# Creating a PDF from WordPerfect

WordPerfect's **Publish to PDF** feature started with version 9. This feature has been improved with each version upgrade and is now much improved with versions 12 & X3. Depending on which version you have the process may vary slightly. Below you will find instructions for converting a WordPerfect document to PDF from WordPerfect v.9 – WordPerfect v.X3

Creating PDF files with WordPerfect 12 & X3

1. With your document open, select File > Publish to > PDF.

2. In the "Publish to PDF" dialog box, the "File name" textbox in the General tab area shows your file name. By default, the PDF file is saved in the same folder as the original WordPerfect file. You may want to change the location of the file to save it in the folder with your other Web documents. To do this, click on the Browse (folder) button and Select the correct folder.

3. Next, the Compatibility Setting should be changed to "Acrobat 5" and the PDF style should be set to "Smallest File." (see image below). This setting means that fonts will NOT be embedded in the file; therefore, using Times New Roman will provide the best printed results. With these settings you will automatically have all the settings for the best PDF file to share on the Web or through e-mail attachment. For example, the resolution of the images in the PDF file will be optimized for the World Wide Web.
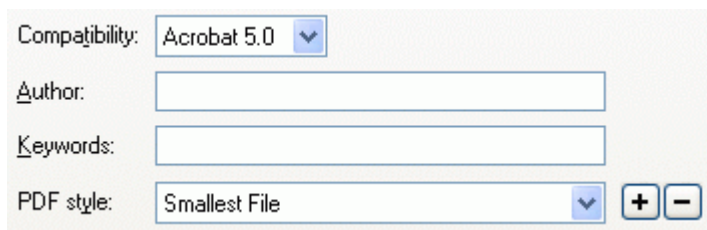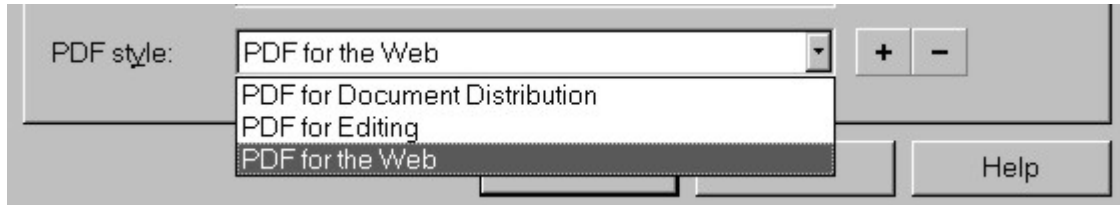

4. Click on the OK button to save the PDF file.

To check the file for correct conversion and layout, open the PDF file in the Adobe Reader program.

For more information on all options available in 12 & X3 and details on X3 enhancements, please see the Using the Publish to PDF feature in Corel® WordPerfect® page on the Corel website.

Creating PDF files with WordPerfect 10

1. With your document open, select File > Publish to PDF.

2. In the "Publish to PDF" dialog box, the "File name" textbox in the General tab area shows your file name.   By default, the PDF file is saved in the same folder as the original WordPerfect file.   You can change the save folder to any folder meeting your needs.

3. Next, select the PDF style of "PDF for the Web" (see image below) and you will automatically have all the settings for the best PDF file to share on the Web or through e-mail attachment. For example, the resolution of the images in the PDF file will be optimized for the World Wide Web.

4. Click on the OK button to save the PDF file. NOTE: You can only view this PDF file in Adobe Reader.

Creating PDF files with WordPerfect 9

1. With your document open, select File > Publish to PDF.

2. In the "Publish to PDF" dialog box, the "Publish to file" textbox in the Document tab area shows your file name and which folder the file will be saved in. By default, the PDF file is saved in the same folder as the original WordPerfect file. You may want to change the location to meet your needs.

3. Click on the OK button to save the PDF file. NOTE: You can only view this PDF file in Adobe Reader.