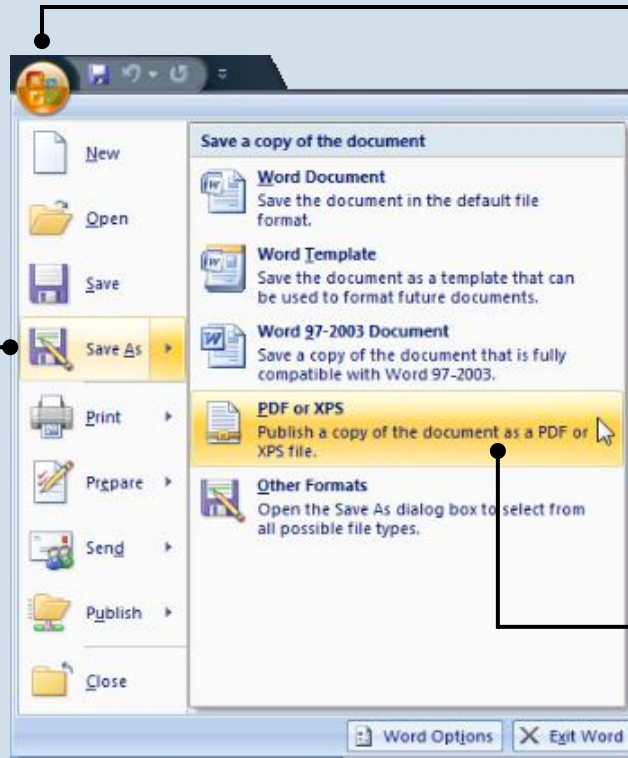# How to Convert a Word document to a PDF in Microsoft Word 2007

PACFile®

1. Open the document in Word

2. Click the File button

Tip This button looks like the Microsoft Office icon.

3. Click the 'Save As' option

4. Click the 'PDF or XPS' option

5. Save the PDF
In the Publish as PDF or XPS window, choose a location on your computer or other storage device to save the PDF and click the PUBLISH button.

END