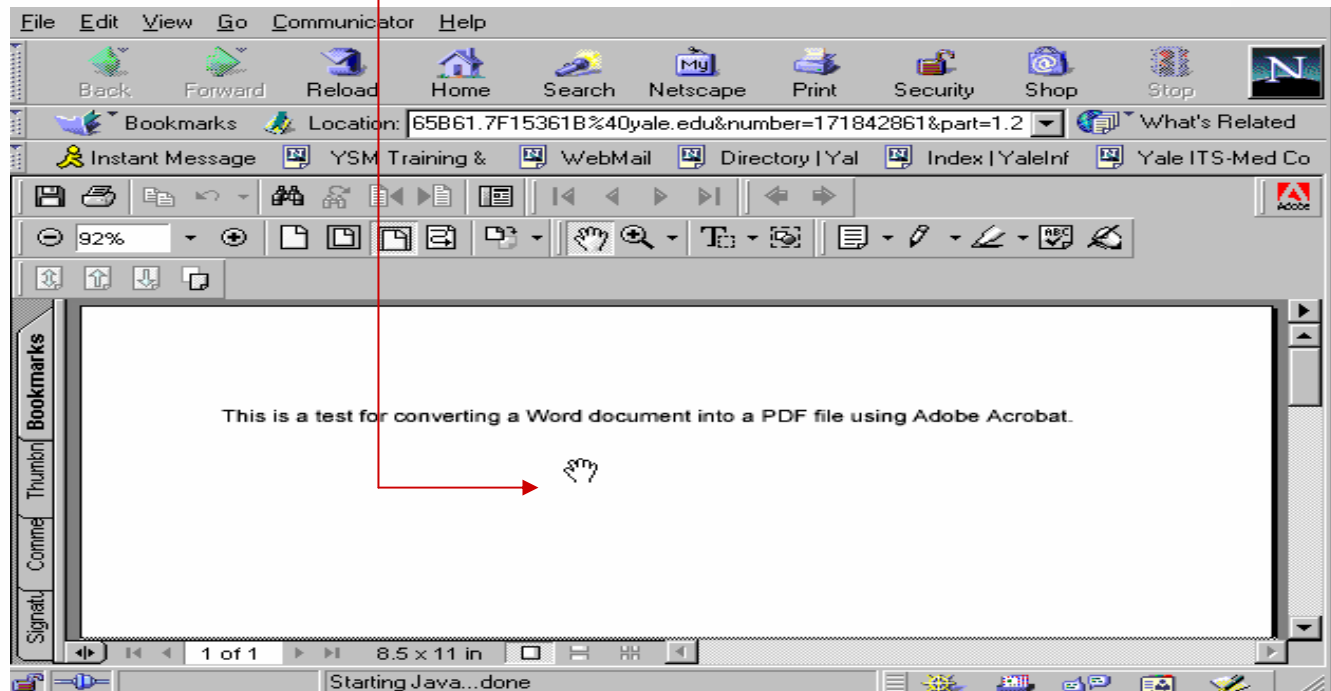


If you do not see the three PDF icons you may have to add it to your toolbar by choosing on the menu bar “View”, **toolbars** and find the PDFmaker application and place a checkmark next to it



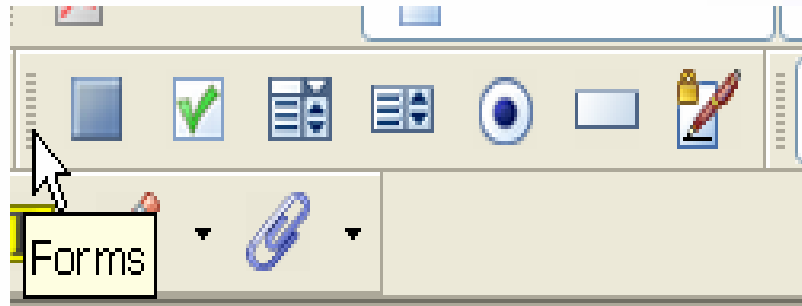
What the PDF Looks Like

The hand lets you know you cannot edit the PDF. If you need to make changes, go back to the original document, make changes and convert again to PDF.



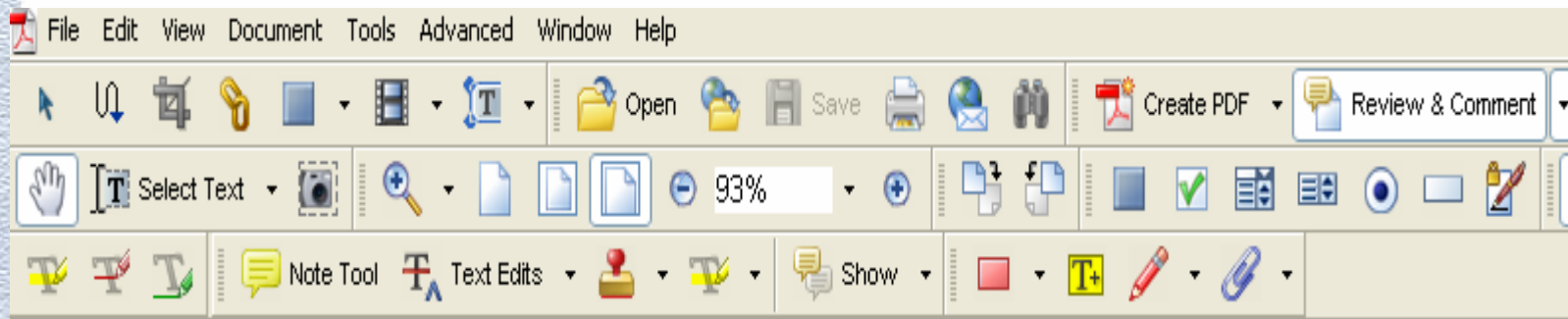
What about interactive forms?

The hand lets you know you cannot edit the PDF. If you want to insert form fields, go to the forms tools and add check boxes, radio buttons, list boxes, etc.



Lots of things you can do with Acrobat! (full version)

You can do a variety of things with pdfs now, add links, add movies, touch up text



Macintosh OS X

1. Create document
2. Select **File** and **Print**
3. Choose option “save as pdf”
4. The pdf icon will appear on your desktop



Inserting Pictures/Tables (MAC)

- Too many images in one document may not convert to pdf easily
- Suggestion: Save each image separately as a pdf, then insert into the main document

Reminder: If your pdfs don't come out the way you want or you need to make additions or changes, go back to the original document, edit and save again as pdf



USEFUL Websites:

- http://its.med.yale.edu/software/mac/acrobat_files/acrobat_full/index.html
- http://its.med.yale.edu/software/win/acrobat_files/acrobat_full/index.html
- <http://www.adobe.com/>

