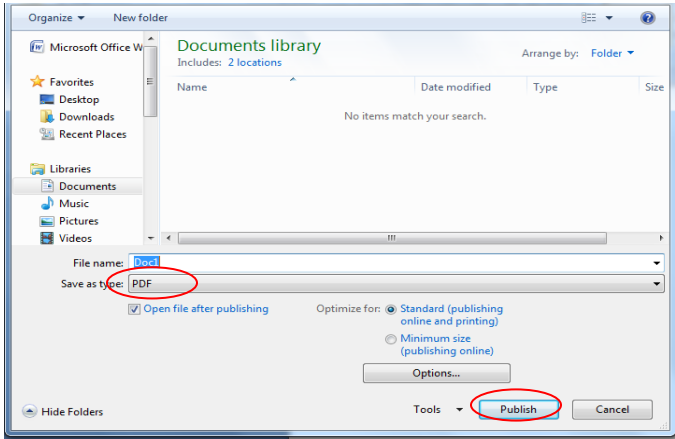





How to Create a PDF file using Microsoft Office 2007

Microsoft Office 2007 helps you easily create PDF files, the benefits of creating a PDF is the file cannot be edited, which means images or text cannot be lost or rearranged. PDF files are ideal for printing or sending files for viewing.

How to create a PDF:

To	Do this
Start any Microsoft Office 2007 program (Excel, PowerPoint, Publisher, Word)	<ul style="list-style-type: none">Once the file is completed save one copy as a word fileClick File → Save As → PDF or XPS → click Publish (Adobe Acrobat will open the file to display the PDF) (You may need to go through the process twice to ensure the file is saved as a PDF) 
Check to make sure your file has saved as a PDF	<ul style="list-style-type: none">Click File → Open → locate the folder where you saved your file and be sure next to the file there is a PDF icon. 
To send a PDF file as an email attachment	<ul style="list-style-type: none">Open your email account on the internetClick New Mail → Attach Files → Browse → Attach → Locate the PDF file (Be sure that it is the file with the PDF icon) → Click OK → Now the file in an email and ready to be sent.