

Converting Documents to PDF

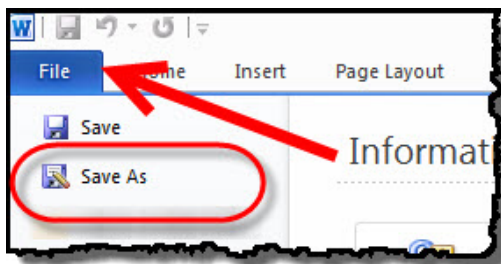


Converting to the PDF format prior to uploading documents to Architeck is considered a best practice for a variety of reasons. First of all, providing your users document downloads in the PDF format helps to ensure that your information can be viewed by the greatest percentage of your user community.

While many computer users have indeed purchased and utilize Microsoft Word, a far greater number of users have installed the free Adobe Acrobat Reader plugin, enabling them to easily view and print documents saved in the PDF format.

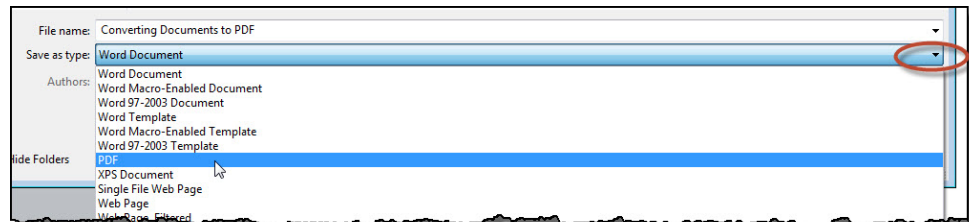
Offering documents in the PDF format also helps protect the integrity of the information you are trying to make available. Documents made available in Microsoft Word can be easily changed once a user has downloaded them to his or her computer.

Editing a downloaded PDF is much more difficult than editing a Word document and is a process that requires specialized software.



If you currently have Office 2010 or newer on your computer, you can easily convert any Microsoft Office page to a PDF. Simply select “**File**” from the upper right corner and then “**Save as.**”

Use the drop-down to the right of “**Save as type.**” Scroll down and select “**PDF.**”



Navigate to where you wish to save your file, and then select “**Save.**” Your document will be saved as a PDF which you can upload to your Architeck page.