Converting Word to PDF

You *must* have Adobe Acrobat Standard or Professional installed to convert to PDF. Adobe Acrobat Reader will *NOT* convert to PDF. It only opens PDF documents. This handout is based on Adobe Acrobat Professional 8.0. Adobe 7.0 or lower may differ slightly.

Before you begin:

1. If you are using a public lab, it is best to have a flash drive with your document on it. a CD may be another option, but make sure additional items can be written to the CDs.

2. ***Everything must be correct before you convert. Page numbers, margins, spelling, figures, etc. must all be correct before you convert. Adobe the document as is – that includes and errors or mistakes in your document.***

Converting:

1. If your Word document is open, close it (save any changes you need to save).

2. Open Adobe Acrobat Standard/Professional.

3. Below the menu, choose **Create PDF → From File**

4. You will then be asked to choose a file to open. Choose the file you need to convert.

5. The document is then converted for you. Be sure to check for any errors. Make sure margins, images (charts, graphs, pictures, etc.) all show up correctly.

6. If everything looks correct, be sure to save your document. The default is the same name as your original document. Usually, you will want to make it easily identifiable, so you will probably want to name it something like: FirstNameLastName.pdf.
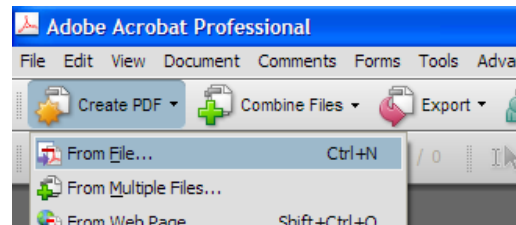
Alternate Methods via Word

Alternatively, you can make a PDF in Word if is has PDF software integrated.

1. In Word, go to File → Print then choose Adobe PDF as the printer and print.

2. You may also have some Adobe icons in word. Look for these and choose the right ones for you. The will look like this:
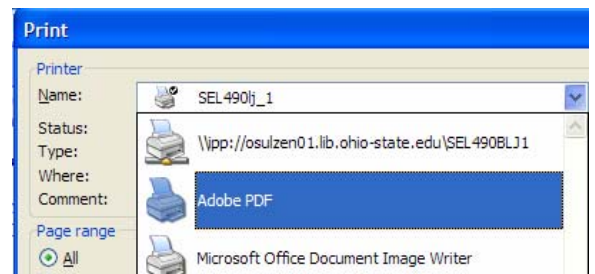
3. You will then need to make sure the PDF document is open in Adobe Standard or Professional to edit – Reader will not allow edits.

General Tips

Creating PDF files from other software files (programs that do spreadsheets, drawing or painting, picture editing, etc.) may work slightly differently. Some software packages may have a feature that allows you to convert items to PDF. If you use this option, make sure the resulting document looks correct.   If possible, use common fonts like Times New Roman or Arial. They will give fewer problems during conversion.

Important Things to Consider

Accessibility

It is a good idea to make sure that your document is accessible for screen readers. To do that in Acrobat Standard or Professional (with PDF document still open), go to the menu and choose **Advanced → Accessibility → Quick Check**. This will verify that your document is accessible. *If your document contains tables, graphs, and images, it is recommended that you use the Full Check to make sure there are no problems.* On the menu, choose **Advanced → Accessibility → Full Check**. It will then make recommendations to make your document fully accessible.
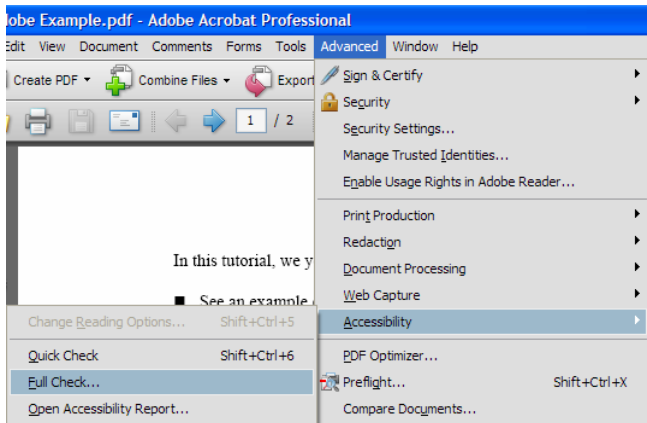
Quick Check will give you a box indicating minor problems. Click on OK to return to your document for corrections.

When you run the **Full Check**, you will get a sidebar of resulting problems and you can find ways to fix them.

Deleting/Adding/Replacing Pages:

If you have pages to add, delete, replace, etc., you may do that under the menu. From the Adobe menu, choose **Documents →** and the option you want to perform.

Making URLs active hyperlinks:

If your document has links (URLs) in it, you will want to convert them. In Adobe Standard or Professional (with document open), go to menu and choose **Advanced → Links → Create from URLs in Document…** and you will be able to convert the URLs to live links. Be sure to save your document.

Further Help

Important: If you are using a computer other than your own, do not try and install anything on the computer you are using. If you need anything installed (like updates, patches, fonts, etc.), ask a staff member for assistance.

- Want to do more (like add sounds, video clips, etc.)? A tutorial is available at http://www.adobe.com/education/etd/ that goes into using more advanced features.

- Adobe has help online at http://www.adobe.com/support/acrobat/.

- For locations of computer labs and availability of operating systems (Mac, PC, and UNIX), software, and hours, go to http://scc.osu.edu/.

- Having issues with special characters and/or a foreign language? Visit http://help.adobe.com/en_US/Acrobat/8.0w/Professional/help.html?content=WS566B3A80-3839-4e12-B776-FCFBF60D09EA.html.