

How to make a PDF when using Microsoft Word

I have Windows 10 and an annual subscription to Office 365 so this is how it works for me.

There are two ways to do this:

1. Doing it as you save the file
2. Printing it
3. Sharing

Method 1. Saving

When I am saving a document I have just made for the first time, I click the File menu option and choose Save As, I get a popup window that allows me to choose the name for the file and where I want to save it. There are several versions of this popup depending on your version of Windows and Word. Here is a picture of one version:

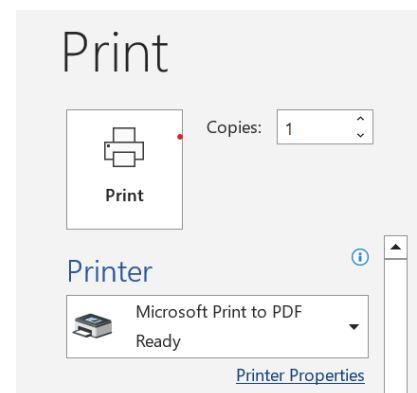


If I clicked the Save button on this window I would save the file to the MBC directory with the name Print to PDF in a Word format. Notice the down arrow on the box with Word Document in it. When I click this down arrow on my computer I am able to choose PDF and then click the Save button. Be sure you also save the file as a Word Document as well.

Method 2. Print

Depending on the version of Windows and Word that you have you may be able to make a PDF using the same process you would to print the file to a printer.

I do this by clicking File and choosing Print. In the dropdown box where I choose what Printer I want to use, I have the choice Microsoft Print to PDF. When I choose that printer and click the Print button, a window pops up which allows me to navigate to where I want to save the PDF and to choose a name for the PDF. This feels very similar to how you would save the document in the first place.



One thing to watch for....when doing it this way, my computer and Word remembers the last choice of printers I made so the next time I try to print a different document it will try to print to PDF so I just need to go back and choose a different printer,

Method 3. Sharing

This method depends on how you manage your email and on the version of Windows and Word you have. I use Outlook to manage my email.

When I want to email a document I am able to do this from Word by using the Share function. This means I do not have to save and close the file, go to my email, compose and email and attach the file.

I do this by clicking File and choosing Share. I get this popup.

I click the PDF icon at the bottom and I get a popup that is the same one I get when I click New Email in Outlook but the file is already attached!

