



Converting any document to a PDF for easy upload to the Eco-Schools USA website

All documents that you upload to the Eco-Schools USA website for the Green Flag Award documentation should be in PDF format, although we can take MS Word, MS Excel, and picture files (.jpg, .gif, .png) as well.

How to make a PDF of any document:

When it comes to saving documents to the web, Adobe's PDF format is the leader. Thankfully, FreePDF XP offers a free alternative that does a good job of making PDF files complete with password protection. As a result, you can use the program to save files from a number of formats into printable format, including Word documents, Excel spreadsheets, pictures or Web pages.

The program is easy to use, installing itself on your machine adds an option for you to 'Print to PDF' in your printer dialog. When printing from Word, Excel or many other application you can simply choose FreePDF XP. From here you can choose from a wide variety of options for output, such as the dimensions or the resolution. Despite the fact that you're limited to the number of PDF files you can generate, FreePDF XP performs very well and is a viable alternative to Acrobat.

To learn more: <http://freepdf-xp.en.softonic.com/>

To download the free software: <http://freepdf-xp.en.softonic.com/download>

Administration Manual: <http://freepdfxp.de/FreePDFXPAdmin.pdf>

Operating System (OS) requirements for FreePDF XP:

- OS: Win2000/XP/2003/Vista

Minimum requirements:

- [GhostScript](#)

NOTE: *Microsoft Office 2007 has a built in PDF converter, as does Office 2008 for MAC. If you have either of these software packages, there's no need to download a separate PDF converter.*