

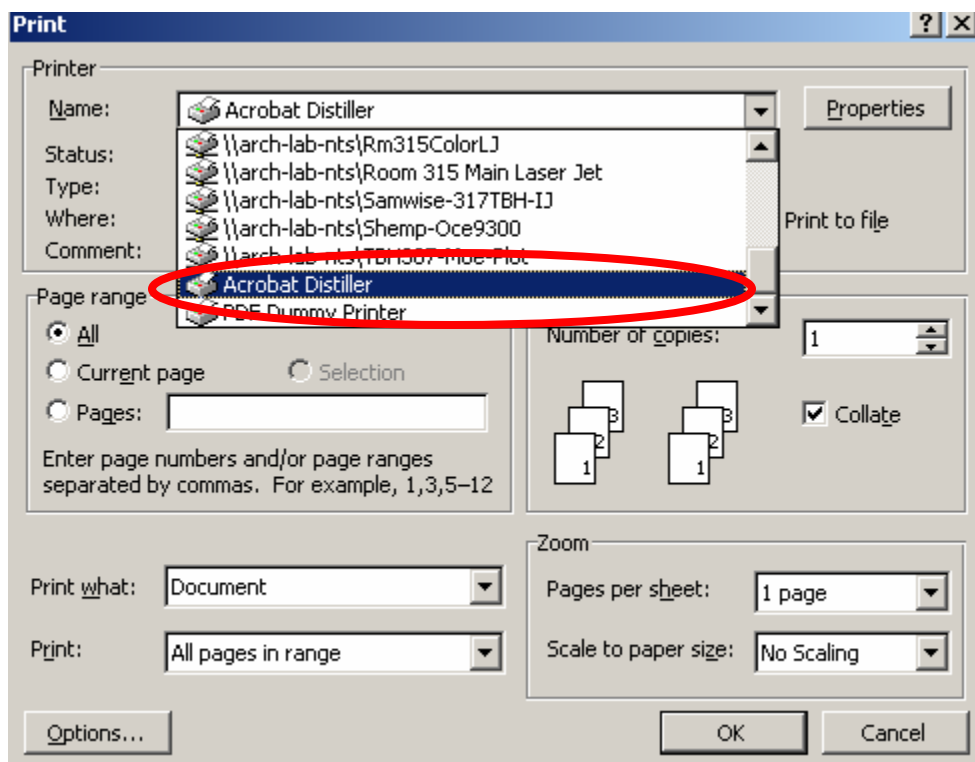
The Lab Op

Tip of the Week

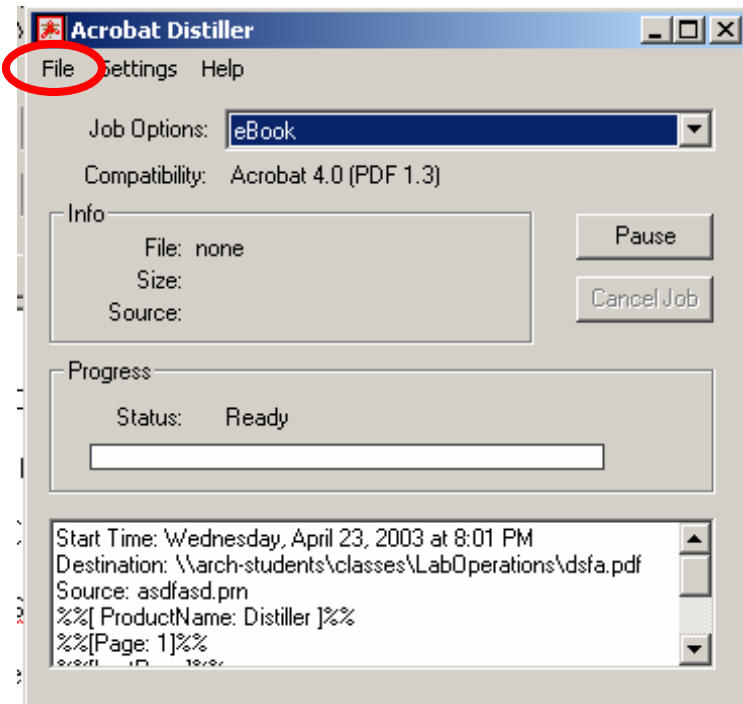
March 29, 2004

To create a PDF file(Acrobat Reader) from any program

- 1) In the program that you want to create the PDF file from select print and then choose the "Acrobat Distiller" printer.



- 2) Set up your print job as you normally would and select "OK"
- 3) When the window pops up save the file to a location.
(Some programs may not give you the option to save to a location so be sure to give your file a unique name so you can run a search and find it)
- 4) Open "My Computer > C: > Program Files > Adobe > Acrobat > Distillr"
- 5) Run "Acrodist.exe"
(the first time you open will take awhile as it builds the font table)



- 6) Select "File" and "Open" and choose the file that you created in step 3
- 7) When the window prompts you name your PDF file.
- 8) Allow a moment to pass and then your PDF file will appear in the location you specified.

You can create a PDF file from any program that prints. PDF files are great for sending stuff over email or the Internet while maintaining the appearance you want. This makes this format great for sending out your resume or portfolio. Nearly every computer has Adobe Acrobat reader.

- The Lab Ops
(DJL)