

Creating/Accessing Adobe Portable Document Files to distribut on the WWW

Creating files:

1. Select PDF Writer from the chooser for your printer (Figure 1). It is automatically installed with Adobe Acrobat. Notice the Acrobat PDFWriter icon appears on you desktop. This is a "virtual" printer only--it prints to an electronic file, NOT to a hard copy printer.

Figure 1

2. Open the file you wish to convert to PDF.

3. Choose print command in application which created the original file and print the file (Figure 2). You will see the Acrobat print dialog box appear (Figure 3). Select the range of pages to print or all. Typically you'll print ALL. Click on OK.

Figure 2

Figure 3

4. You will have to fill out info. (Figure 4) for Adobe Acrobat to complete the print function, then click OK.

Figure 4

5. You will see a standard Save As dialog box. Save on desktop for eNotes as the file format/type box should show.pdf. If for some reason it doesn't, select this format from the file type drop down list. Click on SAVE. Your cursor will turn into a rotating Acrobat icon. When the file is saved, it will appear wherever you saved it to (in this case, the desktop)(Figure 5).

Figure 5

6. Switch your chooser back to the normal one you use (so you don't forget!)

To create a link to download a file from a site:

7. To access a pdf file after it's been posted to the server, simply put in a standard `` but instead of making it accessible by using the normal "http" protocol, relace the "http" portion of the url with "ftp" instead.

In general:

```
<A HREF=ftp://www.server.com/pathname/filename.pdf">
```

For this example, if we wanted to access the file used in this tutorial and had posted it to the 5980 server in Bob Butler's folder with a link from his home page to download the file:

```
<A HREF="ftp://5980.leslie.com/butler/6wp_text_sec_11-12_final.pdf">download here</A>
```

Note: you may have to fix the file name to conform to proper file naming conventions for posting to a server as was done here.