

Creating a PDF File from a Word or PowerPoint 2007 Document

1. If you haven't yet done so, you first need to [download the Microsoft Save as PDF or XPS](#) add-in and install it to your computer (follow instructions on the Microsoft Website).
2. Open your file in Word or PowerPoint 2007
3. Click the **Office Button**  located on the top left of the window.
4. Select **Save As > PDF or XPS**.
5. Give the file a name and make sure **PDF** is showing next to **Save as type**:
6. Click **Publish**
7. Wait while the file is created, and Adobe may open showing your PDF file. If it does close Adobe when you have verified success.
8. **Important Note:** The PDF file that is created with this process is not an accessible PDF. If using this document for a course, be sure and offer a comparable accessible alternative or change the settings before clicking Publish by first clicking **Options** and then checking the box next to **Document structure tags for accessibility**. After you have published the document, verify that the it was converted to an accessible format.