

## **Creating PDF files, for use on WebCT**

Download and install the software:

PrimoPDF is available, FREE, from <http://primopdf.com> <<http://primopdf.com/>>

Download PrimoPDF.

Install PrimoPDF, shutdown, and reboot your computer.

### **To create a PDF from a PowerPoint presentation**

Open a PowerPoint presentation that you'd like to use on WebCT.

Click on Print.

From the printer options, choose PrimoPDF.

TO HELP THE UNIVERSITY SAVE PAPER AND TONER (giant hint, here), in the lower left corner of the Print window, there is a drop-down menu labeled Print What. Click on Handouts, to get miniature copies of the slides, with 6 slides per page. You can make as few as 1 or as many as nine slides visible on a single page by using the Slides Per Page dropdown menu, to the right. If you wish to print out just the text of your presentation, click on Outline View.

Click on OK.

PrimoPDF will open a new window, and tell you where it is saving the file, and what it has chosen to name the file. You might wish to change the location, or shorten the name of the file? it can be a bit verbose. Save the file.

To use the file on WebCT, simply upload the newly created file, and then make a link to it, as you would any other file.

### **To create a PDF from a Word Document**

Open the Word document.

Click on Print.

From the printer options, choose PrimoPDF.

Click on OK.

PrimoPDF will open a new window, and tell you where it is saving the file, and what it has chosen to name the file. You might wish to change the location, or shorten the name of the file

Save the file.

To use the file on WebCT, simply upload the newly created file, and then make a link to it, as you would any other file.