CHAPTER 2

SAVING TO PDF

INFOCUS

PDF (Portable Document Format) is a universal file format that can be viewed by anyone, even if they don't have the software that created the file. You can save your Word documents as PDF files. This enables you to distribute, upload or share your document with anyone who has a PDF reader (such as Adobe Reader) installed on their computer. Saving a document as a PDF also ensure that any formatting and layout are preserved, and can significantly reduce file size. As such, PDF has become the standard file format for document distribution, particularly when making documents available for download from the internet.

In this session you will:

- ✓ gain an understanding of **PDF**
- ✓ learn how to save a document as **PDF**
- ✓ learn how to view a **PDF**.

UNDERSTANDING PDF

One of the great frustrations of computing is receiving a file and not being able to view or print it because you have neither the program that created it nor a program to convert it. Or, the size of the file is too large to send by email. To enable files to be shared with anyone, you can save them as PDF for anyone to view, in exactly the format and layout you intended, by using a PDF reader.

What Is PDF?

PDF, or *Portable Document Format*, is a universal file format developed by Adobe Systems for the purpose of creating a file format that could be viewed by anyone with *Adobe Acrobat* or *Adobe Reader* installed, regardless of whether they had the actual software installed that was used to create that file, and regardless of whether it was created on a PC or a Mac.

A PDF file will preserve all elements of the document in its entirety in a manageable file size. Save a document as a PDF file if it is intended for others to view or download from the internet, for example. PDF has become the standard universal file format for the following reasons.

- **Reduces file size:** PDF files are generally significantly smaller in file size than the original file.

- **Easy to view**: Anyone who has the free *Adobe Reader* installed on their computer can view a PDF file. PDF files can be shared, viewed, navigated and printed exactly as intended.

- **Complete file***:* PDF files contains all fonts and images so what you see is what you get.

- **Easy to save***:* You can save a document as a PDF by selecting *PDF* from the *Save as Type* menu in the *Save As* dialog box.

- **Requirements:** some organisations, such as commercial printers, specify that you send artwork and the like in PDF format. This way, the printer (and you) can be sure that what you see is what you get.

Because data in PDF files cannot be easily changed, PDF is the standard for the secure and reliable distribution and exchange of electronic documents and forms worldwide. This file format is also ideal for documents that will be reproduced using commercial printing methods.

Viewing PDF Files

To open and view PDF files (and to complete the exercises in this chapter), you must have the free *Adobe Reader* or *Adobe Acrobat* installed. To check whether you currently have this installed on your computer, click on **Start** > **All Programs** and see whether *Adobe Reader* is listed. Otherwise, click on the **Start** > **Control Panel**, then click on *Programs* and click on *Programs and Features* to view a list of installed programs.

If you do not have *Adobe Reader* installed, visit *Adobe's* website at www.adobe.com, click on the link for *Get Adobe Reader*, and follow the prompts to download and install.

SAVING A DOCUMENT AS A PDF

If you want to share your document with others, such as on the internet, and you want to ensure that it can be viewed by anyone but cannot be changed, saving your document in PDF may be the ideal solution. During the save, you can instruct Word to either optimise the resultant file for normal use, such as printing, or to ensure that its file size is as small as possible for Web use.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W874 Saving To PDF_1.docx...

1 Click on the **File** tab, then click on **Save As** to open the **Save As** dialog box

2 Type **My PDF** in **File name,** navigate to the course files folder, click on the drop arrow ▼ for **Save as type** and select **PDF (*.pdf)**

3 Ensure that **Open file after publishing** is selected

This means that the file will open in Reader once you click on [Save]. If your computer doesn't have Adobe Reader installed, this option will not be available...

4 Ensure that **Standard (publishing online and printing)** is selected in **Optimise for**

This option will result in a document with a high print quality. Select Minimum size (publishing online) if print quality is less important than file size...

5 Click on **[Save]**

The document will be saved as a PDF and will open in Reader for you to view

6 Click on **Close** ☒ to close **Adobe Reader**, then save and close the document
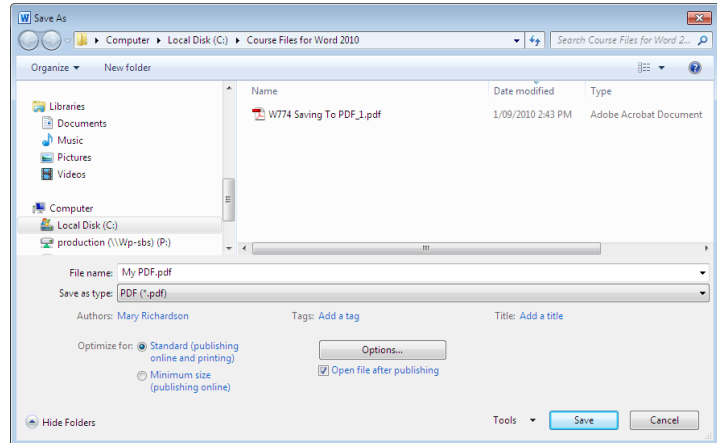
4
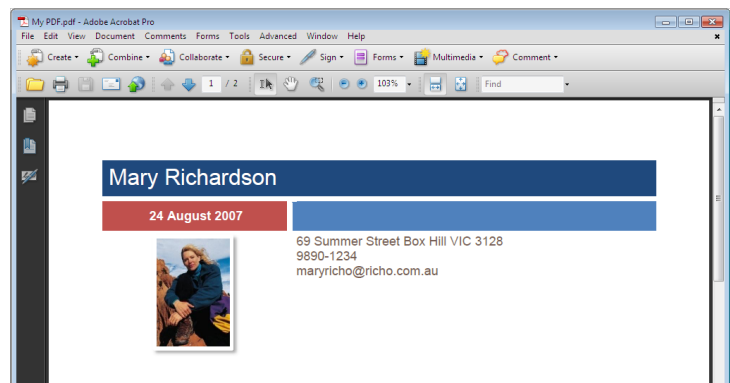
5

For Your Reference…

To **save** a **document** as a **PDF**:

1. Click on the **File** tab, then click on **Save As**
2. Type a **File name**, navigate to the desired folder, then click on the drop arrow for **Save as type** and select **PDF (*.pdf)**
3. Select the settings and click on **[Save]**

Handy to Know…

- You can save only part of your document as a PDF. To do this, click on **[Options]** in the **Publish as PDF** dialog box and select the **Page range**. You can also save a selection by selecting the desired content before opening the **Publish as PDF** dialog box and then clicking on **Selection** in **Page range**.

VIEWING A PDF FILE

You can only open and view a PDF file if you have a PDF reader, such as *Adobe Reader* or *Adobe Acrobat*, installed on your computer. Conversely, there are many PDF readers available to download from the internet for free also, if you prefer. In this exercise, you will open a PDF file in *Adobe Reader* so that you can view and work with a PDF document.

Try This Yourself:

Open File

Before starting this exercise make sure you are viewing the desktop...

1 Click on **Start** > **All Programs** > **Adobe Reader**

   The blank Adobe Reader window will open…

2 Select **File** > **Open** to open the **Open** dialog box

3 Navigate to the *Course Files for Word 2010* folder in *Look in*

4 Click on *W874 Saving To PDF_2.pdf* then click on **[Open]**

5 Click on *Pages* in the panel on the left to open the *Navigation* panel

   Thumbnails representing the pages in the document will appear in this panel. You can click on them to display the respective page's detail in the document panel on the right…

6 Click on *Close* to close the document and *Reader*
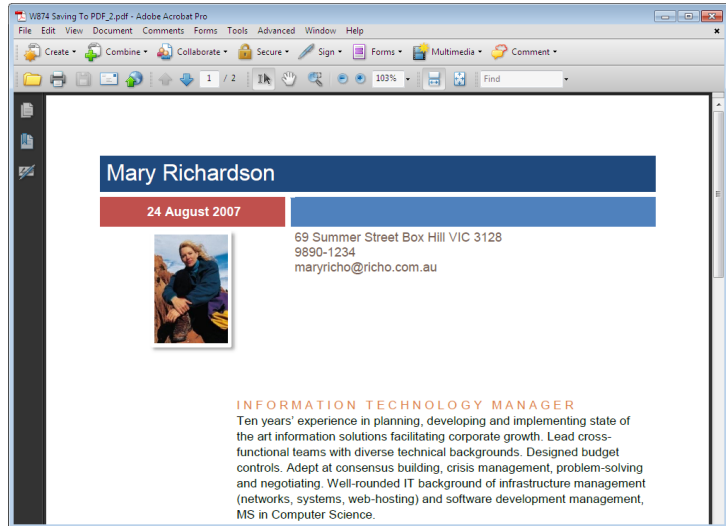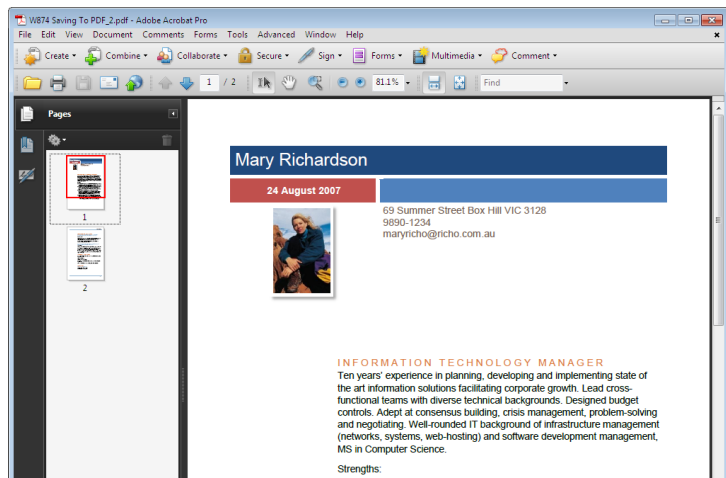
For Your Reference…

To *view* a *PDF* in *Adobe Reader*:

1. Click on **Start** > **All Programs** > **Adobe Reader**
2. Select **File** > **Open**
3. Navigate to the desired *Look in* folder
4. Double-click on the file to open

Handy to Know…

- When viewing a PDF document in a PDF reader, you cannot make any changes to the document. You must make changes to the original document using the application in which you created the PDF, such as Microsoft Word, and then resave the altered file as a PDF.