

Exercise 1 – Create a PDF Using PDFMaker

In this exercise, you will learn how to use PDFMaker to convert a Microsoft Word document to a PDF file.

[View Demo](#)

1. Start **Microsoft Word** and open your thesis or dissertation.
2. Look at the toolbars at the top of the window. Notice there are two areas related to Acrobat PDFMaker:
 - The **Adobe PDF** and **Acrobat Comment** menus
 - The Acrobat icons

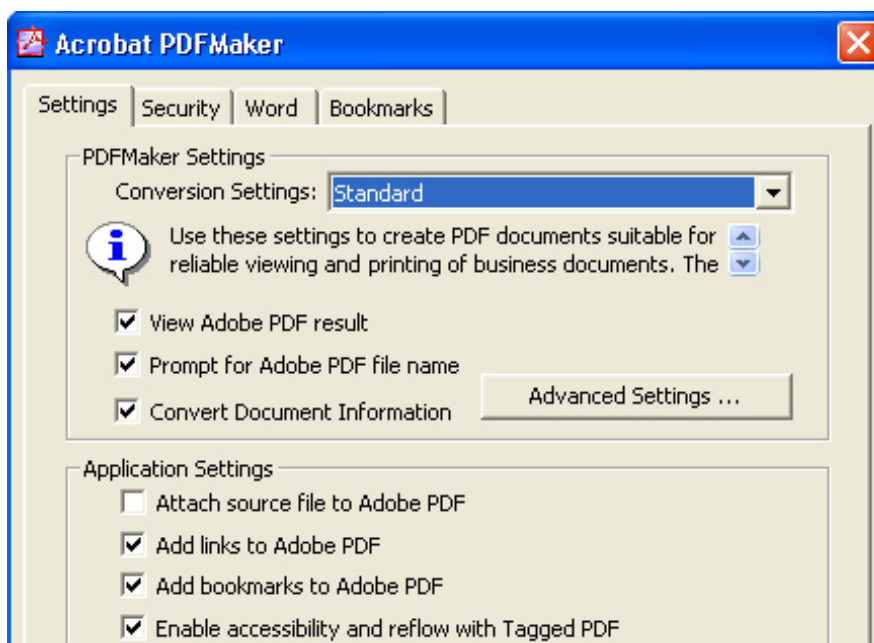


3. Click the **Adobe PDF** menu and choose **Change Conversion Settings**.
4. The Adobe PDFMaker dialog box opens. It contains four tabs with a number of different options.
5. To create an ETD, choose **Standard** from the **Conversion Settings** pop-up menu on the **Settings** tab.
6. The **View Adobe PDF** results option should also be checked to ensure that the converted file will display automatically. Next, look under the Application Settings heading and verify that the **Add Links To Adobe PDF** option is checked so that any hyperlinks in your document will be automatically converted to Acrobat links.

Tip


The Acrobat 7 installer scans your system for a copy of Microsoft Office 98 or later, and if found, automatically loads PDFMaker. This is the macro that allows you to create PDFs from Word as well as Excel and PowerPoint.

If you do not see Acrobat PDFMaker in Microsoft Word, go to Exercise 2 to use the Print command to create a PDF file.



Tip

The default settings will create an ETD. Click the **Restore Defaults** button to make sure that the defaults are selected or click the **Advanced Settings** button and click the appropriate tabs to make sure fonts are embedded or to change image or color settings.

7. Click **OK** to save your settings.
8. You are ready to convert your thesis or dissertation to an Acrobat PDF file. Click the **Adobe PDF** menu and choose **Convert To Adobe PDF**, or, alternatively, click the  **Convert To Adobe PDF** button.
9. When prompted, type a file name (or accept the default name suggested by Microsoft Word), and click **Save**.
10. When the conversion is complete, your document will automatically open in Acrobat, and you can check to see how it looks.

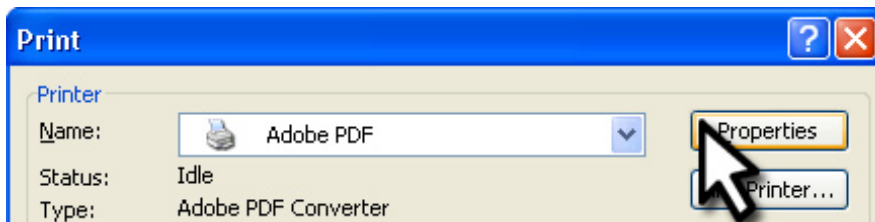
Continue to Exercise 2

Exercise 2 – Create a PDF Using the Print Command

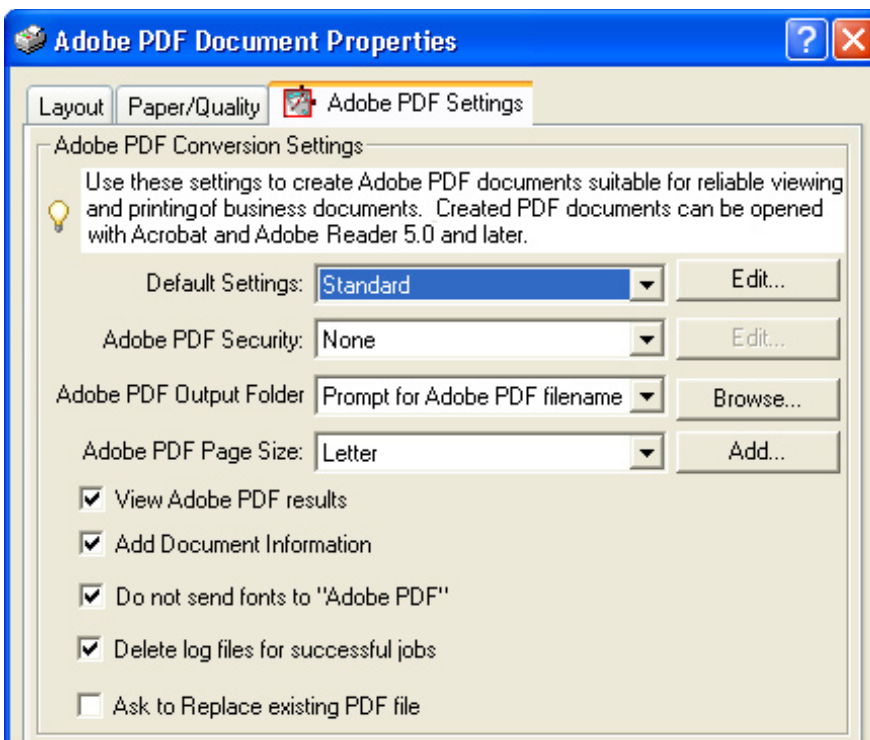
In this exercise, you will learn how to use the Print command to convert a Microsoft Word document to a PDF file. If you use a different word processor, you should easily be able to duplicate the steps described below. Your application must simply be capable of producing printed output.

[View Demo](#)

1. Start Microsoft Word and open your thesis or dissertation.
2. Choose **Print** from the **File** menu.
3. The Print dialog box opens. Choose **Adobe PDF** from the pop-up menu under **Printer**.
4. To set your print options, click the **Properties** button.



5. Click the **Adobe PDF Settings** tab. Notice that it contains a number of different settings.
6. For an ETD, choose **Standard** from the **Default Settings** menu.
7. Verify that the **View Adobe PDF results** option is checked so that the converted file will display automatically.



8. Click **OK** in the Document Properties dialog box to save your settings.
9. To continue to convert your dissertation or thesis to an Acrobat PDF file, click **OK** in the Print dialog box.
10. When prompted, type a file name (or accept the default name suggested by Word). Note that the default file extension is .pdf. Click **Save**.
11. When the conversion is complete, your document will automatically open in Acrobat, and you can check to see how it looks.

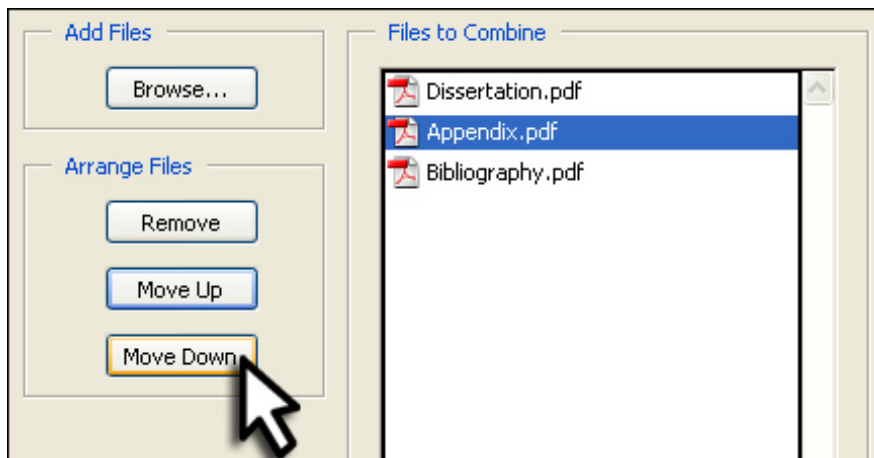
Continue to Exercise 3

Exercise 3 – Combine Multiple Files

In this exercise you will see how to combine two or more PDF files into a single document. By using a single command you can quickly combine multiple files.

[View Demo](#)

1. Using the instructions in Exercise 1 or 2, convert all the documents you want to merge to PDF files.
2. Start Adobe Acrobat.
3. From the **File** menu, choose **Create PDF**, then choose **From Multiple Files**.
4. A new dialog box opens so that you can add the files you want to combine. Click the **Browse** button, navigate to each file, and click the **Add** button to select it.
5. When you have listed all the files to be included, use the **Move Up** and **Move Down** buttons to rearrange the order of the files or the **Remove** button to delete a particular file.



6. To merge the selected documents, click **OK**.