

Converting documents to PDF using a free online tool

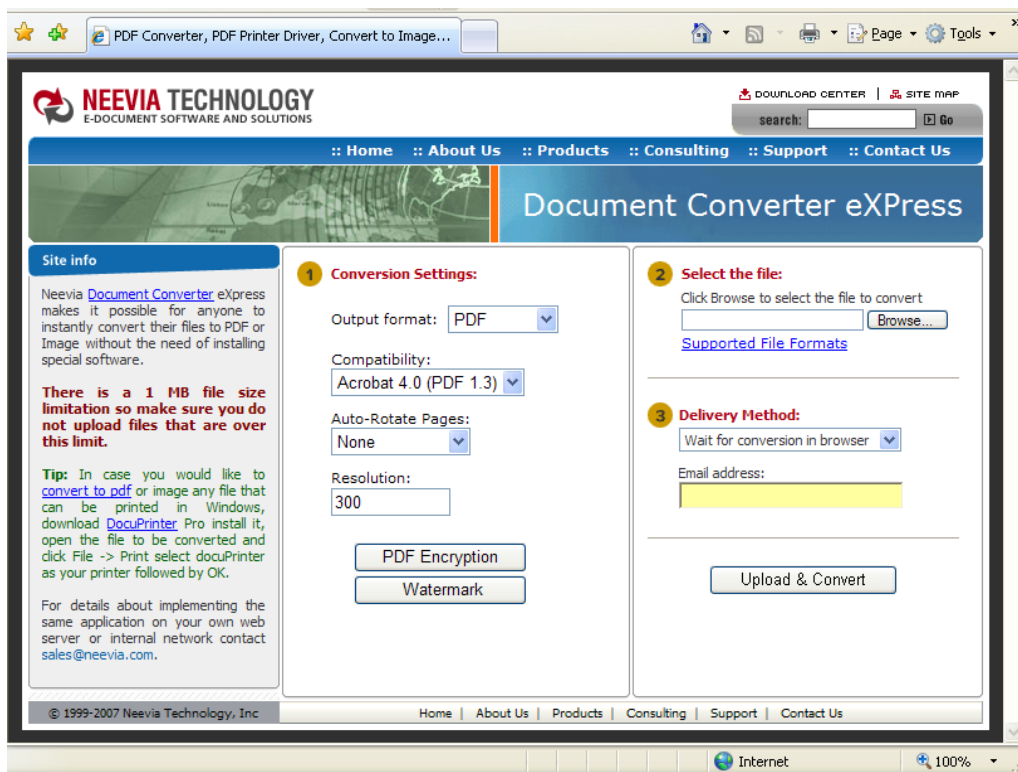
When placing documents on a website or eClass, an important consideration is file type. The most popular file types are Word (.doc) and Powerpoint (.ppt). In almost all cases, you are much better off converting these files to PDF format for viewing online.

Why convert to PDF?

PDF Files	Word (.doc) and PowerPoint (.ppt) files
are viewable directly in the webpage	files must be downloaded to view which is a nuisance and detracts from your site
	having to download a file can cause additional problems with the security settings in web browsers
will display and print with exactly the same format on any computer.	may display and print differently depending on the computer

Converting to PDF format is like printing: do it at the end when your editing is done.

When you are ready to convert, we suggest a free online tool that is quick and easy. Neevia Document Converter eXpress (convert.neevia.com)

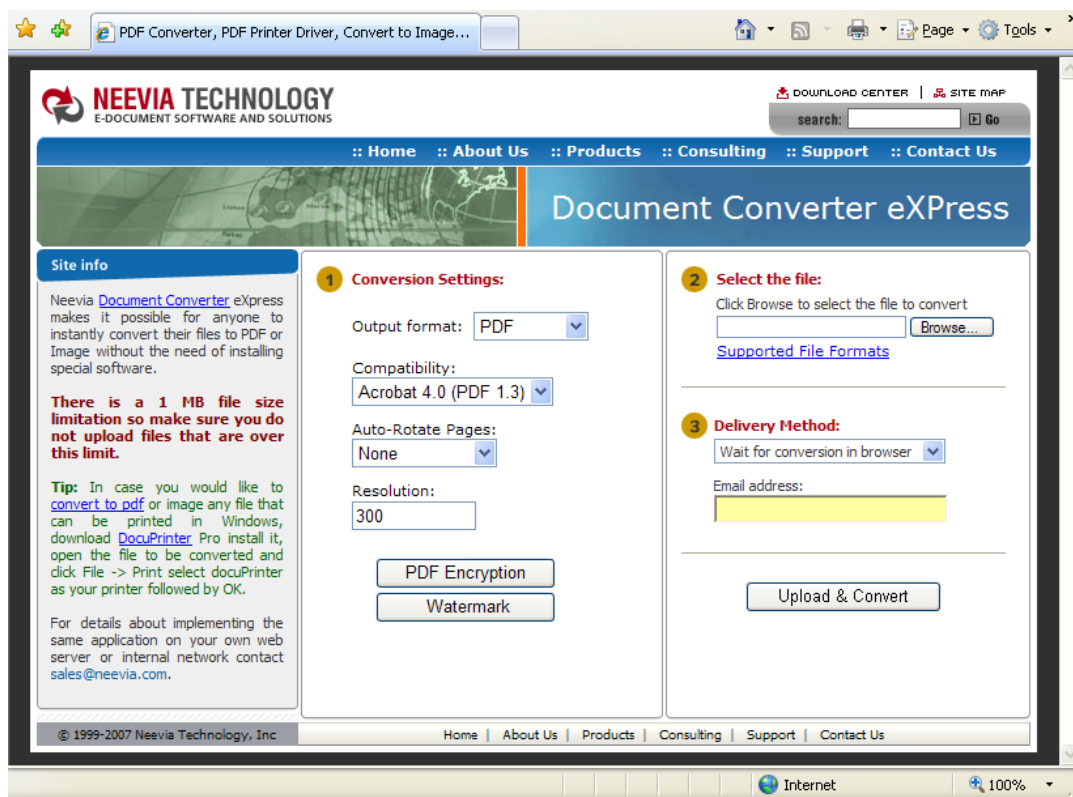


How to convert a document to PDF using convert.neevia.com

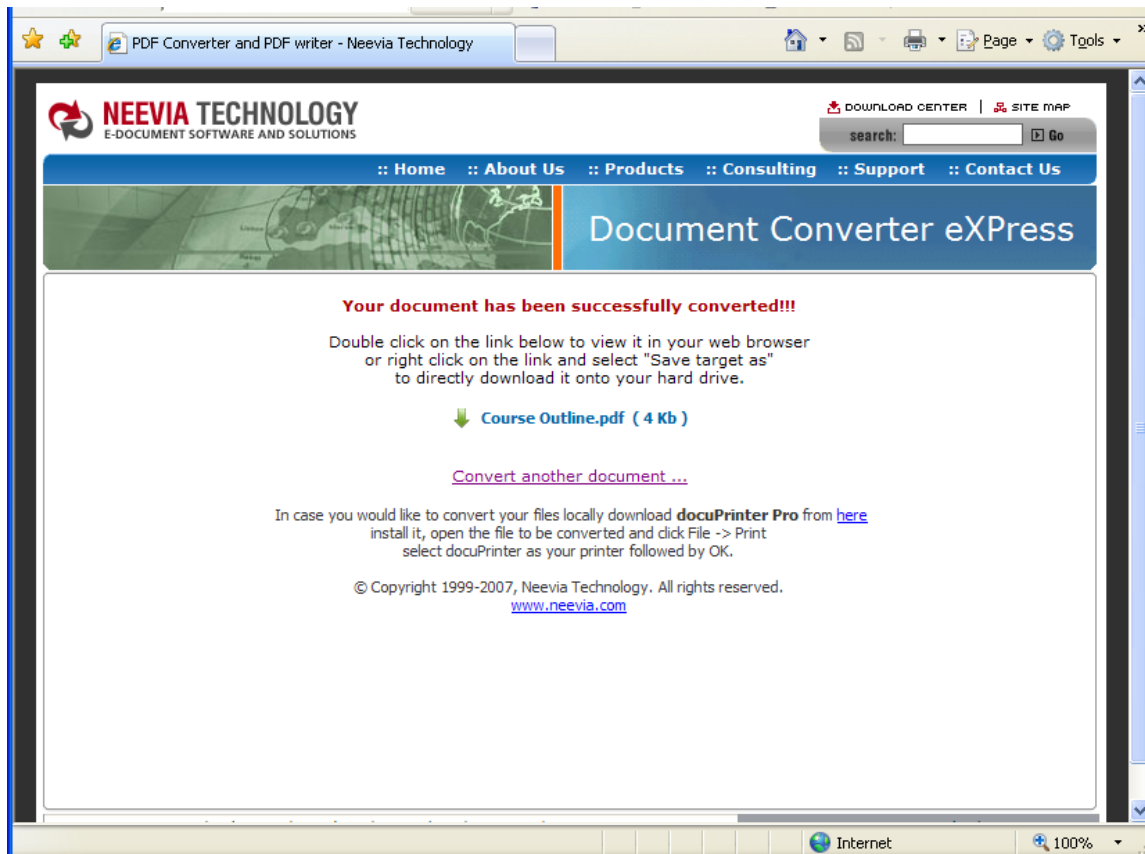
Type the following URL into a web browser:

convert.neevia.com (NOTE: there is no www. at the beginning)

1. Conversion Settings:
 - a. Don't change anything there, unless you have specific settings in mind. All the defaults are preset for a regular PDF file.
2. Select the file:
 - a. Click on the *Browse* button.
 - b. Locate the file you wish to convert on your computer.
 - c. Click *Open*.
3. Delivery Method:
 - a. Leave the preset "Wait for conversion in browser".
4. Click *Upload & Convert*



5. Wait for the conversion process. It will take several minutes. DO NOT close the website.
6. When the conversion is finished you should see a window like this:



7. Download the new PDF file to your computer
 - a. Right-click on the name of the PDF file
 - b. Choose *Save Target As...* from the context menu
 - c. Save the file to a location on your computer
8. Congratulations, you now have a PDF file that is a copy of your original document.
9. Remember: if you make changes to the original document, you will have to repeat these steps and create a new PDF file to reflect those changes.