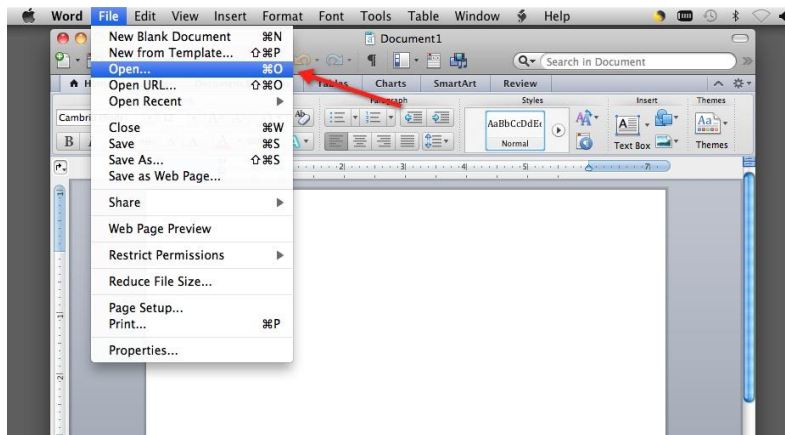


## Converting a Microsoft Word 2008/2011 (Mac) document into a PDF

If you wish to use Microsoft Word, and do not have it on your computer, it is installed on the computers in the open lab (Floor 3 of the Oviatt Library).

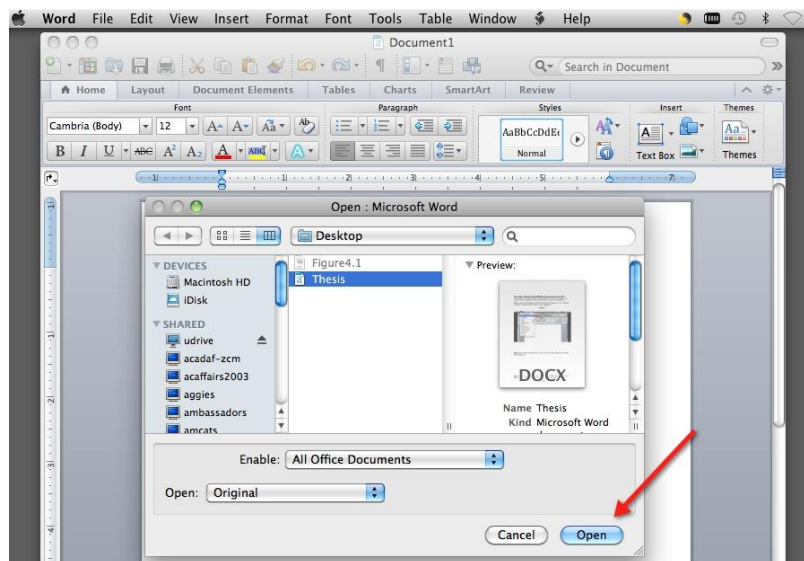
**Step 1:** Open your document in Microsoft Word by clicking on “File” from the top menu, and choosing the “Open” option (Figure 1).

Figure 1



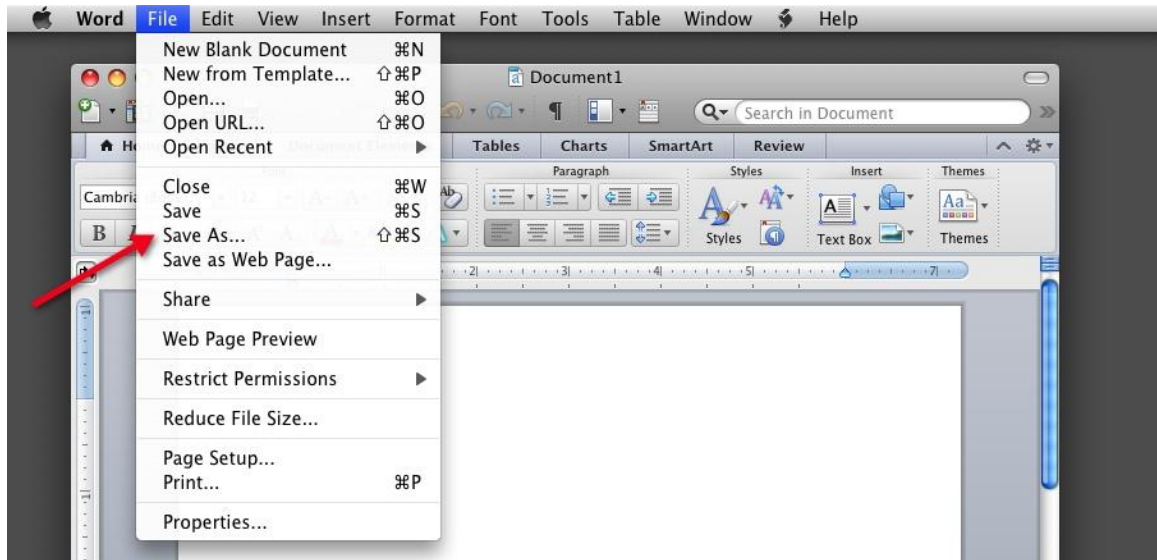
**Step 2:** The “Open” window opens. Locate your thesis and click on the “Open” button (Figure 2).

Figure 2



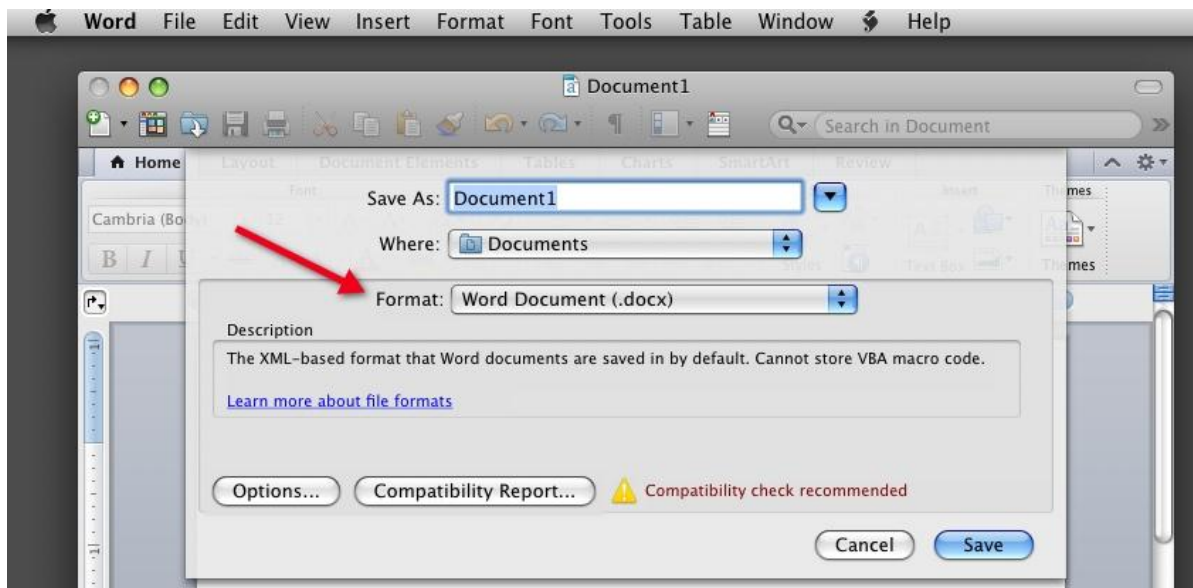
**Step 3:** Once you are ready to convert your file to a PDF, again click on “File” from the top menu, but this time choose “Save As” (Figure 3).

Figure 3



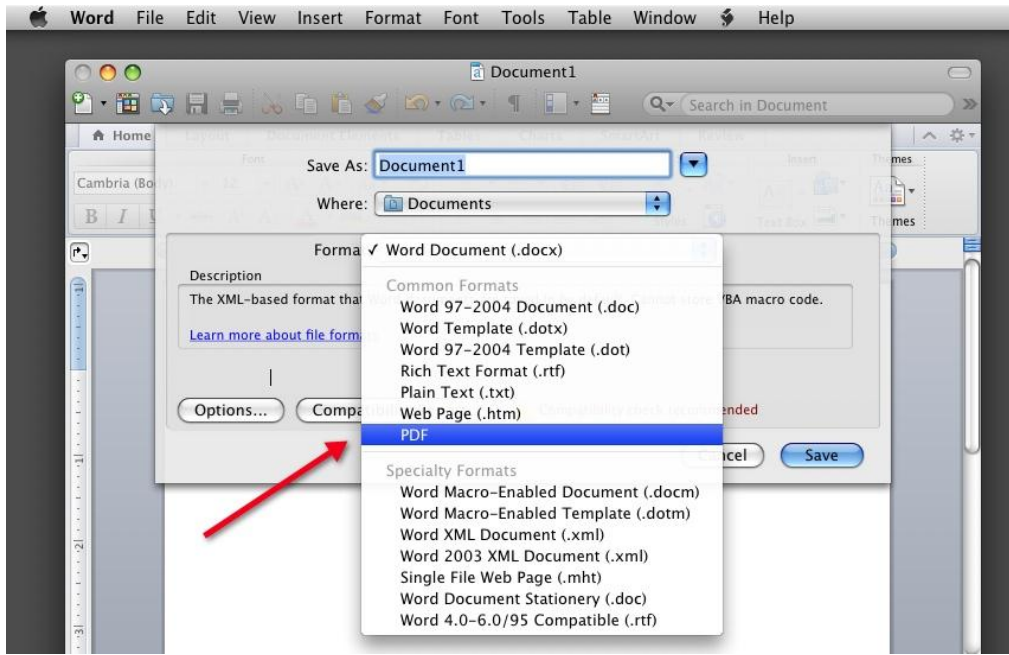
**Step 4:** A “Save As” window opens. Locate the “Format” text box, and click the arrows to produce a drop-down menu (Figure 4).

Figure 4



**Step 5:** From the drop-down menu, choose “PDF” (Figure 5).

Figure 5



**Step 6:** Click on the “Save” button to save as a PDF (Figure 6).

Figure 6

