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 (<u>www.openoffice.org</u>), and follow the instructions to download the correct version for your computer (<u>Figure .11</u>).



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 (<u>Figure 1.2</u>).



Figure 1.2

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



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).





Section 2: Opening a file in OppenOffice.org

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

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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 (<u>Figure 2.2</u>).

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 (<u>Figure 3.4</u>).

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<u>Figure 3.4</u>