How to Save a MS Word Document as a PDF



Along the top blue banner of MS Word, click on the left-most button "file" (highlighted in yellow).

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On the left-hand side of the screen, click "save as Adobe PDF" (highlighted in yellow).

If your software does not have the "Save As PDF" button, click the "Save As" button and then proceed to the instructions below, making sure you toggle the file format in the pop-up window to "PDF files (.*pdf)".

Christopher Tenny

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In the grey-box area of the "save as" window, appropriately rename the file according to NPS required file naming conventions, ensure the document is to be saved as a PDF (*.PDF) and then hit the "save" button at the bottom-right hand corner of the grey-box area.

The MS Word document will be saved as a PDF (*.pdf) file format. The resulting converted document is displayed above, as an example.