

Technology In-the-Know!

Office 2007 PDF Add-in

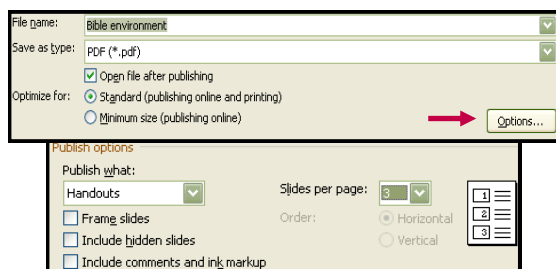
Why should I install the Office 2007 PDF Add-in?

What is PDF (Portable Document Format) and why should I use it?

- PDF is a file format created by Adobe Systems Inc. to enhance document exchange. Documents in PDF are independent from device and display resolution and can be read on any operating system (Windows, Macintosh, Linux).
- They support links (internal and external), forms, javascript and 3D objects. PDF documents may have different levels of encryption (view, print, select...) and even Digital Rights Management (DRM).
- Documents stored as PDF files can easily be exchanged and viewed by anybody with a PDF viewer such as Adobe Reader. A document saved as a PDF file can be protected from inadvertent changes.

Please Note!: If you are creating PDF files of your Power Points for students, please make sure you:

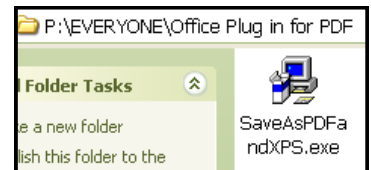
1. Change your presentation to **Greyscale** before you save as PDF. Students who print on black and white printers (campus printers) have a difficult time reading presentations that are PDFs when they are in color. They turn out too dark.
2. Click the **Options** button in the PDF window to set up the presentation for **handouts** with **3 slides per page**.



Installing and Using the Office 2007 PDF Add-in

Steps for installing the Office 2007 add-in

1. Log into the network.
2. Click on **My Computer**.
3. Click on the **P Drive**.
4. Click on the **Everyone** folder.
5. Click on the **Office Plug in for PDF** folder.
6. Double-click the **SaveAsSPXandPDF** icon.
7. Click on the check box at the bottom of the next window to **Accept the License Agreement**.
8. Click **OK** when the installation is complete.



Creating a PDF with the Office 2007 Add-in.

1. While in Word or any other Office program, click on the **Office** button.
2. Hover over **Save As**.
3. Click on the **PDF/XPS** option.
4. Save your file as usual.

