

## Generating and Using PDF Files Frequently Asked Questions

### What software is needed to view PDF files?

You need Acrobat Reader to view PDF files. You can download Acrobat Reader free from [www.adobe.com](http://www.adobe.com).

### What software is needed to generate PDF files?

You need the Adobe Acrobat package, which includes Adobe Acrobat Distiller. If you are using WordPerfect 2000, the software needed to generate PDF files is included.

### What can I do to ensure that readers can see fonts correctly?

You can either embed the fonts using the Distiller or use one of the following recommended fonts: Times New Roman, Helvetica, or Symbol.

### I used PDFWriter to generate a PDF file and image quality is poor. What can I do to improve the look of the PDF document?

Use Acrobat Distiller to generate the PDF file. This should take care of any image distortions.

### How can I make sure the pages don't shift when generating a PDF file?

Be sure to use at least ½" margins or wider in the source document. If you are using PDFWriter, you can select that as your printer in the source document while you are viewing the document on the screen. The pages might shift back when you print the source document, but you'll be able to see onscreen where the PDF page breaks will be. If the pages still shift, try using Acrobat Distiller instead of PDF Writer.

### Can I make a change to a PDF file, or do I have to regenerate the source file?

You can make changes to text appearance and change actual text one line at a time using the Text Tool in Adobe Acrobat.

### How can I make my forms more user friendly?

Consider adding rollovers, checkboxes, and combo boxes to enhance the usability of your forms.

### How can I let my users to know there are bookmarks in a PDF file?

You can set a document to open displaying bookmarks by choosing **File, Document Info, Open**. Then check the **Bookmarks and Page** option under the **Initial View** section and click **OK**. Save the document. The next time the document is opened, the bookmarks will display.

### When I use Distiller, how can I be prompted to input a file name or change the location of the file?

You must set a preference in Distiller to control where the file is saved. To do this, launch Acrobat Distiller. In the Distiller window, choose **File, Preferences**. Then check **Ask for PDF File Destination** under the **Output Options** section. The next time you use Distiller, you will be prompted for a file name and/or location.