

Create a PDF from a MS Office document

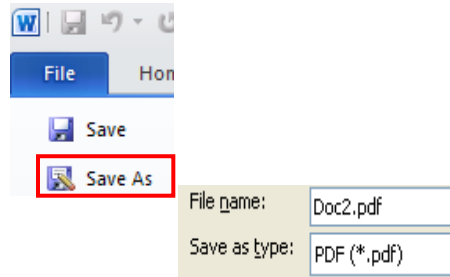
Open the file to be converted in its Microsoft Office application (Word, Excel, or PowerPoint). This document is specific to Office 2010

Word Document

Click on File

Save As

Select PDF (*.pdf) as the Save as type



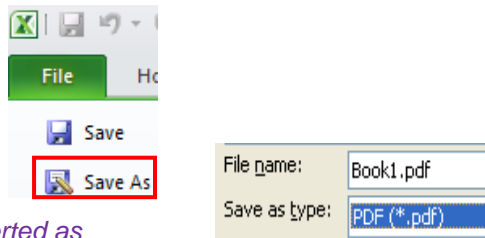
Specify what you would like your document named and where you would like it stored.

Excel Document

Click on File

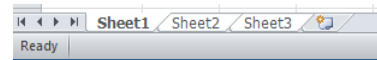
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Note: If you want all of your worksheets converted as bookmarked pages, you will need to hold down the shift key and click the additional sheets, otherwise, only the active page is converted.

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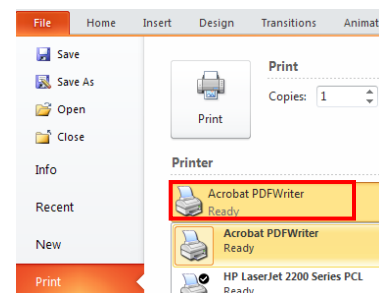
PowerPoint Document

Creating a PDF of your PowerPoint slides is the easiest method for your 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** menu.



students to

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

When you have made all of your selections, click **Print**.

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