

Saving a Word document as a PDF file with Word 2007

Word 2007 provides a convenient method for saving any Word document as a PDF file.

What is a PDF file?

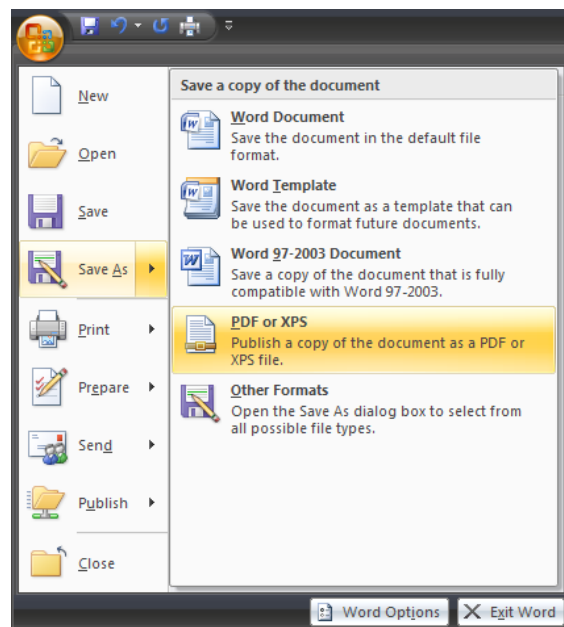
PDF stands for Portable Document Format. It is a standard format for sharing documents over the internet. Regardless of the type of computer or operating system someone may be using, they should be able to open a PDF file--the layout of the document will not be affected by any differences in settings between computers. PDF files open in reader software (most commonly Adobe Reader) that is available as a free download over the internet.

If you distribute documents to your students through Blackboard, PDF is a good choice of file format to ensure that your students won't have trouble opening the document. PDF documents are designed so as to be not easily changed, though. If you mean for your students to read, but not edit the document, then PDF is a good choice of format.

How to save your Word document as a PDF

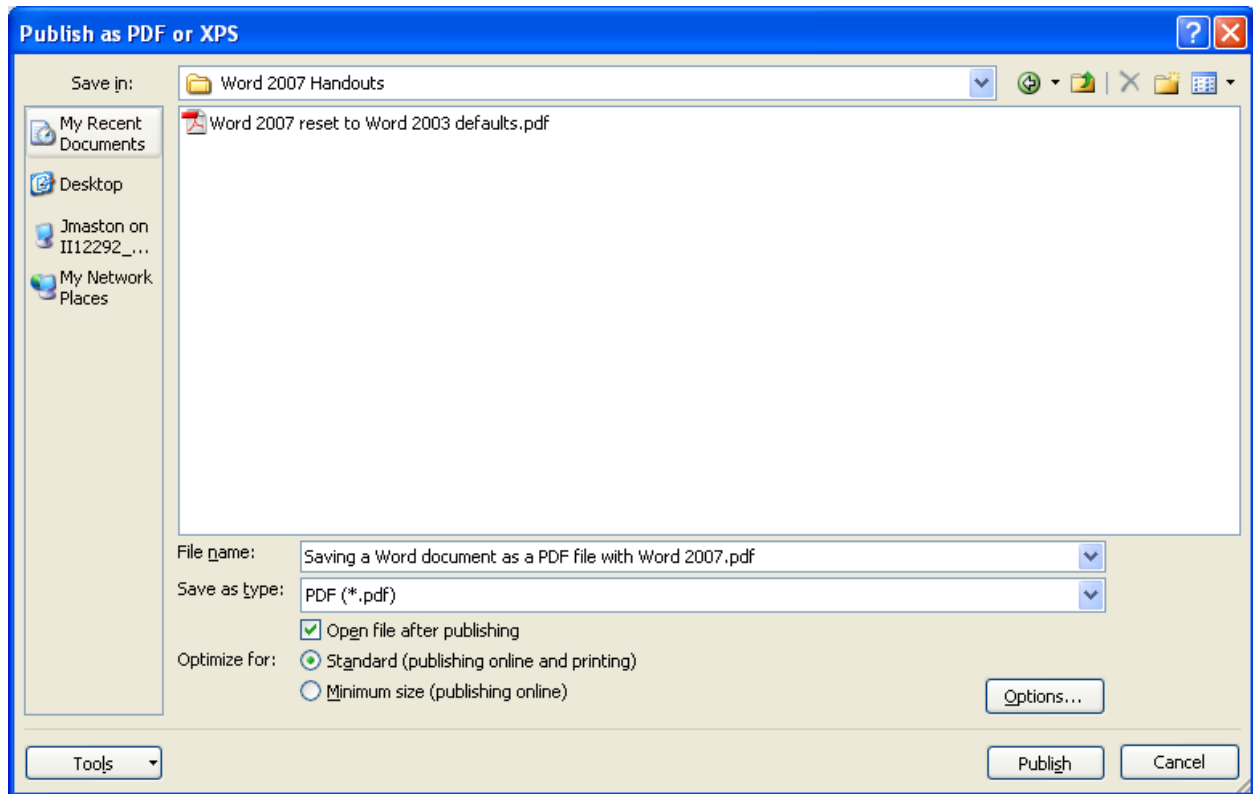
1. Click on the Office button.
2. Point to Save As to make the Save As menu options appear.
3. Click on the icon for Publishing a copy of the document as a PDF file.

Note: This option to publish as a PDF file is actually an Add-on to the Office 2007 software. At ICC you should find that the Add-on has already been installed. At home, you may have to install the add-on yourself before you will be able to save in the PDF format. You will find the icon for publishing to a PDF file in the same location that you see it here. Clicking on the icon will display instructions for installing the Add-on. Just follow those instructions to install the Add-on.



4. The Publish as PDF dialogue box will appear. This is very similar to a Save as dialogue box. (See the illustration on the next page.)
5. Check your "Save in" location to make sure of where your PDF file will be saved.
6. Make any desired changes to the name of the PDF file (the file is named the same as the Word document by default).

- You may wish to change the “Optimize for” setting to Minimum size. This decreases the file’s size and allows for faster document load times. It also decreases the resolution of the document, to some extent.



- OPTIONAL STEP:** Clicking on the Options... button allows you to access some additional controls, such as publishing only a portion of the original Word document as a PDF. After making your selections in the Options dialogue box, clicking OK saves the Options you selected and returns you to the Publish as a PDF dialogue box.
- To finish saving your document as a PDF, click the Publish button.

You now have a copy of your document saved in the PDF format. If you left a check in the Open file after publishing checkbox, the PDF document will open in the reader software.

Note: You will want to *save your original copy of the Word document*. If you need to edit the document, you will need to go back into the original Word document to make the desired changes. PDF documents are not designed to be easily edited.

