

**Click the icon below to view the video TechTip and click open**



### **Microsoft Office 2007 Add-in: Save as PDF**

This add-in allows you to save Office 2007 documents as PDF files without purchasing Adobe Acrobat Professional.

**\*Below are the written instructions depicted in the video, under the “click here” icon\***

TechTip- Adobe Acrobat add-in software for Office 2007

- Adobe acrobat is a program that works with .pdf files. Normally to create .pdf files... you are required to have the professional version of acrobat which is an additional cost. Now Microsoft has an add-in that will allow you to create .pdf files without having to purchase professional. Although the add-in will not allow you to edit an existing .pdf files, it will allow you to create one, which is the most common person’s need. Here are the steps to downloading the add-in:
  1. Go to the link provided:  
<http://www.microsoft.com/downloads/details.aspx?FamilyId=F1FC413C-6D89-4F15-991B-63B07BA5F2E5&displaylang=en>
    - This will only download in Internet Explorer. It will not work in Mozilla Firefox. If Mozilla Firefox is your default browser, you can copy and paste the link into Internet Explorer.
  2. Once the link is opened, click “continue” located next to where it says “validation required”
  3. When the next screen appears, click “download”
  4. After clicking download, a box will pop up asking if you would like to run or save... click run, then give it a few seconds to download
  5. You will then see a software license terms screen, and you will want to check the box and click ok. You are basically agreeing to the Microsoft terms for the software.
  6. After all this, you will finally receive a message saying installation is complete. Click ok.

7. Close the browser then open up either Microsoft office word or excel. Either one will work.

*\*And you are now ready to convert to .pdf files!*