

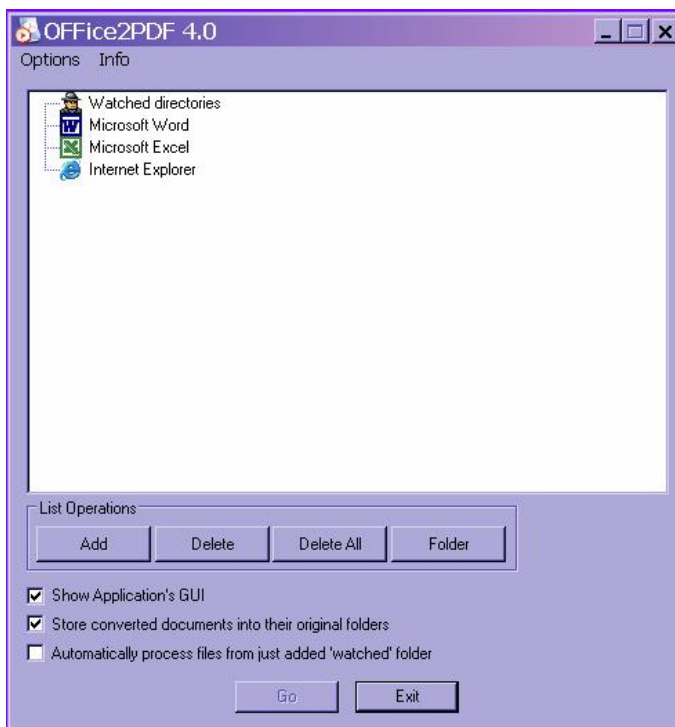
PDF XChange 4

Exporting Office Documents to PDF XChange 4

► Click on this icon on the desktop



This box will now be displayed



► Click on the icon which relates to your document ie Word

► Click Add button

► Select the document you wish to export to PDF from the Windows Explorer box which will open



You will see the file extension of the document you wish to export displayed underneath the icon (As above)

► Click Go button



- If you keep the option to Store converted documents in their original folders checked, you will notice that wherever you opened that document from, ie the Desktop, that a new PDF file format icon will have appeared with an identical name to the original document
- If you uncheck the option the new PDF file will be placed in My Documents (on the local drive)

This is a rather limited tool but you may find it is useful