basalt Bureau of Academic Support for the Advancement of Learning Technologies

Turning a word document into a PDF file using PDF Creator.

Download and install PDFCreator from
http://sourceforge.net/projects/pdfcreator/
(it's free – but it only works on Windows computers)

Create your document.

Pull down File to Print.

Select PDF Creator as your printer and click OK.

You'll get a window giving you a chance to decide what to call it and where to save it.

Then a little PDFCreator animation runs for a moment.

Then the new file will automatically open in Adobe Reader.