

PC Tip of the Week Create a PDF from an Office 2007 File

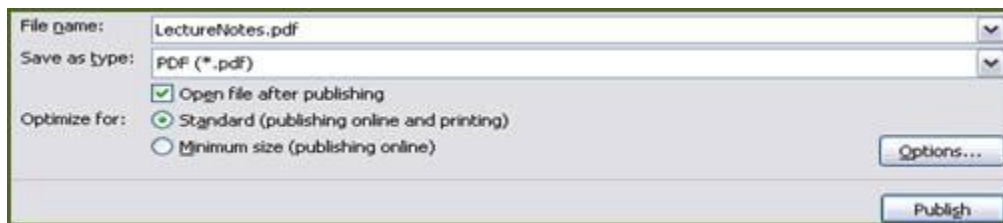
An Adobe Acrobat file is called a PDF, which stands for *portable document format*. PDF's are used to preserve and share formatted text and graphics in files any computer can open. The PDF format can compress file size and add security so files cannot be easily edited.

In a Word, Excel, or PowerPoint 2007 file,

- (1) Click the **Office** button > **Save As** > **PDF or XPS**.



- (2) Type or select a name for the document in the *File name* box.
- (3) Verify *PDF* is displayed in the *Save as type* box.



- To open the file immediately after saving, click the **Open file after publishing** box. (If this box is not available, you'll want to first download [Adobe Acrobat Reader](#).)
 - For better print quality, click the **Standard** option.
 - For smaller file size but lower print quality, click the **Minimum size** option.
- (4) Click **Publish**.

Computer Term of the Week

pii (or PII): *personally identifiable information* may be requested from users through online forms and can include mailing address, credit card number, IP address, phone number, e-mail address, SSN, or any other unique identifier; being cautious about the personally identifiable information provided on the Internet reduces the risk of becoming a victim of identity theft.

Keyboard Shortcut of the Week

Press **F5** to refresh an active window.