

Tuesday TechTip:

Did you know?

You can save files created by many 2007 Microsoft Office system programs in Portable Document Format (PDF), which is a common format for sharing documents, if you have installed the free PDF add-in.

Install the PDF add-in for Office 2007:

A onetime install of the PDF add-in for Office 2007 is required before you have the capability to save as a PDF within Office 2007 applications.

1. In an open Microsoft application (such as Word, Excel, or PowerPoint), click the **Office Button**.
2. Place your mouse over the *Save As* menu item.
3. The *Save a copy of the document* menu opens. Click **Find add-ins for other file formats**.
4. *Word Help* dialog box opens. Look for the **Install and use the Save as PDF...** subtitle (as shown below).

Install and use the Save as PDF or XPS add-in from Microsoft

To save or export a file to PDF or XPS, you must first install the Save as PDF or XPS add-in for the 2007 Microsoft Office system.

1. Go to the [Microsoft Save as PDF or XPS Add-in for 2007 Microsoft Office programs](#) and follow the instructions on that page.
 2. After you install the Save as PDF or XPS add-in, you can export your file to PDF or XPS. Find links to more information about
5. Click on the **Microsoft Save as PDF or XPS Add-in for Microsoft Office programs** link.
 6. An Internet browser opens the *2007 Microsoft Office Add-in Save as PDF... webpage*.
 7. Click the **Continue** button to validate Microsoft Office. Follow instructions on webpage.
 8. After validation, click the **Download** button to install the *SaveAsPDFandXPS.exe*.
 9. Click **Run**.
 10. An *Internet Explorer -Security Warning* opens, click **Run**.

How to Save as a .pdf file

After installing the PDF add-in, follow the steps below in Word, Excel or PowerPoint 2007 to save a file as a .pdf.

1. Click the *Office Button*.
2. Place your mouse over the **Save As** menu.

3. Click **PDF or XPS**.



PDF or XPS

Publish a copy of the document as a PDF or XPS file.

4. Select the appropriate *Save In* location, Name the file, and click **Publish**.

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For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>