

How to Convert a Word Document to PDF - Muni

All documents added to your website must be saved as a PDF document to be ADA compliant.

Do not scan a Word document to make it a PDF as this is not ADA compliant

Step 1: Convert a Word Document to PDF Using Microsoft Word

- If you have Microsoft Word installed on your computer, the easiest way to convert your document to PDF is using Word
- Open the document you want to convert, then click **File** at the top left side of the screen (your version of Word may look a little different, but there will still be the **File** choice)



• When the following appears on the left side of your screen, click **Save As** (again, your version of Word may look a little different, but there will still be the **Save As** choice)



• On the right side of the **Save As** screen, select where you would like the PDF to be saved (saved on **Desktop** below), then enter the name you want to give the PDF in the box under that location (saved as **Save Word doc as PDF** below)

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• Click the dropdown arrow under the PDF name box, then click PDF (*.pdf) from the dropdown menu (highlighted in blue below)

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• You can still change the filename if you want, then when you are ready, click the **Save** button

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Save Word doc as PDF		
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• After saving the PDF, you'll be returned to your Word document, the new PDF will open automatically in your default PDF viewer, and you will see **.pdf** appended to the end of the document name

Step 2: Convert a Word Document to PDF Using Google or Conversion Website

• If you don't have Microsoft Word, you have two options:

Google Drive - You can upload a Word document to Google Drive, convert it to a Google Document, and then convert it to PDF. This works well enough if you have a simple, mostly text Word document without much formatting (and if you already have a Google account).

Conversion Website - There are a lot of document conversion websites on the internet that offer to convert Word documents to PDF for free. We recommend using **ILOVEPDF.com** which is a safe site, it works fast, and it does a good job converting Word documents with even a modest amount of formatting. Also, it really is free when you just need to convert the occasional Word document to PDF.

If you have questions about this tutorial or need additional assistance with your website, please click the **CONTACT SUPPORT** button on the left side of your website's Client Dashboard. Complete the form to tell us how we can help, then click Submit. Or you may call us at (888) 551-4815. **We are here to help!**