

Tips for Submitting Your Evidence as PDF Files for Microsoft Word® Users

Follow the instructions below to convert a word processing file to a PDF and to combine multiple PDFs into a single file.

Please note that you are not required to convert Microsoft Word or Open Office files to PDFs for submission in the ePortfolio system; Microsoft Word and Open Office files are both accepted file formats.

Creating PDFs

If you use Microsoft Word version 2003 or older, you may need to download a PDF tool to create a PDF.

If you use Microsoft Word version 2007 or newer, additional tools may not be required. Skip to page 3, [Creating a PDF Using Microsoft Word 2007](#), for instructions.

Creating a PDF Using CutePDF Writer

Follow these instructions to download and run this free software tool:

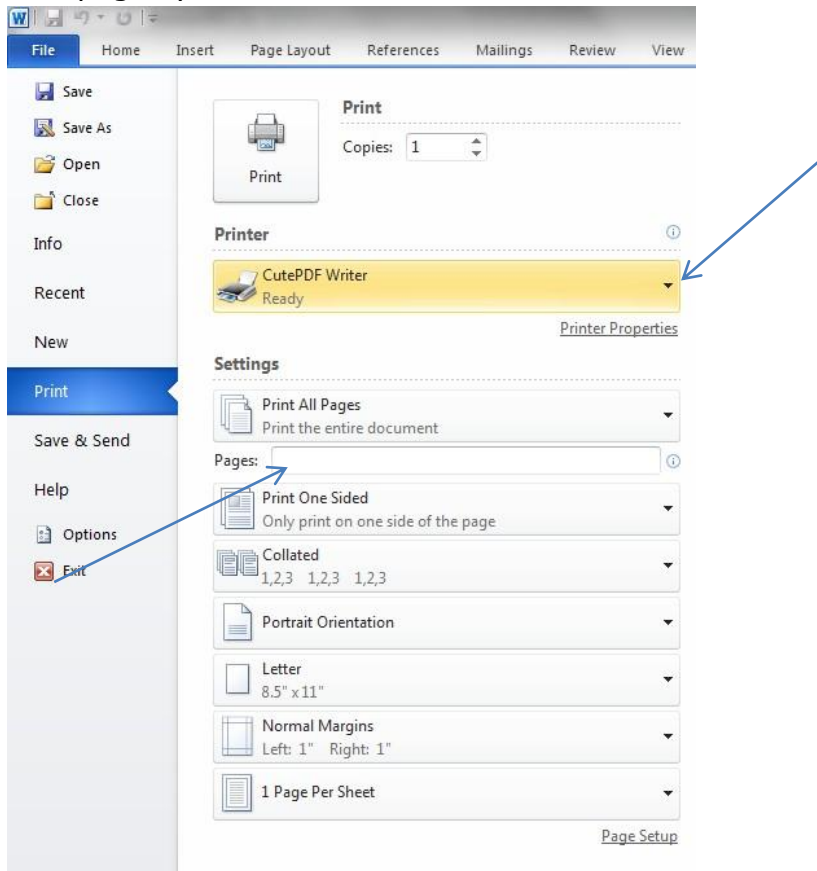
1. Visit www.cutepdf.com and follow the instructions to download CutePDF Writer free edition. Note that you should perform a Custom Installation to avoid installing additional software.

Please note that links to third-party software are provided by Pearson as a courtesy and do not constitute an endorsement of any third-party products or services you may access. If you do access a third-party site and/or software, you do so at your own risk.

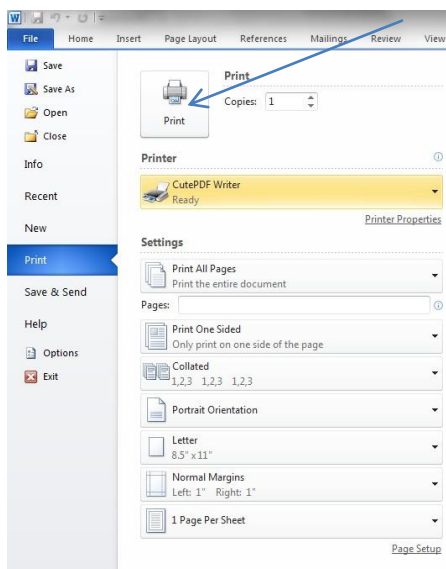


2. Open your word processing file and click "File" from the menu bar and select the "Print" option.

3. Click the "Printer" drop-down menu and scroll down to select "CutePDF Writer" as your printer.
4. If you are not converting your entire document, under "Settings" enter the specific pages you'd like to convert to a PDF.



5. Click the "Print" button.

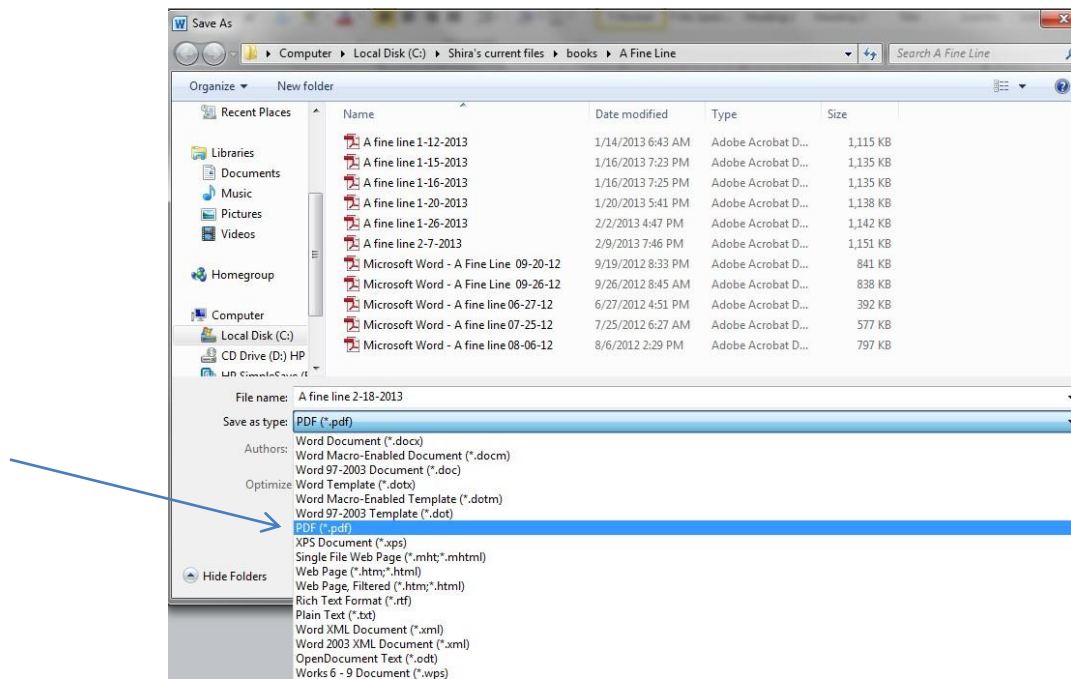


6. Save the PDF file as you normally would.

Creating a PDF Using Microsoft Word 2007

If you have Microsoft Word version 2007 or newer, you may not be required to download additional tools. To create a PDF using Microsoft Word:

1. Open your Microsoft Word file and click "File" from the menu bar and select the "Save As" option.
2. Click the "Save as type" drop-down menu and scroll down to select "PDF *.pdf)."



3. Save the PDF as you normally would.

Combining Multiple PDFs into a Single PDF

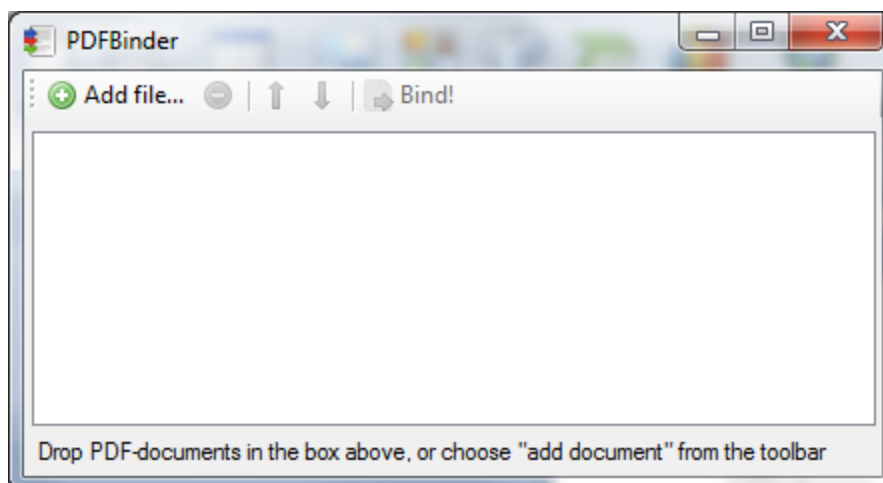
You may need to download a tool to combine individual PDF documents into a single PDF.

Follow these instructions to download and run this free software tool:

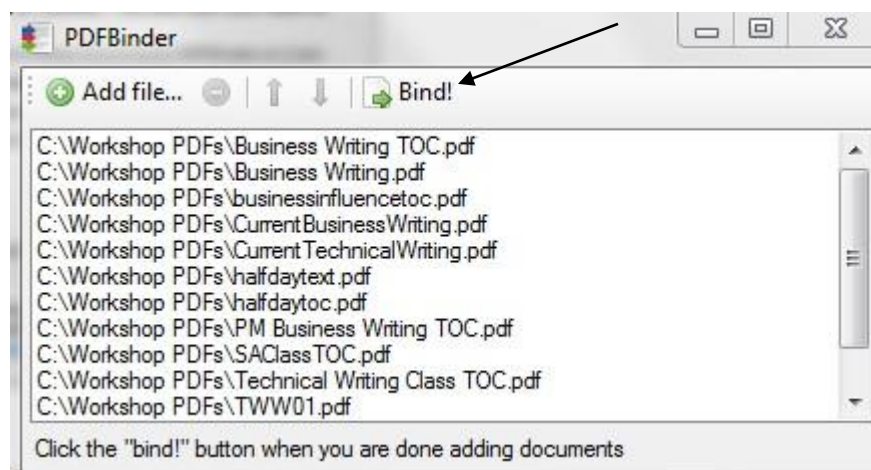
1. Visit <http://pdfbinder.en.softonic.com/> and follow the instructions to download PDFBinder. Note that you should perform a Custom Installation to avoid installing additional software.

Please note that links to third-party software are provided by Pearson as a courtesy and do not constitute an endorsement of any third-party products or services you may access. If you do access a third-party site and/or software, you do so at your own risk.

2. Open PDFBinder and click the "Add file..." button to identify the PDFs you want to bind.



3. Change the order of your PDFs by using the arrow buttons in the menu bar.
4. Click "Bind" and wait for the process to complete.



5. Rename the new PDF and save.

Additional Resources

Please visit www.boardcertifiedteachers.org/eportfolio for other helpful resources, including technical guides, video tutorials, and Frequently Asked Questions.