

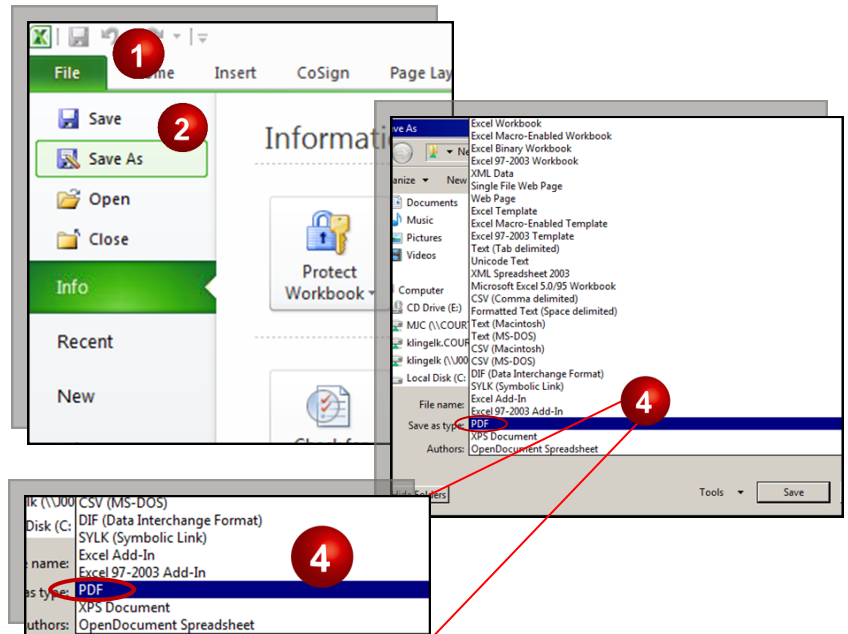
Quick Reference Guide: Creating a Searchable PDF Document

How do I create a searchable PDF document?

Any document you create using Microsoft Word or Excel can be converted into searchable PDF format. There are a few different ways to do this depending on your software and operating system.

File → Save As

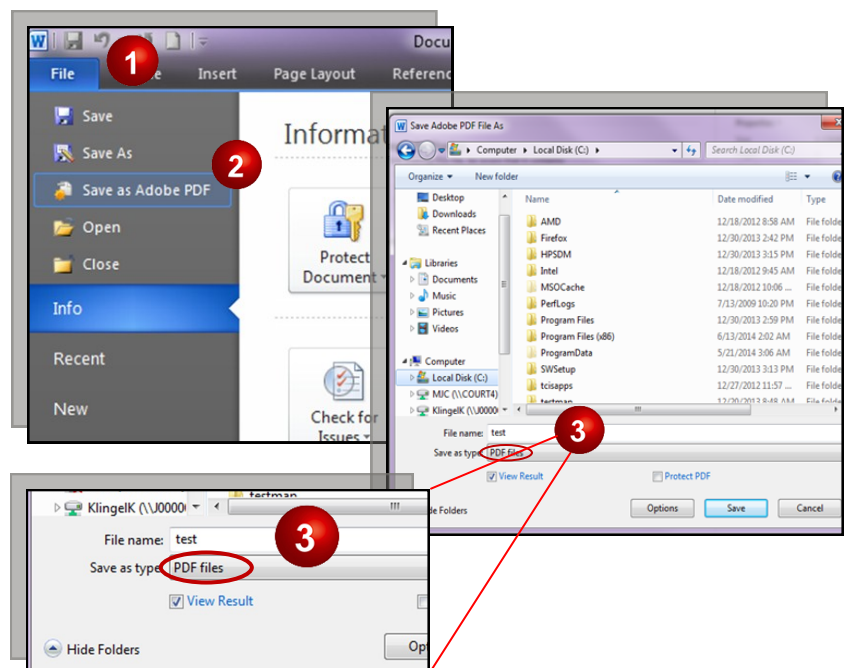
1. From your open Word or Excel document, select the “File” tab.
2. Click on “Save As”
3. You will then be prompted to save the file to your desired location.
4. After choosing a file name, in the “Save as type” field, choose “PDF.”
5. Click “Save.”



You can choose to open the file upon saving as a PDF by checking the box, “Open file after publishing.”

File → Save As Adobe PDF

1. From your open Word or Excel document, select the “File” tab.
2. Click on “Save As Adobe PDF.”
3. You will then be prompted to save the file to your desired location, and the “Save as type” field is preset to “PDF files.”
4. Click “Save.”
5. If the “View Result” checkbox is marked, the document will open in Acrobat upon saving.



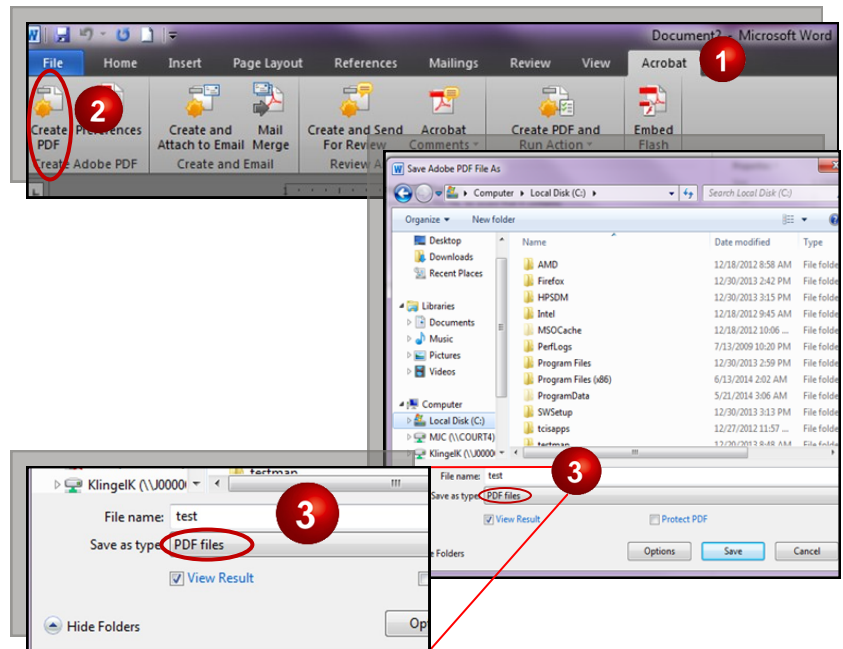
If you have not already saved your document in its original format, an alert will appear. Click “Yes” and save it before converting to a PDF.

Quick Reference Guide: Creating a Searchable PDF Document

How do I create a searchable PDF document? (continued)

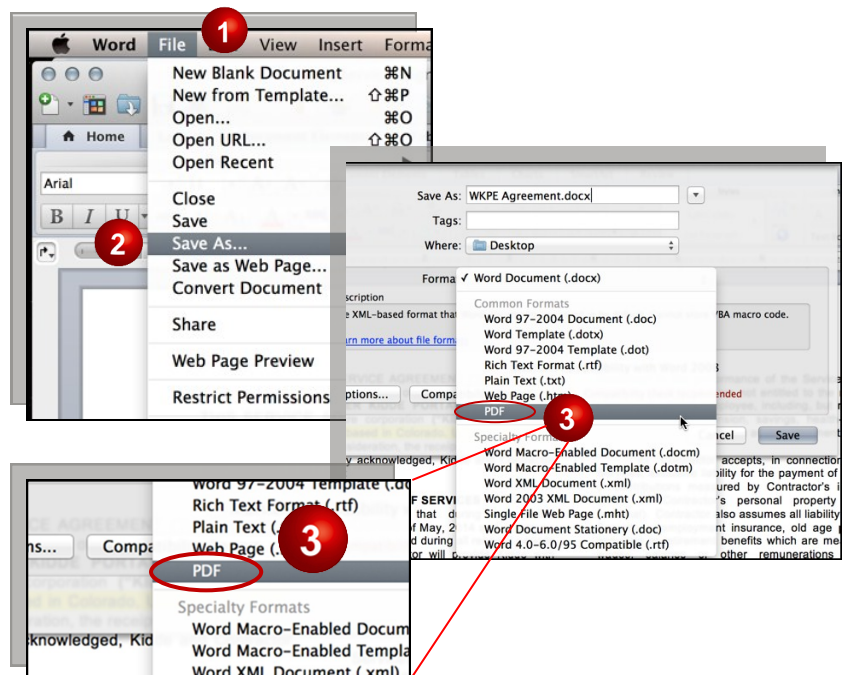
Acrobat Add-In

1. From your open Word or Excel document, select the “Acrobat” tab.
2. Click on the “Create PDF” icon.
3. You will then be prompted to save the file to your desired location, and the “Save as type” field is preset to “PDF files.”
4. Click “Save.”
5. If the “View Result” checkbox is marked, the document will open in Acrobat upon saving.



On a Mac

1. From your open Word or Excel document, select the “File” tab.
2. Click on “Save As...”
3. You will be prompted to save the file to your desired location.
4. In the Format field, select “PDF.”
5. Click “Save.”



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