

How to Save Microsoft Office Documents as a PDF (*Portable Document Format*)

You can use the **Office programs** to save your files as **PDFs** so you can share your files or print your files using commercial printers. And you won't need any other software or add-ins.

Word

1. Click the **File** tab.
2. Click **Save As**.
To see the **Save As** dialog box in Word, you have to choose a location and folder.
3. In the **File Name** box, enter a name for the file, if you haven't already.
4. In the **Save as type** list, click **PDF (*.pdf)**.
 - a. If you want the file to open in the selected format after saving, select the **Open file after publishing** check box.
 - b. If the document requires high print quality, click **Standard (publishing online and printing)**.
 - c. If the file size is more important than print quality, **click Minimum size (publishing online)**.
5. Click **Options** to set the page to be printed, to choose whether markup should be printed, and to select output options. Click OK when finished.
6. Click **Save**.

Excel

1. Click the **File** tab.
2. Click **Save As**.
To see the **Save As** dialog box in **Excel**, you have to choose a location and folder.
3. In the **File Name** box, enter a name for the file, if you haven't already.
4. In the **Save as type** list, click **PDF (*.pdf)**.
 - a. If you want the file to open in the selected format after saving, select the Open file after publishing check box.
 - b. If the document requires high print quality, click **Standard (publishing online and printing)**.
 - c. If file size is more important than print quality, **click Minimum size (publishing online)**.
5. Click **Options** to set the page to be printed, to choose whether markup should be printed, and to select output options. Click **OK** when finished.
6. Click **Save**.

How to Save Microsoft Office Documents as a *PDF (Portable Document Format)*

PowerPoint

1. Click the **File** tab.
2. Click **Save As**.
To see the **Save As** dialog box in **PowerPoint**, you have to choose a location and folder.
3. In the **File Name** box, enter a name for the file, if you haven't already.
4. In the **Save as type** list, click **PDF (*.pdf)**.
 - a. If you want the file to open in the selected format after saving, select the **Open file after publishing** check box.
 - b. If the document requires high print quality, click **Standard (publishing online and printing)**.
 - c. If the file size is more important than print quality, click **Minimum size (publishing online)**.
5. Click **Options** to set the page to be printed, to choose whether markup should be printed, and to select output options. Click OK when finished.
6. Click Save.

Access (Tables and Reports)

1. Open the table or report you want to publish as a PDF.
2. On the **External Data** tab, in the **Export** group, click **PDF or XPS**
3. In the **File Name** field, type or select a name for the document.
4. In the **Save As** type list, click **PDF (*.pdf)**.
 - a. If the document requires high print quality, click **Standard (publishing online and printing)**.
 - b. If file size is more important than print quality, click **Minimum size (publishing online)**.
5. Click **Options** to set the page to be printed, to choose whether markup should be printed.
6. Click **Publish**.