Creating and sharing PDFs

- WordPerfect Office Suite

You can use WordPerfect Office X3 in tandem with WordPerfect® Lightning? to create, preview, and e-mail PDF files.

WordPerfect Office X3 is renowned for its built-in PDF publishing capabilities, which make it easy and cost-effective to share WordPerfect Office documents while maintaining control over content and appearance.

WordPerfect Lightning, a free downloadable word processor from Corel, provides a simple selection of tools that make it fast and easy to consume, capture, or reuse the information that's important to you. WordPerfect Lightning lets you view WordPerfect, Microsoft® Word, and PDF files. You can also e-mail a file directly from WordPerfect Lightning.

To get more information and download WordPerfect Lightning, visit[1]www.wordperfect.com.

To create a PDF in WordPerfect® Office X3

1. In WordPerfect, Quattro Pro or Presentations, click **File > Publish To > PDF**.
2. In the Publish To PDF dialog box, click the **General** tab.
3. Click **Browse**.
4. Choose the drive and folder in which you want to save the file.
5. Type a filename in the **Filename** box.
6. Click **Save**.
7. From the **PDF style** list box, choose one of the following options:
    - **Smallest file** ? creates a PDF suitable for online viewing, such as a document to be distributed by e-mail or displayed on the Web
    - **Standard desktop printing and viewing** ? creates a PDF suitable for viewing or printing on a laser or desktop printer
    - **Highest quality** ? creates a high-quality PDF to send to a printer or digital copier
8. In the Export Range area, enable one of the following options:
    - **Full document** ? publishes the entire file
    - **Current page** ? publishes the active page only
    - **Pages** ? publishes a portion of the file
    - **Selection** ? publishes selected text.
9. Click OK

To e-mail a PDF from WordPerfect® Lightning?

1. Open the PDF in the Viewer.

2. Click the Save button, and choose **Send to Mail Recipient**.

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