

Create a PDF from a Word Document

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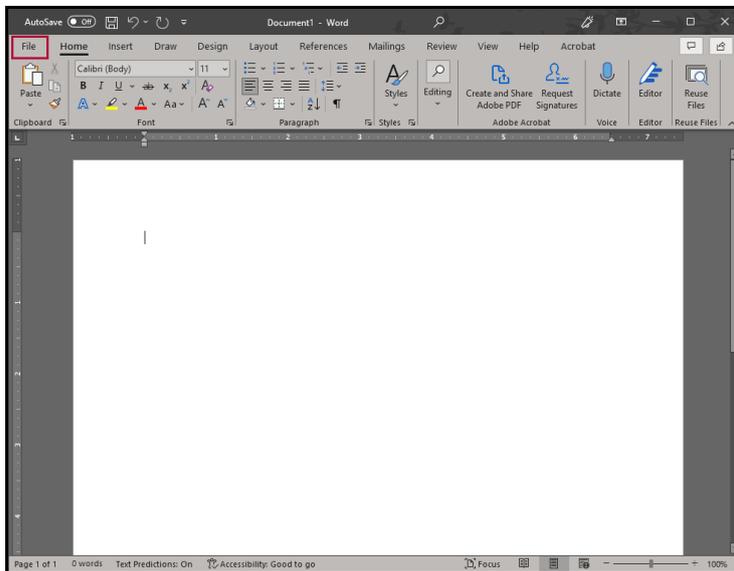
All Microsoft Office products can produce PDF documents. There are advantages to using PDF in your course rather than original files produced in MS 365 products:

- The document looks the same for every student no matter what operating system or browser.
- The PDF format is ubiquitous. It works on any operating system.
- Usually saving as PDF compresses the file size.

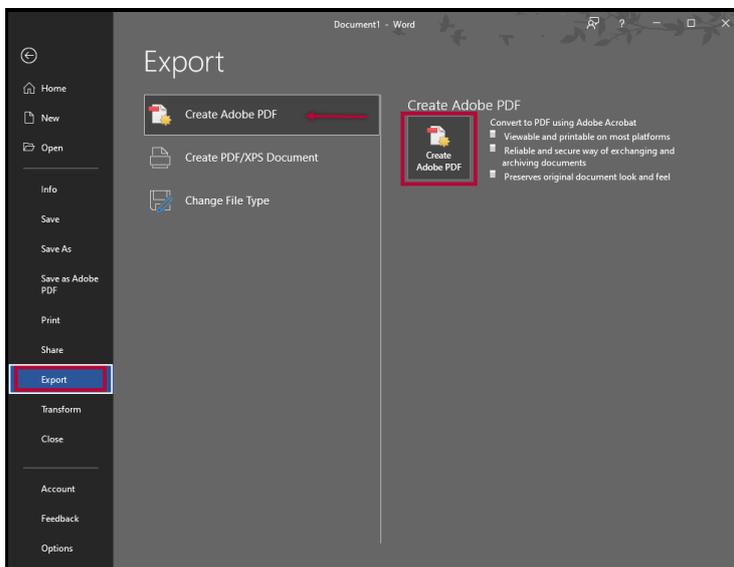
See the following instructions for creating PDF from a Microsoft 365 Word file:

Export Your File as a PDF Document

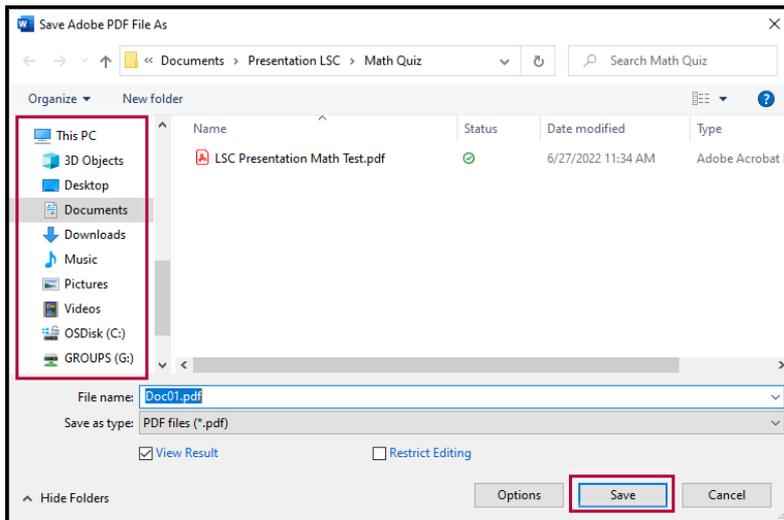
1. Open your Word 365 document.
2. Click on the **File** menu.



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

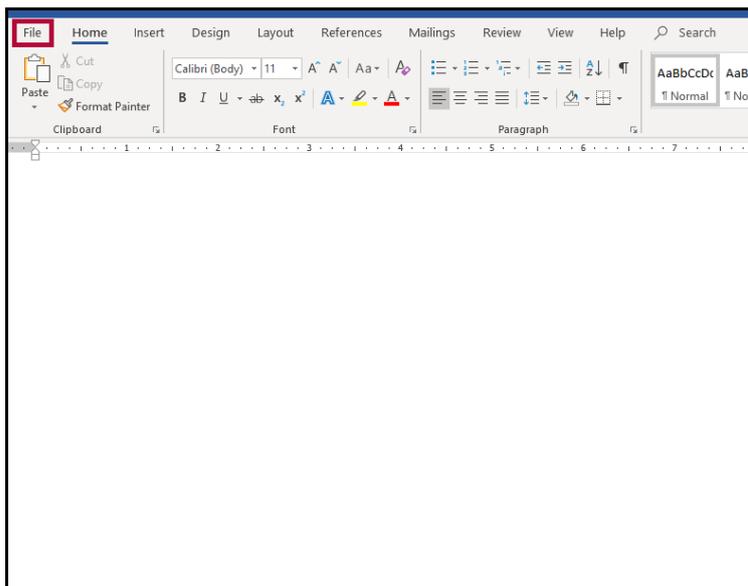


4. Choose a location to save your file and enter a name for your file in the File Name box. Then click **Save**.

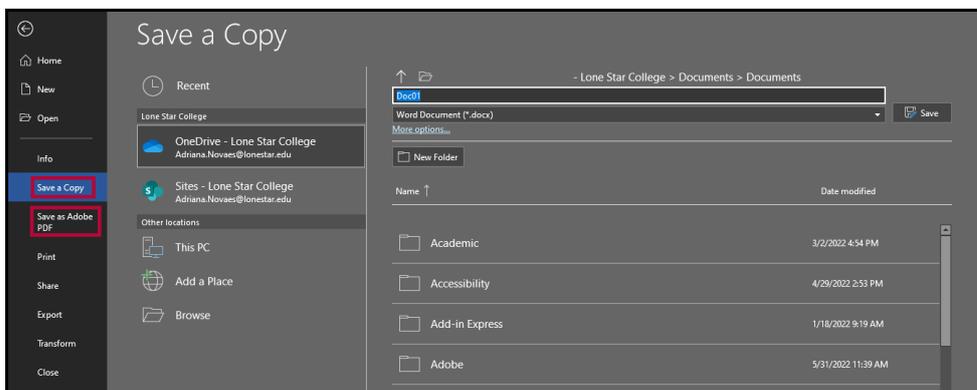


Save as a PDF

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

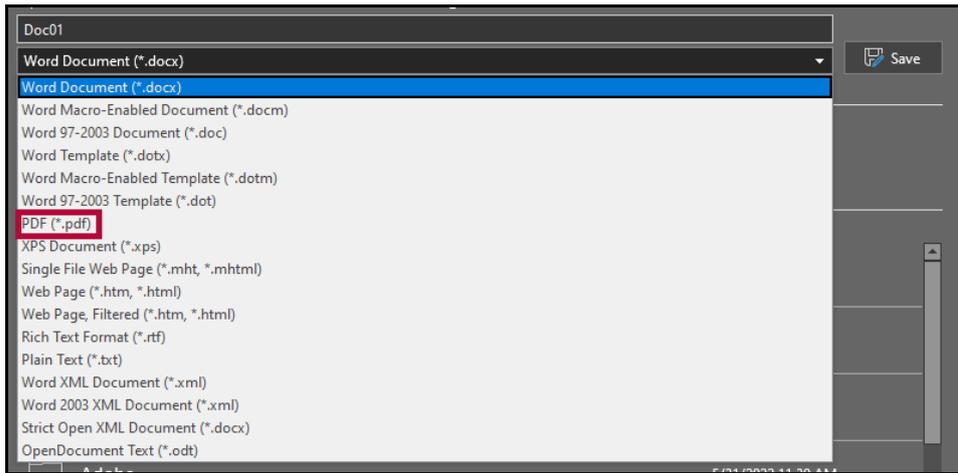


3. Choose **Save a Copy** or **Save as Adobe PDF**.



4. If you choose **Save as a Copy**, click the Type drop-down arrow to see the various types the

file can be saved as 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**.

