

Converting an MS Word Document to Adobe Acrobat Format (.PDF)

1. Open Word on the computer that has the full version of Adobe Acrobat installed. Note that the full version of Acrobat is in each of the Centers for Instructional Technology on each campus.
2. A Security Warning screen will come up. Click on the **Enable Macros** button.
3. Open the document you wish to convert (**File – Open**) or create a new document
4. Click on **File – Print**
5. Next to Printer Name: click on the drop-down arrow and choose **Acrobat PDFWriter**
6. When the Save PDF file as window comes up, type in a descriptive **filename**. (Remember to note where the file is being saved so you can find it again.)
7. Click on the **Save** button.