
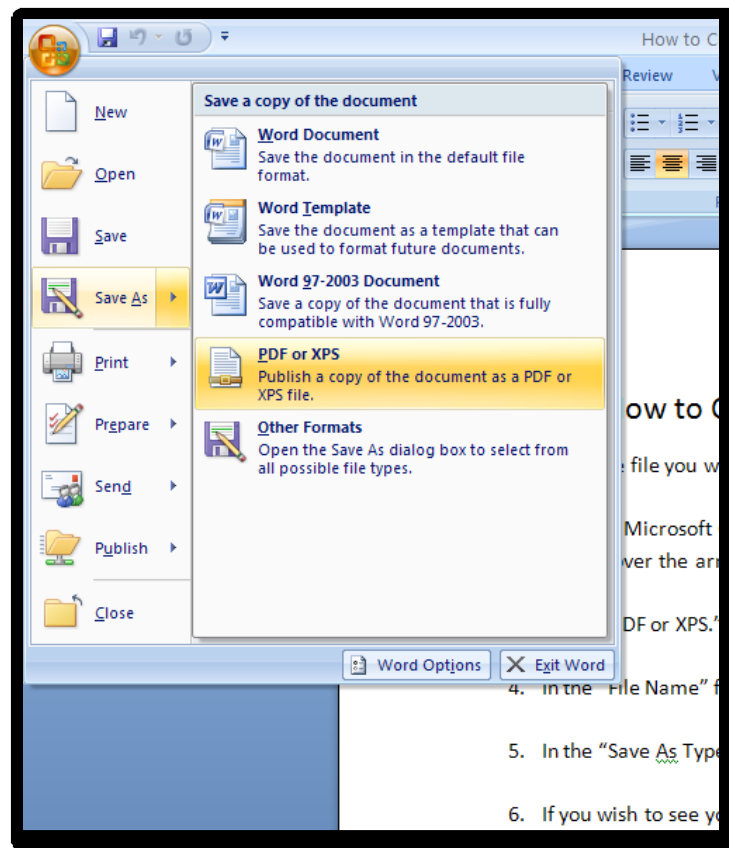


# How to Change Word 2007 Document to PDF

1. Open the file you wish to convert.

2. Click the Microsoft Office Button  (located on top left of screen), move the mouse pointer over the arrow next to “Save As.”

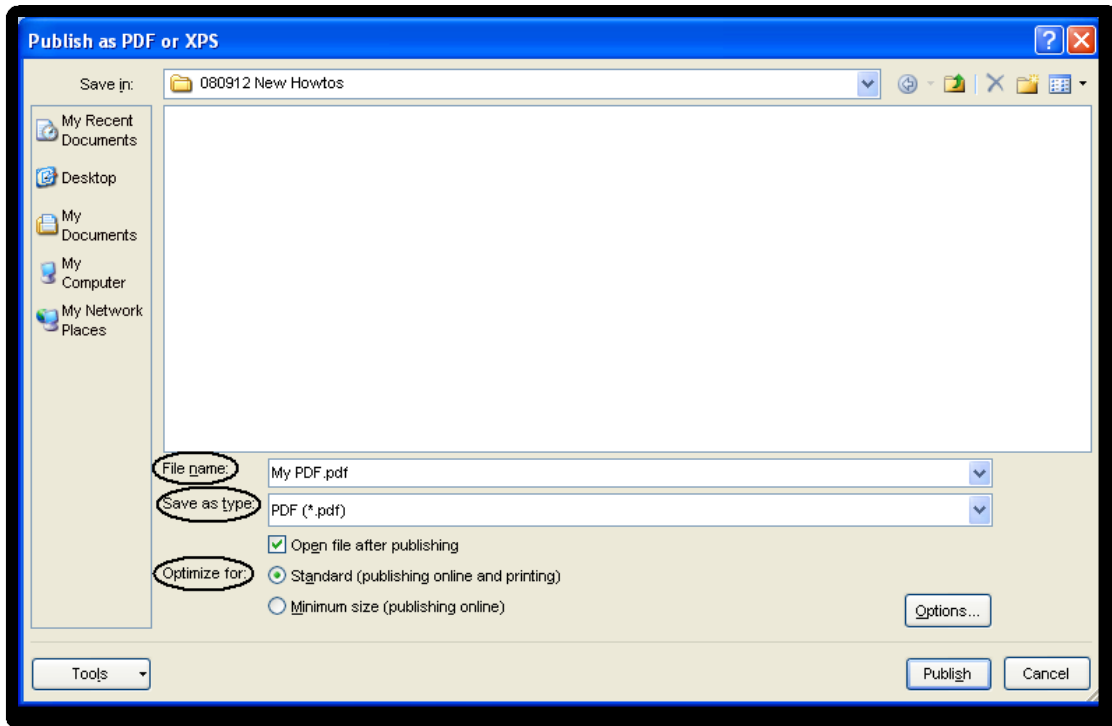
3. Select “PDF or XPS.”



4. In the “File Name” field, type the name for your file.

5. In the “Save As Type” list, click PDF (if not already chosen).

6. If you wish to see your saved file immediately after saving, ensure that “Open file after publishing is checked” (this is an optional function).



7. Next to “Optimize for,” choose one of the following:
  - a. Standard, if the document requires high printing quality (i.e. large online publishing/printing).
  - b. Minimum size, if you do not need high quality (i.e. small online publishing). This option will not take up as much space on your hard drive.
8. Choose a name for your file in the “File name” field.
9. Click “Publish” to save your Microsoft Office Word file to PDF format.