



## **Converting documents with Adobe Acrobat ver 7 & Document Distribution through MyUH Portal**

Stacy Thomas

Educational Media Center


Fall 2005

Handout is available at:  
[http://emedia.leeward.hawaii.edu/teachtech/  
Documents\\_Other.htm](http://emedia.leeward.hawaii.edu/teachtech/Documents_Other.htm)



## Using Adobe Acrobat to PDF Documents

Adobe Acrobat is a software program that converts documents to “PDF” – Portable Document Format. Adobe PDF is a universal file format that preserves all the fonts, formatting, graphics, and color of any source document.

 **Adobe Acrobat 5.0 or higher** should already be installed onto your computer. If you do not currently have Adobe Acrobat there are several options for you to access the Adobe Acrobat software.

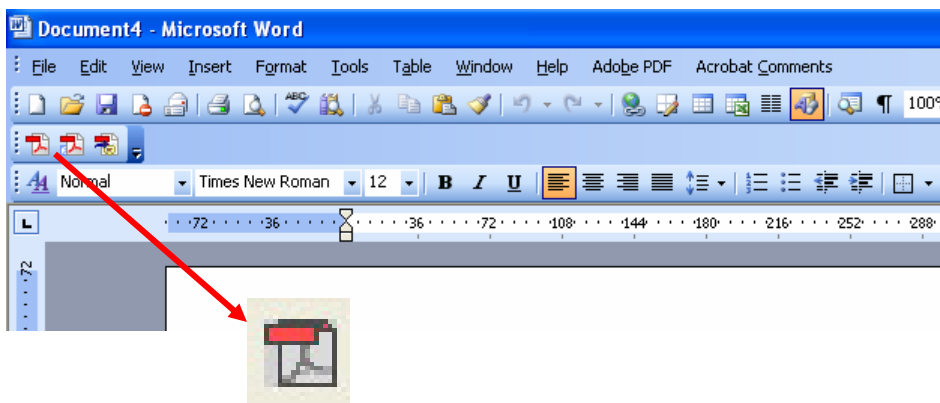
- **Acrobat 7.0 Professional 30-day tryout**  
<http://www.adobe.com/products/acrobatpro/tryout.html>
- EMC Lei Aloha computer stations, L-112
- Departmental Purchase: <http://www.uhbooks.hawaii.edu/computers/licensing.asp>  
Acrobat 7.0 Professional (New License) **\$39.00**

### **This workshop covers:**

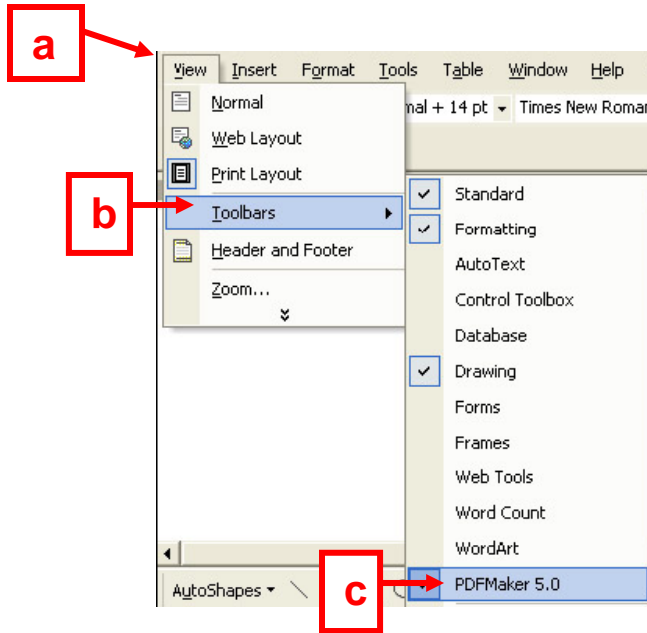
- Converting documents (Word, Excel, PowerPoint) to PDF format
- Importing documents into **MyUH Portal – My Courses**
- Managing documents within **My Courses**
  - Adding Sub-Folders
  - Adding Files
  - Deleting Files
  - Renaming Sub-folder
  - Deleting Sub-folders
  - Moving Files between folders
  - Viewing files

### **Creating PDF Documents**

1. Open a document in Word, PowerPoint, or Excel.
2. Locate the PDF Maker icons on the toolbar. Skip #3 and go to #4.



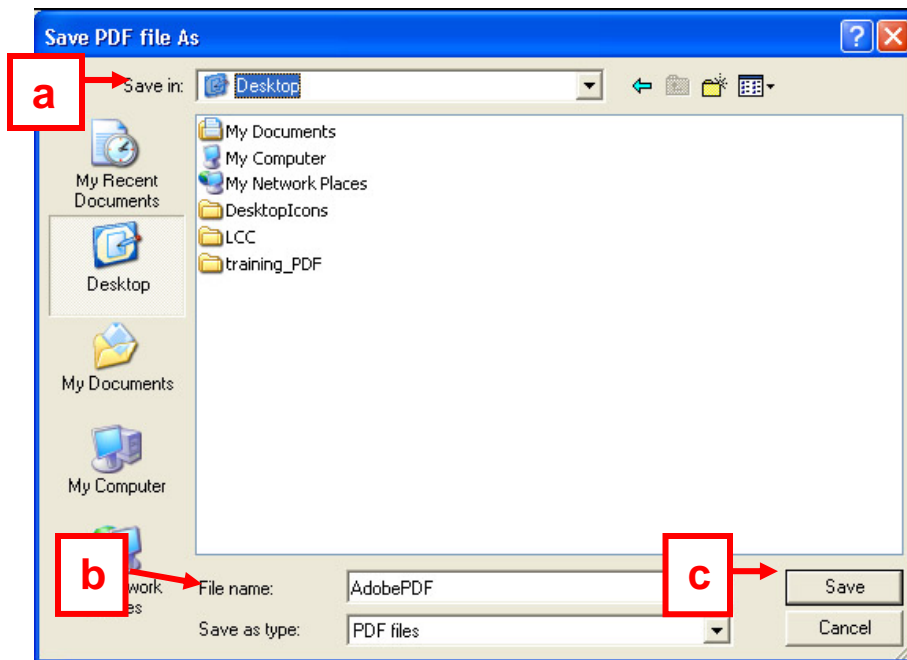
3. If you are unable to locate the PDF Maker icons:
  - a. Select **View** from the toolbar.
  - b. Select **Toolbars**.
  - c. Click on **PDF Maker** to view PDF Maker toolbar.



4. Click on Convert to Adobe PDF icon.



5. Save your PDF file:
  - a. Select the location to save your PDF.
  - b. Give your PDF file a name.
  - c. Click on **Save** to save your PDF file.



## Using MyUH Portal to host documents

The MyUH Portal is a web site designed to provide the University of Hawai'i (UH) community with secure, personalized access to UH Services and Information such as registration and enrollment. MyUH encompasses a new suite of services including calendaring, email, and new course tools, to name a few.

### Requirements to use the MyUH Portal

#### UH Username

Your UH Username is required for signing onto the portal. For more information, please see <http://www.hawaii.edu/infotech/yourusername.html>

To request a new account or manage your current one, see <http://www.hawaii.edu/account>

#### Web Browser with Internet Access

### Recommended browsers

Internet Explorer 6 (Windows), 5.2 (Mac OS X), 5.1 (Mac OS 9) or higher

Netscape Communicator 6.23 (Windows, Mac OS) or higher

Please refer to [Browsers](#) web page for more detailed information of issues.

### Launching MyUH Portal

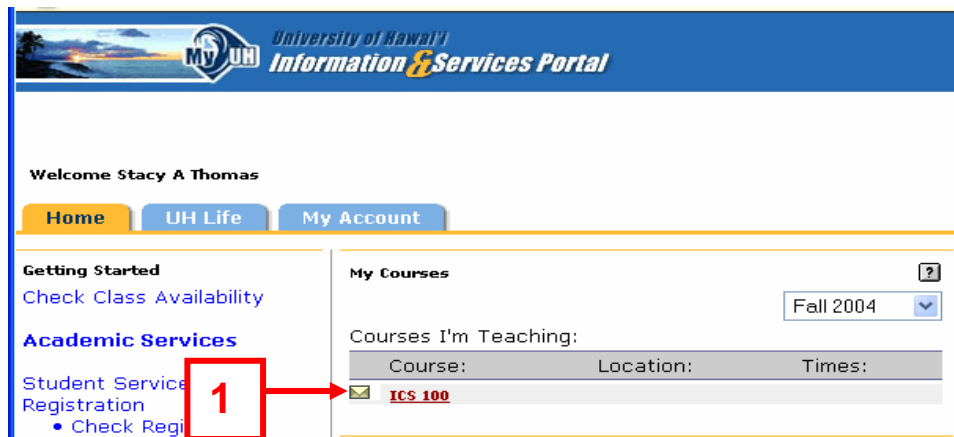
1. Direct your browser to: **www.myuhportal.hawaii.edu**
2. Login into MyUH Portal
  - a. Type in your **UH Username** and **Password**
  - b. Select **Login**



The screenshot shows a web form titled "Secure Access Login" with a lock icon. It contains two input fields: "UH Username:" with the text "sferreir" and "UH Password:" with "\*\*\*\*\*". Below these is a "Login" button. A red box labeled "a" has arrows pointing to both input fields. Another red box labeled "b" has an arrow pointing to the "Login" button. At the bottom of the form, there are four links: "\* Get a UH username", "\* Forgot my password", "\* Having problems logging in?", and "\* Portal Browser Issues".

## Utilizing My Courses for document distribution

1. Select the course link that you would like to upload files to.



University of Hawaii  
My UH Information & Services Portal

Welcome Stacy A Thomas

Home UH Life My Account

Getting Started  
Check Class Availability

Academic Services

Student Services  
Registration  
• Check Registration

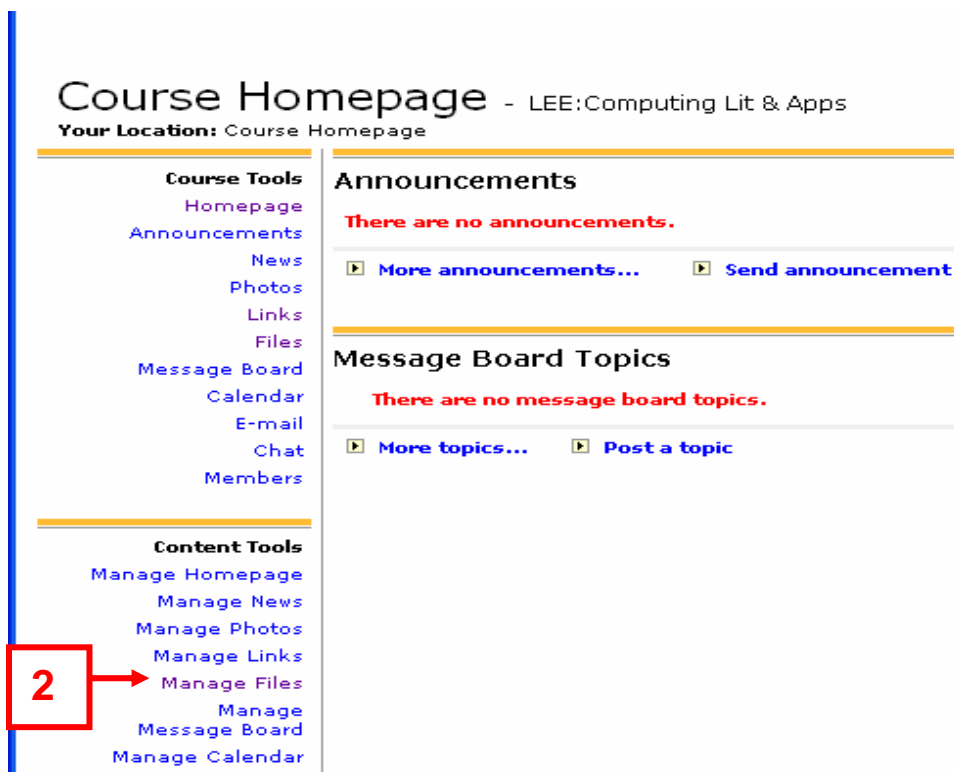
My Courses ?

Fall 2004

Courses I'm Teaching:

Course:	Location:	Times:
<input checked="" type="checkbox"/> ICS 100		

2. On the Course Homepage, select **Manage Files** from the **Content Tools** listing.



Course Homepage - LEE: Computing Lit & Apps

Your Location: Course Homepage

Course Tools

- Homepage
- Announcements
- News
- Photos
- Links
- Files
- Message Board
- Calendar
- E-mail
- Chat
- Members

Content Tools

- Manage Homepage
- Manage News
- Manage Photos
- Manage Links
- Manage Files
- Manage Message Board
- Manage Calendar
- ...

Announcements

There are no announcements.

▶ More announcements... ▶ Send announcement


Message Board Topics

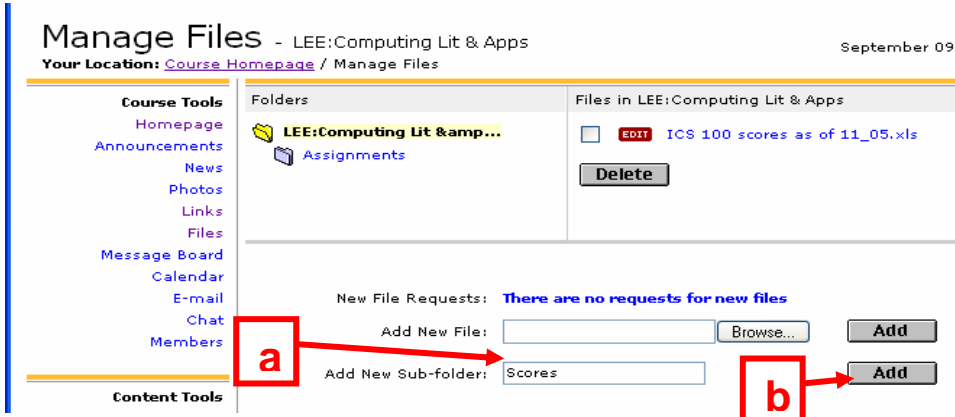
There are no message board topics.

▶ More topics... ▶ Post a topic

## Adding Sub-Folders

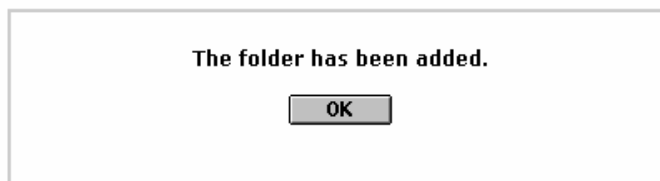
1. Adding a sub-folder for your course:
  - a. Type in a name for the Sub-folder that you would like to add.
  - b. Click **Add**

 It is good file management to create folders to organize multiple files.



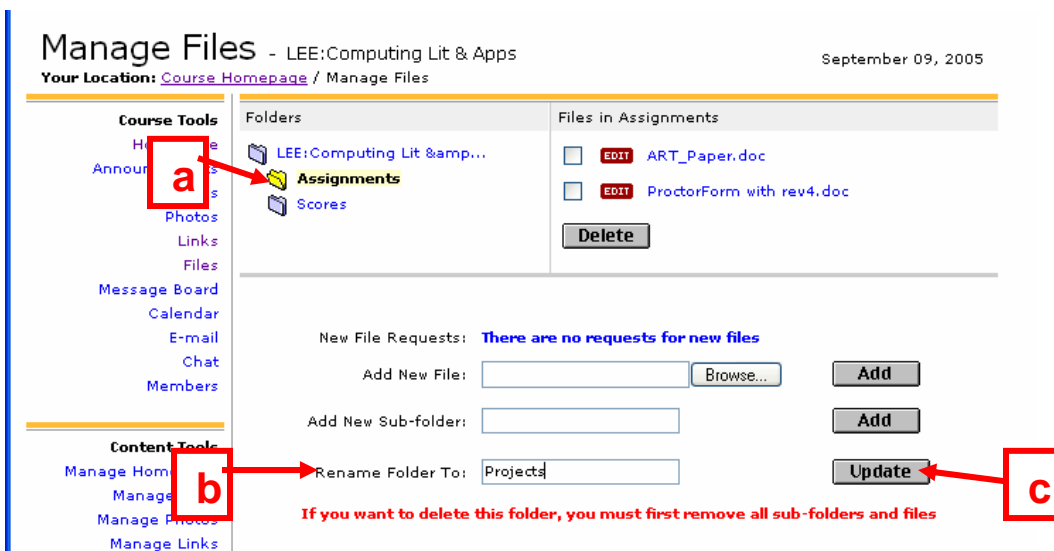
The screenshot shows the 'Manage Files' interface for 'LEE:Computing Lit & Apps'. The 'Folders' section lists 'LEE:Computing Lit & Apps' and 'Assignments'. The 'Files in LEE:Computing Lit & Apps' section shows a file 'ICS 100 scores as of 11\_05.xls'. Below the folders, there are two input fields: 'Add New File:' and 'Add New Sub-folder:'. The 'Add New Sub-folder:' field contains the text 'Scores'. A red box labeled 'a' highlights the 'Add New Sub-folder:' label, and a red arrow points from it to the 'Add' button next to the 'Scores' field. Another red box labeled 'b' highlights the 'Add' button.

- c. A dialogue box will display saying your folder has been added. Select **OK**.



## Renaming Sub-Folders

1. Renaming a sub-folder for your course:
  - a. Select the sub-folder you would like to rename
  - b. Type in the new name of the folder in the **Rename Folder** textbox
  - c. Click Update



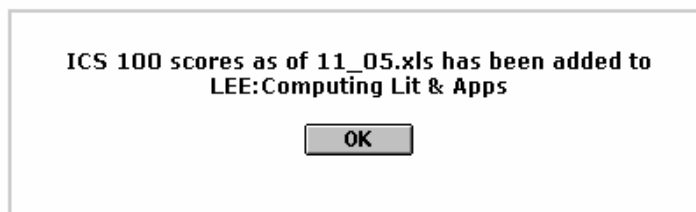
The screenshot shows the 'Manage Files' interface for 'LEE:Computing Lit & Apps'. The 'Folders' section lists 'LEE:Computing Lit & Apps' and 'Assignments'. The 'Files in Assignments' section shows two files: 'ART\_Paper.doc' and 'ProctorForm with rev4.doc'. Below the folders, there are two input fields: 'Add New File:' and 'Add New Sub-folder:'. A red box labeled 'a' highlights the 'Assignments' folder in the 'Folders' section, and a red arrow points from it to the 'Rename Folder To:' field. The 'Rename Folder To:' field contains the text 'Projects'. A red box labeled 'b' highlights the 'Rename Folder To:' label, and a red arrow points from it to the 'Update' button. Another red box labeled 'c' highlights the 'Update' button. Below the 'Update' button, there is a red text warning: 'If you want to delete this folder, you must first remove all sub-folders and files'.

## Adding Files

1. Adding a file into your course:
  - a. Select **Browse** and choose your document
  - b. Click **Open** to add the file to the **Add New File** textbox
  - c. Click **Add** to add the file to your selected course

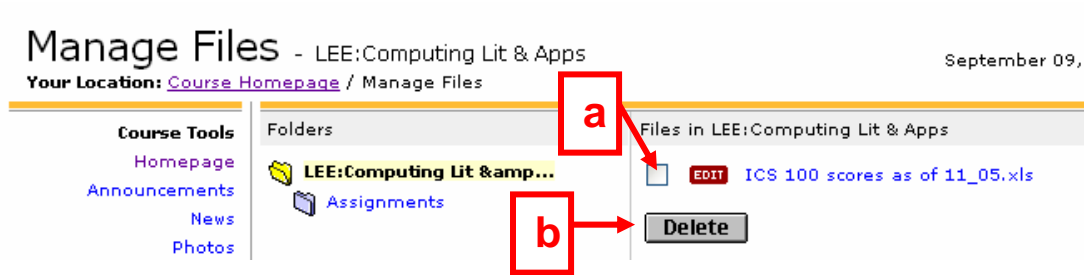
The screenshot shows the 'Manage Files' interface for the course 'LEE:Computing Lit & Apps'. The 'Add New File' section is active, showing a text box with the path 'C:\Documents and Settings\sl\...' and a 'Browse...' button. A red box labeled 'a' points to the 'Browse...' button. Below the text box is an 'Add' button, with a red box labeled 'c' pointing to it. A 'File Upload' dialog box is open, showing the file 'ICS 100 scores as of 11\_05.xls' selected. A red box labeled 'b' points to the 'Open' button in the dialog box. The interface also includes a sidebar with 'Course Tools', 'Content Tools', 'Configuration Tools', and 'Personal Tools', and a main area with 'Folders' and 'Files in LEE:Computing Lit & Apps'.

- d. A dialogue box will display saying your file has been added. Select **OK**.




## Deleting Files

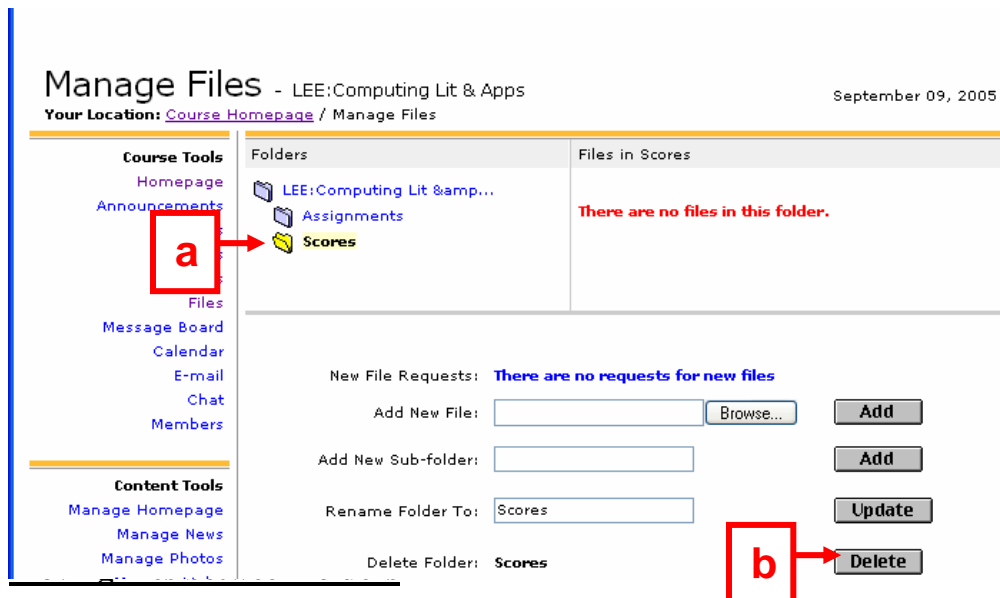
1. Deleting a file from your course:
  - a. Select the check box for the file that you would like to delete
  - b. Click **Delete**



## Deleting Sub-Folders

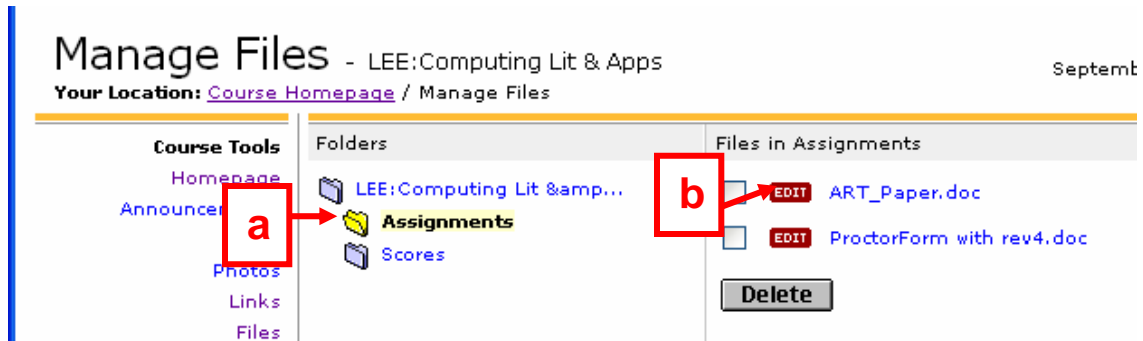
1. Deleting a sub-folder for your course:
  - a. Select the sub-folder you would like to delete
  - d. Click **Delete**

 You can not delete a folder if there are files within them. You must first delete the files then you can delete the folder.

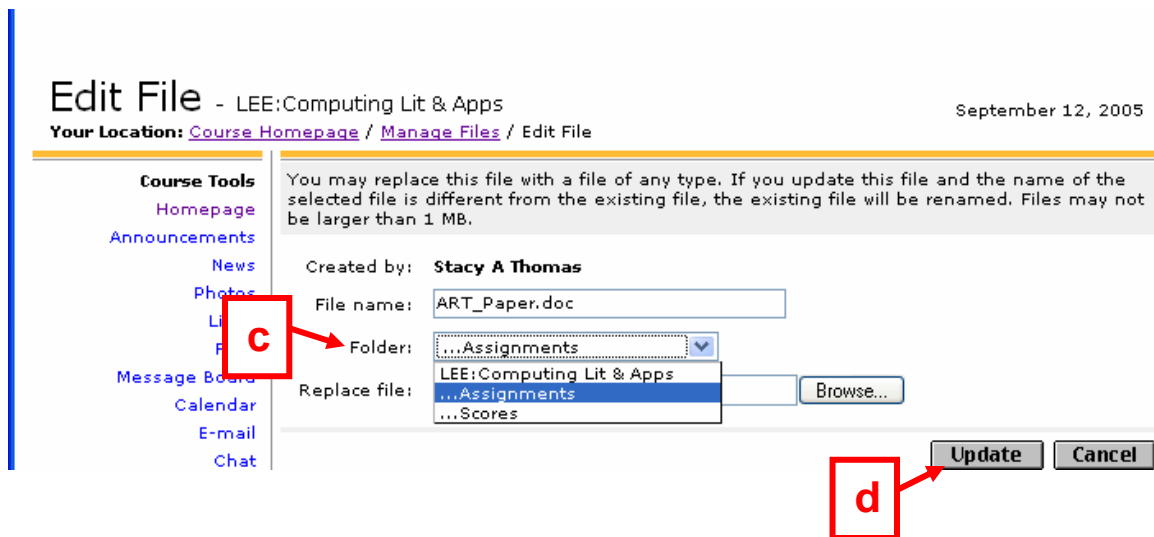


## Moving files and folders within your course

1. Moving files between folders within your course:
  - a. Select the sub-folder with the current files
  - b. Click on **Edit** next to the file you would like to move



- c. Select the folder that you would like to move the file to
  - d. Click **Update**



## Viewing files and folders within your course

1. Viewing files and folders within your course:
  - a. From the **Course Homepage** under the **Course Tools** column, Select **Files**

Course Homepage - LEE:Computing Lit & Apps  
Your Location: Course Homepage  
September 12, 2005

**Course Tools**  
Homepage  
Announcements  
News  
Photos  
Links  
**Files**  
Message Board  
Calendar  
E-mail  
Chat  
Members

**Announcements**  
There are no announcements.  
More announcements... Send announcement

**Message Board Topics**  
There are no message board topics.  
More topics... Post a topic

**Course Info**  
Name: LEE:Computing Lit & Apps  
Section: LEE:ICS-100-15  
Department: Information & Computer Science  
Term: Fall 2004  
Instructor(s): Stacy A Thomas  
Click an instructor name to send email.

- b. Select the folder or files that you would like to view

Course Files - LEE:Computing Lit & Apps  
Your Location: Course Homepage / Course Files  
September 12, 2005

**Course Tools**  
Homepage  
Announcements  
News  
Photos  
Links  
Files  
Message Board  
Calendar  
E-mail  
Chat  
Members

**Folders**  
LEE:Computing Lit & Apps  
Assignments  
Scores

**Files in Assignments**  
ART\_Paper.doc  
ProctorForm with rev4.doc

Add a new file to Assignments

**File and Folder Search**  
Search for:  File Names  Folder Names  File Content

**Congratulations! You have converted your documents into PDF files and uploaded them into your course on the MyUH Portal for students to view and download.**