How to create a PDF

You create a PDF by converting other documents and resources to Portable Document Format. You can choose from several PDF creation methods, depending on the type of file you start with and your requirements for the PDF. For instance, if a file is open in its authoring application (such as an image file that is open in Adobe Photoshop), you can usually convert the file to PDF without starting Acrobat. However, every PDF strikes a balance between efficiency (small file size) and quality (such as resolution and color). When that balance is critical to your task, you'll want to convert the files by using Acrobat, because that method lets you set conversion options.

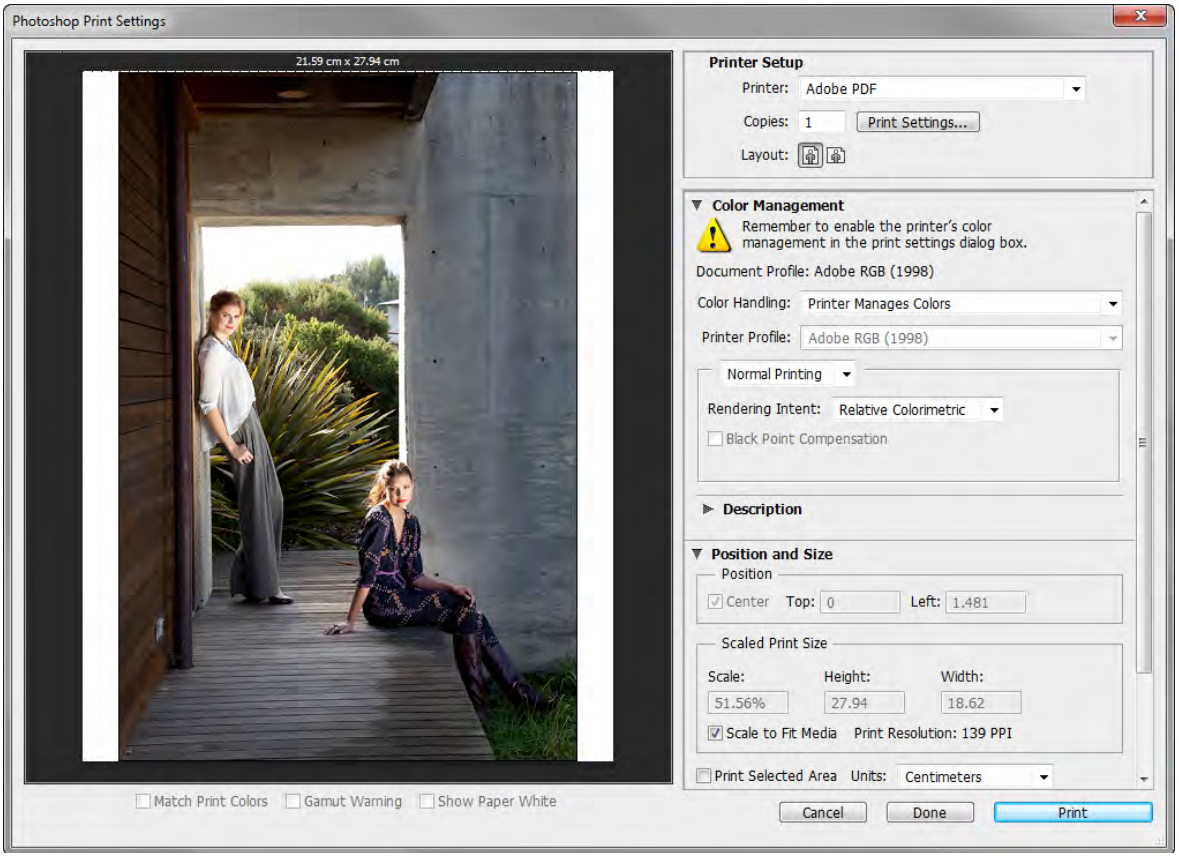

Figure 1 Photoshop Print Settings dialog box

To create a PDF by using the Print command in Photoshop (Windows):

1. Open the file you want to convert to an Adobe PDF file in Photoshop.
2. Select File > Print.

   The Photoshop Print Settings dialog box opens (**Figure 1**).
3. Choose Adobe PDF from the Printer menu in the Printer Setup area.
4. Click the Print Settings button to customize the Adobe PDF printer setting. Choose one of the default settings, or customize the settings. For most users, the default Adobe PDF conversion settings are adequate.

5. Set Position and Size to fit image to fit media.
6. In the Print dialog box, click OK.
7. Specify a filename and location in the Save As dialog box and click Save.

Create a PDF by using the Save As command in Photoshop (Mac OS X):

1. Open the file you want to convert to an Adobe PDF file in Photoshop.
2. Select File > Save As.

   The Save As dialog box opens.
3. Chose Photoshop PDF from the Format menu in the Save As dialog box.
4. Select a name and location for the PDF, and click Save.

   By default, the PDF is saved with the same filename, plus a .pdf extension.

To convert a file to PDF by using Acrobat:

1. In Acrobat, do one of the following:
   - Choose File > Create > PDF From File.
   - In the toolbar, click the Create button and choose PDF From File (**Figure 2**).
2. In the Open dialog box (**Figure 3**), select the file. You can browse all file types or select a specific type from the Files Of Type menu (Windows) or Show menu (Mac OS).
3. Click Open to convert the file to a PDF.

   Depending on the type of file you are converting, the authoring application starts automatically or a progress dialog box appears. If the file is in an unsupported format, a message appears telling you the file cannot be converted to PDF.
4. When the new PDF opens, choose File > Save or choose File > Save As. Then select a name and location for the PDF.

   When naming a PDF that's intended for distribution via the web or e-mail, consider limiting the filename to eight characters (with no spaces) and include the .pdf extension. This ensures that email programs or network servers don't truncate the filename and that the PDF opens as expected.

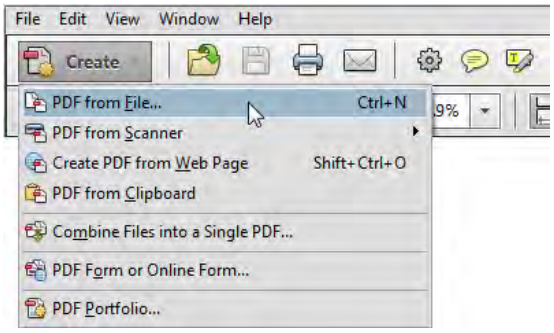

Figure 2 Create menu

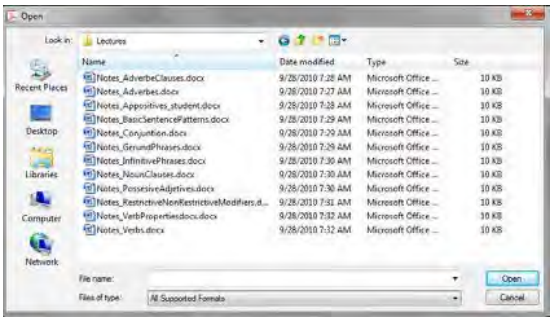

Figure 3 Open dialog box

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