

Creating PDF Files

Webmaster Support Mini-Lesson

1. View some examples of PDF documents on the Web:
 - A. The Instructional Technology Monitor Newsletter
www.nisd.net/cmptecww/DeptWebSite/Press
 - B. NISD Employment Applications
www.nisd.net/persww/EMPLOYMENT_APPLICATION/employment_application.html
2. Open the original document that you wish to convert to PDF.
3. From the **File Menu**, click the **Print** command.
4. Select **Acrobat PDFWriter** as the **Printer Name**.
5. Click **OK**.
6. Navigate to the folder where you wish to save the file.
7. Click **OK**.
8. Enter text for the **Document Information**.
9. Click **OK**.
10. Open your Web page and create a local link to your new PDF file.
11. Also include a link on your Web page to www.adobe.com so that your visitors may download the free reader, if necessary.
12. Be sure to upload both your Web page and the PDF file to the Web server!