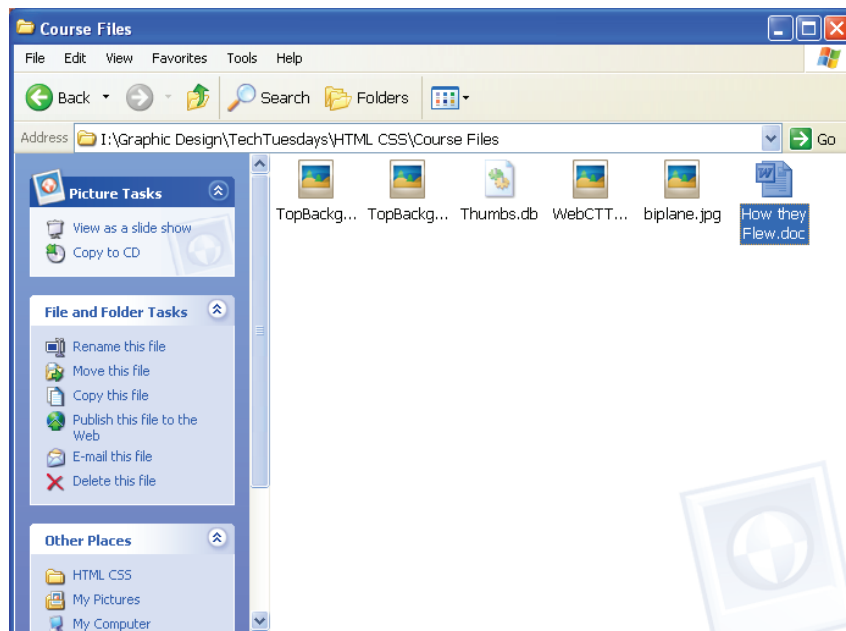


Steps to Converting Word Documents to PDF

The following guide will walk you through the steps to convert a Microsoft Word Document to an Adobe PDF using a computer with Adobe Acrobat Pro 7.0 installed.

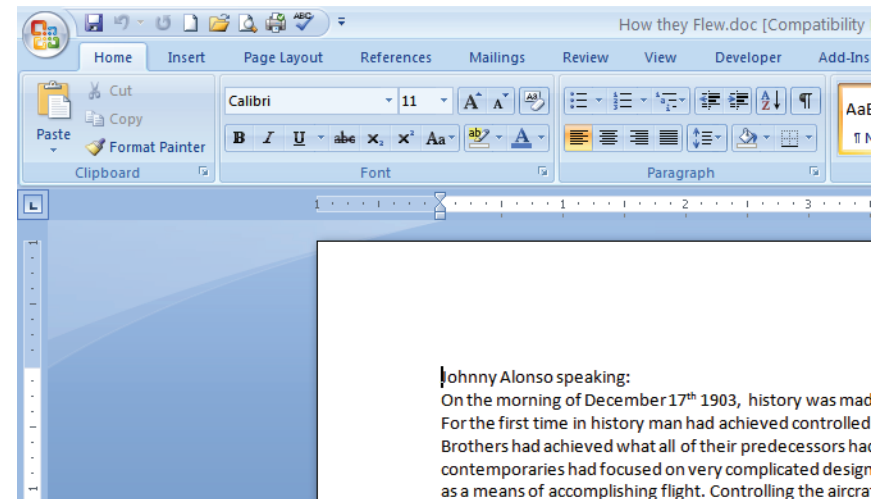


1. Open the Word Document in Microsoft Word.
From your I: Drive, Desktop, FlashDrive or other location double click your file and open it in Microsoft Word.

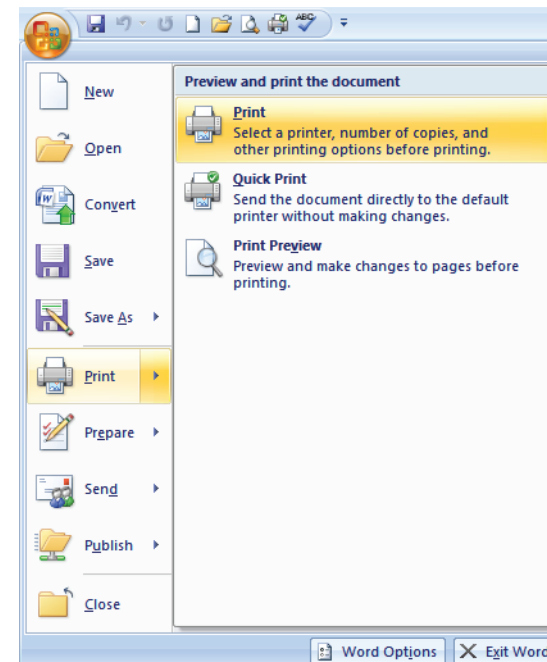


Steps to Converting Word to PDF

2. In Microsoft Word click the Office Button (upper left)



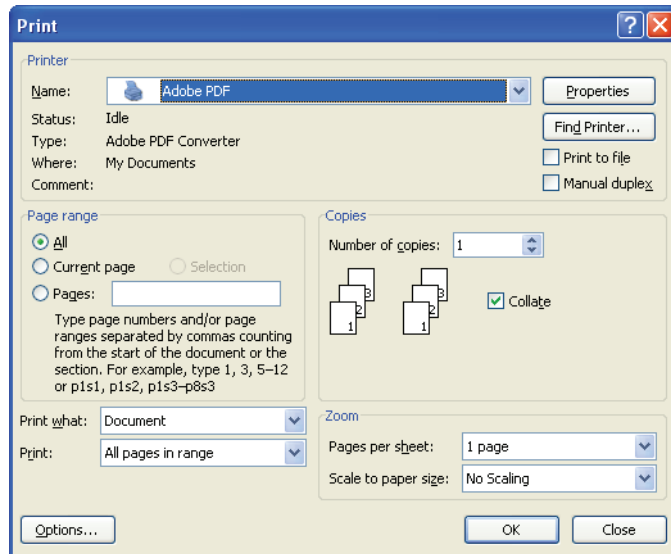
3. Mouse down to Print and over to and click Print



Steps to Converting Word to PDF

4. Change the Printer to Adobe PDF and Click OK.

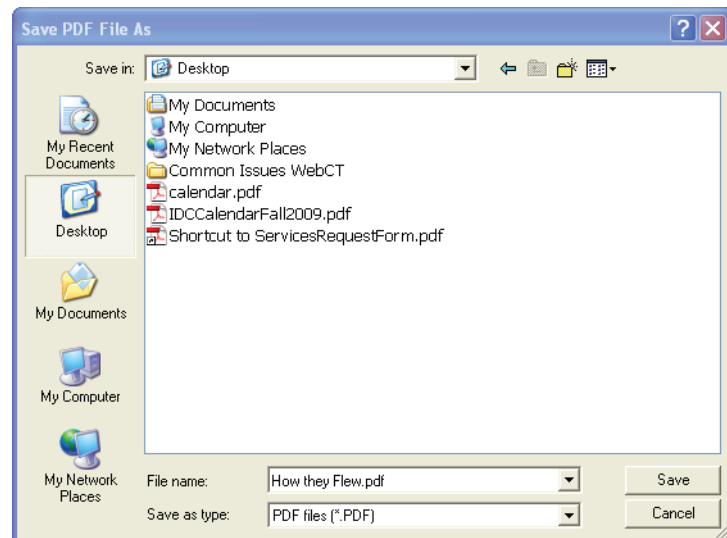
This will allow you to Print to a PDF.



5. Navigate to a location, give it a file name and click Save.

Leave the .pdf file extension on the end of the file name.

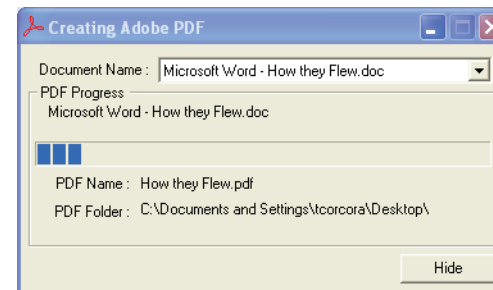
This will save your PDF out to the location you chose.



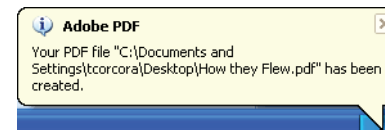
Steps to Converting Word to PDF

6. The PDF conversion will run.

The screen will show you the progress of the PDF saving.

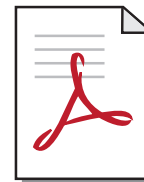


7. Once the PDF has saved it will alert you in the lower right of the Windows desktop that it is done saving.



8. Also the PDF will open in Adobe Acrobat Pro.

After the PDF opens in Acrobat Pro you can preview the file.



9. Finally, upload, email or print your new PDF.

Now your PDF is ready to be uploaded to an online course, emailed or printed.