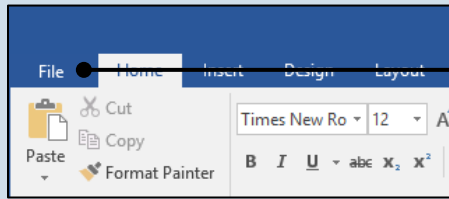# How to Convert a Word document to a PDF in Microsoft Word 2016 or Office 365
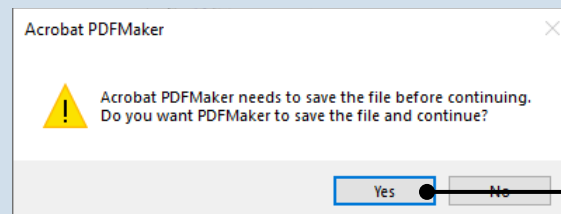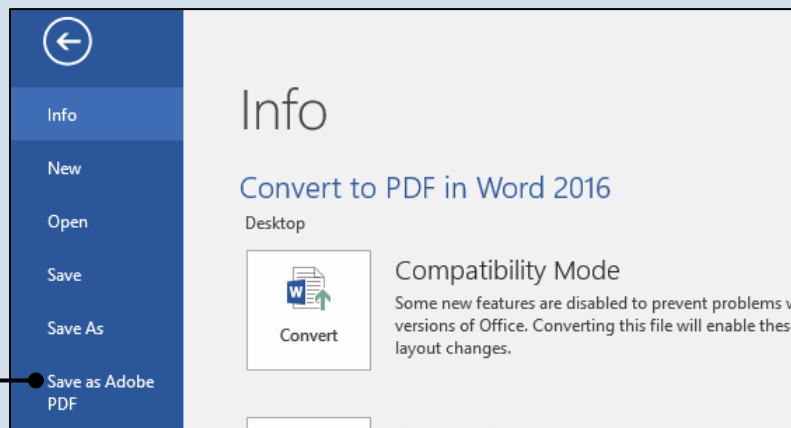
PACFile®

1. **Open the document in Word**

2. **Click the File menu**
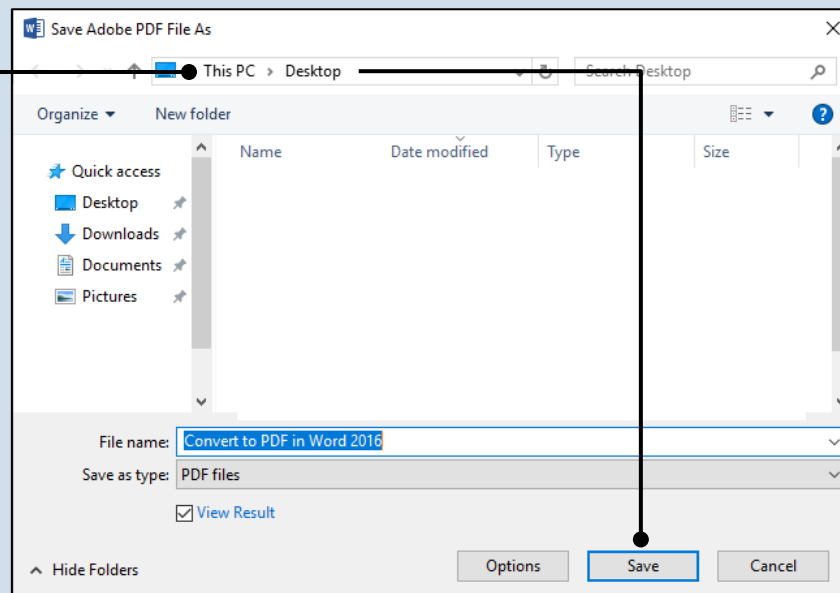
3. **Click the 'Save as Adobe PDF' option**

Info
Convert to PDF in Word 2016
Desktop

Compatibility Mode
Some new features are disabled to prevent problems w versions of Office. Converting this file will enable these layout changes.

Convert

4. **Save the document**

If this popup displays, click YES.

Acrobat PDFMaker
Acrobat PDFMaker needs to save the file before continuing. Do you want PDFMaker to save the file and continue?

Yes   No

5. **Save the PDF**
In the Save Adobe PDF File As window, choose a location on your computer or other storage device to save the PDF and click the SAVE button.

Save Adobe PDF File As
This PC > Desktop
Search Desktop

Organize ▾   New folder

Quick access
Desktop
Downloads
Documents
Pictures

Name   Date modified   Type   Size

File name: Convert to PDF in Word 2016
Save as type: PDF files
☑ View Result

Hide Folders   Options   Save   Cancel

END