# **Save as Project file in .PDF format**

In Project 2013, we have the option to save project files as PDF’s. Access to the option is located in the back stage:

To create a .PDF file from the current view:

File  Export  Create PDF/XPS Document  Create PDF/XPS

You will then be asked to select a location for the completed file. .PDF will be the default file type. Click on this value to change to .XPS files if necessary.

Click OK

**(Insert screen shot Save as .PDF)**

Tag line: Export file image as .PDF options

You will then be given Document Export options to make some adjustments to the image:

* Publish Range: All or date range
* Include Non-Printing Information: Document Properties and Document Showing Markup
* PDF Options: ISO 19005-1 compliant (PDF/A)

Click OK to complete creating the .PDF image.

**(insert screen shot Save as .PDF Document export options)**

Tag line: Create .PDF, Document export options