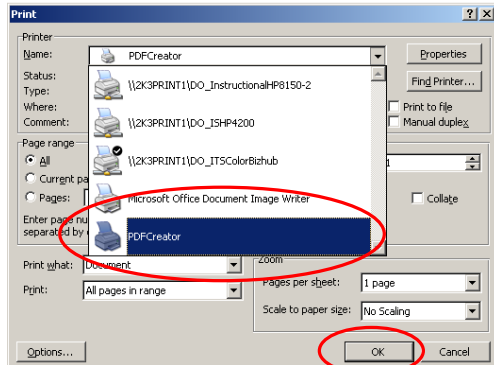# Creating a PDF from a Word document

1. Open the document that you want to convert to PDF.

2. With the document on your screen, choose Print from the File menu

Print...	Ctrl+P

3. Using the pulldown next to the printer selection, **choose PDF Creator and click OK**

Another dialog box will open asking for some information in regard to the document. Complete as much of this information as you want and click **Save**
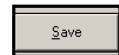
In the **Save In dialog box**, choose a location for saving and an appropriate file name and click on **Save**.

A PDF logo will appear on the screen while the document is being created in PDF format and then the PDF document will appear on your screen.

Test document saved in PDF format.
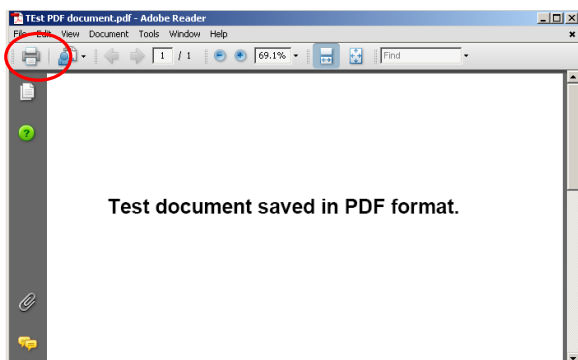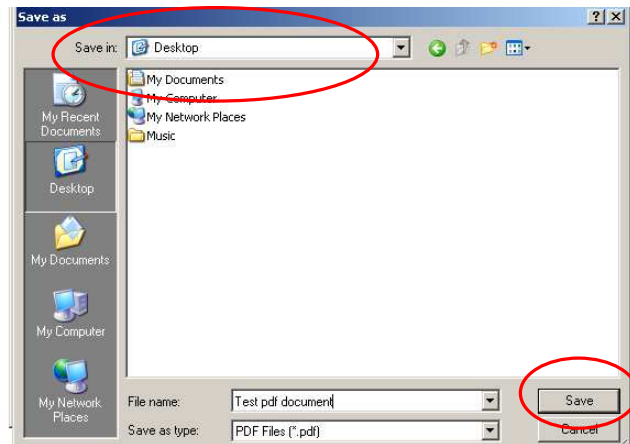
Click on the printer icon to print this document.