



Using Adobe Acrobat to Save Documents for the Web

Adobe Acrobat creates PDF files (Paper Document Format). Acrobat is useful when you want to share forms, lengthy Word documents, or other items on the web, because it preserves the formatting exactly, and it also creates a file that is universally readable by anyone who has the free Acrobat Reader software installed. Every campus webmaster has a license for the full version of Adobe Acrobat. To create and post PDF files to your website, you will need to ask your campus webmaster (usually your facilitator) if you can use their computer, or ask them to PDF a document for you and return it to you as an email attachment.

The following directions explain how to use Adobe Acrobat to save documents for the web if you are using a computer which has the full version of Acrobat installed.

STEP ONE: Save the document as a PDF file.

NOTE: Rule of thumb: If you can print it, you can save it as a PDF file. This includes Word, Excel, PowerPoint, and almost any other document.

1. Open the document you wish to save as a PDF file.
2. Select FILE>PRINT.
3. In the dialog box that appears, under PRINTER, select ACROBAT PDF WRITER or ACROBAT DISTILLER.
4. In the next dialog box that appears, select the location to save the file to, and choose a file name. You can save the document directly into your website folder if you are going to be publishing it on the web.

STEP TWO: Link to the document from a web page in your site.

1. Open your website in FrontPage.
2. Open the page you want to include the document link on.
3. Type in the name of the file, and add a note that this is a PDF file.*
4. Highlight the name you've typed, and select INSERT>HYPERLINK.
5. In the Hyperlink dialog box, browse to the PDF file in your web folder, and highlight it.
6. Click OK. Then test your link in preview mode.
7. Save and publish your updated page.

INSTRUCTIONS FOR VISITORS TO YOUR PAGES

It's a good idea to include instructions for visitors to your pages when you're including PDF files, since they'll have to have Acrobat Reader software to view them. The wording below might be appropriate to include:

To download or view these documents, you will need Adobe Acrobat Reader. Adobe Acrobat Reader software is available for free download at the [Adobe web site](http://www.adobe.com/products/acrobat/readstep.html).

You can also include a link to the web site, which is:
<http://www.adobe.com/products/acrobat/readstep.html>