


Making a PDF with Microsoft Word (2007)

1. Click the Microsoft Office Button  , point to the arrow next to **Save As**, and then click **PDF**.
2. In the **File Name** list, type or select a name for the document.
3. In the **Save as type** list, click **PDF**.
4. If you want to open the file immediately after saving it, select the **Open file after publishing** check box. This check box is available only if you have a PDF reader installed on your computer.
5. Next to **Optimize for**, do the following:
 - Click **Standard (publishing online and printing)**.
6. Click **Options** to set the page range to be printed, to choose whether markup should be printed, and to select the output options. Click **OK**.
7. Click **Publish**.

If you want to make changes to the PDF after saving it, return to your original 2007 Microsoft Office system file in which you created it and save the file as PDF again.

DON'T FORGET THE FONTS!!!!

Go to **C:\windows\fonts directory**.

Copy .ttf files to your job folder.

For example: the font ARIAL is named arial.ttf.