

How to Convert a Web Page into a PDF

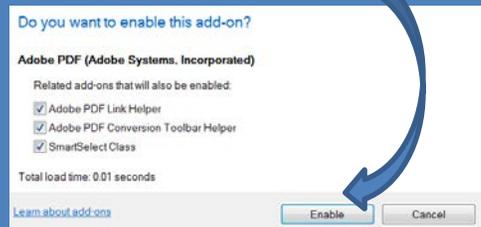
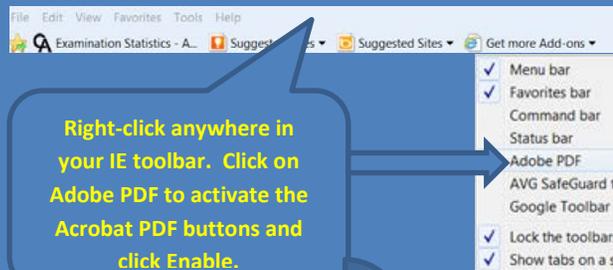
After inputting your BPPE school data through your web browser, you are given the option of receiving an email containing the data you entered or sending it directly to a printer. However, per new requirements, you **must retain an electronic copy to post to your school's website**. To retain an electronic for posting purposes, you can convert the web page into an Adobe Acrobat PDF by following the below instructions. ***Browser-specific instructions follow below..**

Internet Explorer

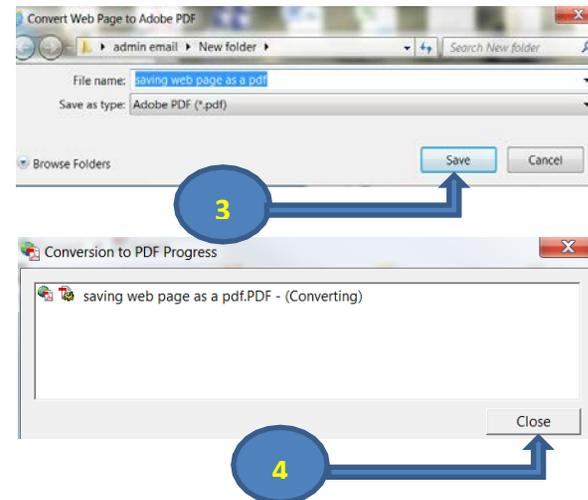
If you **have** the full featured version of Adobe Acrobat (i.e. not just the free Reader version), then you can do this:

Method 1

****Before starting, check your browser to see if you have the below Adobe Convert icon on your IE Toolbar. If not, you'll need to activate this feature.**



1. With the web page you wish to convert open, click the Adobe Acrobat Convert arrow.**
2. Select Convert Web Page to PDF
3. Save -- name accordingly or leave default name which will be the title of the web page. Conversion to PDF progress dialog appears.
4. Close when process complete. Your completed version will open as a PDF document by default.

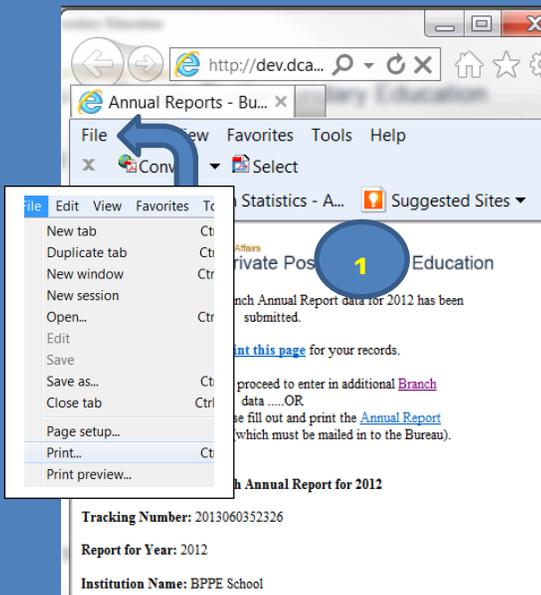


Internet Explorer

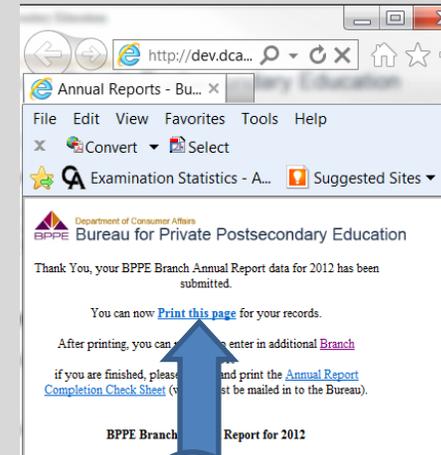
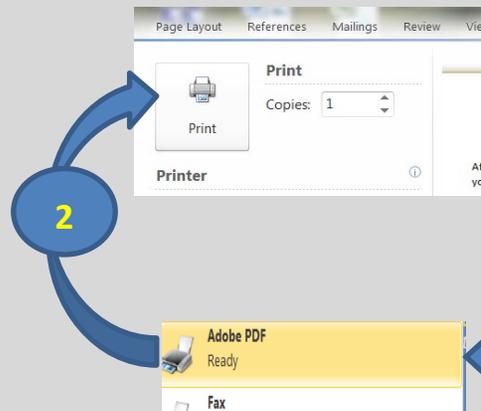
Method 2*

If you **have** the full featured version of Adobe Acrobat (i.e. not just the free Reader version), then you can do this:

1. Start with the web browser.
Open to the page you wish to convert.
Click File-Print.



2. Search for and click on Adobe PDF. Now click Print. The output will result in a PDF.



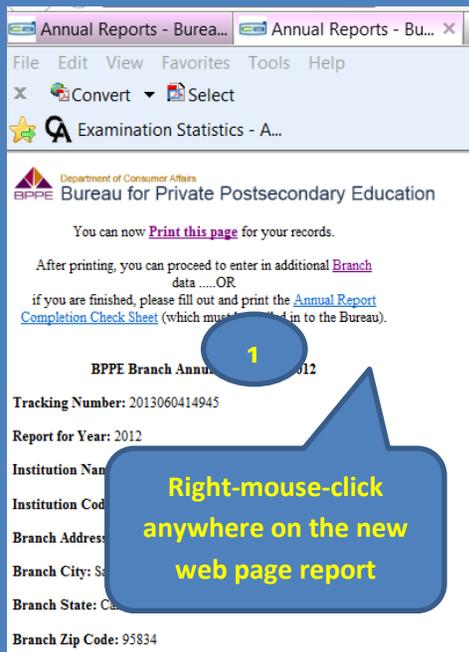
3. You can also simply click "Print this page" and choose the Adobe PDF for your print device (shown in the illustration in Step 2). Then click Print.

Combining Multiple PDFs

You can consolidate each logical grouping of reports into one single PDF. This may be done either each time you convert the web page to a PDF or any time after the conversion process. It is suggested that reports be consistently named, no matter which PDF consolidation method you choose, since some of your files could be quite large.

Method 1-Appending

1. After submitting **additional** branch data (clicking on Branch link), right click anywhere on this web page.



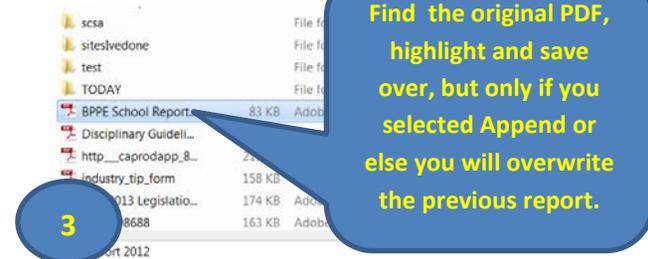
Right-mouse-click anywhere on the new web page report

2. Instead of clicking on "Print this Page" or "File-Print", right-mouse-click anywhere on web page

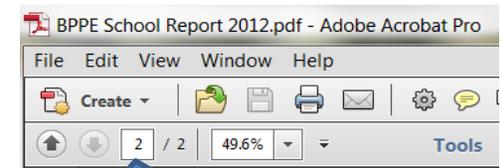


Choose Append to Existing PDF. This new report will be added to the last page of the first report

3. Note the original PDF was page 1 of 1. We will append the newly converted and saved PDF to this consolidated PDF, two pages now.



Find the original PDF, highlight and save over, but only if you selected Append or else you will overwrite the previous report.

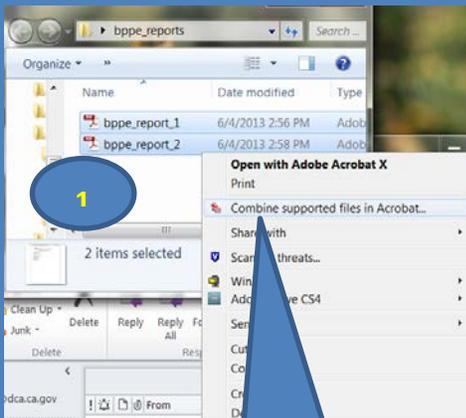


Note the document is now two pages, because the new page appended to the end

Combining Multiple PDFs

Method 2-Combining

1. Highlight all PDFs you wish to combine together into one PDF. Right-click and choose "Combine supported files in Acrobat."

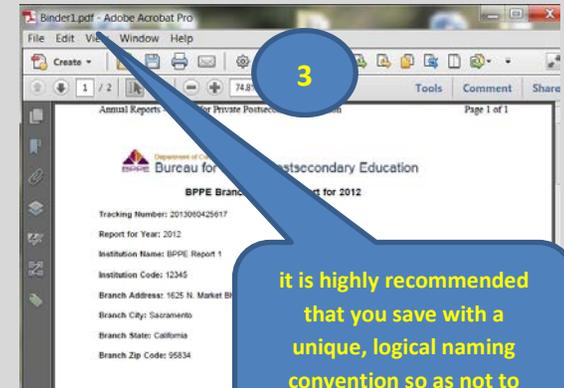


Click Combine supported files in Acrobat

2. Click "Combine Files."



3. The end result file will be given a default name of Binder 1. You will need to rename accordingly.

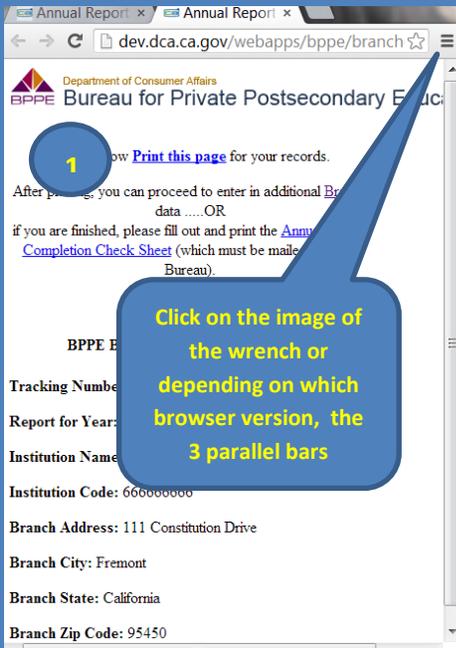


Remember that combining is different than appending files, but done right, both result in a consolidated PDF file.

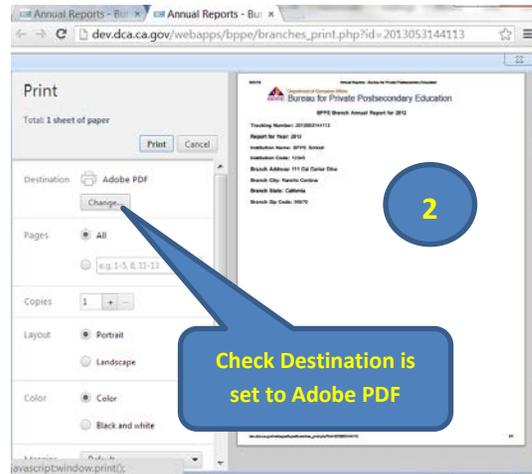
Google Chrome

If you **have** the full featured version of Adobe Acrobat (i.e. not just the free Reader version), then you can do this:

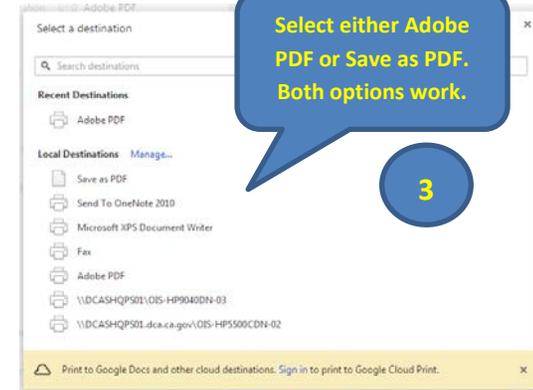
1. Open to the page you wish to convert. Click the wrench or parallel bars on the top right-hand side of the page for the Print screen.
2. In the Print screen, check your Destination is set for Adobe PDF. If not, click on Change.
3. Click Adobe PDF. Then Print.



Click on the image of the wrench or depending on which browser version, the 3 parallel bars



Check Destination is set to Adobe PDF

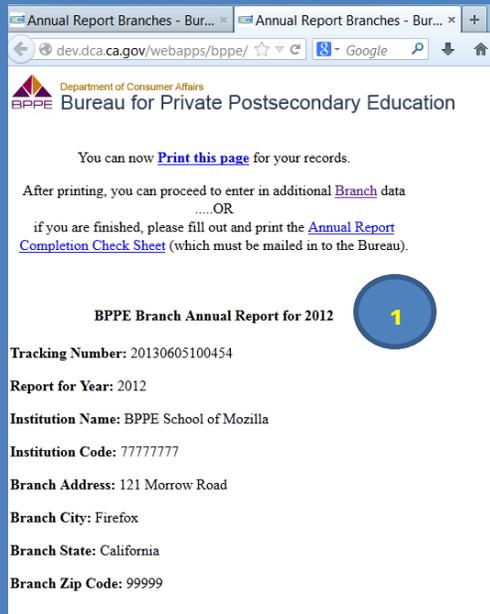


Select either Adobe PDF or Save as PDF. Both options work.

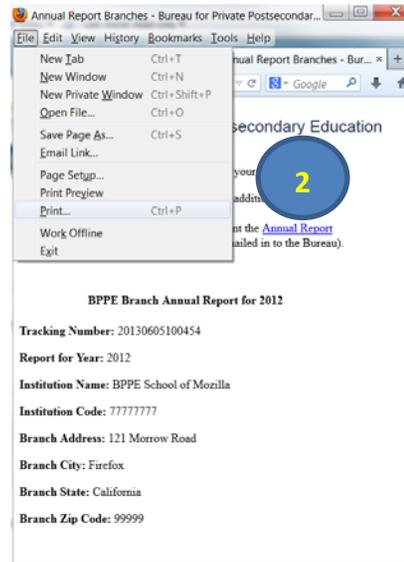
Mozilla Firefox

If you **have** the full featured version of Adobe Acrobat (i.e. not just the free Reader version), then you can do this:

1. Start with the web browser, open to the page you wish to convert.



2. Choose File-Print.



3. Select Adobe PDF. Click OK and Save. The PDF of this page should now open automatically.

