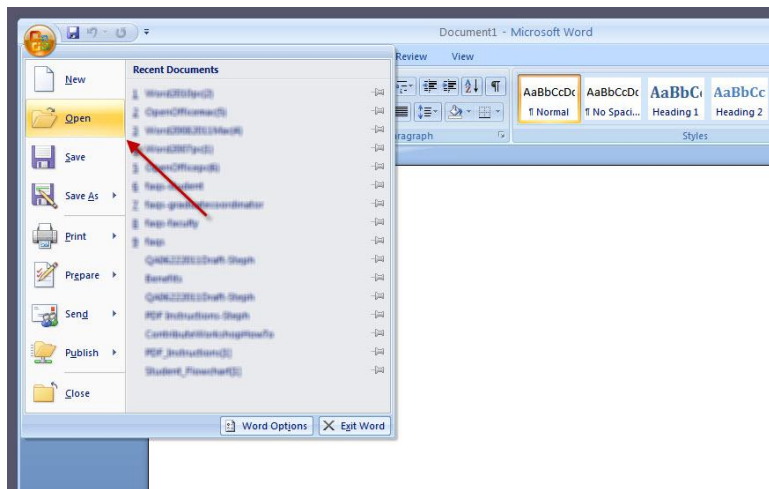


Converting a Microsoft Word 2007 (PC) document into a PDF

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).

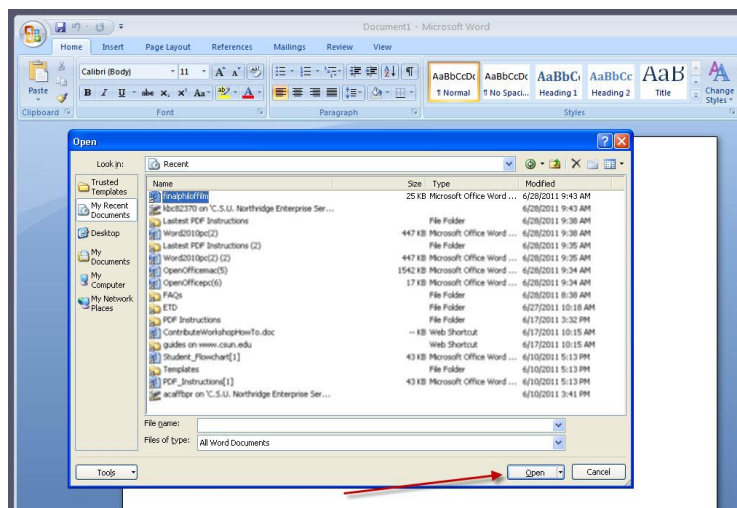
Step 1: Open your document in Microsoft Word by clicking on the Microsoft logo from the top menu, and choosing the “Open” option (Figure 1).

Figure 1



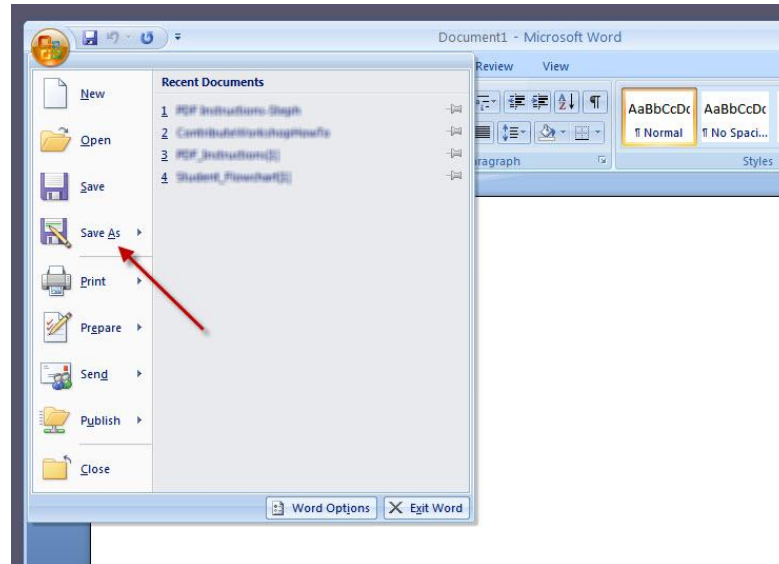
Step 2: The “Open” window opens. Locate your thesis and click on the “Open” button (Figure 2).

Figure 2



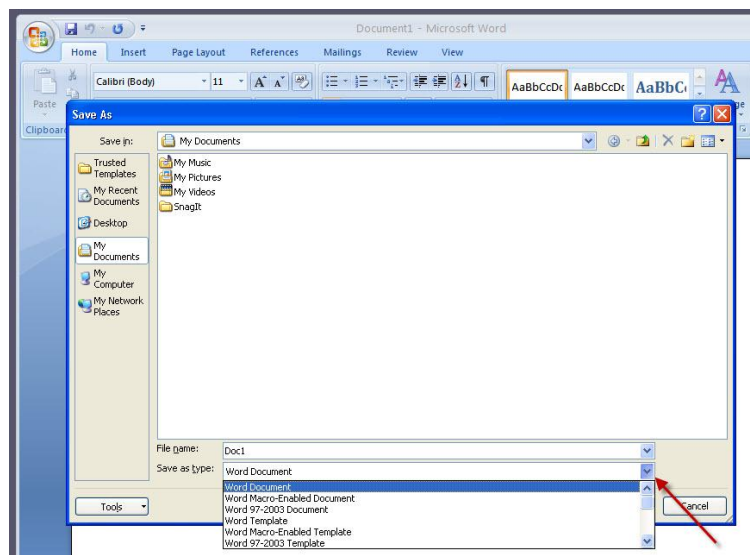
Step 3: Once you are ready to convert your file to a PDF, go back to the Microsoft logo from the top menu, but this time choose “Save As” (Figure 3).

Figure 3



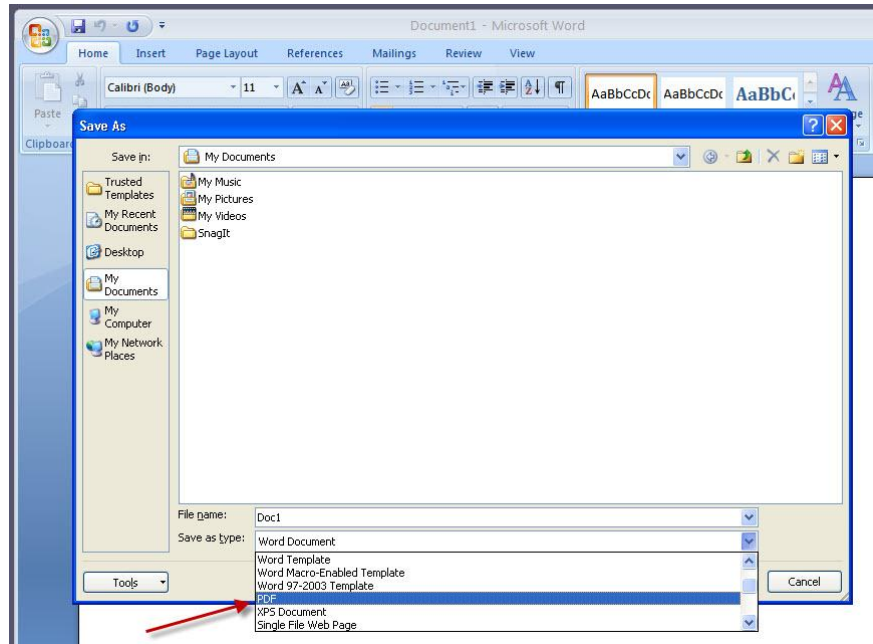
Step 4: A “Save As” window opens. At the bottom of the window, locate the “Save as type” text box, and click the arrow to produce a drop-down menu (Figure 4).

Figure 4



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

Figure 5



If you don't see the PDF option in your drop down menu, [Download and Install MS Office 2007 Add-in to Save as PDF](#)

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 (Figure 6).

Figure 6

