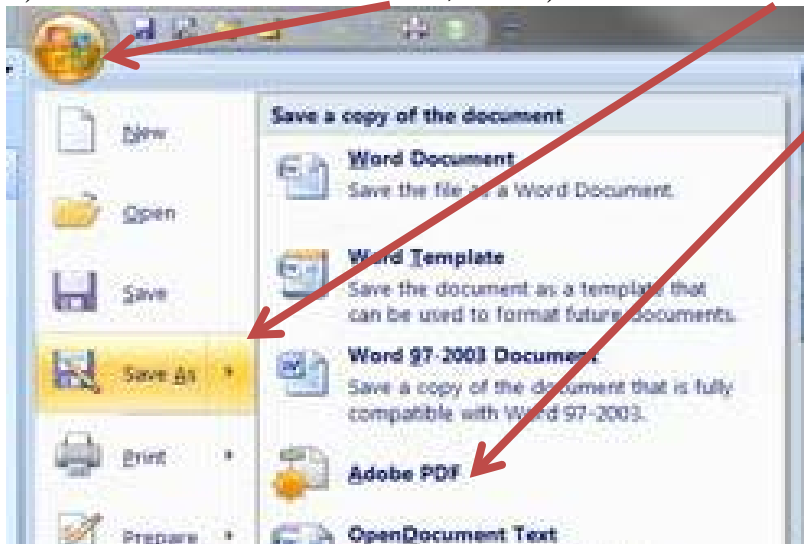


## Guidelines for Converting Microsoft Word Documents to PDF

**For Microsoft Word 2007**, a free add-in is available to download that allows a Word document to be saved in PDF format; the site to access the download is: <http://www.microsoft.com/en-us/download/details.aspx?id=9943>

Once the add-in is downloaded and installed:

1) Click on the Office Button; and 2) Choose Save As and Adobe PDF



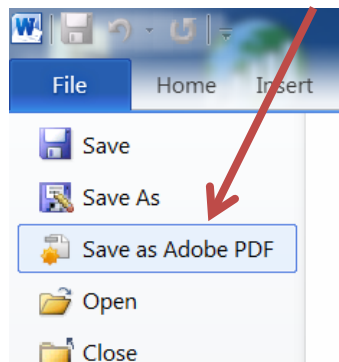
3) In the dialogue box that opens, verify the location where you wish to save the document

4) Choose an appropriate file name

5) Click “Save”

### For Microsoft Word 2010:

1) From the File menu, select “Save as Adobe PDF”



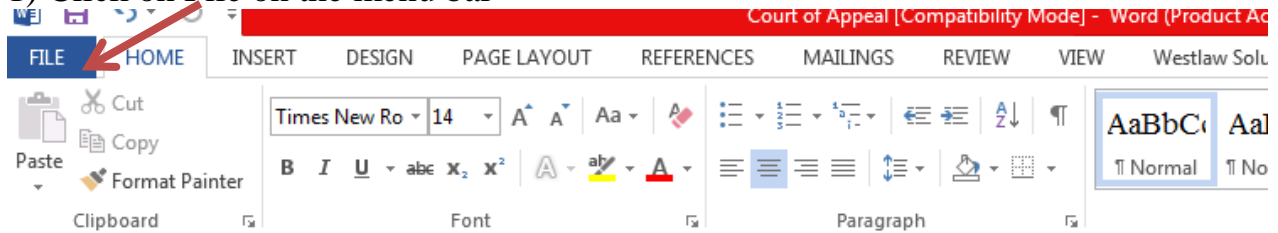
2) In the dialogue box that opens, verify the location where you wish to save the document

3) Choose an appropriate file name

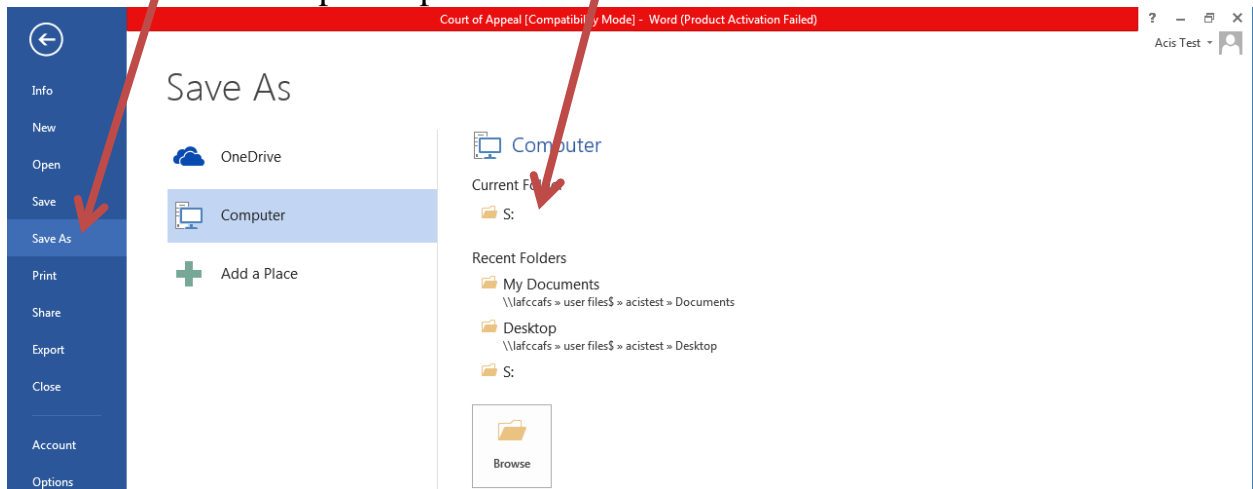
4) Click “Save”

## For Microsoft Word 2013:

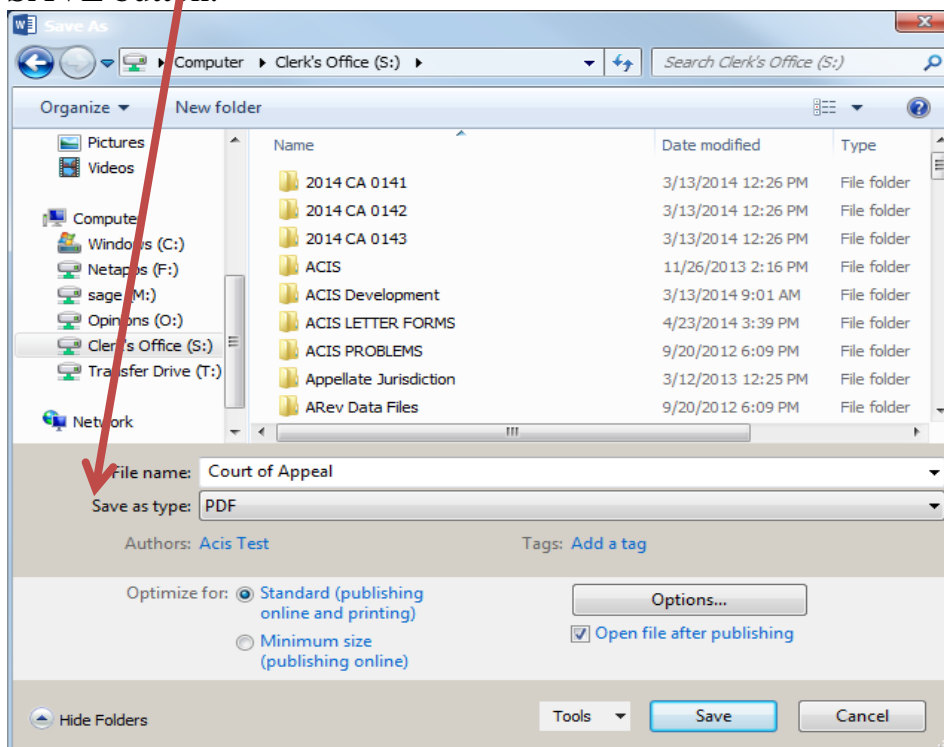
1) Click on File on the menu bar



2) Select “Save As:” and choose the place where you would like to save your document from the options presented.



3) Change “Save as type” in the dialogue box to PDF, verify the location where you want to save the document, choose an appropriate file name and click the SAVE button.



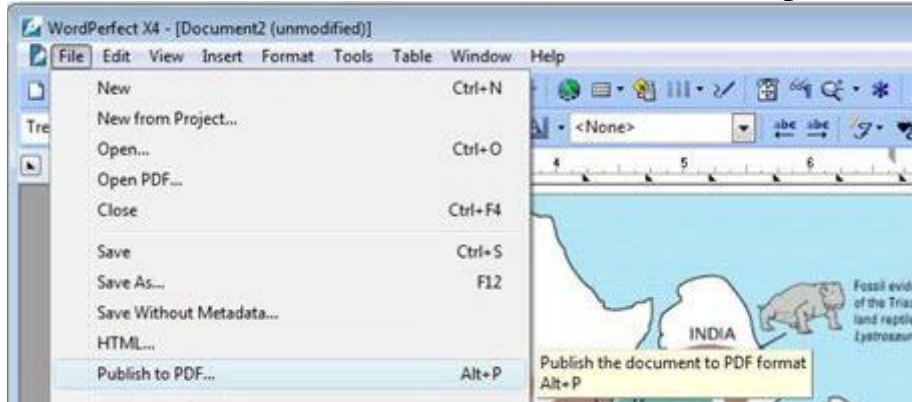
## Guidelines for Converting Corel WordPerfect Documents to PDF

### Working with PDF Files in WordPerfect X4

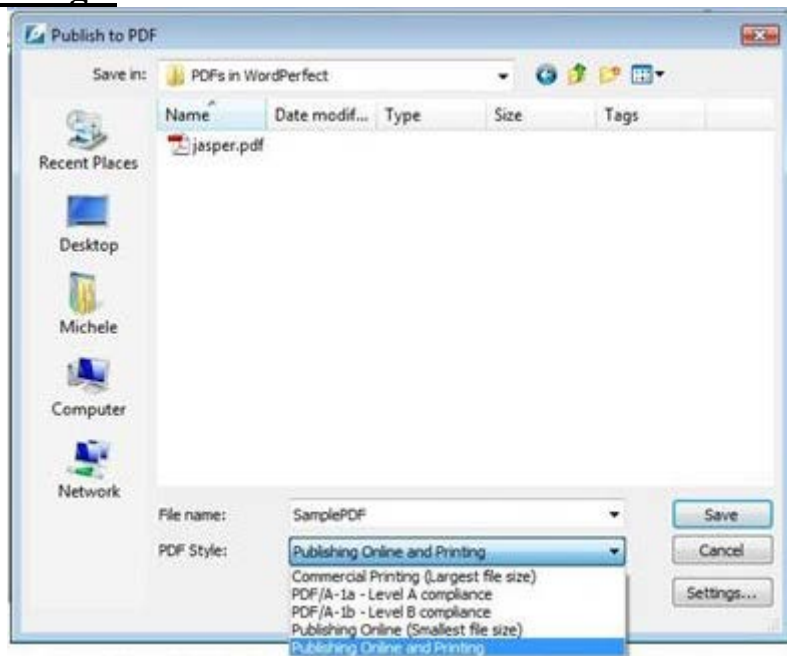
Written by: Michele McDonough, edited by Bill Fulks, updated: 6/3/2010

<http://www.brighthub.com/computing/windows-platform/articles/23899.aspx>

1) From the **File** menu, select the **Publish to PDF** option.



2) Navigate to the directory where you want to “Save in: and enter a “File name” for the document. **Also, from the PDF Style drop down list, select “Publishing online and printing”.**



3) Click the SAVE button; the following progress bar box appears; once the PDF is created, the progress bar box will close

