

ADOBE ACROBAT CHEAT SHEET

A. WHEN CONVERTING FROM A WORD PERFECT DOCUMENT (or whatever word processor) TO A PDF FILE:

1. File
2. Print
3. Change your printer to: ADOBE PDF WRITER.

Click on OK.

Move to the folder you have chosen to keep them in:

Example:

C:\ECF Images\ (your name)

Object name: (name of your document-whatever you choose)

Click on SAVE.

4. Repeat with your next documents.

B. WHEN SCANNING A DOCUMENT:

1. Scan each of your documents in your scan software (ie: PaperPort). Name your document.
2. Click on the PRINTER icon. (Note: each document must be done separately.)
3. Change your printer to : ADOBE PDF WRITER.

Click on OK.

Move to the folder you have chosen to keep them in:

Example:

C:\ECF Images\ (your name)

Object name: (name of your document-whatever you choose)

Click on SAVE.

4. Repeat with your next documents.