


## Instructions for Creating a PDF within Word\*

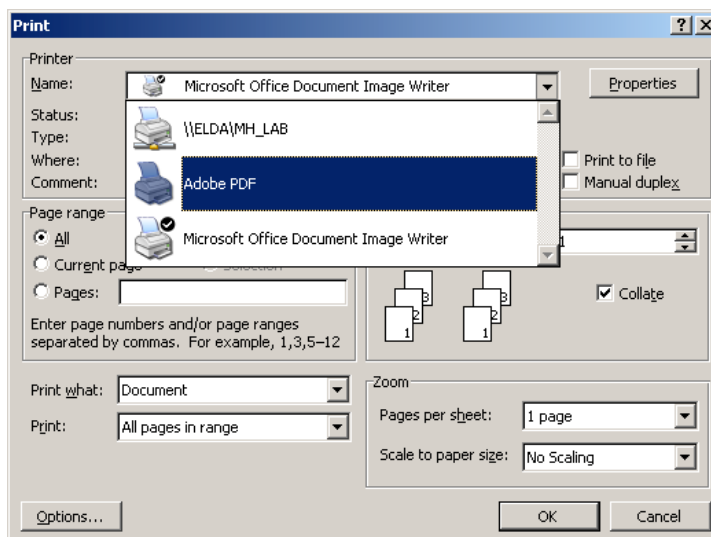
### FOR PCS

Quick instructions:

- Click on the red Adobe icon  in the upper right-hand corner.
- If it asks you to save the document, click *Yes* and then save it.
- Then, it will ask you where to save the PDF file; fill in the appropriate information.
- Then, after the file has been converted, it will open in Adobe Acrobat.

Not-so-quick instructions:

- Open the Word document you want to save as a PDF file.
- Go to *File > Print*.
- Switch the printer to *Adobe PDF* in the drop box. Click **OK**.
- Fill in the information on the file name and location for saving (for example, somewhere in your eport folder if the PDF is for an eport). Click **Save**.
- Double click on the saved file to make sure it opens in Adobe Acrobat.



\*All pcs in the Humanities Lab have Adobe Acrobat installed except the instructor's station (#17).

### FOR MACS

- Open the Word document you want to save as a PDF file.
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- Go to *File > Print*.
- In the print window, click the **PDF** button at the bottom and select **Save as PDF**.
- Fill in the information on the file name and location for saving (for example, somewhere in your eport folder if the PDF is for an eport). Click **Save**.
- Double click on the saved file to make sure it opens in Adobe Acrobat.

