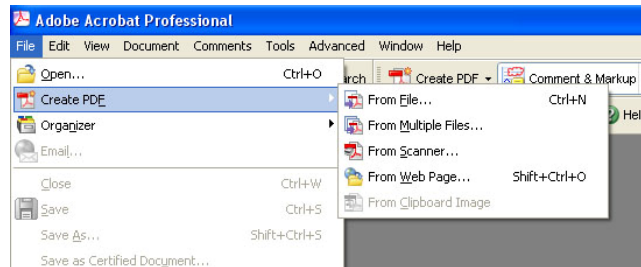


## How to create a PDF File

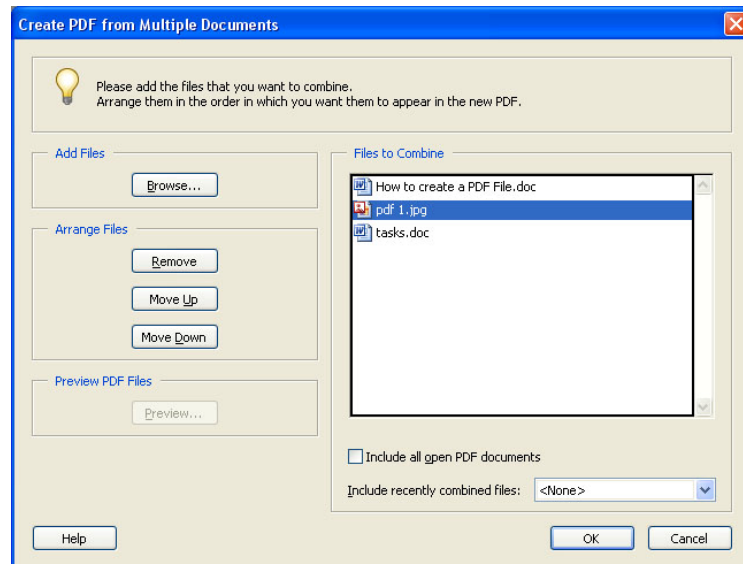
PDF files are easy enough to make using the Adobe Acrobat Professional program. It is simply a matter of converting existing files into the PDF format. To do this, you will need to have the files you want to convert saved on the computer.

1. Open Adobe Acrobat Professional
2. Click “File” and “Create PDF”



Now you have several options. This simplest is to click “From File”. You will then be asked to locate the document you wish to convert. Select the file and click “Open.” The file is converted into a PDF file.

However, you can also choose to create a PDF from multiple files. To do this, click “From Multiple Files.” Click the “Browse” button to locate and add the files you wish to convert. They will be displayed on the right. You may change a file’s location on the list by selecting it in the display pane, and clicking the “Move Up” and “Move Down” buttons on the left. Once the files are arranged to your satisfaction, click “OK.” The files will be converted into a single PDF document. After this process is complete, you will be prompted to save the file. Once you have done so, your new PDF document will be displayed.



You may also create a PDF file from a scanned image, a website, or a clipboard image.