# Saving a word document as a PDF

1. Open Microsoft Word and proceed to type a new word document or open an existing word document. Make sure the document is final before converting it into a PDF.

2. To save the completed document, click the Office button ( ) in Microsoft Word to open the drop down menu of options available for the document.

3. Navigate to 'Save As' in the drop down menu. Microsoft included the ability to save a word document as a PDF. Though, it does not allow editing. The document must be in final form.
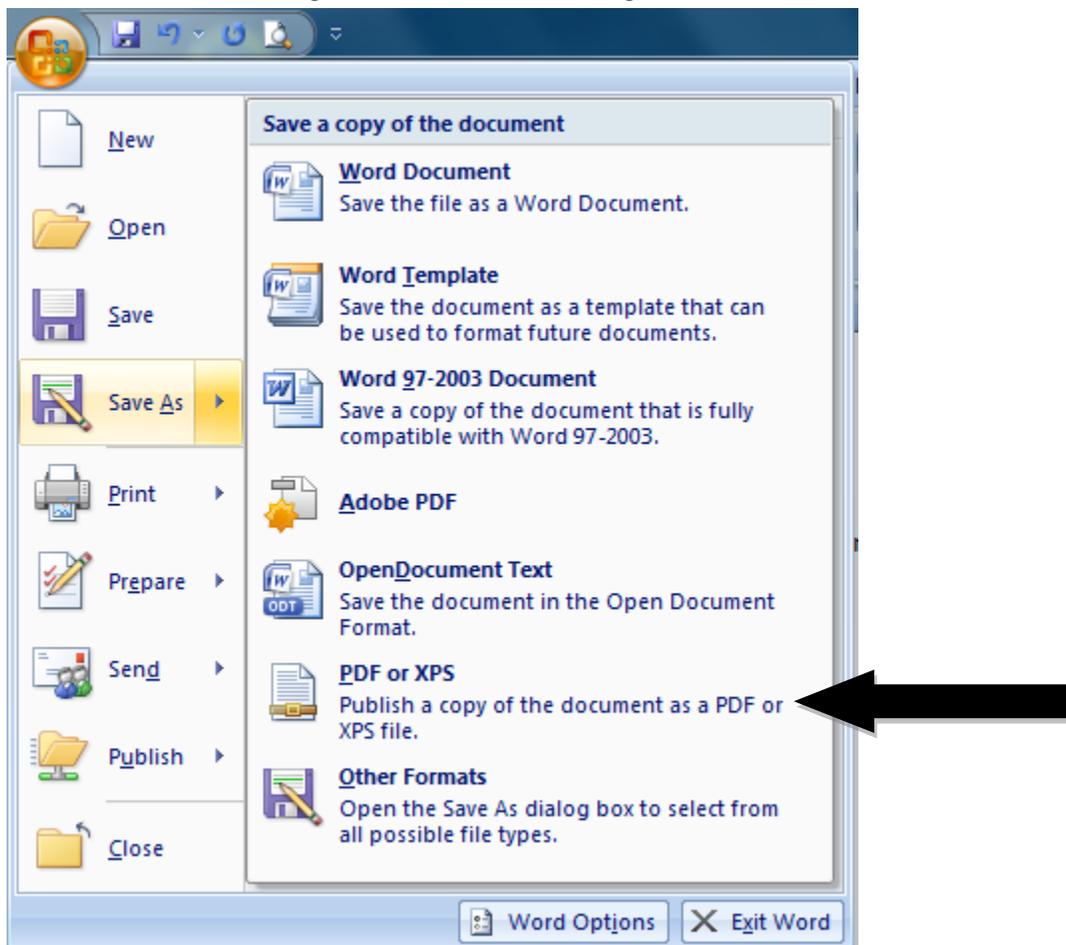
4. Once you click on 'PDF or XPS' for the file extension, Word will prompt a Save window, asking where the document should be saved and the for the document name. Click publish to convert your word document into a PDF file.
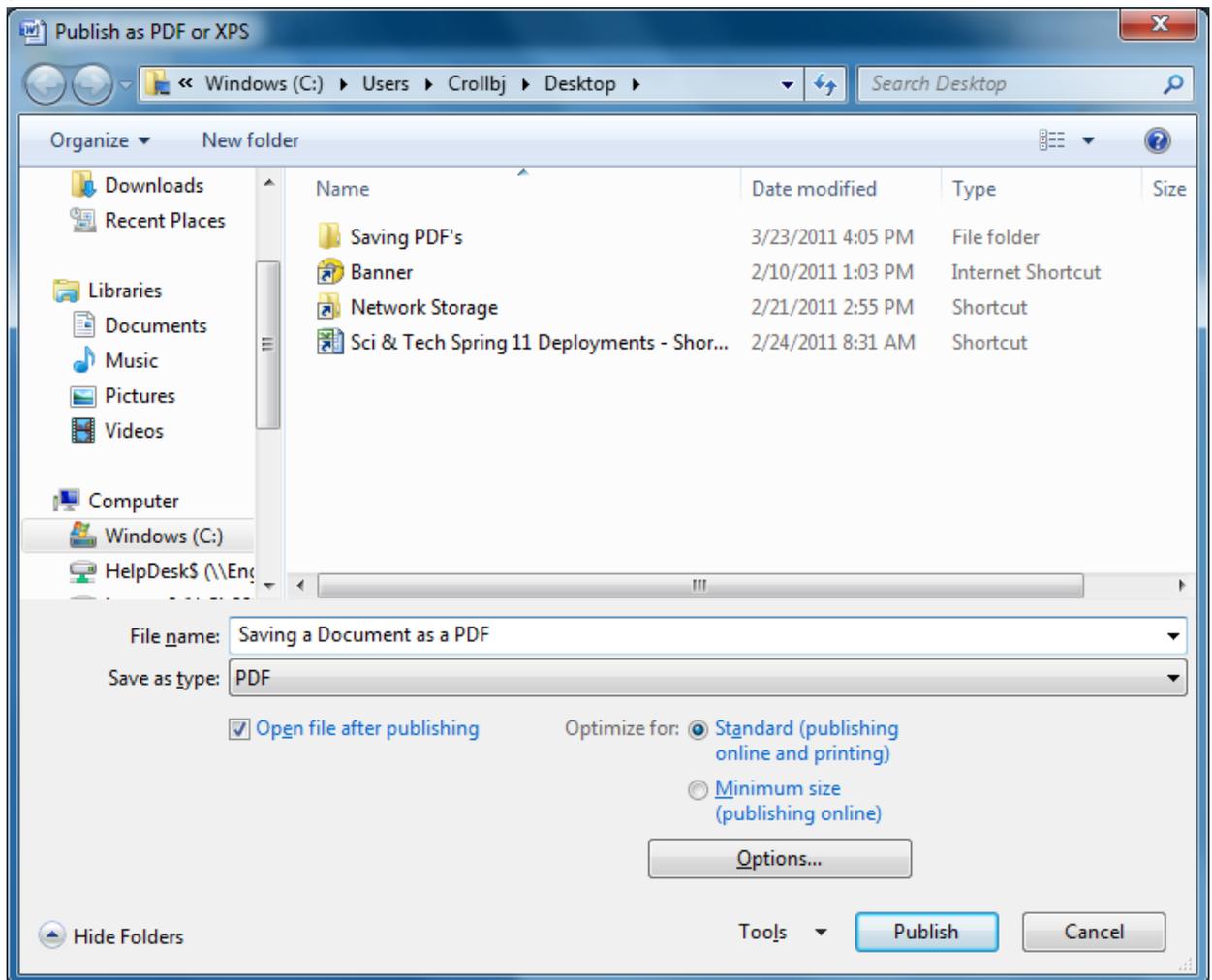


5. The once Word Document should now be converted into a PDF file and open for viewer reading.