

## Exporting to PDF in Microsoft Office 2007

To keep your file's format when you share your files with other people or print your files by using commercial methods, you can use Microsoft Office 2010 programs to save files as PDFs.



### Microsoft Word 2007 / Powerpoint 2007

1. Click the Microsoft Office Button, point to the arrow next to Save As, and then click PDF.
2. In the File Name list, type or select a name for the document.
3. In the Save as type list, click PDF.
4. Next to Optimize for, do one of the following, depending on whether file size or print quality is more important to you:
5. Click Standard (publishing online and printing).
6. Click Options to set the page range to be printed, to choose whether markup should be printed, and to select the output options. Click OK.
7. Click Publish.



### Publisher 2007

#### Save as PDF for commercial printing

If the publication is being sent to a commercial printer, do the following:

1. On the File menu, point to Pack and Go, and then click Take to a Commercial Printing service.
2. In the panel at left, in the How will this publication be printed? list, click the option that you want. Click High quality printing.
3. Click Printing Options.
4. In the Print Options dialog box, select the options that you need.
5. Under Select an item to fix, repair any problems that Publisher has identified.
6. Under Export, select the Create a PDF check box.
7. Click Save.
8. In the Pack and Go Wizard, select the location to which you want to export the file, and click

Next. If you want to make changes to the PDF after saving it, return to your original 2007 Microsoft Office system file in which you created it and save the file as PDF again.