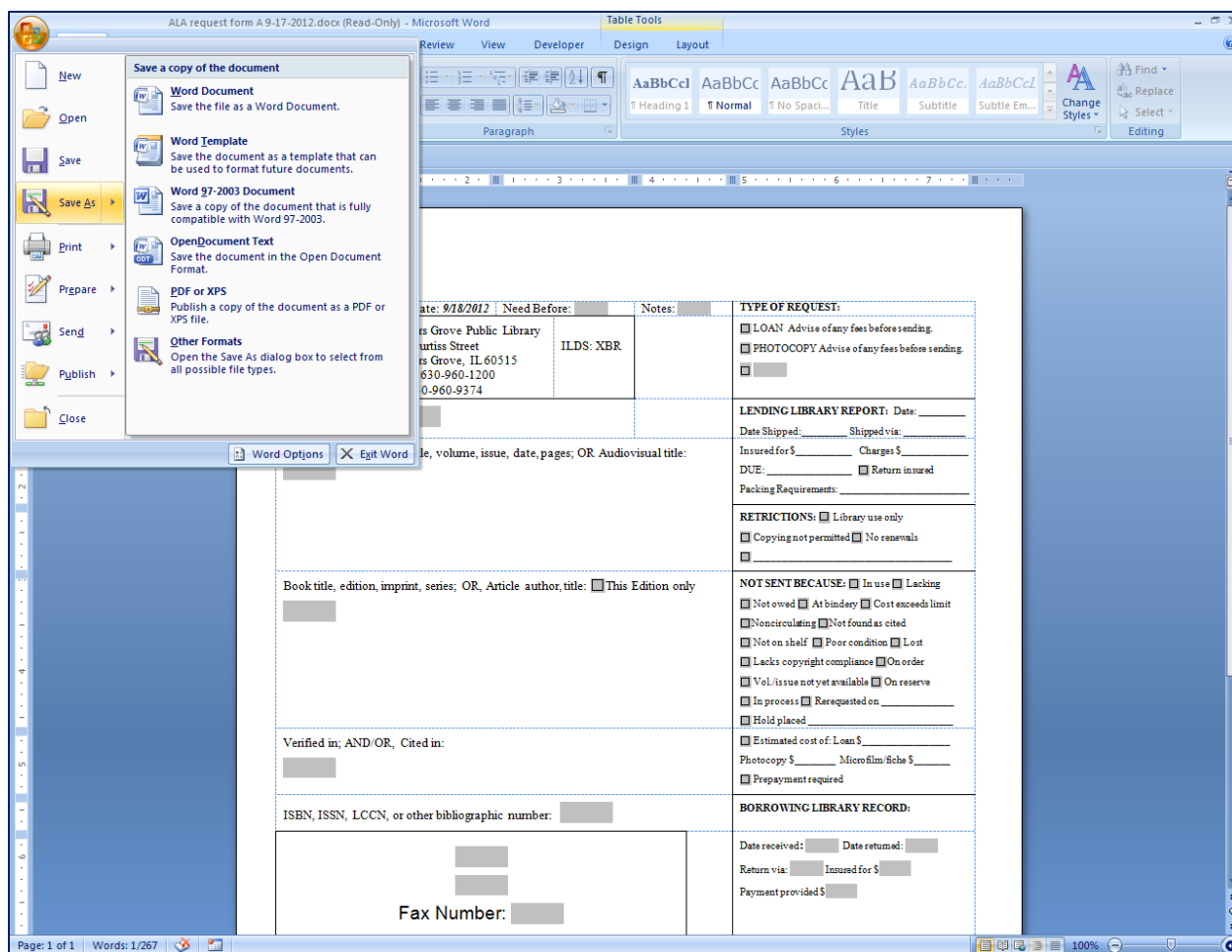



Office 2007: Saving a Document as a PDF

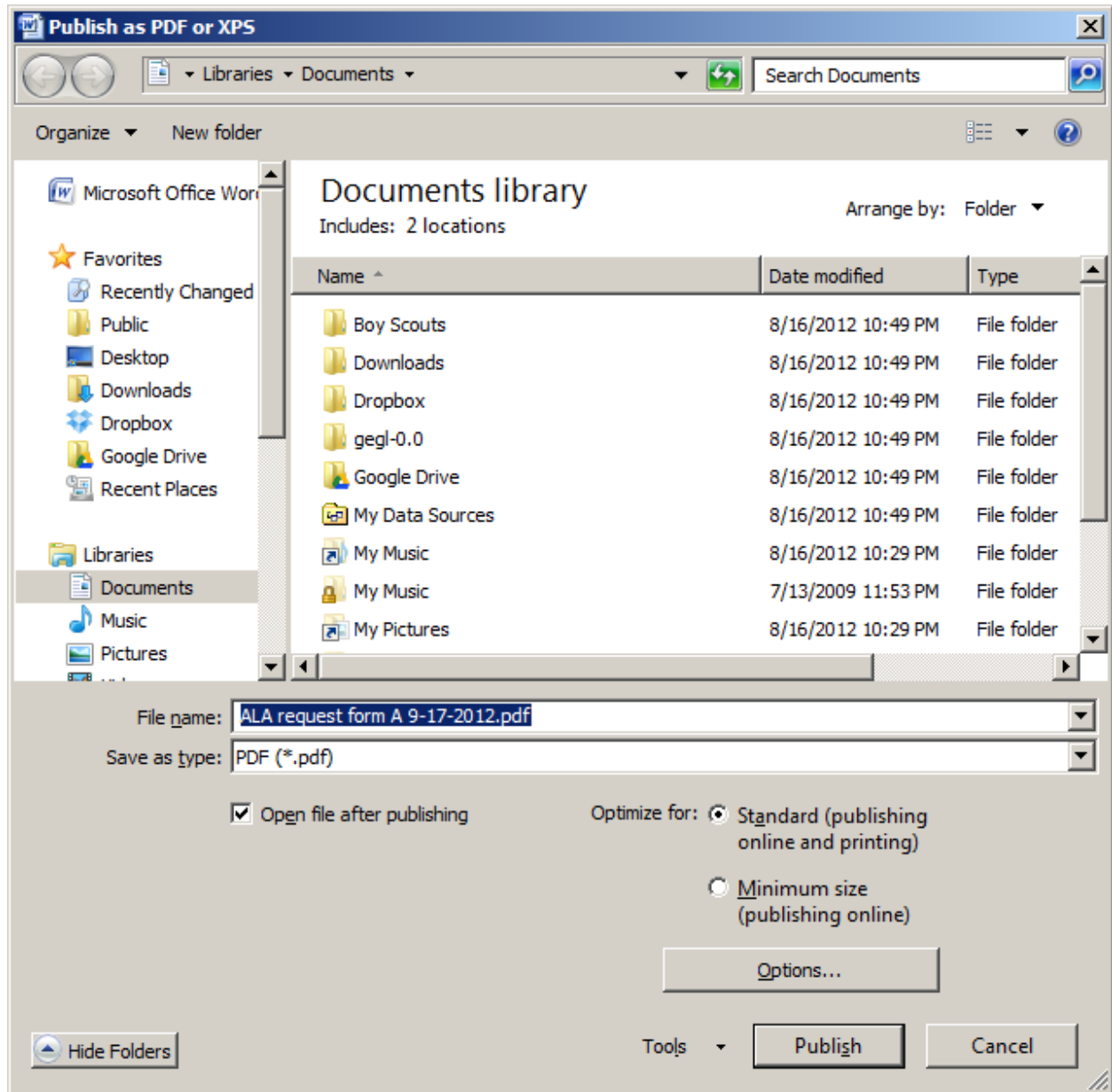
Introduction

PDF means portable document file. A pdf file looks the same on the screen as it does when it is printed.

Saving a Office Document as a PDF



1. Click the **Office Button** 
2. Move the cursor down to **Save As**.
3. Click **PDF or XPS** from the right side of the drop-down screen.



4. Type a name for your file. You can keep the original name because the new file extension will be pdf. It will not overwrite the original file.

5. Click 

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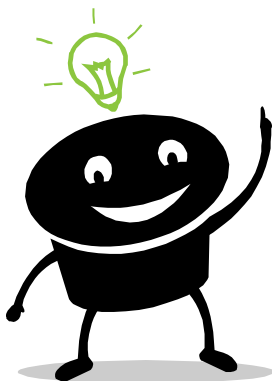
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