

How to create a PDF file

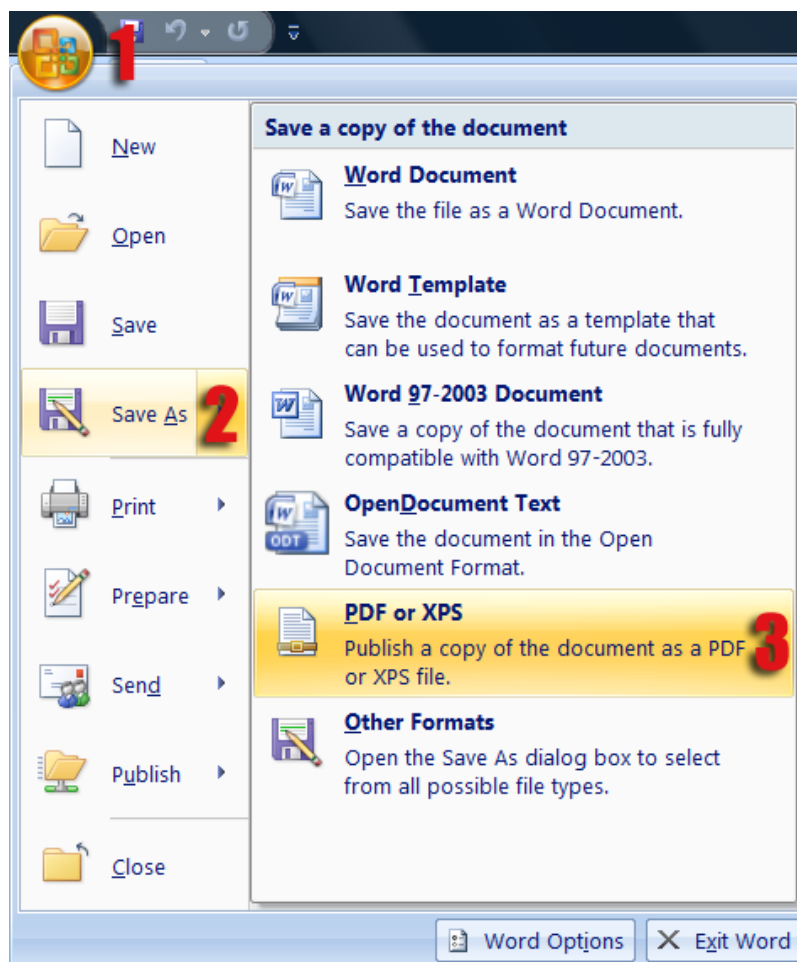
There are several ways to convert documents to PDF files. In the following document you will see some of the most commonly methods used to perform this task.

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Microsoft Word 2007 or newer (Windows)

1. From the top left of the screen, click on the **Microsoft Office logo**.
2. From the drop-down menu, select **Save As**.
3. Select **PDF or XPS**.
4. **Save** the file.



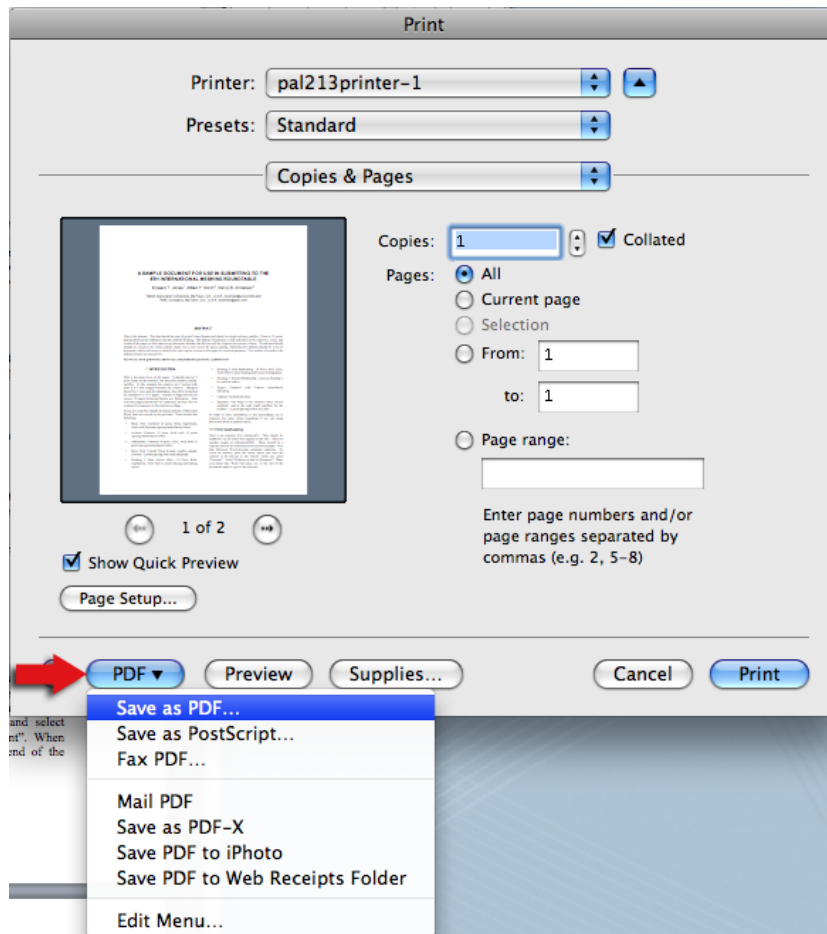
Note: If this is the first time you use this feature, you need to download a free plug-in from the Microsoft site:

<http://www.microsoft.com/downloads/en/details.aspx?displaylang=en&FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041>

Mac OS X

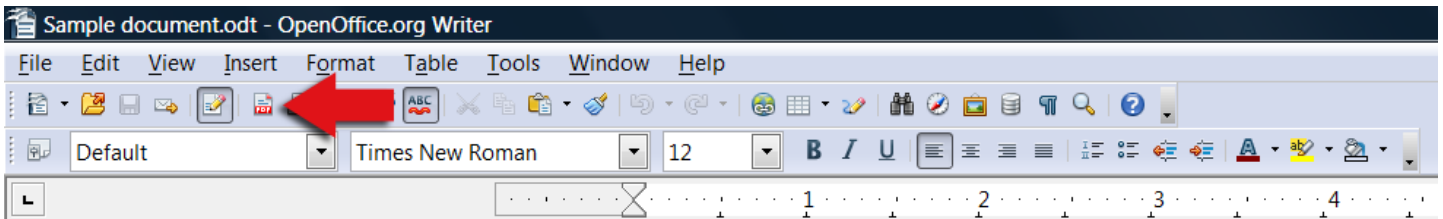
This method works for many Mac OS X Office programs: Microsoft Office for Mac, iWork suite, Preview, etc.

1. From the *File* menu, select **Print**.
2. In the *Print* dialog box, from the bottom left, click on **PDF**. A drop down menu will appear.
3. From the drop-down menu, select “**Save as PDF**”.
4. **Save** the file.



Open Office (Windows, Mac and Linux)

1. Click on the **pdf icon** (indicated by the red arrow).
2. **Save** the file.



Microsoft Office 2003 or older (Windows)

To create PDF file in Microsoft Office 2003 or older, we recommend using CutePDF, a free program that can be downloaded from <http://www.cutepdf.com/products/cutepdf/Writer.asp>.

Once the program is installed, follow these simple instructions:

1. In Word (or Excel or PowerPoint), from the *File* menu, select **Print**.
2. In the *Print* dialog box, from the printer *Name* drop-down box, select **CutePDF Writer**.
3. Click **OK**. The *save file* dialog box will open.
4. **Save** the file.

