Converting A WordPerfect Document to PDF

Note: As this handout directs you, go through the *Print* menu, rather than through the *Publish to* menu.

1. Open the file (document) in WordPerfect. If you make any changes to the document, be sure to save it in WordPerfect before you start to convert the document to PDF.

2. Click on *File*.

3. Click on *Print*. A new window will open.

4. Find the *Name* dropdown box under *Destination*. Use the dropdown arrow to find *Adobe PDF*. Click on *Adobe PDF*.

5. Click on *Print*. You will get a messages that says, *Preparing document.* Then a *Save PDF File As* window will appear.

6. Change the *Save in* directory, using the drop-down arrow on the right and double-clicking, if necessary, to the directory and folder in which you want to save the file.

7. Change the *File name*, if you wish, by typing a new name in the *File name* box. The *Save as type* box should reflect the fact that you are saving the document as a PDF.

8. Click on *Save*. A new window will appear with the PDF version of the document.

9. Check the PDF version to ensure that the document has converted properly.

Converting A Word Document to PDF

1. Open the file (document) in Word. If you make any changes to the document, be sure to save it in Word before you start to convert the document to PDF.

Skip steps 2 - 5 and click on the Adobe icon in the bottom left corner of your tool bar, then go to step 6. OR

2. Click on *File*.

3. Click on *Print*. A new window will open.

4. Find the *Name* dropdown box under *Printer*. Use the dropdown arrow to find *Adobe PDF*. Click on *Adobe PDF.*.

5. Click on *OK*.

A *Save PDF File As* window will appear.

6. Change the *Save in* directory, using the drop-down arrow on the right and double-clicking, if necessary, to the directory and folder in which you want to save the file.

7. Change the *File name*, if you wish, by typing a new name in the *File name* box. The *Save as type* box should reflect the fact that you are saving the document as a PDF.

8. Click on *Save*. A new window will appear with the PDF version of the document.

9. Check the PDF version to ensure that the document has converted properly.