

2 Quick Ways to Convert Word to PDF on Your Phone

Besides converting Word to PDF on a computer, you can also easily convert Word files to PDF on your phone. Below is a guide on how to convert Word to PDF on your phone quickly and efficiently.

Converting **Word files to PDF on your phone** makes it easy to share documents and avoids font errors and text inconsistencies. If you don't know how to convert Word files to PDF on your phone, you can refer to the instructions in the article below and follow them.



How to convert Word to PDF

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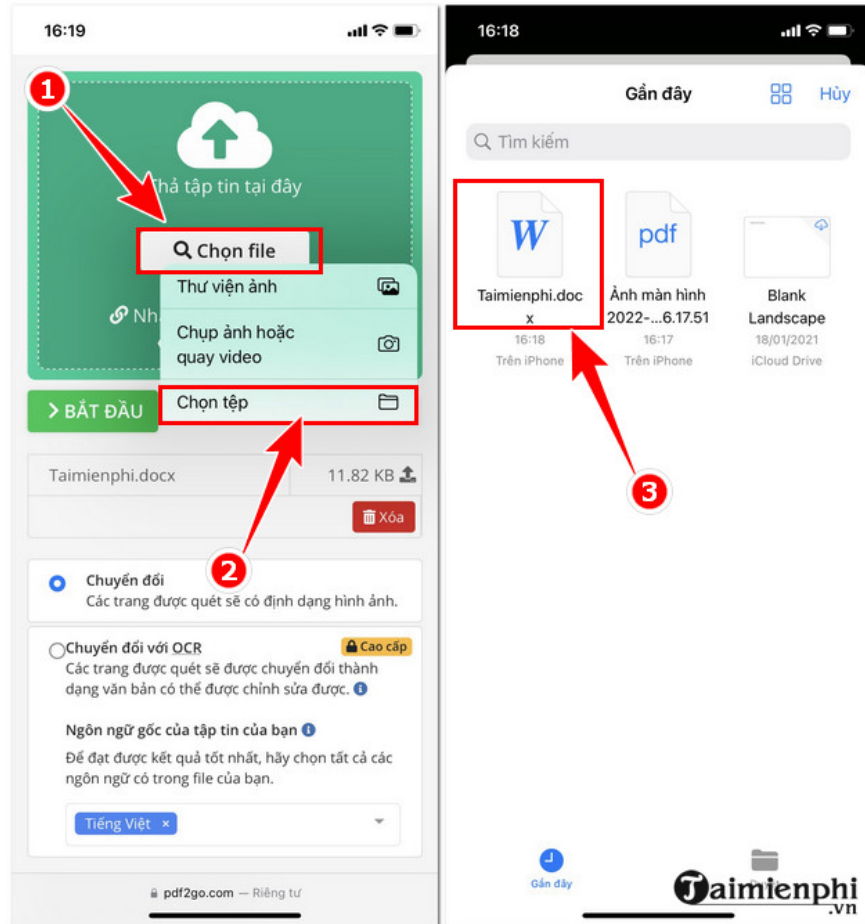
1. Convert Word to PDF Online on your phone .
2. Convert Word files to PDF with Microsoft Office .

Instructions on how to quickly convert Word files to PDF.

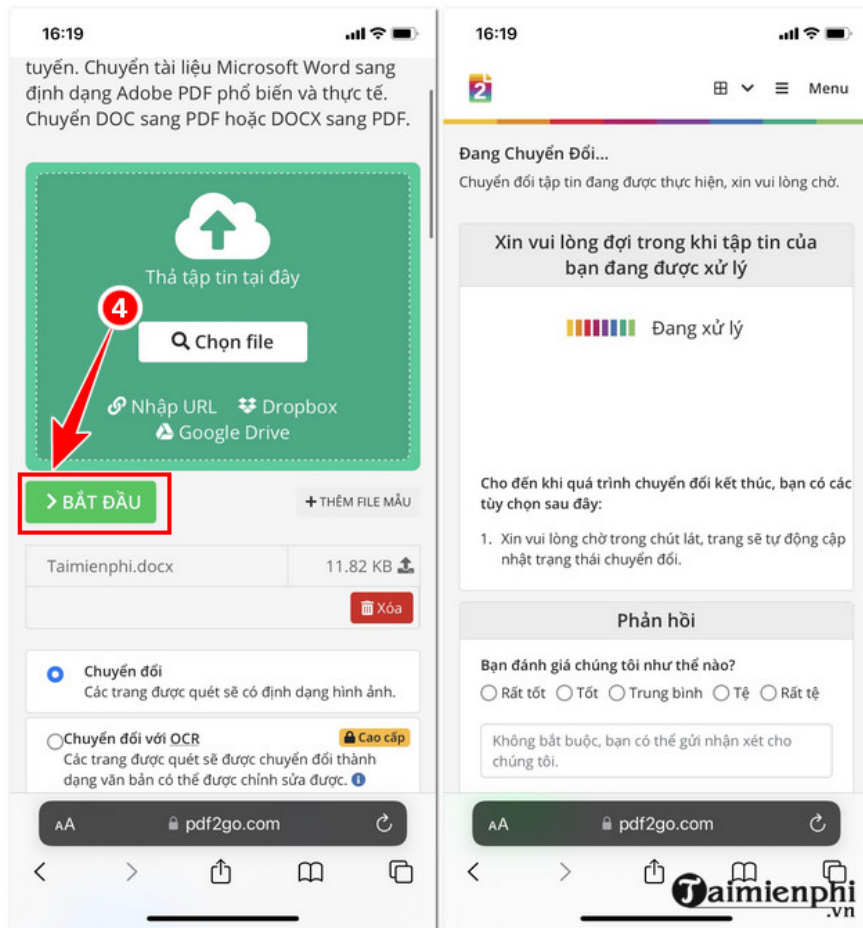
1. *Convert Word to PDF online on your phone.*

Step 1: Open your web browser on your phone and access the link [HERE](#).

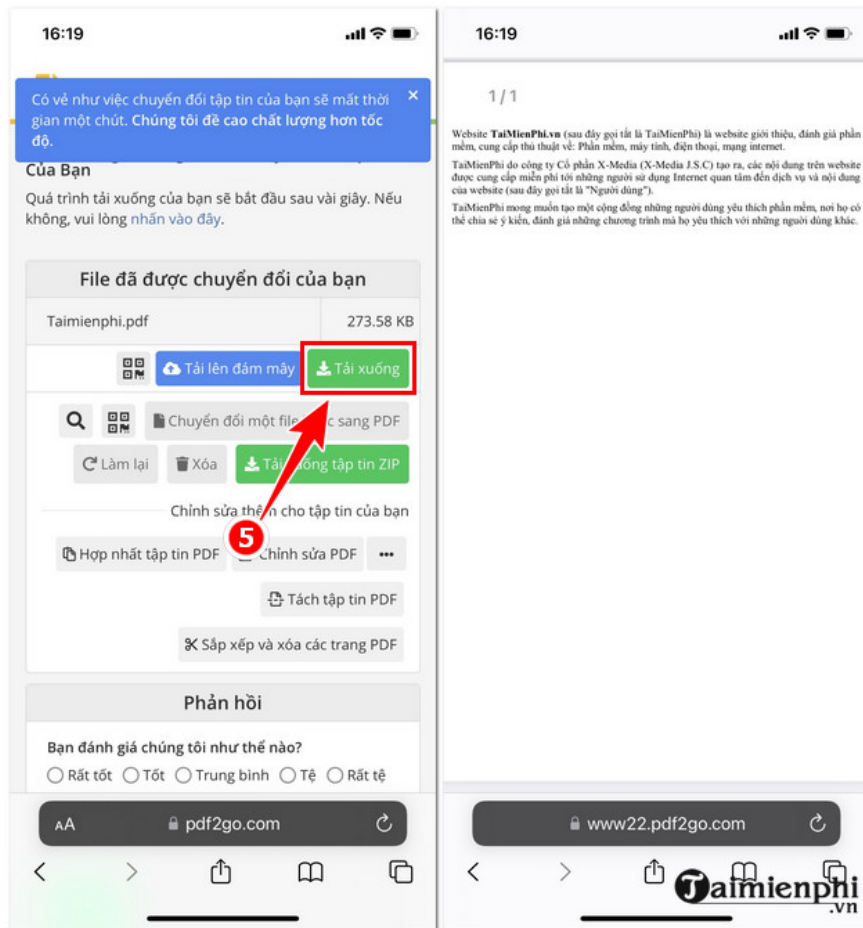
Step 2: Click on **Select file** => Continue **selecting file** => choose the **Word file** you want to convert to PDF.



Step 3: Select **Start** and wait for the data to be processed.



Step 4: After the data has been processed, select **Download** . Then you can open the file to preview it.



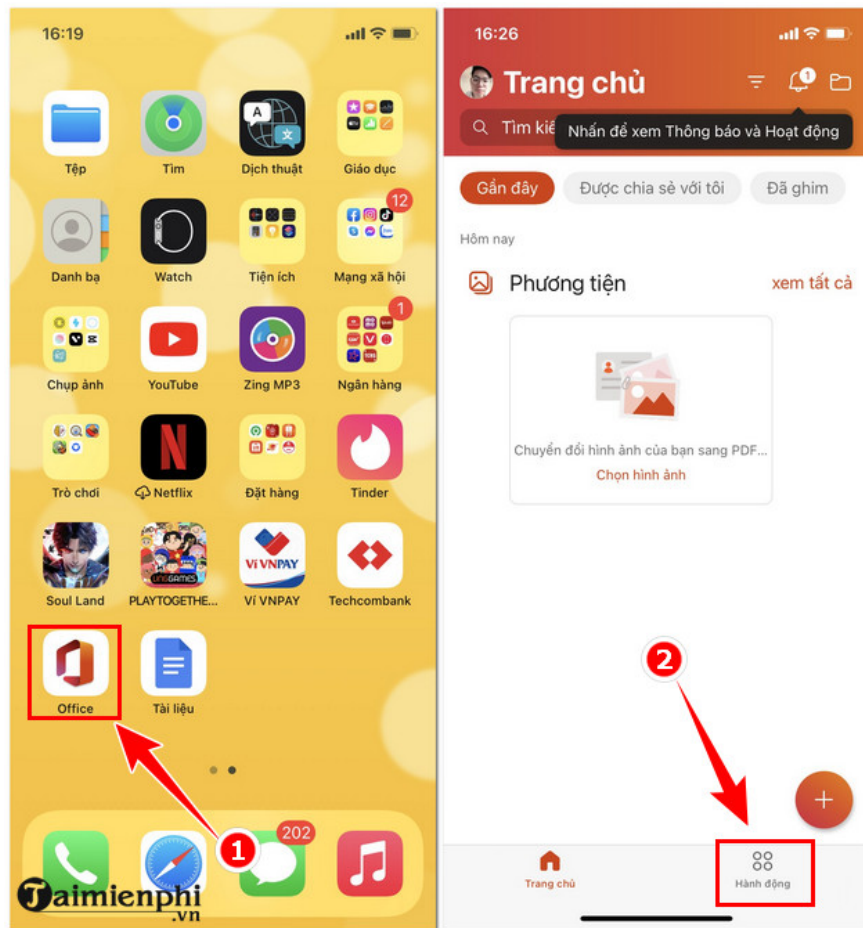
Additionally, readers can also refer to how to convert JPG images to PDF on their phones here for the fastest and most efficient image file conversion.

2. Convert Word files to PDF using Microsoft Office

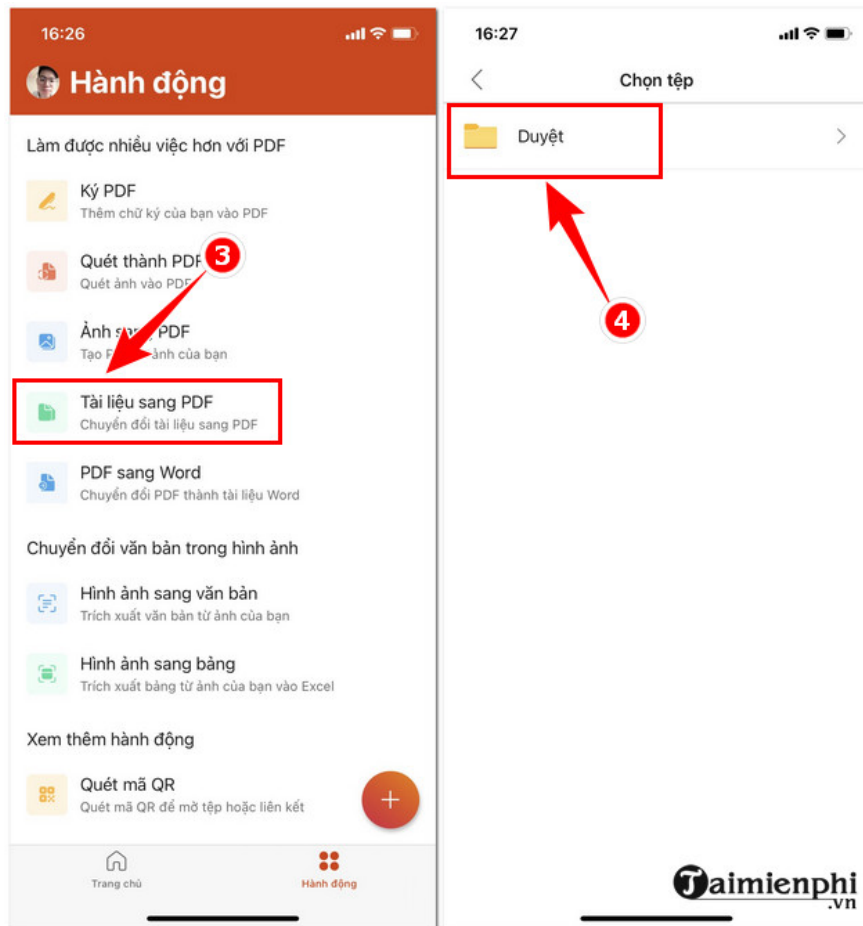
Step 1: Download and install Office for your phone here:

- + Link to download Office for Android
- + Link to download Office for iPhone

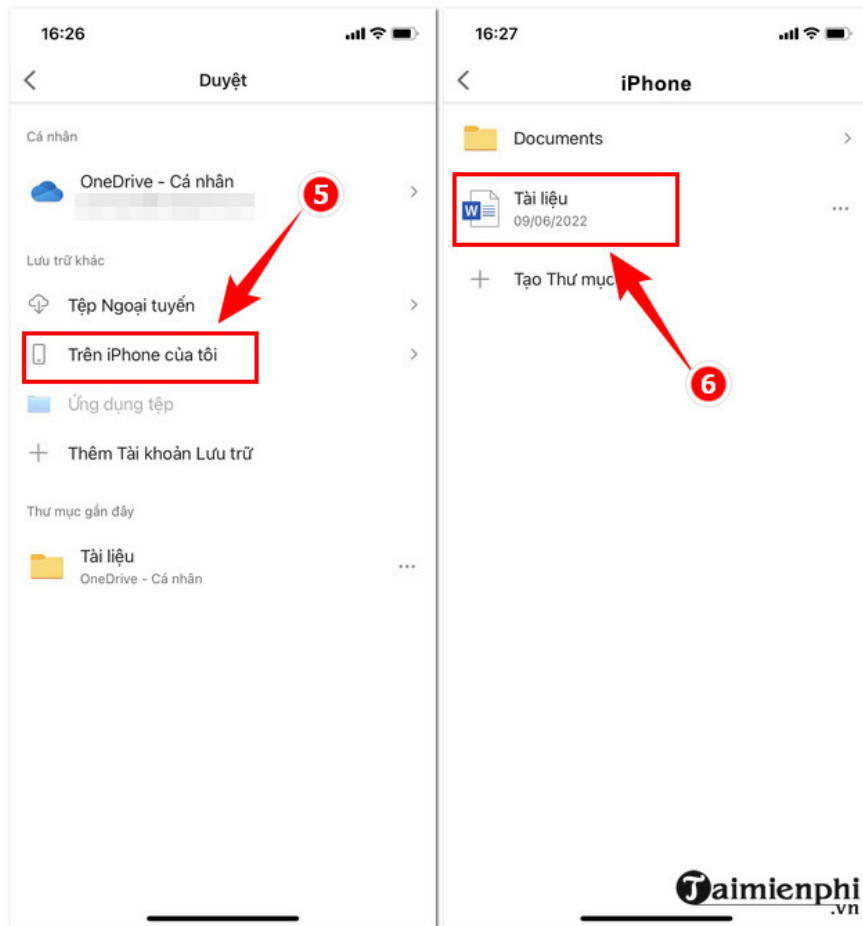
Step 2: Open **Office** on your phone => Select the **Actions** section .



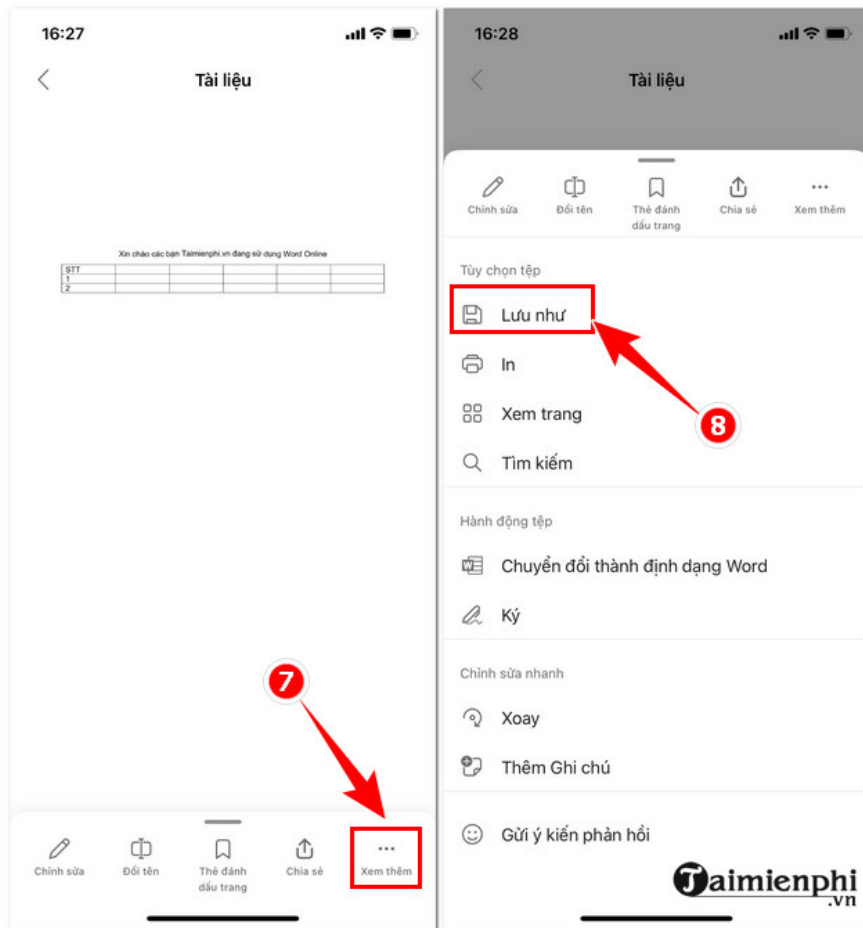
Step 3: Continue by selecting "**Convert Document to PDF**" and then "**Browse**" to add the Word file.



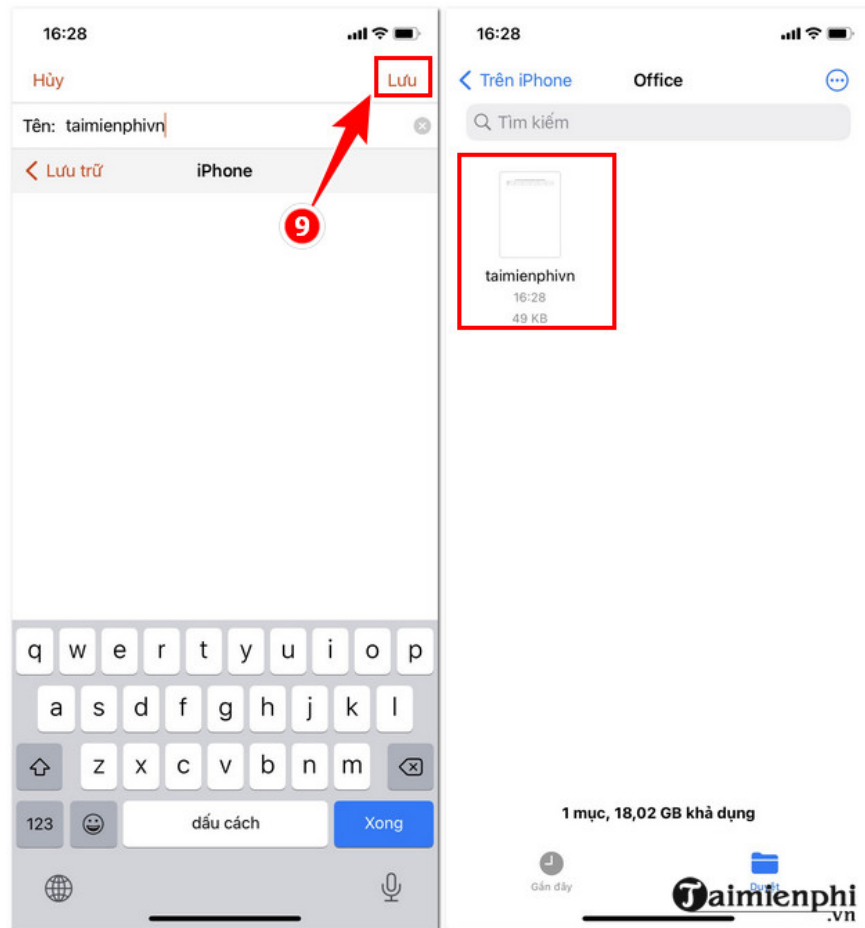
Step 4: Now, select the location where you want to save the Word file you want to convert => Choose **the Word file** to open.



Step 5: After the Word file has been opened, to convert Word to PDF, select " **See more** " => then select " **Archive** ".



Step 6: Click **Save** to save the file. You can then open the saved folder to check and share the document with others.



Above are two extremely simple **ways to convert Word files to PDF using your phone**, helping you preserve the formatting when sharing with others.

You finished reading the article "**2 Quick Ways to Convert Word to PDF on Your Phone**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.