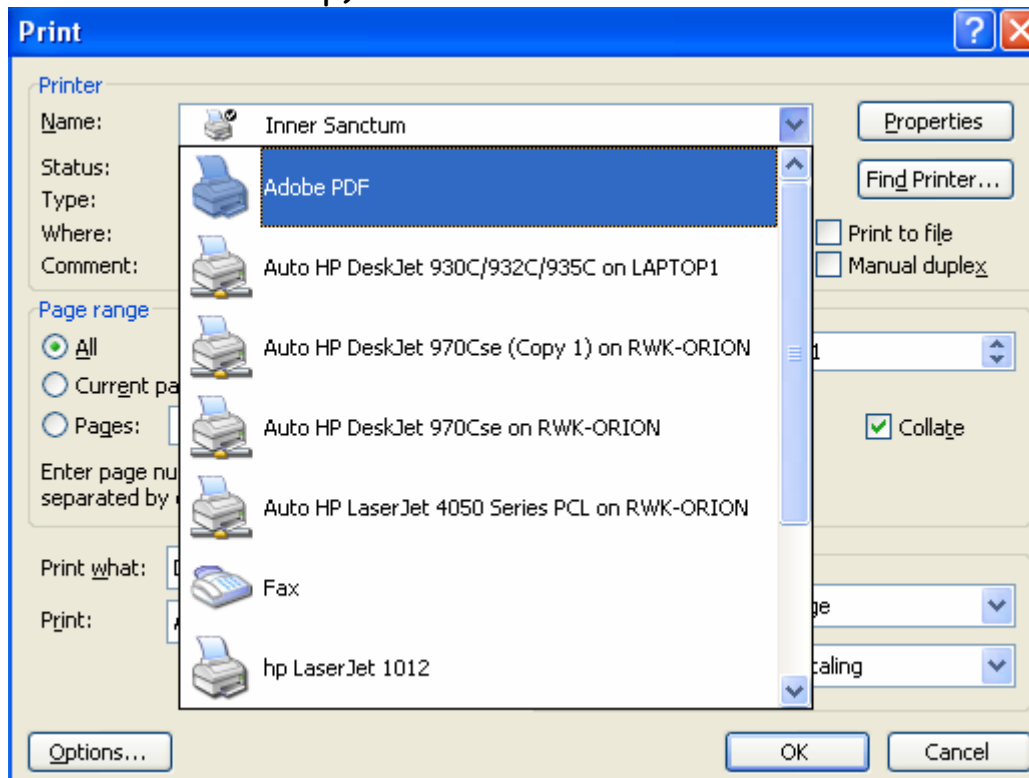


Creating PDF Documents Windows XP

- Open a document you wish to convert. If you have just created it, save it as usual. *This is the document you will use to edit the pdf.*
- Select Print from the File Menu.
- Select Adobe PDF from the Printer Drop Down Menu (you may have to scroll up).



- Click OK.
- Select the desired location (Desktop, My Documents, etc.). Name the document. Do NOT delete .pdf if it appears at the end of the filename.
- Click Save.

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- open the original document
- make changes
- turn it into a pdf , replacing the old pdf