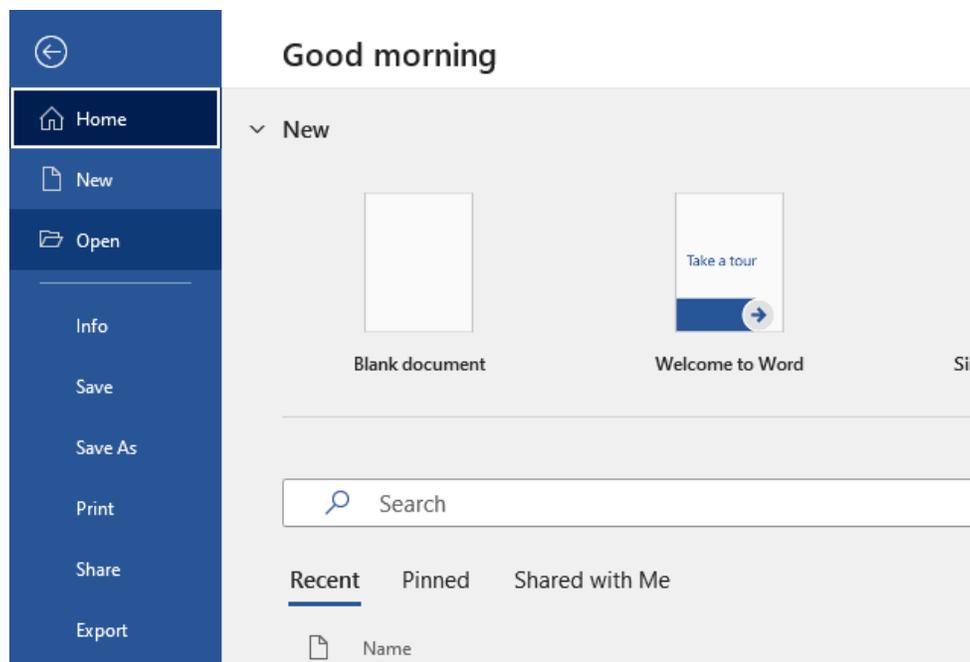
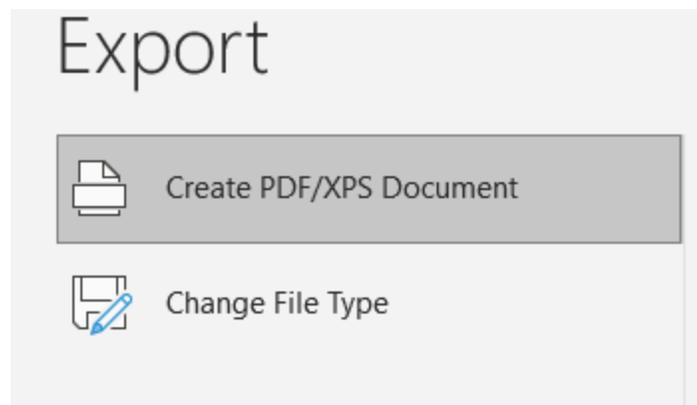
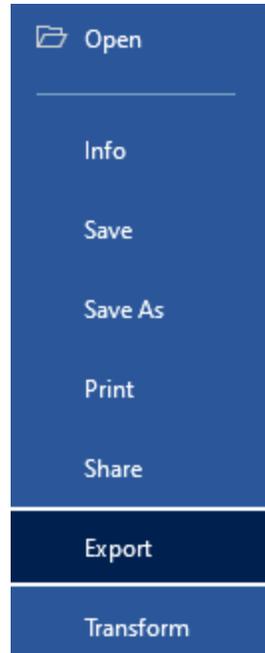


Converting Microsoft Word to a PDF File

First, start by opening the Word Document. Click the “File Button” at the top left corner of the document.



Click the “Export” button.



Then select the “Create PDF” option and click “Publish”. It will save as the same file-name but under a PDF format.



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File name: PDF TESTING FILE

Save as type: PDF

Open file after publishing

Optimize for: Standard (publishing online and printing)
 Minimum size (publishing online)

Options...

Hide Folders

Tools ▾ Publish Cancel

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