

How to convert Word to PDF online completely free

Converting Word files to PDF is a useful solution to enhance document security while preserving the original content when working on various devices. However, downloading specialized software is often quite complicated. Therefore, for greater convenience, users can convert Word to PDF without needing any software.

To avoid wasting computer space installing software to convert Word to PDF , you can convert Word to PDF on websites that support file conversion, ensuring that the document retains its original formatting without font errors.

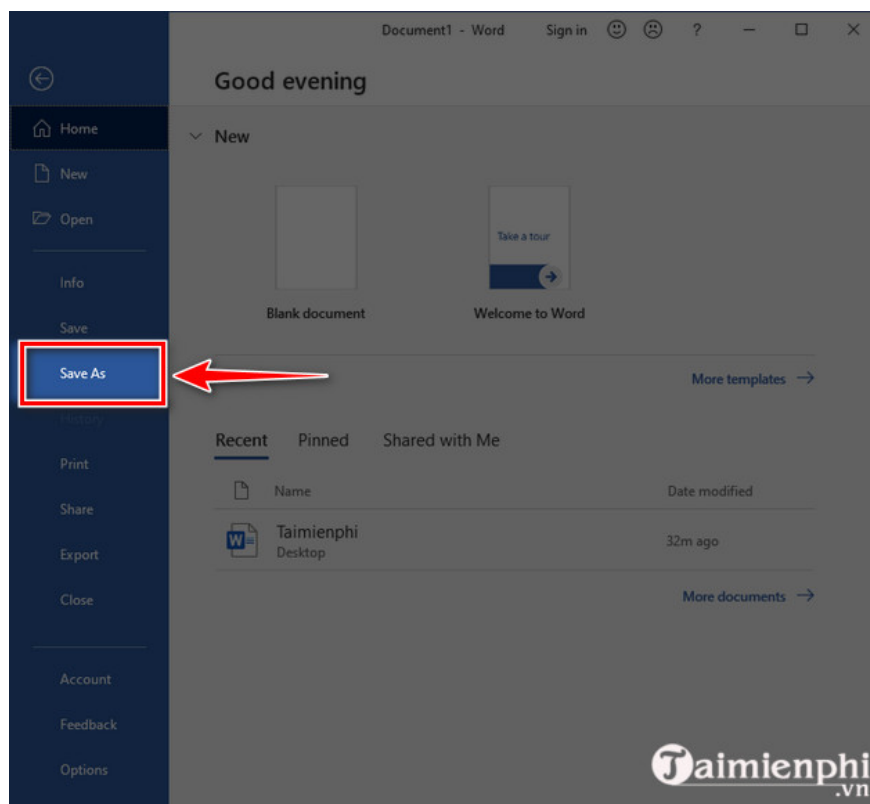


How to convert Word to PDF without software

1. Using Word - The most convenient way

Step 1: Open the Word file you want to convert using Microsoft Word.

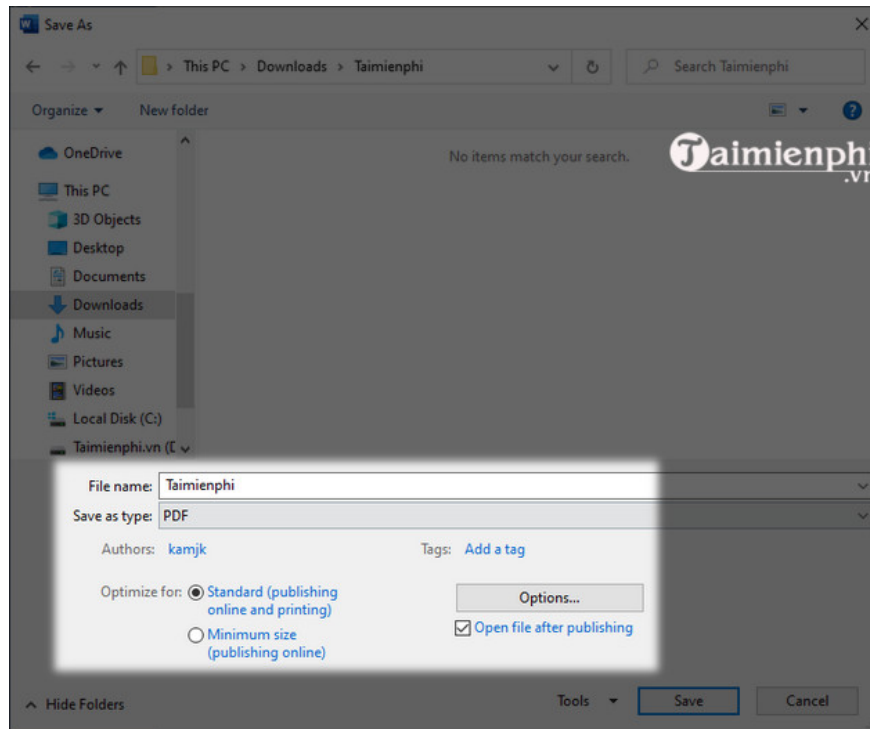
Step 2: Click on the **File** icon => click **Save As** .



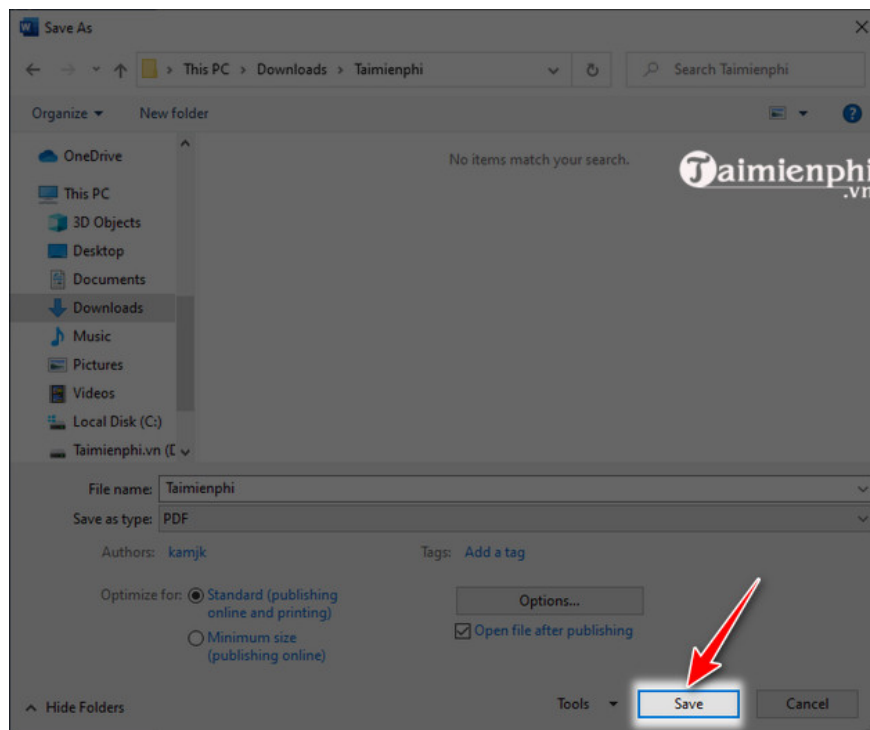
Step 3: The Save As dialog box opens. Here, select PDF under Save as Type to save the Word file as a PDF.

You will also have additional options:

- **Standard (publishing online and printing):** Selecting this option optimizes printing and online publishing.
- **Minimum size (publishing online and printing):** Selecting this option optimizes file size and online publishing.
- **Open file after publishing:** After the conversion process is complete, the converted PDF file will automatically open.



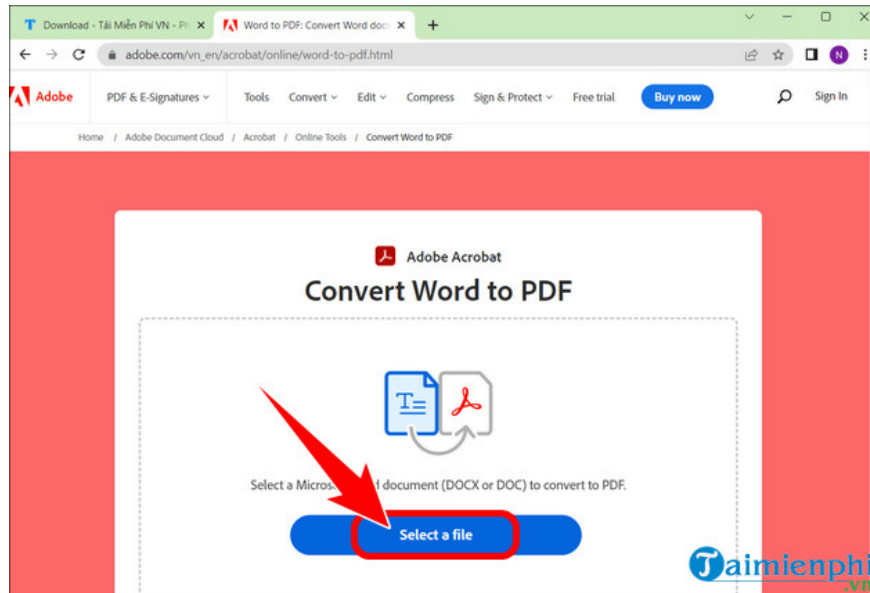
Step 4: Choose where to save the **PDF** file => select **Save** to complete the steps.



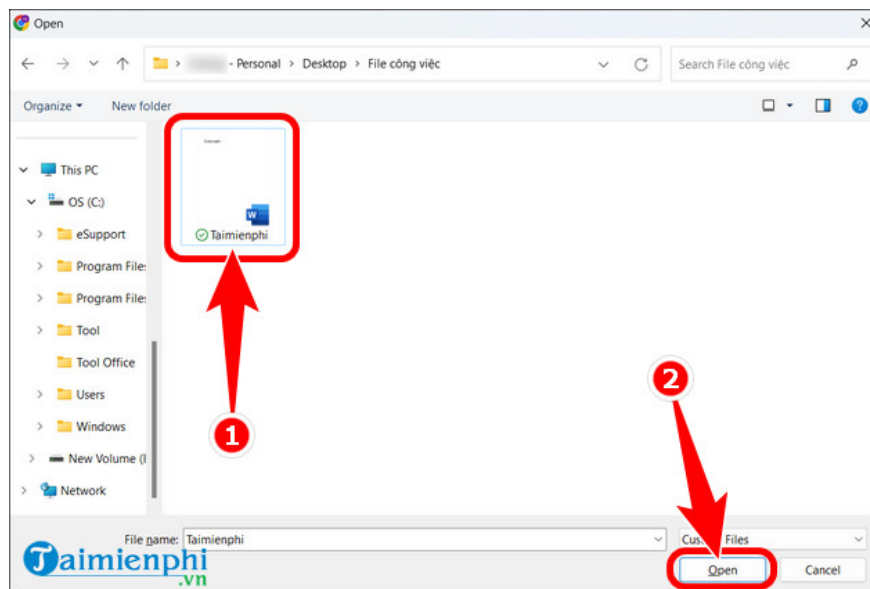
II. How to convert Word to PDF online via the web

1. Convert Word files to PDF online using Adobe Acrobat.

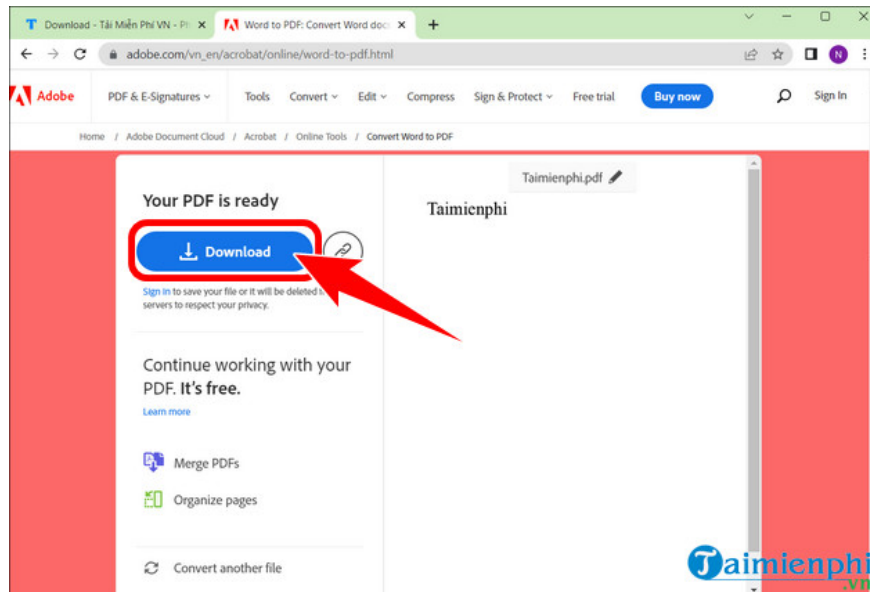
Step 1: Access the Adobe Acrobat website **HERE** . Click **Select a file** .



- Select the Word document => Open .

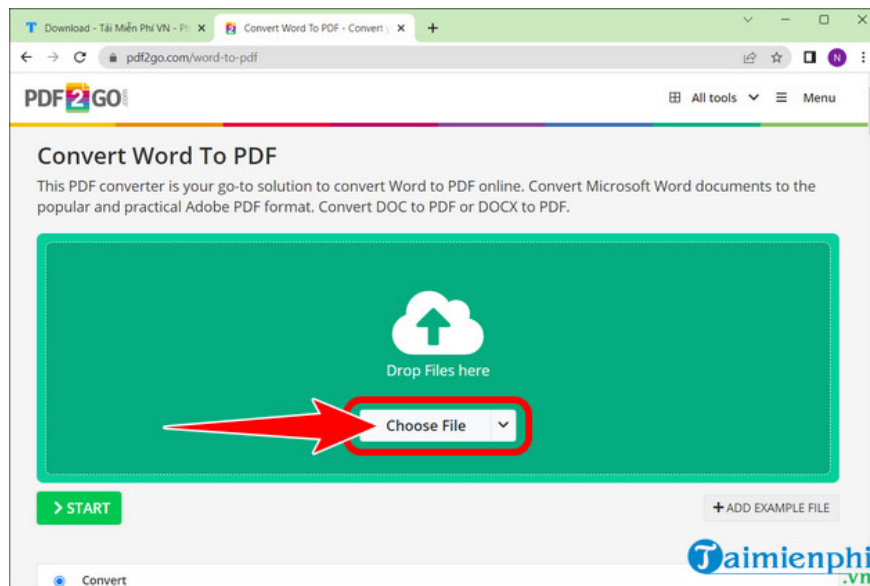


Step 2: The Word to PDF conversion process will take a few seconds. Once complete, click **Download** to save the PDF file to your device.

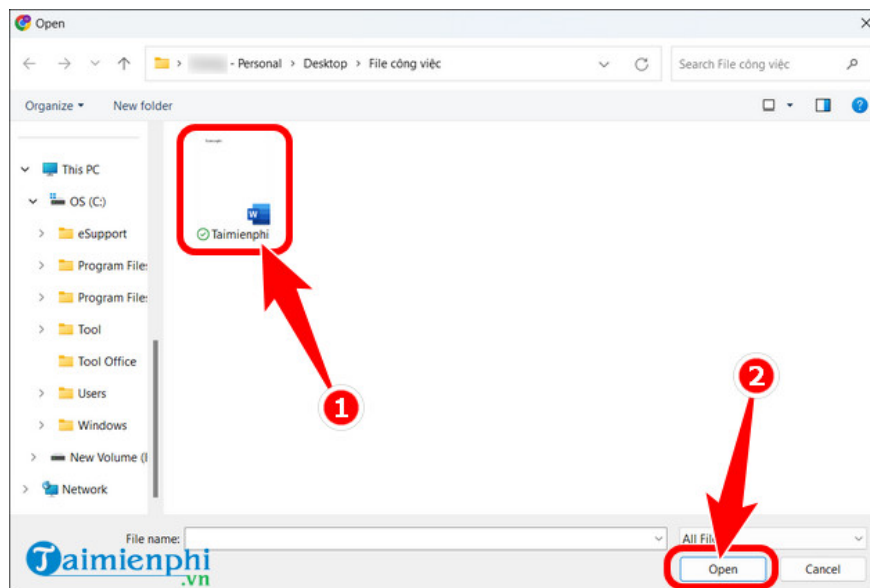


2. How to convert Word to PDF online using PDF2GO

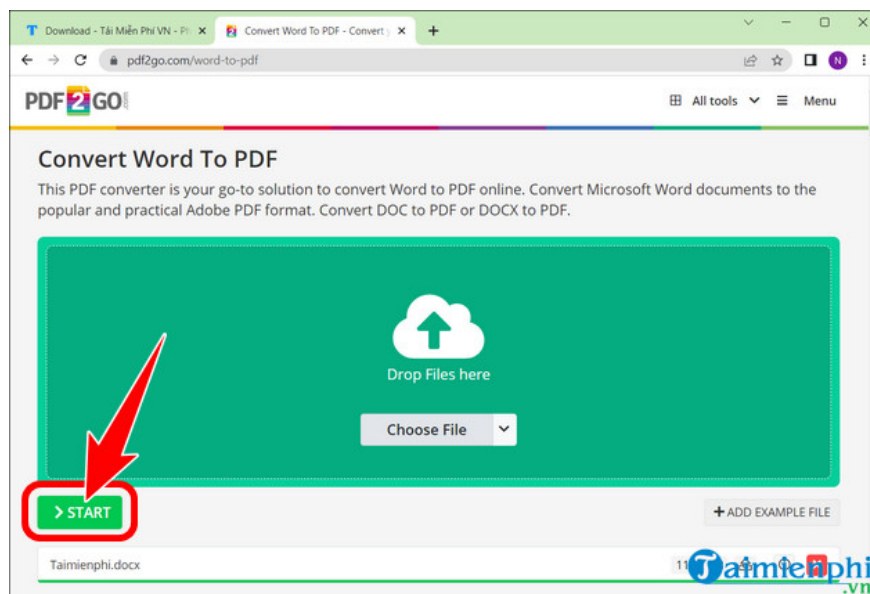
Step 1: Convert Word to PDF online on PDF2GO **HERE** . Click **Choose File** .



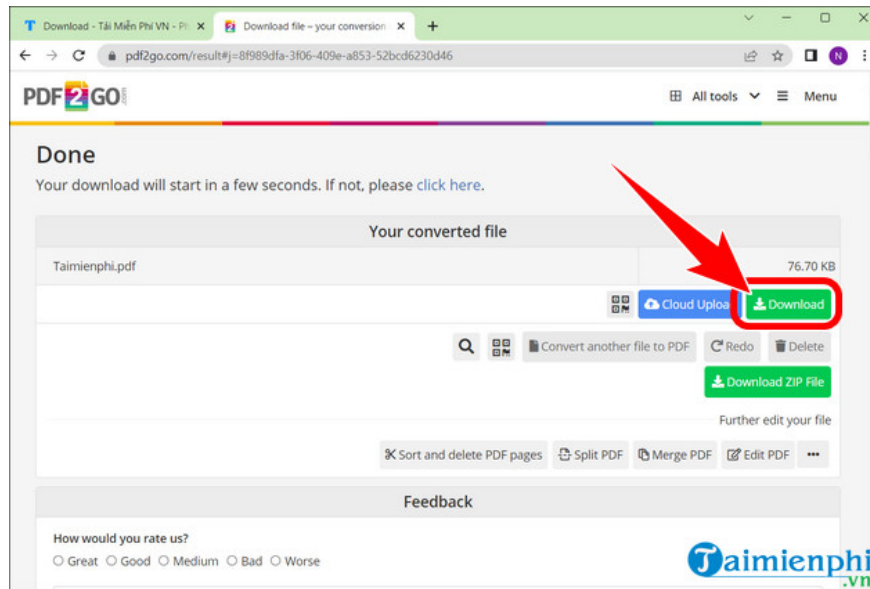
- Click **File Word** => **Open** .



Step 2: Click **Start** to begin the Word to PDF conversion process.

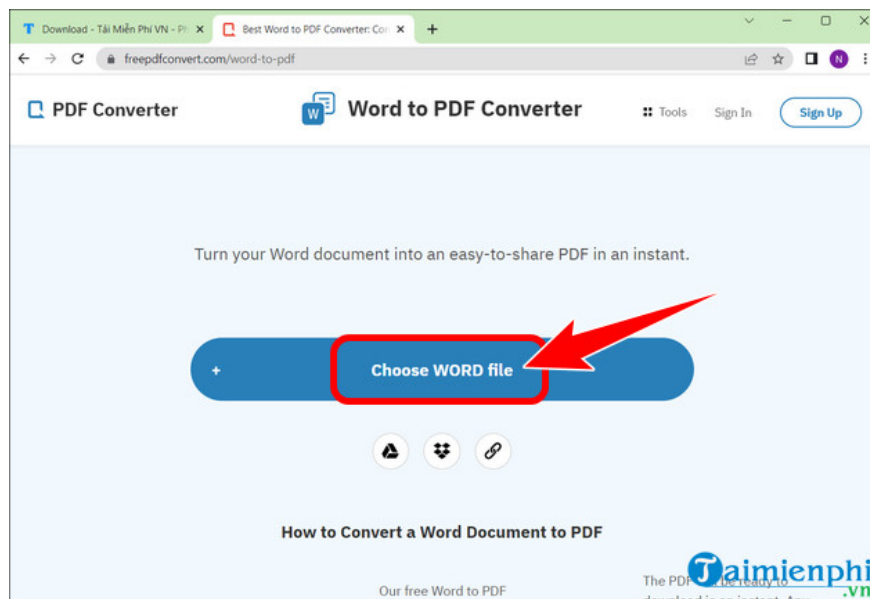


- Your product will be displayed as shown below once the transfer is successful. Download the file to your computer using the **Download** button .

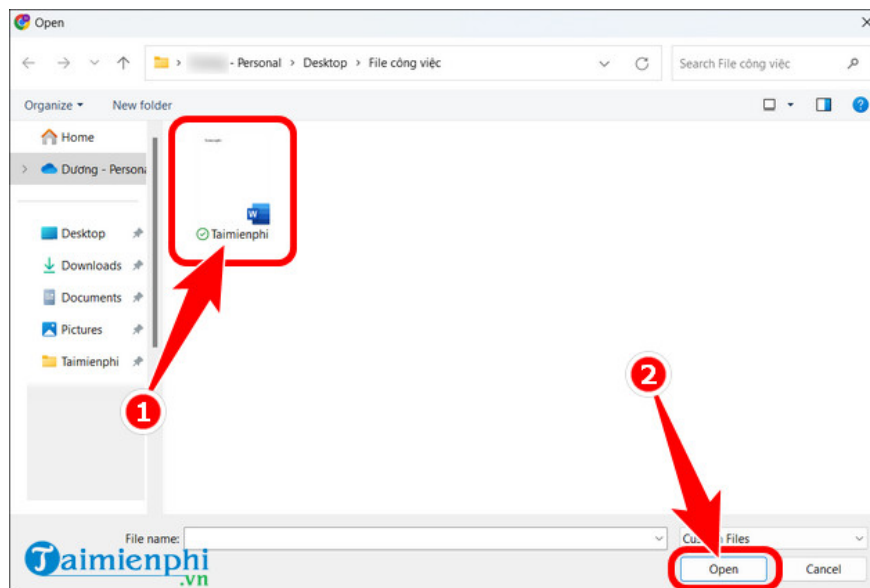


3. Convert Word to PDF online using PDF Converter

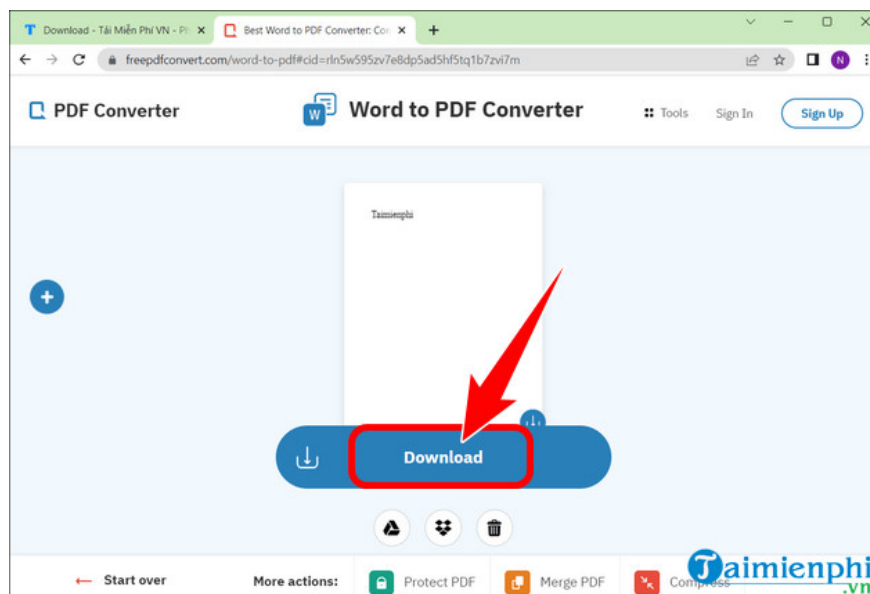
Step 1: Access the PDF Converter website to convert Word to PDF **HERE** . On the main interface, click **Choose Word file** .



- Select the **.docx file** => press **Open** .



Step 2: Click **Download** to download the converted document to your PC.



II. Why is it necessary to convert Word to PDF before printing?

- Converting Word files to PDF before printing ensures that the font is preserved and the content displays accurately on all devices.
- Simultaneously, the document retains its formatting during printing. This is something that formats like DOC, PSD, CAD, CDR, or PUB cannot achieve.

In situations where there is no internet connection, you can **convert Doc and Docx files to PDF in Word 2016** without using any supporting tools. This is a very useful method for office workers.

In addition to the Word to PDF conversion software mentioned above, you can also use free online Word to PDF converters. The advantage is that you can use them anytime as long as you have a stable internet/Wifi connection.

You finished reading the article "**How to convert Word to PDF online completely free**" 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.