

DIYplr.com

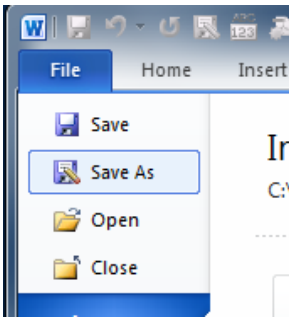
What Your Readers Want... Step by Step

Creating a PDF Using Adobe Online

You Will Need:

An account with Adobe PDF Online - www.createpdf.adobe.com

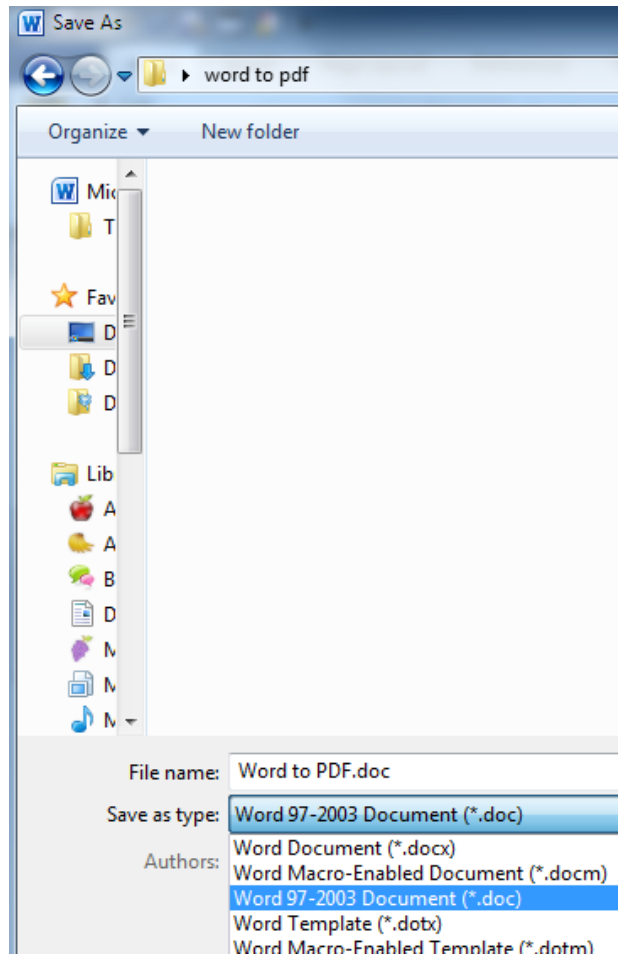
Step 1: Save Your Word Document



will not have an original to needed.

With the document open, **Save As.**

From the "Save as Type" select either .doc or .docx. save as .doc because some trouble opening the new with older versions of Word.



Before converting your document, always save a copy of it in .doc (Word 97 – 2003) or .docx (Word 2007 – 2010) format, otherwise, you edit later if

click **File and**

drop-down, I've chosen to people have docx format



Step 2: Upload Doc to Adobe PDF Online

Once you have your document written and you've saved an editable version for future edits, it's time to save it as a PDF.

Log into your Adobe PDF Online account & click the "**Convert a File**" link.

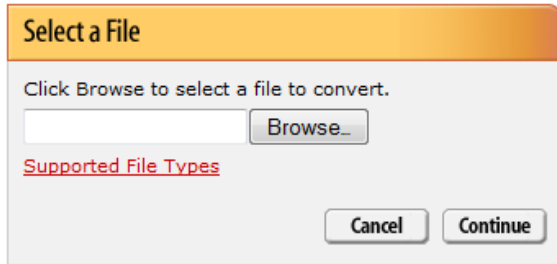
Create Adobe PDF Online Home



Convert a File

Select a file from your hard drive, and we'll create an Adobe® PDF file for you. We can also do optical character recognition (OCR) on image files.

Click "**Browse**" to locate the file on your computer that you wish to convert. Once located, click the document once and then click **Continue**. The file will upload & open a new screen.



Select a File

Click Browse to select a file to convert.

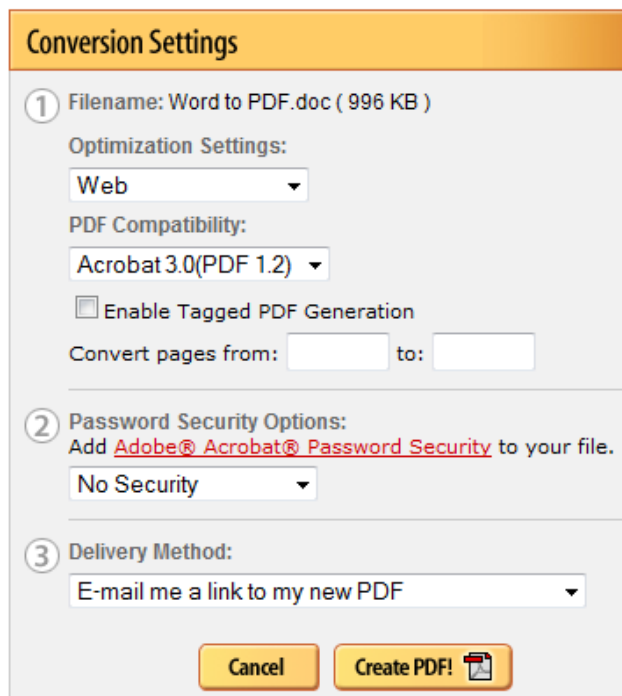
[Supported File Types](#)

Step 3: Choose Conversion Settings

Choose the conversion settings that best suit your needs. Select the Delivery Method from the following choices:

- Download from history
- Wait for conversion in browser
- Email me a link
- Email as attachment

See images on the next page.



Conversion Settings

① Filename: Word to PDF.doc (996 KB)

Optimization Settings:

Web

PDF Compatibility:

Acrobat 3.0(PDF 1.2)

Enable Tagged PDF Generation

Convert pages from: to:

② Password Security Options:

Add [Adobe® Acrobat® Password Security](#) to your file.

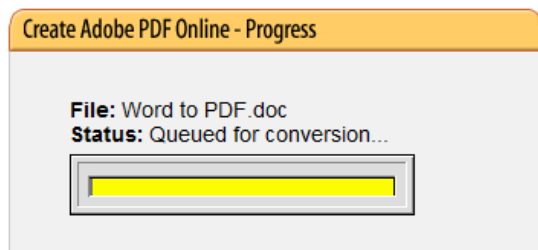
No Security

③ Delivery Method:

E-mail me a link to my new PDF

Click the "**Create PDF**" button once you're ready to convert. We're choosing to wait for conversion in the browser.

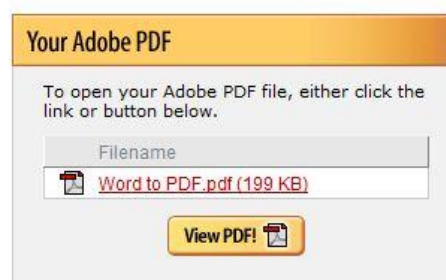
You should see a progress bar as the document is being converted.



Step 4: Preview In Browser & Save

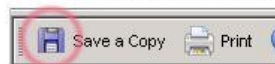
Once the conversion is finished, you'll get a message letting you know the process is complete and how you can view the PDF.

Since we selected to view in the browser, you simply need to click **View PDF** & then click the **Save** icon to save it to the computer.



Saving your file

Click the Disk Icon in Adobe Reader



To save your Adobe PDF file, click the Save icon on the Adobe Reader toolbar.

Step 5: Save & Preview from Computer

If you chose to have the file emailed to you, you need to save it to your computer. Next, navigate to where you saved it, Open the file and make sure everything looks ok.

