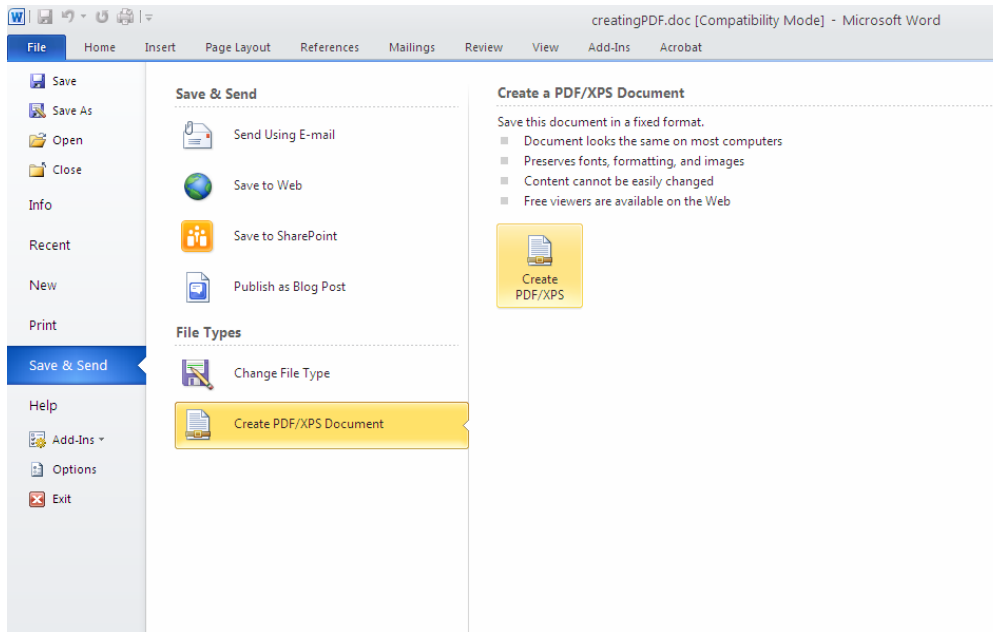
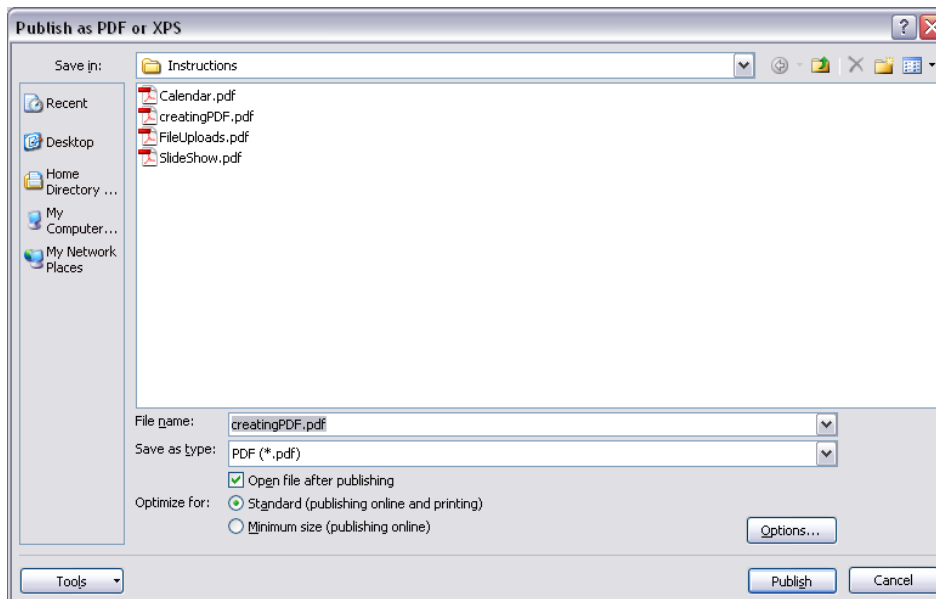


# Creating a PDF Document in Word, Power Point, Excel, or Publisher using Microsoft Office 2010

1. Open the document that you need converted to a PDF. **Always keep the original document for editing purposes because a PDF will not be editable.**
2. Click on the **File** tab in the upper left corner.
3. Click on the **Save and Send** tab on the left side bar.
4. Click **Create PDF/XPS Document** (2<sup>nd</sup> column) on the bottom of the page.
5. Click **Create PDF/XPS** (3<sup>rd</sup> column)



6. Type the file name, avoiding spaces, if possible.  
Select the network location you want to save the PDF to.



7. Click **Publish**.
8. The PDF will pop up; you can review it if you want to, then close it.
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