



Western Regional Center

National Oceanic & Atmospheric Administration

U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - July 2010

Summer initiatives

Security and Email changes continue to be the focal points of our work this summer. The enterprise mail system continues to change. The limits on the size of our mail boxes changes both upward and downward as the migration plan evolves and we are working to get the most current information to our users and explain how it affects you. For the short term, please continue to keep your inbox, sent folder, and trash folder as clean as possible. Other requirements will be forwarded to you as we receive information from Silver Spring.

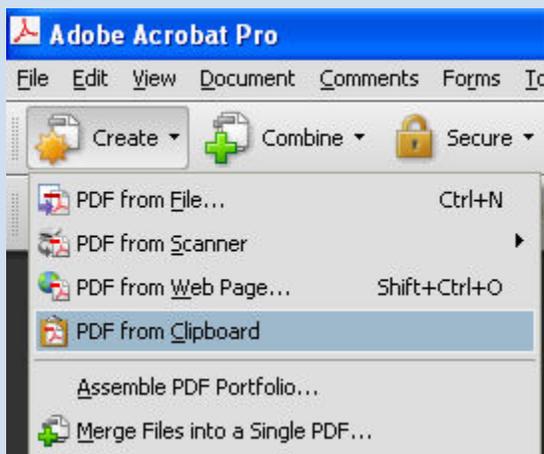
We are also seeing an influx of new users, summer hires, interns, and new purchases. We are working as hard as we can to get all of the new equipment and accounts in place. Please give us at least 3 days notice for new users, 3 days notice for laptop travel configurations, and your patience as we setup all the new machines the line offices have purchased.

If you have any questions, please call the Computer Helpdesk at 6377.

July Tech Tips

- **Different methods of creating new documents in Acrobat**

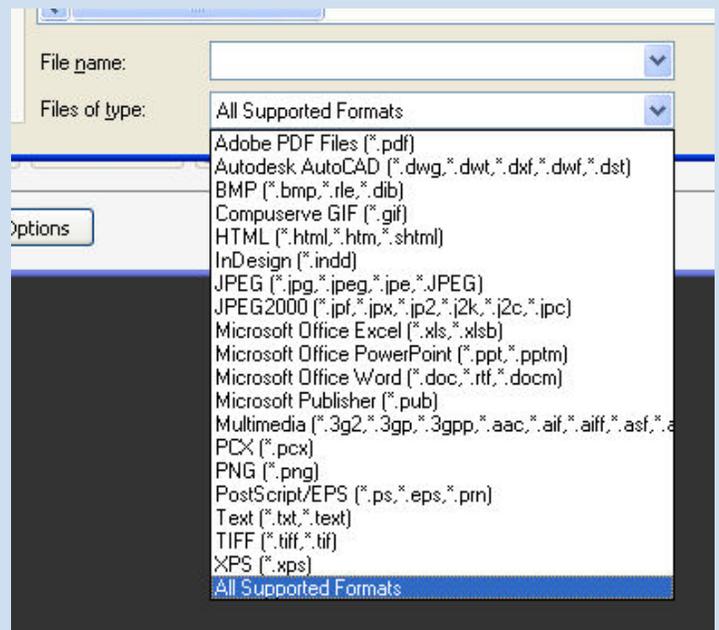
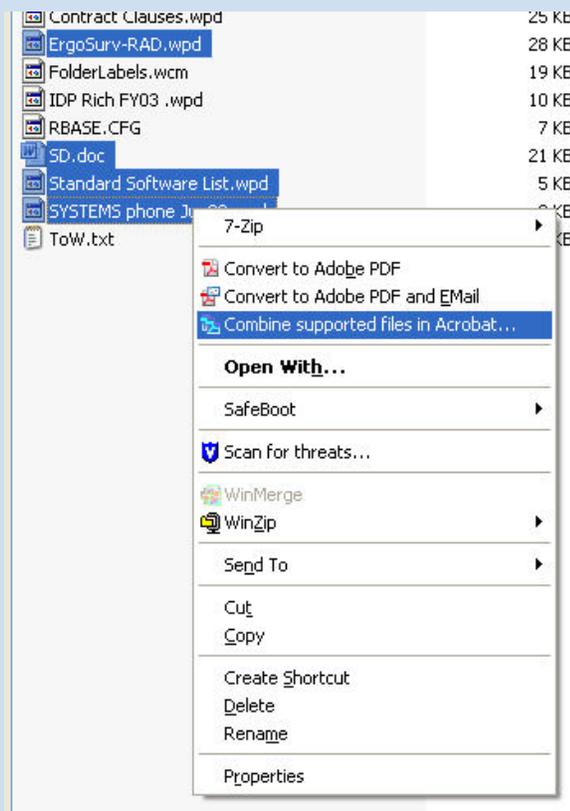
Did you know there are many different ways to create new PDF documents? The two most common methods are to print to PDF from any Windows program and to scan to PDF from the many scanners in the line offices. However, there are also a few other ways to create a PDF.



You can see from the Create task (or File | Create PDF) that you can create a PDF document from many sources. One method is to create a new PDF from the information in the clipboard. If you make a screen snapshot using the PrtScn button on your keyboard, you can use that image to create a new PDF document. Just select PDF from Clipboard and any information you have in the clipboard will be converted into a PDF. This can be an image from the web, from the print screen, or text from Word or Excel. This is a very easy and quick way to create a PDF from different information types.

You can also create a PDF from a web page. Select PDF from Web Page and Acrobat will ask you for the location of the page. Type in the address and hit Create and it will read the page, format the PDF, and put the entire page into a PDF. One advantage of this method is if you are capturing a long page, Acrobat will read the entire page and split it across several pages, if needed.

Another way to quickly create a PDF is to select PDF from File. You will select the files you want to include in your PDF and Acrobat will read the file and create the PDF. You can also select the files in Windows explorer, right click on them, then choose Combine supported files in Acrobat. This will read and convert all the files into one PDF without changing the originals. Some of the files that Acrobat can read are shown below.



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