

How to convert a Word file to PDF in Office 2016

Office 2016 is a popular version of Microsoft Office used by many people today. When using Office 2016, users can utilize features such as converting Word files to PDF. Converting Word files to PDF in Office 2016 is quite easy because it's a built-in utility in Word 2016.

Besides helping users create documents and read .DOC files, Word 2016 also integrates an efficient document conversion feature to PDF format – meaning users can convert Word files to PDF within Office 2016, a feature not all **users** are aware of. You can convert Word to PDF or Excel to PDF when using this Office suite.

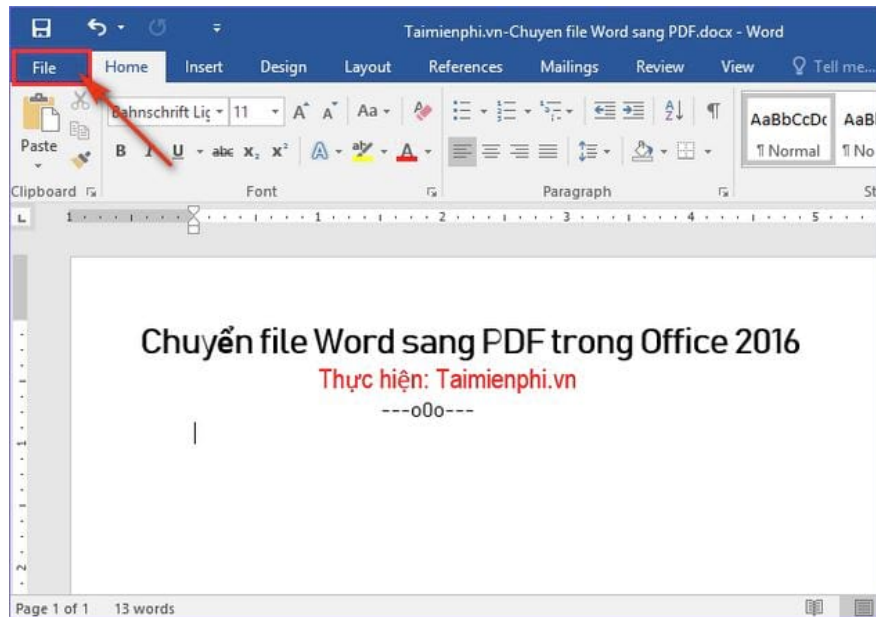


Convert Word files to PDF in Office 2016

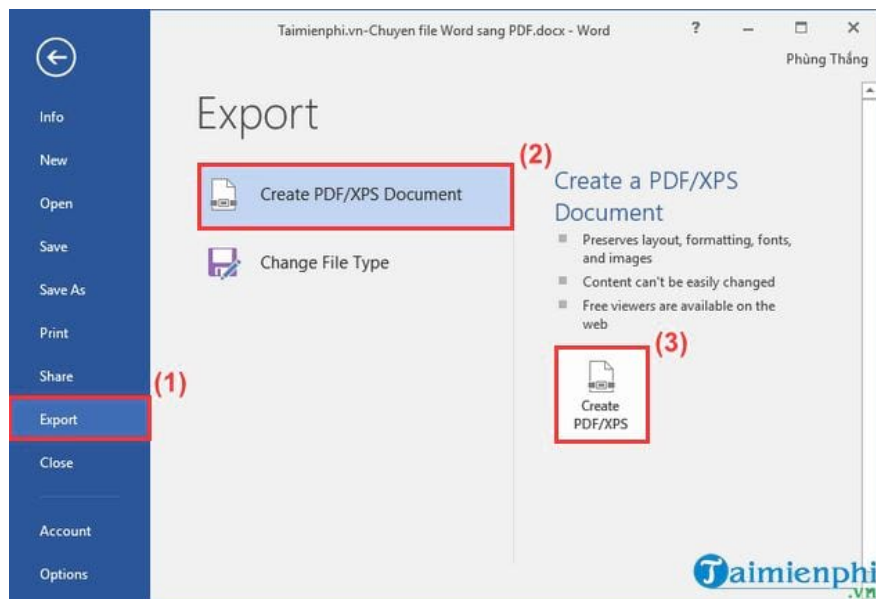
Instructions on converting Word files to PDF in Office 2016

To convert a Word document to PDF format, follow these steps:

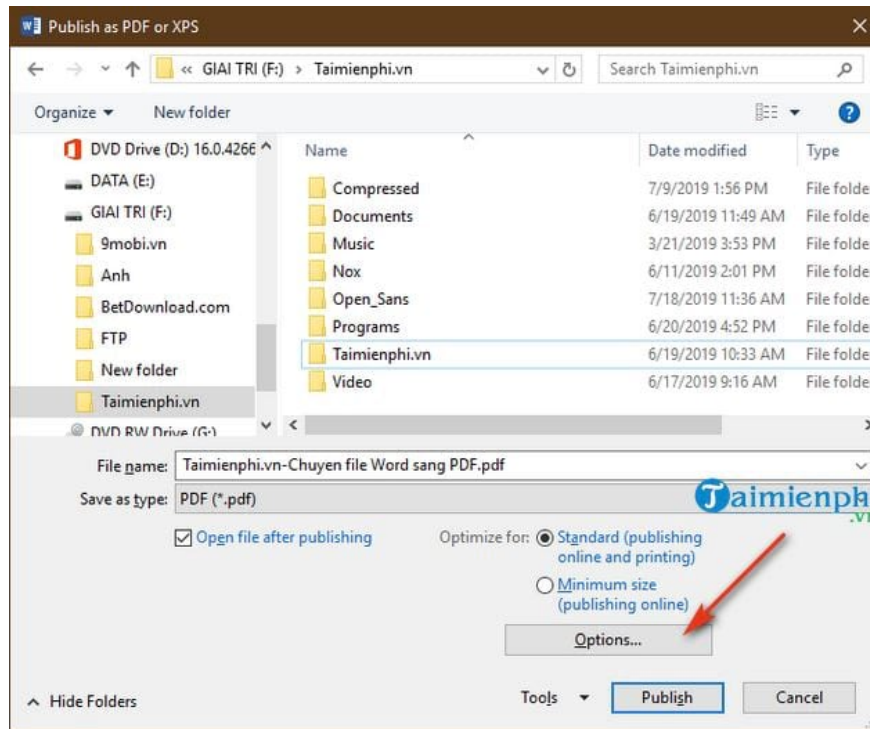
Step 1: Open the Word file you want to convert to PDF. On the main interface, click the **File** menu in the top left corner.



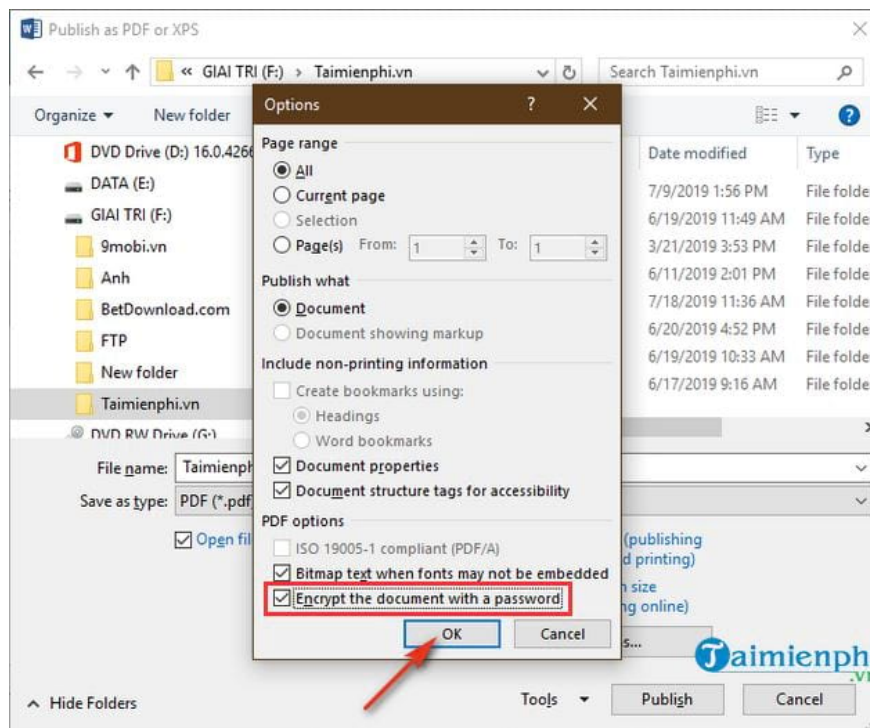
Step 2: In the left-hand menu at the far end of the interface, click **Export** , then select **Create PDF/XPS Document** , and then **Create PDF/XPS** .



Step 3: You will see the **Publish as PDF or XPS** interface appear -> here, you can choose the folder to save the PDF document after conversion. If you want to set a password for the PDF file -> click on the **Options** . option below.



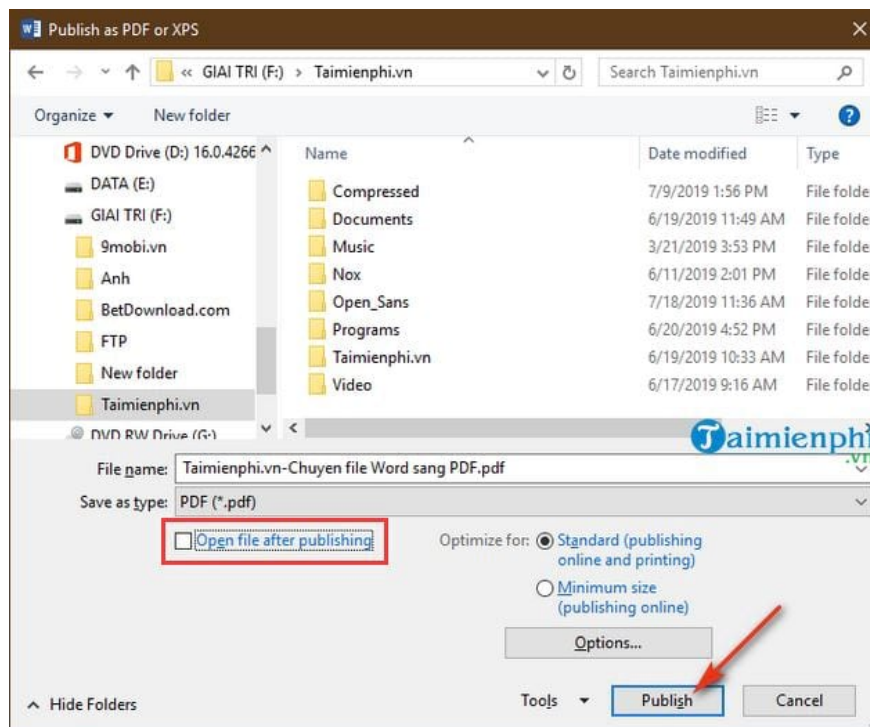
Step 4: Check the box next to " **Encrypt the document with a password**" -> click **OK** to continue.



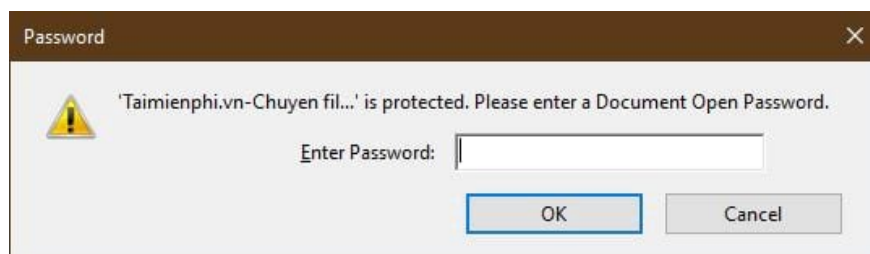
Step 5: In the **Encrypt PDF Document** interface(as shown below), enter the password twice for the PDF file you want to protect. Once entered, click **OK** to save the settings.



Step 6: Next, if you don't want the PDF file to automatically open after conversion, uncheck the " **Open file after publishing**" box . Then, click " **Publish**" to convert the Word file to PDF with password protection.



Step 7: Once the conversion is complete, you will see the converted PDF file. You can open this PDF file, but of course, you will need to enter the password to open it.



So, with just a few simple steps above, you can **convert Word files to PDF in Office 2016** very easily and quickly, right? Additionally, you can also **convert Word files to PDF online using ConvertOnlineFree** or use free **online Word to PDF converter websites** like SmallPDF, PdfOnline, or PdfCandy. all work. Good luck!

You finished reading the article "**How to convert a Word file to PDF in Office 2016**" 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.
