Publish as PDF or XPS

Many of the 2007 Microsoft Office system programs include a Save or Publish as Portable Document Format (PDF) or XML Paper Specification (XPS) feature that also enables you to control what to save or publish, just as you do when you print. You choose these settings in the **Options** dialog box, which you can open by clicking **Options** (or by clicking **Change** in Microsoft Office Publisher 2007) in the **Publish as PDF or XPS** dialog box.

NOTE   You can save as a PDF or XPS file from a 2007 Microsoft Office system program only after you install an add-in. For more information, see Enable support for other file formats, such as PDF and XPS.

Publish as PDF or XPS options in:

⊟ Microsoft Office Access 2007

1. Click the **Microsoft Office Button** , point to the arrow next to **Save As**, and then click **PDF or XPS**.

2. In the **Save as type** list, click **PDF** or **XPS Document**.

3. Click **Options** to display the following items.

    Under **Range**:

    - **All** Click to publish all records in the database.

    - **Selected records** Click to publish only the records that are selected.

    - **Page(s)** Click to publish records that are on the specified range of pages. You can type or select the start and finish pages in the **From** and **To** boxes.

    Under **Include non-printing information**:

    - **Document structure tags for accessibility**   This check box is selected by default so that the file created is more accessible to disabled users. Clear this check box if you want the file to be as small as possible, and prefer not to include data that helps improve accessibility. For example, if you clear this check box, data is not included in the file that enables your readers using screen readers to more easily navigate through the file.

    If you are saving a PDF file, under **PDF options**:

    - Check the **ISO 19005-1 compliant (PDF/A)** check box if you want the PDF file to be in this format.

⊟ How do I decide whether to select or clear this check box?

Some reasons to select this check box include:

- You need to submit the file to a government agency that requires this format.

- You need the file for long-term archiving and you want the file to include all the information needed to be displayed in the future in a way as similar as possible to the way it is displayed today.

Some reasons to clear this check box include:

- File appearance is a major concern and you want the PDF to look as much like your original document as possible. Design features, such as effects and transparency, are enabled.

- File size is a major concern. You want to make the file as small as possible.

⊟ Microsoft Office Excel 2007

1. Click the **Microsoft Office Button** , point to the arrow next to **Save As**, and then click **PDF or XPS**.

2. In the **Save as type** list, click **PDF** or **XPS Document**.

3. Click **Options** to display the following items.

    Under **Page range**:

    - **All** Click to publish all pages of information in the workbook.

    - **Page(s)** Click to publish the the specified pages of the workbook. You can type or select the start and finish pages in the **From** and **To** boxes.

    Under **Publish what**:

    - **Selection** Click to publish the selected cells on the active worksheet.

    - **Active sheet(s)** Click to publish the selected worksheet or worksheets.

    - **Entire workbook** Click to publish all data in the workbook.

    - **Table** Click to publish the selected table.

    - **Ignore print areas** Click to print the entire worksheet even if print areas are defined on the worksheet.

    Under **Include non-printing information**:

- **Document properties** When you select this check box, document properties are included in the version published as PDF or XPS. These properties include title, subject, author, and similar information.

  ⊟ Protect your privacy

  To help protect your privacy and not share this information, clear this check box. Find links to more information about viewing and changing document properties in the **See Also** section.

- **Document structure tags for accessibility**   This check box is selected by default so that the file created is more accessible to disabled users. Clear this check box if you want the file to be as small as possible, and prefer not to include data that helps improve accessibility. For example, if you clear this check box, data is not included in the file that enables your readers using screen readers to more easily navigate through the file.

If you are saving a PDF file, under **PDF options**:

- **ISO 19005-1 compliant (PDF/A)** Check this check box if you want the PDF file to be in this format.

  ⊟ How do I decide whether to select or clear this check box?

  Some reasons to select this check box include:

  - You need to submit the file to a government agency that requires this format.

  - You need the file for long-term archiving and you want the file to include all the information needed to be displayed in the future in a way as similar as possible to the way it is displayed today.

  Some reasons to clear this check box include:

  - File appearance is a major concern and you want the PDF to look as much like your original document as possible. Design features, such as effects and transparency, are enabled.

  - File size is a major concern. You want to make the file as small as possible.

If you are saving an XPS file, under **XPS Document options**:

- **Preserve restricted permissions in XPS** Select this check box to ensure that a workbook enabled with Information Rights Management (IRM) protection preserves the IRM settings after conversion to XPS. This check box is selected by default when you save as XPS. IRM settings are retained for any XPS document that you create unless you clear the check box.

⊟ Microsoft Office PowerPoint 2007

1. Click the **Microsoft Office Button** , point to the arrow next to **Save As**, and then click **PDF or XPS**.

2. In the **Save as type** list, click **PDF** or **XPS Document**.

3. In the **Publish as PDF or XPS** dialog box, click **Options** to display the following items.

    Under **Range**:

    - **All**   Click to publish all slides in the presentation.

    - **Current slide**   Click to publish only the slide that is currently displayed.

    - **Selection**   Click to publish the selected slides.

    - **Custom show**   If you created one or more custom presentations that display selected slides, click to publish only the slides that are in the specified custom presentation.

    - **Slide(s)**   Click to publish the specified range of slides. You can type or select the start and finish pages in the **From** and **To** boxes.

    Under **Publish options**:

    - **Publish what**   Select which you want to publish: **Slides**, **Handouts**, **Notes pages**, or **Outline view**.

    - **Slides per page**   Select how many slides you want to be printed on each page.

    - **Frame slides**   Select this check box if you want each published slide to be bordered by a frame.

    - **Include hidden slides**   Select this check box if you want hidden slides to be published.

    - **Include comments and ink markup**   Check this check box to publish the document with comments and ink markup visible.

    - **Order**   When slides are published as handouts, click **Horizontal** or **Vertical** to determine the order in which slides appear on a page.

    Under **Include non-printing information**:

    - **Document properties**   Select this check box to include document properties in the version published as PDF or XPS. These properties include title, subject, author, and similar information.

        ⊟ Protect your privacy

        To help protect your privacy and not share this information, clear this check box. Find links to more information about viewing and changing document properties in the **See Also** section.

- **Document structure tags for accessibility**   This check box is selected by default so that the file created is more accessible to disabled users. Clear this check box if you want the file to be as small as possible, and prefer not to include data that helps improve accessibility. For example, if you clear this check box, data is not included in the file that enables your readers using screen readers to more easily navigate through the file.

If you are saving a PDF file, under **PDF options**:

- Check the **ISO 19005-1 compliant (PDF/A)** check box if you want the PDF file to be in this format.

    ⊟ How do I decide whether to select or clear this check box?

    Some reasons to select this check box include:

    - You need to submit the file to a government agency that requires this format.

    - You need the file for long-term archiving and you want the file to include all the information needed to be displayed in the future in a way as similar as possible to the way it is displayed today.

    Some reasons to clear this check box include:

    - File appearance is a major concern and you want the PDF to look as much like your original document as possible. Design features, such as effects and transparency, are enabled.

    - File size is a major concern. You want to make the file as small as possible.

- **Bitmap text when fonts may not be embedded**   This check box is relevant in cases where you do not have the rights to embed one or more of the fonts in your document. In this situation:

    - **If you select the check box**   The program replaces the fonts with bitmap representations. This results in a file that is more likely to look the way you designed it. For some people who view or print the file, the text may have a coarse appearance at higher resolutions.

    - **If you clear the check box**   The program creates the file so that if the person reading your file has the font, the font is used. If the person reading your file does not have the font, some other font is substituted.

If you are saving an XPS file, under **XPS Document options**:

- **Preserve restricted permissions in XPS**   Select this check box to ensure that a presentation enabled with Information Rights Management (IRM) protection preserves the IRM settings after conversion to XPS. This check box is selected by default when you save as XPS. IRM settings are retained for any XPS document that you create unless you clear the check box.

⊟ Microsoft Office Publisher 2007

1. On the **File** menu, click **Publish as PDF or XPS**.

2. In the **Save as type** list, click **PDF** or **XPS Document**.

3. To display the **Publish Options** dialog box, click **Change**.

- **Specify how this publication will be printed or distributed**   Select **Minimum size**, **Standard**, or **High quality printing**. Depending on how your publication is printed or distributed, different compression algorithms are used to optimize your publication.

- **Advanced**   Click to display the following options.

   Under **Pictures**:

   - **Color and grayscale pictures**   Select numbers in the **Downsample to** and **when above** lists. Downsampling reduces the dots per ink (dpi) of an image to decrease the file size.

   - **Line art (1-bit)**   Select numbers in the **Downsample to** and **when above** lists. Downsampling reduces the dpi of an image to decrease the file size.

   Under **Design Checker**:

   - **Warn about transparency and color use**   When you select this check box, you are warned before publishing the document if the graphics use transparencies or Red-Green-Blue (RGB) colors that might create issues with some printing processes.

   Under **Include non-printing information**:

   - **Document properties**   Select this check box to include document properties in the version published as PDF or XPS. These properties include title, subject, author, and similar information.

      ⊟ Protect your privacy

      To help protect your privacy and not share this information, clear this check box. Find links to more information about viewing and changing document properties in the **See Also** section.

   - **Document structure tags for accessibility**   This check box is selected by default so that the file created is more accessible to disabled users. Clear this check box if you want the file to be as small as possible, and prefer not to include data that helps improve accessibility. For example, if you clear this check box, data is not included in the file that enables your readers using screen readers to more easily navigate through the file.

   If you are saving a PDF file, under **PDF options**:

   - **ISO 19005-1 compliant (PDF/A)**   Check this check box if you want the PDF file to be in this format.

⊟ How do I decide whether to select or clear this check box?

Some reasons to select this check box include:

- You need to submit the file to a government agency that requires this format.

- You need the file for long-term archiving and you want the file to include all the information needed to be displayed in the future in a way as similar as possible to the way it is displayed today.

Some reasons to clear this check box include:

- File appearance is a major concern and you want the PDF to look as much like your original document as possible. Design features, such as effects and transparency, are enabled.

- File size is a major concern. You want to make the file as small as possible.

- **Bitmap text when fonts may not be embedded**   This check box is relevant in cases where you do not have the rights to embed one or more of the fonts in your document. In this situation:

  - **If you select the check box**   The program replaces the fonts with bitmap representations. This results in a file that is more likely to look the way you designed it. For some people who view or print the file, the text may have a coarse appearance at higher resolutions.

  - **If you clear the check box**   The program creates the file so that if the person reading your file has the font, the font is used. If the person reading your file does not have the font, some other font is substituted.

Print Options Click to display the **Print Options** dialog box. Most of the settings in this dialog box are otherwise available on the **Publication and Paper Settings** tab in the **Print** dialog box.

⊟ Microsoft Office Visio 2007

1. On the **File** menu, click **Publish as PDF or XPS**.

2. In the **Save as type** list, click **PDF** or **XPS Document**.

3. To display the following items, click **Options**.

   Under **Page range**:

   - **All**   Click to publish all pages in the drawing.

   - **Current view**   Click to publish the portion of the drawing that appears in the program window.

   - **Current page**   Click to publish the drawing page that is currently displayed:

- If the page is a foreground page, the current foreground page and all of its background pages are published.

- If the page is a background page, the background and any backgrounds assigned to it are published.

- If you are in **Print Preview** mode, the current tile is published.

- **Selection**   Click to publish the portion of the drawing that is selected. If no part of the drawing is selected, this option is unavailable.

- **Page(s)**   Click to publish the range of pages that you select in the **From** and **To** boxes. If the drawing consists of only one page, this option is unavailable.

- **Color as black**   Select this check box to publish all colors as black, to ensure that all shapes are visible in the printed drawing.

- **Include background**   Select this check box to include the background in the published drawing.

Under **Include non-printing information**:

- **Document properties**   Select this check box to include the document properties in the PDF or XPS published version. These properties include title, subject, author, and similar information.

  ⊟ Protect your privacy

  To help protect your privacy and not share this information, clear this check box. Find links to more information about viewing and changing document properties in the **See Also** section.

- **Document structure tags for accessibility**   This check box is selected by default so that the file created is more accessible to disabled users. Clear this check box if you want the file to be as small as possible, and prefer not to include data that helps improve accessibility. For example, if you clear this check box, data is not included in the file that enables your readers using screen readers to more easily navigate through the file.

If you are saving a PDF file, under **PDF options**:

- **ISO 19005-1 compliant (PDF/A)**   Check this check box if you want the PDF file to be in this format.

  ⊟ How do I decide whether to select or clear this check box?

  Some reasons to select this check box include:

  - You need to submit the file to a government agency that requires this format.

  - You need the file for long-term archiving and you want the file to include all the information needed to be displayed in the future in a way as similar as possible to the way it is displayed

Some reasons to clear this check box include:

- File appearance is a major concern and you want the PDF to look as much like your original document as possible. Design features, such as effects and transparency, are enabled.

- File size is a major concern. You want to make the file as small as possible.

⊟ Microsoft Office Word 2007

1. Click the **Microsoft Office Button** , point to the arrow next to **Save As**, and then click **PDF or XPS**.

2. In the **Save as type** list, click **PDF** or **XPS Document**.

3. In the **Publish as PDF or XPS** dialog box, click **Options** to display the following items.

   Under **Page range**:

   - **All**   Click to publish all pages in the document.

   - **Current page**   Click to publish only the page that the insertion point is currently on.

   - **Selection**   Click to publish the text that is selected. If nothing in the document is selected, this option is unavailable.

   - **Page(s)**   Click to publish the range of pages that you select in the **From** and **To** boxes. If the document consists of only one page, this option is not available.

   Under **Publish what**:

   - **Document**   Click to publish the document in a clean state without revision marks or comments.

   - **Document showing markup**   Click to publish the document with revision marks and comments visible.

   Under **Include non-printing information**:

   - **Create bookmarks using**   Check this check box to create bookmarks in the document based on your selection. If the document contains headings, **Headings** is available. If the document contains bookmarks, **Word bookmarks** is available.

   - **Document properties**   Select this check box to include document properties in the version published as PDF or XPS. These properties include title, subject, author, and similar information.

     ⊟ Protect your privacy

To help protect your privacy and not share this information, clear this check box. Find links to more information about viewing and changing document properties in the **See Also** section.

- **Document structure tags for accessibility**   This check box is selected by default so that the file created is more accessible to disabled users. Clear this check box if you want the file to be as small as possible, and prefer not to include data that helps improve accessibility. For example, if you clear this check box, data is not included in the file that enables your readers using screen readers to more easily navigate through the file.

If you are saving a PDF file, under **PDF options**:

- **ISO 19005-1 compliant (PDF/A)**   Check this check box if you want the PDF file to be in this format.

  ⊟ How do I decide whether to select or clear this check box?

  Some reasons to select this check box include:

  - You need to submit the file to a government agency that requires this format.

  - You need the file for long-term archiving and you want the file to include all the information needed to be displayed in the future in a way as similar as possible to the way it is displayed today.

  Some reasons to clear this check box include:

  - File appearance is a major concern and you want the PDF to look as much like your original document as possible. Design features, such as effects and transparency, are enabled.

  - File size is a major concern. You want to make the file as small as possible.

- **Bitmap text when fonts may not be embedded**   This check box is relevant in cases where you do not have the rights to embed one or more of the fonts in your document. In this situation:

  - **If you select the check box**   The program replaces the fonts with bitmap representations. This results in a file that is more likely to look the way you designed it. For some people who view or print the file, the text may have a coarse appearance at higher resolutions.

  - **If you clear the check box**   The program creates the file so that if the person reading your file has the font, the font is used. If the person reading your file does not have the font, some other font is substituted.

If you are saving an XPS file, under **XPS Document options**:

- **Preserve restricted permissions in XPS**   Check this check box to ensure that a document enabled with Information Rights Management (IRM) protection preserves the IRM settings after conversion to XPS. This check box is selected by default when you save as XPS. IRM settings are retained for any XPS document that you create unless you clear the check box.

See Also

- Save a file in PDF format
- Save a file in XPS format
- View or change the properties for an Office document