

## How to save a PDF directly from Microsoft PowerPoint and Word

A new feature of Microsoft Office 2007 is the ability to save documents in PDF format, even when Adobe Acrobat is not installed on your computer. However, this capability is available only when you download and install the Microsoft “Save as PDF add-in” for Office 2007.<sup>1</sup> With any luck, your IT department has already done this for you. The following steps assume you have the Office “add-in” installed.


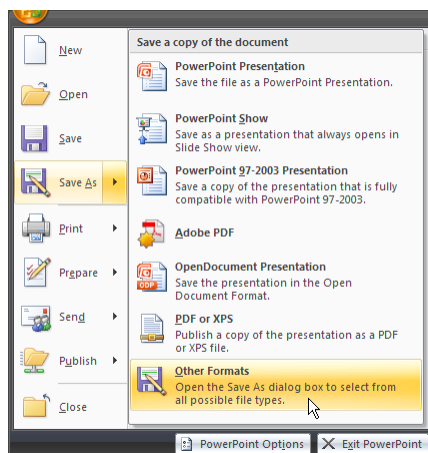
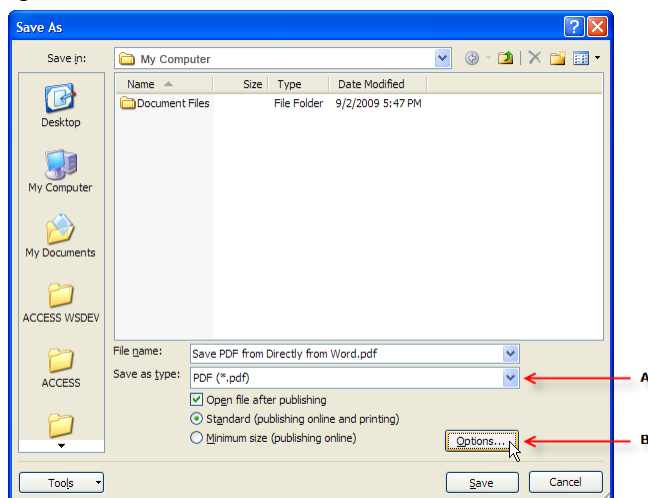
1. Open a document in Microsoft PowerPoint or Word.
2. Click the Microsoft Office button , and choose Save As > Other Formats (See Fig. 1 below).

Figure 1



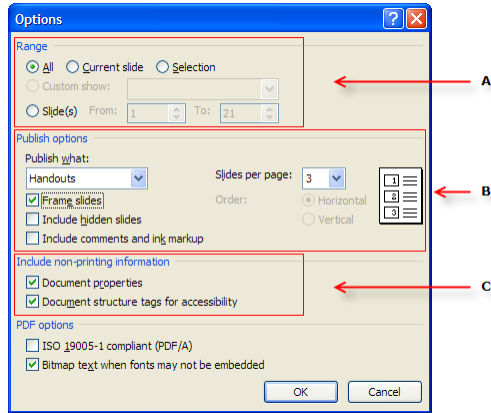
3. In the Save As dialog box that appears, select “PDF” from the “Save as type” drop-down menu (Figure 2A).
4. Click the Options button (Figure 2B).

Figure 2

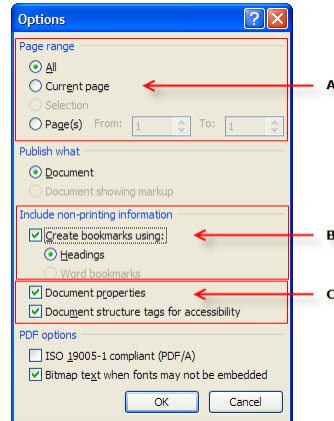


- In PowerPoint, set the range of slides; in Word, the range of pages (Figures 3A and 4A).
- In PowerPoint, set the page format—for example, a note-taking format with 3 slides per page (Fig. 3B); in Word, you may wish to check the “Create bookmarks using Headings” option (Fig. 4B).
- To increase the accessibility of your PDF, make sure that both “Include non-printing information” options are checked (Figure 3C and 4C).
- Click OK.

**Figure 3: Microsoft PowerPoint**

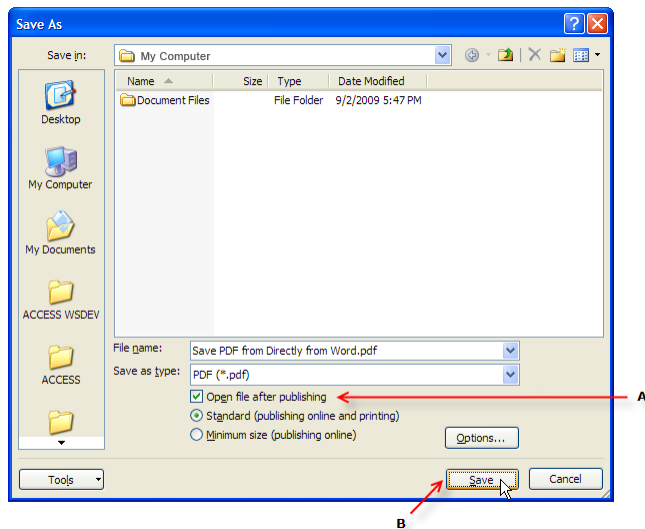


**Figure 4: Microsoft Word**



- To view the PDF file once it has been created, check the “Open file after publishing” option (Fig. 4A).
- Choose a location and name for the file and click Save (Fig. 4B).

**Figure 5**



- The new PDF file will open in Adobe Reader if it is installed on your computer. If you do not have Reader installed, download it from <http://get.adobe.com/reader/>.

Creating PDF files in this way is faster than using the Adobe Acrobat plug-in, and may actually produce more accessible output. In PowerPoint this method preserves searchable text for each slide. Note that images still require alternative text descriptions for full accessibility.

<sup>1</sup> URL for Microsoft’s “Save as PDF add-in” for Office 2007:

[www.microsoft.com/downloads/details.aspx?FamilyID=f1fc413c-6d89-4f15-991b-63b07ba5f2e5](http://www.microsoft.com/downloads/details.aspx?FamilyID=f1fc413c-6d89-4f15-991b-63b07ba5f2e5)