**Creating a pdf From a Word Document Step by Step**

Why would I want to do this?

* If you want to send someone a document but you don’t want then to be able to make changes to it.
* If you want to put a document online, for example in Google classrooms or in Schoology, and you don’t want students to make changes to it.

1. Open the word document you want to convert to a pdf file.
2. In the upper left hand corner, click on “File”
3. In the menu that appears, click on “Save as”
4. In the box that pops up, under the name of the document, there will be a small box with the type of format the document is in currently, for example “Word Document” or “Word 97-2003 Document”
5. Click on that box to get a list of options. Click on “PDF”, then click “Save”

Video instructions <https://www.youtube.com/watch?v=tIS8Wop_7H4>

For Mac <https://www.youtube.com/watch?v=m-JcDxDVYP8>