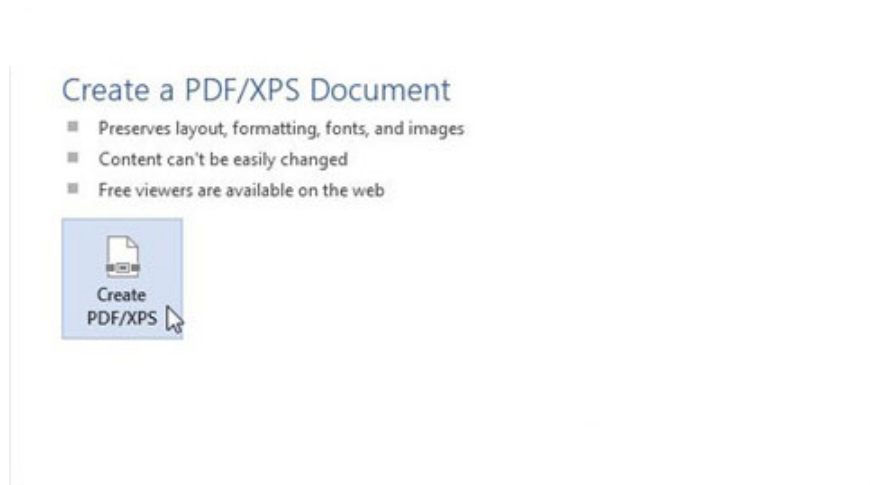


# Save Office 2013 documents into PDF files

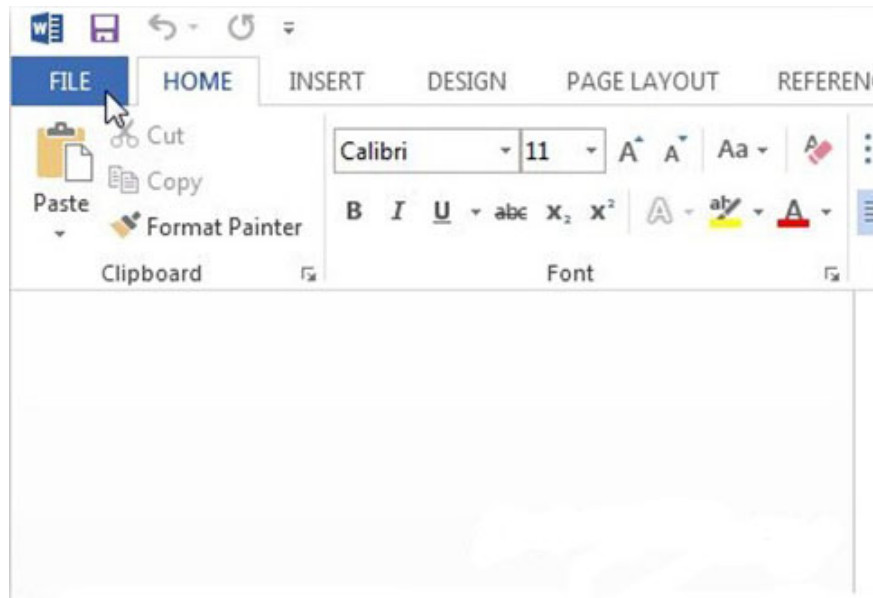
Word and Excel in Office 2013 provide the ability to save documents straight into PDF without going through the converter. Here's how.

**TipsMake.com - Word and Excel in Office 2013 provide the ability to save documents straight into PDF without going through the converter. Here's how.**

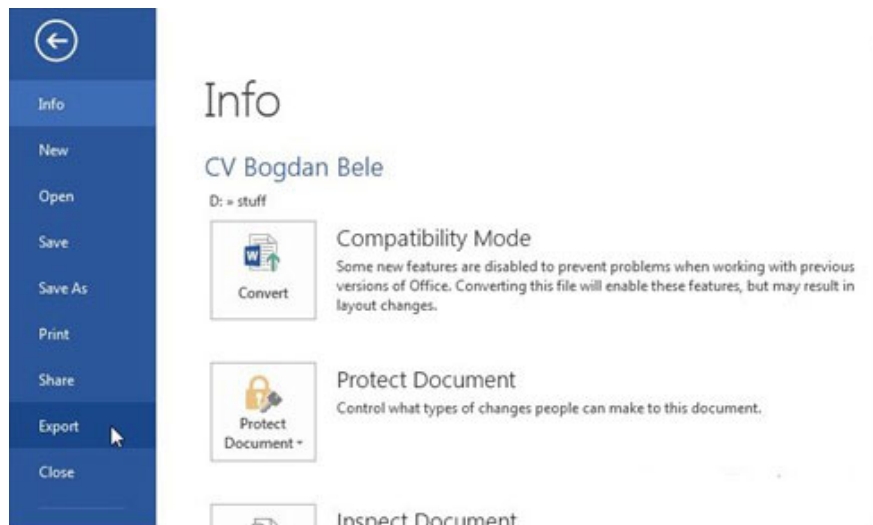


Although the manual uses images from Word 2013, we still apply the same steps for Excel 2013. The only difference is when setting password protection for PDF files. This feature only appears on Word 2013.

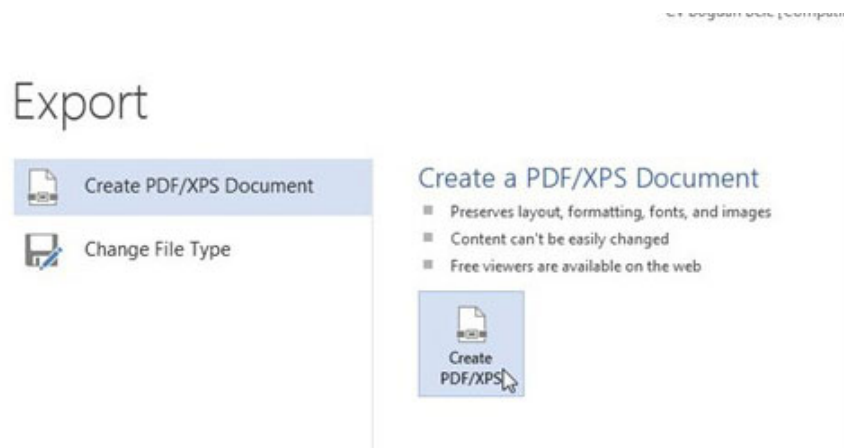
First, open the document you want to save as a PDF file. Then, click on File in the upper left of the Word 2013 window.



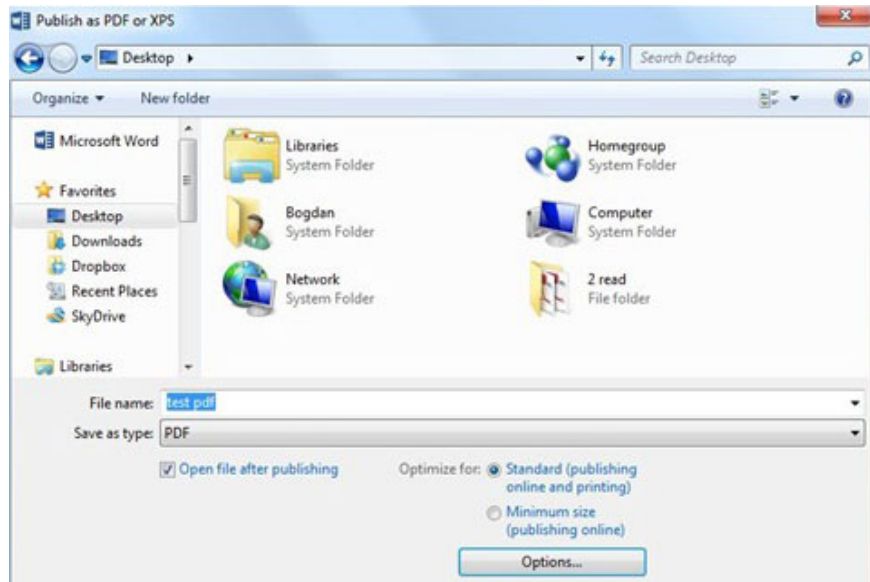
Now, at the window that appears, click **Export** .



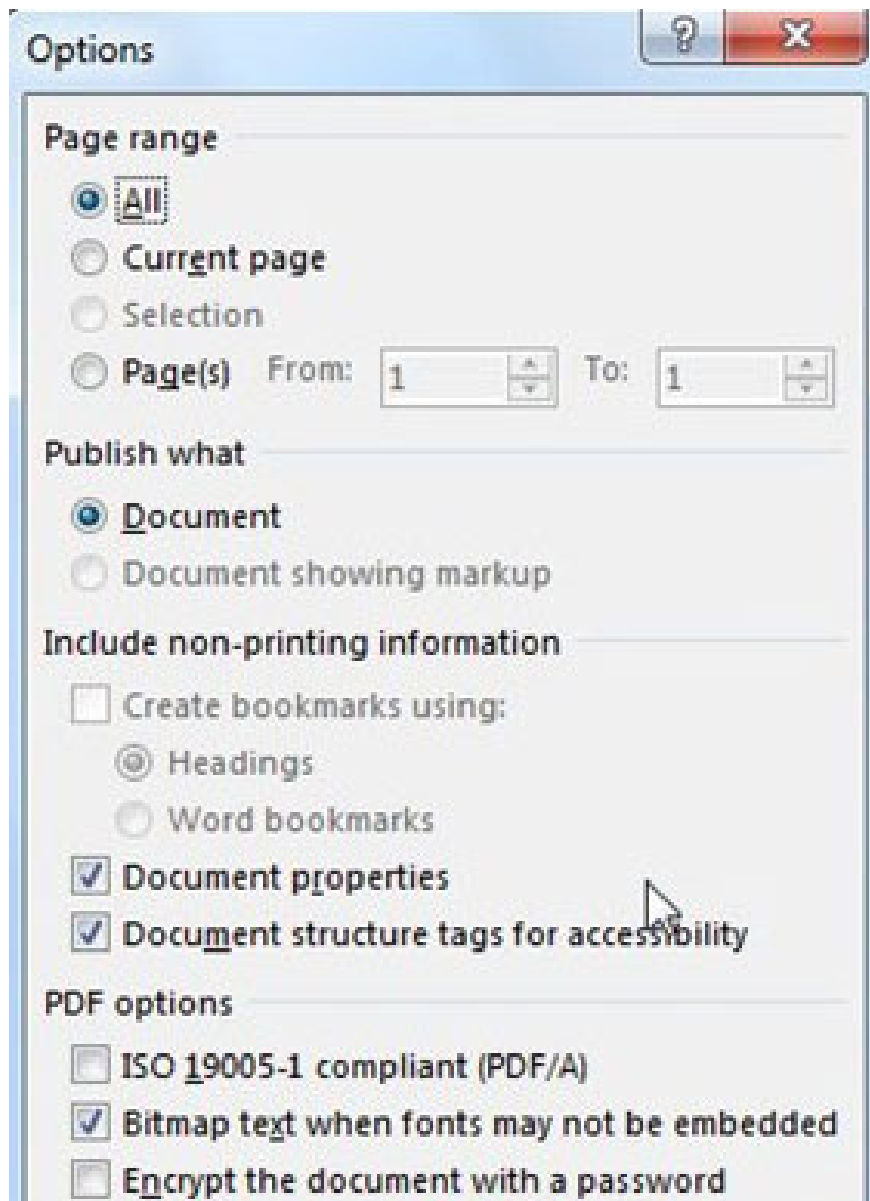
In the Export section, select **Create PDF / XPS Document** then click **Create PDF / XPS** to the right.



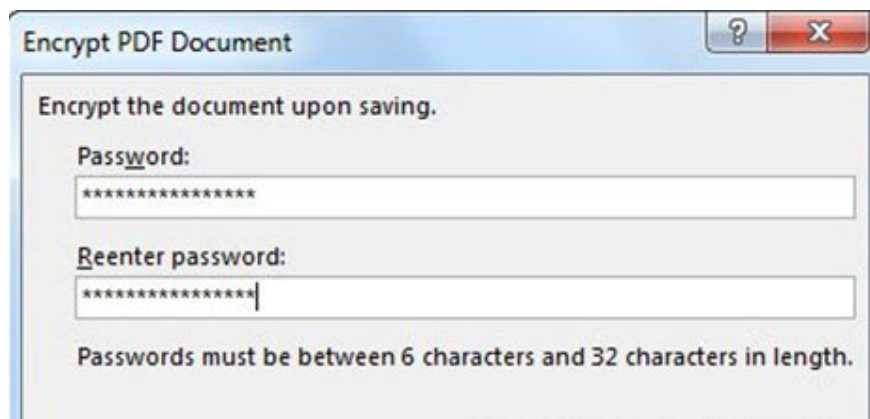
An Explorer window appears. Select PDF in the Save Type As box. Select the location you want to save the PDF file as well as the file size. If you want to publish the created file, select **Standard** . If you only want to view it on the web, choose the **Minimum size** . Then click **Publish** .



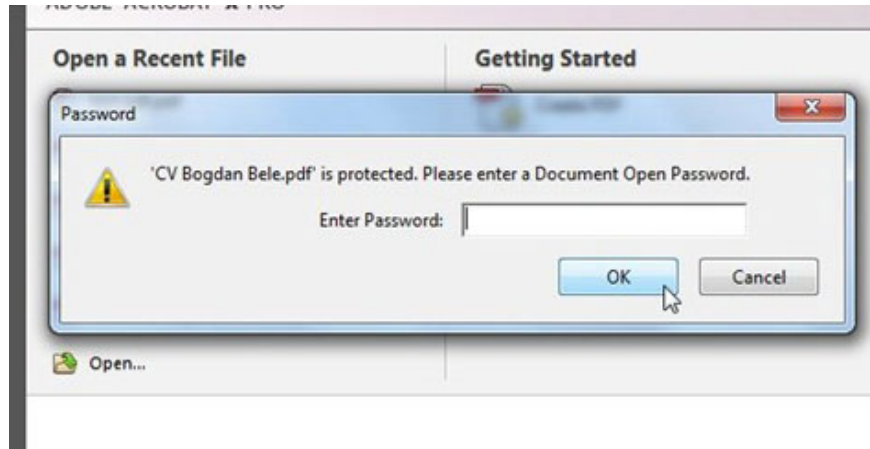
The above window also has an Option button that provides additional settings. It allows you to select the pages you want to use to convert to PDF as well as standard PDF .



Another attractive feature is password protection for PDF files. Just **tick Encrypt the document with a password** . After clicking **OK** , a window will appear, asking the user to enter the password twice. Click **OK** to export the PDF file.



Now, when you want to open the PDF file, you will have to enter the password for it.



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