The goal of this article is to provide a step-by-step guide on how to transform any file into a PDF in Microsoft Word. This article will show you how to identify all of the different formatting options in Word in order to correctly convert the document, as well as go over some final instructions for when you're done. -Introduction This article will show you how you can quickly and easily create your own pdf documents using Microsoft word. It provides instructions on how to correctly format your document with tables, images, headers, footers etc. If you are unsure what all these words mean it's worth checking the official Microsoft website for more specific information about layout options. -Required Software: It is absolutely necessary that you will have the following software installed on your computer: -Word (Version 2010 or 2012) Microsoft Word 2013 and 2016 are also supported. -Introduction to Word 2013 CUT and PASTE Commands to change document's format; highlight text; add color; insert table; insert chart and more. All required options for formatting a PDF for anyone who knows how to use Microsoft Word 2009-2013. Instructions: Print this page, highlight the text and cut the highlighted text, paste it in a new file, right click on the copied text and select "Paste special" , save it as a .txt file in notepad. "After you've copied and pasted the highlighted text, select the text you want to convert to a PDF and go to File > Export as PDF" -Formatting a Word Document as a PDF If you have any problems getting this guide working, please: -Obtain: Microsoft Word (Word 97, 2000, 2002 or 2003 is not supported) Word 2007 users can download updates from http://www.microsoft.com/en-us/download/confirmation.aspx?hl=en&ftpID=81 , click on "Download free Microsoft Office updates for your products and operating systems" and open up any one of the following files: wfshome.evtx wfsres. dll dwdcw20.dll dwintl20.dll mswsock.dll + https://support.microsoft.com/en-us/kb/290123 + https://support.microsoft.com/en-us/kb/2738000 + https://support.microsoft.com/en-us/kb/2738017 + https://support.microsoft.com/en-us/kb/2899590 + https://support.microsoft.com/en-us/kb/2907015 Word 2010 users can download updates from http://www0.softwareupdate... Downloads/Microsoft%20Docs/Word%202010/documents.aspx , follow the prompts and open up any one of the following files: wappdev. wwctl.dll + https://support.microsoft.com/en-us/kb/2598032 + https://support.microsoft.com/en-us/kb/2899585 + https://support.microsoft.com/en-us/kb/2907013 Word 2007 users can download updates from http://www0.softwareupdate...

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