
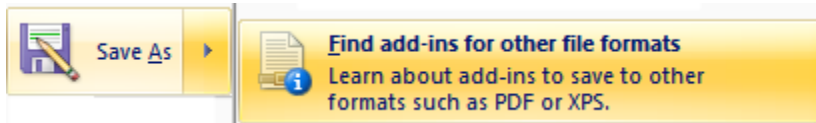


How to Install the Microsoft Office 2007 PDF Add-in

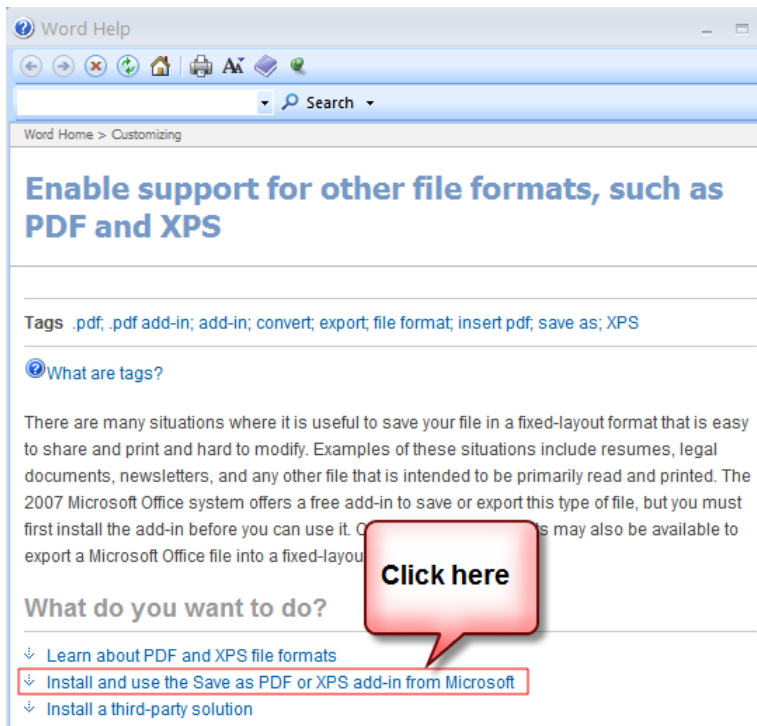
Microsoft has provided an add-in for Office 2007 that allows you to save an Office document as a PDF file. To do this, you need to install the add-in. If you already have the add-in installed, you don't need to install it, just Save-as a PDF file.

Install the add-in

1. Click the Office Button 
2. Hover over **Save-As**
3. Select Find add-ins for other formats



4. Word will bring up a help window which you can read. When done reading, click on **Install and use the Save-as PDF or XPS add-in from Microsoft**



5. You will be taken to Word help specific to installing the add-in. Click on the **Microsoft Save as PDF or XPS Add-in for 2007 Microsoft Office programs** link.

Install and use the Save as PDF or XPS add-in from Microsoft

To save or export a file to PDF or XPS, you must first install the Save as PDF or XPS add-in for the 2007 Microsoft Office system.

Click this link

1. Go to the [Microsoft Save as PDF or XPS Add-in for 2007 Microsoft Office programs](#) and follow the instructions on that page.
2. After you install the Save as PDF or XPS add-in, you can export your file to PDF or XPS. Find links to more information about how to do this in the **See Also** section.

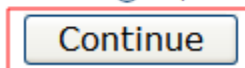
6. Click the **Continue** button on the download page.



7. Select the **Yes** circle, then click **Continue**

Validate Office and obtain the download

- Yes, please validate Office and take me to the download. (If an ActiveX control is present, please click **Yes**.)
- No, do not validate Office at this time, but take me to the download.



8. You may have to install the Genuine Office Validation Component, accept the ActiveX control and click **Install**.

9. After Office is validated, you can finally install the add-in by clicking **Download**.



10. When it asks if you want to run or save the file, click on **Run**.

11. Accept the license terms.

12. If you are prompted to try the Beta version of the downloads page, do not accept it.

13. You can close the Internet Explorer window.

14. Now that the add-in is installed, you can “Save As” a PDF file directly from Office 2007.

