

# Converting Files to PDF

Using Adobe Acrobat

## Advantages of a PDF:

- Easily transfer documents between computers
- Eliminate font and formatting problems associated with different versions of applications.

## Creating a PDF:

1. Select **File and Print** from the tool bar
2. Choose **Adobe PDF** from printer drop down tab
3. Click the **Properties** button
4. From the conversion settings drop down menu choose **Press Quality**
5. Choose OK

