


## Creating a PDF File

Microsoft Office 2010 offers a PDF creator which converts files to a PDF. A PDF file is similar to a photograph of a document; the file is not editable.

1. Open the desired file
2. If you have made any changes to your file, save your file
3. From the File  menu, select *Save As » PDF* The *Publish as PDF* dialog box appears
4. From the *Save in* pull-down list, navigate to the desired save location
5. In the *File name* text box, type the name of the file
6. From the *Save as type* pull-down list, verify that *PDF (\*.pdf)* is selected
7. OPTIONAL: To view the PDF file after it is saved, select *Open file after publishing*.  
The option is selected if a checkmark appears before it.
8. Click **SAVE** The file is saved as a PDF.