

How to convert Word files to PDF simply and easily

Converting Word files to PDF is a simple operation that helps you preserve the document format. Learn how to do it easily and quickly in this article.



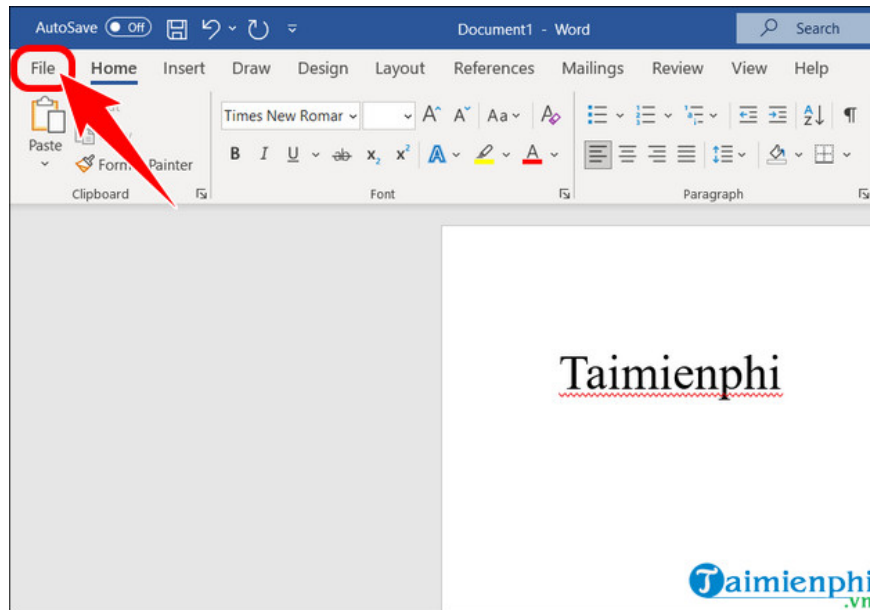
How to convert word file to pdf on computer

Method I: Using Word software

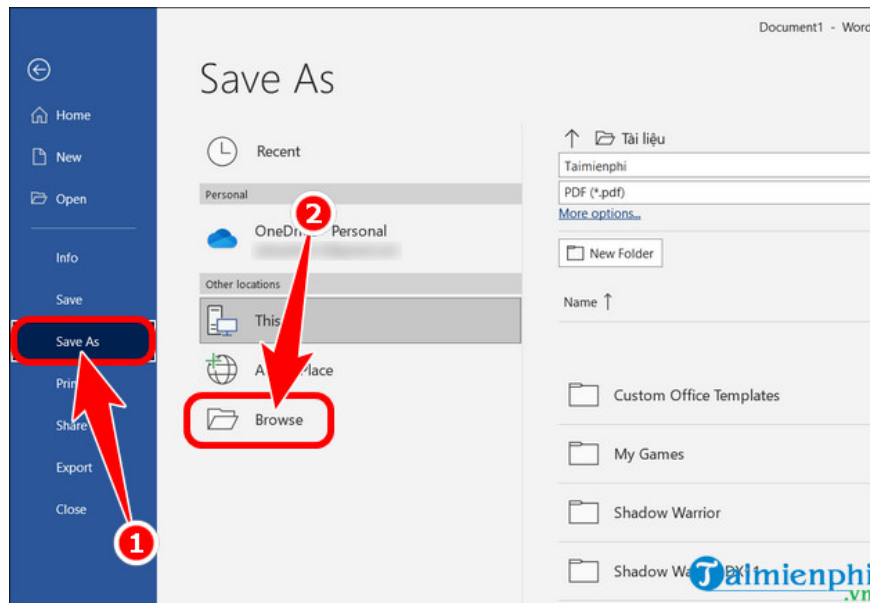
1. Use the Save As feature

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

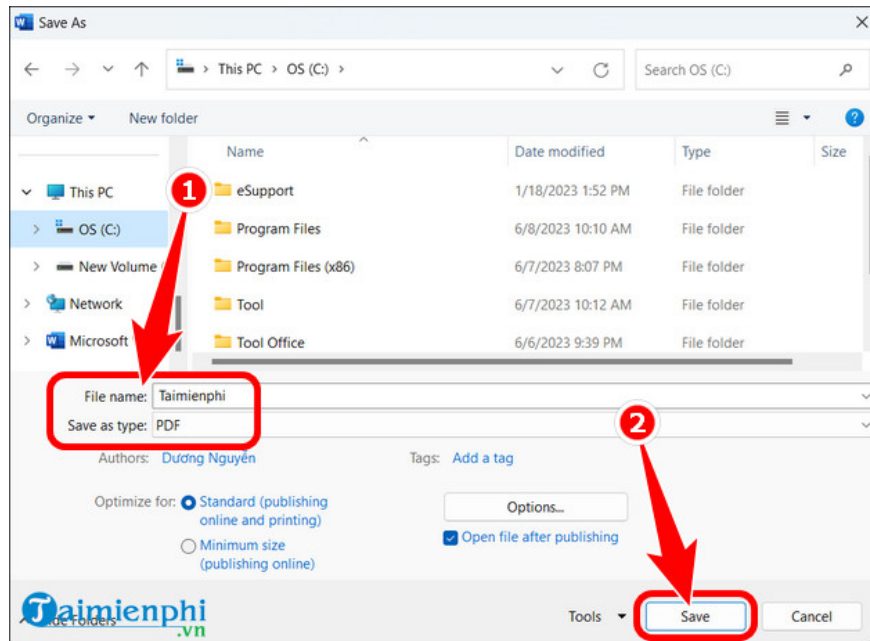
- If you don't have Word software, you can download **Word** here.



Step 2: Select **Save As** => Click **Browse** .



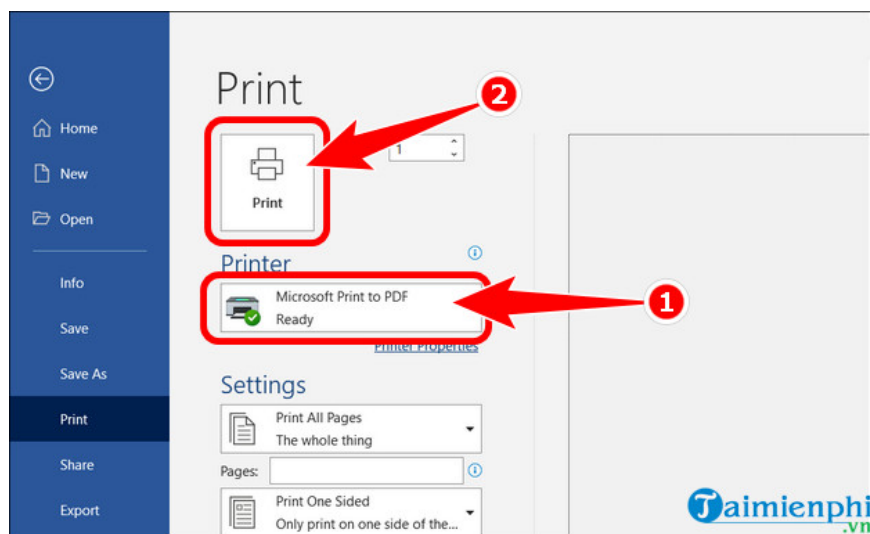
- Fill in **File name** => select **Save as type PDF** => press **Save** .



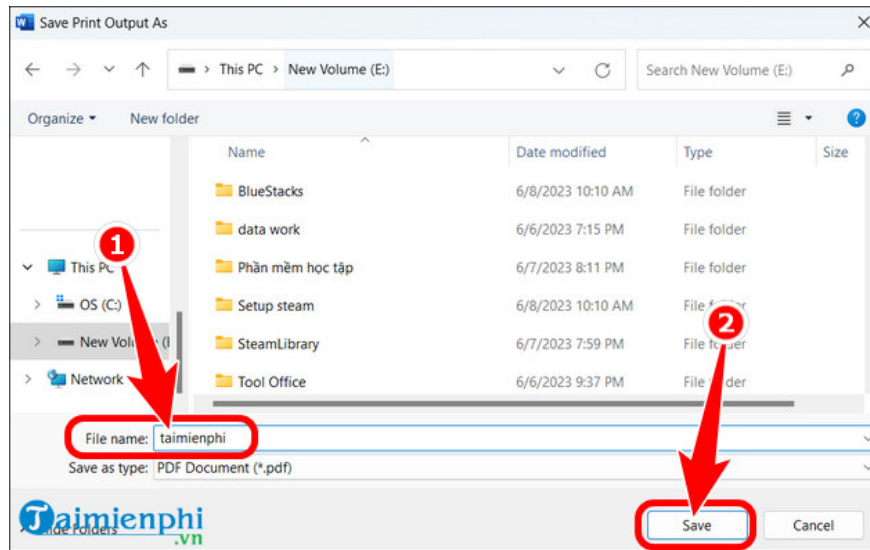
2. Use the Print feature

Step 1: Open the **Word** file you want to convert to PDF, then press **Ctrl + P**.

- Click **Printer** and select **Microsoft Print to PDF** => press **Print**.

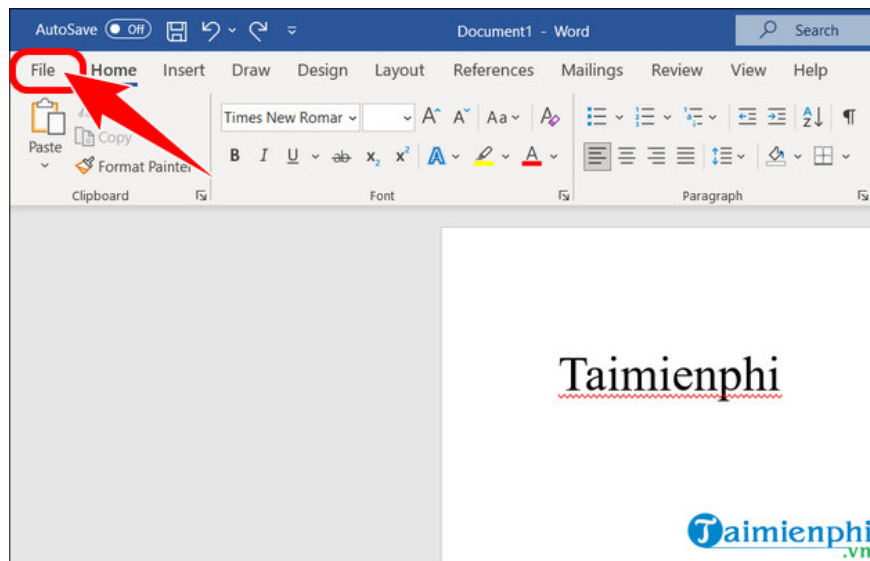


Step 2: Select **save location** and **name File** => **Save**.

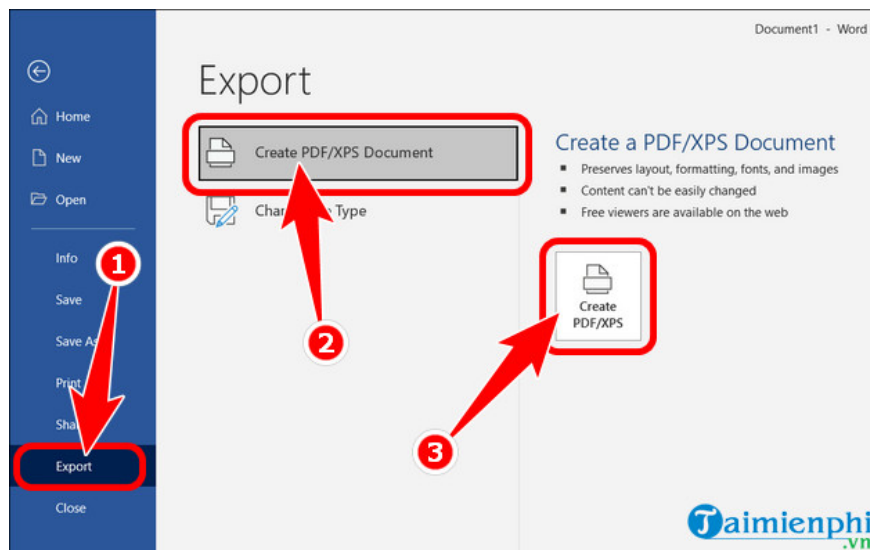


3. Use the Export feature

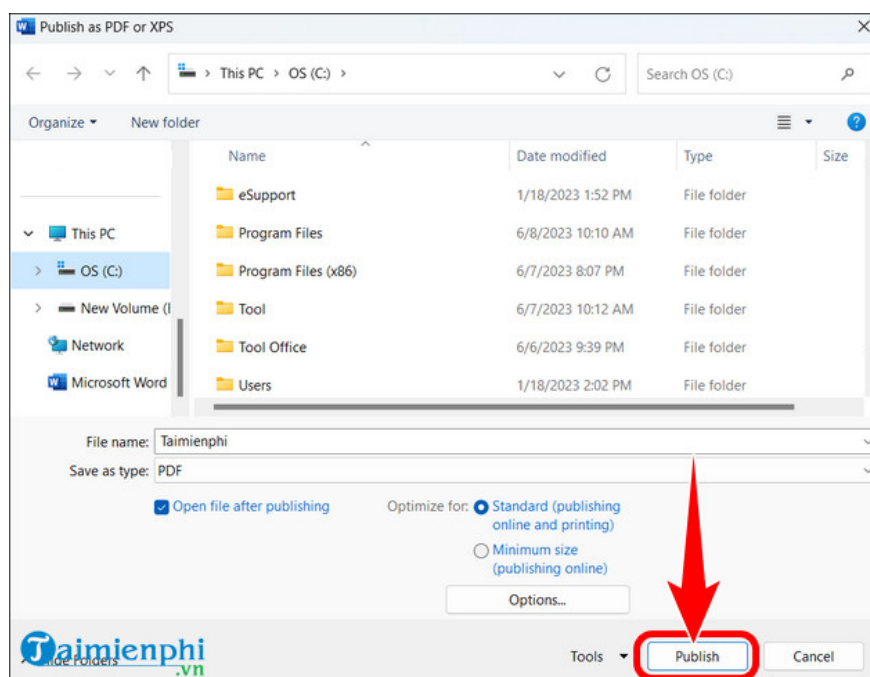
Step 1: Open the Word file . Click **File** .



Step 2: Click **Export** => **Create PDF/XPS Document** => click **Create PDF/XPS** .

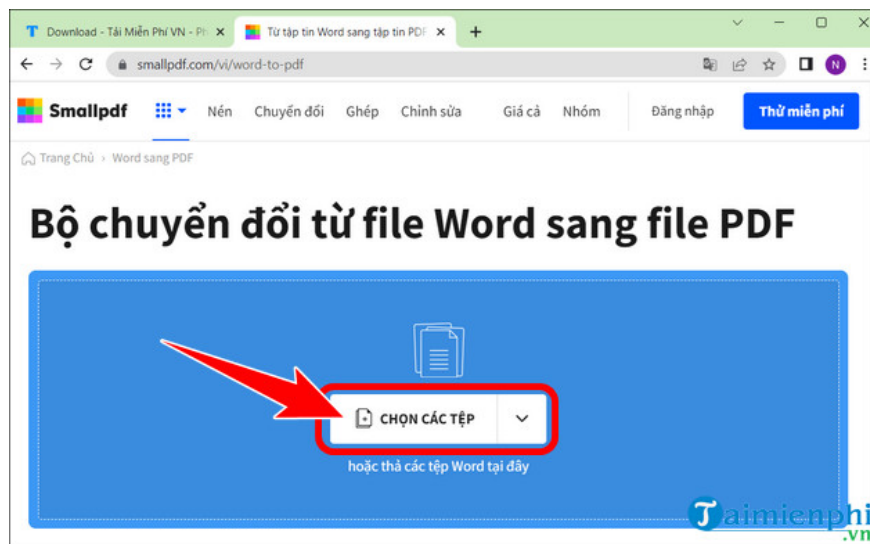


Step 3: Select the location to save the File and click **Publish** .

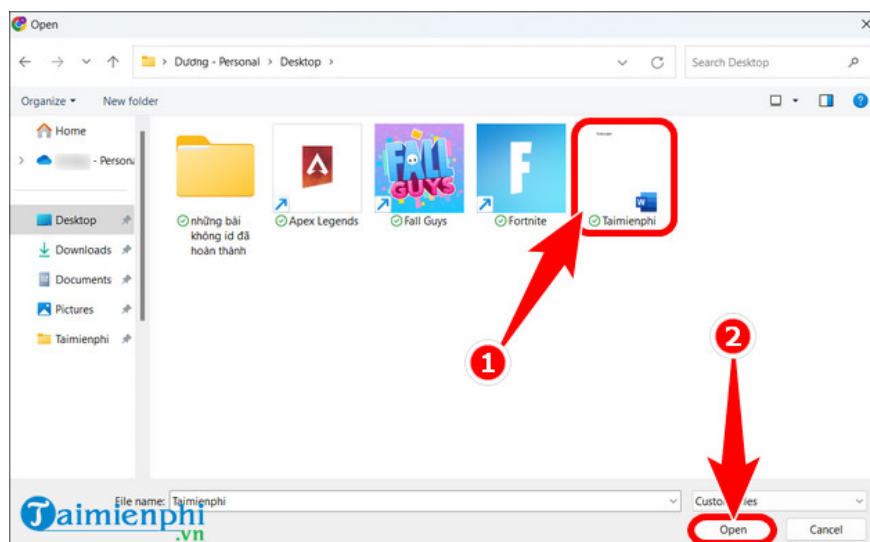


Method II: Using online tools

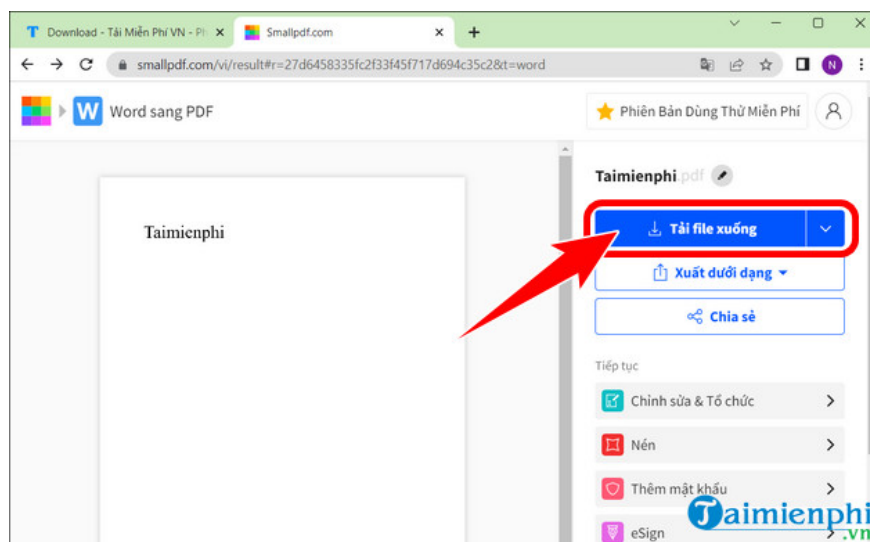
Step 1: Access the link using the SmallPDF tool **HERE** . Click **Select files** .



Step 2: Select **the Word file** to convert to PDF => **Open** .



Step 3: Wait for the file transfer process to complete, click **Download file** .



In addition to the above methods, there are many ways to convert Word to PDF on your computer that you can apply, but the above are the 2 simplest and fastest effective methods, for those who are not computer savvy can also do it. In addition, if you have PDF files and want to convert them to Word, you can refer to the instructions below.

You finished reading the article "**How to convert Word files to PDF simply and easily**" 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.