

How to create a PDF

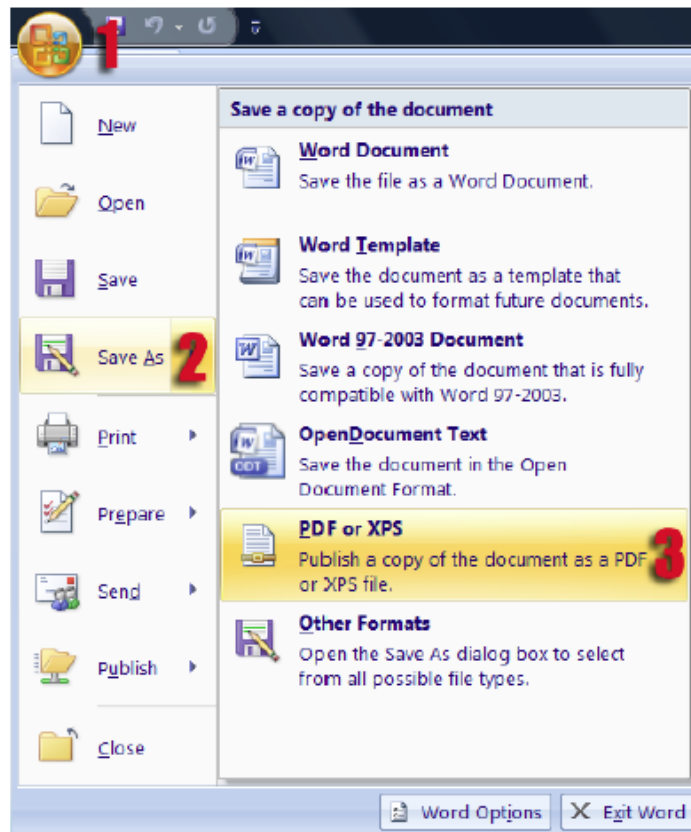
There are several ways to convert documents to PDF files. The following document provides some commonly methods used to perform this task.

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Microsoft Word 2007 or newer (Windows)

1. From the top left of the screen, click on the Microsoft Office logo.
2. From the drop-down menu, select Save As.
3. Select PDF or XPS .
4. Save the file.

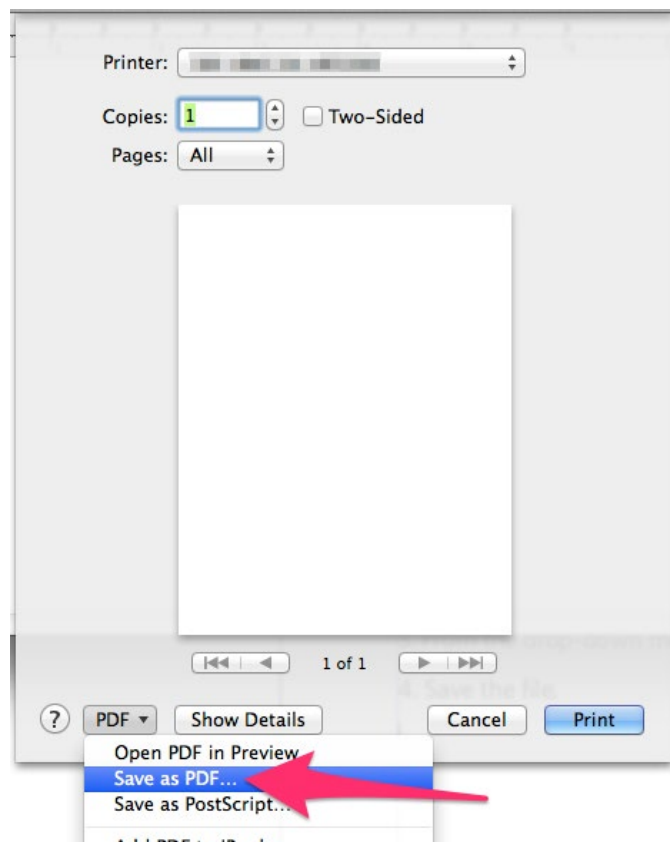


Note: If this is the first time you use this feature, you need to download a free plug-in from the Microsoft site: <http://www.microsoft.com/downloads/en/details.aspx?displaylang=en&FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041>

Mac OS X

This method works for many Mac OS X Office programs: Microsoft Office for Mac, iWork suite, Preview, etc.

1. From the File menu, select Print.
2. In the Print dialog box, from the bottom left, click on PDF. A drop down menu will appear.
3. From the drop-down menu, select "Save as PDF".
4. Save the file.



Microsoft Word 2003 or older (Windows)

To create PDF file in Microsoft Office 2003 or older, we recommend using CutePDF, a free program that can be downloaded from <http://www.cutepdf.com/products/cutepdf/Writer.asp>.

Once the program is installed, follow these simple instructions:

1. In Word (or Excel or PowerPoint), from the File menu, select Print.
2. In the Print dialog box, from the printer Name drop-down box, select CutePDF Writer.
3. Click OK. The save file dialog box will open.
4. Save the file.

