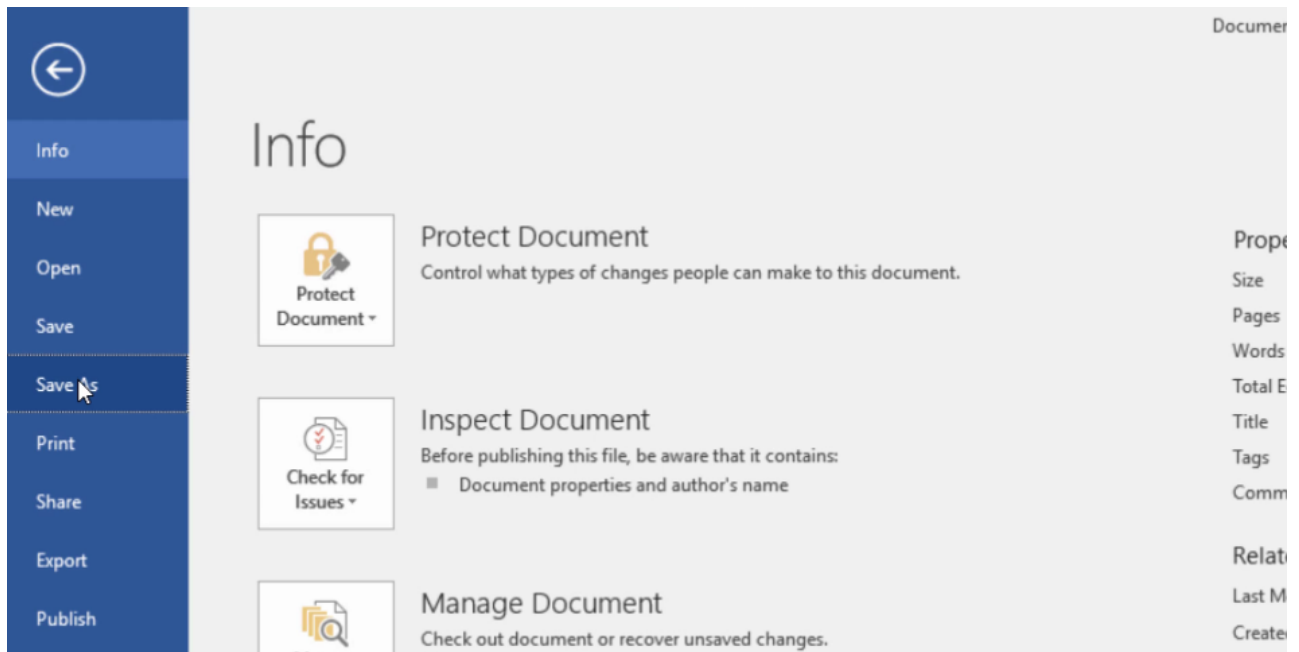


Guide in Saving Document as PDF

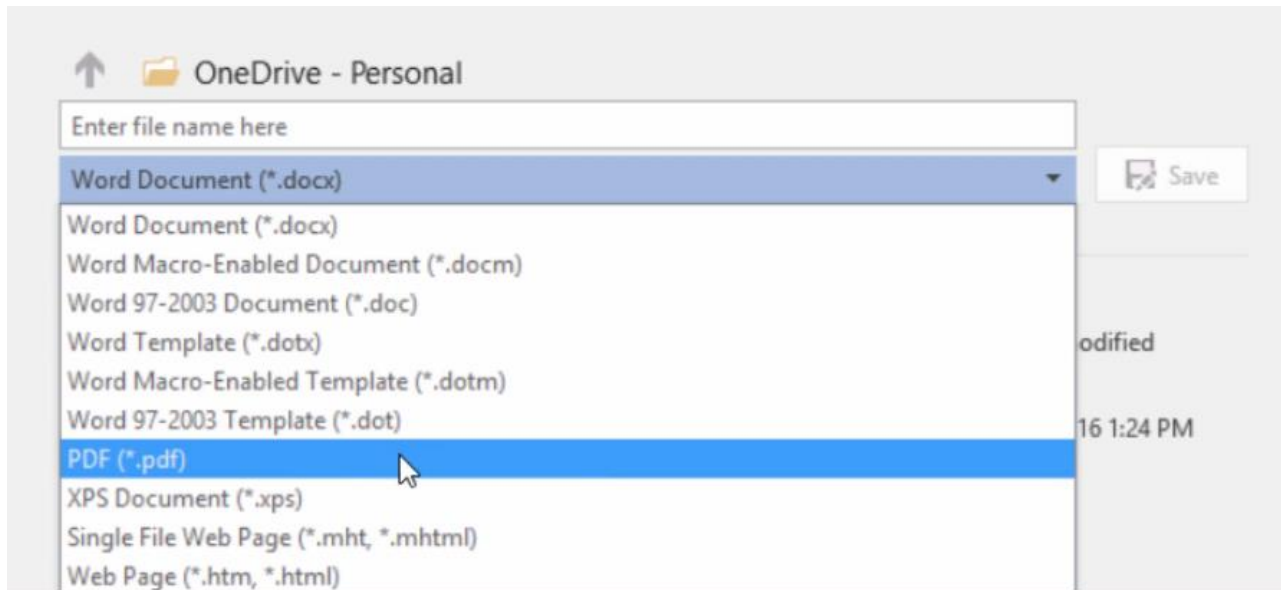
There are two ways to create PDFs within Microsoft Word.

Option 1: Save As

In Word, go to **File > Save As** instead of just saving the file.

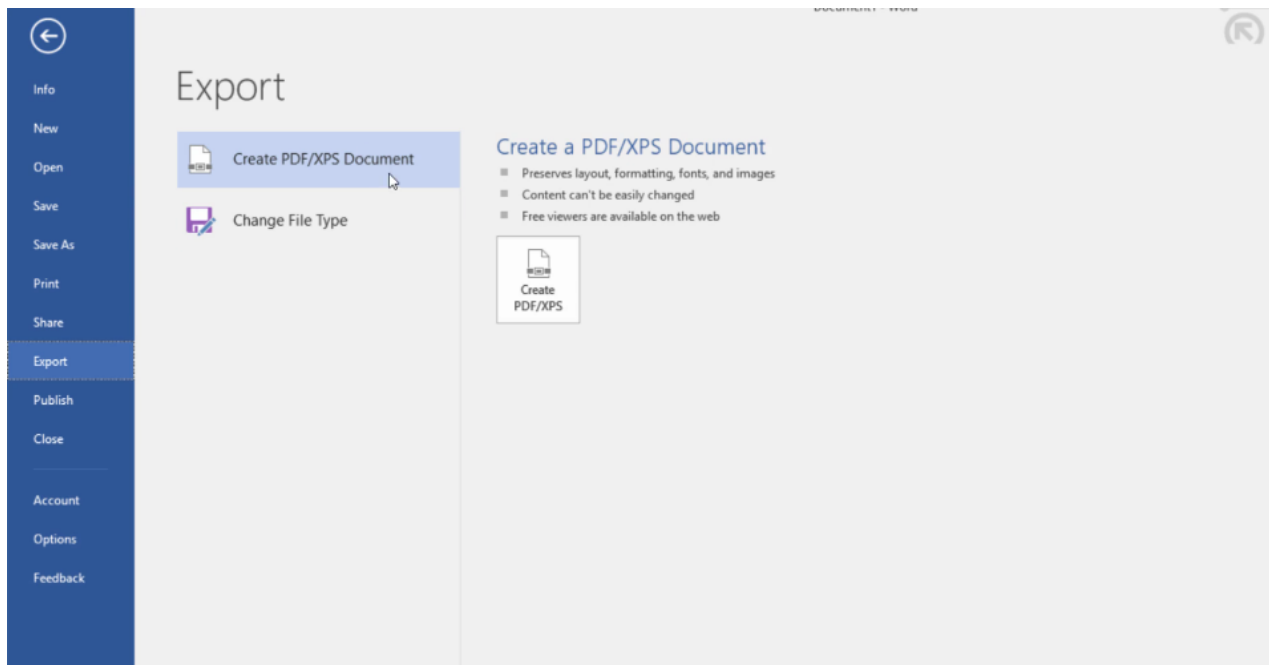


You can then select the PDF file type from the dropdown menu. Give your file name a name that's distinct from the Word version to keep them from getting confused. And now you have a PDF version of your Word document!

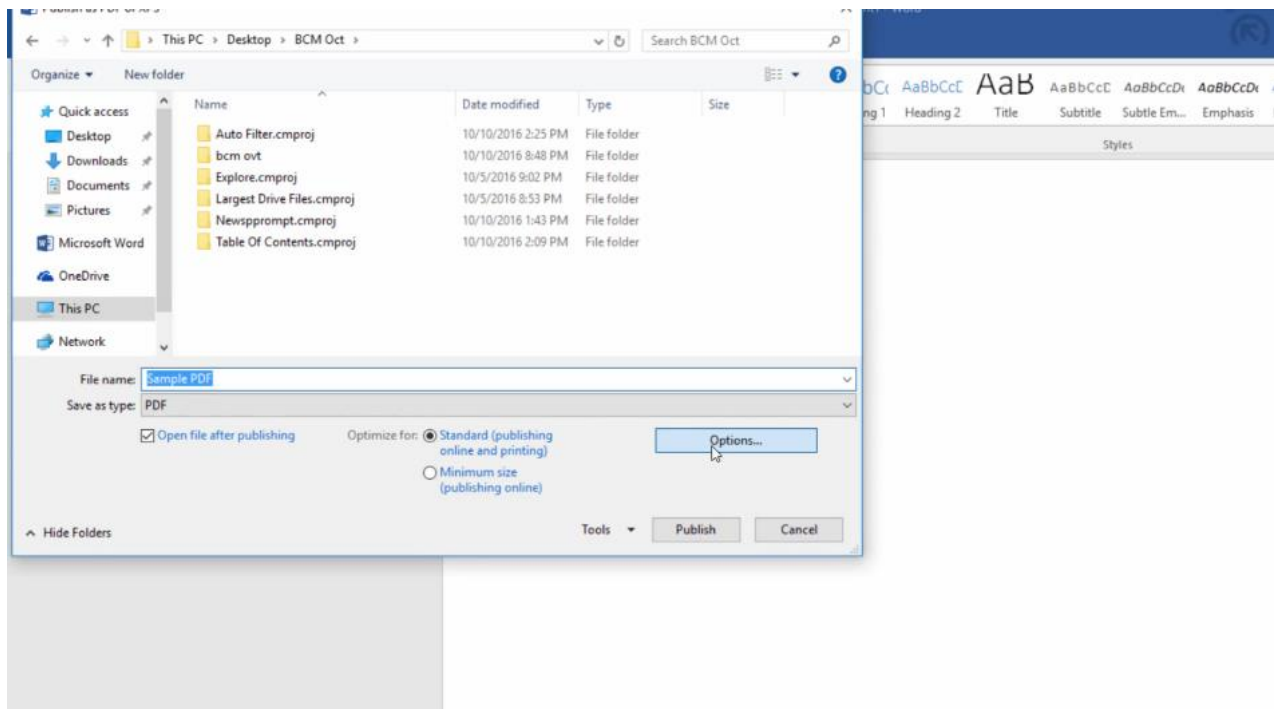


Option 2: Export

If you want a little more control over the PDF creation process, you want to come up to **File > Export > Create PDF/XPS Document**.

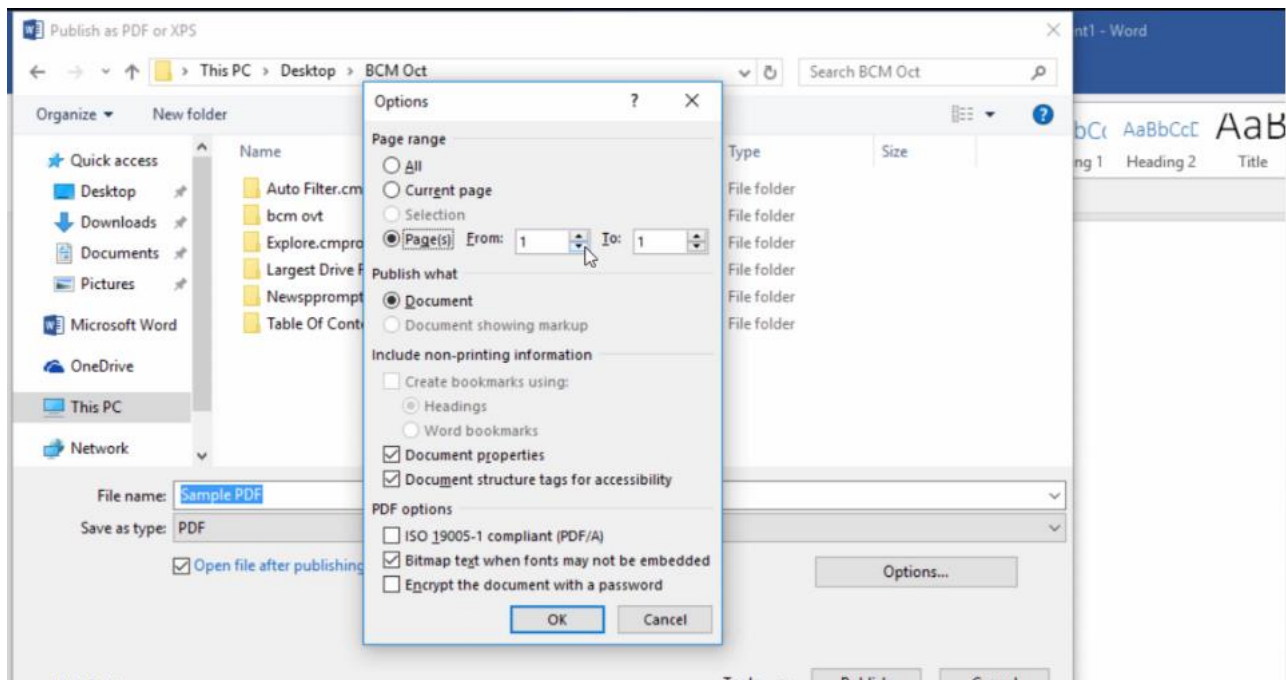


Click **Publish** if you're done. But if you want to see some customization options, click **Options**.



Helpful customization options when exporting

PDFing a page range. You can select a page range to export as a PDF, rather than exporting the entire document. This is really helpful when you only need a portion of a document in PDF form.



Include tracked changes in the PDF. Another helpful option for documents that you may have shared with collaborators is the option that says, “Documents showing markup.” If you check this box, it allows you to include any tracked changes in the PDF that you export from Word.

**Reference: <https://www.bettercloud.com/monitor/the-academy/save-word-doc-pdf/>*