

WORKING WITH PDF FILES

To create PDF documents, you will need Adobe Acrobat software (not Acrobat Reader).

To Create PDF Files:

1. In Microsoft Word, select **Print** from the **File** menu, then select **Acrobat PDFWriter** as the printer. Click **OK**.
2. Enter a file name, and be sure the type is set to PDF. I suggest you check the **View PDF File** checkbox. Click **Save**.

To Link To A PDF File:

1. Create a link in your web page to the PDF file directly. For example:
`Document`
2. Include an icon or text with the link to identify the target as a PDF file. For example:
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3. If you are going to provide resources in PDF format, include a link to the Adobe download page for the free Acrobat Reader. This allows your students who do not yet have the software installed to easily obtain it, and thus be able to open these files.

The Adobe Acrobat Reader download page is found at:

<http://www.adobe.com/products/acrobat/readstep2.html>

The link given above for the PDF icon also contains graphics to use for linking to the Reader download page.

To Scan To A PDF File:

1. From Adobe Acrobat, go to the **File** menu, select **Import**, then **Scan...**
2. Select a scanner.
3. Under Destination, click the first button to create a new PDF document, or click the second button to add the scanned page to an existing PDF document (it must be open at the time).