How to Create a PDF

Overview

If asked to upload a PDF of your document, you can create the PDF directly from within Microsoft Office. Most often this will be done with a Word document, but other Office programs have the same features.

STEP 1

Create your document in Microsoft Word, or Excel, etc.

STEP 2

SAVE your document in its original format (as a Word or Excel file, for example). You always want the original saved, so that you can go back and edit later if necessary.

STEP 3

Once you have created and saved your document, you are ready to convert it to a PDF. In Word, go to the **FILE** tab at the top to start.

- Choose Export from the File menu.

  Export

- Choose Create PDF/XPS Document

  Create PDF/XPS Document

- Then Click the Create PDF/XPS button.

  Create PDF/XPS

- Name your file, choose the location, and click the **Publish** button.

Excel & PowerPoint

Instructions are identical to Microsoft Word. However, you should click the **Options** button before you click Publish to select your options. In Excel you need to select whether you want to create your PDF from the active sheet (the default) or the entire workbook. This is very important for a multi-sheet workbook. In PowerPoint, you can choose to create your PDF from the actual slides, the handouts (and how many per page), the outline view, or the notes pages.