

Converting a file to PDF:

Save a document as a PDF on Mac:

1. On your **Mac**, open the **document** you want to save as a **PDF**.
2. Choose File > Print.
3. Click the **PDF** pop-up menu, then choose Save as **PDF**.
4. Choose a name and location for the **PDF** file. ...
5. To protect your **document** with a password, click Security Options.

Converting Word to PDF on iPhone:

Find the **Word document** in **Files** or other file manager apps where the Doc, Docx **files** are saved on your **iPhone** or iPad. Select the **word** file, then tap the Action menu at the bottom left corner, choose **Convert to PDF**, the **Word** doc will be **converted** to **PDF** instantly.

How do you convert a Word Document to a PDF on PC:

1. Click the Microsoft Office Button, point to the arrow next to **Save As**, and then click **PDF** or XPS.
2. In the **File** Name list, type or select a name for the **document**.
3. In the **Save** as type list, click **PDF**.
4. If you want to open the **file** immediately after **saving** it, select the Open **file** after publishing check box. ...
5. Click Publish.

How to convert word document to pdf using android phone:

Save a Word file as tagged PDF

1. Open the **Word** file that you want to **save as** a tagged **PDF**, and then tap the File icon. ...
2. On the File menu, tap Save.
3. On the Save menu, tap **Export** this file.
4. Choose a location for your **PDF** and tap .
5. Enter a File name for the **PDF**, and tap and select **PDF** from the File Type drop down.
6. Tap Save .