

Brief User Guide

File Export

(Microsoft Word 2013)

This guide outlines three key export options designed for:

- documents portability (via *.pdf);
- compatibility with older Microsoft Word versions (via *.doc);
- reusable template creation (via *.dotx, *.dotm).

For more details and other options, please refer to: <https://support.office.com>.

Export to PDF Format

Portable Document Format (PDF) makes a document independent of software or operating systems. To export a document as a *.pdf-file:

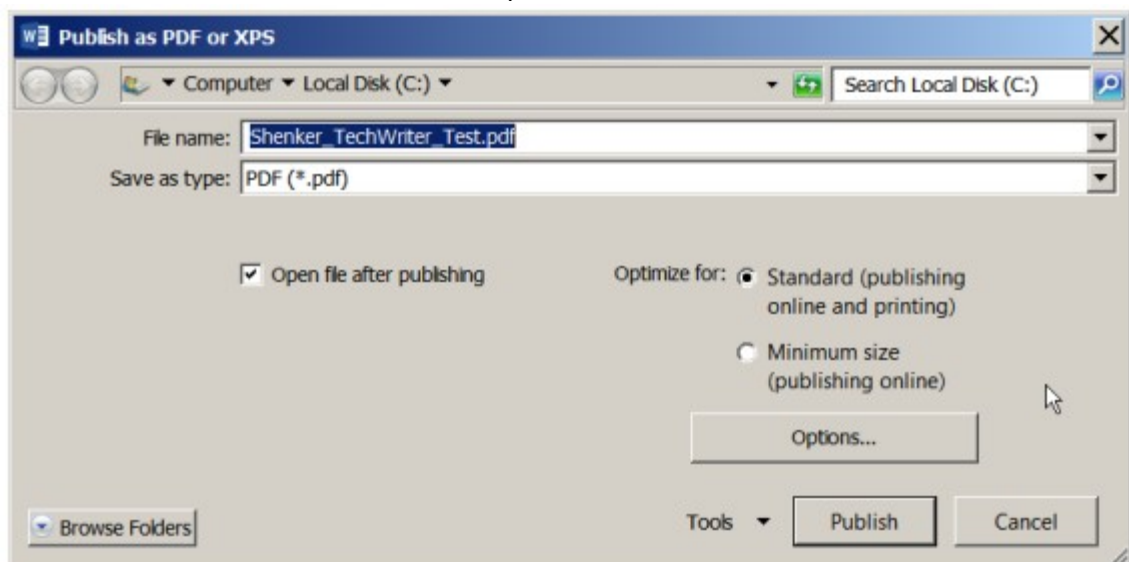
1. On the **File** tab, select the **Export** menu item.
2. On the right, select the **Create PDF/XPS Document** option and confirm the selection with the **Create PDF/XPS** button.
3. In the new pop-up window, indicate the file location and input the required file name.
4. Check the **Open file after publishing** box if required.
5. Choose **Optimize for** either **Standard (publishing online and printing)** or **Minimum size (publishing online)** option as required.
6. Then, click the **Publish** button.

Alternatively, you can use the **Save as** dialogue box (or press **F12**). Be sure that the ***.pdf** format is selected from the drop-down list.

The advanced settings for the resulting file are available via the **Options...** button:

- Page range to be exported;
- Markups are included or excluded from the resulting file;
- Document properties and structure tags are included or excluded from the resulting file;
- The requirements of the ISO 19005-1 Standard (PDF/A) are complied with the requirements to provide long-term preservation of the document;
- Text is converted to bitmap image;
- Password is set up.

If the **Open file after publishing** box is checked, you can view the result immediately (the default PDF viewer will be launched).



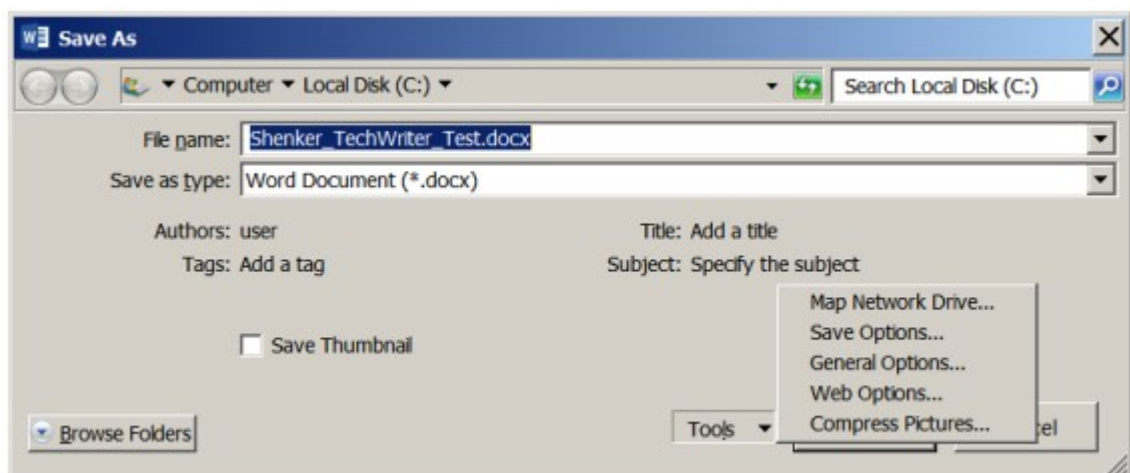
Export to *.doc File

To provide compatibility with older versions of Word (97-2003), use the **Save as** menu item:

1. Click the **File** tab, select **Save as** (or press **F12**).
2. Choose file location: the **Current Folder**, one of the **Recent Folders**, or click the **Browse** button to indicate the file location.
3. Input a file name.
4. In the **Save as type** dialogue box, select **Word 97-2003 Document (*.doc)**, then click **Save**.

The following document properties can be filled in: **Author, Manager, Company, Title, Tags, Subject, Categories, Comments**. Check the **Save Thumbnail** box for preview image creation.

The **Tools** button provides more advanced options: **Map Network Drive, Save Options, General Options, Web Options, Compress Pictures**.



Export to Template File

To make documents reusable and unified by style, keeping the adjusted specific layout, fonts, fields, etc., use templates:

1. Click the **File** tab, select **Save as**.
2. Choose file location: the **Current Folder**, one of the **Recent Folders**, or click the **Browse** button to indicate the file location.
3. Input a file name.
4. In the **Save as type** dialogue box, select **Word Template (*.dotx)**, and then click **Save**. *Note: To make your template compatible with earlier versions of Microsoft Word (97-2003), select **Word 97-2003 Template (*.dot)**!*

For a template with macro(s), select **Word Macro-Enabled Template (*.dotm)**.

Options available via the **Save as** window:

- Document properties (Author, Tags, Title);
- Save thumbnails.

Use the **Tools** button to change such options as:

- **Map Network Drive;**
- **Save Options;**
- **General Options;**
- **Web Options;**
- **Compress Pictures.**

