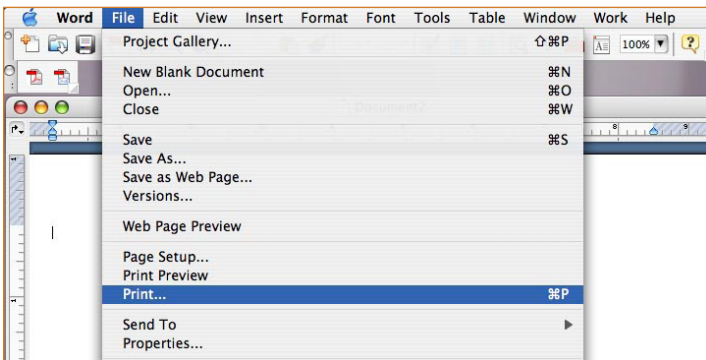
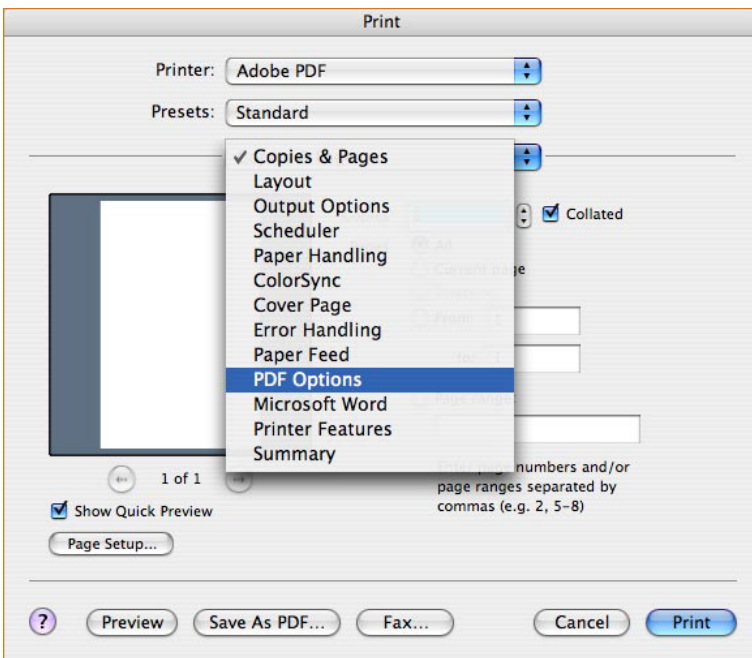


Microsoft Word - Create a PDF

There's 2 ways A PDF can be created from Microsoft Word, thru the "Print" menu and the Microsoft Office 2004 "Convert to Adobe PDF" icon.



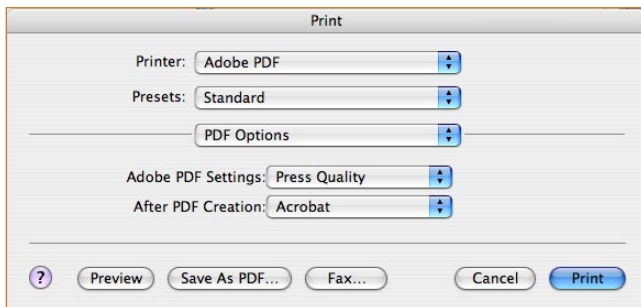
1. Select File > Print



2. Select Printer > Adobe PDF

Presets > Standard

From the pull down menu, select > PDF Options



3. Select Adobe PDF Settings > Press Quality

(When selecting PDF settings, make sure it is always a Print-ready setting. The Adobe PDF Settings comes from the Distiller Job.Options menu)

4. Select **Save As PDF...** and store PDF in an specified location.

Microsoft Office 2004 contains a "Convert to Adobe PDF" icon that allows a Word document to be converted to a PDF. By selecting this icon, the Word document will need to be saved first. Select the Acrobat icon, and an "Acrobat PDFMaker" toolbar will appear showing the PDF conversion automatically.

