



# Save a Word Document as a PDF

How to save a Microsoft Word document as a PDF.

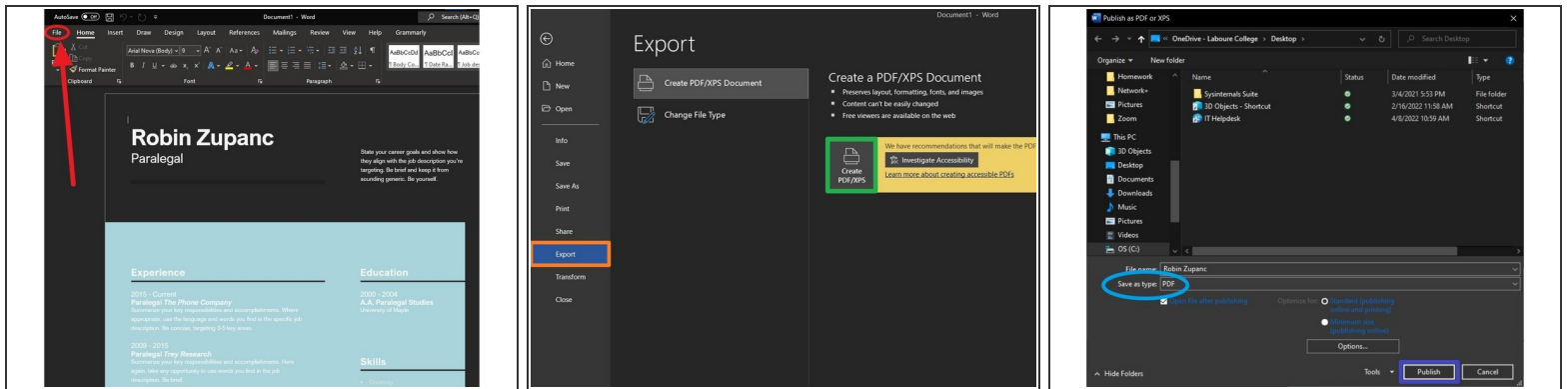
Written By: Edward Akers

# Saving Word Document as PDF

## INTRODUCTION

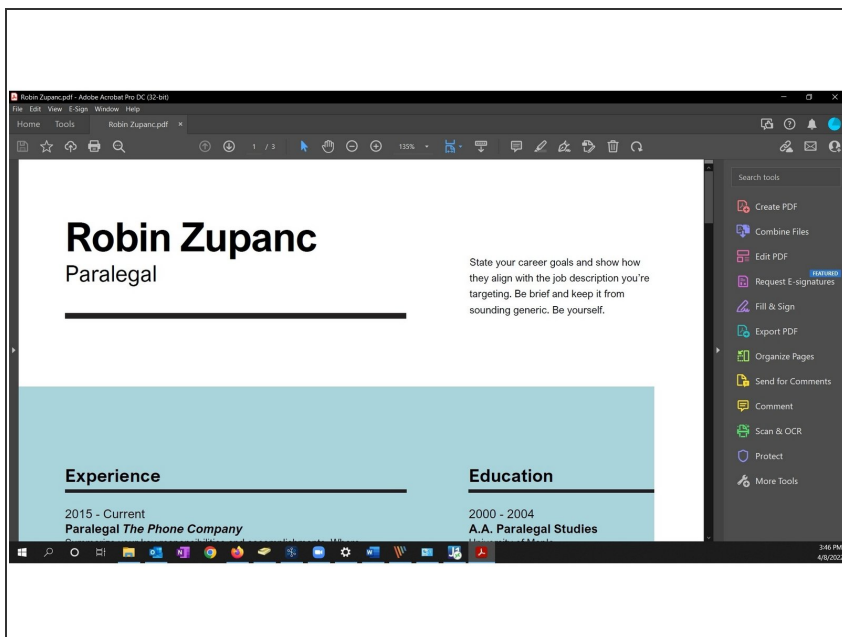
Saving your Microsoft Word document as a PDF instead of a .docx file makes it easier for others to view on their computers. The PDF version of the document will also retain the formatting as it appears on your device.

## Step 1 — Save a Word Document as a PDF



- In the top left corner of Word, click **File**.
- Click **Export**.
- Click **Create PDF/XPS**.
- Name the PDF and choose where you would like to save it.
  - Make sure **PDF** is selected next to **Save as type**.
- Click **Publish**.

## Step 2



- You now have a PDF version of your Word document.

