



Conversions Using Adobe Acrobat Professional

Converting various file types to PDF

Before beginning this conversion, ensure that all of your page image files have been numbered sequentially, such as 001Title, 002Blank, 003VacationTime, etc). Also make sure that you are converting 300 dpi hi-res images. If you start with low-resolution images (72 dpi) you will end up with a low-resolution final print. That is why we must have 300 dpi files.

1. Open **Adobe Acrobat Professional**. You must have the full version of Acrobat (not Acrobat Reader) to perform this conversion.
2. Select **Create PDF from Multiple Files** from the menu drop-down list.
3. Click **Browse** and navigate to your page image files.
4. Select your files using the Control-Click and/or Shift-Click method then click **Add**.
5. Make sure your pages are in the right order in the right pane. If they are not, click on the out-of-place file(s) and use the **Move Up** and **Move Down** buttons to organize your pages. When done click **OK**. Your pages will now be converted to a single PDF file.
6. You will be prompted to save your file under a .PDF name. The default name is Binder1.pdf. Highlight Binder1.pdf and enter your own name and click **Save**.
7. Click on the **Pages** tab on the left to scroll through and check your pages.
8. If acceptable, save to a CD or DVD and send in with your order form.