Creating a PDF

Step 1: Open up your document.

Step 2: Go to file > print



Step 3: Choose Adobe PDF

Drinker	
Name: Adobe PDF Status: Idle Type: Adobe PDF Converter Where: My Documents Comment: Creates Adobe PDF	Properties Find Printer Print to file
Page range All Current page Selection Pages: Enter page numbers and/or page ranges separated by commas. For example, 1,3,5–12	Copies Number of gopies:
Print what: Document	Zoom Pages per sheet: 1 page Scale to paper size: No Scaling

Step 4: Name your PDF and Click save.



Step 5: This message window will come up when it starts creating the PDF.

Creating Adobe PDF حار	
Document Name : Microsoft Word - Agenda.doc PDF Progress Relocating files agenda.pdf PDF Name : agenda.pdf PDF Folder : \\LFCS-staff\Kconover\$\	•
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Step 5: Adobe PDF will open up when completed.

