Creating a PDF

Has anybody ever asked you to "send it as a PDF" when you offer to send them a document file? It's actually a pretty common request. So what is a PDF and why do people keep asking for it?

PDF is an acronym that stands for Portable Document Format. It's a file format that is compatible across multiple operating systems and software programs. Providing a document in PDF format usually insures the recipient can open and read it regardless of his operating system or available software. (Redundant,I know, but probably worth repeating) Creating a PDF (saving a document in PDF format) is easy. Here's how to do it.

From Windows

First, you create your document in your favorite app, Microsoft Word, Excel, Note Pad, etc. Once the document is ready to be sent chose the "Print" option on the apps menu bar. The print dialogue that appears will give you the option to choose what printer you want to print to. Choose "Microsoft print to PDF" and click "Print".

On the "Save Print Output As" screen that appears give the PDF a name and choose a location where it will be saved, then click "Save". Now, when you go to your "save to" location you should see your document saved as a PDF with the name you chose for it.

You can now send this PDF as an email attachment to anybody whose email address you have access to. They can then open it and have access to your document, although, depending on the original document type, they may not have editing capabilities.

From Microsoft Word

To create a PDF file directly from your Microsoft Word App open your word document in Microsoft Word, then:

File > Save As

In the drop down menu that appears click "Computer" in the left panel and "Browse" in the right panel. Now choose a location to save your PDF in, give it a name, and choose PDF in the "Save as Type" drop down menu. Now click "Save". When you go to your "save to" location you should see your document saved as a PDF with the name you chose for it.

For more information about how to create a PDF in Windows 10 or from Microsoft Word check out:

https://www.howtogeek.com/361612/how-to-create-a-pdf-file-in-windows/