

Creating and publishing .pdf files

Software required: Adobe Acrobat (this is not Acrobat Reader), WS_FTP LE*

This tutorial is developed for users of Prism, the TSU Student Web Server. TSU faculty and staff with Spectrum accounts should substitute "spectrum" for "prism" when using this tutorial.

Creating the .pdf file

1. Open document in Word, PowerPoint, or other application
2. Click Print
3. Choose printer: Acrobat PDF Writer or Acrobat Distiller, depending on your computer's software. Click OK
4. Select location to save file, and give the file a name. No need to put .pdf after the file name because it's inserted automatically. Click in box by "view PDF file" if the option appears.
5. Now you see the file in .pdf -- check to see if it looks right. If not, exit the Adobe preview, make corrections, and go back to #2 above.

Publishing to Prism

1. Open the WS_FTP LE software.
2. Enter or choose a profile name
3. Host name/address: prism.troyst.edu
4. Host type: UNIX/standard
5. Your Prism username, password
6. Click OK
7. On the right side of the screen, open the directory in which .pdf file will be published
8. On the left side of the screen, locate and highlight the .pdf file just saved
9. Double click on the .pdf file, or click on the → arrow to copy file to Prism
10. Exit

Finishing touch:

1. Don't forget to link the file to your Web site; individuals with Prism accounts will have a URL similar to this: <http://prism.troyst.edu/~yourid/directory/file.pdf>
2. Note: it could be that you don't put the file in a separate directory on Prism, but just put it in your main directory. In that event, the URL would be <http://prism.troyst.edu/~yourid/file.pdf>

* WS_FTP LE tutorial is at <http://spectrum.troyst.edu/~sstokes/help/ftp.htm>

Download site: http://www.ipswitch.com/cgi/download_eval.pl?product=main

Select WS_FTP LE 5.08 for 3.1/95/98/NT/2000

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Summer 2003