

Transcript for Foundational Skills Video: How to Turn a Word Document into a PDF and Save It on a Mac



Chapman Learning Commons

My name is Lina from the Chapman Learning Commons, and I will be showing you how to turn a Word document into a PDF on a Mac and save it.

1. First, open your Word document. I am opening a document I have saved on my desktop. This might look a little different if you are using a different version of Word. I am currently using Microsoft Word 2016 Version 16.16.27, but the process itself will be the same.
2. Click "File" at the very top of the screen.
3. Click "Save as."
4. Click on this window beside "File Format."
5. Click "PDF."
6. Click "Best for printing."
7. Make sure you are saving the file in the right location with a name you like so that you can find it later. I am saving my file with the name "CLC Notes" and I will be saving it on my desktop.
8. Click "Export."

On my desktop, I now have the PDF document.

Thank you for watching. For more information, visit learningcommons.ubc.ca.

