

## Saving a file in PDF format

You will be submitting many of the documents related to your CIS 315 Project (as well as a few parts of some homeworks) in PDF format. Note that documents saved in PDF format should have a suffix `.pdf` (and the tool `~st10/315submit` is designed to look for this suffix to be able to "grab" such files). This handout suggests some of your options for saving/converting a file in PDF format.

### In Pre-2007 Microsoft Word, OpenOffice, and NeoOffice:

If you create a document in any of these programs, you should be able to then save it as a PDF by going to the **File** menu and selecting an option such as **Export as PDF...** or **Save as PDF...**

If that option is not there, try going to the **File** menu's **Save As...** command and see if PDF is one of the supported file types you can save a file as.

(Note that OpenOffice (for Windows and Linux) and NeoOffice (for Mac OS X) are free office software suites; if you cannot find any other way to convert to PDF on your home computer, downloading one of these packages might be a good option for you.)

### In Microsoft Word 2007: (thanks to Craig Kurumada for this info!)

If you have the free plug-in installed... (which I'm not sure the HSU campus installations of Microsoft Word have, note...)

...then in Word 2007, you should be able to save the current document as a PDF by selecting the **Add-Ins** tab (the last tab on the right) and selecting the **red square icon**, the 2nd icon in the 2nd row of choices from the **Add-Ins** tab (when you mouse over this icon, it should say "**Convert Current Document to PDF**").

### If you would like to save a hand-drawing or other image as a PDF:

For ERD's, you may choose to use Word's, OpenOffice's, or NeoOffice's drawing tools to create an ERD, and then save the resulting document as a PDF as described above. However, you may also choose to draw the ERD by hand, or to print part of the ERD and then add the finishing touches by hand. Or perhaps you have access to another drawing program, and you have created your ERD using that, and then printed out the result.

How can you get these into a PDF document? One way would be to use a computer scanner to scan your resulting ERD, and then save that scan as a PDF. I understand from the HSU Help Desk that students have access to scanners in: /its/labs-descriptions

LIBR 121, Jenkins Hall 212, and Founders Hall 202

..and that all of these scanners allow users the option to save their scanned result as a PDF.

(You can also check <http://www.humboldt.edu/its/labs-descriptions> for the current listings of what labs have scanners...)

## **One more possibility:**

On some systems, when you select a **File** menu's **Print** command, one of the options on the print dialog is to **Print to a File...** which then gives you the option to actually save the file as a PDF, or there may even be a **PDF** button that allows you to save as a PDF instead of actually printing.

## **REMEMBER:**

...once you HAVE your .pdf file, you need to TRANSFER a copy of it to `nrs-labs.humboldt.edu` using `sftp` (Secure File Transfer Client or Secure File Transfer Program) or by copying it to the **U:** drive in a campus lab. Then you will be able to submit it by connecting to `nrs-labs.humboldt.edu` using `ssh` and then using `~st10/315submit`.