

Adobe Acrobat 6.0 Professional

Quick Start Guide



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Adobe Acrobat 6.0 Professional Quick Start Guide

Purpose

The Adobe Acrobat 6.0 Professional Quick Start Guide will help you create, save, and print a PDF file. You can create a PDF:

- From a document or multiple documents in another program
- From a web page
- From a scanner
- From the clipboard

For information on more advanced tasks such as editing and commenting, please consult the Adobe Acrobat 6.0 Professional Manual.

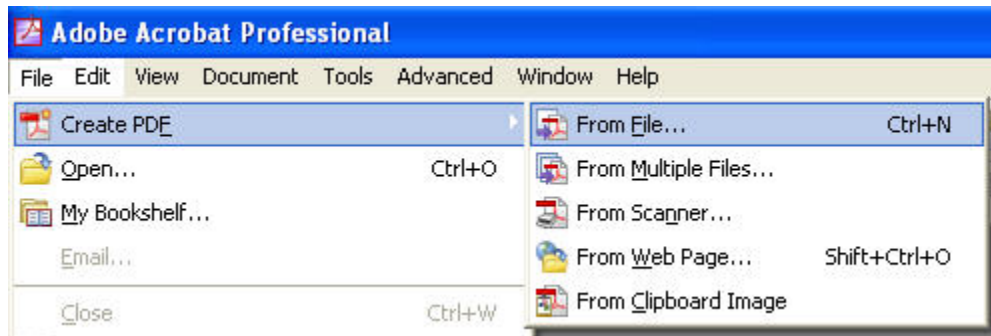
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Create a PDF from a document

Adobe Acrobat can convert documents of other file types into PDF files. These programs include but are not limited to Microsoft Word, Excel, PowerPoint, picture formats (JPGs, GIFs, TIFs), HTML documents, and much more. The size and layout of the pages created by Adobe Acrobat is determined by the page setup in your source document.

1. Click **File > Create PDF > From File**




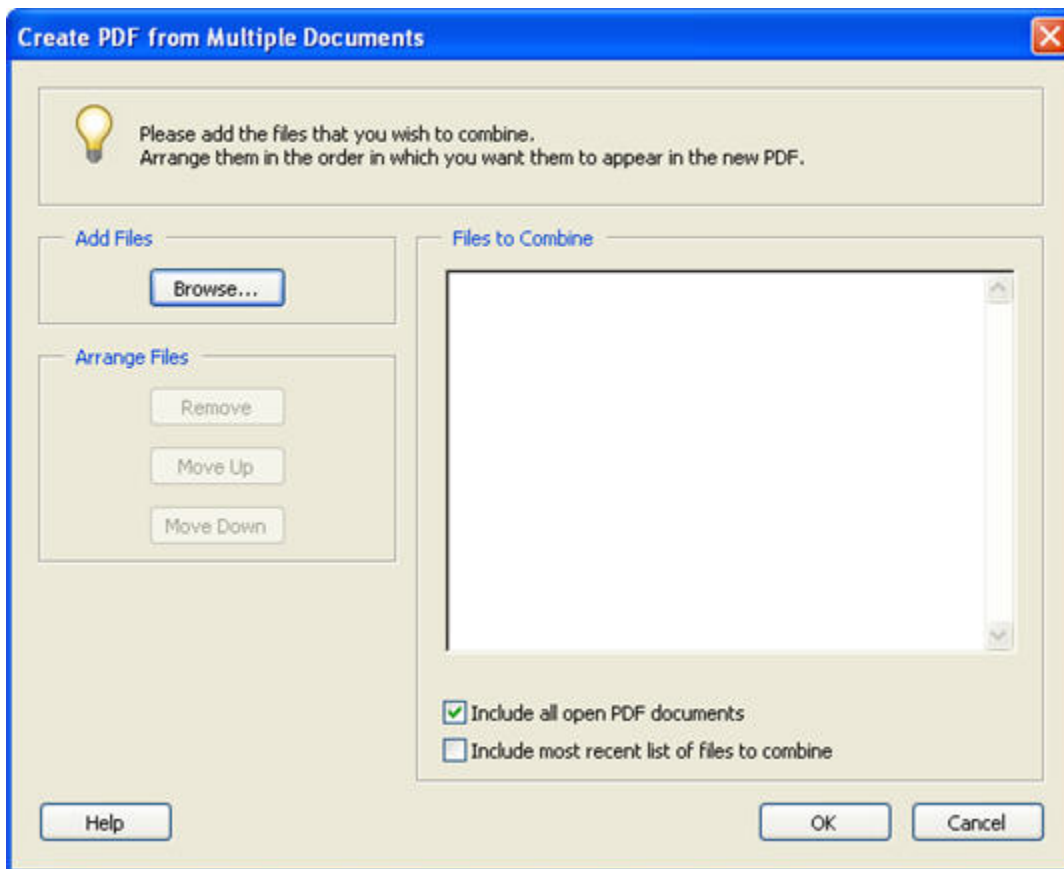
2. Browse to find the document you want to convert to PDF.
3. Click on the file and press the **Open** button. Adobe Acrobat will create a PDF from the document.

Create a PDF from multiple documents

When you want to merge several files into one PDF file, you should use the Create a PDF from Multiple Documents command. Adobe Acrobat will bring all of your selected files together in the order you specify.

You can include different file formats. When the files are imported, Acrobat will use the page layout settings specified in each file.

1. Click **File > Create PDF >  From Multiple Files**. The **Create PDF from Multiple Documents** window will open.



2. To add documents, click the **Browse** button and select the documents you want to use.

Tip: You can insert a document more than once.

3. Arrange documents in the order you want them to appear in the PDF by using the **Move Up**, **Move Down**, and **Remove** buttons.

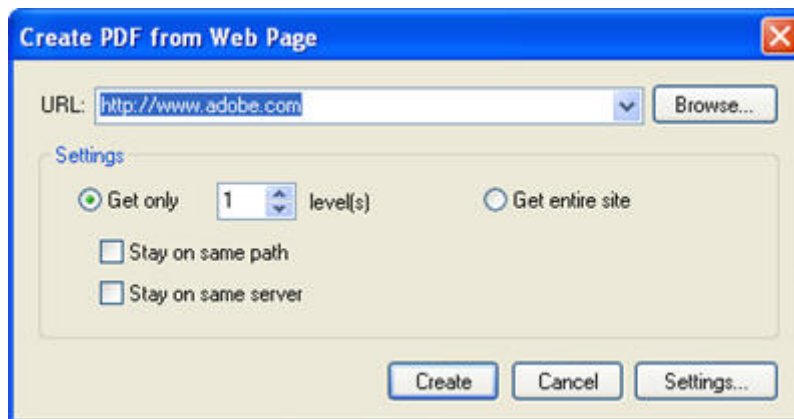
Create a PDF from multiple documents, continued

4. Click **OK**. Adobe Acrobat will create a PDF from the documents you selected.

Create a PDF from a web page

Adobe Acrobat will convert a web page into a PDF document. Links, images, and text will be preserved in the PDF, but the appearance of the PDF may be slightly different because Acrobat usually needs to shrink web page elements to fit onto a standard PDF page (default 8.5” x 11”). You can make advanced selections to set the layout and size of the PDF page.

1. Click **File > Create PDF > From Web Page**. The **Create PDF from Web Page** window will open.



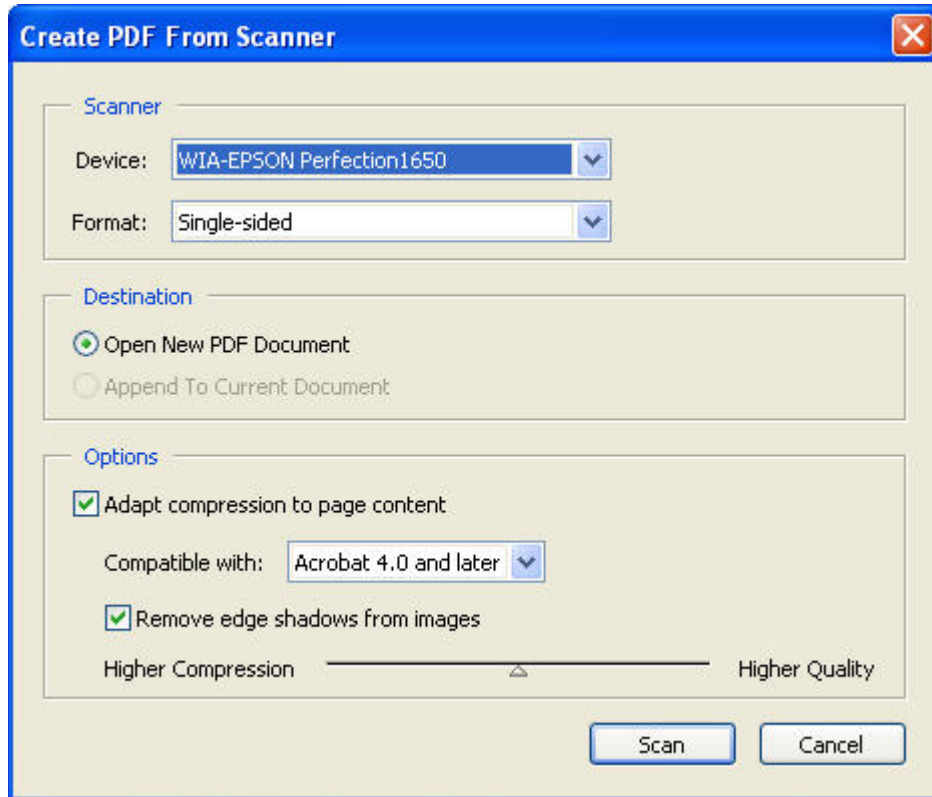
2. Enter the URL of the web page to be converted.
3. Choose how many levels of the site you wish to retrieve. Levels are determined by the website’s structure. In general, the more levels you choose, the more pages will be included in your PDF. Alternatively, you can select “Get entire site” to create a PDF from all of the site pages. This option may take a long time to process.

Tip: If you only want a PDF of the web page you are currently viewing, choose “Get only 1 level”.

4. If you want Adobe to stay on the same path or the same server when retrieving pages for the PDF, click on the appropriate boxes. These options restrict the links Acrobat follows to gather web pages. They are only necessary if you want to get more than one level of a website.
5. If you want to set the page layout and size, click **Settings...** When you are finished making your advanced selections, click **OK**.
6. Click **Create**. Adobe Acrobat will create a PDF from the web page you selected.

Create a PDF from a scanner

1. Click **File > Create PDF >  From Scanner**. The **Create PDF from Scanner** window will open.



2. Select your scanner device.
3. Choose your format. If your document is only printed on one side, choose single-sided. If your document is printed on front and back, choose double-sided.
4. If you already have a PDF file open, you can choose to either open a new PDF document or append the scanned documents to the file that is currently open.
5. Choose your compatibility level. People with versions of Acrobat older than the compatibility level you select may not be able to open your PDF. However, choosing a compatibility level for older versions of Acrobat generally results in a larger file size and a loss of some functions that are only available in later versions. The default (compatible with Acrobat 4.0 or later) is usually acceptable.

Create a PDF from a scanner, continued

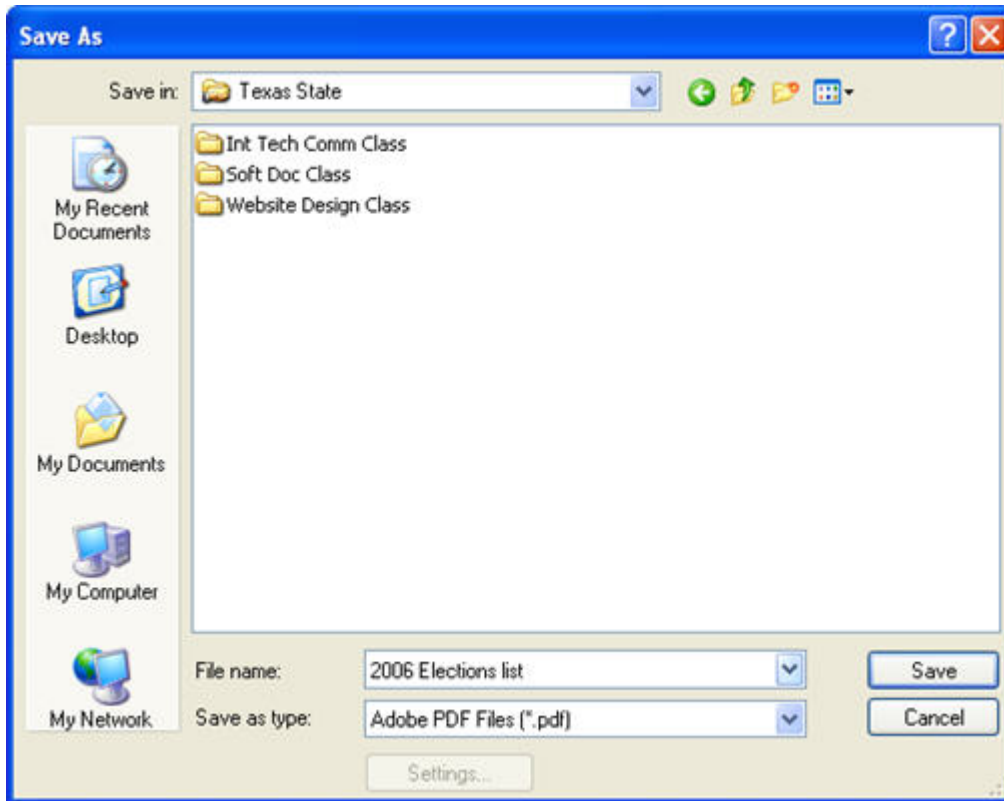
6. Choose whether to remove edge shadows from images. In most cases this is desirable.
7. Choose your compression level. Higher compression means smaller file size at the expense of visual quality. You can get a very clean image with lower compression, but the file size tends to be much larger.
8. Click **Scan**.

Tip: You may be presented with additional scanning options that vary depending on the type of scanner and scanner software you are using. If you need help with these options, you will need to consult your scanner documentation.

9. Adobe Acrobat will create a PDF from the scanned document. The **Acrobat Scan Plug-In** window will appear.
10. You can click **Next** to scan another page, or click **Done** to stop scanning.

Save a PDF File

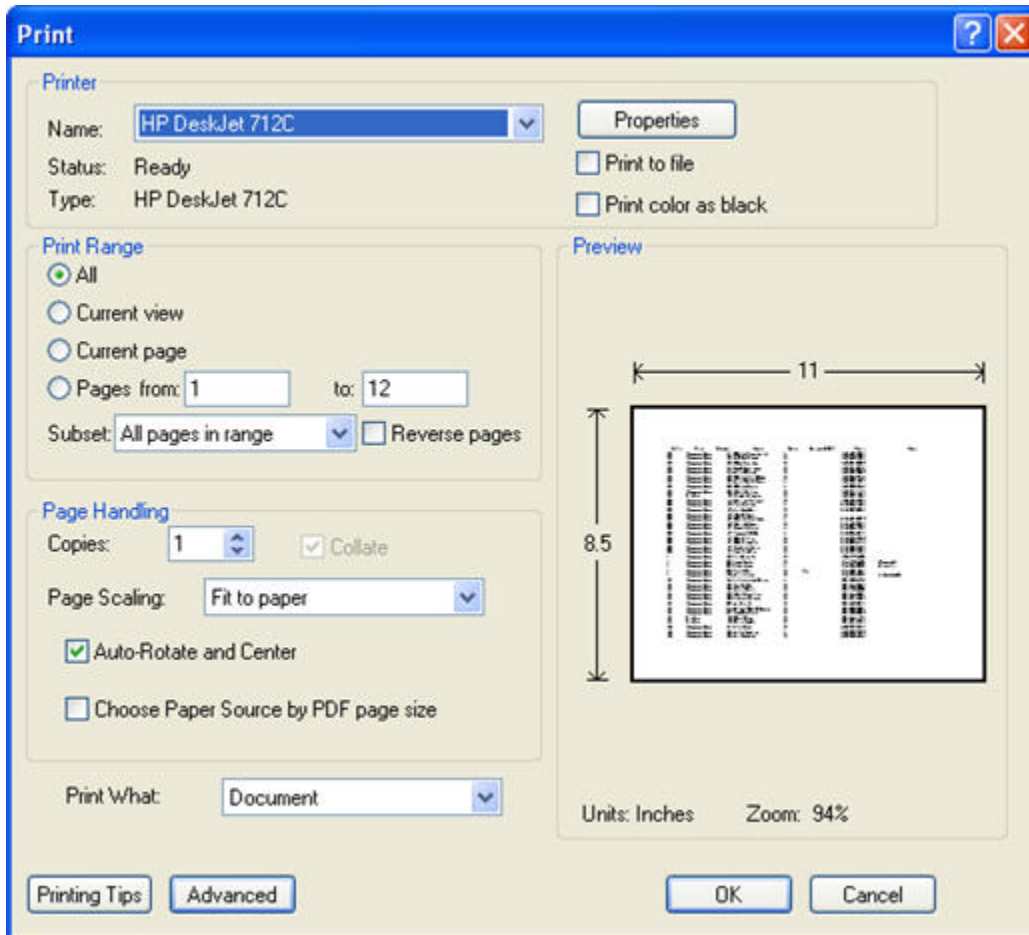
1. Click **File** > **Save As**. The **Save As** window appears.



2. Browse to the location where you want to save the file.
3. Enter the name of your file.
4. Select the type of file to save the document as.
5. Click **Save**.

Print a PDF File

1. Open the file you wish to print.
2. Click **File > Print**. The **Print** window appears.



3. Select your printer device.
4. Select your print range, number of copies, and page scaling.
5. Click **OK**.