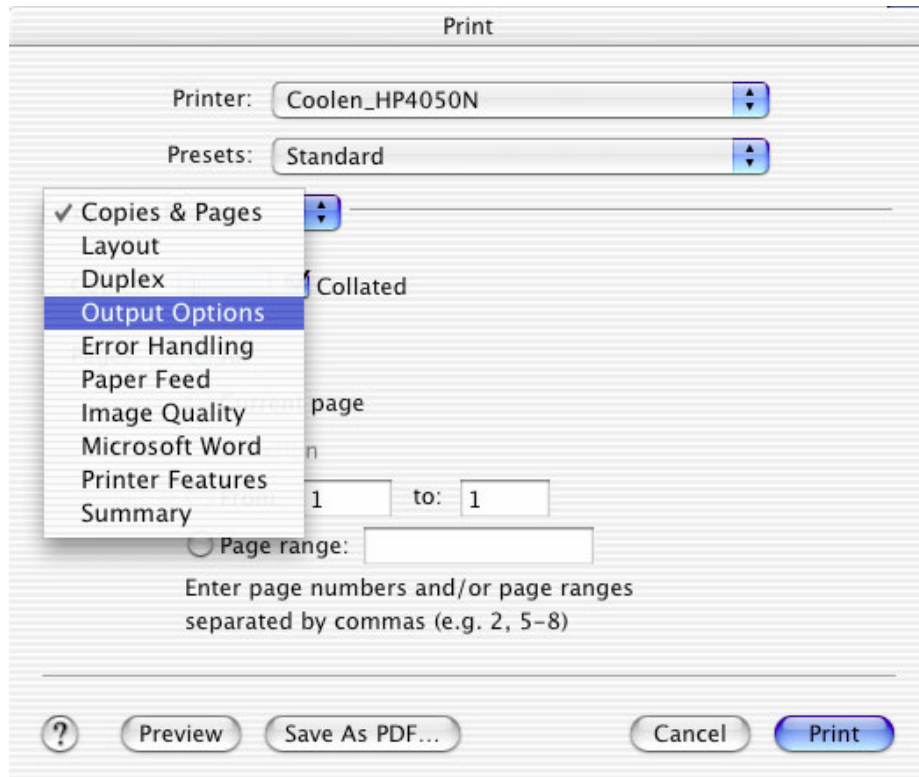
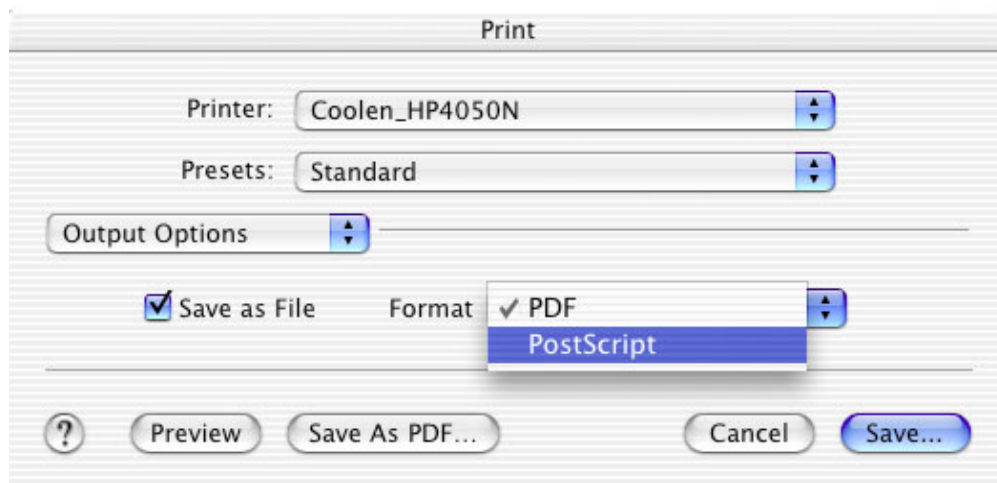


## How to Convert Word files to PDF In Mac OS X (Adobe Acrobat 6)

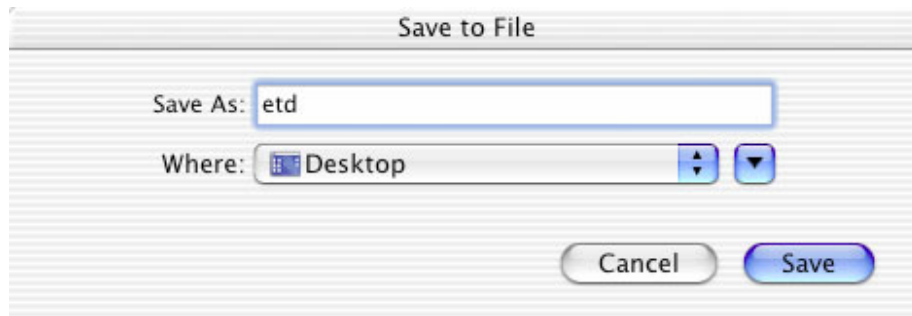
1. Open your document in Word.
2. Go to *File* and click on *Print*.
3. A *Print* window will open.
4. Select *Output Options*.



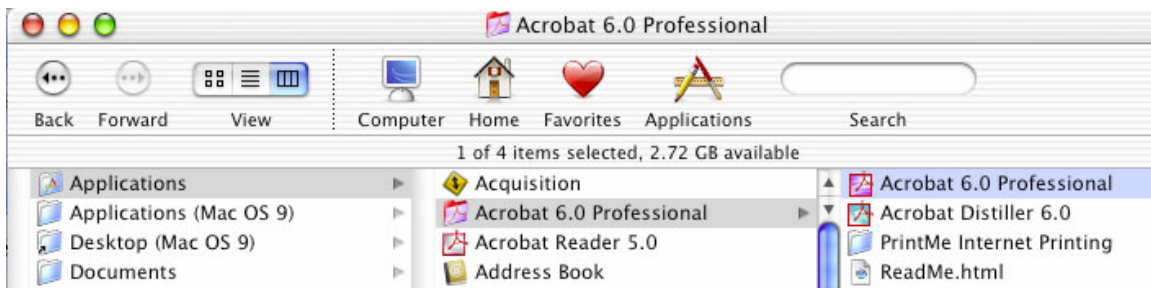
5. Check *Save to File* and under format, select *Postscript*.
6. Click *Save*.



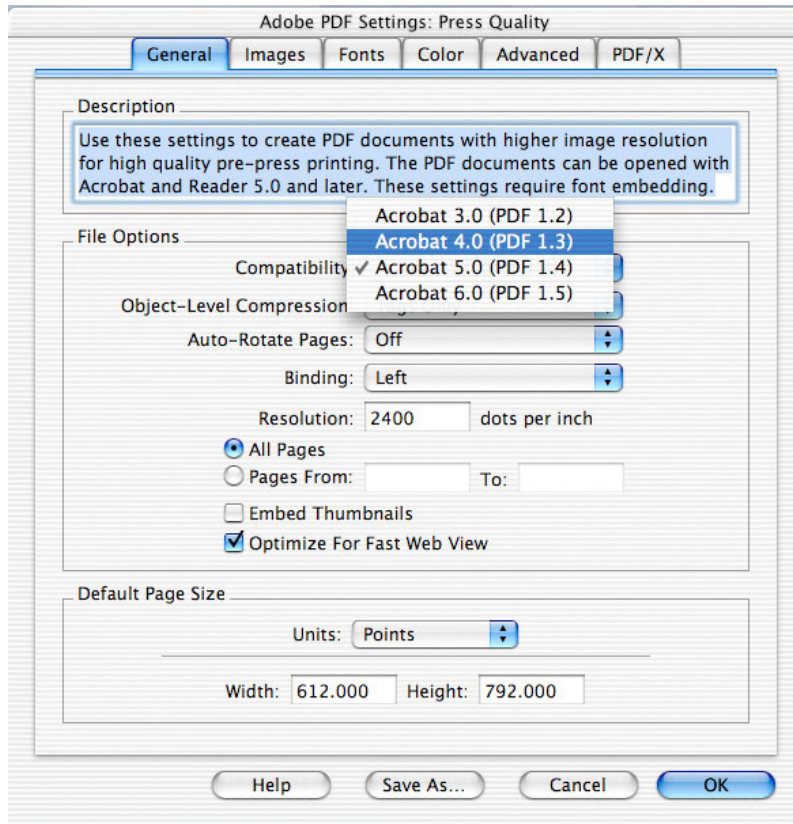
7. A *Save to File* window opens.
8. Type *etd* in the filename window and click *Save* to save it to the desktop.



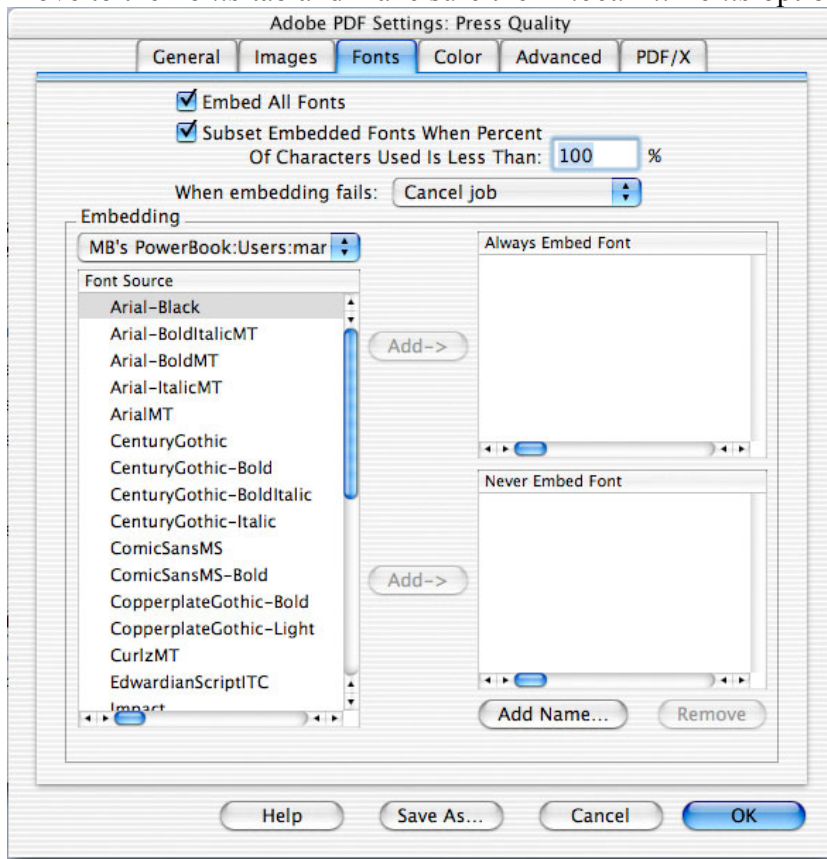
9. Close Word. There should be a new file on the desktop named *etd.ps*. This is your postscript file.
10. Open *Acrobat Distiller*. It is located in the *Acrobat Professional* folder, which is in your Applications folder.



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*.



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



14. Select *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.