Creating a PDF File in Word, Excel, and PowerPoint

There are three options for creating a PDF file from Word, Excel or PowerPoint (note that batch processing of files is only available in the AutoCAD and SolidWorks plug-in):

1. From the user interface, click the *Create PDF* button in the toolbar. Enter the file name and select the file type in the *Save As* dialog box and click *Save*.


Change Settings
Create PDF —————— Share PDF

Note: Within the Save As dialog, a list of other formats is available (e.g., TIFF, JPEG, BMP). Compression, resolution, anti-aliasing, and line merge can also be controlled from the Save As dialog under *Advanced*.

2. From the user interface, click the *Change Settings* button. From here, you can change the conversion settings and then click the *Create PDF* button to create a PDF file with intelligent features.

    Change Settings allows you to control aspects of creation as well as enhance files with content.

3. From the *Bluebeam* menu, click *Create PDF*.
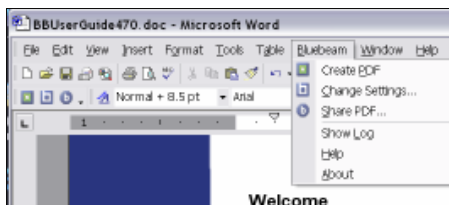
Note: If Prompt for File Name is unchecked in the Printer Tab of the Bluebeam Administrator, a PDF file will be created by default.