

Microsoft Publisher 2007

Educational Technology Center

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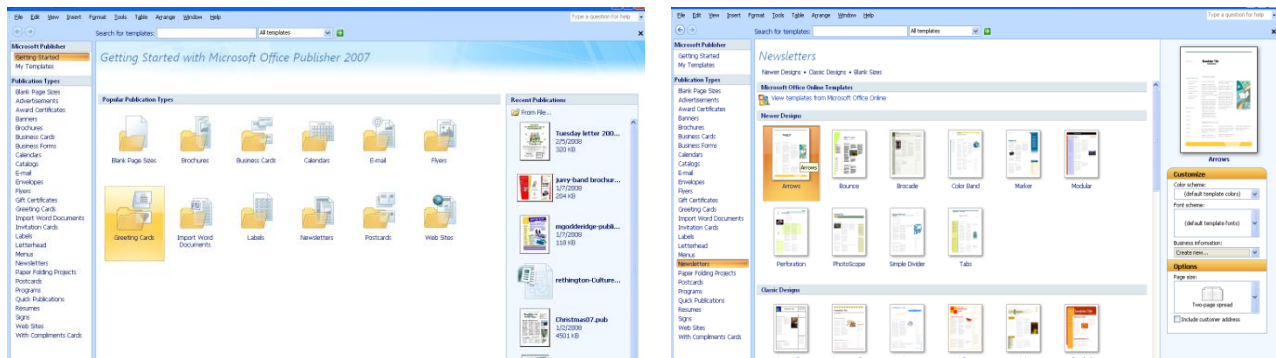
Resources for this class can be found at http://www.davis.k12.ut.us/district/etc/documents/pub_beg_doc.html

Opening Microsoft Publisher

- Using the Start Menu, click on All Programs and navigate to the Microsoft Office folder.
- Click on Microsoft Office Publisher 2007.

Choosing a Publication Project from the Task Pane

- Using the Task Pane on the left, click on the publication choices and view the templates on the right. Click again to close the section.
 - **Publication Type** - Displays types of publications by category (i.e newsletters, brochures, business cards, flyers, calendars, etc.). Popular Publication Types are shown on the window to the right. Double clicking a folder will open the templates for the category.
 - **Templates** – Once a category is chosen, four sections to select templates from will appear in the window to the right. Microsoft Office Online Templates, Newer Designs, Classic Designs and Blank Sizes are available to choose from.
 - **Design**- Clicking one time on the template will show a larger view at the right. In the Customize section, choose the Color Scheme, Font Scheme and Business Information. In the Options section, different options will be available for specific publication types.



Selecting a Template

- **Double click** to select a publication template OR click to select a template and then click the **Create** button in the bottom right corner of the screen.

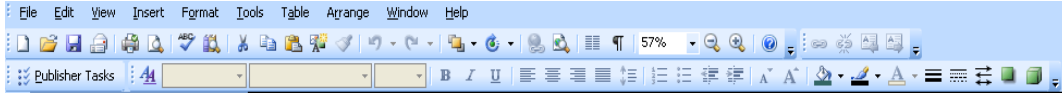
Menus / Toolbars

Seeing the Full Menu Each Time

- Using the **Menu Bar**, click on **Tools** → **Customize** and choose the **Options** tab.
 - **Note:** You must have a publication selected before these options are available.
- Click to place a check mark in front of **Always show full menus**.
- Click on the **Close** button.

Viewing Toolbars

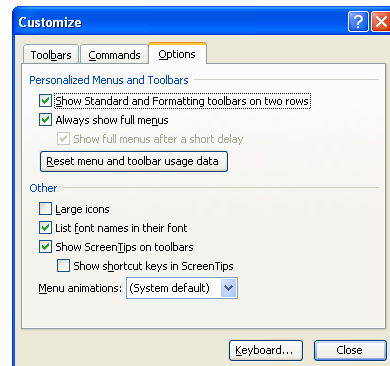
- Using the **Menu Bar**, click on **View → Toolbars**.
- Click to select the desired toolbar.
 - Standard, Formatting, Connect Text Boxes, Measurement, Objects, Picture, Task Pane, WordArt
- Toolbars with a checkmark by them are turned on.



Objects Toolbar		
Icon	Icon Name	Description
	Select Objects	Selects text boxes or objects.
	Text Box	Inserts text boxes. Click and drag to create the text box on the document.
	Insert Table	Inserts a table frame. Click and drag to draw the size of the table, then choose number of rows and columns.
	WordArt	Inserts text that has been pre-formatted with enhanced features.
	Picture Frame	Click to insert a picture from Clip Art or from File.
	Line	Click and drag to draw a line.
	Arrow	Click and drag to draw an arrow.
	Oval	Click and drag to draw a circle shape.
	Rectangle	Click and drag to draw a rectangle shape.
	AutoShapes	Click to select different shapes to use on the document.
	Bookmark	Click to create a bookmark that will jump to a specific location in a publication.
	Design Gallery Object	Click to add design objects such as a Masthead, Table of Contents, Calendar, Accent Bars or Borders, etc.
	Item from Content Library	Click to view and add design objects that you most commonly use from your personal Content Library.

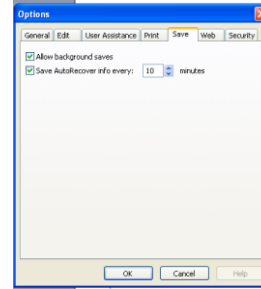
Seeing all the Toolbar Items

- Using the **Menu Bar**, click on **Tools → Customize** and click on the **Options** tab.
- Click to place a checkmark in front of **Show Standard and Formatting toolbars on two rows**.
- Click on the **Close** button.



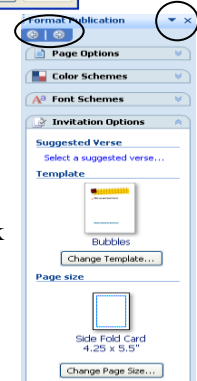
AutoRecover

- Using the **Menu Bar**, click on **Tools → Options**.
- Click on the **Save** tab.
- Click in the box next to **Save AutoRecover info every:**
- Click in the **Minutes** box and enter the number of minutes.
- Click on **OK**.



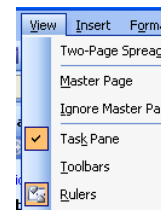
Task Pane-

- The **Task Pane** offers help with selecting publications and settings for documents or templates.
- The **drop down menu** at the top of the pane offers a quick way to navigate through the Task Pane screens.
- Use the **Forward** and **Back** arrows in the upper left corner to move and view recent Task Pane screens.



Opening the Task Pane

- Using the **Menu Bar**, click on **View → Task Pane**.
 - **Note:** A checkmark in front of Task Pane indicates the item is turned on.



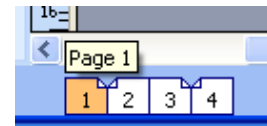
Closing the Task Pane

- Click on the top “X” in the upper right corner of the Task Pane.

Working with Newsletter Templates

Page Navigation

- View each of the pages in the publication at the bottom of the screen by clicking on the page number.



Inserting a New Page

- Using the **Menu Bar**, click **Insert → Page**.
- Choose the layout from the drop down list.
- Click the **More...** button for number of pages to add including the insertion point of before, after or between pages.
- **OR** In the Options area, choose to insert blank pages, one text box on each page, or duplicates.
 - **Note:** Choosing this option will overwrite the layout.
- Click **OK**.

Deleting a Page

- Using the page navigation at the bottom of the screen, click on the page number that is to be deleted.
- Click **Edit** on the Menu Bar and choose **Delete Page**.
 - If there is more than one page to delete, click to choose **both, left or right** page.

Newsletter Options

- In the **Task Pane**, click the drop down arrow and select **Format Publication**.

Page Options

- Click to change **Columns** or add **Suggested Objects**.
- Column choices of 1, 2, 3 or mixed will be applied to the template by clicking on the number.
- Rest the mouse over any of the choices; click the **drop down arrow** to apply column settings to one or more pages.

Color Schemes

- Click on **Color Schemes**.
- Click to view other color schemes.



Font Schemes

- Click on **Font Schemes**.
- Click to view other font schemes.
- Font Scheme Options... can be used to update or override font changes.

Newsletter Options

- Click the buttons to **Change Template...** or **Change Page Size...**

Zoom In or Out

- Using the Menu Bar, click on **View → Zoom**
- **OR** click on the **Zoom** buttons on the toolbar.
 - To zoom in or out, click the Zoom In  or Zoom Out  button next to the Zoom box.
 - Choose a specific view by selecting a percentage, whole page or page width by clicking on the drop down box.
- **OR** to zoom in/out on a specific section click in the section and press the **F9** key on the keyboard.



Creating a New Blank Document

Opening a New Publication

- Using the Menu Bar, click on **File → New**.
- This will open a new window.
- Click to choose a new publication by clicking on the design categories and selecting a template.

Opening a New Blank Page

- Using the **Menu Bar**, click on **File → New**.
- This will open or refresh the **Task Pane** window.
- At the bottom of the Task Pane window, click on the **Blank Page Sizes** link.
- Click to select the desired template size, then click the **Create** button in the bottom right corner OR double click the template.

Grid Guide Lines

Viewing Grid Guide Lines to Create a Layout

- Using the Menu Bar, click **Arrange → Layout Guides**.
- Click the **Grid Guides** tab.
- Click in the **Column Guides** box to increase the number of columns.
- Click in the **Row Guides** box to increase the number of rows.
- Click **OK**.

Removing Grid Guide Lines

- Using the Menu Bar, click **Arrange → Layout Guides**.
- Click the **Grid Guides** tab.
- Under **Column Guides**, in the **Columns** box, change the number of columns to **1**.
- Under **Row Guides**, in the **Rows** box, change the number of rows to **1**.
- Click **OK**.
- OR right click and choose **Undo Layout Guides**.

Text Boxes

Creating Text Boxes

- Using the **Objects Toolbar**, click on the **Text Box** button.
- Click and drag on the template to create a text box.
- **OR** use the **Menu Bar**, click **Insert → Text Box**.
- Click and drag on the template to create a text box.

Deleting Text Boxes

- Click once on the box and then click again on the **border/edge** of the selected box. This will allow you delete the entire box.
- Press the **Delete** key.

Inserting Text

Editing

- Click inside the text box area.
- Begin typing to add text or highlight the text that needs to be changed to replace existing text.

Deleting Text

- Clicking **once** on the text box will allow you to delete text within the box.
- Press the **Delete** key on the keyboard OR highlight and begin typing over existing text.

Copying and Pasting

- Copy text from any existing word processing document and paste into a text box in Publisher.
- Highlight the text you want to copy. To select all click **Edit → Select All** (Ctrl A).
- Using the Menu Bar, click **Edit → Copy** (Ctrl C).
- Open **Publisher** and click on the text box with the cursor blinking where you would like to paste the text.
- Using the Menu Bar, click **Edit → Paste** (Ctrl V).

Inserting a Text File

- Click in the text box where the text will be inserted.
- Using the Menu Bar, click **Insert → Text File**.
- Navigate to the location and click to select the file.
- Click **OK**.

Working with Text Boxes

Resizing

- Click to select the text box.
- Rest the pointer over any of the white circles bordering the text box. The pointer will change into a **double headed arrow**.
- **Click and drag** to resize.

Rotating

- Click to select the text box.
- Rest the pointer over the green circle above the picture. The pointer will change to a **circular arrow**.
- **Click and drag** to the right or left to rotate.

Moving

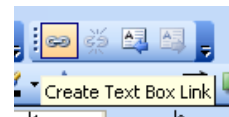
- To move a text box, rest the pointer over the border or edge of the text box until the pointer changes into a **four headed arrow**.
- **Click and drag** to move the text box to a new location.
 - **Note:** Once the text box is selected, you can use the arrows on the keyboard to move the box.

Shrink Text on Overflow

- **Note-** This feature will automatically resize the font so that all the text will fit in the text box. Some template text boxes do not have this as an option. You may need to insert a new text box to use this feature.
- Double click the **border/edge** of the selected box to view the Format Text Box window.
- Click on the **Text Box** tab.
- In the **Text autofitting** section, choose **Shrink text on overflow OR Best fit**.
- Click **OK**.

Linking Text Boxes Together

- When a text box fills, “A...” will appear at the bottom of the box.
 - A message window may pop up asking you if you want to use Auto Flow. Click “**Yes**” to have Publisher help find a text box to automatically use as overflow. Click “**No**” to manually choose a text box.
 - When trying to link and you can’t find a box to link to, press the **Esc** key to end the action.
- To manually link two or more text boxes together, insert text boxes and position on the publication.
 - Click on the first text box.
 - Using the **Connect Text Boxes** toolbar, click on the **Create Text Box Link** button.
 - The pointer will turn into a pouring cup icon. Click on the next text box. This will link the boxes for overflow.
 - **Note:** The text box to be linked to must be empty.



Breaking Text Box Links

- Click on the first text box and then click the **Break Forward Link** button on the **Connect Text Boxes** toolbar.

Copying Text Boxes

- **Click to select a box.**
- Using the Menu Bar, click **Edit → Copy (Ctrl C)**.
- Then click **Edit → Paste (Ctrl V)**.

Adding a Fill and Border

- Double click the outer edge of the selected text box. This will bring up a Format Textbox window.
- Click on the **Colors and Lines** tab.
- Click on the drop down arrow next the **Fill** box and click to choose a fill color.
 - (Optional) Click on **Fill Effects...** and choose **Gradient, Texture, Pattern** or **Picture**.
 - Click **OK**.
- (Optional) For a transparent effect, drag the Transparency slider to the desired position.
- In the **Line settings** area, click the drop down arrow next to **Color:** and select a border color.
 - Use the drop down arrows to select **Dash:**, **Style:** and **Weight:** settings.
 - You can also choose **BorderArt...** for customized picture borders.
- Click **OK**.

Working with Text

Formatting Fonts with the Formatting Toolbar

- Highlight the text to be changed.
- Click on the down arrow of the **Font** box on the **Formatting** toolbar and choose the font.
- Click on the down arrow of the **Font Size** box and choose an appropriate size OR click on the **Increase** or **Decrease Font Size** buttons on the toolbar.

Setting an Exact Font Size

- The exact font size desired can be typed in the **Font Size** box on the **Formatting** toolbar.
- Click in the **Font Size** box.
- Type in the desired size (i.e. 11.5), and press the **Enter** key.

Aligning Text

- Click in the title or paragraph or highlight the text.
- Click on the appropriate alignment button on the toolbar.
 - **Left** – Text aligns to the left with an uneven edge on the right.
 - **Center** – Text aligns to the center.
 - **Right** – Text aligns to the right with an uneven edge on the left.
 - **Full** – Text aligns with even edges on left and right by spacing words across the page.



Quick Formatting using the Format Painter

- Select the formatted text you want to copy.
- Click on the **Format Painter** button on the toolbar.
- Click and drag to highlight the text to be formatted.
- **Note:** To copy the formatting to multiple text items, double click on the **Format Painter** button to lock the tool. To unlock the Format Painter click once on the Format Painter button.

Adding a Drop Cap

- Click in front of the first letter in the text box.
 - **Note:** There cannot be any spaces or tabs in front of the first letter in the text box.
- Using the Menu Bar, click on **Format** and choose **Drop Cap...**
- Choose one of the drop cap styles shown or click on the **Custom Drop Cap** tab to design your own.
- Click **OK**.

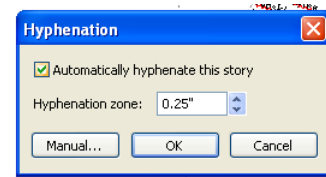
Changing a Drop Cap Letter

- Click in front of the drop cap letter OR click and drag to highlight drop cap letter.
- Using the Menu Bar, click on **Format** and choose **Drop Cap...**
- You can switch to a different style or click the **Remove** button to delete.
- Click **OK**.



Turning On and Off Automatic Hyphenation

- Click on **Tools → Language → Hyphenation**.
- **Uncheck or Check** the box next to **Automatically hyphenate this story**.
- Click **OK**.



Pictures

Inserting Clip Art

- Using the **Menu Bar**, click on **Insert → Picture → Clip Art...**
- Using the Task Pane, type in a word or phrase in the **Search For...** box and click **Go**.
 - If you did not get the desired results, type in a **new word or phrase** and click **Go** again.
- Click on the desired picture.
 - If more than one picture is desired, click away so the picture is not selected and then click on another thumbnail picture in the Clip Art gallery.
 - **Note:** If you insert a picture and then click to add another picture it may replace the picture. To avoid replacing a picture when adding a new one, click away so that no picture is selected.

Inserting a Picture From File

- Using the **Menu Bar**, click on **Insert → Picture → From File...**
- Navigate to the location of the picture, click to select it.
- Click **Insert**.

Inserting WordArt

- Using the **Objects Toolbar**, click on the **WordArt** button.
- In the WordArt window, click to select a style.
- Type text in the box.
- Click **OK**.
- The WordArt is similar to a picture. You can click and drag to a new location or resize.
- To edit the WordArt use the WordArt toolbar.

Picture Frame Tool

- Using the **Object Toolbar**, click the **Picture Frame** tool and choose
 - **ClipArt**- Using the Task Pane, type in a search word and then click on the picture.
 - **Picture from File**- Click and drag a box on the template and then a window will open to navigate to the location of the file.
 - **Empty Picture Frame**- Click and drag the size of the frame and then use the Picture Toolbar to insert a picture.
 - **From Scanner or Camera**- If a scanner or camera is hooked up to the computer, you can capture pictures to insert. Instructions will appear in a window.

Working with Pictures

Moving

- Click on the picture and drag to the desired location. The pointer will turn into a four headed arrow.
 - **Note:** Once the image is selected, you can use the arrows on the keyboard to move or nudge the box.

Deleting

- Click to select the picture and press the **Delete** key on the keyboard.
- OR **right click** and choose **Delete Object**.

Resizing

- Click to select the picture.
- Rest the pointer over any of the white circles bordering the picture. The pointer will change into a **double headed arrow**.
- **Click and drag** to resize.
- **Note:** To keep proportions of a picture, press and hold the shift key when clicking and dragging to resize.

Rotating

- Click to select the picture.
- Rest the pointer over the green circle above the picture. The pointer will change to a **circular arrow**.
- **Click and drag** to the right or left to rotate.

Changing the Order

- Right click over a picture, choose **Order** then click on **Bring to Front, Send to Back, Move Forward or Send Backward**.














Changing Wrap

- Click to select the picture.
- Using the **Picture Toolbar**, click on the **Text Wrapping** button.
- Select the desired wrap (i.e. Square, Tight, Through, Edit Wrap Points, etc).

Formatting Pictures

Editing

- **Note:** When you click on a picture a Picture Toolbar appears. It could be floating next to the picture or it could be docked with other toolbars.
- Use the **Picture Toolbar** to edit pictures. The toolbar includes the following features:
 - Color, More Contrast, Less Contrast, More Brightness, Less Brightness, Crop, Line/Border Style, Compress, Text Wrapping, Format Picture, Set Transparent Color, Reset.
 - **Note:** If any buttons are gray or unclickable icons on the Picture Toolbar, the option is not available for the picture.

Picture Toolbar		
Icon	Icon Name	Description
	Insert Picture	Inserts a picture
	Image Control	Click to set the picture to be automatic [(comes in original form), Grayscale, Black & White, or as a Watermark]
	More Contrast	Click to increase the contrast of the picture.
	Less Contrast	Click to decrease the contrast of the picture.
	More Brightness	Click to increase the brightness of the picture.
	Less Brightness	Click to decrease the brightness of the picture.
	Crop	Click to cut off the sides of a picture.
	Line Style	Click to change the size of a border line.
	Compress Pictures	Click to apply to all pictures or just the selected picture. To reduce file size, click on Web/Screen resolution and click OK .
	Text Wrapping	Click to set the text wrap of the picture (Square, Tight, Behind Text, In Front of Text, Top and Bottom, Through, or Edit Wrap Points).
	Format Picture	Click to format from a single window.
	Set Transparent Color	Click to remove solid color backgrounds.
	Reset Picture	Click to set the picture back to the original attributes.

Shapes

Line Tool

- Using the **Options Toolbar**, click the **Line** tool.
- Click and drag on the template to draw the line.
- Double click on the line to edit.

Arrow Tool

- Using the **Options Toolbar**, click the **Arrow** tool.
- Click and drag on the template to draw the arrow.
- Double click on the arrow to edit.

Oval

- Using the **Options Toolbar**, click the **Oval** tool.
- Click and drag on the template to draw the circle.
- Double click on the circle to edit.

Rectangle

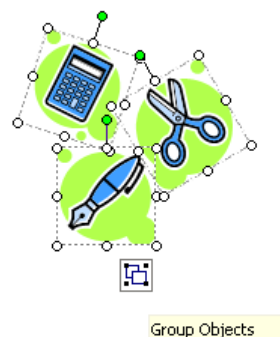
- Using the **Options Toolbar**, click the **Rectangle** tool.
- Click and drag on the template to draw the rectangle.
- Double click on the rectangle to edit.

Autoshapes

- Using the Options Toolbar, click the **Autoshape** tool.
- Click on a **category** and **shape**.
- Click and drag to draw the shape on the template.
- Double click on the shape to edit.

Grouping Objects

- Click to select the first object.
- Hold the **Ctrl key** on the keyboard and click on additional objects.
- Click on the **Group Objects** button that appears in the bottom right corner of the selected objects.
- **OR** Using the Menu Bar, click on **Arrange→Group**.



UnGrouping

- Click on the grouped object.
- Click on the **Ungroup Objects** button that appears in the bottom right corner of the selected object.
- **OR** Using the Menu Bar, click on **Arrange→Ungroup**.
 - **Note:** When you ungroup, all items are still selected. Remember to click away to deselect all objects and then click on just one object.

Tables

Inserting a Table

- Using the **Options Toolbar**, click the **Table** tool.
- Click and drag to draw the table.
- Type a number for the amount of columns and rows for the table.
- Click **OK**.
- **OR**
- Using the Menu Bar, click on **Table →Insert →Table**.
- Choose the number of rows and columns by using the small arrows or type in a number.
- Choose a table format if desired.
- **OR** Using the **Objects Toolbar**, click on the **Table** icon.
 - Click and drag to draw the table on the template.
 - Choose rows and columns and table format.
- Click **OK**.

Moving a Table

- Rest the pointer over the outer edge/border of the table. When the pointer changes to a **four headed arrow**, **click and drag** the table to a new location.

Resizing a Table, Column or Row

- Rest the pointer over any of the white circles bordering the table. The pointer will change into a **double headed arrow**.
- **Click and drag** on a border line to resize a column or row.

Inserting Columns or Rows

- Click to select the table.
- Using the Menu Bar, click **Table → Insert →**
 - **Columns to the Left**
 - **Columns to the Right**
 - **Rows Above**
 - **Rows Below**
- **OR** Right click and choose **Change Table → Insert** and choose the position for the new columns or rows.

Deleting Table, Columns or Rows

- Click to select table.
- **Note:** If you want to delete multiple columns or rows, click and drag to highlight the rows or columns before proceeding.
- Using the Menu Bar, click **Table → Delete.**
 - Choose to delete the Table, Columns or Rows.

Shading a Column or Row

- Select the cells you want to change by clicking and dragging.
- Right-click the table, and then click **Format Table.**
- The **Format Table** box will appear.
- To add fills or fill effects to cells, rows, or columns, click the arrow next to the Color box and then select the options you want.

Design Gallery Object

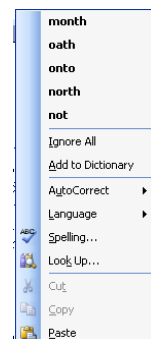
- Using the **Objects Toolbar**, click the **Design Gallery Object** button.
- In the Design Gallery window, click to select an object and click **Insert.**
- Click on the **Magic Wand** icon to edit the Design Gallery object.
- Changes will be made in the Task Pane window.

Checking the Document before Printing

Spell Checker

Quick and Fast

- Right click on the word in question. (The word will be marked with red underscore.)
- Select from the words at the top of the box
- **OR** Using the Menu Bar, click on Spelling and use the Spell Checker as noted below.



Spelling Check

- Using the Menu Bar, click on **Tools → Spelling → Spelling**.
- Choose one of the following:
 - **Ignore Once** - Don't replace the word.
 - **Ignore All** - Don't replace the word and don't stop if encountered again.
 - **Change** - Change the word in red to the selected word in the **Suggestions** box.
 - **Change All** - Change all occurrences of the word in the document to the selected word in the **Suggestions** box.
 - **Add** - Add the word to the dictionary. Using cautiously because this changes the Spelling Dictionary.
 - **AutoCorrect** - Sets the computer to automatically help with spelling. Note: Automatic spelling must be turned on in **Options**.
- Click on the **Close** button.

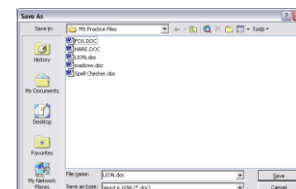
Design Checker

- Using the Design Checker before printing can help notice problems before printing. Running the Design Checker will locate problems such as items that partially off the page and text that is overflowing boxes or a picture that is resized out of proportion.
- Using the Menu Bar, click **Tools → Design Checker**.
- In the Task Pane, notice the problems in a list.
- Click on the drop down arrow next the item for options to fix the problem.
- To fix items you can do one of the following:
 - Click **Go to this Item** to go to the page the problem is located.
 - Click the option that describes how to fix the problem.
 - **Note:** There may be an automatic fix for some problems.
 - Click **Never Run this Check Again** to disable the check for all occurrences of the item.
 - Click **Explain** to open a Help topic that explains the problem and offers suggestions on how to fix the issue.

Saving a Document

Save / Save As

- Using the **Menu Bar**, click on **File → Save As**.
- Check the name of the document and make changes as needed.
- By default, Publisher saves documents to the **My Documents** folder.
- Check to see where the document is being saved.
- If it is not saving in **My Documents**, click on the **My Documents** button (left side of the **Save** window).
- Click on the **Save** button.



Converting Publisher Documents PDF

- PDF documents are used extensively on the web.
- PDF stands for Portable Document Format.
- A free reader is available from Adobe at <http://www.adobe.com/products/acrobat/readstep2.html> where you will be asked information about the computer to help you select the correct version.
- Converting documents to PDF allows them to be opened by anyone.



PrimoPDF

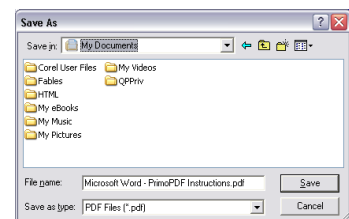
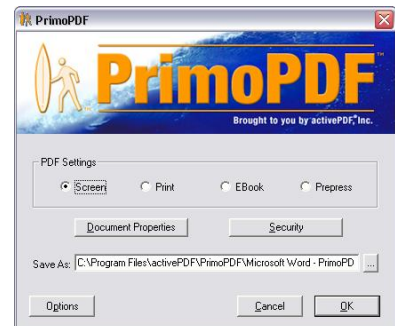
- **PrimoPDF** is a free PDF creator.
- PDF files can be viewed with the free viewer from

Downloading & Installing PrimoPDF

- **PrimoPDF** is available at www.primopdf.com.
- Click on the **Download Now** link.
- Click on the **Run** button in the window that comes up.
- Click on the **Run** button.
- Click on the **Next** button.
- Click to agree to the terms of the license agreement after reading it.
- Click on the **Next** button.
- Click on the **Next** button.
- Click on the **Next** button.
- Choose whether to open the **PrimoPDF User Manual** or not.
- Click on **Finish**.

Using PrimoPDF

- **PrimoPDF** creates a PDF file from your document through the **Print** command in the program the document is created in.
- Open the document in the program used to create it.
- Using the Menu Bar, click on **File** → **Print**.
- In the **Printer** section of the window, click on the down arrow and choose **PrimoPDF** and then click on **OK**.
- **Wait for approx. 2 minutes** for the PrimoPDF window to appear. You may need to watch the task bar.
- In the **PDF Settings** section, choose the **Print**.
- If the document needs to be password protected, click on the **Security** button, add the password, and then click on **OK**.
- Click on the button at the end of the **Save As** box.
- Navigate to the location the PDF document is to be saved to.
 - If you forget to specify a location the document is saved to **C:\Program Files\activePDF\PrimoPDF**.
- Enter a name for the document.
- Click on the **Save** button.
- Click on **OK** on the **PrimoPDF** window.
- **Caution:** When printing to paper after using the **PrimoPDF**, you must change back to your regular printer.

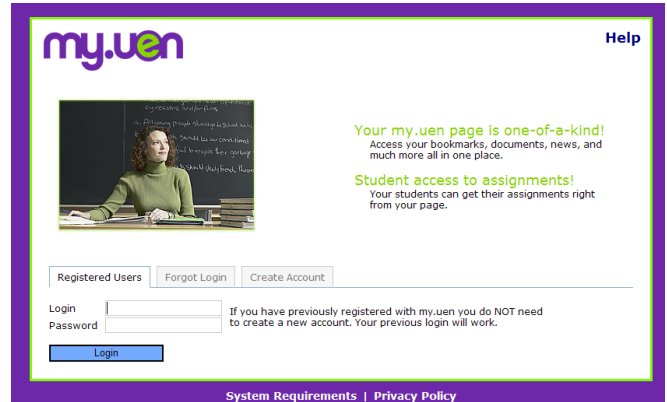


Creating PDF Documents through UEN

- UEN provides a service for educators in the state of Utah to convert most documents to PDF format.
- To convert documents to PDF at UEN, the documents need to be uploaded to the UEN server where UEN converts it to PDF. You will then need to download the PDF document to your computer.

Logging in to My UEN

- Open the Internet.
- Enter the address <http://my.uen.org>.
- In the **Log-in Name:** box, enter your log-in name.
- In the **Password:** box, enter your password.
- Click on the **LOG-IN** button.

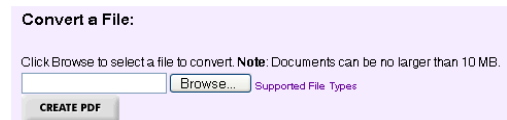
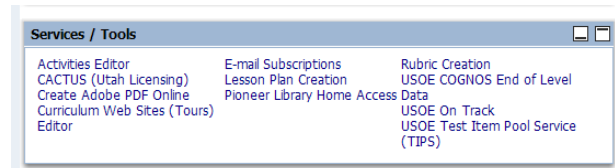


Forgot Log-in?

- Go to the Log-in page as explained above.
- Enter your email address in the box under **Forgot your Log-in?**
- Click on the **Send** button.
- You will receive an email with your log-in name and password.

Creating the PDF Document

- In the **Services / Tools** section.
- Click on **Create Adobe PDF Online**.
- The **Create Adobe PDF Online** webpage opens.
- In the **Convert a File** box, click on the **Browse** button.
- Navigate to the location of the file to be converted.
- Click on the file and then click on the **Open** button.
- Click on the **Create PDF** button.
- The **Confirm** window opens.
- Click on **Continue**.
- The **Create Adobe PDF Online** window opens with a note indicating the file sent, when it was created, the status, and buttons for manipulating the file.



Downloading the PDF File

- In a few minutes, the **Download** button will appear.
- Click on the **Download** button.
- Navigate to the location the file is to be saved to.
- Click on the **Save** button.

File	Created	Status	
Standards Form.doc	07/21/04	converting	DETAILS CANCEL

Printing the Document



Quickly Printing to the Default Printer

- On the toolbar, click on the **Printer** icon.
- **Note** - The print job is immediately sent to the printer.

Printing from the Menu Bar

- On the **Menu Bar** click on **File → Print**.
- Check to make sure the correct printer is chosen (Click on the down arrow in the **Printer** section and choose a printer).
- In the **Page range** section, decide what pages to print. (All, the current page, or a range of pages.)
- In the **Copies** section, indicate how many copies.
- Click on the **OK** button

