

PEERNET File Conversion Center

Batch Convert Word, Excel and PowerPoint to PDF with File Conversion Center



OVERVIEW

Batch converting your **Microsoft Word** documents, **PowerPoint** presentations and **Excel** spreadsheets to **Adobe PDF** files has never been easier than it is with our [file converter](#) software!

With File Conversion Center you can convert a single Office document or an entire folder of Office documents with as little as a single click.

File Conversion Center can create the following file formats:

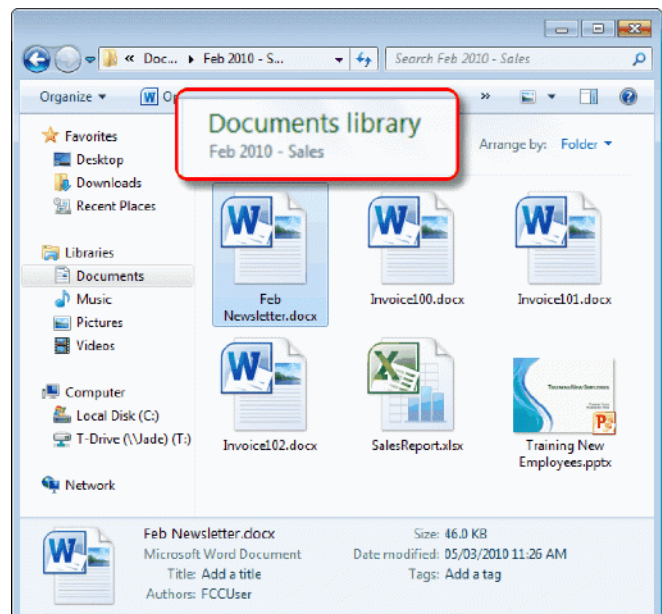
- Adobe PDF
- TIFF
- JPG
- PNG
- BMP
- GIF
- PCX
- DCX

STEPS TO BATCH CONVERT OFFICE DOCUMENTS TO PDF

[File Conversion Center](#) comes with a predefined conversion profile for creating **Adobe PDF files**, as well as eight other profiles for creating **TIFF**, **JPG** and **BMP** images. New profiles can easily be created to meet any custom requirements.

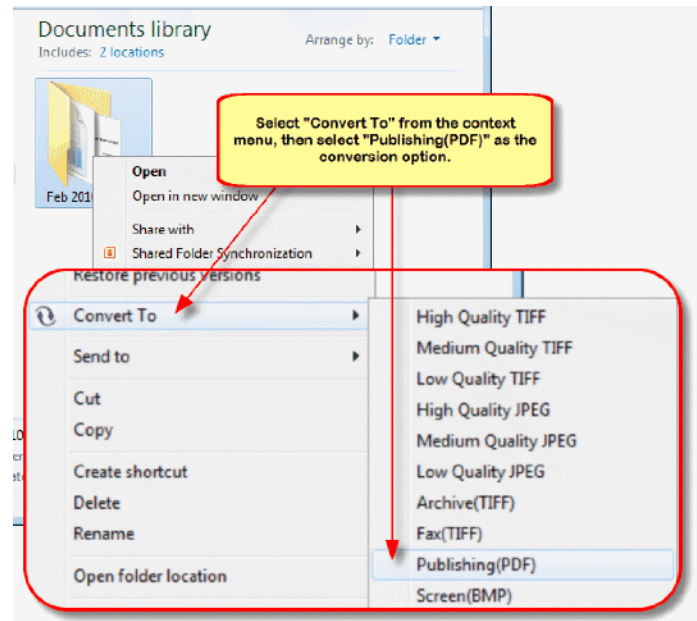
The following steps will use the predefined conversion setting **Publishing(PDF)** to convert an entire folder of Word, Excel and PowerPoint documents into Adobe PDF files. The new PDF files are created in the same location as the Office documents; the original files remain untouched in the folder.

1. Find the folder of documents on your computer. Below we are using the folder *Feb 2010 – Sales* in the *Documents library* (or folder) on Windows 7.

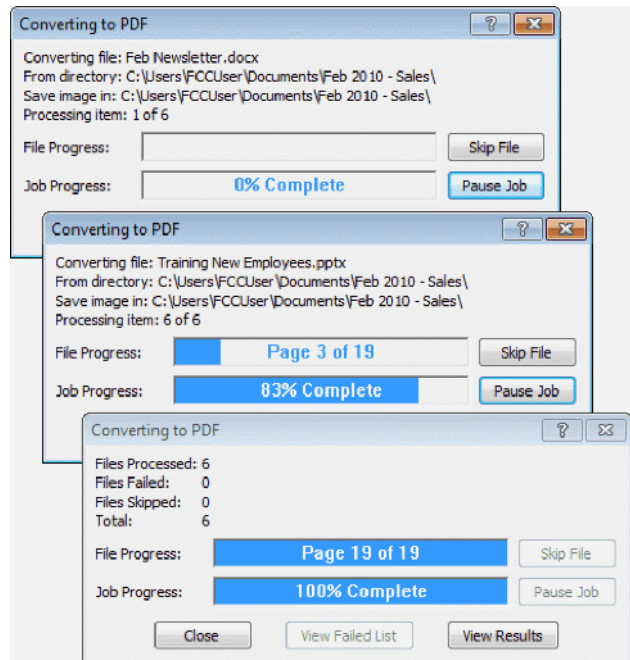


2. Select the folder of documents with the mouse and then right-click on the image to access the context menu.

- a. From the context menu, select the **Convert To** menu item.
- b. Another menu will appear displaying conversion options; select **Publishing(PDF)** from this menu.



3. A progress dialog box **Converting to PDF** will be displayed while the documents in the folder are being converted. The new PDF files are created in the same location as the original documents. Click the **Close** button to dismiss the progress dialog when the conversion is complete.



4. A new PDF file has been created for every Word, Excel and PowerPoint document in the folder.

