

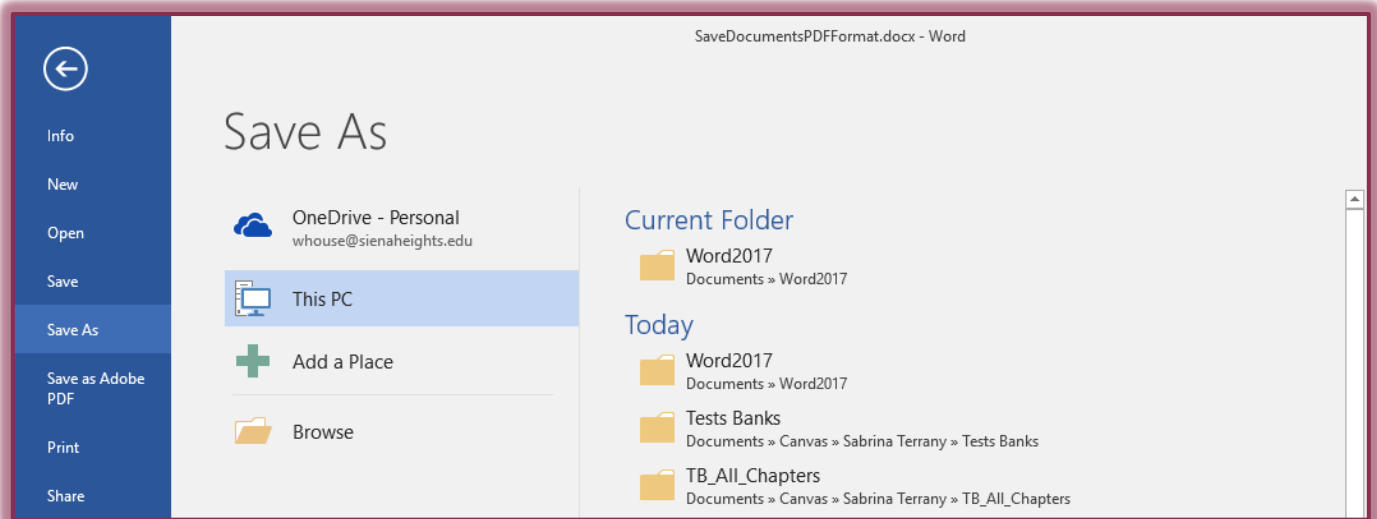
## Save Documents in PDF Format

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

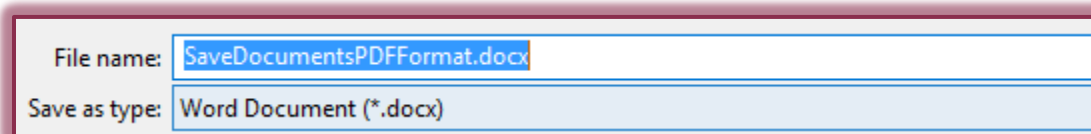
Saving documents in this format is a good way to prepare documents that are going to be used in a Web page or within Canvas. **Before a document is saved in PDF format, it should be saved as a Word document.** The last step in creating a document in this format, is to save the document in PDF format. There are two ways in Word to save a document in this format.

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



- ✦ The options are:
  - ✦ **This PC** - This will display recent folders from which documents have been opened. Click the folder to open it.
  - ✦ **Add a Place** - To add another location to the list, click this option.
  - ✦ **Browse** - Select this option to browse for other folders to which you have access.
- ✦ The **Save As** dialog box will display.
- ✦ In the **Save as Type** list, select **PDF**.

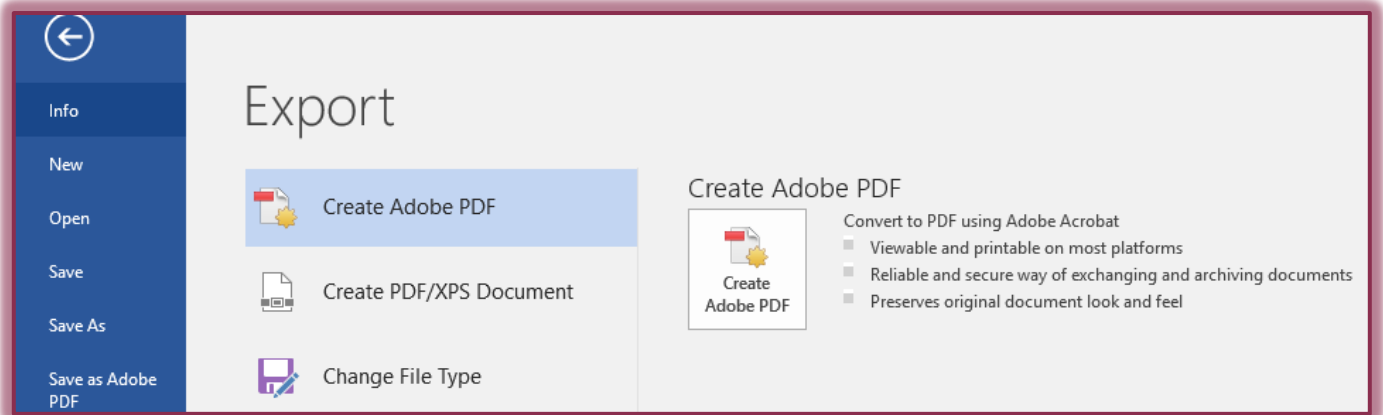


- ✦ In the **File Name** box, the name for the Word document will appear.
  - ✦ It is best to save the PDF document with the same name as the Word document.
  - ✦ Because the documents are in a different format, they can have the same name.

- † 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 the **PDF Reader** that is installed on your computer if the **Open file after publishing** check box is selected.

### Use Save and Send

- † Click the **File Tab**.
- † Click the **Export** button on the left side of the window.
- † At the top of the window, click the **Create PDF/XPS Document** link (see illustration below).



- † Click one of the following options: **Create Adobe PDF** or **Create PDF/XPS**.
- † The window for that selected option will appear.
- † Select a location to store the document. The default will be the same folder where the Word document is stored.
- † 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.