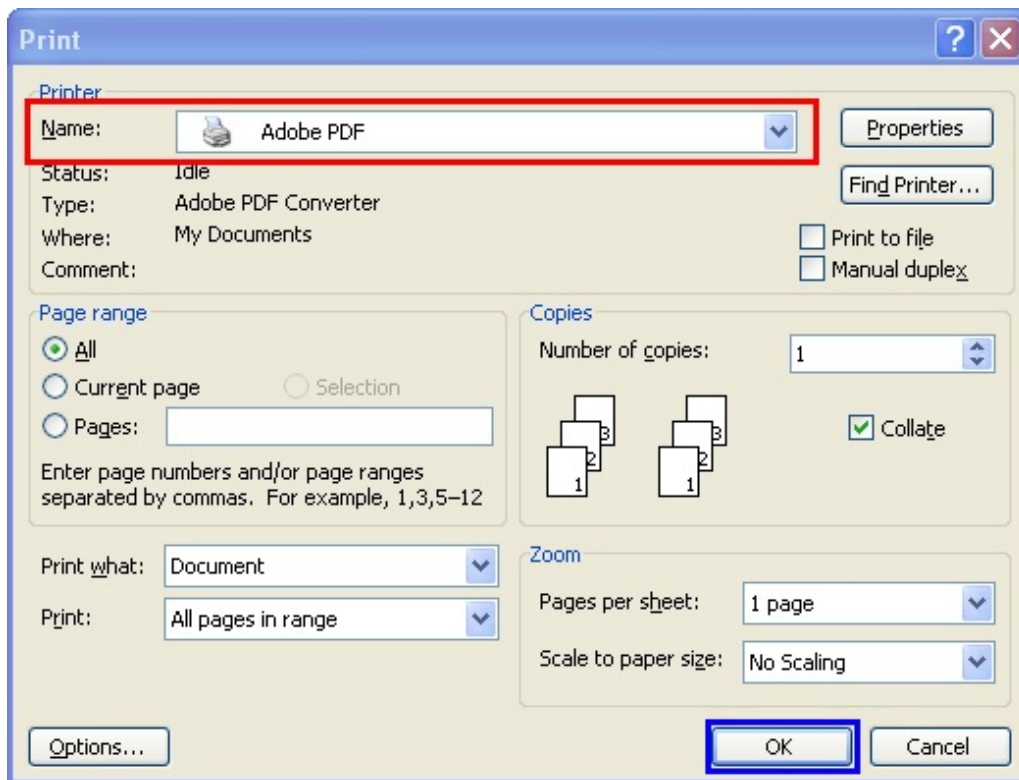




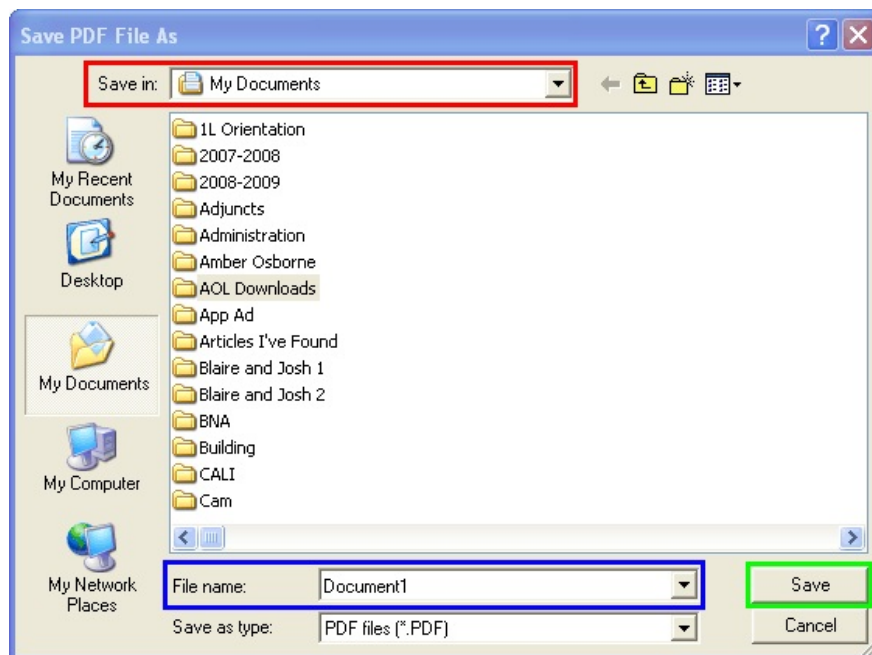
West Virginia University George R. Farmer, Jr. Law Library

How to Convert a Microsoft Word 2003 Document to a PDF Document

If you are using Microsoft Word 2003, simply open the document you wish to convert, click on the FILE drop down menu, choose PRINT. When the PRINT box appears, use the pull down menu to change the printer NAME (see red rectangle below) to ADOBE PDF, then click the OK button (see blue rectangle below).



The SAVE PDF FILE AS box should appear.



In this box, check to see if the default FILE NAME is what you want the new PDF file named and if it will be saved in the DIRECTORY where you want it saved. If so, simply click the SAVE button and the PDF file will be saved. If not, use the SAVE IN drop-down menu (*see red rectangle above*) to choose the LOCATION (most likely your USB DRIVE or your STUDENT NETWORK FOLDER) where you want the file to SAVE and change the FILE NAME (*see blue rectangle above*), if necessary, then click SAVE (*see green rectangle above*).

If you have questions, please ask a member of the library staff for assistance.