Convert Word 2010 To PDF

These instructions will show you how to properly save a Word 2010 document as a PDF. We will be saving it as a PDF/A 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.

- 1. Open your word file in Microsoft Word 2010
- 2. Click File.



3. Click on Save As.



4. In the Save As popup window select a location, enter a name to save your PDF as and select "PDF (*.pdf)" from the Save as type drop down list.



5. Click the **Options...** button.

Music More »	 SQL Server Management Studio Updater5 Visual Studio 2005 	
Folders	 Visual Studio 2008 	-
File name: Save as type:	Doc1.pdf PDF (*.pdf)	•
) Hide Folders	☑ Open file after publishing Optimize for: Standard (publishing online and printing) ✓ Minimum eize (publishing online) Options Tools Publish Cancel	

6. In the Options popup window make sure the ISO 19005-1 compliant (PDF/A) is checked and then click the **OK** button.

Options ? ×					
Page range All Current page					
Selection Page(s) From: 1 To: 1					
Document Document showing markup					
Include non-printing information Create bookmarks using: Headings Word bookmarks Create properties					
 Document properties Document structure tags for accessibility 					
PDF options ✓ ISO <u>1</u> 9005-1 compliant (PDF/A) ✓ Ditmap text when fonte may not be embedded Encrypt the document with a password OK Cancel					

7. Click the **Save** button to save your document.

Documents Documents Music Pictures	System Folder		~
File name:	Doc1.pdf		~
Save as type:	PDF (*.pdf)		~
Authors:	Jay Karcher	Tags: Add a tag	
Optimize	for: Standard (publishing online and printing) Minimum size (publishing online)	Options Open file after publishing	
) Hide Folders		Tools Save Cancel	