PDF Document Cheat Sheet for Adobe Acrobat Version 10

Convert a Word Document into a PDF Document
• Open Word Document   • Click File-Save as Adobe PDF   • 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: (Print as PDF)	**Option 2: (Reduced File Size)**	**Option 3:** *(For Scanned Documents)*
• Open PDF Document in Adobe Acrobat • Select File -> Print -> • Select Adobe PDF printer from the list printer name list • Click OK (For large files, see "Split Large PDF Documents," below)	• Open PDF Document in Adobe Acrobat. • Select File->Save As->Reduced Size PDF-> Retain existing (for compatibility) -> • Click OK • Save the change *Note: Check for quality of the created PDF file. i.e. text is readable.*	• Open PDF Document in Adobe Acrobat • Click Tools on the right side, select Document Processing->Optimize Scanned PDF • Adjust your settings and click OK • Save the change

Convert Image Based PDF file to a Full Text Searchable File (OCR)
• Open Image Based (Scanned) PDF Document   • Select Tools from the right side select Recognize Text->In This File   • Use the Edit button to adjust your settings Searchable Image (Exact) to retain file size or select Searchable Image with 300 DPI to reduce file size   • Click OK to start conversion to Full Text Searchable File   • Save Document

Merge PDF Documents	**Split Large PDF Documents**
• Open Document 1 • Click on Tools from right side • Select Insert from File • 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 on Tools from right side • Pages->Select File Size->4 MB->edit Output Options as needed->click OK