**How to Convert Word file to PDF file – Easily**

Hi. In this we are going to see How to convert a WORD file to PDF file without any plugin.

I hope MS Word and Google Chrome are already installed on your computer.

Step 1: Open the word file that you need to convert into Pdf.

Step 2: Click File -> Save as. Select ‘**Web page (.htm, .html)**’ file extension in the ‘Save as type’ dropdown.

Step 3: Open the saved file using Google Chrome.

Step 4: Select the Print icon (top right).

Step 5: Click change in the Destination section and Select **‘Save as PDF’**.

Step 6: Click Save button.

That’s it. Now you have converted a word file into Pdf.