

# Tutorial for Changing Word Processing Documents to PDF Format

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## **Why is it necessary for me to change my documents to PDF format before submitting them to my instructor?**

Computers access & view fonts, formatting & style set-ups differently so that the appearance on a student's computer may not match what the instructor sees. Submitting in PDF format ensures 1) that the instructor views exactly what the student intended; 2) that the submitted document cannot be accidentally changed or edited.

*NOTE – If you are creating a new document, you should save it as a regular word processing document first and then save it again in PDF. That way, the original document can be edited. If your document is only saved in PDF, you may not be able to re-open it and edit. You will only be able to read it.*

You may wish to amend the file name for the PDF document slightly, i.e. add the notation "in PDF" following the file name.

- 1. Check to see if you already have the ability to change a document to PDF format.**
  - Open an existing document or create a sample new one with a few lines of type.
  - Click FILE (or the Circular Office icon for Office 2007 and after).
  - Click SAVE AS.
  - Migrate as usual to the Document Library where you would like to save this document.
  - At the bottom of the SAVE AS box, you will notice the words FILE NAME & SAVE AS TYPE:
  - Click the down arrow on the right side of the SAVE AS TYPE box.
  - If you have a newer version of Microsoft Office, you will be presented with many options, including PDF. Continue to the last bullet.
  - If you have an old computer, you will not see a PDF option. Skip to #2.
  - Click on PDF and then SAVE. Make sure that PDF is visible in the SAVE AS TYPE box.
- 2. If this works, stop here.** If the above does not work or if you have an older version of Microsoft Word, it may be necessary for you to do one or more of the following:

### ***Install An Add-In***

- Download & install the free Microsoft Office Save As PDF add-in, if you haven't already. Go to <http://office.microsoft.com/en-us/downloads>. Click on FILE CONVERTERS & VIEWERS in the left menu. Locate the appropriate free download for your computer system. Install the add-in, following the installation instructions. Try #1 again.

### ***Mac Users***

- Mac users do not generally need an add-in to save Word documents as PDF files. Click FILE, then SAVE AS. Change the format to PDF. If you plan to share the file with Windows users, be sure there's a check mark in the box labeled "Append file extension." Click SAVE.
  - If you are still unable to change the format to PDF, you will need to download and install one of the many free file converters. You can locate these by searching the internet. I have used one called Cute PDF Writer but there are many others. Most of these converters will install through your printer programs and will be selected through the print function, rather than through SAVE AS. Generally, these programs are easy to use and have installation directions that are simple to follow.
3. If you still have difficulty converting your assignments to PDF format, you should contact your instructor immediately.