

Converting Files to PDF

Converting Files to PDF

This guide will discuss how to convert various files into a PDF Files for your E-Portfolio. The following types of files will be discussed in this document. The instructions will be applicable to either PC or Mac computers as long as they have the Microsoft Office Suite or Office 365. Image file conversation has information for PC or Mac. Please click on the link below or the bookmarks on the side of the document to the section you need information.

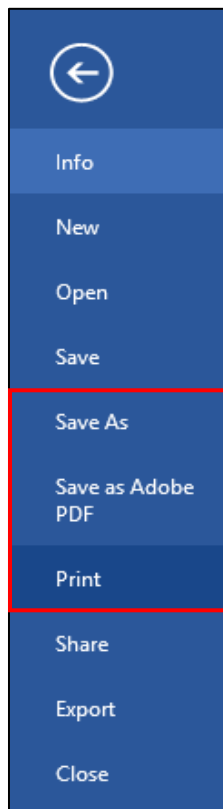
- Word to PDF
- Excel to PDF
- Outlook Email to PDF
- PowerPoint to PDF
- JPEG/PNG (image file) to PDF (Windows & Mac)

Converting a Word Document to a PDF File

Open the file you want to convert into a PDF file in Word. Once in Word, select the File tab on the top left corner of the tool bar.

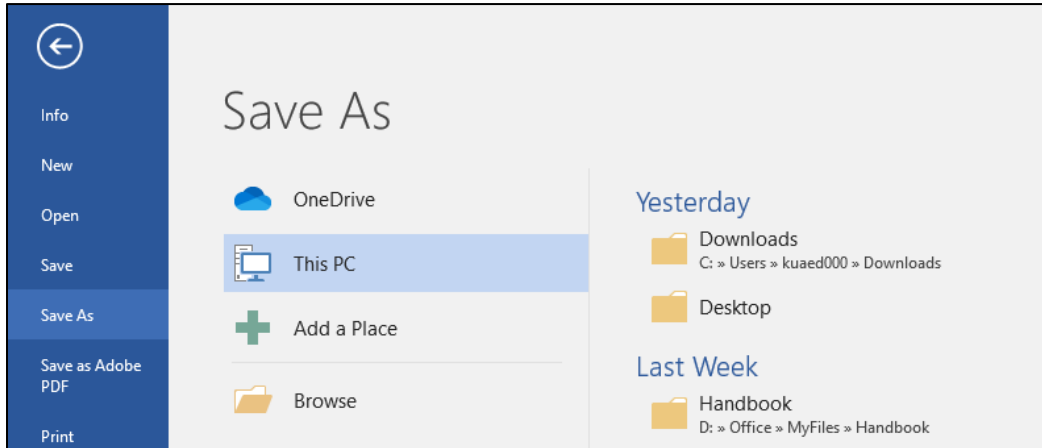


The File page with various options will now be available. There are three options you can use: the Save As Option, the Print Option, and the Save as Adobe PDF for Adobe Acrobat Pro Users. This guide will go through all three options.

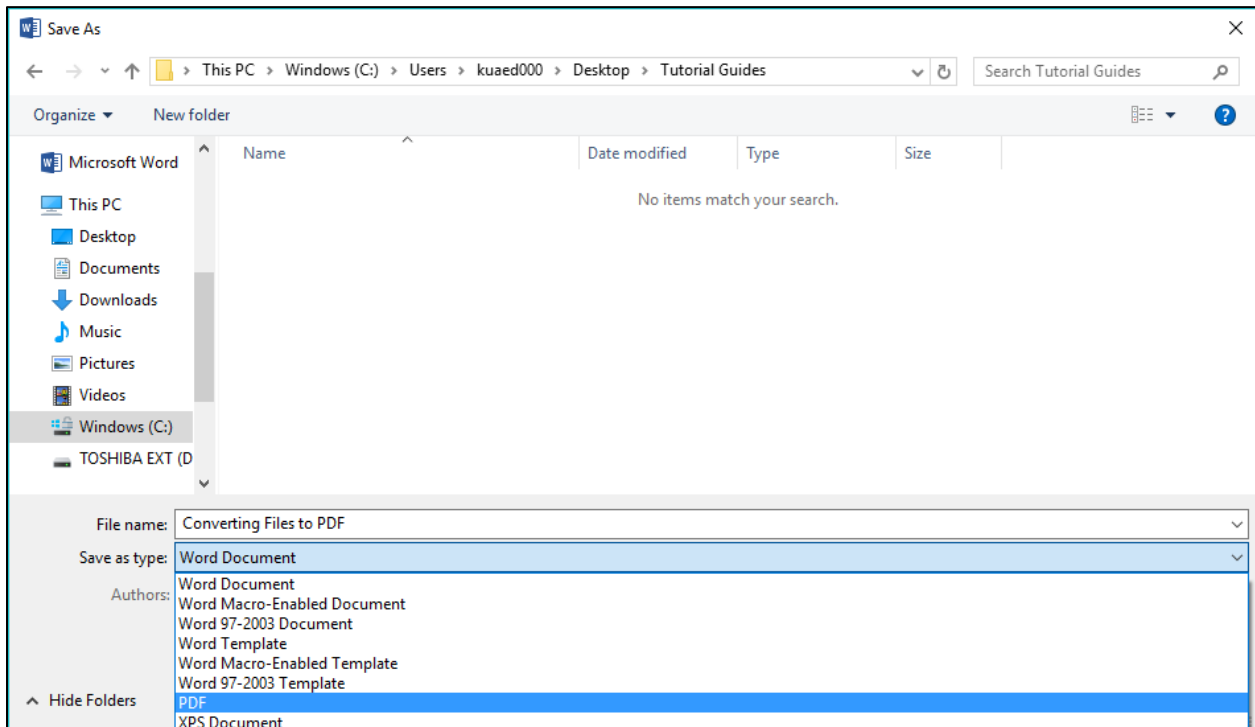


Save As Option:

Once selected, the side window will change so you can select the location in which you would like the file saved. Various options such as OneDrive and This PC are available as well as recently used folders in the far right of the page. If you need a particular folder that is not displayed in your recently used folders, select the Browse folder option to search the files in your PC.



Once you location is selected a popup window will appear where you can name your document. There is also a dropdown menu available for file type, which is located right below the File Name box. Click on the drop down menu and select PDF from the files types listed. Once you have your file name listed and your file type changed to PDF you may save your document.

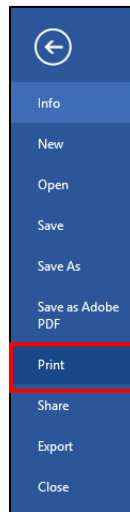


Using Print Option

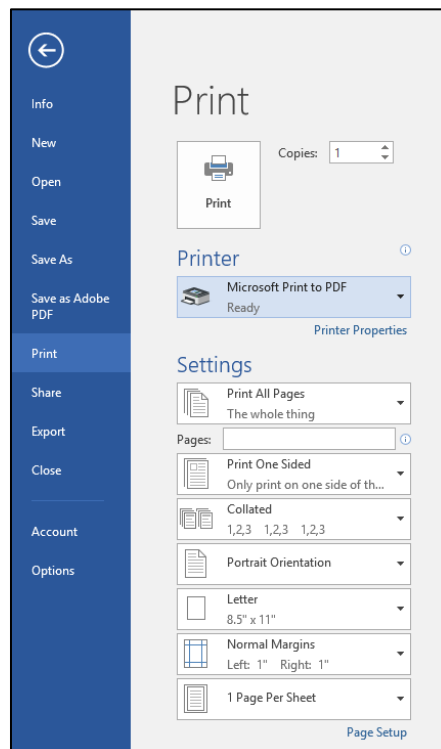
Open the Word document you wish to convert to a PDF. Once Word is open select the File tab on the top left corner of the toolbar.



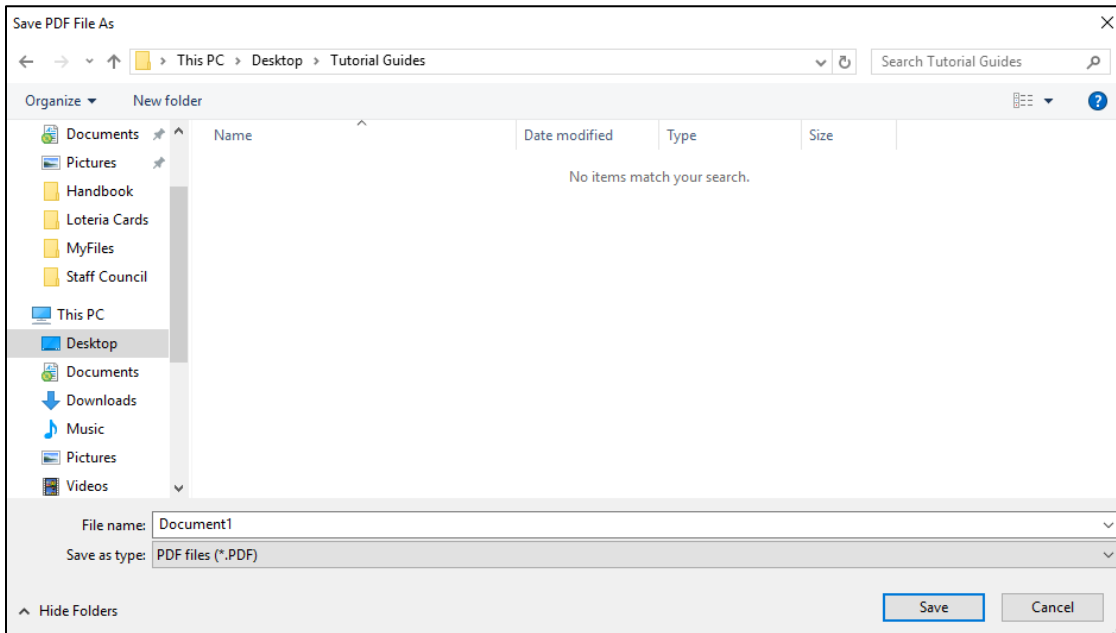
Select the Print option in the side navigation of the File screen.



Once selected a pop up menu will appear with your Printing settings listed. Your current printer will be listed by default in the Printer box. Click on the drop down menu and select "Microsoft Print to PDF" as the printer option. Adjust the other settings as necessary for your particular document.

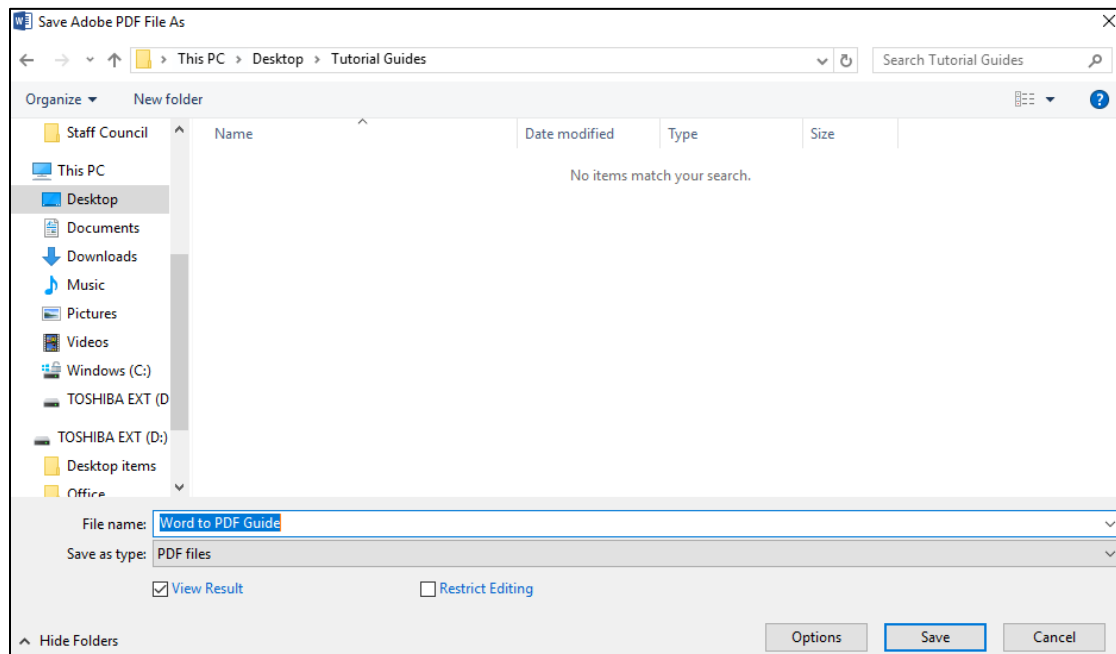


Once Microsoft Print to PDF is selected as the Printer, click the Print button. A pop up window will appear where you can select the location you would like the file to be saved at. You can see that the file type is listed as PDF files.



If you have Adobe Acrobat Pro, use the “Save As PDF” Option:

Once selected, a pop up window will appear where you can select the location of the newly created PDF file on your computer as well change the name of the file if you like. Click the Save button at the bottom of the pop up window to save your file.

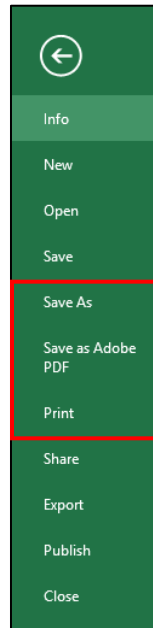


Converting a Excel Document to PDF

Open up the Excel File you wish to convert to a PDF. Once in Excel, select the File tab on the top left corner of the toolbar.

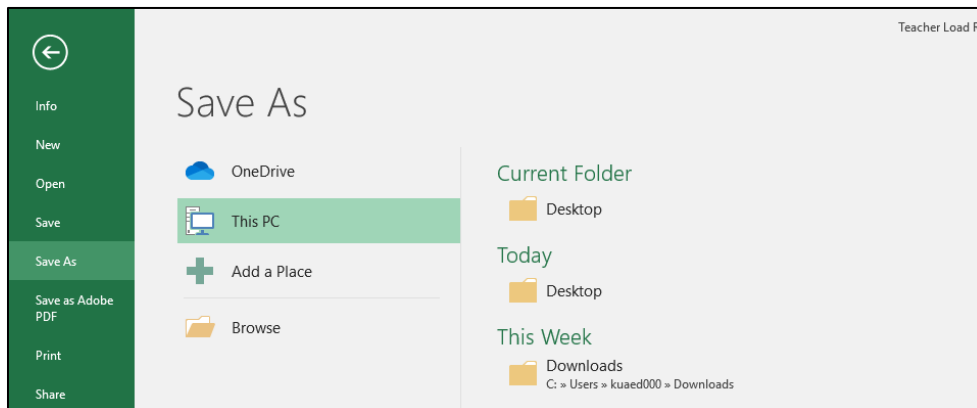


The File page with various options will now be available. There are three options you can use: the Save As Option, the Print Option, and the Save as Adobe PDF for Adobe Acrobat Pro Users. This guide will go through all three options.

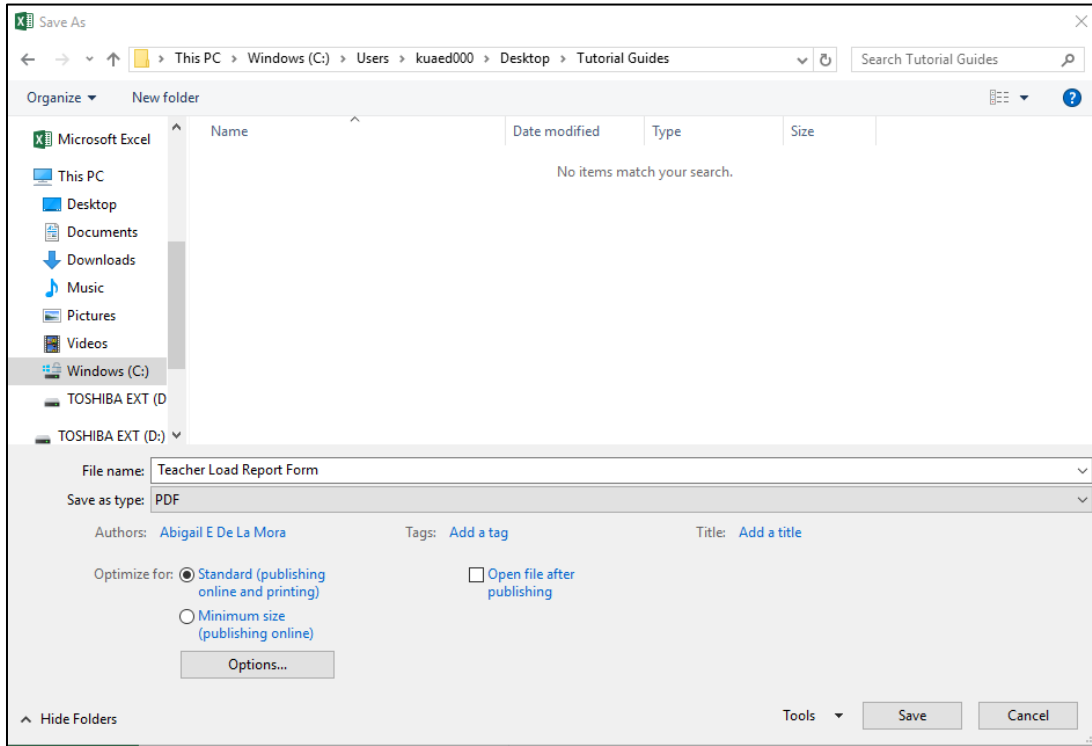


Save As Option:

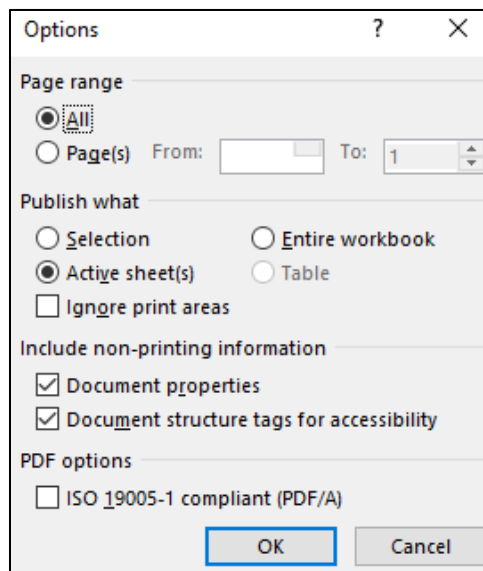
Once selected, the side window will change so you can select the location in which you would like the file to be saved at. Various options such as OneDrive, This PC are available as well as recently used folders in the far right of the page. If you need a particular folder that is not displayed in your recently used folders, select the Browse folder option to search the files in your PC to



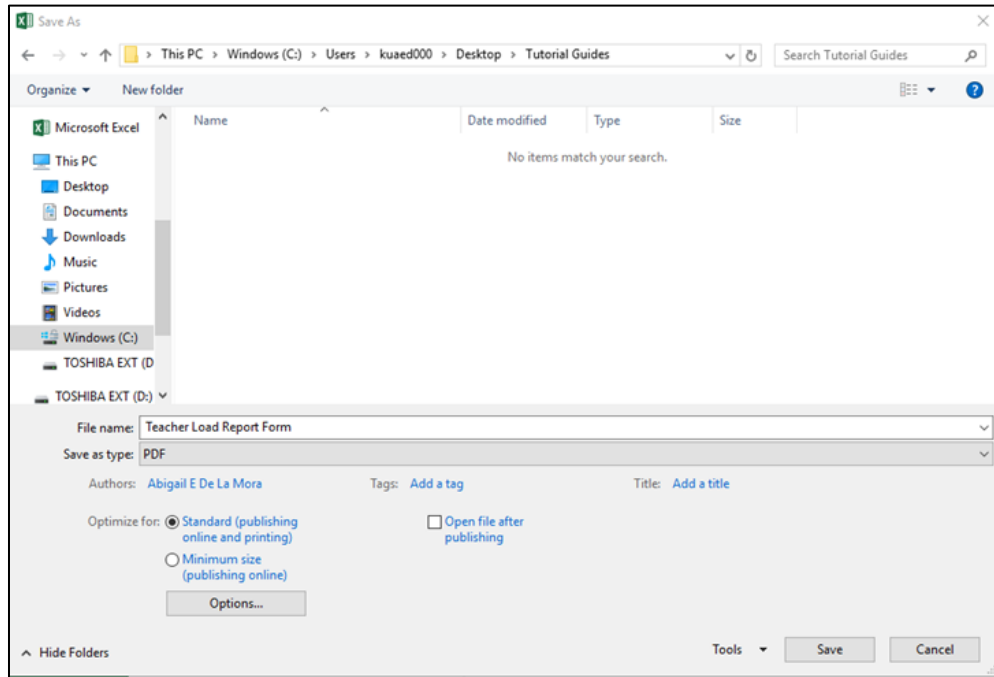
Once you location is selected a popup window will appear where you can name your document. There is also a dropdown menu available for file type, which is located right below the File Name box. Click on the drop down menu and select PDF from the files types listed. Once you have selected PDF, you will noticed the pop window will expand a bit with additional items appearing. Leave the options as is but do select the Options button.



A smaller pop up window will appear where you can adjust various options for the PDF conversion such as the publishing what items in the Excel file (entire workbook, active sheet, or selection). Choose the settings that apply for your option and click the OK button at the bottom of the window.



You will be take back to the first Save As window where you can now click the Save button at the bottom of the Window.

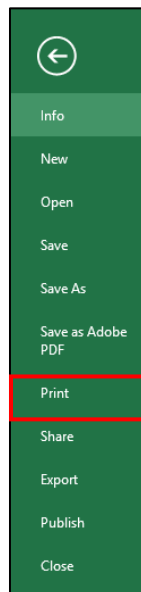


Using Print Option

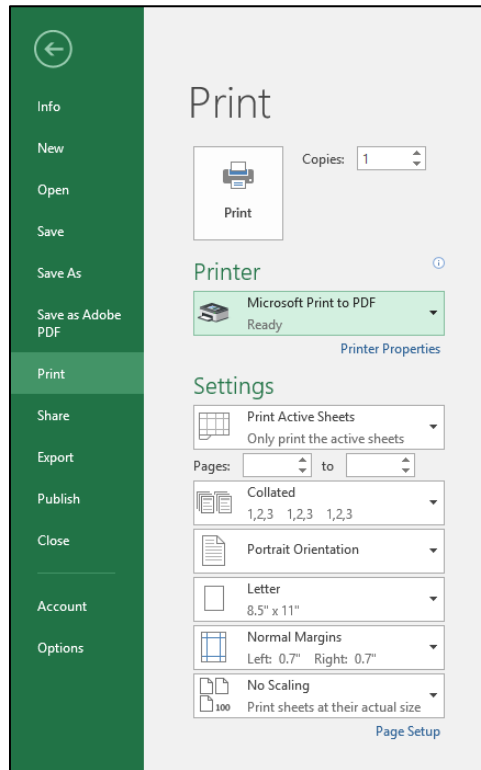
If the Save as PDF or Save As options are not available or do not work for you, there is an alternative. Open the Excel document you wish to convert to a PDF. Once Word is open select the File tab on the top left corner of the toolbar.



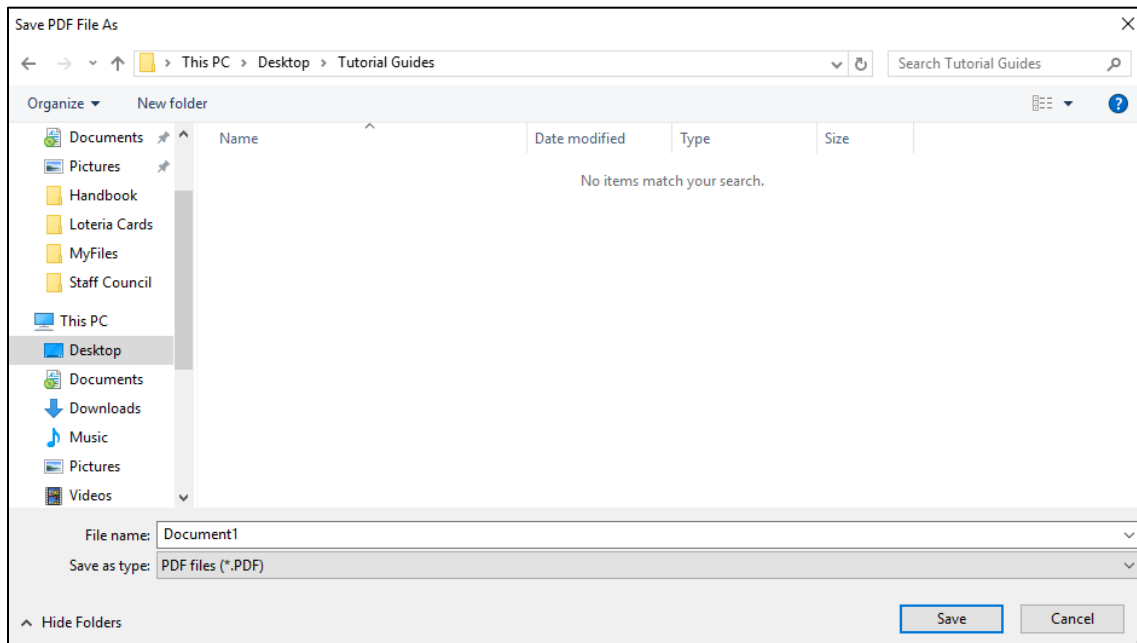
Select the Print option in the side navigation of the File screen.



Once selected a pop up menu will appear with your Printing settings listed. Your current default printer will be listed under the Printer drop down menu. Click on the drop down menu and select “Microsoft Print to PDF” as the printer option. You can adjust the settings as you wish.

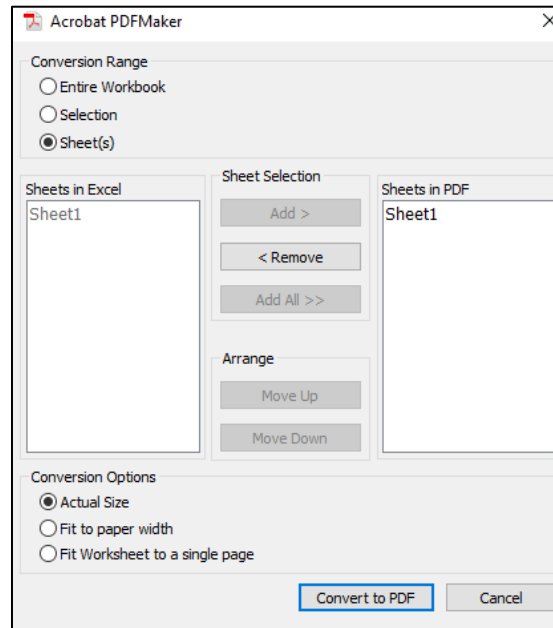


Once Microsoft Print to PDF is selected as the Printer, click the Print button. A pop up window will appear where you can select the location you would like the file to be saved at. You can see that the file type is listed as PDF files.

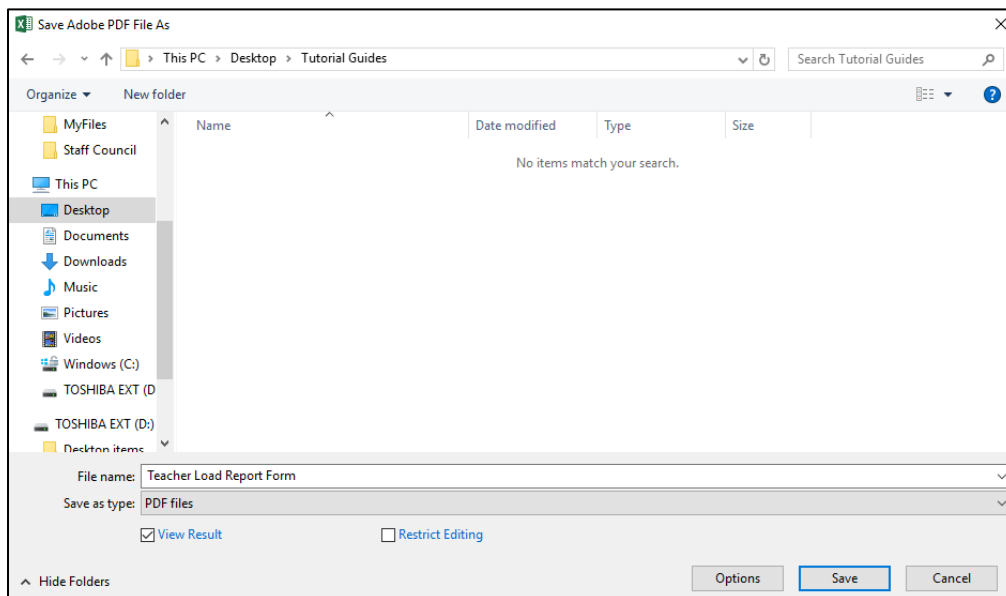


If you have Adobe Acrobat Pro, use the “Save As PDF” Option:

Once selected, a pop up window will appear where you can select if you want the entire workbook, a selection or particular sheet to be converted to a PDF. In this particular example, there is only one sheet available. There is also option to rearrange the sheet order if needed as well as adjusting the size of the sheet such as fitting to the paper width or fitting the worksheet to a single page. Select the options that you are wanting for your PDF.



Once your options are selected, click on the Convert to PDF button at the bottom of the window. A pop up window will appear for you to select the location you would like to file to be saved at. You can change your file name if you like here as well. You will noticed in the Save As Type box that the option selected is PDF files. Once you have selected you location, click the Save button at the bottom of the box.



Converting a Outlook Email to PDF

This guide covers converting only Outlook emails since university email accounts are done through Outlook server. Any other emails from non-university email accounts will not be covered. Faculty would need to search for this information on their own.

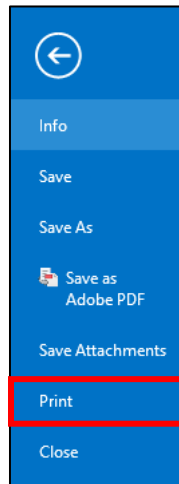
There are two options you can use: Print Option and Convert to PDF for Adobe Acrobat Pro users. This guide will discuss both options.

Print Option:

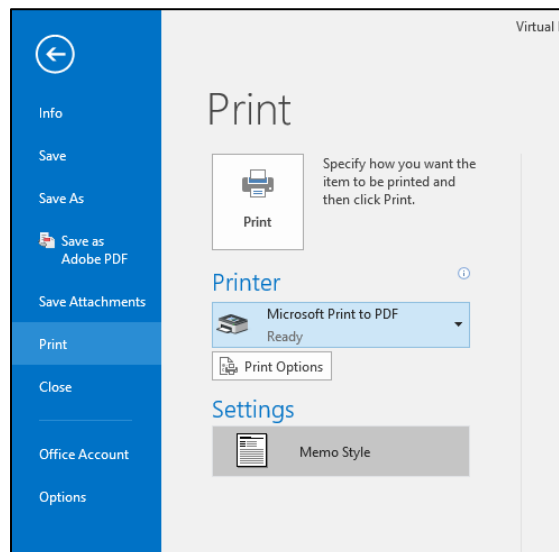
Select the email you would like to convert to a PDF. Click the File tab at the top left corner of the window.



You will be taken to the File screen where you will see the Print option in the side navigation.

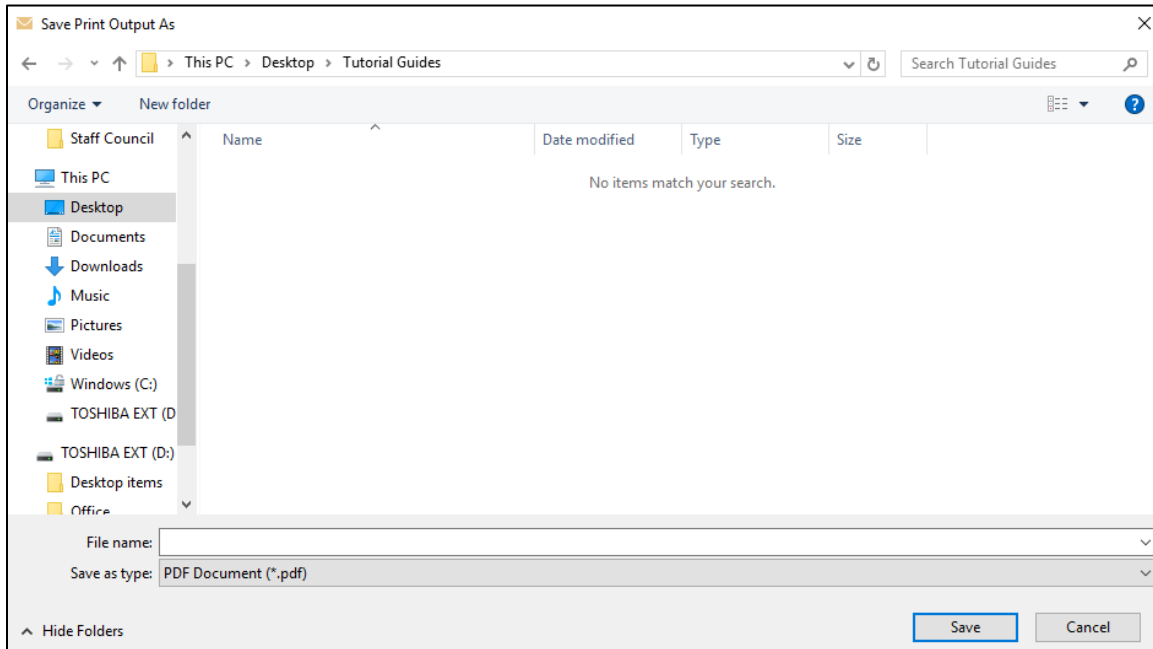


The Print Option screen will appear. By default, your standard printer will be listed under the printer box. You will need to select the drop down menu to change the printer to Microsoft Print to PDF.



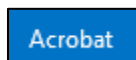
Once Microsoft Print to PDF is listed as the Printer, leave all other settings as the default and click the Print button.

A popup window will appear that will allow you to select the location to save your email. You will need to give the file a name and you will notice that the Save as Type is already listed as PDF document. Once the location for the file is selected and a file name is added, you can click save at the bottom right of the popup window.

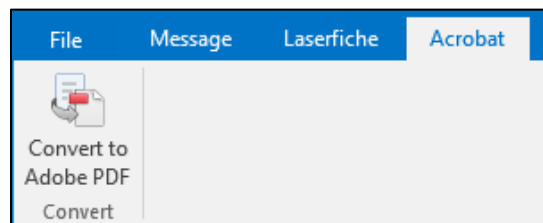


If you have Adobe Acrobat Pro, Convert to PDF Option:

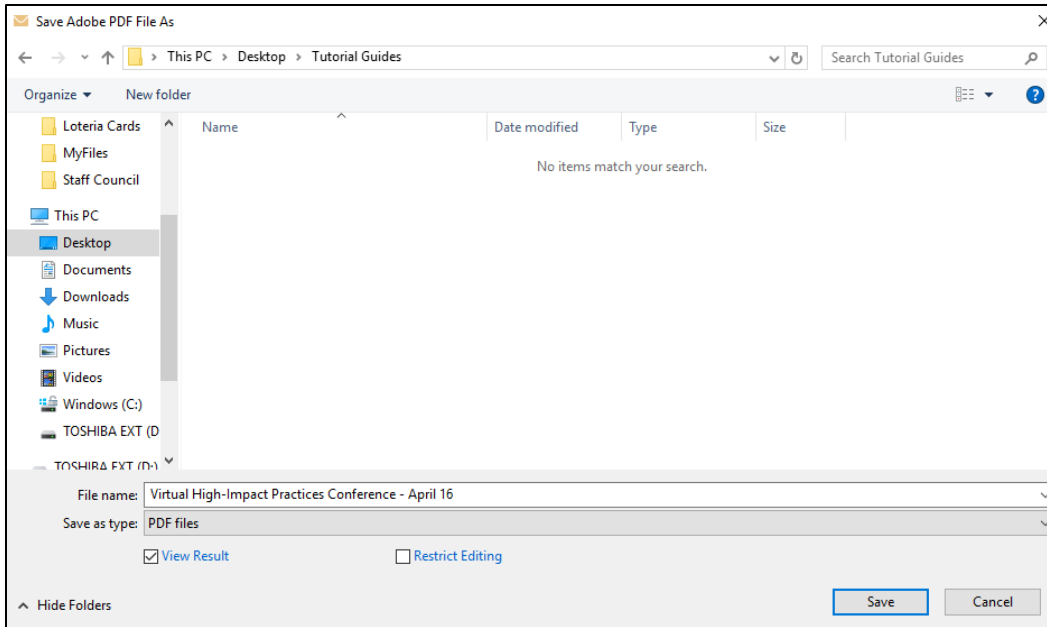
If you have Adobe Acrobat Pro, there will be an Acrobat tab at the top toolbar of the selected email.



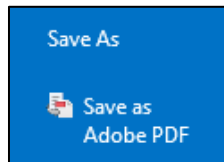
When you click on this tab, the panel below will appear with one option, which is the Convert to Adobe PDF.



A popup window will appear which will allow you to select the location you will like to PDF to be saved at. The file name will be automatically listing the title of the email. You can edit this information if you like. You will notice that the Save as type box will listed PDF files. Once the location is selected and you are ok with the file name, you can click the Save button at the bottom of the popup window.



You can also use the Save as PDF option in the File Tab as well if you are an Adobe Acrobat Pro user.

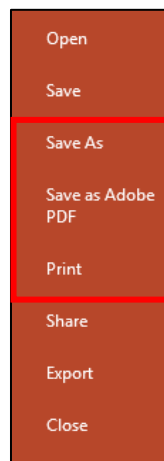


Converting PowerPoint to PDF

Open up the Powerpoint file you wish to convert to a PDF. Once in Powerpoint, select the File tab on the top left corner of the toolbar.

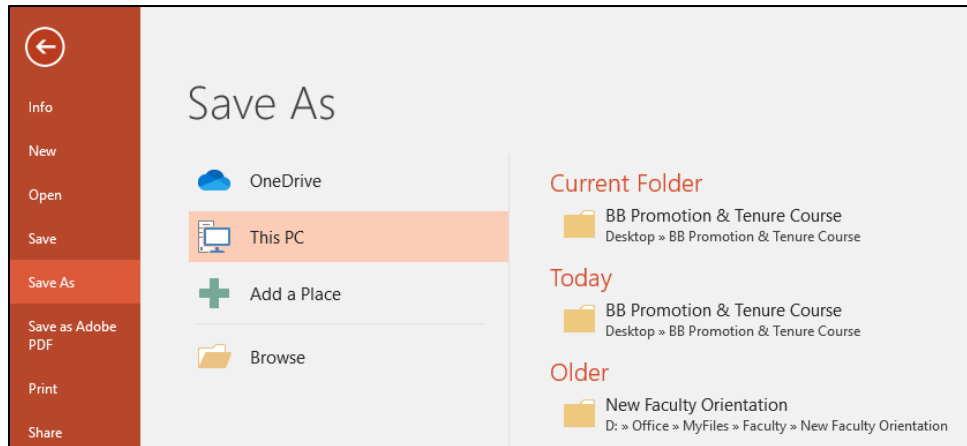


The File page with various options will now be available. There are three options you can use: the Save As Option, the Print Option, and the Save as Adobe PDF for Adobe Acrobat Professional Users. This guide will go through all three options.

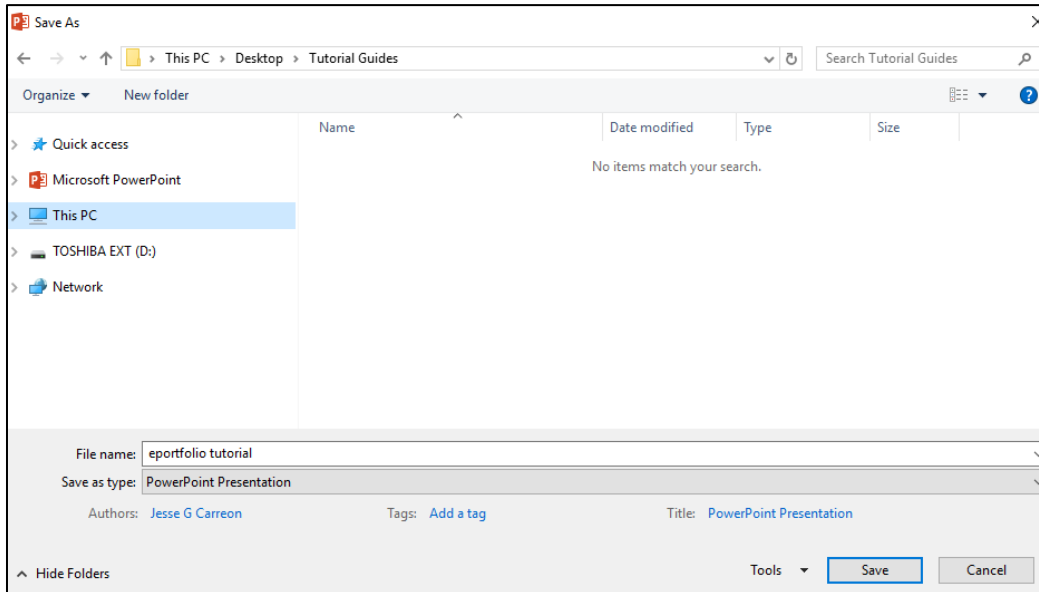


Save As Option:

Once selected, the side window will change so you can select the location in which you would like the file to be saved at. Various options such as OneDrive and This PC are available as well as recently used folders in the far right of the page. If you need a particular folder that is not displayed in your recently used folders, select the Browse folder option to search the files in your PC to



Once your location is selected a popup window will appear where you can name your document. There is also a dropdown menu available for file type, which is located right below the File Name box. Click on the drop down menu and select PDF from the files types listed. Once you have selected PDF, you will noticed the pop window will expand a bit with additional items appearing.



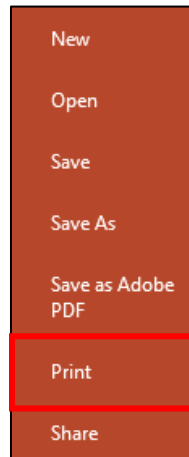
Leave the additional items as is. Once the Save Type has been changed to PDF, click the Save button at the bottom corner of the popup window. The file is now saved as a PDF in the location you designated on your computer.

Using Print Option

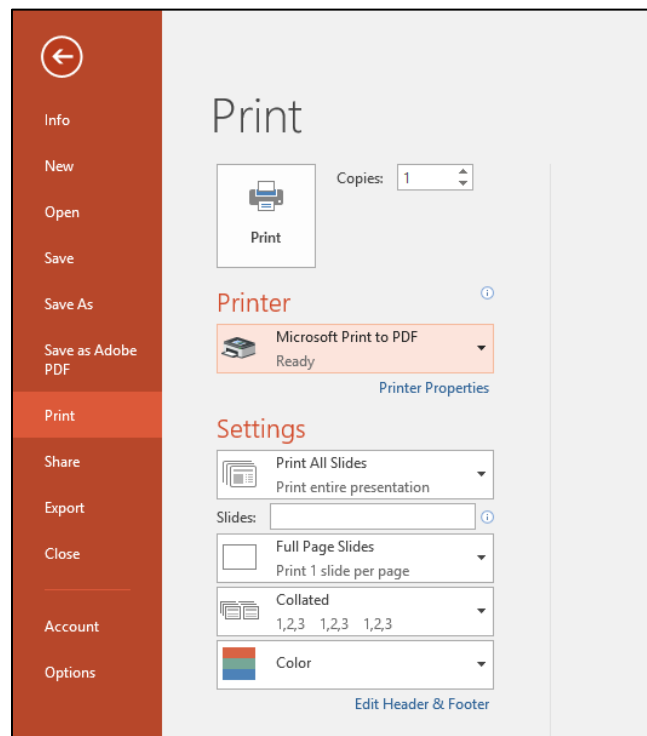
If the Save as PDF or Save As options are not available or do not work for you, there is an alternative. Open the Excel document you wish to convert to a PDF. Once Word is open select the File tab on the top left corner of the toolbar.



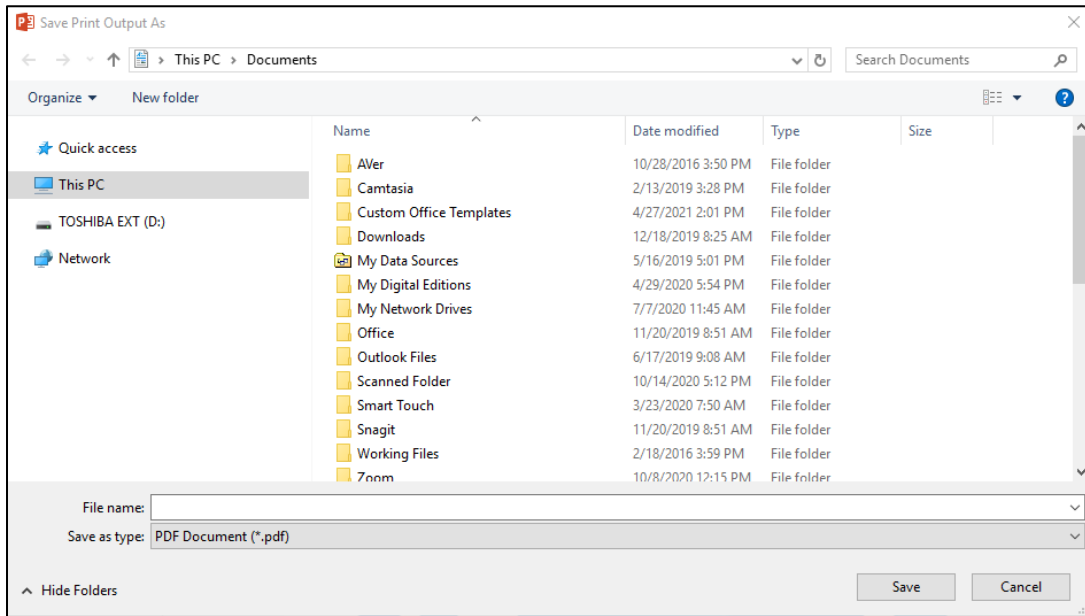
Select the Print option in the side navigation of the File screen.



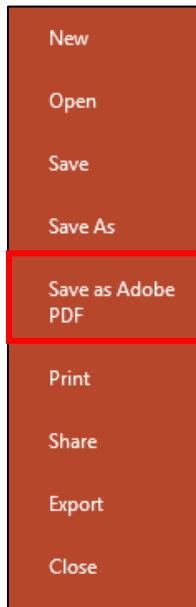
Once selected the side menu will change with your Printing settings listed. Your current default printer will be listed under the Printer drop down menu. Click on the drop down menu and select "Microsoft Print to PDF" as the printer option. You can adjust the settings as you wish depending on how you would like the information to be displayed.



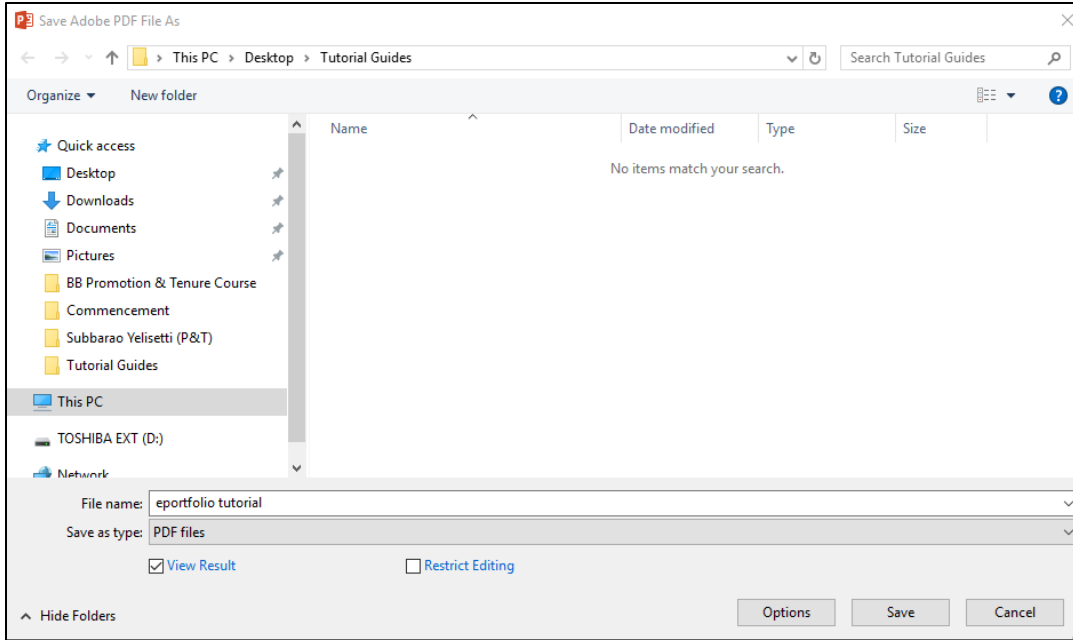
Once Microsoft Print to PDF is selected as the Printer, click the Print button. A pop up window will appear where you can select the location you would like the file to be saved at. You can see that the file type is listed as PDF files.



If you have Adobe Acrobat Pro, use the “Save As PDF” Option:
Select the Save As PDF option from the side navigation when you clicked on the File tab.



Once selected, a pop up window will appear that will allow you to select the save location as well as edit the file name if needed. You will notice the Save as Type has already been changed to PDF files. Once you have selected the location of the file and edited the name if applicable, you can click on the Save button. The file will then be converted to a PDF and save in the location you designated.

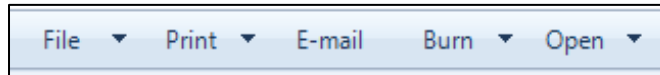


Converting Image File to PDF (Windows)

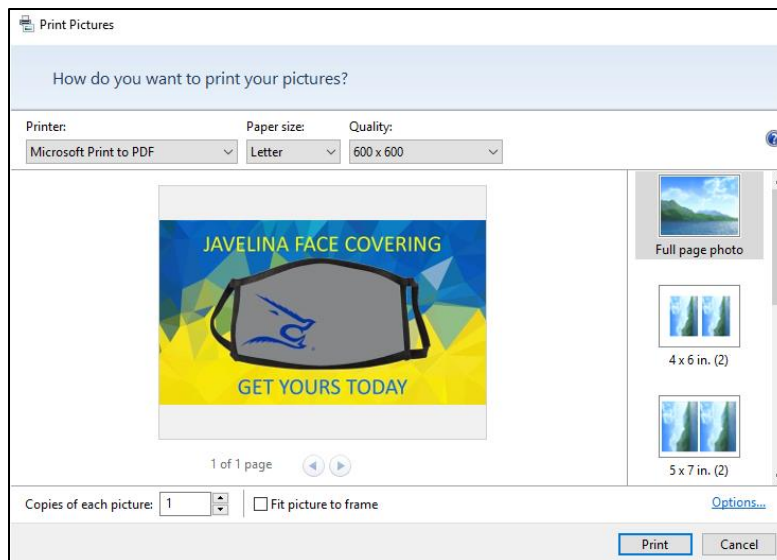
You may have files that are images such as scanned documents or photos from various events that you would like to convert to a PDF. Windows has two options available to you to convert images: Print Option or Convert PDF for Adobe Acrobat Professional users only.

Print Option:

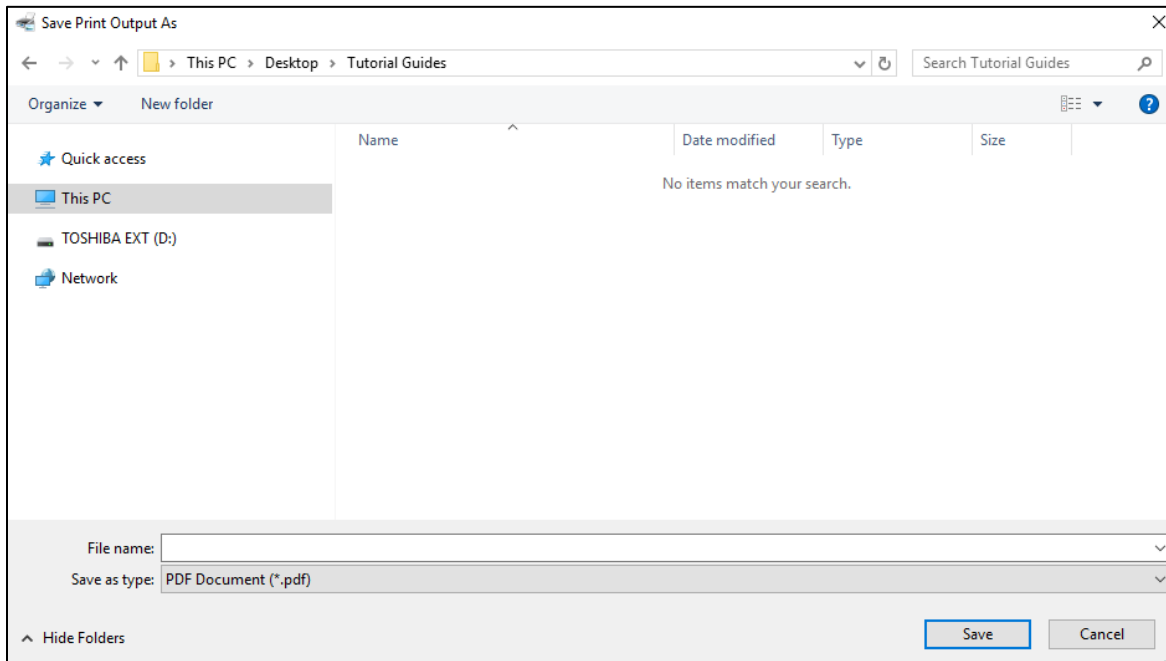
Open the image with Windows Photo Viewer. Select the Print option on the top toolbar of the Windows Photo Viewer.



Select the Print option from the dropdown menu.

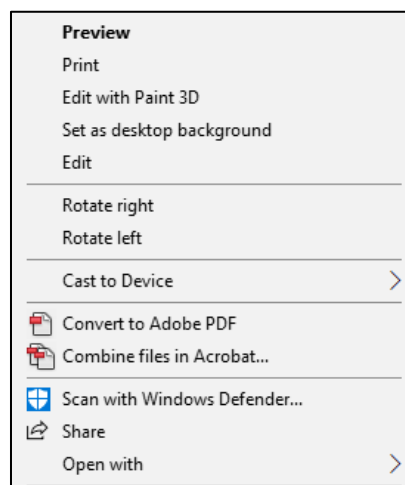


In the printer box, your default printer will be listed. You will need to change this option to “Microsoft Print to PDF” option. You may adjust any of the other options on the top, side and bottom navigation in order to better display your image in the PDF. Once the Microsoft Print to PDF is selected and your settings are to your preference, you can select the Print button at the bottom of the window. A popup window will appear for you to select the location of the file as well as change the file name. You will notice that the file type has, by default, changed to PDF Document. Once you have selected your location and determined a file name, you can go ahead and click Save.



If you have Adobe Acrobat Professional, use the “Convert to PDF” option:

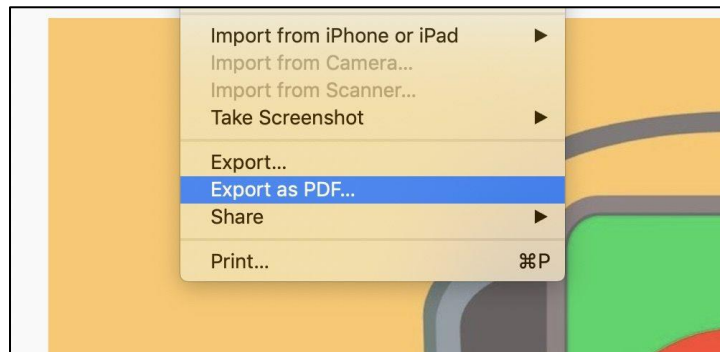
If you have Adobe Acrobat Professional on your computer, right click on the file you wish to convert to PDF.



The image will immediately convert to a PDF and Adobe will open to display the image in a PDF format. You will then need to save the PDF to the location of your choosing and change the file name if needed.

Converting Image File to PDF (Mac)

Open the image you would like to convert with the Preview app on your Mac. In the top left corner of the toolbar, click on File and then Export as PDF.



Choose a file name or use the default name of the image. Select a location to save the item and then click Save.

