

Installing the Adobe Reader

About the Adobe Reader

Adobe PDF documents require the Adobe Reader (or another PDF reader) for viewing and printing. The Adobe Reader is a free program that allows people to access copies of electronic documents that look exactly like the originals, regardless of whether they have the software that created the original document. Anyone with the Adobe Reader can view, print, and save PDF (Portable Document Format) files.

On Campus

Installing the Adobe Reader

Please be aware that most college-owned computers already have the Adobe Reader installed. If you are not sure if the Reader is installed on your computer, the easiest way to check is to try to view a PDF document. If when you do so, you receive an error message, it is likely that you need to install or upgrade the Adobe Reader.

To install the Adobe Reader onto your hard drive from the campus network:

1. Once you are logged in to the campus network, go to Start ► Network Software.
2. A folder named Network Software will open on your screen. This folder contains icons for each Windows application available on our network.
3. Double-click on the Install Adobe Reader icon.
4. Follow the instructions on the screen to install the software. Click OK or Next to accept the options.

Off Campus

If you are off campus, and do not have the Adobe Reader, you can download it for free directly from Adobe at <http://www.adobe.com>. If you are on campus and need the Adobe Reader, follow the instructions above.

Creating Acrobat Files

You may need to create PDF files if you want to distribute a document to a wide variety of people with different computer setups or need to make copies of a highly formatted document available via the web.

Although the Adobe Reader can view, print, and save PDF files, it cannot create them. To create PDF files, you need Adobe Acrobat (a paid program separate from the Reader) or another program. We use a free PDF-creation program called PrimoPDF. For instructions on installing and using PrimoPDF, see the handout *Creating PDF Files with PrimoPDF*, available at <http://www.snc.edu/techsupport>.

It's important to realize that PDF format is an *output* format, meaning that it's not intended to be edited beyond very minor fine-tuning. In order to change a PDF file, you need to edit the original file in the original program (e.g., Microsoft Word), and then create a new PDF file.

Assistance and Questions

If you have any questions or need more information, please call the Help Desk at (920) 403-HELP (4357), contact us via e-mail at helpdesk@snc.edu, or stop by the Help Desk in Cofrin 101. The Help Desk is for St. Norbert College students and employees only.