

How to convert Word files to PDF beautifully

There are 3 main ways to convert Word files (DOC, DOCX) to PDF: 1 is to convert Word to PDF using the Save As feature in Word, 2 is to use Word to PDF file conversion software, 3 is to use online tools. In this article TipsMake.com will guide you through all 3 ways.

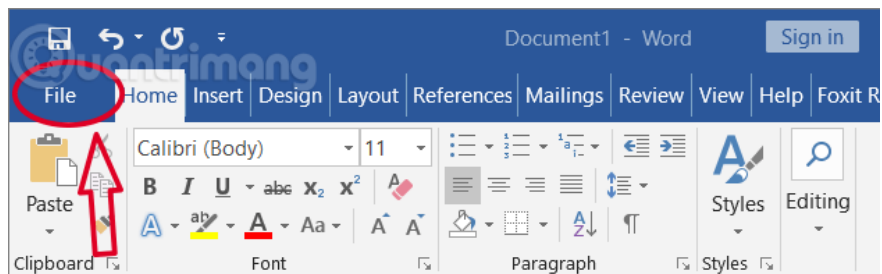
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With all 3 ways to convert Word files to PDF, the received PDF document will not have font errors, as long as the Word document does too. You should choose popular fonts that all software supports such as Times New Roman or Arial to minimize the risk of PDF files having font errors after conversion. You can refer to this article if you are looking for a way to convert PDF to Word.

1. Convert Word to PDF on Word 2016, 2019

In Word, there is a built-in option to export Doc, Docx files to PDF. You do the following:

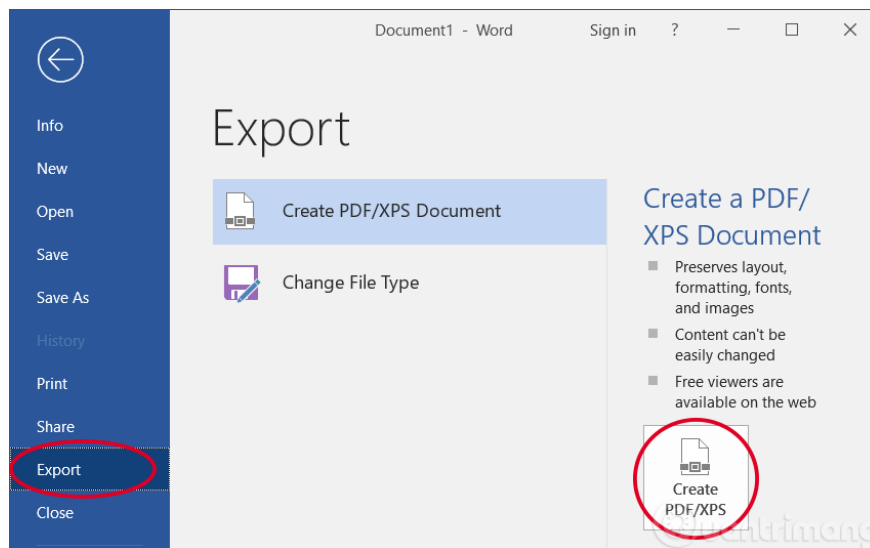
Step 1: Open the Doc file you want to convert to PDF, click **File**



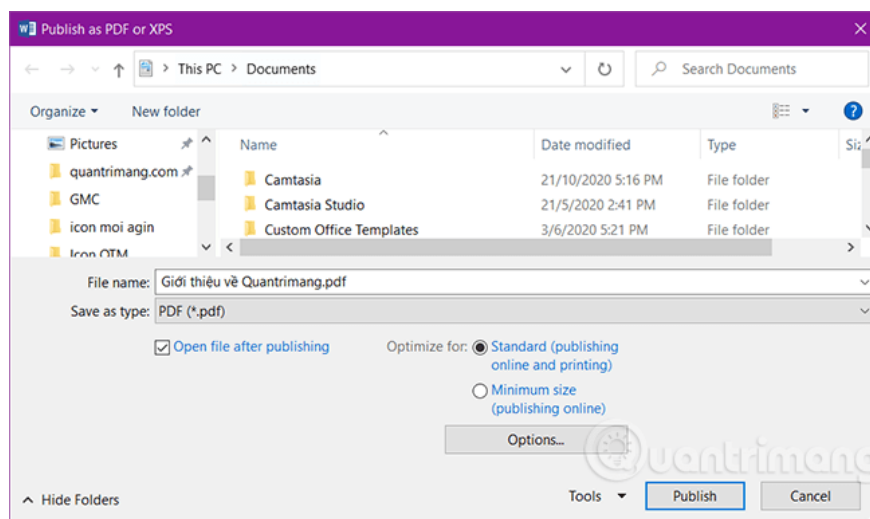
Giới thiệu về Quantrimang.com

Khởi nguồn từ một trang web cung cấp kiến thức về mạng, server, thủ thuật máy tính. Hiện nay, Quantrimang.com đã trở thành mạng

Step 2: Select **Export > Create PDF/XPS**

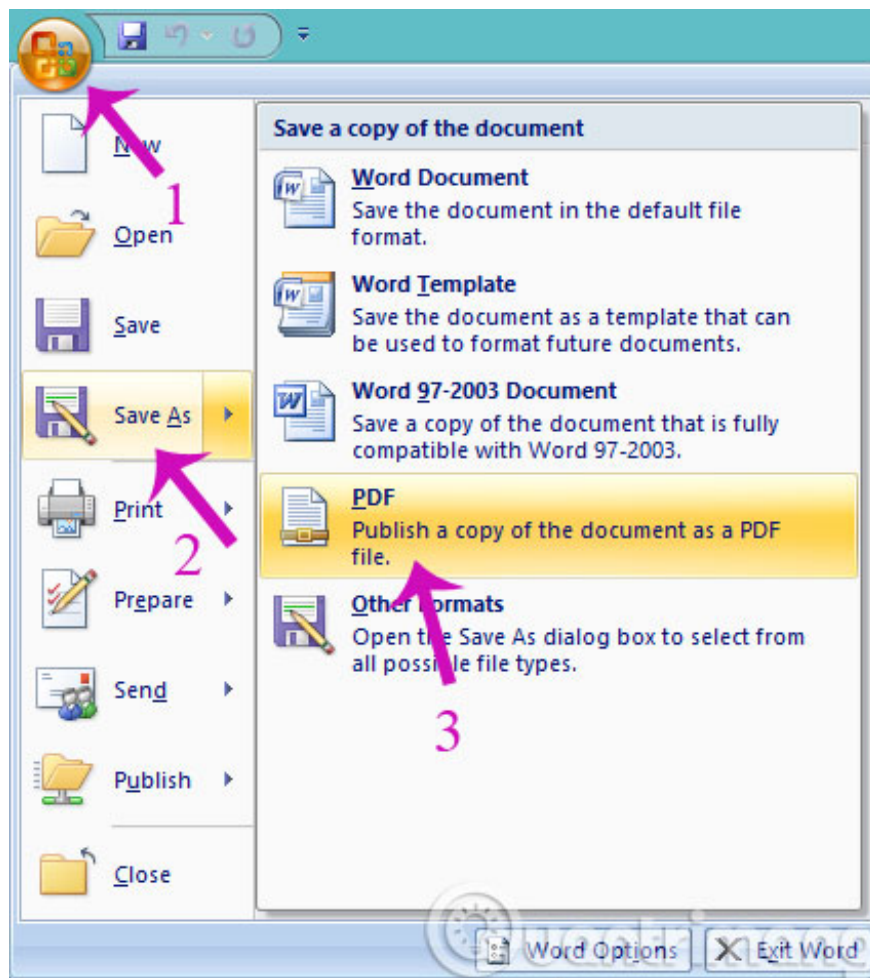


Step 3: Choose a folder to save the file on your computer.

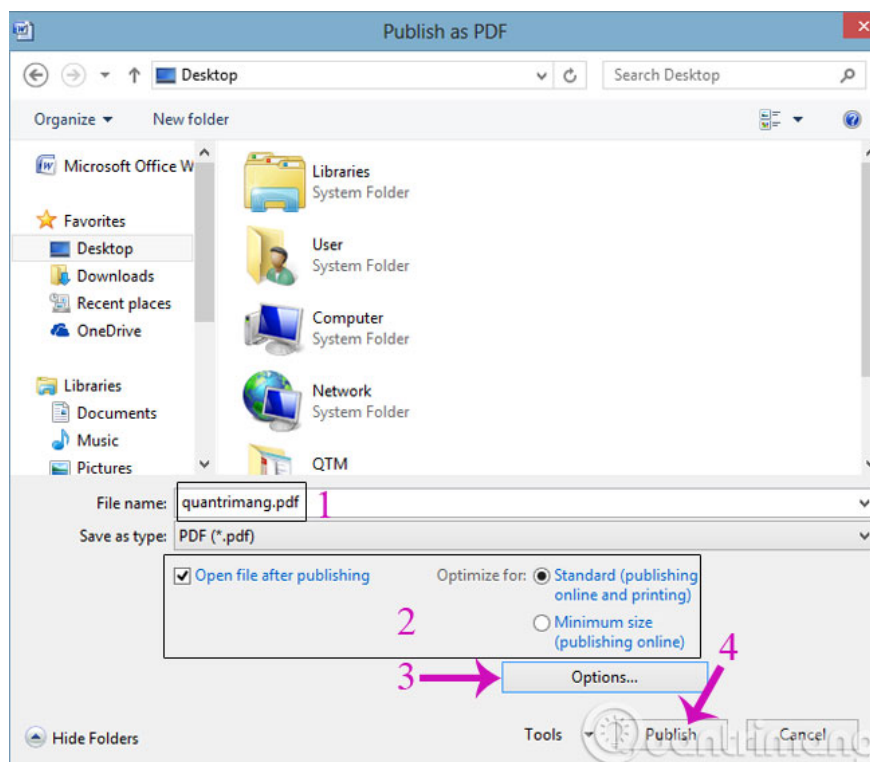


2. Convert Word files to PDF using Save As in Word 2010, 2007

Step 1 : Open the Word file you want to convert, then click the Office icon in the left corner, select **Save As > PDF** (if you don't see this format, install the **Save as PDF** extension)

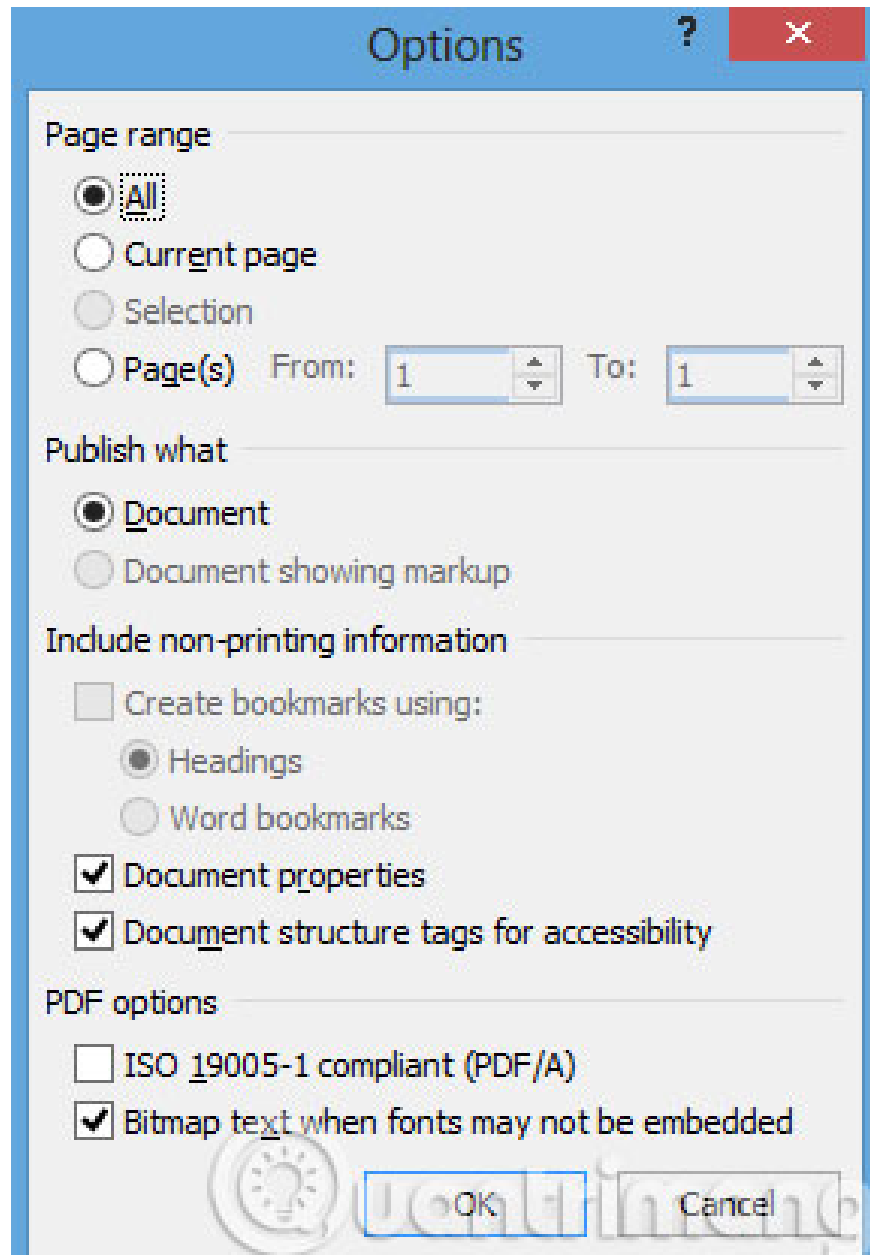


Step 2 : In the new dialog box that opens, name the PDF file and there will be options for you.



1. **Standard** (*publishing online and printing*): Optimize printing and publishing on the Internet.
2. **Minimum size** (*publishing online and printing*): Optimize capacity and publish on the Internet.
3. **Open file after publishing** : After completing the conversion process, it will automatically open the converted PDF file.

In addition, if you click on the **Options.** button , there will be some more advanced options:



Finally, click **Publish** to start the file conversion process.

3. Convert Word to PDF online

Step 1 : Go to the **Online Convert** page and click **Choose file** to add the file to convert or you can add it using the link address.

Convert documents and images to PDF

Ads by Google ▶ Epub to PDF ▶ Convert PDF ▶ PDF Word ▶ PDF File

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Online document converter

Convert documents and images to PDF with this free online PDF converter. You can even take a screenshot of a website by providing us the URL and convert HTML to PDF. Upload your document and convert to PDF instantly. Optionally just enter a URL and we will convert the file we find there. The PDF online converter can convert from Microsoft Word to PDF as well as a lot of other formats. If the PDF contains only scans from text pages, you can convert it to a searchable PDF file using the OCR functionality.

Upload your document you want to convert to PDF :
Choose File No file chosen

Or enter URL of the file you want to convert to PDF:

Or select a file from your cloud storage for a PDF conversion:
Choose from Dropbox Choose from Google Drive

Step 2 : In the **Optionals settings** section , you will have 2 options

Optional settings

Use OCR: Optical character recognition

Source language:

Convert file (by clicking you confirm that you understand and agree to our [terms](#))

1. **Use OCR :** If you have a document file in the form of mathematical or physical formulas, check the **Optical character recognition** box .
2. **Source language :** Here, you can choose the original language to convert to.

Then, click **Convert** to proceed with the conversion.

4. Software to convert Word to PDF Advanced Word to PDF Converter

Advanced Word to PDF Converter promises to convert Word documents (DOC, DOCX and DOCM) as well as rich text documents into searchable PDF files for free. This program is suitable for users who do not have Word installed, because Word can directly save documents, documents, and rich text documents as PDF.

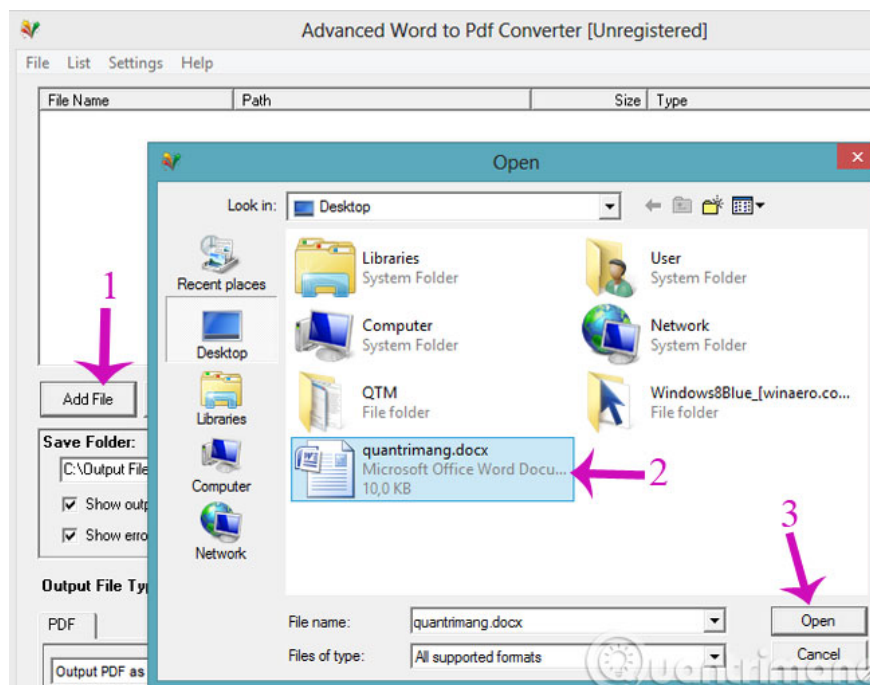
Advanced Word to PDF Converter's simple user interface is divided into three parts: The main upper window with a list view of selected files, the **Save Folder** section in the center, and the lower part labeled **Output File Type: PDF File** . Most of the features in the section below are disabled in the freeware.

Advanced Word to PDF Converter supports batch conversion, which means multiple files can be processed with a single operation. The output PDF documents can be saved to the computer as images or documents.

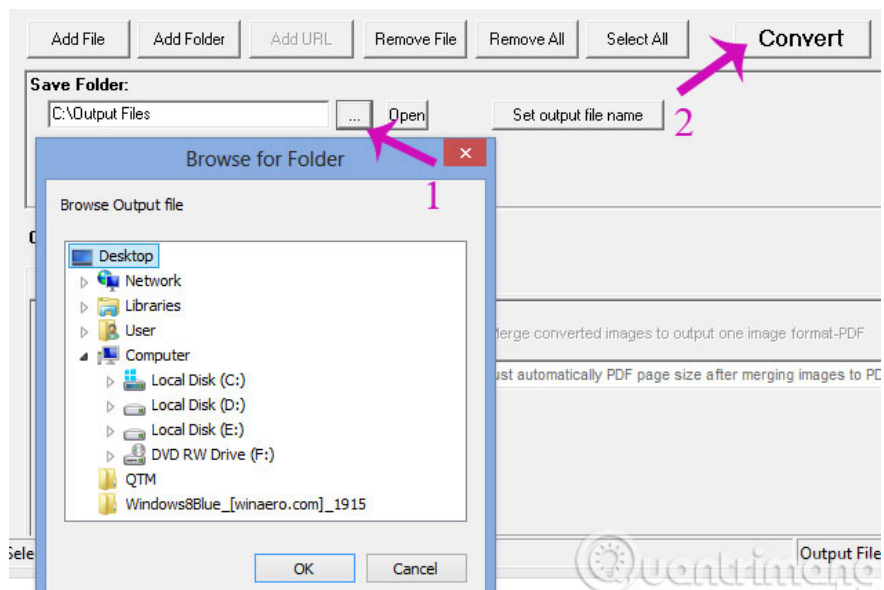
The application can handle common file formats used by Microsoft Word, such as DOC, DOCX, DOCM, RTF and TXT. This converter can be used as a PDF writer or PDF creator from many applications. Advanced Word to PDF Converter helps quickly create professional-quality documents in the popular PDF file format.

For more advanced users, there are various conversion parameters that can be adjusted. For example, the application can be set to convert each page of the input document into a separate Adobe Acrobat file, while the converted images can be grouped together in a single PDF file.

Step 1 : Follow the link above to download and install the software on your computer. From the program's interface, click **Add File** to select the file to convert:



Step 2 : Choose where to save the converted file and then click **Convert**:



Above are 3 ways to quickly convert Word files to PDF format.

Hope the article will be useful to you!

You finished reading the article "**How to convert Word files to PDF beautifully**" 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.