Guidance for Generation of PDF Files

Generation of PDF files has become greatly simplified for users of Microsoft Office versions starting with 2007 Windows/2008 Mac because no additional software is needed. [Disclaimer: the procedures listed below have been tested on several different Windows (Windows 7 and XP) and Mac (OS X, version 10.6) platforms using the indicated versions of Microsoft Office. As with all computer systems and software, there may be problems with one of the approaches due to unexpected conflicts and/or issues. Frequently, solutions to can be found through a web search.]

Open the source file in the appropriate Microsoft Office component.

Windows
Office 2010
   File tab
   "Save As"
   Select "PDF (*pdf)" for "Save as type."
   Modify the file name and location as needed.
   Click "Save."
   You will see "Publishing . . ." as the PDF file is being generated.

Office 2007
   option 1
   Office Button
   "Save As"/"PDF or XPS"
   Verify that "PDF (*.pdf)" is selected for "Save as type" in the next window.
   Modify the file name and location as needed.
   Click "Publish."
   You will see "Publishing . . ." as the PDF file is being generated.

   option 2
   Office Button
   "Save As"
   Select "PDF (*pdf)" for "Save as type."
   Modify the file name and location as needed.
   Click "Save."
   You will see "Publishing . . ." as the PDF file is being generated.

For Windows computers with Adobe Acrobat installed, the following option is available:
Office 2007 and 2010
   File tab
   Print
   Select "Adobe PDF" under "Printer."
      Adobe PDF (should say "Ready").
   Click "Printer Properties" under the printer selection button.
   Select the "Adobe PDF Settings" tab.
   Set the page size.
      Posters
         Click "Add" next to the window for "Adobe PDF Page Size."
         The dialog box for "Add Custom Page Size" should open.
         Enter a name for the custom page you are setting up (*e.g.*, "Poster 45x21").
         Enter the values for the page size of your poster. There is a "bug" in PowerPoint for this process. The values for printing to a PDF need to be reversed compared to printing a paper copy of the poster. For example, if the poster page size in PowerPoint (as used for editing, viewing and printing a paper copy) is width 45" and height 21" (with the intention of printing at 200% as a workaround for the page size limits in PowerPoint to produce a poster that is 90" x 42"), you need to enter the width as 21" and the height as 45."
         Click "Add/Modify."
         Select the name of the custom page size from the drop-down box for "Adobe PDF Page Size."
         Click "OK."
      Slides
         Select "Slides 7.5 x 10" for "Adobe PDF Page Size."
   Click "Print."
   Modify the file name and location as needed.
   A progress window should open. This process is often slower than with "Save As" a PDF.

Office 2003 - requires installation of Adobe Acrobat (Adobe Acrobat 8 Professional was installed on the computers tested) There should be an Office menu bar selection for "Adobe PDF." [If Adobe Acrobat is installed on the computer but is not shown as a menu option, click "Help," select "About Microsoft PowerPoint/Word" and then click "Disabled Items." It is likely that there is an Adobe Acrobat entry in the list. Select it and then click "Enable."]

    Under "Adobe PDF," select "Convert to Adobe PDF."
    Modify the file name and location as needed.
    Click "Save."
    The progress window should remain open until the PDF file has been generated.
If the resolution is not satisfactory:
    Change the conversion settings.
        Under "Adobe PDF" select "Change Conversion Settings" from the drop-down menu.
        The "Acrobat "PDFMaker" window should open.
        Select "High Quality Print."
        Click "OK."
    Select "Convert to Adobe PDF" under "Adobe PDF" on the menu bar.
    Modify the file name and location as needed.
    Click "Save."
    The progress window should remain open until the PDF file has been generated.
    If necessary, additional resolution options can be found under "Advanced Settings."
[According to an on-line forum, there can be problems with retaining the content in text boxes for ".docx" documents. The reported solution is to save the document in ".doc" format and then "Save As" or "Print" to PDF as above.]

Mac
Office 2008 and 2011
    File menu
    Select "Save As."
    Select "PDF" as the "Format."
    Modify the file name and location as needed.
    Click "Save."

Office 2004 - This will also work for Office 2008 and 2011. [Note: it has been reported that there are problems with this approach for computers running Mac OS X version 10.5.]
    File menu
    Select "Print."
        Posters
            Click the "Page Setup" button in the Print dialog window.
            The size of the poster should be displayed correctly in the "Page Setup" window, but it is necessary to set the output size.
            Click "Options."
            In the "Page Setup" window that opens, select "Manage Custom Sizes" from the "Paper Size" drop-down menu.
            Click the "+" under "Custom Paper Sizes."
            Enter the values for the page size of your poster. There is a "bug" in PowerPoint for this process. The values for printing to a PDF need to be reversed compared to printing a paper copy of the poster. For example, if the poster page size in PowerPoint (as used for editing, viewing and printing a paper copy) is width 45" and height 21" (with the intention of printing at 200% as a workaround for the page size limits in PowerPoint to produce a poster that is 90" x 42"), you need to enter the width as 21" and the height as 45."
            Set all margins to zero.
            Click on "Untitled" and replace it with a name for the custom page you are setting up (*e.g.*, Poster).
            Click "OK" to close the "Custom Paper Sizes" window.
            The name for the new custom page size should be displayed next to "Page Size" in the "Page Setup" window.
            Click "OK" on this window and the next "Page Setup" window to complete the setup process.
        Slides
            Verify the output page size.
                Select "Page Setup."
                The entry for "Slides sized for:" should be "On-screen Show (4:3)."
        Click on the "PDF" button at the bottom of the print window.
    Select "Save as PDF."
    Modify the file name and location as needed.
    Click "Save."
[Note that on the Mac operating system computers tested, Adobe Acrobat Professional 8 and Adobe Reader 9 were installed, but generation of a PDF file from the Adobe Acrobat PDFMaker button in the toolbar was not successful.]