PDF Document Cheat Sheet for Adobe ver. 8

Convert a Word Document into a PDF Document
• Open Word Document and click on the Option button • Click on Print • Select Adobe PDF for Printer Name and Click OK to start conversion • Name and Save Your PDF Document *NOTE: Be sure to remove all metadata (tracked changes) from Word Document before converting it to PDF Document.*

Compress File Options		
Option 1:	**Option 2:**	**Option 3:** *(Primarily Scanned Documents)*
• Open PDF Document in Adobe Acrobat • Select File -> Print -> • Select Adobe PDF printer from the list printer name list • Click OK	• Open PDF Document in Adobe Acrobat. • Select Document -> Reduce File Size -> Select Retain existing -> • Click OK • Click File-Save and save the change	• Open PDF Document in Adobe Acrobat • Click Document->Optimize Scanned PDF • Select Small Size and click OK • Click File-Save and save the changes

Convert Image Based PDF file to a Full Text Searchable File
• Open Image Based PDF Document (Scanned) • Select Document from the Top Menu Bar • Select OCR Text Recognition • Select Recognize Text Using OCR • Click OK to start conversion to Full Text Searchable File • Save Document

Merge PDF Documents	**Split Large PDF Documents**
• Open Document 1 • Click on Document from the Top Menu Bar • Select Insert Pages • Find Document 2 to Insert and Click Select • Select Location to Insert Document 2 into Document 1 and Click Ok	• Open PDF file in Adobe Acrobat. • Click File -> Print • Select Adobe PDF as the printer • Enter page numbers to put in Volume 1 and click OK • Name the file as *Volume 1-Original* file name • For the Volume 2, select the next set of page numbers