

TIPS TRICKS AND HOW TO...

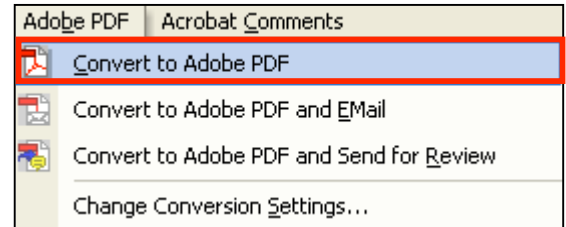
Create a PDF from a MS Office document

Open the file to be converted in its Microsoft Office application (Word, Excel, or PowerPoint).

Word Document

From the Menu Bar, choose
Adobe PDF > Convert to Adobe PDF

Specify what you would like your document named and where you would like it stored.

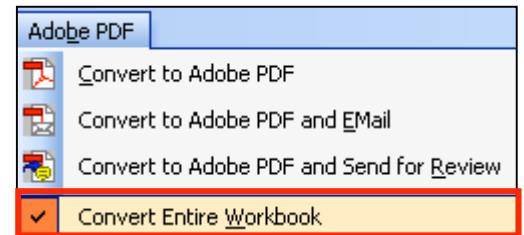


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Note: If you want all of your worksheets converted as bookmarked pages, make sure "Convert Entire Workbook" is selected, otherwise, only the active page is converted.

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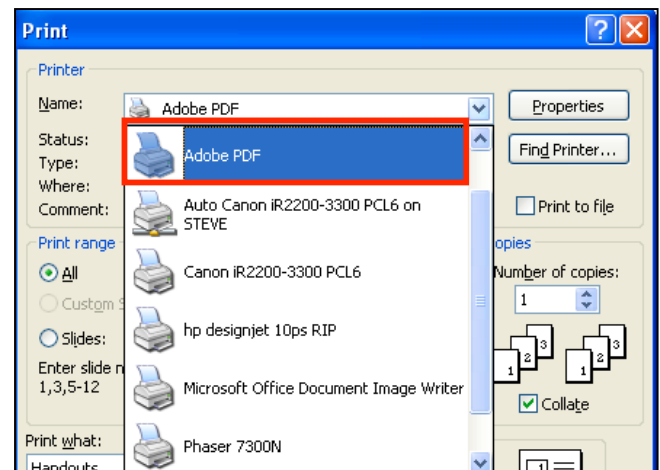
PowerPoint Document

Creating a PDF of your PowerPoint slides is the easiest method for your students to access your lecture information online.

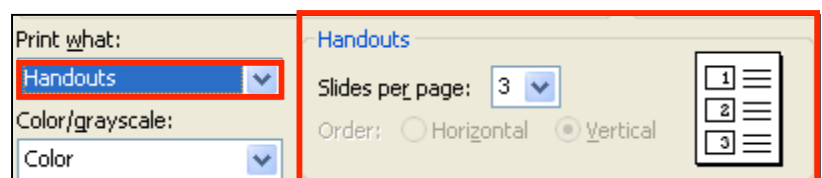
Open your PowerPoint lecture and select
File > Print

In the print dialogue box, choose **Adobe PDF** from the **Printer Name** dropdown menu.

Choose the type of handout you would like your students to view from the **Print What** section.



If you want the student to be able to take notes to the side of your slides, choose **Handouts** and **3 slides per page**. You can preview what the handout will look like on the right of the box.



When you have made all of your selections, click **OK**.
Choose a name for your PDF document and where you would like it stored.

Optional Conversion Method

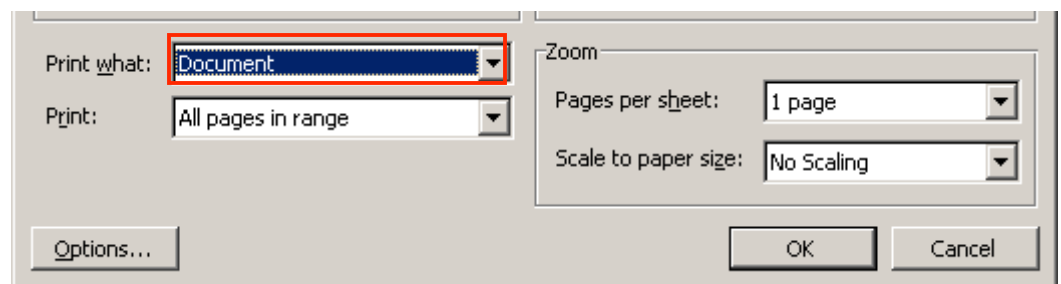
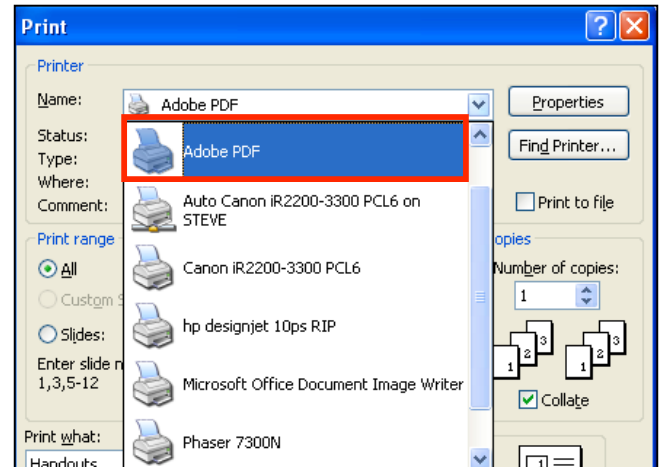
If you don't have Adobe PDF options in your MS Office document menu bar, there is another method for converting your Word or Excel document.

Open your MS Office document to be converted and select **File > Print**

In the print dialogue box, choose **Adobe PDF** from the **Printer Name** dropdown menu.

Choose **Document** from the **Print What** section.

Click **OK** and choose where to save your file.



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FACT