**DID YOU KNOW?**

# How to covert Microsoft documents to PDF

You can use the Office programs to save or convert your files to PDFs so that you can share them or print them using commercial printers. And you won't need any other software or add-ins. Use PDF format when you want a file that:

- Looks the same on most computers.
- Has a smaller file size.
- Complies with an industry format.
- To export or save as PDF, in your Office file open the office document which you wish to convert

1) Choose File
2) Click on Export & then click on Create PDF/XPS
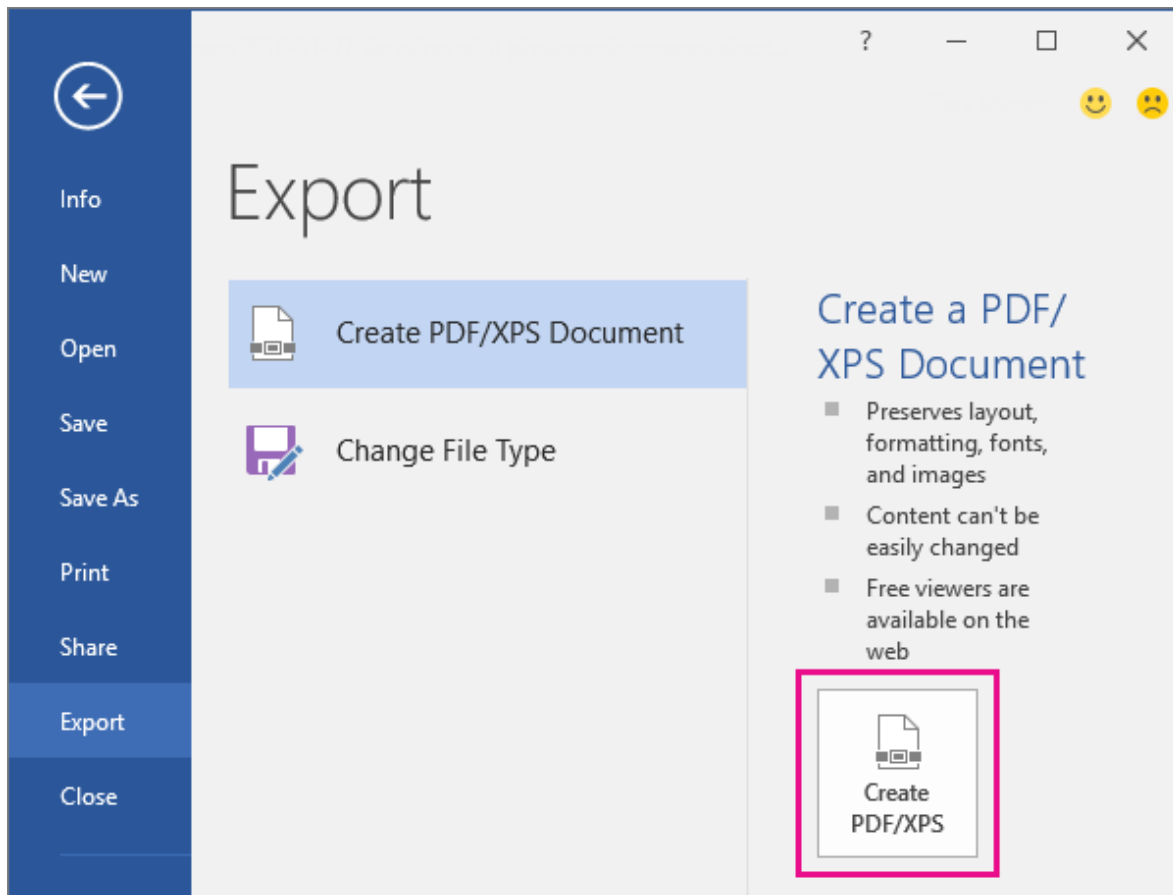
3) If the properties of your Word document contains information that you do not want included in the PDF, in the Publish as PDF or XPS window, choose Options. Then select Document and clear Document properties. Set any other options you want and choose OK.
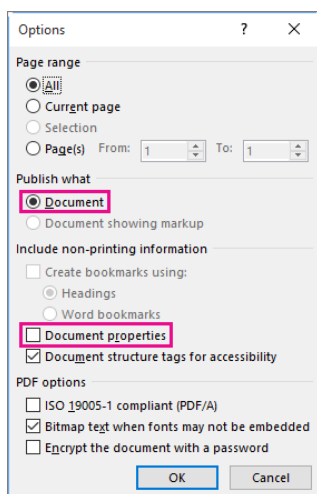
4) In Publish as PDF or XPS, navigate to where you want to save the file. Also, modify the file name if you want a different name.
5) Click Publish.

THANK YOU