

## Publishing documents to PDF in WordPerfect

• WordPerfect Office Suite

In WordPerfect, you can publish documents directly to PDF. This feature lets you save WordPerfect files as PDF files. You can choose from three preset styles, depending on your desired output: document distribution, editing, or the Web.

PDF files are platform-independent files that can be viewed, shared, and printed by computers running the Windows, Linux, UNIX, or Mac OS operating systems. The PDF file format is designed to preserve the fonts, graphics, and formatting of an original application file.

To publish a document to PDF

- 1. In WordPerfect 12/X3/X4, click on the File Menu and select Publish to... and select PDF.
- 2. Click the General tab from the dialog box that comes up
- 3. Type a filename and path in the Filename box where you want to publish your PDF to
- 4. From the PDF style list box, choose one of the following presets:
  - ♦ Highest Quality
  - ♦ Smallest File
  - Standard desktop printing and viewing

Note: In WordPerfect 9, 10 and 11 the PDF style list is as follows:

- PDF for document distribution
- PDF for editing
- PDF for the Web

You can also customize a toolbar with a button to Publish to PDF.

- 1. Launch WordPerfect.
- 2. Click Tools, Settings, Customize.
- 3. Select the Toolbars tab.
- 4. From the list select a toolbar to edit, for example *<WordPerfect 12>*.
- 5. Click the edit button.
- 6. From the drop-down list, change to File.
- 7. In the list box, locate the entry Publish to PDF and hilight it.
- 8. Click the Add Button button.
- 9. Click OK, Close and Close to exit out of all dialog boxes.

You can also customize a menu with an option to *Publish to PDF*.

- 1. Launch WordPerfect.
- 2. Click Tools, Settings, Customize.
- 3. Select the Menus tab.
- 4. From the list select a menu to edit, for example <WordPerfect 12>.
- 5. Click the edit button.
- 6. In the Menu editor dialog box, select the Features Tab.
- 7. From the drop-down list, change to File.

- 8. Locate the *Publish to PDF* item, and then drag the drop-down menu item from the Menu box to the desired menu on the menu bar.
- 9. Click OK, Close and Close to exit out of all dialog boxes.

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