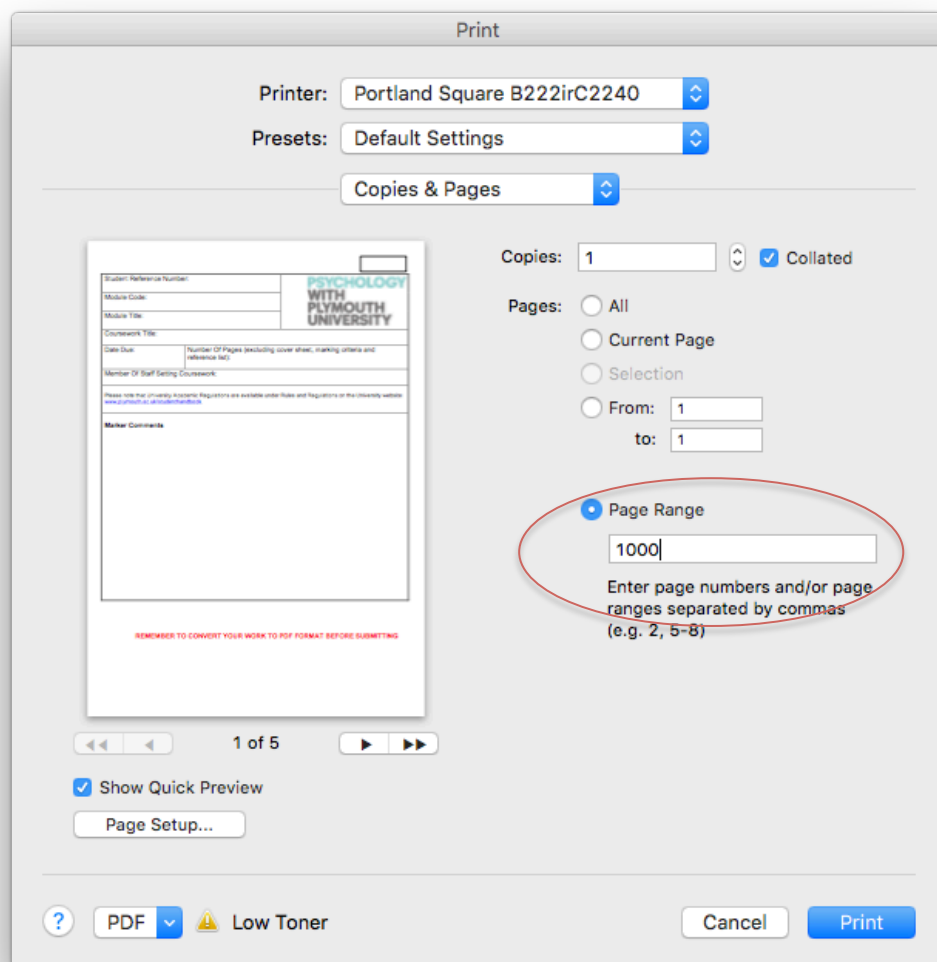


How to save your essay as a PDF file

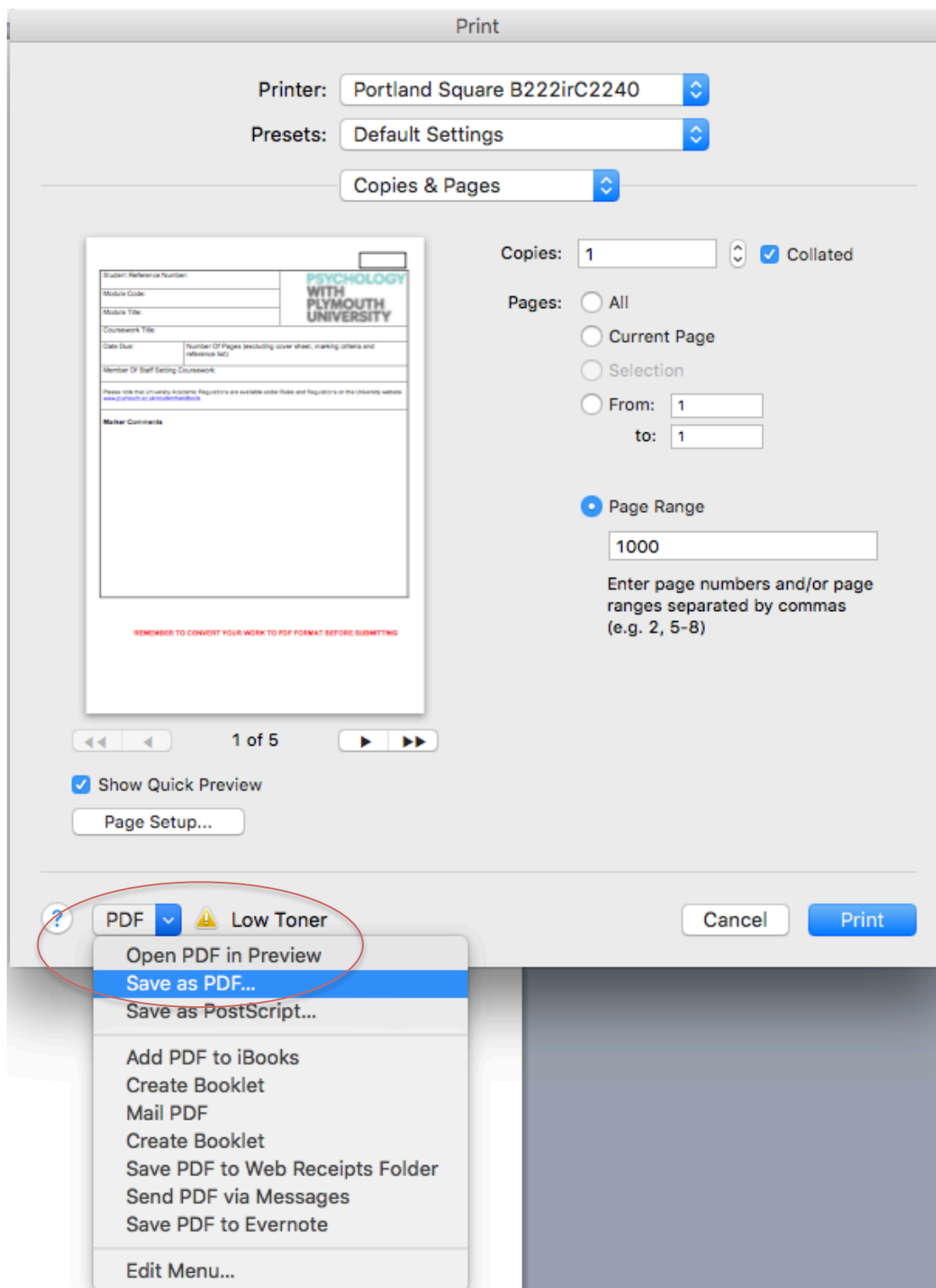
If you use a Mac ...

When you create a PDF on OS X, the document is put together by Apple's printing sub-system. Unfortunately this sub-system interprets Word's "Section Break" as "New File" meaning you end up with multiple PDF files, each corresponding to a different part of the document. There is a workaround that works on Word 2011 (it does **not** work with Word 2008) and OS X 10.6 – 10.11.

1. Create your assignment as usual using the coursework template.
2. When you are ready to create your PDF, select File -> Print
3. In the box that appears enter a number greater than the total number of pages in your assignment into the "Print Range" box (e.g. 1000)



4. Click on the PDF button in the bottom left of the box and select Save as PDF...

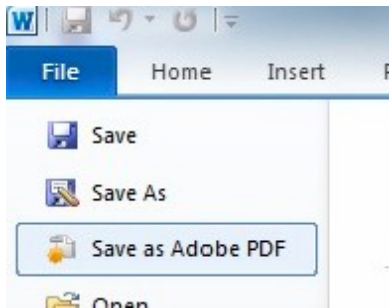


5. Enter a filename and click on Save. You should now have a single PDF file containing all sections of the document.

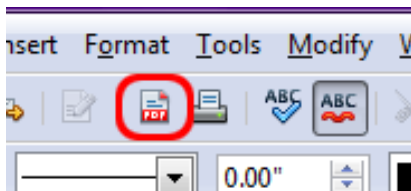
If you use a Windows PC...

Some wordprocessing applications (e.g. Microsoft Word 2010 and later or OpenOffice) can Save... or Export... as PDF. Others (e.g. earlier versions of Microsoft Word) cannot, but you can install a printer driver that creates PDF files instead of sending your output to a printer (see instructions for CutePDF below).

Exporting from Windows applications that already support PDF output:



In Word 2010 and later you should see an option to 'Save as Adobe PDF' under the 'File' menu.



OpenOffice can export as PDF by clicking the PDF icon in the toolbar:

OpenOffice is free to download from <http://www.openoffice.org/>

'Printing' a PDF file from other Windows applications:

If your preferred application cannot create PDF files directly, then you can download CutePDF, a free printer driver that will create a PDF file instead of sending your work to a printer.

You can obtain the download from <http://www.cutepdf.com/products/cutepdf/Writer.asp>

There is a 3:49 minute YouTube video at <http://www.youtube.com/watch?v=GwhF6-lzbro> to show you how to install and use CutePDF