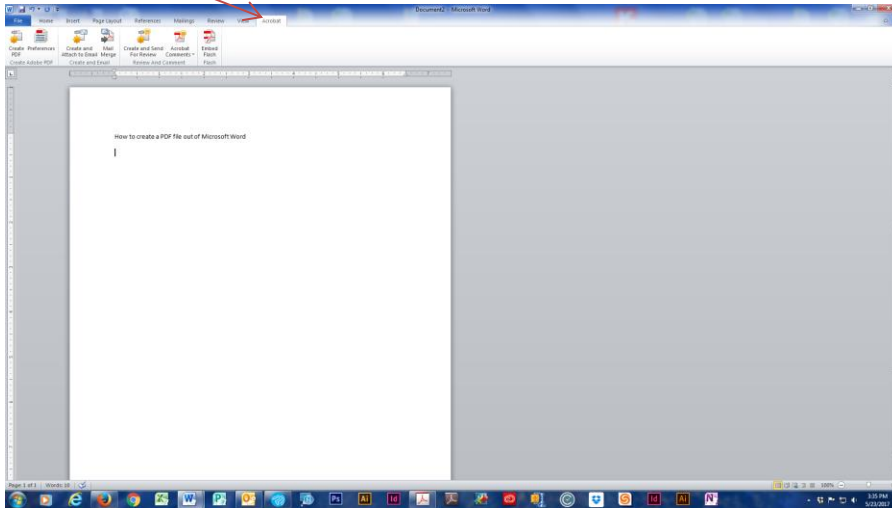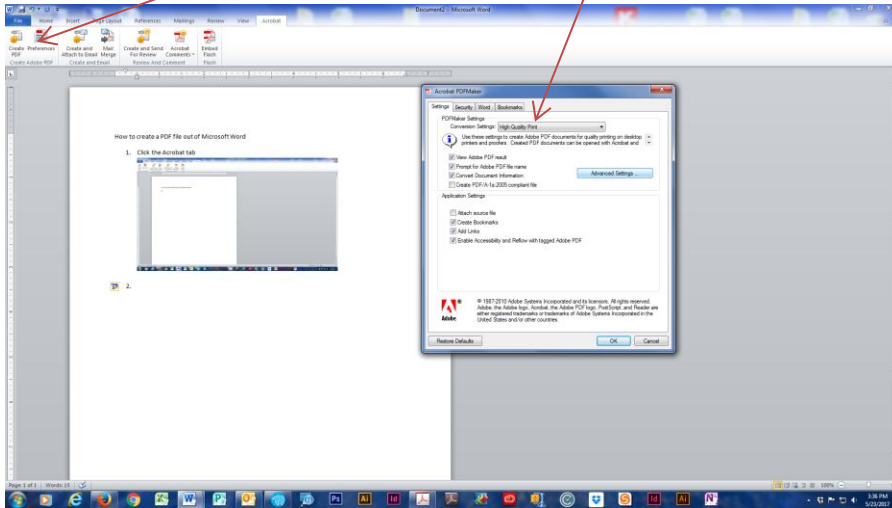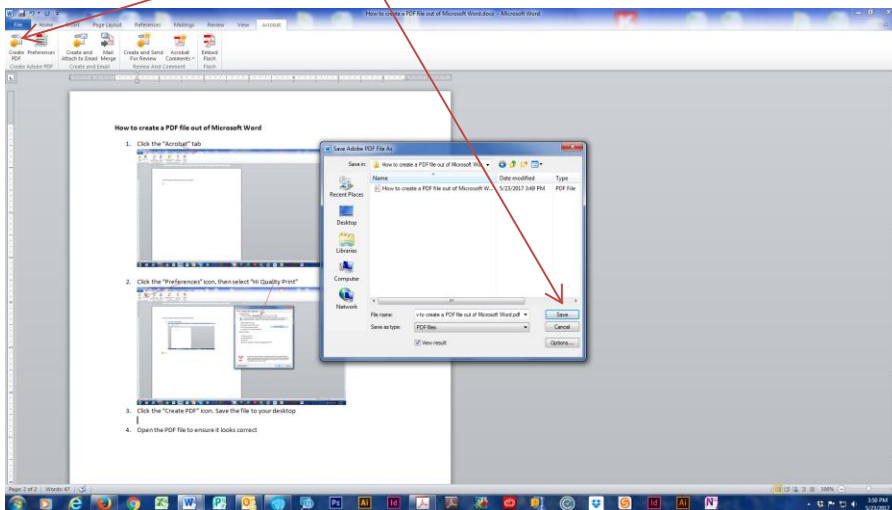# How to create a PDF file out of Microsoft Word

1. Click the "Acrobat" tab

2. Click the "Preferences" icon, then select "Hi Quality Print"

3. Click the "Create PDF" icon. Save the file

4. Open the PDF file to ensure it looks correct

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