

Source URL: <https://www.wikihow.com/Convert-a-Microsoft-Word-Document-to-PDF-Format>

The latest versions (after MS Office 2007) allow you to save a Word or Excel documents as a pdf, thus avoiding formatting errors. Go to Files->Save As and select ".pdf format" from Save As Type. Click to save.

How to Convert a Microsoft Word Document or Excel to PDF Format

This document guides you how to create a PDF version of a Microsoft Word document. PDF files are both compatible with most platforms and difficult to edit, making them perfect for storing and delivering important documents. You can use Microsoft Word itself on your Windows or Mac computer.

The process for **Excel** conversion is also similar to **Word** document.

Method 1 : Using Windows

Using Word on Windows

1. Open the **Microsoft Word document**. Double-click the Word document to open in Microsoft Word.
2. If you haven't yet created the document, open Word, then click on the **Blank document** and create the document as needed before proceeding.
3. Click **File**. It's in the top-corner of the Word window. Doing so opens a pop-out window.
4. Click **Export**. This option is in the left-hand column of options. You should see several new options appear in the middle of the window.
5. Click **Create PDF/XPS Document**. It's in the upper-left corner of the window.
6. Click **Create PDF/XPS**. This option is in the middle of the windows Doing so prompts a pop-up window.
7. Select a **save** location. On the left side of the window. Click the folder in which you want to store the PDF version of the word file.
8. Since the PDF is a different file type that the Word document, you can store the PDF in the same file location as the Word file.
9. You can also enter a new file name in the "File name" text box if you like.

10. Click **Publish**. It's in the bottom-right corner of the window. This will create a PDF copy of your Word document in your specified location.

Method 2 : Using MAC

Using Word on Mac

1. **Open the Microsoft Word document.** Double-click the Word document to open it in Microsoft Word.
2. If you haven't yet created the document, open Word, then click **Blank Document** and create the document as needed before proceeding.
3. **Click File**. It's in the upper-left corner of your Mac's screen. A drop-down menu will appear.
4. **Click Save As...**. This option is in the drop-down menu. Doing so opens a new window.
5. **Enter a file name.** Type whatever you want to name the PDF into the "Name" text box at the top of the window.
6. **Select a save location.** On the left side of the window, click the folder in which you want to save your PDF.
7. **Click the "File Format" text box.** It's at the bottom of the window. A drop-down menu will appear.
8. **Click PDF.** This option is in the "Export" section of the drop-down menu.
 - a. You may have to scroll down in the drop-down menu to see this option.
9. **Click Export**. It's a blue button in the bottom-right corner of the window. Doing so saves your PDF in the specified file location.