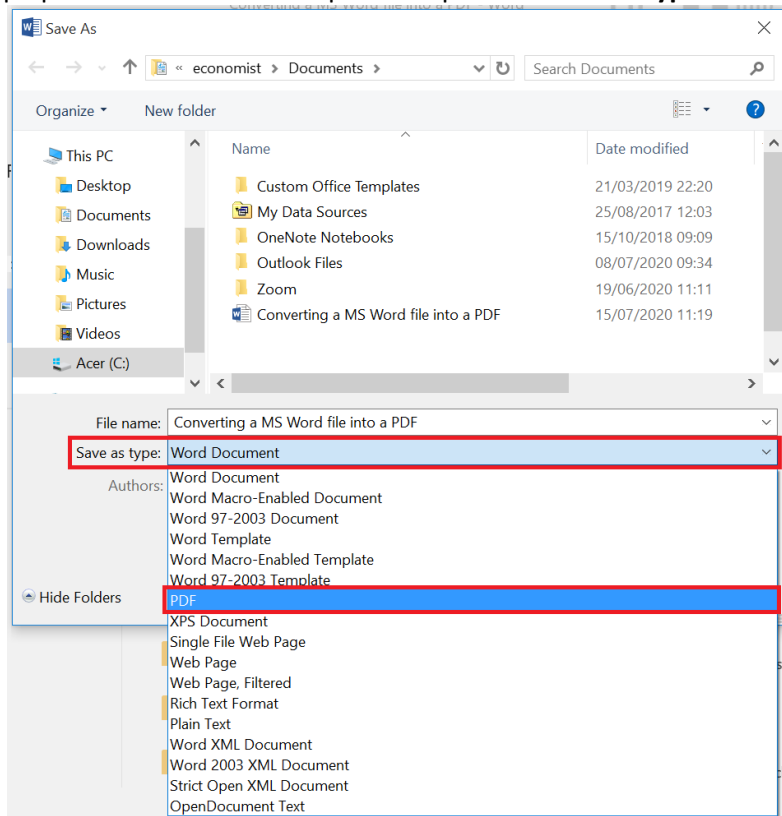# Converting a MS Word file into a PDF

This guide assumes you have Microsoft Word already installed on your device. It also assumes you have already saved your assignment as a doc or .docx file.

1) Click on **File** in the menu bar
2) Click **Save As** > **This PC**, or the location you wish to save this file on your device.
3) In the pop up window select the drop-down option on **Save as type** > **PDF**

4) Once you select PDF, a few options appear. Uncheck the **Open file after publishing**, if you do not have a PDF reader.
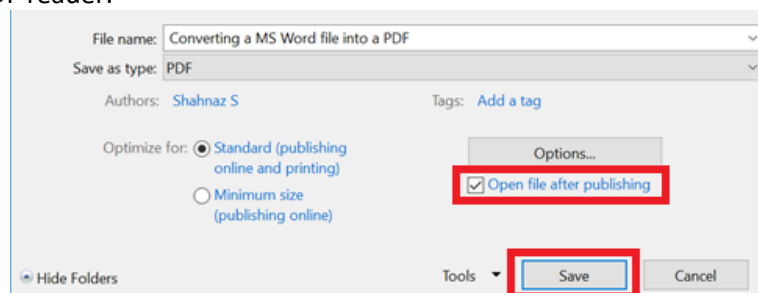
5) Click **Save**

NOTE: It is best to view your work in case of any formatting issues.

You have successfully saved your assignment as a PDF file.