

Submitting a document in Word format is simply a matter of making sure the document is saved in the proper Word format if need be and then following the necessary steps to get it to the party requesting the Word document. If you are submitting it via email or other web page, save it in the Word format, either "Word 2007" or "Word 97 to 2003". Documents are also acceptable in Adobe PDF format. See instruction further on.

Instructions

Finish your document by doing a final edit of it, ensuring there are no misspellings or grammatical errors.

Save your document in one of two ways. If you already have a saved copy, simply click the blue disk icon located along the top of the document to save your recent changes. If you don't already have a saved version, click the big office button icon in the upper-left corner of the screen for Word 2007. For all other versions, find the word "File" in the upper-left corner of the screen and click it. In both cases, proceed by clicking "Save As." A box opens with the cursor automatically in the "File name" field. Name your document, leaving the extensions ".doc" or ".docx" alone. Click the "Save" button.

Creating PDF documents from Word documents

If you have already created your word document then you don't need to scan the printed document, you can do the following :

Option 1

- Open your document in Word
- Save your document as a web page
 - File > Save As, choose Web Page (*.htm; *.html)
- Exit word
- Open Adobe Acrobat Reader
 - Start > PWF Programs > Utilities > Adobe Acrobat
- Open your newly created web page in Acrobat Reader
 - File > Open
- Change Files of type: from Adobe PDG Files (*.pdf) to All files (*.*)
- Select your document from its saved location
- A window entitled 'Download Status' will open giving you information about the conversion process from Word to PDF, once converted your document will open in Acrobat Reader.
- Please note that this method will include file details in the header & footer of the PDF document.
- Save your document

Option 2

This method involves creating a postscript file which is then converted to PDF format using Acrobat Distiller.

- Open your document in Word
- Create a postscript file
 - File > Print, tick the Print to file option in the Print dialogue box and click ok
- Name your file and choose a location to save. Your document will be saved with a PRN extension
- Exit Word
- Open Adobe Acrobat Distiller
 - Start > PWF Programs > Utilities > Adobe Acrobat Distiller
- Open your saved PRN file
- Choose a location to save the PDF document

ALWAYS CHECK THE CONTENT OF THE CONVERTED DOCUMENT

Emailing the documents

Click the paperclip icon in the upper rows near your new email. A window will open for you to find and choose your Word document. Navigate to where your document is stored and click it. Click the "Attach" or "Insert" button. Finish filling out the body of your email, and the email is now ready to submit your Word document.