

Creating an Adobe PDF File

PDF (Portable Document Format) is a universal file format that preserves the fonts, images, graphics, and layout of any source document, regardless of the application and platform used to create it.

To create a PDF file, you need Adobe Acrobat, an application which you buy and install on your computer. It's available for both PC and MAC.

To read a PDF file, you need either Adobe Acrobat (\$) or Adobe Acrobat Reader (FREE).

Here's an example: you find a great application with which to create crossword puzzles. You spend \$19.95 to purchase the software, create a puzzle, and attach the puzzle file (coolcrossword.puz) to an email message to your students. Students download the attached file and try to open it. However, since they don't have the application used to create the puzzle installed on their computers, they can't open the file. Bummer!

PDF to the rescue. Instead of sending them the .puz file, you use the crossword application to create the puzzle, but you then create a PDF of the puzzle which you send to your students.

How to create PDF

The process to create a PDF file is *printing* process . . . but instead of a paper-based product coming out of your printer, you will create (or print) a new file with the .pdf extension.

1. Open an existing Word document.
2. Click **File > Print**.
3. From the list of available printers, locate and click on "**Acrobat PDFWriter**."
4. Click **Print**.
5. A dialog box now appears asking what to name the file and where to put the file once it's created. Give the file an appropriate name and be sure to save it in your Home drive.
6. Click **Save**

That's all there is to it. Don't believe me? Go look at your Student Home drive.

Now, here's the coolest part!

If you can print it, you can make a PDF . . .