

Converting a Word or PowerPoint File to PDF

Before you begin

- 1) Prepare your documents for conversion.
- 2) Determine to what medium you will save these files. Your saving options are a diskette, zip, burning to a CD, or to your network.
- 3) Determine which program you will use for your conversion. **Adobe PDFWriter 5.0** and **Adobe Distiller** are two common programs that convert Word and PowerPoint documents into Portable Document Format (PDF).

Begin conversion

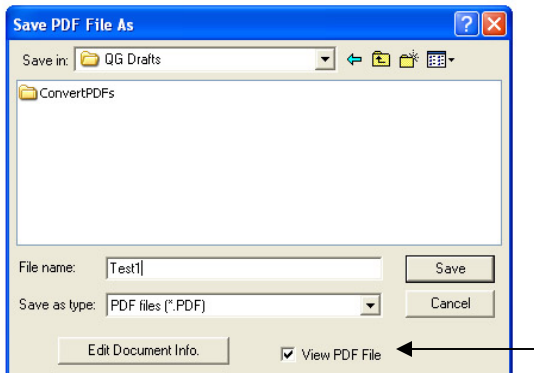
Adobe PDFWriter

PDFWriter is used when simplicity and speed matters the most.

- 1) In your **Word** or **PowerPoint** file, go to **File → Print**.
- 2) In the Printer dialogue box's drop down menu, select **Acrobat PDFWriter**.

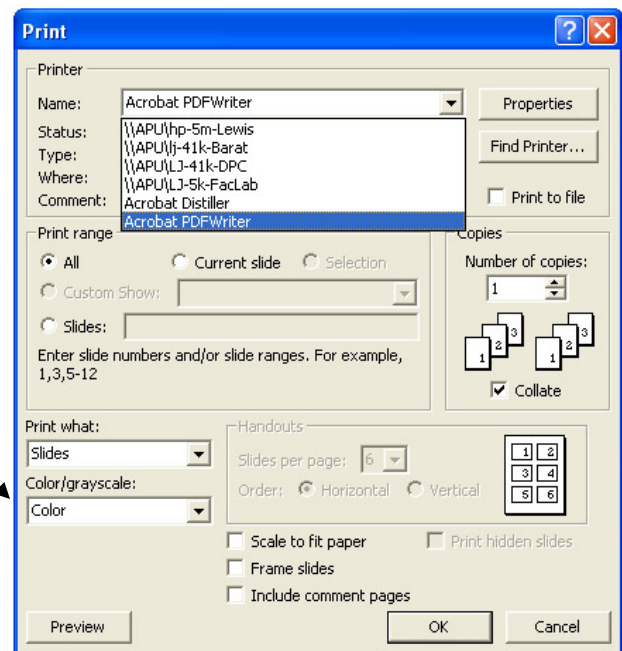
PowerPoint files: To select the color of your PDF file, go to **Color/grayscale** drop-down menu.

- 3) Click **Properties** to select which fonts to embed, what image compression and target resolution and image to use.
- 4) Once you're done establishing your settings, click **OK**.
- 5) You are then prompted to save your work. Select the target directory and name your file.
- 6) To directly see the file after the conversion, check the **View PDF File** box.

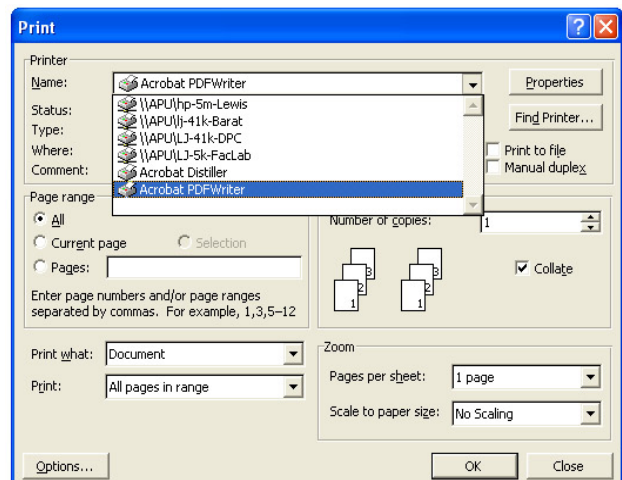


- 7) Press **Save**.

PowerPoint printer dialogue box



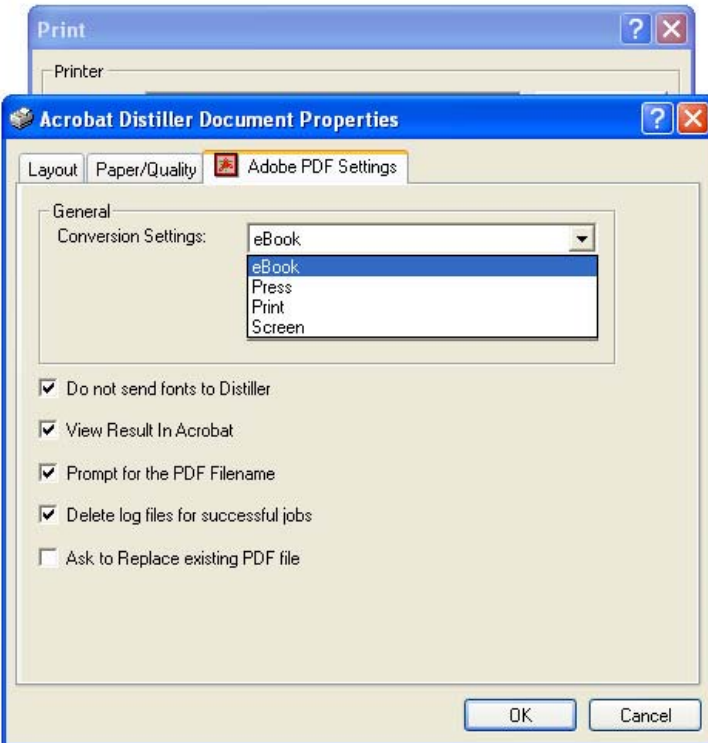
Microsoft Word printer dialogue



Adobe Distiller

Distiller is used to retain quality graphics and when you need to control over the output.

- 1) Open your **Word** or **PowerPoint** file.
- 2) In the **File** menu, select **Print**.
- 3) A Print dialogue box will appear. In the Printer drop down menu, select Acrobat Distiller.
- 4) Click on the **Properties** button on the right. Select the **Adobe PDF settings** tab (with the red icon).
- 5) In the **Conversion Settings** drop-down menu, select the quality that is appropriate your document:



- eBook** - Lowest resolution (recommended for a smaller file size). Color is converted to sRGB; color and grayscale images are downsampled to 150 dpi; monochrome images to 300 dpi.
- Screen** - Used primarily for files those are viewed on the Web. Images are compressed and downsampled to 72 dpi.
- Print** - Required for graphic-heavy documents.
- Press** - Highest quality (use sparingly: large file size). Color and grayscale images are set to 300 dpi; monochromes are set to 1200 dpi.

- 6) Click **OK** once you've chosen your settings.
- 7) You are then prompted to save your work. Select the target directory and name your file. Click **OK**. You also have the option of viewing the PDF file after the conversion. Check the "View PDF File" box in the **Save PDF File As** dialogue box.

NOTE:

- Although the PDF creation is done through the Print function, no copies will go to the printer at this time.
- Users who wish to view a PDF file will need to download a free copy of **Acrobat Reader**.