



Saving files as Adobe PDF format

Saving As Adobe PDF file:

When distributing documents electronically, do not assume recipients have Word in any version installed on their computers. As a result, the best way to distribute documents is in PDF format. Adobe Acrobat is the gold standard in PDF creation. Microsoft 2007 allows its users the option of *Saving As* an Adobe PDF file without the cost of purchasing any additional software.

Go to the [Microsoft Save as PDF or XPS Add-in for 2007 Microsoft Office programs](#) and follow the instructions on that page.

This add-on allows the user to create PDF documents in Word and six other Office applications (including OneNote, Excel, Access, Outlook, PowerPoint and Publisher) It also allows you to create XPS documents. XPS is Microsoft's flat file format. Since it does not have the widespread acceptance of PDF, it is not recommend to distribute documents in XPS format.

After downloading and installing the add-in, follow these steps to create a PDF in Office:

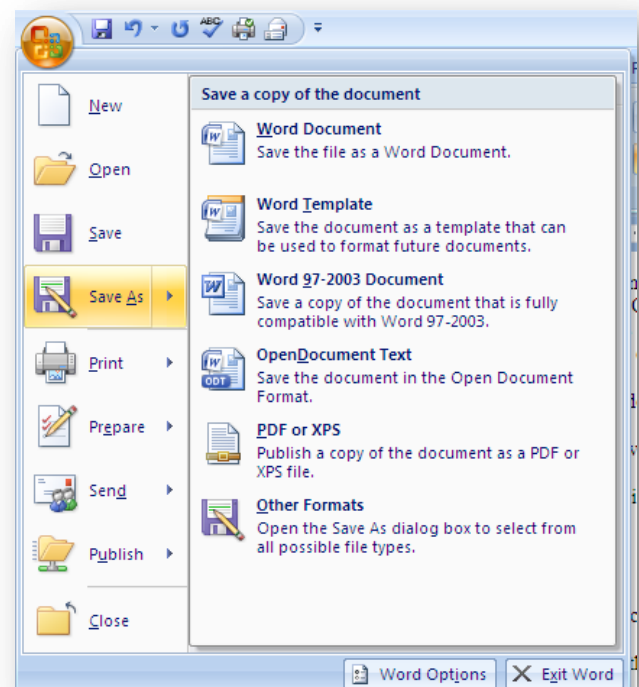
Step 1. Have the document open and active (present on the screen) that you wish to convert to a PDF file .

Step 2: Click the Office button



Step 3. Hover your mouse over the *Save As* (do not click, simply hover) a menu will expand providing options as seen in the figure to the right here.

Step 4. Once the menu expands to displaying the PDF or XPS format, click on this option to select it.

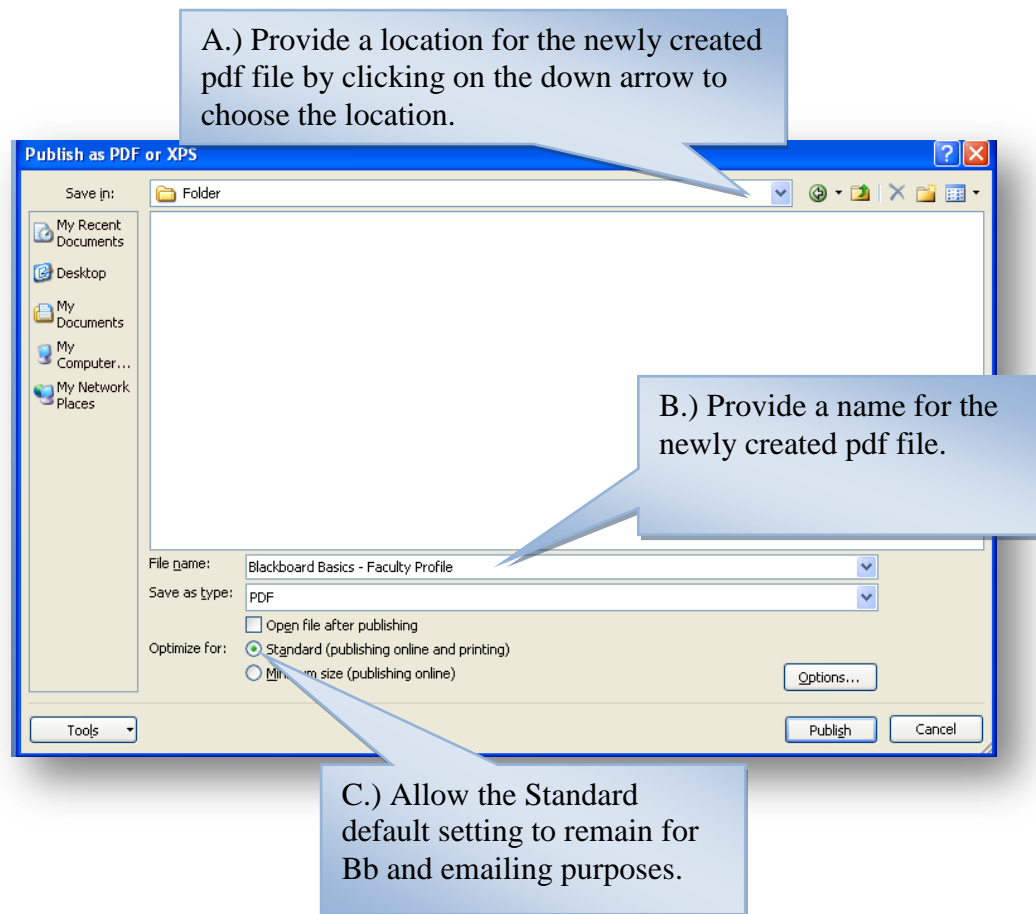




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Step 5. The publish as PDF or XPS dialog box will appear (see figure below). The following will need to be decided:

- A. **Save In:** My Documents, Folder, Desktop, etc.
- B. **File Name:** (by default the first 8 words or header information will be the default file name)
- C. **Optimize:** Generally, remain with the Standard default for Blackboard or email dissemination.



Step 6: Click Publish

A file having an extension of .pdf will be created in the area/folder that was entered.

