

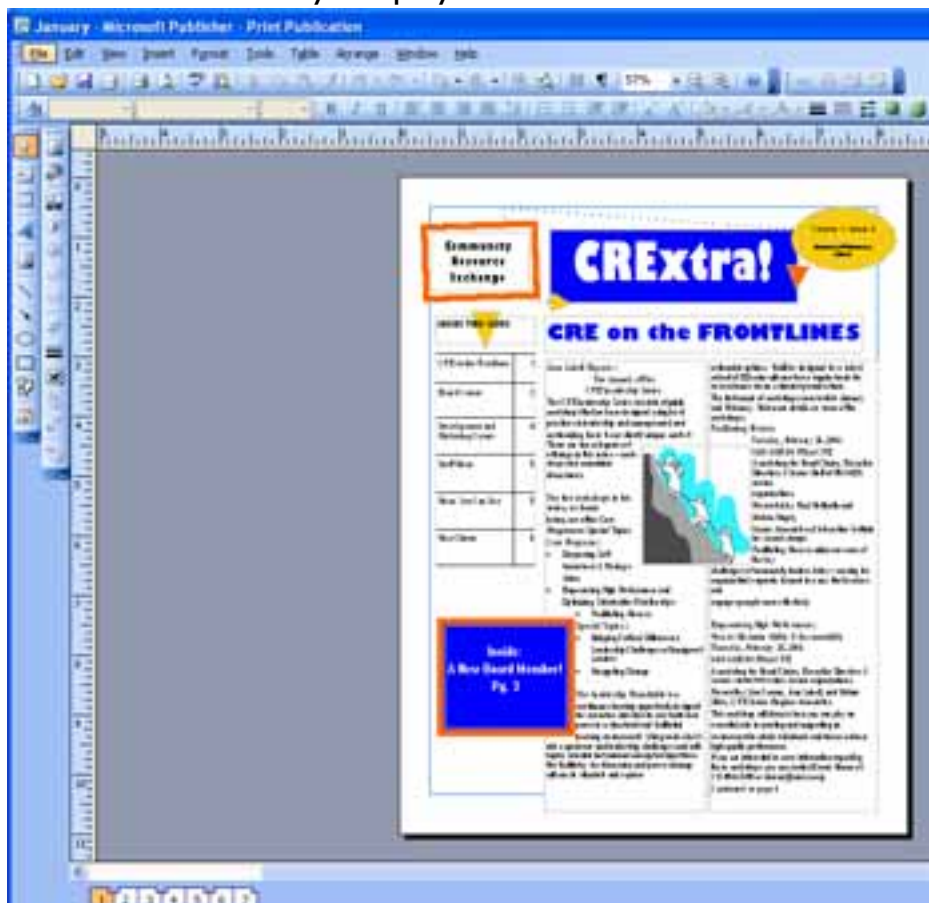
DOCUMENTS FOR THE INTERNET

- (1) How can I turn any file or website into a graphic that can be posted on any website?
Don't post as is, many folks cannot open these up as they don't have the program OR they have an older version. Plus, the file sizes can be so large, esp. for Publisher and Quark.

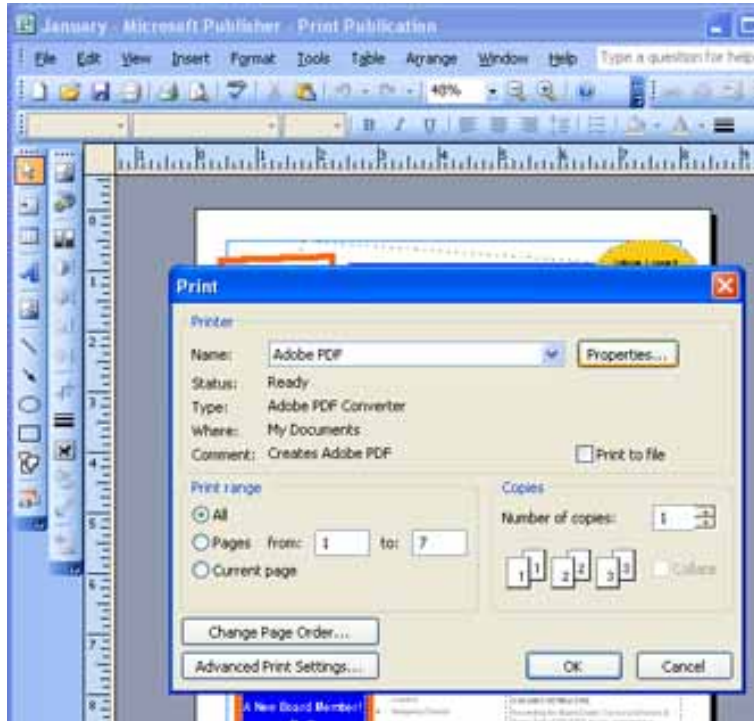
If the file is a Publisher, Word, Quark or any document with a lot of text and some pictures, use the software application "Adobe Acrobat" (or its cheaper cousin, PDF Maker, although if it has a lot of pictures or a complicated layout, this program may scramble things a bit) to create a PDF file. Don't confuse the \$300 Adobe Acrobat program with the free Acrobat reader program. Acrobat Reader, popular known as "Acrobat" only READS PDF files. If you want to CREATE a PDF file you need the "Adobe Acrobat" program, sometimes referred to as "Acrobat Writer" or "Acrobat Distiller."

Using Adobe Acrobat is pretty easy, but be sure to follow these steps. If you miss a step, the document can look okay, but print really weird!

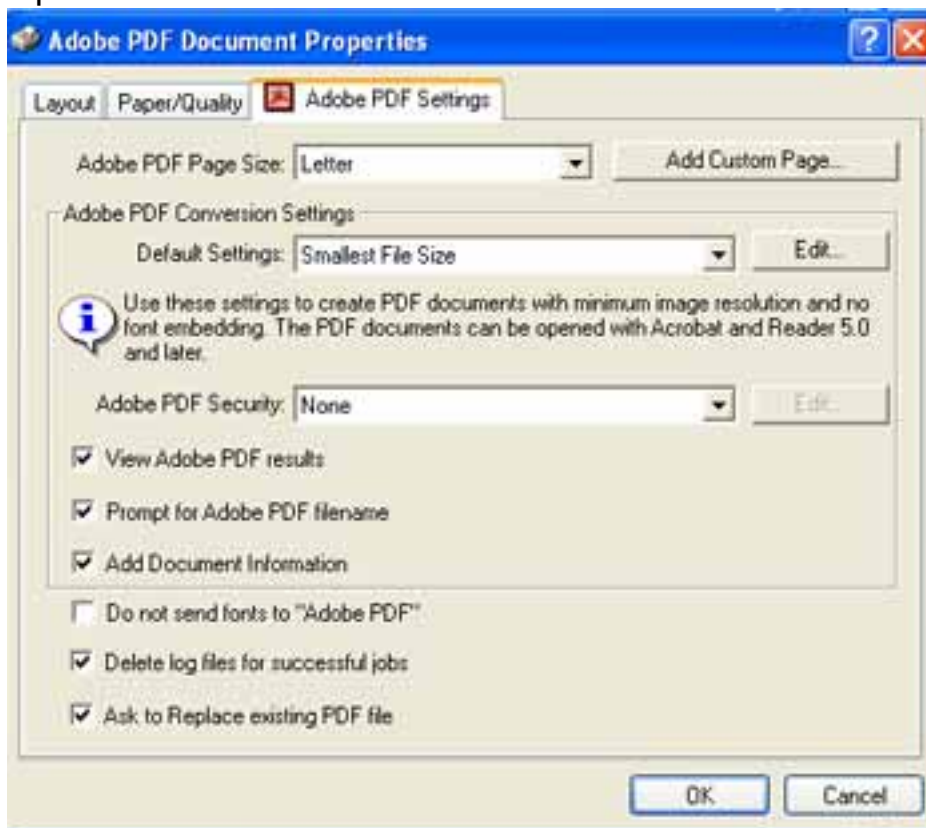
- (1) Open up the file you want to put on a website. For example, I want to put the newsletter I made in Publisher on my company's website. This is a Publisher file but could be any file.



- (2) Now go FILE → PRINT. When the little window pops up change the printer name to "ADOBE PDF." Then click on the button next to it that says "Properties."



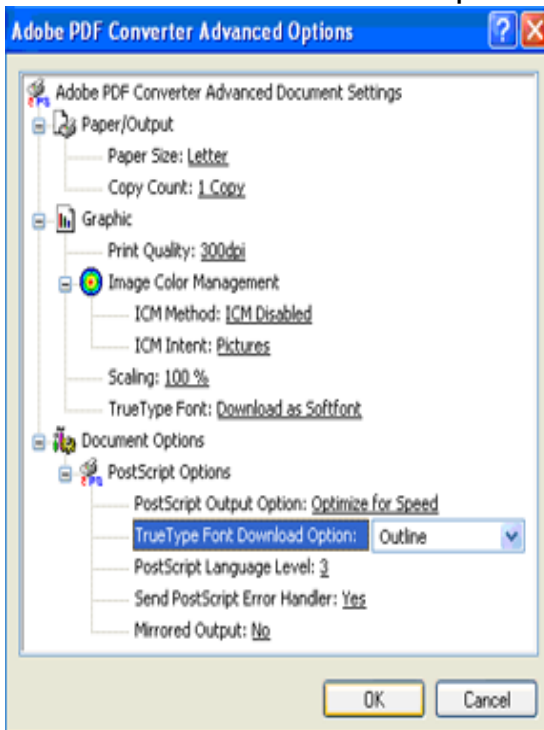
- (3) In the Preferences little window choose the tab: "Adobe PDF Settings" and make sure the following boxes are checked esp. be sure to un-check "do not send fonts to 'Adobe PDF'"



- (4) Now click the tab “Paper/Quality” and choose “Black & White” or “Color”
Remember, even if it is color, you can make a smaller file size if you choose “Black & White”
Then click the button that says “Advanced”:



- (5) For the “Advanced” window set up like:



- (6) Lastly, for the “Layout” tab, choose “Portrait or Landscape”. Then click the OK button. Then click OK again. Wait while Acrobat does its thing. It will finally ask you “Save PDF file as”. Scroll to where you want to save it and name it. You are done. The PDF will open up so you can see it to double-check the fonts and graphics came out okay.