#### 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 plugin from the Microsoft site: http://www.microsoft.com/downloads/en/details.aspx?d isplaylang=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.

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# 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.

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