

Save an Office 2007 File as a PDF File

Situation:


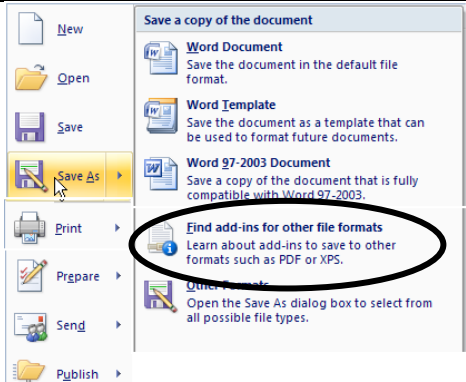
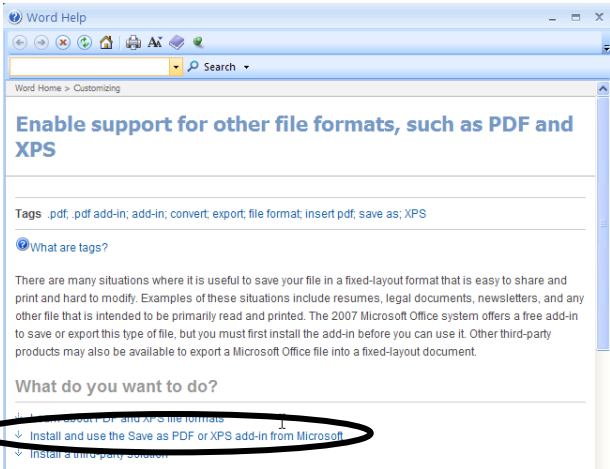
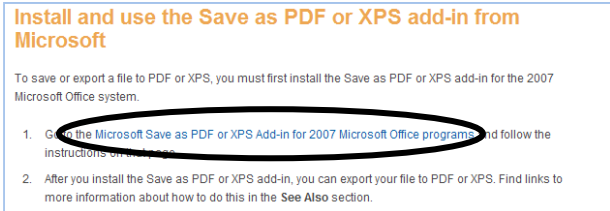
It would be nice to save files in Office 2007 as a PDF file without having to use another program to do so.


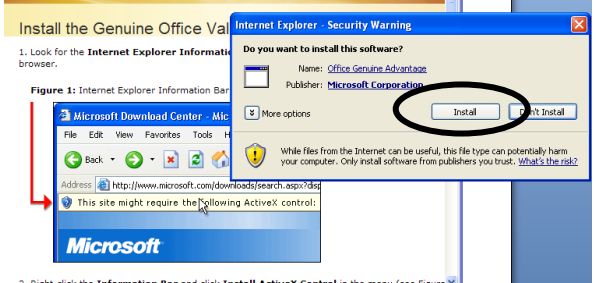

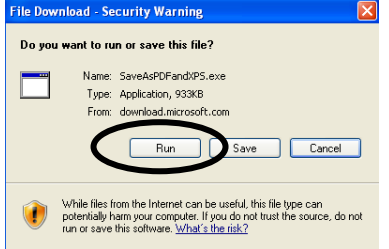
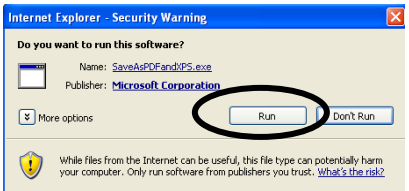
Overview:

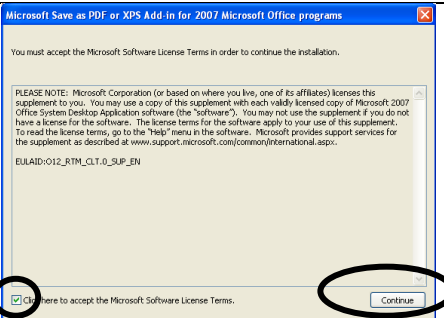


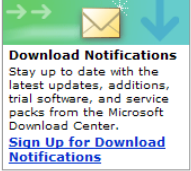
Download and install Microsoft's "Save as PDF or XPS Add-in". Then all you have to do is select Save As and the PDF format.

Step by Step Instructions:

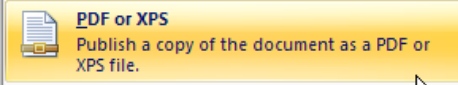
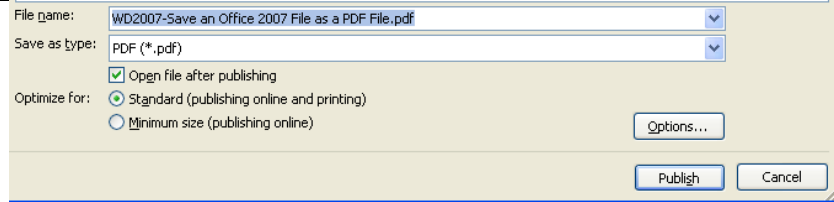
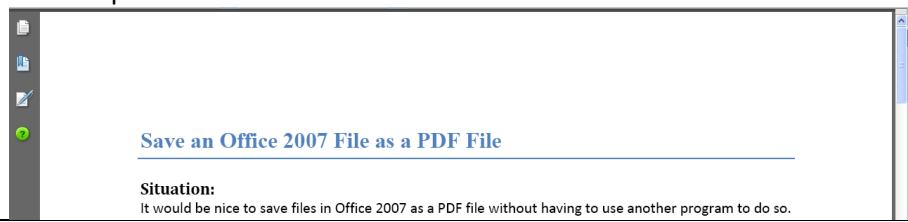
Download and Install

1.	Click the Office button	
2.	Point to Save As – DO NOT CLICK	
3.	Click Find Add-ins for other file formats	
4.	Click Install and use the Save as PDF or XPS add-in from Microsoft	
5.	Click Microsoft Save as PDF or XPS Add-in for 2007 Microsoft Office programs	

<p>6.</p> <p>Internet Explorer starts and displays the download site.</p> <p>Click Continue</p>	
<p>7.</p> <p>You may have to click the yellow bar at the top of the page to run the Active X control If so, click the yellow bar at the top and choose Run</p> <p>Then click Install to install the Active X control</p>	
<p>8.</p> <p>Click Download</p>	
<p>9.</p> <p>Click Run</p>	
<p>10.</p> <p>Click Run</p>	

11.	Check the box Click Continue	
12.	Installation proceeds	
13.	Installation completed Click OK	
14.	Successful installation notice	<p data-bbox="824 667 1230 741">Thank You for Downloading 2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS</p>  <p data-bbox="824 768 922 785">Instructions</p> <p data-bbox="824 806 1201 823">In the File Download dialog box, do one of the following:</p> <ul data-bbox="850 831 1201 924" style="list-style-type: none"> • To start the installation immediately, click Open or Run this program from its current location. • To copy the download to your computer for installation at a later time, click Save or Save this program to disk. <p data-bbox="824 949 1409 999">For more information about the download you have selected, including any detailed installation instructions, return to the download information page.</p> <p data-bbox="824 1016 1341 1033">If your download does not start after 30 seconds, click this link: Start download.</p> 
15.	Close Internet Explorer	

Save a Word 2007 Document as a PDF File

16.	Save your Word document as you normally do	
17.	Click the Office button	
18.	Point to Save As...	
19.	Click PDF or XPS	
20.	Choose a folder	
21.	Click Publish	
22.	The PDF file is created and opens in Adobe Acrobat Reader	
23.	Close Adobe Acrobat Reader	