

Turn a Word Doc into a PDF

PDF stands for portable document format. It is a file type (.pdf) just as a Microsoft Word document is a text document (.doc).

PDF is the preferred file type for online publishing because unlike a Word doc, which can be modified, PDFs preserve text and formatting and are easily downloaded to look exactly as it does online.

Here's how to quickly make a PDF from a Word file:

1. Use a file name that's all lowercase, inserting hyphens for spaces: **vista-community-college.doc**
2. Open each Word doc and then for each doc select **Print** under **File** (in the main menu bar) just like you were going to print the page.
3. Notice the PDF button on the bottom far left side of the window (see diagram). Select PDF and a drop-down menu appears with **Save as PDF** as the first option. Select it.
4. Word will now create a PDF file where you want it on your computer (either on your desktop, in a selected folder, or on an external device). Notice now that the file name has changed its extension (**vista-community-college.pdf**). You now have a PDF, as well as your original Word doc.

For multiple Word docs, repeat steps 1 through 4 for each doc. Attach the PDF to an email just as you would a Word doc or other file attachment.

Viewers can download the free Adobe Reader software to view PDFs or use another image viewer, like Apple's Preview or Microsoft Reader.

