

# Creating PDF files with 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 — it has more options and produces smaller file sizes. You will need to change the option settings in each version to create a file with the smallest size possible.

You can share PDF files on the Web and as e-mail attachments. When you include PDF files on your Web site, be sure to list the file size (example: PDF 556 KB, 24 pages) with each PDF link and to provide a link on the page for users to go to the Adobe site to download the free Adobe Reader.

**NOTE:** If you want to create PDF files that use Adobe's security feature to prevent copying of text, create PDF forms, or include other advanced features, you need to buy the Adobe Acrobat software.

**NOTE about text from MS Word files:** If you open a Microsoft Word file in WordPerfect or copy text from a Word file into WordPerfect, you may encounter problems when you convert this file into a PDF file (either within WordPerfect or when reading the file in Adobe Reader). The best way to bring text from a Word file into WordPerfect is to use WordPerfect's Edit > Paste Special > Unformatted Text option. This strips all formatting from the text.

## 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. If this PDF file will be on a website, you must change the name to a one-word name (no spaces and no special characters) and keep the .pdf extension. If you don't do this, your readers may have problems opening the file.
  - a. 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 at right). This setting means that fonts will NOT be embedded in the file; therefore, using Times New Roman or Arial 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.

**NOTE:** If you have text "Hyperlinked" to a Web address in the document that link will be an active link in the PDF document.

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. If this PDF file will be on a website, you must change the name to a one-word name (no spaces and no special characters) and keep the .pdf extension. If you don’t do this, your readers may have problems opening the file.
  - a. 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, select the PDF style of “PDF for the Web” (see image at right) 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.



NOTE: If you have text “Hyperlinked” to a Web address in the document that link will be an active link in the PDF document.

## 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. If this PDF file will be on a website, you must change the name to a one-word name (no spaces and no special characters) and keep the .pdf extension. If you don’t do this, your readers may have problems opening the file.
  - a. 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, click on the Details tab and then change the “Text and fonts” options (see image at right) as follows:
  - a. Uncheck “Include fonts in the document.” This greatly reduces the PDF file size. Since you are not including the fonts in the PDF file, the Times New Roman and Arial fonts usually provide the best printed results.
  - b. Check “Publish text as graphics.” This improves the appearance of the PDF file.
  - c. Check “Compress text streams.” This also helps reduce the PDF file size.
4. Click on the OK button to save the PDF file. NOTE: You can only view this PDF file in Adobe Reader.



NOTE: If you are having problems with displaying graphics in the PDF file, use the JPEG graphic format instead of the WPG format in your original WordPerfect file. WP9 will convert the image for use in WordPerfect and the image will be properly translated for the PDF file. You should be aware that large graphics may cause problems.

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If you have problems with any version, please see WordPerfect’s online Help information in the [Corel Knowledge Base](#). Select **WordPerfect Office** for the “Product and Services” choice and then select the correct “sub-product.” Enter the text **pdf publish** in the “Search Text” box and click on the Search button.