

Learn Acrobat: Create and Convert

Adobe

What's the best way to create a PDF?

You can create PDFs from documents printed on paper, Microsoft Word documents, InDesign® files, digital images, and more. Different types of sources have different tools available for PDF conversion. In many applications, you can create PDFs by selecting the Adobe PDF printer in the Print dialog box.

If a file is open in its authoring application (such as a spreadsheet that is open in Microsoft Excel), you can convert it to PDF without opening Adobe Acrobat. Similarly, if Acrobat is already open, you don't have to open the authoring application to convert a file to PDF.

Every PDF balances efficiency (small file size) and quality (such as resolution and color). If the balance between the file size and the quality is critical to your task, you must use an appropriate conversion method.





For example, you can drag files to the Acrobat icon to create PDFs. In this case, Acrobat applies the most recently used conversion settings without providing access to those settings. If you want more control over the process, you'll want to use another method.




PDF creation methods by file type

Refer to the following lists to determine the methods available for the different types of files.

File Type	PDF Creation Methods
Any file format	<p><u>Method 1:</u> From the top tools bar, select Create. Then, select a file type and then select the file that you want to convert to PDF.</p> <p>Or, select the hamburger menu ☰ (Windows) or the File menu (macOS) > Create and then select the appropriate file type and follow through the steps.</p> <p><u>Method 2:</u> Drag and drop a file from your system to the Acrobat Home page.</p> <p><u>Method 3:</u> Right-click on the file and then select Convert to Adobe PDF.</p>

	<p><u>Method 4</u>: Open the file in its source application and go to Print > Adobe PDF printer.</p>
<p>Paper documents (Requires a scanner)</p>	<p><u>Method 1</u>: From the top tools bar, select Create. Then, select Scanner as the file type, select the scanner, and follow through the steps or browse to locate a pre-scanned page.</p> <p>Or, select the hamburger menu ☰ (Windows) or the File menu (macOS) > Create from scanner and follow through the workflow.</p>
<p>Microsoft Office documents</p>	<p><u>Method 1</u> (Windows only): From the authoring application toolbar, select Adobe Acrobat > Create and Share Adobe PDF.</p> <p><u>Method 2</u> (Windows only): Open the file in its source application and then go to Print > Adobe PDF printer.</p> <p><u>Method 3</u> (Windows only): Right-click on the file and select Convert to Adobe PDF.</p> <p><u>Method 4</u>: Drag and drop the file from your system to the Acrobat Home page.</p> <p><u>Method 5</u> (macOS only): From the authoring application, select File > Print > PDF > Save as Adobe PDF.</p>
<p>Email messages</p>	<p><u>Method 1 (Windows only)</u>: Within Microsoft Outlook or Lotus Notes, select Acrobat PDFMaker or select Adobe PDF menu options (Outlook) or the Actions menu (Lotus Notes).</p> <p><u>Method 2 (Windows only)</u>: From the email application, go to Print > Adobe PDF Create a PDF (not a PDF Portfolio).</p> <p><u>Method 3 (Outlook 2010 or later)</u>: From the email folder or selection of messages, right-click and then select Convert to Adobe PDF.</p>

Web pages	<p><u>Method 1:</u> From the top tools bar, select Create. Then, select Web page as the file type and follow through the steps.</p> <p>Or, select the hamburger menu  (Windows) or the File menu (macOS) > Create > PDF from web page and follow through the workflow.</p> <p><u>Method 2:</u> Drag and drop the HTML file from your system to the Acrobat Home page.</p> <p><u>Method 3:</u> Right-click on the file and then select Convert to Adobe PDF.</p> <p><u>Method 4:</u> From the top-right corner of the webpage, select  > Print > Adobe PDF.</p>
Content copied on the clipboard	<p><u>Method 1:</u> From the top tools bar, select Create. Then, select Clipboard as the file type and follow through the steps.</p> <p>Or, select the hamburger menu  (Windows) or the File menu (macOS) > Create > PDF from clipboard and follow through the workflow.</p>
AutoCAD files (Acrobat Pro for Windows only)	<p><u>Method 1:</u> From the top tools bar, select Create and then select the file.</p> <p>Or, select the hamburger menu  (Windows) or the File menu (macOS) > Create > PDF from file and follow through the workflow.</p> <p><u>Method 2:</u> Drag and drop the HTML file from your system to the Acrobat Home page.</p> <p><u>Method 3:</u> Right-click the file and select Convert to Adobe PDF.</p> <p><u>Method 4:</u> Within AutoCAD, go to Print > Adobe PDF.</p>

Adobe Photoshop, Adobe Illustrator, and Adobe InDesign files	<p><u>Method 1:</u> From the top tools bar, select Create a PDF and then select the file.</p> <p>Or, select the hamburger menu  (Windows) or the File menu (macOS) > Create > PDF from file and follow through the workflow.</p> <p><u>Method 2:</u> Drag and drop the file from your system to the Acrobat Home page.</p>
PostScript and EPS files	<p><u>Method 1:</u> From the top tools bar, select Create and then select the file.</p> <p>Or, select the hamburger menu  (Windows) or the File menu (macOS) > Create > PDF from file and follow through the workflow.</p> <p><u>Method 2:</u> Drag and drop the file from your system to the Acrobat Distiller icon or Acrobat Distiller window.</p>
3D files (Acrobat Pro)	<p><u>Method 1:</u> From the top tools bar, select Create and then select the file.</p> <p>Or, select the hamburger menu  (Windows) or the File menu (macOS) > Create > PDF from file and follow through the workflow.</p> <p><u>Method 2:</u> Drag and drop the HTML file from your system to the Acrobat Home page.</p> <p><u>Method 3:</u> From Microsoft PowerPoint, select Adobe Presenter > Publish.</p>

Balance PDF file size and quality

You can select various settings to ensure that your PDF has the best balance between file size, resolution, conformity to specific standards, and other factors. The settings you select depend on your goals for the PDF that you are creating. For example, a PDF intended for high-quality

commercial printing requires different settings than a PDF intended only for onscreen viewing and quick downloading over the Internet.

Once selected, these settings apply across PDFMaker, Acrobat, and **Acrobat Distiller**.

However, some settings are limited to specific contexts or file types. For example, PDFMaker options can vary among the different types of **Microsoft Office** applications.

For convenience, you can select one of the conversion presets available in Acrobat. You can also create, define, save, and reuse custom presets that are uniquely suited to your purposes.

For scanned documents, you can choose from Autodetect Color Mode or several scanning presets that are optimized for scanning documents and images in color or black and white. You can modify these presets or use your own custom scanning settings.

There are various ways to create a PDF file using Acrobat. You can generate a PDF quickly using the convert to PDF tool, menu commands, dragging-and-dropping files onto the Acrobat application icon, or converting clipboard data.

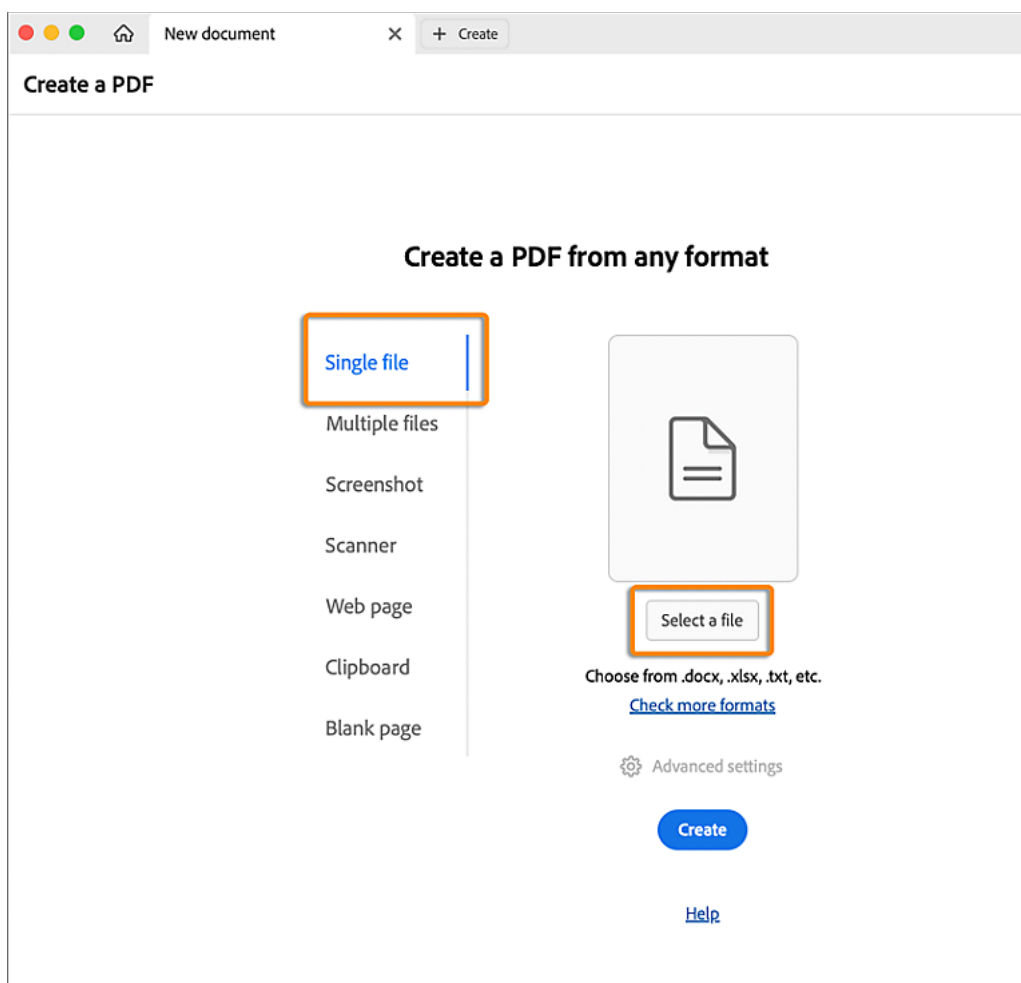
Convert a file to PDF using Acrobat menu commands

1. Do any of the following:

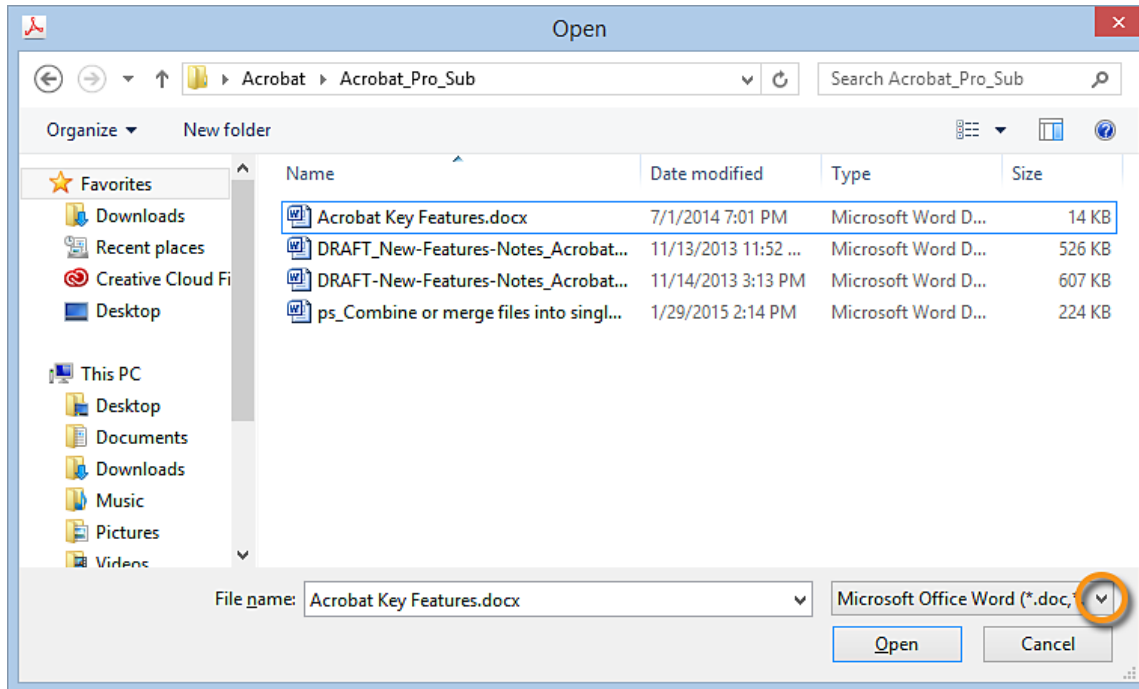
- In Acrobat, select **Create** from the global toolbar.



The Create a PDF tool opens. On the left rail, **Single file** is selected by default. Choose the **Select a file** button.



- Select the hamburger menu ☰ > **Create > PDF from File** (Windows), or **File > Create > PDF from File** (macOS).
2. In the Open dialog box, select the file that you want to convert. You can browse all file types or select a specific type from the Files Of Type drop-down menu.



3. Optionally, select **Advanced settings** to change the conversion options if you're converting an image file to PDF. The options available vary depending on the file type.

Note:

*The **Advanced settings** button is unavailable if you choose **All Files** as the file type or if no conversion settings are available for the selected file type. (For example, the Advanced settings button is unavailable for Microsoft Word and Microsoft Excel files.)*

4. Select **Create** to convert the file to a PDF.


Depending on the type of file being converted, the authoring application opens automatically, or a progress dialog box appears. If the file is in an unsupported format, a message appears, telling you that the file cannot be converted to PDF.

5. When the new PDF opens, choose the hamburger menu ☰ > **Save** or **Save As** (Windows), **File > Save** or **File > Save As** (macOS), and then select a name and location for the PDF.

Note:

When naming a PDF that's intended for electronic distribution, limit the filename to eight characters (with no spaces) and include the .pdf extension. This action ensures that email programs or network servers don't truncate the filename and that the PDF opens as expected.

Convert a file to PDF using the Convert to PDF tool

1. In Acrobat, select **All tools > Convert to PDF**.
2. In the file explorer window that appears, select the file you want to convert to PDF, and select **Open**.
3. The selected file is converted to PDF and opens in Acrobat. Choose the hamburger menu  > **Save** or **Save As** (Windows), **File > Save** or **File > Save As** (macOS), and then select a name and location for the PDF.

Drag-and-drop to create PDFs

This method is best for small, simple files, such as small image files and plain text files, when the balance between file size and output quality is not important. You can use this technique with many other types of files, but you cannot adjust any conversion settings during the process.

1. Select the icons of one or more files in the Windows Explorer or macOS Finder.
2. Drag the file icons onto the Acrobat application icon. Or (Windows only) drag the files into the open Acrobat window.

If a message appears saying that the file could not be opened in Acrobat, then that file type cannot be converted to PDF by the drag-and-drop method. Use one of the other conversion methods for that file.

Note:

You can also convert PostScript and EPS files to PDF by dragging them onto the Acrobat window or the Acrobat application icon.

3. Save the PDF.

Note:

(Windows only) You can also right-click a file in **Windows Explorer** and select **Convert to Adobe PDF**.

Convert clipboard content to PDF

You can create PDFs from text and images that you copy from applications on macOS or Windows.

1. Capture content in the Clipboard:
 - Use the copy command in the applications.
 - Press the **PrintScreen** key (Windows).
 - Use the Screenshot utility (**Applications > Utilities > Screenshot**), and choose **Edit > Copy** to place the content on the clipboard (macOS).
 - In a PDF file, you can select objects using the Edit Object tool (**All tools > Use print production > Edit object**), and then copy the selected objects.
 -
2. In Acrobat, choose **Create > Clipboard > Create**, or choose **All tools > Create a PDF > Clipboard > Create**.

Note:

The PDF from Clipboard command appears only when content is copied to the Clipboard. If the Clipboard is empty, the command is disabled.

Create a blank PDF

You can create a blank PDF, rather than beginning with a file, a clipboard image, or scanning.

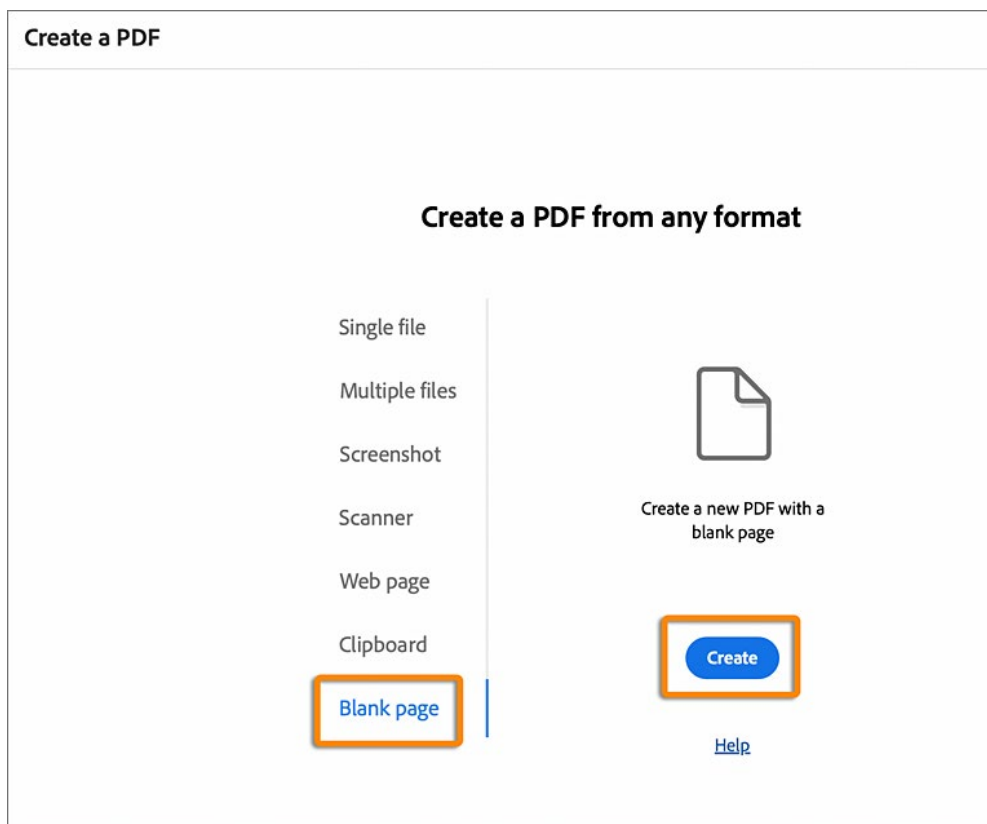
This process can be useful for creating a one-page PDF. For longer, more complex, or heavily formatted documents, it's better to create the source document in an application that offers more layout and formatting options, such as Adobe InDesign or **Microsoft Word**.

Do any of the following:

- In Acrobat, select **Create** from the global bar.



The Create a PDF tool opens. On the left rail, select **Blank page**, and then select **Create**.



- Select the hamburger menu ☰ > **Create** > **Blank Page** (Windows), or **File** > **Create** > **Blank Page** (macOS).

Acrobat creates a blank page PDF.

Note:

To add a blank page to an existing PDF, open the PDF and then choose **Edit > Organize pages > Insert > Blank page**.

Create multiple PDFs from multiple files

You can create multiple PDFs from multiple native files, including files of different supported formats, in one operation. This method is useful when you must convert a large number of files to PDF.

Note: When you use this method, Acrobat applies the most recently used conversion settings without offering you access to those settings. If you want to adjust the conversion settings, do so before using this method.

1. In Acrobat, select **Create** from the global bar.
2. The Create a PDF tool opens. On the left rail, select **Multiple files > Create multiple PDF files**, and then select **Next**.
3. Choose **Add Files > Add Files** or **Add Folders**, and then select the files or folder.
4. Select **OK**. The Output options dialog box appears.
5. In the **Output Options** dialog box, specify your target folder and filename preferences, and then select **OK**.

Using PDFMaker within an authoring application is a simple, one-click procedure. It involves clicking an Acrobat PDFMaker toolbar button or choosing a command on the Adobe PDF menu.


About Acrobat PDFMaker

PDFMaker is an Acrobat feature that operates within many business applications, such as Microsoft Office applications, AutoCAD, and Lotus Notes. When you install Acrobat, PDFMaker controls appear in the work area of the authoring application.

Note: Some PDFMaker features are not available in certain versions of the authoring applications. For a comparison chart, see [Compatible web browsers and PDFMaker applications | Acrobat, Reader](#).

Using Create PDF cloud service for PDF conversion

Acrobat provides an option to use Adobe Create PDF cloud service in addition to a local conversion to convert Microsoft Word documents to PDFs. The created PDFs are high-quality and provide exceptional visual fidelity. They are well-tagged for better accessibility. They also include link recognition so that hyperlinks, internal document links, and tables of contents are created as live links.



Acrobat Create PDF

You can create high quality, rich and accessible PDFs using Adobe Create PDF cloud service.

Click Yes to create a rich PDF using this service
Click No to create a PDF without using this service

Yes

No

☐ Remember my choice

Convert a file to PDF using PDFMaker

In Windows, Acrobat installs both an Acrobat PDFMaker toolbar and an **Adobe PDF** menu in many popular authoring applications. You can use either the toolbar buttons or the **Adobe PDF** menu (the **Action** menu in Lotus Notes) to create PDFs, but the menu also provides access to conversion settings. Although many of the conversion options are common to all authoring applications, a few are application-specific.

For Microsoft Office applications such as Word, Excel, and PowerPoint, the options for creating PDFs are available from the **Acrobat** ribbon.

Note:

If you don't see the PDF toolbar buttons in an application, you must show or activate the PDF toolbar. For other troubleshooting issues, see [Troubleshoot Acrobat PDFMaker Problems](#).

Show or activate PDFMaker in Microsoft Office and Lotus Notes


If the PDF toolbar buttons don't appear in your Microsoft Office or Lotus Notes application, use one of the following methods to show or activate PDFMaker.


For Lotus Notes 9, choose **File > Preferences**. In the dialog box that appears, choose **Toolbar > Toolbars**, and select the Visible option for **Acrobat PDFMaker**.

For Microsoft Office, follow these steps:

1. Select the **File** tab, and then choose **Options**.
2. Select Add-Ins on the left side of the dialog box.
3. Do one of the following:
 - If PDFMOutlook or **Acrobat PDFMaker Office COM Add-in** isn't listed, choose COM Add-Ins from the Manage pop-up menu and select **Go**.
 - If PDFMOutlook or **Acrobat PDFMaker Office COM Add-in** is listed under Disabled Application Add-ins, select Disabled Items from the Manage pop-up menu and select **Go**.
4. Select PDFMOutlook or **Acrobat PDFMaker Office COM Add-in** and select **OK**.
5. Restart the Office application.

Convert a file to PDF

1. Open the file in the application used to create it.
2. Select the **Convert To Adobe PDF** button  on the **Acrobat PDFMaker** toolbar.

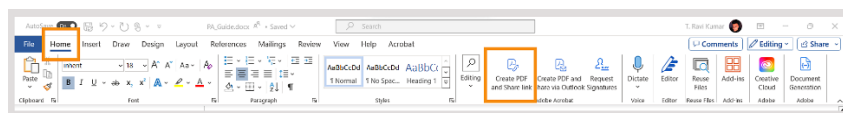
For Microsoft Office applications, such as Word, Excel, and PowerPoint, select the **Create PDF** button  on the **Acrobat** ribbon.

3. Enter a filename and location for the PDF, and select **Save**.
4. (Optional) Check **View Result** to open the PDF or enable **Protect PDF** to specify the **Security** settings for the PDF.

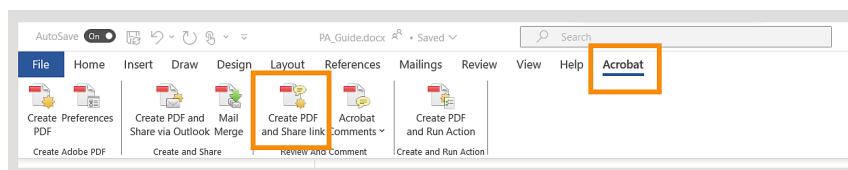
Create a PDF and share the link for viewing or commenting

Applicable to Microsoft Word, Excel, and PowerPoint

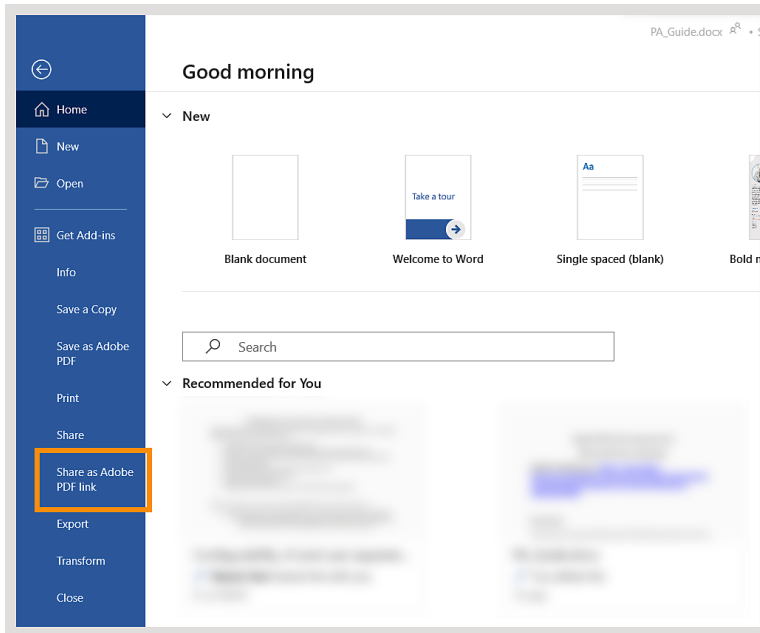
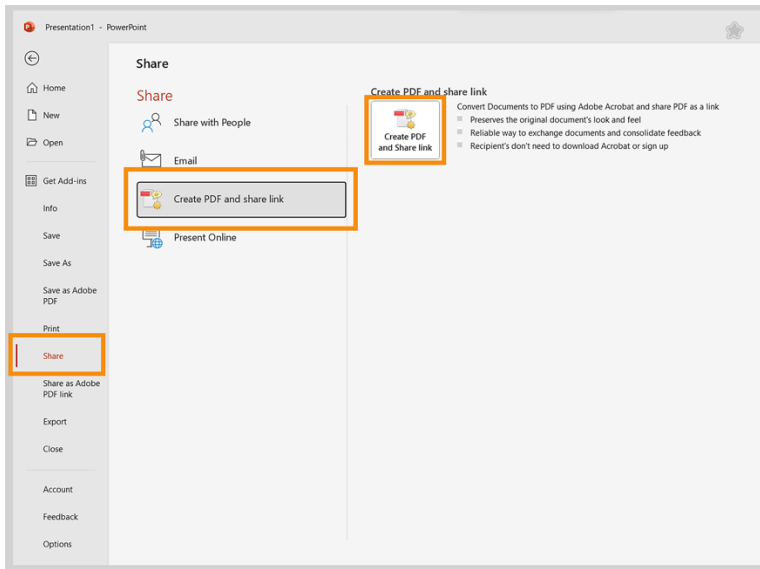
1. Open the file in the application used to create it.
2. Do any of the following:
 - From the **Home** tab, choose **Create PDF and share link**.



- Select **File > Share > Create PDF and share link > Create PDF and Share link**.



- Select **File > Share as Adobe PDF link**.

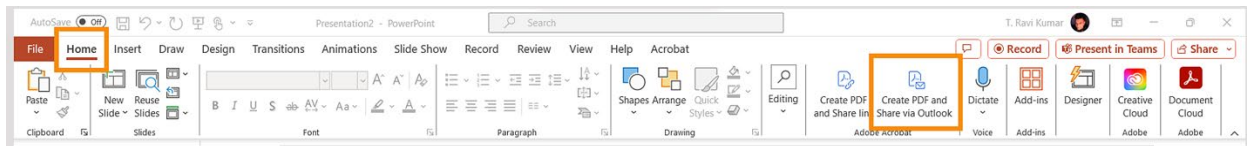


3. Acrobat converts the file to PDF, displays it in Acrobat, and copies the shareable link. You can share the link with the desired recipients.

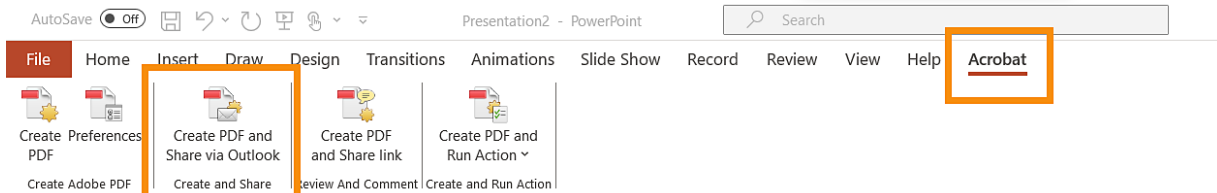
Create a PDF and share via Outlook

Applicable to Microsoft Word, Excel, and PowerPoint

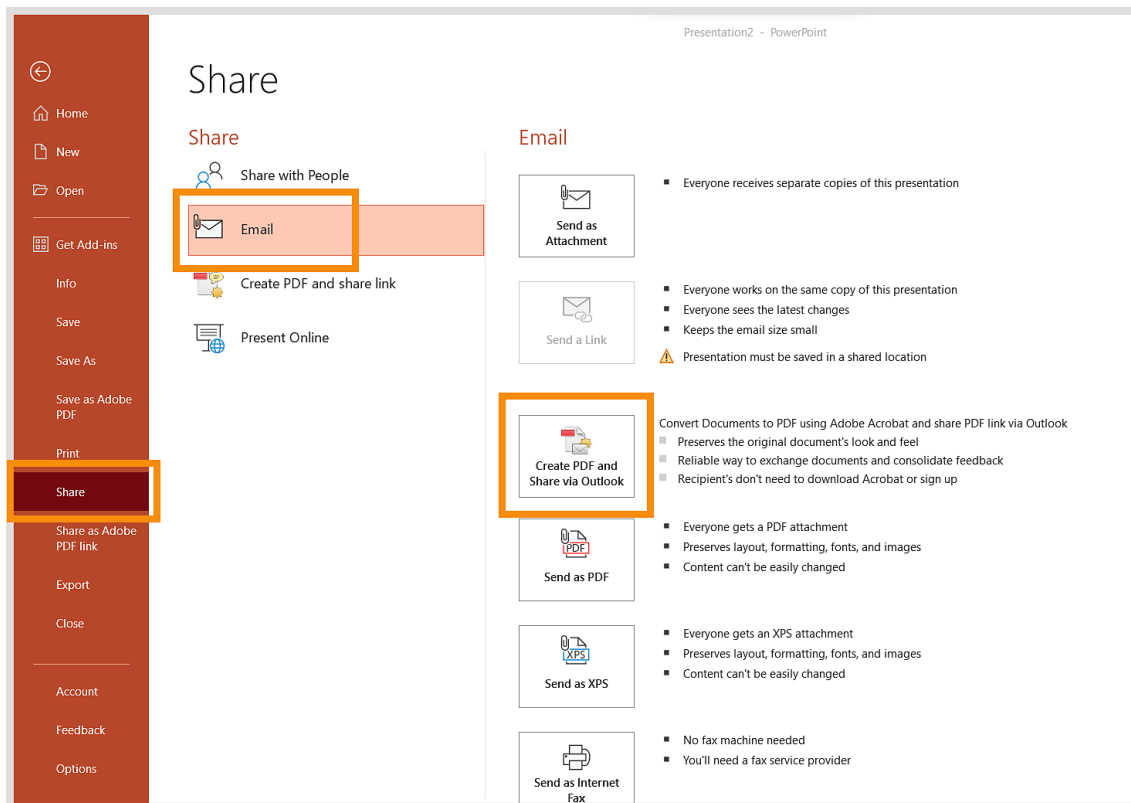
1. Open the file in the application used to create it.
2. Do any of the following:
 - From the **Home** tab, choose **Create PDF and Share via Outlook**.



- From the **Acrobat** tab, choose **Create PDF and Share via Outlook**.



- Select **File > Share > Email > Create PDF and Share via Outlook**.




3. Acrobat converts the file into a PDF, creates a shareable link, and opens Outlook with the link in a new message draft.
4. You can edit the message as desired, add the recipient's email addresses, and then select **Send**.

Create a PDF as an email attachment

1. Open the file in the application used to create it.
2. Choose **Adobe PDF > Convert To Adobe PDF And Email**.


For Microsoft Office applications, such as Word, Excel, and PowerPoint, click the **Create And Share** button on the **Acrobat** ribbon.

When the conversion has finished, the PDF is opened in Adobe Acrobat. Click the **Send File By Email** icon () in Acrobat. For more information, see [Share a PDF as an email attachment](#).

Attach a file as PDF (Outlook)

1. In the Outlook email Message window, click **Acrobat > Attach as Adobe PDF** button.
2. Select a file to attach, and click **Open**.

Convert files to a secured PDF and attach it to an email message (Outlook)

1. In the Outlook email Message window, click the **Attach As Secured Adobe PDF** button .


Note:

The **Attach As Secured Adobe PDF** button appears only after you've configured an Adobe Experience Manager Document Security using the **All tools > Protect a PDF > Set Security Properties > Security Method**.

2. Click **Browse**, select a file to convert, and click **Open**.
3. Specify the users that can open the PDF, and then click **OK**:
 - To specify only users that receive the PDF, select **Restrict Access Only To People In This Message's To:, Cc:, And Bcc:** List. In this case, the PDF isn't secured until you send the email message.
 - To specify only users that are specified by a security policy, select **Restrict Access By Applying The Following Security Policy**, and then select a security policy in the list. In this case, the PDF is secured before it is attached to the email message.

4. If prompted, enter your user name and password to log in to the Adobe LiveCycleRights Management Server.

Create a PDF and send it for review

1. Open the file in the application used to create it.
2. Click the **Convert To Adobe PDF And Send For Review** button  on the Acrobat PDFMaker toolbar, or (if available) choose **Adobe PDF > Convert To Adobe PDF And Send For Review**.
3. When the **Identity Setup** dialog box appears, enter the appropriate information about yourself, and click **Complete**.
4. Follow the directions in the wizard that appears, as described in [Start an email-based review](#).

Create a PDF and run an action

1. Open the file in the application used to create it.
2. Click the **Convert To Adobe PDF And Run Action** button on the Acrobat PDFMaker toolbar, or (if available) choose **Adobe PDF > Convert To Adobe PDF And Run Action**.

For Microsoft Office 2010 applications such as Word, Excel, and PowerPoint, click the **Create PDF And Run Action** button on the **Acrobat** ribbon.

3. Click an action to from the button menu, and follow the onscreen prompts to save the files.
 4. The PDF opens in Acrobat. Click Start in the right-hand pane to process the file.
-

View PDFMaker conversion settings

PDFMaker conversion settings vary according to file types. For example, the options available for PowerPoint files aren't the same as the options available for Outlook files. Once you've selected conversion settings, those choices apply to all subsequent PDFs you create from that file type. It's a good idea to review the settings occasionally.

1. Open a PDFMaker-enabled application (such as Word or Excel).
2. Do one of the following:
 - (Lotus Notes) Choose Actions > **Change Adobe PDF Conversion Settings**.
 - (Office 2010 applications) In the **Acrobat** or **Adobe PDF** ribbon, click **Preferences**.
 - (All other applications) Choose **Adobe PDF** > **Change Conversion Settings**.
3. (Optional) To revert to the original default settings, click **Restore Defaults** on the **Settings** tab.

Settings tab of the Adobe PDFMaker preferences

The settings available for PDFMaker depend on the application in which you're using PDFMaker.

Conversion Settings

Specifies the standard by which the PDF will be optimized. When you choose an item in the menu, a description of that preset appears immediately below it.

View Adobe PDF Result

Opens the converted document directly into Acrobat. (Exception: when you choose **Convert To Adobe PDF And Email**.)

Prompt For Adobe PDF File Name

Lets you enter a custom filename for the resulting PDF. Deselect this option to save the file in the same folder as the source file, using the same name but with a .pdf extension.

Convert Document Information

Adds document information from the **Properties** dialog box of the source file. This setting overrides the printer preferences and settings in the **Advanced** panel of the **Adobe PDF Settings** dialog box.

Note:

The **Advanced Settings** button opens the **Adobe PDF Settings** dialog box, which contains many additional conversion options. These conversion settings apply to all Acrobat features that create PDFs, such as Acrobat Distiller, PDFMaker, and the Acrobat application itself.

PDF/A Compliance

Creates the PDF so that it conforms to the selected ISO standard for long-term preservation of electronic documents.

Security tab of the Adobe PDFMaker preferences

The settings available for PDFMaker depend on the application in which you're using PDFMaker.

Require A Password To Open The Document

When selected, makes the **Document Open Password** option available, where you enter a password that users must use to open the document.

Restrict Editing And Printing Of The Document

When selected, makes the other **Permissions** options available.

Change Permissions Password

Specifies a password you set that users must use in order to do any allowable printing or editing.

Printing Allowed

Specifies whether users who use the **Permissions Password** can print the document and at what resolution.

Changes Allowed

Specifies what changes users who use the **Permissions Password** can make.

Enable Copying Of Text, Images, And Other Contents

Prevents or allows users from copying from the PDF.

Enable Text Access For Screen Reader Devices For The Visually Impaired

Prevents or allows screen reader devices to read text. (Selected by default.)

Enable Plaintext Metadata

Specifies whether the search engine can read the document metadata. Available only when the PDF-compatibility is set to Acrobat 6.0 (PDF 1.5) or later.

Convert Microsoft Word, PowerPoint, and Excel files to PDF

When creating a PDF from Microsoft Word, PowerPoint, or Excel, you can set conversion options for the current file. You can also select a range of content in the file to convert. The conversion options that you can set in the following steps are some of the most commonly used settings from the **Acrobat PDFMaker** dialog box. Any changes you make to the conversion options apply to the current conversion only.

Convert Excel files to PDF

1. Open a file in Excel.
2. Optionally, select the cells to convert.
3. From the **Acrobat** ribbon, select one of the **Create** options.
4. In the **Acrobat PDFMaker** dialog box, select a **Conversion Range**, then choose **Convert To PDF**.
5. In the **Save Adobe PDF File As** dialog box, specify a filename and location for the PDF.
6. Optionally, select the **Options** button to change the conversion settings.
7. Select **Save** to create the PDF.

Convert Word and PowerPoint files to PDF

1. Open a file in Word or PowerPoint.
2. Optionally, select objects and text (Word) or slides (PowerPoint), as needed.
3. (Office 2010) From the Acrobat ribbon, select Create PDF, Create And Attach to Email, or Create And Send For Review.
4. In the **Save Adobe PDF File As** dialog box, specify a filename and location for the PDF.
5. Optionally, click the **Options** button to change the conversion settings.
6. Select a **Page Range** (Word) or **Slide Range** (PowerPoint). The Selection option is available only if you have selected content in the file.
7. Click **OK**, then click **Save** to create the PDF.

Convert email messages to PDFs

You can use PDFMaker to convert one or more Microsoft Outlook or Lotus Notes email messages or entire folders of messages to a merged PDF or **PDF Portfolio**. Within a **PDF Portfolio**, each email message appears as a separate PDF file.

The **Acrobat PDFMaker Conversion Settings** dialog box contains the option that determines whether email messages are merged into one continuous PDF or assembled into a **PDF Portfolio**.

The controls that activate an email conversion to PDF appear in two places within the email application: on the **Acrobat PDFMaker** toolbar and on a menu. In Outlook, the menu is called **Adobe PDF** and appears to the right of the Outlook Help menu. In Lotus Notes, PDF commands appear under the Actions menu.

Note:

You can convert one currently open email message to PDF (not to a **PDF Portfolio**) by choosing **File > Print**, and selecting **Adobe PDF** as the printer in the **Print** dialog box. The PDFMaker conversion settings do not affect this process.

Specify whether email messages become merged PDFs or PDF Portfolios

1. Do one of the following:
 - (Outlook) Choose **Acrobat > Change Conversion Settings**.
 - (Lotus Notes) Choose **Actions > Change Adobe PDF Conversion Settings**.
2. Do one of the following:
 - To convert and merge email messages into a PDF as sequential pages of one document, deselect **Output Adobe PDF Portfolio When Creating A New PDF File**.
 - To assemble converted email messages as components of a **PDF Portfolio**, select **Output Adobe PDF Portfolio When Creating A New PDF File**.

Convert an open email message to PDF (Outlook)

1. Choose **Acrobat > Convert To Adobe PDF**.

Note: You can also convert a different file to PDF from within an open Outlook email message if the **Attach As Adobe PDF** toolbar is shown. Clicking this button opens a series of dialog boxes

for selecting and saving the new PDF and also starts Acrobat, if it is not already running. The resulting PDF is attached to the open email message.

Convert email messages to a new PDF

1. In Outlook or Lotus Notes, select the individual email messages.
2. Do one of the following:
 - (Outlook) Choose **Acrobat > Selected Messages > Create New PDF**.
 - (Lotus Notes) Choose Actions > **Convert Selected Messages To Adobe PDF**.
3. In the **Save Adobe PDF As** dialog box, select a location, type a filename, and click **Save**.

Add email messages or folders to an existing PDF

1. In Outlook or Lotus Notes, select the individual email messages or folders.
2. Do one of the following:
 - (Outlook) Choose **Acrobat > Selected Messages > Append To Existing PDF**, or **Acrobat > Selected Folders > Append To Existing PDF**.

Note: If you have already created one or more **PDF Portfolios**, you can choose from recently created **PDF Portfolios** in addition to the **Append To Existing PDF** option.

- (Lotus Notes) Choose Actions > **Append Selected Message(s) To Existing Adobe PDF**, or Actions > **Append Selected Folder(s) To Existing Adobe PDF**.
3. Locate and select the PDF or **PDF Portfolio** to which you want to add the converted emails, and click **Open**.

Note: Do not type a new name for the PDF. If you do, a warning message appears telling you that the PDF was not found. Click **OK**, and select a PDF without changing its name.

4. (Outlook only) If a message appears, alerting you that the existing PDF was created using an earlier version of PDFMaker, do one of the following:
 - To create a **PDF Portfolio** from the original PDF archive, click **Yes**, and select a name and location for the new archive. (The default name adds *_Portfolio* to the original PDF filename.) When the conversion is complete and the **Creating Adobe PDF** dialog box closes, the new archive opens in Acrobat.
 - Click **No** to cancel the process.

Note:

For **PDF Portfolios** of email converted or migrated in Acrobat 8 or later, only new messages—that is, messages that are not already part of the **PDF Portfolio**—are appended.

Convert email folders to a new PDF

PDFMaker can convert multiple folders to PDF in one procedure. It is not necessary to select the folders at the beginning of the process because you can select them in a dialog box that appears automatically.

1. Do one of the following:
 - (Outlook) Choose **Acrobat > Selected Folders > Create New PDF**.
 - (Lotus Notes) Choose Actions > **Convert Selected Folder(s) To Adobe PDF**.
2. In the **Convert Folder(s) To PDF** dialog box, select the folders. Then select or deselect the **Convert This Folder And All Sub Folders** option.
3. In the **Save Adobe PDF File As**, select a location and name for the **PDF Portfolio**.

When the conversion is complete, the new PDF opens in Acrobat.

Set up automatic email archiving

1. Do one of the following:
 - (Outlook) Choose **Acrobat > Setup Automatic Archival**.
 - (Lotus Notes) Choose Actions > **Setup Automatic Archival**.
2. On the **Automatic Archival** tab of the **Acrobat PDFMaker** dialog box, select **Enable Automatic Archival**. Then select options for **Frequency** and the time of day at which automatic archiving occurs.
3. Select other options, according to your needs:

Maintain Log Of Archival

Creates a record of each archiving session.

Choose File

Specifies the name and location of the archiving log.

Embed Index For Faster Search

Creates an index that you can search to find specific words or characters instead of having to search each individual document.

4. Click **Add**, and select the email folders and subfolders. Then select or deselect the **Convert This Folder And All Sub Folders** option, as preferred, and click **OK**.
 5. In the **Save PDF Archive File As** dialog box, select a name and location for the archived email PDF. Then click **Open**.
 6. Review the settings and the archive folder names listed in the **Acrobat PDFMaker** dialog box, and do any of the following:
 - To add other email folders to the list, click **Add** and select the folder.
 - To remove folders from the list, select the folders and click **Delete**.
 - To change an archive file, select any folder name from the list, click **Change Archive File**, and specify the name and location.
 - To start archiving email immediately, click **Run Archival Now**.
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Create PDFs from Word mail merges

Mail merges from Word generate documents like form letters—for one common example—that are personalized with information like the names and addresses of the recipients. With Acrobat PDFMaker, you can save steps by using a Word mail merge document and corresponding data file to output mail merges directly to PDF. You can even set up PDFMaker to attach those PDFs to email messages that are generated during the PDF-creation process.

Note:

For information on setting up files for the Word Mail Merge feature, see Microsoft Office Word Help.

1. In Microsoft Word, open the template that you have created as the basis of your mail merge, or create the file using the Word Mail Merge toolbar and Mail Merge wizard, as needed.

Note: Do not complete the mail merge in Word. Instead, set up and preview the mail merge as usual, so that you can verify that the merge will work correctly.

2. Do one of the following:
 - Choose **Acrobat > Mail Merge**.
 - Click the **Mail Merge To Adobe PDF** button on the Mail Merge toolbar (View > Toolbars > Mail Merge).
3. In the **Acrobat PDFMaker - Mail Merge** dialog box, select the options you want:
 - To specify which records in the data file will be imported into the merged files, select **All** or **Current**, or enter a range of pages by typing in the **From** and **To** boxes.
 - To name the PDF that will be created, type in the **Specify PDF File Name** box.

Note: The PDF will be named using this text plus a series of numbers. For example, if you type **JulyLetter** in the **Specify PDF File Name** box, the mail-merged PDFs might appear as JulyLetter_0000123, JulyLetter_0000124, JulyLetter_0000125, and so forth.

4. For **Automatically Send Adobe PDF Files By Email**, do one of the following:
 - To create and save merged PDFs for printing or sending later in email, leave the option deselected, and click **OK**.
 - To create merged PDFs and attach each one to an email message to the appropriate recipient, select this check box, and fill in the other Email options.

5. When the **Browse For Folder** dialog box appears, navigate to the location you want to use and click **OK**.

Status indicators appear as PDFMaker generates the individual PDFs,

6. If you selected **Automatically Send Adobe PDF Files By Email**, a dialog box appears asking for your email profile. Enter the appropriate information and click **OK**.

When the job has finished, a message appears, telling you that the process was successful.

Email options for PDF mail merges

To

Use the pop-up menu to select the field or column in the associated data file that contains the email addresses in each individual's record.

Subject Line

Type the text that you want to appear in the subject line of each message.

Message

Type to add or edit text that you want to appear in the body of the email messages.

Convert Visio files to PDF (Acrobat Pro)

PDFs created from Visio files preserve page sizes and support layers, searchable text, custom properties, links, bookmarks, and comments, depending on the conversion settings. To specify the properties

- (Visio 2010) From the ribbon choose **Acrobat > Preferences**

When you convert your Visio file, only shapes and guides that are printable and visible in the Visio drawing are converted and appear in the PDF. Shapes are converted regardless of their protection or behavior. Shape custom properties can be converted to PDF object data.

When you convert the Visio file to a PDF, you can preserve all or just some layers, or you can flatten all layers. If you flatten layers, the PDF will look like the original drawing, but won't contain any layer information. When flattened, the contents of only visible and printable layers will appear in the converted PDF.

Convert Visio files

1. If you want to change the PDFMaker conversion settings, do the following. (For information about a setting, place the pointer over the setting to display a tool tip below.)
 - (Visio 2010) Choose **Acrobat > Preferences**
2. If you want to convert each page in the Visio file to a bookmarked page in the PDF file, choose **Adobe PDF > Convert All Pages In Drawing**. If this option is deselected, only the current page is converted.
3. Do one of the following:
 - (Visio 2010) Choose **Acrobat > Create PDF**.
 - (Visio 2010) Choose **Acrobat > Convert To Adobe PDF**.
 - (Visio 2010) Choose **Acrobat > Create and Attach To Email**. The PDF file attaches to a new email message in your default email application.
 - (Visio 2010) Choose **Acrobat > Create and Send For Review**. The file converts to an Adobe PDF file, and an email-based review process begins.
4. If you want to include the custom properties of shapes, select that option.
5. Click **Continue**.
6. Select a layers option to retain or flatten layers in the resulting PDF, and click **Continue**.