## How to Convert Word Files to a PDF (Portable Document Format) File Adobe Acrobat 6.0

## Follow the directions below to create a PDF file from a Word Document

- 1. Open your document in Word.
- 2. Go to *File* and click on *Print*.
- 3. A *Print* window will open.

Print	? 🔀
Printer Name: Image: Printer P	Properties
Status: Idle Type: HP LaserJet 1100 (MS) Where: LPT1: Comment:	Fin <u>d</u> Printer
Page range   All  Current page  C Selection  Pages:  Enter page numbers and/or page ranges separated by commas. For example, 1,3,5–12	Copies Number of copies:
Print what: Document	Zoom Pages per sheet: 1 page 💌 Scale to paper size: No Scaling 💌
Options	OK Cancel

4. Under *Name:* select Acrobat PDF on the pull down menu.

Print			? 🛛
Printer <u>N</u> ame: Status: Type: Where:	Adobe PDF Acrobat Distiller Adobe PDF HP LaserJet 1100 (MS)		
	age <u>Selection</u> umbers and/or page ranges commas. For example, 1,3,5–12	Number of copies:	Manual duplex
-	Document 💌 All pages in range 💌		1 page
Options			OK Cancel

5. Under the *Find Printer* button click the box *Print to File*.

Print			? 🛛
Printer <u>N</u> ame:	adobe PDF		Properties
Status: Type: Where:	Idle Adobe PDF Converter My Documents\*.pdf		Fin <u>d</u> Printer
Comment:	Creates Adobe PDF		Manual duple <u>x</u>
Page range	Colum	Copies Number of <u>c</u> opies:	1
C Curr <u>e</u> nt p C Pages:	page <u>C</u> Selection		Colla <u>t</u> e
	numbers and/or page ranges y commas. For example, 1,3,5–12		
Print <u>w</u> hat:	Document	Zoom	
Print:	All pages in range	Pages per s <u>h</u> eet:	1 page
		Scale to paper size:	No Scaling
Options			OK Cancel

## 6. Click OK.

7. A Print to File window opens.

Print to file		? 🗙
Save in:	💼 ETD Documents 💽 🔶 🐑 🔃 🗸 Tools 🔻	
History History My Documents Desktop	<ul> <li>Flyers</li> <li>guides to</li> <li>Mac</li> <li>newsletter</li> <li>Other ETD Articles</li> <li>Software Availability</li> <li>surveys</li> <li>ETDNEwsletter.prn</li> </ul>	
	File name:	OK
	Save as type: Printer Files (*.prn)	ancel

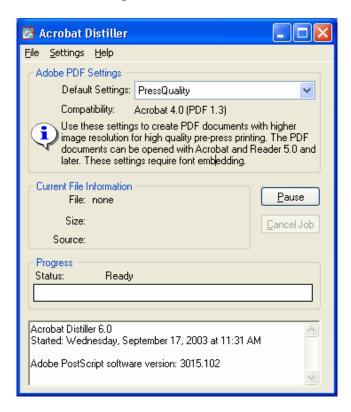
8. In the *File name:* box, type 'YourName\_ETD.prn' *IMPORTANT: Make sure you save* your file to the Desktop. To do this, go to the Save in field and locate Desktop. Then, click OK.

Print to file		<b>?</b> ×
🗕 Save in:	🕝 Desktop 💽 🗢 🖝 💼 🔕 🗙 😤 🎛 - Tools -	
History History My Documents	My Documents My Computer My Network Places ETD Files FTD's My Computer My Documents Cusers on 'solo' (U)	
	File <u>n</u> ame: MyName_ETD.prn	ОК
	Save as type: Printer Files (*.prn)	ancel

9. Click on, Start, Programs, and then Acrobat Distiller 6.0.



10. The Acrobat Distiller Window opens.



11. Under *Default Settings*, find and select the *Press Quality* option. *IMPORTANT: Make sure the file you are creating is compatible with Adobe 4.0 (PDF 1.3). You can find this description under the drop down menu.* 

🔀 Acrobat Distiller 📃 🗖 🔀
<u>File S</u> ettings <u>H</u> elp
Adobe PDF Settings
Default Settings: PressQuality
Compatibility: Acrobat 4.0 (PDF 1.3)
Use these settings to create PDF documents with higher image resolution for high quality pre-press printing. The PDF documents can be opened with Acrobat and Reader 5.0 and later. These settings require font embledding.
Current File Information File: none
Size: Source:
Progress           Status:         Ready
Acrobat Distiller 6.0 Started: Wednesday, September 17, 2003 at 11:31 AM Adobe PostScript software version: 3015.102

12. Next, click on *File* in the menu bar and choose *Preferences*. Make sure the option *Ask for PDF file destination* is checked. If not, please do so.

Preferences - Acrobat Distiller	. 🔀
Startup Alerts           Image: Startup Alerts           Image: Notify when Watched Folders a           Image: Notify when Windows IEMP folders	
Output Options ▲sk for PDF file destination Ask to replace existing PDF file View PDF when using Distiller	<u>H</u> elp
	Distiller application. For Adobe PDF e Acrobat Adobe PDF printer and

13. Next, click on *Settings* and choose *Edit Adobe PDF Settings*.14. A *Press Quality – Adobe PDF Settings* window will open.

PressQuality - Adobe PDF Settings
General Images Fonts Color Advanced PDF/X
Description
Use these settings to create PDF documents with higher image resolution for high quality pre-press printing. The PDF documents can be opened with Acrobat and Reader 5.0 and later. These settings require font embedding.
File Options
Compatibility: Acrobat 4.0 (PDF 1.3)
Object Level Compression: Tags only
Auto-Rotate Pages: Off
Binding: Left
<u>R</u> esolution: 2400 dots per inch
O All Pages O Pages From: To:
Embed thumbnails
✓ Optimize for fast web view
Default Page Size
Width: 612.0 Units: Points 🗸
Height: 792.0
Save <u>A</u> s OK Cancel <u>H</u> elp

15. Select the *Fonts* tab and make sure the *Embed All Fonts* option is checked. If not, please do so.

PressQuality - Adobe PDI General Images Fonts ( Embed all fonts	Color Advanced PDF/X	×
	when percent of characters used is less than: ancel job	100 %
Font <u>S</u> ource:	Al <u>w</u> ays Embed:	
C:\WINDDWS\Fonts\ Arial-Black Arial-Blacktlatic Arial-Blacktlatic Arial-BoldtlaticMT Arial-BoldtAT ArialNarrow-Bold ArialNarrow-Bold ArialNarrow-Bold ArialNarrow-Bold ArialNarrow-Boldtatic ArialUnicodeMS Batang BookAntiqua-Bold BookAntiqua-Bold BookAntiqua-Bold BookAntiqua-Italic	▲dd -> Add -> Add ->	X
	Add Name	Remove

17. Next, click on *File* in the menu bar and choose *Open*.

Acrobat Distill	er - Open PostSc	ript File			? 🛛
Look jn:	🞯 Desktop		~	3 🕸 📂 🖽-	
My Recent Documents Desktop My Documents	My Documents My Computer My Network Pla ETD Files ETD's My Computer My Documents				
My Computer					
	File <u>n</u> ame:	I		*	<u>O</u> pen
My Network	Files of <u>type</u> :	PostScript files (*.ps)		~	Cancel

18. The window above will open. Locate your file in the window. If you cannot locate it, go to the *Files of Type drop down menu, and select All Files.* Your file should appear now.

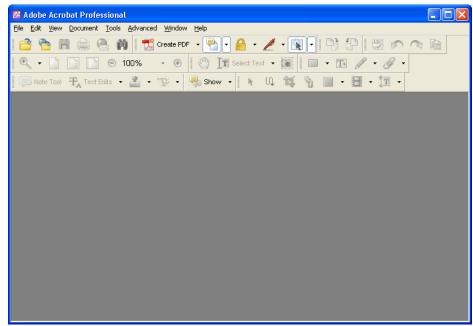
Acrobat Distille	er - Open PostSc	ript File						? 🗙
Look jn:	🞯 Desktop		~	G	Ì	Þ	•	
My Recent Documents Desktop My Documents My Computer	My Documents My Computer My Network Pla Adobe Acrobat ETD Files Calendar Acces ETD's My Computer My Documents My Name_ETD.p OhioLINK Shortcut to List WUC ETD	6.0 Professional 5.0 6.0 s	₩ Users on 'so	lo' (U)				
<b></b>	File <u>n</u> ame:	MyName_ETD.p	om			*		<u>O</u> pen
My Network	Files of type:	All files (*.*)				*		Cancel

19. Open the file.

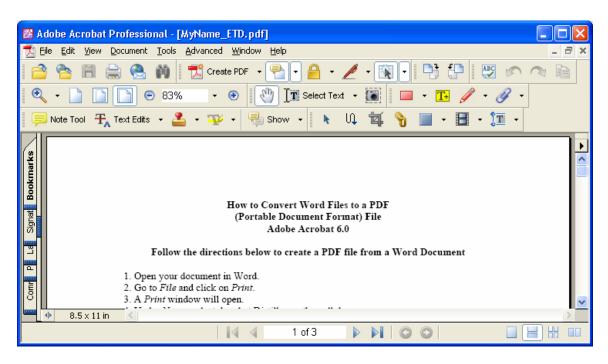
20. An Acrobat Distiller – Specify PDF File Name window opens. The File name: box will be highlighted with 'YourName\_ETD'.

Acrobat Distille	er - Specify PDF	File Name				? 🗙
Savejn:	🞯 Desktop		*	6 🖻	• 🖭 🥙	
My Recent Documents Desktop	My Documents My Computer My Network Pla ETD Files ETD's My Computer My Documents Scuers on 'solo' (					
My Documents						
My Computer						
<b></b>	File <u>n</u> ame:	MyName_ETD.pdf			~	<u>Save</u>
My Network	Save as <u>t</u> ype:	PDF files (*.pdf)			*	Cancel

- 21. Click on the Save button and Distiller will create a PDF file.
- 22. Exit out of Distiller.
- 23. Open Adobe Acrobat 6.0.



24. After Acrobat is open, click on File, then Open. Locate the file and open it.



\**IMPORTANT:* Examine your document carefully to make sure all details and material are formatted correctly.