**CREATING ACROBAT PDF FILES IN NS218A GEOLOGY LAB**

**Option 1 - Scanning Hard-Copy Paper Documents Using Acrobat Professional and the EPSON DS6500 Scanner in NS218A**

1. Open Acrobat Professional Software
2. Make sure Epson Scanner is on, awake and the green “ready” light is illuminated
3. Place individual pages on flatbed scanner, or place stack of multiple page documents in the Automatic Document Feeder (ADF), text side up. Make sure pages in documents are not stapled, are loose, straight, and not tangled together.
4. In Acrobat Pro use the following pull-down menu sequence
	1. File-Create PDF-From Scanner
		1. Choose appropriate document format, e.g. Black and White, Color, Image, etc.
		2. Multiple-page document will be passed through the ADF, PDF file will be rendered in Acrobat Pro Software
		3. “File-Save As” save your \*. pdf document to your personal folder on the “H:\” network drive, or on your local USB flash drive.

**Option 2 - Creating PDF Files from Native Software Environments Using the “Adobe PDF” Print Driver**

1. Compile work in any native software format available in the NS218A Lab (e.g. MS Word, MS Excel, MS Powerpoint, Surfer, Grapher, etc.)
2. From the native software pull-down menu
	1. File-Print
		1. Pull-down the printer list, and choose the “Adobe PDF” print driver.
		2. “OK”, Print to file, save the \*.pdf file your creating to your personal folder on the H:\ network drive, or on your local USB flash drive.

**Option 3 Creating PDF Files of ESRI ArcGIS Map Documents**

1. Compile work in ArcGIS software environment (e.g. ArcMap 10.1)
2. Toggle to the “Display” mode windows tab in ArcGIS
3. File-Export-
	1. Choose the PDF option, save to your H:\ drive or local flash drive.

**Combining Multiple PDF Documents into Digital Lab Report**

1. Using Adobe Acrobat Professional Software, Open the first PDF file to appear at the beginning of the digital lab report.
	1. Use Tools-Document-“Insert Pages” or alternatively use the “Create PDF” combine multiple files tool. See attached for directions from the Acrobat help menu.
		1. sequentially combine each of your PDF documents together, in the proper order, into one single PDF. Organize your documents according to the lab check list.
		2. ***DO NOT USE THE CREATE “PORTFOLIO TOOL”***, that tool does not create a single PDF, but appends multiple documents together.