

## Saving a Document to PDF in Word 2007

Microsoft Office 2007 offers a free add-in that permits users to save Office 2007 documents in Portable Document Format (PDF). This tutorial will guide you through the process of saving your Word 2007 document as a PDF.

**Note:** Microsoft Office does not automatically install the PDF add-in to Office 2007.

If your personal computer does not have this add-in already installed you should visit Microsoft's website at:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041&displaylang=en>

in order to download and install this free add-in. If you are using a Harper College computer, then you should contact the IT service desk at extension 4357 (on campus) or (847) 925-6199 (off campus) for assistance.

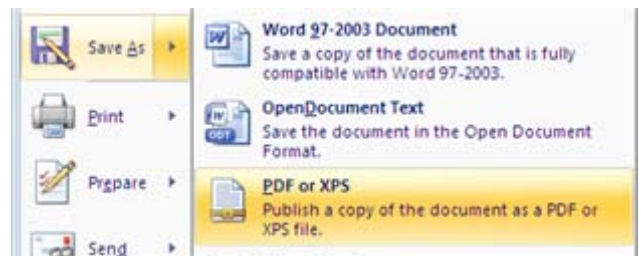
### Instructions: Saving a Word Document 2007 as a PDF

1. Create and save your Word document in the usual manner. This will save a copy of your document in an editable format so that you can make revisions at a later date.

2. After you have saved your document, click the Microsoft Office Button that is located in the upper-left corner of your screen.



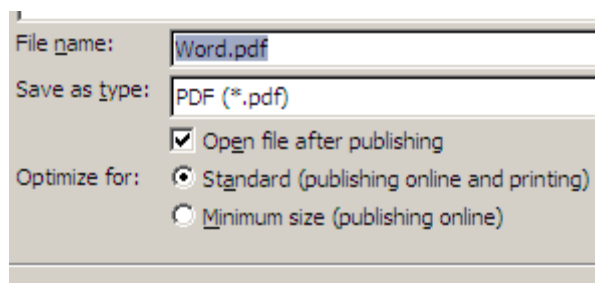
3. Point your cursor to the arrow next to "Save As"; a context-sensitive menu should open. Select **PDF or XPS**. The "Publish as PDF or XPS" dialog box should open.



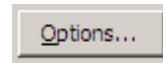
4. In the **File Name** list, type or select a name for the document.

5. In the **Save as type** list, click **PDF**.

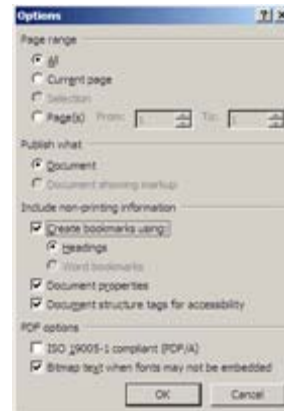
- If you want to open the file immediately after saving it, select the **Open file after publishing** check box. This check box is available only if you have a PDF reader installed on your computer.
- Next to **Optimize for**, do one of the following, depending on whether file size or print quality is more important to you:
  1. If the document requires high print quality, click **Standard (publishing online and printing)**.
  2. If the print quality is less important than file size, click **Minimum size (publishing online)**.



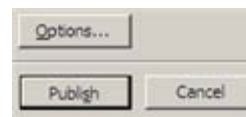
6. Click **Options** to set the page range to be printed, to choose whether markup should be printed, and to select the output options.



7. Click **OK**.



8. Click **Publish**.



Your document will now be saved in both the original Word "docx" format and as a PDF.