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Converting your Word 2007 Document to a PDF

Discussion


In Word 2007 you can now save a document in Portable Document Format (PDF). PDF is a fixed-layout electronic file format that preserves document formatting and enables file sharing. The PDF format ensures that when the file is viewed online or printed it retains exactly the same format that you intended, and the data cannot be easily changed. In the past if you wanted to create a PDF file, you would have needed the appropriate software, Adobe Professional, to accomplish this. Now you just need Microsoft Word 2007!

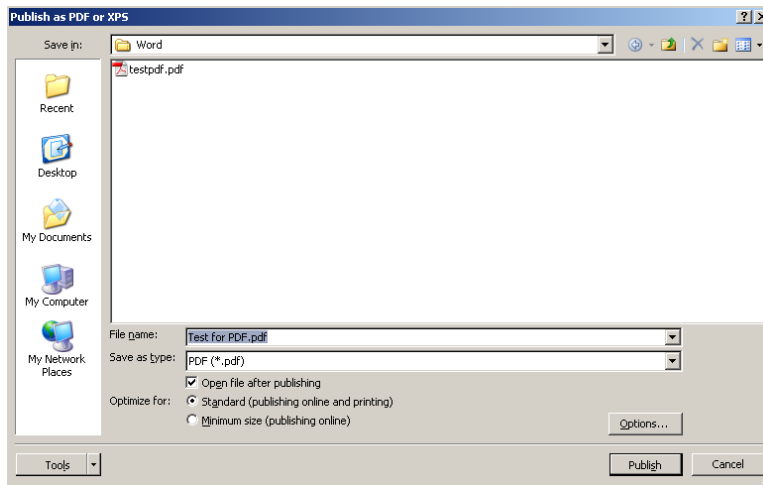
In order to view a PDF file, you do need to have a PDF reader installed. The most common reader is Acrobat Reader (Adobe) which is a free download at www.Adobde.com.

After you save a Word file as a PDF, you cannot use Word to make changes to it. If you want to make changes to the document, you will need to make the changes in Word 2007 and then save the file as a PDF once again.

Create the PDF File

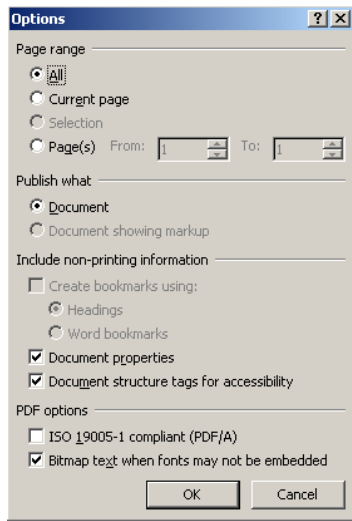


1. Save the file as a Word Document so you can retrieve the file for future use, including editing.
2. Click on the **Office**  button.
3. Click on the option for **Save As**.
4. Select **PDF** or **XPS**. The Publish as PDF or XOS box displays.



5. In the **Save in** field, locate the folder for where you want to save the PDF.
6. In the **File name** field, enter a name for the PDF.
7. In the **Save as type** field, verify that PDF (*.pdf) is selected.
8. It is recommended that the box for **Open file after publishing** is marked, so that you may preview the PDF file after it is created.
9. In the **Optimize for** area make a selection from the two radio buttons. If print quality is important, select the first option for **Standard**. If print quality is less important, choose the option for **Minimum size**. If you are uncertain which option to select, choose Standard.

10. OPTIONAL STEPS (Steps 10-12):
Click on the **Options** button. The Options box is displayed.



11. In the Page range area, select All, Current page, Selection, or specify the pages in the Page(s) fields.

12. In the Include non-printing information area:

- Unmark the Document properties checkbox, if you do not want any of that information to be available in the PDF file.

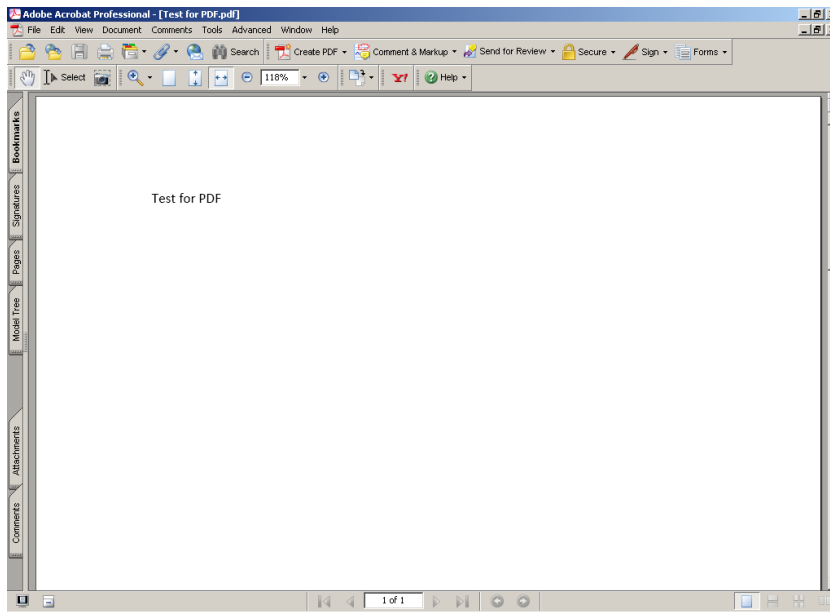
If this box is marked, properties that are saved to the PDF file include File name, Title, Author, Subject and Keywords. Other properties that are saved include date and time that the file was created/modified and file size. (To view Document Properties in Word, select the Office button, select Prepare, and select Properties.)

- If Document structure tags for accessibility is marked, the file will be larger and include data that helps disabled users. For example, data included helps a person using a screen reader to navigate the document.

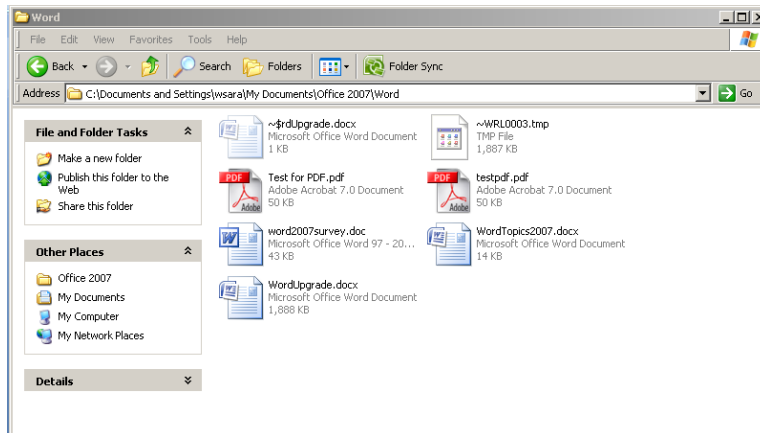
13. In the PDF options area, note that the ISO 1900S-1 compliant format is required by some governmental agencies. Mark this checkbox if this format is required.

14. Click on the **OK** button.

- Click on the **Publish** button. The newly created PDF will open in an Adobe Acrobat window:



- To open the PDF at a later time, you can open the file by using the My Computer shortcut on the desktop. Use the My Computer box to go to the folder in which you saved the PDF.



- PDF files appear with the Adobe symbol and will appear similar to the following:



- Double click on the icon to open the file in Adobe Reader.