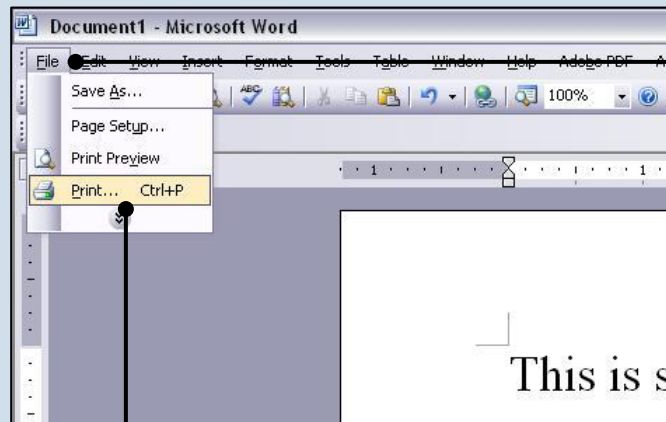


# How to Convert a Word document to a PDF in Microsoft Word 2003 or Older

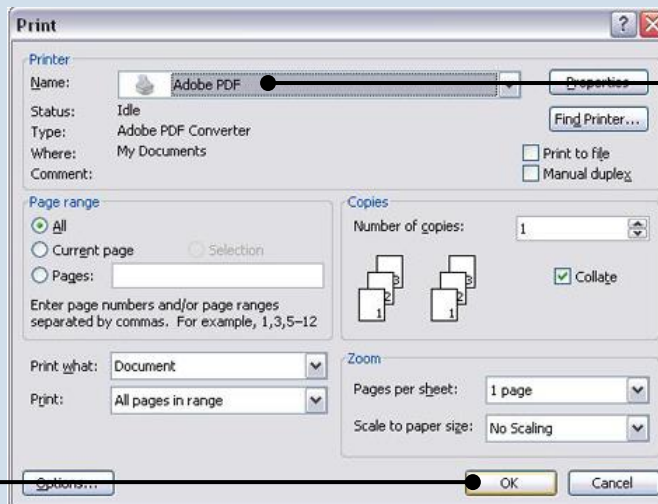
# PACFile®

1. Open the document in Word



2. Click the File menu

3. Click the 'Print' option



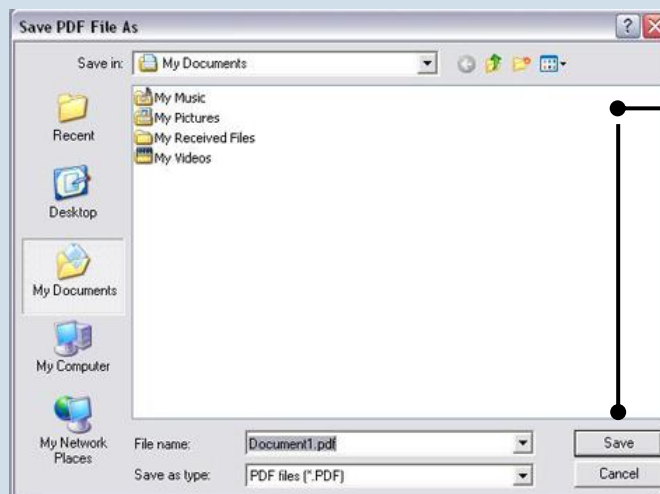
4. Choose the PDF "Printer"

In the Print window, click on the Name field dropdown and select the PDF option.

**Tip** The available options may include 'Adobe PDF' or 'Classic PDF Editor'.

**Tip** An actual printer is not needed in this step. PDFs are "printed" as an electronic file.

5. Click OK



6. Save the PDF
- In the Save PDF File As window, choose a location on your computer or other storage device to save the PDF and click the SAVE button.