



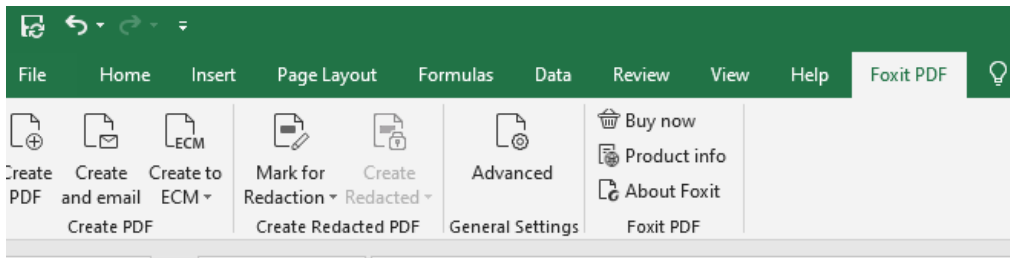
Title: How to Create a PDF Using the Microsoft Office Plugin

Task:

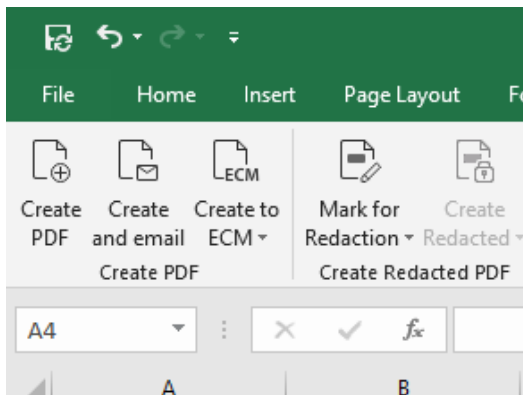
By following these instructions, you'll be able to create a PDF file from a Microsoft Office file by using the Foxit PDF plugin. PowerPoint also has the same feature.

Instructions:

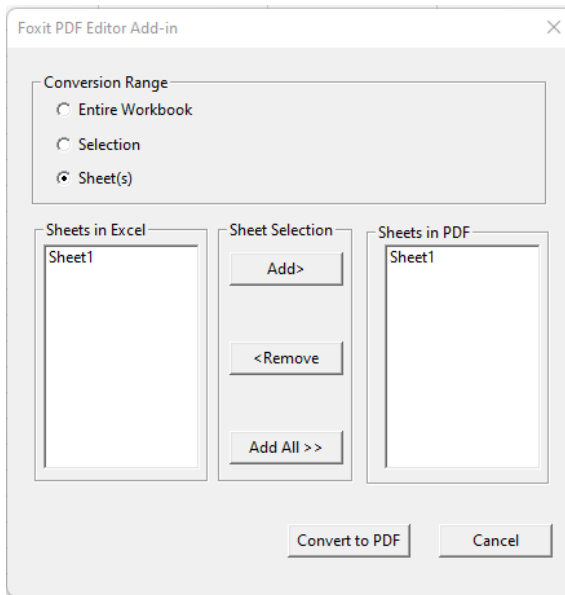
Our example will create a PDF from an Excel file.
Open the Excel file you want to convert to a PDF file.
Click the Foxit PDF tab.



Click Create PDF.



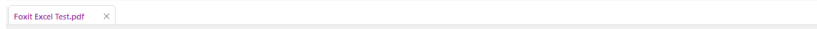
Select whether the entire workbook or selected sheets or areas should be converted.



Click Convert to PDF.

Save and name your file.

Information in the Excel file will be added to a PDF file.



Name	Address	City	State
Doe, Jon	1 Main St	Your City	PA
Doe, Jane	555 Pleasant St	My Town	PA

Video Link:

Outcome:

Hopefully this information has been useful. If not, or you still have questions, please don't hesitate to contact CWLaw Client Experience.