Adobe Acrobat PDF Files

Adobe® Portable Document Format (PDF) is a universal file format that preserves all of the fonts, formatting, colours and graphics of any source document, regardless of the application and platform used to create it.

Adobe PDF is an ideal format for electronic document distribution as it overcomes the problems commonly encountered with electronic file sharing.

- *Anyone, anywhere* can open a PDF file. All you need is the free Adobe Acrobat Reader. Recipients of other file formats sometimes can't open files because they don't have the applications used to create the documents.

- PDF files *always print correctly* on any printing device.

- PDF files always display *exactly* as created, regardless of fonts, software, and operating systems. Fonts, and graphics are not lost due to platform, software, and version incompatibilities.

- The free Acrobat Reader is easy to download and can be freely distributed by anyone.

- Compact PDF files are smaller than their source files and download a page at a time for fast display on the Web.

Welcome to Smallpdf

Ready to take document management to the next level?

1 Digital Documents—All In One Place

With the new Smallpdf experience, you can freely upload, organize, and share digital documents. When you enable the 'Storage' option, we'll also store all processed files here.

2 Enhance Documents in One Click

When you right-click on a file, we'll present you with an array of options to convert, compress, or modify it.
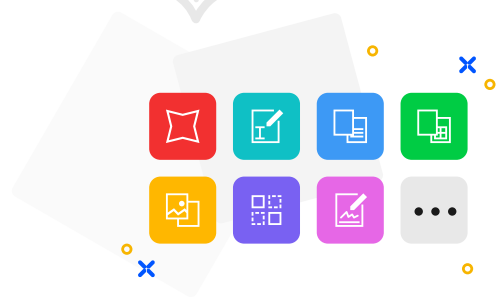
3 Access Files Anytime, Anywhere

You can access files stored on Smallpdf from your computer, phone, or tablet. We'll also sync files from the Smallpdf Mobile App to our online portal

4 Collaborate With Others

Forget mundane administrative tasks. With Smallpdf, you can request e-signatures, send large files, or even enable the Smallpdf G Suite App for your entire organization.

PDF Files
Scan – Create – Reduce File Size

It is recommended that you purchase an Adobe Acrobat product that allows you to read, create and manipulate PDF documents. Go to http://www.adobe.com/products/acrobat/matrix.html to compare Adobe products and features –Adobe Acrobat Standard is sufficient.

Scanning Documents

You should only have to scan documents that are not electronic, and when you are unable to create a PDF using PDFMaker or the Print Command from the application you are using.

Signature Pages
If you have a document such as a CV that requires a signature on a page only print the page that requires the signature –printing the entire document and scanning it is <u>not</u> necessary or desired. Once you sign and scan the signature page you can combine it with the original document using the Create PDF From Multiple Files feature.

Scanner Settings
Before scanning documents remember to make certain that the following settings are activated on your scanner (settings may vary):
- Document Mode
- Scan to smallest size
- Fast (lowest quality)
- Grayscale or black and white
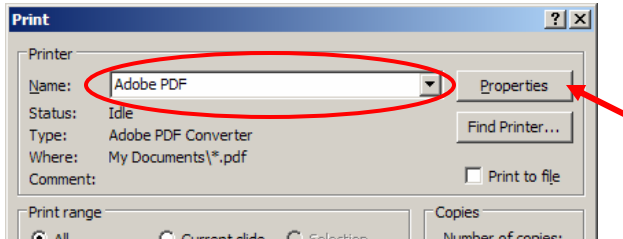- Resolution: 300dpi or less

Creating PDF Documents

Option 1 – Use Adobe PDF Printer Command:
In many authoring applications, you can use the Print command with the Adobe PDF printer to convert your file to PDF.

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 printer 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.) Choose Smallest File Size as your default setting.
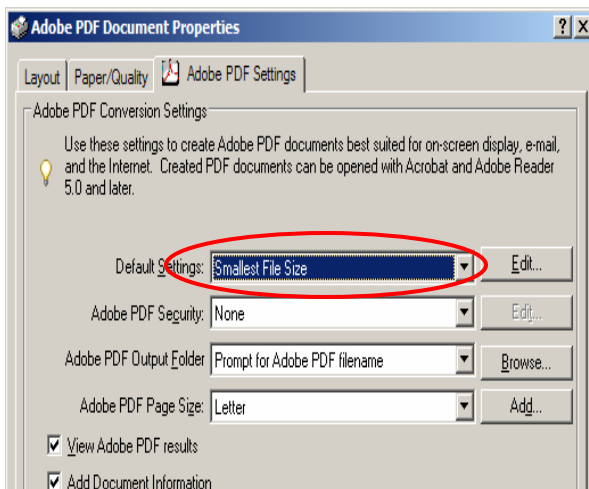
4. In the Print dialog box, click OK and Save your file.

Create a PDF using the Print command (Mac OS)
1. Open the file in its authoring application, and choose File > Print.
2. Click on the PDF button in the Print window.
3. Click Save as PDF.

Creating PDF Documents (continued)

Option 2: If you do not have Acrobat Standard or higher installed use PS2PSF.*

1. Open the file in its authoring application, and choose File > Print.
2. Select "Print to File" and save.
3. Open your browser and go to http://ps2pdf.com/convert.htm
4. Click "browse" select the file you created in step 2 (.prn or .ps), click "convert"
5. Download the newly created PDF file.
*Note: Some formatting changes may occur once converted (bullets may turn to symbols and color may become black and white).
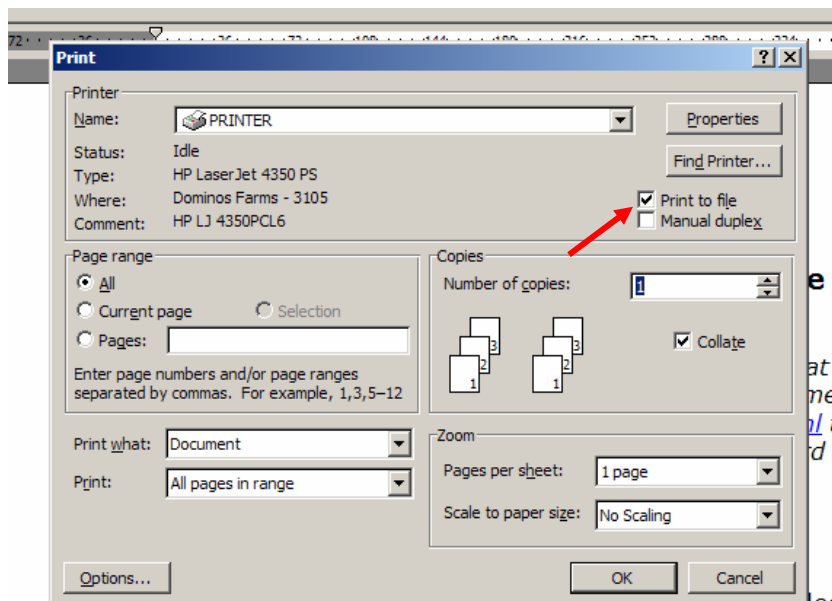
Reducing File Size Options

WebDCU will accept files up to 2.0MB.

Here is a rough estimate for PDF file sizes:
If the contents are pure text, like a CV, the file size is usually 10kb per page; therefore, a 1MB file will have about 100 pages. If the file includes some pictures, the file size may increase. If the file is a picture, like a scanned license or certification, you may have different file sizes based on the picture quality. In most cases, saving the file at about 250kb per page should be enough to generate a clear picture.

Option 1 – Use Adobe PDF Print Command:
1. Open the PDF file, and choose File > Print.
2. Choose Adobe PDF from the printer menu next to Name.
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.) Choose Smallest File Size as your default setting.
4. In the Print dialog box, click OK.
5. Save the new (smaller) PDF file.

Option 2 – Use Adobe PDF "Reduce File Size":
1. Open the file in Adobe Acrobat and choose File > Reduce File Size…
2. For our purposes, please make these files "compatible with" version Acrobat 5.0 or later.
3. Save the new (smaller) PDF file.