

# Pratt

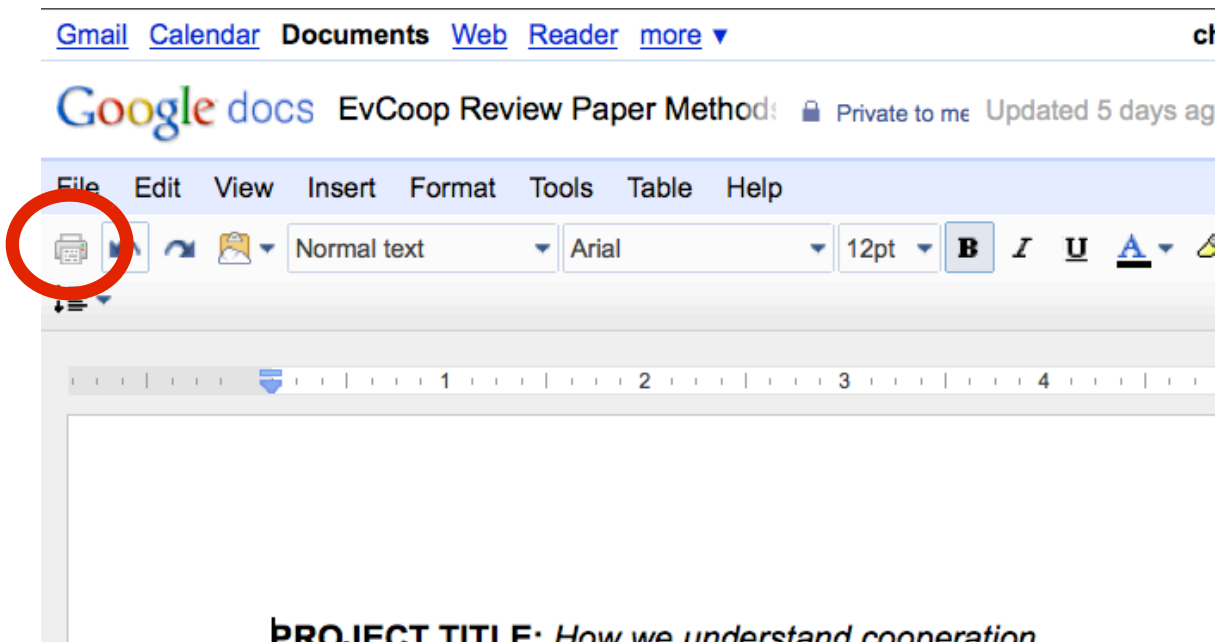
Department of Mathematics and Science  
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**I require that all assignments be submitted in Portable Document Format (PDF). Below are instructions on various ways to:**

- ★ [Convert your documents to PDF](#);
- ★ [Combine multiple files into a single PDF](#); and
- ★ [Reduce the file size of your PDFs](#).

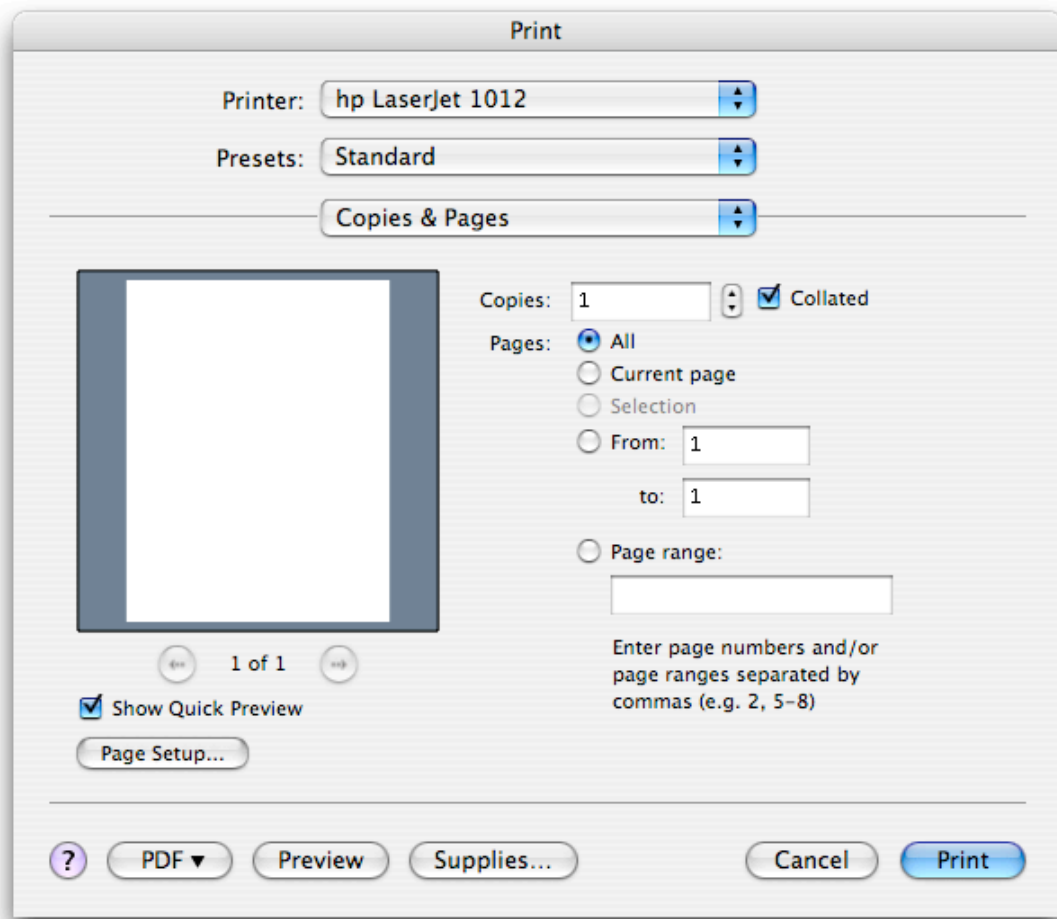
## How to turn your assignments into PDF's:

1. If you have a Google account:
  - a. Sign in to Google and go to Google Documents
  - b. Compose or copy-and-paste your paper into a Google document
  - c. Hit the "Print" icon shown below in the red circle. This should either display or cause your browser to download a PDF version of your paper.

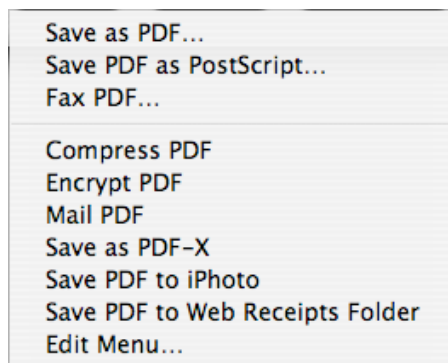


2. If you own a MAC:

- a. Select the PRINT option in whatever application you used to create your document.
- b. You should see something that looks like this:



- c. In the bottom left corner you will see the “PDF” button. Click on this button. You should see a pull-down menu that looks like this:

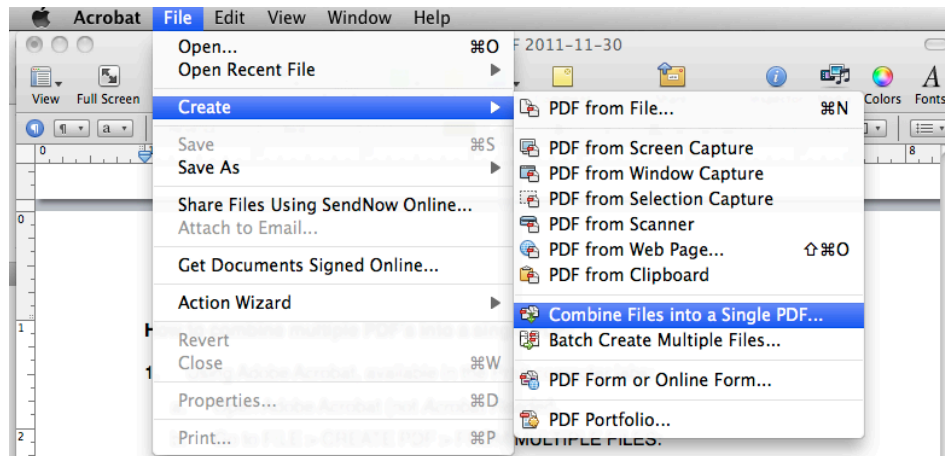


- d. Click on “Save as PDF”. That should bring up a “Save” box allowing you to give the PDF a name and save it wherever you want.

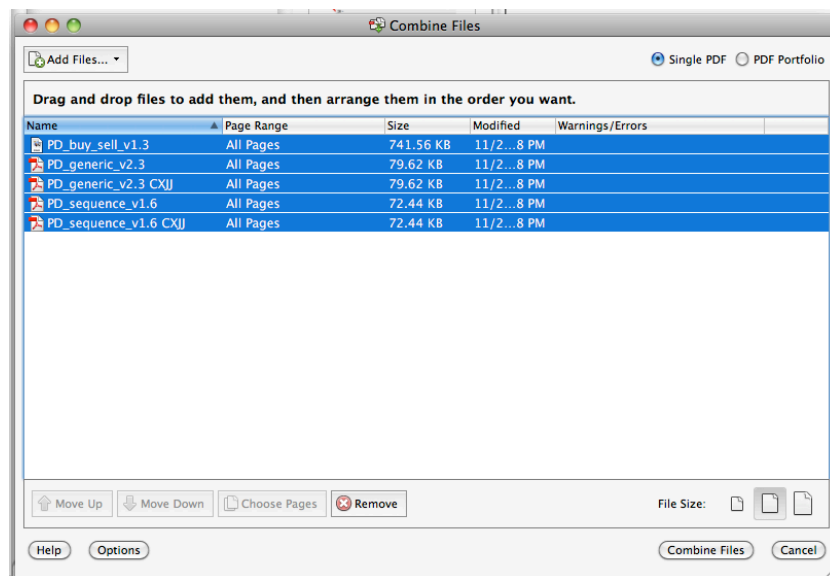
3. If you are working on a Windows-based machine:
  - a. Some versions of MS Word and other programs have a built-in PDF distiller. If your document can be exported as a PDF from inside the program, use this feature to generate a PDF.
  - b. You can purchase Adobe Acrobat, the “full” version of the free Acrobat Reader program that you probably use to read PDF’s. Installing this program allows you to print using a printer called “Acrobat Distiller”, which produces PDF’s. An added benefit is that Acrobat unlocks some advanced features of PDF’s such as the ability to embed notes into your PDF documents.
  - c. You can use the Adobe Acrobat software available in all Pratt computer labs.
  - d. There are also a number of free PDF distillers available for Windows. Whenever you download free software, make sure that you vet its source to avoid becoming the victim of malware.
  - e. If all else fails, you can use Google docs as described above in #1 or bring your document to a MAC and follow the instructions listed above in #2.
4. For other operating systems:
  - a. There are a variety of PDF distillers available for other operating systems such as Linux. If you are using an operating system other than Windows or OS X, you probably can figure out where to find and how to install such a distiller.
  - b. If all else fails, you can use Google docs as described above in #1 or bring your document to a MAC and follow the instructions listed above in #2.

## How to combine multiple PDF's into a single PDF:

1. Using Adobe Acrobat, available in the Pratt computer labs:
  - a. Open Adobe Acrobat (not *Acrobat Reader*).
  - b. Go to FILE > CREATE PDF > FROM MULTIPLE FILES:



- c. Hit the “Add Files” button and locate all the files you wish to add.

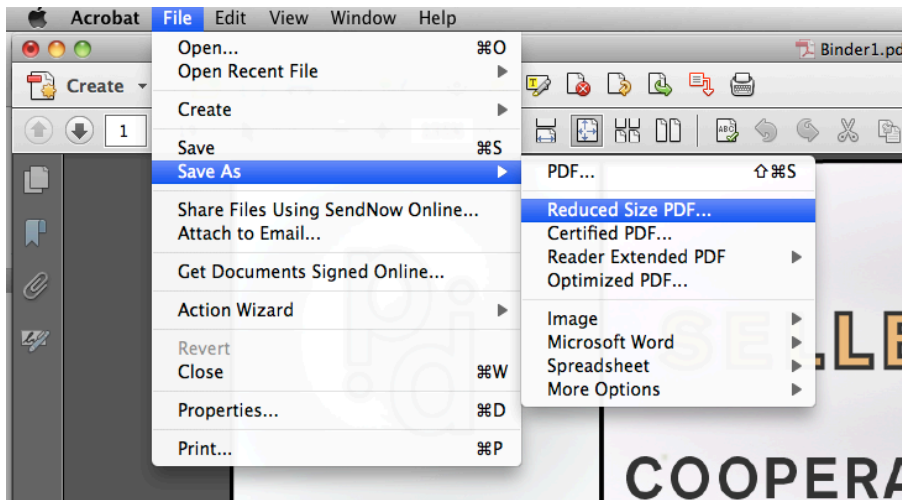


- d. Before you hit “Combine Files” you can arrange your files in the correct order by clicking and dragging them within the list.
      - e. Hit the “Combine Files” button.
      - f. Allow Acrobat to do its thing. When a new file appears, hit the “SAVE” button and save your new combined file.

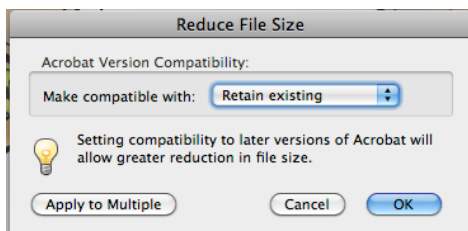
## How to reduce the file size of your PDF's:

If you are not careful about how you compose your PDF's, they can often become unreasonably large. Generally there is no reason why a PDF you would generate for my class should be greater than several megabytes in size. But if you are not careful in how you compose your document, it can easily balloon in size, generally because you are using unmodified “raw” photos in your document. There are two ways to solve this problem:

1. Using Adobe Acrobat, available in the Pratt computer labs:
  - a. Open your over-sized PDF in Adobe Acrobat (not *Acrobat Reader*).
  - b. Go to FILE > SAVE AS > Reduced Size PDF



- c. You will then see this box:



- d. Click “OK”
      - e. Save your file with a new name. This file should be much smaller than your original.
2. By reducing the file size of your original images:
  - a. Open your original images in *Photoshop* or a similar photoediting program.
  - b. Reduce the size of your files by changing the image size. Generally photos displayed on a page do not need to be more than 1000 pixels in width, so reducing your photos this this width will usually greatly reduce the overall size

of your document. Images that appear smaller on the page can be reduced even further in size.

- c. Re-insert your photos into your original document, save your file, and produce a new PDF. The size of your PDF file should be drastically reduced.