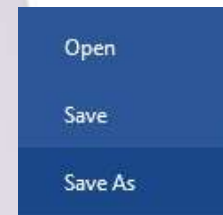




Saving Files in PDF format

Step 1:

With your document open select **File** then **Save As**



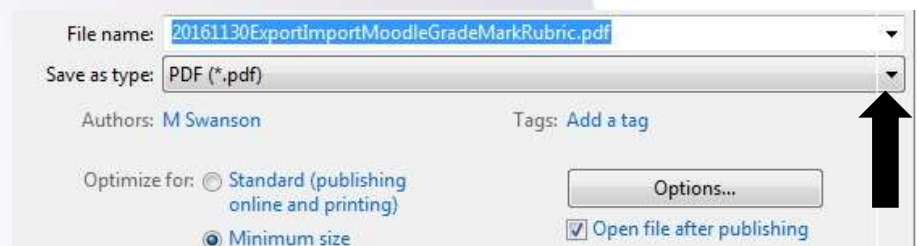
Step 2:

Select the folder where you wish to save the file.



Step 3:

Use the drop down menu (see arrow) to select **PDF** format.



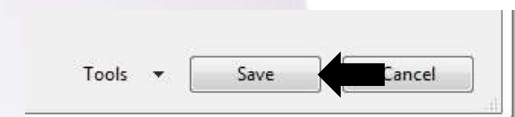
Step 4:

To preserve all fonts & ensure printing is accurate, left click **Options** and check the box for **ISO 19005-1 compliant**. Then left click **OK**
(Windows will remember this for later PDF saves)



Step 5:

Left click the **save** button to confirm and close.



Step 6:

The PDF file can be identified in your folders by the .pdf extension and the PDF file icon.

