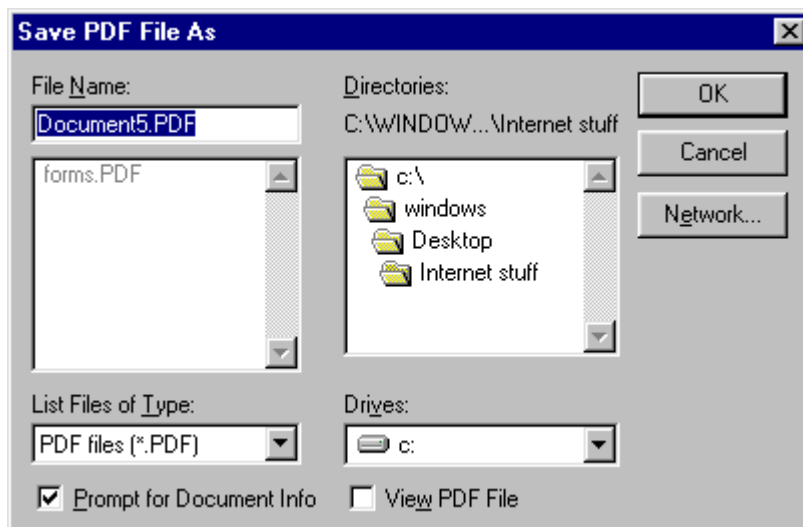


Creating a PDF Document: From an Electronic Document

- In this case, you can use a document that you already have saved on the computer or a floppy disk or you can type the text into a word processor and create the PDF document from there.
- If you are working at the Library Headquarters you can open Microsoft Word to type in your document. (if you have your document saved on a floppy disk in Word Perfect you can open it Word. Just open Word then click *File* then *Open* then change the *Files of Type* box to *All Files(*.*)*. Then open your file)
- Or, if you are creating a new document just begin typing it into Word as you normally would.
- Once you have finished your document click on *File* then *Create Adobe PDF*.
- You will see this screen:



- Make sure to set the *Directories:* box to the correct directory and remember where you are putting the file so you can get it later.
- Enter the name you wish to call your PDF file and end the file with .PDF
- You will then see this screen:

The image shows a dialog box titled "Acrobat PDFWriter Document Information". It contains several text input fields and two buttons. The fields are labeled "Title", "Subject", "Author", and "Keywords". The "Title" field contains the text "Document5". The "Author" field contains the text "Sandra L. Hinds". The "Creator" field is labeled "Microsoft Word", the "Producer" field is labeled "Acrobat PDFWriter 3.0 for Windows", and the "Created" field is labeled "Monday, June 22, 1998 12:59:06 PM". There are "OK" and "Cancel" buttons on the right side of the dialog box.

Title	<input type="text" value="Document5"/>	<input type="button" value="OK"/> <input type="button" value="Cancel"/>
Subject	<input type="text"/>	
Author	<input type="text" value="Sandra L. Hinds"/>	
Keywords	<input type="text"/>	
Creator	Microsoft Word	
Producer	Acrobat PDFWriter 3.0 for Windows	
Created	Monday, June 22, 1998 12:59:06 PM	

- You can enter/change any of the text here you want and click *OK*.
- You will see a message that the PDF is being saved.
- You can now close Word.
- Find the PDF document you just created and double-click to open it.
- Here you can see what the PDF will look like when it is downloaded from the Internet. You can print the PDF by clicking on *File* then *Print*.

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