

MMS – Conversion to PDF

Office 2007 for Windows

1. Download and install the plugin from:
<http://www.microsoft.com/downloads/details.aspx?FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041&displaylang=en>
2. Follow the instructions for use which are included on the page.

Office 2003 for Windows:

1. Use PDF Converter Professional, which is available on lab machines. The site license can also be downloaded for use at home (by a student currently studying at the university) from:
<http://www.st-andrews.ac.uk/itsold/software/site/pdfconverter/index.shtml>

Microsoft Works:

1. Use ITS lab machines to open in Word, then follow the Office 2003 for Windows conversion above to print to PDF

OpenOffice.org, All platforms:

1. Select “Export as PDF” from the File Menu

Any word processor for OS X:

1. Select Print from the File menu
2. A dialog box will appear, select "Save as PDF..." from the "PDF" options on the bottom-left of the dialog window.
3. In the second dialog box that appears, give the file a name and then click Save.