

THIS WEEK's Tech Tip: Converting Microsoft Office Documents to PDF

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One of my favorite things to do with Word documents and PowerPoint presentations is “protect them” when emailing or posting them for students by converting them to a **PDF**. Now through Microsoft Office 2007, we can convert Microsoft Office documents, such as Word and PowerPoint, into a Portable Document Format (PDF) without having a program like Adobe Professional.

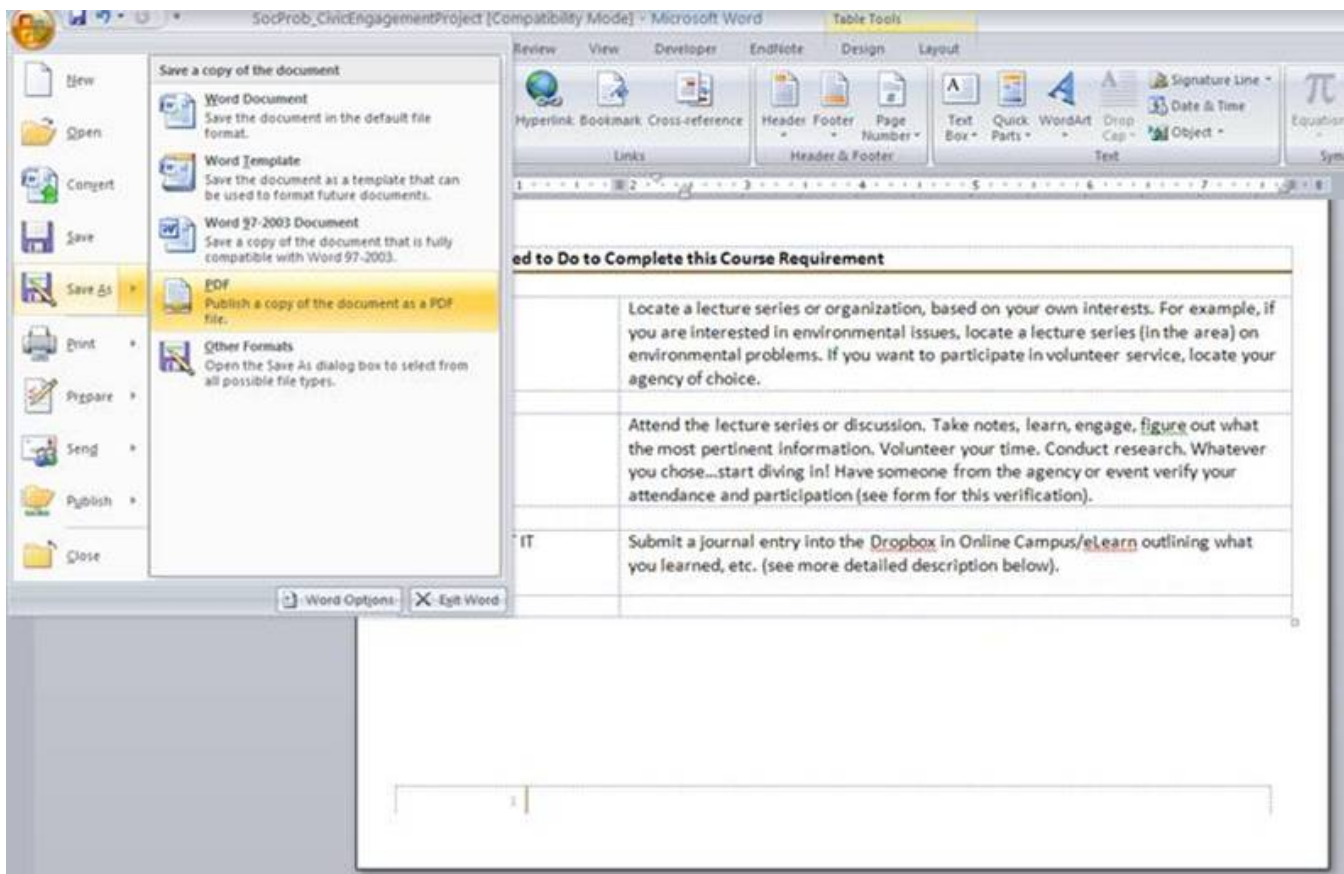
Why would you want to do this?

- Converting the document to PDF protects the *integrity and format* of your document—no one can change it or alter it...AND it looks the same as when you created it, thus, preserving the format.
- As long as someone has access to the Internet, they can view it. If you send or post a document to your students in Microsoft Word, they have to have Microsoft Word installed on their computer in order to view the document. However, if they have the Internet, the document can be opened without having the specific program in which you created the original document.

How do you do this?

1. Create your document (in Word, PowerPoint, etc.)
2. On the “Office Button” (top left hand corner), select **SAVE AS “PDF”**see graphic below:

NOTE: If you do not see this option under SAVE AS, you may have to install this option....just click on the HELP question mark and type in “convert to PDF” and options will display showing you how to install this option. It takes just a few minutes to do, but it's worth it!



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