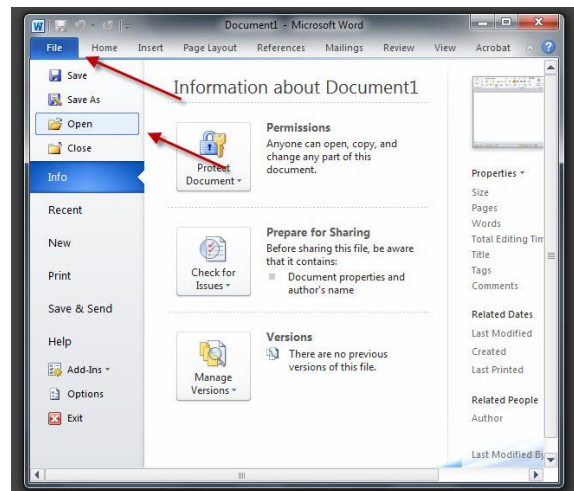


Converting a Microsoft Word 2010 (PC) document into a PDF

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).

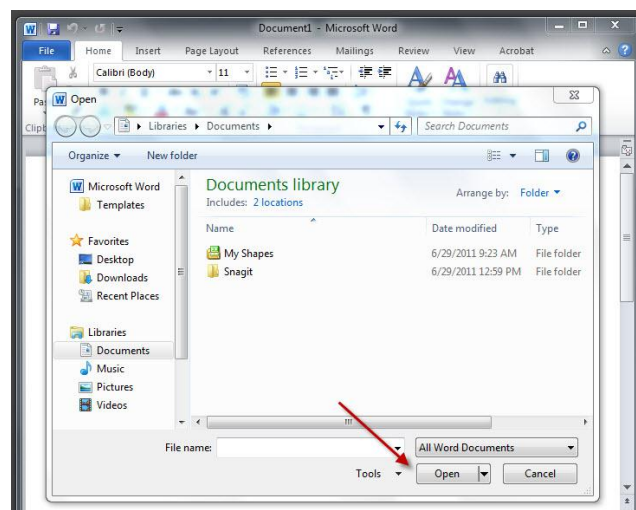
Step 1: Open your document in Microsoft Word by clicking on “File” from the top menu, and choosing the “Open” option (Figure 1).

Figure 1



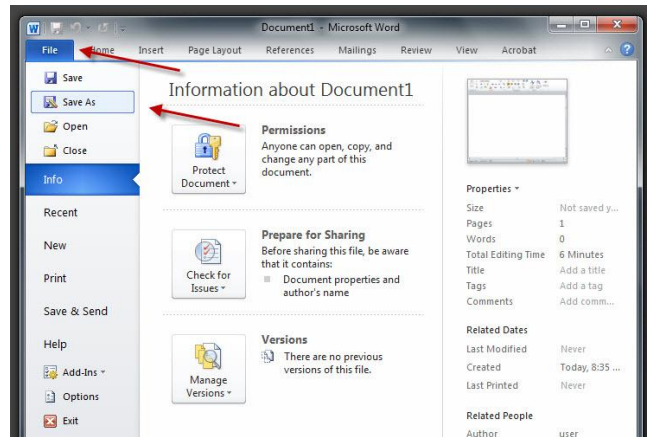
Step 2: The “Open” window opens. Locate your thesis and click on the “Open” button (Figure 2).

Figure 2



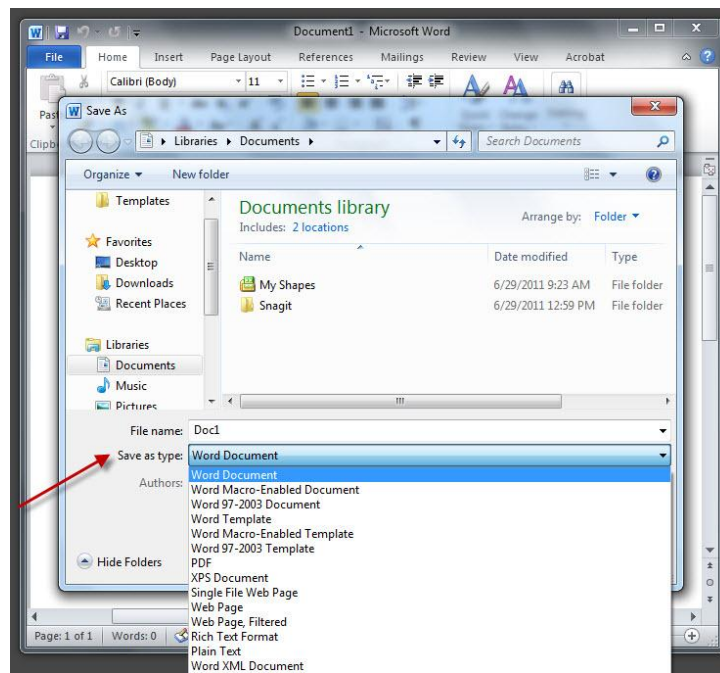
Step 3: Once you are ready to convert your file to a PDF, click on “File” from the top menu, and choose “Save As” (Figure 3).

Figure 3



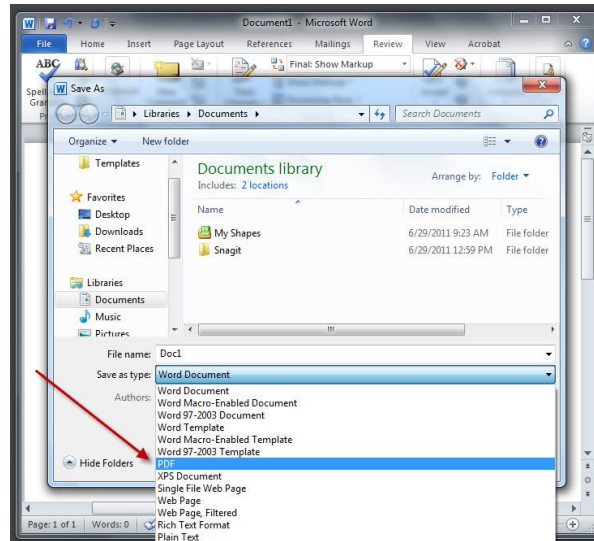
Step 4: A “Save As” window opens. At the bottom of the window, locate the “Save as type” text box, and click the arrow to produce a drop-down menu (Figure 4).

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

