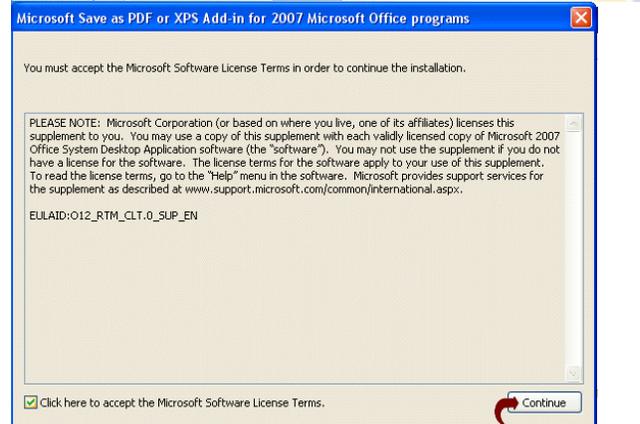
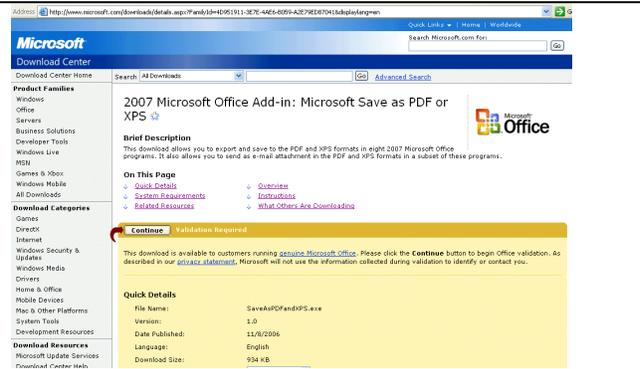




**Training Handout – Microsoft Office 2007
(PDF add in)**

<p>To Add PDF maker to Office Applications:</p> <ol style="list-style-type: none"> 1. Go to Save As/Select “Find add-ins for other file formats” 	
<ol style="list-style-type: none"> 2. Select “Install and use the Publish as PDF add-in from Microsoft” and select the link. 	<p>What do you want to do?</p> <ul style="list-style-type: none"> ↓ Learn about PDF and XPS file formats ↻ Install and use the Publish as PDF or XPS add-in from Microsoft ↓ Install a third-party solution <hr/> <p>Install and use the Publish as PDF or XPS add-in from Microsoft</p> <p>To save or export a file to PDF or XPS, you must first install the Publish as PDF or XPS add-in for the 2007 Microsoft Office system.</p> <ol style="list-style-type: none"> 1. Go to the Microsoft Save as PDF or XPS Add-in for 2007 Microsoft Office programs and follow the instructions on that page. 2. After you install the Publish as PDF or XPS add-in, you can export your file to PDF or XPS. Find links to more information about how to do this in the See Also section.

3. Select "continue" to validate.
4. Select "Download" and the checkbox to accept license.
5. Select "Continue."



6. Select "Run" to install.
7. Select "Ok" to complete the installation.

To save Office document (Word, PowerPoint) as PDF, select Save As and “PDF” and “Publish.”

