Converting Word to PDF Format

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File Notes: .PDF

1. PDF means Portable Document Format.
2. PDF turns a document into an image. Therefore, it is good for putting documents on the web as a web browser can read and display them.
3. You cannot edit PDFs unless you have the proper software or permission.
4. Yes, PDFs can have editable areas where viewers can add information.
5. Yes, PDFs can be converted into Word files, however the file often loses formatting. It also requires the correct software.
6. Adobe Acrobat is used to read PDFs. Depending on the license of the software, you can also edit a PDF.
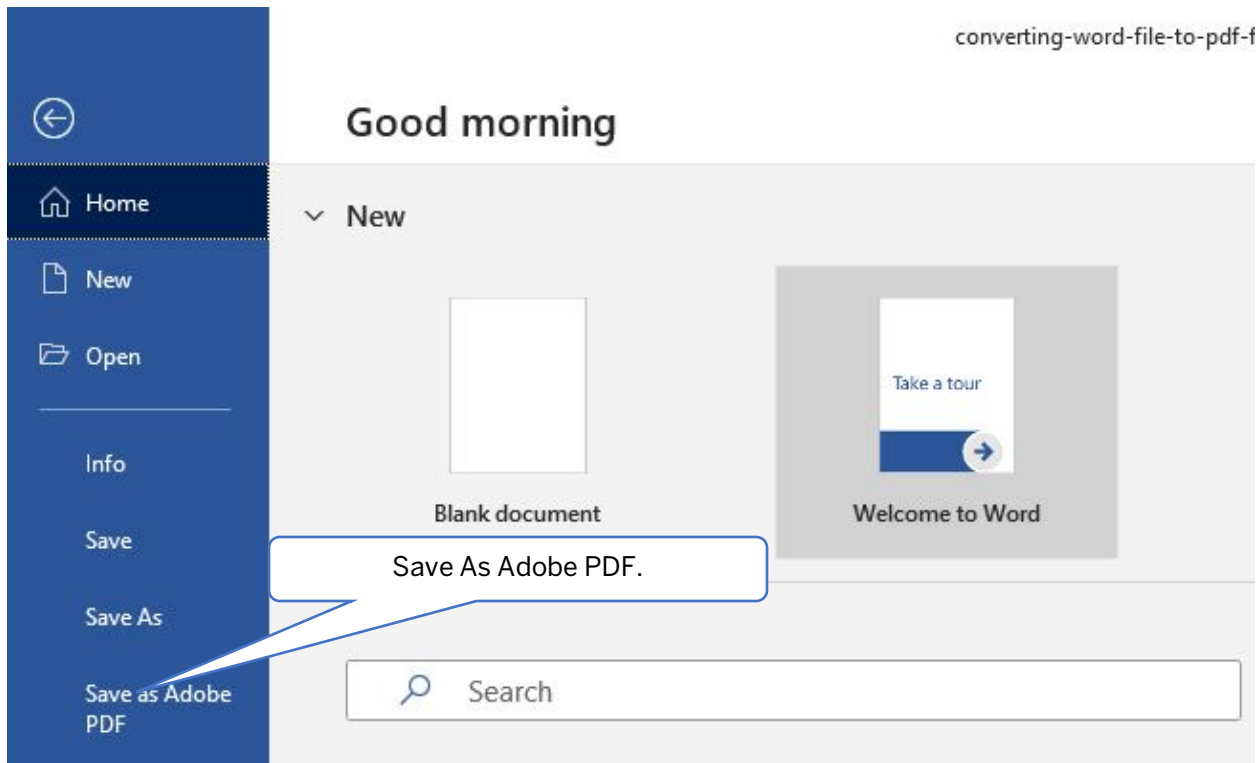7. IU has access to Adobe Acrobat where you can edit PDFs.

File Notes: .DOCX

1. A .docx file is made and used by Word.
2. Yes .docx files can easily be turned into PDFs.
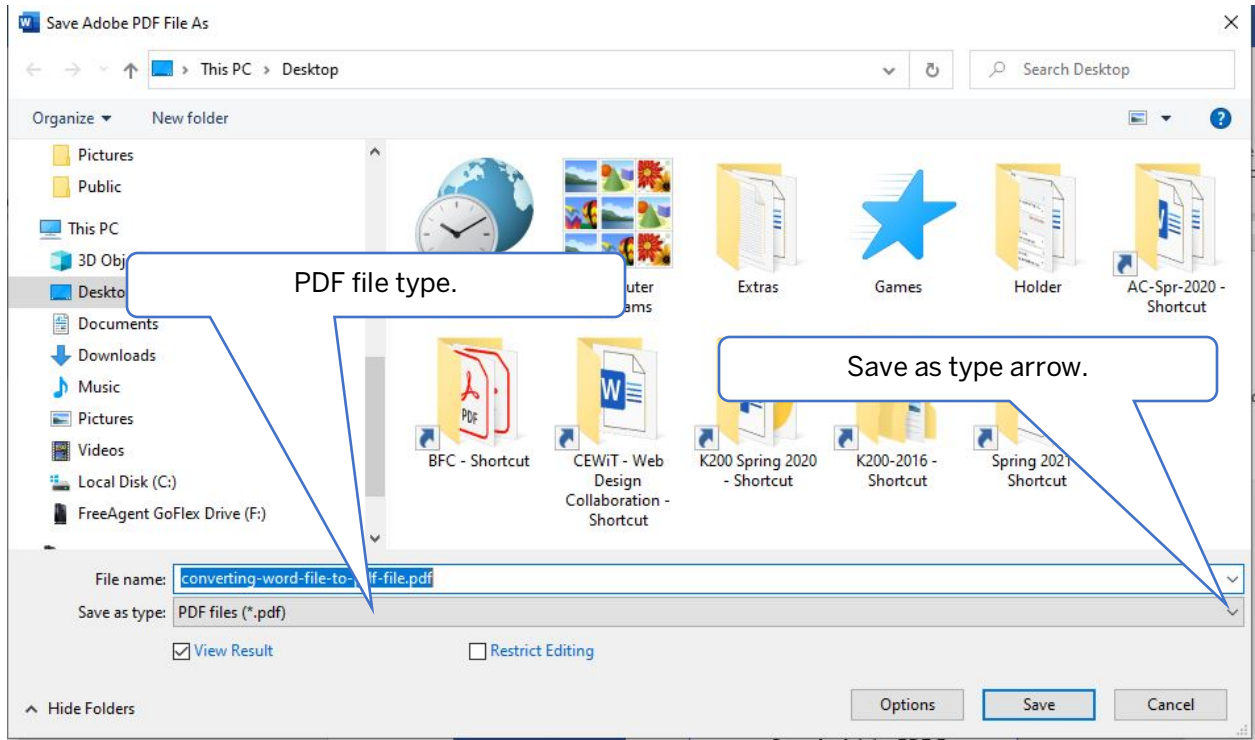
Converting Instructions – Straight to Adobe PDF

To convert Word file – extension .docx – to a .pdf – do the following:

1. Open Word file to be converted.
2. Click on File. Your screen should look similar to the picture below.

1. Click on Save As Adobe PDF. A
2. A Save Adobe PDF File As window will open. It will look similar to the picture below. Note that in the Save as type space, PDF has already been chosen.

The dialog box titled "Save Adobe PDF File As" with callout labels "PDF file type." pointing to the "Save as type: PDF files (*.pdf)" field and "Save as type arrow." pointing to the dropdown arrows. File name: converting-word-file-to-pdf-file.pdf

3. Choose where you will save this file. For SPH K200, save it to your computer Desktop.
4. Click Save.
5. Depending on the size of the document, you may see your computer tell you it is converting the file. Do not touch your computer – let it do the work.
6. When the conversion is done, your PDF will open. It should look exactly you're your Word file.