

## Converting a Microsoft Office File to PDF Format

**Portable Document Format (PDF)** - PDF preserves document formatting and enables file sharing. When the PDF format file is viewed online or printed, it retains the format that you intended.

**IMPORTANT** - To view a PDF file, you must have a PDF reader installed on your computer such as the **Acrobat Reader**, which is a free download available at <http://www.adobe.com/products/reader.html>

You can use **Microsoft Office** programs to save files as PDFs without needing additional software or add-ins.

### Microsoft Office 2010 – Windows

#### Word/Excel/PowerPoint/ Project/Visio

1. Click the **File** tab.
2. Click **Save As**.
3. In the **File Name** box, enter a name for the file.
4. In the **Save as type box**, click the down arrow and **choose PDF (\*.pdf)** from the list.
  - If you want the file to open in the selected format after saving, select the **Open file after publishing** check box.

The default for the “**Optimize**” is Standard

- **Standard (publishing online and printing)**, if the document requires high print quality.
  - **Minimum size (publishing online)**, if the file size is more important than print quality.
5. Click **Save**.

#### Access 2010 (Tables and Reports)

1. Open the table or report you want to publish as a PDF.
2. On the **External Data** tab, in the **Export** group, click **PDF or XPS**
3. In the **File Name** field, type or select a name for the document.
4. In the Save as type list, click **PDF (\*.pdf)**.

The default for the “**Optimize**” is Minimum Size

- **Standard (publishing online and printing)** if the document requires high print quality.
  - **Minimum size (publishing online)** if the file size is more important than print quality.
5. Click **Publish**.

#### OneNote 2010

1. Click the **File** tab.
2. Click **Save As**.
3. In the “**Save Current**” section click the option that represents the portion of the notebook that you want to save as a PDF, (Page, Section, or Notebook).
4. **Select PDF** in the “**Select Format**” section.
5. Click **Save As**.
6. In the **File Name** field, enter a name for the notebook.
7. Click **Save**.

#### Publisher 2010

1. Click the **File** tab.
2. Click **Save As**.
3. In the **File Name** box, enter a name for the file.
4. In the **Save as type** list, click **PDF (\*.pdf)**.
5. If you want to change how the document is optimized, click **Change**.
  - To make changes to the picture resolution and non-printing information, click **Advanced**.
  - Click **Print Options** to make changes to the printing options for the document.
  - Click **OK** when finished.
6. If you want the file to open in the selected format after saving, select the **Open file after publishing** check box.
7. Click **Save**.

## Microsoft Office 2011 - Macintosh

### Word/Excel/Powerpoint

1. Create a file, or open the file that you want to save as a PDF.
2. On the **File** menu, click **Save As**.
3. In the **Save As** box, type a name for the file.
4. On the **Format** pop-up menu, click **PDF**.
5. Click **Save**.

### Making Changes to a PDF File

Because one of the purposes of the PDF format is to keep the format of your files from being modified, you cannot easily convert or save a PDF file into another file format if you do not have the source file.

To change the PDF file, do one of the following:

- Open the original Microsoft Office file in the program used to create it, make your changes, and then save the file in PDF format again.
- Use a third-party application, such as Adobe Acrobat, included in the Adobe Creative Suite, to open the PDF file.
  1. Click the **File** tab.
  2. Click **Save As** and select the file format you would like to save it as.