

# Turning a file into a PDF using OpenOffice:

**Why should you make a PDF?** If you are sending any person a document and you don't want them to be able to change anything is one reason. Another is to be sure that they can open the file. For example, if you use Open Office but the recipient of your file uses Works, they won't be able to use the file you send. PDF however is a standard and anyone can read them using the free Adobe Reader software.

Any document that you can open in Open Office can be made into a PDF file. This includes Word, Word Perfect, Excel, Lotus, PowerPoint, a variety of image file, and many other formats.

**Step 1:** Run OpenOffice Writer from the Start Menu. Click File – Open and browse for the file you wish to convert to PDF.

**Step 2:** Click on the File Menu and Choose “Export as PDF...” option.

**Step 3:** You may choose to print all pages of your document or select only certain pages. In most cases these options are all fine and you don't need to change anything. If you want to be sure no one changes the file, you may go to the Security tab and secure the document

- To do this: Check the “Restrict Permission” box and click on Set permission password. After entering a password the options at the bottom of the screen are available. Setting the Changes section to Not Permitted and unchecking the “Enable copying” box will prevent anyone from easily copying or editing your file.

**Step 4:** With the options set, click Export.

**Step 5:** Type in a name for your file and choose where you wish to save it.

**Step 6:** Open your saved PDF file to be sure it looks ok. If you need to change print margins or any other options, you may do that in OpenOffice and make the PDF again with the new settings.

