

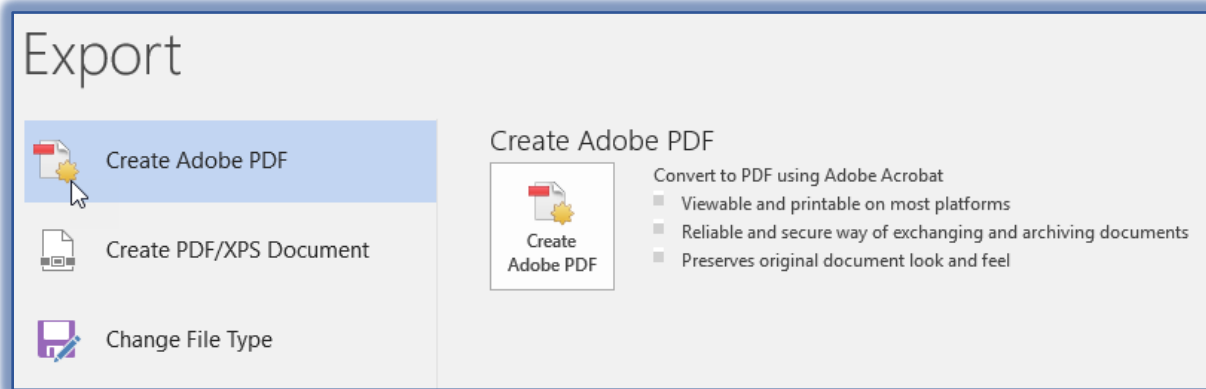
## Convert Word Document to PDF

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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 Adobe PDF** button under the **Create Adobe PDF** area.
- † The **Save Adobe PDF File As** 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.
- † To create a PDF of only selected pages of the document, click the options under **Page Range**.
- † Under **PDF Options**, select any applicable options.
- † Click **OK** to exit the **Options** window.
- † Click the **Save** button to create the **PDF File**.
- † If the **View Result** 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 the document has been published.

