



Creating a PDF from Microsoft Word 2007

Microsoft offers a free add-on that will allow you to save PDF files directly from Word 2007. You can download [Microsoft's free Save as PDF add-in for Office 2007](#) by clicking this link. It allows you to create PDF documents in Word and six other Office applications.

After you download and install the add-in, follow these steps to create a PDF in Word:

1. Click the Office button
2. Click "Save As" then click "PDF or XPS"
3. In the "Save as" dialog box, select PDF as the file format of choice and choose an appropriate file name. Click "Save."

