

How to Save a Document as a PDF

Saving a document as a PDF directly from the computer, rather than printing the document and physically scanning it in, reduces the size of the file and increases functionality of the document.

Saving Microsoft Word Doc as PDF – Option 1

Step 1: Open your document in Microsoft Word.

Step 2: Click **File** at the top left corner of the screen.

Step 3: Now, click **Save as Adobe PDF**.

Step 4: In the save panel, choose the location you want to save the file in, **name the document** and click **Save**.

Saving Microsoft Word Doc as PDF – Option 2

Step 1: Open your document in Microsoft Word.

Step 2: Click **File** at the top left corner of the screen.

Step 3: Now, click **Print** then select the “printer” **Adobe PDF** from the drop-down menu.

Step 4: Click **Printer Properties** then select the “Paper/Quality” tab and choose **Black & White**. Click “Ok” and click **Print**.

