Convert Word 2007 To PDF

Use the instructions below to correctly convert your Word 2007 documents into PDF documents. We will be saving it as a PDF/X version, this version ensures that all fonts and images are embedded properly and will create the PDF at the correct size.

Please Note: Your document must be set to the correct size before creating the PDF. The instructions below do not show you how to do that.

If you do not have the full version of Adobe Acrobat (does not include Reader), we recommend downloading and installing the free add-in from Microsoft before proceeding. Go to http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=9943 to download.

- 1. Open Microsoft Word.
- 2. Open your file.
- 3. Click the Acrobat menu item above the ribbon (your ribbon will change to the Acrobat ribbon).



4. Click the **Preferences** button (the Adobe PDFMaker window opens).



5. Select the **PDF/X-1a:2001** option under the Conversion Settings list.

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Settings Security Word Bookmarks	
PDFMaker Settings Conversion Settings: PDF/X-1a:2001 Image: Settings to create Adobe PDF documents that are to be checked or must conform to PDF/X-1a:2001, an ISO standard for graphic content exchange. Image: Wiew Adobe PDF result Image: Prompt for Adobe PDF file name Image: Convert Document Information Image: Create PDF/A-1a:2005 compliant file	
Application Settings Attach source file Create Bookmarks Add Links Enable Accessibility and Reflow with tagged Adobe PDF	

6. Under the Settings tab, click the **Advanced Settings...** button

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Γ	Settings Security Word Bookmarks							
	PDFMaker Settings <u>C</u> onversion Settings: PDF/X-1a:2001 Use these settings to create Adobe PDF documents that are to be checked or must conform to PDF/X-1a:2001, an ISO standard for graphic content exchange.							
	Convert Document Information Create PDF/A-1a:2005 compliant file							
	Application Settings							
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7. In the File Options area, change the Resolution to 300.

PDF/X-1a:2001 - Adobe PDF	Settings
PDF/X-1a:2001 General Images Forts Color Advanced Standards	Description Use these settings to create Adobe PDF documents that are to be checked or must conform to PDF/X-1a:2001, an ISO standard for graphic content exchange. For more information on creating PDF/X-1a compliant PDF documents, please refer to the Acrobat User Guide. Created PDF documents can be obened with Acrobat and File Options Compatibility: Acrobat 4.0 (PDF 1.3) Object Level Compression: Off Auto-Rotate Pages: Off Binding: Left Binding: Left Resolution: 300 dots per inch Pages From: To:

8. In the Default Page Size area, change the Width and the Height to your book sizes.

	Compatibility: Acrobat 4.0 (PDF 1.3)						
	Object Level Compression: Off						
	Auto-Rotate Pages: Off						
	Binding: Left						
	Resolution: 300 dots per inch						
	All Pages						
	○ Pages From: To:						
	Embed thumbnails						
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	Save As OK Cancel Help						
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Click the **OK** button, you will be asked to give your new settings a new, give it something you will remember for next time

- 9. Click the **OK** button in the Adobe PDFMaker window.
- 10. Click the **Create PDF** button in the Acrobat ribbon.

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- 11. Give the PDF a name, select where you want to save it, and click the **Save** button; your PDF will be generated.
- 12. Your PDF is now created.