

Turning a file into a PDF using Office 2007:

Why should you make a PDF? If you are sending any person a document and you don't want them to be able to change anything is one reason. Another is to be sure that they can open the file. For example, if you use Office but the recipient of your file uses Works, they won't be able to use the file you send. PDF however is a standard and anyone can read them using the free Adobe Reader software.

Any document that you can open in Office can be made into a PDF file. This works in Word, Excel, PowerPoint, Access, and Publisher.

Step 1: Double Click the file you wish to convert to PDF. If it doesn't load in one of the Office programs you may want to see the Computer Help Desk for advice on your file type.

Step 2: Click on the Office Button (large round icon in the upper left) and hover over "Save as" option. Now choose "PDF or XPS".

If this option doesn't exist on your computer, go to Microsoft.com and search for "Save As PDF". The first search result will direct you to a download you can install to add the option to your copy of Office 2007

Step 3: Type in a name for your file and choose where you wish to save it. Hit the Publish button.

Step 4: Your saved PDF file will open so you can review it. If it looks wrong, return to your original document and change the print settings. Close the print settings and repeat these steps to make a PDF with the new configuration.

