

# How to create a .pdf file

## Why create .pdf files?

- The advantage is that you essentially take a photograph of the page. This is really helpful if you have lots of graphics or unique fonts or formatting that might be lost when others won't be opening the file with exactly the same software.
- Anyone can open the file so long as they have downloaded Adobe Reader
- Disadvantages? No one, including you, can alter the file. Any changes you want to make have to be made to the original Word (or other) file, and then you have to re-save it as a .pdf

## Creating the .pdf

In Word 2007, you have the option of selecting the file type you want for a document. To create a .pdf:

- Create your document
- Click on **Save As / PDF or XPS**
- Name your file
- Save

Or, if you prefer, you can download a free software program called **PrimoPDF**

<http://www.primopdf.com/index.aspx>

- Once loaded, the program shows up as a printer
- Create your document
- Go to **File / Print**
- Select **PrimoPDF** and follow the instructions