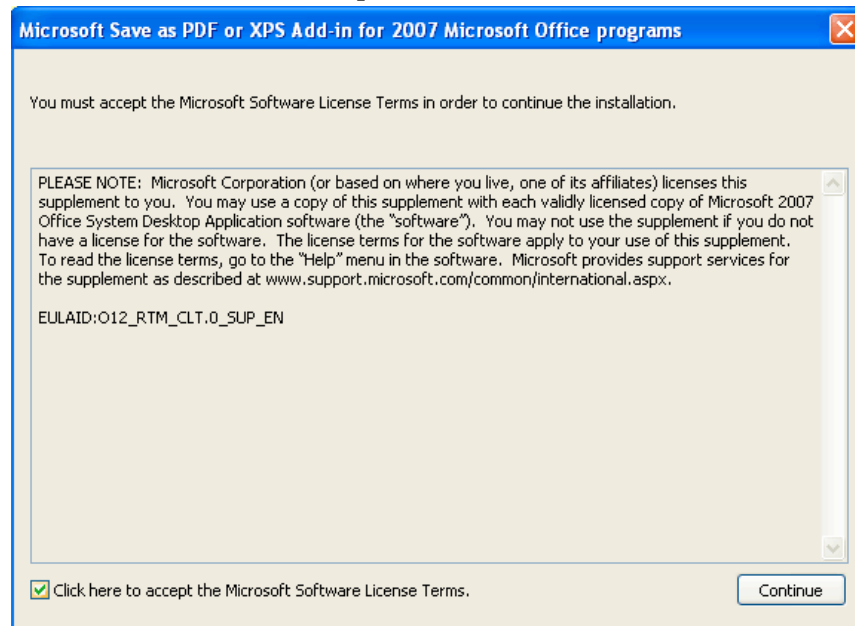


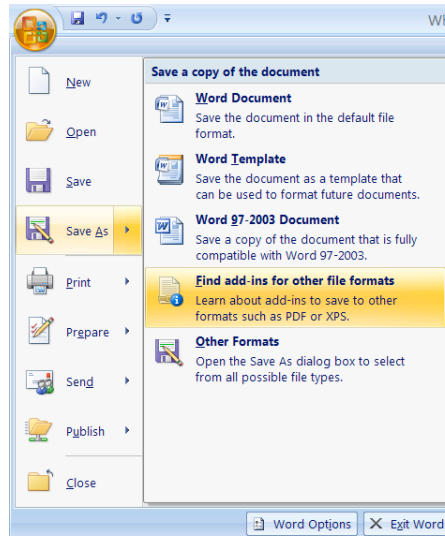
Save as PDF

1. With a free [download](#) from Microsoft, you can also export files to a PDF (portable document format) format or an XPS (XML paper specification) format.
 - a. The PDF format preserves document formatting and is useful for documents that will be reproduced by using commercial printing methods.
 - b. The XPS format ensures that when the file is viewed, it retains exactly the format you intended and that the data in the file cannot be easily changed.
2. To download and install the free add-in from UIS if you are on campus,
 - a. Click the following [link to download](#).
 - b. Open the downloaded installer from the location you save it to.
 - c. Click the check box to accept the Terms of Service.

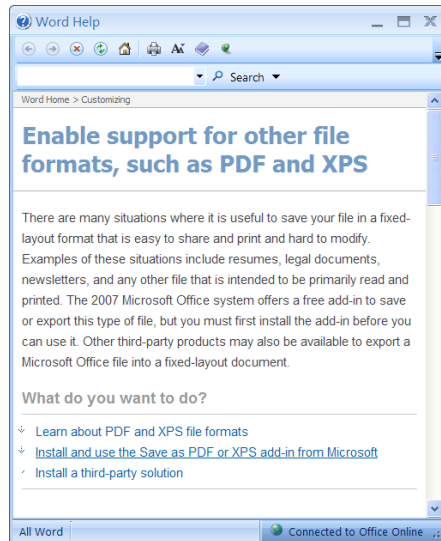


- d. Click continue.
 - e. After the install, it will inform you that the installation completed successfully.
3. Alternatively, to download the free add-in to export files to a PDF or XPS format through Microsoft Office 2007,

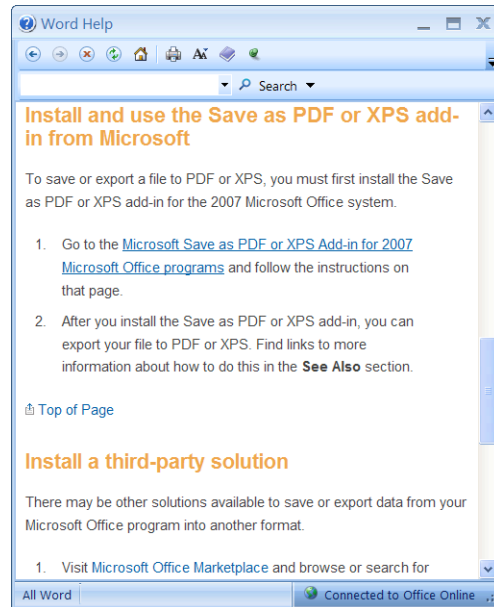
- a. Click the **Microsoft Office button**, point to **Save As**, and then click **Find add-ins for other file formats**.



- b. The Microsoft Help window will appear. Click the link to **Install and use the Save as PDF or XPS add-in from Microsoft**.



- c. Then click the link for **Microsoft Save as PDF or XPS Add-in for 2007** and follow the onscreen instructions.



4. Once the add-in has been installed, to save a file as a PDF or XPS, click the **Microsoft Office button**, and then choose **Save As**.

