

## What Tools Do I Need?

You can use any of these to create PDFs:

- Adobe Acrobat (available in labs, or can be purchased for your home or work computer; a free trial version is available at [www.adobe.com/products/acrobatpro/tryout.html](http://www.adobe.com/products/acrobatpro/tryout.html))
- Macintosh operating system;
- Adobe's Create PDF Online (five free trial conversions; after the trial period, users pay a monthly fee for unlimited conversions);
- Some applications, such as Adobe Photoshop, allow you to save a copy of your file as a PDF.
- Tools from third-party developers; see [www.planetpdf.com](http://www.planetpdf.com) and [www.pdfzone.com](http://www.pdfzone.com).

## Creating a PDF using Acrobat 7

**Note:** Acrobat contains tools that allow you to modify PDF files (adding bookmarks, hyperlinks, and other elements), create a single PDF from multiple source files, and add interactive form fields (Pro version only). **You must use Acrobat to use these advanced features.**

**To make a PDF from your source file...**

1. Open the source file in the application in which you created it (Word, WordPerfect, etc.).
2. Click the **File** menu and choose **Print**.
3. In the Print dialog box, select **Adobe PDF** as the printer. If Adobe PDF is not on the list of available printers, reinstall Acrobat 7. (If using an earlier version of Acrobat, choose **Acrobat Distiller** as the printer.)
4. Click **OK**. When prompted, type in the file name and choose where the PDF will be saved, and click **Save**.



## Creating a PDF Using Adobe's Create PDF Online

Create PDF Online services are provided by Adobe online at [createpdf.adobe.com](http://createpdf.adobe.com). When using this method, choose **Print Optimization** in Optimization Settings (this will embed fonts and save your PDF at the proper resolution).

Users can wait online for the PDF to be created, or choose to be notified by email when the conversion is complete.

**Note:** Not all file types can be converted using this resource. See Adobe's site for a list of acceptable file types.

## "Gotchas"

### **Mathematical Formulas using the Microsoft Equation Editor**

Some users have reported problems creating PDF files from documents that contain formulas created with the Microsoft Equation Editor. For best results, use a different equation editor, or save equations as images embedded in your document.

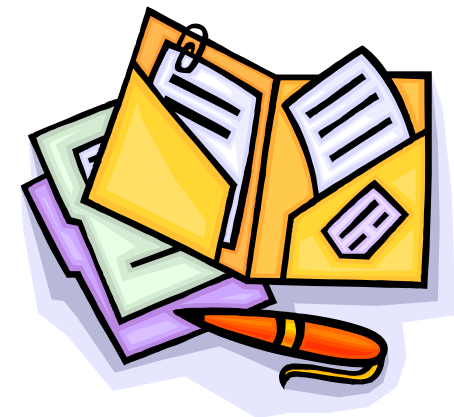
## **Notes for LaTeX Users**

LaTeX documents can be problematic when distilled into PDF files, because by default, fonts are frequently saved as Type 3 fonts, rather than Type 1. Text in the resulting PDF may look fuzzy and difficult to read onscreen. See [www.lib.ku.edu/technology/PDF](http://www.lib.ku.edu/technology/PDF) for details on avoiding this problem.

## Creating a PDF using Mac OS X

To create a PDF using Mac OS X,

1. Open your file in the application in which you created it (Word, WordPerfect, etc.).
2. Click the **File** menu and choose **Print**.
3. In the **Print** dialog box, click the **Save as PDF** button.
4. In the **Save to File** dialog box, type in a file name, choose where to have the file, and click the **Save** button.



## Creating a Single PDF from multiple source files

Using Acrobat 7:

1. Open Acrobat 7.
2. Click the **File** menu, then choose **Create PDF**, and click **From Multiple Files....**
3. Click the **Browse...** button, browse to the file you wish to add, click it, and click the **Add** button. Repeat to select additional files.
4. Reorder files, if necessary, by clicking the file name and clicking the **Move Up** or **Move Down** button.
5. Click OK to create the PDF from the list of files shown.

Using **earlier versions** of Acrobat:

1. Create individual PDF files from your source files. (For example, if you have a book with ten chapters, each one in a separate file, make an individual PDF file for each of the ten chapters.)
2. In Acrobat, open the first PDF file. (You will insert the rest of the individual PDF files as pages at the end of this one.)
3. Click the **Document** menu, then click **Insert Pages**.
4. Browse to find the PDF file you wish to insert at the end of this one; click it, and click the **Select** button.
5. In the Insert Pages box, choose **Location: After**, and **Page: Last** (to add the pages to the end of the document), then click **OK**.
6. **Save** the file to save your additions to the PDF.
7. Repeat steps 3 through 6 to insert additional pages.



## Changing Acrobat's PDF Conversion Settings

Using Acrobat, you can create high- or low-resolution PDF versions of your documents; embed fonts (so that anyone can view/print the PDF as you created it, whether or not they have a given font installed); control how or whether images are compressed; and many other settings.

To access the conversion settings...

1. Open the source file in the application in which you created it (Word, WordPerfect, etc.).
2. Click the **File** menu and choose **Print**.
3. In the Print dialog box, select **Adobe PDF** as the printer. If Adobe PDF is not on the list of available printers, reinstall Acrobat 7. (If using an earlier version of Acrobat, choose **Acrobat Distiller** as the printer.)
4. Click the **Properties** button.
5. Select the settings you want from the Default Settings drop-down list, or click the **Edit...** button to modify specific settings.
6. Click **OK** to save any changes you made to specific settings, and **OK** again to save changes you made in the Properties window.
7. Create the PDF.

**Note:** Selecting the "Standard" setting (in step 5, above) creates PDF files with embedded fonts at 600 dpi resolution, which is optimal for KU electronic theses and dissertations. For more information, see [www.graduate.ku.edu/04-02\\_etd.shtml](http://www.graduate.ku.edu/04-02_etd.shtml).

## For More Help

For more information on the web on creating PDF files, see [www.lib.ku.edu/technology/PDF](http://www.lib.ku.edu/technology/PDF).

Instructional Services offers in-depth workshops on a variety of technology topics. For details on upcoming sessions, visit [www.ku.edu/acs/workshops](http://www.ku.edu/acs/workshops).

Contact Instructional Services at 864-0410 or [training@ku.edu](mailto:training@ku.edu) with questions about instruction in technology and research skills at KU.

For general computing help at KU, contact the Help Desk at 864-0200.