

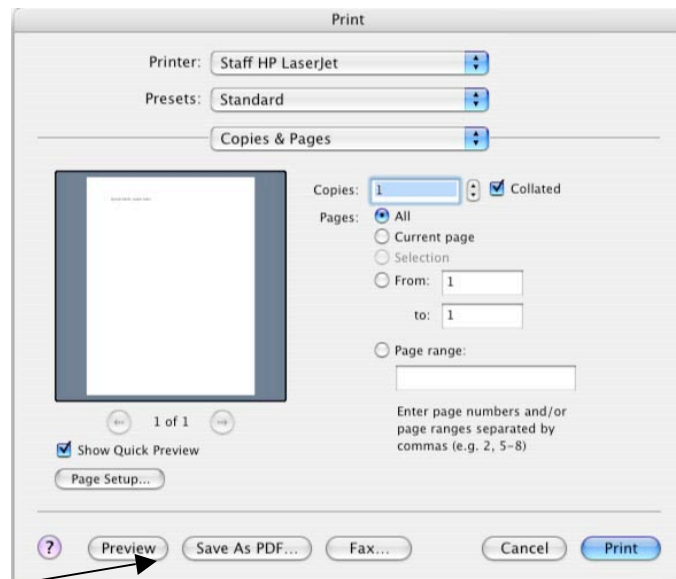
Creating a PDF from a Word Document

Why use PDFs rather than Word documents? To make life easier for everybody—we don't know what kind of computer or software the person downloading any given file may be using. Acrobat Reader is free, so anyone can download and install it to read PDFs.

What's a PDF? **P**ortable **D**ocument **F**ormat documents preserve fonts, graphics, images and colors, independent of machine or software type. With Acrobat Reader, anyone anywhere can open and read them.

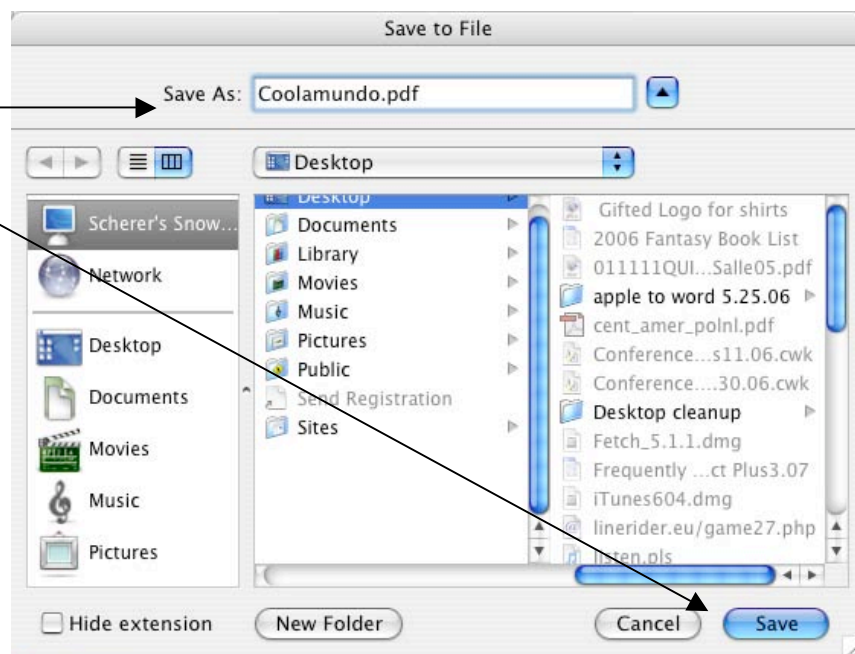
Since Microsoft Word for PC doesn't have built-in PDF conversion capability, we'll cheat by using an OS X Mac with Word installed—the Mac version does the conversion through its PRINT dialog.

With your document open, choose **File>Print**. Depending on which version of Word is installed, the resulting dialog will look something like this:

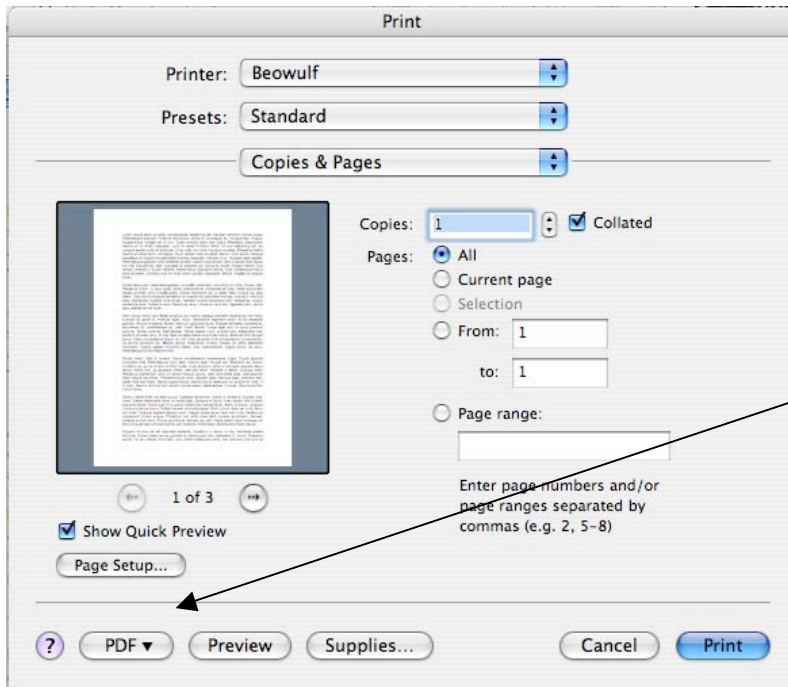


Choose **Save as PDF**, and you'll see this:

Title your document, and click Save.

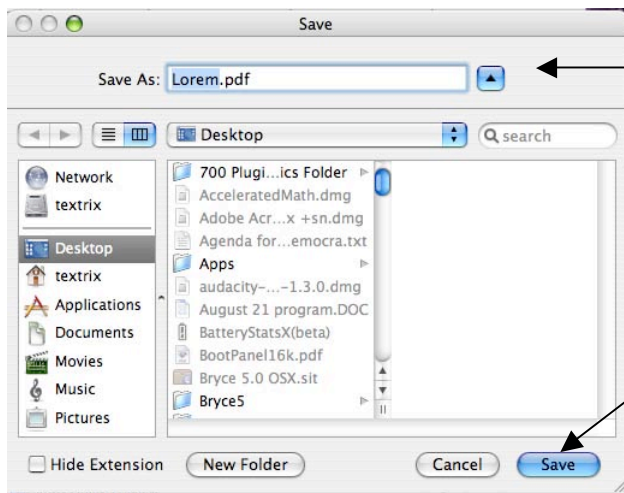
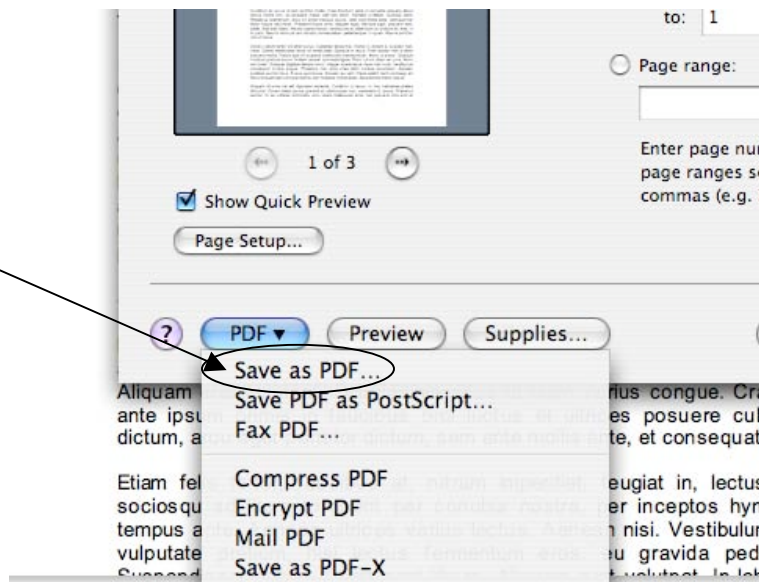


In a different version of Word, you may start with a Print dialog that looks like this:



Choose the **PDF** button

And the dialog will offer you more options. Choose **Save as PDF**.



You'll be offered the **Save** dialog, where you'll **title your document**, and **click Save**.