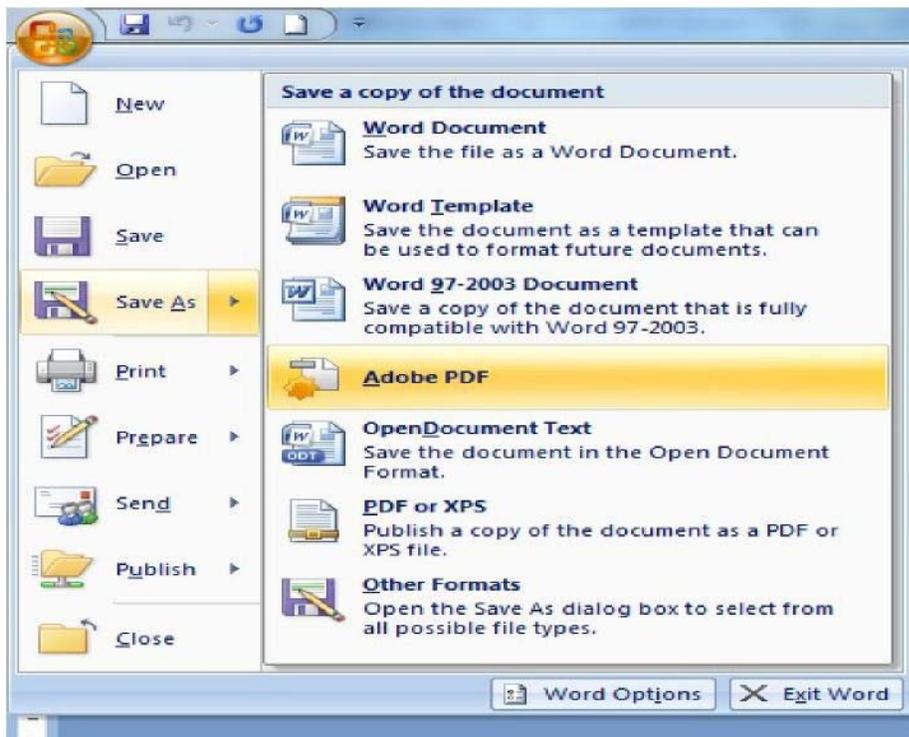# HOW TO CONVERT WORD FILE TO PDF

Word 2007

Open the file you wish to save.

Click the "File" button in the top left-hand corner Go to

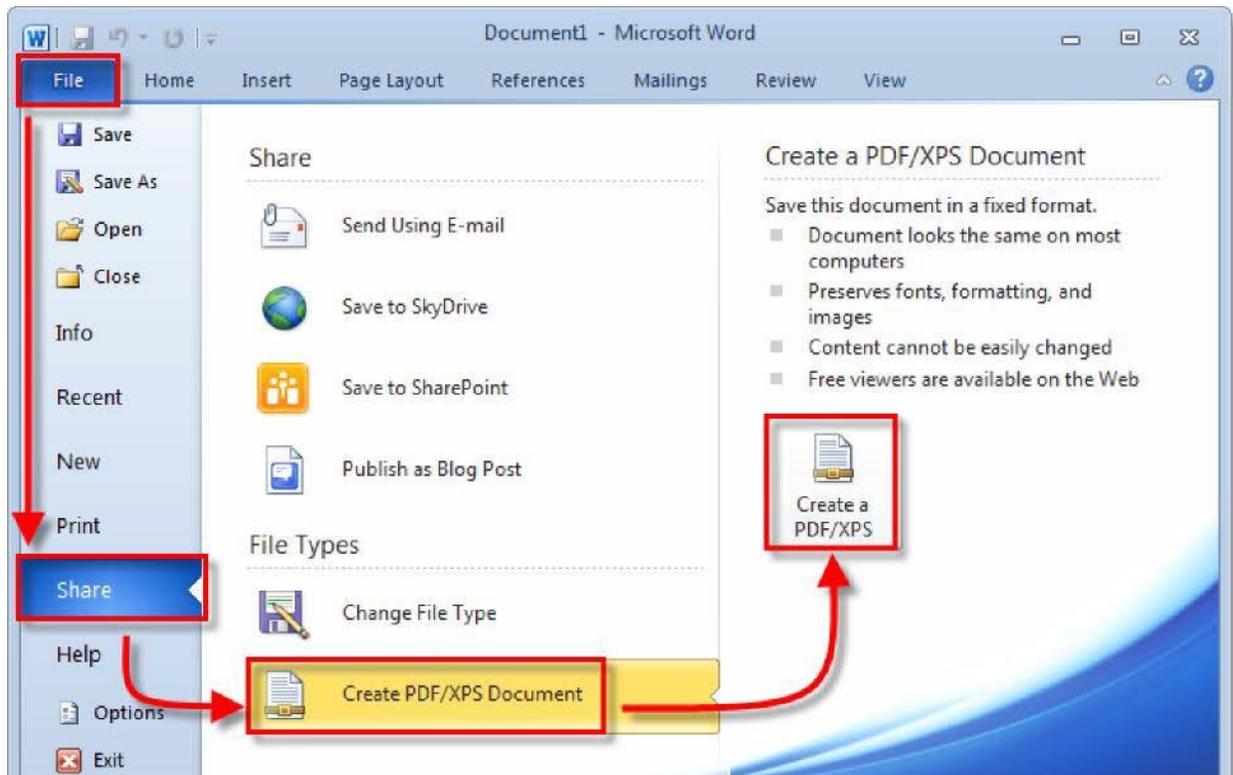"Save As" >"PDF or

In case of unavailability of above option, open the URL -
http://www.microsoft.com/downloadsfor the downloading of Microsoft's free PDF and XPS
converter.

Note: It will work only for the Windows (Operating System);

Word 2010/13

Click File, Share. From the Share menu, Click Create PDF Document then on the right-side Click Create a PDF.

Other Versions of Word

Open the file you wish to save. Go

to "File" >"Print".

Clickthedropdownlistofinstalledprintersandselect"PDF".NewerversionsofMicrosoftWord have this option; if it does not appear on your version, try one of the methods below. Click "OK".ThiswillconvertyourdocumentandopenitinAdobeReader(ifyouhavealreadyinstalledit otherwise need to be install it atfirst).

PDF Conversion Website

Go to a free PDF conversion website.

Examples include

- http://printinpdf.com
- http://www.freepdfconvert.com,
- http://www.pdfonline.com/convert-pdf
- http://docupub.com/pdfconvert

Do not use a site that asks you to pay, install unnecessary software, or anything else you're uncomfortable with. There are many free, easy-to-use PDF conversion sites available online.

 Click "Browse" to locate the desired Word file(s).

 Provide your email address if necessary. Some sites will email the file directly to your inbox. If you don't want to provide your email address, note that "'Print in PDF does not require your email address'".

Click "Convert" and wait for it to process.

Check your file. Check the website for your converted file; otherwise, look for the file in your

inbox.Click on your PDF file(s) to open and/or download them. Save if necessary.

Using Open Office

1. DownloadOpenOffice.Thisisafree,open-sourcewordprocessorthatisfullycompatible withWord.

2. Double click on the downloaded file to install OpenOfficeon your

   computer. Open the Word document you want to convert in OpenOffice.

3. Fromthemainmenu,select"File">"ExportasPDF".ThereisalsoanexporttoPDF button right on the maintaskbar.

4. Chooseafile nameforyourPDF.Makesurethat everythingelseishowyouwantit.

5. Click"Okay"or"Save"toconvert.ThiswillconvertyourdocumentandopenitinAdobe Reader(ifyouhavealreadyinstalleditotherwiseneedtobeinstallitatfirst).

6.