

Creating a PDF File

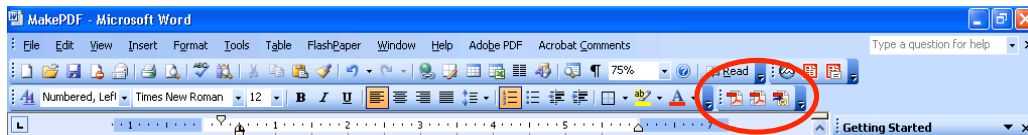
Portable Document Format [PDF] files are designed to allow users to easily share and view documents. Unlike Microsoft Word document files, PDF files are viewable without the use of Microsoft Word or a specialized font collection. All necessary fonts, images, and graphics are imbedded in the PDF file. In order to adequately create PDF files you must have the following installed on your computer:

- Microsoft Word
- Adobe Acrobat Professional

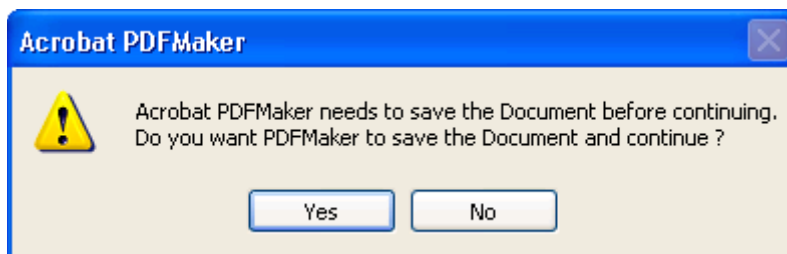
Adobe Acrobat Professional is available free-of-charge to all UIS faculty. If you do not have Adobe Acrobat Professional installed on your computer, you may contact the UIS Technology Support Center [206-6000] to arrange an installation on your computer.

Adobe Acrobat Professional is available to all UIS staff for a charge. To obtain the program on your computer, contact the UIS Technology Support Center [206-6000] with the appropriate Charge Back number.

1. Using Microsoft Word, open the Word document that you wish to convert to PDF.
2. At the top of your screen is the Word toolbar. Located on this toolbar should be three buttons that look like PDF documents.



3. Click the **Convert to Adobe PDF** button [should be the first from the left].
 - If you do not see the PDF buttons on your toolbar then choose **Adobe PDF > Convert to Adobe PDF**.
4. If you have not recently saved the Word document then you will receive a message about saving the document before continuing. Click **Yes** to save the original Word document and continue making the PDF.



5. Navigate to the location where you would like the PDF to be saved
6. Click **Save**. A PDF of the document will be created while the original Word document will remain unchanged.