

## How to Convert a Word Document to Adobe Acrobat (PDF) Format

I received responses to yesterday's WebCT Tip asking how the Adobe Acrobat conversion process works.

First things first: You must have Acrobat (full version) rather than the Acrobat Reader. It is available from IS at a nominal cost (see below) to Rush faculty/staff. You may already have it on your workstation on campus, so check first (if you do not see "Acrobat PDF Writer" on your printer drop down list, there is a good chance you do not have the full version of Adobe Acrobat).

At any rate, the process is very easy. Here is a summary of the steps:

1. Create/open an MS Word document.
2. Follow steps you normally would to print a document (File/Print on dropdown menu or CTRL+P).
3. Instead of selecting your usual printer, choose "Acrobat PDF Writer" from the available printer drop down menu.
4. Click "OK."
5. Assign a name for your new PDF document.
6. Click "Save." This will initiate the conversion process from Word to PDF format.

The cost of the full version of Acrobat for Rush faculty/staff, as of 04.28.04, was:

*Notes regarding Adobe Acrobat Full Product:*

*If a Non Researcher and on Novell = \$12.00 (cost of license)*

*If a Non Researcher and not on Novell = \$32.00 (cost of license and CD)*

*If a Researcher and on Novell = \$0.00 (cost of license)*

*If a Researcher and not on Novell = \$20.00 (cost of CD)*

The full version of Adobe Acrobat can be requested via the Rush IS Help Desk by e-mailing [help@rush.edu](mailto:help@rush.edu) or calling 2.HELP.

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