

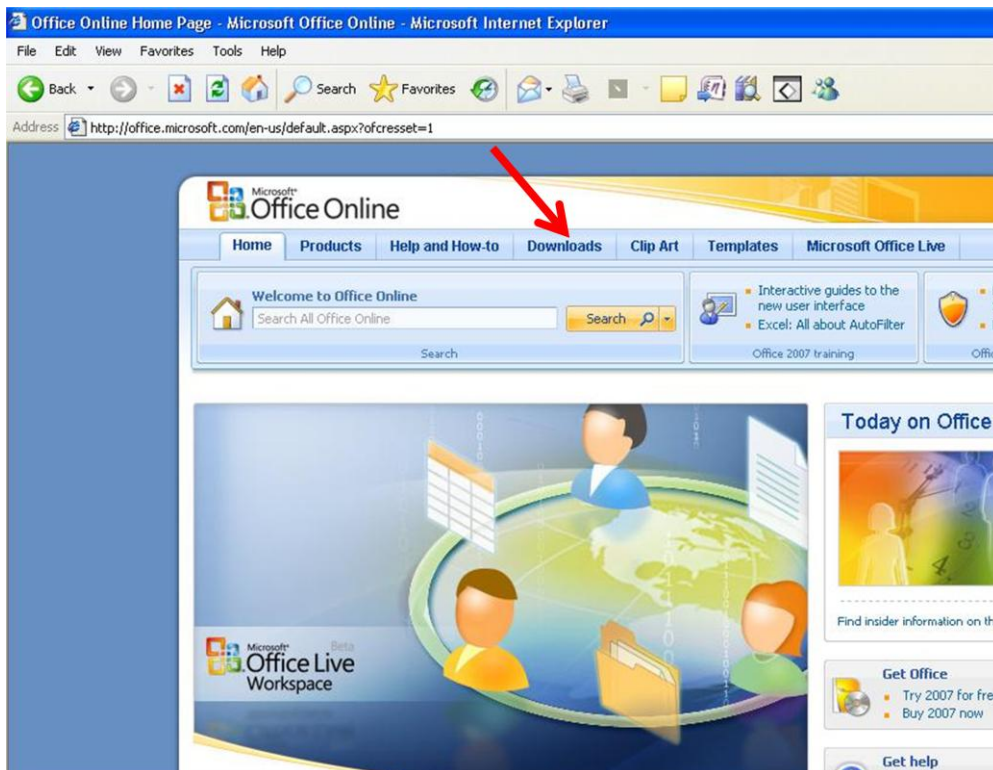
How do I convert a Word 2007 document to a Portable Document File (.pdf)?

Step 1.

Open your Internet browser and go to the [Microsoft Office Home Page](http://office.microsoft.com/en-us/default.aspx?ofcresset=1). (If you have already downloaded and installed the PDF add-on, skip to Step 12.)

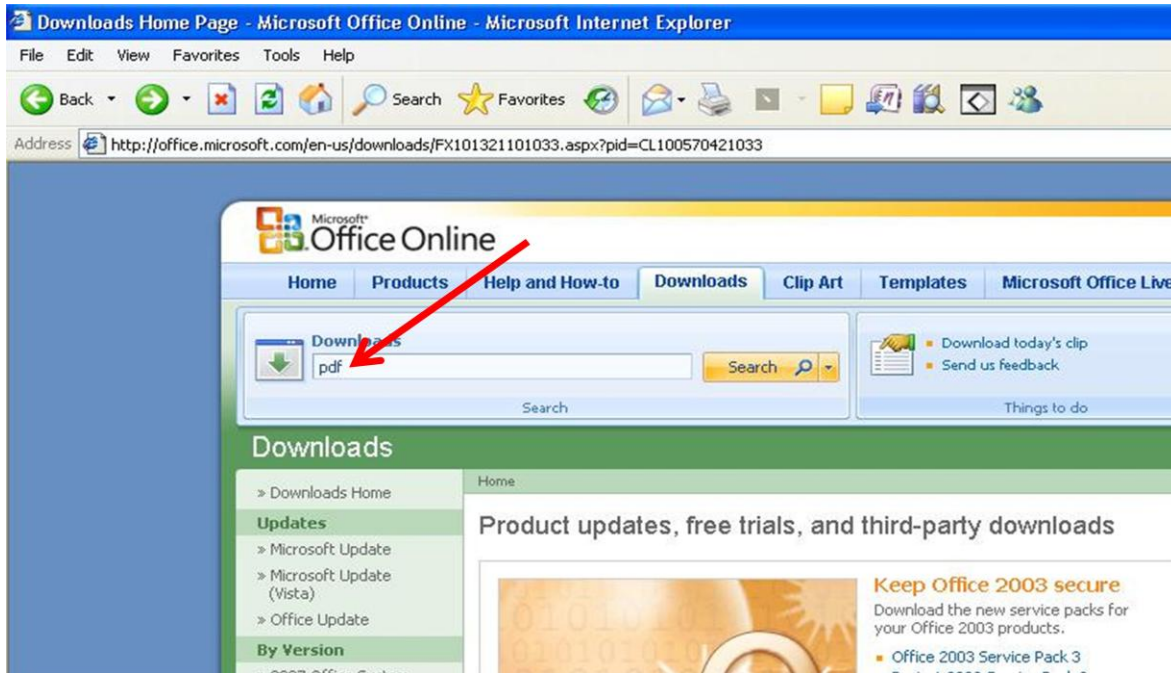
Step 2.

Click [downloads](#) tab.

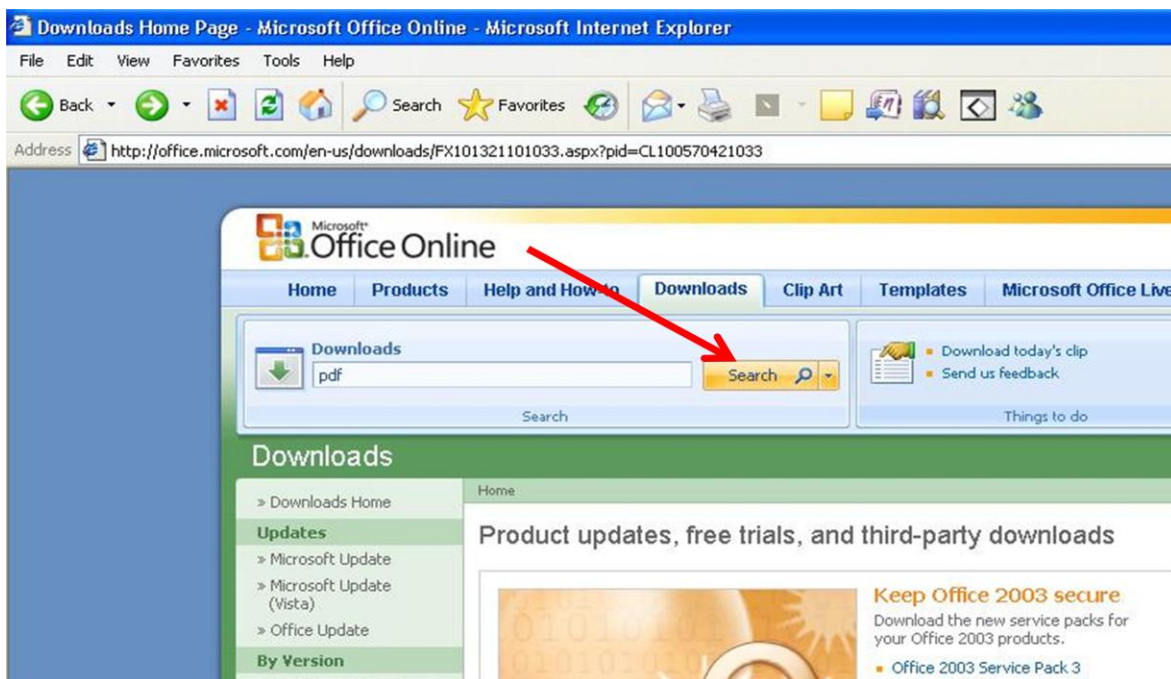


Step 3.

Type pdf in downloads search box.

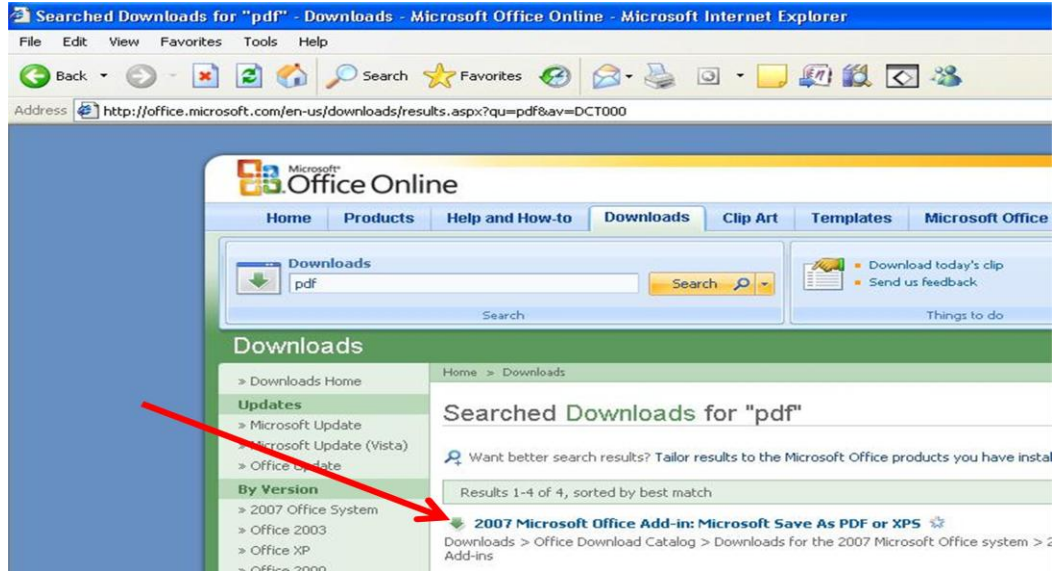


Click the search button.



Step 4.

Click the [2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS](#) link.



Step 5.

If you see the page requiring validation, click the [Continue](#) button. (If validation is not required skip to step 6.)



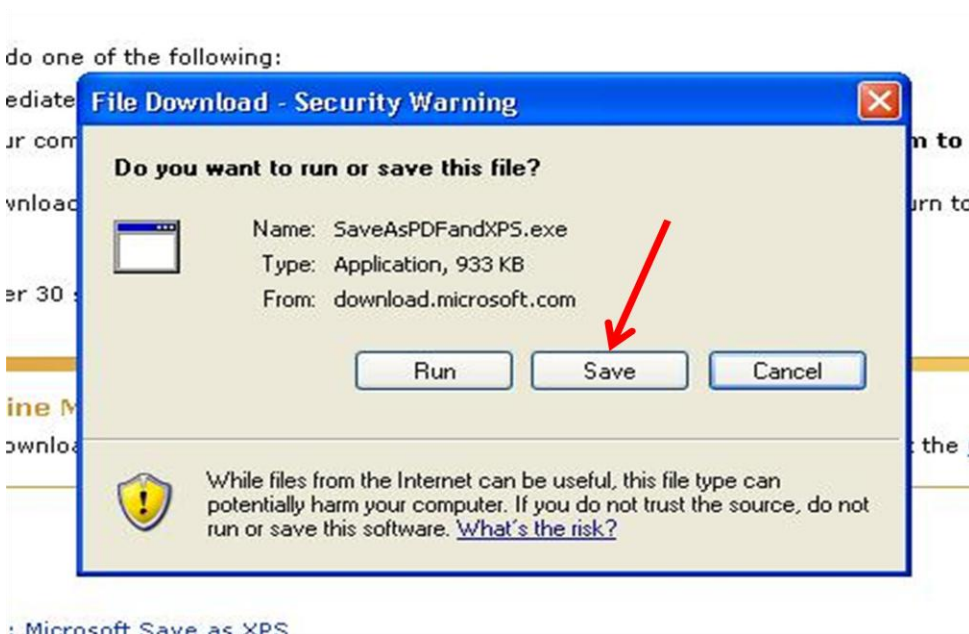
Step 6.

Click the [Download](#) button.



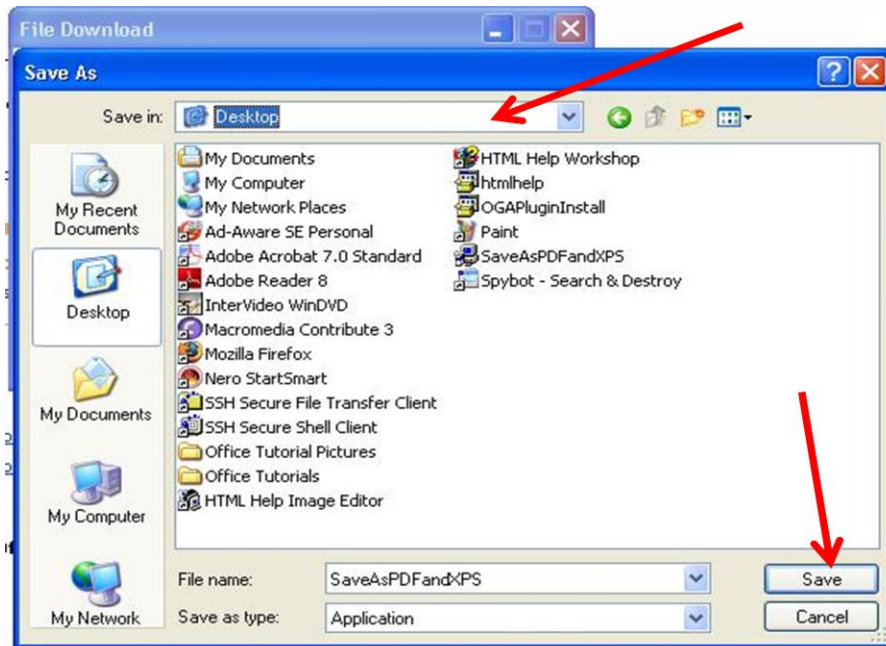
Step 7.

Click the [Save](#) button.



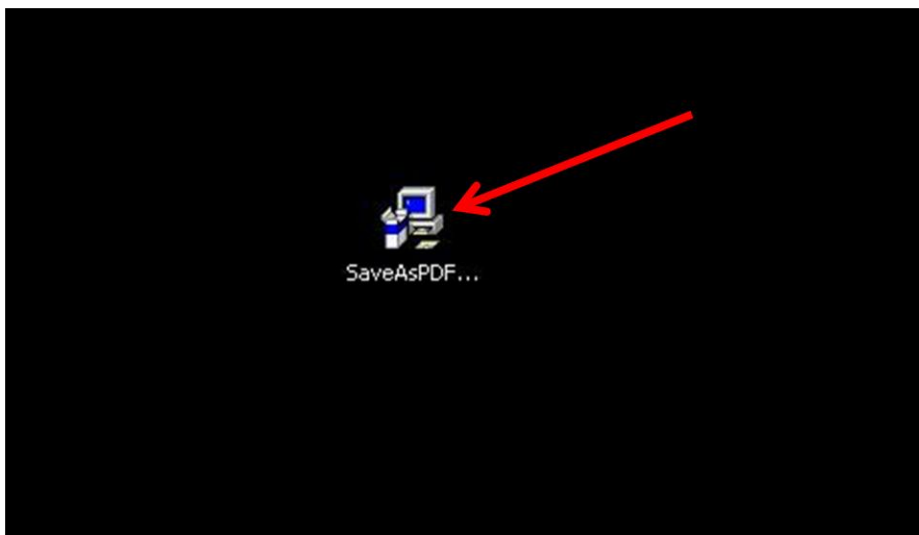
Step 8.

Choose a place to download the file (Desktop is recommended) and click the Save button.



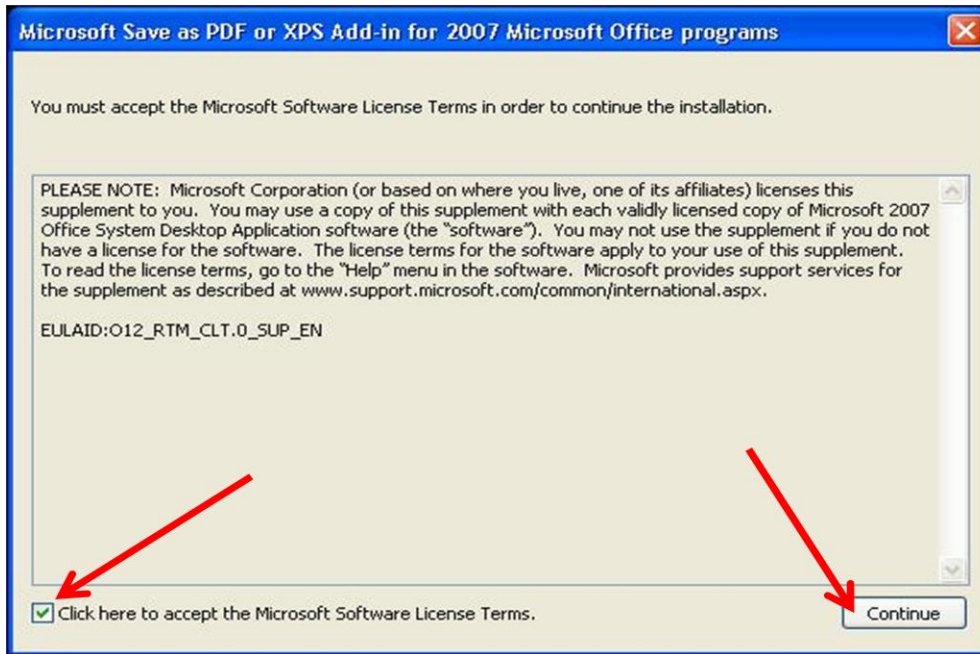
Step 9.

After the file has been downloaded, locate it and double click it.



Step 10.

Click the box by the Click here to accept the Microsoft Software License Terms and then click the Continue button.

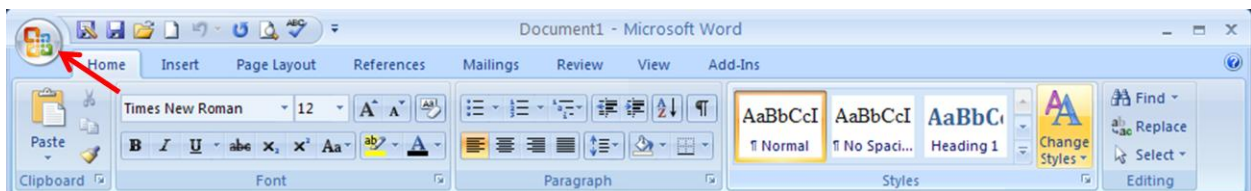


Step 11.

This will complete the installation. If you have Office 2007 open save your work then close and reopen Office 2007 applications and you are ready to convert to PDF format.

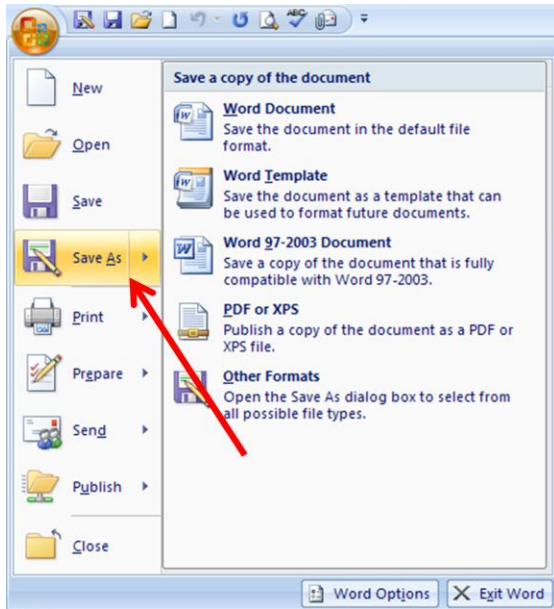
Step 12.

On the Ribbon click the Office button.



Step 13.

Point to the Save as tab.



Step 14.

Click the PDF or XPS link.



Step 15.

1. Save the document.
 - a. Choose the save location from the drop-down menu.
 - b. Type the document name here.
 - c. Click the **Publish** button.

