

# How to make a PDF with Microsoft Office 2007

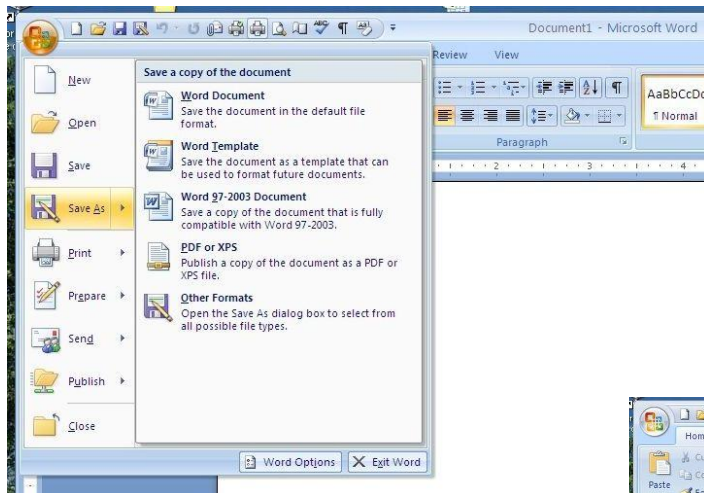
## What is a PDF?

PDF stands for Portable Document Format. It's a distribution format developed by Adobe Corporation to allow electronic information to be transferred between various types of computers. PDF uses the PostScript printer description language and is highly portable across computer platforms. PDF documents have a .pdf file extension (*myfile.pdf*). In order to view and print a PDF file you will first need to download and install a copy of the Adobe Reader. Reader is for opening and viewing a PDF—it cannot create a PDF. Your computer should have Reader installed. If it does not, download here: <http://get.adobe.com/reader/>

## Make a PDF in Office 2007

Microsoft Office 2007 (Word, Excel, Publisher, etc.), has a feature which will allow you to save a file as a PDF.

In your Office document, click the Office Button in the upper left of the window, choose Save As – PDF or XPS.



In the next window, choose what to name the file and where to save it, make sure PDF is displayed in “Save as type.” Click Publish, and your file is now saved as a PDF.

