

T4L Support Guides

Adobe Acrobat Pro

Create a PDF

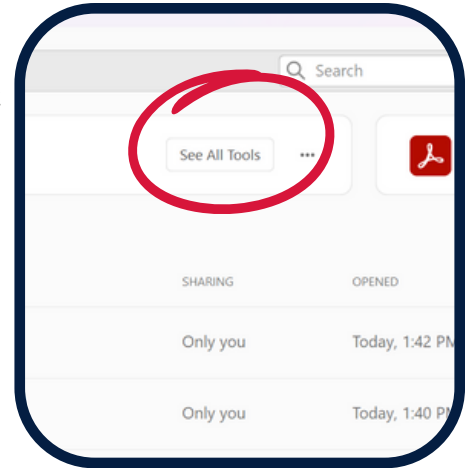
Step 1

Open Adobe Acrobat Pro.



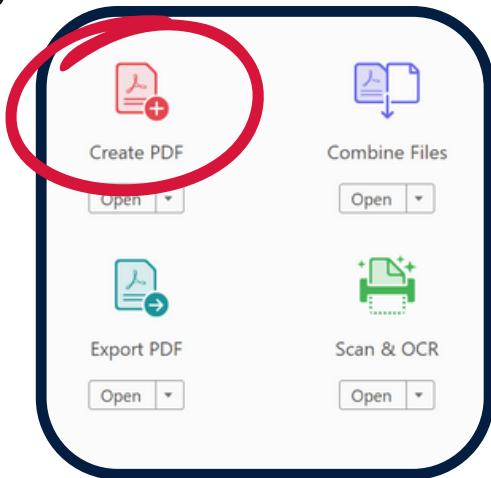
Step 2

From the top middle of the window, select **see all tools**.



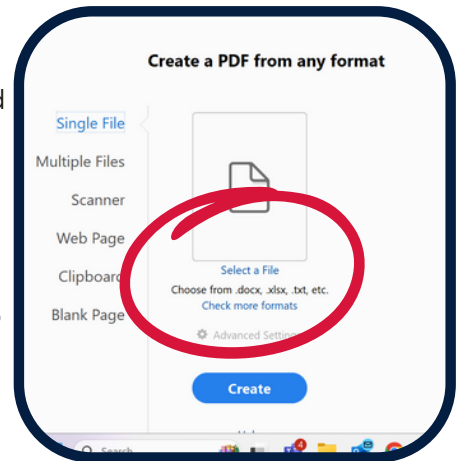
Step 3

Select **Create PDF**.



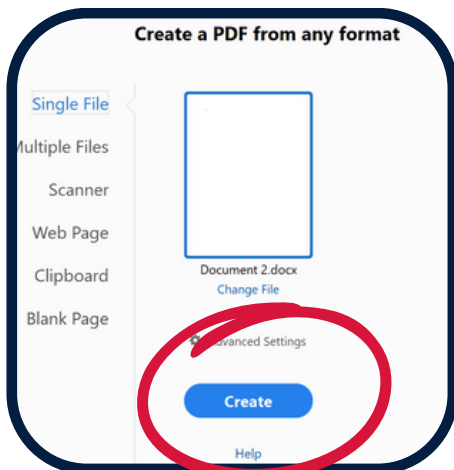
Step 4

Click on **Select File** and navigate to a base file you'd like to work from and hit **open**. You will also notice other options such as multiple files, scanner, web page, clipboard and blank page.



Step 5

Select **Create**.



Step 6

Select the **save** icon in the top left corner of the screen and change the file location and name.

