



# How to Create PDF Files

## Author Info

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Creating a PDF file is a great way to share your ideas and to make sure that they can't be altered without leaving an electronic footprint. There are multiple ways to create a PDF file and all of them are fairly quick and easy. If you want to know how to create PDF files, just follow these steps.

### Method 1

Method 1 of 4:

## **Creating a PDF from a Word Doc on a PC**

- 1 Get PDF creation software.** There are many free PDF creation programs, including PDFCreator, PDF factory Pro, and PrimoPDF. You can find and download this software online.
  - It's also likely that you already have PDF creation software on your computer, such as Adobe Acrobat (for making PDFs) and Adobe Reader (for reading PDFs). Search your computer for PDF creation software before you download anything.
- 2 Open Microsoft Word.**
- 3 Write the document.** Use Microsoft Word to write whatever document you'd eventually convert to a PDF. If you've already completed the document you'd like to convert, just open the document.
- 4 Click "File."**
- 5 Click "Print."**
- 6 Choose your PDF printer.** Set the preferences for the PDF you'd like to create.

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Okay

**Method  
2**

Method 2 of 4:

**Creating a PDF from a Word Doc on a Mac**

- 1 Get PDF creation software.** There are many free PDF creation programs, including PDFCreator, PDF factory Pro, and PrimoPDF. You can find and download this software online. It's also likely that you already have PDF creation software on your computer, such as Adobe Acrobat (for making PDFs) and Adobe Reader (for reading PDFs). Search your computer for PDF creation software before you download anything.
- 2 Open Microsoft Word.**
- 3 Write the document.** Use Microsoft Word to write whatever document you'd eventually convert to a PDF. If you've already completed the document you'd like to convert, just open the document.
- 4 Click "File."** It's the second option from the top left of the document.
- 5 Click "Print."** This is the second option from the bottom of the drop-down menu.
  - Alternatively, you can select "Save As".
- 6 Select "PDF."** It's the option on the bottom left of the Print menu. Click on the arrow.
  - Alternatively, you can select "PDF" from the "Format" menu.
- 7 Select "Save as PDF."** This will open a new window that will allow you to save the document.
- 8 Name the document.**
- 9 Select the folder where you'd like it to appear.** Select the folder by clicking on the arrows below the file name to open a list of options.
- 10 Select "Save."** This will convert and save the document as a PDF.

**Method  
3**

Method 3 of 4:

**Using an Online Converter on a PC or Mac**

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printinpdf.com

- 2 Click "Choose file" or "Browse."** Any converter will give the option of browsing through your files to choose the ones you'd like to convert.
- 3 Select as many files as you want or can.** Most online converters will limit you to three files at once.
- 4 Click "Convert to PDF."** Wait for the file to convert to a PDF. This can take a few minutes, especially if you have multiple files. When the process is finished, you will be told that your files are ready to be downloaded.
- 5 Download your converted files.** Click on the files and wait for them to download.
- 6 Save them to your computer.** You have finished creating the PDF files.

Method  
4

Method 4 of 4:

### Using the Google Chrome browser

- 1 Get the Google Chrome browser.**
- 2 Type "data:text/html, <html contenteditable>" without the quotations marks in the URL bar.**
- 3 Type and paste any text, but images will not work.**
- 4 Format the text using the following commands:**
  - Ctrl+U=underline
  - Ctrl+ I=italics
  - Ctrl+ B=bold
  - Ctrl+ C=copy
  - Ctrl+ V=paste
  - Ctrl+ X=cut
  - Ctrl+ Z=undo
  - Ctrl+ Y=redo
  - Ctrl+ A=select all
  - Ctrl+ Shift+ Z=toggle as plain text

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Okay

- Ctrl+P=print

**5 Save.** Print it. Select the printer as 'save as PDF'.<sup>[1]</sup>

## Community Q&A

### Question

**Can I create a PDF file from pictures?**

wikiHow Staff Editor

**Staff Answer**

Yes. One easy way to do this is to save an image as a PDF file in a graphics editing program, such as Adobe Photoshop. Your scanner software might also allow you to save scanned images as a PDF. If you have Microsoft Word, paste one or more images into a .doc file and export it as a PDF.

### Question

**What programs can I use to create PDF files?**

wikiHow Staff Editor

**Staff Answer**

You can export PDF files from Word documents or create them in Adobe Acrobat Pro. There are also a variety of free programs you can use, such as AbleWord or PDFMate.

### Question

**Can I make a PDF file on my phone?**

wikiHow Staff Editor

**Staff Answer**

Yes. For example, if you have the mobile version of MS Word, you can export a document as a PDF file on your phone or mobile device.

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### Question

## What documents should be made into .pdf files?

### Community Answer

Most documents are best in .pdf, especially if you are not sure if the person receiving your work has Microsoft Office or Google Docs.

### Question

## How do I save a downloaded user manual on my iPad?

### Community Answer

It should already be saved in your download folder.

### Question

## What do I do if the only way I seem to be able to create a PDF file is to go to export and select PDF, but then it always seems to be on the internet and I don't want it to be?

### Community Answer

You need to set your default PDF viewer to the app you want it to open with. By default, it opens with your default internet browser. If you want to change it and you're on Windows, just right-click on the PDF and choose "Open With...", choose the app you want, and check the box marked "Always use this app."

### Question

## Is it safe to use online PDF converters?

Zackery Spry

**Community Answer**

Always make sure it is something you can trust. Online PDF converters can mislead you into downloading a virus instead of your converted files. To keep it safer, go on ones you know are safe.

### Question

## How do I create a PDF document?

Johann Hill

**Community Answer**

Creating a pdf document is simple and easy. If you are editing a Microsoft Word document and you wish to save it in PDF, then simply go to the top left menu and click "save as" or press Ctrl + Shift + S to directly move to "save as" menu. Save the doc into PDF format. If you have an image/png/jpg file you want to convert to PDF then visit a site that creates PDFs, upload your image to the site and click the Convert button and download your PDF document.

## Tips

- Always save the file even if you've saved the PDF file. It's usually easier to edit.
- The links in the text will not work in PDF format, so be sure to write the entire URL (<http://something.com>) instead of linking text (creating hyperlinks).

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## References

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