## **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.** 

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## 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.

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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**.

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Word Document (*.docx)		
Word Document (*.docx)		
Word Macro-Enabled Document (*.docm)		
Word 97-2003 Document (*.doc)		
Word Template (*.dotx)		
Word Macro-Enabled Template (*.dotm)		
Word 97-2003 Template (*.dot)		
PDF (*.pdf)		
XPS Document (*.xps)		
Single File Web Page (*.mht, *.mhtml)		
Web Page (*.htm, *.html)		
Web Page, Filtered (*.htm, *.html)		
Rich Text Format (*.rtf)		
Plain Text (*.txt)		
Word XML Document (*.xml)		
Word 2003 XML Document (*.xml)		
Strict Open XML Document (*.docx)		
OpenDocument Text (*.odt)		

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

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