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A Brief Understanding of Creating PDF Files



This is the image you will see on a PDF file.

As you know, when using Web CT, the phrase "you need to convert that document to PDF" comes up quite often. Many have asked why do we need to use PDF files. Here are a few reasons why:

- It makes a document much easier to print.
- When you convert something into a PDF file the program preserves everything in the document including fonts, colors, images, etc.
- It will allows the file to look the same on the screen and in print, regardless of what program was used to create the original document.
- It is a universal program that allows documents to be seen on a PC or Mac computer. Documents can be viewed on most computers as long as they have the Adobe Acrobat Reader. The reader is a FREE program located at : http://www.adobe.com.

5 Basic Steps for Converting a Document to a PDF File

1. Make sure you have a PDF converter program on your computer. If you do not have this program, let me know and I will assist you in obtaining it.
2. In most programs, printing a PDF will be the same in that you first send the document to be printed on the printer under the file menu.
3. On the drop down printer menu, choose PDF Creator
4. Click print button and save the file.
5. After saving the file, the program will show the final document as a PDF.

For more detailed directions or any technical questions, please feel free to contact me at: kclenney@wallace.edu or 334-556-2365.



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