




Saving Word Documents as PDFs

In Microsoft Word 2007 for PC:

- 1) Click the Microsoft Office Button  , point to the arrow next to Save As, and then click PDF or XPS.
- 2) In the File Name list, type a name for the document.
- 3) In the Save as type list, click PDF.
- 4) Click Save.

If the PDF option does not appear in the Save as type list, you may need to download and install the Save as PDF or XPS add-in for the 2007 Microsoft Office system. Typing “Download 2007 Microsoft Office Save as PDF Add-in” into Google will easily locate the webpage from which you can download the add-in. Follow the instructions on that page to download and install it. Once it’s installed, repeat the steps above.

In Microsoft Word 2008 for Mac:

- 1) On the File menu, click Save As.
- 2) In the Save As box, type a name for the document.
- 3) On the Format drop-down menu, click PDF.
- 4) Click Save.

In Microsoft Word 2004 for Mac:

- 1) On the File menu, click Print.
- 2) Click the PDF drop-down button on the lower-left and choose Save as PDF. A new dialog box will open.
- 3) In the Save As box, type a name for the document.
- 4) Click Save.

If you do not have one of the versions of Microsoft Word listed above, some suggestions:

- 1) Email your documents to someone with a more recent version of Word and ask them to save the documents as PDFs for you.
- 2) Download OpenOffice at www.openoffice.org and install it. This is a free knockoff of Microsoft Office whose version of Word can save documents as PDFs. Once it’s installed, open your document in their version of Word and save it as a PDF.

If you’re still unable to save your documents as PDFs, please email us at writerdirector@sohorep.org.