"How do I save a Word document as a PDF?"

Let's say you want to submit something electronically—a resume or job application, housing application, or college essay. This should be done via PDF – Portable Document Format. The simplest explanation: this is a universal file type that can be accessed by 99% of devices and users regardless of what types of computer programs they have available to them. You can access these on computers, phones, tablets, or almost anything else. Your saved Word documents may not be accessible by everyone. Therefore, it is a good idea to save important files and submit them as PDFs for the ease and convenience of the person reading them—and to help you get that job, earn that scholarship, or secure housing!

Step by step instructions:

1. With your open document, go to File – Save As Adobe PDF.

2. Browse to find the location where you want to save your files. Documents, Downloads, Desktop would all be decent options for a personal computer, or you can save it to your network drive (the "itdjm" as shown below) for your work computer.

3. This example was made using a Word document, but it can also work for image types, Excel spreadsheets, PowerPoints, and many other types of files.

What if it's an internet file or another type of file?

The easiest way is to go to Print (CTRL + P) and change the printer to Adobe PDF.
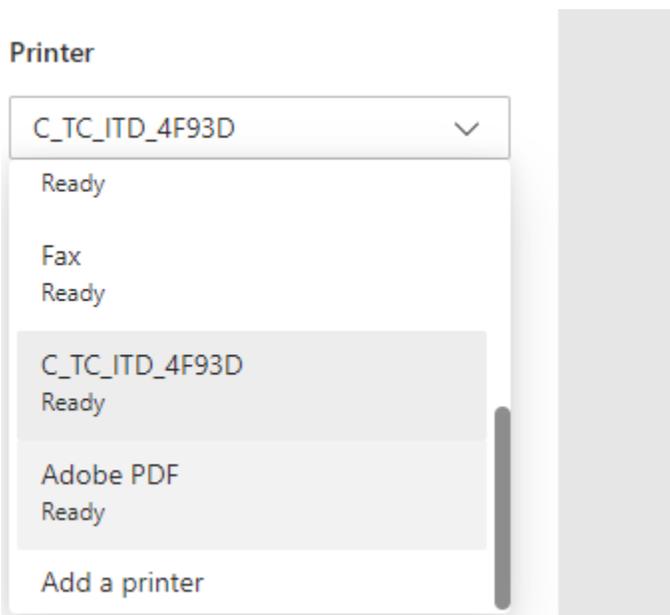
This will save the file as a PDF, and you will have the option to navigate to where you want this file saved on your computer.