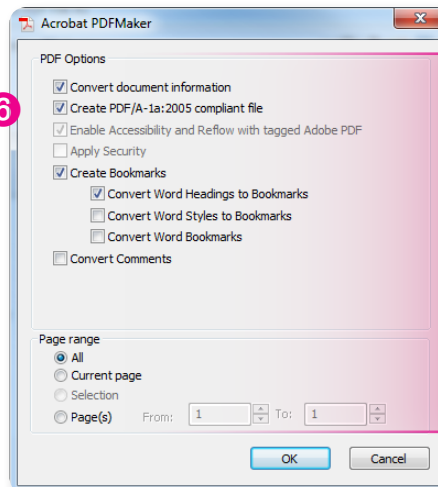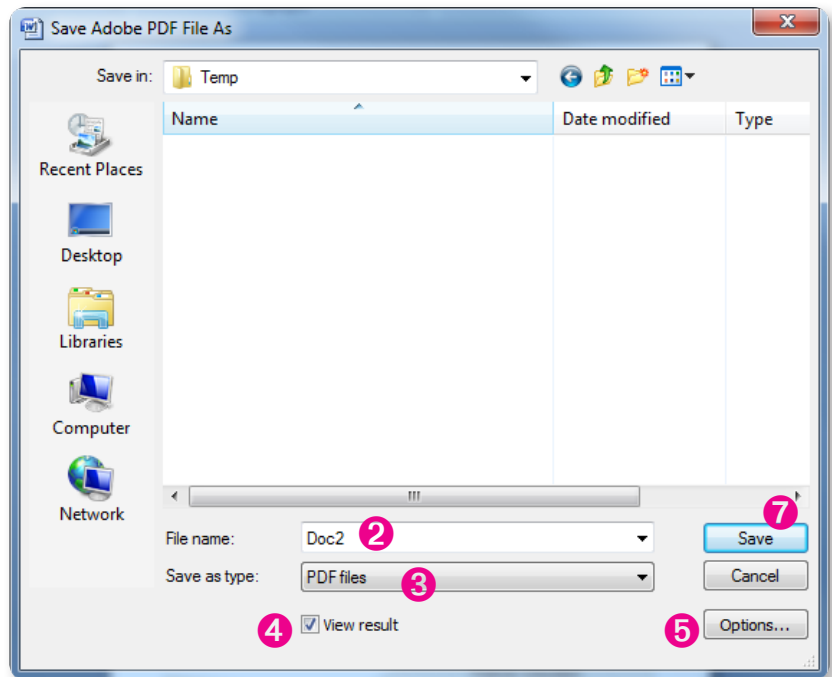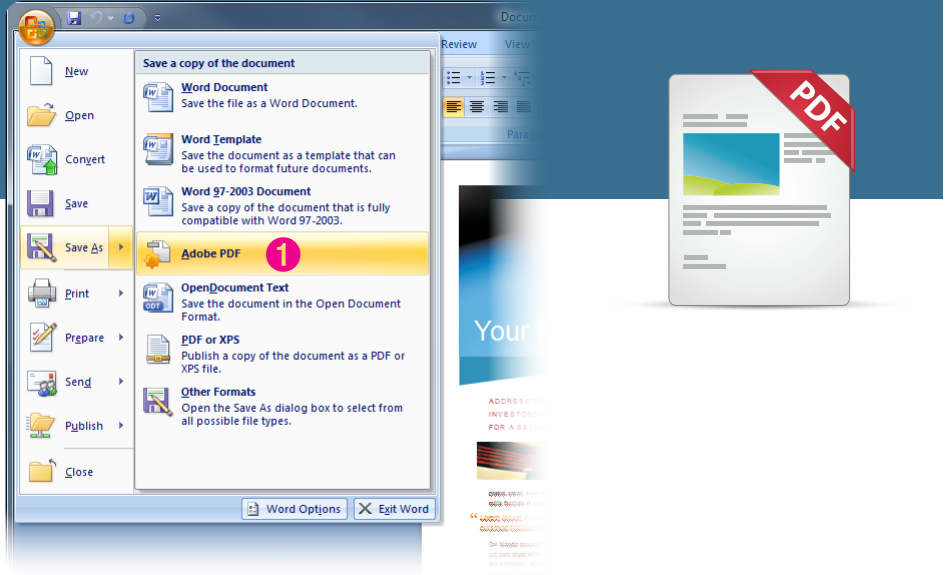# Creating PDFs in 2007 Microsoft Office

Option 1

1. Click the **Microsoft Office Button**, point to the arrow next to **Save As**, and then click **Adobe PDF**.
    (If you do not have this option available, flip the page over and use Option 2.)

2. In the File name list, type or select a name for the document.

3. In the **Save as type** list, choose **PDF**.

4. If you want to open the file immediately after saving it, select the **Open file after publishing** check box. This check box is available only if you have a PDF reader installed on your computer.

5. Click the **Options** button.

6. In the PDF options section make sure the **ISO 19005-1 compliant (PDF-A)** option is checked. Click **OK**.

7. Click **Publish**.

If you want to make changes to the PDF after saving it, return to your original 2007 Microsoft Office system file in which you created it and save the file as PDF again.

This dialog may vary depending on the specific application you are using.

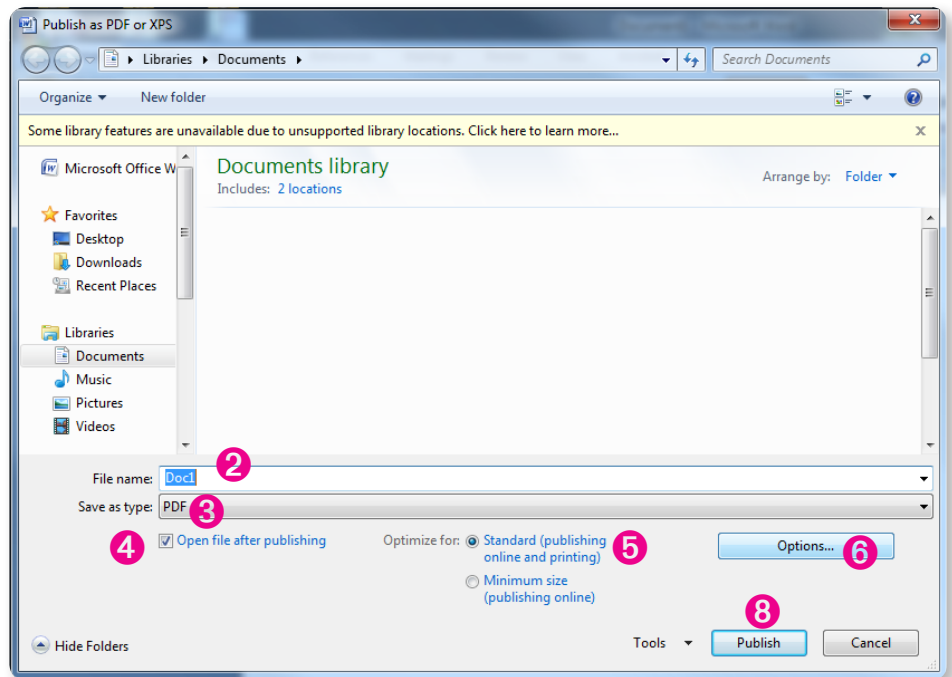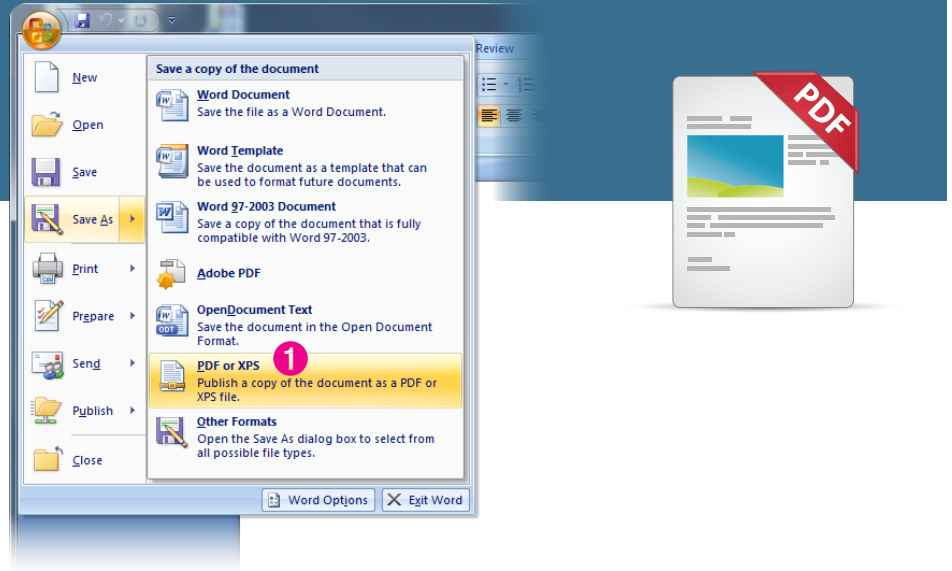## kentuckyDESIGN &PRINTservices

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502-564-3880

PDF

Option 2

1. Click the **Microsoft Office Button**, point to the arrow next to **Save As**, and then click **PDF or XPS**. *(If you do not have this option available, it will need to be installed. Find instructions below.)*

2. In the File name list, type or select a name for the document.

3. In the **Save as type** list, choose **PDF**.

4. If you want to open the file immediately after saving it,
   select the **Open file after publishing** check box. This
   check box is available only if you have a PDF reader installed on your computer.

5. Next to **Optimize for**, click **Standard (publishing online and printing)**.

6. Click the **Options** button.

7. In the PDF options section near the bottom, make sure the **ISO 19005-1 compliant (PDF-A)** option is checked. Click **OK**.

8. Click **Publish**.

If you want to make changes to the PDF after saving it, return to your original 2007 Microsoft Office system file in which you created it and save the file as PDF again.

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To install **PDF or XPS**:

A. Go to: *http://www.microsoft.com/en-us/download/details.aspx?id=7*

B. Download the file by clicking the Download button and saving the file to your hard disk.

C. Double-click the SaveAsPDFandXPS.exe program file on your hard disk to start the Setup program.

D. Follow the instructions on the screen to complete the installation.

E. Close your Microsoft application and reopen it.
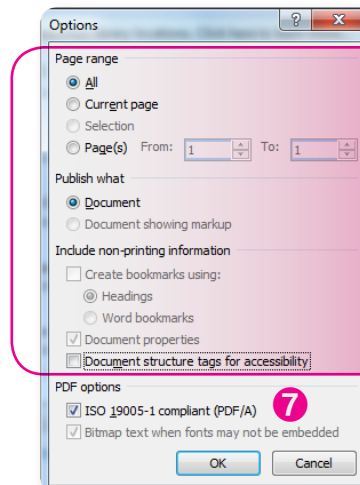
This section may vary depending on the specific application you are using.