

Create a PDF from a Word Document

Last Modified on 04/02/2026 1:28 pm CDT

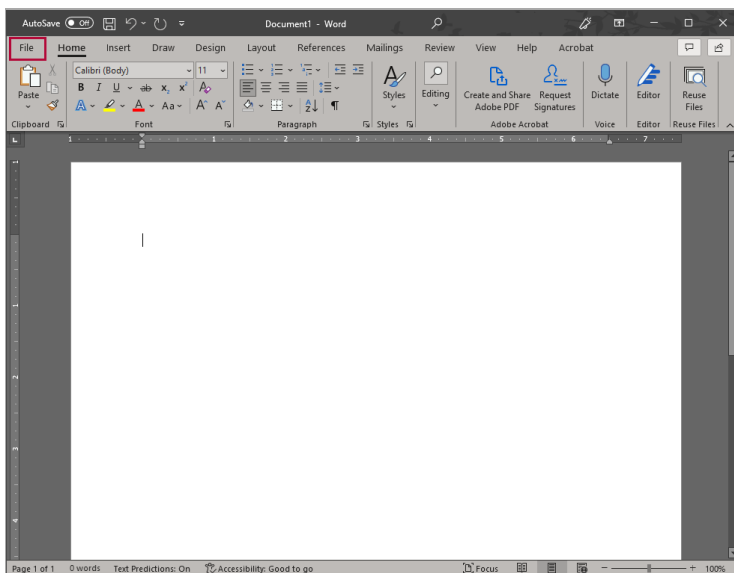
All **Microsoft Office** products can produce PDF documents. There are advantages to using PDF in your course rather than original files produced in **Microsoft 365** products:

- The document looks the same for every student no matter what operating system or browser they use.
- The PDF format is ubiquitous and works on any operating system.
- Saving as PDF usually compresses the file size.

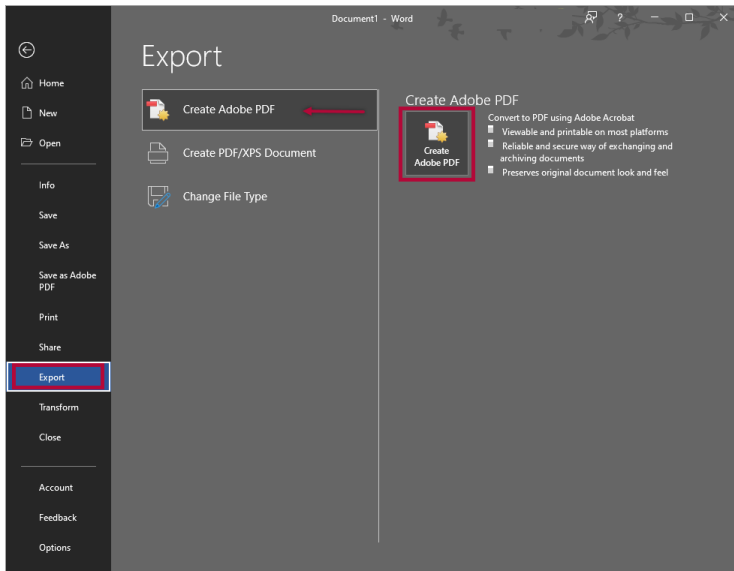
See the following instructions for creating a PDF from a **Microsoft 365 Word** file.

Export Your File as a PDF Document

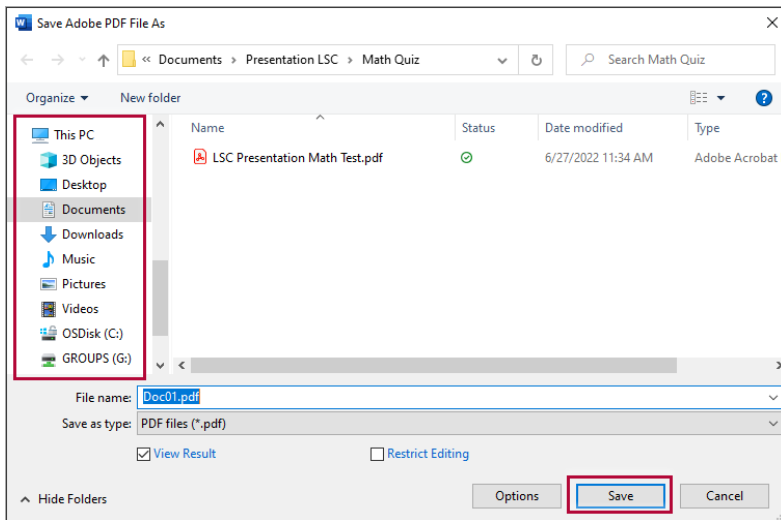
1. Open your **Word 365** document.
2. Click on the **[File]** menu.



3. Choose **[Export]** and click the **[Create PDF/XPS Document]** option, then click the **[Create PDF/XPS]** button.

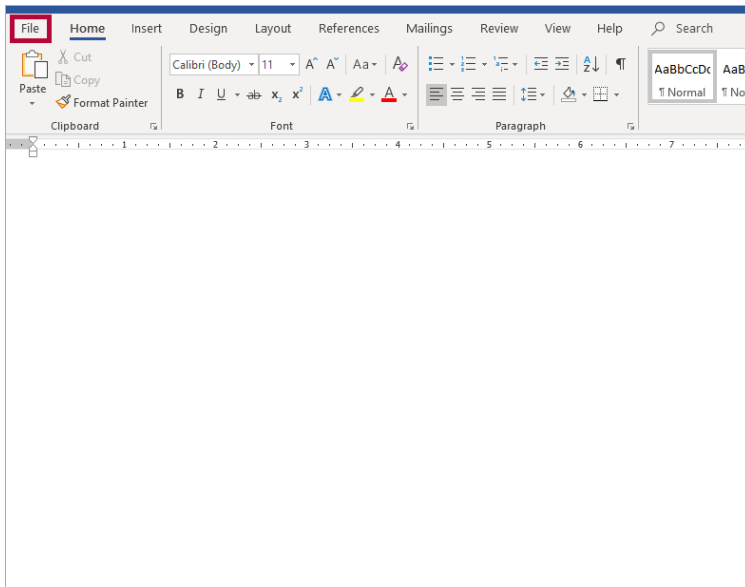


4. Choose a location to save your file and enter a name in the **File Name** box. Then click **[Save]**.

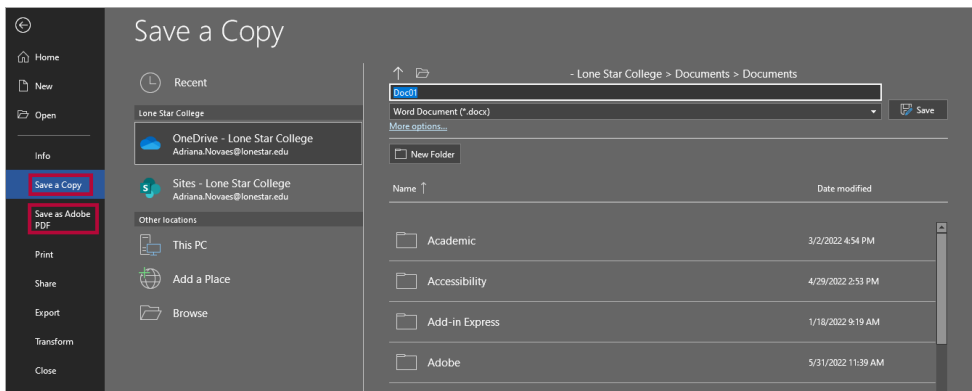


Save as a PDF

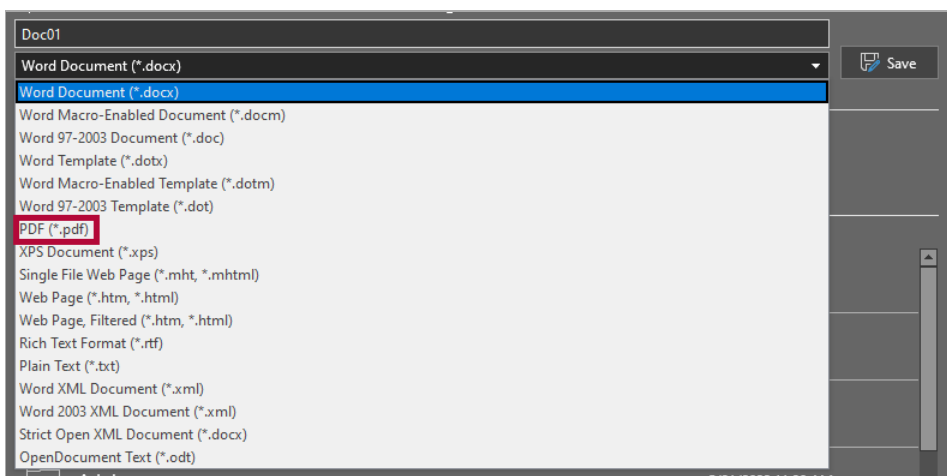
1. Open your **Word 365** document.
2. Click on the **[File]** menu.



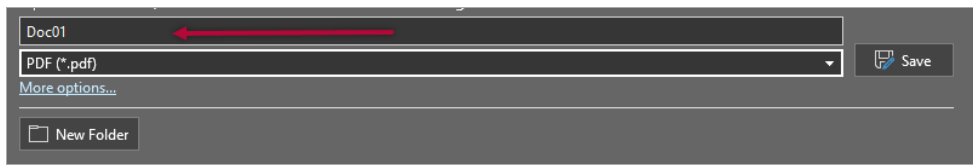
3. Choose **[Save a Copy]** or **[Save as Adobe PDF]**.



4. If you choose **[Save a Copy]**, click the **Type** dropdown arrow to see the available file types and select **[PDF]**.



5. Type a name for the file in the **File Name** field, verify **PDF** is selected as the file type, and click **[Save]**.



Troubleshooting and Support

If you need additional assistance, contact the **IT Service Desk** at **281.318.HELP** (4357).