Instructions on PDF Creation

PDF stands for Portable Document Format. This format helps to maintain the design of a document regardless of the software in which it was created. Converting pages of text, spreadsheets and graphics to PDF files results in a much more manageable-sized electronic file that can be read on a Mac or PC. There are several ways to convert a document to PDF.

If you have Adobe Acrobat software, convert the document to PDF directly from your computer:

- Locate and open the document on your computer.
- Select File, Print and a Print dialog box will appear.
- Click on the drop-down list arrow to view the menu of available printers.
- Choose Adobe PDF as your printer.
- Click the Print button.
- The document will be converted to a PDF and you'll be prompted by the Save PDF File As dialog box to name the newly created PDF.
- Type in the name for the PDF file. The file name should have no extraneous characters like hyphens, underscores, commas, quotes, etc.
- Make sure the file is saving in a location on your computer that makes sense. We recommend saving the PDF file in the same folder as the original document is saved.
- Click Save.
- Close the file.

Some applications allow you to export to PDF from within. A few common examples follow.

In Google Chrome:

- Click the menu and select Print and a Print dialog box will appear.
- Click the Change button under Destination and select Save as PDF.
- Click the Save button.
- The document will be converted to a PDF and you'll be prompted to name the newly created PDF.
- Type in the name for the PDF file. The file name should have no extraneous characters like hyphens, underscores, commas, quotes, etc.
- Make sure the file is saving in a location on your computer that makes sense.
- Click Save.

In Microsoft Office:

- Click the menu and select Export and an Export dialog box will appear.
- Select Create PDF/XPS Document.
- The document will be converted to a PDF and you'll be prompted to name the newly created PDF.
- Type in the name for the PDF file. The file name should have no extraneous characters like hyphens, underscores, commas, quotes, etc.
- Make sure the file is saving in a location on your computer that makes sense.
- Click Save.

If you are unable to Print to PDF, Save to PDF or Export to PDF from within the application, you can install PDF generator software. Many are free or can be purchased for very little cost. A simple search of the internet will give you plenty of options. (We've heard good things about the free [CutePDF Writer](). Essentially, you will be downloading and installing software that will add a new virtual printer to the list of installed printers on your computer. When you print any document to the PDF printer, it will create a new PDF file on your computer instead of printing a physical document. *Caution: When downloading and installing free software, make sure to read all the options in the dialog boxes shown. You don't want to accidentally install bloatware (software that takes up space and isn't useful to you) along with your PDR generator. You want to uncheck the box(es) that allows this to happen.

Finally, you can often use a scanner or copy machine equipped to scan any type of document and save it as a PDF file to your computer. Simply follow the prompts on the machine. By default, many machines will save scanned images as .jpg files. So, check the menu options to change this to save to PDF files. Remember to open your PDF files to make sure they can easily be read. If the document is blurry or tilted, you may want to adjust settings on the machine and try again.