

Converting any printable file into PDF format

Any file that can be printed (word documents, spreadsheets, powerpoints, etc) can be converted into PDF format here on campus. CTS has a conversion program which you access by “printing” the item to it. Here are the steps:

1. Open the document
2. Click to print it
3. Choose the printer called, you guessed it, PDF. (If it is not one of your choices, you may need to go through the process of “adding” a printer to see it)
4. Click “OK” or “GO” or whatever your computer button is labeled to “print” to this pseudo-printer
5. The conversion program will run and will place a PDF version of the file into the folder marked “_pdf” in your helios space. Note: This can take several minutes. If you don’t see it right away, just wait a bit. If it doesn’t show up after 5 minutes, try again. Large files may take more time.
6. The file will have been renamed – it may have some of the original file name at the beginning, but will have an incomprehensible string of numbers/letters after that. Rename at will. NOTE: If you will be linking this from the web, make sure the name has NO SPACES!