

Converting Documents to PDF

In order to make your ETD document available to the greatest number of people, it must be converted to a PDF document for online viewing. The following conversion methods, two for MS Word documents and one for Corel WordPerfect documents, are described below.

[Creating PDF Documents from within MSWord](#)

[Creating PDF Documents Manually with Acrobat Distiller](#)

[Creating PDF Documents from within Corel WordPerfect](#)

Creating PDF documents from within Word

The simplest and easiest method of converting a Word document to PDF is the automated process from within Word. When Adobe Acrobat version 5.0, 6.0 or 7.0 is installed on a computer that already has Microsoft Office applications installed, a macro named **Acrobat PDFMaker** is automatically installed. The next time you run Word after installing Acrobat, an **Acrobat** easy access menu command appears on the Microsoft Office application menu bar, and two buttons (**Convert to Adobe PDF** and **Convert to Adobe PDF and E-mail**) appear on the toolbar. If you install Word after installing Acrobat, you will need to reinstall Acrobat before you can use the macro.

The **Acrobat PDFMaker** macro allows you to set a variety of job options determining the appearance and functionality of the PDF file. This is particularly important for documents containing graphics. When using the macro, you can create a robust PDF document containing bookmarks, links, comments, or other document information.

Settings made in one conversion session remain the default settings until changed again. Use the following procedures to check and change conversion settings in the **PDFMaker** macro:

1. On the Word menu bar, select **Change Conversion Settings** from the **Acrobat** easy access menu.
2. In the **Settings** tab panel of the PDF Maker dialog box, select the default **eBook** or **Standard** predefined conversion setting from the drop-down menu. Under **Application Settings** turn off (deselect) “Enable accessibility and reflow with tagged PDF” and “Attach source file to PDF.” Leave all others checked.
3. Then select **Advanced Settings > General Tab > Compatibility**; from the compatibility options you should usually select Acrobat 5 (PDF 1.4) or below unless you have included multimedia elements (sound or movie clips) using Acrobat 6.0 or 7.0 Professional Edition, then you must set the compatibility option to Acrobat 6.0 (PDF 1.5). Under the **Fonts** tab make sure the “Embed all fonts” option is checked as well as the one below it. Click **OK** to return to the main menu.
4. In the **Security** tab panel ensure that the first two check boxes are NOT checked; that is, DO NOT require passwords when opening the PDF document.

5. In the **Bookmarks** tab panel click the **Bookmark** box for each of the **Heading** elements (Heading1, Heading2, Heading3, etc.) that apply to your document; if you have used the **Title** and/or **Subtitle** elements click the Bookmarks for these as well. The first Bookmarks option check box, “Convert Word headings to Bookmarks” must be checked.
6. Click **OK** when you have completed setting the conversion options. For more detailed information on specific settings, click **Help** in the **Acrobat PDFMaker** dialog box.

Follow these instructions to convert your document to PDF:

1. Open your ETD document in Word.
2. Choose **Convert to Adobe PDF** from the Word **Acrobat** drop-down menu or click the **Convert to Adobe PDF** button on the application toolbar.
3. In the **Convert to Adobe PDF** dialog box, if **View Result in** is not selected (default), type in a name for your file in the **Save PDF File as** dialog box, and browse to select a location to which the file will be saved.
4. Click the **Save** button; your file will be converted to Adobe PDF. The details of the conversion are listed in the **Progress** dialog box.
5. Search for your newly created PDF file, open it in Adobe Acrobat or Adobe Reader, and ensure that the conversion process was completed successfully and correctly.

If you selected **View Result** in Acrobat, Acrobat opens automatically and displays your PDF document as a temporary, unsaved file. When you close this file, you are prompted to save it using the **Save as** dialog box. If you do not save the file, Acrobat will delete it and you will lose the PDF file that was created.

If after viewing the generated PDF document you find that it is necessary to add or correct bookmarks, go to the [Working with Bookmarks](#) topic in this document for those instructions.

Creating PDF Documents Manually with Acrobat Distiller

The manual process of converting a document to PDF uses your word processor to print the file directly to Adobe Acrobat Distiller. Distiller converts and saves the file as a PDF document in a moderately simple process. It is helpful if your document is one single file, but if necessary, you can combine PDF files afterwards, using the Adobe Acrobat **Create PDF > From Multiple Files** option for the **File** drop-down menu. For further information on this combining process, see the [Combining Multiple PDF Documents](#) instructions. To convert your file to PDF, it should be opened and printed from within your word processor.

Follow these instructions to convert your document to PDF:

1. Once your document has been opened, select **Print** from the **File** menu to open the Print dialog box.
2. In the **Printer** area of the Print dialog box, select **Acrobat Distiller** from the **Name** drop-down menu. This selects **Acrobat Distiller** as if it was a printer, and the file will be sent there automatically. Click **OK**.
3. In the **Save PDF File As** dialog box, browse for the location where you would like the PDF file to be created.
4. Name the PDF file as you would like it to appear after it has been created, and click **Save**.
5. The file is automatically sent to Acrobat Distiller and the PDF file is generated. Search for your newly created PDF file, open it in Adobe Acrobat or Adobe Reader, and ensure that the conversion process was completed successfully and correctly.

If after viewing the generated PDF file, you find that it is necessary to add or correct bookmarks, go to the [Working with Bookmarks](#) topic for those instructions.

Creating PDF Documents from within Corel WordPerfect

The instructions assume you are using Corel WordPerfect 10 or greater, which has the **File** menu option **Publish to PDF** built into the product. This function makes it very easy and quick to create a PDF document from your WP document.

Follow these instructions to convert your WP document to PDF:

1. With your ETD document open, choose **Publish to PDF...** from the **File** menu.
2. In the **Publish to PDF** dialog box under the **General** tab click the **Browse** button to locate the folder in which you wish to save the PDF document, and correct or enter the name you wish for the file.
3. You need not change any of the other options on the **General** tab or on the **Object** tab.
4. On the **Document** tab you should click **Bookmarks** in order to have bookmarks as well as page text displayed on each document page.
5. The options on the **Advanced** tab may be left as the defaults appear.
6. Click **OK** to generate the PDF file, which may take a minute or so.
7. Locate and open the generated PDF file in Adobe Acrobat or Adobe Reader to check it over and ensure that the conversion process was completed successfully and correctly.

If after viewing the generated PDF document, you find that it is necessary to add or correct bookmarks, go to the [Working with Bookmarks](#) topic for those instructions.