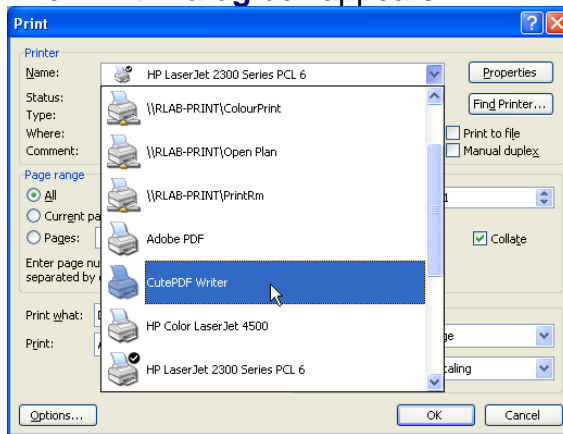


This document will show you how to save Microsoft Word documents into PDF format. If you have a Word document with equations please go directly to step III. Most users can only create PDF files on the public computers in zones 9 and 10 (CEP) and in zone 22A (STICERD). However some users have CUTE PDF on their computers – a free utility to convert files into PDF format.

I. CREATE A PDF DOCUMENT USING CUTE PDF WRITER

1. Open your file in Word
2. Go to File > Print
The **Print Dialog** box appears.



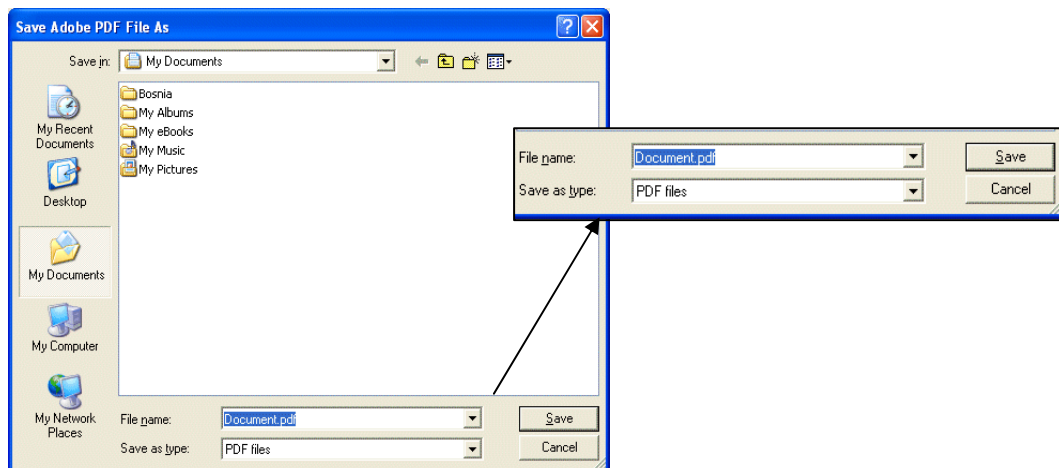
3. Select **CutePDF Writer**.
4. Type the filename making sure the extension is **.pdf** and click **Save**

II. CREATE A PDF DOCUMENT USING ADOBE ACROBAT

1. Open your file in Word
2. On the toolbar you will find three Adobe PDF icons.
Click on the first one to convert your file into a PDF document.



3. If you are not sure which icon to press place your mouse over the icon and it will display its function: "**Convert to Adobe PDF** (See the Adobe PDF menu for settings)"
4. Click on the icon once.
The **Save PDF File As** box appears.



Type the filename making sure the extension is **.pdf** and click **Save**

III. IF YOU DO NOT HAVE ADOBE PDF icons

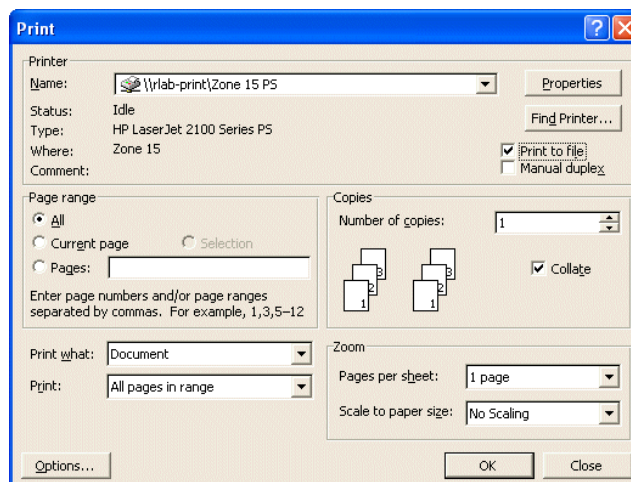
OR

YOU HAVE SPECIAL FONTS

1. Open your file in Word.
2. From the **File** menu select **Print...**
The Printer dialog box will appear
3. From the pull down list of printers select:

Postscript Printer – for **STICERD**
\\r\lab-print\Zone 15 ps – for **CEP**

NB: if you don't see any of the above, ask your IT team for help with setting it up or read the document "Printing in CEP".



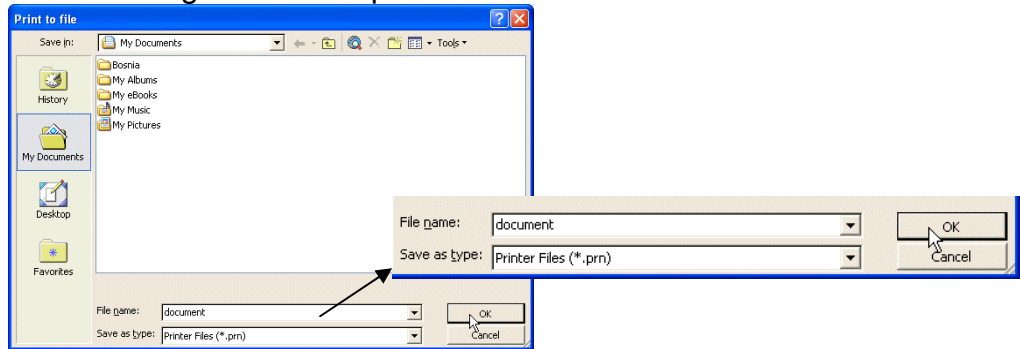
4. Once you have selected your printer make sure you click **Print to file**



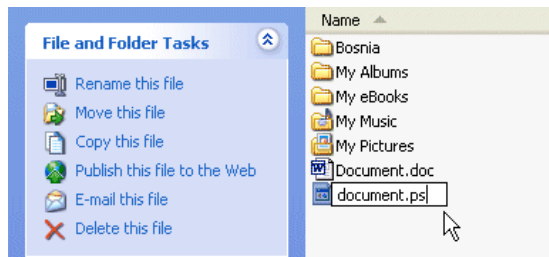
Click on **OK**

5. You will be prompted to save the document locally on your computer.
Save to your **J:** space (CEP users) or **Z:** space (STICERD users). Make sure the filename has a **.prn**

extension e.g. Document.prn

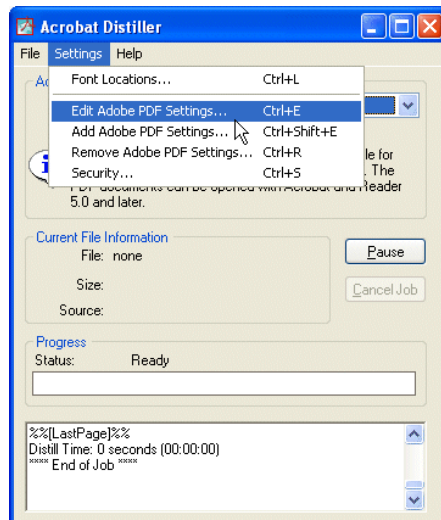


6. Find the file that you have just created on your **J:** or **Z:** drive.
7. Rename the file with a **.PS** extension, e.g. document.ps

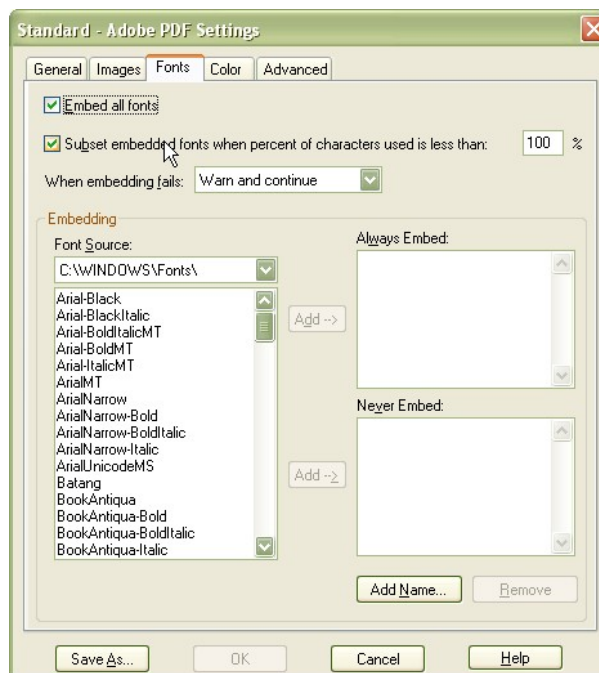


Your document has now been saved as a **postscript file**.

8. Double click on this icon and **Distiller** will run and create a **PDF** file of your paper and save it in the same directory as your postscript file.
9. To make absolutely sure that your equation fonts will appear in the final PDF document **open Distiller**.
Choose:
Settings > Edit Adobe PDF Settings



10. Make sure that **Embed all fonts** is checked and **Never Embed** box is empty.



11. If you have made any changes to the settings, double click your **.ps** file again to recreate the PDF