Converting a Microsoft Word 2007 (PC) document into a PDF

If you wish to use Microsoft Word, and do not have it on your computer, it is installed on the computers in the open lab (Floor 3 of the Oviatt Library).

Step 1: Open your document in Microsoft Word by clicking on the Microsoft logo from the top menu, and choosing the "Open" option (<u>Figure 1</u>).



Figure 1

Step 2: The "Open" window opens. Locate your thesis and click on the "Open" button (Figure 2).

Figure 2



Step 3: Once you are ready to convert your file to a PDF, go back to the Microsoft logo from the top menu, but this time choose "Save As" (<u>Figure 3</u>).



Figure 3

Step 4: A "Save As" window opens. At the bottom of the window, locate the "Save as type" text box, and click the arrow to produce a drop-down menu (<u>Figure 4</u>).

Figure 4



Step 5: From the drop-down menu, choose "PDF" (Figure 5).

Figure 5

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If you don't see the PDF option in your drop down menu, <u>Download and Install</u> <u>MS Office 2007 Add-in to Save as PDF</u>

OS Requirement: Windows Server 2003, Windows Vista, Windows XP Service Pack 2

- 1. Follow above link to Microsoft Downloads website.
- 2. Click on the Download button and save to hard disk.
- 3. Double click on the "SaveAsPDF.exe" from your hard disk to begin the installation.
- 4. Follow the instructions on the screen to complete the installation.

Step 6: Click on the "Save" button to save as a PDF (<u>Figure 6</u>).

<u>Figure 6</u>

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