

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



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 PC and save it.

1. To turn your Word document as a PDF document, open your Word document first. This might look a little different if you are using a different version of Word. I am currently using Microsoft Word 365 Version 2101, but the process itself will be the same.
2. Click "File" at the very top left of the screen.
3. Click "Export".
4. Click "Create PDF/XPS."
5. 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 going to save my document on the desktop, and I am naming my file "CLC Notes."
6. Click "Publish."

On my desktop, I now have the PDF document I had saved.

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

