

Ed Tech



Supporting multiple learning modalities for using technology and distance learning as a tool in your classroom, school, district and life.

Creating and Using a PDF

What is a PDF?

Portable Document Format (.pdf): a file format that has captured all the elements of a printed document as an electronic image that you can view, navigate, print, or forward to someone else. PDFs can be read by any computer without platform conflicts.



[kcpsa05.pdf \(421 KB\)](#)

What does a PDF look like?

PDF's have a unique suffix (.pdf) that is located at the end of the file name.

How can you use PDF's?

Often PDF's are smaller in size than the original document, so they are quicker to email or upload to our Moodle website like BSSDonline.

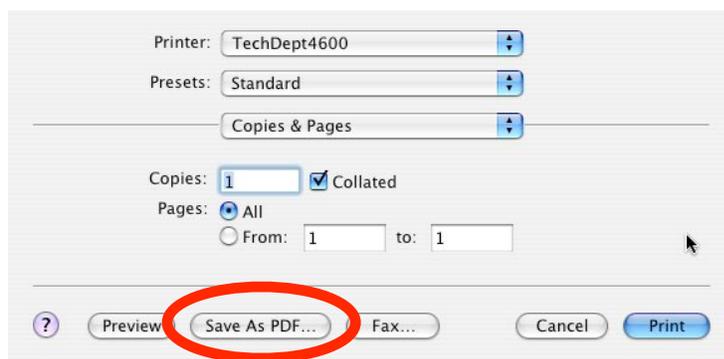
How do you create a PDF?

You can create PDF's to use with just a couple clicks.

1. First create your document in Pages, Word, etc. and save it as a regular document.
2. Choose print from the File menu.



3. In the dialogue box that pops up you will see a button at the bottom of the screen that reads "Save as PDF...".



4. Be sure to save it to a location where you can find it and you are ready to attach it to emails or upload it to BSSDonline or another website.

A note about PDF's

PDF's can not be modified with Acrobat Ready or Apple's Preview. To modify them you will need to use Acrobat Professional 6.0. All sites do have a copy of this to install and if you plan on using PDF's a lot we recommend you get this installed.

Have fun PDFin'!!!