

T4L Support Guides

Adobe Acrobat Pro

*Requires Creative Cloud Licence

Create a PDF

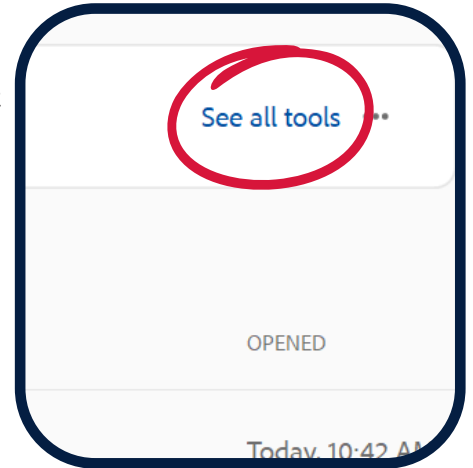
Step 1

Open Adobe Acrobat Pro.



Step 2

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



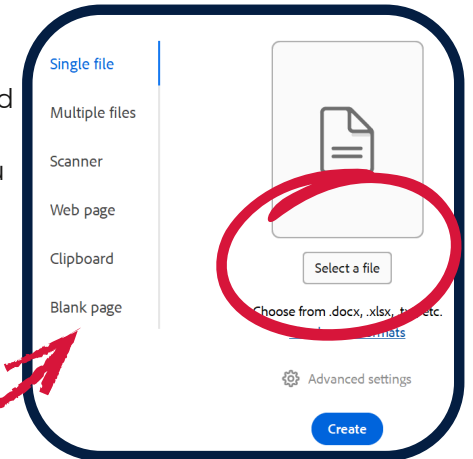
Step 3

Select **create a PDF**.



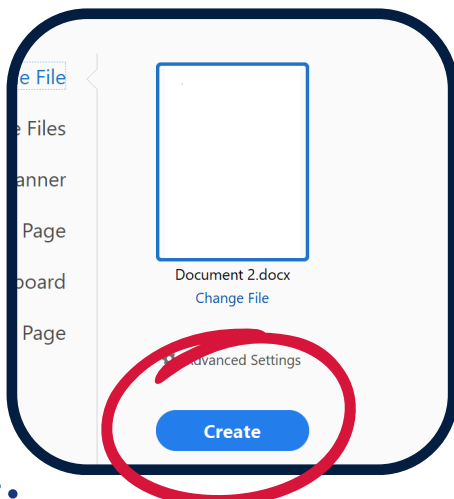
Step 4

Click on **select a file** and navigate to a base file you'd like to work from and hit **open**. You will be able to change the type of file using the left menu.



Step 5

Select **create**.



Step 6

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

