

About Acrobat PDFMaker

PDFMaker is an Acrobat feature that operates within many business applications, such as Microsoft Office applications and Lotus Notes. When you install Acrobat, PDFMaker controls appear in the work area of the authoring application.


Using PDFMaker within an authoring application is a simple, one-click procedure. It involves clicking a Acrobat PDFMaker toolbar button or (Windows only) choosing a command on the Adobe PDF menu. It is not necessary to open Acrobat.

Use PDFMaker to convert a file to PDF (Windows)

In Windows, Acrobat installs both a Acrobat PDFMaker toolbar and Adobe PDF menu in many popular authoring applications. You can use either the toolbar buttons or the Adobe PDF menu (the Action menu in Lotus Notes) to create PDFs, but the menu also provides access to conversion settings. Although many of the conversion options are common to all authoring applications, a few are application-specific.

Note: *If you don't see the PDF toolbar buttons in an application, choose View > Toolbars > Acrobat PDFMaker 8.0. Or, in Lotus Notes only, choose File > Preferences > Toolbar Preferences, click Toolbars, and select the Visible check box for PDFMaker 8.0.*


Convert a file to PDF

1. Open the file in the application used to create it.
2. Click the Convert To Adobe PDF button  on the Acrobat PDFMaker toolbar, or (if available) choose Adobe PDF > Convert To Adobe PDF. (In Lotus Notes only, PDF conversion commands appear on the Actions menu.)
3. In the Save Adobe PDF File As dialog box, enter a filename and location for the PDF, and click Save.

Create a PDF as an email attachment

1. Open the file in the application used to create it.
2. Choose Adobe PDF > Convert To Adobe PDF And Email.
When the conversion is finished, a blank message with the new PDF included as an attachment automatically opens in your default email application. You can then address and complete the message and either send it or save it as a draft.

Convert files to a secured PDF and attach it to an email message (Outlook)


1. In the Outlook email Message window, click the Attach As Secured Adobe PDF button .

Note: *The Attach As Secured Adobe PDF button appears only after you've configured an Adobe Policy Server in the Acrobat Security Settings window.*

2. Click Browse, select a file to convert, and click Open.
3. Specify the users that can open the PDF, and then click OK:

- To specify only users that receive the PDF, select Restrict Access Only To People In This Message's To:, Cc:, And Bcc: List. In this case, the PDF isn't secured until you send the email message.
 - To specify only users that are specified by a security policy, select Restrict Access By Applying The Following Security Policy, and then select a security policy in the list. In this case, the PDF is secured before it is attached to the email message.
4. If prompted, enter your user name and password to log in to the Adobe Policy Server.

☐ Create a PDF and send it for review

1. Open the file in the application used to create it.
2. Click the Convert To Adobe PDF And Send For Review button  on the Acrobat PDFMaker toolbar, or (if available) choose Adobe PDF > Convert To Adobe PDF And Send For Review.
3. When the Identity Setup dialog box appears, enter the appropriate information about yourself, and click Complete.
4. Follow the directions in the wizard that appears, as described in [Start an email-based review](#).

Related Information

- [Customize Adobe PDF settings](#)
- [Create PDFs from Word mail merges](#)

Use PDFMaker to convert a file to PDF (Mac OS)

The default Acrobat installation adds Convert To Adobe PDF buttons to Office application toolbars. You can use these buttons to create Adobe PDF files quickly and easily from Microsoft Word, Excel, and PowerPoint files without opening Acrobat.

The PDF creation process applies the currently selected conversion settings. If you want to change those settings, you must open Acrobat Distiller and select options there. In most cases, the default settings produce good results.

Note: *Password-protected Excel files can't be converted to PDF on Mac OS. Also, many PowerPoint features aren't converted when you produce a PDF from a PowerPoint file on Mac OS. For example, animations and transitions aren't converted.*

1. Open the file in the Office application.
2. Choose one of the following:
 - Adobe PDF > Convert To Adobe PDF.
 - Adobe PDF > Convert To Adobe PDF And Email.
3. In the Save dialog box, type a filename, select a folder in which to save the PDF, and click Save.
4. When the conversion is complete, choose View File if you want to open the new PDF in Acrobat, or Done if you want to close the Acrobat PDFMaker status dialog box without opening the PDF.

If you selected Convert To Adobe PDF And Email, the newly created PDF is attached to a blank email that opens in your default email application. You can either address, complete, and send the message immediately or save it as a draft to send later.

Related Information

- [Customize Adobe PDF settings](#)