



# HOW TO CREATE A PDF

## LOCAL PLANNING HANDBOOK

Sending documents in PDF format is a more secured way to exchange information compared to a Microsoft Word document. A PDF provides the capability to protect the formatting of a document, as well as ensuring no changes and edits can be made to the content.

During the Comprehensive Plan Update process, documents sent to the Metropolitan Council for review need to be in PDF format, and unified into one searchable document. There are multiple ways to create PDFs from Word documents that either involves the use of Adobe Acrobat Professional or online resources. Below these different ways are explained in more details.

## CREATE A PDF

### Create PDF from Word

The best way to create a PDF is to use the original document in Word format (.doc or .docx). This conversion ensures that the created PDF is a searchable document by default.

To do this, when done with the content of a document, click File ⇒ Save As. After choosing the destination folder, from the “Save As Type” drop down select PDF.

In newer versions of Microsoft Word, you can save a document as PDF in a more direct way. Click File ⇒ Save As Adobe PDF, and choose the destination folder.

### Create PDF from an Image File

In some cases, you may need to create a PDF from an image such as a map. If you have Adobe Acrobat Professional installed on your computer, you can create a Pdf from a JPG, PNG, TIFF, etc. by clicking File ⇒ Create ⇒ PDF from File, and choose your image.

You can also use free online tools for this conversion. A few of these websites are:

- <http://smallpdf.com/jpg-to-pdf>
- <http://jpg2pdf.com/>

**Note:** if a map’s source is your ArcMap software, a better way to create a PDF of it is to export the original .mxd to PDF. This selection needs to be made in ArcMap.

## COMBINE PDFS

### Combine PDFs with Adobe Acrobat

If you have the Adobe Acrobat Professional installed on your computer, you can combine multiple PDF and other file formats into one PDF file.

Click on File ⇒ Create ⇒ Combine Files into a Single PDF. Then either click on Add Files and select your desired files, or drag and drop them into the window. The final step before combining them is to put the files in the correct order. The software will automatically convert the non-PDF files into PDF before combining them.

### Combine PDFs Online

If you do not have Adobe Acrobat Professional on your computer, you can still combine your desired PDFs into a single file online. Use the below URL and follow instructions in creating your unified PDF.

<http://smallpdf.com/merge-pdf>

## SEARCHABLE PDF

### OCR with Adobe Acrobat

One of the required qualities of a PDF for submittal to the MetCouncil is searchability. In some cases of created PDFs from scans, the document is an image PDF, and therefore not searchable. OCR (Optical Character Recognition) is the conversion of the images into text.

Adobe Acrobat Professional software provides this capability. In the most recent version of the software, while you have the file open, click Tools ⇒ Enhance Scans ⇒ Recognize Text in This File. If your document is multiple pages with maps, this process can take several minutes. Then save the document after the process is done.

### OCR Online

If you do not have Adobe Acrobat Professional on your computer, below are two different websites to run the OCR process on your document online.

- <http://www.cvisiontech.com/online-conversion/general/main.html>  
Needs a free sign up, faster, user-friendly interface, smaller final file.
- <http://www.free-online-ocr.com/>  
Takes a long time, may time out, large output, better for sheets with many details.

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