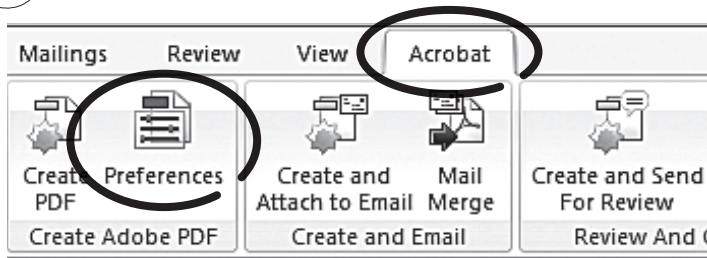# PDF from Word

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 . . .
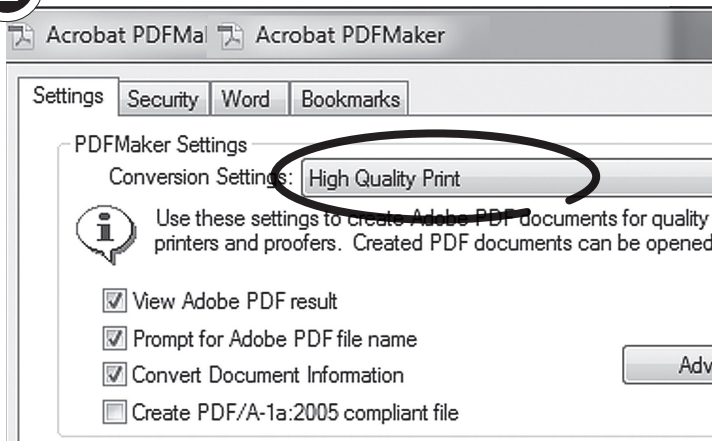
1

2

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1 Click the Acrobat tab, then Preferences.

2 Click Settings tab select High Quality Print from the Conversion Settings drop-down menu. Click OK.

3 Go back to the Acrobat tab and click Create PDF.

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