



Western Regional Center

National Oceanic & Atmospheric Administration

U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - July 2008

Laptops for Travel

- **Three days before you leave** - Systems Division needs a three day notice before you take a laptop on travel (or take it home for telework) to prepare the laptop. This involves updating the programs on the laptop and getting you to log on to the laptop using Safeboot. This allows Safeboot to recognize your password and configure Windows to open your account when you log on.
- **Double check all cables** - Before you leave on travel, make sure you have all the power cables and network cables you will need to connect your laptop to your work location or hotel network.
- **Wireless** - Make sure you know how to turn the wireless system on and off. Some laptops have a physical switch on the outside of the case that can turn the wireless radio on and off. Not knowing that the switch is in the off position can cause lots of frustration trying to fix a "software" problem.

July Tech Tip

- **Create a Microsoft Word Document *from* a PDF document.**

Sometimes you need to alter a **PDF** document that you received from someone or that you do not have the original source document anymore. This will work if the PDF document has been created from a source that embeds the text in the PDF. Scanned images of documents and faxes require a different technique.

 - Using **Adobe Acrobat**, open the PDF document.
 - Click **File / Save As**
 - Click the **Save as type:**, highlight **Microsoft Word Document (*.doc)**
 - Look at the **Save in:** window to be sure you are saving the file to the correct location. Click **Save**.
 - Navigate to the location where the file was saved and double click it to open it in **MSWord**.
 - This doesn't always work, since it depends on the **PDF** file you start with, but when it does work it saves a tremendous amount of time. If you have access to the original source document, it is always better to go back to it to make changes, then create an updated **PDF** document.