

Convert Word Documents to PDF

Windows

Option 1: Using the Save As menu (Single Word Doc)

1. Open your Word Document.
2. Click on the **Office button** and select **Save As->Adobe PDF**.
3. **Save** your PDF to your H: Drive or Flash Drive.

Option 2: Using Adobe Acrobat Professional (Multiple Word Docs)

1. Open **Adobe Acrobat Professional** from the desktop.
2. From the **Create PDF** menu select:
 - a. **From File**, if your thesis is in one Word document.
 - b. **From Multiple Files**, if your thesis is in multiple documents (Note: If you'd like to create a PDF for each chapter of your thesis, select From File and convert each chapter individually).
3. Select the file(s) you want to convert.
 - a. If you created individual PDF files for each chapter of your thesis, use the **Combine Files** menu to combine them into one PDF.
4. Remember to **Save** your PDF to your H: Drive or Flash Drive.

Mac

Option 1: Using the Print menu (Single Word Doc)

1. Open your Word Document.
2. Go to **File->Save As**.
3. Under **Format**, select **PDF**.
4. **Save** your PDF to your H: Drive or Flash Drive.

Option 2: Using Adobe Acrobat Professional (Multiple Word Docs)

1. Open **Adobe Acrobat Professional** (Adobe CS3 menu in the Dock).
2. From the **Getting Started** menu select **Create PDF**.
3. On the **Create PDF** menu select:
 - a. **From File**, if your thesis is in one Word document.
 - b. **From Multiple Files**, if your thesis is in multiple documents (Note: If you'd like to create a PDF for each chapter of your thesis, select From File and convert each chapter individually).
4. Select the file(s) you want to convert.
 - a. If you created individual PDF files for each chapter of your thesis, use the **Combine Files** menu to combine them into one PDF.
5. Remember to **Save** your PDF to your H: Drive or Flash Drive.