

# instructional support

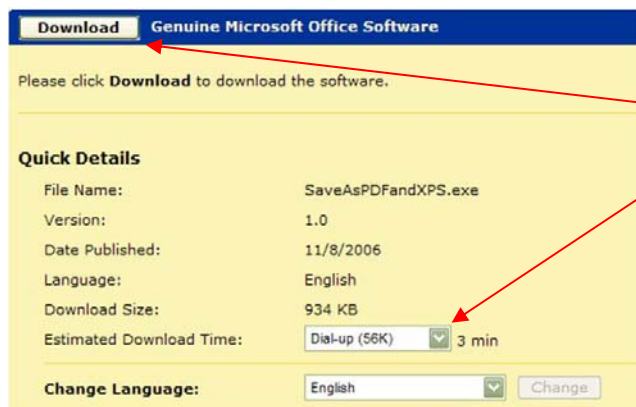
Enhancing Teaching and Learning through Technology

## Creating PDFs with Office 2007 Add-in:

Microsoft Save as PDF or XPS

### Download MS Office 2007 Add-in:

- Open Internet Explorer browser and type-in this address:  
<http://www.microsoft.com/downloads/details.aspx?FamilyId=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en>.
- Click **Continue** on the orange bar. This will validate that you have a genuine Microsoft Office.  
*Note:* You **must use Internet Explorer**, otherwise, you will need to go through other method of validation, which is confusing.



- You will see on the blue banner “Genuine Microsoft Office Software” once you validate your Office. Select **Estimated Download Time** from the drop-down list, and click **Download**.
- Click **Save** on the next window that comes up, select the location where you want to download, and click **Save**.
- Double-click on **SaveAsPDFandXPS.exe** file that you just downloaded to install the Add-in.
- Click **Run** on the next window.
- Checked the box on the License Terms and

click **Continue**.

- Click **OK** on the Installation is complete window.


### Creating a Web Link:

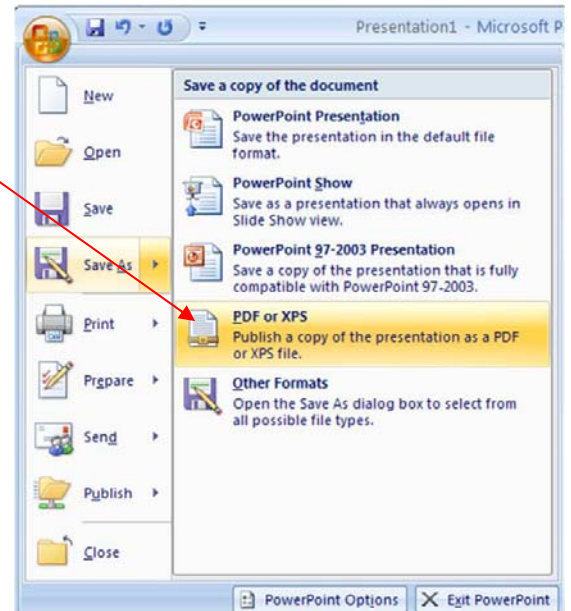
- Navigate to the section of the document where you want to create a link.
- Click the **Link Tool** (gold chain link icon) button on the tool bar.
- Click and drag the pointer to create a rectangle around the text item you want to make into a link.
- In the **Create Link** dialog box, select “open a web page” and type the URL into the entry box.
- Right click the “visible” box and choose **properties**. Select the appearance tab, then for **Link Type** choose invisible rectangle from the drop down list.

### Converting any Office file (see list of supported Office file below) to Adobe PDF format:

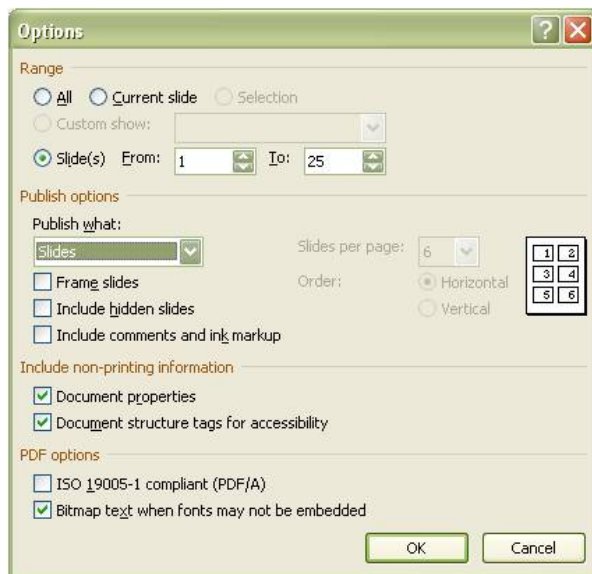
- Open your Office file, example: a PowerPoint file.



- Click  and select **Save As > PDF or XPS**.
- Optimize for: “Minimum size (publishing online)” will give you a smaller file size.



This Options setting will vary depends on which Office file you want to publish to pdf. Below is the sample options window for PowerPoint file.



- Click **Option** to choose how you want the document formatted (Slides, Handouts, Note Pages, or Outline View)
  - You can publish all the slides or certain slides to pdf.
  - The format=> Slides (will put one slide per page), Handouts (select 1, 2, 3, 4, 6, or 9 slides per page), Notes Pages, or Outline View.
  - Horizontal or Vertical order (only for handout format).
  - Frame slides: will gives border on the slide.
- Click “**OK**” to exit the Options window.
- Select the **location** to save the file then click the **Publish** button.

## Overview:

- This add-ins allows you to export and save to the PDF and XPS formats in eight 2007 Microsoft Office programs. It also allows you to send as e-mail attachment in the PDF and XPS formats in a subset of these programs. Specific features vary by program.
- It will works with the following Office programs:
  - Ms Office Access 2007
  - Ms Office Excel 2007
  - Ms Office InfoPath 2007
  - Ms Office OneNote 2007
  - Ms Office PowerPoint 2007
  - Ms Office Publisher 2007
  - Ms Office Visio 2007
  - Ms Office Word 2007