

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 touching 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
8. Choose Document – Paper Capture – Start Capture
 - 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: