

Ms Word

PDF

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Converting Files to PDF using Adobe Acrobat Distiller



A lot of times these days, people create files in various programs and usually would want to convert them to PDF. PDF is one of the leading portable formats which is very handy nowadays and is probably the widely used portable format around the world.

The initials **PDF** stands for **Portable Document Format** and is a format that compresses files to be viewed using Adobe Acrobat viewer or other third party PDF Viewer such as Nitro PDF, Foxit PDF and others.

If you want to know more about PDF software, a list of them are listed in (http://en.wikipedia.org/wiki/List_of_PDF_software) where you can read and learn more.

In this tutorial, I will be using one of Adobe's products called **Acrobat Distiller** to convert files using the print function from any program. It is very simple and straight forward.

PDF Logo looks like the ones below;



Some of the PDF Logos

Here's how it's done;

STEP 1 >

INSTALLATION:

First, you will have to install *Adobe Acrobat Distiller* on your computer. Restart your computer if necessary.

Check this link from [Website](http://www.adobe.com/Acrobat_XI) - [http://www.adobe.com/Acrobat_XI] to get a trial version and test it out. It is important that you install the software before proceeding in order for you to convert any file into a PDF Format.

Also remember, if you install the program for the first time, make sure you close any other program that is open before you install.

Once you have the software installed, you are good to proceed.

STEP 2 >

OPENING FILE(S) TO CONVERT

Now, go ahead and open the program then the file you would like to convert.

For this demo, I'll be using **Microsoft Word 2007** and maybe **Internet Explorer** - for those who want to print straight from the web; since my research suggested that most people convert their document through these applications.

You can use the same steps in any other program as long as acrobat distiller is installed in your computer.

WARNING: If you're getting something out from the web, make sure you read their TOR or whatever legal agreements are before converting or copying..

Using the File Menu of any software program, you can create PDF Files automatically. Very simple indeed, thanks to the Adobe team.

A

CONVERTING A WORD DOCUMENT TO PDF;

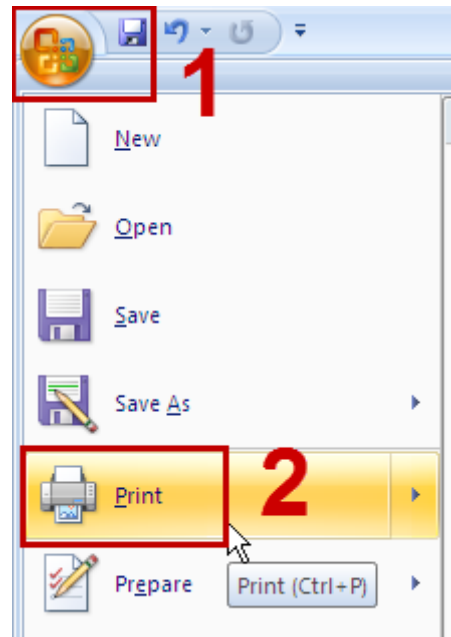


We are going to start with Microsoft Word so fire up your Ms Word, open the file you want to convert or any other Ms word file for this exercise. Follow the steps on the coming pages.

Open your word document file.

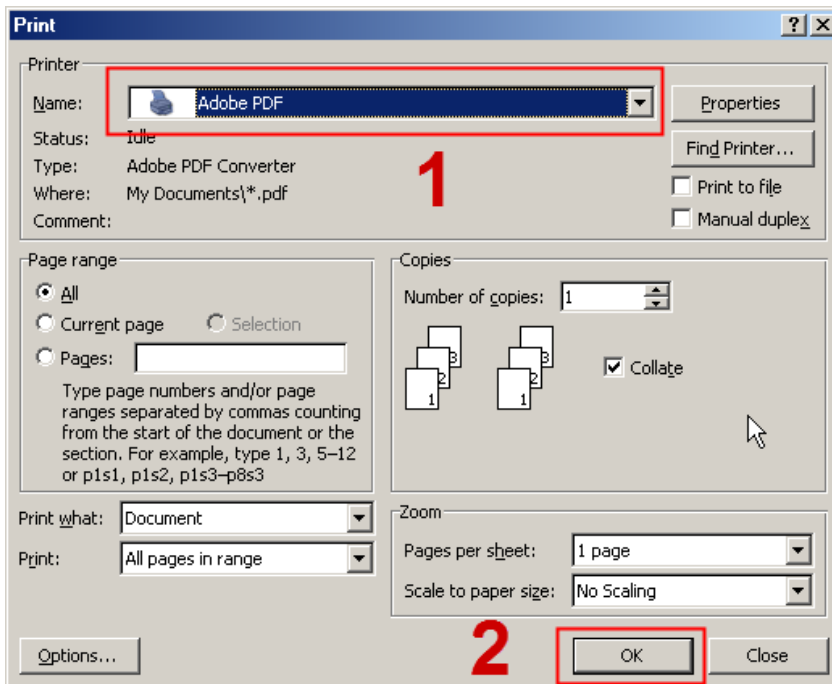
STEP 3 > PRINTING THE FILE

Once the file is open, go to the **File** Menu > Go down to **Print**. You may also want to use the shortcut instead; For the *shortcut*, press (**CTRL + P**).



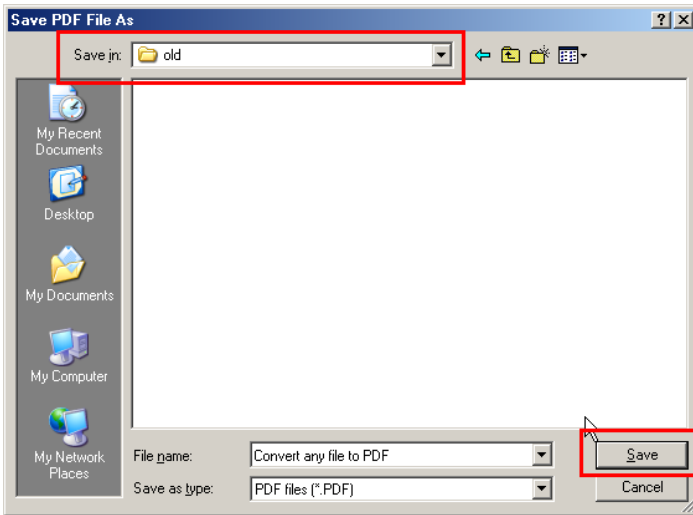
STEP 4 > CHOOSING THE PRINTER

You will be prompted with a pop-up dialogue; that is the *Print Dialogue* window. From the Printer option (1 below), under Name, Select **Adobe PDF** as the preferred option then click the **OK** button. (See image below)



Note:

If you want to convert only certain pages of that document specify the page number under the **Page Range** section (select the **Pages** radiobutton: then enter the page number in the space provide).



You will then be asked to select where you want to save the PDF file.

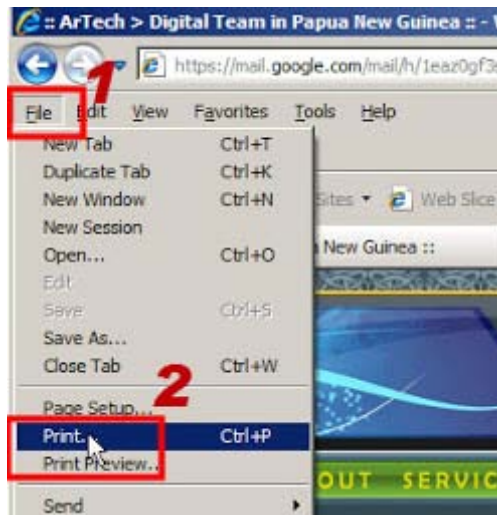
Choose your location and press **save**.

Your converted file would now be saved to the desired location you chose.

B

CONVERTING A WEB PAGE TO PDF;

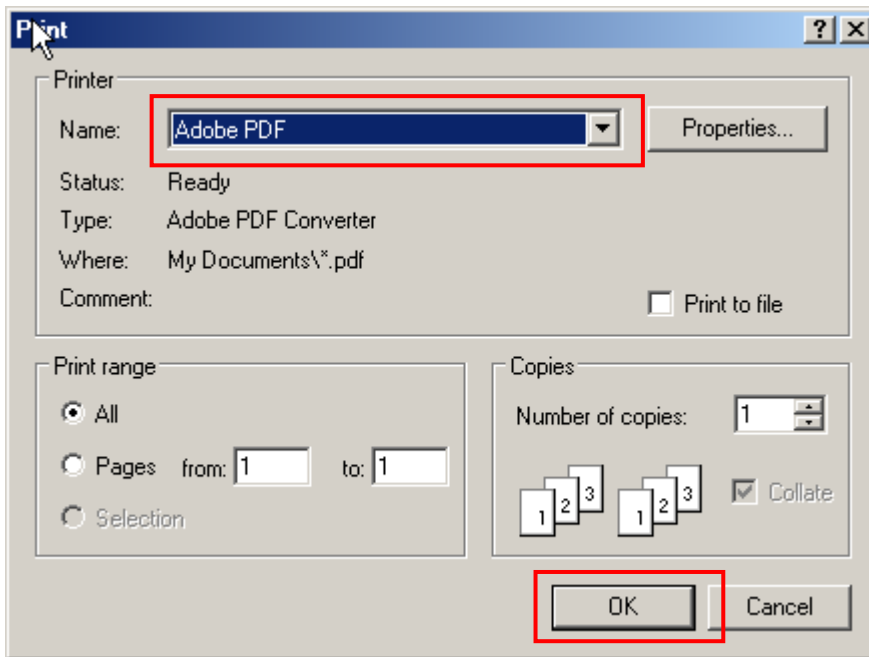
Within the browser window, click on **File Menu** > Go down to **Print**.



When you click **Print**, you will see a pop-up [Print Dialogue] (see image left).

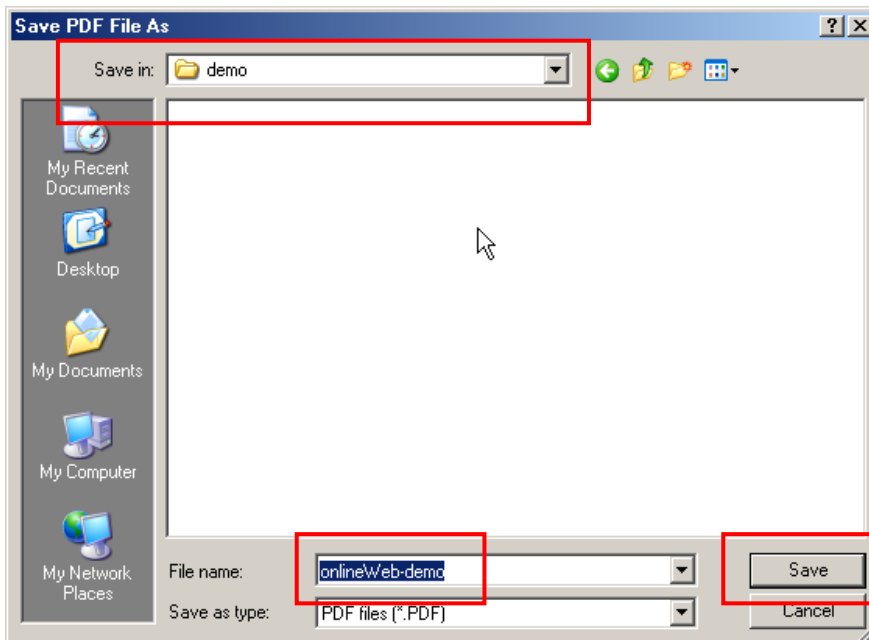
From this *Print Dialogue* pop-up window, look for the name **Adobe PDF** (1) and select it. Then press the **Print** button (2) as shown on the left & next page;

That's all you need to do. Very simple.



- Select Adobe PDF as the Printer

- Click OK to Print



From pop-up window;

- choose where you want to save your file

- Give your file a name

- Click the Save button

That's it, if you navigate to where your file is saved (*where you saved the pdf file*), you should see a PDF file created.

Hope you find this short tutorial useful. Drop me a comment if you encounter any difficulties. Use the contacts under the contacts tab of [.artech.com.pg](http://www.artech.com.pg)

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