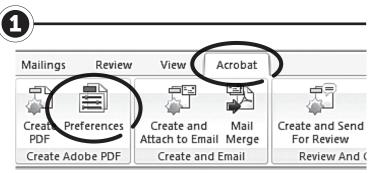


## **PDF from Word**

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 . . .



- Acrobat PDFMal Acrobat PDFMaker

  Settings Security Word Bookmarks

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  Use these settings to create Adobs PBF documents for quality printers and proofers. Created PDF documents can be opened

  View Adobe PDF result
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  Convert Document Information
  Create PDF/A-1a:2005 compliant file
- Mailings Review View Acrobat

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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.