

# Create a PDF from a Word Document

Last Modified on 04/27/2021 1:45 pm CDT

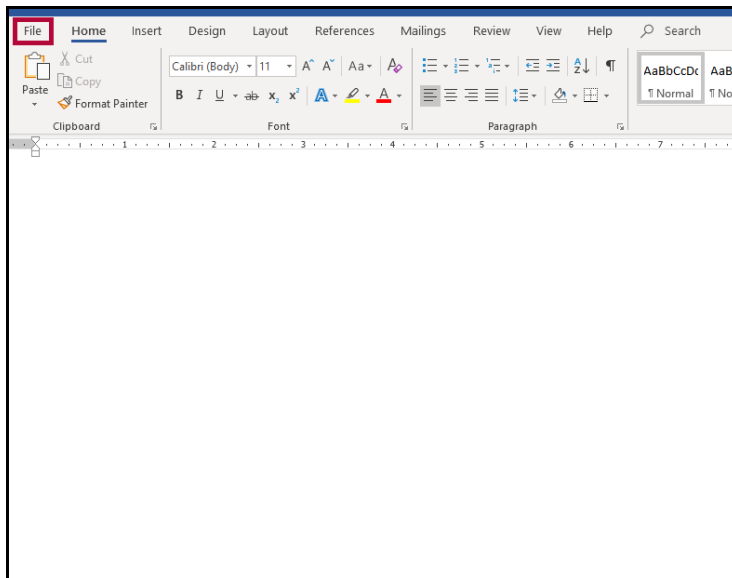
All Microsoft Office products can produce PDF documents. There are advantages to using PDF in your course rather than original files produced in MS 365 products:

- 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.

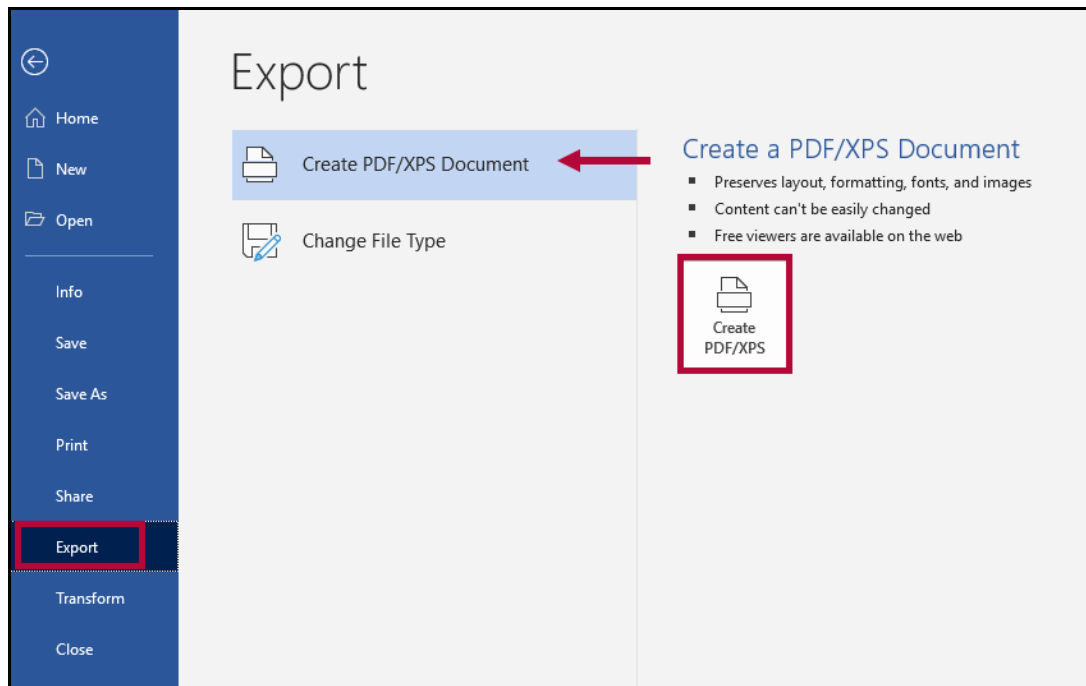
See the following instructions for creating PDF from a Microsoft 365 Word file:

## Export Your File as a PDF Document

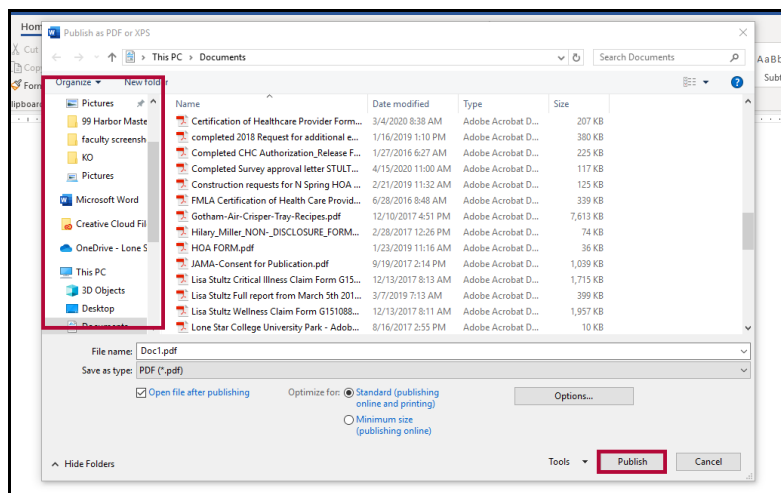
1. Open your Word 365 document.
2. Click on the **File** menu.



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

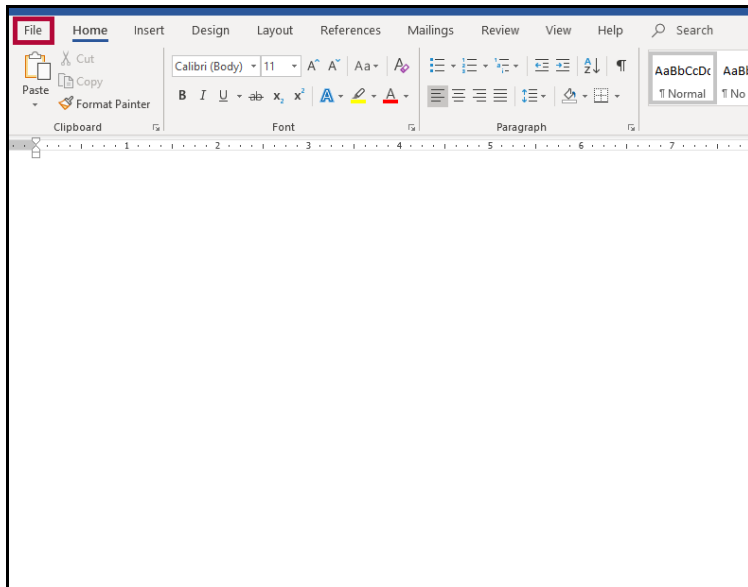


4. Choose a location to save your file and enter a name for your file in the File Name box. Then click **Publish**.

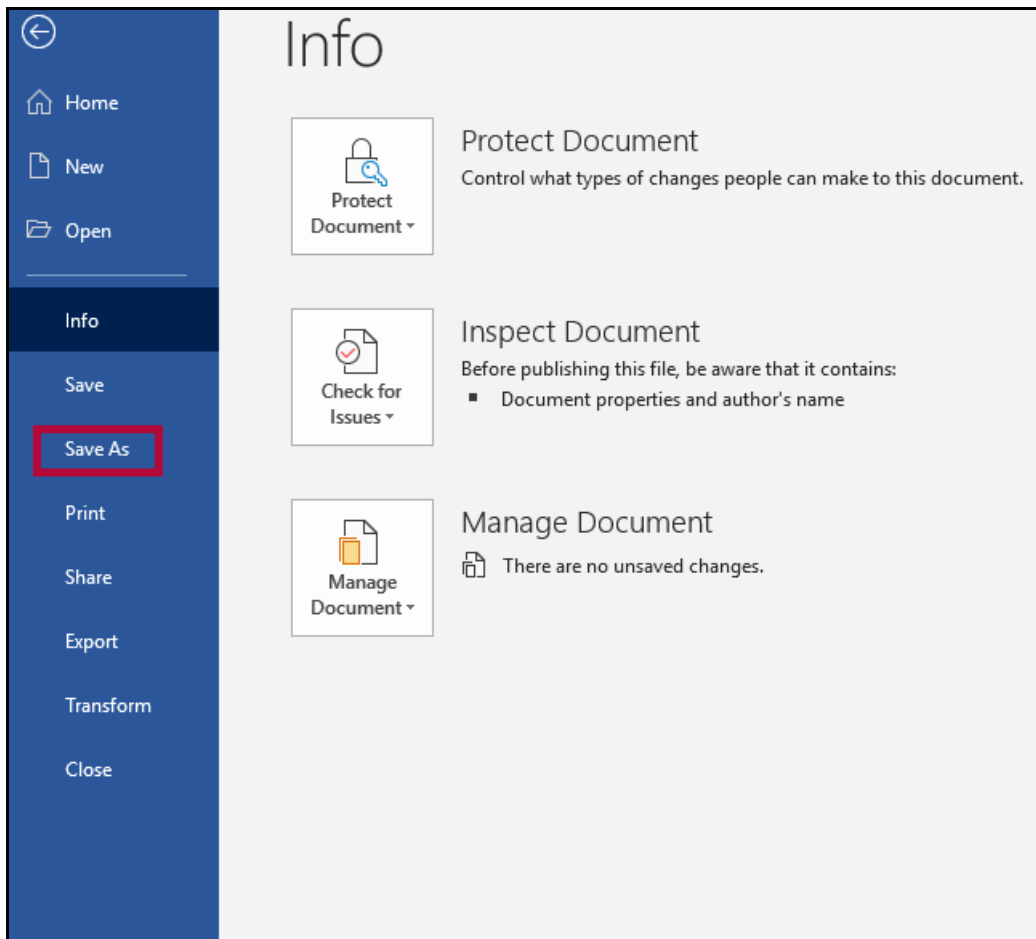


## Save as a PDF

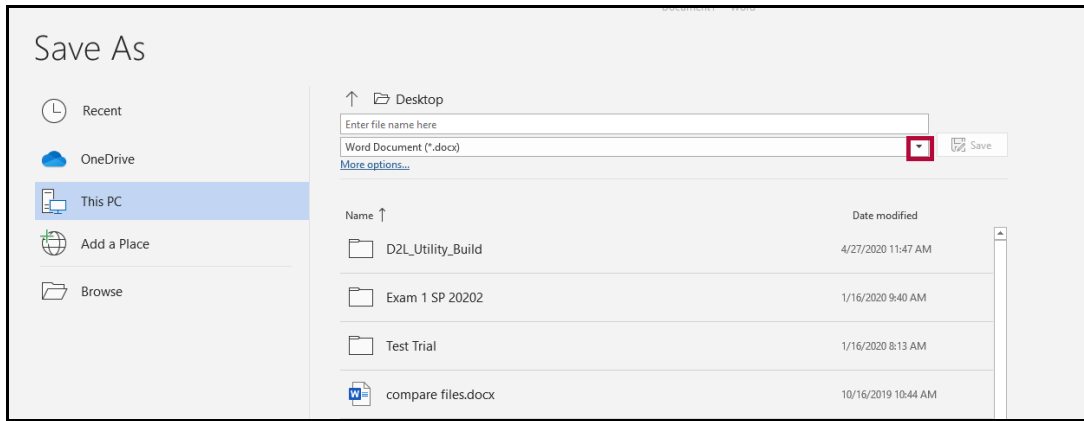
1. Open your Word 365 document.
2. Click on the **File** menu.



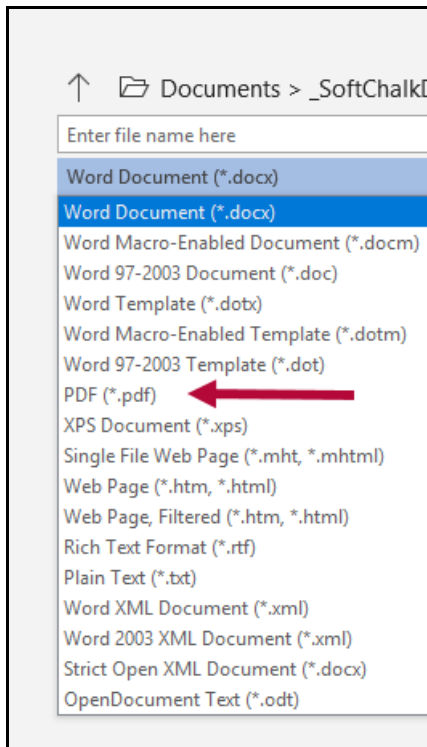
3. Choose **Save As**.



4. Click the Type drop-down arrow to see the various types the file can be saved as.



5. Choose **PDF**.



6. Type a name for the file in the File name field and verify PDF is selected as the Type. Click **Save**.

