Microsoft Word 2010 to PDF

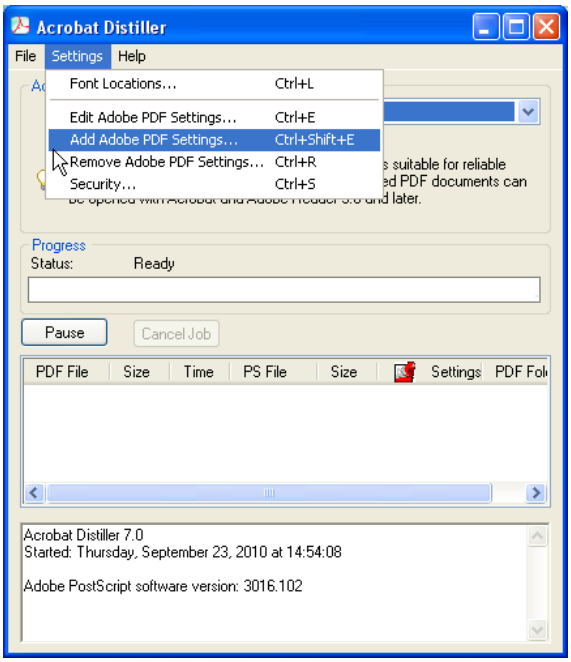
Microsoft Word 2010 to PDF instructions. We strongly recommend using Acrobat Distiller to make PDFs from Word. To have Acrobat Distiller, you must have Acrobat Standard or Acrobat Professional loaded on your system. Acrobat Reader does **not** have Distiller nor can Distiller be purchased by itself.

If you are unsure of the availability of Acrobat Distiller, please speak with your IT department.

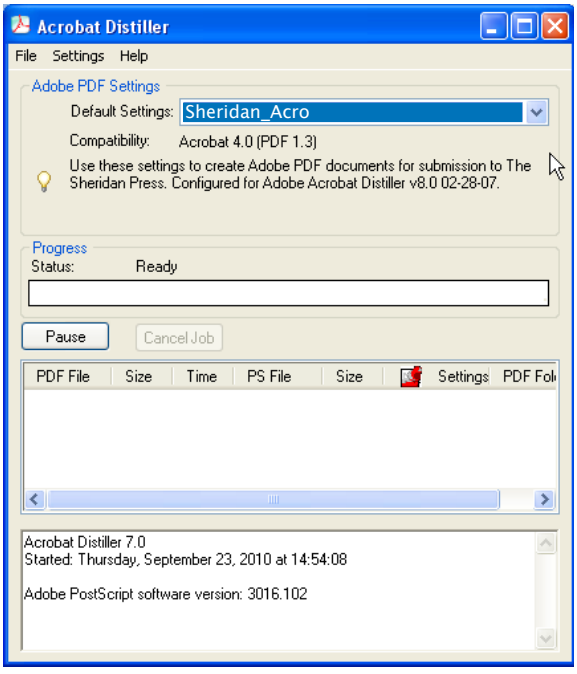
The following steps will instruct you how to load the Acrobat Distiller settings and go to PDF.
Go to https://caesar.sheridan.com/tsp_procedures/procedureFiles.php?dir=%2FWindows/Word_to_PDF

Load the supplied joboptions File:

- Save the **Sheridan Word 2010 to PDF.zip** to your desktop from the TSP Procedures website listed above.
- Uncompress the zip archive
- From Programs List, start Adobe Acrobat Distiller.
- Choose Settings… / Add Adobe PDF Settings...
- Navigate to your Desktop and choose the **Sheridan_Acro.joboptions** file in the **Sheridan Word 2010 to PDF** folder.
- Select **Open**



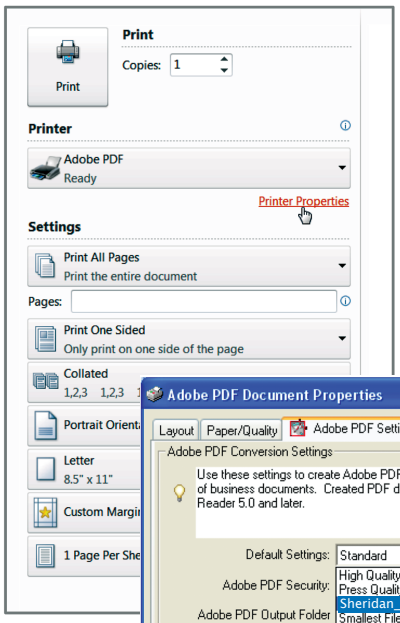
- **Sheridan_Acro** will appear within the Distiller Default Settings selection.
- Close Acrobat Distiller.



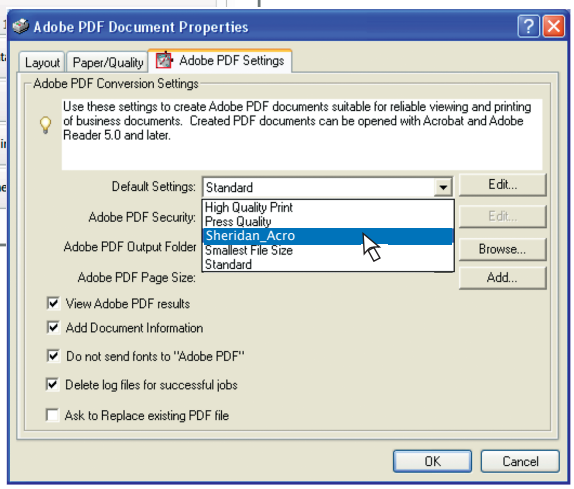
Microsoft Word 2010 to PDF

Create PDF in Word:

- Click the **File** tab, and then click **Print**.
- Under **Printer**, select **Adobe PDF** as the printer.
- Click on **Printer Properties**.



- Click on Adobe PDF Settings.
- From the Conversion Settings pull-down options, select **Sheridan_Acro**.
- Click on **OK** to return to the print window.
- Click on **OK** to create a print-ready PDF file.



Name and Save PDF File:

- Navigate to the location of the system where your PDF is to be saved.
- Assign it a descriptive name. (Example: Authorname_v2n1_page range).

PDF Created:

- The distilled PDF file will be created in the background.
- The Acrobat program will be launched. Click on the Acrobat Icon to view the print-ready PDF file.

Sheridan