

### **how to create a pdf**

How to Create PDF Files. In this Article: Creating a PDF from a Word Doc on a PC Creating a PDF from a Word Doc on a Mac Using an Online Converter on a PC or Mac Using the Google Chrome browser Community Q&A. Creating a PDF file is a great way to share your ideas and to make sure that they can't be altered without leaving an electronic footprint.

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Click Create PDF in the Acrobat ribbon. Select Protect PDF in the resulting dialog box. In the next dialog box, set up a password and file permissions as desired to restrict people from copying or editing the file. Click OK, name the PDF file, and save it in a desired location.

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Move the mouse pointer over the arrow next to the Save As button and select PDF or XPS. Type a name for the PDF in the File Name box or select one from the list of files. Choose PDF in the Save as type drop down list.

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2. In the Print dialog box, from the bottom left, click on PDF. A drop down menu will appear. 3. From the drop-down menu, select "Save as PDF". 4. Save the file.

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Easily convert forms to fillable PDF forms from paper or existing electronic files, such as Microsoft Word files. Automatically recognize and convert static fields to fillable ones with a form wizard.

### **How to Create a Fillable PDF Form**

Open Adobe Acrobat software. Click "File," then "Open" to browse your computer and open a PDF. Step. Click "Tools," then "Advanced Editing." Select the "Text Field Tool." Step. While holding the left mouse button, draw a rectangle in the approximate place where the text of the form should be inserted. Release the button.

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