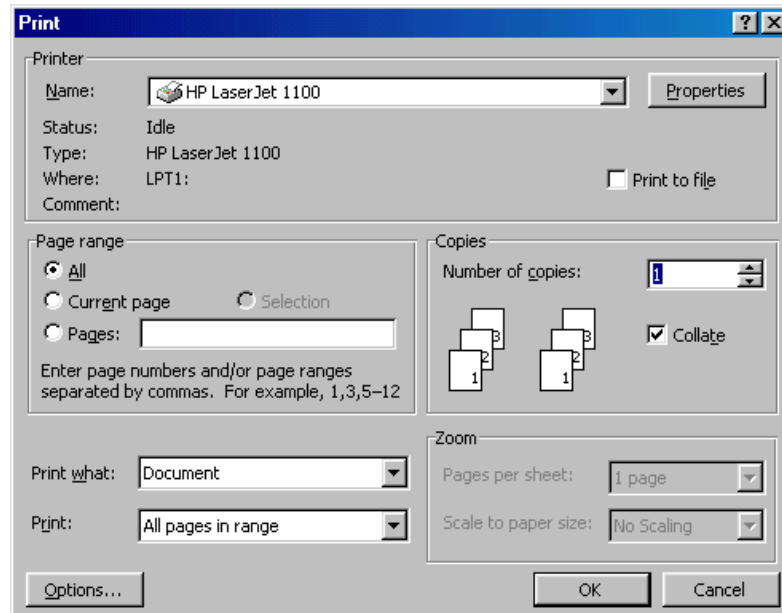


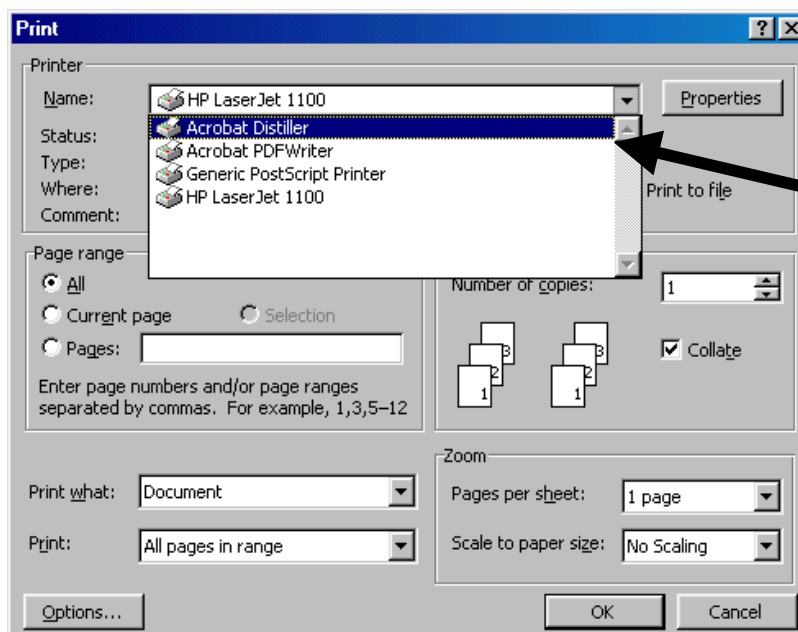
How to Convert Word Files to a PDF (Portable Document Format) File Adobe Acrobat 4.0

Follow the directions below to create a PDF file from a Word Document

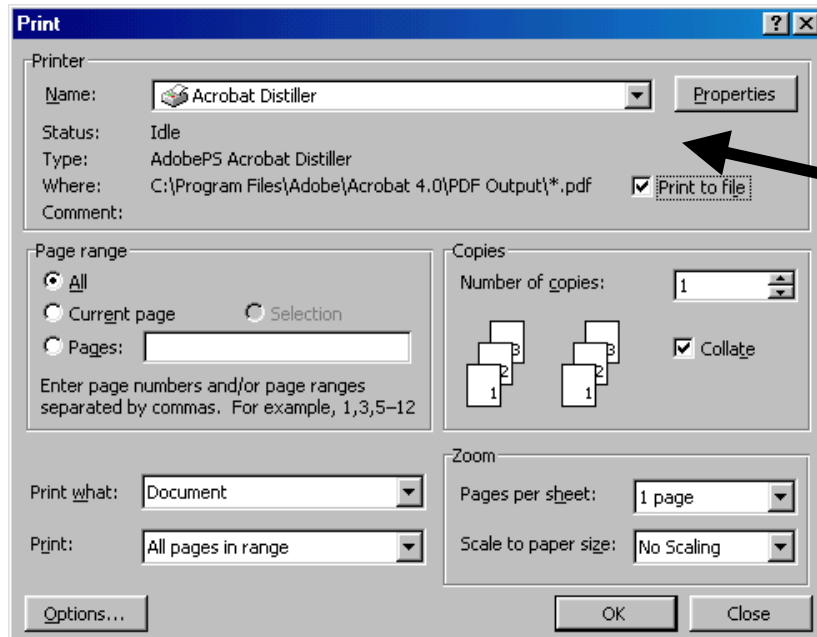
1. Open your document in Word.
2. Go to *File* and click on *Print*.
3. A *Print* window will open.



4. Under *Name:* select Acrobat Distiller on the pull down menu.

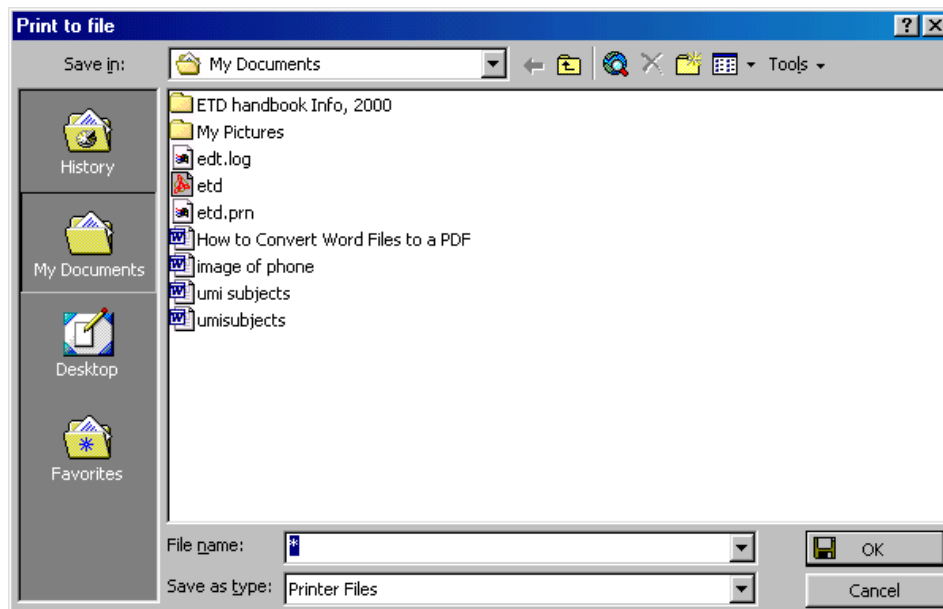


5. Under the *Properties* button click the box *Print to File*.

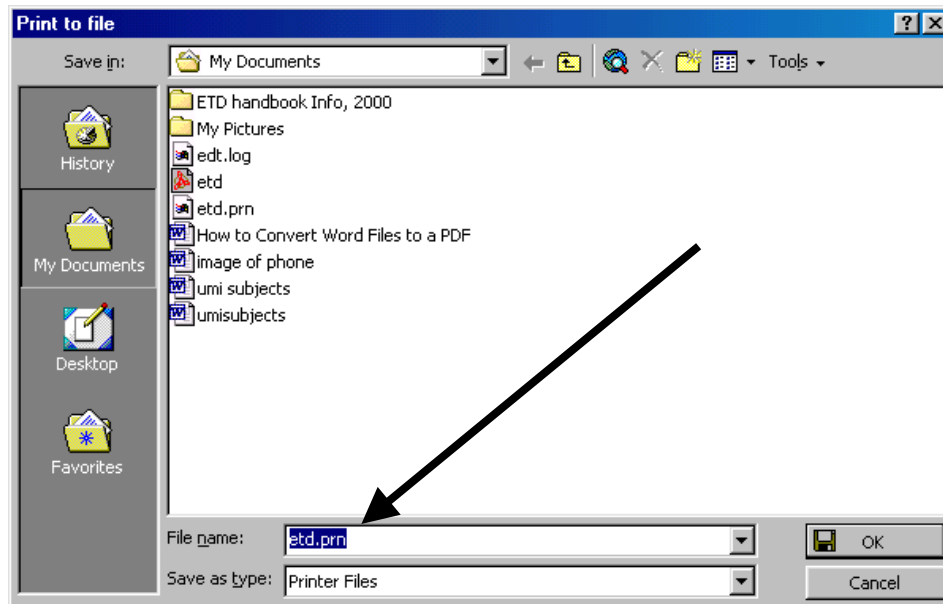


6. Click *OK*.

7. A *Print to File* window opens.



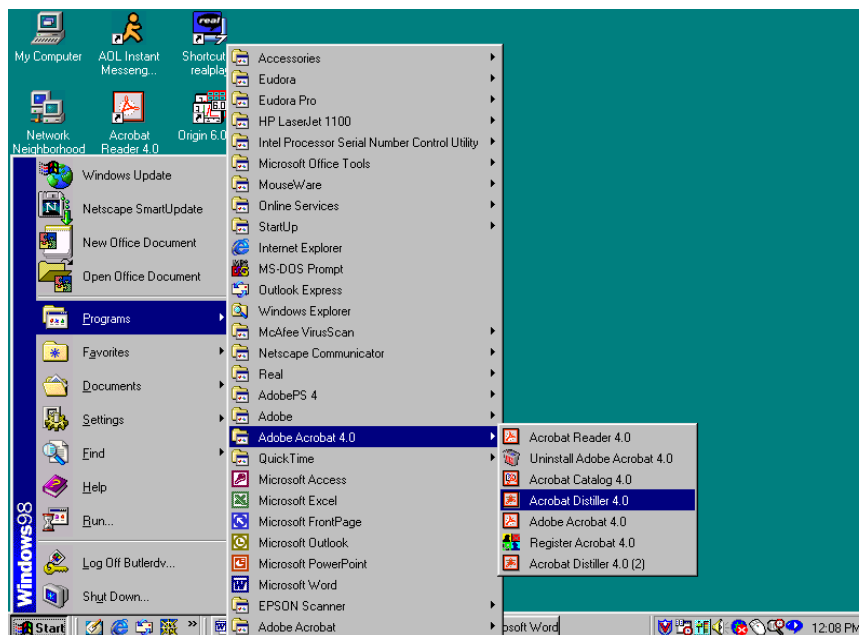
8. In the *File name:* box, type 'etd.prn'. **IMPORTANT:** *Make sure you save your file to the Desktop. To do this, go to the Save in field and locate Desktop. Then, click OK.*



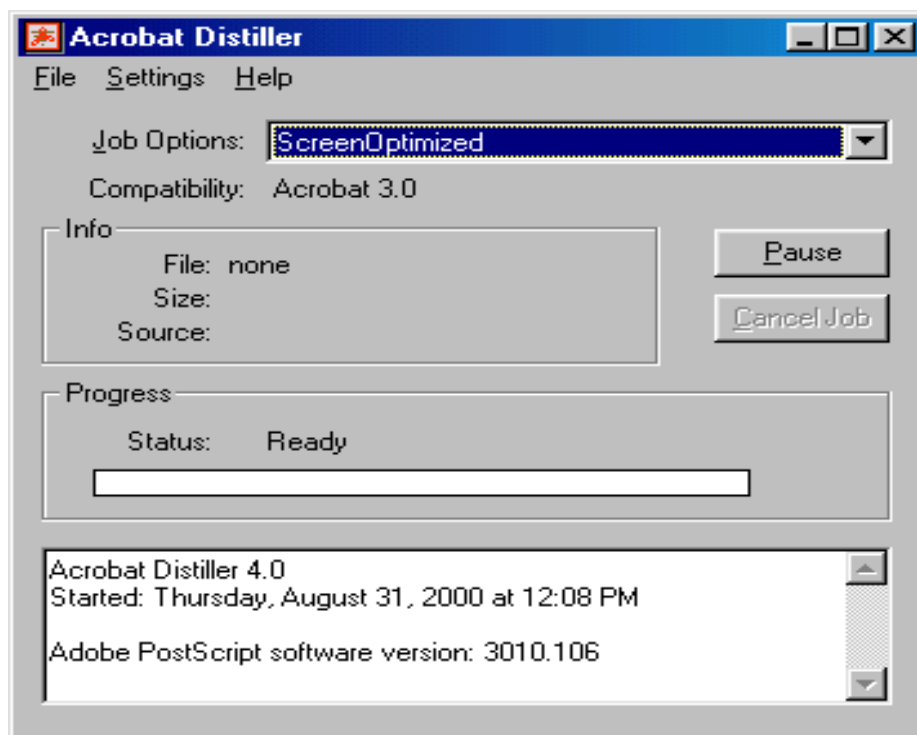
9. Minimize or Exit Word. **Caution:** *Your ETD will likely be a large file. While Distiller converts your document into Postscript, be patient and allow time for this to occur prior to exiting Word or word processing program (you can see the Postscript process next to the 'OVR' mini-window).*



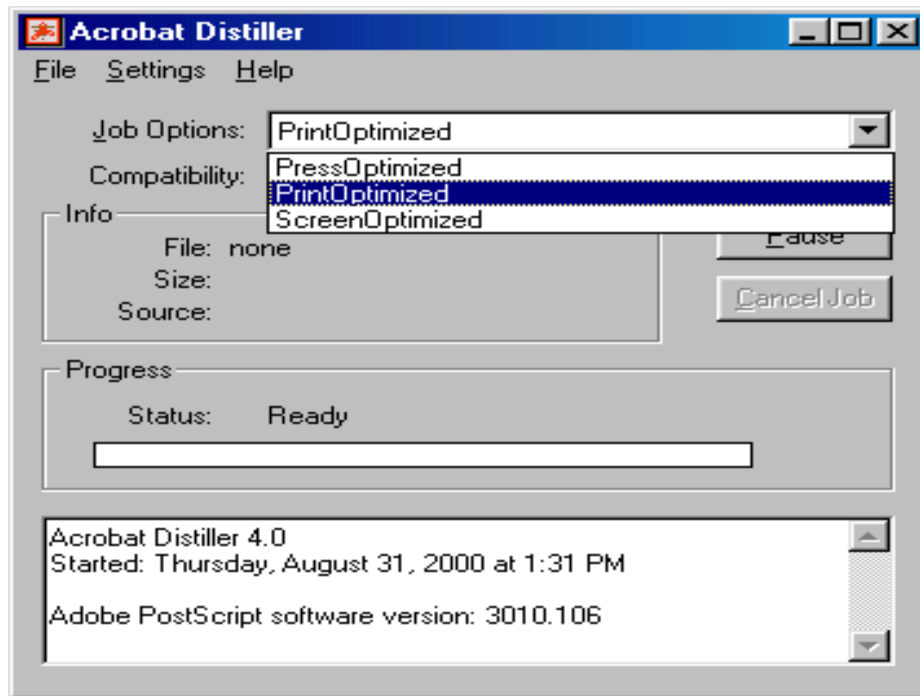
10. Click on **Start**, *Programs*, *Adobe Acrobat 4.0*, and then *Acrobat Distiller 4.0*.



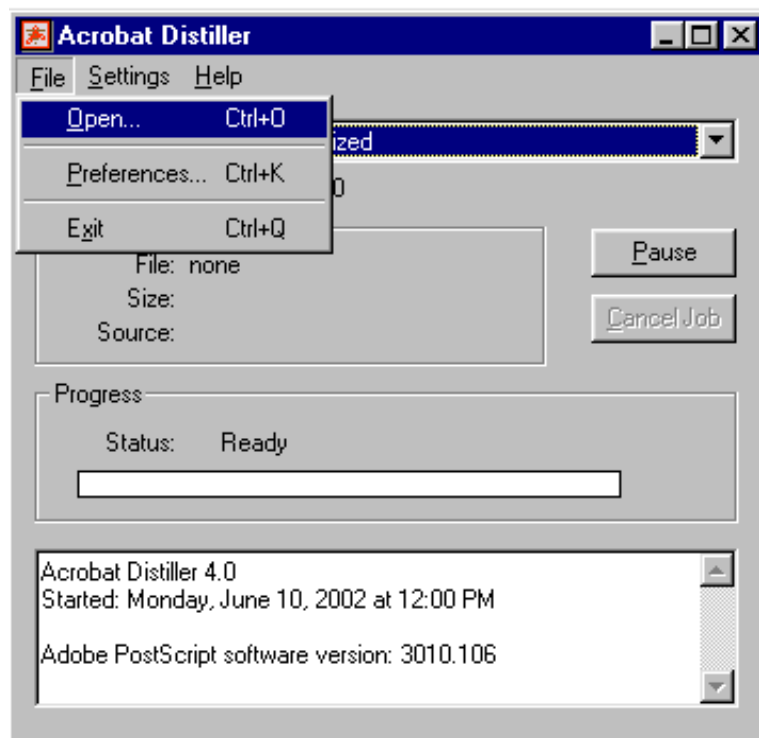
11. The *Acrobat Distiller* Window opens.



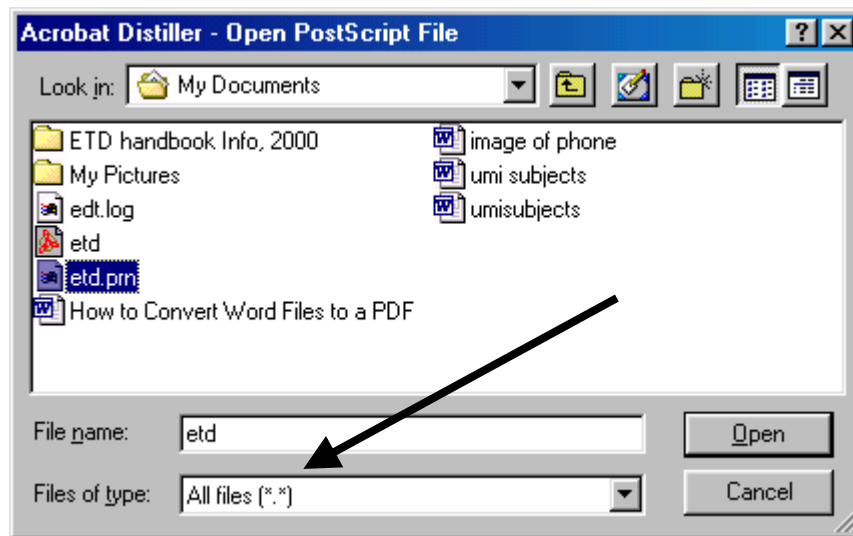
12. Under *Job Options*: find and select the *PrintOptimized* option.



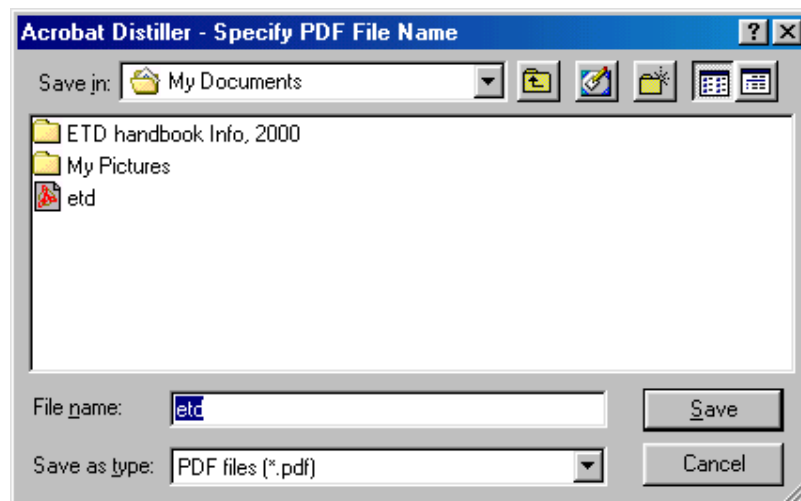
13. Next, click on *File* in the menu bar and choose *Open*.



14. The window below will open. In the *Files of type:* field, choose *All files [*.*]*.

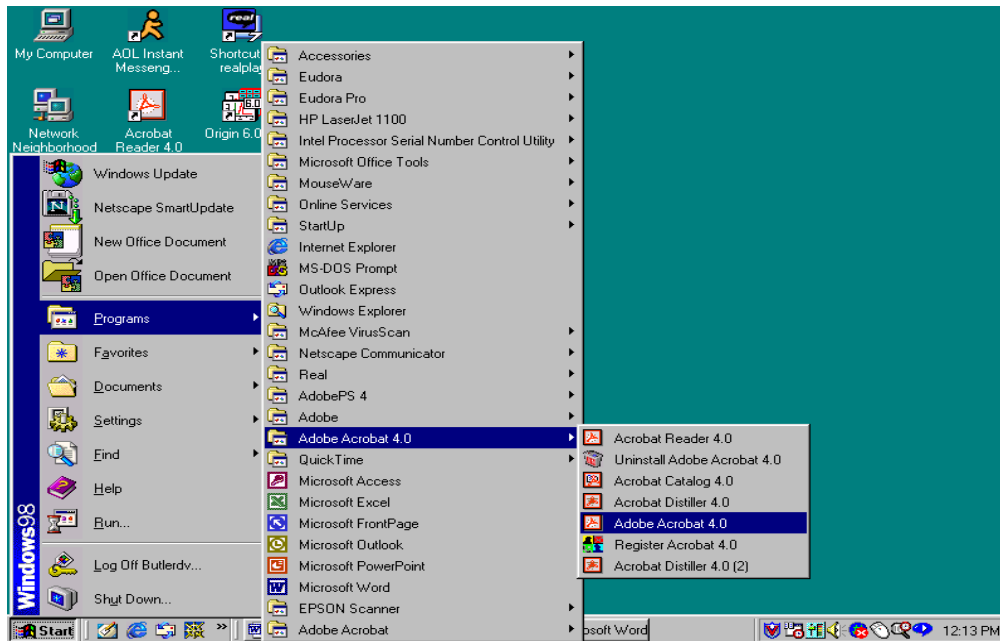


15. Locate your file in the window. If you cannot locate it, go to the *Look in* menu, click on *Desktop*, and your file should appear.
16. Open the file.
17. An *Acrobat Distiller – Specify PDF File Name* window opens. The *File name:* box will be highlighted with 'etd'.

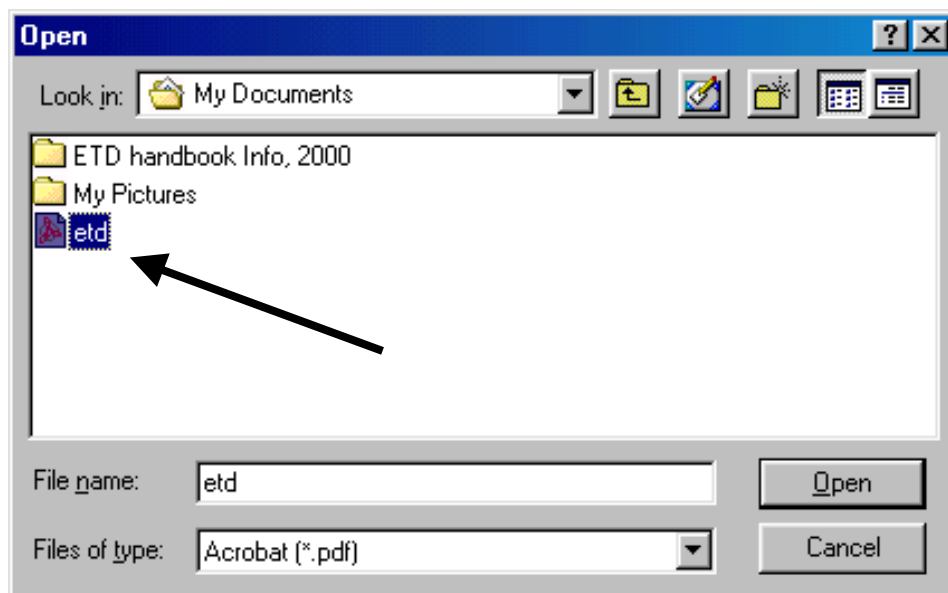


18. Click on the *Save* button and Distiller will create a PDF file.
19. Exit out of Distiller. **Caution:** *Your ETD will likely be a large file. Ensure that Distiller has completed all conversions necessary prior to exiting.*

20. Open *Adobe Acrobat 4.0*.



21. After Acrobat is open, click on *File*, then *Open*. Locate the file, and open it.



22. Examine your document carefully to make sure all details and material are formatted correctly.