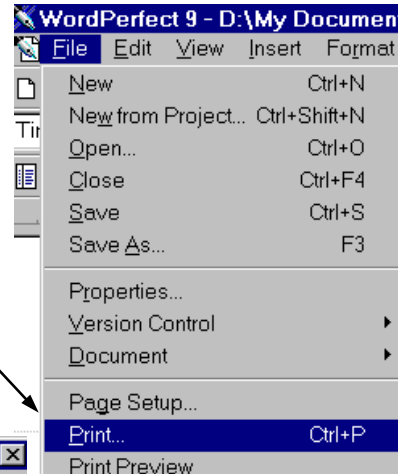


Converting Files to PDF

Acrobat must be installed on your computer.

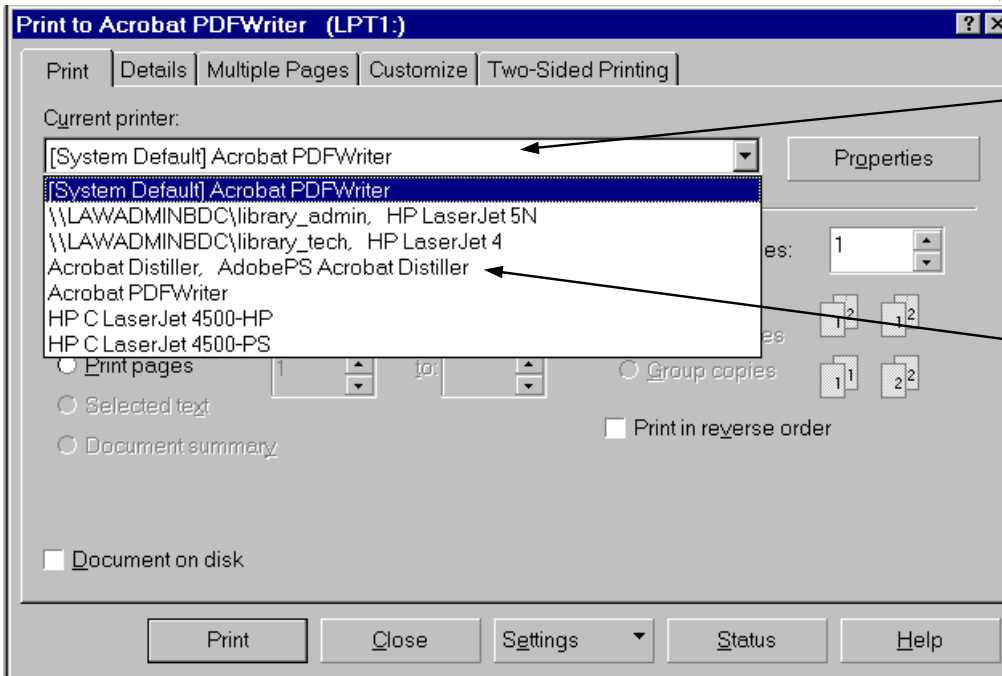
Almost any document already in electronic format can be easily converted to a PDF file. Open the file in a word processor. Click on File and then click on Print.

You create a PDF file by printing to Adobe Acrobat.

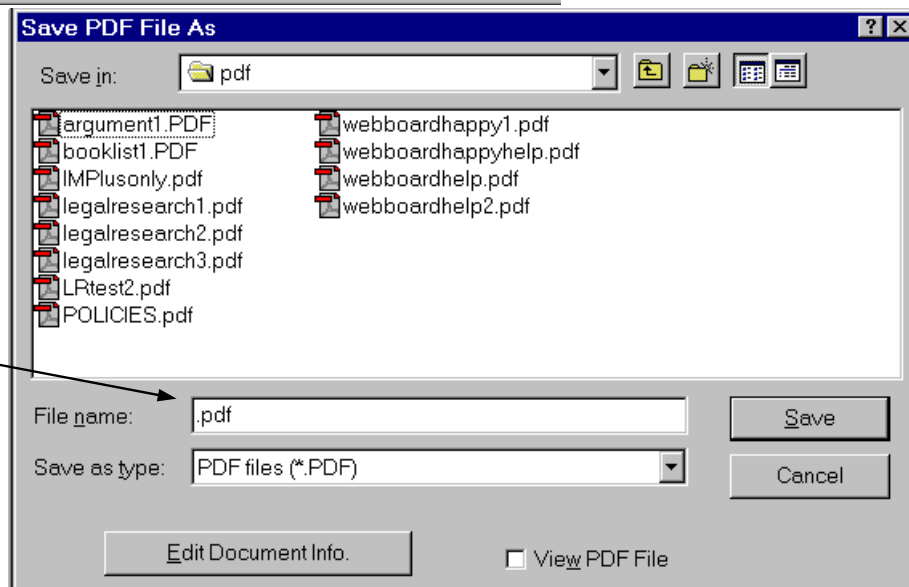


Choose the Acrobat PDFWriter to print to a PDF file. This will not print the document, but will create a PDF file.

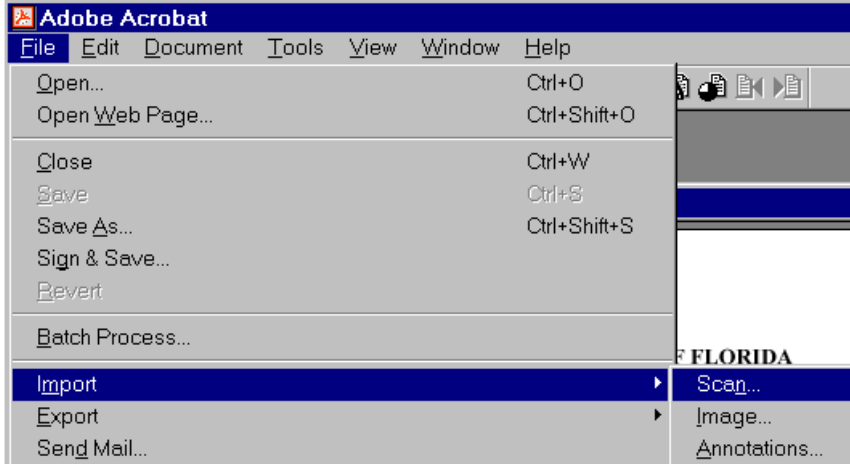
You can also use AdobePS Acrobat Distiller. PDFWriter usually creates a smaller file. Distiller creates a higher quality file and sometimes one that is more faithful to the formatting of the original. For a smaller size file PDFWriter is usually better, for a higher quality file, Distiller is better.



Click Print and you will be prompted to save the file. Choose the location you want to save the file to and name your file. You should use the file extension '.pdf.' Click Save to save your file.



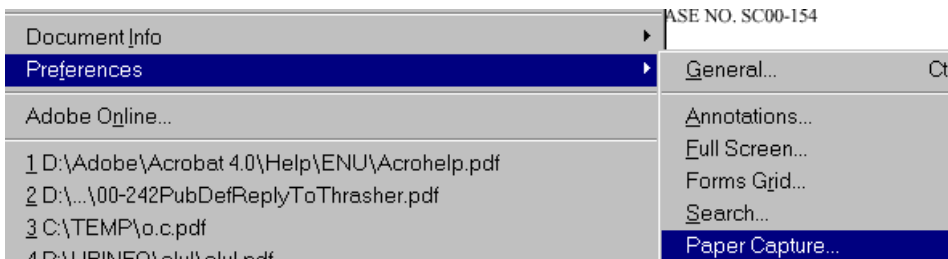
If you have access to a scanner you can scan directly to PDF format.



Acrobat Version 4.0 and 5.0 have many advanced features. Only a few of the most important features will be covered here.

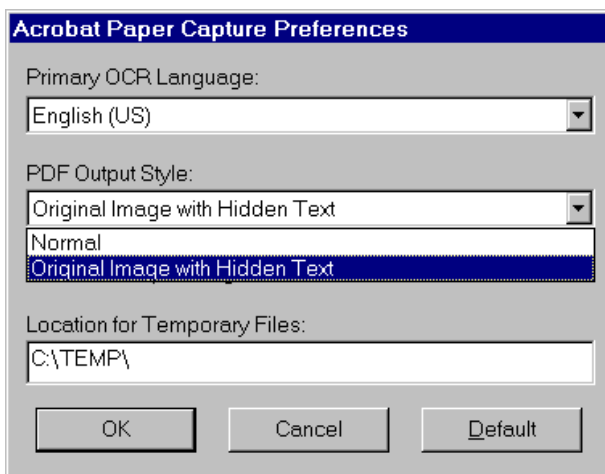
To scan a document, first place the paper copy to be scanned in the scanner. Open Adobe Acrobat and click File, and then Import and then Scan.

Another important feature is Paper Capture, found under File Preferences and then Paper Capture.



The scanning resolution is set through the scanner and varies from scanner to scanner, but most will range from about 150 dpi (dots per inch) to 600 dpi . The higher the resolution the larger the file will be, but too low a resolution will produce a poor quality PDF file. For best all around results I recommend using a resolution of 300 dpi. You can adjust up or down for different results. Generally to improve download time you want the lowest resolution that will provide acceptable quality.

The Paper Capture feature will OCR (Object Character Recognition) a scanned document and add text behind the image. The text can then be searched or copied and pasted.



When you use Paper Capture you can choose the PDF Output Style. Normal will convert the document to text. This creates a much smaller file and one that looks like a word processing document. But OCR technology is not perfect and there may be errors in the text. Some legal documents may have 'strike throughs or the quality of the original may be poor. The OCR technology cannot read these characters and guesses at what text it should place there. For this reason most use the Original Image with Hidden Text. This style maintains the absolute fidelity of the original but adds the text behind the image. This text can still be copied and pasted.



To use copy on a scanned PDF file that has hidden text, you must use the icons on the Acrobat Reader toolbar. First click on the letter 'T' then mark off the area you want to copy and then click on the copy icon.