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

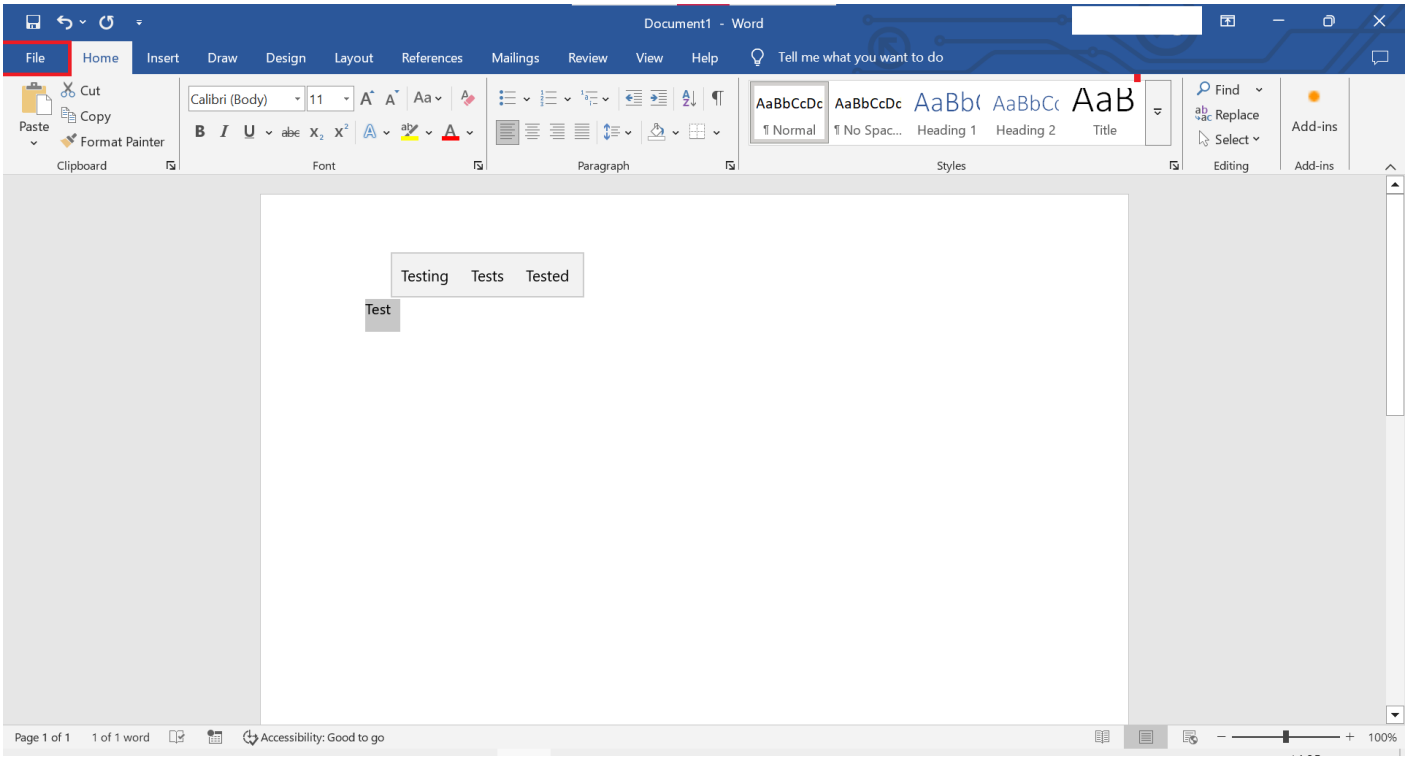
Office: Converting a file into a PDF

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

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1. Open File Tab

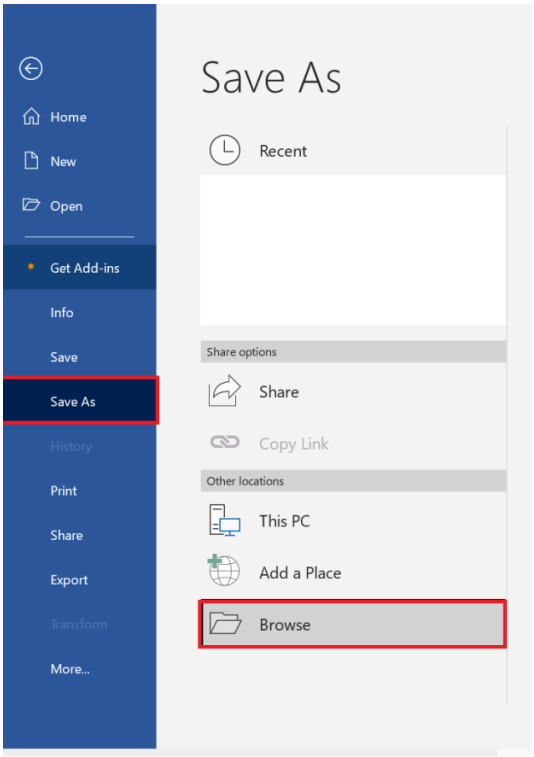
Top-right click File Tab.



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2. Save As Tab

Inside save as tab, look for the browse button.

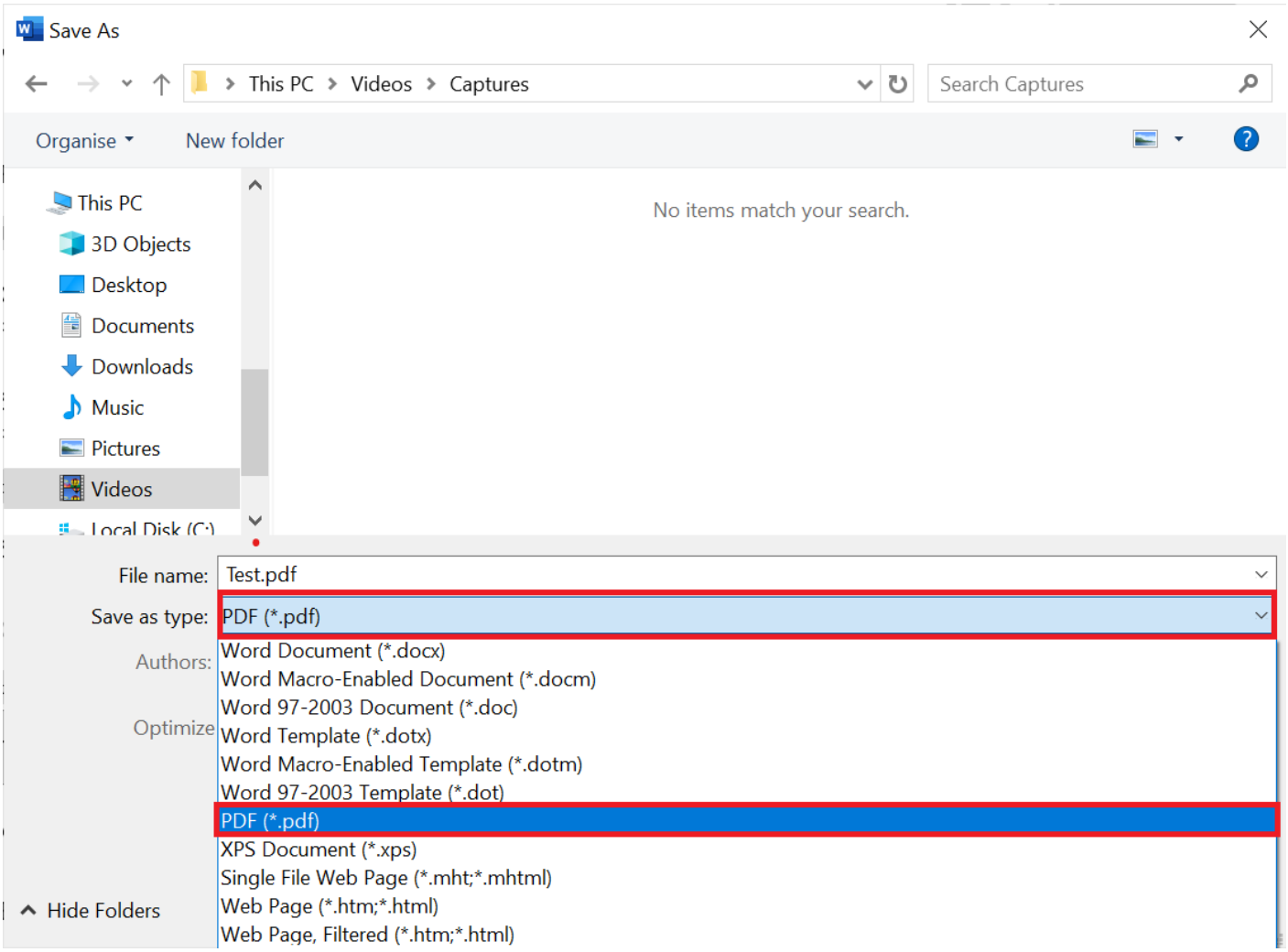




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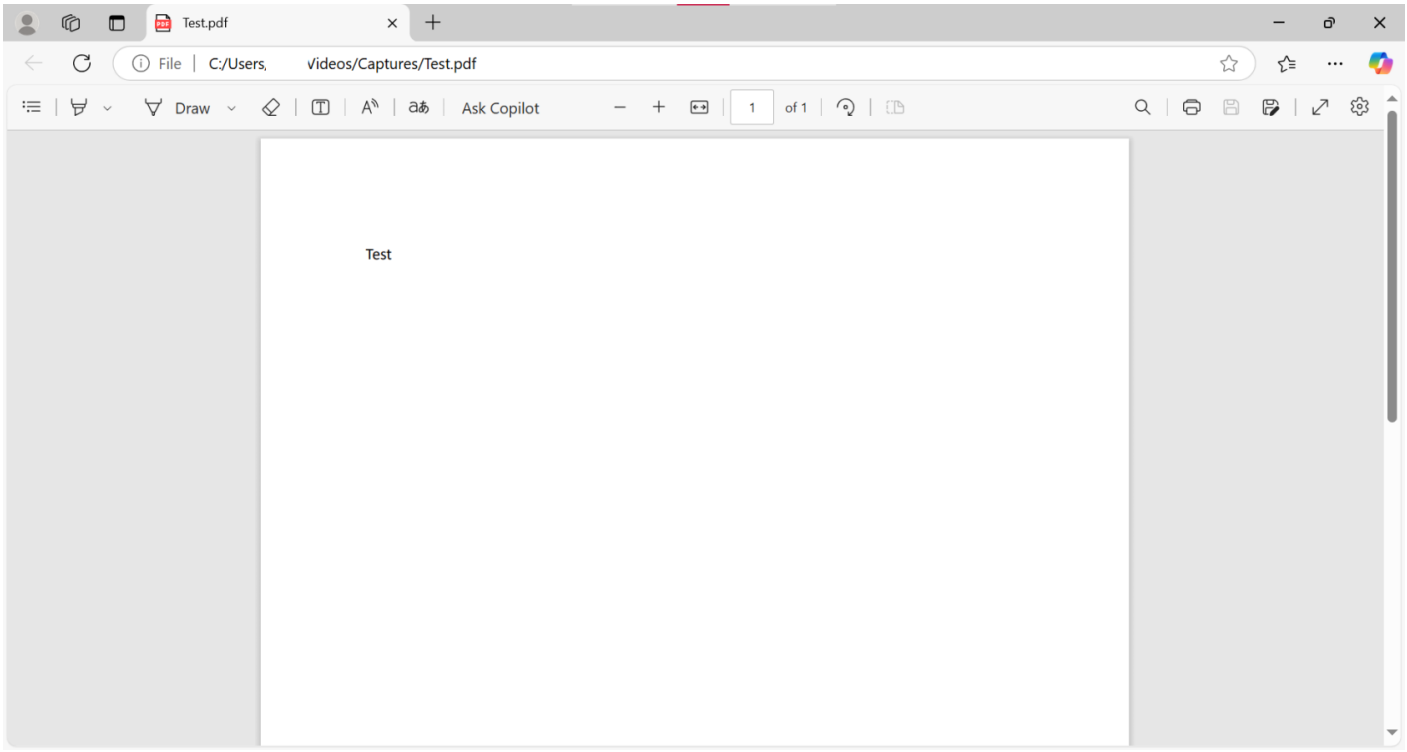
3. Save as type PDF

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.


Test.pdf
File | C:/Users, Videos/Captures/Test.pdf
Draw
Ask Copilot
1
of 1
Test

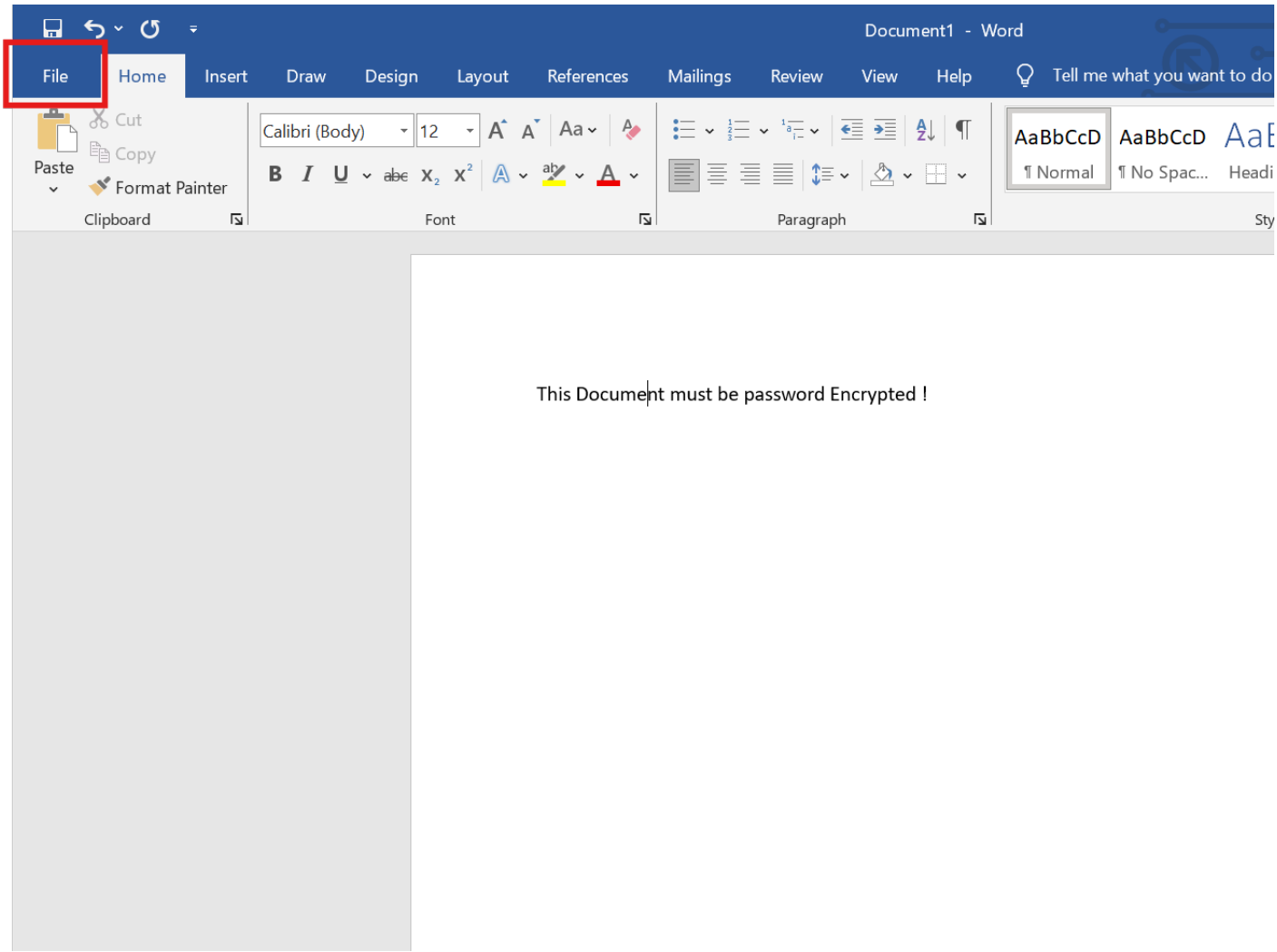
Word: How to Password Encrypt a PDF File

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.

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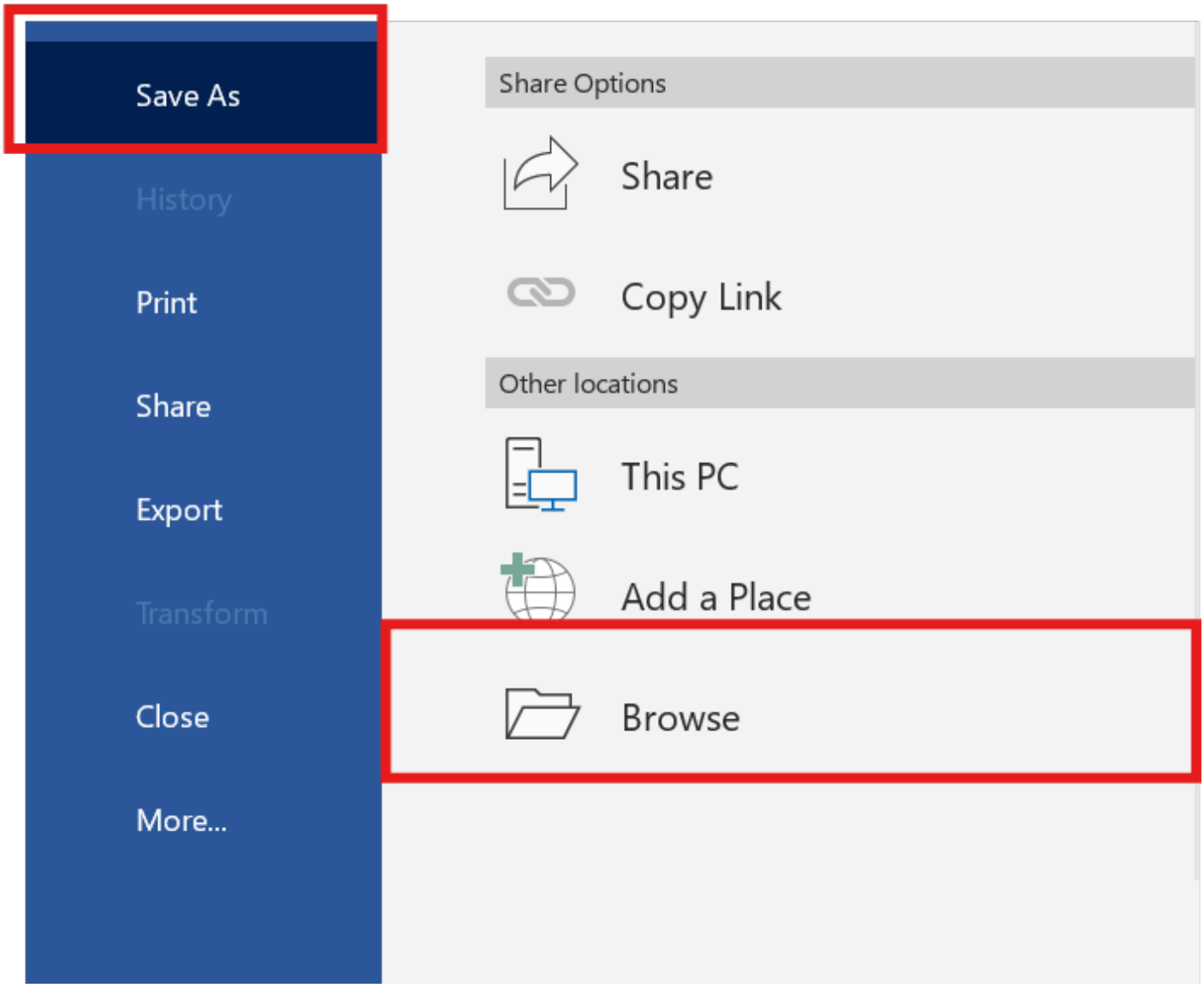
1. Open the File menu

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



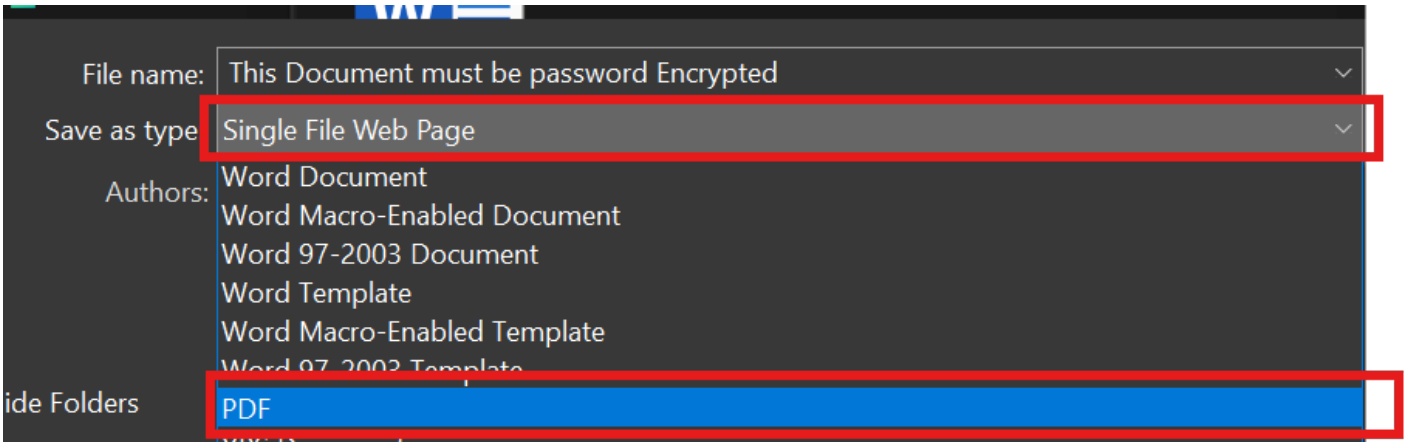
2. Save As > Browse

Click Save As > Browse

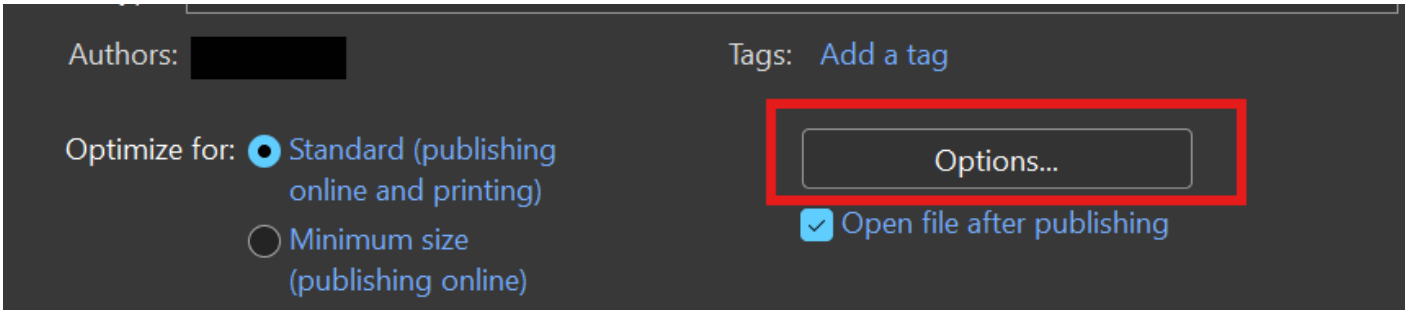


3. Save as Type as PDF

Click the drop down menu and choose PDF

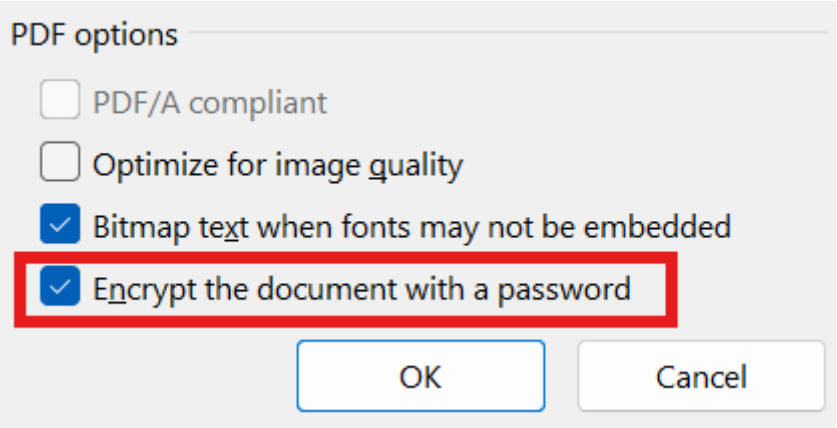


4. Click the option button



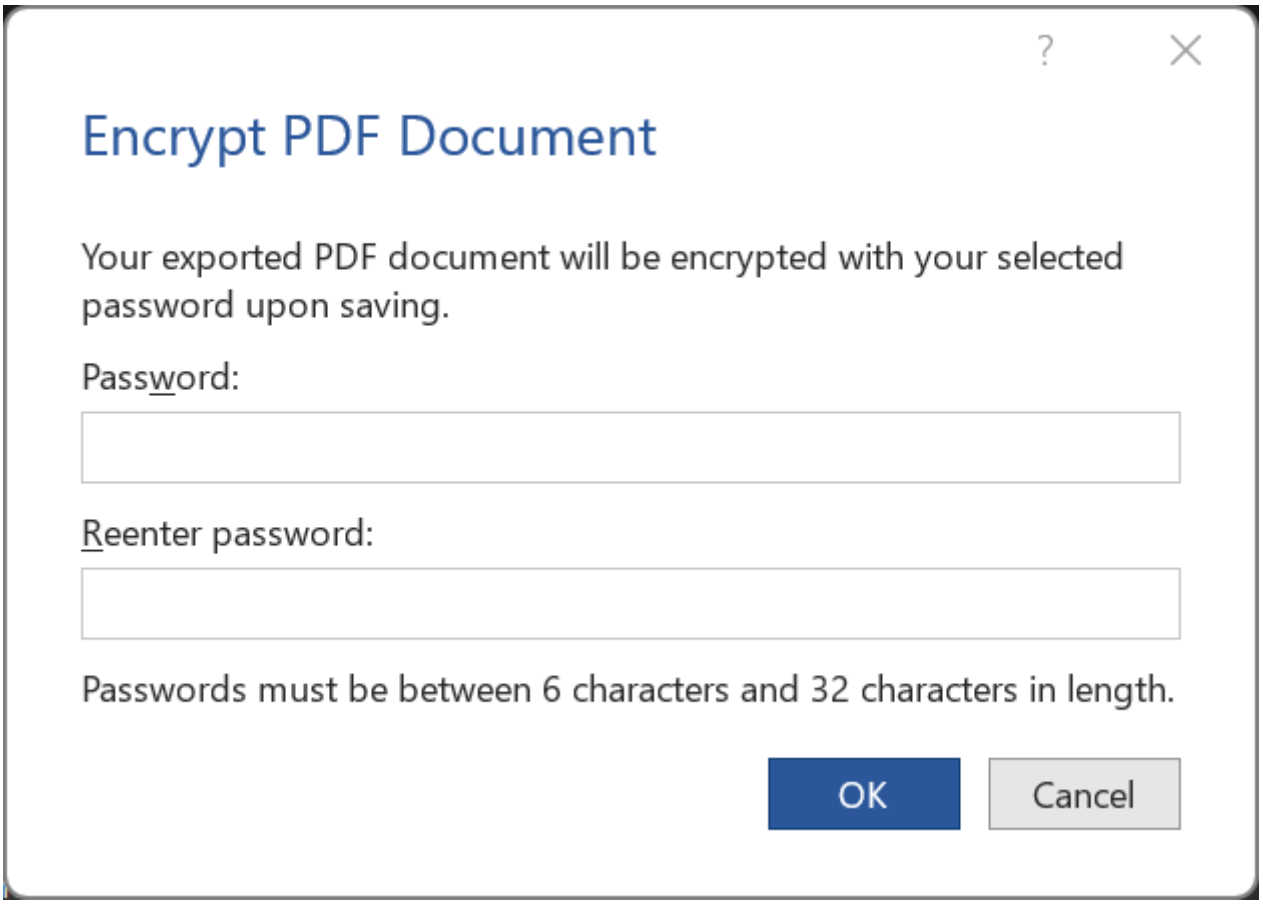
5. Enable "Encrypt the document with a password"

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



6. Enter a password

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



7. Save the PDF

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