

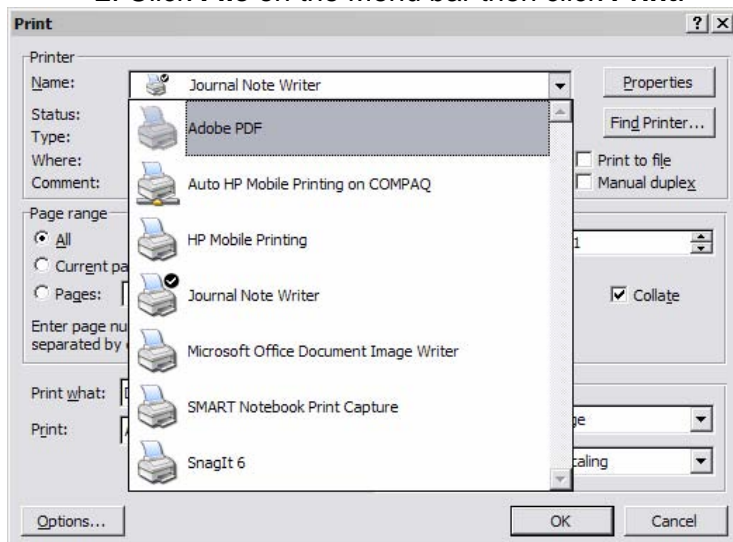
Converting Files to PDF Using Adobe Acrobat 7.0

Objective 1: Convert Microsoft Office files (Word, Excel, PowerPoint) to PDF.

Use the Print Command to convert Microsoft Office files to PDF.

To Convert to PDF using the Print Command

1. Open your Word, Excel, or PowerPoint file.
2. Click **File** on the Menu bar then click **Print**.



3. In the Printer section, click the **Name drop down list** and select **Adobe PDF**.
4. Click **OK**.
5. Choose a location for saving this file and give the file a name. Then click **Save**.
6. The conversion process may take a few minutes. When complete the newly created PDF file will open inside of Adobe Acrobat for you to make further changes such as adding book marks.

CutePDF Write Option

If you are unable to purchase Adobe Acrobat you can use a free download of [CutePDF Writer](http://www.acrosoft.com/Products/CutePDF/writer.asp): <http://www.acrosoft.com/Products/CutePDF/writer.asp> to create PDF files. This will not give you all the special features like creating forms but it will convert files to PDF format.

Go to the website listed above. Download and install the Converter file. Then download the file marked "Download" and install it. See the picture below for more information:

The screenshot shows the website for CutePDF™ Writer. The navigation bar includes Home, Products, Developer, Support, and Purchase. The main content area is titled "CutePDF™ Writer" and describes it as a "Portable Document Format distribution and exchange software." Two download options are listed: "Free Download" (Ver. 2.6; 1.96 MB) and "Free Converter" (GPLGS8.15; 5.01 MB). The "Free Converter" option is highlighted with a red box and a callout that says "Step 1 download and install the Free Converter. (This step prepares your computer to be able to use the CutePDF Writer.)". The "Free Download" option is also highlighted with a red box and a callout that says "Step 2 download and install the Free Download. (This is the step that actually installs CutePDF Writer.)". Below the download options, there are sections for "Installation Requirements" and "Have specific and/or Custom Redistribution". The "Installation Requirements" section lists: "Supports Microsoft Windows 98/ME/2000/XP (x64)/2003 (x64).", "Requires PS2PDF converter such as Ghostscript (recommended). You can get the free GPL Ghostscript 8.15 [here](#).", and "GNU Ghostscript is an open-source interpreter for the PostScript language and the PDF file format. It is distributed under the [GNU General Public License](#). You may obtain the source".

After installing CutePDF Writer you will notice that most of your programs (Word, PowerPoint, Excel, etc) now have the CutePDF Writer listed as a printer just like the Adobe Acrobat example.