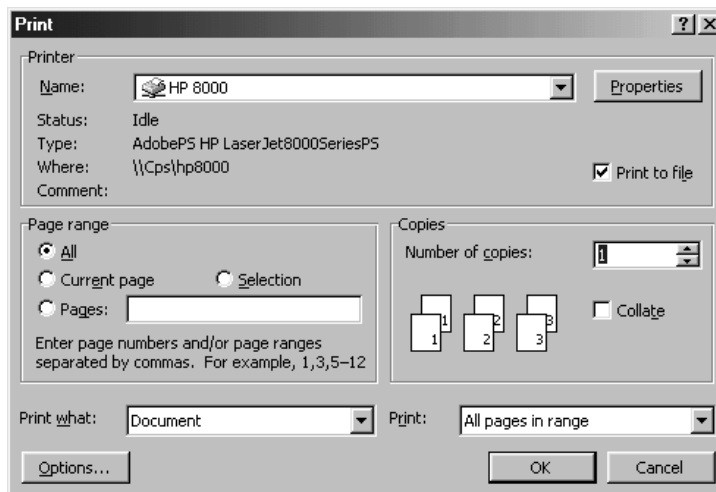


PC

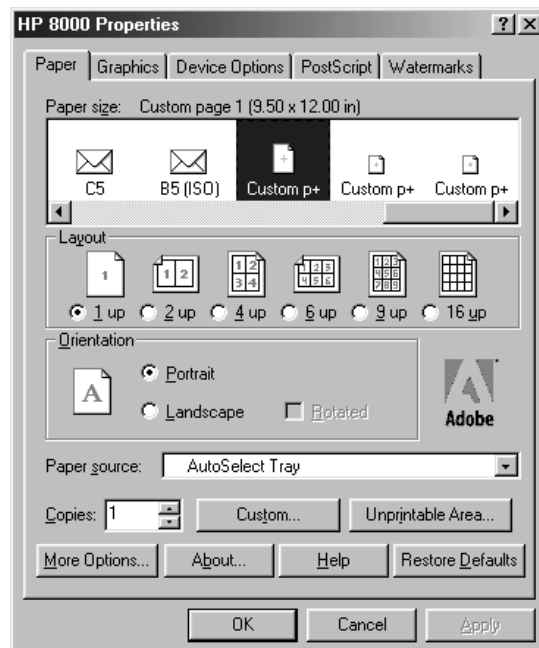
Microsoft® Word

PostScripting

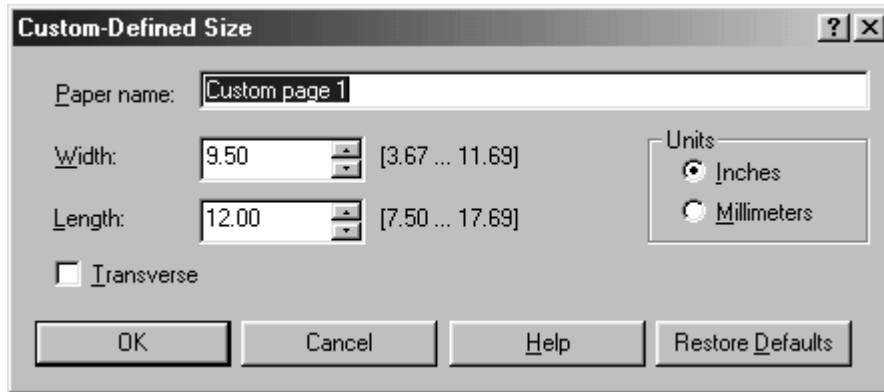
1. Install a PostScript printer driver and the appropriate PostScript printer description file.
2. Preflight the job and fix any problems.
3. Launch Word and open the publication you want to save as a PostScript file.
4. On the File menu, click Print. Check on “Print to File”. Select the page(s) you want to save as a PostScript file by typing in a range or single page number.
5. In the Print box, click on the Properties button.



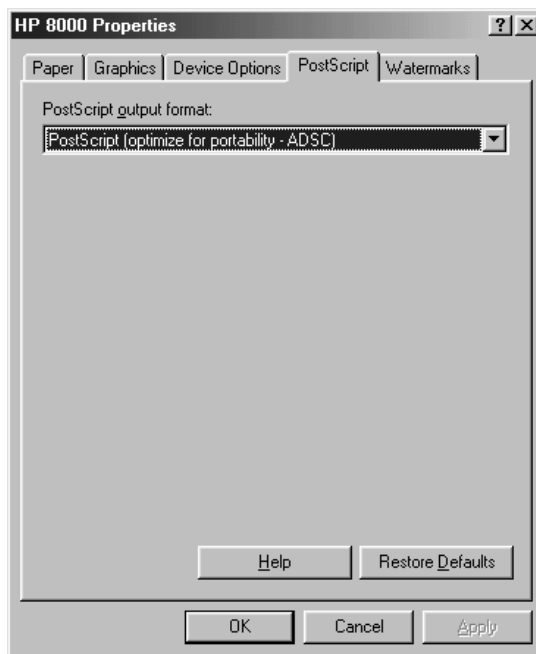
6. While in the Paper tab, select “Custom p+” and click the Custom button towards the bottom.



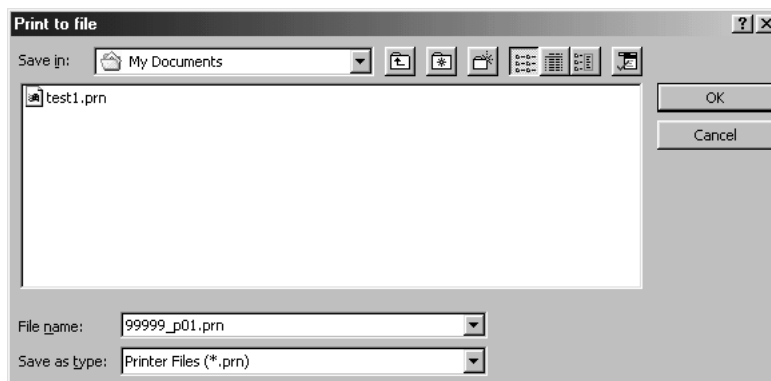
7. In the Custom-defined Size box, enter the exact dimensions of your publication. Click OK.



8. Click on the PostScript tab, select "PostScript (optimize for portability - ADSC)" Click OK.



9. From the Print box, click OK.
10. In the File Name box, enter a name for the PostScript. Click OK.



11. Repeat these steps for additional Word documents.