Getting ready to file PDF files

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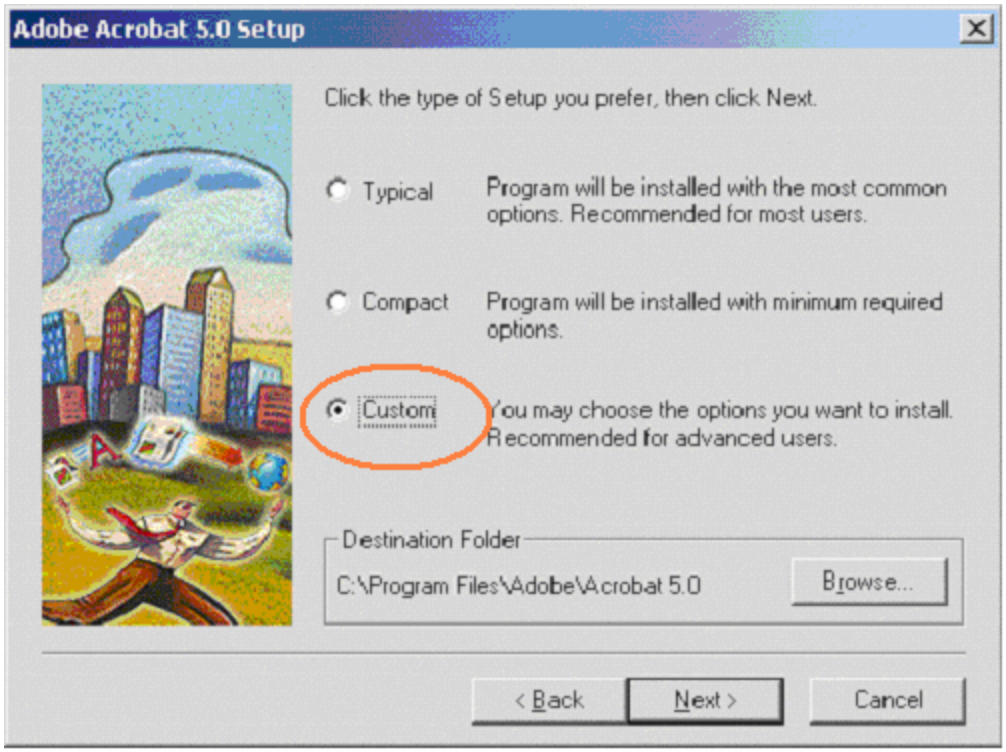
Overview, Creating PDF files.

Creating PDF files is almost as simple as printing a document or saving your word processing document. Installation of Adobe Acrobat Writer adds a special printer device which is actually a PDF creator. For some reason the default setup of Acrobat does not install the "Adobe PDFWriter files" printer driver it only installs the "Adobe Distiller files" printer driver. Testing has indicated that the Adobe PDF writer creates smaller PDF files than the Distiller does. Below are instructions for installing the PDFWriter driver. If you already installed Acrobat a simple reinstallation can be done.

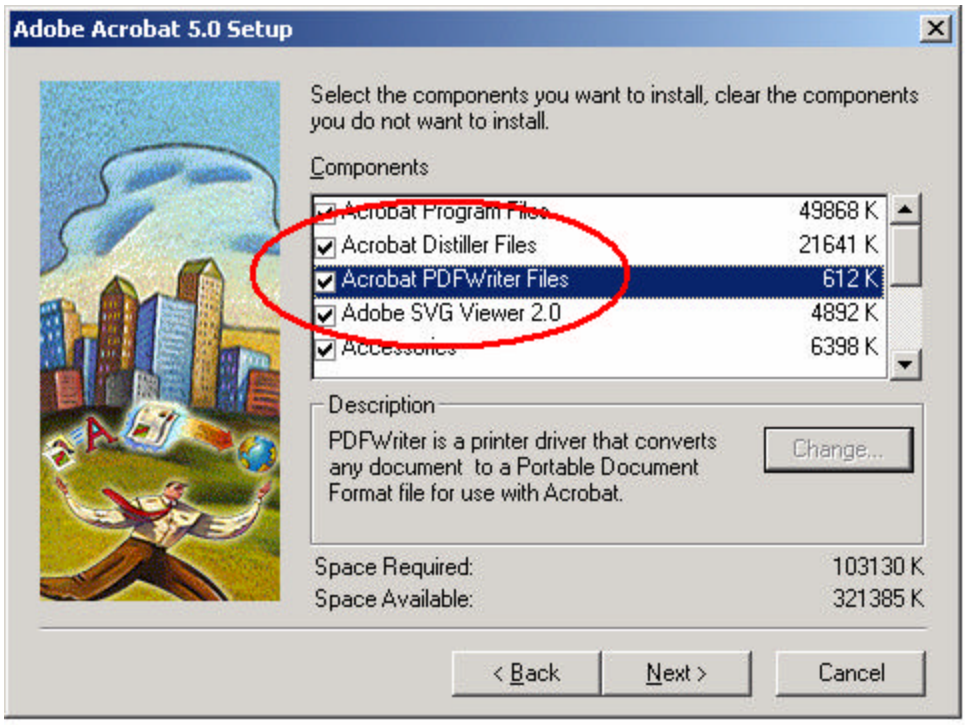
See **Getting your file to a floppy on our website (www.kyeb.uscourts.gov)** for information on copying files between your hard disk and floppy disk.

Installing Adobe Acrobat 5.0.

To install the PDFWriter driver, start the install as you would for any other program and follow the prompts (accepting the default settings is fine). Stop when you get to the screen shown below. You must change the type of setup to Custom (circled in red).

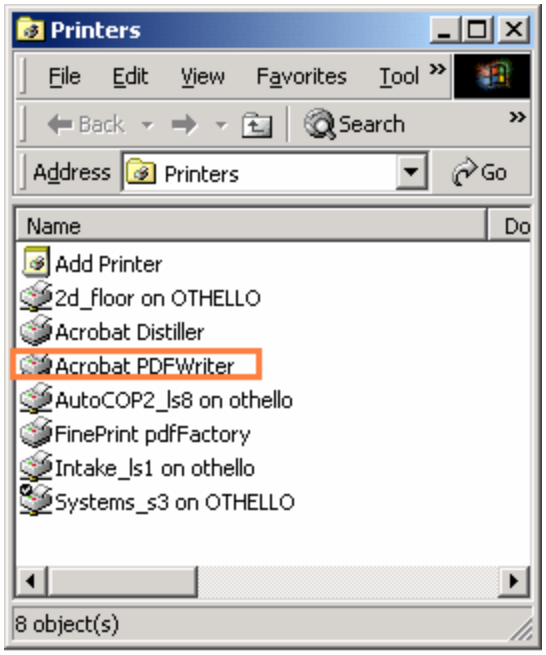


The next screen will show the items that will be installed. All items but the Acrobat PDFWriter are prechecked for you. Check the Acrobat PDFWriter Files box. You may also want to uncheck the Distiller to reduce confusion and accidental selection of the wrong printer driver.



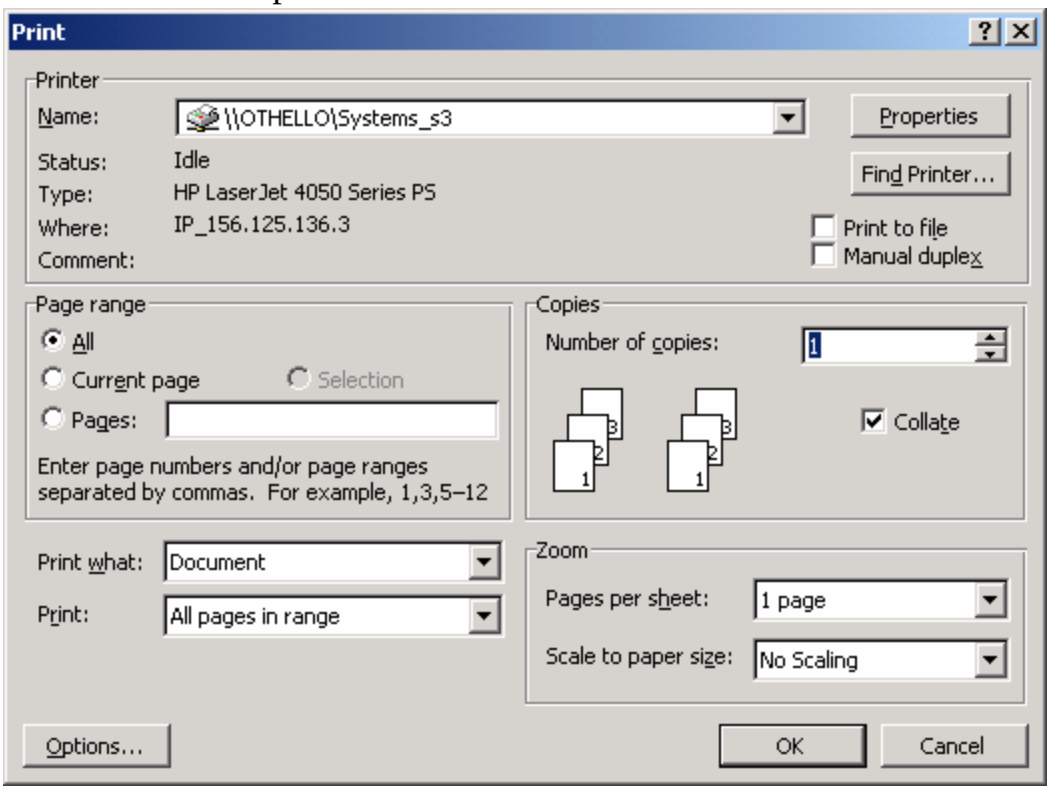
Once installation is complete with Acrobat PDFWriter Files selecting print from any application should allow you to choose a printer.

Below the PDFWriter shows in the printer dialog box.

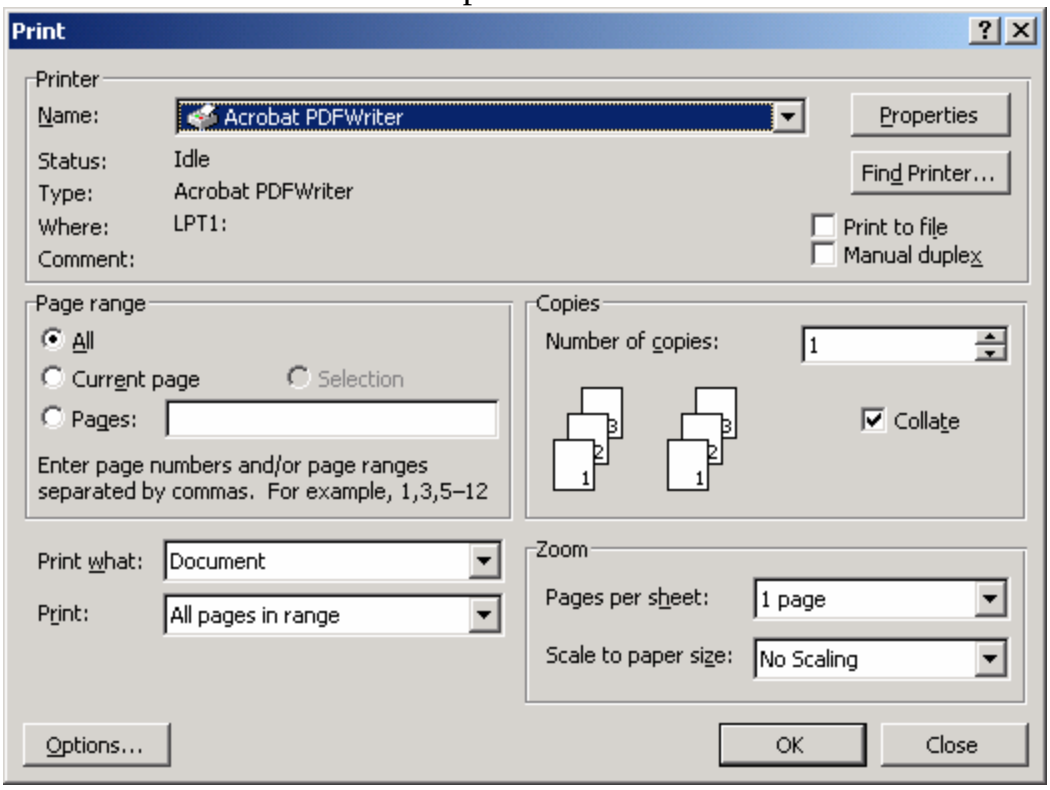


Creating PDF documents.

1. **By printing to the PDFWriter printer.**
    a. When you are finished with the document you are working with, you can save it as a PDF document by selecting print. (You may have to select print from the Menu so that you can select the printer). You should get a printer dialog window similar to the one pictured below.

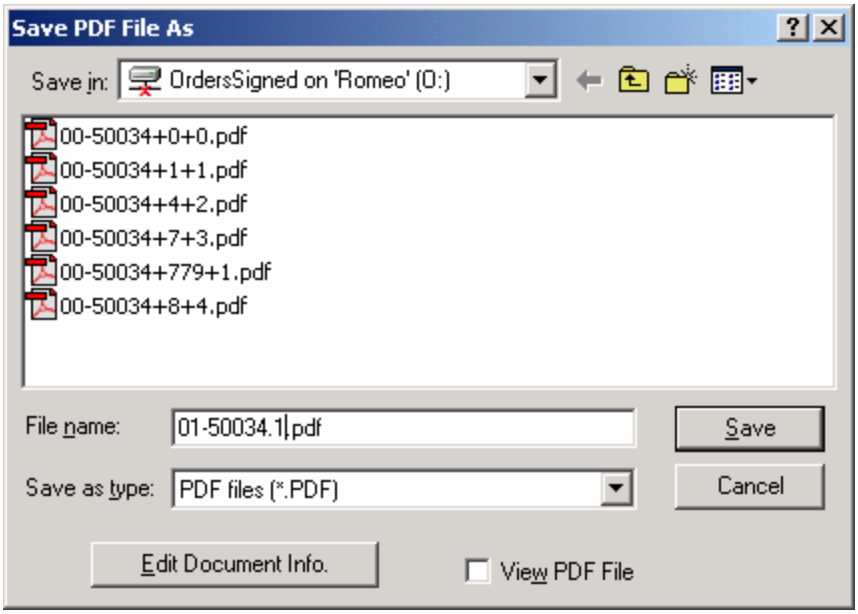


b. Select the Acrobat PDFWriter printer as shown below.



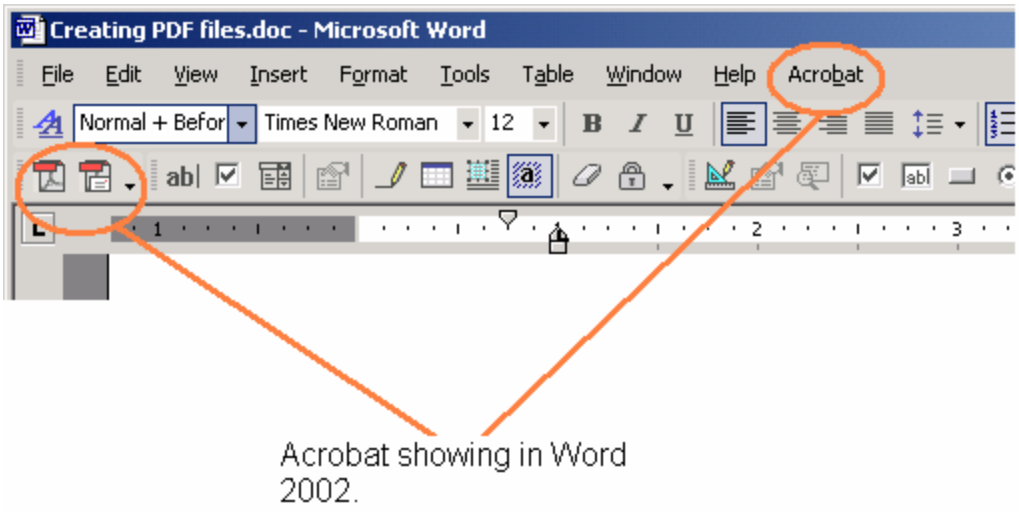
c. After clicking OK you should get a "Save PDF File" as dialog box. Enter a filename and choose the folder.
(Make sure you are aware of where you are saving the file so you can find it later)

You have just created a PDF file!


Save PDF File As
Save in:
OrdersSigned on 'Romeo' (O:)
00-50034+0+0.pdf
00-50034+1+1.pdf
00-50034+4+2.pdf
00-50034+7+3.pdf
00-50034+779+1.pdf
00-50034+8+4.pdf
File name:
01-50034.1.pdf
Save
Save as type:
PDF files (*.PDF)
Cancel
Edit Document Info.
View PDF File

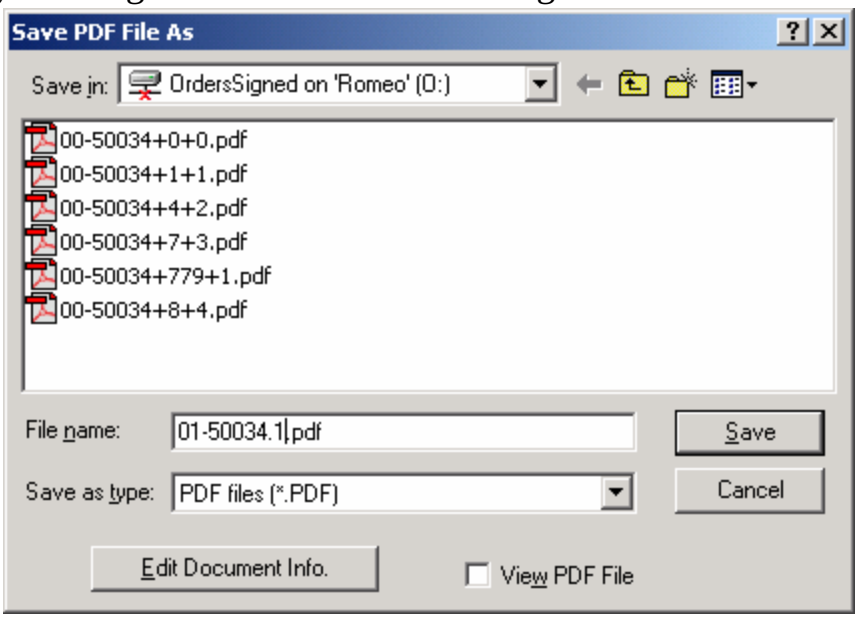
2. From within your word processor (depending on your word processor and version this may not be an option for you).

a. After I installed Acrobat on my computer it showed up on Microsoft Word version 2002.



Acrobat showing in Word 2002.

b. By using either the Acrobat Menu option or the Toolbar button you will get the Save PDF File dialog shown below.

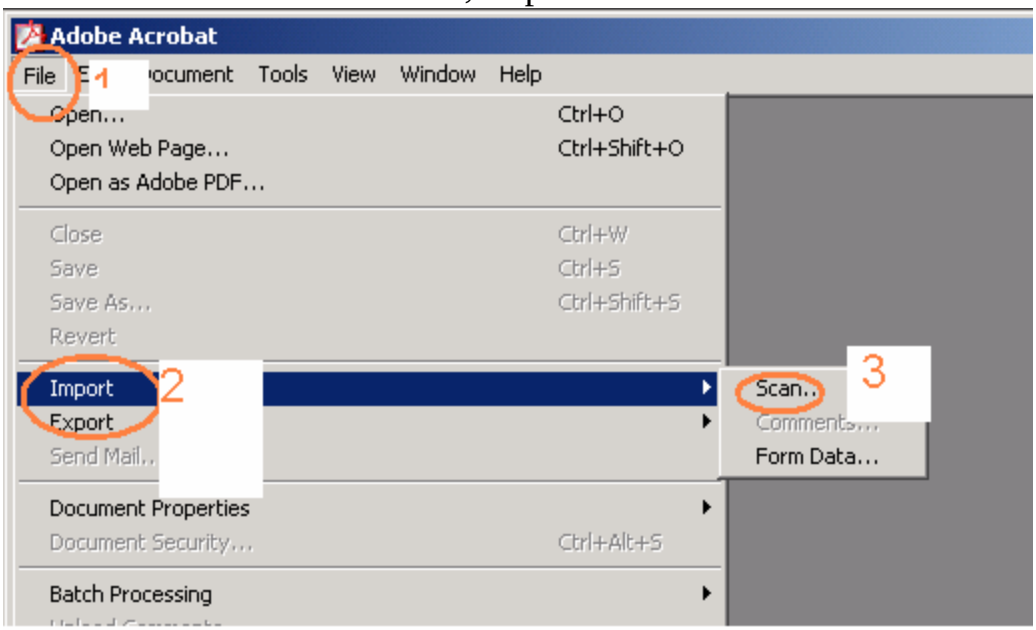


c. Select a filename and location and click save. **(Make sure you are aware of where you are saving the file so you can find it later)**

3. With your scanner.

a. Start up Acrobat.

b. From the File Menu select File, Import and then Scan.



c. You may get some dialog boxes depending on your scanner.

d. After scanning is complete save your file by Selecting File and then Save from the menu.

e. Select a filename and location and click save. **(Make sure you are aware of where you are saving the file so you can find it later)**