

## Overview:

In this lesson, students create a new Microsoft Word document, or use one that has already been completed, and then follow the steps to make a PDF file.

## Objective:

The student will create a PDF file.

## Alaska Content Standards Addressed:

### *Technology*

A1 A student should be able to operate technology-based tools. A student who meets the content standard should use a computer to enter and retrieve information.

## Materials:

- Computer with Microsoft Office or other word processing application
- Adobe Acrobat Reader

---

**NOTE:** PDF files will also open in Mac OS X Preview if Acrobat Reader is not installed on the computer.

---

- STUDENT WORKSHEET: "Creating PDF Files with Macintosh OS X"

## IT Basics

Portable Document Format files (PDFs) were introduced by Adobe Systems in the early 1990s. PDF files can be viewed with the free Adobe Acrobat Reader, which is available for both Macintosh and PC computers. The cross-platform PDF files have become a popular method to make documents available on the Internet. PDFs enable sharing of data on both Macintosh and PC computers and allow users to create smaller files for easier transmission.

With the introduction of OS X, Apple built in an easy way to create PDF files from any program. Although creating a PDF file with OS X is convenient, the disadvantage is that occasionally fonts do not display correctly and the files are not optimized.

Microsoft also includes a helper application to make PDF files with Office products. The advantage of using this method is that the file size can be smaller and fonts should display correctly. If the PDF file created with OS X does not display fonts correctly, try using the Microsoft helper application.

To make a PDF file with the Microsoft helper application:

Go to **File** → **Print**

Choose **Output Options**

Click on the **Save as File** check box and be sure the format is **PDF**

Click **Save**

Type a filename and choose the location to save the file to

Click **Save**

Making a PDF with OS X is adequate for most purposes. This lesson describes the steps for making a PDF with Mac OS X.

## Activity Preparation:

1. Students will need to create a new Word document or use one that has been created already. Make, or make available, a Microsoft Word document, preferably one that has both text and graphics. Alternatively, the same lesson procedure can be followed to make PDF files of Web pages.

## Activity Procedure

1. Ask students if they have heard of PDF files before. Explain that they are going to make a PDF file. Guide the discussion towards the importance of having a method of creating cross-platform documents (documents that can be used on both a Macintosh and Windows-based computer).
2. Explain that editing and formatting a document takes place in the application that is being used to create the document. Adobe provides a free Reader for PDF documents. It is not designed to edit a file. The formatting, spell check, etc. should be done in the application before saving it as a PDF.
3. Distribute the STUDENT WORKSHEET: "Creating PDF Files with Macintosh OS X" and guide students through the activity procedure.

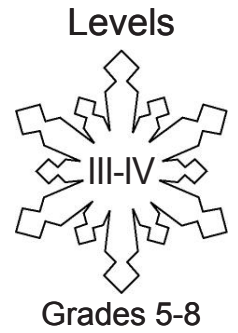
## Extension Ideas:

To connect this lesson to a particular weather topic, ask students to write short essays on a particular scientist or scientific concept and then save them as a PDF file. Students may wish to save data charts, graphs or lab reports.

Name: \_\_\_\_\_

# Creating PDF Files with Macintosh OS X

## Student Worksheet (1 of 3)

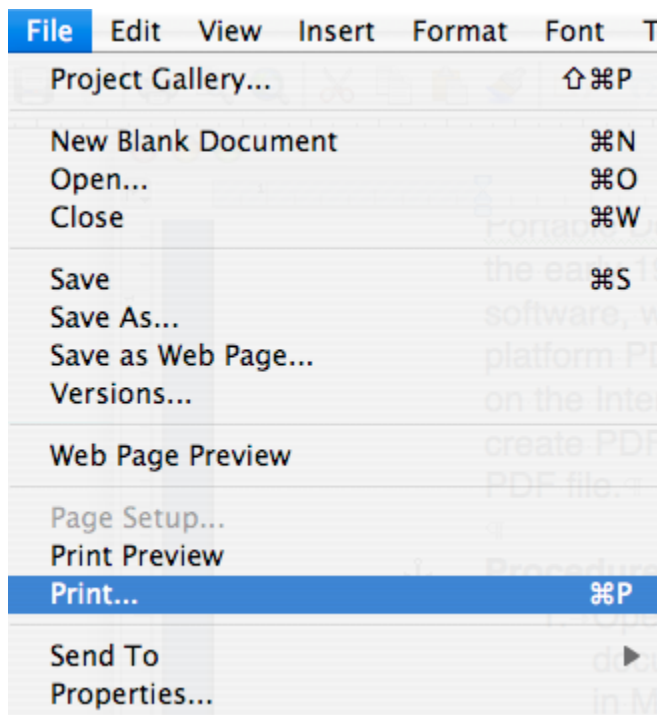


### Background Information:

Portable Document Format files (PDFs) were introduced by Adobe Systems in the early 1990s. PDF files can be viewed with the free Adobe Acrobat Reader software, which is available for both Macintosh and PC computers. The cross-platform PDF files have become a popular method to make documents available on the Internet. With the introduction of OS X, Apple built in an easy way to create PDF files from any program. Follow the steps in the lesson to create a PDF file.

### Procedure:

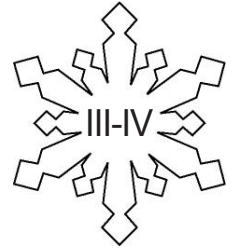
1. Open a previously saved document or create a new one in Microsoft Word. If possible, use or make a document that has both text and graphics. Be sure the file is formatted and spell check is complete before making the PDF file.
2. When you are ready to make the PDF file select **File** → **Print** from the menu.



Name: \_\_\_\_\_

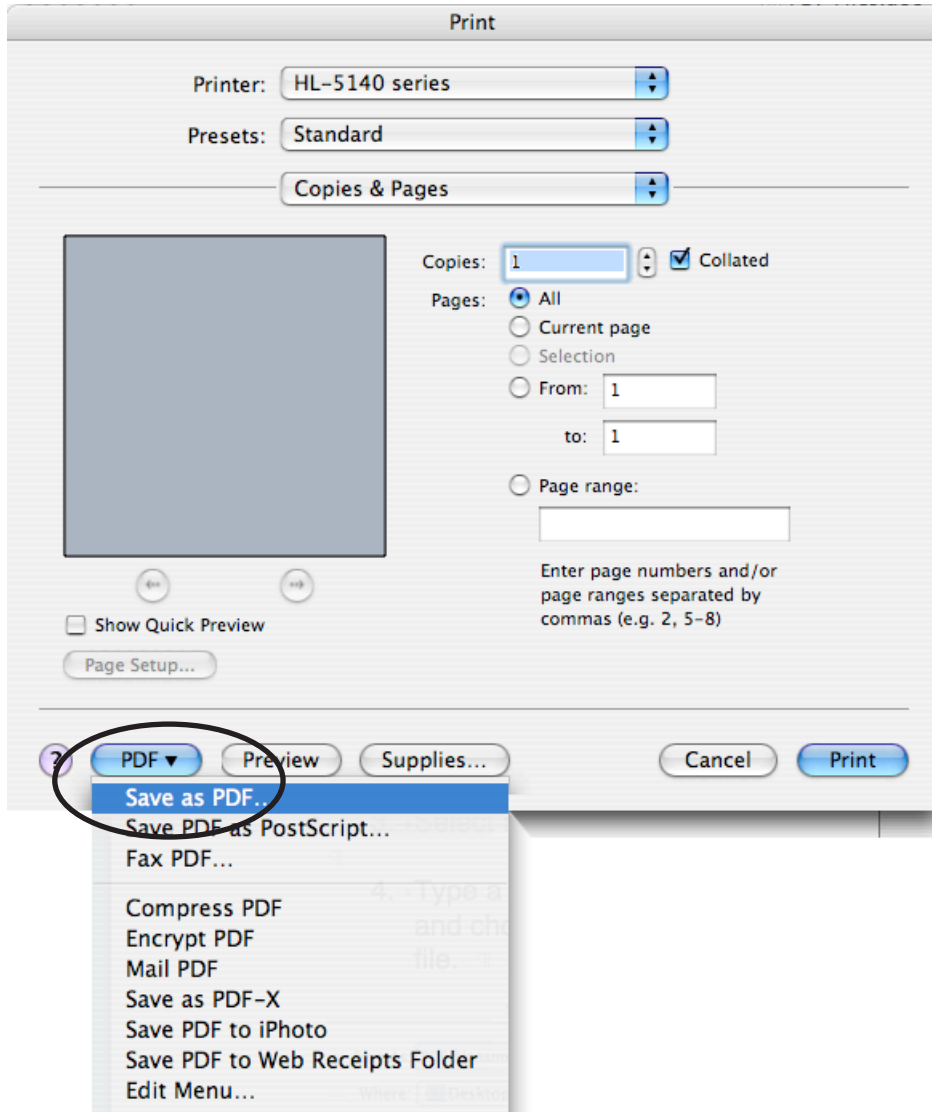
# Creating PDF Files with Macintosh OS X Student Worksheet (2 of 3)

Levels

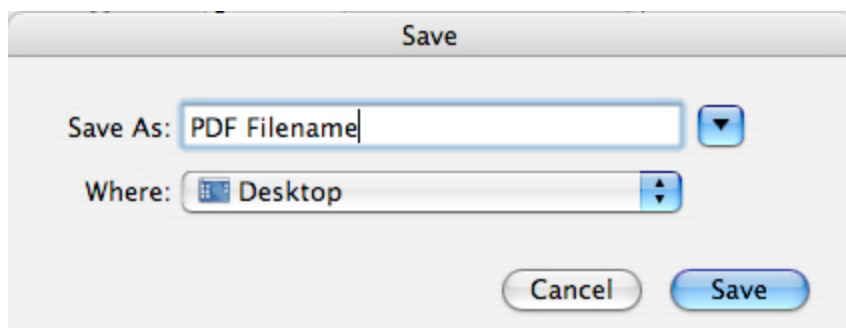


Grades 5-8

### 3. Select **Save as PDF**.

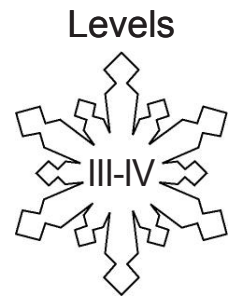


### 4. Type a name for your document and choose a location to save the file.



Name: \_\_\_\_\_

## Creating PDF Files with Macintosh OS X Student Worksheet (3 of 3)



Grades 5-8

5. Click **Save**.

---

**NOTE:** The PDF file does not print out to a printer. It is saved as a file. The file will have the Adobe PDF icon along with the filename.

---



6. After saving the file, double click on it to open it in Acrobat Reader.
7. Check the file to see that it looks like the original file. Occasionally some fonts and characters do not show up correctly. If the file does not look correct, see your teacher.
8. Show your teacher the PDF file when completed.