

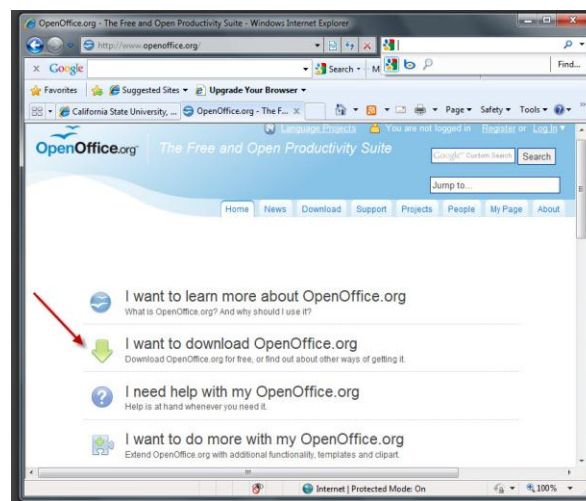
Converting a document to PDF in OpenOffice.org (PC)

Section 1: Downloading OpenOffice.org:

(If you already have OpenOffice.org on your computer, skip down to **Section 2**)

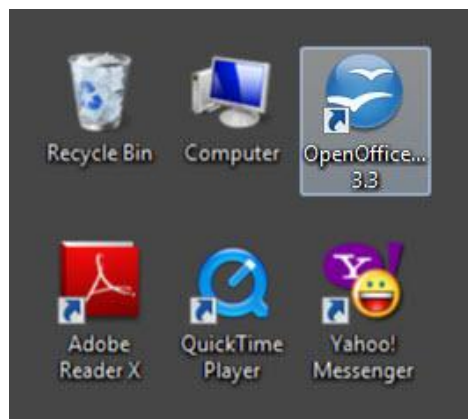
Step 1: To download OpenOffice.org, go to their website (www.openoffice.org), and follow the instructions to download the correct version for your computer (Figure .11).

Figure 1.1



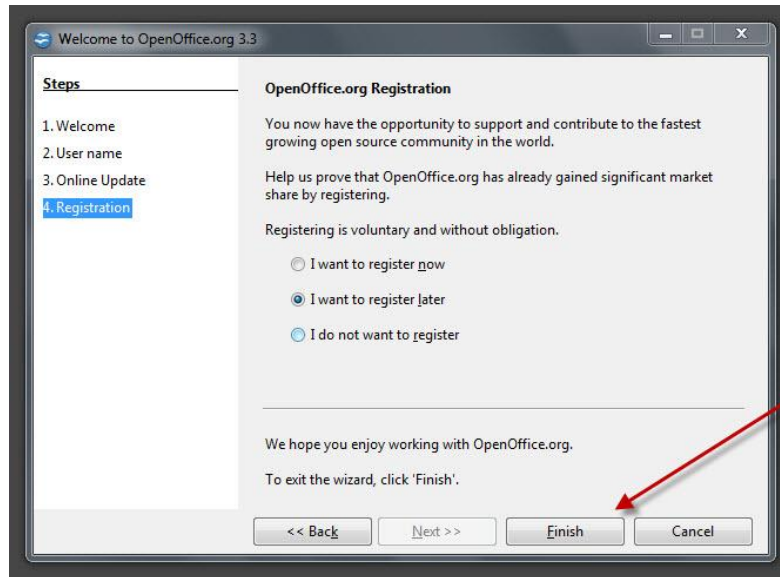
Step 2: After it has finished downloading, OpenOffice.org should appear as an icon on your desktop. Double-click the icon to open the program (Figure 1.2).

Figure 1.2



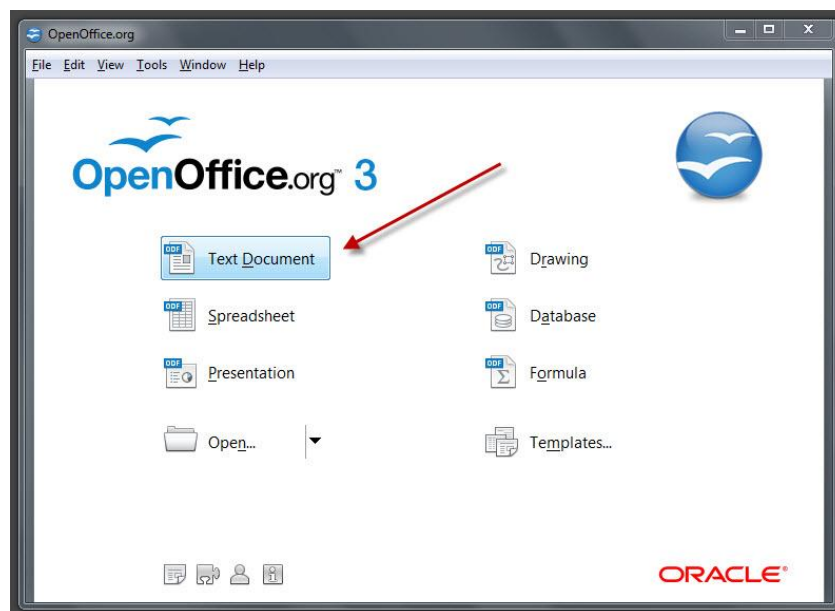
Step 3: Follow the instructions to register with Openoffice.org. If you choose to register later, the program will still work (Figure 1.3).

Figure 1.3



Step 4: OpenOffice.org will ask you what type of document you want to create. Choose the “Text Document” option (Figure 1.4).

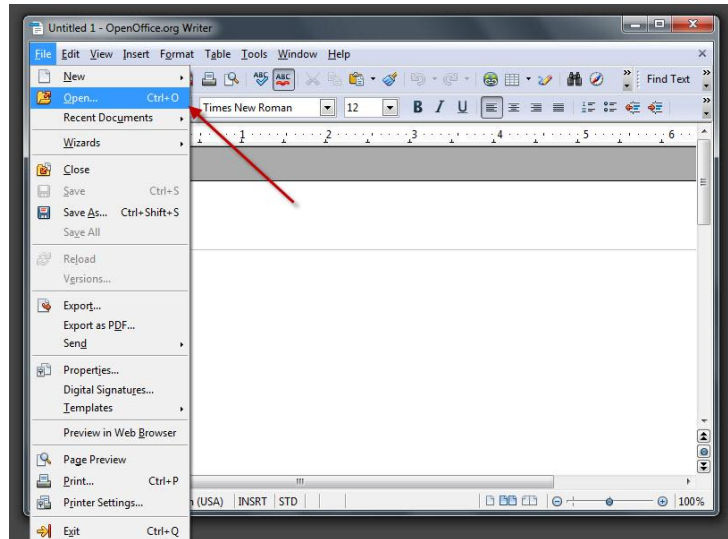
Figure 1.4



Section 2: Opening a file in OppenOffice.org

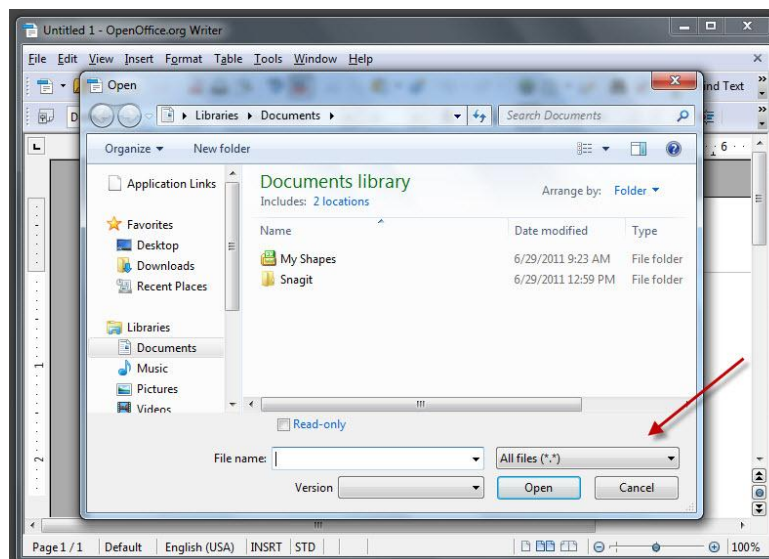
Step 1: Click on “File” from the top menu and choose “Open” (Figure 2.1).

Figure 2.1



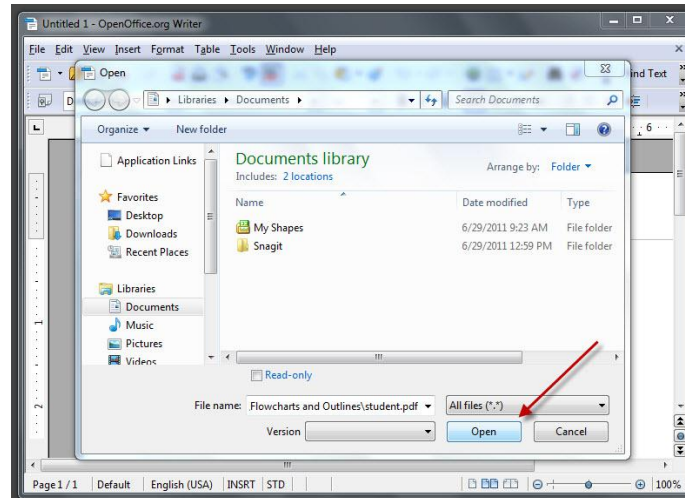
Step 2: The “Open” window opens. Make sure that the text box to the right of “Filename” box shows “All files (*.*)”. Locate your thesis. If not, click on the drop down arrow to select this option (Figure 2.2).

Figure 2.2



Step 3: Once you've located your thesis, click "Open" to open file (Figure 2.3).

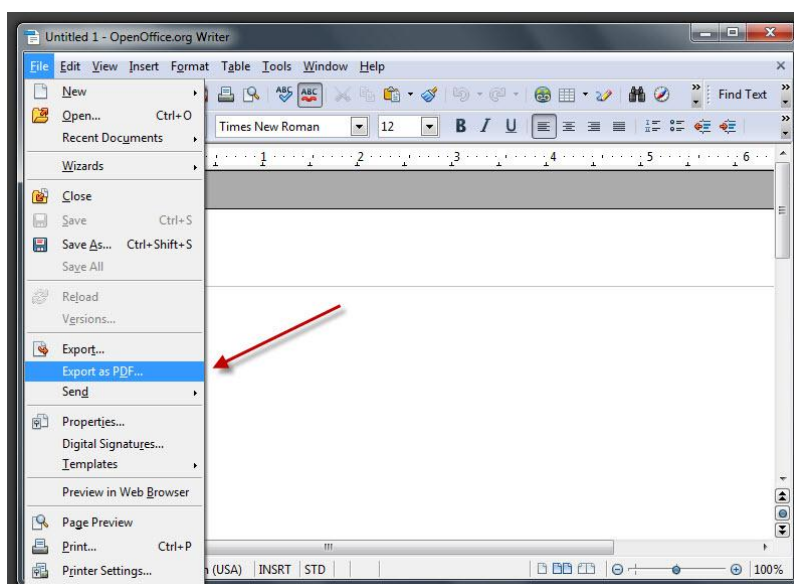
Figure 2.3



Section 3: Saving your file as a PDF in OpenOffice.org

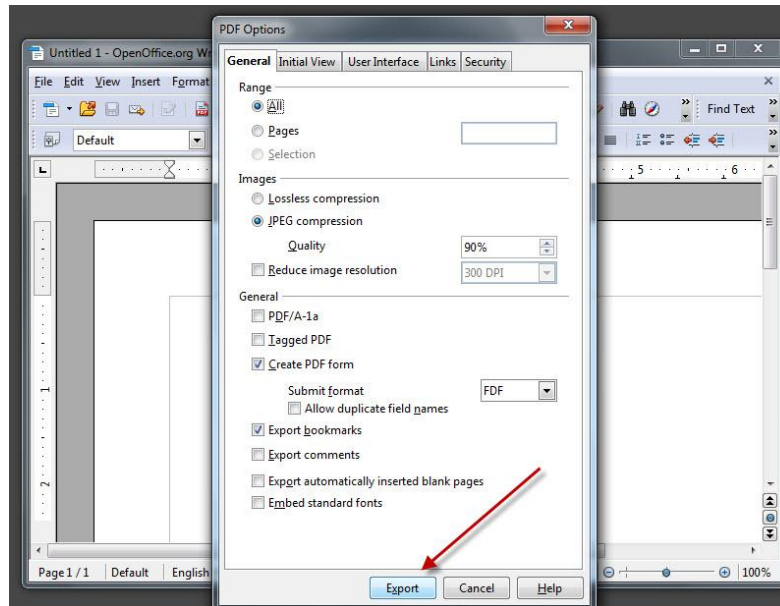
Step 1: Now that your thesis is open, export it as a PDF. Go back to the "File" menu, and choose the "Export as PDF..." option (Figure 3.1).

Figure 3.1



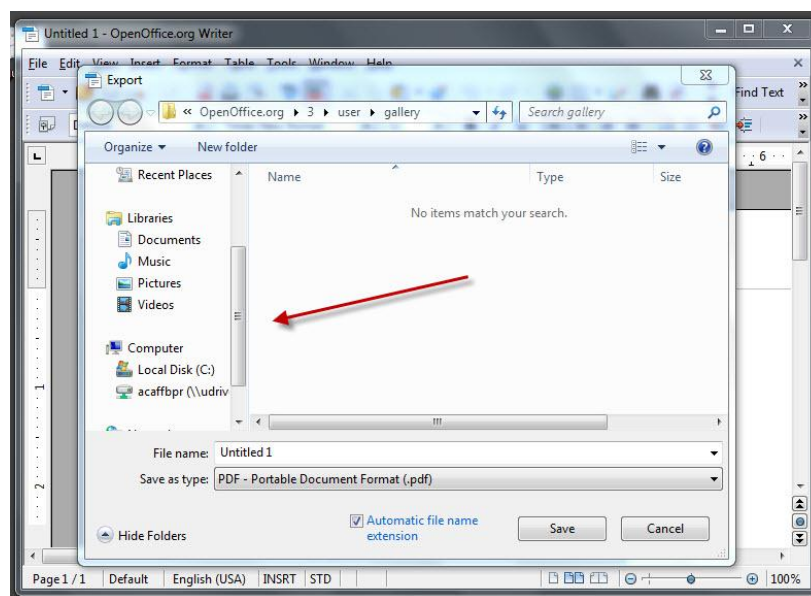
Step 2: “PDF Options” window opens. Do not change any of the settings. Click the “Export” button (Figure 3.2).

Figure 3.2



Step 3: The “Export” window opens. From the left-hand column, choose a location to save your file (Figure 3.3).

Figure 3.3



Step 4: Click on the “Save” button to save as PDF (Figure 3.4).

Figure 3.4

