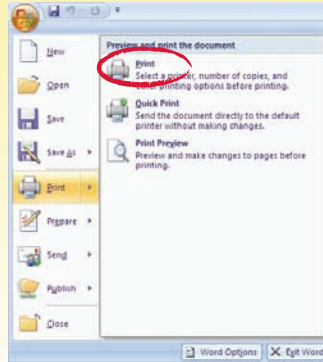**This document describes how to create a PDF from Microsoft® products. These steps assume that the full version of Adobe Acrobat® (not just Adobe Reader®) is installed on your PC.**
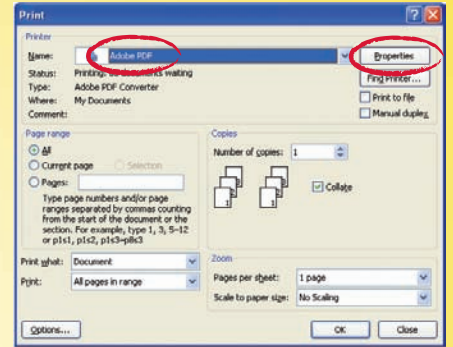
1

Open your document.

Go to **FILE** or the **MICROSOFT ICON** on the menu, then select **PRINT**.

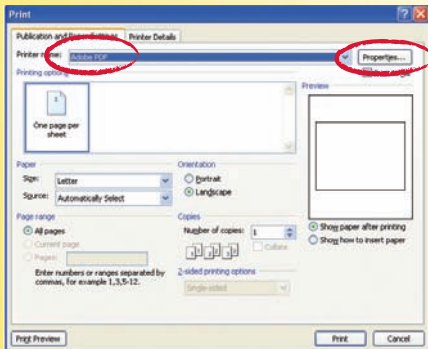Use the drop-down box next to Name to choose **Adobe PDF** from the printer choices.
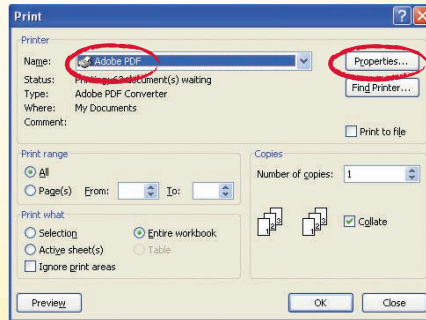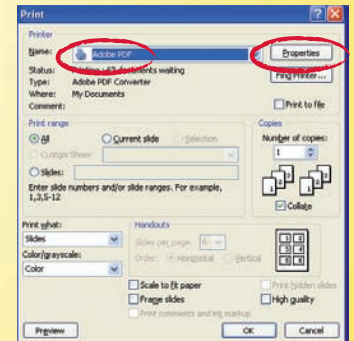
Select **Properties**.

Microsoft Word 2007
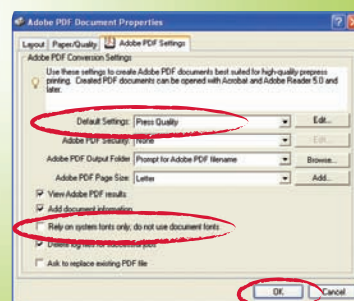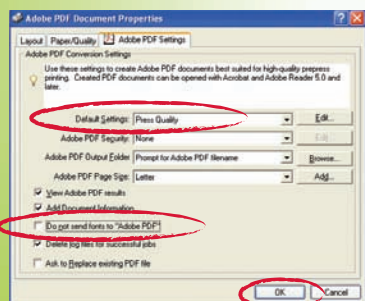
Microsoft Word XP

Publisher

Microsoft Excel

PowerPoint

2

Under the Adobe PDF Settings, change the Adobe PDF Conversion Settings/Default Settings to **Press Quality**.

Uncheck the box that says either **Do not send fonts to "Adobe PDF"** or **Rely on System fonts only.** Then select **OK**.

3

Select **OK**.

When prompted, type a file name (or accept the default name suggested by Word). Note that the default extension is .pdf. Select **Save**.

When the conversion is complete, your document may automatically open in Acrobat and you can check to see how it looks.