

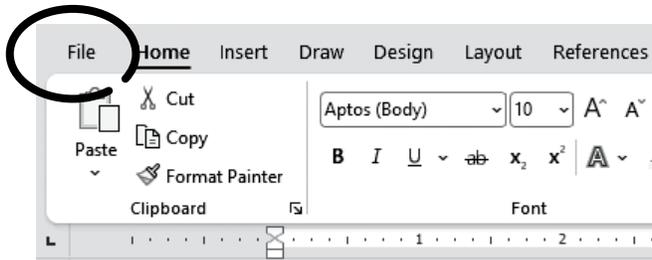


# PDF from Word

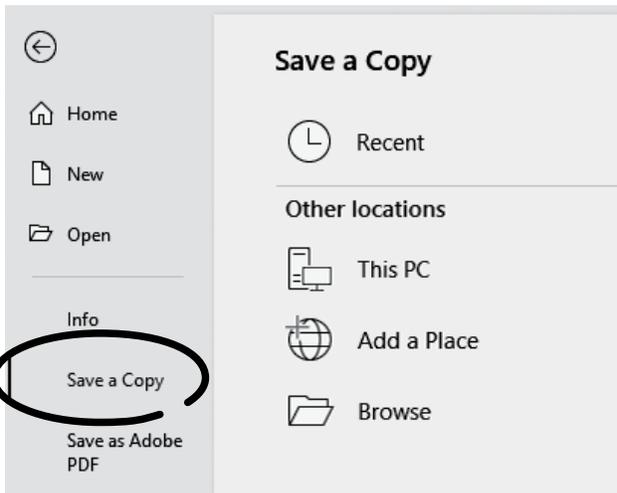
Ever wonder why you would send your printer a PDF not a Microsoft Word file?

By sending a PDF instead of the Word document you minimize the possibility of undesired print results. Plus your agency saves *time* and *money* by eliminating the need for an additional PDF proof from the printer. It's easy too . . .

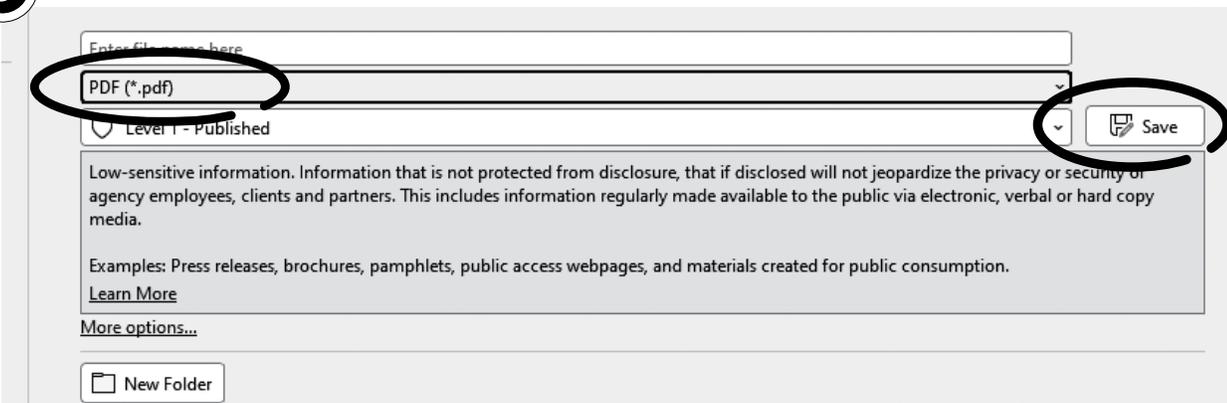
1



2



3



- 1 Click the File tab.
- 2 Click the Save a Copy button.
- 3 Choose PDF (\*.pdf) from the document type dropdown menu. Then click the Save button.

**CAREFULLY REVIEW** your PDF to ensure it looks as you intended it.

Note: There are multiple ways to save a PDF from Word, this method is a favorite since it ensures image alt tags carry over for accessible digital files.