

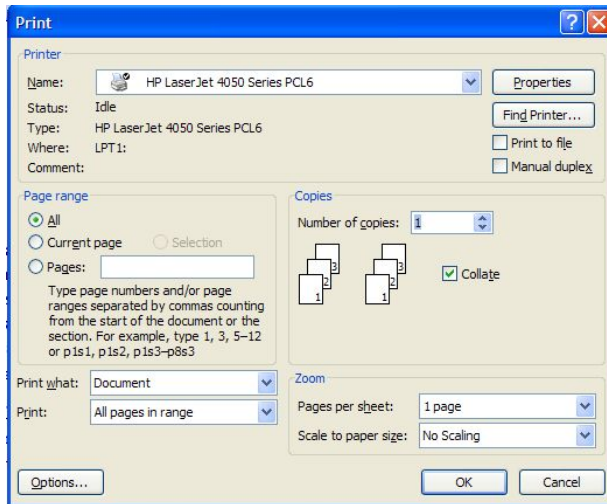
# Creating a PDF Document

The Portable Document Format (PDF) was developed by Adobe as a way to share and exchange documents in a format that requires only a simple reader program. So using the PDF format, you can share files you may have created in InDesign, Photoshop or other applications with persons who do not have the expensive software – they only need the Adobe Reader (which is free) or other compatible reader program. The PDF is not editable but its size is usually considerably smaller than the original so it will e-mail much easier.

For the Communication Graphics class, when you submit some assignments to the instructor you will save them in the PDF format first and then e-mail the PDF with the other required materials.

The process of creating a PDF is fairly straight-forward. It will be discussed below.

1. In whatever application you are using, save your work in the native format onto your flash drive. This is so you can later reopen and make changes to it in the native format. Editing a PDF is limited. PDF's cannot usually be opened in the originating software.
2. Once the file is saved, select "File>Print;" the Print dialog box opens. The Print menu will look similar to the one shown here:



3. Click on the arrow at the right of the printer names box and change it to "Abode PDF" then click the OK button.
4. You will get a new menu that is similar to a "Save As" menu. There you will specify a location to save your PDF (usually your flash drive) and give it a name. Then click the OK button.
5. The file is saved in the PDF format.
6. Attach the PDF to an e-mail sent to the instructor.

\*Please note that some applications may require you to use the Export function usually found in the File menu rather than print when creating the PDF. This is especially true with the InDesign application.