

## HowTo: Publish a file to PDF in WordPerfect

- WordPerfect Office Suite
- WordPerfect Home & Student

## How To: Publish a file to PDF in WordPerfect

## To publish to PDF in WordPerfect:

- 1. Click File, Publish to PDF.
- 2. Choose the drive and folder where you want to save the file.
- 3. Type a filename in the File name box.
- 4. From the PDF style list box, choose one of the following options:
  - Commercial printing (The Largest file size) creates a high-quality PDF to send to a printer or digital copier
  - ◆ PDF/A-1a (Level A compliance) creates a standardized PDF file that ensures the long-term archiving of the document. This option allows document tags and font encoding to be preserved.
  - ◆ PDF/A-1b (Level B compliance) creates a standardized PDF file that ensures the long-term archiving of the content. This option does not include the preservation of document tags and font encoding.
  - ◆ Publishing online (The Smallest file size) creates a PDF suitable for online viewing, such as a document to be distributed by e-mail or displayed on the Web \* NOTE, this does NOT put the file on the internet.
  - Publishing online and printing creates a PDF suitable for viewing or printing on a laser or desktop printer. \* NOTE, this does NOT put the file on the internet.
- 5. Click Save.
  - If you do not want the PDF file to open automatically after it is saved, disable the Open PDF after saving check box.

## Note:

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