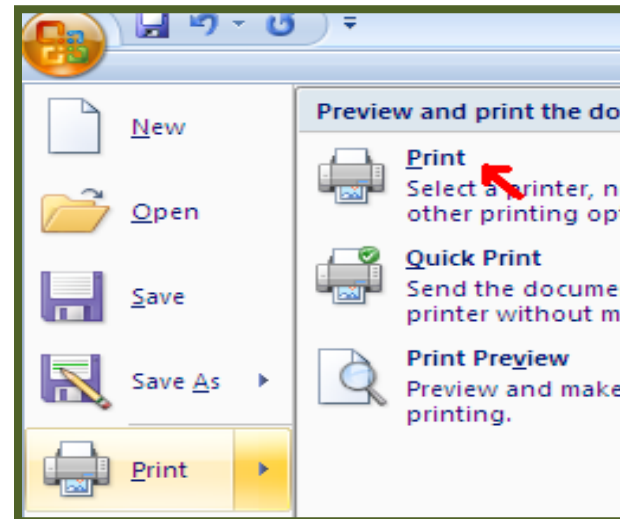
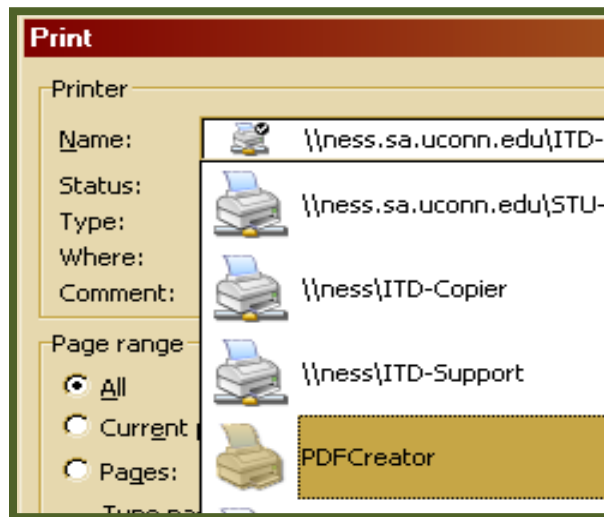


WORD 07 CREATING PDF FILES

Portable Document Format

Use PDF documents to create forms and share work

- ❖ Create a document in WORD
- ❖ Select “print” option from the “Office” button drop down selections
- ❖ Choose print and then scroll to find PDF creator
- ❖ Name document and save



IMPORTANT: In order for “hyperlinks” to work in PDF documents, save the document
Using the “save as” function, file type = .pdf

Example: name document and select file type

PDFCreator 0.9.3

Document Title:
Document1

Creation Date:
20090409 13:08:37 Now

Modify Date:
20090409 13:08:37 Now

Author:
beh02002

Subject:

Keywords:

After saving open the document with the default program.

Cancel Wait - Collect Options eMail Save