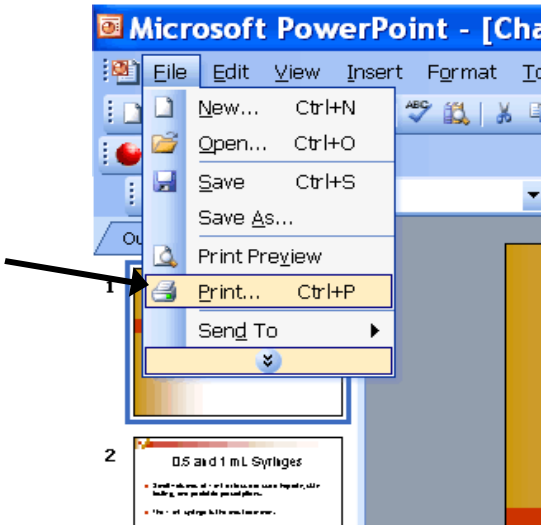
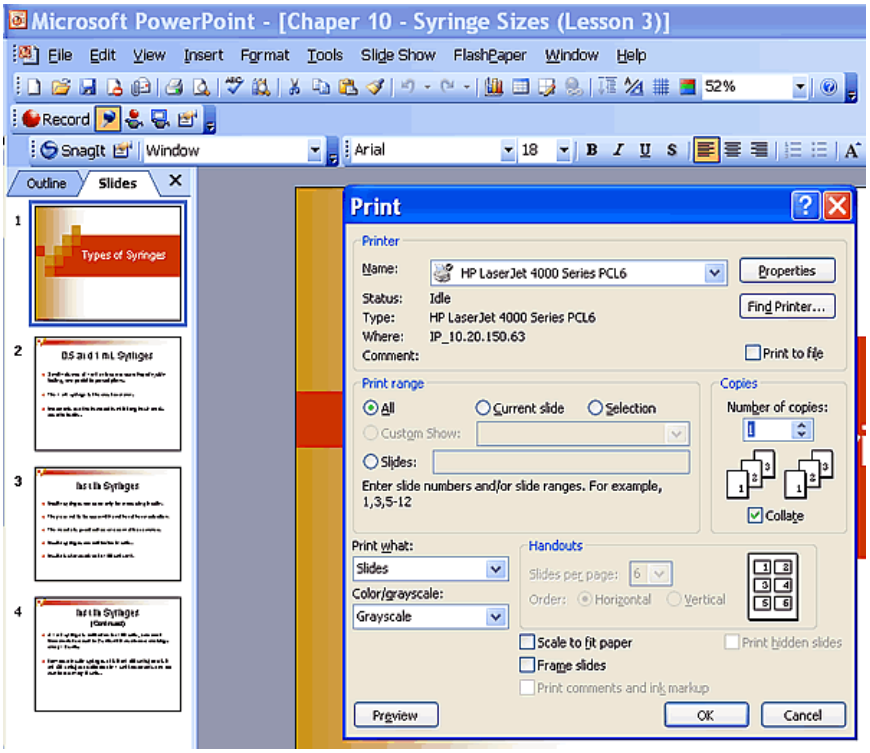
How to Convert a Document to a PDF file

In converting PDF files in Office products, like Word, Excel, and Power Point, the process is consistently the same for these programs.

1. Once you have completed the document that you need to convert to a PDF file, you will go the toolbar at the top of the page and chose File > Print.

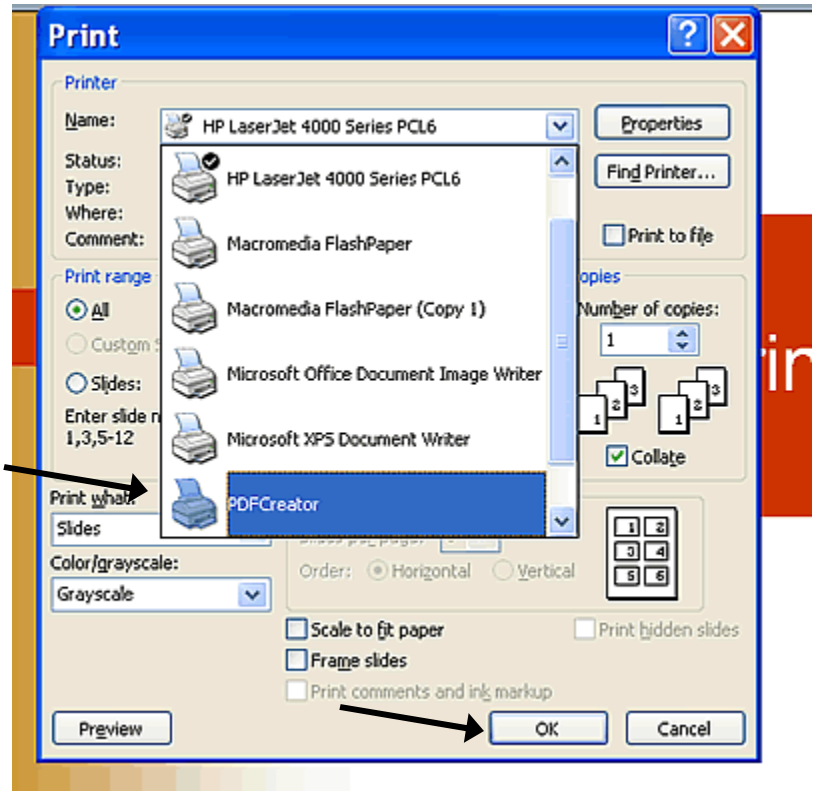


2. Open the print menu.

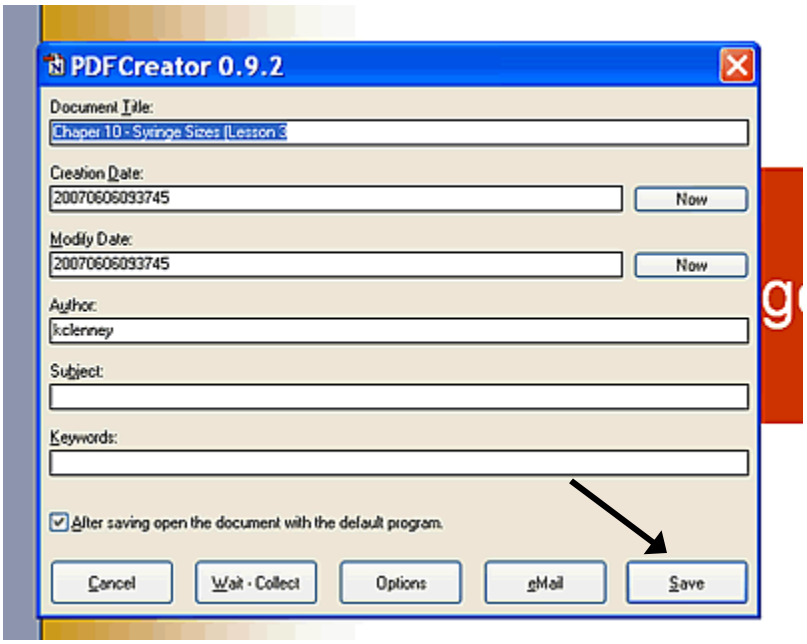


3. In the print menu you will first to go to the drop down menu called Name. In this drop down menu, you will choose the PDF converter that is on your computer. After you choose the PDF creator, then click OK.

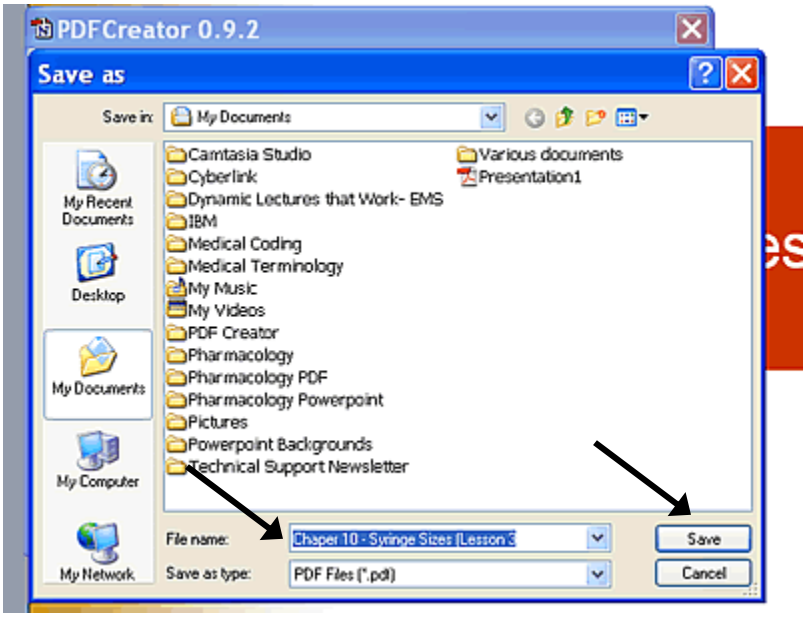
   Note: The software may be Macromedia Flash Paper or PDF converter. Both programs will convert your document into a PDF document.



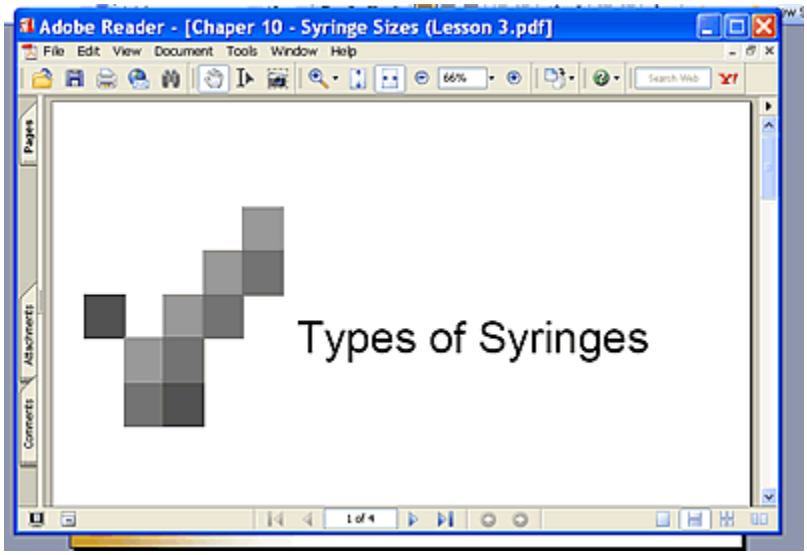
4. When you click the OK button, a screen will appear that will convert your file. It will look similar to this. In this screen, you name the file. Save the file where you will be able to locate it easily to load into Web CT. Once you name the file, then click on the Save button.



5. Next, the Save as screen will appear where you can again change the name of the file and save it where you will be able to locate it for WebCT. Click on the Save button.



6. Once you hit the Save button, the PDF creator will work to create the file that will result in the end product of a PDF file. You can then close the PDF file.



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