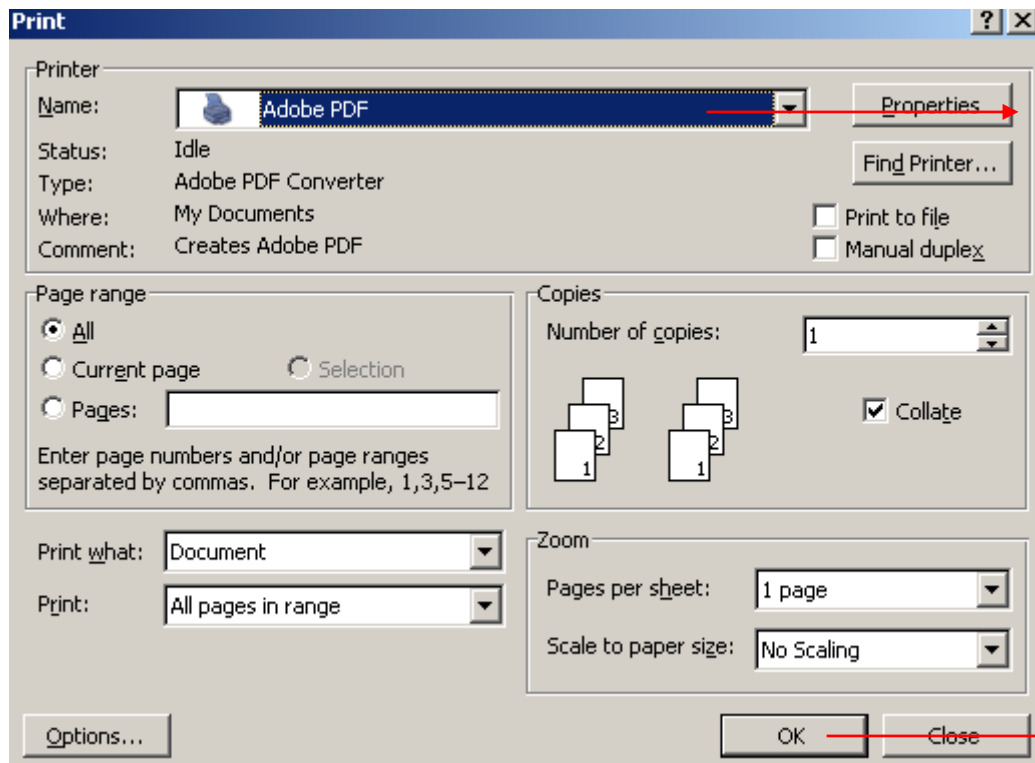


Convert MS Word to Acrobat PDF

Now that we have learnt how to convert a MS Word document to a web page let's talk about converting documents to Acrobat PDF format. This is another way to make your documents available to students on the web. However this requires that students have Adobe Reader besides a Web browser installed on their computer.

Acrobat PDF document is ideal for distributing documents that need to be printed off the web. It is a good option for documents that are 5 pages or more in length. Converting a MS Word document with text and images to Acrobat PDF document generates a single document that does not requires creating a zip file to transfer content to WebCT. So how do we convert MS Word document to Acrobat PDF. Follow these step by step instructions:

1. Open Word document in Microsoft Word program
2. Click **File** from main menu and then click **Print**
3. Pull down *Printer Name:* menu and click **Adobe PDF**
4. Click **OK**



5. Select the drive name from the Save in: box
6. Click **Save**

As a result of saving DOC to PDF format, a single file is generated called <filename.pdf>. The PDF can now be uploaded and linked from a WebCT course shell for printing.