

## Creating Course Completion Packet

For students with limited or no internet, you may need to provide students with a course completion packet.

These packets may include PowerPoint slides, word documents, excel documents, etc.

To protect the integrity of your documents it is advised to create pdf versions of any documents that you are sharing with students, that you do not wish to be altered.

Once you have saved your documents as a PDF, you can email them or print them for students that required an alternate means of accessing the information.

### How to save any file as a PDF with CutePDF

#### **Step 1: Install CutePDF**

Go to [cutepdf.com](http://cutepdf.com) and click on the "Free Download" link to download the installer. Once it's downloaded, run the installer and click through the steps just like you would with any other installation. The only thing to look out for is that it will give you the option to install a "crawler toolbar" which you should choose not to install.

#### **Step 2: "Print" to pdf**

Pdf files are a little unique, because you don't actually "save" them. The pdf format is sort of like a digital version of a printed sheet of paper, and the way you generate a pdf is to actually "print" it to your computer. If that doesn't make sense, don't worry. It will soon enough.

To get started, open up a file that you would like to turn into a pdf. This will work with any type of file that you can print such as a Word document, spreadsheet or web page. So go ahead and open up the file, and then select the print option (just like if you were printing it to an actual printer). You'll see a menu.

Select the "CutePDF Writer" option and click on the "Print" button. A new box will pop up.

Navigate to the folder you want the file to be saved in, and click the "Save" button.

That's it. You now have a pdf version of the original file. You can open it with your normal pdf reader, email it, print it, or save it for later. The one thing I should mention is that this pdf file won't necessarily look exactly like the original file. It will instead look like what the original file would have looked like if you had printed it. Web pages in particular don't always print well.

For further information, watch this video [https://youtu.be/dpp\\_5ABroW4](https://youtu.be/dpp_5ABroW4)