

ADOBE ACROBAT PDF ASSIGNMENT OVERVIEW

In this assignment you will create a school/class newsletter in Microsoft Word. This newsletter will then be converted to an Acrobat PDF file and uploaded to your assignments page of your website.

Your newsletter must contain AT LEAST these elements:

1. **Two-column format:** The newsletter will be in the MS Word two column format.
2. **Contain all the elements:** The newsletter must contain all the news stories and clip art, or similar clipart as described in the handout.
3. **Converted to PDF format using the Print menu.**
4. **Uploaded to website.**

PDF ASSIGNMENT CHECKLIST

DESIGN
<input type="checkbox"/> Contains all the required newsletter elements
CONVERSION
<input type="checkbox"/> Converted to PDF format.
UPLOAD/LINK
<input type="checkbox"/> Uploaded to "Assignments" folder of website.
<input type="checkbox"/> Hyperlink created from assignments page of the website to the pdf newsletter.
OPTIONS
<input type="checkbox"/> Bookmarks created within newsletter.
<input type="checkbox"/> Web links created in newsletter.