Guidelines for Using PDF* Software

Follow the instructions from the download website
(http://site4.pdf995.com/download.html/) to download and install your free pdf
software. Once you have installed the software, creating .pdf files is easy.

The .pdf software will show up as one of your printers on your computer. When
you have a document ready to print in any software (such as Word or
PowerPoint), you simply

1. Click the **File** pull down menu and select **Print**.
2. In the print dialogue window, select the PDF writer as your printer.
3. Then click on the button that says "print" or "OK"
4. Your computer will then open a "Save" dialogue box. You will need to
    name your file and tell the computer where to save it on your hard
    drive. (**Note:** Instead of printing a paper version of your file, the pdf
    software will save an electronic version on your computer that can be
    read by Acrobat Reader.)
5. You can then email this pdf file to the teacher or upload it through the
    course Assignment Dropbox (whichever you are supposed to do).

*pdf is an abbreviation for Portable Document Format. It allows you to view a
document on any computer without reformatting. The way you intended your
document to look is the way it ends up looking – just as if you had printed it off on
your own printer.