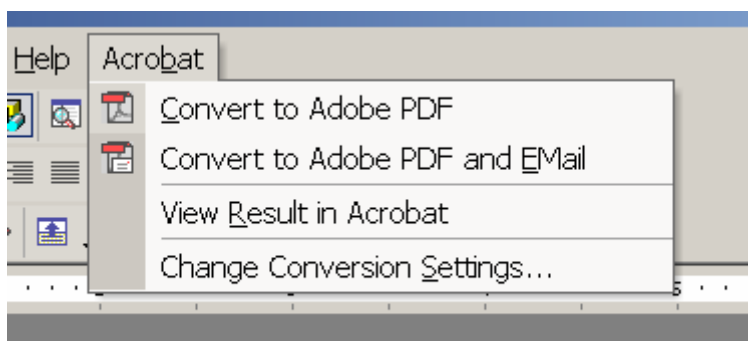


## Using Adobe Acrobat to Convert Documents

Install Adobe Acrobat on the machine you would like to use. Each building has one copy of the software. (See your Learning Center teacher to use the machine that has the program installed.)

When using **Word or Excel** – please use the following steps to convert documents to PDF files.

Open the document in the Word or Excel. In the menu bar, click on the Acrobat menu – it should appear at the end of the menu bar, once you install Adobe Acrobat.

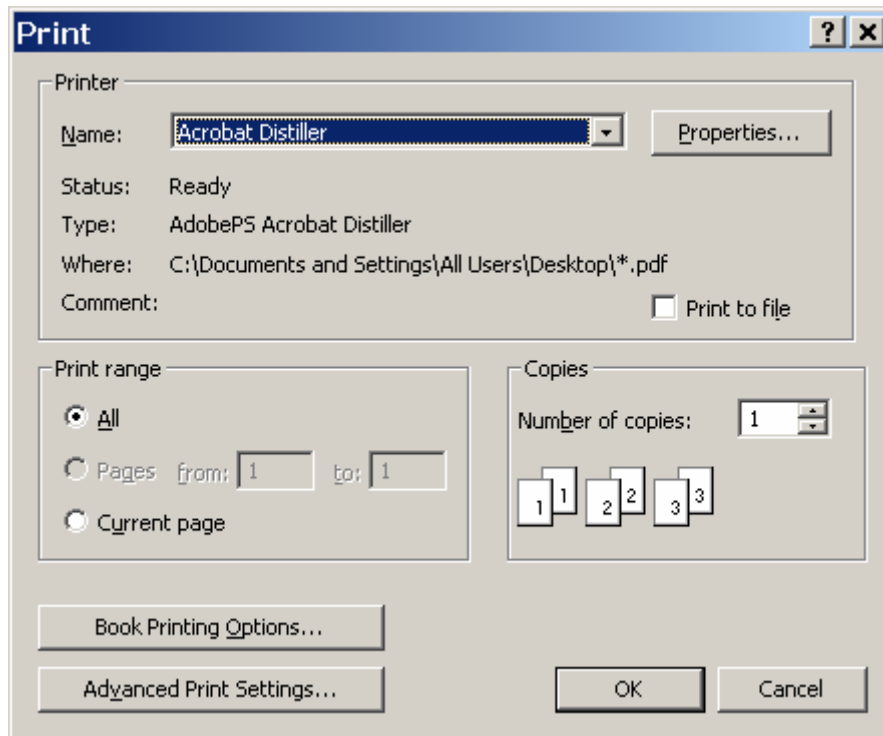


### Choose Convert to Adobe PDF

If you haven't saved the document – Adobe will prompt you to do so. It will ask for a saving location for the PDF. Choose the location and name the file. Save. It will go through the saving process and at one point will tell you it is printing. (It is not printing to the printer – it is printing to the file.) You have now created a PDF.

To convert a **Publisher** document...

Open the document in Publisher. Go to File – Print. In the Print dialog box, choose Acrobat Distiller as the printer.



Say OK. Acrobat will go through the same steps as with Word and Excel. It will prompt you to save, if you haven't. It will prompt you to choose a saving location and name the PDF file. Acrobat will process and tell you it is printing – it is only printing to file.