

# Convert a Microsoft Word Document to PDF

The Ohio University Graduate College strongly suggests that you upload your documents in PDF format. Upon submission, documents uploaded in a format other than PDF will be converted to PDF.

***\*\*Please note that converted documents can sometimes become corrupted during the conversion process – to ensure document integrity, PDF documents are strongly suggested.***

The instructions below outline how to convert Microsoft Word 2010 & 2013 documents.

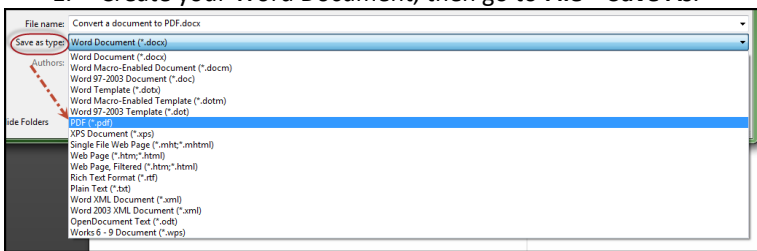
For additional instructions on how to convert another Word document version, please review the instructions here:

<http://www.wikihow.com/Convert-a-Microsoft-Word-Documents-to-PDF-Format>

## Option #1: Microsoft Word 2010

You may save the document as PDF by following these instructions:

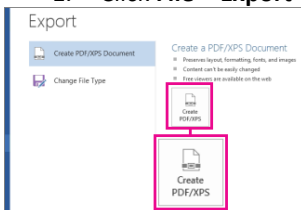
1. Create your Word Document, then go to **File > Save As**.



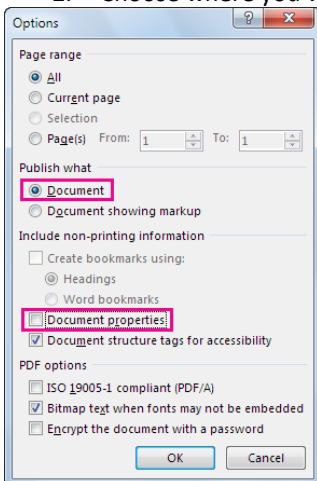
2. A window will pop up and you'll be prompted to select the **"Save as type"**. Click on the drop down menu of type options and select **"PDF (\*.pdf)"**.
3. Click **"Save"**.

## Option #2: Microsoft Word 2013

1. Click **File > Export > Create PDF/XPS**.



2. Choose where you want to save the PDF file.



3. Click **Publish**.

Now you have your original Word document and a PDF copy of it.