

MS Word Documents to PDF

Please read the steps before you attempt them. This document will instruct the user on how to save a Microsoft Word Document as a PDF formatted file.

1. Open Microsoft Word.
2. Open the document that you intend to save as a PDF file.
3. Make sure that you have checked the document for all spelling and grammar errors and that you have repaired them.
4. Save the document as a regular Microsoft Word document onto your home drive (in the **My Documents** Folder somewhere) and make a note of where it is.
5. Click on **File** on the menu bar, and choose **Print**.
6. In the **Printer Name** box, select the **\\webattend\PDF Printer**.
7. Click on **OK**.
8. You will be presented with the **Save As** dialog box. In here, you need to decide where you want to save this PDF file.
9. Navigate to the location of your Microsoft Word document.
10. Type in the name of your PDF file. DO NOT add the .PDF extension to your file name. It will be added automatically.
11. Click on **OK**.

You now have 1.) a Microsoft Word document and 2.) a PDF formatted document that are identical **in content**. You will need to remember to re-do these steps EVERYTIME you change the initial MS Word document so that the PDF document matches the Word document. You can now use the PDF document as the file to be uploaded to any of your class web pages!

If you need help with any of these steps, please see Patricia Youngross in room 106, or send an email detailing the problem to pyoungross@pjpii.org.

CONGRATULATIONS! You have learned another computer application trick!