

Blackboard Quick Reference Guide

Creating Acrobat PDF Files

PDF (Portable Document Format) files can be created from many different programs, including Word, PowerPoint or Excel. Because they are accessed through the free Adobe Acrobat Reader, which is installed on most computers, they are the most universal file type for students to print. Students will *not* need to have the specific application software on their computer to be able to print these files. For that reason, they are ideal for posting to your Blackboard course web site.

Fortunately, Microsoft Office 2007 has the capability to publish your files as PDFs. On campus, this is automatically available within Word, Excel and PowerPoint. Off campus, you'll need to perform a one-time, free install first (go to this URL and follow the instructions:


<http://r.office.microsoft.com/r/rlidMSAddinPDFXPS>.)

Using the Built-in PDF Writer in Microsoft Office 2007

Step 1: Open Word 2007, Excel 2007, PowerPoint 2007 or Access 2007.

Step 2: From the Office button, point to (not click on) **Save As**.

Step 2: From the Save As submenu, choose **PDF or XPS**.

 XPS is a rival format to PDF and is not recommended, at this time.

Step 3: Choose the location and revise the filename, as desired.

 To customize the publishing of a PowerPoint PDF (e.g., as a handout), click **Options**.


Step 4: Click **Publish**. The file will appear in an Adobe Reader window for preview reasons.

Creating a PDF File with Other Software Programs

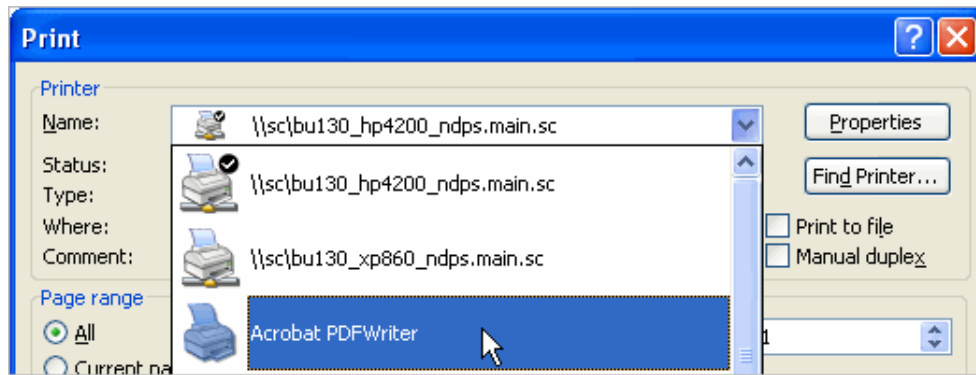
If the file was created in something other than Word 2007, Excel 2007 PowerPoint 2007 or Access 2007, use the following steps to "print" the PDF file.

Step 1: Create, name and save your document as you normally would. (Be sure that all of your revisions have been made to the document before saving it.)


Step 2: With the file open, from the **File** menu, choose **Print**.

 For PowerPoint ONLY – From the **Print what** drop-down menu, select **Handouts**; from the **Color/Grayscale**, select **Grayscale** or **B/W**; from the **Slides per Page**, select **3** (this is the best format for handouts).

Step 3: In the Printer **Name** field, from the drop-down menu, select **Adobe PDFWriter**, and click **OK**.



Step 4: In the **Save** dialog window, select where you want to save the file (with the **.pdf** extension), and click **Save**. This file is now ready to be uploaded into your Blackboard course.

 PDF files **cannot** be edited without special software. If you have to make any changes, make them to your original document, and save the revised file as a PDF file following the steps above.

If you do not have Acrobat PDFWriter, you can download free PDF writer software for your Windows computer from: <http://www.pdfmachine.com/pdfmachine/download.shtml> .

Students who do not have Adobe Acrobat Reader on their computer (there will be **very few** of these) can download it for free at: <http://www.adobe.com/products/acrobat/readstep2.html> .

Verifying Availability of PDF Writer

Step 1: From the Windows **Start** menu, select **Printers and Faxes**.

Step 2: If you don't see *Adobe PDF Writer* listed, contact the SCC HelpDesk at 480-423-6274 for assistance.