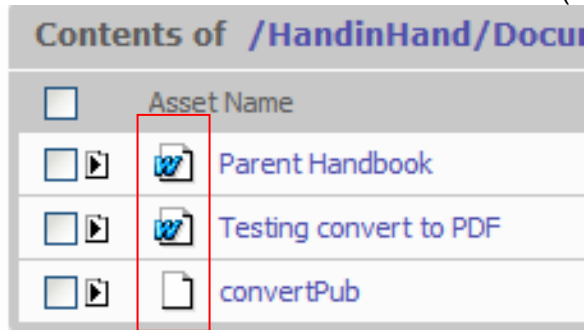
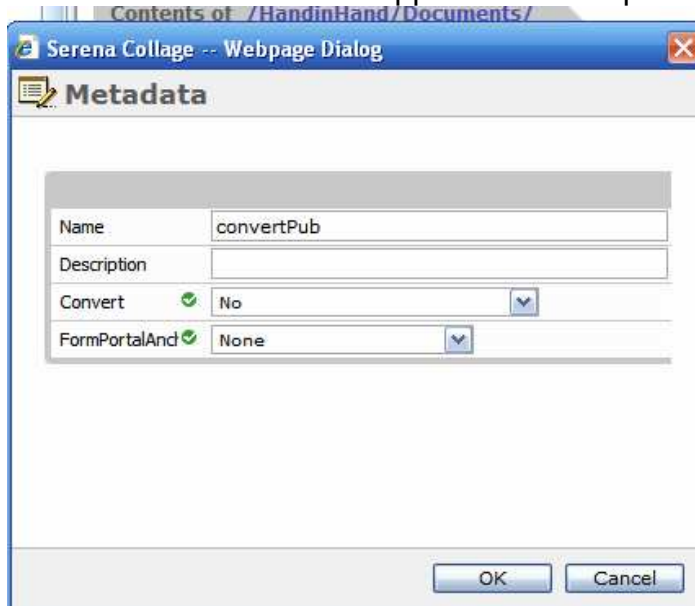


How to Convert a File to PDF

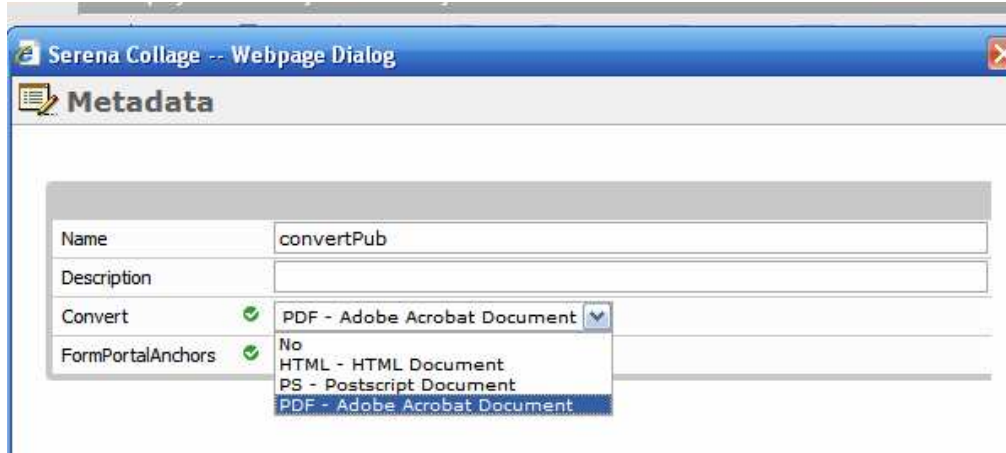
1. Click the icon of the Microsoft document (e.g. Word, Publisher etc)



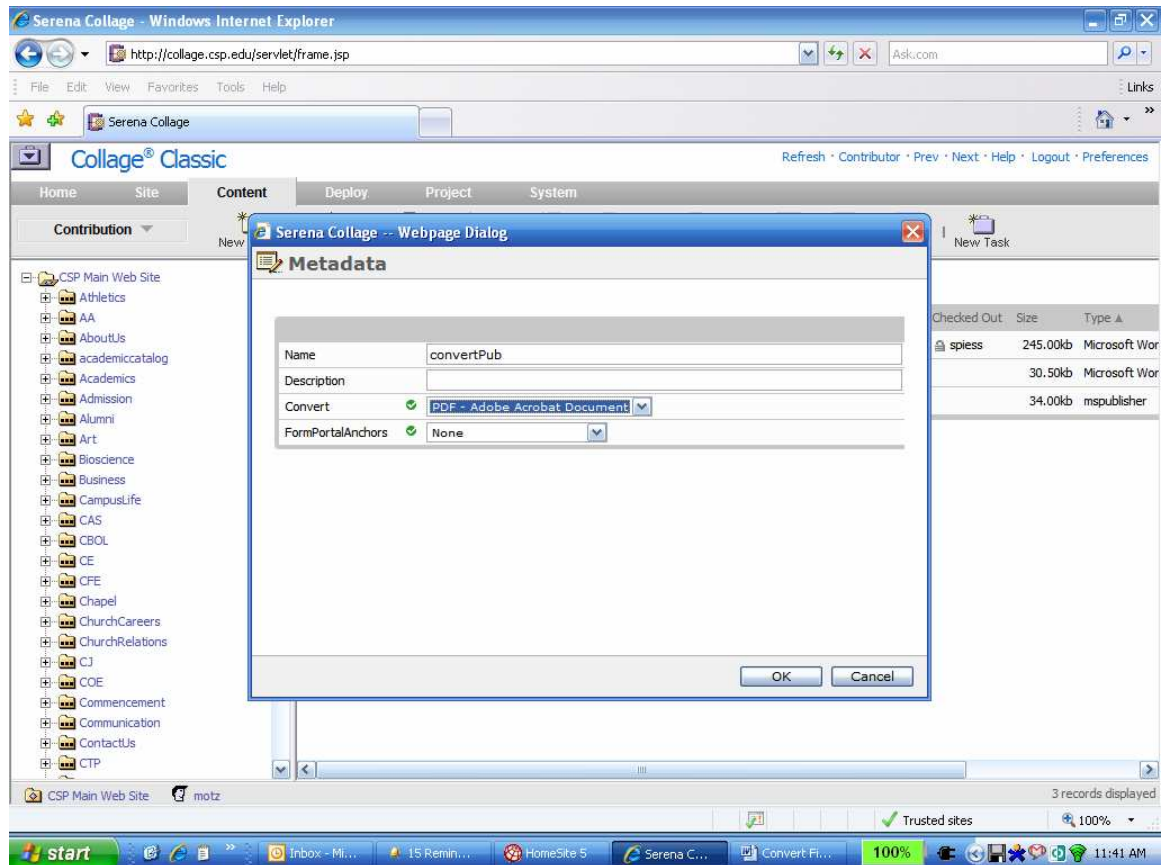
2. The Metadata Screen will appear with the options available.



3. Change the Convert option from "No" to "PDF – Adobe Acrobat Document"



- Click **OK** after the PDF option has been selected:



- At the next Deploy time your file will be converted to a PDF document.

Important

- For previously created Word and PDF documents you may need to contact the website administrator for assistance. The document may be converted however; if deploy permissions are not granted 24 hours would need to be allowed to have both a Word and PDF file available. You may contact your administrator at webmaster@csp.edu.