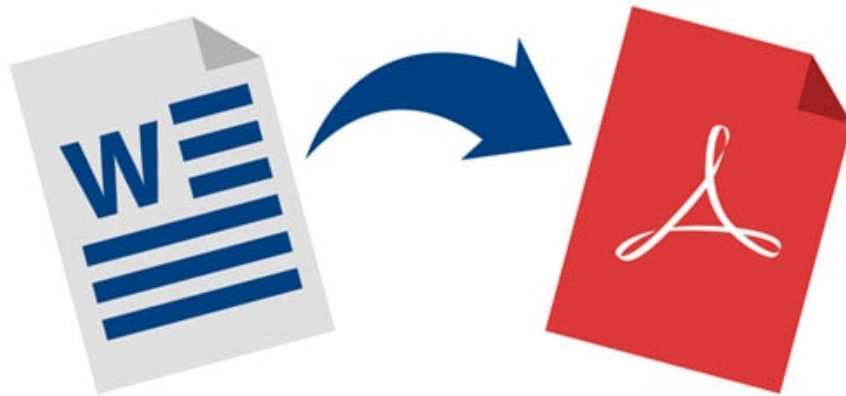


How to convert Doc and Docx files to PDF in Word 2016

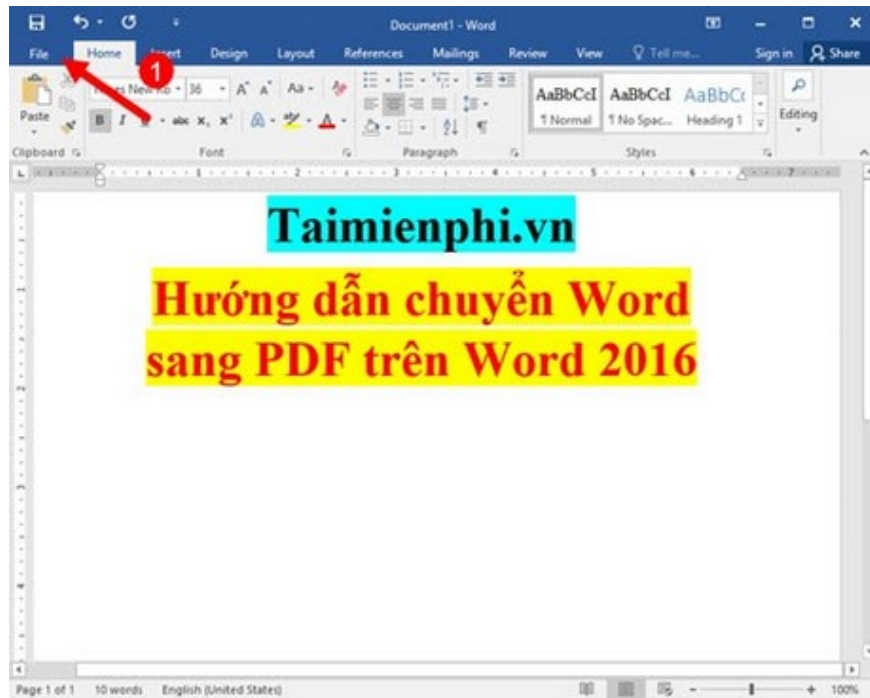
Converting Word to PDF in Word 2016 is a very common operation for office workers because these are two widely used document formats. The conversion is very simple and only takes a few steps. Taimienphi will guide you in detail on how to convert Word to PDF in Word 2016.

For users, converting Word to PDF is a task that not everyone understands or does proficiently. When wanting to convert a Word file to PDF in Word 2016, you might immediately think of using a supporting tool. However, in Word 2016, you can convert Word to PDF without using any tools.

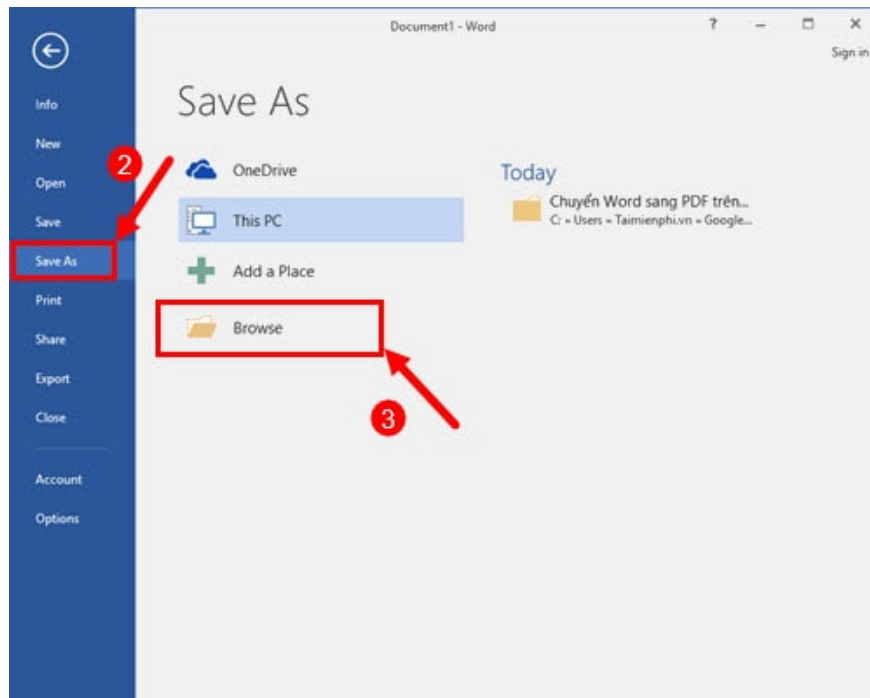


To convert Word 2016 to PDF, follow these detailed steps:

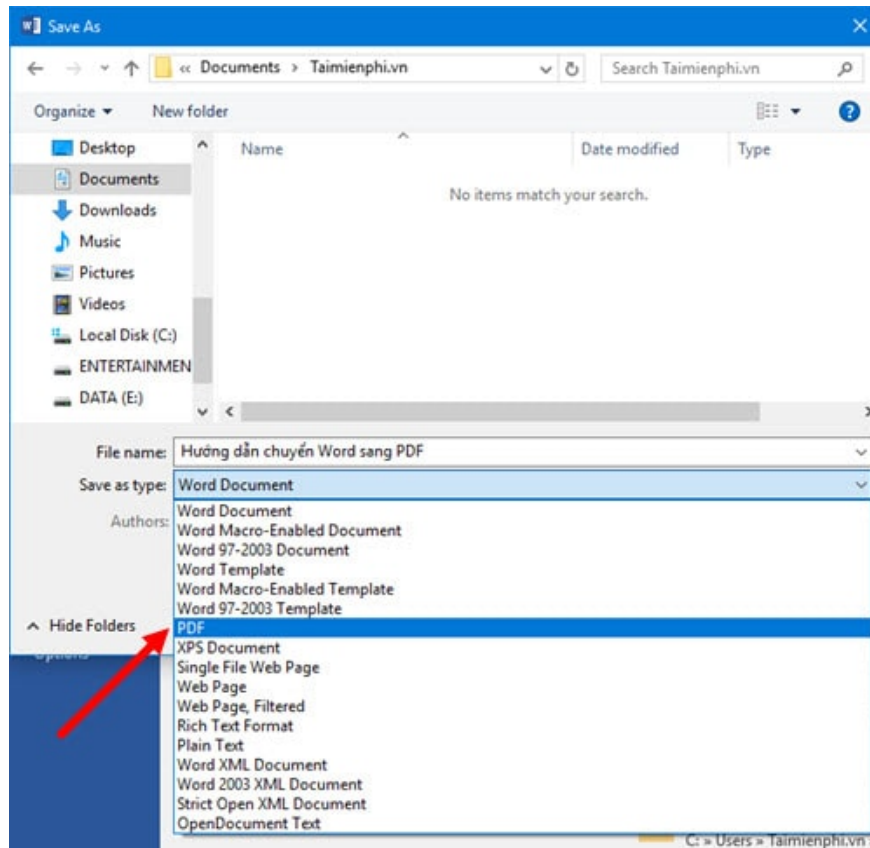
Step 1 : Open the text file you need to convert, then click the **File tab**.



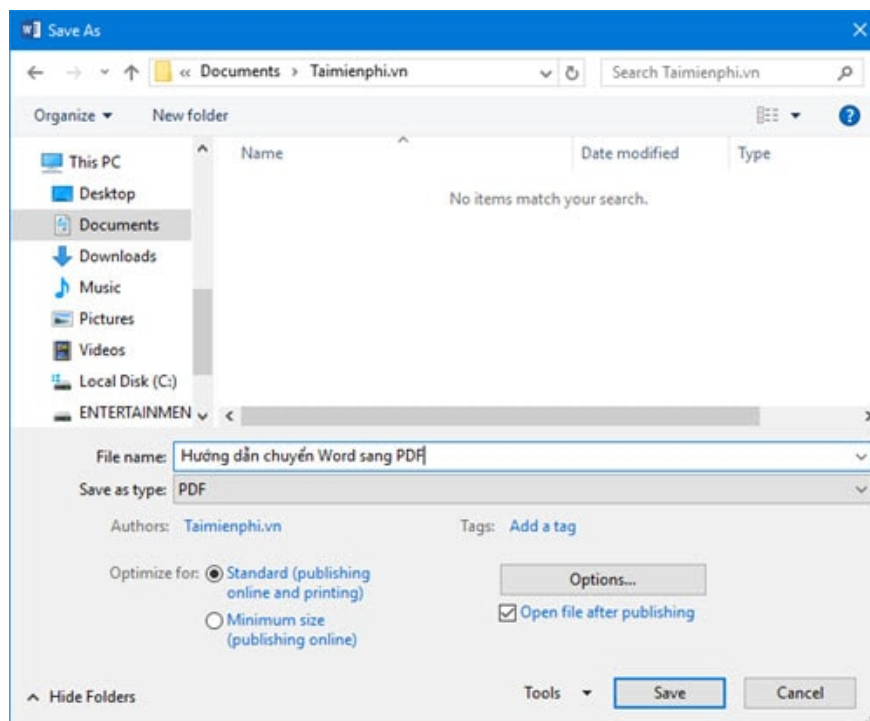
Step 2 : Select **Save As** , then click **Browse** to choose where to save the PDF file.



Step 3 : Choose where to save the file. In the "Save as type" section , select **PDF**.



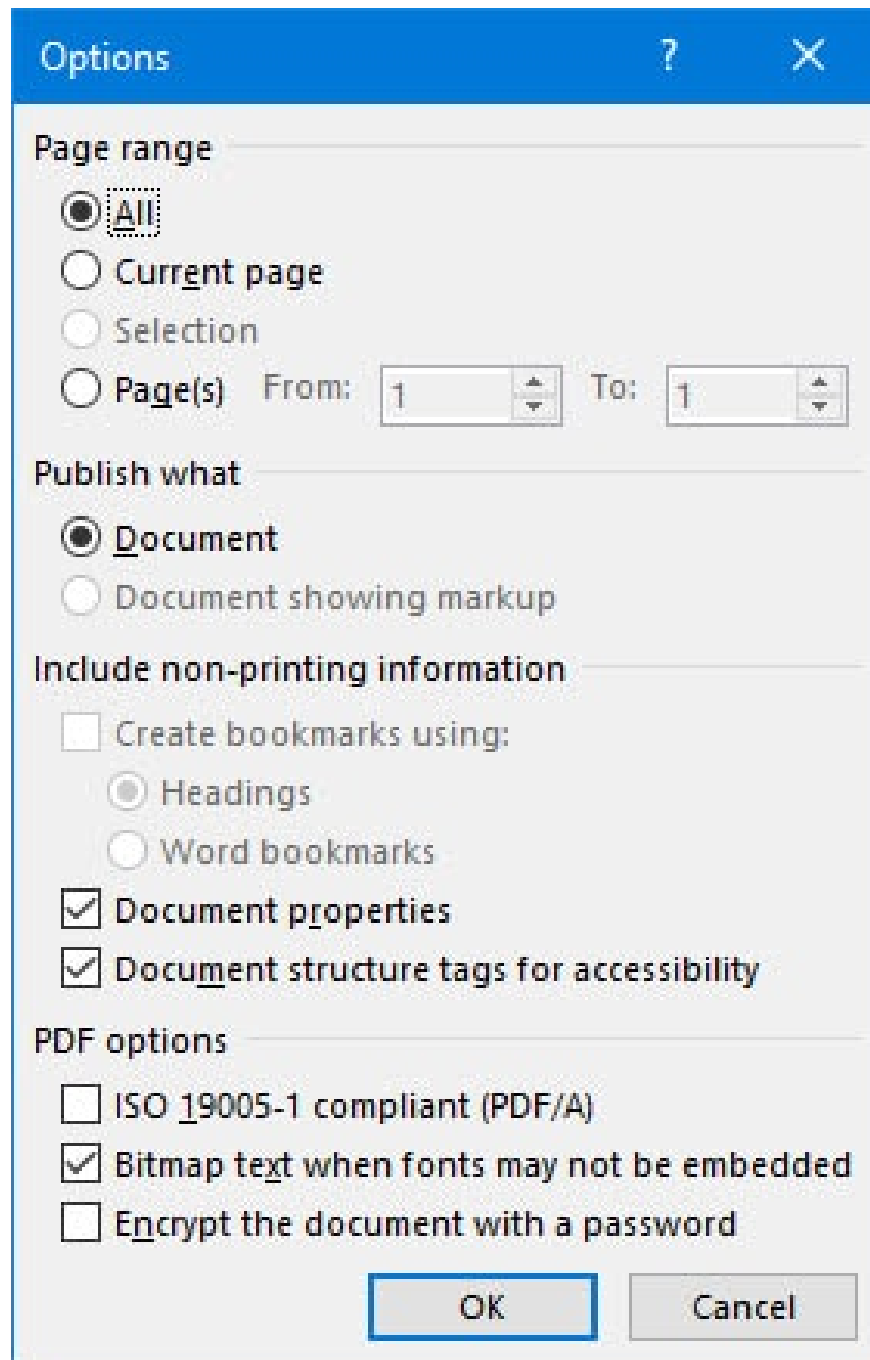
Step 4 : Several options will appear for the PDF file you want to save.



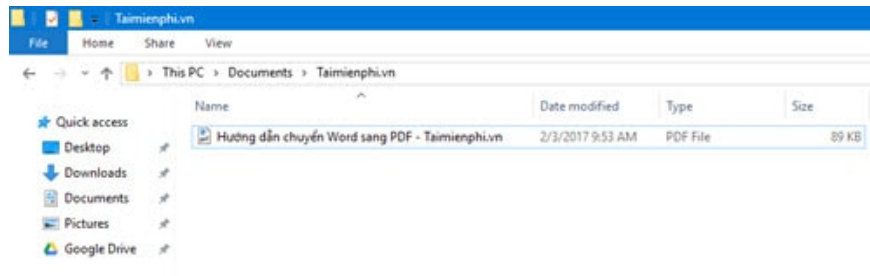
Standard : This option allows you to save the file in standard PDF format, suitable for editing and printing.

Minimum Size : This option allows you to save PDF files with the smallest possible size, suitable for sharing files online.

Additionally, you can also edit some advanced options for PDF files; however, you should keep these options at their default settings if you are not yet familiar with PDF technology.



Step 5 : Once you have finished converting Word to PDF in Word 2016, go to the folder where you saved the PDF file and check the result.



Above are some simple steps to convert Word to PDF in Word 2016 easily. You can try these steps and share more experiences on how to convert Word to PDF most effectively. Additionally, you can also use some software to convert **PDF files to Word** for more flexibility in your work and studies.

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