

PDFs

Why they are important

And

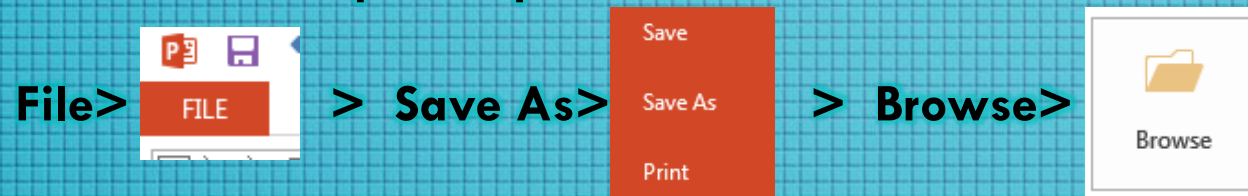
How to make them

PDF: Portable Document Format

Allows for files to be viewable, regardless of operating system (Windows/Apple) or software used (Word/Excel/OpenOffice). Acts like an uneditable image of the document – retains formatting.

Make sure it's ready to be shared.

The PDF file requires special software to convert back.



Change from: Save as type: PowerPoint Presentation

To: Save as type: PDF

Will work with other programs, such as Word, using the Save As function.

RLNC Related Examples

Examples:

Flyers or information packets: should be PDFs - used to convey information.

Assignments can retain original file type. Edited response expected. Turning in assignment. Can be PDFs, IF the instructor allows, but not required.

If you have any questions about PDFs or would like to request a Tech Tip Topic, Please contact me: racheal.jorgenson@rlnc.education or 679-1008. Please leave a message if no answer.