How to Convert Word files to PDF In Mac OS X (Adobe Acrobat 6)

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

	Print
Printer:	Coolen_HP4050N
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Error Handling Paper Feed Image Quality Microsoft Word	page n
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separatec	I by commas (e.g. 2, 5–8) Save As PDF

- 5. Check Save to File and under format, select Postscript.
- 6. Click Save.

	Print	
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- 7. A Save to File window opens.
- 8. Type etd in the filename window and click *Save* to save it to the desktop.

	Save to F	file
Save As:	etd	
Where:	Desktop	•
		Cancel Save

- 9. Close Word. There should be a new file on the desktop named etd.ps. This is your postscript file.
- 10. Open *Acrobat Distiller*. It is located in the *Acrobat Professional* folder, which is in your Applications folder.

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- 11. The Acrobat Distiller window opens.
- 12. Under *Default Settings*, select *Edit Adobe PDF Settings*. In the *General Tab*, under *File options*, select Acrobat 4.0 (PDF 1.3) and check the option *Optimize for fast viewing*.

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13. Move to the Fonts tab and make sure the Embed All Fonts option is checked.

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- 14. Select Click *File* on the menu bar and select *Open*.15. Select your postscript file: etd.ps
- 16. Distiller will then create a file called etd.pdf and save it to the desktop.

NOTE: If you have Adobe Acrobat 5.5, the process is the same except that Distiller will run in classic mode.