Create PDF files with Adobe® Acrobat® XI

Convert virtually any document, graphic, or web page into a PDF file.

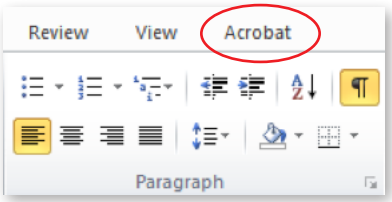
Adobe Acrobat

1. In Acrobat, click the Create button on the left side of the task bar and select PDF From File.
2. Browse to the desired file. Click open.
3. Click the Save button. Type a name for your file, and click Save.

Microsoft Office to PDF (Windows®)

1. Click the Acrobat menu at the end of your Office application Ribbon to display the task ribbon.
2. Click Create PDF. Type a name for your file, and click Save.

Tip: To create your PDF file and distribute it to others in a single step, click Create and Attach to Email.



Example of the Acrobat menu on the Microsoft Word 2010 Ribbon

Print to PDF (Windows)

1. From within your application, select File > Print.
2. In the Print dialog box, select Adobe PDF as your printer.
3. Click Print. Type a name for your file, and click Save.

Print to PDF (Mac)

1. From within your application, select File > Print.
2. Click the PDF button and choose Save As Adobe PDF.
3. Choose the Adobe PDF Settings and click Continue.
4. Type a name for your file, and click Save.

Mobile-ready PDF file creation (Windows)

Optimize PDF files for reading on mobile devices, such as smartphones or tablets, across operating systems, including Apple iOS, Android™, Windows Ph7, or QNX.

Acrobat

1. To set the preferences in Acrobat, click File > Save As Other > Optimized PDF
2. Within the Settings drop down box, select Mobile. Click OK.
3. Type a name for your file. Click Save.

Office

1. To set the preferences in Office, click the Acrobat menu at the end of your Office application to display the task ribbon.
2. Select Preferences > Settings Tab > Check Enable Accessibility and Reflow with Tagged PDF. Click OK.
3. Click Create PDF. Type a name for your file. Click Save.

HTML to PDF (Windows only)

Capture web pages as PDF files with a single click from Internet Explorer, Chrome, or Firefox. Convert all or part of the page, keeping links, layouts, and formatting intact.

Internet Explorer

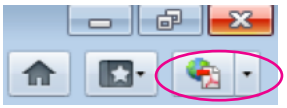
1. In the top left of your browser window, click the Acrobat Convert button. Select Convert Web Page to Adobe PDF.
2. Type a name for your file, and click Save.

Chrome

1. At the end of the Search Toolbar, click the Acrobat PDF icon. Select Convert Web Page to Adobe PDF.
2. Type a name for your file, and click Save.

Firefox

1. At the end of the Search Toolbar, click the Acrobat PDF icon.
2. Type a name for your file, and click Save.



Tip: The first time you open your browser with Adobe Acrobat installed, you must agree to enable the Adobe PDF add-on.

For more options when converting HTML to PDF, such as adding your page to an existing PDF file, access the submenu with the drop-down arrow.

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