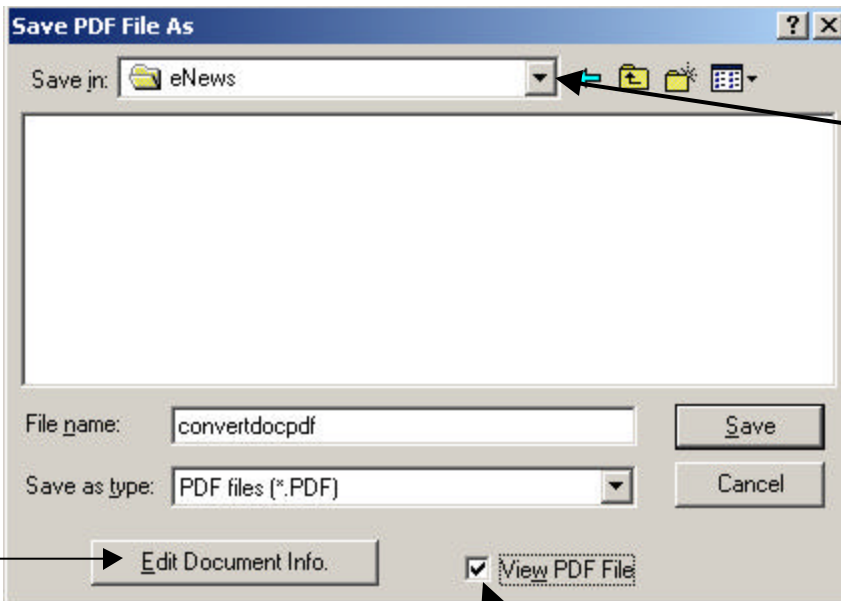


Steps to convert a document to an Adobe Acrobat PDF file

1. Adobe Acrobat – the **WHOLE** program – must be loaded. (The CTA does this.) With the loading of the software, a “virtual printer” is added, named Acrobat PDF Writer.
2. With the Word document open, go to **File, Print**.
3. Click the down arrow next to the Printer Name field.
4. Choose the Acrobat PDF Writer.

A **Save PDF File As** dialog box will display.



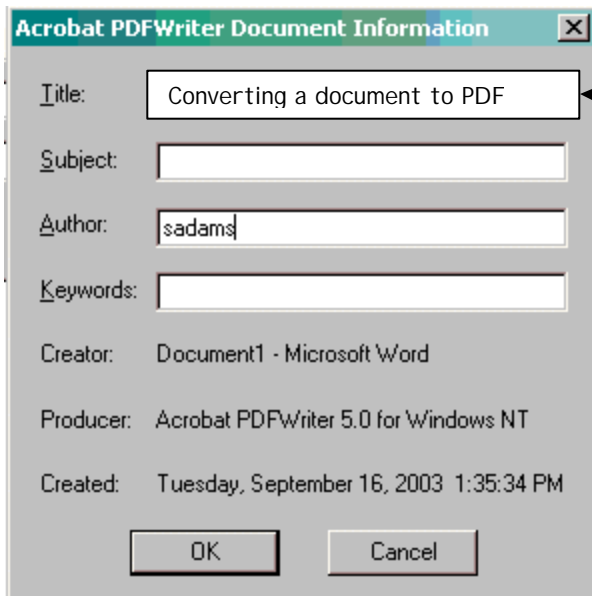
5. Navigate to the drive and folder where you would like the document saved.

6. Type the filename you want. **IMPORTANT: NO spaces and not more than 31 characters in the filename.**

7. Click to select **View PDF File**.

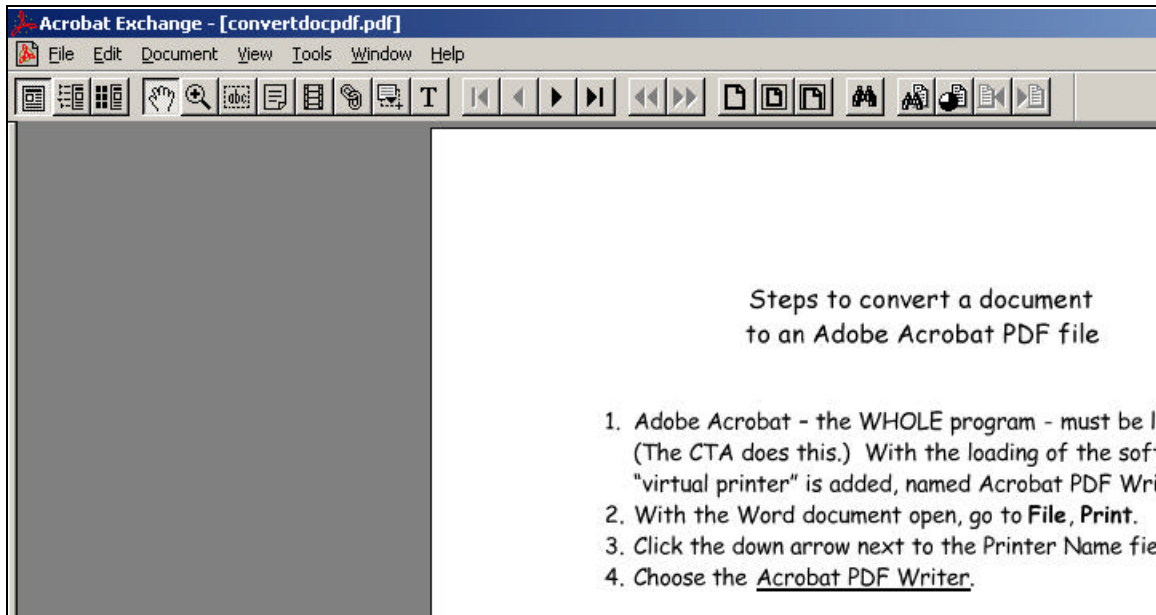
8. Click **Edit Document Info**.

The following dialog box appears.



9. In the Title field, type what you want as the title of the document, keeping in mind that whatever you type here is what a user will see in Web search results. **When you type this name, you are NOT restricted by filename rules.**
10. Click **OK**.
11. In the **Save PDF File As** dialog box, click **Save**.

Because you checked View PDF File in the **Save PDF File As** box, you will get a preview of the document.



Previewing the result lets you change margin settings, orientation, etc., to make certain the PDF format gives the expected results.

12. When the preview of the document is satisfactory, close the Preview window.