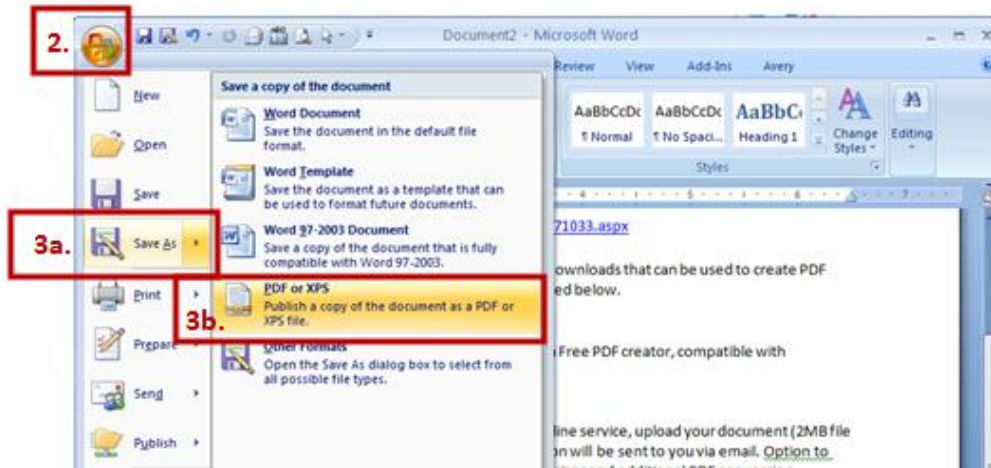


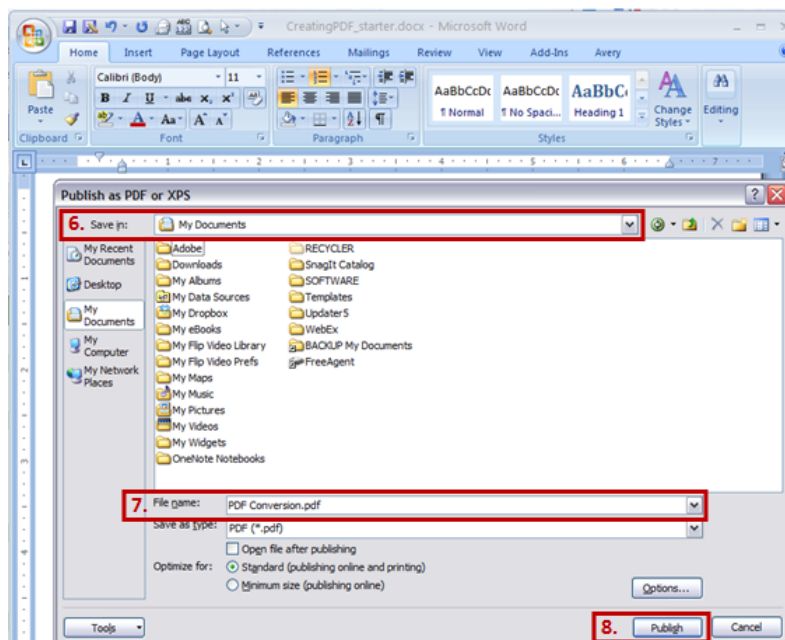
## Creating a PDF from a Word Document when using Microsoft Office Word 2007

To save a Word document as a PDF,

1. open the Word document you wish to save
2. Select the **Office Button** in the upper left of your document tool bar
3. Select the **a) Save As** command menu, then select the **b) PDF or XPS** option. *NOTE: If you do not see the PDF or XPS option, you may need to add the "Save as PDF or XPS" Add-in, as noted on page two of this document.*
4. Name the new file and browse to the location you wish to save the new PDF file
5. Select **Publish** to create the PDF document



6. Browse to the location you wish to save the new PDF file
7. Enter your desired file name
8. Select **Publish** to create the PDF document.



The new PDF document will now be saved in the location you choose in the publish step. This may be the “My Documents” folder, or on your Desktop, or at the location you specified in step #8. The new document will include the file extension **.pdf** at the end of the file name.

### **Installing “Save as PDF or XPS Add-in for Microsoft Office Word 2007**

If you did not see the **PDF or XPS** option, in step #3 above, you may need to add the “Save as PDF or XPS” Add-in, as noted on page two of this document.

- Direct link to download and install “**2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS**” Add-in  
<http://www.microsoft.com/downloads/details.aspx?FamilyId=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en>
- Link to **Microsoft Office 2007 step-by-step guide** with help instructions, demo video and links to download the Save as PDF or XPS Add-in:  
<http://office.microsoft.com/en-us/help/HA101675271033.aspx>

### **Other Options for Creating PDF Documents (if not using Microsoft Office 2007)**

If not using Microsoft Word, there are many free software downloads that can be used to create PDF documents. Links to a few of these options has been provided below.

- **Primo PDF**  
<http://www.primopdf.com/index.aspx> - download a Free PDF creator, compatible with Windows 98/NT/2000/XP/Vista/Windows 7
- **PDF Online**  
<http://www.pdfonline.com/convert-pdf/> - a free online service, upload your document (2MB file size limit), enter your email address and a PDF version will be sent to you via email. PDF Online also includes an option to purchase premium PDF Online service for larger file sizes and additional PDF conversion features.