



GNAT ADVICE



MAKING A PDF FROM YOUR WORD FILE



PDF is an abbreviation for “Portable Document File.” PDFs are written in a universal file format, allowing them to be opened on any computer. They are ideal for sharing and printing over the web. If you do not have a PDF writer installed on your computer, do a Google search for PDF Writer and your system software (i.e. Windows XP or Mac OS X)

1 SPECIFY PRINTING OPTIONS:

1. Choose Tools > Options.
2. Click the Print tab.
3. Deselect Reverse Print Order to make sure that pages in the PDF file appear in the correct sequence. If the document contains line graphics (for example, arrows or flow charts), select Drawing Objects.
4. Select any other appropriate settings.

2 CUSTOM PAGE SIZE:

If your page size is different than standard letter size, follow these steps. Otherwise, skip this section.

1. Choose File > Print.
2. Choose Adobe PDF as the printer, and then click Properties.
3. Click the Adobe PDF Settings tab, and then click Add Custom Page.
4. Specify the page height and width, name the custom page size, and then click Add/Modify.
5. Click OK. The custom page size now appears in the Adobe PDF Page Size list. Select it.

3 REPLACE LOW-RESOLUTION GRAPHICS:

If your Word document contains graphics that have a resolution lower than 200 dpi (for example, on-screen images), please replace the graphics with higher resolution graphics, if possible. Graphics with a resolution lower than 200 dpi may not appear as smooth when converted to PDF and printed.

4 PRINT YOUR FILE:

1. In Word, choose File > Print.
2. Choose Adobe PDF from the Printer Name pop-up menu.
3. Click OK, and specify a filename and location for the PDF file, and then click Save.
4. Carefully check the new PDF file for any errors in translation.

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