

Users of Microsoft Office 2007 at UWS are able to save Word, Excel, Access, One Note, Publisher, Visio and PowerPoint documents in portable document format (pdf), **without needing to install any other software**. This feature does not include any ability to edit existing pdf files. However, many pdf documents are originally created in one of the above programs and later converted to pdf with programs such as Adobe Acrobat Writer. If you don't need to edit existing pdf files, and only create new pdf files (without password protection) from Office documents, you won't need to buy or install additional software. Using this built in feature of Office 2007 has the potential to save costs in all units across UWS.

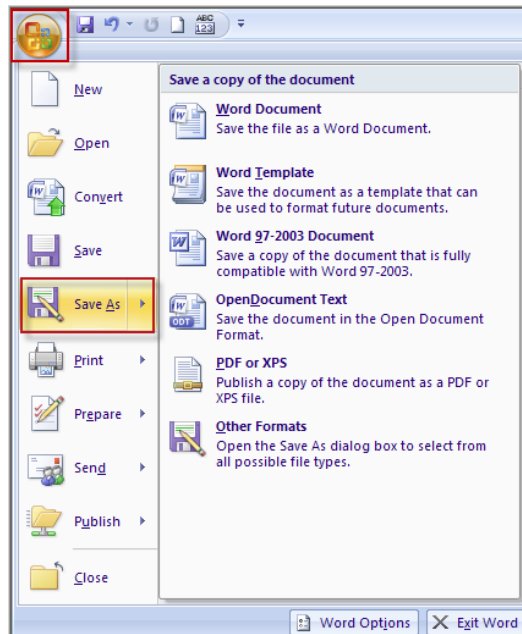
Procedure

Create your document in any Office 2007 program that includes the pdf conversion feature. Save the file as you normally would, in the standard format for that program (docx, xlsx, etc). Keep the document open. Alternatively, open an existing document in Office 2007.

Now you need to re-save the document you have just created or opened, using **Save As**.

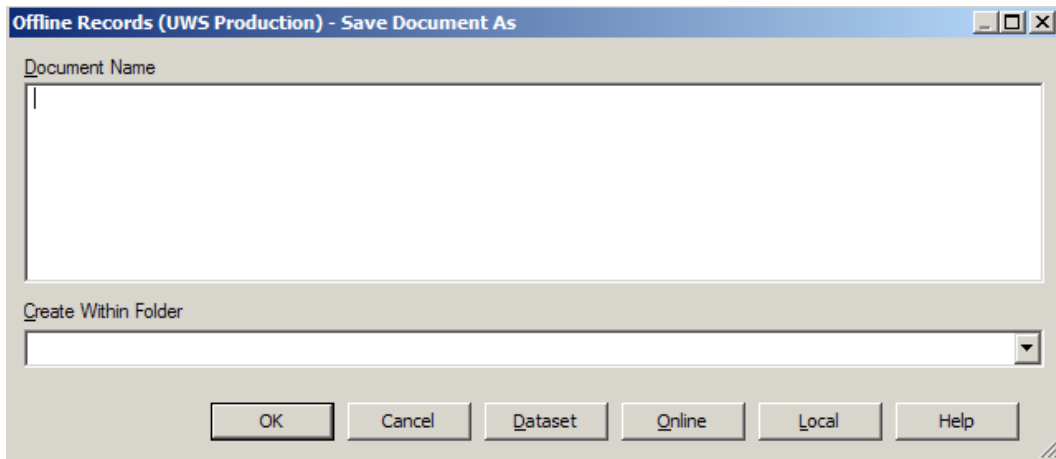
Click the **Office Button** .

Click **Save As** on the menu that appears.



Click **Save As** on the Office Button menu

If you have TRIM installed, the Offline Records dialogue box will open. Respond to this dialogue box as you normally do when saving files. If not saving into TRIM, click the **Local** button.

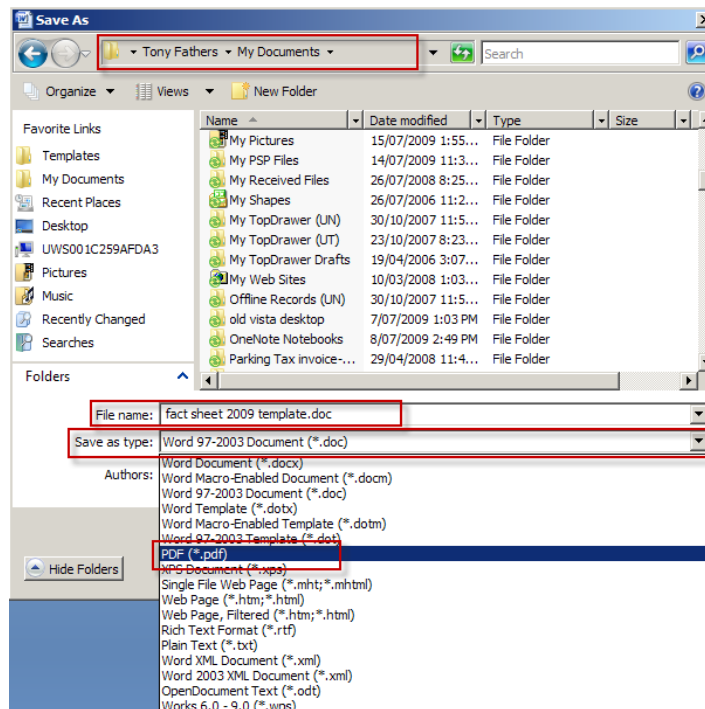


TRIM's Offline records dialogue box – only appears if TRIM is installed

The familiar Save As dialogue box opens.

Choose the **save location**, and name the file.

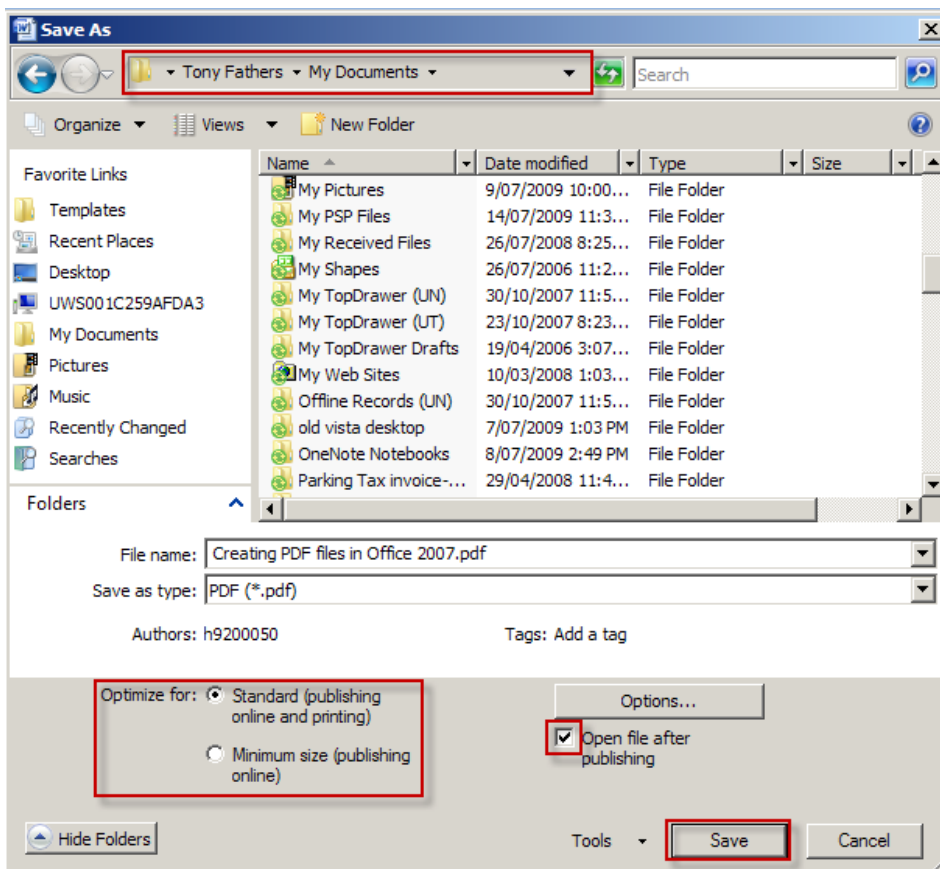
Click the **dropdown arrow** in the Save As Type: field, and choose **PDF (*.pdf)**. Now the file name will show a .pdf extension, and the dialogue box has additional options.



Save As dialogue box – choose PDF from the Save as type drop down menu

Choose whether to optimise as Standard (publishing online and printing), or Minimum size (publishing online).

If you **tick** Open file after publishing, your new pdf file will open for review when conversion is complete. Press the **Save** button.



Save As dialogue box after PDF (*.pdf) has been selected

You will now have both a pdf version of the file and a version in the original format, which you can use for editing purposes – edit the original and follow the above process to create an up to date pdf file.



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