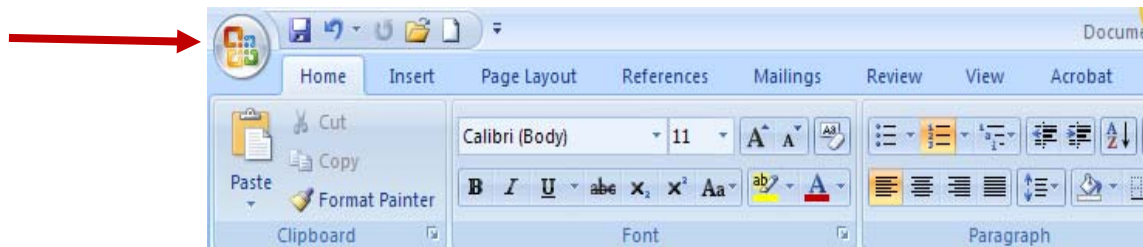


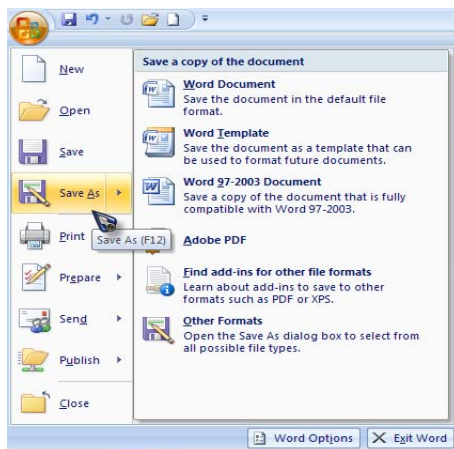
Office 2007 – Saving documents as an earlier version or a PDF

To save to an earlier version

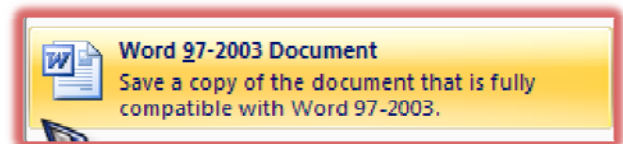
1. Click on the **Office Button** (all the File functions are here)



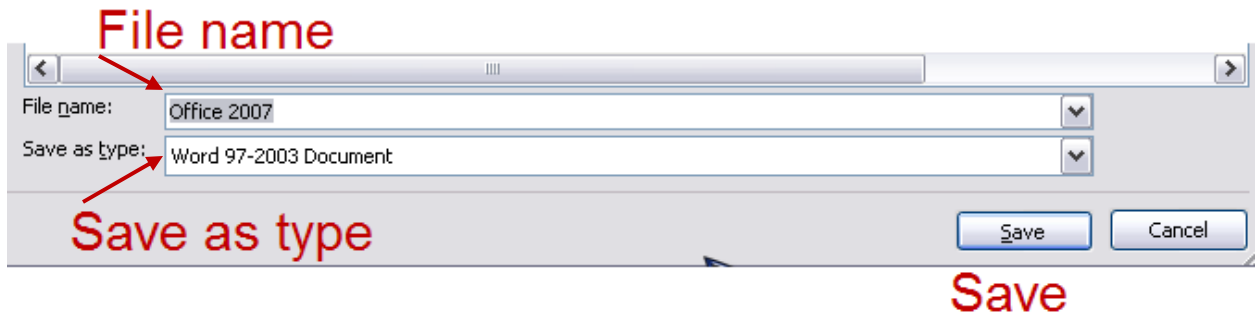
2. Click on **Save As**



3. Click on **Word 95-2003 Document**



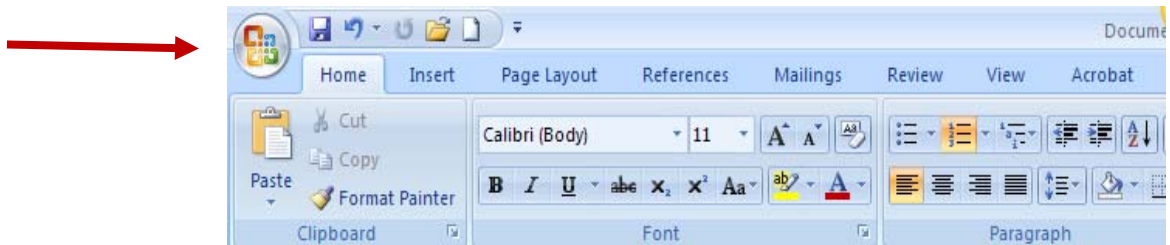
4. Select where it will be saved
5. Enter the **File Name**
6. Check the **Save as type** (it should be filled in)
7. Click on **Save**



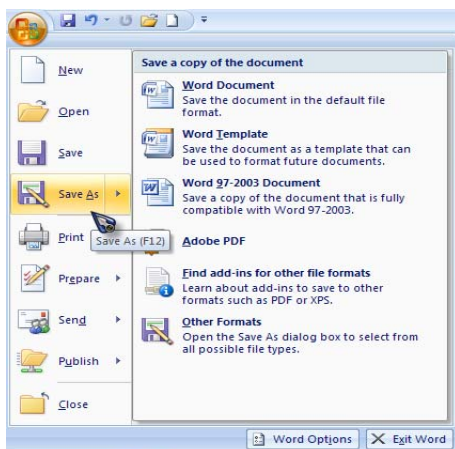
To save the document as a PDF

Portable Document Format (PDF) PDF is a fixed-layout electronic file format that preserves document formatting and enables file sharing. The PDF format ensures that when the file is viewed online or printed, it retains exactly the format that you intended, and that data in the file cannot be easily changed. The PDF format is also useful for documents that will be reproduced by using commercial printing methods.

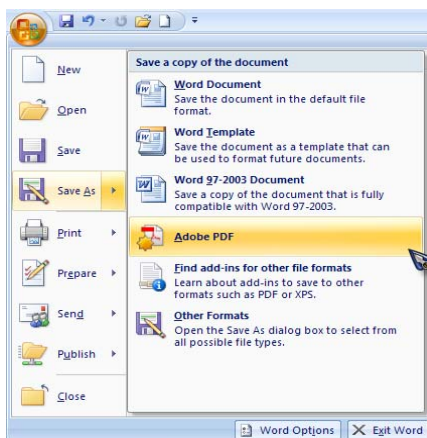
1. Click on the **Office Button**



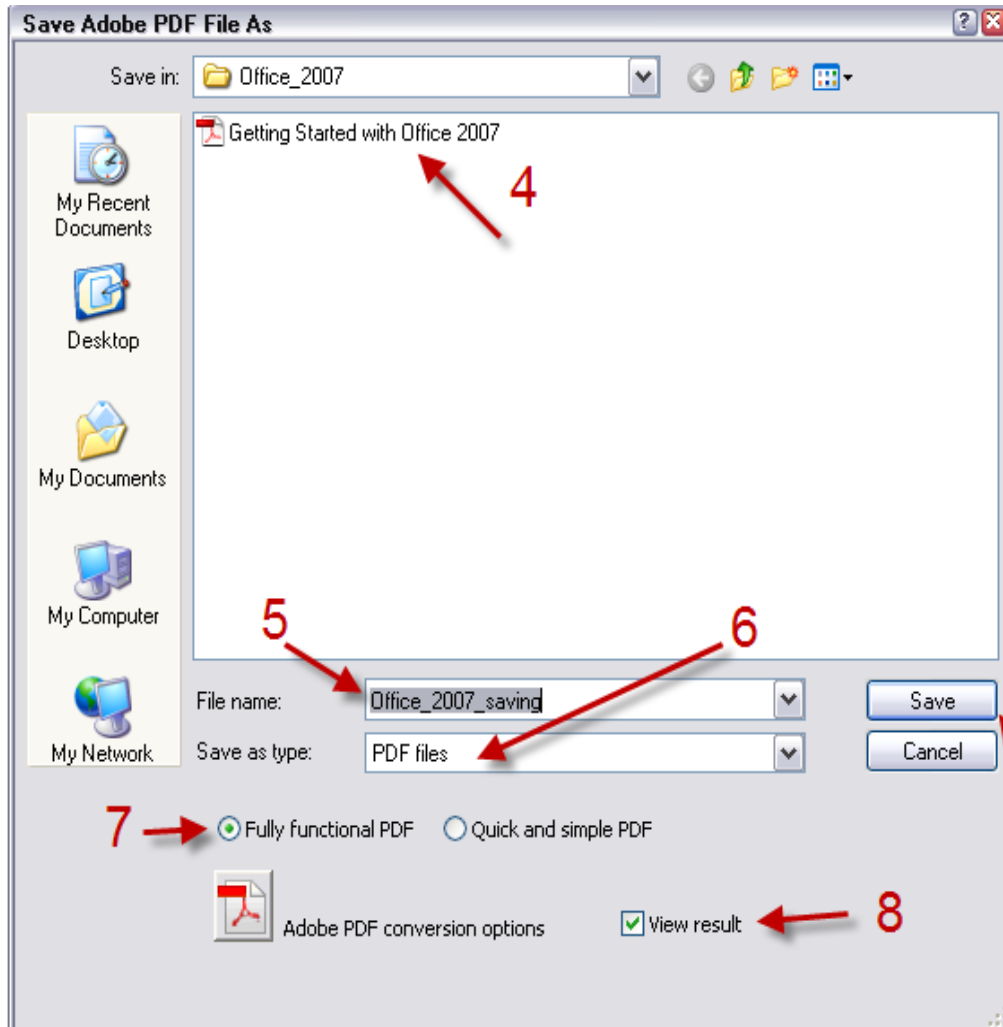
2. Click on **Save As**



3. Click on **Adobe PDF**



4. Select where it will be saved – **Save in:**
5. Enter the **File name**
6. Check the **Save as type** – it should be filled in
7. Select **Fully Functional** or **Quick and simple**
8. Place a check (✓) next to **View results** - it may not save exactly
9. Click on **Save** - Note this will take a few moments



***Adobe PDF Options

