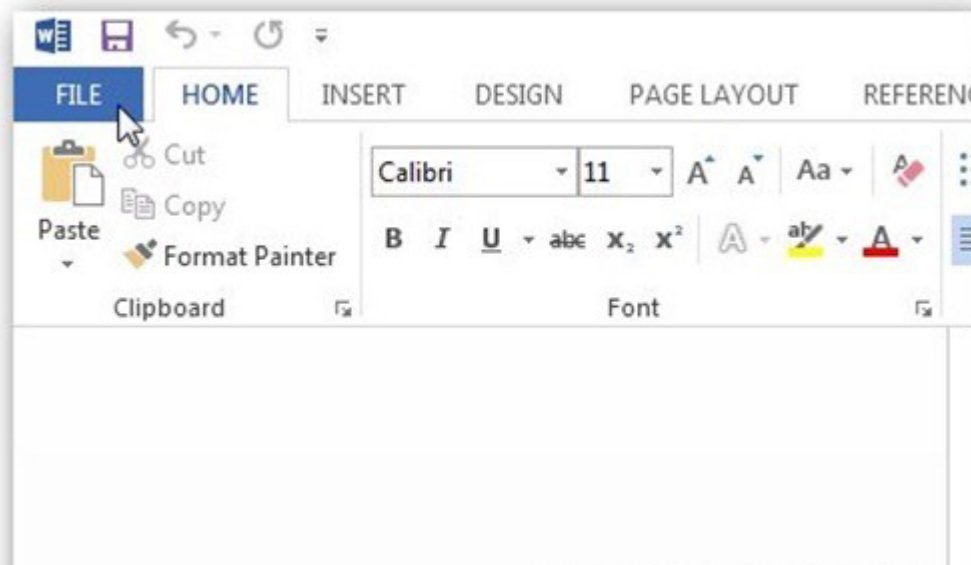


5 Ways to Convert a Microsoft Word Document to PDF Format

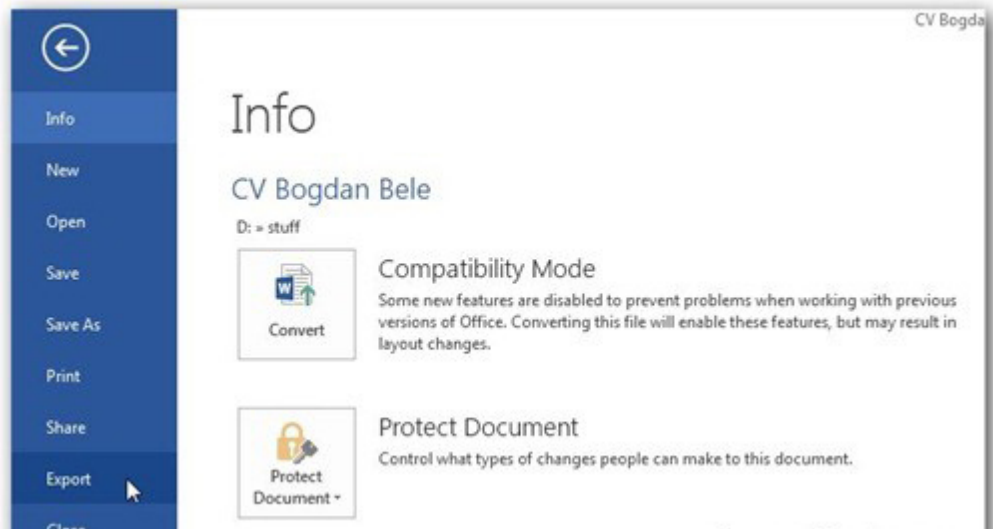
Method 1 - Using Microsoft Word to convert documents to PDF

Word and Excel in Office 2013 and later offer the ability to save documents straight to PDF without having to go through a converter. (Screenshots are using Word 2013)

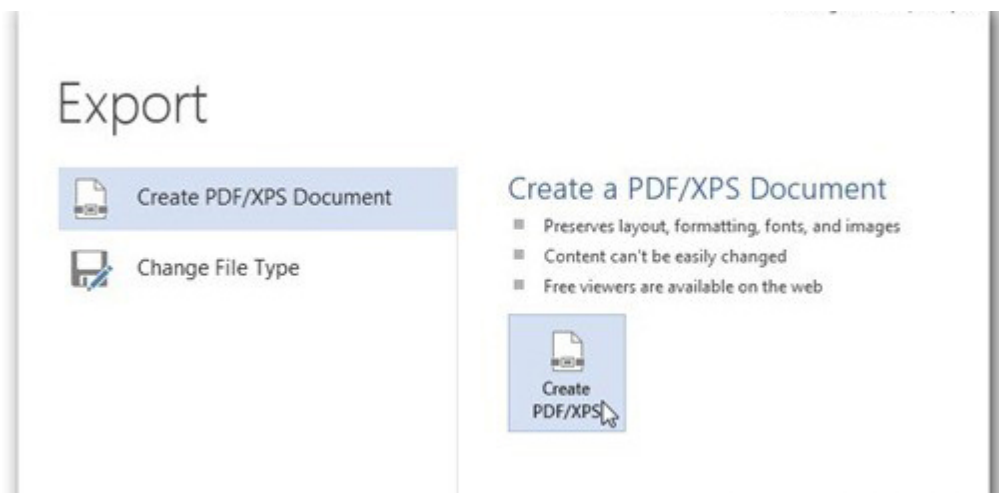
First, open the document you want to save to PDF. When you're ready to save it to PDF, click File on the top left side of your Word 2013 window.



Now in the window that comes up, click Export.



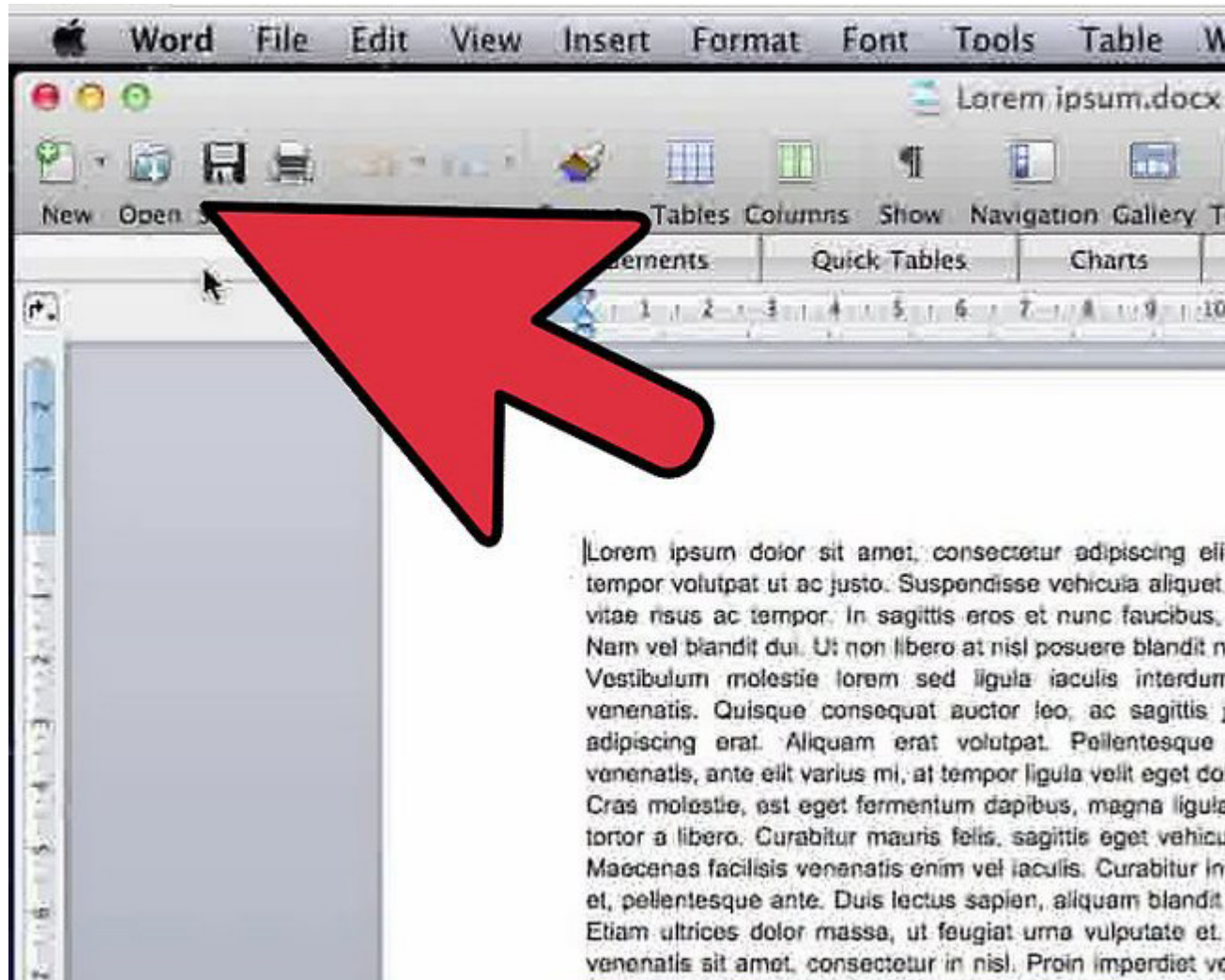
Under Export, make sure Create PDF/XPS Document is selected, and then click the Create PDF/XPS button on the right.



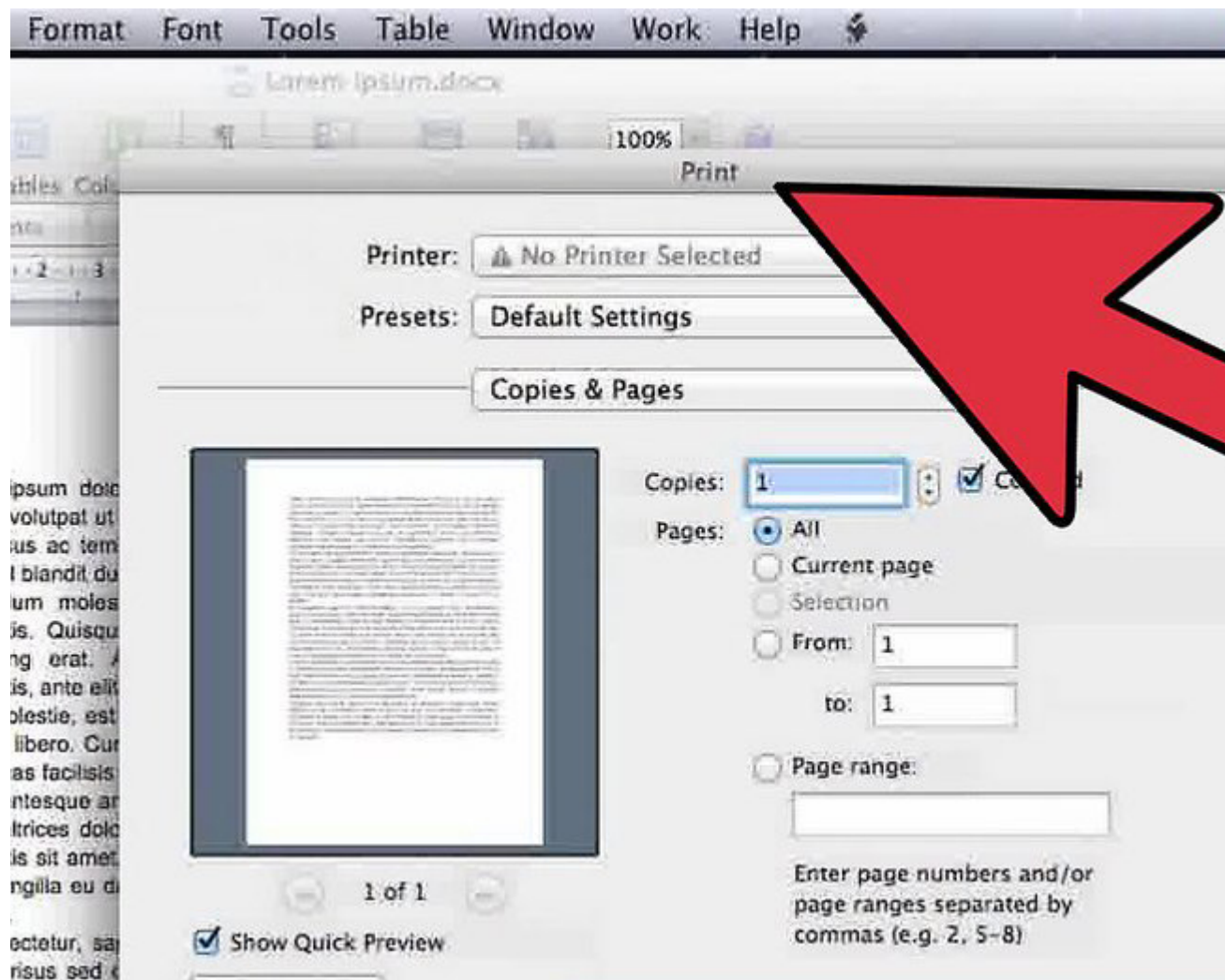
You'll get an Explorer window, make sure PDF is selected next to Save Type As. Select where you want the PDF to be saved. As you will most likely be using it for publishing, choose standard, minimum size will be fine. Click Publish.

Method 2 - Word for Mac

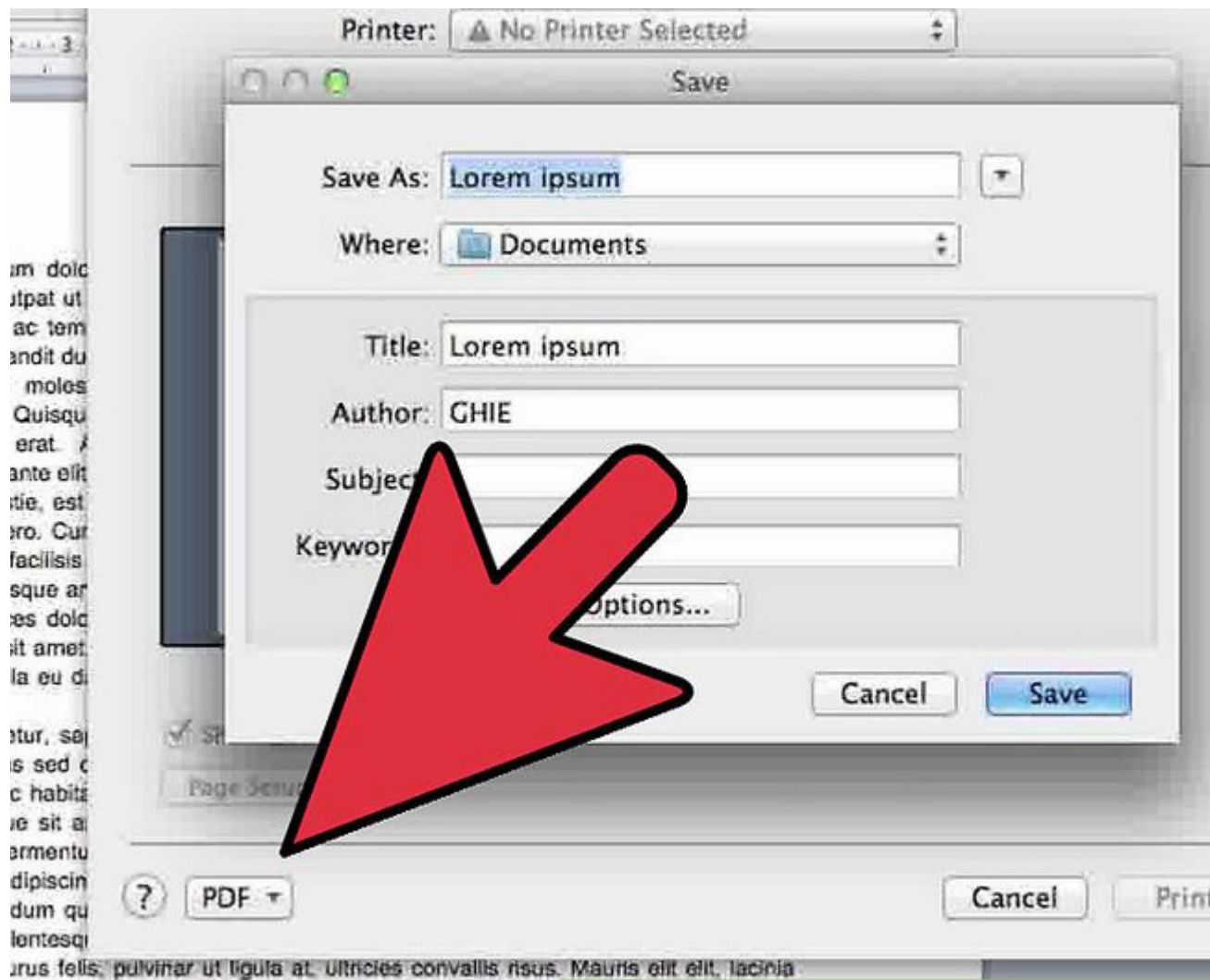
1. Open the file you wish to save.



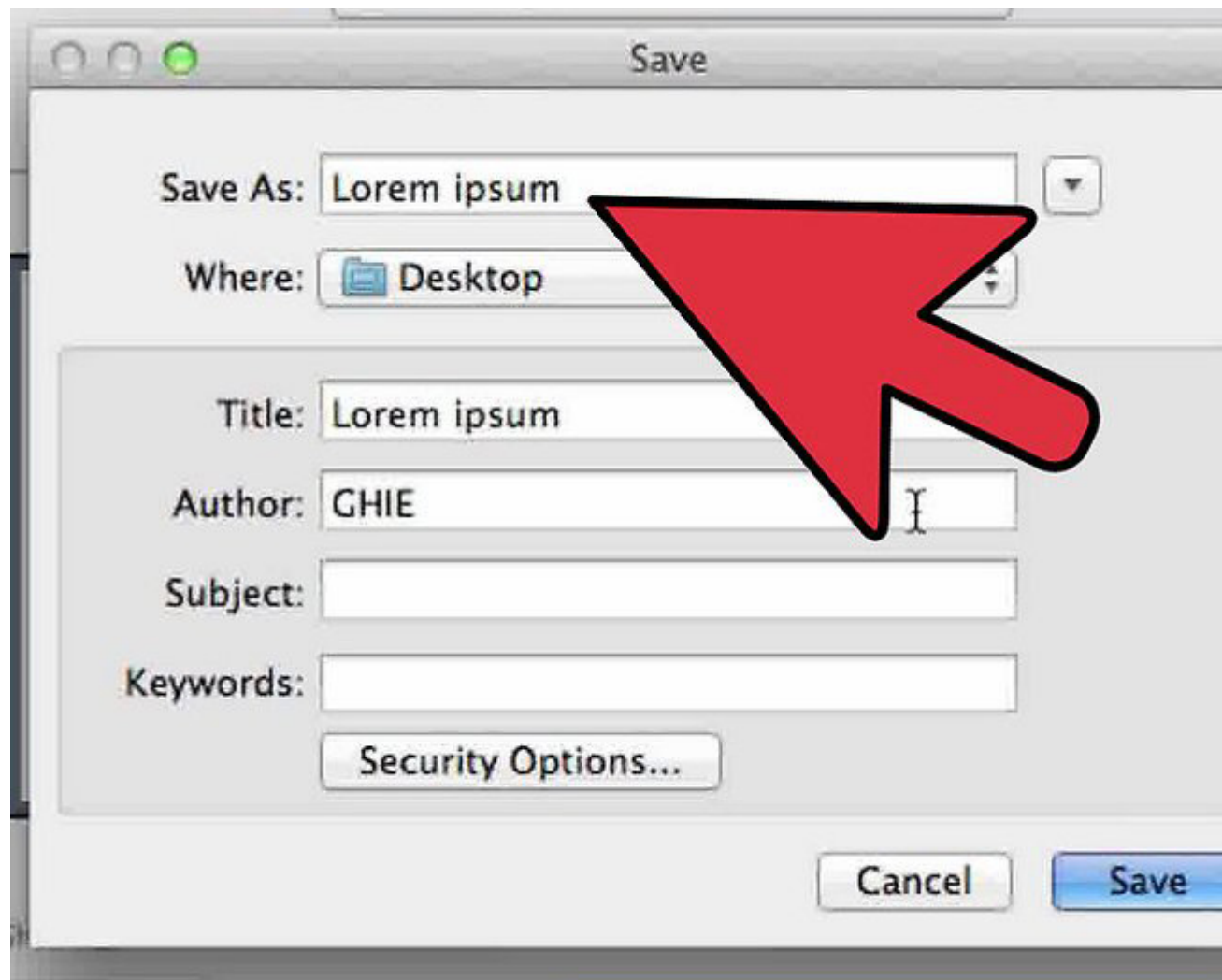
2. Go to *File > Print*



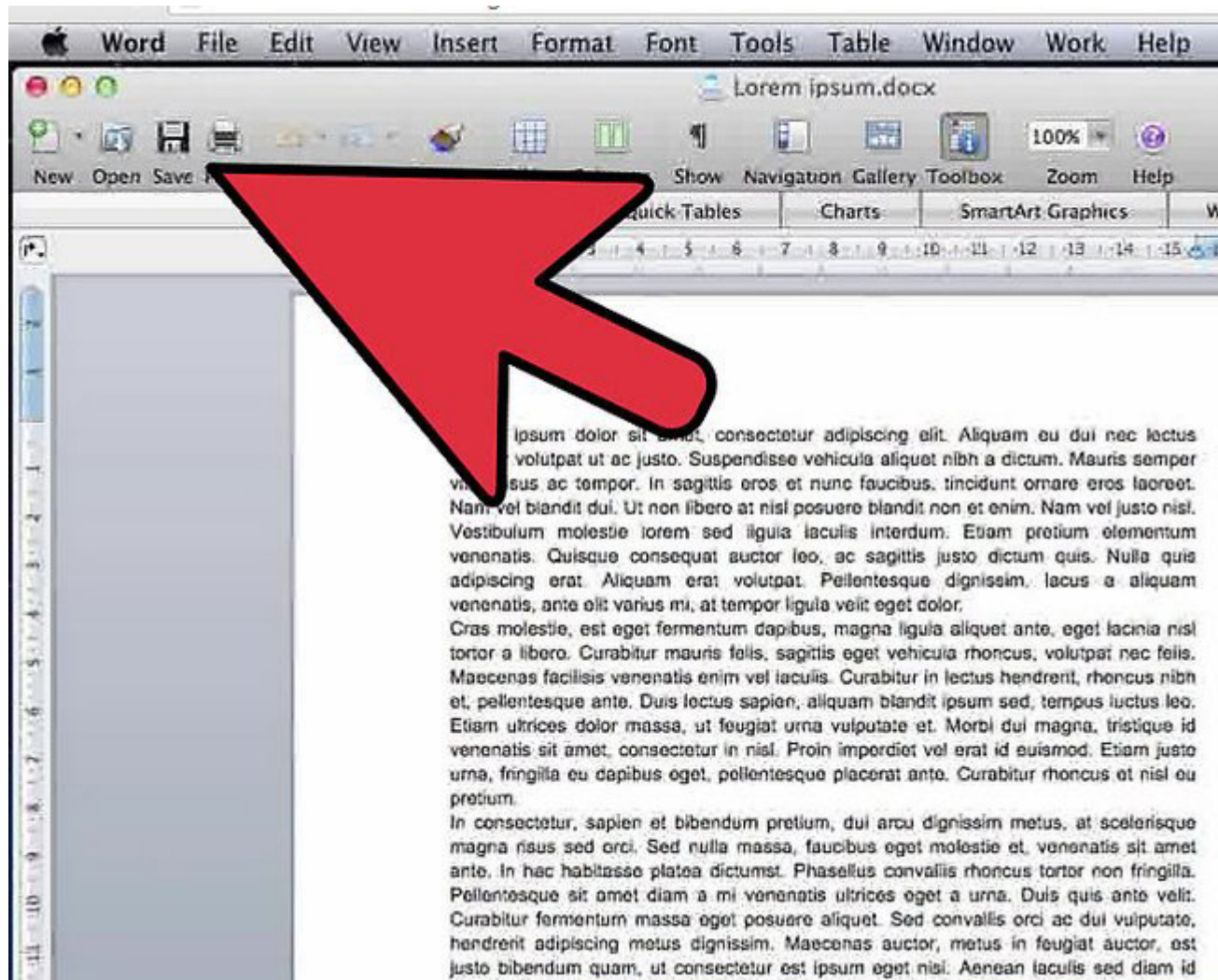
3. Click the PDF button in the lower left-hand corner, then select "Save as PDF" from the dropdown menu. Newer versions of Microsoft Word have this option; if it does not appear on your version, try one of the methods below.



4. Choose a file name and title for your PDF. Adjust the other settings as necessary.

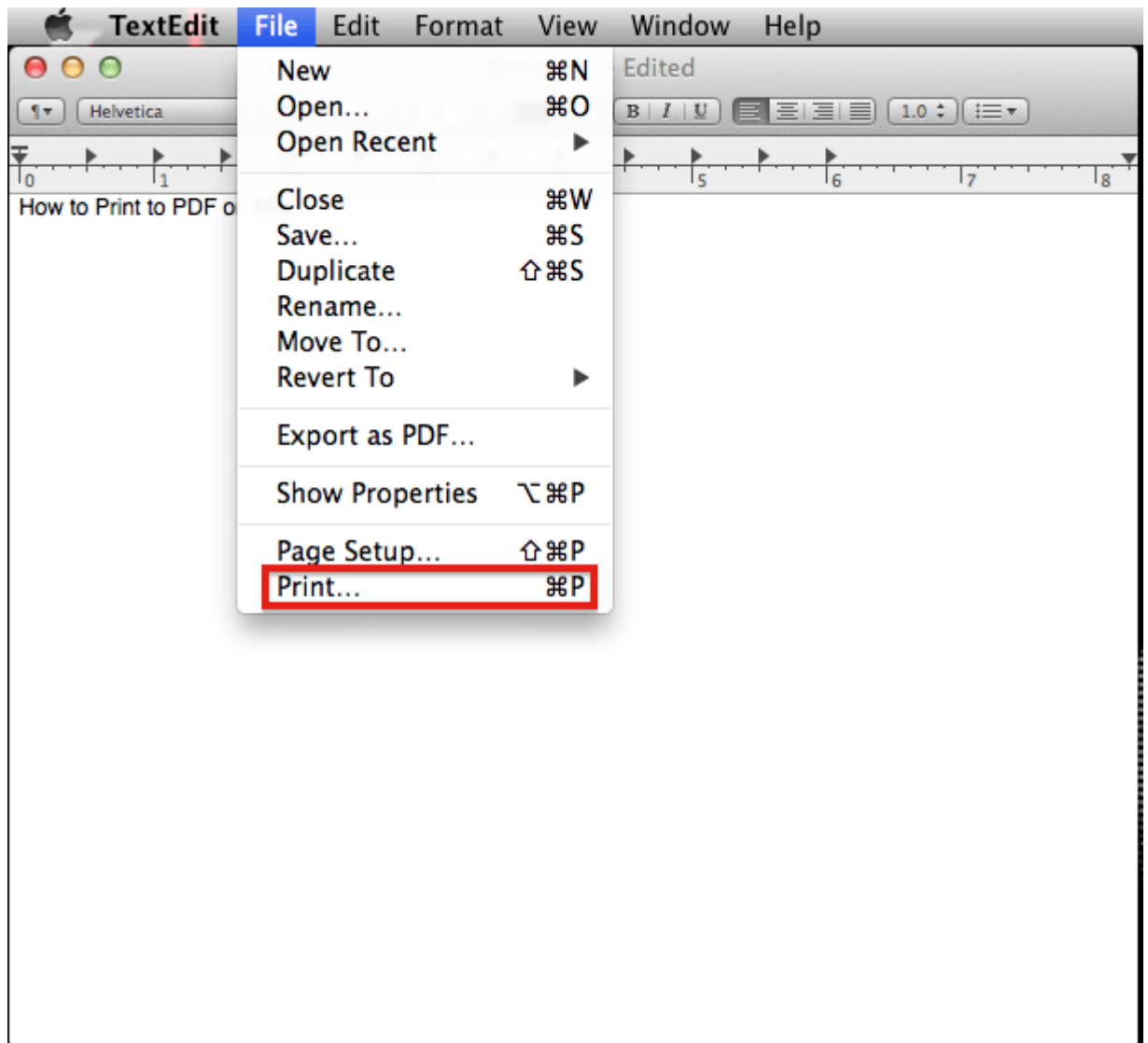


5. Hit *Save* to create the PDF. This will convert your document.

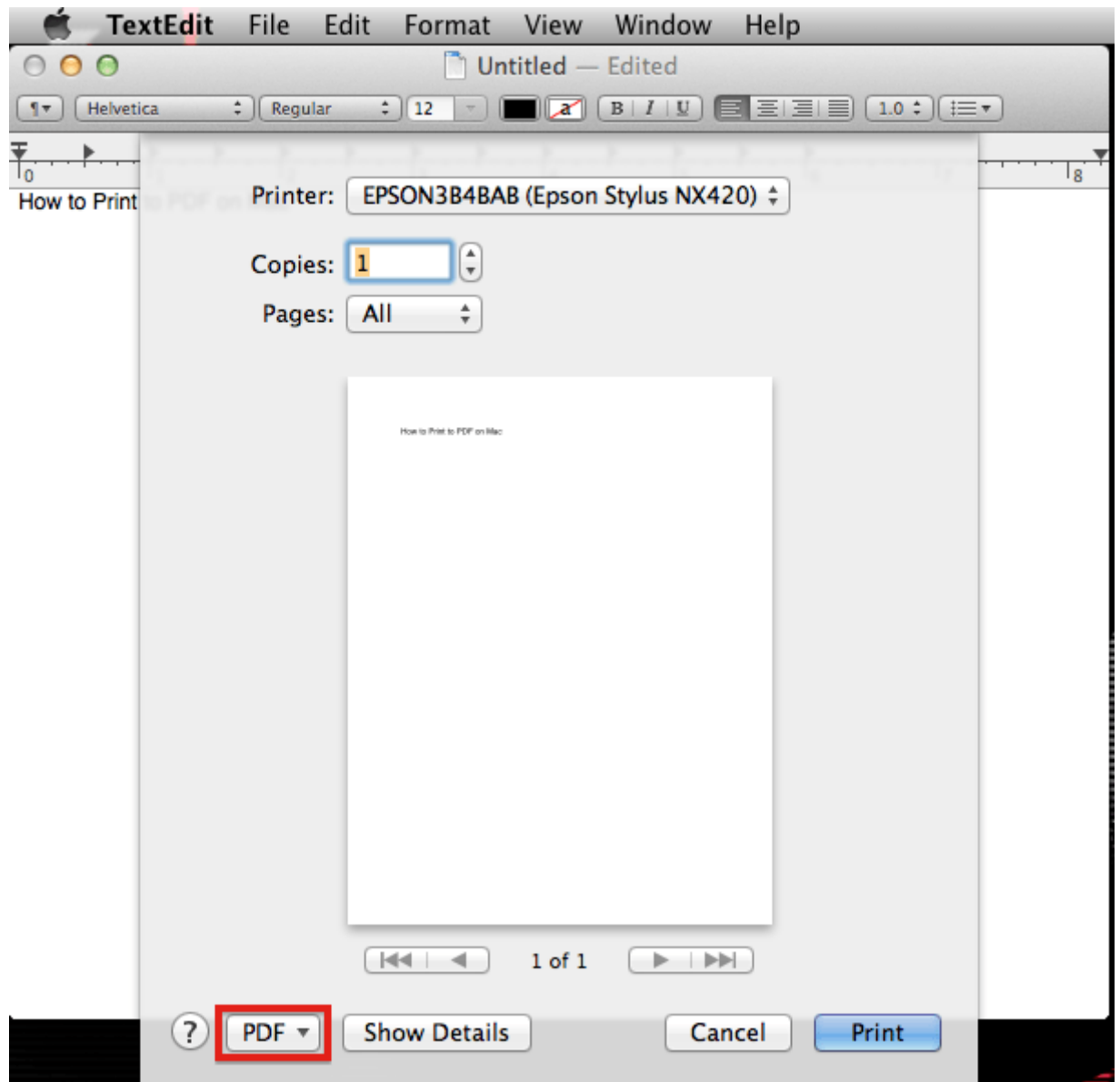


Method 2a - Print to PDF in Mac OS

1. First, open the document you wish to print to PDF in any Mac application. Once your document is open, open the File menu at the top of the page and click Print.



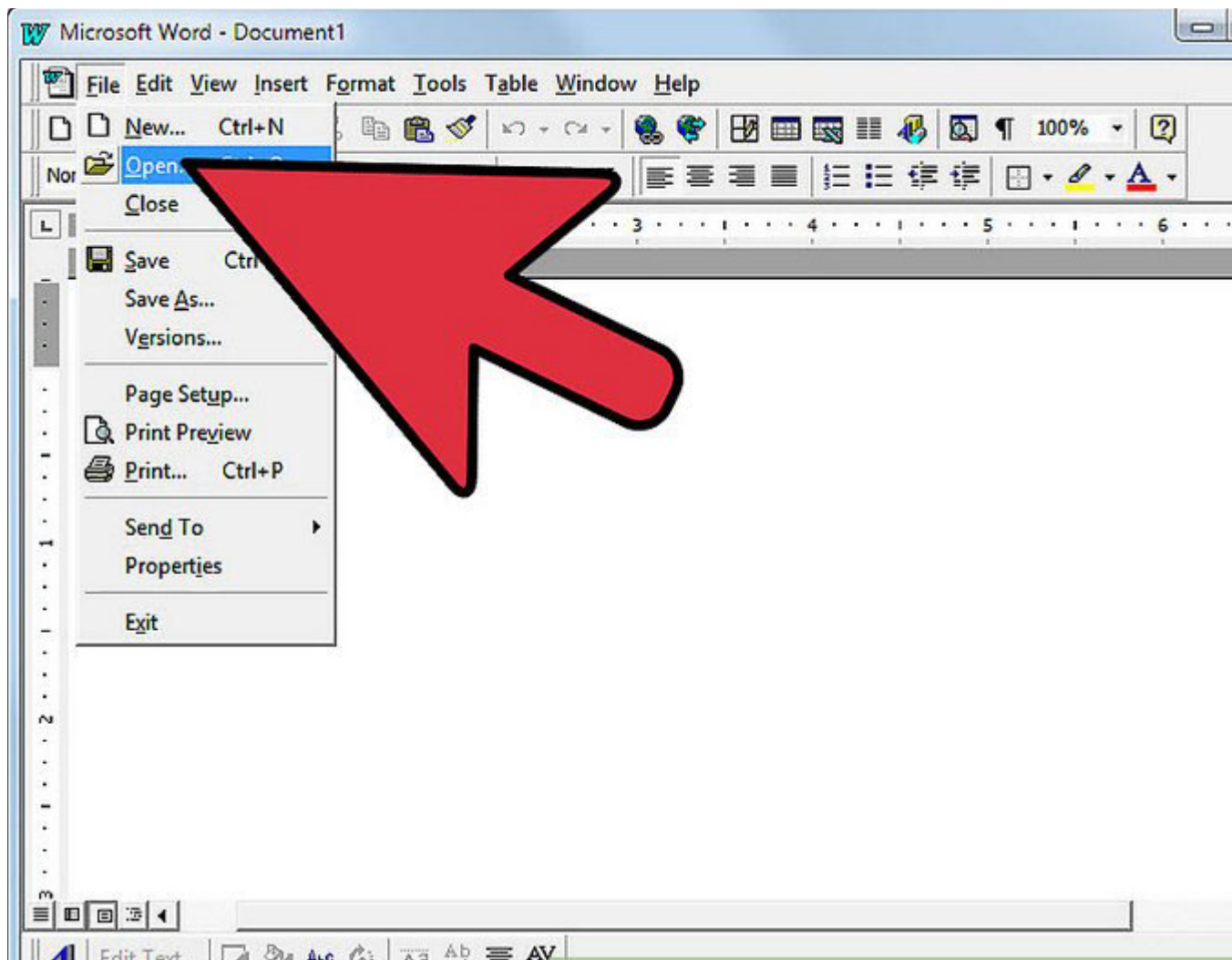
2. The print options page will open. Click on the button in the bottom left corner labeled PDF.



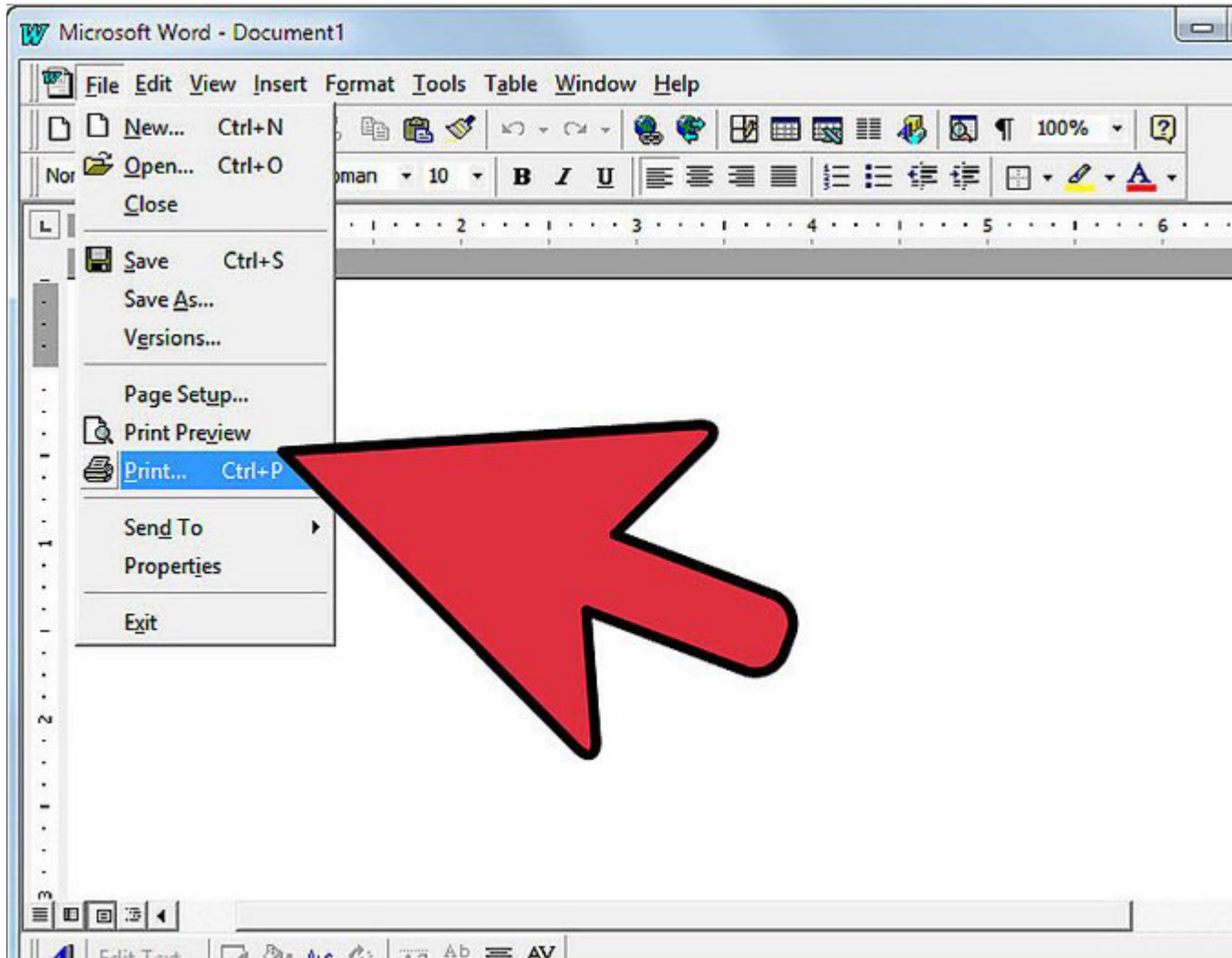
3. Select *Save as PDF*, choose a destination for your new document, and click *Save*. You've just converted your original document into a PDF file. And that's as simple as it gets. PDFs make viewing documents a breeze, and Apple makes converting your documents to that format just as easy

Method 3 - Other Versions of Word

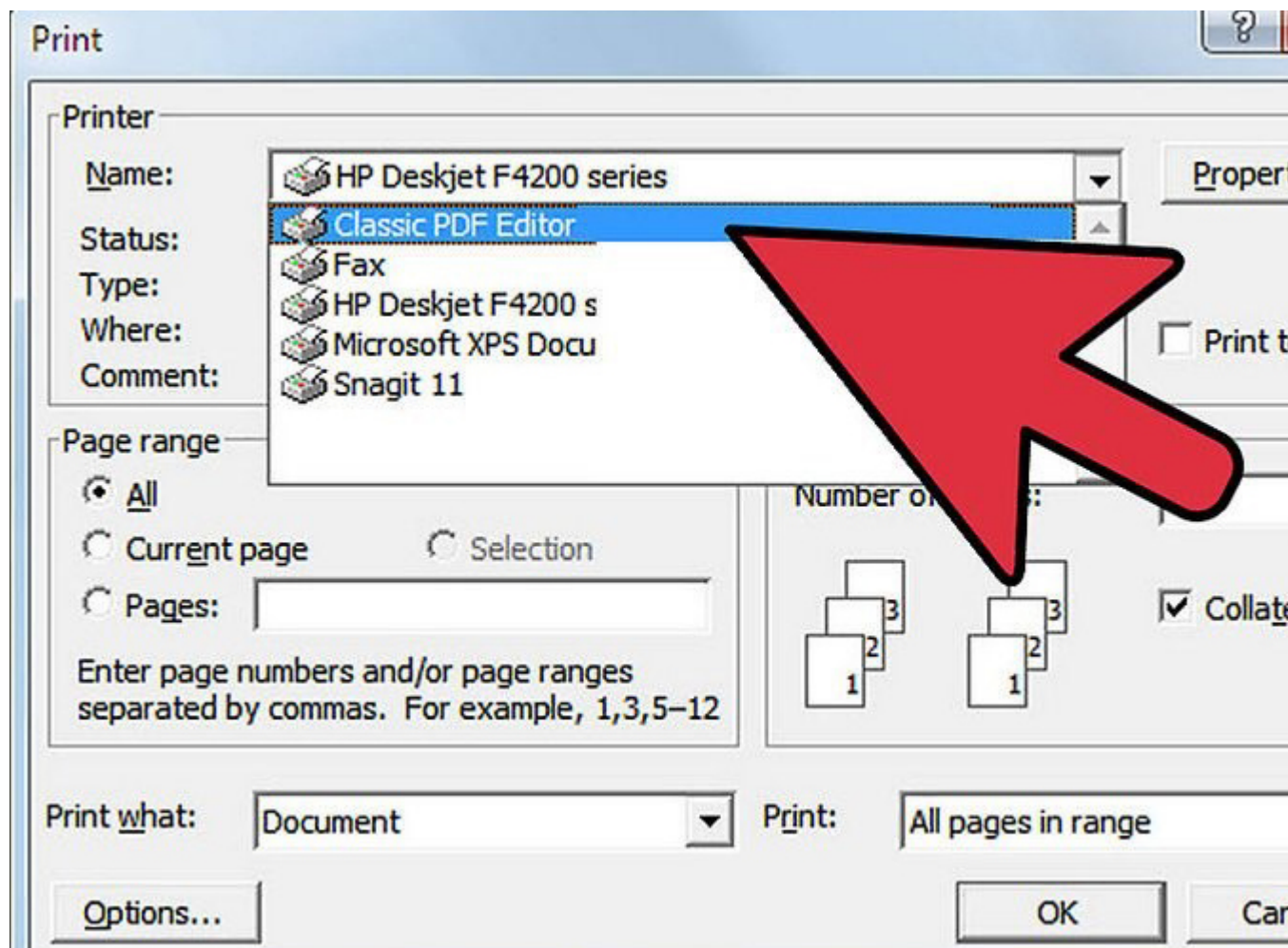
1. Open the file you wish to save.



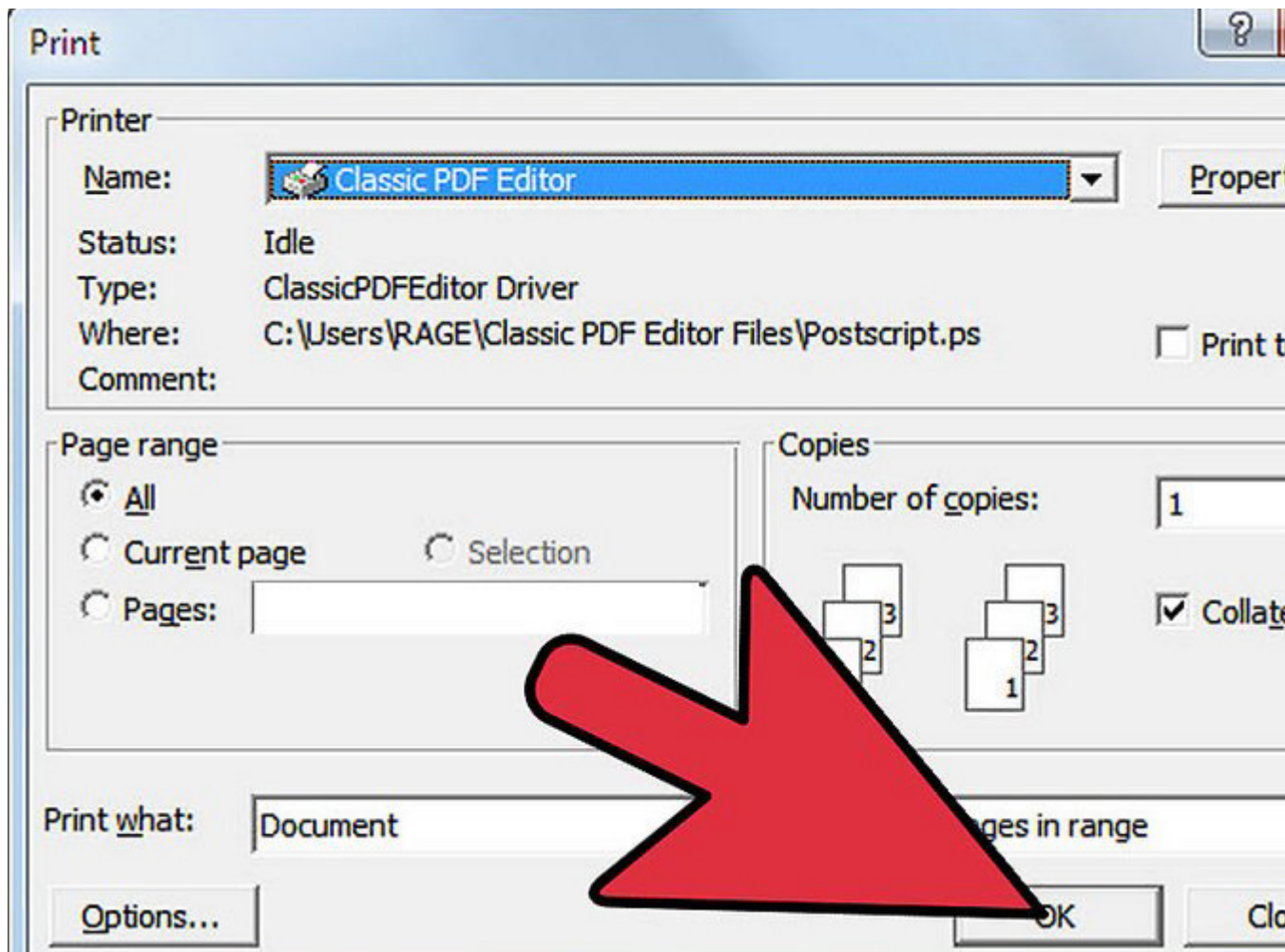
2. Go to *File > Print*.



3. Click the dropdown list of installed printers and select *PDF*. Newer versions of Microsoft Word have this option; if it does not appear on your version, try one of the methods below.



4. **Click *OK*.** This will convert your document and open it in Adobe Reader (if you have it installed).

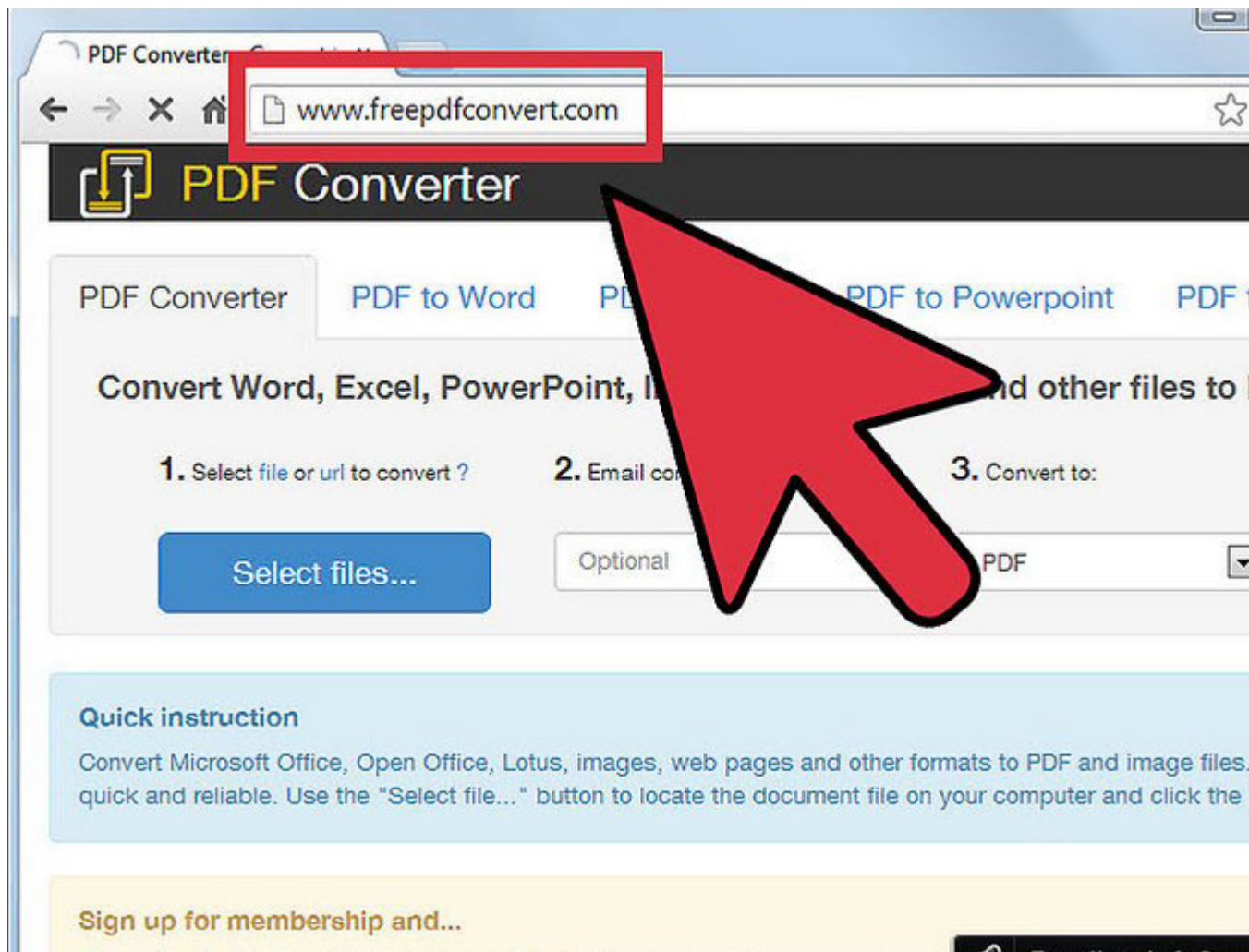


Method 4

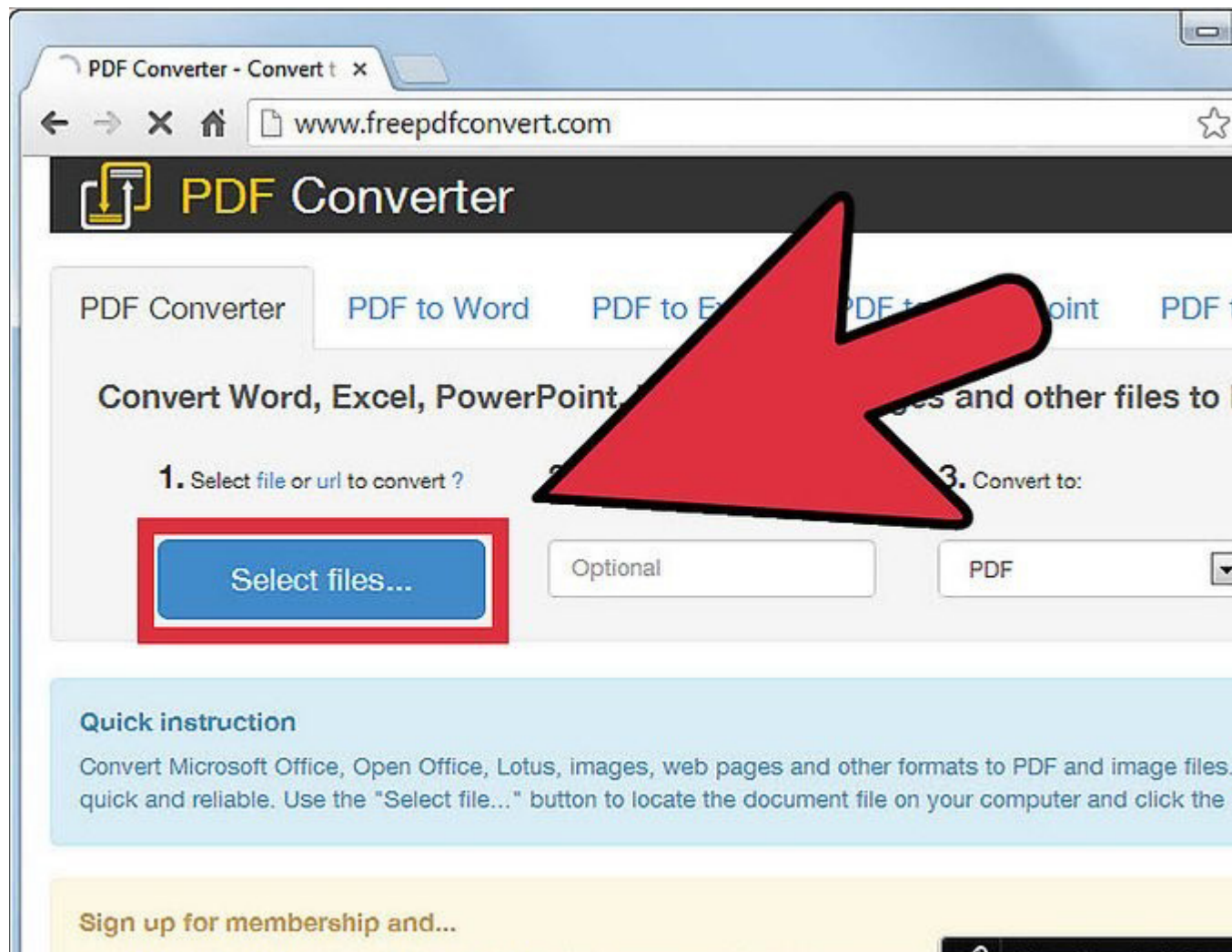
Using a PDF Conversion Website

1. Using a **free** PDF conversion website.

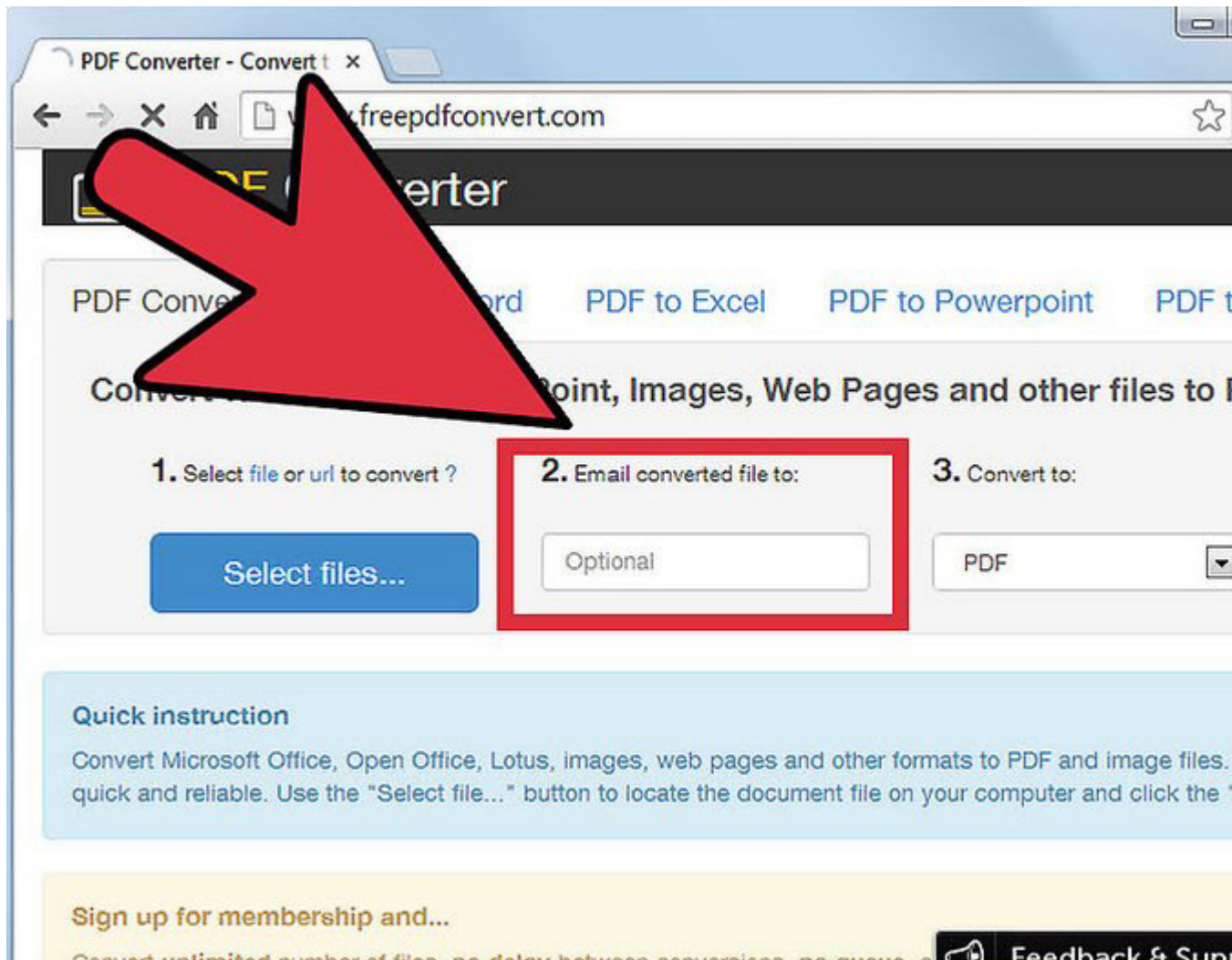
- Examples can be found easily online by searching for "convert to PDF."
Do not use a site that asks you to pay, install unnecessary software, or anything else you're uncomfortable with. There are **many** free, easy-to-use PDF conversion sites online and you never have to settle.



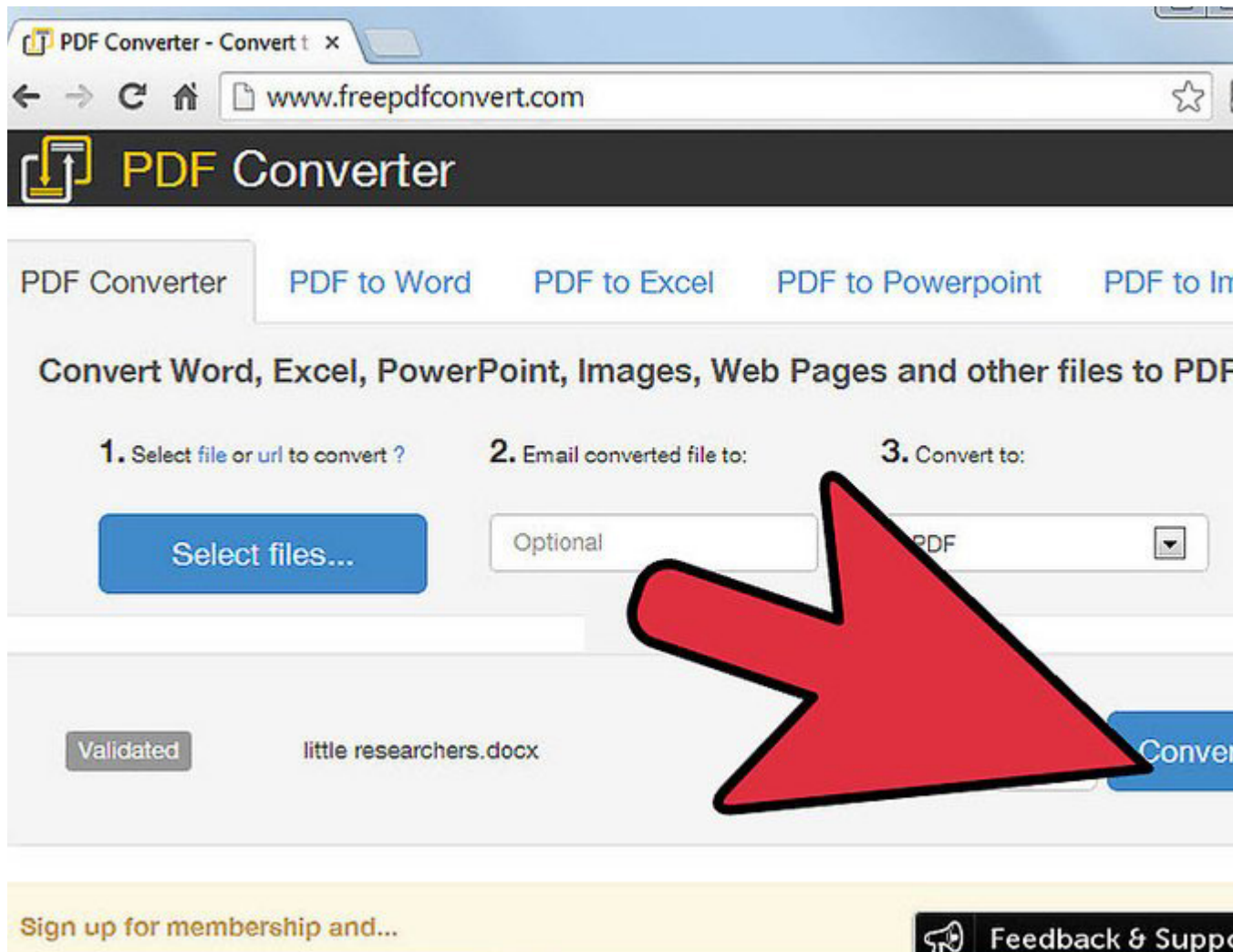
2. Click *Browse* to locate the desired Word file(s).



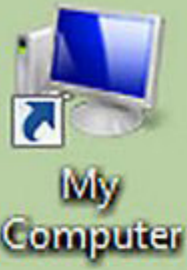
3. Some sites ask you to provide your email address and will email the file directly to your inbox. There are **many** that do not.



4. Click Convert and wait for it to process.



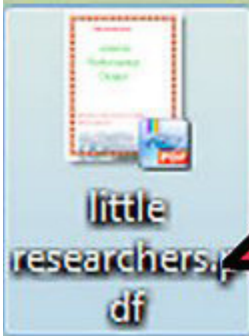
5. Check your file. Check the website for your converted file; otherwise, look for the file in your inbox.



My
Computer



Recycle Bin



little
researchers,
df

