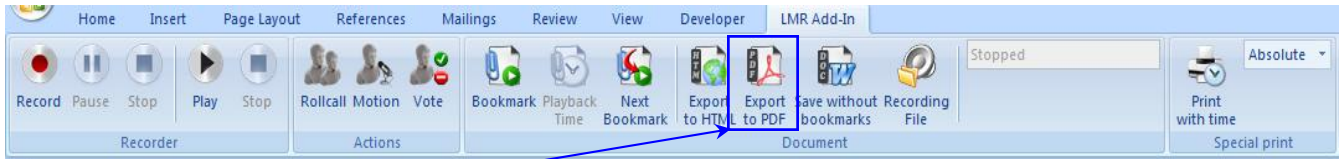

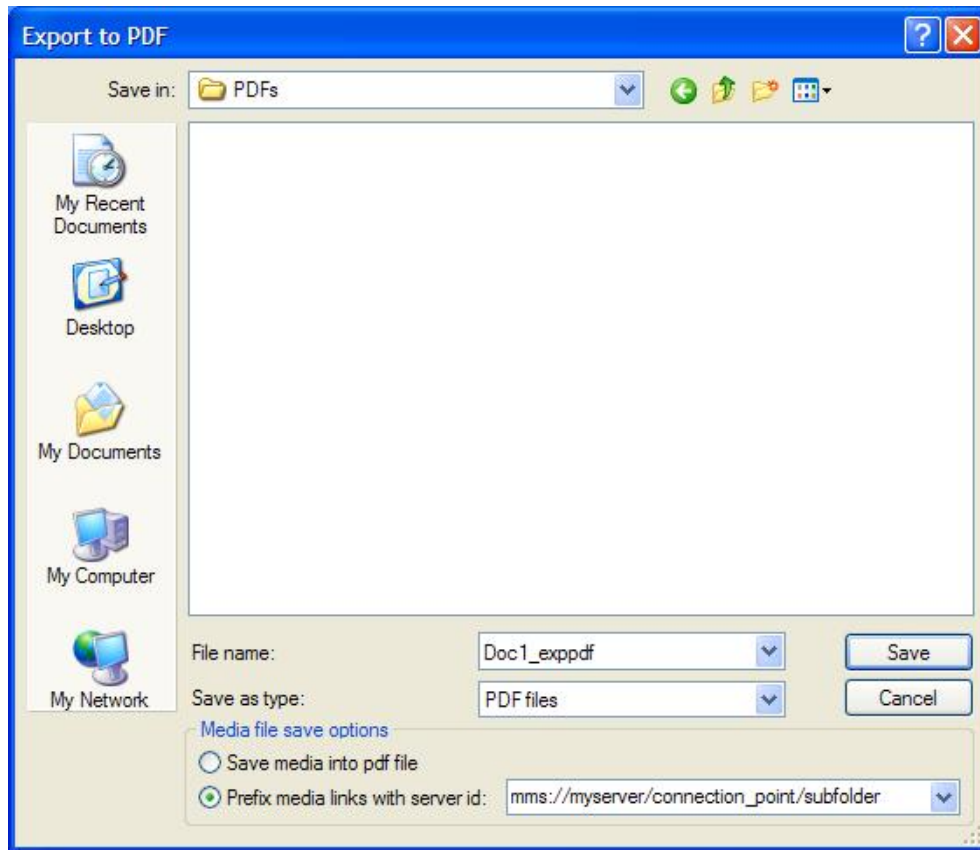


Exporting Your Word Document to PDF

You can export your Microsoft Word document to a PDF file, including the recording (audio and video) and the bookmarks. From the PDF document, you can click a bookmark to start playing the recording using Windows Media Player.



When you click the  Export to PDF button on the Microsoft Word toolbar or ribbon, the following dialog box appears.



File name – specify the location and file name for the PDF file.

For the **Media file save options**, you have the following options:

Save media into PDF file - select this option if you want the media file embedded in the resulting PDF document.

Prefix media links with server id – select this option if you want the media file to be created and saved separately from the PDF document. Initially, it will be saved into the same folder as the PDF document with the intention of later moving it onto a Windows Media Server folder to be streamed to the end users. In the "Prefix media links with server id" field, specify the URL associated with the media server folder and not the folder on the PC to which it is initially saved. For example: `mms://server/connection_point/subfolder`. This enables the audio/video links in the PDF document to work properly after you move the media file to the media server.