

Conversion Procedures Using Adobe PDF Online

1. Make an email attachment copy of the original file by Save As [the original file] > C: >Data > Offline.
2. Rename the copy file to a maximum of eight (8) characters; do not attach any suffix(es), i.e. .doc, .txt, etc.¹
3. Logon to Adobe's ePaper PDF Online webpage.
4. At the setup menu:
 - 1: Select the file type you would like to convert:
Choose: Microsoft Office
 - 2: Choose a file to convert; Click Browse [button] to select a file for upload:
Locate the copy file using the Choose File window at Offline Folder +
Open
Optimize For: "Web"
 - 3: How would you like to receive your Adobe PDF?
Select "Wait for PDF conversion in Web browser." (Otherwise, you risk not receiving the converted file as an email attachment because of limitations placed on the size of email servers, which normally is 1-2 Megs.

Hit "Create Adobe PDF"

A "Conversion Successful" webpage will appear once the conversion is completed. Left click the revolving globe to activate Acrobat 4.0 Reader. Once fully loaded, select from the lower left-hand corner the proper 100% Size indicator. Then select the Disk icon of the Acrobat desktop [not the upper tool bar at the very top of the screen] and click once. Within the Save As window at Save In, locate the "Offline" [folder]. At "file name" which appears "*.pdf", merely scroll left of the "*" and begin typing in the new file name, i.e., "sample.pdf". Make sure to erase "*" with the new name and then completely highlight it before hitting Save. The final entry should look like **sample.pdf** [using bolding as highlighting] To Exit, select File > Close.

The converted .pdf file residing in the Offline folder will appear as "_____" (without a suffix)" and can then be attached to any email referencing the Offline folder as its source.

¹ However, when naming a **Mac** file prior to PDF conversion, **DO ADD** the suffix ".doc, .gif, .jpg, etc. at the end of the name. After the on-line conversion occurs, a ".pdf" suffix is automatically added to file name.