

## Information Systems and Technology Center

Technical Support FAQs

# Saving Word, Excel, PowerPoint and Publisher files In **PDF** format



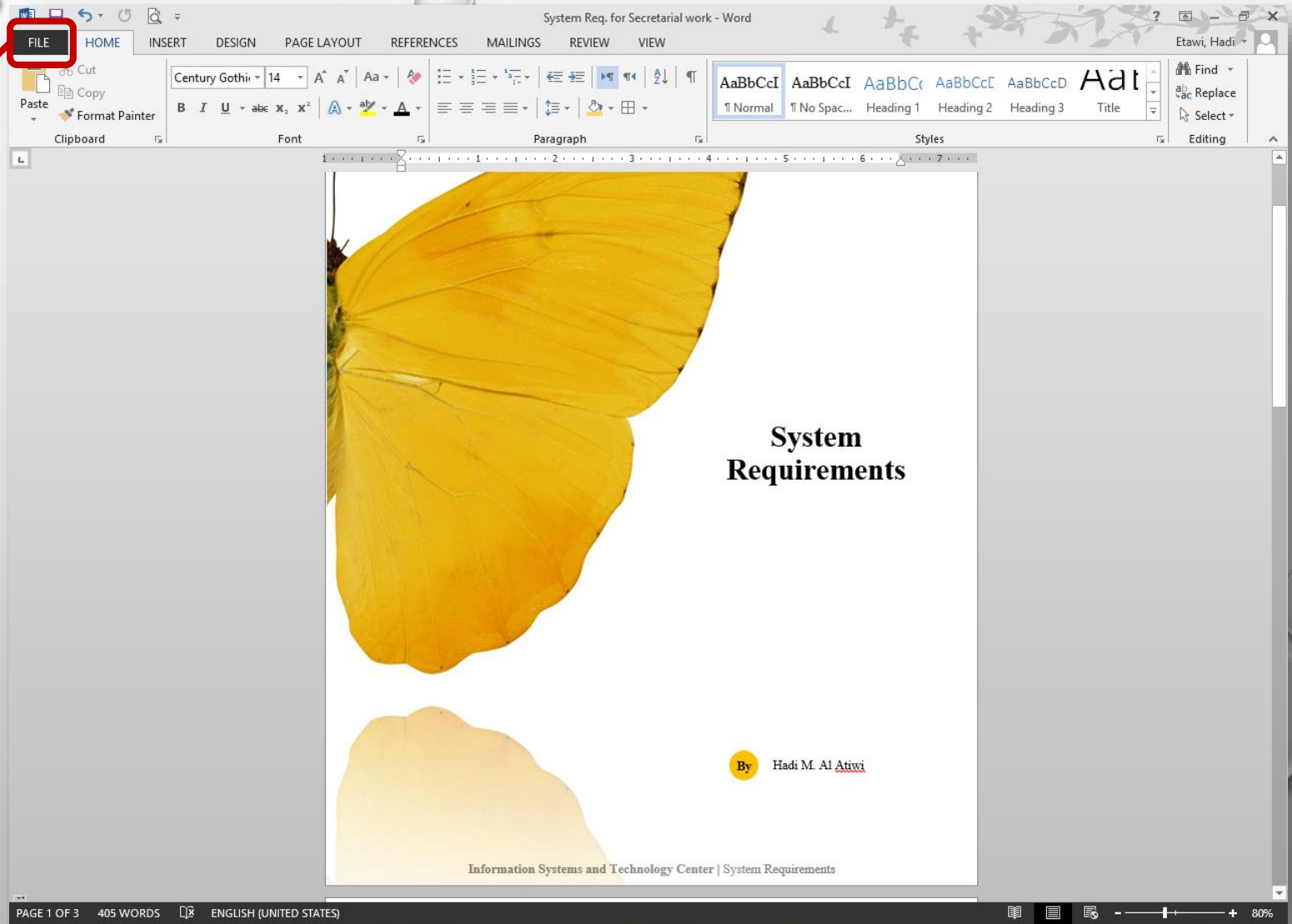
## Dear beloved employee,

Now you can save any Word document, Excel workbook, PowerPoint presentation and publisher publication in PDF format without using any third-party software by following these steps:



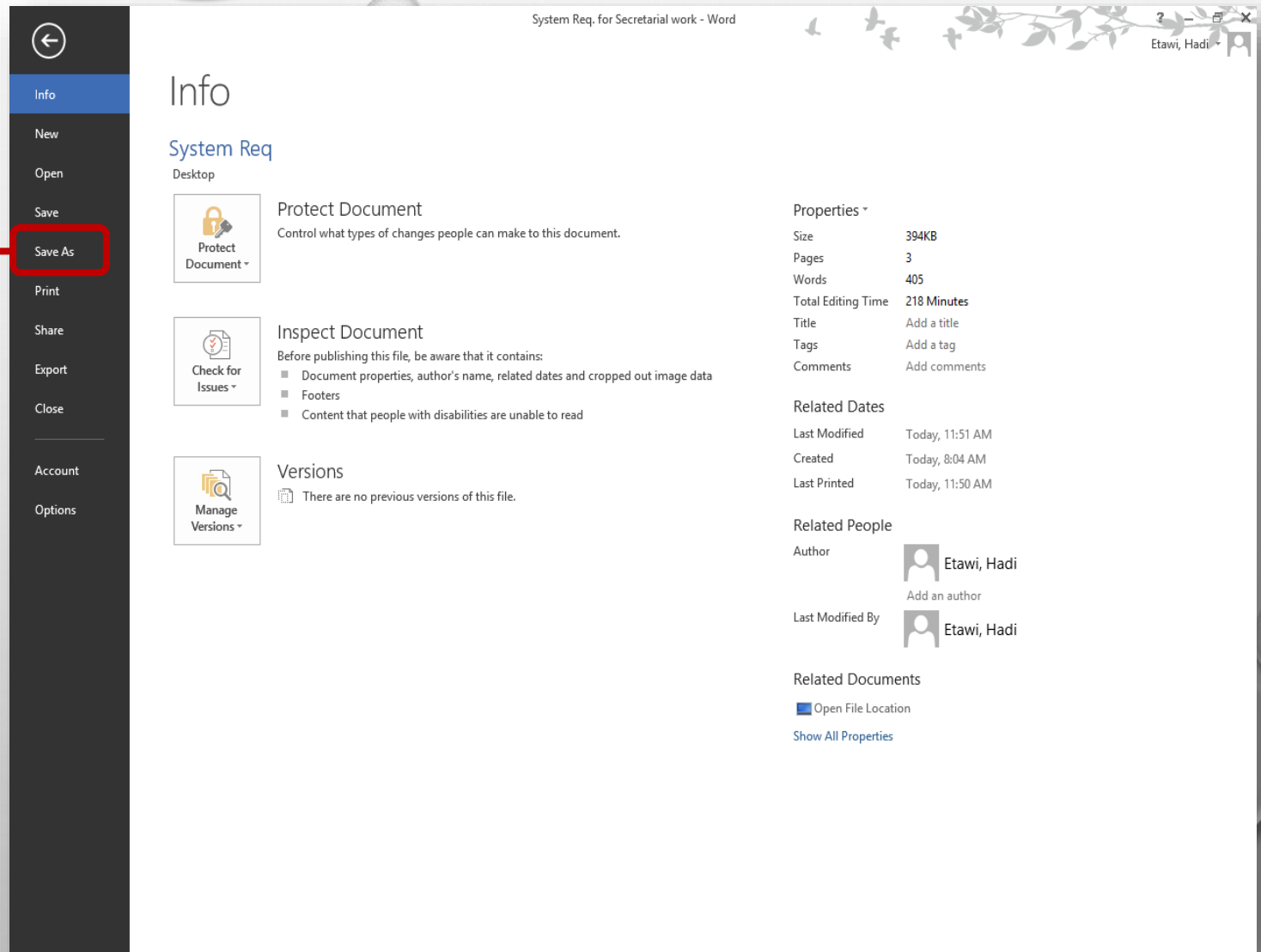
### Note:

- These steps is explained on Word program and can be applied to the rest of the programs in the same way.
- Saving as PDF feature applicable for Microsoft office 2010 and Microsoft office 2013 only



Click **File Tab**

Click **Save As**



The screenshot shows the Microsoft Word ribbon in the 'Info' tab. The 'Save As' button in the left-hand navigation pane is highlighted with a red box. A red arrow points from the text 'Click Save As' to this button. The main area of the ribbon is divided into three sections: 'Protect Document', 'Inspect Document', and 'Versions'. The 'Protect Document' section includes a 'Protect Document' button and a description: 'Control what types of changes people can make to this document.' The 'Inspect Document' section includes a 'Check for Issues' button and a list of items to check: 'Document properties, author's name, related dates and cropped out image data', 'Footers', and 'Content that people with disabilities are unable to read'. The 'Versions' section includes a 'Manage Versions' button and the text: 'There are no previous versions of this file.' On the right side of the ribbon, there are sections for 'Properties', 'Related Dates', 'Related People', and 'Related Documents'. The 'Properties' section shows: Size (394KB), Pages (3), Words (405), Total Editing Time (218 Minutes), Title (Add a title), Tags (Add a tag), and Comments (Add comments). The 'Related Dates' section shows: Last Modified (Today, 11:51 AM), Created (Today, 8:04 AM), and Last Printed (Today, 11:50 AM). The 'Related People' section shows: Author (Etawi, Hadi) and Last Modified By (Etawi, Hadi). The 'Related Documents' section shows: Open File Location and Show All Properties.

System Req. for Secretarial work - Word

Etawi, Hadi

# Save As

- Info
- New
- Open
- Save
- Save As**
- Print
- Share
- Export
- Close
- Account
- Options

Hadi Al-Etawi's OneDrive

Computer

Add a Place

## Computer

Current Folder

**Desktop** → Choose where to save the document

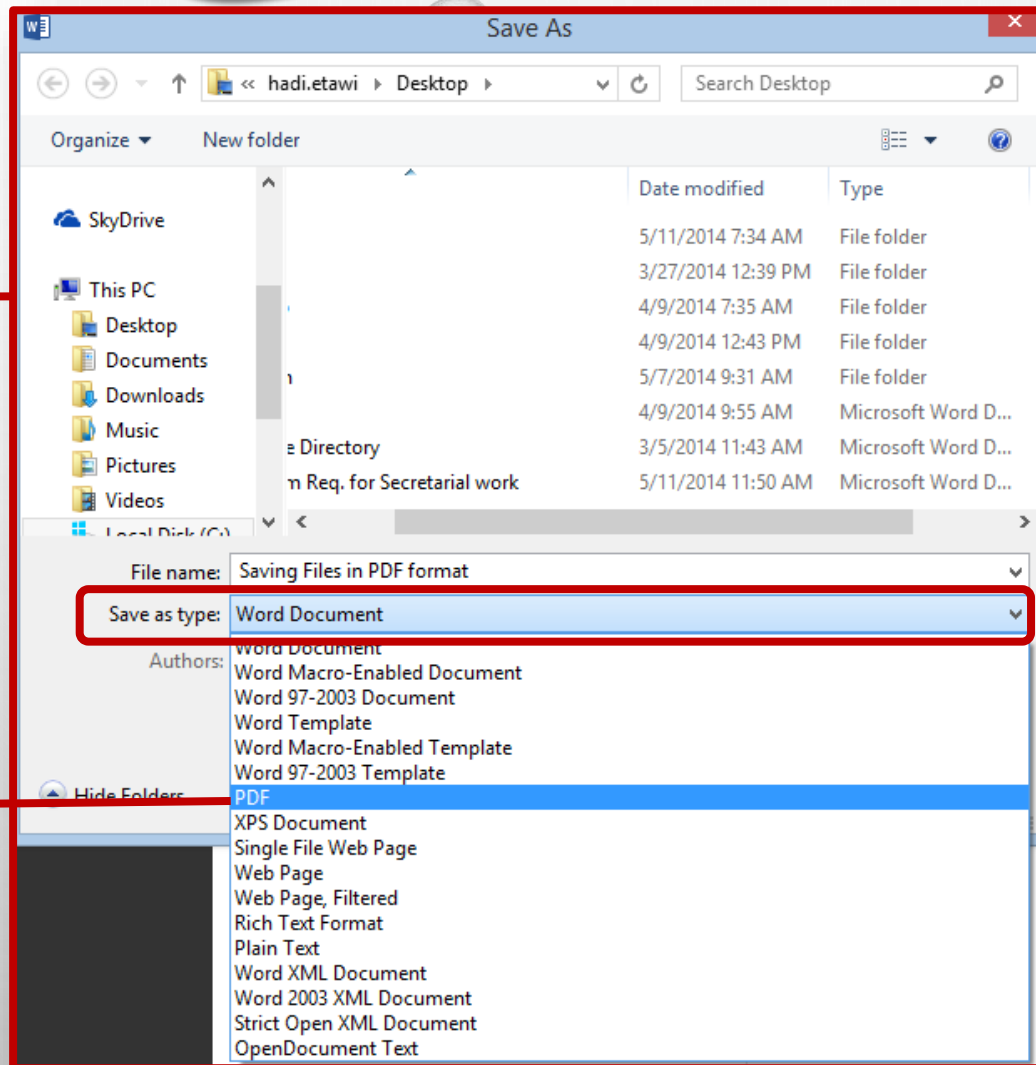
Recent Folders

- Desktop
- Reports  
Desktop » GJU » Reports
- Downloads  
C: » Users » hadi.etawi » Downloads
- FAQs  
Desktop » GJU » FAQs
- Reports  
Desktop » Reports
- Documents

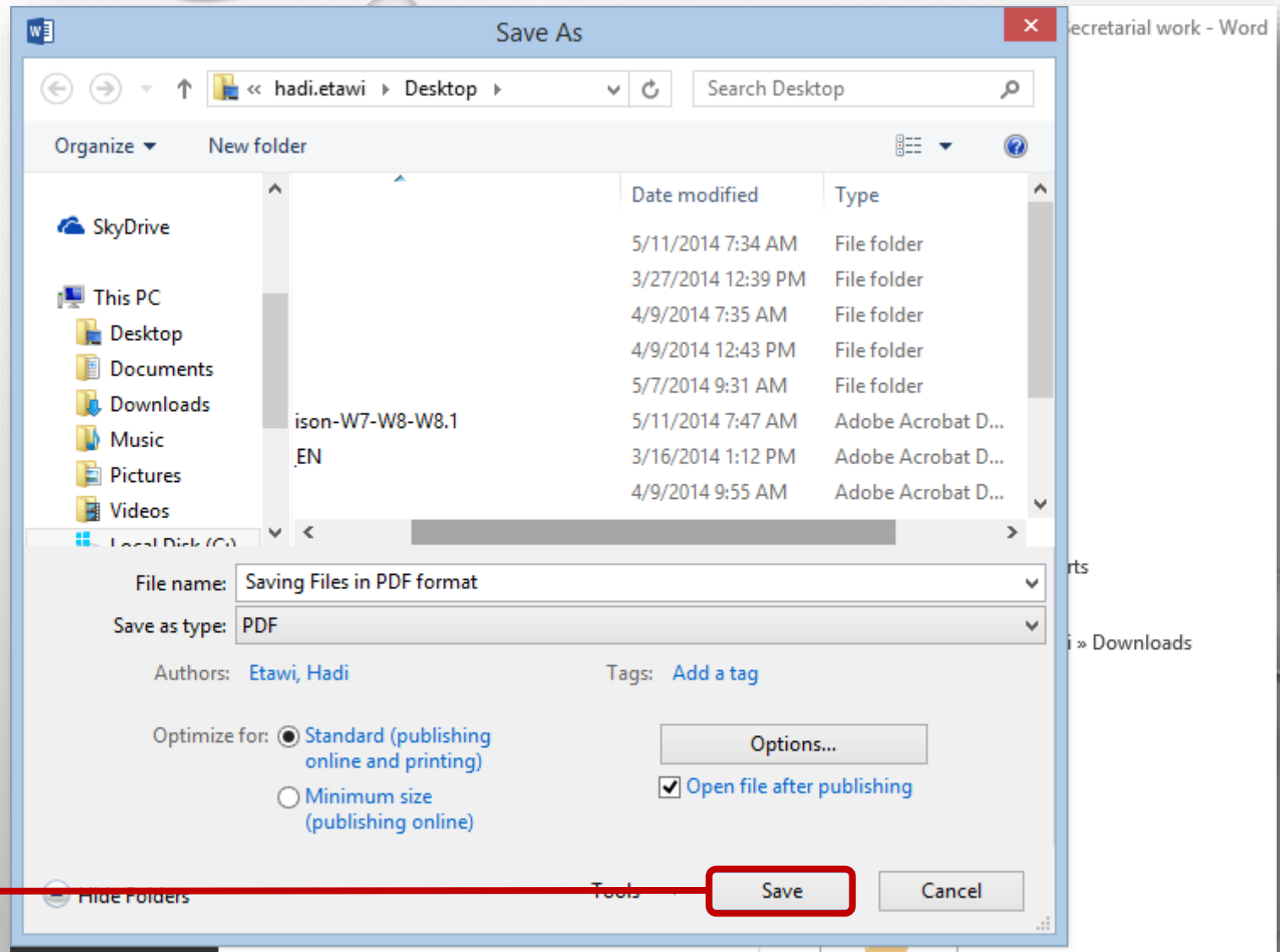
Browse

**In this case I will save the document on desktop**

After choosing file location this popup will appear



From save as type choose **PDF**



Click **Save**

**Thank you for the follow-up**