



## Conversions from Open Office

### Converting an Open Office file type to PDF

1. Make sure your Open Office file is open and that it has been saved.
2. Then under the **File** menu, select **Export as PDF...** An Export window will appear.
3. Using the **Save in** scroll-down menu at the top of the window, select the folder you would like to save your new PDF file in.
4. At the bottom of the window, find the option, **File name**. Enter the name of your file here, ex. 005camping.pdf for a single page or Vacation 2006 for your entire book.
5. Then, from the scroll-down menu, **File format**, make sure that **PDF** is selected.
6. Click **Save**. A PDF Options window will appear.
7. The **General** tab should be selected.
8. Under **Range** select the page(s) you want to convert to PDF. If you have created each of your page images in this one document, it will be easiest to select **All**, converting your entire book in one step. If you only want to convert one or a few pages at this time, select **Pages** and enter the page number(s) in the box to the right.
9. Under **Images**, select **JPG Compression** and enter **100%** in the box to the right entitled **Quality**.
10. Under **General**, make sure that NONE of the boxes are selected. From the **Submit forms in format** scroll-down menu, select **PDF**.
11. Click **Export**.
12. If acceptable, save to a CD or DVD and send in with your order form.

Now you will be able to find the newly created PDF in the folder that you chose to save it in during step 3. Do this for each of your page images. (*Note: It is easiest to create all of your page images in one document to avoid several conversions, or to convert as you complete each of your page image designs if you would like to keep a separate document for each, rather than trying to convert each document after you have finished designing the whole book.*)