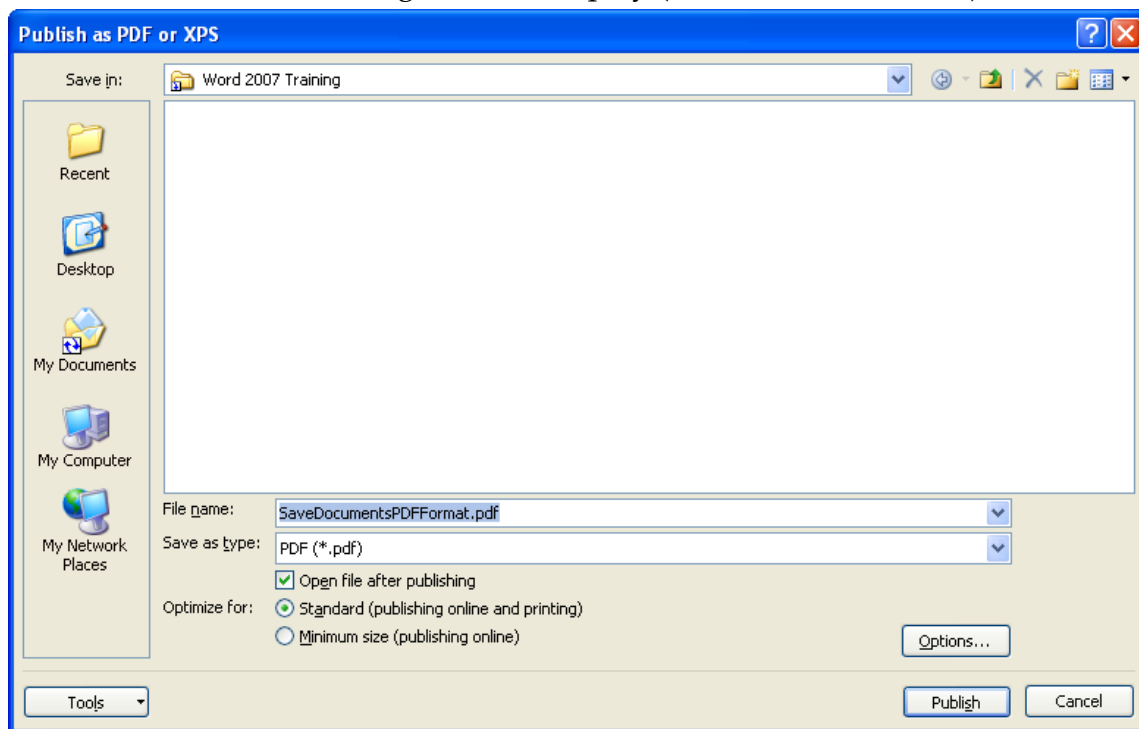


Saving Documents in PDF Format

Documents in the Word program, as well as in Excel, Access, Publisher, and PowerPoint, can now be saved in PDF format. PDF format is a non-revisable format that can be read by all platforms of computers. An Adobe Reader program will have to be installed on the computer in order for the document to be read. This is a free program that can be downloaded from the Adobe Web site.

Saving documents in this format is a good way to save documents that are going to be used in a Web page or within the Blackboard program. **Before a document is saved in PDF format, it should be saved as a Word document.** If the document is not saved in Word before it is saved as a PDF file, it will not be possible to make revisions to the document. The last step in creating a document that is to be in PDF format, is to save that document in a PDF format. To save a document in PDF format, complete the steps below.

- ❖ Create or open the document that is to be saved to PDF format.
- ❖ Make any revisions that need to be made to the document.
- ❖ Save the document as a Word document.
- ❖ Click the **Microsoft Office Button**.
- ❖ Select **Save As** from the list of commands that appear.
- ❖ Click the option for **PDF or XPS**.
- ❖ The **Publish as PDF or XPS** dialog box will display (see illustration below).



- ❖ In the **File Name** box, input a name for the document or use the default name.
- ❖ The **Save as Type** box should display **PDF(*.pdf)**.
- ❖ In the **Save in** list, select the storage location for the PDF file.
- ❖ Check out the other options that are available in the dialog box.
- ❖ When all the options have been selected, click the **Publish** button.
- ❖ The document will be published as a PDF document.
- ❖ The document will open up in **Adobe Reader** if the **Open file after publishing** check box is selected.