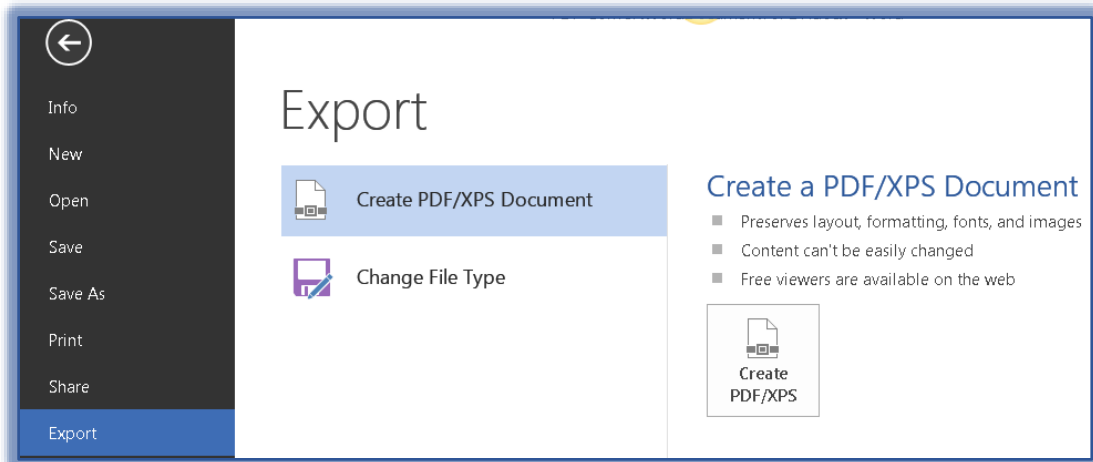

Convert Word Document to PDF

Sometimes it may be necessary to send a document as a PDF file. There are two options for converting a Word document to PDF format. You can save the document as a PDF file or you can convert the document using the Export option. This document explains how to convert a file using the Export feature.

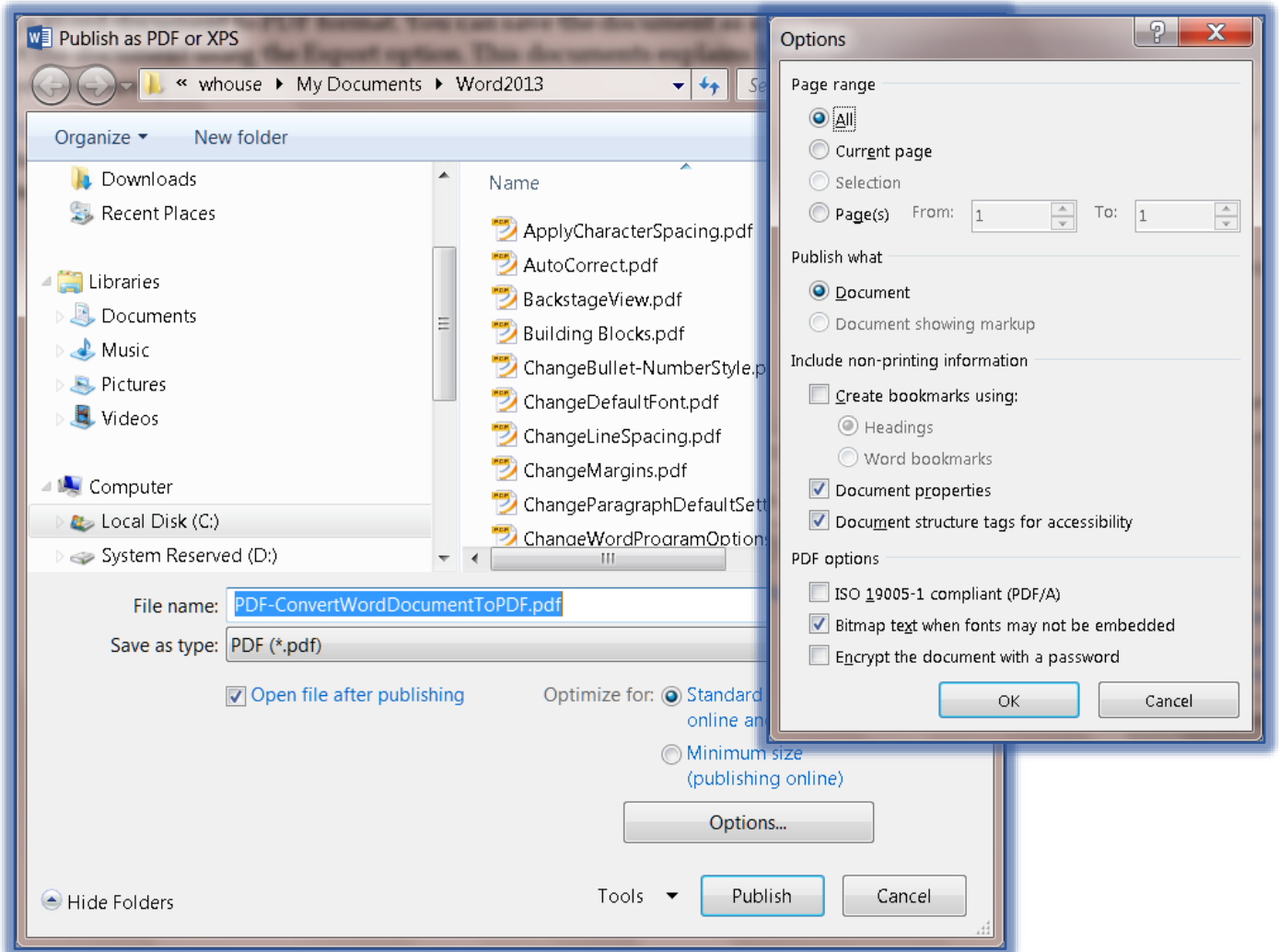
EXPORT WORD DOCUMENT

- ✚ Click the **File Tab**.
- ✚ Click **Export** on the left side of the window.
- ✚ The **Export** window will display (see illustration).



- ✚ Create **PDF/XPS Document** should be selected under **Export**.
- ✚ Click the **Create PDF/XPS** button under the **Create a PDF/XPS Document** area.
- ✚ The **Publish as PDF or XPS** window will display (see illustration on next page).
- ✚ Select the location where the PDF file is to be stored. The default is the same location as the Word document.
- ✚ In the **File Name** box, change the name of the document if desired.
 - ★ The name will default to the same name as the Word document.
 - ★ The name can be the same since the documents have different extensions applied to them.
- ✚ Click the **Options** button.
- ✚ Click **Documents**.
- ✚ Uncheck the **Document Properties** box to remove any options you don't want to share.
- ✚ To create a PDF of only selected pages of the document, click the options under **Page Range**.
- ✚ To make the document easier for screen reading software to read, click the **Document Structure Tags** option.
- ✚ Under **PDF Options**, select any applicable options from the following list:
 - ★ **ISO 19005-1** – This option is used to output the PDF document in a PDF/A standard. This is an archiving standard that preserves the document so it looks the same when it is opened in the future.
 - ★ **Bitmap Text When Fonts May Not be Embedded** – Use this option when fonts cannot be embedded into the document. Bitmap images of the text will be used so the PDF looks the same as the original document.

- ★ **Encrypt the Document with a Password** – To restrict access to the document, select this option. Only people with the password will be able to open the file. When **OK** is selected, the **Encrypt PDF Document** dialog box will display. Input the password for the document in this box.



- † Click **OK** to exit the **Options** window.
- † Click the **Publish** button to create the **PDF File**.
- † If the **Open File after Publishing** option is selected, the file will open in the **PDF** window.
- † If the box is not checked, the document will be saved, but will not open once it has been published.