



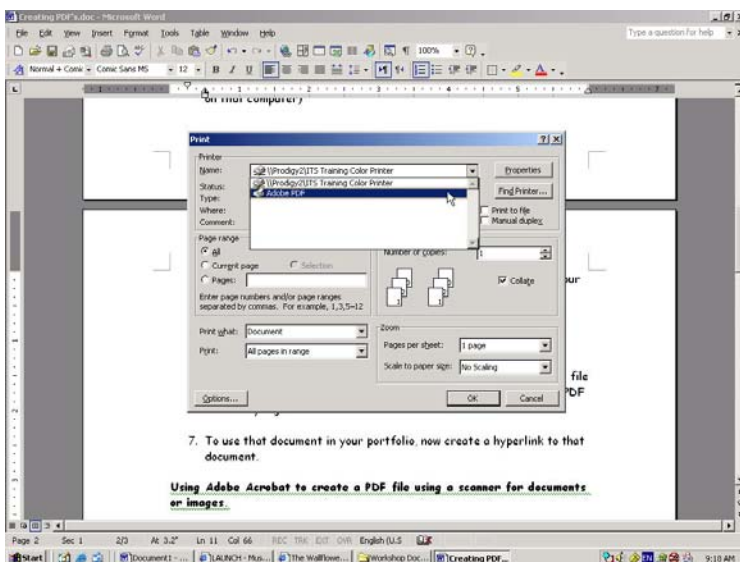
## How to Create a PDF Using Adobe Acrobat

A portable document format, PDF, is an exact copy of a document that can be viewed but not altered. Anything from word documents, to hand written evaluations, to images, can be converted to PDF's. Word documents can be inserted into your portfolio, but Microsoft Word is required to open the file. By saving it as a PDF anyone can view the file with Acrobat Reader. Acrobat Reader is free on the internet from Adobe, <http://www.adobe.com/products/acrobat/readstep2.html>. Most internet users already have this program on their computer and they do not even realize it. To create a PDF the user must have Adobe Acrobat Professional. This program is available from WISC at <http://wiscsoftware.wisc.edu>. Acrobat is also available on campus in 130 Wing. TLC members are always more than willing to open up 130 for your use, just contact TLC at [tlc@uwlax.edu](mailto:tlc@uwlax.edu) or call 785-8799.

Many students use lesson plans as their artifact and a table on the lesson plan usually becomes distorted and out of alignment when copied over to a webpage in FrontPage. By converting the word document to a PDF, this problem is fixed. The same goes for word documents that have photographs contained in it. To create a PDF file from a Word Document, follow the steps outlined below.

### Create a PDF file from a Word Document

Open your word document that you would like to convert to a PDF file.

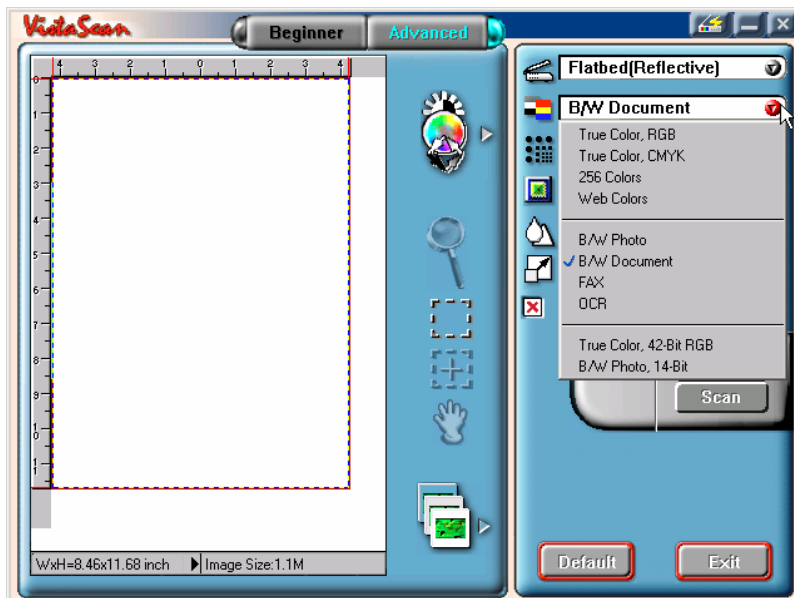


1. Select *File - Print*.
2. The Print screen will appear, click on the printer name and select *Adobe PDF* as your printer. (If that is not there, then check to make sure that Adobe Acrobat Professional is installed on that computer.)
3. Click on *print* and a *save as* menu will come up. Type a name for the file and save it into your portfolio folder. Do **NOT** use an apostrophe. A PDF will not open on the web if it has an apostrophe in the name.

4. A conversion screen will appear and disappear when it has finished the conversion.
5. Your file has now been converted into a PDF format and your original file still exists. Adobe Acrobat will open and show you the PDF file that you just created.
6. To use this PDF in your portfolio, create a hyperlink to it.

### Create a PDF file using a scanner with Acrobat

1. To create a PDF file from your picture or document, first open up Adobe Acrobat Professional and on the toolbar click on *create PDF - from scanner*.
2. A window will come up that will ask for the type of scanner and a few other miscellaneous things. Use all the default options, and select the type of scanner that you have connected to the computer.



3. Once you have completed those changes, click on the *scan button* and the scan program installed on that computer will appear.
4. From the list, select the type of scanning. For pictures it is recommended to use True Color, RGB, your DPI is recommend to be at 300.

5. The next step is to preview your scanned document or image by clicking on the *preview* button. This will show you what the scanned picture or document will look like.
6. Select the area to scan using the marquee lines (dashed lines) and click on the *scan* button.
7. The scanner will complete the scan and Adobe Acrobat Professional will automatically open up with your newly scanned image which can be saved as a PDF. If you are satisfied with the scan, click on *file and then save as* to save your picture or document as a PDF file in your portfolio folder. Do not use an apostrophe in the name.

### Create a PDF from a Scanner without Acrobat

The new scanners in the labs (blue topped ones, or the ones that stand vertical) are able to scan your document and then save the file as a PDF even if Adobe Acrobat Professional is not on the computer you are using. To do this, open up the scanning program that is on the computer and scan your document, picture, handwritten

documents, etc. Then when the information is scanned, instead of saving the file as an image or document, click on the save as tab at the bottom of the save as menu, and go to .pdf instead. This will save your file in the PDF format without going through the Adobe Acrobat Professional creation process.

### **Inserting a PDF into your Portfolio**

Most of your artifacts will be saved as PDFs and to open, just create a hyperlink to them. You will not be able to insert the PDF as a file because you will get a binary data prompt. By making a link it allows viewers to decide if they want to view the artifact or not.