

## Saving a Word Document as .pdf

This information also applies to Microsoft Word 2007 and 2010

1. Click the **File** tab.
2. Click **Save As**.  
To see the **Save As** dialog box in Word 2013, you have to choose a location and folder.
3. In the **File Name** box, enter a name for the file, if you haven't already.
4. In the **Save as type** list, click **PDF (\*.pdf)**.
  - If you want the file to open in the selected format after saving, select the **Open file after publishing** check box.
  - If the document requires high print quality, click **Standard (publishing online and printing)**.
  - If the file size is more important than print quality, click **Minimum size (publishing online)**.
5. Click **Options** to set the page to be printed, to choose whether markup should be printed, and to select output options. Click **OK** when finished.
6. Click **Save**.