Convert a Microsoft Word Document to PDF

The Ohio University Graduate College strongly suggests that you upload your documents in PDF format. Upon submission, documents uploaded in a format other than PDF will be converted to PDF.

**Please note that converted documents can sometimes become corrupted during the conversion process – to ensure document integrity, PDF documents are strongly suggested.**

The instructions below outline how to convert Microsoft Word 2010 & 2013 documents.

**Option #1: Microsoft Word 2010**
You may save the document as PDF by following these instructions:

1. Create your Word Document, then go to File > Save As.

2. A window will pop up and you’ll be prompted to select the “Save as type”. Click on the drop down menu of type options and select “PDF (*.pdf)”.

3. Click “Save”.

**Option #2: Microsoft Word 2013**

1. Click File > Export > Create PDF/XPS.

2. Choose where you want to save the PDF file.

3. Click Publish.

Now you have your original Word document and a PDF copy of it.

Revised 1/30/14