

Creating PDF Files

PDF files, also called Adobe Acrobat files can be used in Blackboard. The best uses for PDF's are: Powerpoint presentation handouts, CAD drawings, music, or content created by unique software that may not be loaded on a student's computer.

PDF files are essentially cross platform documents that enable the user to view the file with any computer. The only requirement is that the user must have the Adobe Acrobat Reader, which is a free download and usually installed and the majority of computers.

There are 4 main options available for creating a PDF document:

1. Using a **HP Multifunction Printer/Copier**

Probably one of the easiest ways is to use the HP multifunction-copiers on campus to create a PDF. You can use the email function to do this. Instructions: At the copier, push the email button, push the To button, and enter your email address. Then place a copy of the item you would like to convert to PDF into the tray on the copier and press the Start button. You will get an email with a PDF that can be loaded into Blackboard.

2. Using a **Free PDF Writer Client**

One of the most convenient ways of creating PDFs is to use a free PDF Writer such as PrimoPDF (www.primopdf.com). Programs such as PrimoPDF (once downloaded and installed) can create a PDF from any computer program. To create a PDF with a free PDF writer, you typically open up the file that you would like to create a PDF of, and select print. When the print screen comes up, select the PDF writer and then select print. Typically, the next screen that appears is a dialog box asking where you would like to save the file.

3. Using a **Free Online PDF Writer**

Another very convenient option of creating a PDF is to use an online resource such as PDF Online (www.pdfonline.com/convert_pdf.asp). Simply upload your document and you will receive an email with the pdf file attached!

4. Using **OpenOffice**

You can also download an opensource office software product called OpenOffice (www.openoffice.org). This application can be used to open Microsoft Office documents and create PDFs.

5. Purchase **Adobe Acrobat Writer**

The final option is to purchase a copy of Adobe Acrobat writer. This is a software program that is designed to create PDFs with additional functionality such as preventing a user from opening the file without a password, preventing the user from printing the document and so on.