

## Converting a Document into a PDF

Note: Due to differences in computer operating systems and settings, these instructions may not work for everyone. If you run into any difficulties, most programs have "help" sections, or you can do a [Google](#) search, listing the name of your software program along with "PDF conversion."

### Microsoft Word 2007 & 2010

- Download [2007 Microsoft Office Add-In: Microsoft Save as PDF or XPS](#)
- To save the document, click on "save as" then select "PDF or XPS"
- Type in the pathname & save the document

### Microsoft Word pre-2007 and Microsoft Works

- Download [PrimoPDF](#), a free, third-party software to convert the document from Word to a PDF format
- Follow [these instructions](#) for converting the document
- Note: There are other third-party software programs. Click [here](#) for more information.

### MacWord 2008

- Click on "File", then "save as"
- A new window will open. Under "Format", select "PDF"

### MacWord 2004

- Click on "File", then "print"
- A new window will open. Click on the "save as PDF" button.

### Wordperfect X4

- Click on "File", then "Publish to PDF"
- A new window will open. In the window labeled "PDF Style" the default should read "Publishing Online and Printing"
- The document will default save into the same directory as previously saved, but will be saved as a PDF file.

### Wordperfect 12 and X3

- Click on "File", "Publish" and select "PDF"
- In the "Publish to PDF" dialog box, the "Filename" textbox in the General tab area shows your filename. (By default, the PDF file is saved in the same folder as the original WordPerfect.)
- The Compatibility Setting should be changed to "Acrobat5" and the PDF style should be set to "Smallest File."
- Click on the OK button to save the PDF file.

### Wordperfect 10

- Click on "File", "Publish as pdf"
- In the "Publish to PDF" dialog box, the "Filename" textbox in the General tab area shows your filename. (By default, the PDF file is saved in the same folder as the original WordPerfect file.)
- Select the PDF style of "PDF for the Web"
- Click OK to save the PDF file.

Another free third party software program which can convert documents from a word processing program to a PDF document is [Cute PDF Writer](#).