

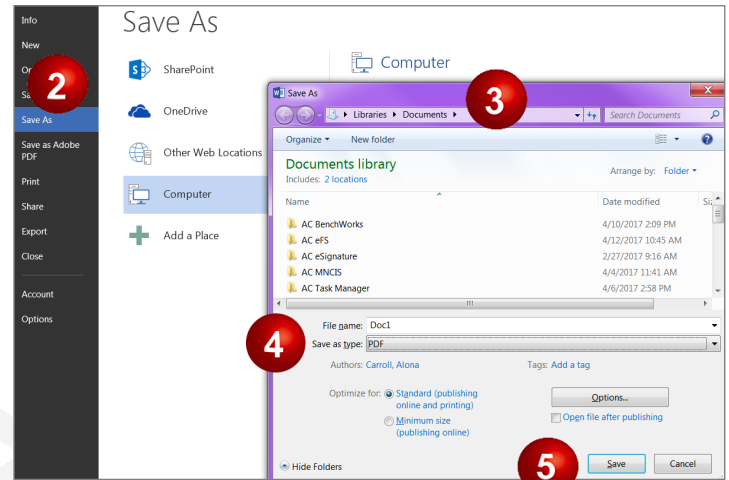
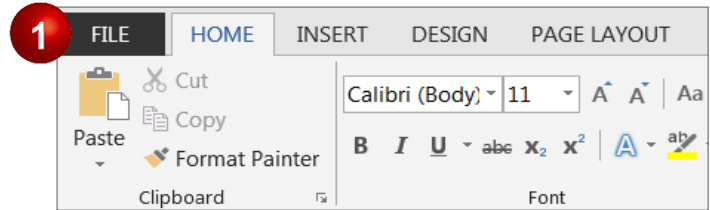
Creating a Searchable PDF Document

Using Save As

1. Click **File** in the open Word or Excel document
2. Click **Save As**.
3. Browse to the file location.
4. Select **PDF** from the Save as type from the dropdown menu.
5. Click **Save**.



Check **Open file after publishing** to open the file.

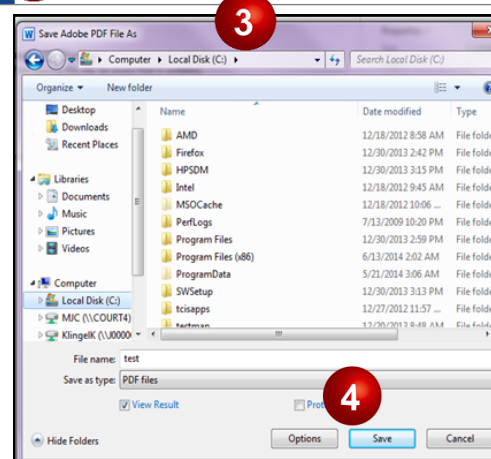
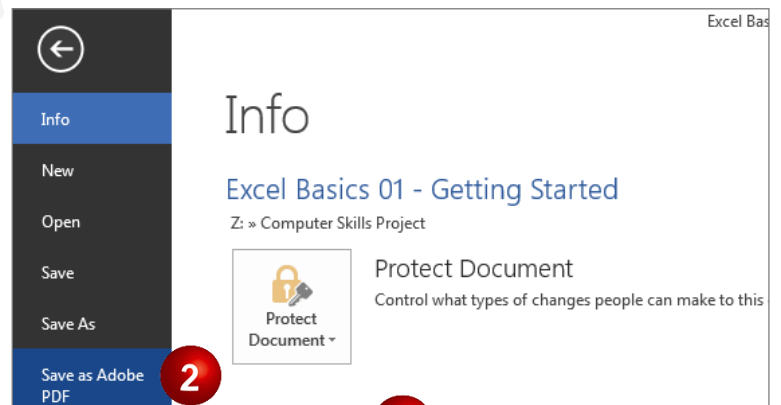


Using Save As Adobe PDF

1. From the open Word or Excel document, click **File**.
2. Click **Save As Adobe PDF**.
3. Browse to the file location.
4. Click **Save**.



Check **View Result** to open the file.



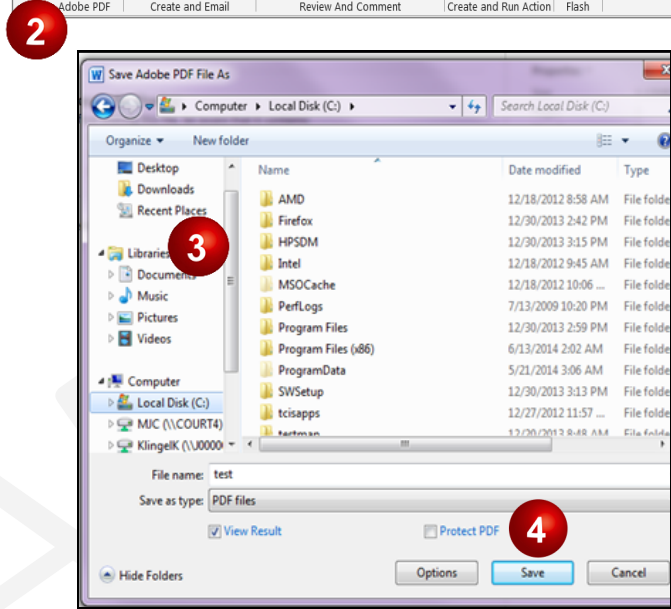
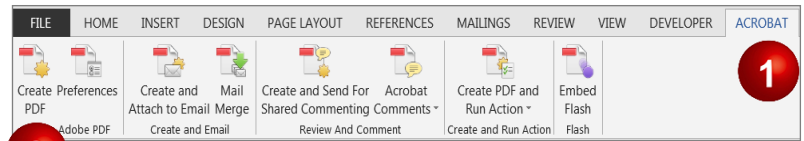
Creating a Searchable PDF Document

Using the Acrobat Add-In

1. From an open Word or Excel document, click **Acrobat**.
2. Click **Create PDF**.
3. Browse to the file location.
4. Click **Save**.



Check **View Result** to open the file.



Using a Mac

1. From the open Word or Excel document, click **File**.
2. Click **Save As**.
3. Browse to the **file location**.
4. Select **PDF** from the Format drop-down list.
5. Click **Save**.



Contact the internal technical support team or software vendor for additional assistance or questions.

