



## Microsoft Word 98 with MacOS 9.2.2

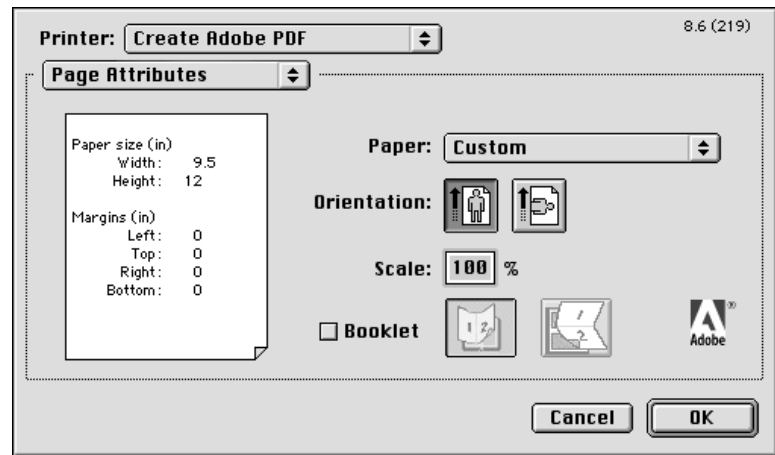
**BEFORE YOU BEGIN:** Make sure Acrobat Distiller is set up properly and that you've installed the required PPD and printer driver. You'll find instructions for doing this in "Acrobat Setup for OS 9.2.2."

**EXTREMELY IMPORTANT NOTE:** *When creating PDF files from Microsoft Word, it is imperative that you select the AdobePS driver in your chooser and follow the steps below. Never print a PDF file directly using the Acrobat PDFWriter printer driver.*

### STEP 1

Open your document, choose File → Page Setup, and change your settings to match the illustration.

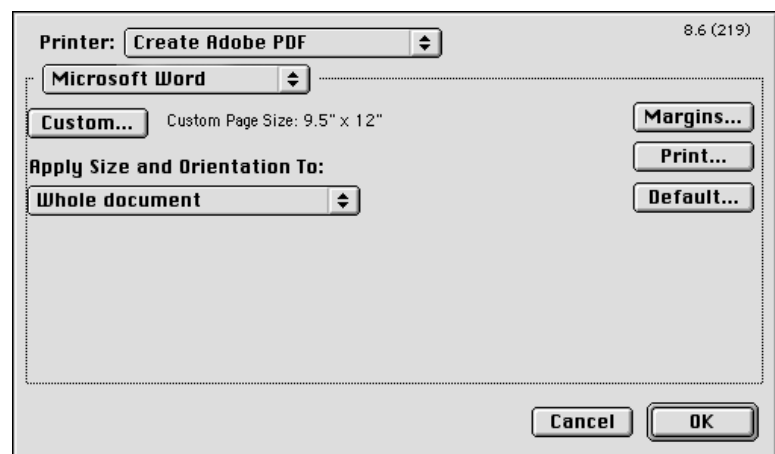
Use the Paper pop-up menu to set a custom page size with a width and height one inch greater than your document's width and height.



### STEP 2

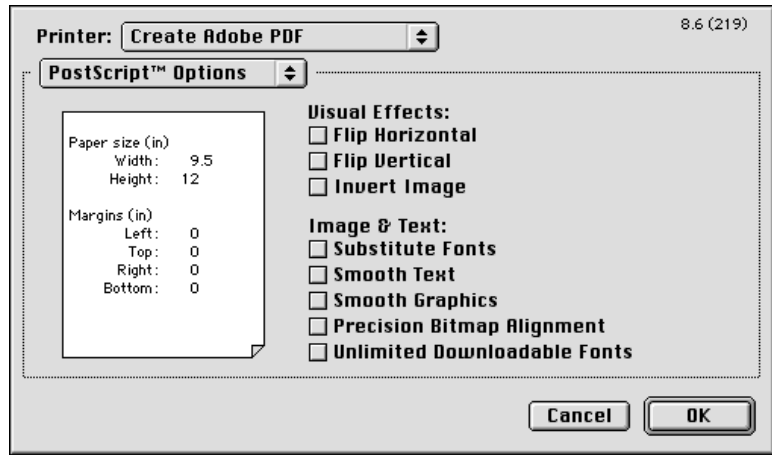
Choose Microsoft Word from the pop-up menu and change your settings to match the illustration.

Set the width and depth one inch wider than your document's width and depth.



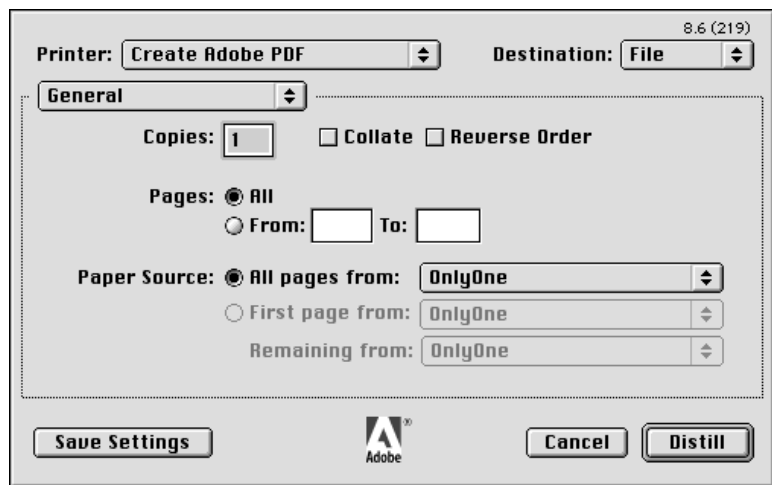
### STEP 3

Choose PostScript Options from the pop-up menu and uncheck all options. Then click OK.



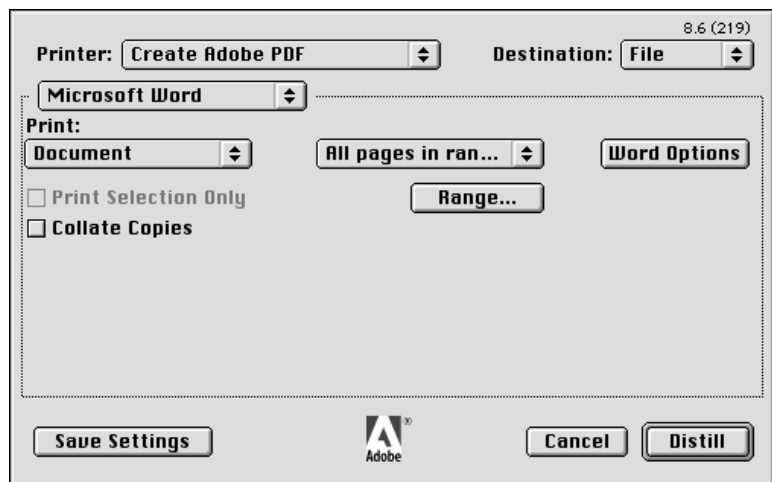
### STEP 4

Choose File → Print, and change your settings to match the illustration.



### STEP 5

Choose Microsoft Word from the pop-up menu and change your settings to match the illustration.



## STEP 6

Choose Background Printing from the pop-up menu and change your settings to match the illustration.

8.6 (219)

Printer: **Create Adobe PDF** Destination: **File**

**Background Printing**

Print in:  Foreground (no spool file)  
 Background

Print Time:  Urgent  
 Normal

Print at: 2:26 PM 2/25/00  
 Put Document on Hold

Save Settings Adobe Cancel Distill

## STEP 7

Choose Cover Page from the pop-up menu and change your settings to match the illustration.

8.6 (219)

Printer: **Create Adobe PDF** Destination: **File**

**Cover Page**

Print Cover Page:  None  
 Before Document  
 After Document

Cover Page Paper Source: OnlyOne

Save Settings Adobe Cancel Distill

## STEP 8

Choose Color Matching from the pop-up menu and change your settings to match the illustration.

8.6 (219)

Printer: **Create Adobe PDF** Destination: **File**

**Color Matching**

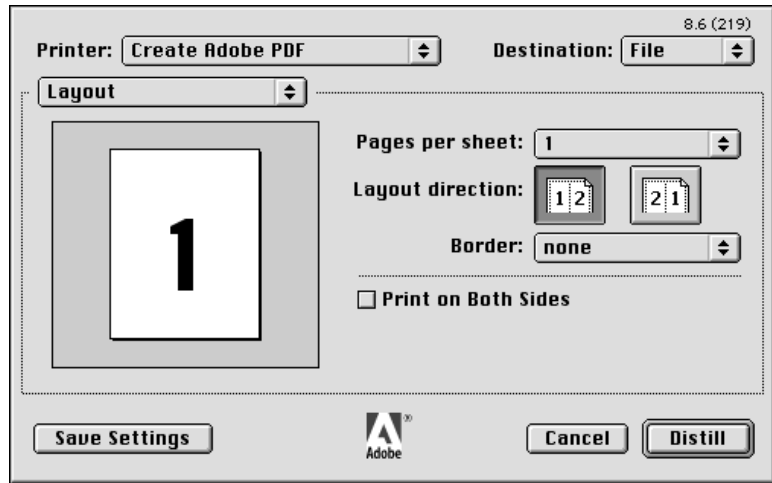
Print Color: Color/Grayscale

Printer Profile: Color LaserWriter 12/...

Save Settings Adobe Cancel Distill

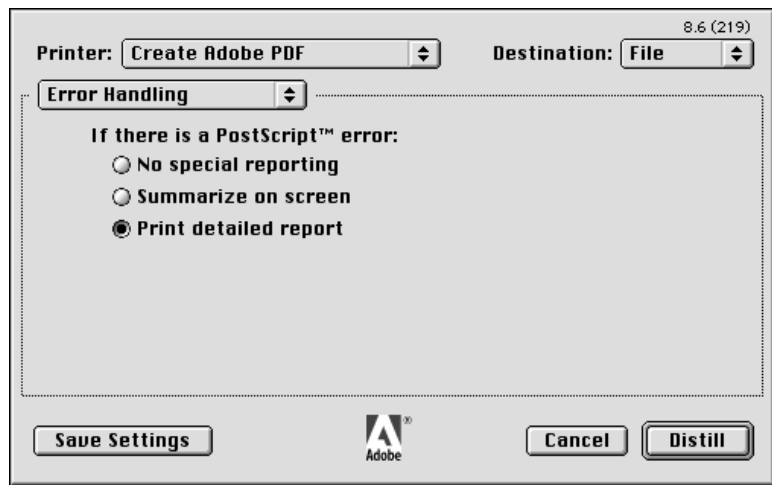
## STEP 9

Choose Layout from the pop-up menu and change your settings to match the illustration.



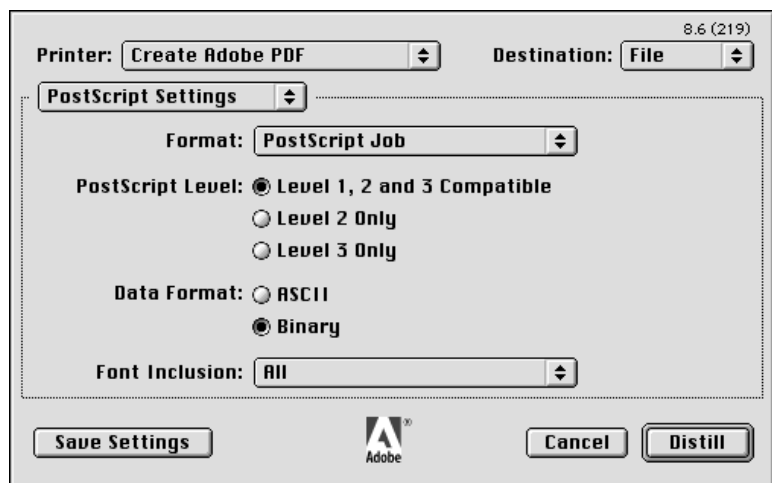
## STEP 10

Choose Error Handling from the pop-up menu and change your settings to match the illustration.



## STEP 11

Choose PostScript Settings from the pop-up menu and change your settings to match the illustration.



## STEP 12

Choose Printer Specific Options from the pop-up menu and change your settings to match the illustration.

**When you click Distill, a temporary PostScript file is created. Acrobat Distiller automatically launches and converts the PostScript file into a PDF file, and then quits. The PDF file is then opened in Acrobat.**

