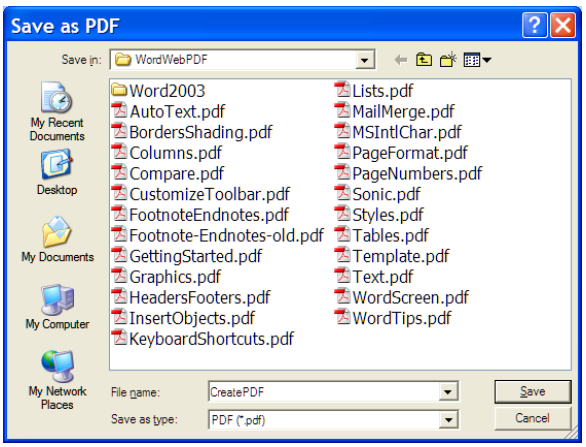
HOW TO CREATE A PDF FILE

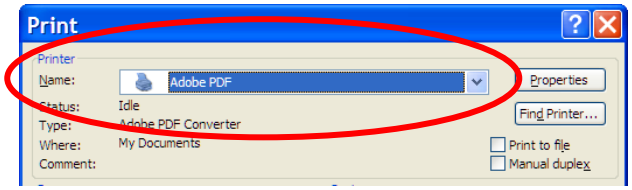
With Adobe Acrobat on your computer, you can convert most documents to PDF format. You can save Microsoft Office files, web pages, etc. as PDF files by using one of the following procedures. There are two ways to create a PDF from an existing file:

Use the Acrobat Toolbar in Microsoft Office

1. First save your file
2. Click on the Acrobat tab > click Create PDF icon; this will open the 'Save as PDF' window
3. Name the file and select destination folder
4. Click Save – this will create your PDF document, and save in the location selected



Use the File > Print Function



1. After saving the file, go to File > Print
2. Under Printer Name, select Adobe PDF > click OK
3. Name the document and select destination folder
4. Click Save

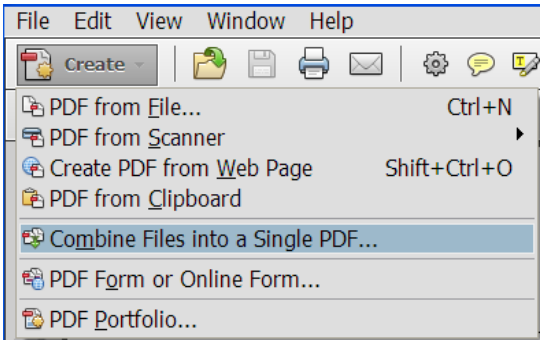
This will NOT print the file on a printer, rather it will save the document in PDF format. It will not replace or overwrite your original document, which will remain in its original format (Word, Excel, etc.).

Remember to switch back to your default printer when done.

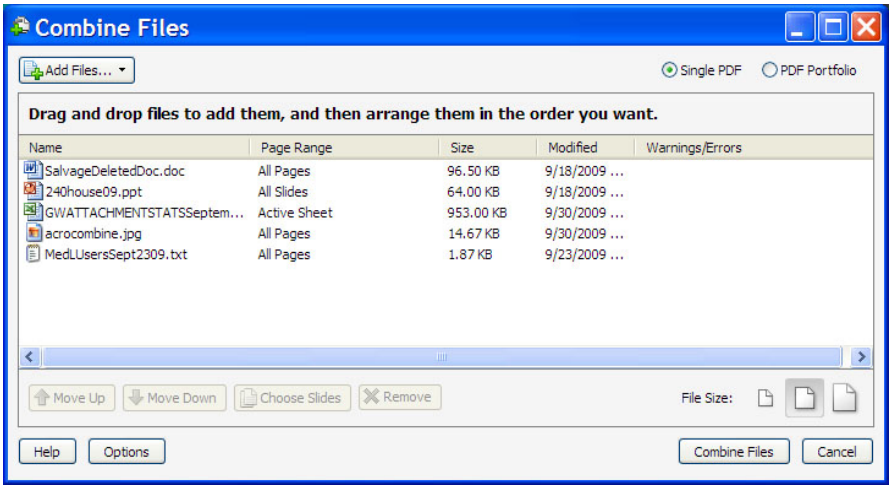
CREATE A SINGLE PDF FROM MULTIPLE FILES

Separate files of different files types can be combined into one PDF file for minimizing file size and using for email attachments, presentations, reports, etc. **Make sure all files are Saved and Closed before starting.**

1. Open Adobe Acrobat
2. On the toolbar > click Create > click Combine Files Into a Single PDF



3. In the Combine Files window > click the Add Files button > click Add Files or Add Folders > select your items > click the Add button to add to the list in the Combine Files window



4. To move items in the list: highlight the item > click the Move Up or Move Down button to reposition in the list

5. To delete an item: highlight the item > click the Remove button to delete it

6. To choose a File Size: there are three icons at bottom right of this pane:
   - use the Default Size for most documents;
   - if there is a large number of documents or images, or file size is too large, click on the Smaller File size icon
   - if you would like a higher quality output, select the Larger File size icon

7. Click the Combine Files button

8. Non-PDF files will be converted to PDF and after each file is converted; it will indicate successful by a green check mark next to the document name in the Combine Files window

9. When completed, your PDF will be open as a Binder > click File > Save As > PDF

10. Name the new combined file and select the destination folder > click Save to close.

REDUCE PDF FILE SIZE

PDF file size can be reduced for quicker viewing, printing, and uploading to the web. For important files, it is recommended that you first make a copy of the file so that the original is preserved until it is determined that the amended copy is satisfactory; then delete the original. **View the document after making any changes to be certain that the appearance is satisfactory. If not, UNDO the undesired changes BEFORE saving the document.**

Use the Save As Command

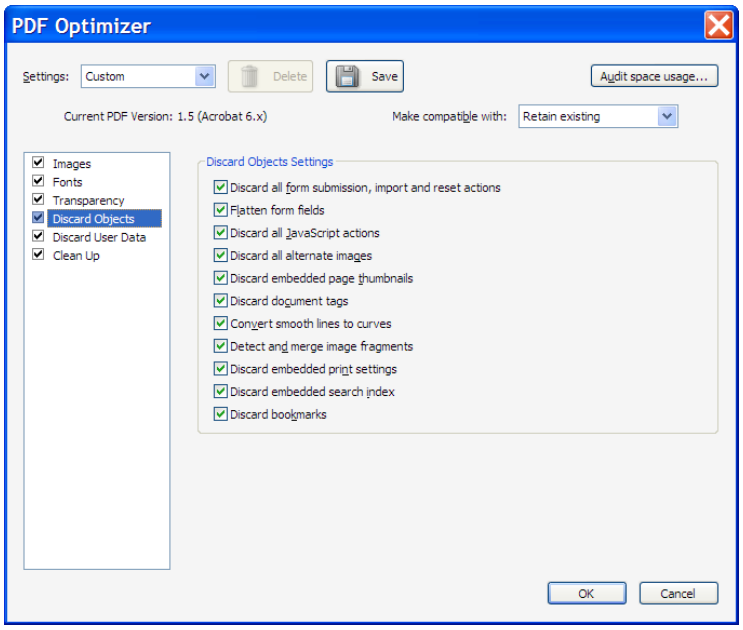
This is the top suggestion for reducing the file size of PDFs. When making changes to an Acrobat file, select Save As to overwrite the entire PDF. When you choose Save, changes are appended to the file, meaning the file size grows. By choosing Save As instead, Acrobat rewrites the entire PDF document as efficiently as possible, resulting in a smaller file size.

Use the PDF Optimizer

PDF files can contain hidden objects such as bookmarks, links, annotations, and embedded fonts; these can be removed to reduce file size via the following steps.

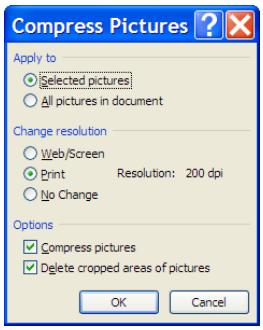
1. In the **Acrobat** toolbar, go to File > Save As > Optimized PDF to open the Optimizer window
2. In the Settings field > select Custom
3. click Images in the Menu bar > if there are many large images, try changing Compression to a lower setting
4. Under Fonts, UNembed any fonts
5. Under Discard Objects and Discard User Data, remove all unessential objects
6. Under Clean Up, remove all items
7. Click OK to save and exit Optimizer.

Note: Click the Audit Space Usage button to find which elements are using the most space.



Compress Individual Images

An alternate method for reducing image size for Web viewing is to right-click an image > click Format Picture > click Picture tab > click the Compress button to see the Compress Pictures window > click the radio button for Web/Screen for email or web viewing



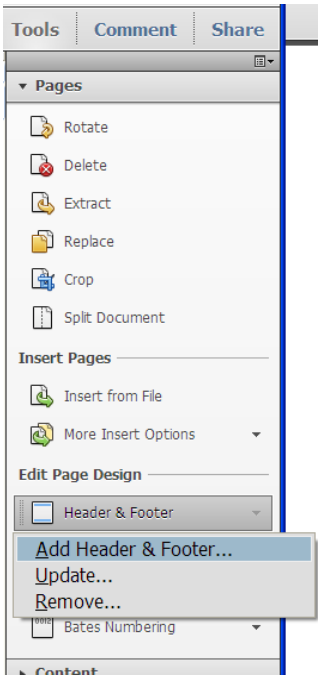
Manage Color

If you are creating a PDF for Web viewing, or if printing colors is not a concern, use the RGB color space rather than CMYK, as RGB has one less data channel so files will be smaller.

Save Settings

Click the Save button > give the settings a name > click OK ; this will be saved in the Settings list and can be used again.

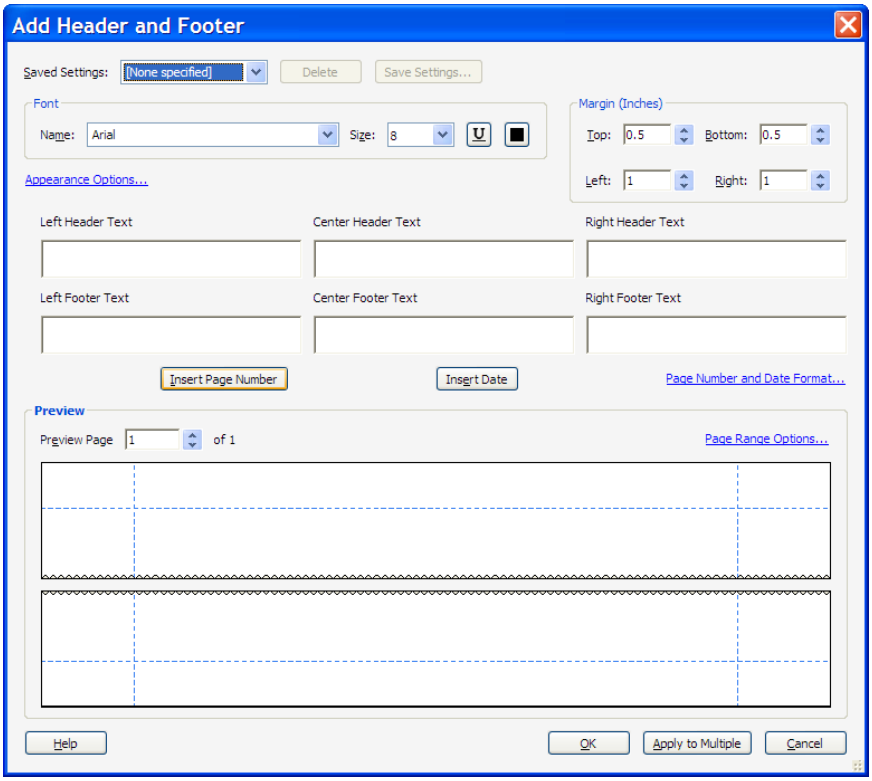
ADD PAGE NUMBERS TO A PDF FILE



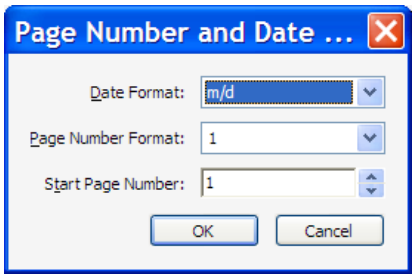
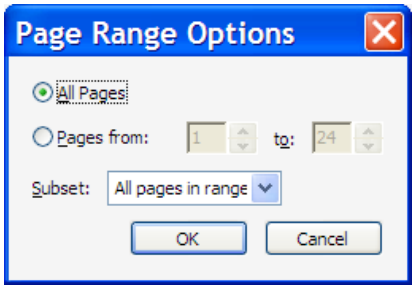
1. Open the PDF form

2. Go to Tools > Pages > under Edit Page Design click Header & Footer

3. In the Add Header Footer window :
   a. Click Insert Page Number button



   b. Click Page Number and Date Format link to open window and select numbering format > click OK



   c. Click the Page Range Options link > select All Pages or specify a range of page numbers > click OK.