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Convert a Word Document to a PDF

Keep it neat, safe, and easy to share!

Sometimes you need to turn a Word document into a PDF. Why?

- A PDF looks the same on every computer
- It's easier to send by email
- It keeps your formatting safe (no weird font changes!)

The good news: **you don't need any special software.** Microsoft Word can do it for you in just a couple of clicks.

How to do this is on the next page



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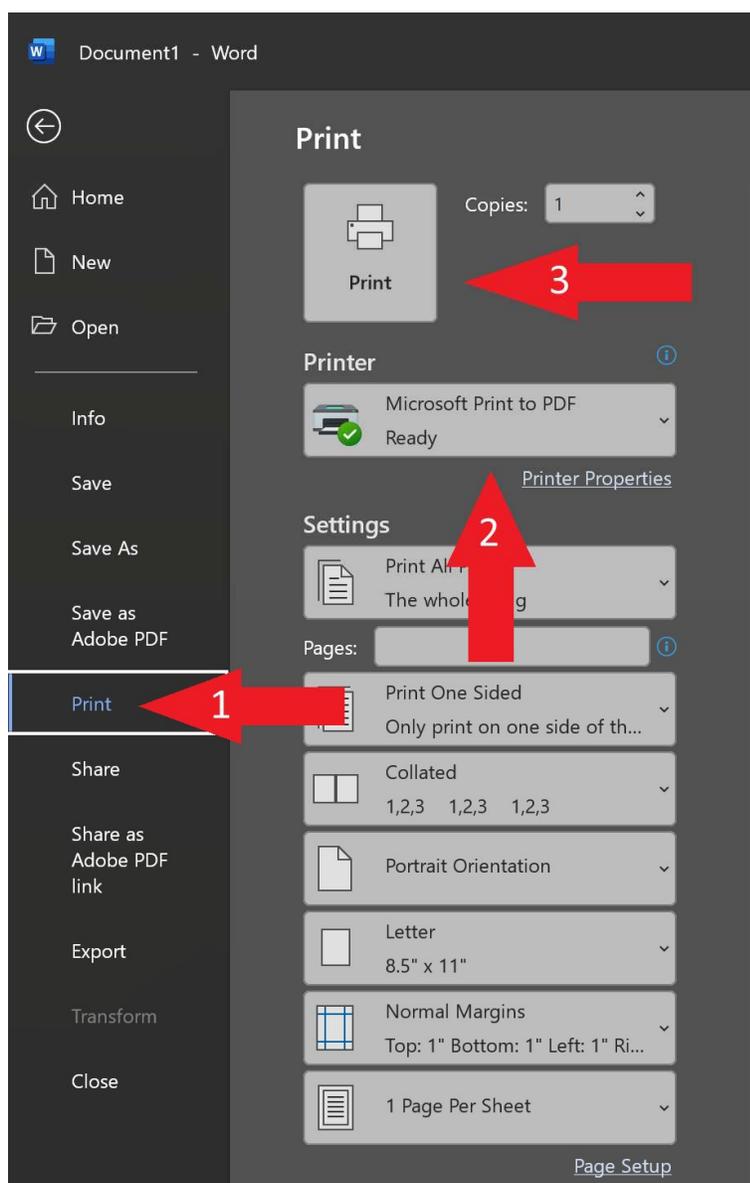


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Print to PDF (easy and free)

In your open Word document:

1. Click **File** → **Print**.
2. Under **Printer**, choose **Microsoft Print to PDF**.
 - (If you're on a Mac, choose **Save as PDF** in the bottom-left corner.)
3. Click **Print**.



(more on the next page)



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4. Instead of printing on paper, your computer will ask:

- “Where do you want to save the PDF?”
- Choose a folder and give it a name.

5. Click **Save**.

File name: Enter Document Title here

Save as type: PDF Document (*.pdf)

Hide Folders

Save Cancel

And just like that — your document is a PDF!

Tips

- Name your file something clear like Recipe.pdf or Resume2025.pdf.
 - If you want to **check your PDF**, just double-click it — it should open in Adobe Reader or your browser.
-

You Did It

Now you know how to turn any Word document into a neat, easy-to-share PDF. No extra programs, no stress.



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