

# Making PDFs for Written Responses

You are required to make a PDF of your written responses to prompts. It's recommended that you use the College Board templates for filling out your responses. At some point you will have your written responses in a word processing document such as Microsoft Word, Google Docs, or Pages.

*What follows is copied from the [AP Student Guide for the digital portfolio](#)*

## How to make a PDF

- Recent versions of applications like: Word, PowerPoint, Pages, and Google Docs, have built-in features that allow you to save or export your file as a PDF. Instructions are provided below.
- If your software does not have a PDF option, visit the Adobe site and learn more about whether Acrobat from Adobe Systems can convert your document to PDF.
- You are responsible for ensuring that your file is properly formatted and readable. After you have created your PDF, be sure to check it by opening and reviewing your PDF in Adobe Reader, a free application that can be downloaded from the Adobe site.

## Microsoft Office (Word, PowerPoint)

- In Word, Powerpoint, and other Microsoft Office programs you will "Save as PDF." Visit the Microsoft Office support page for more information about "Save as PDF." To save a Word or Powerpoint document as PDF:
  - Open your Word or Powerpoint document.
  - From the top menu select "File," and select "Save As."
  - In the dialog window, go to the drop-down menu for "Save as type," and select "PDF."
  - Click "Save."

## Google Docs

- In Google Docs, you will "Download as" PDF. Visit the Google support page for more information on "Download a file." To download a Google Doc as a PDF:
- Open your Google doc
  - From the top menu select "File," and select "Download as," and select "PDF Document (.pdf)"

## Pages

- In Pages, you will "Export to" PDF. Visit the Apple support page for more information or follow the steps below:
  - Open your Pages document.
  - From the top menu select "File," and select "Export to," and select "PDF."
  - In the dialogue window select "Best," image quality.
  - Choose a destination for the export and click "Export."