

Office

Articles related to word, excel, PowerPoint... etc the Office software suite.

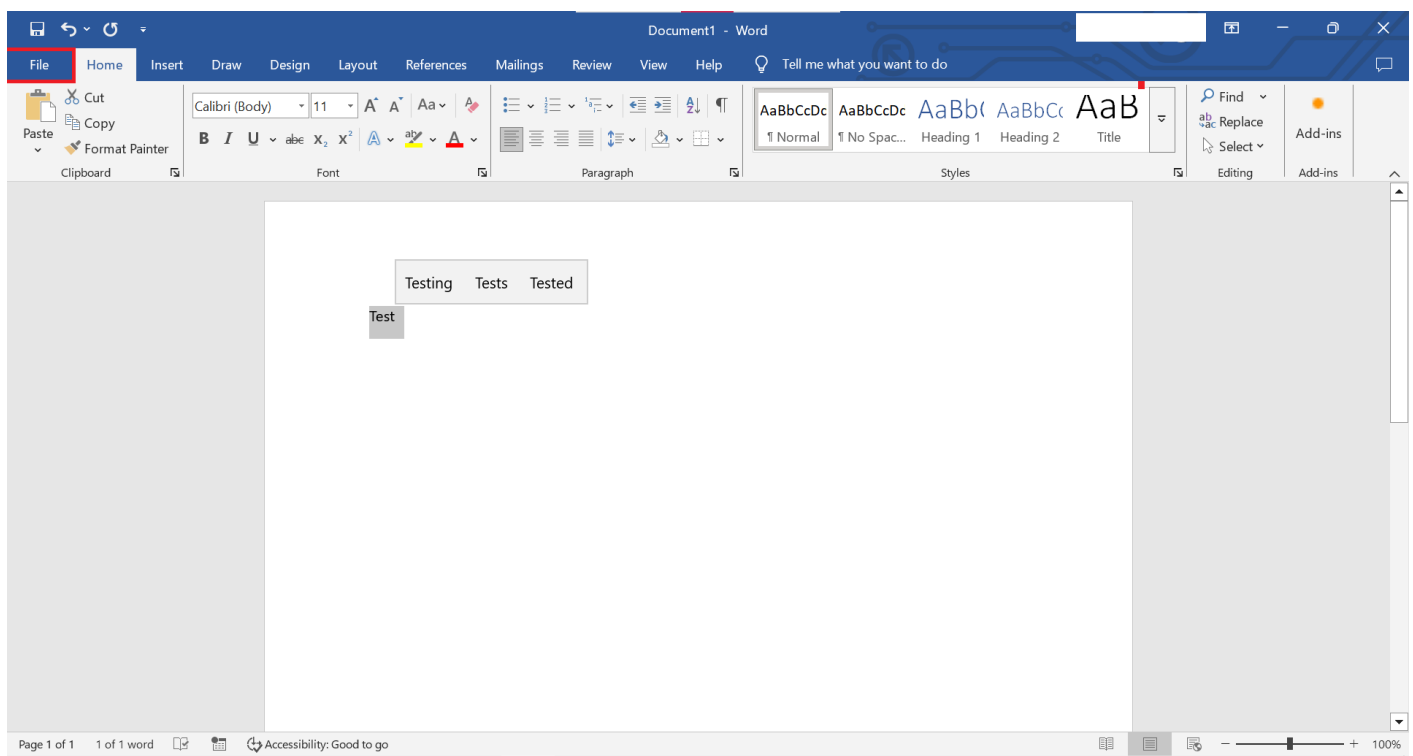
- [Office: Converting a file into a PDF](#)
- [Word: How to Password Encrypt a PDF File](#)

Office: Converting a file into a PDF

You might require to save a document in PDF format. This article shows you how to convert a word document into a PDF. although we have demonstrated it using word it will work on excel, PowerPoint... etc

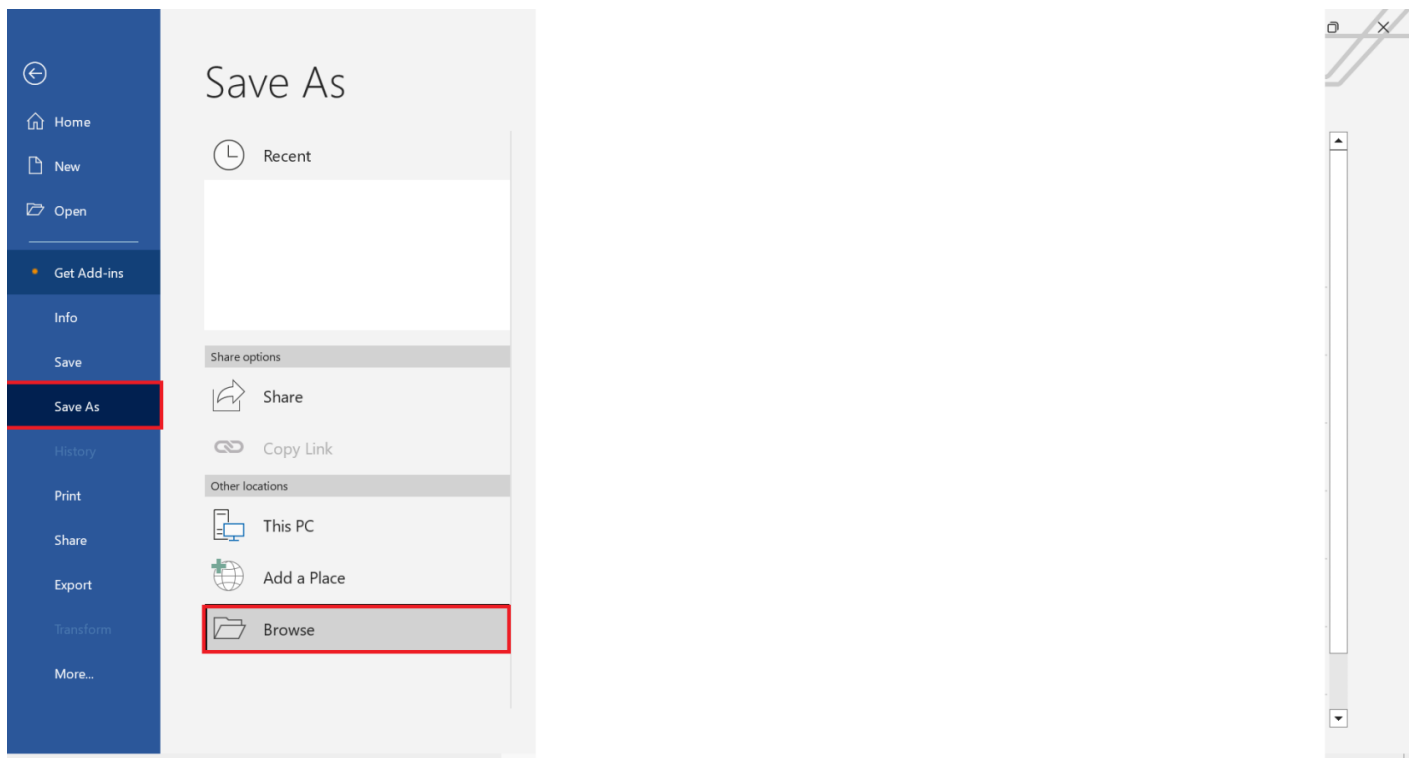
1. Open File Tab

Top-right click File Tab.



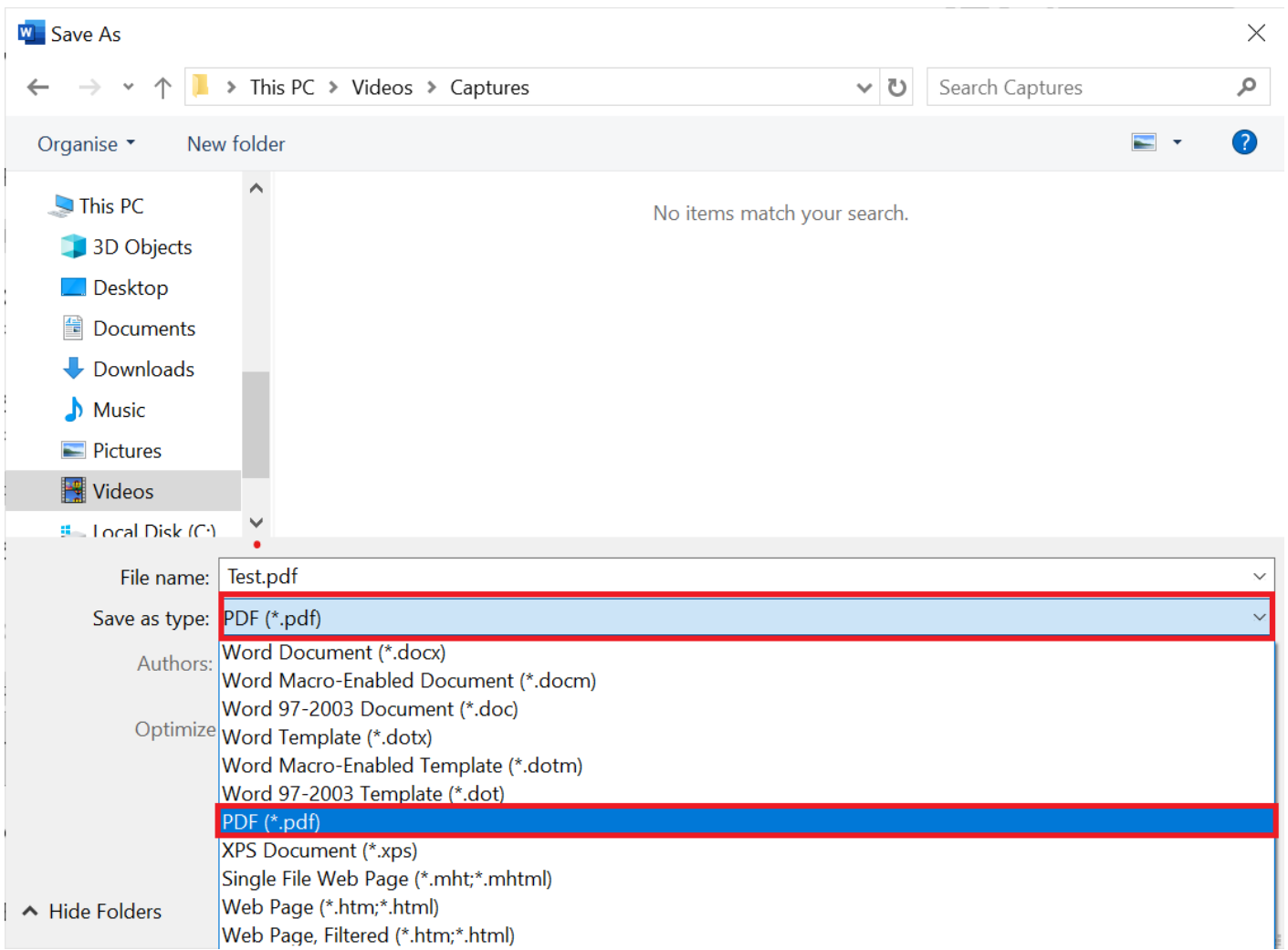
2. Save As Tab

Inside save as tab, look for the browse button.



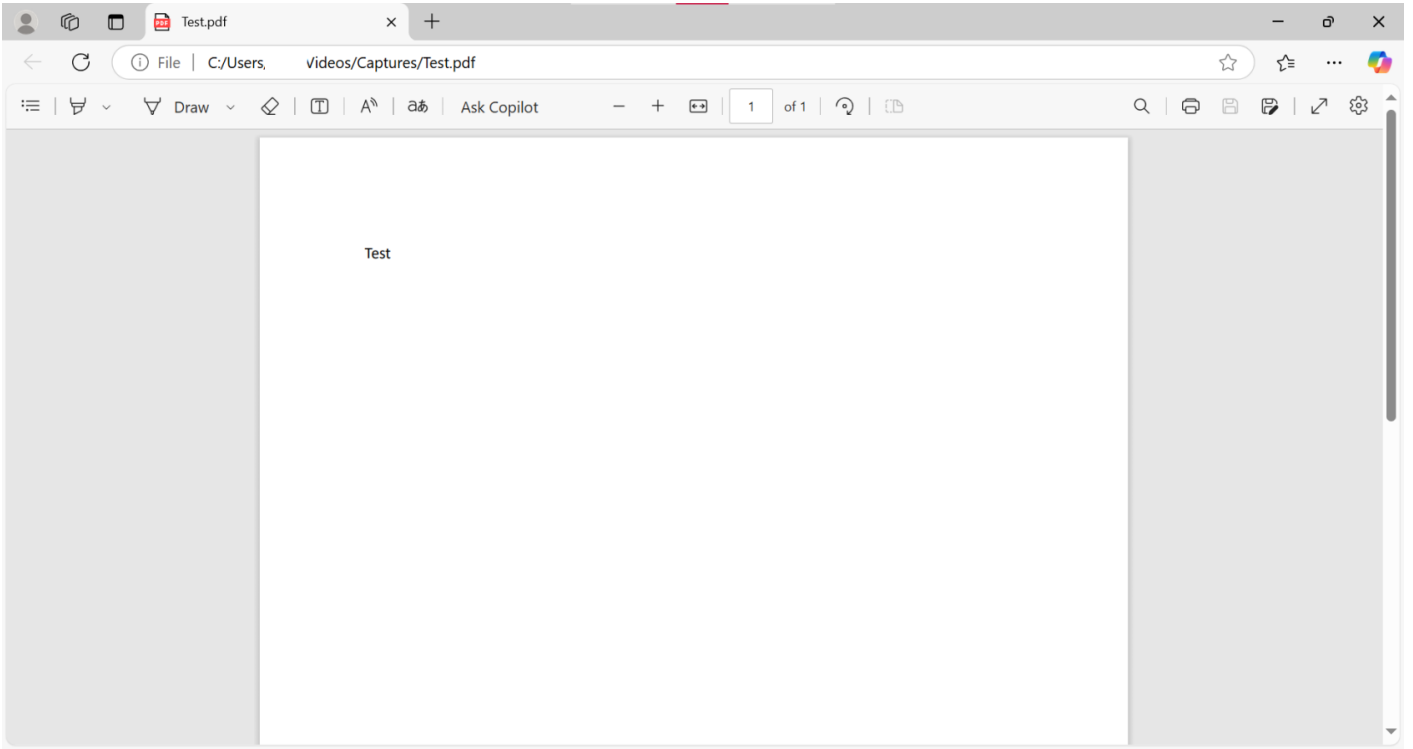
3. Save as type PDF

Under the file name, you can select what file type you would like to save your word document as. **Make sure you have already saved it as a Word doc before saving it as a PDF.**



4. Converted to PDF

As soon as you click save, it will open the PDF.

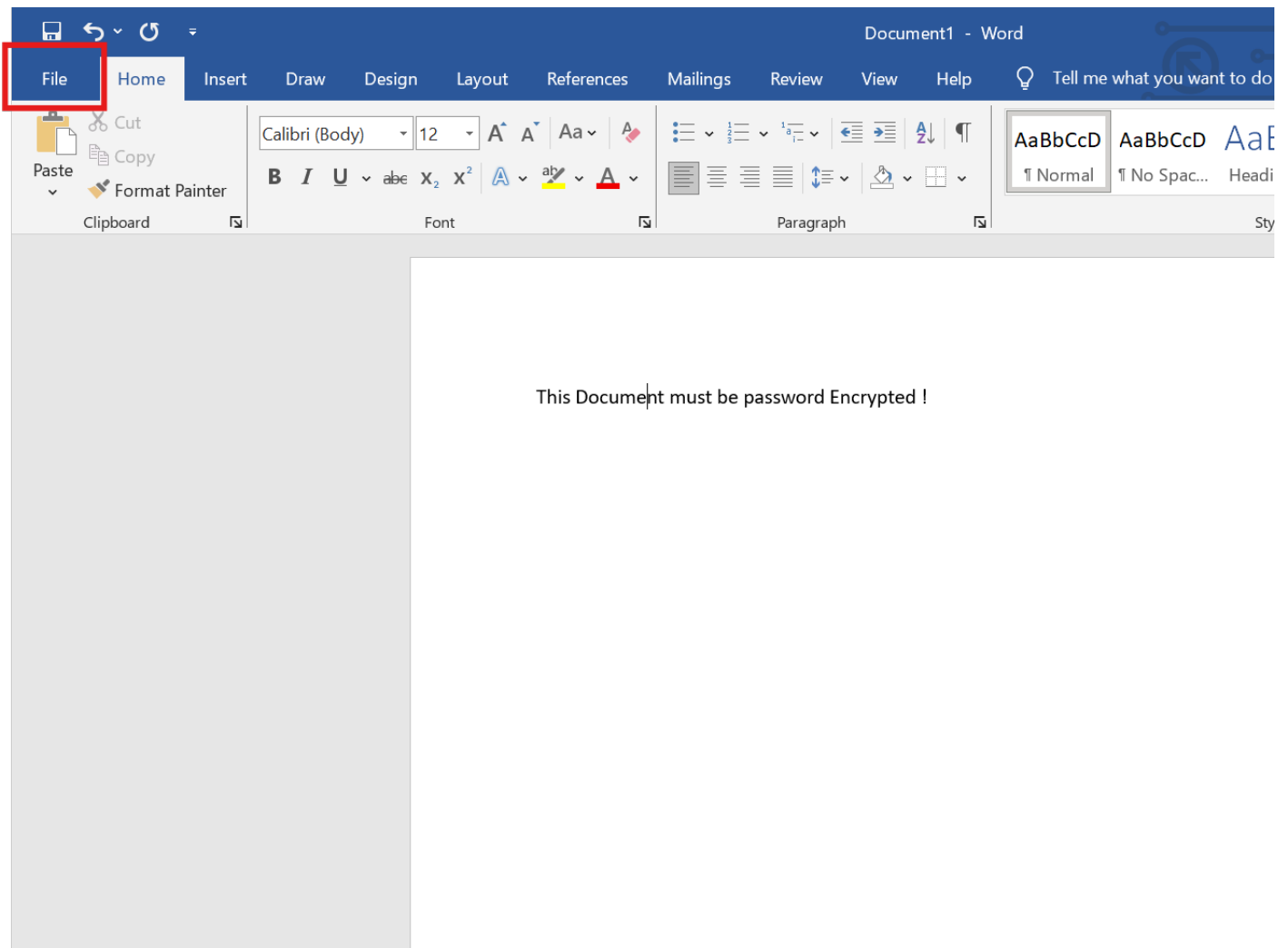


Word: How to Password Encrypt a PDF File

You can use Microsoft Word to encrypt a PDF file. This quick guide shows you how to Password Encrypt a PDF File using Microsoft Word.

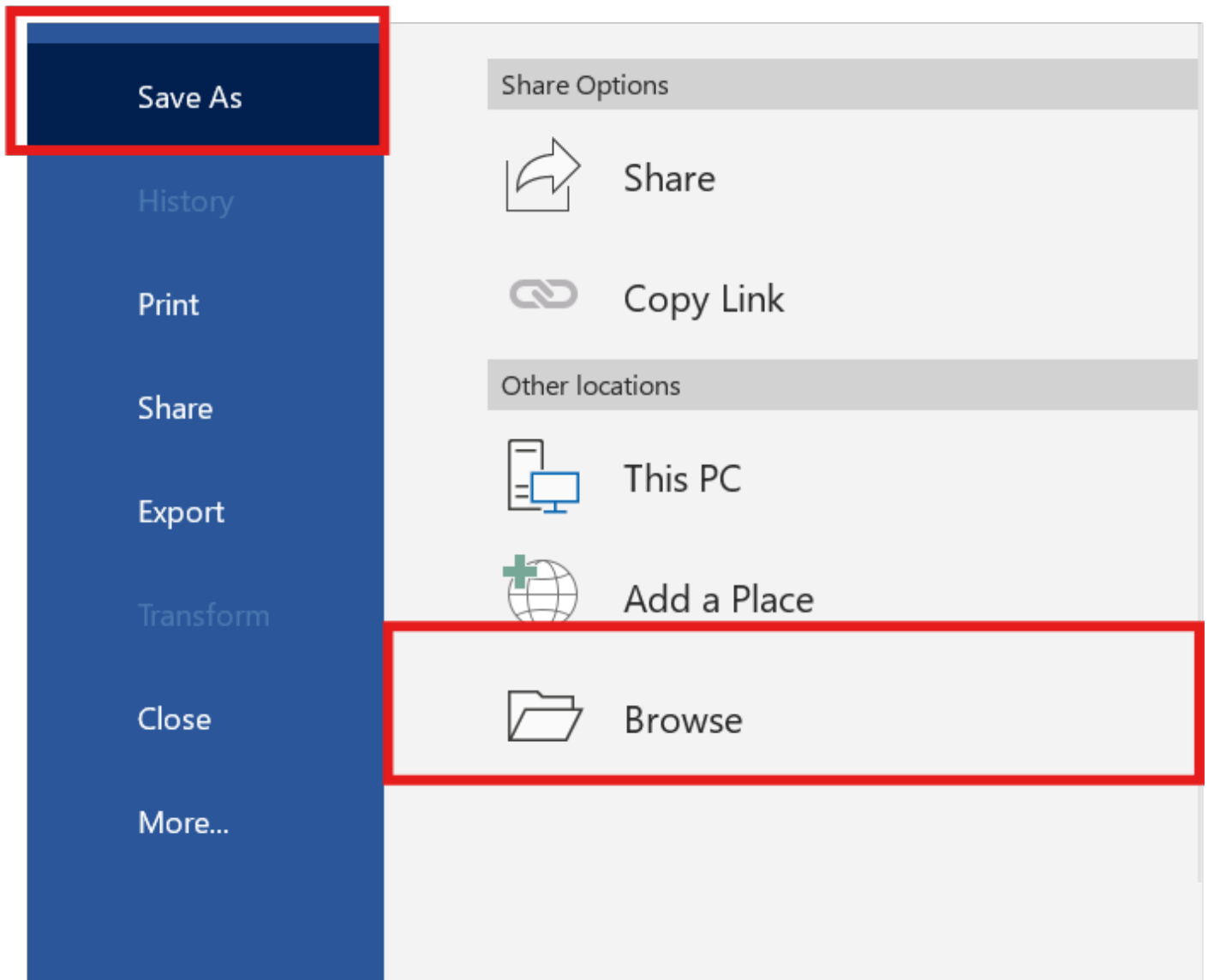
1. Open the File menu

Once you have opened the document, click the file menu at the top-left of the screen.



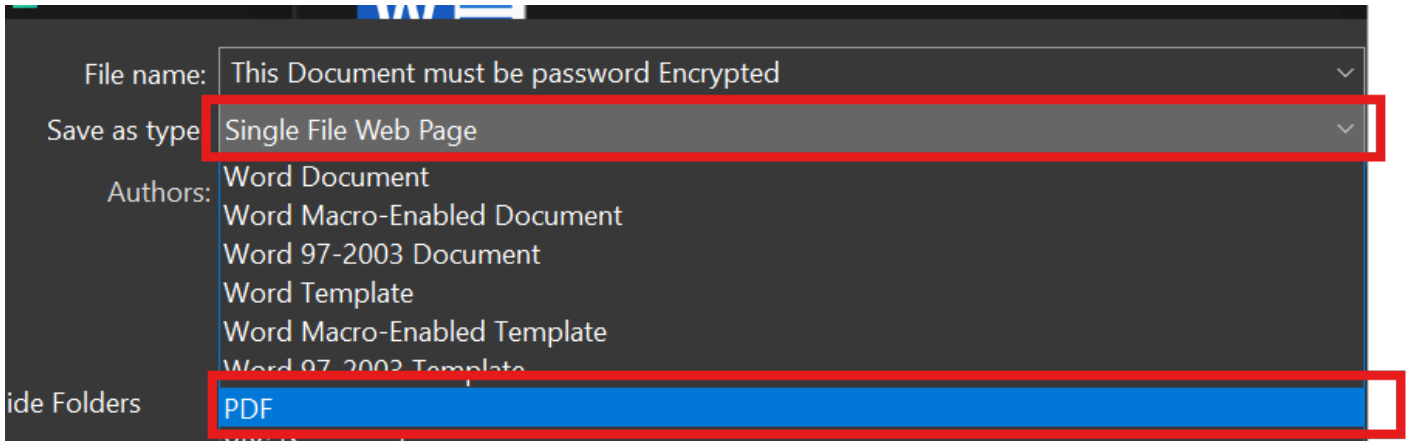
2. Save As > Browse

Click Save As > Browse

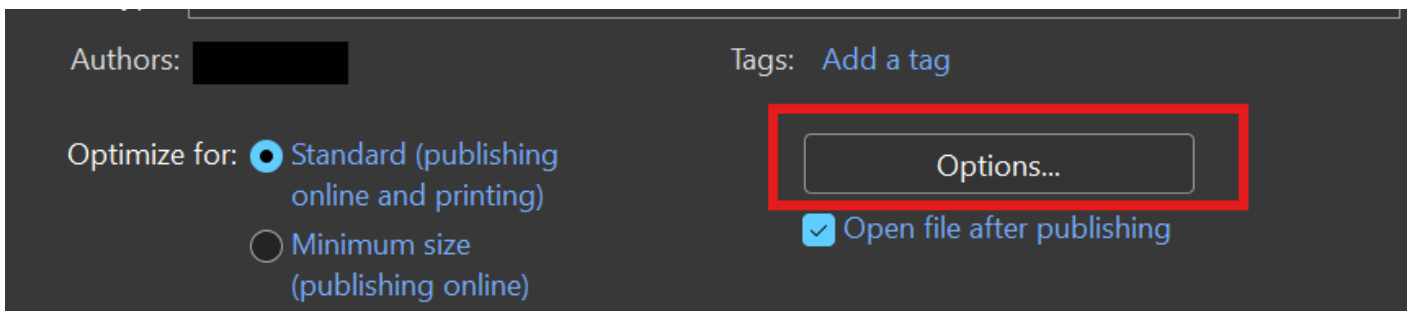


3. Save as Type as PDF

Click the drop down menu and choose PDF



4. Click the option button



5. Enable "Encrypt the document with a password"

At the bottom of the windows, make sure the "encrypt the document with a password" is ticked. then click OK.

PDF options

- PDF/A compliant
- Optimize for image quality
- Bitmap text when fonts may not be embedded
- Encrypt the document with a password

OK

Cancel

6. Enter a password

Soon after you click OK, you will be requested to enter a password.

?

×

Encrypt PDF Document

Your exported PDF document will be encrypted with your selected password upon saving.

Password:

Reunter password:

Passwords must be between 6 characters and 32 characters in length.

OK Cancel

7. Save the PDF

Lastly, choose a location where you want this PDF + Password encrypted to be stored at.