

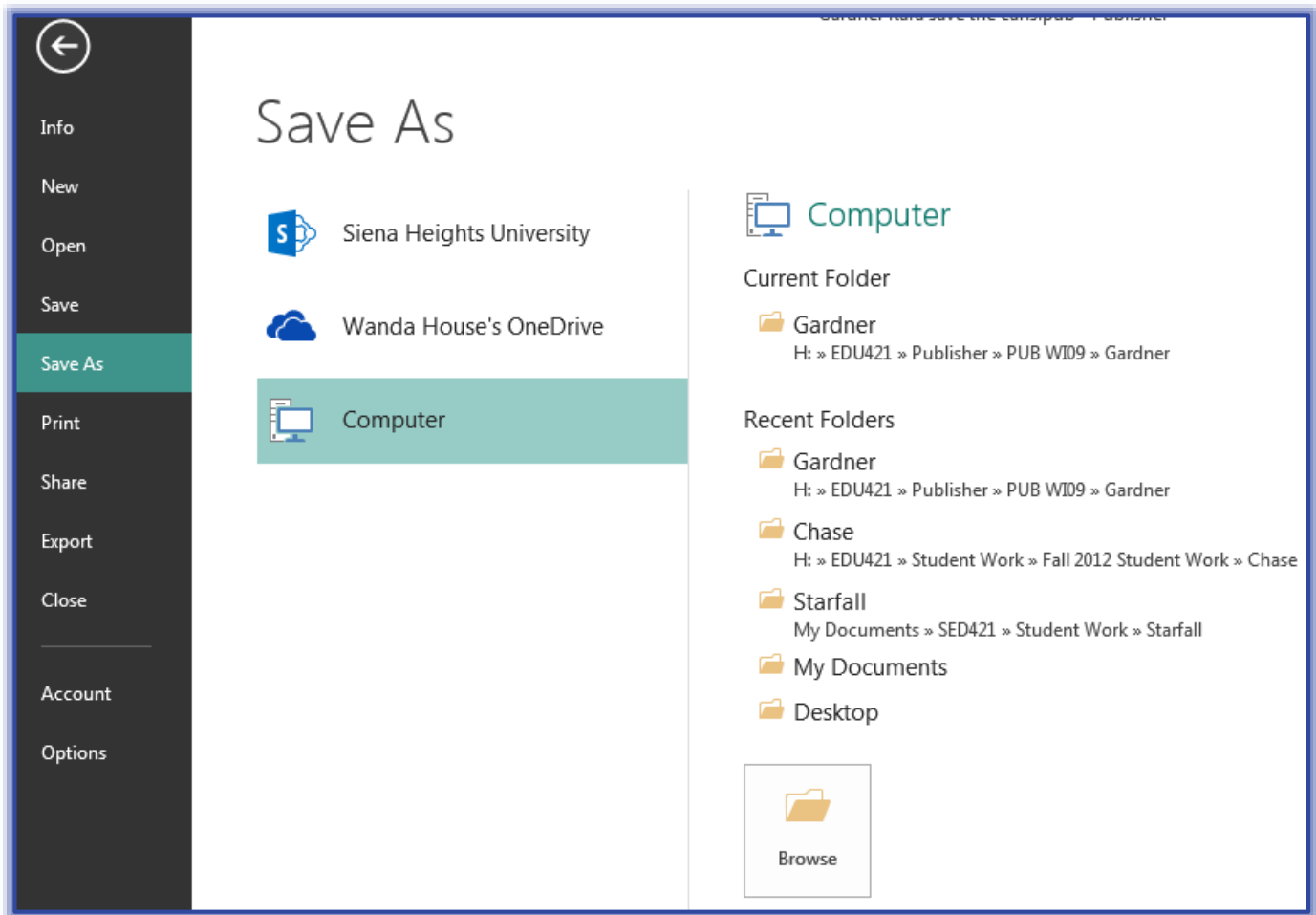
Publisher-Save Documents in PDF Format

Documents in the Publisher program, as well as in Excel, Access, Word, 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 or equivalent program will have to be installed on the computer in order for the document to be read. These programs can be downloaded free from the Web.

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 eCollege program. [Before a document is saved in PDF format, it should be saved as a Publisher document.](#) There are two ways in Publisher to save a document in PDF format. These ways are explained below.

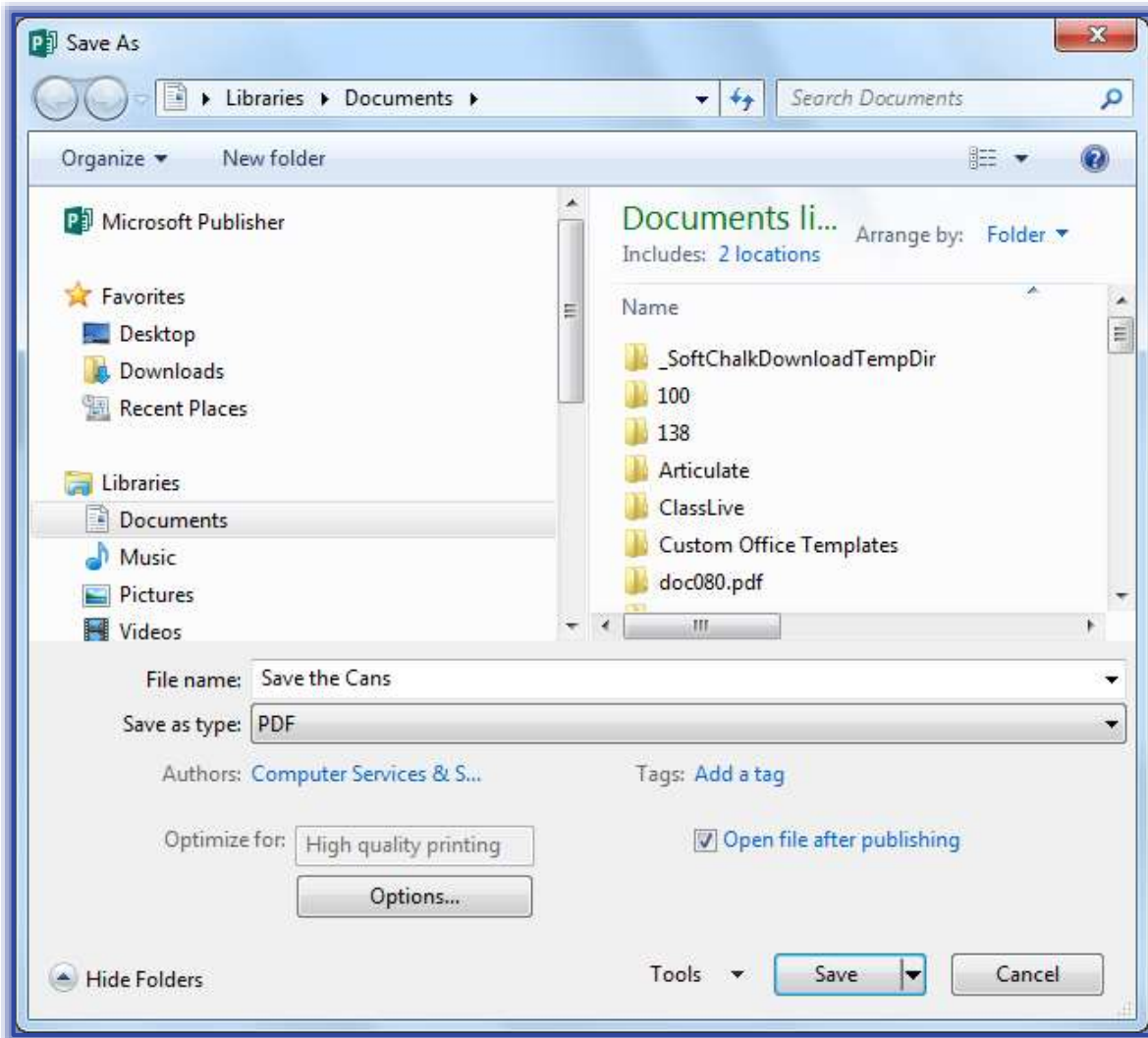
Use Save As

- † 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 **Publisher** document.
- † Click the **File Tab**.
- † Select **Save As** from the list of commands that appear.
- † The **Save As** window will display (see illustration below).



- † Click the **Computer** link.
- † Select the folder where the publication is to be stored.
- † If the folder does not display, click the **Browse** button.

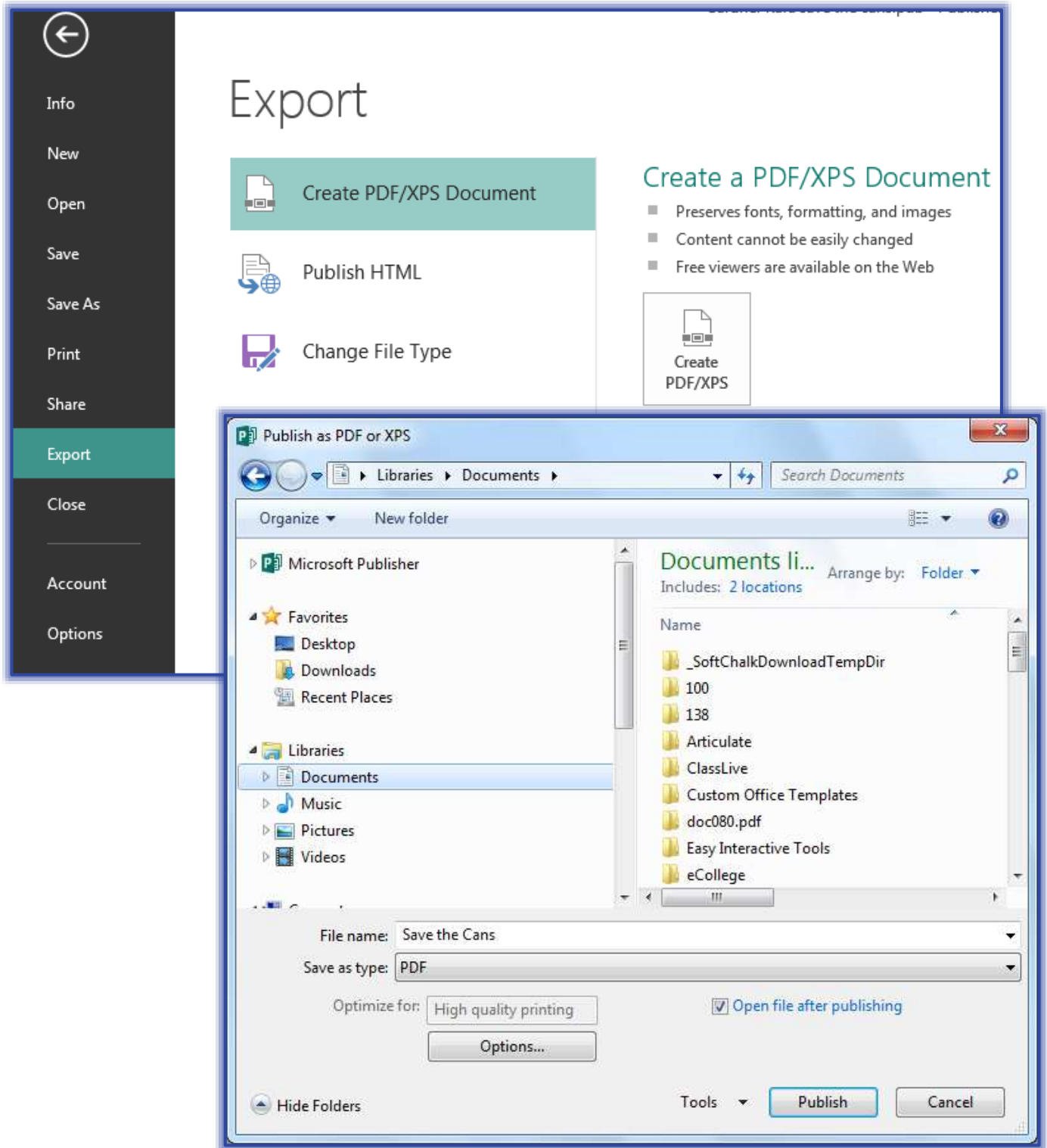
- † The default is to save the PDF document to the same folder as the Publisher document.
- † The **Save As** dialog box will display.



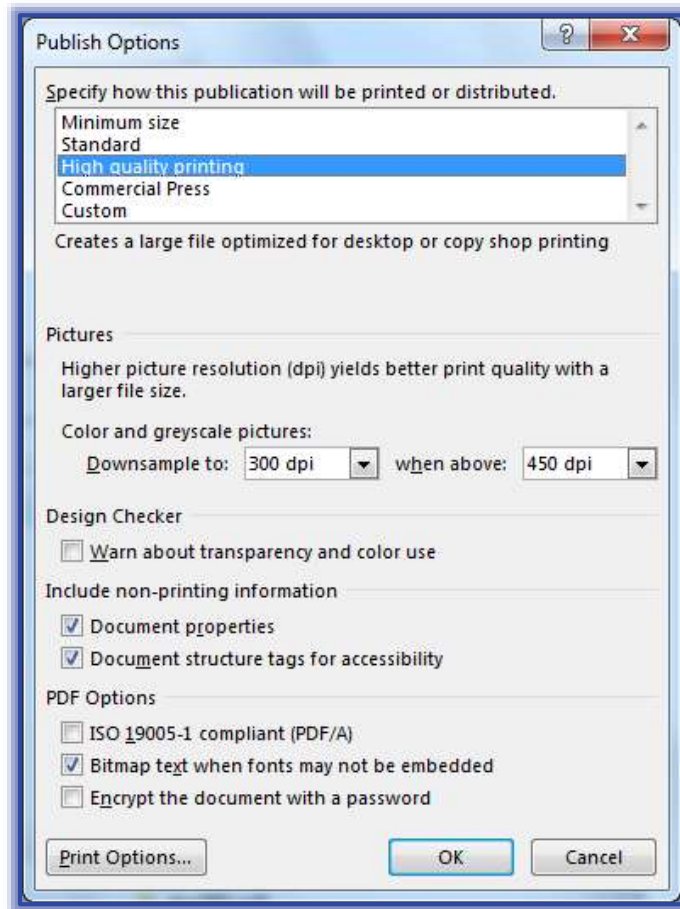
- † In the **Save as Type** list, select **PDF**.
- † In the **File Name** box, input a name for the document or use the default name.
- † Check out the other options that are available in the dialog box.
- † Click the **Options** button to display additional options.
- † When all the options have been selected, click the **Save** button.
- † The document will be published as a **PDF document**.
- † The document will open up in **PDF Reader** if the **Open file after publishing** check box is selected.

Use Export

- † Click the **File Tab**.
- † Click the **Export** button on the left side of the window.
- † The **Export** window will display.
- † In the middle of the window, make sure the **Create PDF/XPS Document** option is selected (see illustration on next page)
- † On the right side of the window, click the **Create PDF/XPS** button.



- † The **Publish as PDF or XPS** window will display.
- † Select a location to store the document. The default will be the same folder where the Publisher document is stored.
- † Check out the other options that are available in the dialog box.
- † Click the **Options** button to display additional options (see illustration on next page).
- † 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 **PDF Reader** if the **Open file after publishing** check box is selected.