

1.2 Creating and Managing PDFs in Acrobat

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Creating a PDF from Other File Types

PDF documents can be created from other file types in a variety of ways. Existing non-PDF documents created in Word, Excel and other programs can be directly converted into PDF documents by selecting the appropriate file extension during the save process for those programs. In the program's 'Save' window, select '.pdf' in the dropdown menu and then save the file.

Converting Files to PDFs in Acrobat

PDFs can also be created in Adobe Acrobat by opening files directly into the application. After opening Adobe Acrobat:

1. Navigate to the **Home** page. If the application has just been opened, this page will be selected by default.
2. Select a file directory from the **Files** side menu (for example, 'My Computer'). Recently accessed folders are displayed here. Find a file by opening one of these folders or by selecting the 'Browse' button.
3. To allow files to be visible within the 'Open' window, change the dropdown menu adjacent to the 'File Name' input to list 'All Files'. Then select and open the non-PDF document. If the document is convertible, Acrobat will convert the document automatically.

Avoiding Print to PDF

If a file is converted to a PDF outside of Adobe Acrobat, it is important to avoid any 'Print to PDF' features. Some applications will allow you to print a file to PDF, as opposed to a printer. This is not recommended, as the PDFs created by this feature are not accessible.

Managing Cloud Files in Acrobat

Cloud services can be integrated with the Acrobat **Home** page for easy online file access. Services including OneDrive and SharePoint can all be connected to this page.

Integrating a Cloud Service with Acrobat

To add a cloud service to the **Home** page:

1. Navigate to the **Home** page and select 'Add an Account' under the **Files** side menu.
2. Under 'Add a Storage Account', find your cloud service and select the 'Add' button.
3. Log in to the external cloud service. After completing any 3rd party log in and registration steps, your cloud service will now appear in the Files side menu of the **Home** page.

Any cloud service integrated with Acrobat can now be managed in the same location as local files.

Utilizing Adobe Document Cloud

If your license supports use of Adobe **Document Cloud**, you can access **Document Cloud** files in the same **Files** side menu automatically. Your account and software license will already have been registered with Adobe during the Acrobat setup process, allowing full use of this cloud service.

Combining PDF Documents

Multiple PDF files can be compiled into a single document with the Adobe Acrobat **Combine Files** tool. Here, the user can manage what files are combined and in which order or method.

Using the Combine Files Tool

To begin combining multiple PDFs:

1. Navigate to the **Tools** page. Find the '**Combine Files**' tool. In the dropdown menu below this tool, 'Open' and 'Add' options are available. For later convenience, this tool can be added to the Acrobat **Quick Access Toolbar** by selecting 'Add'. To open the tool, select 'Open'.
2. Find the 'Add Files' button to access the first PDF document. The 'Add Open Files' option is also available for any documents that are being actively viewed in Acrobat. Select 'Add Files'.
3. Find and open the first PDF that will be combined. This document will appear in the viewing window of **Combine Files**. Now find the 'Add Files' dropdown menu of the **Combine Files** toolbar. The 'Add Folders' option can be found here to select and add all files of a folder. Use these dropdown options to add any remaining documents.

Combine Files Options

Once all files have been added to the viewing window, they can be compiled directly into a single PDF by selecting 'Combine' in the **Combine Files** toolbar. Before the files are combined, options exist to change the order and attributes of these combined files.

To View PDFs in List Format:

Find and select the 'Switch to List View' button in the **Combine Files** toolbar. In this format, you can view the file size and bookmark name of each document. Right-click a document to edit the bookmark name or sort the order of all documents by a certain attribute.

To Change the Reading Order of Combined PDFs:

Select and drag each file into the preferred reading order. Individual pages of each document can also be expanded into the viewing window. Once a document is expanded, each page within the document can be managed with 'View' and 'Delete' control buttons. Select and drag these pages to adjust their read order.

To Adjust Options for PDF File Combination:

Open the 'Options' menu in the **Combine Files** toolbar. Here, the combined file output size can be adjusted for improved readability or picture quality. Selecting the option, 'Always enable accessibility and reflow', will automatically preserve any accessibility features of the individual documents when they are compiled into one document. Deselecting the option, 'Continue combining if an error occurs', is recommended, as Acrobat will automatically notify the user of any file errors during the combination process.

Once the format, read order and combine options are set for the file set, select 'Combine' to finalize the documents into a single PDF document.

Conclusion

In this module, we've learned how to create PDFs from other file formats and how to manage both local and cloud-based files within Adobe Acrobat. We've also learned about the file combination capabilities and options of the Acrobat **Combine Files** tool. In the next few modules, we'll explore managing information within PDF files.