Microsoft Word 2010

1. Under "File", click on "Save As".



2. Under "Save as type", select "PDF (*.pdf)".



Options ? X
Page range
All
Current page
Selection
⑦ Page(s) From: 1 → To: 1 →
Publish what
Document
Document showing manual
Include non-printing information
Create bookman is using:
Headings
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Document properties
Doc <u>M</u> ent structure tags for accessibility
PDF s
ISO <u>1</u> 9005-1 compliant (PDF/A)
Bitmap text when fonts may not be embedded
Encrypt the document with a password
OK Cancel

5. Save in the usual manner.