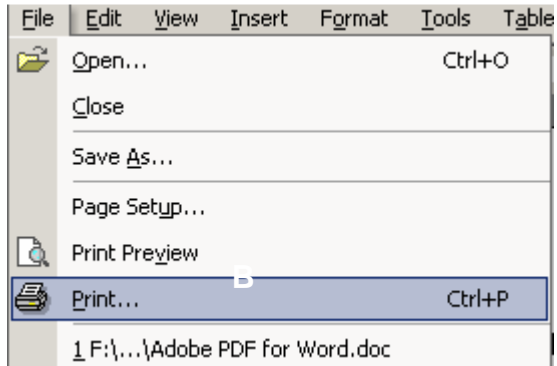
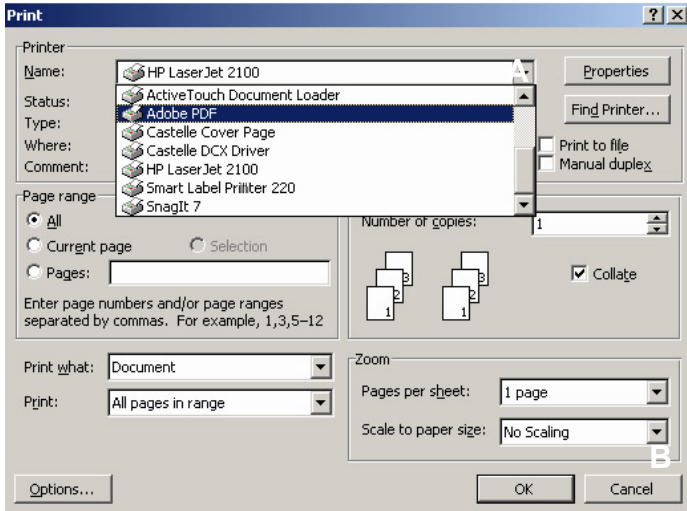
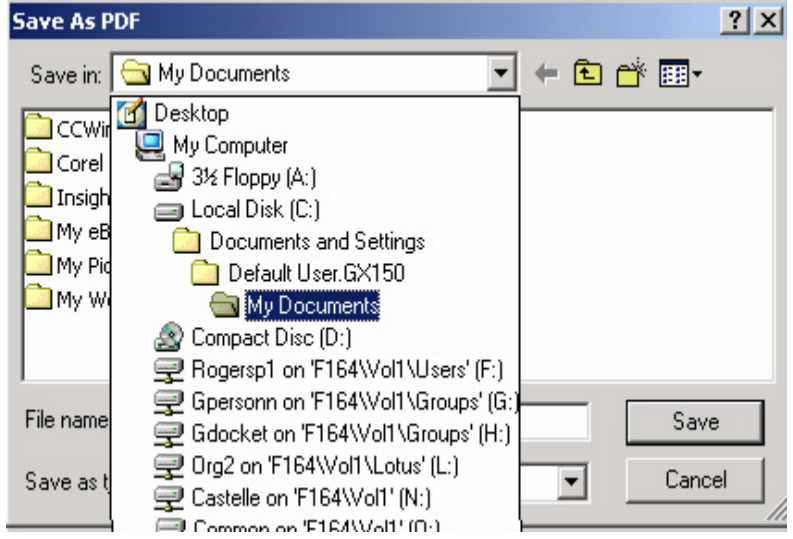
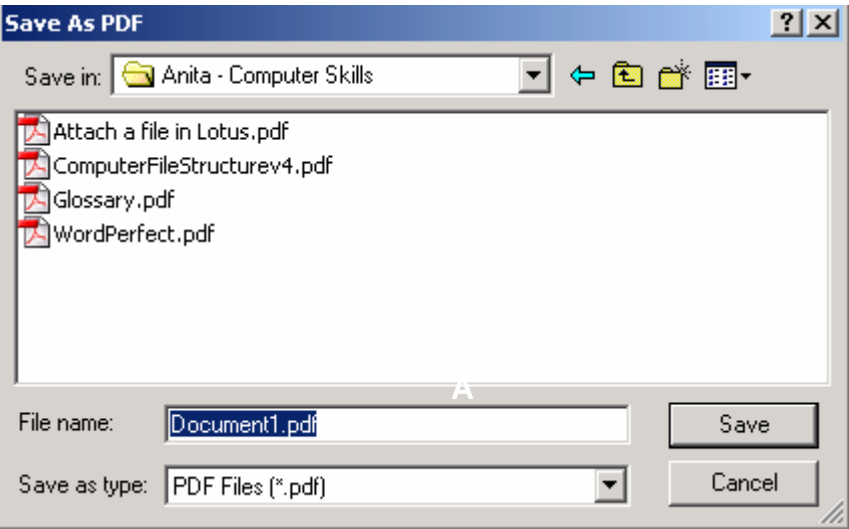


## Create an Adobe PDF File from a Word Document

\*\*\*You must have the **FULL VERSION** of Adobe Acrobat for this function to work. \*\*\*

Step	Action
1.	Create your Word document.
2.	<p>A. Click <b>File</b>.</p> <p>B. Mouse down to <b>Print</b>.</p> 
3.	<p>A. Mouse down and click <b>Adobe PDF</b>.</p> <p>B. Click <b>Print</b>.</p>  <p>***NOTE! You must have the <b>FULL VERSION</b> of Adobe Acrobat for this function to work.</p>

## Create an Adobe PDF File From a Word Document (continued)

Step	Action
4.	<p>A. Click the ▼ of the drop down menu of the <b>Save in</b> box, and select the directory where you want to save the file.</p> <p>B. Select the folder where you want to save the file.</p> 
5.	<p>A. Type the name of the file.</p> <p>B. Click <b>Save</b>.</p>  <p>*** You must have the <b>FULL VERSION</b> of Adobe Acrobat for this function to work.</p>