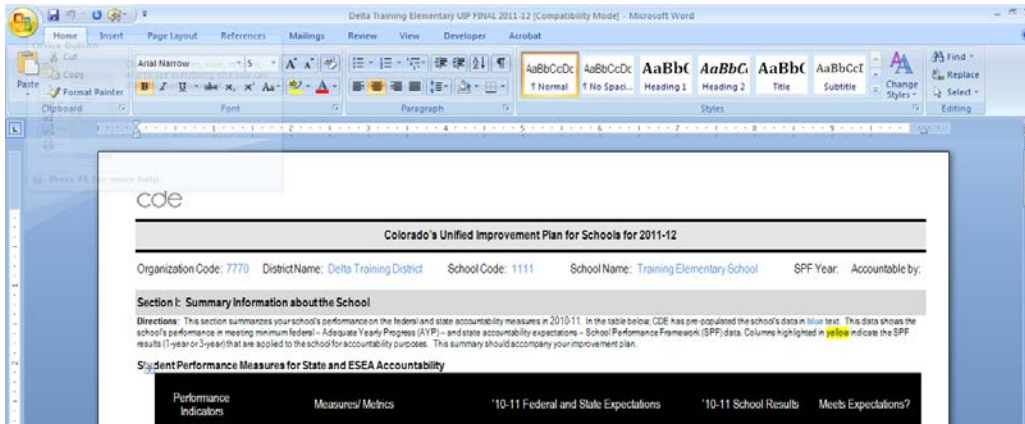# Creating an Adobe PDF File for UIPs Submitted via Tracker

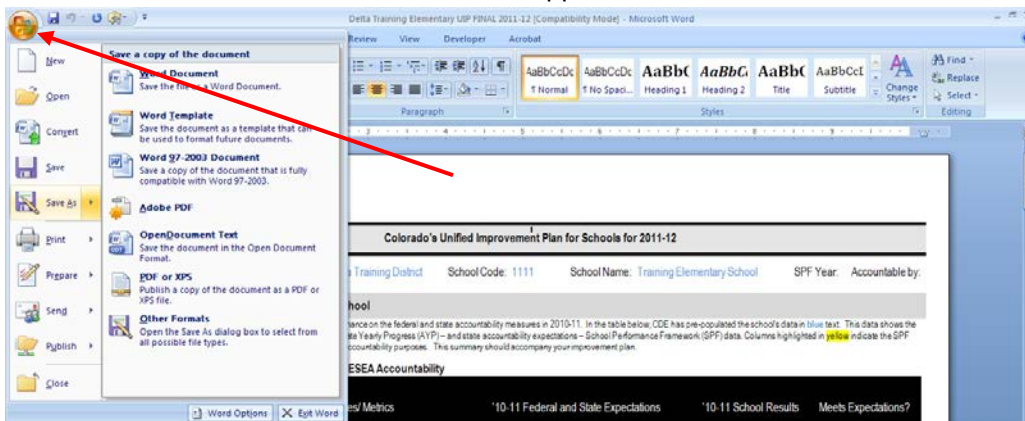***Instructions for Microsoft Office 2007 – Current Versions.**
For instruction on how to convert to PDF using older versions of Word, contact Jamie Baker (information at end of document).

If your unified improvement plan was created using Microsoft Word, below are some steps to help users convert the UIP document from a Word file to a PDF file. PDF files eliminate version errors on documents, and are the versions used for posting on SchoolView.org.

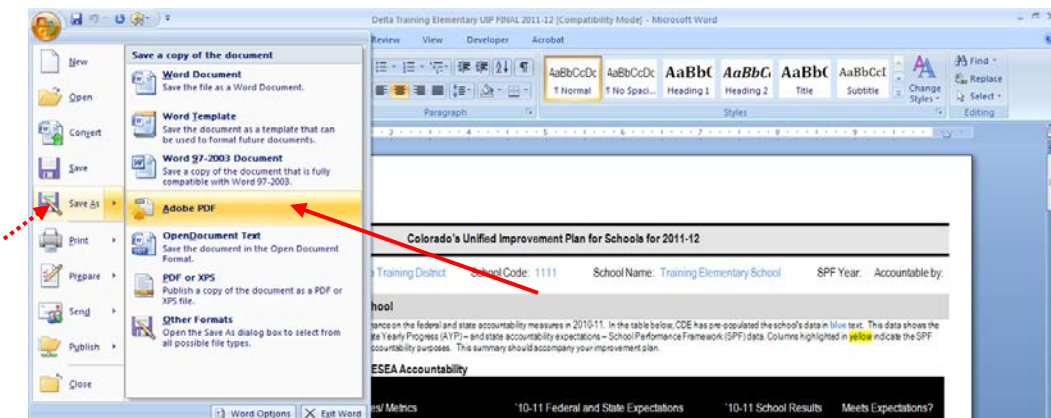1. Open your Word document unified improvement plan.

2. Click on the Microsoft Menu button in the upper left-hand corner of the document.

3. Hover the mouse over the "Save-As" option.
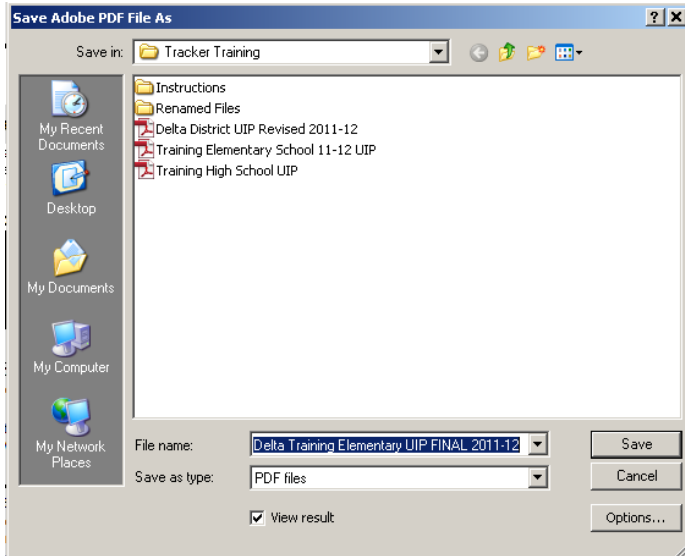
4. Click on the "Adobe PDF" option.

Creating an Adobe PDF File for UIPs Submitted via Tracker

*Instructions for Microsoft Office 2007 – Current Versions.
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5. A dialogue box will appear that asks you to name your file and select the location for where you would like to save the UIP.

6. Name the file using the Naming Conventions (See Naming Conventions for further instruction):

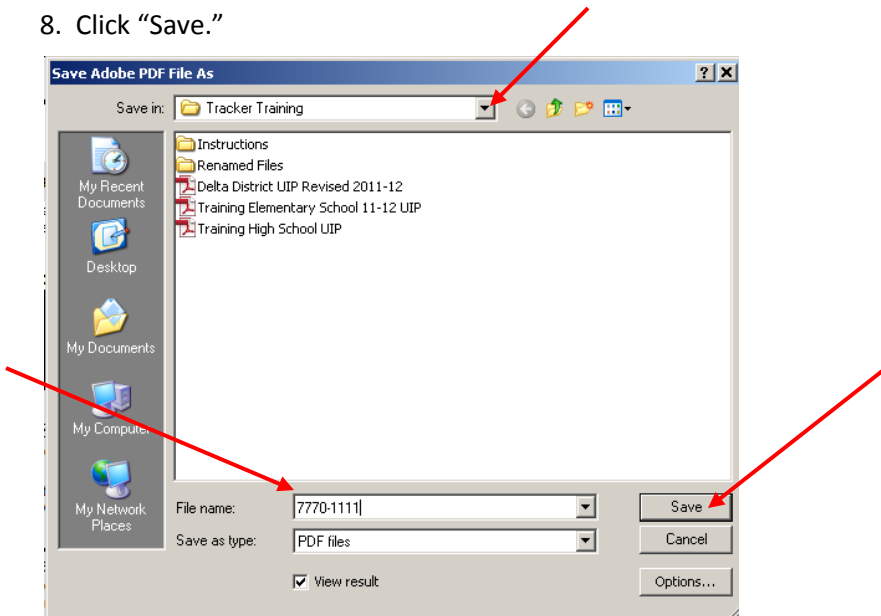   District UIP = "4-digit District Code"-"0000"

        Example: "7770-0000" is the appropriate file name for the Delta Training District UIP

    School UIP = "4-digit District Code"-" 4-digit School Code"

        Example: "7770-1111" is the appropriate file name for the Delta Training Elementary School UIP

7. Select the desired location on your computer or network to save the UIP.

8. Click "Save."

 *If you selected the box to "View Result" the PDF version of your UIP will open for you to view. Your computer will save the PDF version in the location you have designated. It will not overwrite your Word version as long as you save the Word version with the "Save As" option.

   If you have questions or need further assistance? Contact Jamie Baker: baker_j@cde.state.co.us or (303)866-6108.