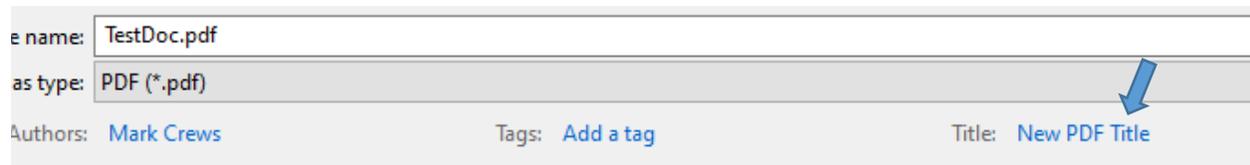


Adding a Title to a Document Created in Word and Saved as a PDF

PDF Titles are displayed at the top of the browser window when the file is viewed in a browser, and will be displayed in the search results when the document comes up as a match for a search.

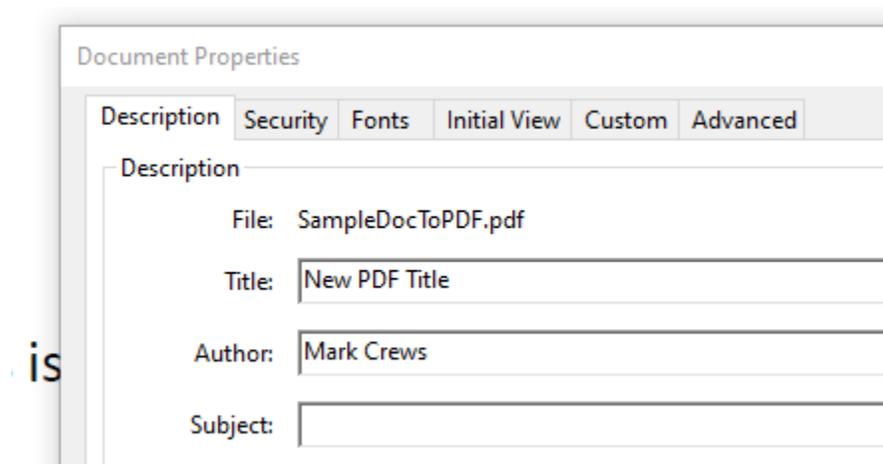
How to Add a Title to the PDF Document

When saving your document in Word, you have the option to select the file type to save as. When you select PDF, you have the option to add a Title, amongst others.



File name: TestDoc.pdf
Save as type: PDF (*.pdf)
Authors: Mark Crews Tags: Add a tag Title: New PDF Title

After saving, the PDF document created from Word will retain whatever title you enter.



Document Properties

Description Security Fonts Initial View Custom Advanced

Description

File: SampleDocToPDF.pdf
Title: New PDF Title
Author: Mark Crews
Subject: