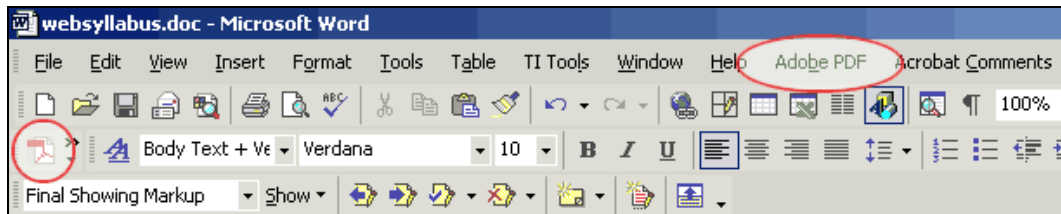


## .....CONVERTING A WORD FILE TO PDF

The process of converting a Word document file to Adobe PDF is very simple. First, you must have the full version of Adobe Acrobat (not the same as Adobe Reader) installed on your computer. This product is reasonably priced and may be purchased from a number of sources. If you are on campus, CSU's Software Cellar <http://softcell.colostate.edu> may be one place to look for this software application. You can also go to the CTSS open access computer lab located in the Weber building [http://www.ctss.colostate.edu/computer\\_lab\\_home.asp](http://www.ctss.colostate.edu/computer_lab_home.asp) and use the Adobe Acrobat software to convert your file.

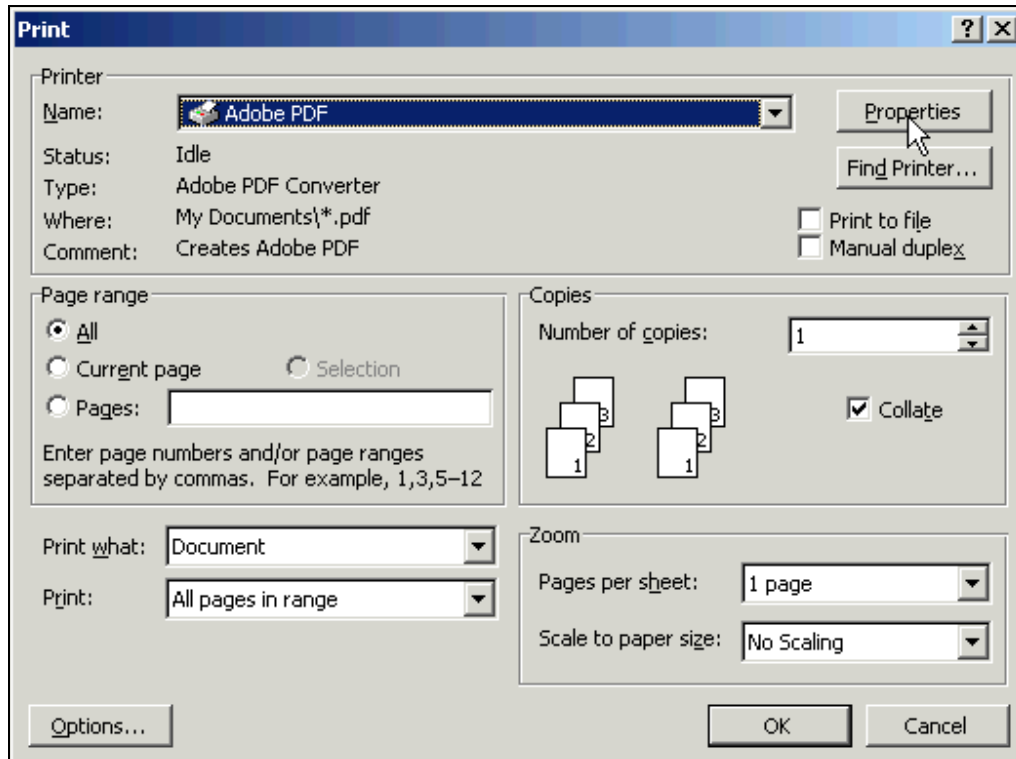
As with many things, there are multiple ways to convert a .doc file to .pdf. **The two easiest ways to convert your .doc file to .pdf are NOT recommended.** Below, you will see the Adobe PDF icon and the Adobe PDF menu outlined in red. These options use default settings that create a large file size and do not allow you to control the resolution or security settings. One can achieve a smaller file size by using the print to Adobe PDF feature, which will be demonstrated below.



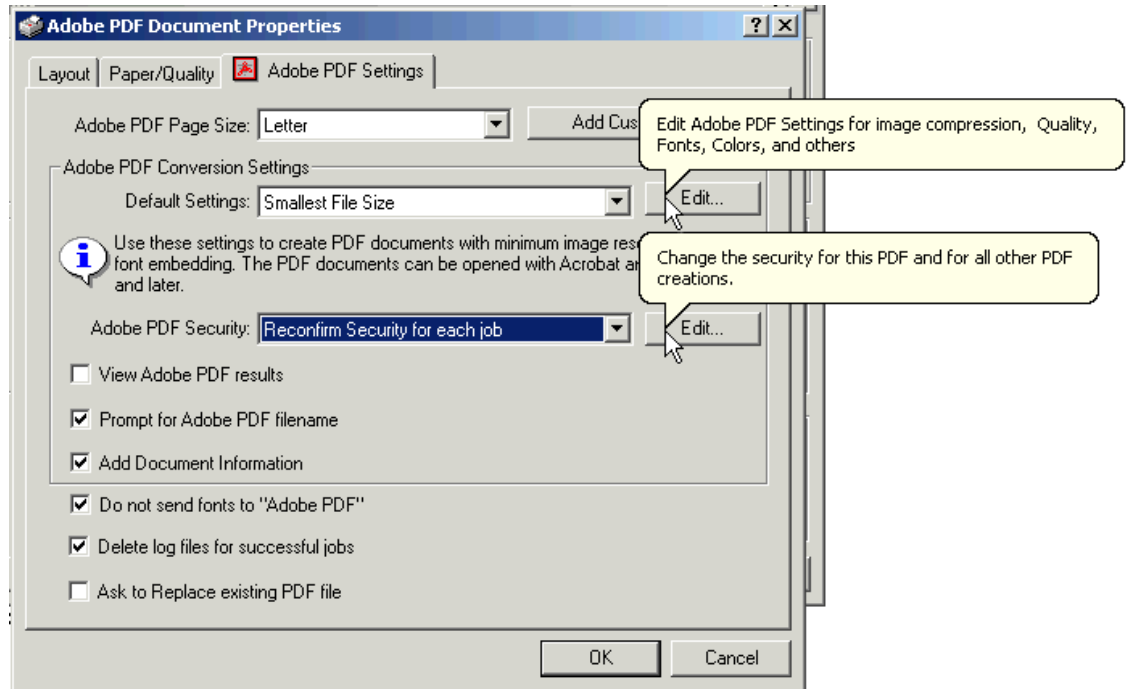
*Figure above illustrates two methods not recommended.*

The **recommended method** for converting your .doc file to .pdf requires a little more work, but after performing the task a couple of times, you will be an expert.

1. Begin by making sure that you have the full version of Acrobat installed on your computer. You can check by opening up Word and looking for the two items highlighted in the figure above.
2. Open up the Word .doc file that you wish to convert.
3. Select File > Print.
4. Select Adobe PDF in the printer name box, and then select your **Properties** button.



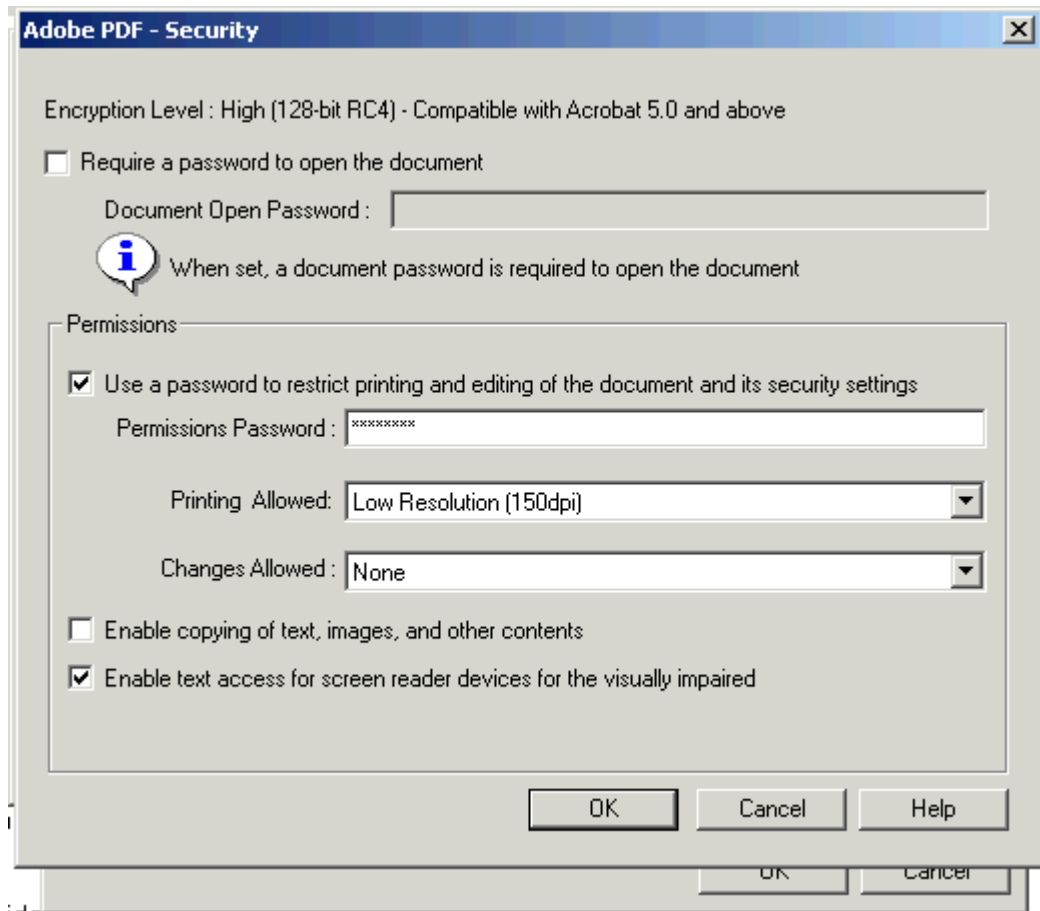
5. Once you have clicked on your properties button, you will see a new window that looks like the image below. Letter page size is what comes up as default and will most likely be adequate for most situations. Adobe PDF Conversion Settings should be set to **Smallest File Size**. You may click on the Edit button to make custom changes in print and image resolution. You may also apply security settings to your file by selecting **Reconfirm Security for each job**, and then by clicking **Edit**.



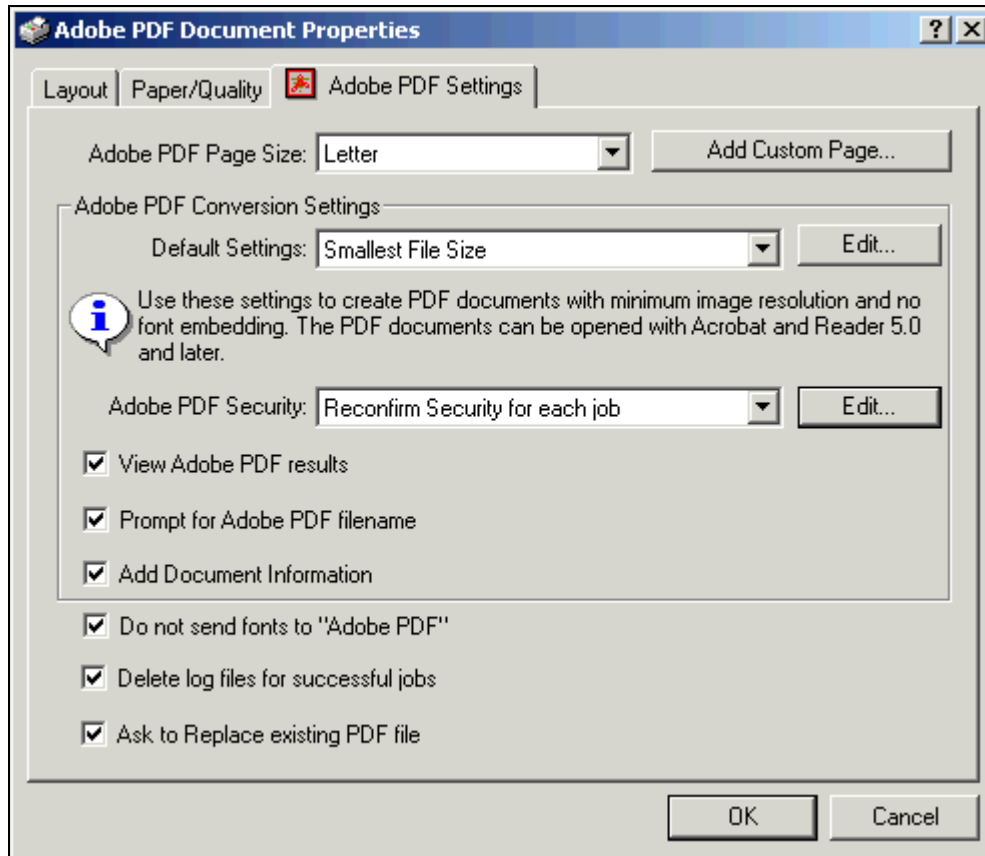
6. If you wish to Reconfirm Security for each job and have clicked the Edit button, then you will see a window such as the one below. (If you do not wish to apply security settings, jump to step number 7).

- ❖ If you wish to require a password for users to be able to access your document, select the checkbox near the top of the window for Require a password to open the document, and then you will need to type in a password in the Document Open Password box. You must supply a password to your users in order for them to be able to access the file.
- ❖ If you wish to apply security settings, you will need to first apply a permissions password, which is used only by you.
- ❖ Printing >> you may specify one of three options: none, low resolution, or high resolution.
- ❖ You may also specify various different options for any changes that you will allow the user to apply to the document.
- ❖ You may enable copying of text, images and other contents if you wish.
- ❖ For ADA compliance, it is generally a good idea to allow text access for screen reader devices.

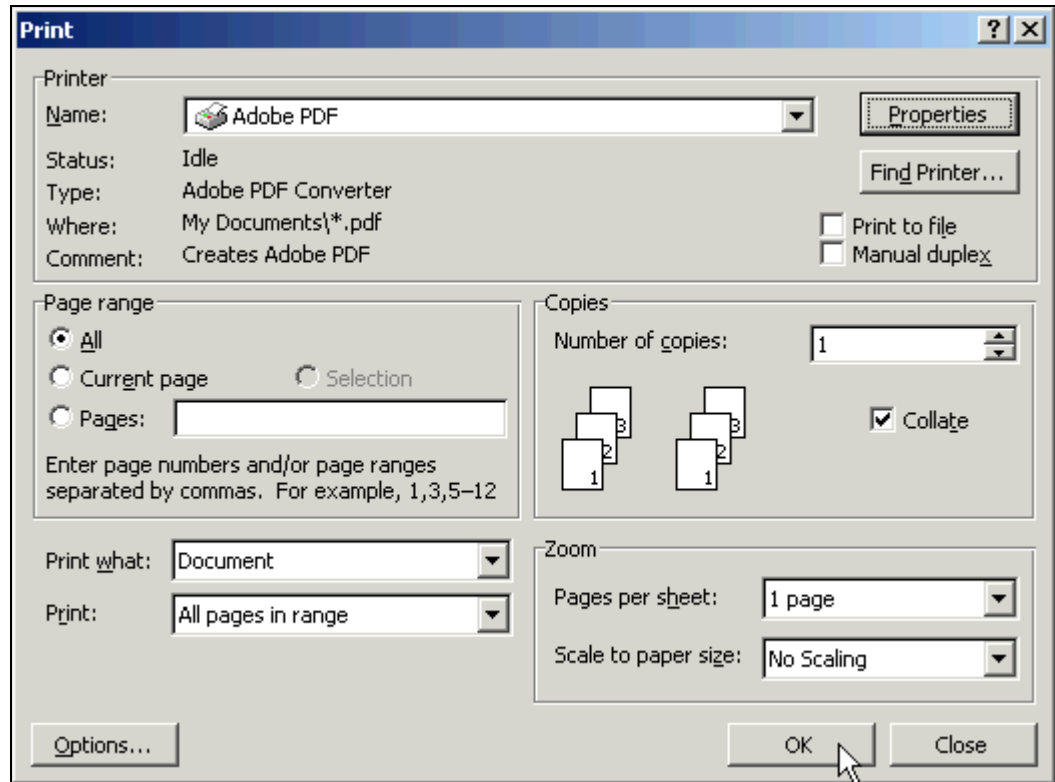
*See image below:*



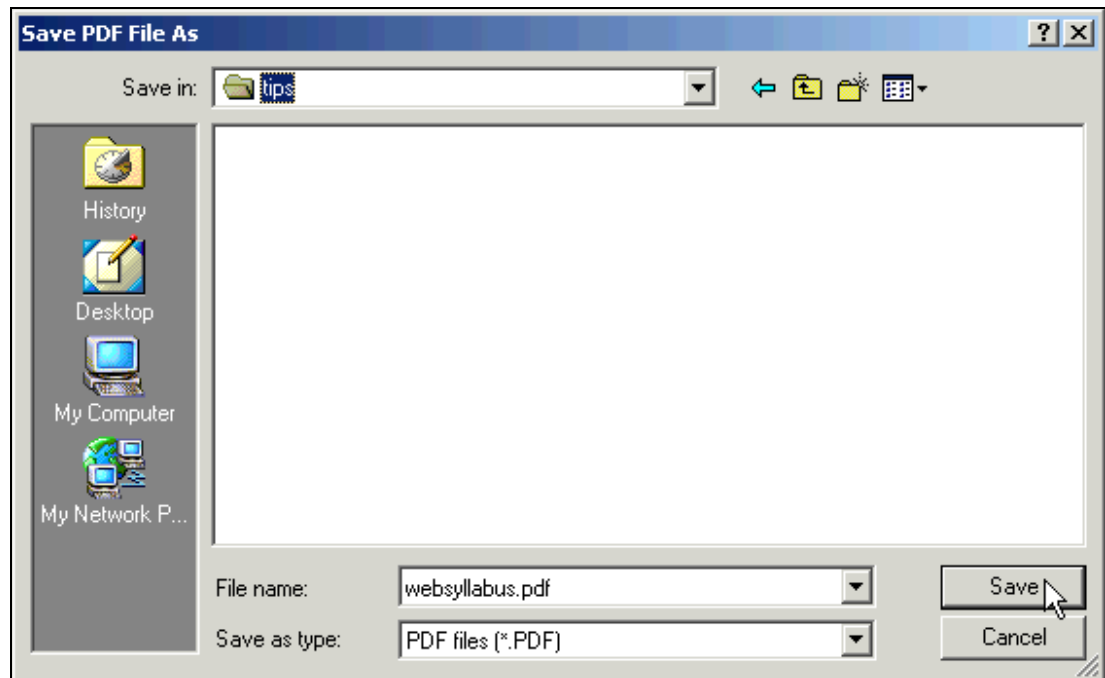
7. Click Ok and you will go back to the previous window. As a general practice, it is a good idea to select all of the check boxes next to items in the lower half of the window. One of particular importance is to check *Do not send fonts to "Adobe PDF"*.



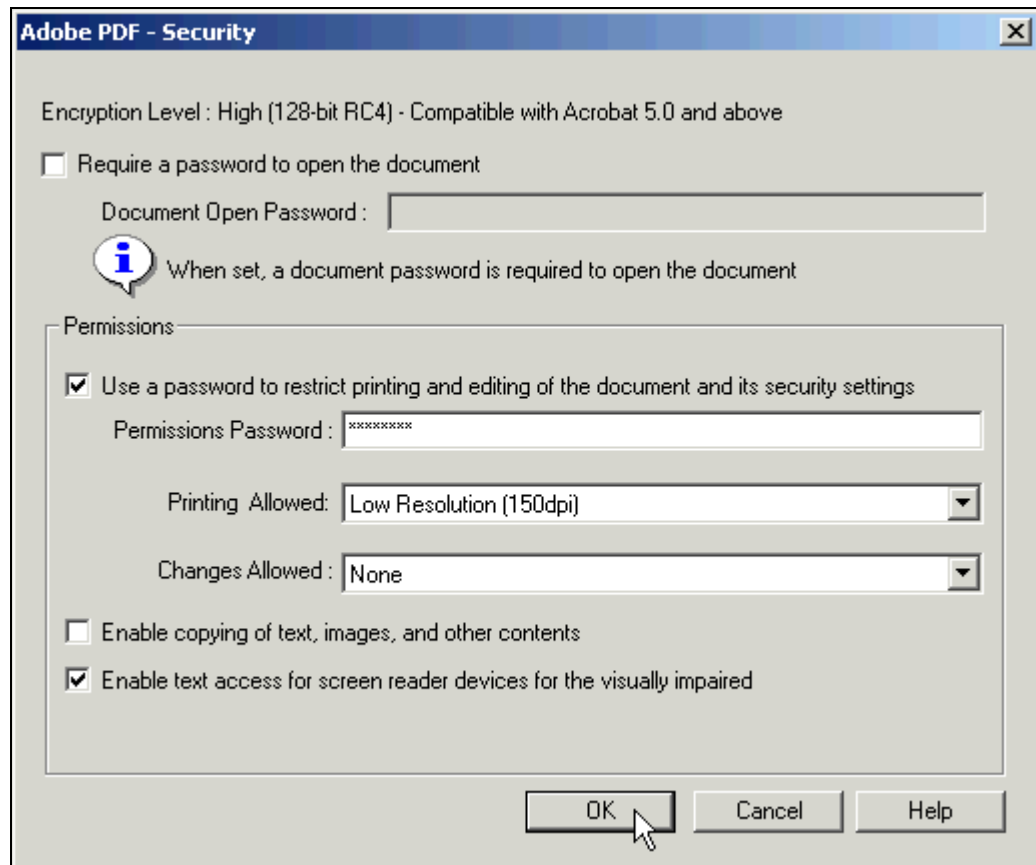
8. Click Ok and you will be taken back to the original print window (below). Use default settings for the remaining items in the window (see image below) and then click Ok again.



9. Next, you will be prompted by your computer to specify a name for your file and a location on your hard drive to save the file (see below).



10. After specifying a location on your computer's hard drive to save the file, and after specifying a file name, click on the Save button.
11. If you applied security settings to your file, you will be asked to confirm once again that you applied the correct settings. If you have applied the intended settings, then click Ok. See image below.



12. Now, your PDF document will be created. It will take a few moments to be created, but once complete, your .pdf file will open up in Acrobat and you will be able to view the new document. Now, your new .pdf file is ready to be loaded into your WebCT course.

*Questions on how to perform this process can be directed to the CTSS Helpdesk: 970.491.7276 Or, contact Darrin Goodman at:970.491.3111  
darrin.goodman@colostate.edu*