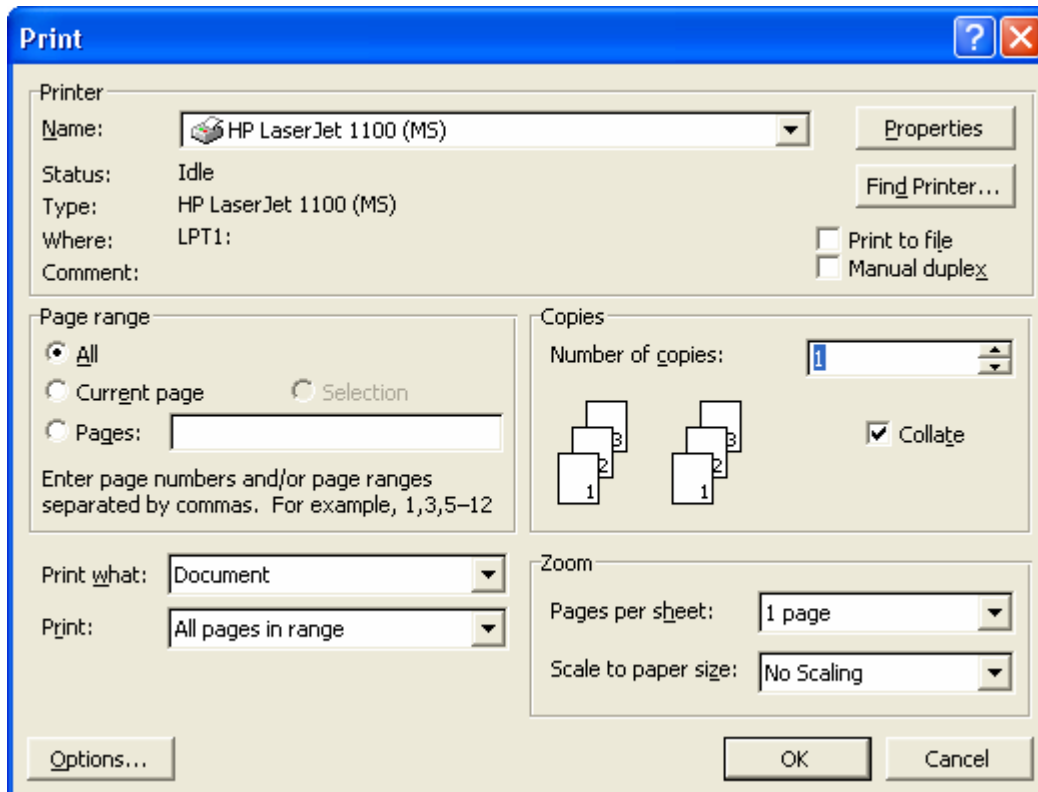


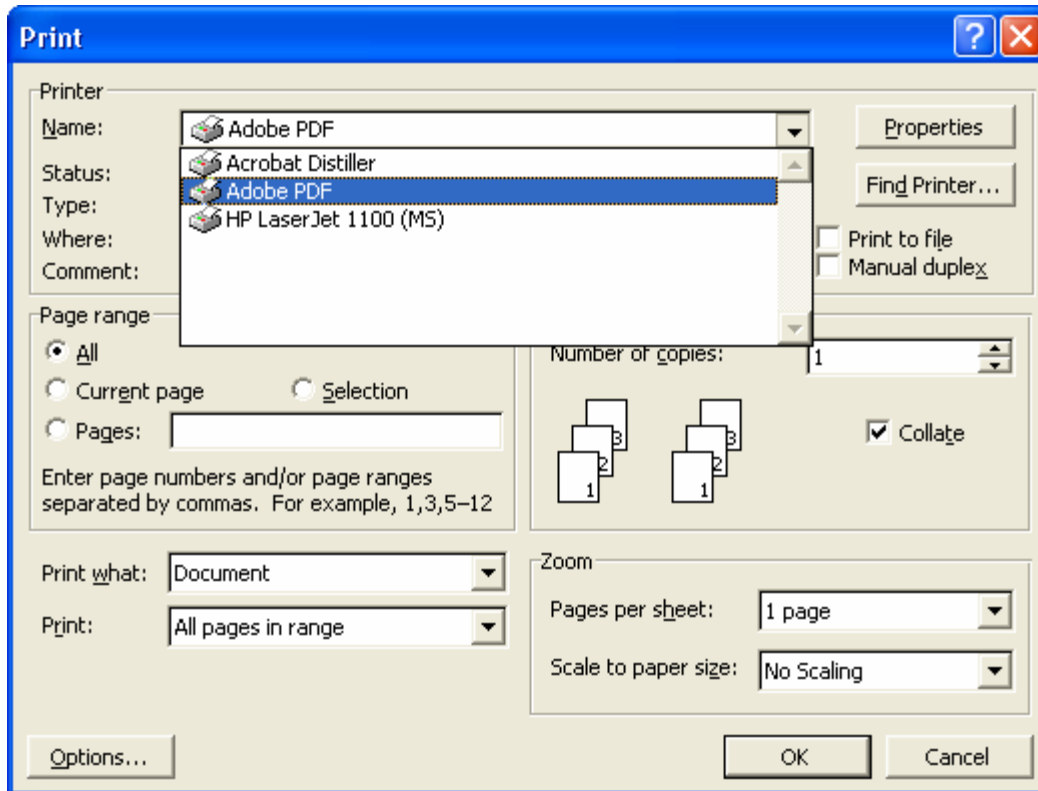
## How to Convert Word Files to a PDF (Portable Document Format) File Adobe Acrobat 6.0

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

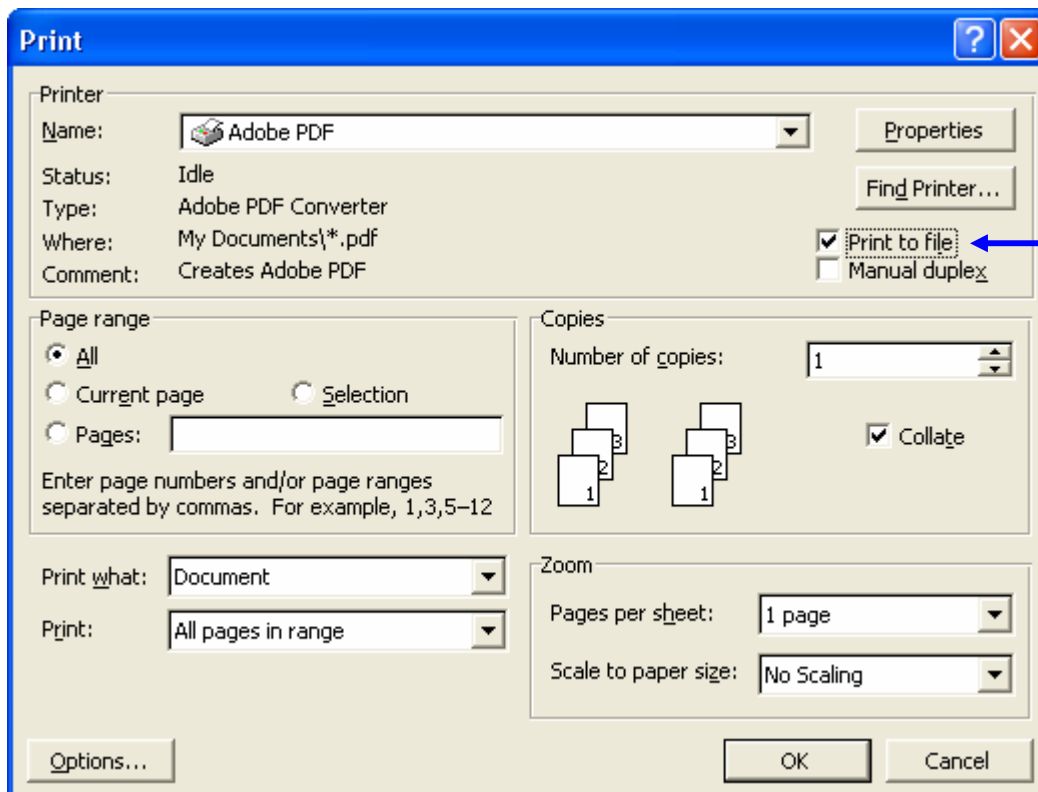
1. Open your document in Word.
2. Go to *File* and click on *Print*.
3. A *Print* window will open.



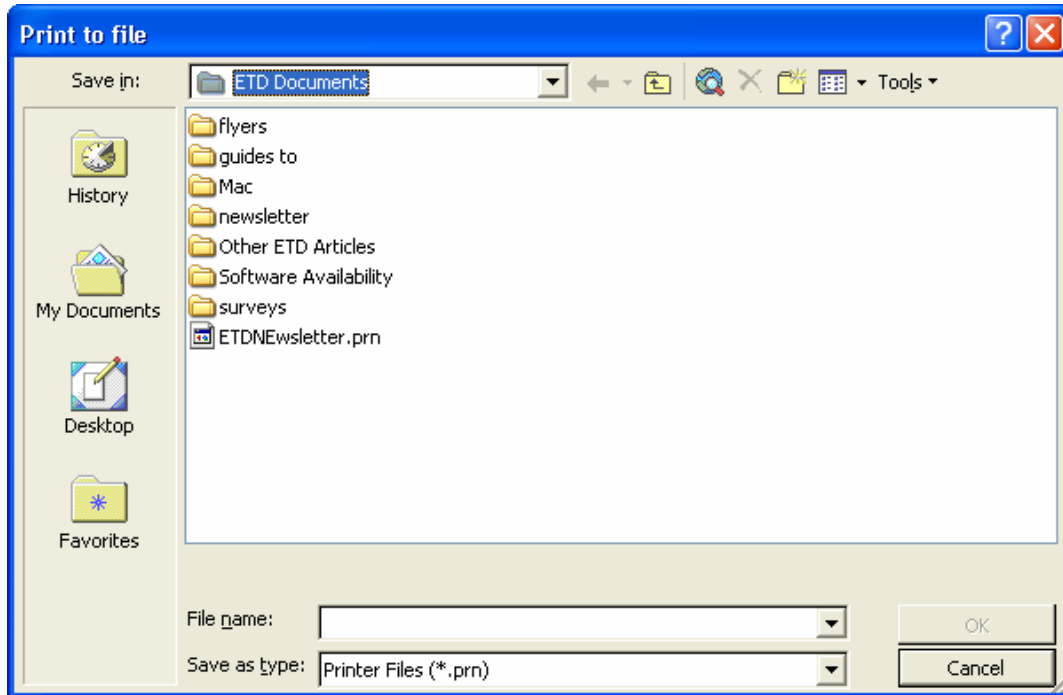
4. Under *Name*: select Acrobat PDF on the pull down menu.



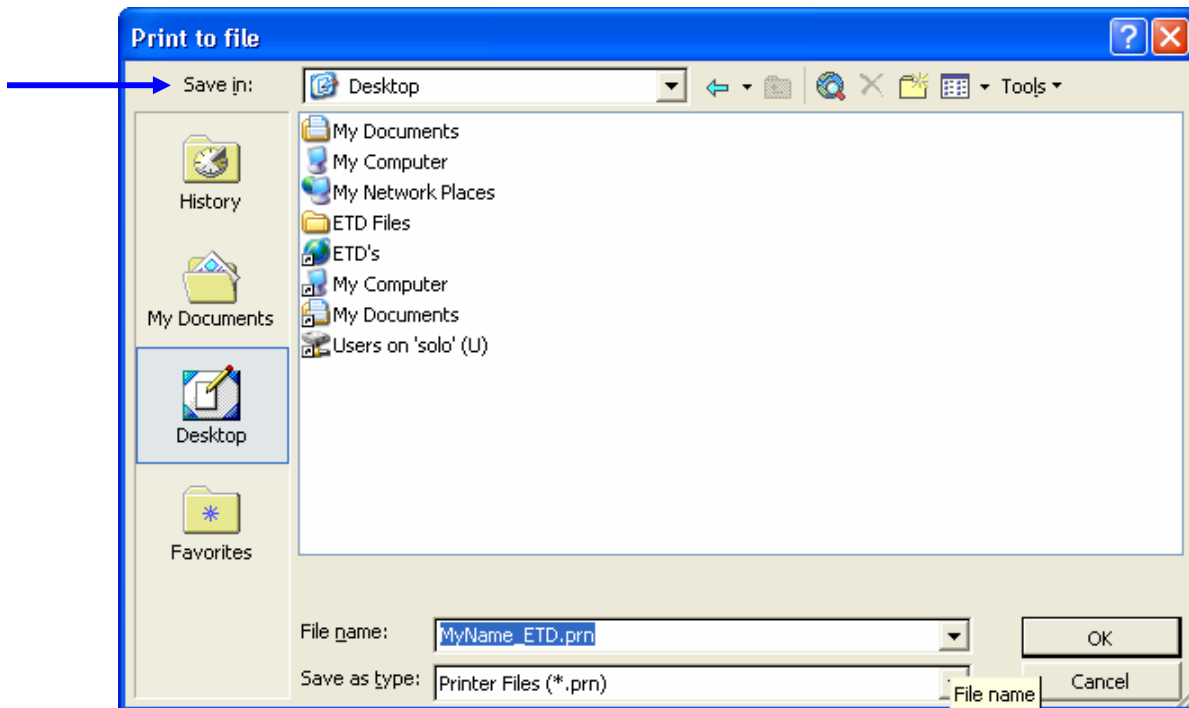
5. Under the *Find Printer* button click the box *Print to File*.



6. Click *OK*.
7. A *Print to File* window opens.



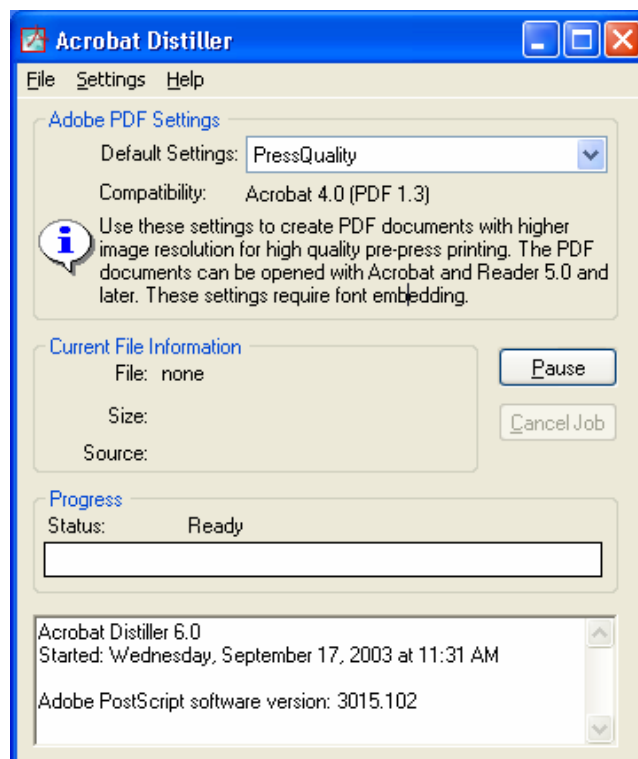
8. In the *File name:* box, type 'YourName\_ETD.prn' **IMPORTANT: Make sure you save your file to the Desktop. To do this, go to the Save in field and locate Desktop. Then, click OK.**



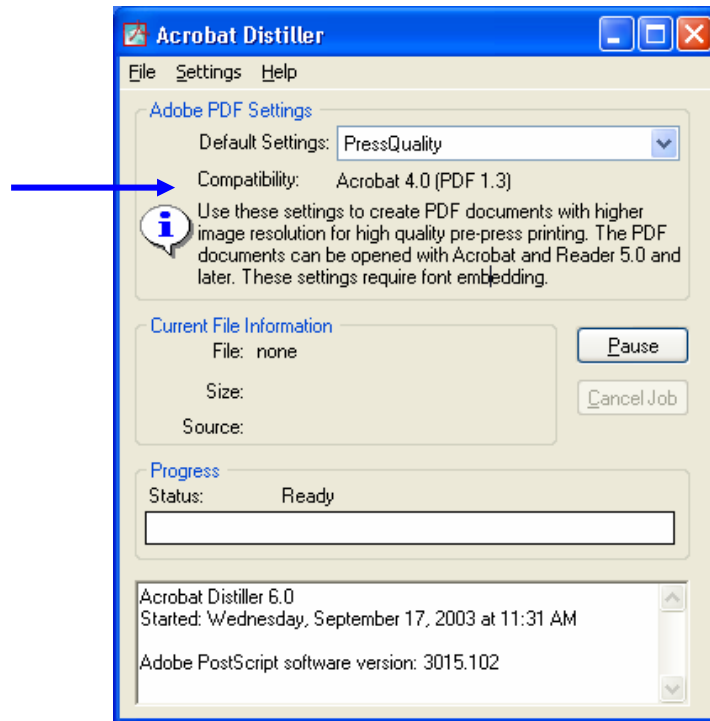
9. Click on, *Start, Programs,* and then *Acrobat Distiller 6.0.*



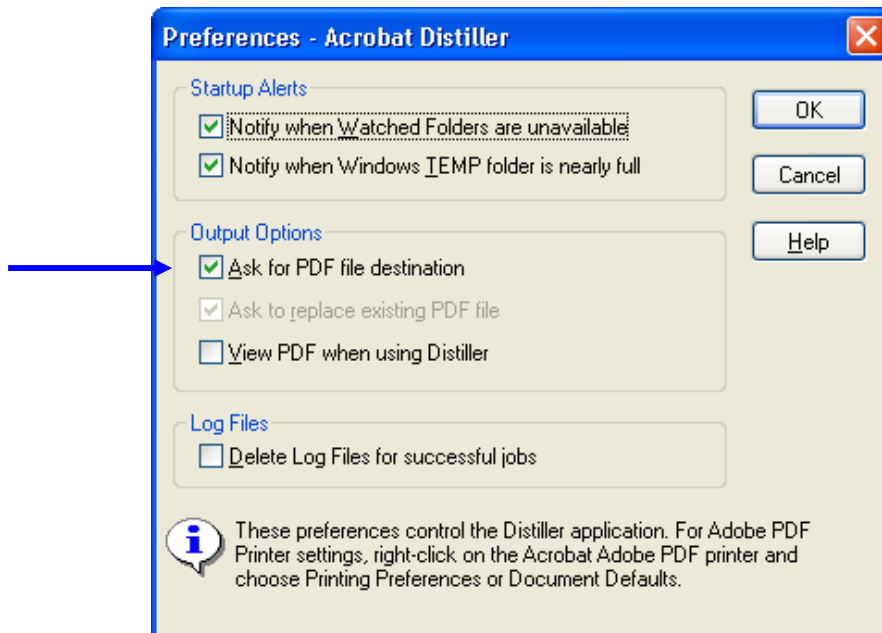
10. The *Acrobat Distiller* Window opens.



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.

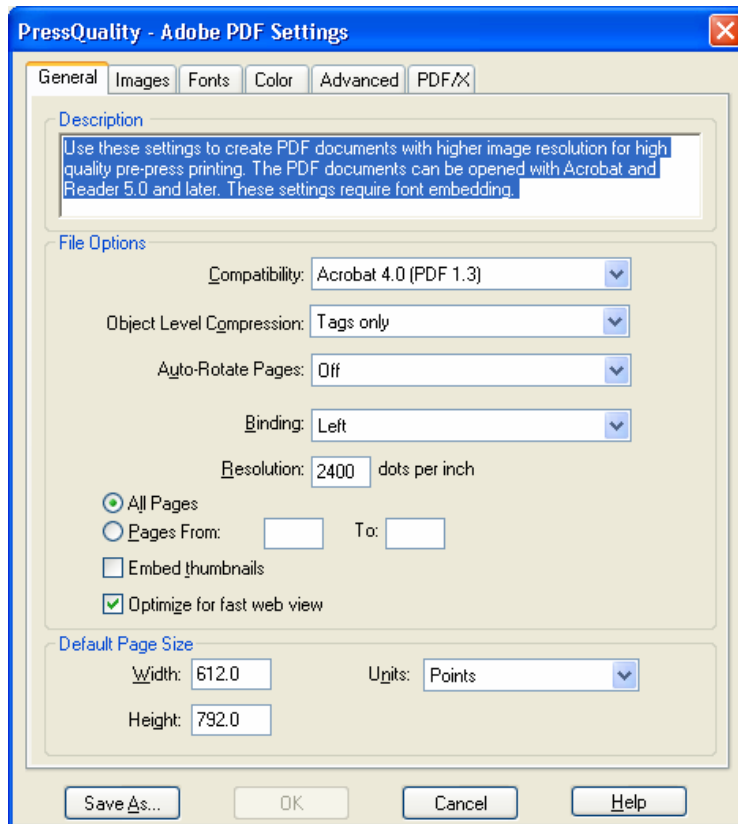


12. Next, click on *File* in the menu bar and choose *Preferences*. Make sure the option *Ask for PDF file destination* is checked. If not, please do so.

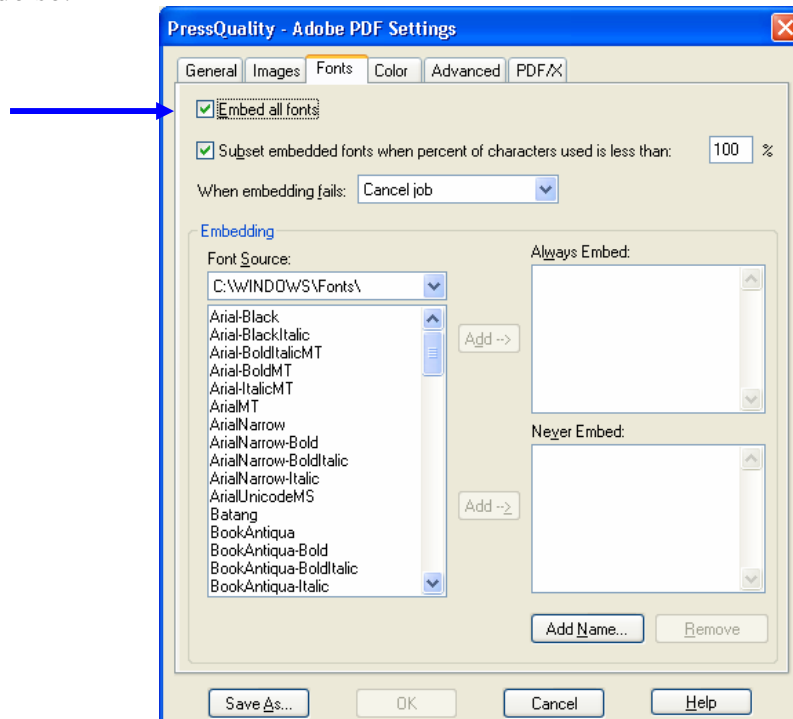


13. Next, click on *Settings* and choose *Edit Adobe PDF Settings*.

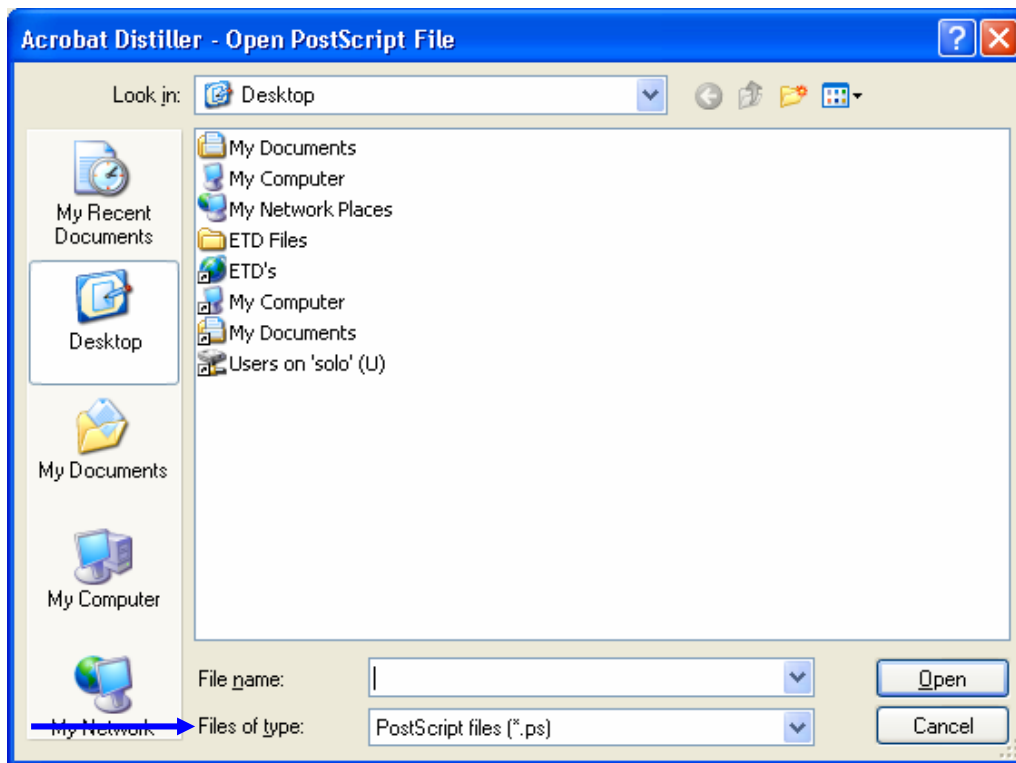
14. A *Press Quality – Adobe PDF Settings* window will open.



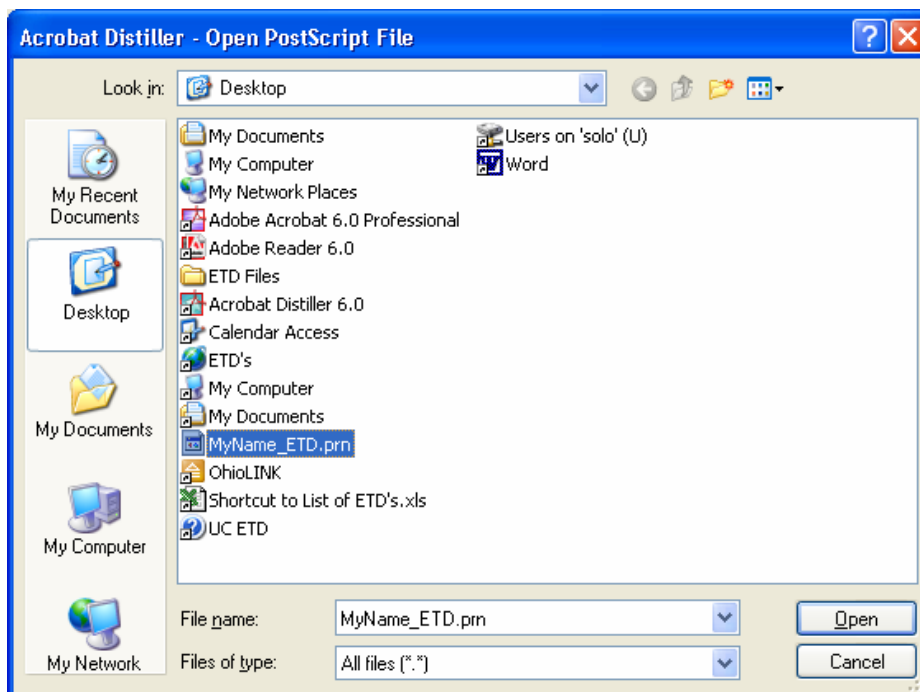
15. Select the *Fonts* tab and make sure the *Embed All Fonts* option is checked. If not, please do so.



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

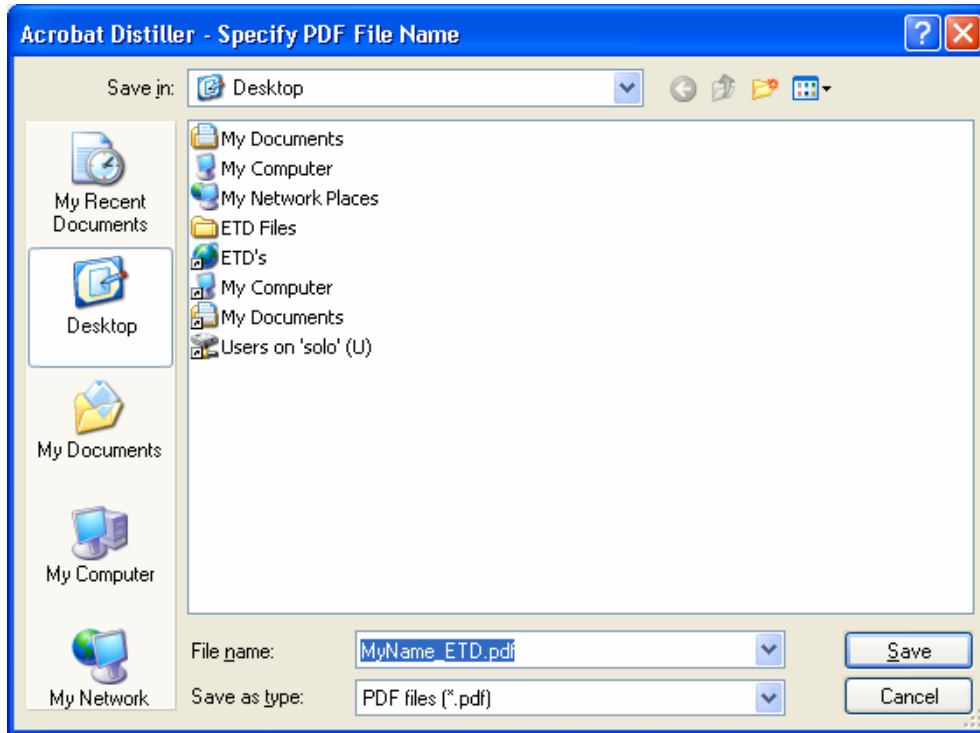


18. The window above will open. Locate your file in the window. If you cannot locate it, go to the *Files of Type* drop down menu, and select *All Files*. Your file should appear now.



19. Open the file.

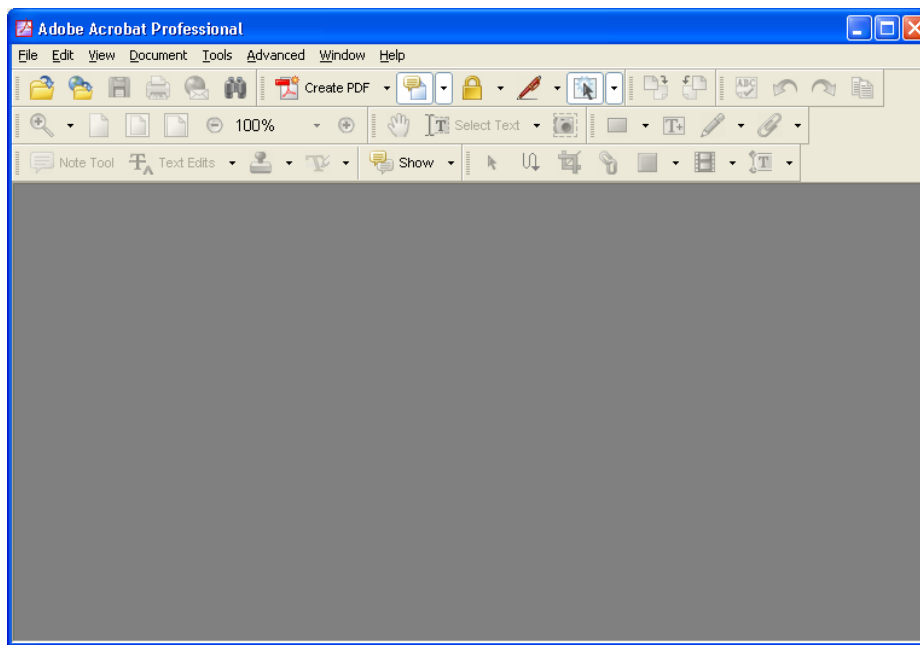
20. An *Acrobat Distiller - Specify PDF File Name* window opens. The *File name:* box will be highlighted with 'YourName\_ETD'.



21. Click on the *Save* button and Distiller will create a PDF file.

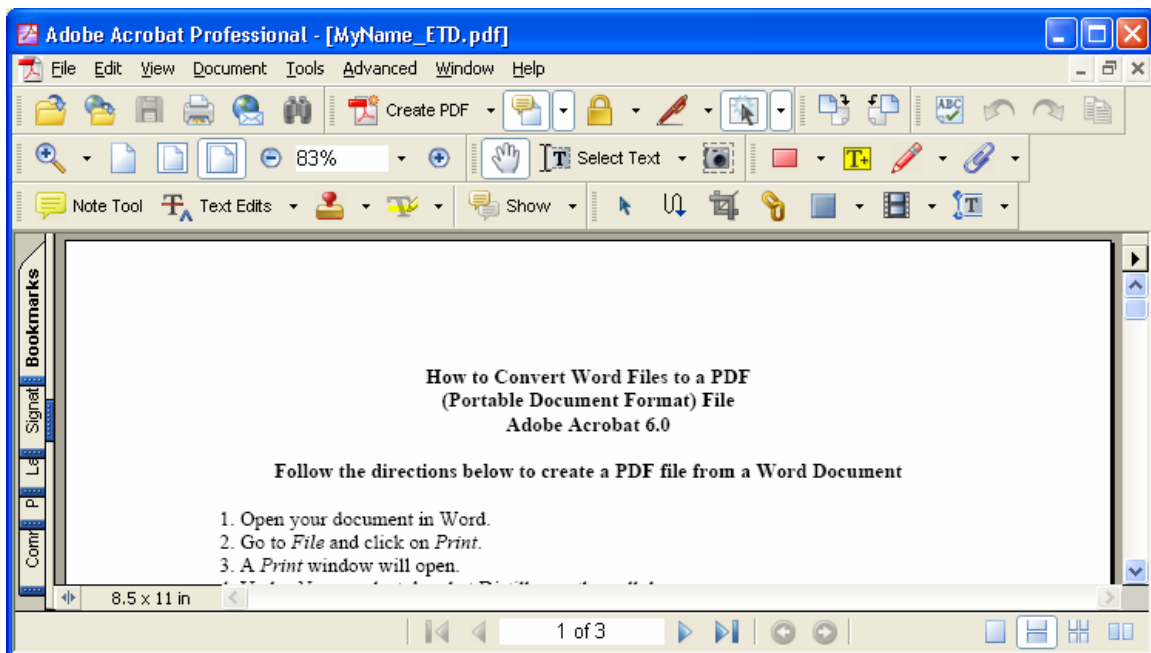
22. Exit out of Distiller.

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.