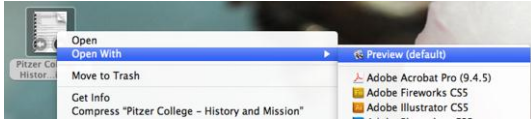


PDF Printing and Editing Tips

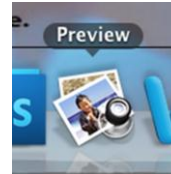
Printing for Mac

To best print PDFs, use **Preview** instead of Adobe Acrobat Reader. You can open Preview in many ways

Right click PDF or control + mouse click to view
Open With → **Preview**



Preview is located on the Dock or the **Application Folder**



Once PDF is open, print as normal

PDF Editing for Mac and Windows

In order to edit PDFs use **Acrobat Pro 9** only (installed on all computer in Lab). Mac Preview has limited editing options and Adobe Reader has no editing options.

To open Adobe Pro 9:

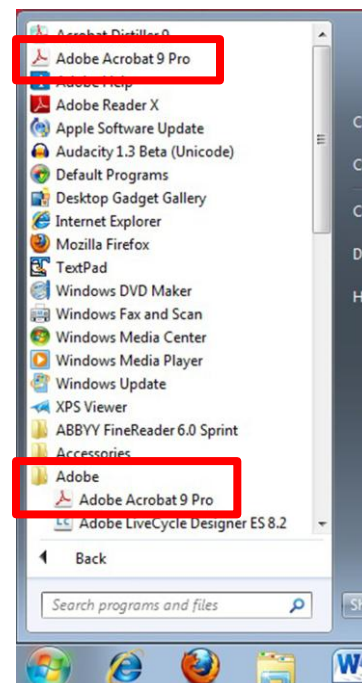
Mac:

Adobe Acrobat Pro is located on the Dock or the **Application Folder**



Windows:

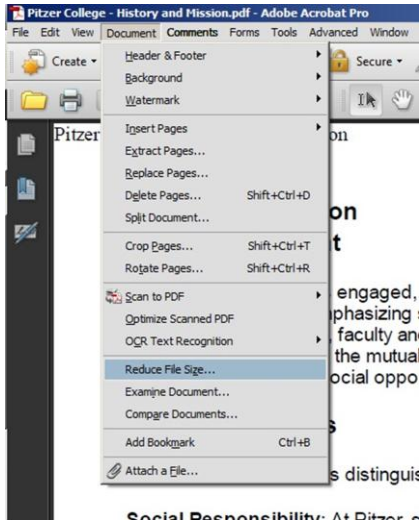
Adobe Acrobat 9 Pro is located in the Programs group
select the **Start Button** → **All Programs**



Acrobat Pro can reduce the physical file size of your PDF to make email file attachments or PDF upload files smaller. (various upload systems may have file size restrictions)

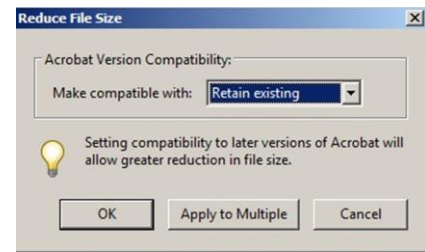
You can also set Acrobat file version if necessary. Typically “**Retain existing**” is sufficient.

To reduce PDF file size, select Document → Reduce File Size



Change your compatibility if necessary, otherwise leave “Retain existing”

Click **OK** and Save as normal



When scanning PDFs, Optimize Scanned PDF can clean up the scanned image, correct alignment, reduce file size, and more. (For scanning instructions: Refer to the IT User Documentation page <http://www.pitzer.edu/documentation/>)

To Optimize, select Document → Optimize Scanned PDF

Select options desired, then click OK and Save as normal (retain default unless a customized optimization is desired)

