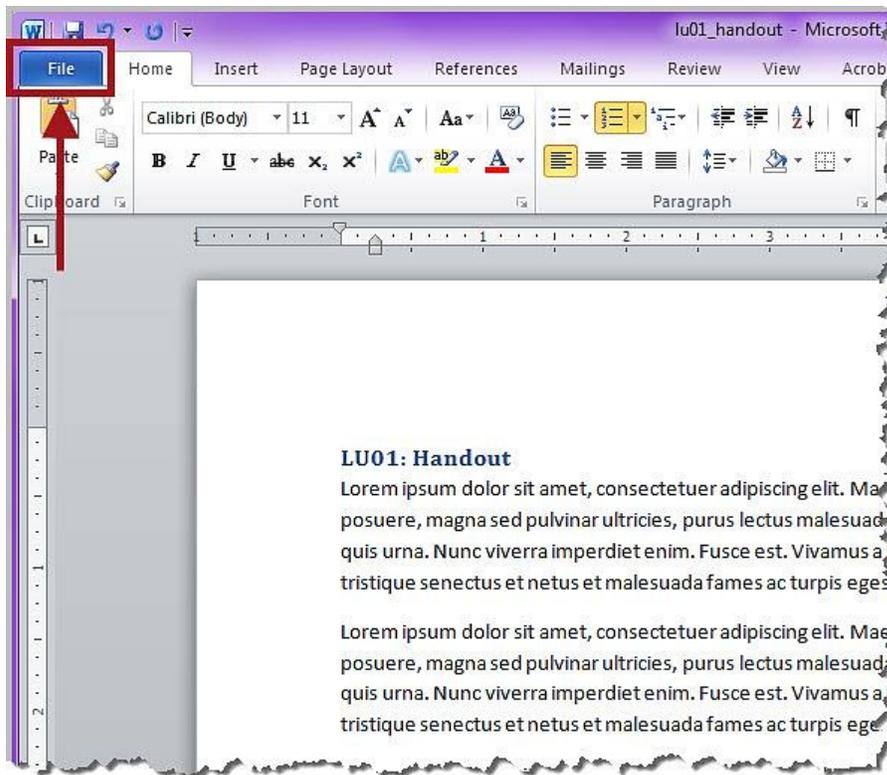


**Faculty Tutorial:**  
**Save from MS Word to PDF**

**Purpose:** To show faculty how to save a file from MS Word to PDF.

**IMPORTANT:** When uploading a file to MyHills, it is recommended that it be saved as a PDF (.pdf), instead of as an MS Word Document (.doc or .docx), as this allows students to open and view the file easier on mobile devices, as well as most other platforms.

Once you have completed and saved your document (as a .doc or .docx), click the “**File**” tab in the upper-left corner.

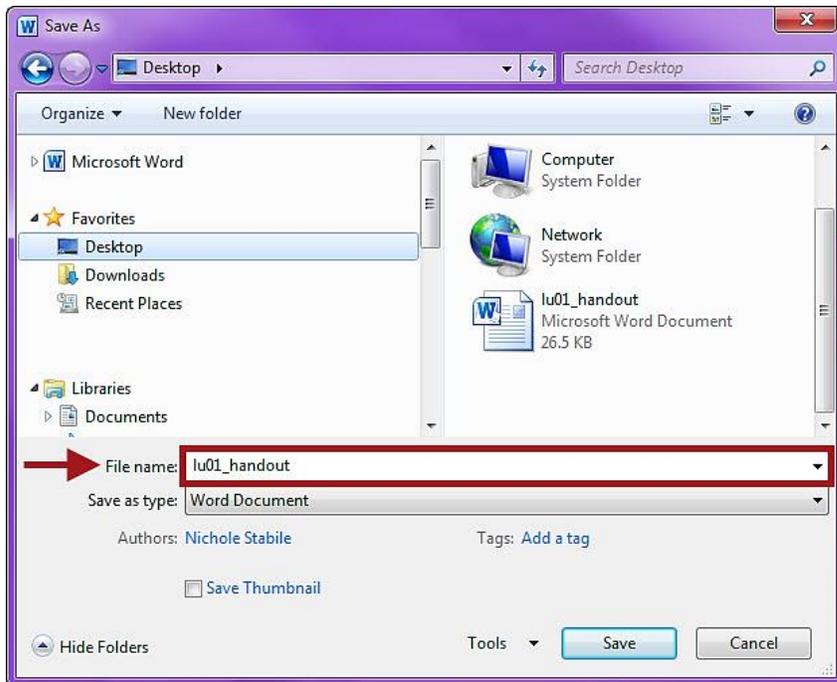


Then, click “Save As.”

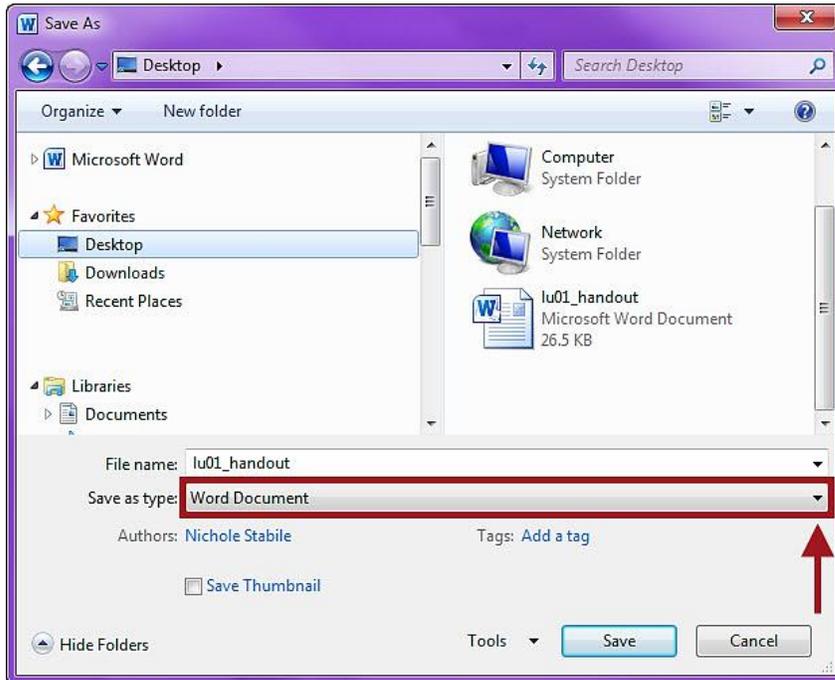


Type the name of your file in the box next to “File name.”

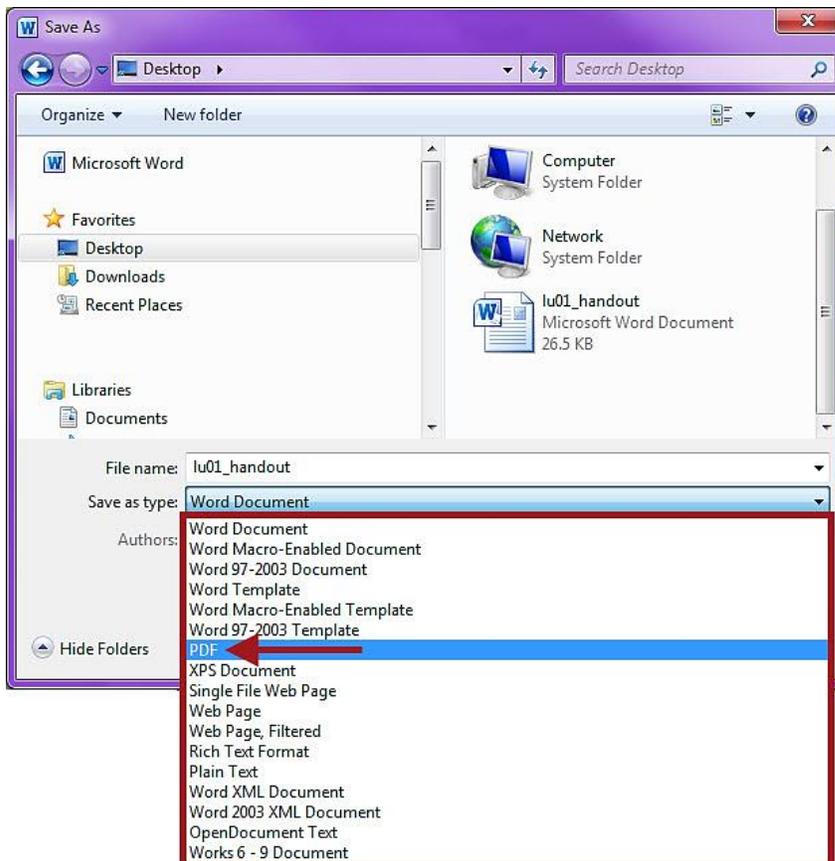
**Note: The “File name” you chose for the MS Word document will be shown here by default. It is recommended that you use the same name for the PDF.**



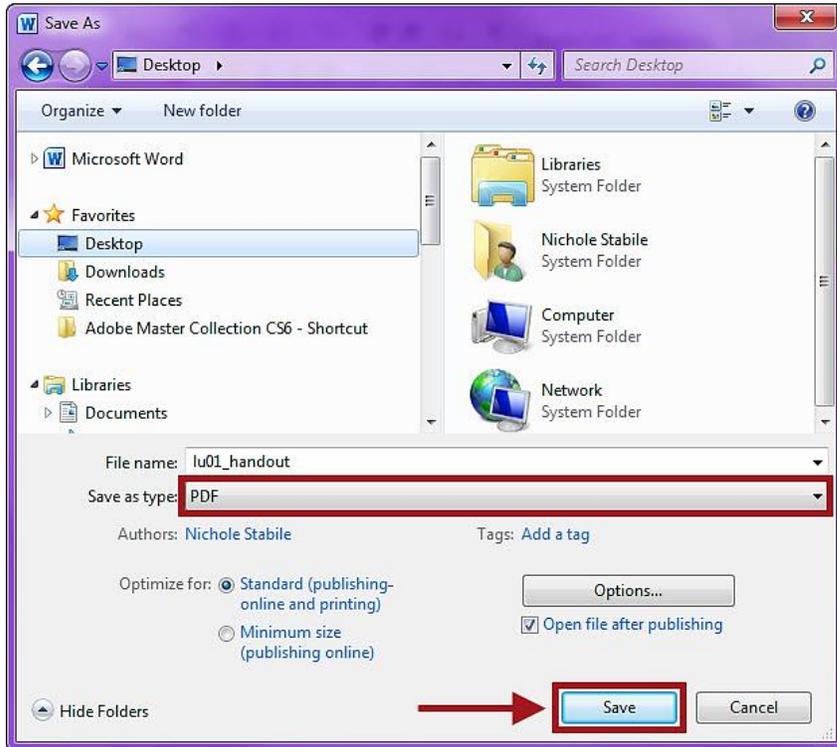
Next, click the drop-down arrow next to “Save as type.”



In the menu that opens, choose “PDF.”

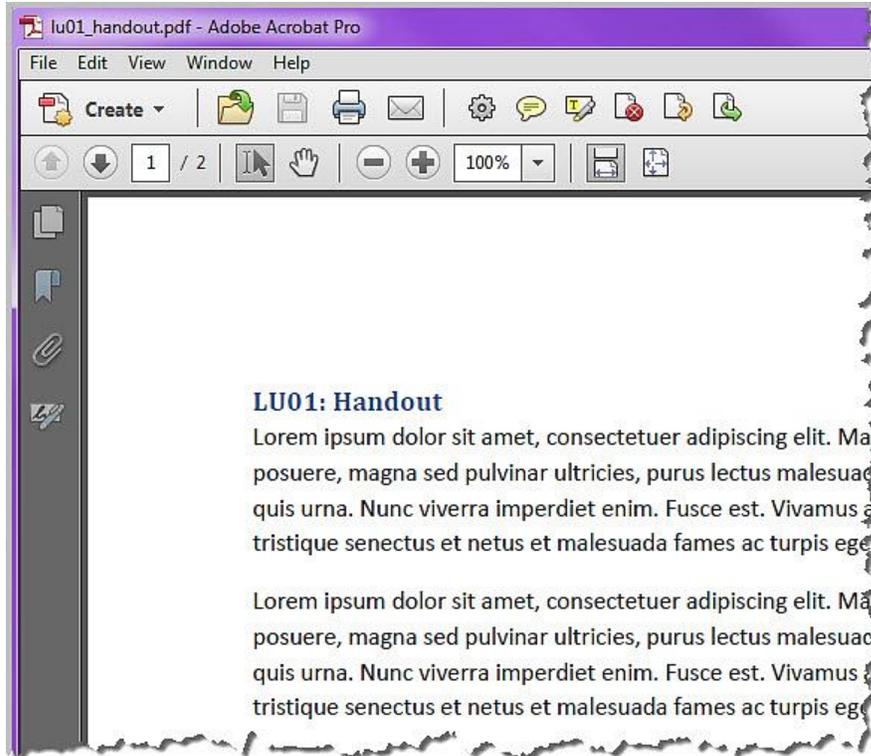


“PDF” should now appear next to “Save as type.” Click “Save.”



The PDF should open automatically.

**Note: If you included web links in your document, be sure to click each link and ensure that they work properly in the PDF.**



Congratulations! You now know how to save from MS Word to PDF!

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Office of Online Learning

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