



Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

Microsoft Office 2007 FAQ


Topic: Install Microsoft “Save As PDF” Plug in

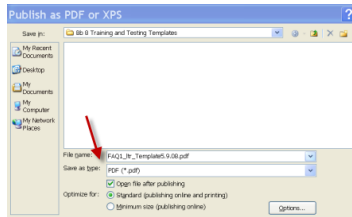
Question: How can I save a document to PDF format directly in MS Office?

Answer:

Need to download and install the Microsoft “*Save as PDF*” plug in from Microsoft using the following link: <http://tinyurl.com/y39ave> (this will take you to the download MS site).

This download allows you to export and save to the PDF format in eight 2007 Microsoft Office programs. It also allows you to send files as e-mail attachments in the PDF format in a subset of these programs

1. On the download page, click “Continue” to run MS validation (nothing is required for you to input).
2. When validation is complete you will then have “**Download**” option available. Click “**Download**” and choose “**Run**” from the website to install. You may select the option to save to your computer (if you do not wish to install immediately – just remember the save location).
3. Once, installed – open any MS Office application. When you are ready to save your document, click the **MS Office button** ; hover the cursor over **Save As**; and then select **PDF**.
4. Name the file and select save location. The **Open after publishing** option will open your PDF document -- **ALL DONE!**



For Further Support Please Contact

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