

Indiana State University
College of Health and Human Services
Department of Applied Medicine and Rehabilitation

PDF Conversion Instructions

Following are several methods of converting documents to PDF files. As always verify that the document is correct / complete before submitting.

1. Use the Save as PDF feature in Office 2010 and Office 2013 products
 - a. Consult the Help feature in the program if need specific instructions on how to Save File as
2. Free web sites
 - a. [Nitro PDF software](#)
 - b. [doc2PDF](#)
3. [CutePDF](#)
 - a. Free site
 - b. Requires download to computer, but allows conversion (use the program as a printer) even when not connected to internet
4. To MERGE Multiple PDFs into a SINGLE DOCUMENT
 - a. [PDF MERGE](#)

Issues with the instructions above, please contact isu-amr@mail.indstate.edu