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.

File name:	Converting a MS Word file into a R	PDF ~
Save as type:	PDF	
Authors:	Shahnaz S	Tags: Add a tag
Optimize	for: Standard (publishing online and printing) Minimum size (publishing online)	Options
Hide Folders		Tools Save Cancel

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.