

SAVING AS A PDF

UIL Capitol Conference
2013

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Saving as a PDF in Chrome

- ▣ This Powerpoint covers saving a file as a PDF in Google Chrome
- ▣ Google Chrome is a free browser that you can download
- ▣ Saving as a PDF in Chrome is almost identical to how you would save as a PDF on an Apple Mac

Saving as a PDF in Chrome

First,
find the
article
you
want to
save

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Texas Gov. Perry won't seek re-election in 2014



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Rick Perry won't seek 2014 re-election as Texas' governor.



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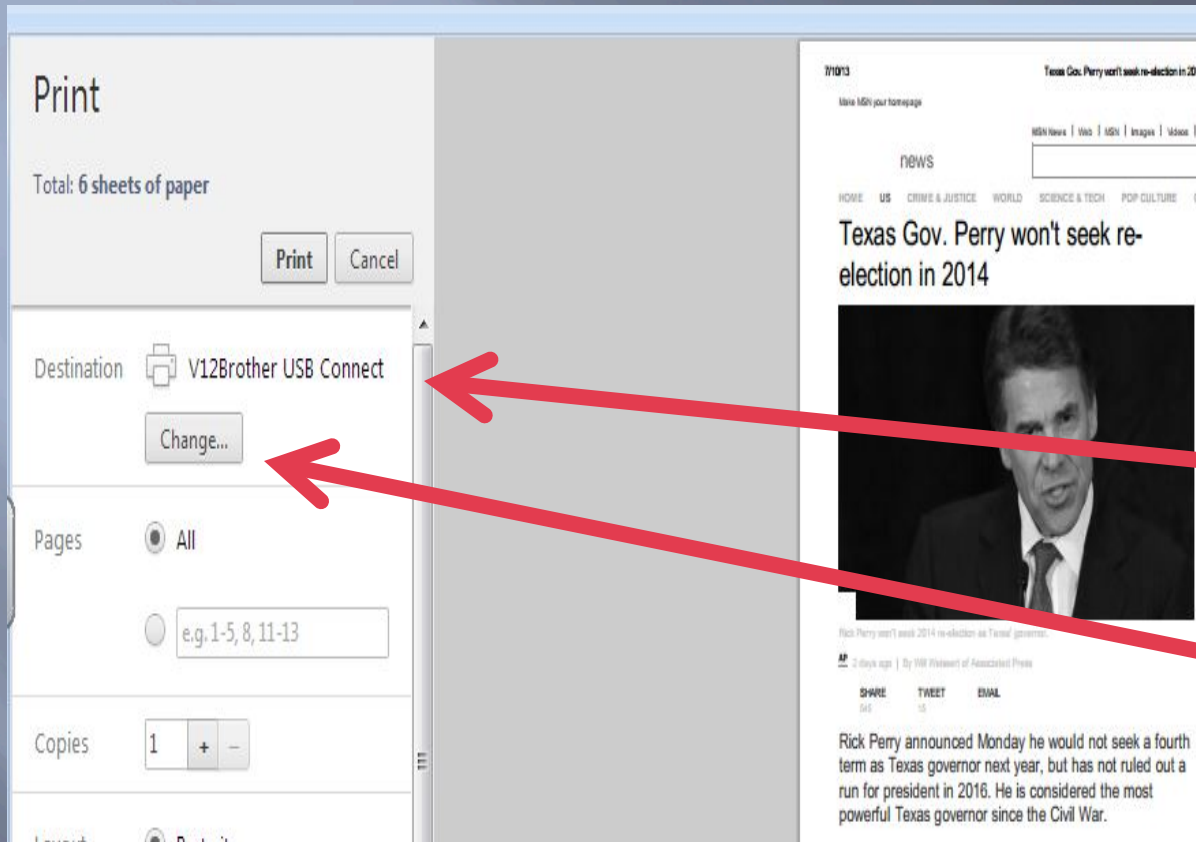
5 things to know today



5 to Know: July 10
Emotional vigil for Arizona firefighters & more

- 5 to Watch: Deck collapse, the dangers of cat poop & more

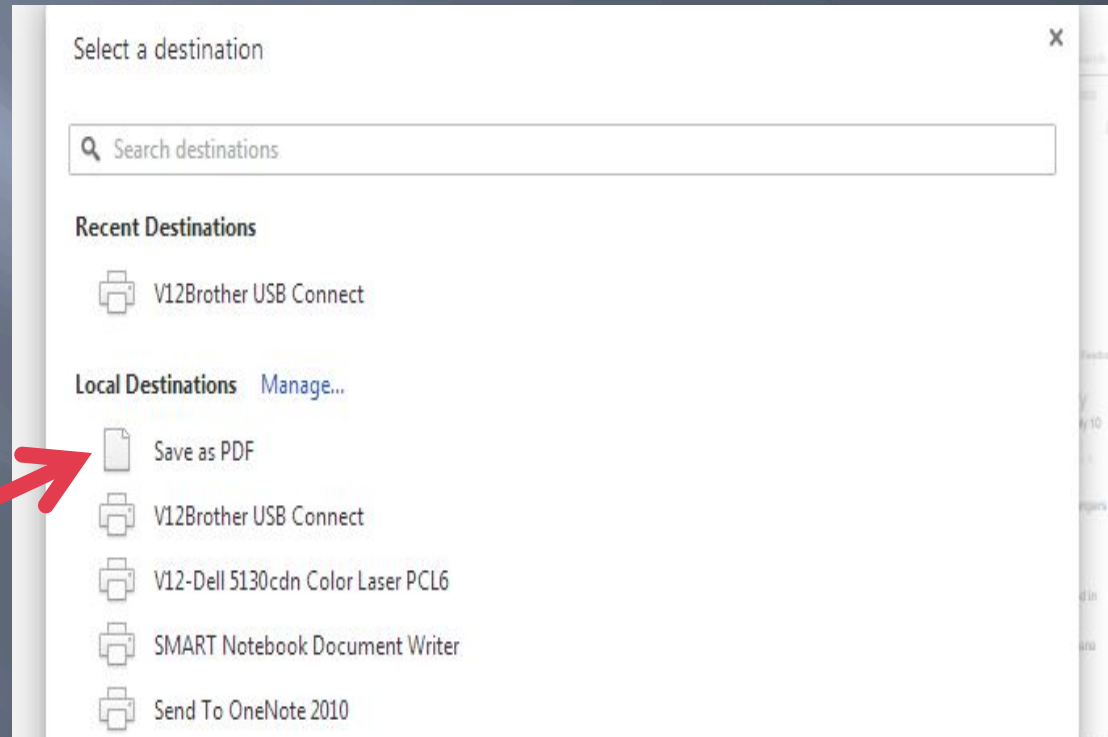
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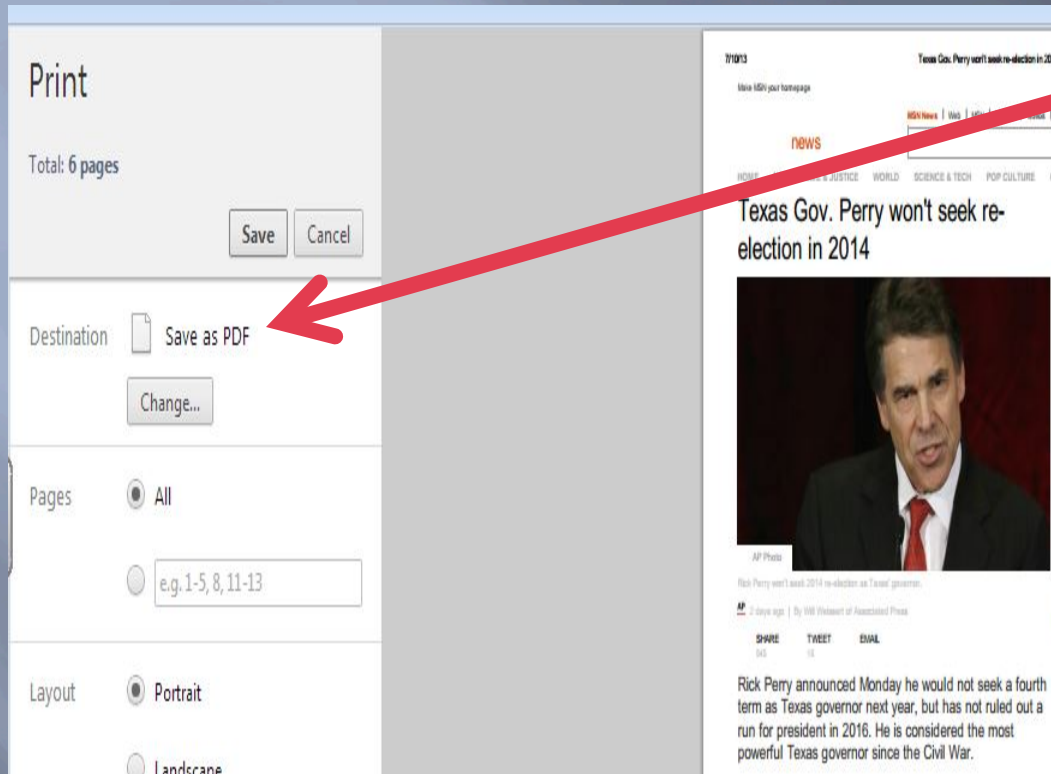
- ❑ In Chrome, Ctrl-P will bring up the print menu
- ❑ Notice the destination
- ❑ Hit the “CHANGE ...” button

Saving as a PDF in Chrome

- ▣ The Change button will bring up a menu that looks like this
- ▣ Click the “Save as PDF” option



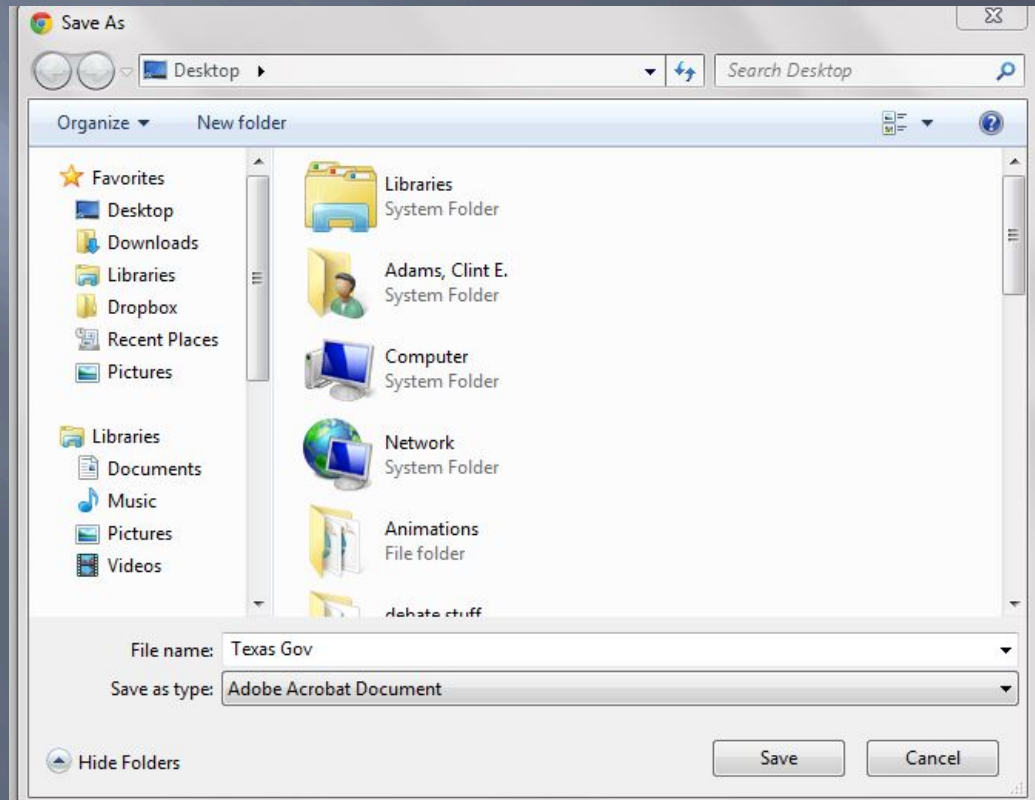
Saving as a PDF in Chrome



- Now the print command screen will have changed

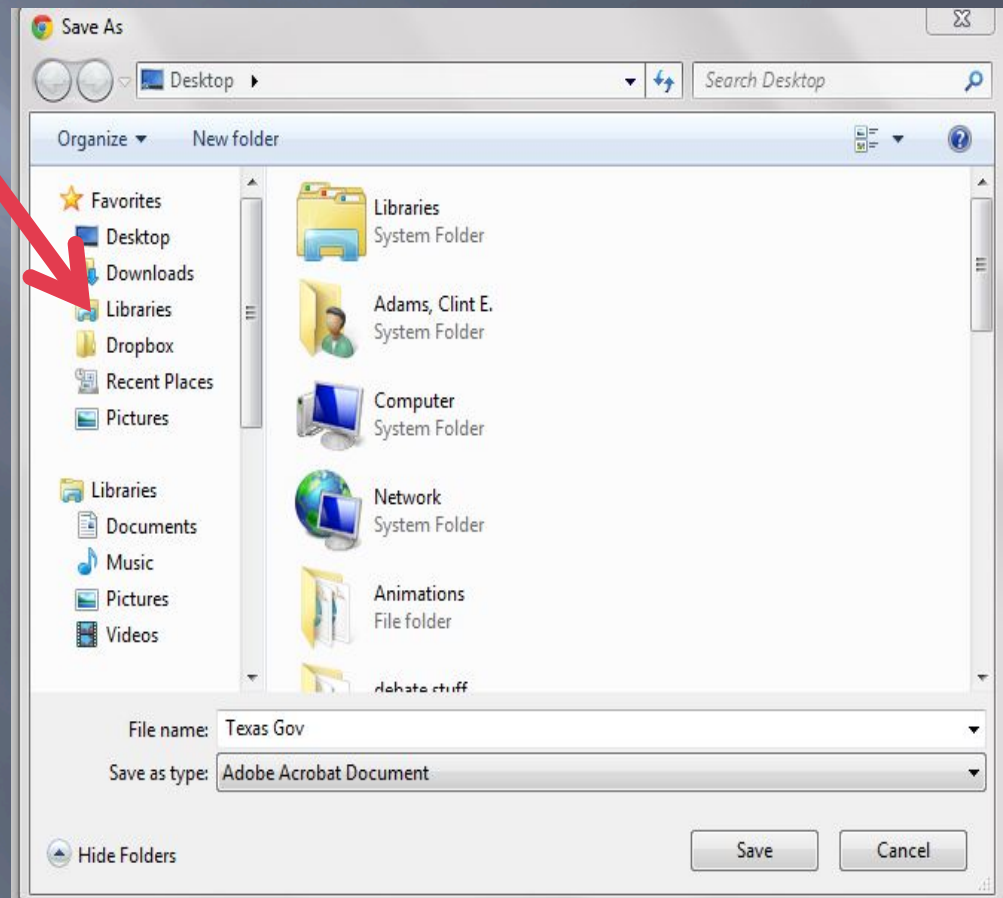
Saving as a PDF in Chrome

Hitting Save will bring up the standard “Save As” screen

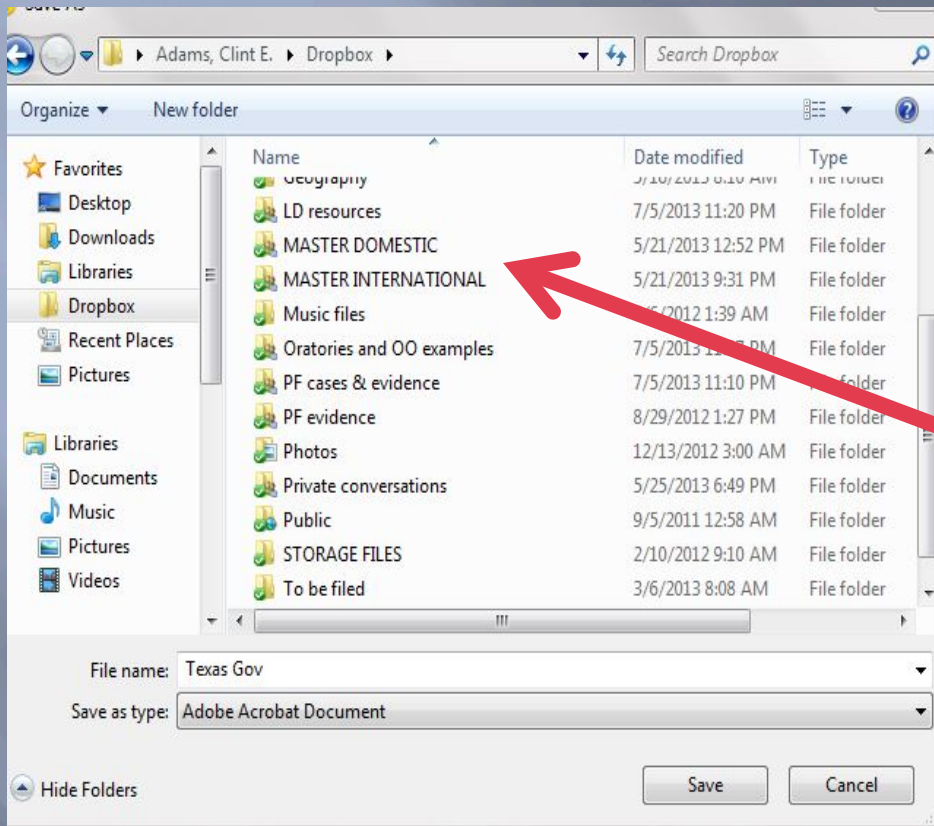


Saving as a PDF in Chrome

- ❑ Notice the “Dropbox” destination on the left
- ❑ Click on it to set your destination

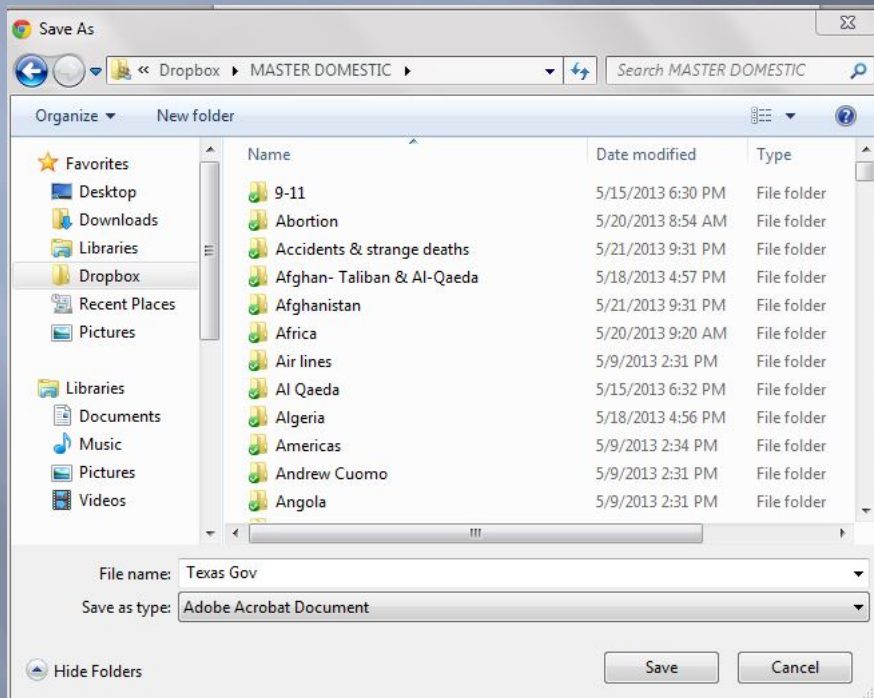


Saving as a PDF in Chrome



- ❑ Clicking on it will bring up your dropbox folders
- ❑ We file in Master Domestic and Master International

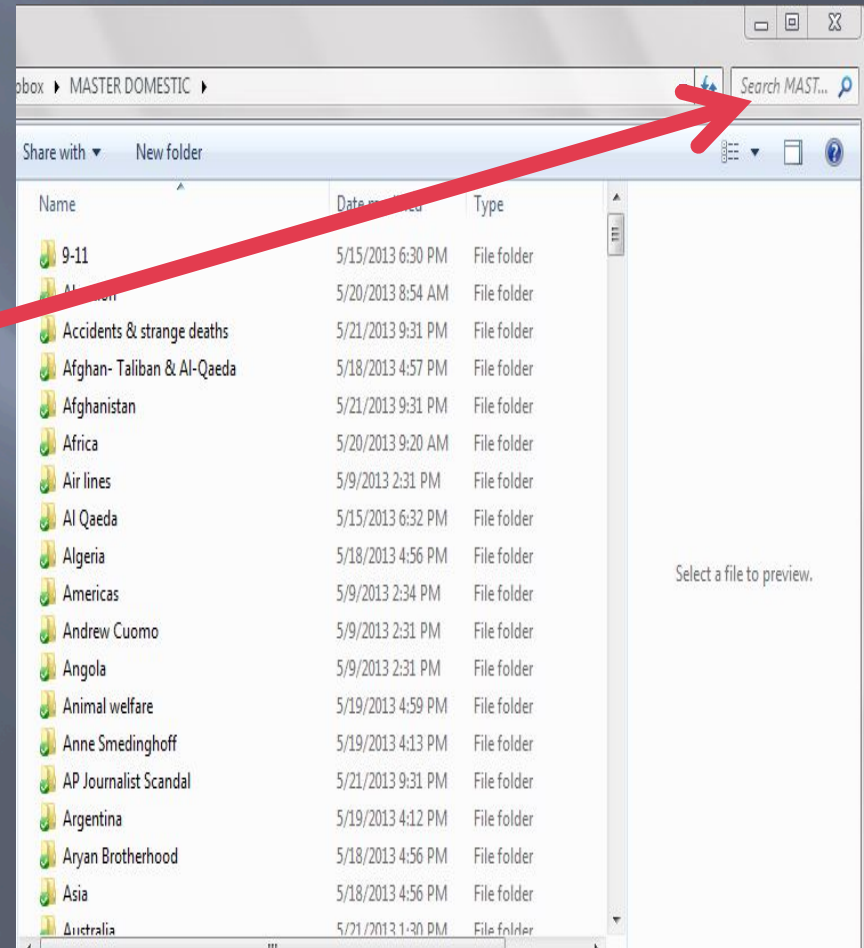
Saving as a PDF in Chrome



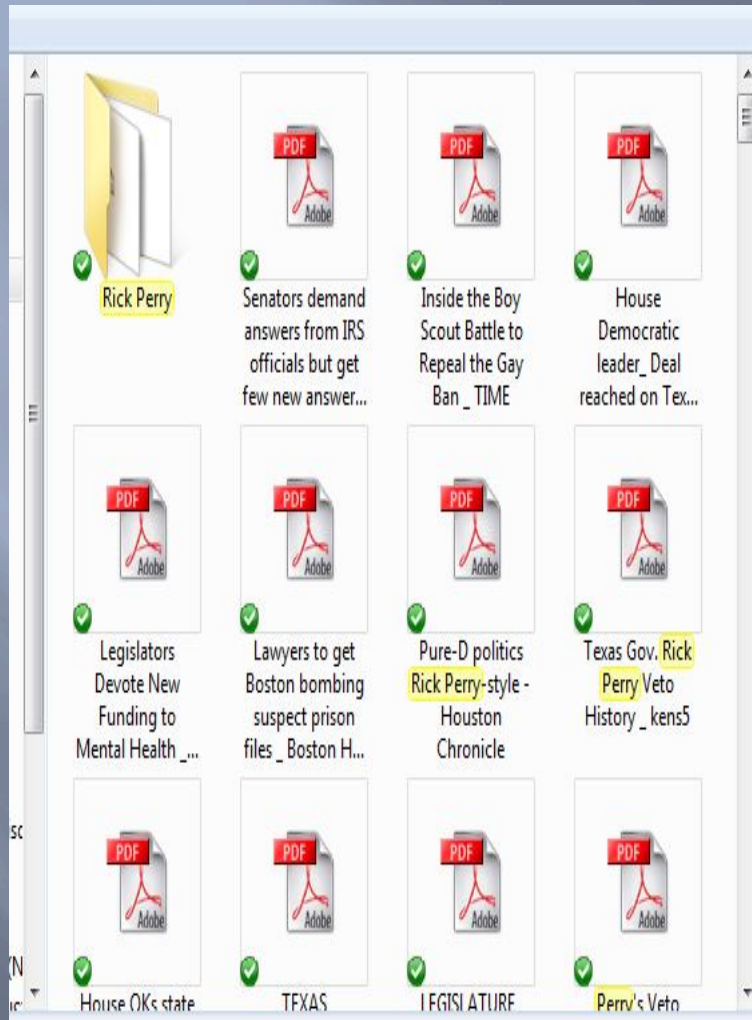
- ▣ We still file in individual folders in the master folders
- ▣ The night before the tournament, we download the files to a portable hard drive and drop it on the student computers.

Finding your Files

- ▣ Finding your files is the easiest part
- ▣ When you open the file folder you will notice the “Search” box



Finding your Files



- For example, if you put “Rick Perry” in your search; your results will show all of the articles that Rick Perry is mentioned in
- The more specific the search, the better the results

Spotlight search

- ▣ This is advantageous because so many articles could be filed in numerous places.
- ▣ This keeps you from having to file an article more than one.
- ▣ The downside is that it brings up so much information, it sometimes becomes a time issue.

Keeping your files

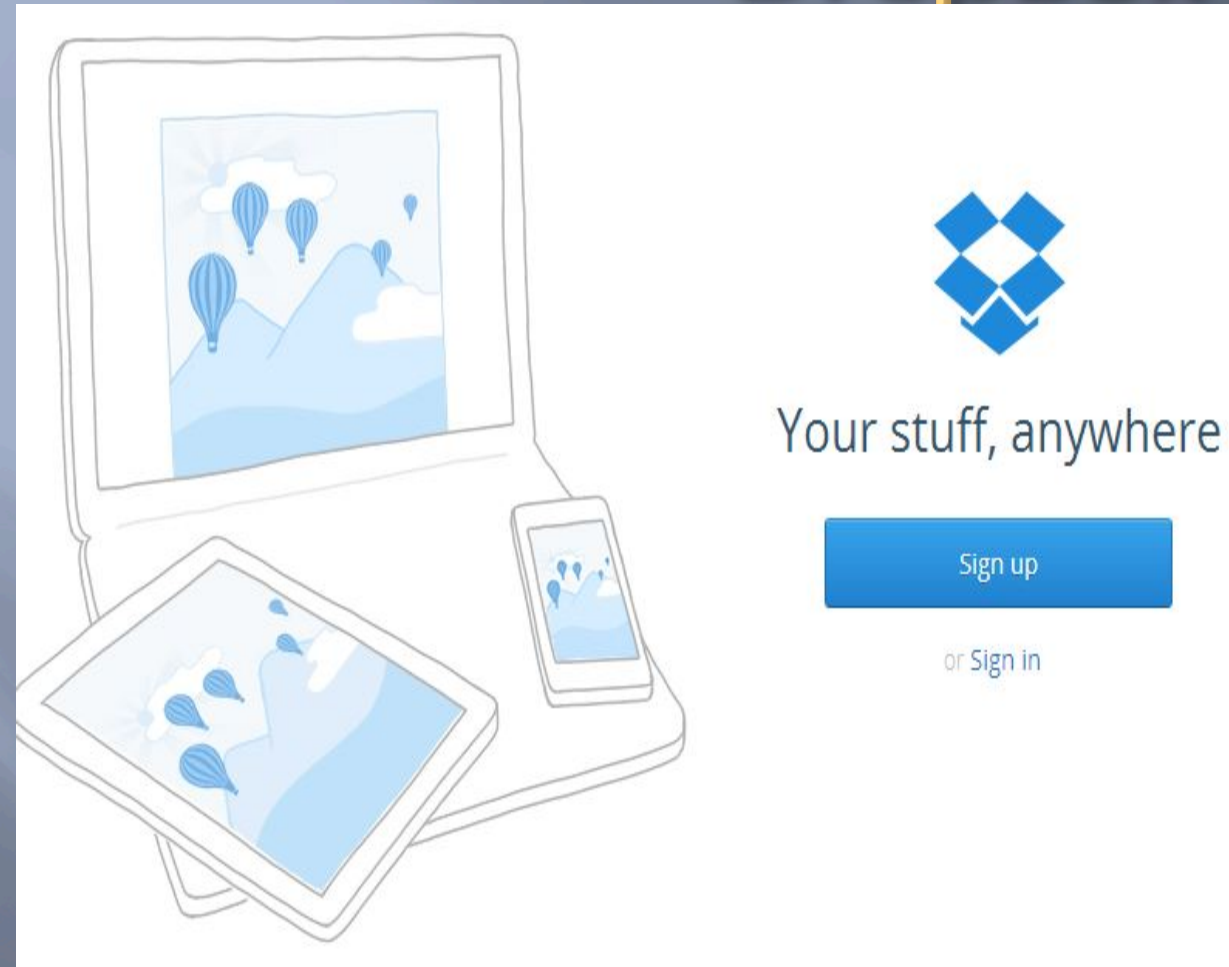
- ▣ You will need to store your files on a portable device such as a flash drive or portable hard drive.
- ▣ But there are some options to keep your files “off-site”

Offsite File Hosting

- ▣ The advantages of having an offsite file hosting service:
 - Students can drop files from home or on the road
 - Anywhere you have internet access, you will have your files.
 - Most are easy to transfer to a flash drive for draw

DropBox

- ▣ We use this service as it has been the easiest for us to manipulate. We purchase one large drop box subscription (\$99 year)



Drop box membership



Your stuff, anywhere

I agree to Dropbox Terms

Sign up

or [Sign in](#)

- Each student can get a free membership. All they need is an email address.

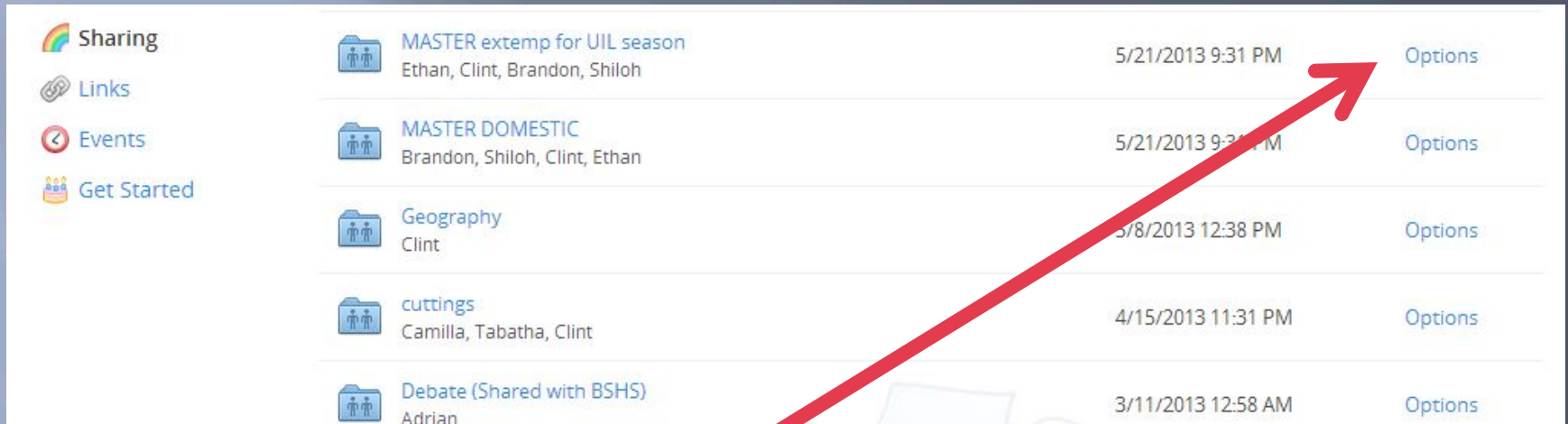
Joining a “shared” folder

The screenshot shows the Dropbox web interface. On the left sidebar, there are navigation links: Dropbox, Photos, Sharing, Links, Events, and Get Started. The 'Sharing' link is highlighted with a red arrow. The main content area displays a table of folders with columns for Name, Kind, and Modified. The 'Camera Uploads from Clint' folder is highlighted in blue.

Name ▲	Kind	Modified
bak	folder	--
Book Downloads	folder	--
Budgets	shared folder	--
Camera Uploads	shared folder	--
Camera Uploads from Clint	shared folder	--
classroom art	folder	--
comic covers	shared folder	--
CONGRESS	folder	--
Current Issues & events	shared folder	--
cuttings	shared folder	--
CX EVIDENCE	shared folder	--

- ▣ Log in to your master account @ www.dropbox.com
- ▣ Go to sharing

sharing



The screenshot shows a sharing interface with a sidebar on the left and a list of folders on the right. The sidebar contains four items: 'Sharing' (with a rainbow icon), 'Links' (with a link icon), 'Events' (with a clock icon), and 'Get Started' (with a lightbulb icon). The list of folders includes:

Folder Name	Members	Created	Action
MASTER extemp for UIL season	Ethan, Clint, Brandon, Shiloh	5/21/2013 9:31 PM	Options
MASTER DOMESTIC	Brandon, Shiloh, Clint, Ethan	5/21/2013 9:31 PM	Options
Geography	Clint	5/8/2013 12:38 PM	Options
cuttings	Camilla, Tabatha, Clint	4/15/2013 11:31 PM	Options
Debate (Shared with BSHS)	Adrian	3/11/2013 12:58 AM	Options

A red arrow points from the bottom left towards the 'Options' link of the first folder, 'MASTER extemp for UIL season'.










Click “Options” on the folder that you want to share.

This window shows you who is in the folder and allows you to invite others to join.

Inviting

Shared folder options for 'MASTER extemp fo...eason'

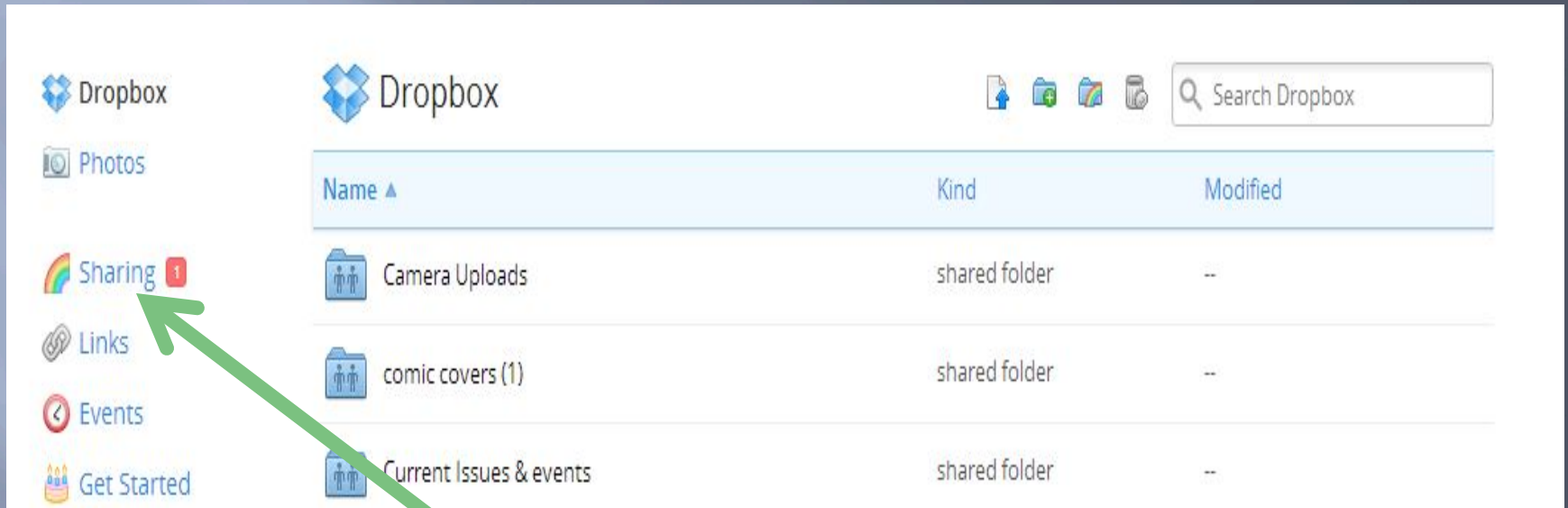
5 members Allow members to invite others

 jennifer Adams (owner)	Joined	
 Brandon Kelley	Joined	
 Clint Adams	Joined	
 Ethan Morelion	Joined	
 shiloh creswell	Joined	

[Import contacts](#)

MASTER DOMESTIC (just you) 2/13/2013 4:20 PM

Joining the shared folder

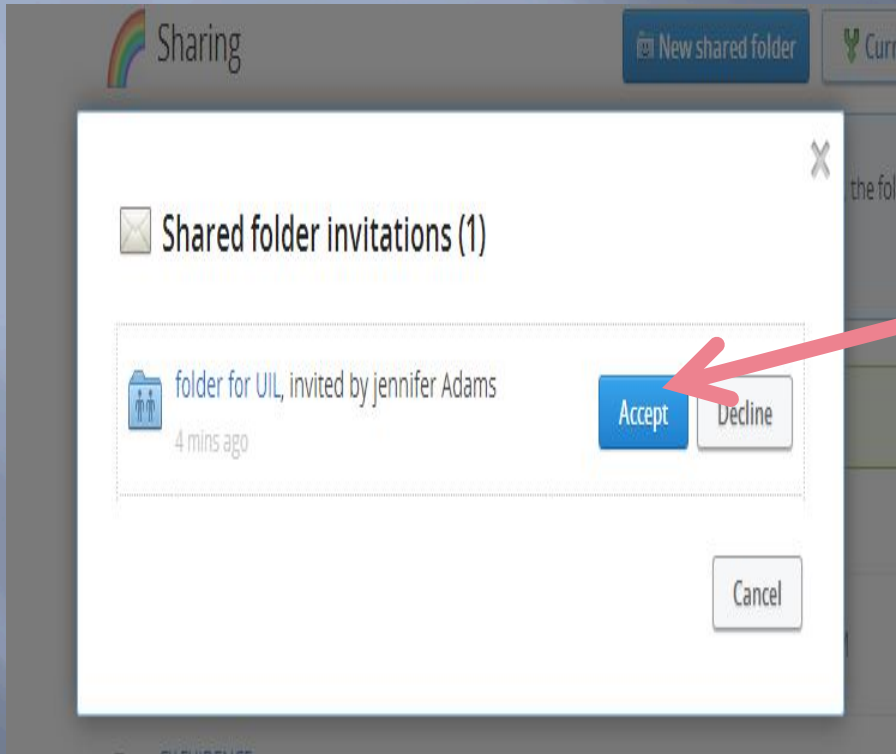


The screenshot shows the Dropbox web interface. On the left sidebar, the 'Sharing' icon is highlighted with a green arrow. The main content area displays a table of shared folders. The table has three columns: 'Name', 'Kind', and 'Modified'. The data rows are:

Name	Kind	Modified
Camera Uploads	shared folder	--
comic covers (1)	shared folder	--
Current Issues & events	shared folder	--

When the “invited” person logs into drop box they will be notified of a pending shared folder.

Accept to join



Clicking
'Accept' is
the final step
to joining a
shared folder.

Pitfalls

- ❑ In a shared folder if someone deletes files, they are deleted from ALL computers... make sure you keep a back up somewhere safe.
- ❑ Sometimes the files become very large and may need to be separated for manageability. We have used a Master A-J, K-S, T-Z format, or regions (Africa, Latin America...)
- ❑ Smaller files will aid in transferring to flash-drives.

Misconceptions

▣ YOU DO NOT HAVE
TO USE
COMPUTERS

- ▣ You can still use the paper and box system you are used to.

Pros & Cons of Computers

PROS

- ❑ No tubs
- ❑ No paper costs
- ❑ No ink costs
- ❑ Ease of filing
- ❑ Students can file at home
- ❑ Extra seat on the bus
- ❑ Ease of Searching
- ❑ Multiple students can access the same article
- ❑ You can update on the road
- ❑ No lost or misfiled folders

CONS

- ❑ Price of laptops
- ❑ Security
- ❑ Battery Life
- ❑ General technology issues
- ❑ Breakage

One of many topic services



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- ▣ This is a new service. Topics being written by former Big Spring Extempers. Take a peek. The UIL does not endorse any service (but the Adams' will 😊) <http://topicsplus.com/>