

Note: If you select **Retain Some Layers In The Selected Page**, you'll be prompted to choose which Visio layers to include.

1. Click **Convert To Adobe PDF**, specify a location and filename, and click **Save**.

Select Visio layers to convert (Acrobat Pro)

You can convert a Visio drawing that contains layers to a PDF and retain some or all of the layers in the resulting PDF, or you can flatten the layers. You can also organize the Visio layers in *layer sets*, which are folders in the **Acrobat Layers** panel.

1. With the multilayered file open in Visio, click a button in the **Adobe PDF** toolbar, and select **Retain Some Layers In The Selected Page**.

Note: If the **Retain Some Layers In The Selected Page** option is not available, deselect the **Convert All Pages In Drawing** option.

2. Select one or more layers in the **Layers In Visio Drawing** list.
3. To add the selected Visio layers to the list of layers to convert to the PDF file, do one of the following:
 - To convert the selected Visio layers to individual PDF layers within a PDF layer set, click **Create Layer Set**, and optionally, type a layer name.
 - To convert the selected Visio layers to individual layers (but not grouped under a layer set), click the **Add Layer(s)** button.

Note: The name of a layer in the **Layers In Visio Drawing** list is unavailable if that layer is included in the **Layers In PDF** list. When you select that layer in the **Layers In PDF** list, a bullet appears next to the layer's name in the **Layers In Visio Drawing** list.

4. Optionally, do any of the following:
 - To reorder the layers in the **Layers In PDF** list, drag an item up or down in the list.
 - To include a visibility property that can be switched on or off in Acrobat, deselect **Locked On** adjacent to the PDF layer; to lock the resulting PDF layer's visibility on, select **Locked On**.
 - To save the current settings of Visio layers selected, click **Save PDF Settings**, and click **OK**. These settings are used the next time you convert the current Visio file to a PDF file.
5. Click **Convert To PDF**, specify a folder in the **Save In** box in which to save the PDF file, type a filename, and then click **Save**.

Note: Visio layers that were selected for conversion and that have Visio settings for visible, printable, or lock are converted to PDF layers; the visible and printable properties are included in the resulting PDF layers. If the Visio file contains a background page, header, or footer, the PDF file automatically has PDF layers named for those items.

Convert AutoCAD files to PDF (Acrobat Pro for Windows)



Use PDFMaker to convert AutoCAD files from within the AutoCAD application. You can also use the **Batch Conversion** feature to convert many AutoCAD files in one operation. Acrobat PDFMaker preserves selected layers and layouts when converting AutoCAD files to PDF.

Convert AutoCAD files when AutoCAD is installed

When converting individual AutoCAD files, you don't usually need to change page size and plotting settings. PDFMaker uses the appropriate layout page size and plotting information to create a correctly sized PDF file.

Note:

Acrobat can't convert DWG to PDF without AutoCAD installed.

1. To change the PDF conversion settings, choose **Adobe PDF > Change Conversion Settings** in AutoCAD.
2. Do one of the following:
 - Click a button in the **Adobe PDF** toolbar: **Convert To Adobe PDF**  or **Convert To Adobe PDF And Send For Review** .
 - Choose **Adobe PDF > Convert To Adobe PDF**.
 - Choose **Adobe PDF > Convert To Adobe PDF And Email**.
 - Choose **Adobe PDF > Convert To Adobe PDF And Send For Review**.
3. In the **Choose Layouts** dialog box, add or remove layouts as needed. To reorder the layouts, select a layout from the **Layouts In PDF** list, and click **Move Up** or **Move Down**.
4. To determine how the AutoCAD layers are converted, select one of the following, and then click **Continue**:
 - **Flatten All Layers**. When layers are flattened, only those entities belonging to layers that are not frozen and are printable appear in the converted PDF.
 - **Retain All Or Some Layers**. In the next dialog box, specify the layers to include in the resulting PDF.
5. Specify a filename and location in the **Save As** dialog box, and click **Save**.

Select AutoCAD layers to convert

If you choose to retain all or some AutoCAD layers when converting to PDF, you can specify which layers are preserved in the PDF.

1. In AutoCAD, start to convert an AutoCAD file and select the **Retain All Or Some Layers** option.
2. To show specific AutoCAD layers in the **Layers In Drawing** list, do any of the following:
 - Choose an option from the **Named Layer Filters** menu to list all layers that fit that criterion.
 - Select the **Invert** option to list all layers except those layers that are described by the selected choice in the **Named Layer Filters** menu.
 - To change the sort order of the layers, click the headings.

Note: To change the **On**, **Frozen**, or **Plot** properties for a layer, click **Cancel**, change the properties in the AutoCAD drawing, and restart the procedure.

3. To select the AutoCAD layers to convert, do any of the following:
 - Choose a previously saved set of layers from the **PDF Layer Settings** menu.
 - Select one or more layers from the **Layers In Drawing** List.
 - To convert all of the layers in the drawing, click **Add All Layers**, and go to step 5.
4. To add the selected AutoCAD layers to the **Layers In PDF** list, do one of the following:
 - To convert the selected AutoCAD layers to individual layers within a PDF layer set, click **Create Layer Set**. This action creates a folder of layers in the **Layers** navigation pane in Acrobat.
 - To convert the selected AutoCAD layers to individual layers, click **Add Layer(s)**.
5. Optionally, do any of the following in the **Layers In PDF** list:
 - To reorder layers, drag an item up or down in the list.
 - To include a visibility property that can be switched on or off in Acrobat, deselect **Locked On** for the PDF layer. To lock the resulting PDF layer's visibility on, select **Locked On**.
 - To save the current list of selected AutoCAD layers, click **Add PDF Setting**. Later, you can retrieve this list from the **PDF Layer Settings** menu.
6. Click **Convert**, specify a filename and location, and then click **Save**.

Convert AutoCAD files in batches

1. Choose **Adobe PDF > Batch Conversion**.
 2. Specify your preferences for layers, page size, plot style, and output PDFs.
Click **Conversion Settings** to specify the **Acrobat PDFMaker** settings.
 3. In the DWG List, do any of the following:
 - Click **Add Folder** or **Add Files**, and then specify the folder or files.
 - To load a previously saved list of files, click **Append List**, and then specify the list.
 - As needed, expand individual files and select or deselect the items you want, such as model space and layouts. To exclude or include all model space, click the associated buttons.
 - To exclude a file from the conversion, deselect the file box. As needed, select or deselect all of the files in the list, change the order of the files, remove files, or clear the list.
 - To show the complete file paths, select **Expand File Name(s)**.
 - To save the DWG list for later use, click **Save List**. This action saves the list in its current state, including the file order and file selections. You can retrieve this list at any time by clicking **Append List**.
 4. Click **Convert**.
 5. Once the conversion has finished, you can click **Save Details** to save a log file of the conversion.
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Application-specific PDFMaker settings

Sometimes the conversion settings in one PDFMaker-enabled application are different from the settings in a different application.

Some PDFMaker settings are common to several or most applications. Some options are unique to a specific application.

Settings tab options available from within most applications

The following settings appear on the **Settings** tab available from within most PDFMaker-enabled applications.

Attach Source File

Includes the document being converted as an attachment to the PDF.

Create Bookmarks

Converts certain elements in original Office documents to PDF bookmarks: Word headings, Excel worksheet names, or PowerPoint titles. Selecting this option overrides any settings on the **Bookmarks** tab of the **Conversion Settings** dialog box.

Add Links

Includes active links and hypertext in the PDF.

Note:

If this option is deselected, but the recipient of the PDF has the create Links From URLs preference selected, URLs in the PDF are still active.

Enable Accessibility And Reflow With Tagged Adobe PDF

Embeds tags in the PDF.

Excel-specific options on the Settings tab

Convert Comments

Converts user-created Excel comments to notes and lists them in the Acrobat **Comments** panel.

Actual Size

Uses actual size specified in the worksheet. Worksheets are not resized.

Fit Worksheet To A Single Page

Adjusts the size of each worksheet so that all the entries on that worksheet appear on the same page of the PDF.

Fit To Paper Width

Adjusts the width of each worksheet so that all the columns on that worksheet appear on one page in the PDF.

Prompt For Selecting Excel Sheets

Opens a dialog box at the beginning of the file conversion process. In this dialog box, you can specify which worksheets are included in the PDF and the order in which the sheets appear in the PDF.

PowerPoint-specific options on the Settings tab

Preserve Slide Transitions

Converts PowerPoint slide transition effects to PDF transition effects.

Convert Hidden Slides To PDF Pages

Converts any PowerPoint slides that are not seen in the usual playing of the presentation to PDF pages.

Convert Speaker Notes

Converts any speaker notes for the PowerPoint presentation into Text notes in the PDF.

Email-specific options on the Settings tab

The following options appear when you open the PDFMaker settings from within Microsoft Outlook or Lotus Notes.

Compatibility

Sets the compatibility level of the PDF. Use the most recent version (in this case, version 1.7 ADBE-3) to include all the latest features and functionality. If you're creating PDFs that are distributed widely, choose an earlier level to ensure that all users can view and print the document.

Attachments

Indicates whether all files attached to email messages are included in the PDF.

Output Adobe PDF Portfolio When Creating A New PDF File

When selected, always converts individual messages as component files of a **PDF Portfolio**. When deselected, merges individual messages as separate pages of a PDF.

Do Not Include Folder Name Information

When selected, excludes mail folder names from PDFs.

Embed Index For Faster Search

Creates an embedded index, which speeds up searches, especially when you convert large numbers of email messages or message folders.

Block Download Of External Content

When selected, prevents the downloading of any external Internet content, such as images, CSS, and JavaScript.

Page Layout options

Specifies page properties, like the properties found in the Print dialog box: page dimensions, orientation, and margins.

Show This Number Of Recent Archives (Outlook only)

When converting email messages and folders, the **Adobe PDF > [Convert Selected Messages and Convert Selected Folders]** menus can list recently created PDFs to append. This option specifies the maximum number of PDFs to list in the menus.

Show “Attach As Adobe PDF” Buttons

If selected, the **Attach As Adobe PDF** button appears in the Outlook email message window.

AutoCAD-specific options on the Settings tab (Acrobat Pro)

The following options appear when you open the PDFMaker settings from within Autodesk AutoCAD.

Compliance Standard

Specify the PDF/A or PDF/E compliance standard, or none.

Open Layers Pane When Viewed In Acrobat

Shows the layers structure when a PDF is opened in Acrobat.

Embed Scale Information

Preserves drawing-scale information, which is usable with the Acrobat measurement tools.

Do Not Convert Model Space To 3D

When selected, the model space layout is not converted to a 3D annotation in the PDF.

Choose Layout Option

Specifies whether **Current Layout**, **All Layouts**, or **Selected Layouts** are included in the PDF.

Exclude Model Space

(Available only when **Convert All Layouts Without Prompting** is selected from **Choose Layout Option**.) When selected, all layouts except the model space are included in the PDF.

Choose Layer Option

Specifies whether **All Layers**, **Selected Layers**, or **No Layers** are included as layers in the PDF.

Visio-specific options on the Settings tab (Acrobat Pro)

The following options appear when you open the PDFMaker settings from within Microsoft Visio.

Include Visio Custom Properties As Object Data In The Adobe PDF

Indicates whether custom properties of the Visio image are included as object data in the new PDF.

Exclude Visio Objects With No Custom Properties

Indicates whether the new PDF excludes Visio objects without custom properties.

Convert Comments To Adobe PDF Comments

Indicates whether the comments in the Visio file are converted to PDF comments in the new PDF.

Always Flatten Layers In Adobe PDF

Specifies if the layers are flattened. If you flatten layers, the PDF looks like the original drawing, but doesn't contain any layer information. All shapes in the Visio drawing are converted, regardless of their protection or behavior, and shape custom properties can be converted to PDF object data.

Open Layers Pane When Viewed In Acrobat

Shows the layers structure when a PDF is opened in Acrobat.

Word tab settings (Microsoft Word)

Convert Displayed Comments To Notes In Adobe PDF

Changes any Word comment entries to PDF comments. If the currently open Word document contains comments, more options appear in the **Comments** list on this tab:

Reviewer

Lists the names of reviewers who have entered comments in the current Word document.

Include

When deselected, does not include the comments in the PDF.

Notes Open

Specifies whether the PDF comment windows automatically open or are closed for that reviewer's comments.

Color

Shows the color for that reviewer's comment icons. Clicking the color icon repeatedly cycles through a limited set of available colors.

Of Comments

Shows the number of comments that the reviewer made.

Convert Footnote And Endnote Links

Integrates these into the PDF.

Convert signature fields specified by pdfmarks

Converts signature fields indicated by pdfmarks.

Enable Advanced Tagging

Integrates this into the PDF.

Bookmarks tab settings (Microsoft Word)

The options you specify on this tab determine which items are converted into PDF bookmarks in the PDF.

Note: To include bookmarks in the conversion process, you must select the **Add Bookmarks To Adobe PDF** option on the **Settings** tab. If you deselect that option, you override any options you select on this tab, and no bookmarks are created.

Convert Word Headings To Bookmarks

Selects all the headings in the **Elements** list for conversion to PDF bookmarks.

Convert Word Styles To Bookmarks

Selects all the text styles in the **Elements** list for conversion to PDF bookmarks (deselected by default).



Convert Word Bookmarks

Converts any user-created Word bookmarks to PDF bookmarks.

Element list

Specifies which Word headings and styles are converted to PDF bookmarks.

Element

Lists the names of all available Word headings and styles. The icons for **Headings**  and **Styles**  indicate the element types.

Type

Also indicates whether the element is a heading or style in the Word document.

Bookmark

Displays X's, indicating whether individual elements are converted to PDF bookmarks. Clicking an individual **Bookmark** option changes the selection status for that element.

Level

Specifies where the element fits in the hierarchy structure of the PDF **Bookmarks** panel. Clicking an individual **Level** number opens a menu that you can use to change the value.

Note:

When some but not all of the available Word headings and styles are selected for conversion to PDF bookmarks, the marker in the corresponding check boxes at the top of the tab change. If all elements of the type are selected, a check mark appears. If only some of the elements of that type are selected, a colored square appears. Otherwise, the check box is empty.

Create PDFs by printing to file

In many authoring applications, you can use the Print command with the Adobe PDF printer to convert your file to PDF. Your source document is converted to PostScript and fed directly to Distiller for conversion to PDF, without manually starting Distiller. The current Distiller preference settings and Adobe PDF settings are used to convert the file. If you're working with nonstandard page sizes, create a custom page size.

Note:

(Windows) For Microsoft Office documents, the **Adobe PDF** printer does not include some of the features that are available from PDFMaker. For example, you cannot create bookmarks and hyperlinks using the **Adobe PDF** printer. If you're creating a PDF from a **Microsoft Office** document and you want to use these features, use PDFMaker.

The **Adobe PDF** printer creates untagged PDFs. A tagged structure is required for reflowing content to a handheld device and is preferable for producing reliable results with a screen reader.

Create a PDF using the Print command (Windows)

1. Open the file in its authoring application, and choose File > Print.
2. Choose **Adobe PDF** from the printers menu.
3. Click the Properties (or Preferences) button to customize the **Adobe PDF** printer setting. (In some applications, you may need to click Setup in the Print dialog box to open the list of printers, and then click Properties or Preferences.)
4. In the Print dialog box, click OK.

Note: Your PDF is saved in the folder specified by the setting of the **Adobe PDF** Output Folder in the Preferences dialog box; the default location is My Documents. If you specify Prompt For Adobe PDF Filename, then a **Save As** dialog opens when you print.

Create a PDF using the Print command (Mac OS X)

The method for creating PDFs using the Print command changed in **Mac OS v10.6 Snow Leopard** with Acrobat 9.1 and later. The following procedure describes the method in both Snow Leopard and earlier versions of **Mac OS X**.

1. Open the file in its authoring application, and choose File > Print.

2. Choose **Save As Adobe PDF** from the PDF menu at the bottom of the dialog box.
3. For **Adobe PDF** Settings, choose one of the default settings, or customize the settings using Distiller. Any custom settings that you have defined are listed.

For most users, the default **Adobe PDF** conversion settings are adequate.

4. For After PDF Creation, specify whether to open the PDF.
5. Click Continue.
6. Select a name and location for your PDF, and click Save.

Note: By default, your PDF is saved with the same filename and a .pdf extension.

Adobe PDF printing preferences (Windows)

Printing preferences apply to all applications that use the **Adobe PDF** printer, unless you change the settings in an authoring application by using the **Page Setup**, **Document Setup**, or **Print** menu.

Note:

The dialog box for setting printing preferences is named **Adobe PDF Printing Preferences**, **Adobe PDF Printing Defaults**, or **Adobe PDF Document Properties**, depending on how you access it.

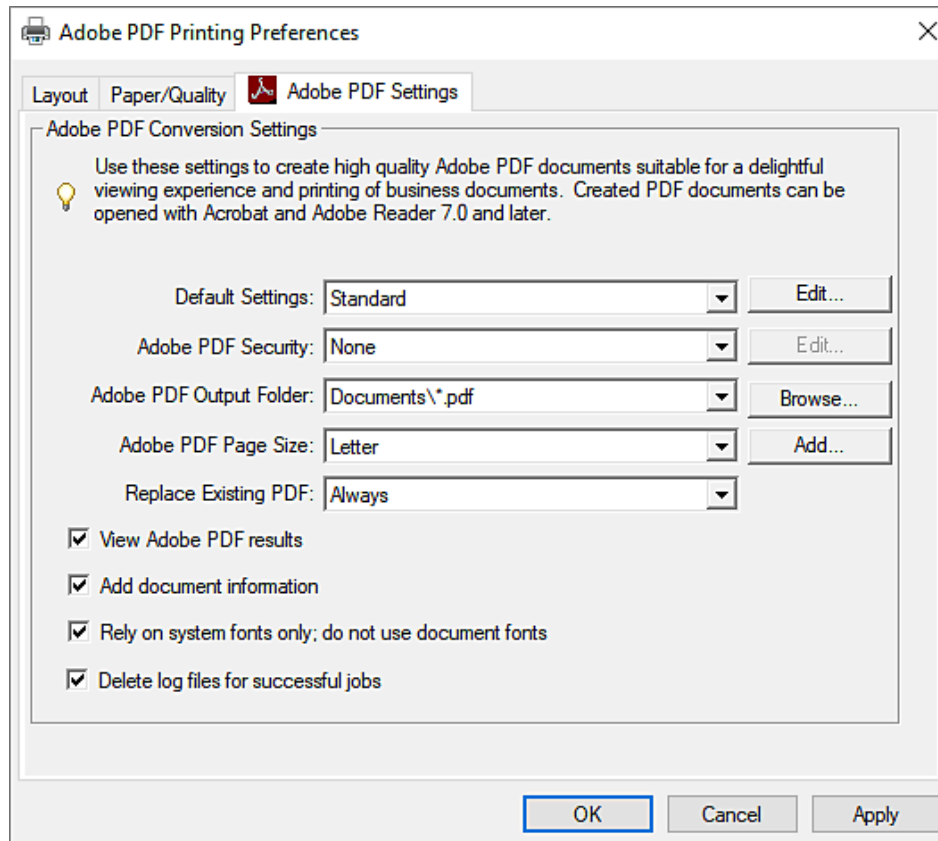
To access printing preferences:

- Open the Printers window from the Start menu. Right-click the **Adobe PDF** printer, and choose **Printing Preferences**.
- In an authoring application such as Adobe InDesign, choose **File > Print**. Select **Adobe PDF** as the printer, and click the **Properties** (or **Preferences**) button. (In some applications, you may need to click **Setup** in the **Print** dialog box to access the list of printers, and then click **Properties** or **Preferences** to customize the **Adobe PDF** settings.)

PDF-specific options appear on the **Adobe PDF Settings** tab. The **Paper Quality** tab and **Layout** tab contain other familiar options for the paper source, printer ink, page orientation, and number of pages per sheet.

Note:

Printing Preferences are different from printer Properties. The Preferences include Adobe PDF-specific options for the conversion process; the Properties dialog box contains tabs of options that are available for any type of printer.



Adobe PDFConversion Settings

Select a predefined set of options from the **Default Settings** menu or click Edit to view or change the settings in the **Adobe PDF Settings** dialog box.

Adobe PDF Security

To add security to the PDF, choose one of the following options, or click Edit to view or change the security settings:

- **Reconfirm Security For Each Job:** Opens the Adobe PDF Security dialog box each time you create a PDF using the Adobe PDF printer. Specify the desired settings in the dialog box.
- **Use The Last Known Security Settings:** Uses the same security settings that were used the last time a PDF was created using the Adobe PDF printer on your computer.

Adobe PDF Output Folder

Choose an output folder for the converted PDF, or click Browse to add or change the output folder. Choose Prompt For **Adobe PDF** Filename to specify a location and filename at the time of conversion.

Adobe PDF Page Size menu

Select a custom page size that you have defined.

Replace Existing PDF

Choose if you want to replace the existing PDF **Always**, **Ask Everytime**, or **Never** replace.

View Adobe PDF Results

Automatically starts Acrobat and displays the converted document immediately.

Add Document Information

Includes information such as the filename and date and time of creation.

Rely On System Fonts Only; Do Not Use Document Fonts

Deselect this option to download fonts when creating the PDF. All your fonts will be available in the PDF, but it will take longer to create it. Leave this option selected if you are working with Asian-language documents.

Delete Log Files For Successful Jobs

Automatically deletes the log files unless the job fails.

Set Adobe PDF printer properties (Windows)

In **Windows**, you can usually leave the **Adobe PDF** printer properties unchanged, unless you have configured printer sharing or set security.

Note:

Printing Properties are different from printer Preferences. The Properties dialog box contains tabs of options that apply to any type of printer; the Preferences include conversion options specifically for the **Adobe PDF** printer.

Set Adobe PDF printer properties

1. Open **Devices and Printers** from the Start menu, and right-click the **Adobe PDF** printer.
2. Choose Properties.
3. Click the tabs, and select options as needed.

Reassign the port that the Adobe PDF printer uses

1. Quit Distiller if it is running, and allow all queued jobs to the **Adobe PDF** printer to complete.
2. Open **Devices and Printers** from the Start menu.
3. Right-click the **Adobe PDF** printer, and choose **Printer Properties**.
4. Click the Ports tab, and then click Add Port.
5. Select **Adobe PDF Port (Windows XP)** or **Adobe PDF Port Monitor (Vista/Windows 7)** from the list of available port types, and click New Port.
6. Select a local folder for PDF output files, and click OK. Then click Close to quit the Printer Ports dialog box.
7. In the **Adobe PDF** Properties dialog box, click Apply, and then click OK.

Note: For best results, select a folder on the same system where Distiller is installed. Although remote or network folders are supported, they have limited user access and security issues.

Delete a folder and reassign the Adobe PDF printer to the default port

1. Quit Distiller if it is running, and allow a few minutes for all queued jobs to **Adobe PDF** to complete.
 2. Open **Devices and Printers** from the Start menu.
 3. Right-click the **Adobe PDF** printer, and choose **Printer Properties**.
 4. Click the Ports tab.
 5. Select the default port, Documents, and click Apply.
 6. Select the port to delete, click Delete Port, and then click OK to confirm the deletion.
 7. Select the Documents port again and click Close.
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