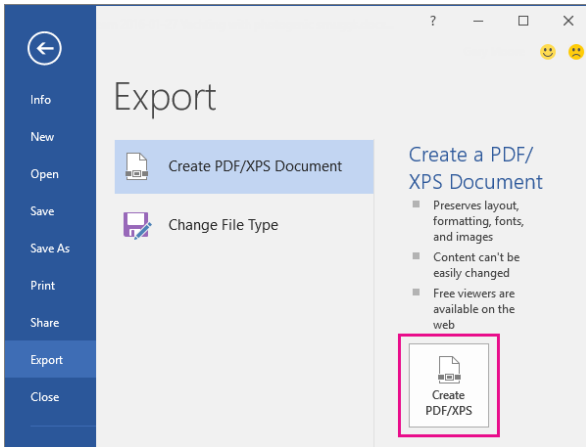
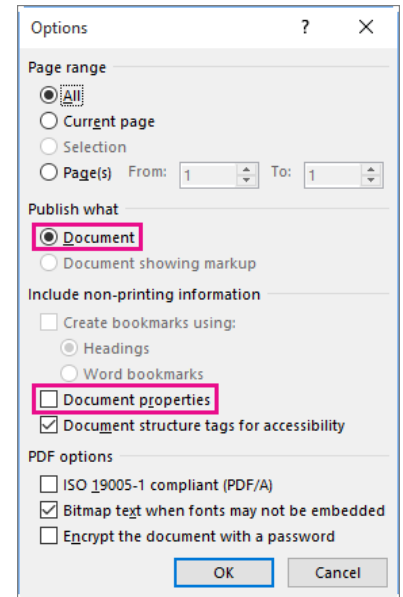


## How to save your Word 2013 or Word 2016 document as a PDF. [Link](#)

1. To export or save as **PDF**, in your Word 2013 or Word 2016 file, on the **File** menu, click **Export** or **Save As**.



2. If the properties of your Word document contains information that you do not want included in the PDF, in the Publish as PDF or XPS window, choose **Options**. Then select **Document** and clear Document properties. Set any other options you want and choose **OK**.



3. In **Publish as PDF or XPS**, navigate to where you want to save the file. Also, modify the file name if you want a different name.

4. Click **Publish**.

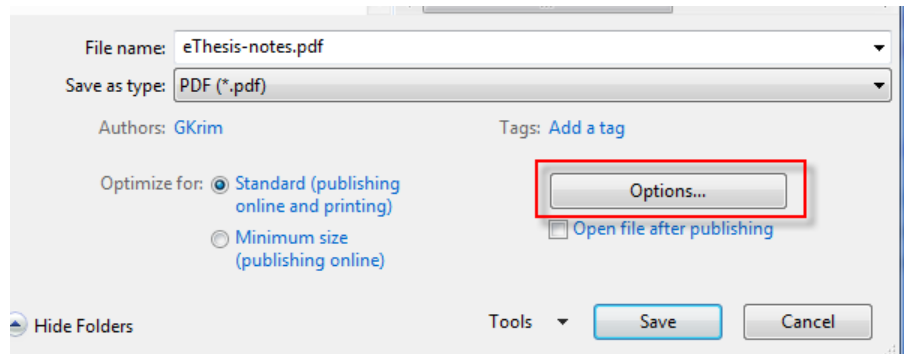
## How to save your Word 2010 document as a PDF.

Click the **File** tab.

Click **Save As**.

In the **File Name** box, enter a name for the file, if you haven't already.

In the **Save as** type list, click **PDF (\*.pdf)**.



If you want the file to open in the selected format after saving, select the **Open file after publishing** check box.

We require **high print quality**, so click **Standard** (publishing online and printing).

**\*Do not click Minimum size** - this is for publishing online and will result in a low resolution file not suitable for digital or offset printing.

Click **Options** to to select output options. Here you can set the page to be printed, do not select markups.

Click **OK** when finished.

Click **Save**.