

## **J359T + J395 Advanced Visual Design | Spring 2006**

### **HANDOUT | PDF Basics | Microsoft Word**

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Create PDF files the correct way. DO NOT create a PDF file by using “Save As.” (This can create problems later.) Instead, “print” a PDF file, basically the same way you print a document on paper. The difference is that the PDF file will show up as a digital file on your computer, instead of a physical print on paper. (You can then print the PDF file you made, on paper, from Adobe Reader.)

Below are instructions for making PDF files in Microsoft Word.

#### **Microsoft Word (2004)**

Open your file. Microsoft Word native files have this prefix: .doc

In the Menu bar, choose: File > Page Setup

In the Page Setup dialog box, make these selections:

Settings: Page Attributes

Format for: Adobe PDF 7.0

Paper Size: US Letter (or the size that matches your document)

Orientation: Usually, vertical (or the one that matches your document)

Scale: Usually, 100%

Click: OK

In the Menu bar, choose: File > Print

In the Print dialog box, make these selections:

Printer: Adobe PDF 7.0

Presets: Standard

Copies & Pages: Copies: Usually, 1

Copies & Pages: Pages: Usually, All (or: From 1 to: 1)

Check: Show Quick Preview

Click: Print

In the Print dialog box, choose where to store the PDF file. (Example: Desktop.)

You can also edit the name of the PDF file at this point.

Be sure the file name includes the suffix .pdf — so you (and any computer) will recognize it.

Click: Save

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