

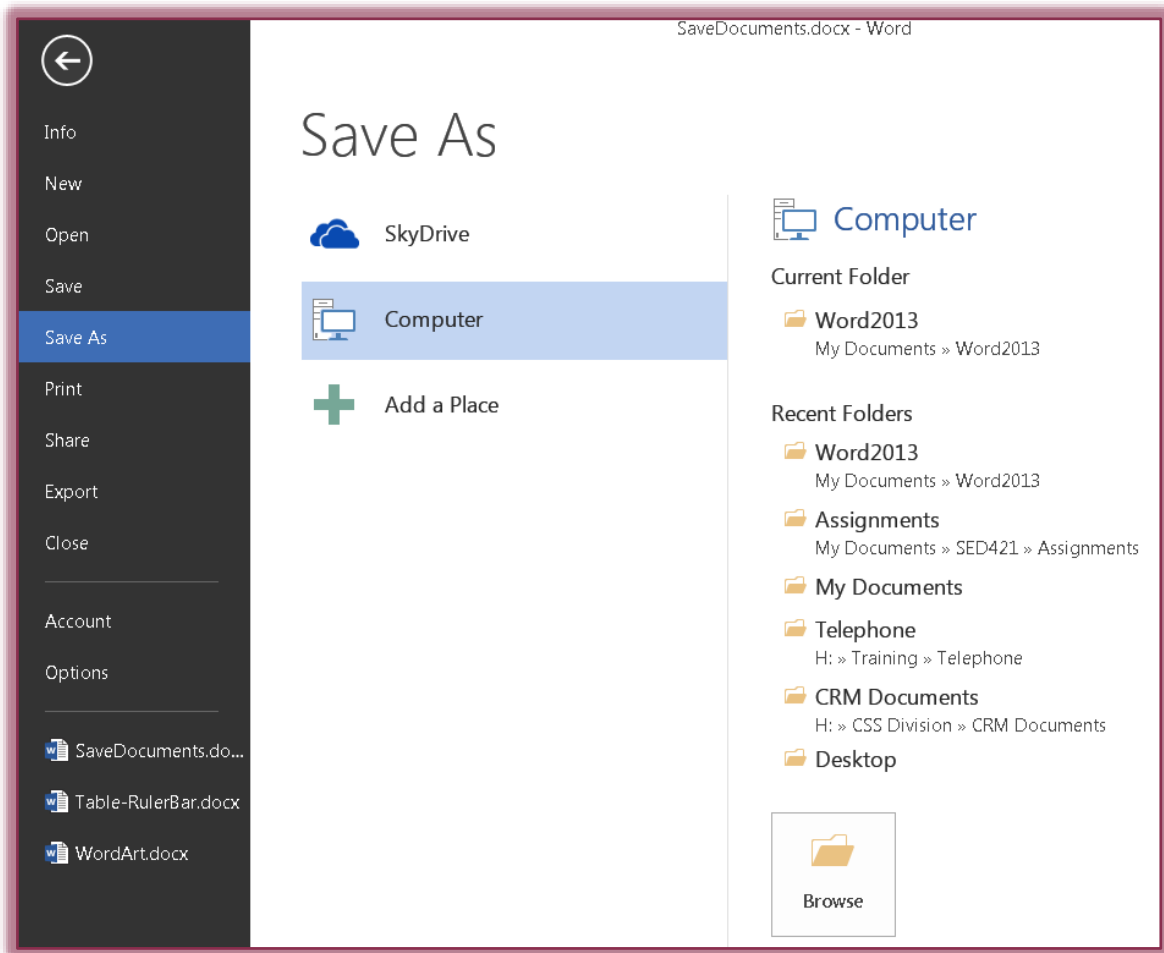
Save Documents in PDF Format

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. Examples of PDF Readers are Fox-It Reader and Adobe Reader. These programs can be downloaded free from the Web.

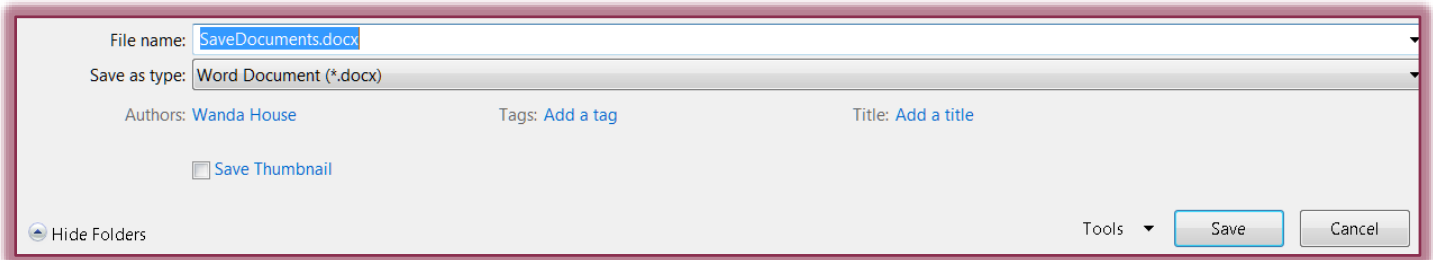
Saving documents in this format is a good way to prepare documents that are going to be used in a Web page or within the eCollege program. **Before a document is saved in PDF format, it should be saved as a Word document.** The last step in creating a document in this format, is to save the document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



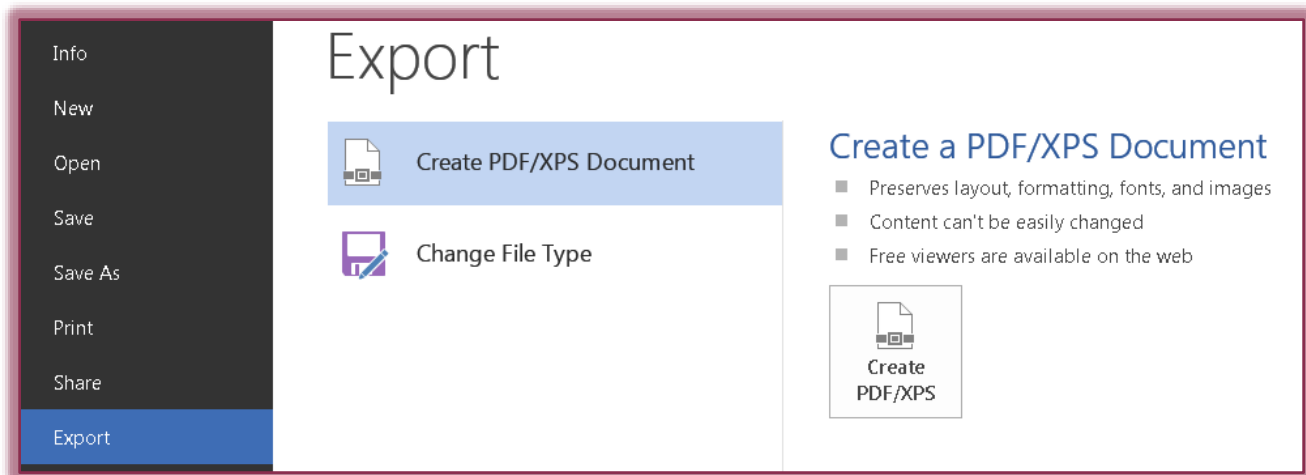
- ✚ Do one of the following:
 - ✦ Click the **Computer** button.
 - ✦ Click the folder under **Current Folder**.
 - ✦ Click one of the folder names under **Recent Folders**.
- ✚ The **Save As** dialog box will display.
- ✚ In the **Save as Type** list, select **PDF**.



- ✚ In the **File Name** box, input a name for the document or use the default name.
- ✚ 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).



- ✚ 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 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.