Converting Document to PDF Document

IIC (Instructional Innovative Center) Steps Series

Software: PDF / Adobe Acrobat
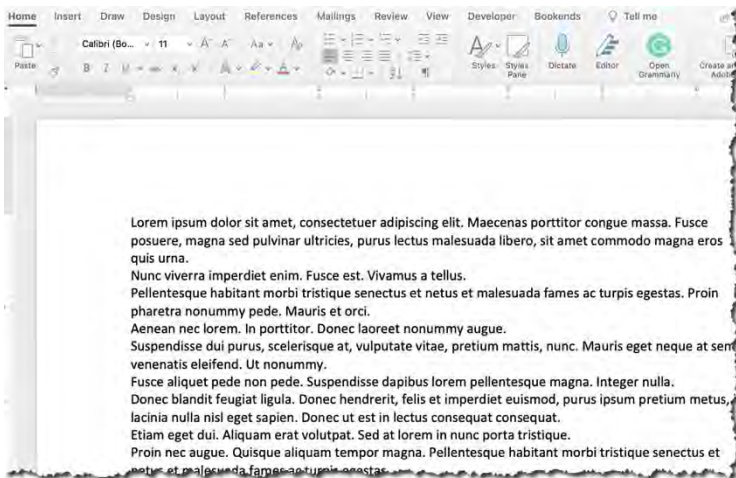
Date: July 2022

This document works under the consideration the computer you are working on has Adobe Acrobat Professional/DC installed.

Option 1 – Save or Print to Adobe PDF in Microsoft Office Applications

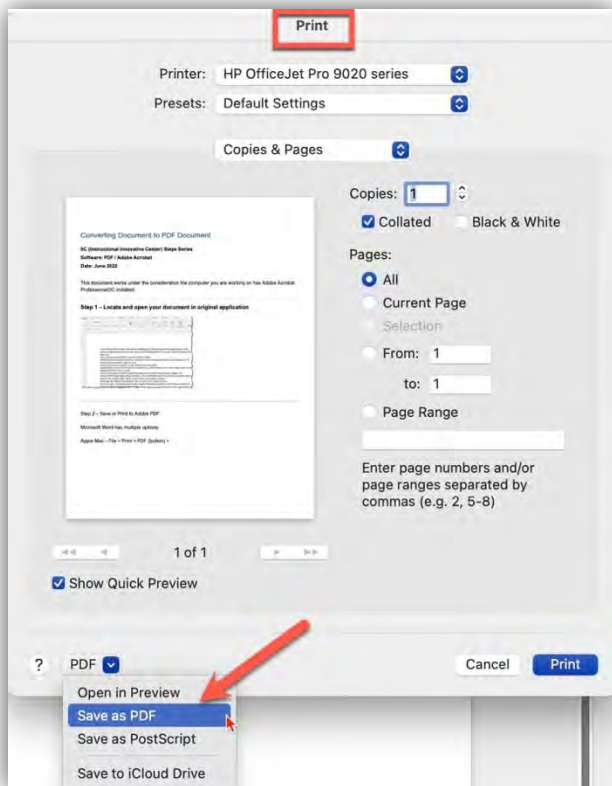*(Including Word, Excel, PowerPoint, and Access)*

Locate and open your document in original application

Microsoft has multiple options:

Apple Mac Option #1

With Microsoft Office app (Word, Excel, PowerPoint), and your document opened, go to File > Print > PDF (button) > Save as PDF

Apple Mac Option #2

If Adobe Acrobat Reader or Professional is installed, you can use the Microsoft/Adobe plug in.

With Microsoft Office app (Word, Excel, PowerPoint), and your document opened, locate **Acrobat** on the toolbar
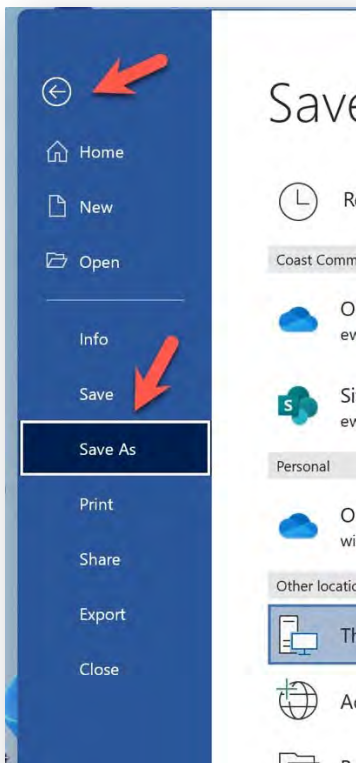
Convert Documents to PDF

Be sure to Save your document. Click on **Create PDF**

Adobe Acrobat Reader or Professional will appear with your PDF document.

Microsoft Windows Option #1

Once you have a Microsoft Office app (Word, Excel, PowerPoint) open and a document saved, go to Home and **Save As**.
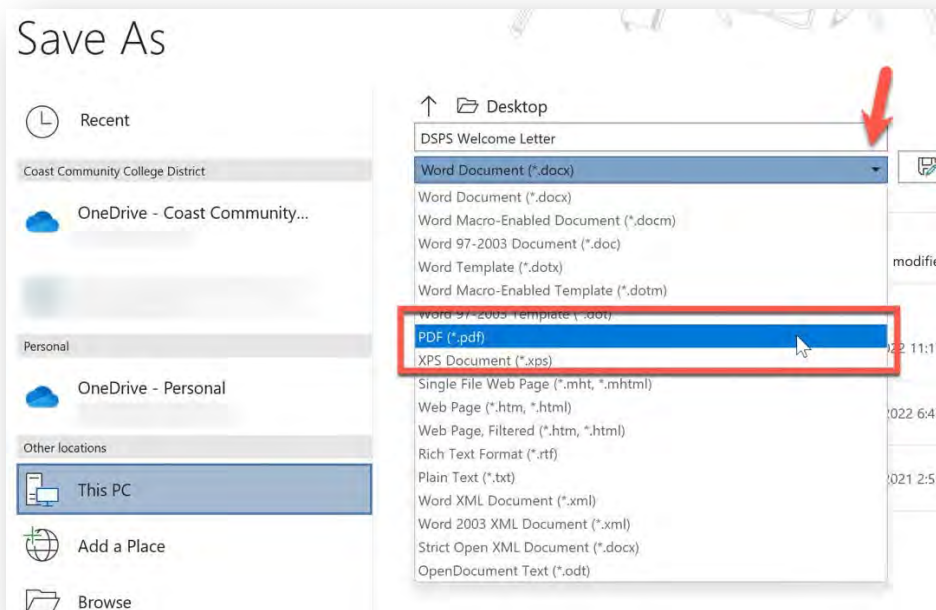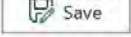

In the Save As box, click the dropdown box under the title and starts with Word Document.
Convert Documents to PDF

Scroll down and click PDF (*.pdf).

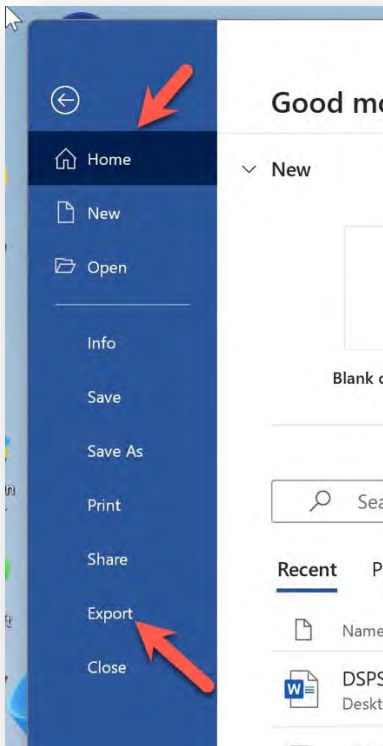If needed, change the location where you want to save the file.

Click the Save button (Save)

If successful, the PDF file will appear within Adobe Acrobat Reader/DC.
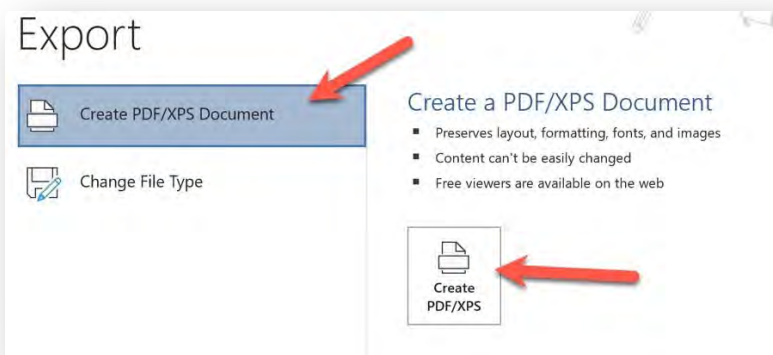
Microsoft Windows Option #2

Once you have a Microsoft Office app (Word, Excel, PowerPoint) open and a document saved, go to Home and **Export**.
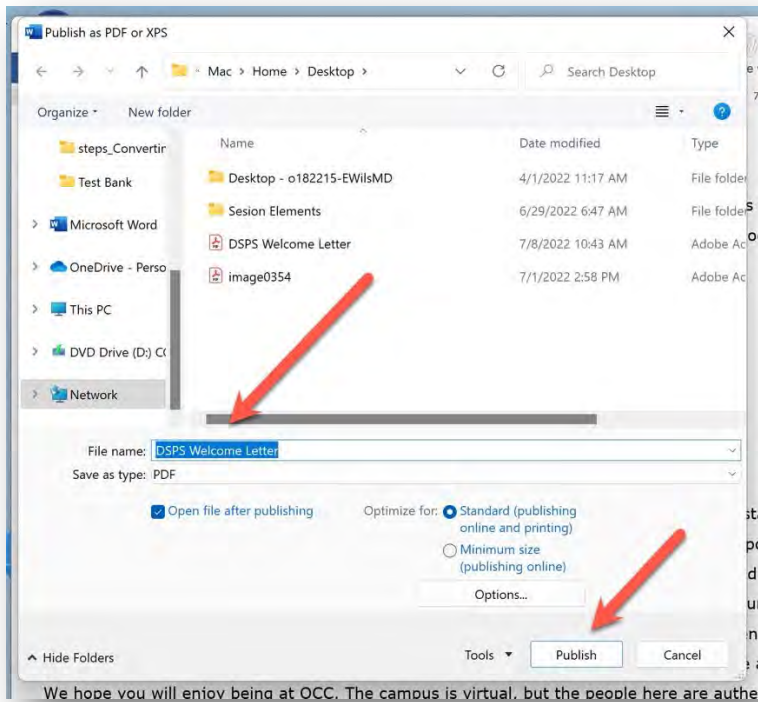
Convert Documents to PDF

Th Export screen appears.

Click **Create PDF/XPS Document** and the Create button appears

Convert Documents to PDF

Click the **Create PDF/XPS** button – Where you want the PDF If needed, change the location where you want to export the file.
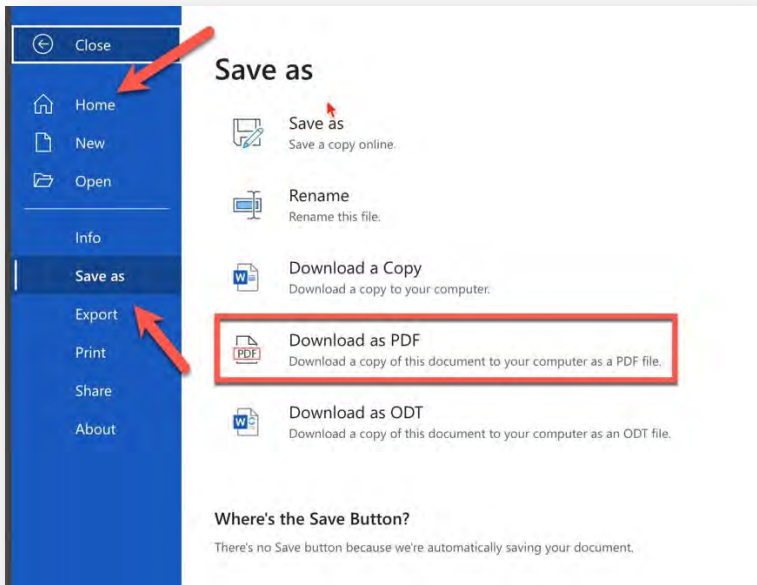

Click the **Publish** button.

If successful, the PDF file will appear within Adobe Acrobat Reader/DC.
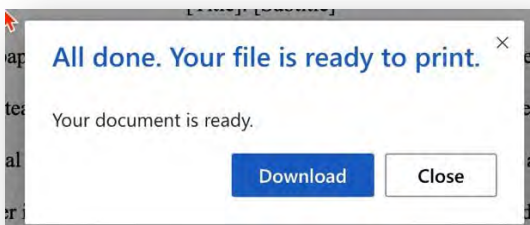
Microsoft Web Application

Once you have a Microsoft Office Web app (Word, Excel, PowerPoint) open and a document saved, go to Home and **Save As**.

Convert Documents to PDF

Click **Download as PDF**

After a few seconds, a screen will appear, **All done. Your file is ready to print**. At this point you click **Download**.

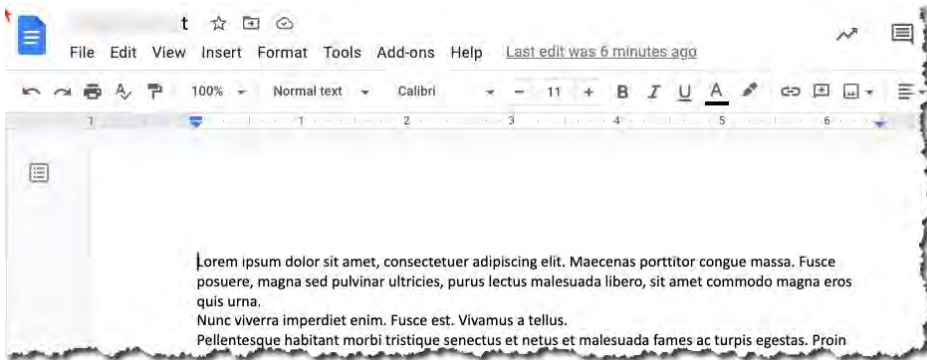Choose the location to save the file.

Click the Save button ( )

Convert Documents to PDF

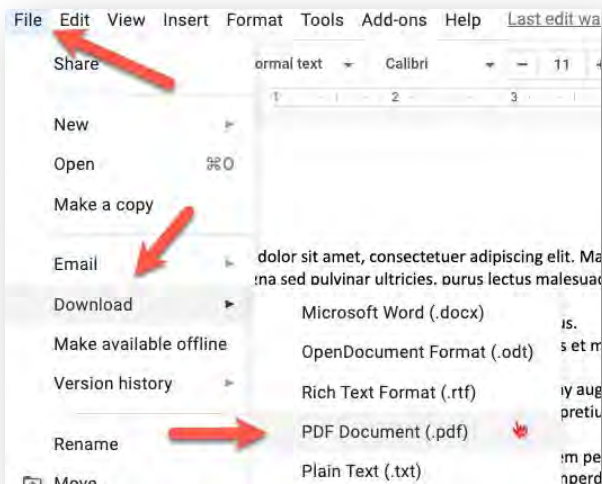## Option 3 – Save or Print to Adobe PDF in GoogleSpace

These steps will show you how to save Google Space Files (Docs, Sheets and Slides) to PDF file.

Open any of the Google Space application and file you wish to convert to PDF.

Locate and open your document in original application

Go to File Menu > Download > and choose **PDF Document (.pdf)**

Google Doc will ask you the location to download the PDF file to. Click **Save.**
Convert Documents to PDF

Option 4 – Other applications

Many other applications or programs have their own ways of making PDF files. For the many, hey fall under Print, Save As, or Export options under the File or Home menu. If you need help, review the application/program Help or Knowledge Base.