

J359T + J395 Advanced Visual Design | Spring 2006

HANDOUT | PDF Basics | Photoshop

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Create PDF files the correct way. DO NOT create a PDF file by using “Save As.” (This can create problems later.) Instead, “print” a PDF file, basically the same way you print a document on paper. The difference is that the PDF file will show up as a digital file on your computer, instead of a physical print on paper. (You can then print the PDF file you made, on paper, from Adobe Reader.)

Below are instructions for making PDF files in Adobe Photoshop.

Photoshop (CS2)

Open your file (should have a prefix Photoshop recognizes, such as: .psd or .jpg or .tif)

In the Menu bar, at the top of the open window, choose: File > Page Setup

In the Page Setup dialog box, make the following selections:

Format: Adobe PDF 7.0

Paper Size: Select one that matches your document: Letter; Tabloid (11x17); etc.

Orientation (horizontal or vertical)

Scale: Usually, 100%

Click: OK

In the Menu bar, choose: File > Print

In the Print dialog box, make the following selections:

Printer: Adobe PDF 7.0

Presets: Standard

Copies Usually, 1

Pages: Usually, All (or: From 1 to: 1)

Click: Print

In the Print dialog box, choose where to store the PDF file. (Example: Desktop.)

You can also edit the name of the PDF file at this point.

Be sure the file name includes the suffix .pdf — so you (and any computer) will recognize it.

Click: Save

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