MS Word > PDF

Hide Folders

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¢			Document1 - Word	Docur
Info	Ехрог	t		3. Select '
New Open	E Crea	te PDF/XPS Document	Create a PDF/XPS Document Preserves layout, formatting, fonts, and images Content can't be easily changed	click or
Save Save As	Char	nge File Type	Content can't be easily changed Free viewers are available on the web	<u>(PDF/</u>
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		Publish as PDF or	XPS	
			Libraries + Documents +	•
Options		Organize 🔻 🛛 🕅	New folder	
		Microsoft Wo	rd Documents library Includes: 1 location	
		쑦 Favorites	Name	Date modified
		Computer	My Books	7/10/2014 3:12 PM 12/8/2015 10:53 AM 10/30/2015 4:13 PM 2/24/2016 11:09 AM 1/17/2006 3:13 PM 11/7/2016 10:10 AM 11/11/2016 11:11
		🚢 Local Disk ((C:) 👻 🧾 My Videos	11/7/2016 10:10 AM
		File name		
		Save as type		
			Open file after publishing Optimize f	or: Standard (publishing online and printing)

1. Click on the "FILE" tab (as above).

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Tools -

Minimum size (publishing online) Options..

- 2. Click on "Export" and select "Create PDF/XPS ment" Then click on the "Create PDF/XPS" button.
- "Standard (publishing online and printing)", then on "Options..." and select ISO 19005-1 compliant (A), to embed ALL fonts, and click OK.
- on "Publish" to export to your chosen folder, ectory.

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Gearch Documents	Page range
Type Size File folder File folder	Page(s) From: 1 To: 1 To: 1 Publish what Document
File folder File folder File folder File folder File folder	Document showing markup Include non-printing information Create bookmarks using:
• Publish Cancel	Document properties Document structure tags for accessibility PDF options Isto <u>19005-1 compliant (PDF/A)</u> Bitmap text when fonts may not be embedded Encrypt the document with a password OK Cancel