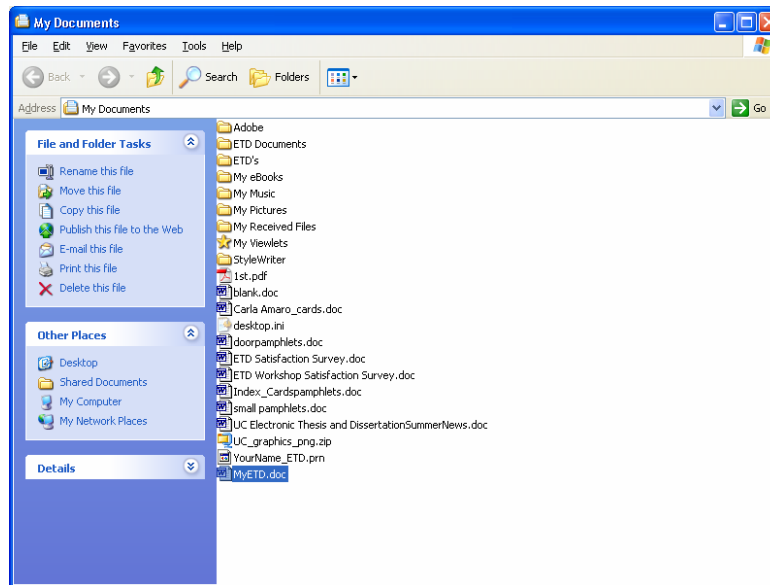


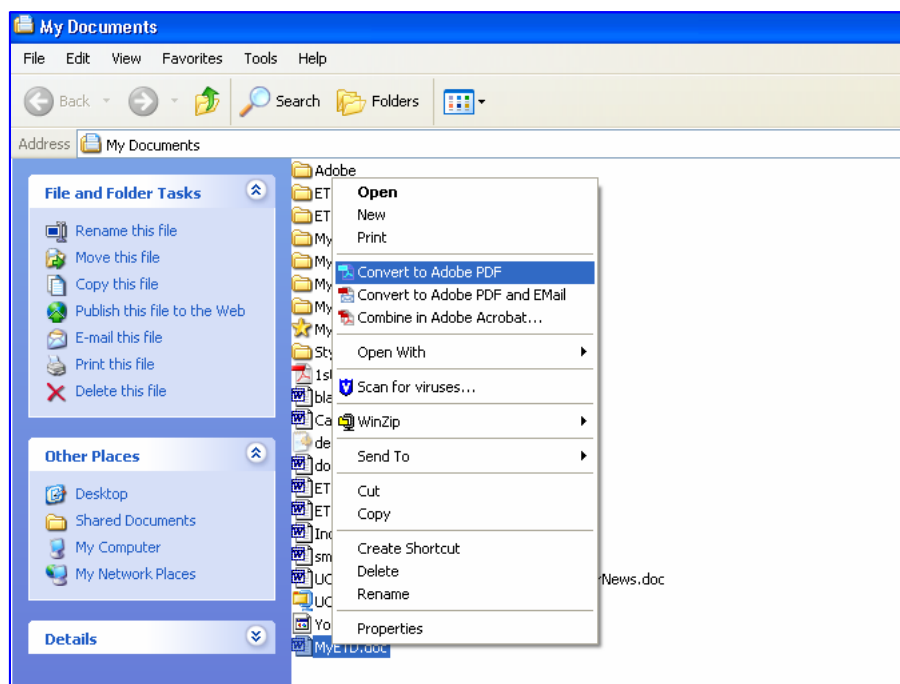
How to Convert Word Files to a PDF (Portable Document Format) File Adobe Acrobat 6.0

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

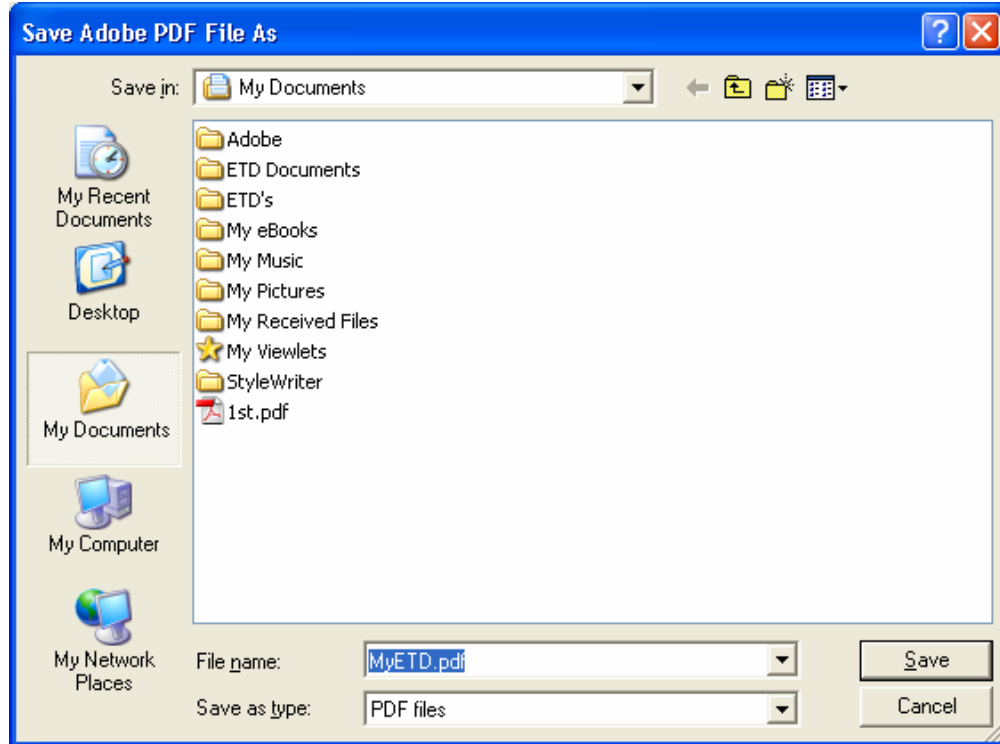
1. Locate the document you want to convert to a PDF.



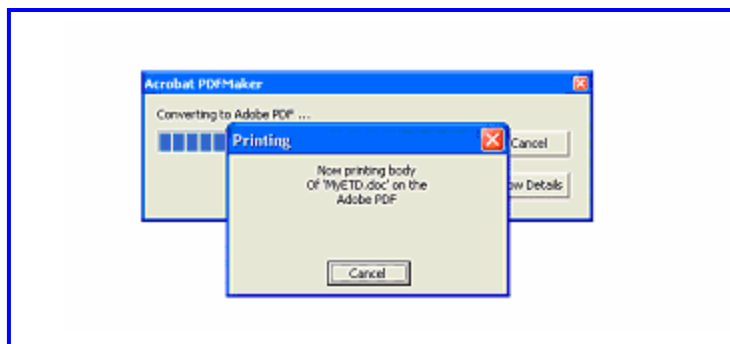
2. Once your file is selected, *right-click* the file and a pop-up menu will appear.
3. Select the *Convert to Adobe PDF* option.



4. Your *Word Document* will open, followed by a *Save Adobe PDF File As* window.



5. Select the destination where you want to save your file and click *Save*. **IMPORTANT:** You will notice that several windows will open and close as the PDF conversion is taking place. This is a normal procedure and you may not worry about it.



6. Once the file is converted, *Adobe 6.0* will open the document for you.