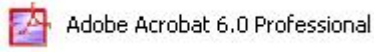
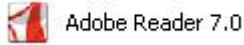


# How to Convert a WORD or PowerPoint document to PDF

Before you can save a WORD document as a PDF, you need to make sure you have **Adobe Acrobat \*** and **NOT** just **Adobe Acrobat Reader \*\***.



**Adobe Acrobat \***



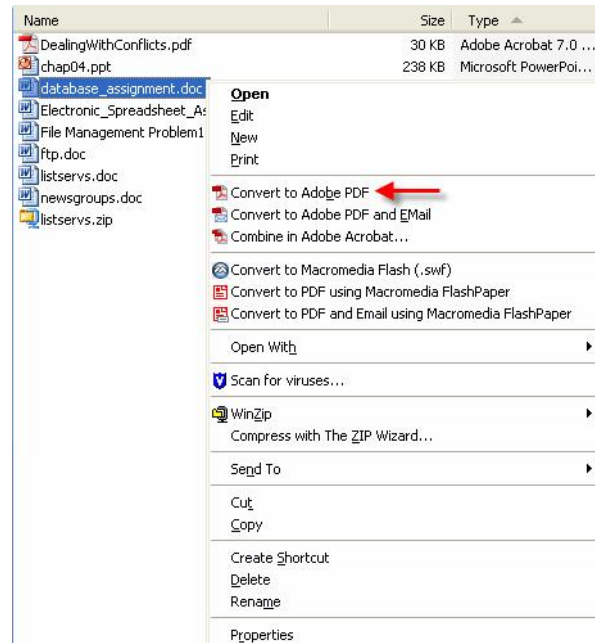
**Adobe Acrobat Reader \*\***

It does not matter what version of Adobe Acrobat you have (e.g. Adobe Acrobat 6.0) You cannot convert PDF documents on a PC computer with the Free **Adobe Acrobat Reader** you need Adobe Acrobat software installed on your computer.

All UHCL labs have Adobe Acrobat.

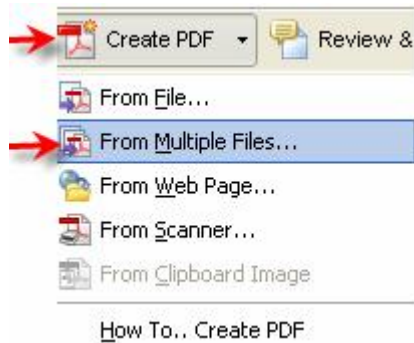
## How-to convert a word or PowerPoint document to PDF

1. Right mouse click the file you want to convert to a PDF
2. In the drop down list click > **Convert to Adobe PDF...**

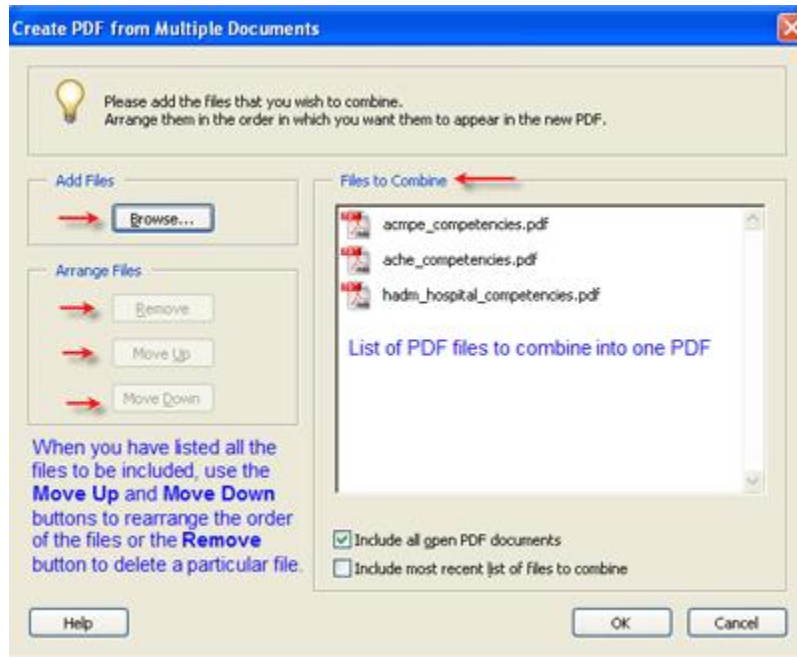


## How-to merge two or more PDF files into a single document

1. Start **Adobe Acrobat**.
2. From the **File** menu, choose **Create PDF**, and then choose **From Multiple Files**.



3. A new dialog box opens so that you can add the files you want to combine. Click the **Browse** button, navigate to each file, and click the **Add** button to select it.
4. When you have listed all the files to be included, use the **Move Up** and **Move Down** buttons to rearrange the order of the files or the **Remove** button to delete a particular file.
5. To merge the selected documents, click **OK**. Your merged documents will open in Adobe Acrobat.



6. In the menu go to File – Save As – in the drop down list chose a folder on your hard drive or jump drive and save your PDF file.

## **Resources:**

### **You can use Adobe Acrobat Software:**

Adobe Acrobat is installed in all UHCL computer labs

### **You can download Adobe Acrobat 7.0 Professional 30-day tryout**

<http://www.adobe.com/products/acrobatpro/tryout.html>

### **You can download Adobe Flash Reader FREE**

<http://www.adobe.com/products/acrobat/readstep2.html>

### **Adobe.com provides step-by-step tutorial instructions on converting your work to PDF**

<http://www.adobe.com/education/etd/tutorials.html>