WORDPERFECT
PUBLISH TO PDF

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Click on the blue, underlined text to go to its linked reference. [1]

Here's how to publish WordPerfect documents into portable document files (PDF).

1. After you have created and SAVED the WP document, from the MenuBar, select **File ➡ Publish to PDF** (**Figure 1**).

2. If you want to publish the entire document as a PDF, go to Step 3. IF you wish to publish only part, click on the **Settings** button (**Figure 2**).
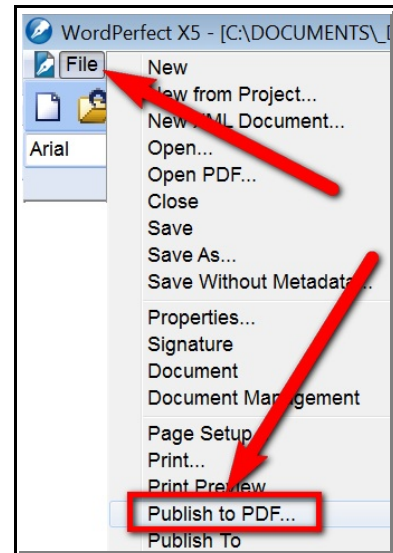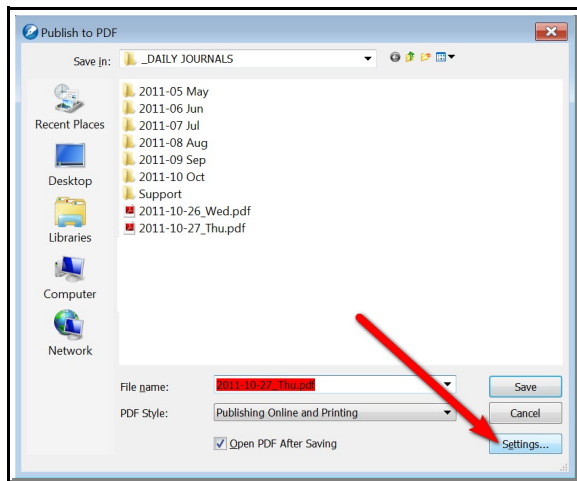

Figure 1

Figure 2

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3. In the "Publish to PDF Settings", you can select any part of the file to publish (**Figure 3**).

Click on the "**OK**" button when done.

4. Make final corrections (**Figure 4**):

❶ By default, the document will be published with the same name as the WP document. ALWAYS "Open PDF after saving" to ensure what it's going to look like to the reader.
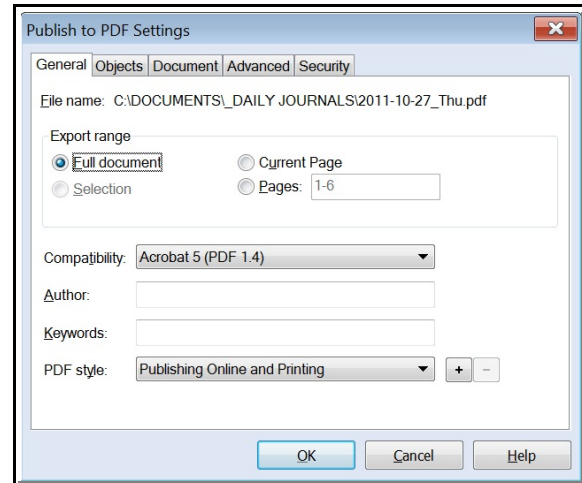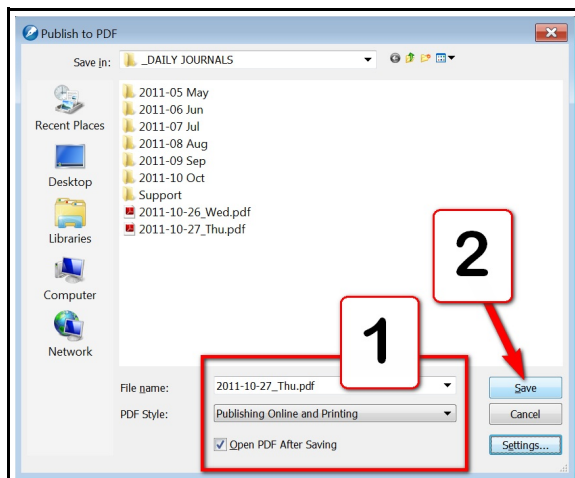
❷ Click on "**Save**" button.

Figure 3

5. If you have previously published to PDF, you'll see a "replace it?" window (**Figure 5**). Click on "**Yes**" button.
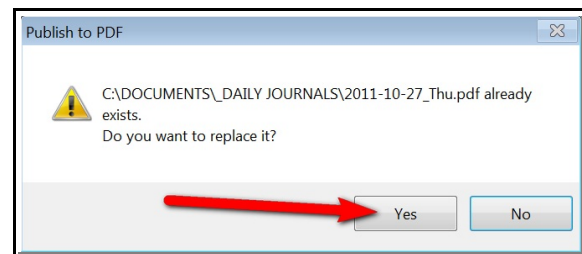
Figure 4

Figure 5

6. The first page of the PDF will appear on your screen (**Figure 6**).

Figure 6