Creating Editable PDF’s

1. A Word about Adobe Professional
   a. Not word processing software
   b. Create secure documents for distribution
2. Need for editable PDF’s
   a. Form to fill out – covered in class on forms for the web
   b. Capture text from a PDF to use in a document
   c. Use PDF as a template for a document
   d. Make minor changes to text
   e. Clean up a scanned document
3. Tips for scanning a document
   a. Scan at 300dpi, if text is small (9 points or below) scan at higher resolution
   b. Do not use dithering or halftone, they are for photographs
   c. For text on colored paper increase brightness and contrast by 10%
   d. If characters are close together, use a brighter setting, if not use a darker setting
   e. White out any handwriting on document before scanning
   f. Copier/Scanner
4. Creating a PDF in Adobe Professional
   a. From File
      i. Click on File – Create PDF – From File
      ii. File Explorer comes up, browse to file you want to make into a pdf
   b. From Multiple Files
      i. Click on File – Create PDF – From Multiple Files
      ii. File Explorer comes up, browse to files you want to include in pdf
      iii. Can alternate what order you place files
   c. From Scanner
      i. Place document page on flat bed scanner
      ii. Click on File – Create PDF – From scanner
      iii. Will error that it needs to load an application for scanner and you do not have
           administrator privileges, but just click ok (error msg may come up 3 to 4 times)
           but will still scan and put into a pdf.
   d. From Web Page
      i. Click on File – Create PDF – From web page
      ii. Enter, Paste or browse to the web page you want to include in the pdf.
   e. From Clipboard Image
      i. Use the Alt + Print Scrn key to copy a screen to the clipboard
      ii. Click on File - Create PDF - From Clipboard Image
5. Creating a PDF from an Application
6. Creating a PDF from a Copier/Scanner at Moritz

7. Open the document in Adobe Professional
   a. Choose what pages to capture
   b. Click on Edit box to:
      i. Set the language
      ii. Choose the PDF output style
      iii. Downsample images
9. Click on the text, it will put text in text boxes, but you can edit the text or copy and paste the text into a new
document.
10. If you have scan marks in the document: