Convert Microsoft Word 97 - 2003 To PDF

These instructions will show you how to properly save a Word 97 - 2003 document as a PDF. 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 a free online conversion tool at http://www.pdf995.com.

- 1. Open Microsoft Word.
- 2. Open your file.
- 3. Go to File > Print (the print dialog box will open)
- 4. Select the Adobe PDF from the list of printers (drop down box).

| Print | ? 🗙 |
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| Printer Name: Name: Adobe PDF Status: Idle Type: Adobe PDF Converter Where: My Documents Comment: | |
| Page range | Copies Number of copies: |
| O Pages: | |

5. Click the **Properties** button.

| Print | | | ? 🛛 |
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6. From the Adobe PDF Document Properties window, select the Adobe PDF Settings tab. Then next to the Default Setting, click the **Edit** button (this may take a few minutes to open).

| 🖇 Adobe PDF Document Properties 🛛 🔹 💽 | | |
|---|---|--|
| Layout Paper/Quality 🕗 Adobe PDF Settings | _ | |
| Adobe PDF Conversion Settings | | |
| Use these settings to create Adobe PDF documents suitable for reliable viewing and printing of business documents. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later. | | |
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| Default <u>S</u> ettings: <u>Standard</u> <u>Edit</u> | | |
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7. In the File Options, make sure the Resolution is set to 300.

| Standard - Adobe PDF Set | tings | × |
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| Standard - Adobe PDF Set Standard General Images Fonts Color Advanced Standards | Description Use these settings to create Adobe PDF documents suitable for reliable viewing and printing of business documents. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later. File Options Compatibility: Acrobat 5.0 (PDF 1.4) | |
| | Object Level Compression: Tags only Auto-Rotate Pages: Collectively by File Binding: Left Resolution: 300 dots per inch All Pages Pages From: To: Embed thumbnails | |

8. Change the Default Page Size to the Width and the Height to what was selected to the left.

| | Compatibility: Acrobat 5.0 (PDF 1.4) |
|---------------------|--|
| | Object Level Compression: Tags only |
| | Auto-Rotate Pages: Collectively by File |
| | Binding: Left |
| | Resolution: 300 dots per inch |
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| 🔲 Show All Settings | Height: 9 |
| | |

- 9. Click the **OK** button.
- 10. Give your new settings a name to use it again later and click the **Save** button.



11. Change the Adobe PDF Page Size by clicking the **Add** button to the right of the drop down box.

| 🗳 Adobe PDF Document Properties 🛛 🔹 💽 | |
|---|--|
| Layout Paper/Quality 🛃 Adobe PDF Settings | |
| Adobe PDF Conversion Settings | |
| Use these settings to create Adobe PDF documents suitable for reliable viewing and printing of business documents. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later. | |
| Default <u>S</u> ettings: Standard(2) | |
| Adobe PDF Segurity: None | |
| Adobe PDF Output Folder Prompt for Adobe PDF filename Browse | |
| Adobe PDF Page Size: Letter Add | |
| View Adobe PDF results | |
| Add document information | |
| Rely on system fonts only; do not use document fonts | |

12. Change the width, height and Paper Name to the size selected to the left, click the **Add/Modify** button.

| Add Custom Paper Size | | |
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- 13. Now click in the Adobe PDF Page Size drop down box and select the Paper Name you typed in the previous step.
- 14. Click the **OK** button.
- 15. Click the **OK** button in the Print dialog window.
- 16. Give the PDF a name, select where you want to save it, and click the **Save** button; your PDF will be generated.
- 17. Your PDF is now created.