



How to Convert Word to PDF

Word and PDF are two of the most popular document formats in the digital world! Even then, you sometimes need to convert Word documents to PDF files, which are basically accepted everywhere. This is when you'd need a Word to PDF Converter. So today, we are talking about the 4 best free and paid Word to PDF converters for Windows and Mac.

1. [Microsoft Word -- Widely Used Word to PDF Tool](#)
2. [Smallpdf.com -- Free Online Word to PDF Converter](#)
3. [calibre -- Free Word to PDF Converter](#)
4. [Wondershare PDF Element -- Paid Word to PDF Converter](#)

1. Microsoft Word -- Widely Used Word to PDF Tool

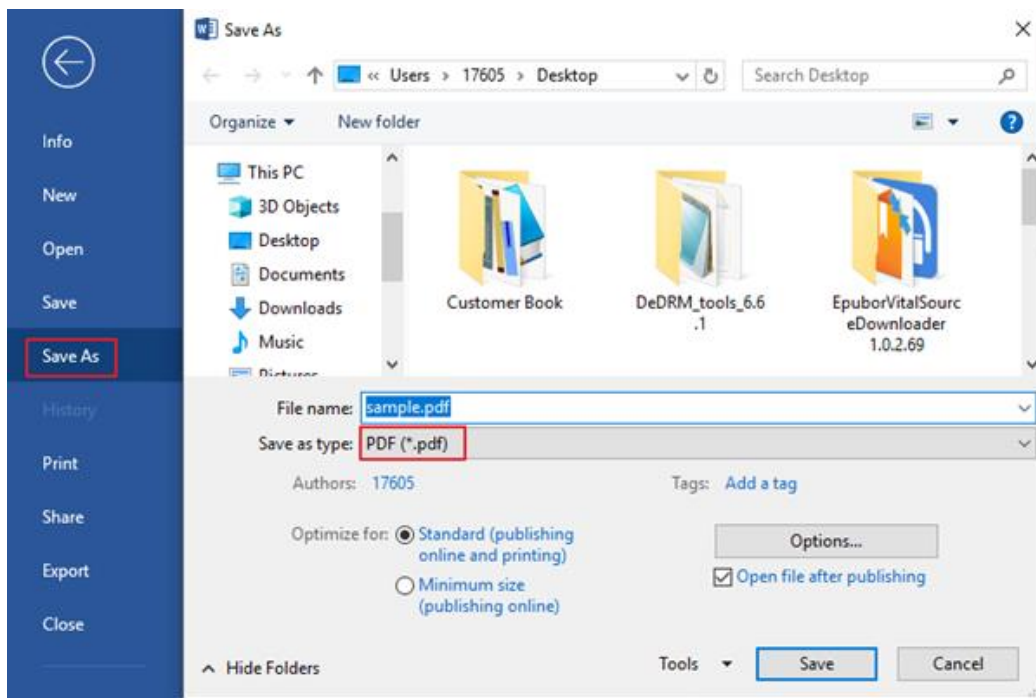
One of the most widely used Microsoft Office programs is Microsoft Word, which can be used to create reports, letters, applications, e-books and even forms. So let's have a look of how to use Word on Windows and Mac to convert Word to PDF.

Using Word on Windows

Open the Microsoft Word document. Double-click the Word document to open it in Microsoft Word.

Click File. It's in the top-left corner of the Word window. Then **Click Save As** in the drop-down menu.

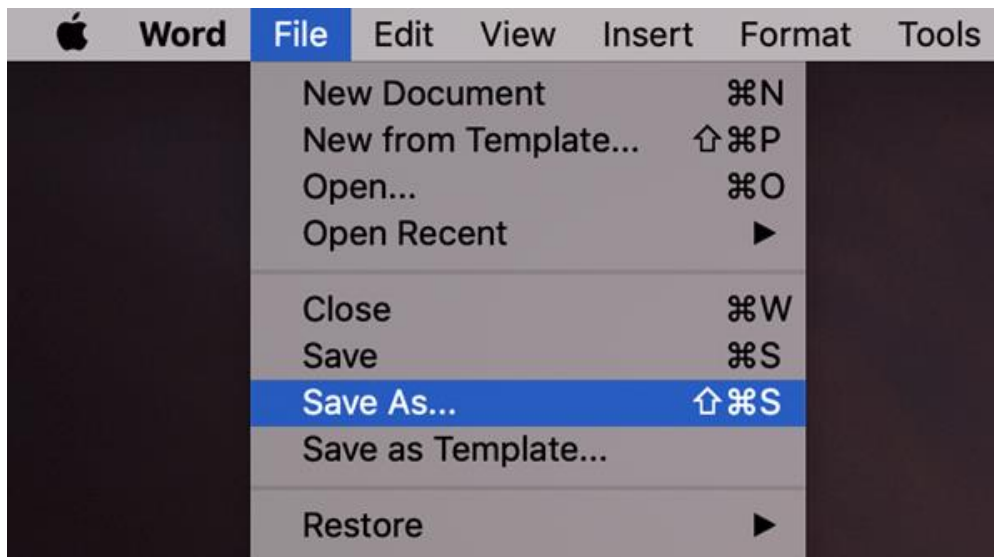
Select a save location. On the left side of the window, click the folder in which you want to save your PDF. Then select **PDF** in the "Save as type" list and **Click Save** to save the word document as a PDF file in the specified file location.



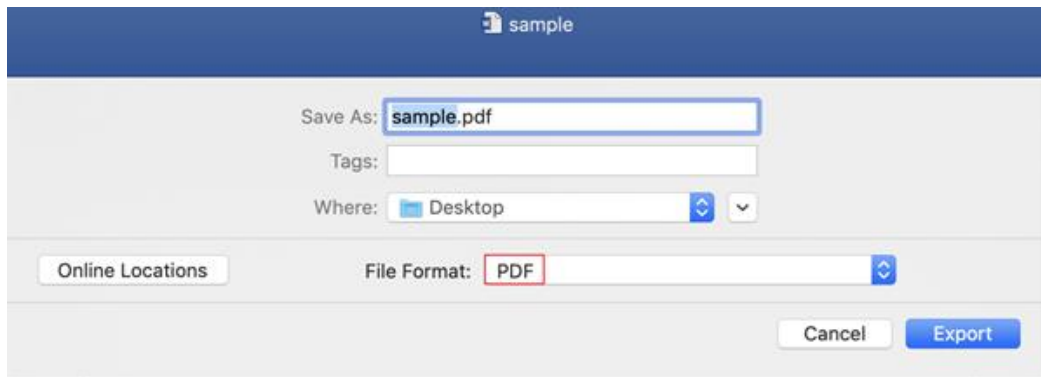
Using Word on Mac

Open the Microsoft Word document. Double-click the Word document to open it in Microsoft Word.

Click File. It's in the upper-left corner of your Mac's screen. A drop-down menu will appear. Then **Click Save As....**



Select a save location. On the **Where** text box of the window, click the folder in which you want to save your PDF. Then **Click the "File Format"** at the bottom of the window and select **PDF**, next **Click Export** to save your PDF in the specified file location.

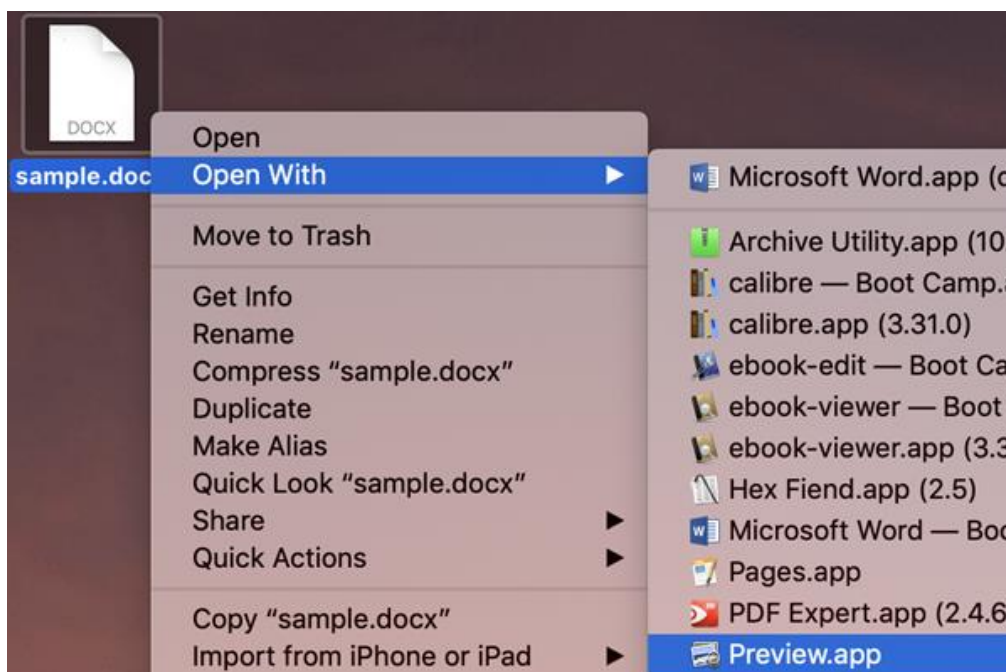


Tips: Using Preview -- Free Native Options on Mac

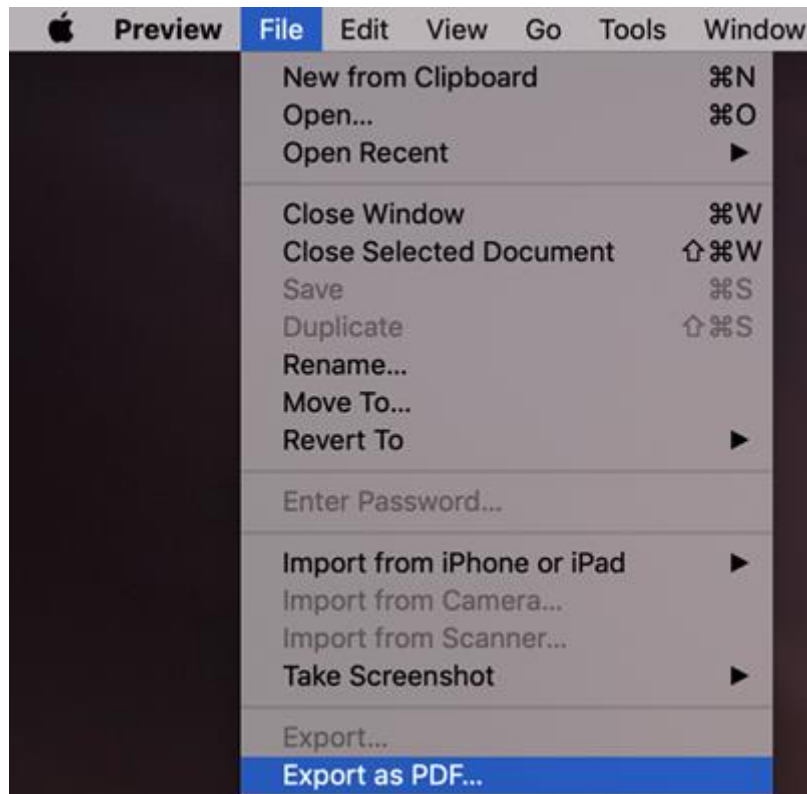
If you are a Mac user, you have another option to convert Word to PDF.

Preview is the default macOS built-in app for opening PDF, Image and even other document files. Turns out, you can use it for converting a Word file to PDF as well.

To use this, you have to open the Word file using Preview. You can do this by choosing **Open With -> Preview** from the context menu.



Now, you can see the Word document on Preview. You can now go to **File -> Export as PDF**. Simply choose the destination and the PDF file would be saved.



2. Smallpdf.com -- Free Online Word to PDF Converter

[Smallpdf.com](https://smallpdf.com) is one of the most effective ways to convert a Word file to PDF. It's actually a complete PDF editing suite that you can access online. Using Smallpdf is simple enough. Below are the detailed steps about how to convert Word to PDF with Smallpdf.

Open SmallPDF's Word-to-PDF website. Go to <https://smallpdf.com/word-to-pdf> in your computer's web browser.

Click **Choose file**. It will open either a File Explorer (Windows) or a Finder (Mac) window. Then **Select your Word document** and Click **Open** (On a Mac, you may click **Choose** here instead) to load the document to SmallPDF.

Click **Download File**. Your PDF will download onto your computer. And it even lets you save the PDF file to Google Drive or Dropbox. It may take a few seconds for this option to appear if your Word document is large or your Internet connection is slow.



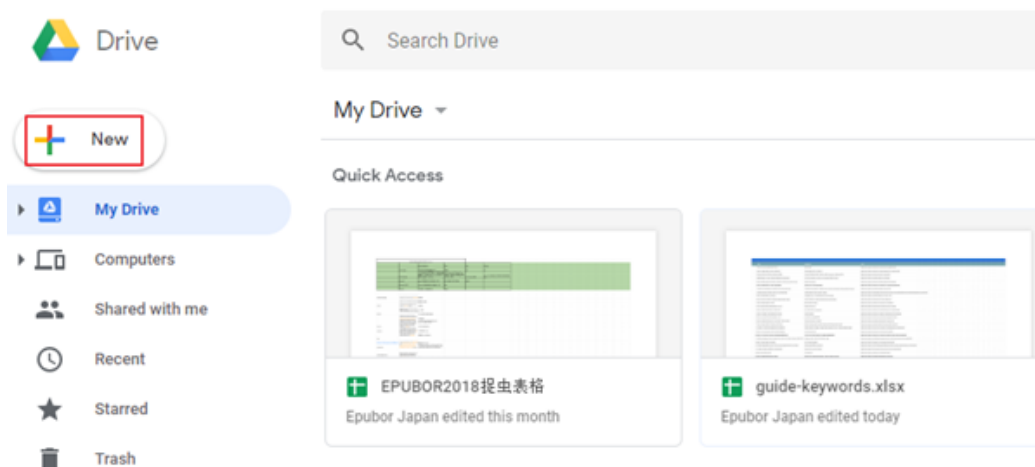
Alternatives

Using Google Drive

Of course, Smallpdf.com is not the only way to convert a Word document to PDF online. You can use Google Drive for the purpose too. You can upload the file to Google Drive, open it, and select "Download as PDF" from the File option. Below are the detailed steps about how to convert Word to PDF using Google Drive.

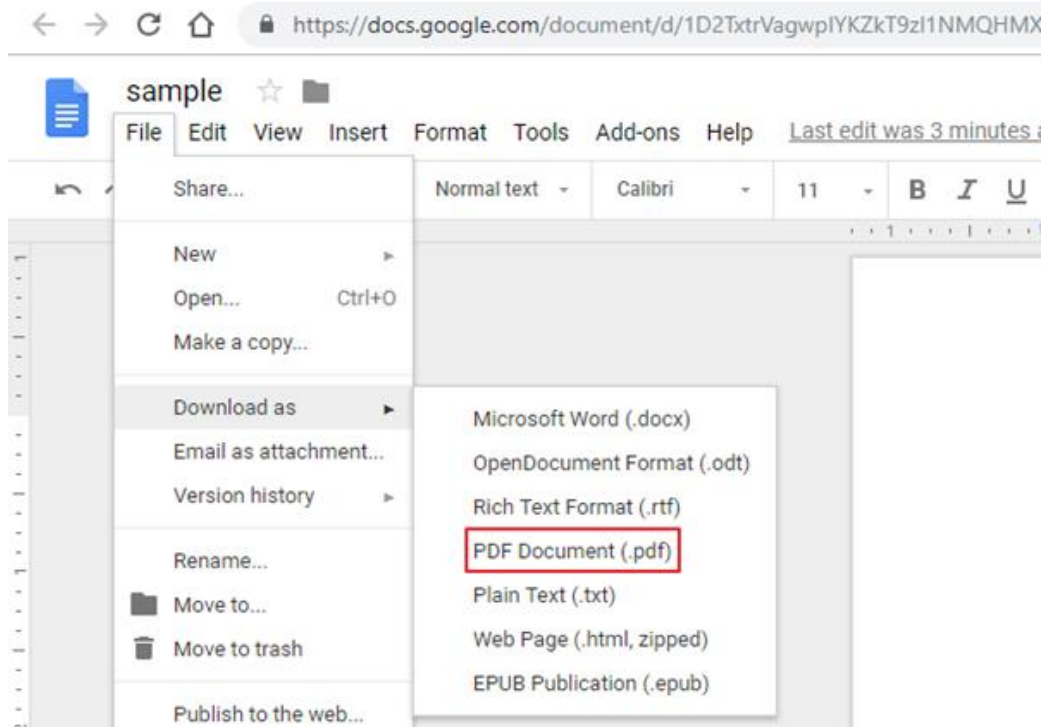
Open Google Drive. Go to <https://drive.google.com/> in your computer's web browser. This will open your Google Drive page if you're logged in.

Click + New. It's in the top-left side of the Google Drive window. Then Click **File upload** in the drop-down menu. Doing this will open either a File Explorer (Windows) or a Finder (Mac) window. Next **Select your Word document** and Click **Open** (On a Mac, you may click **Choose** here instead) to upload your Word document to Google Drive.



Open the Word document. Once the Word file finishes uploading to Google Drive, double-click it in Google Drive to open it in your browser. Then **Click**

File. It's in the upper-left side of the window(On a Mac, make sure you're clicking File in your browser window and not in the menu bar at the top of the screen). Next **Select Download as.** Then **Click PDF Document.** A PDF version of the Word document will immediately download onto your computer.

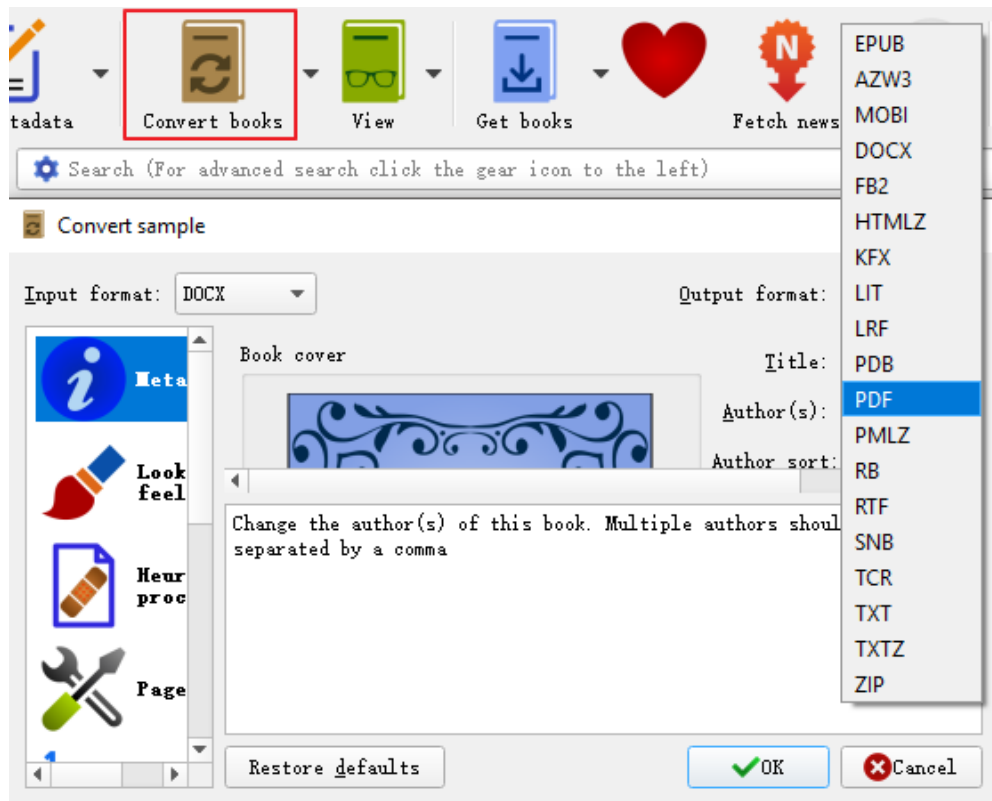


3. calibre -- Free Word to PDF Converter

calibre is a powerful and easy to use e-book manager. Besides this, it's also a free format convert.

Download [calibre](#) to your computer.

Run calibre, drag and drop the Word document to calibre. Then click **Convert books** in the tool bar. Next choose **PDF** as the output format, then click **OK** to convert Word to PDF.



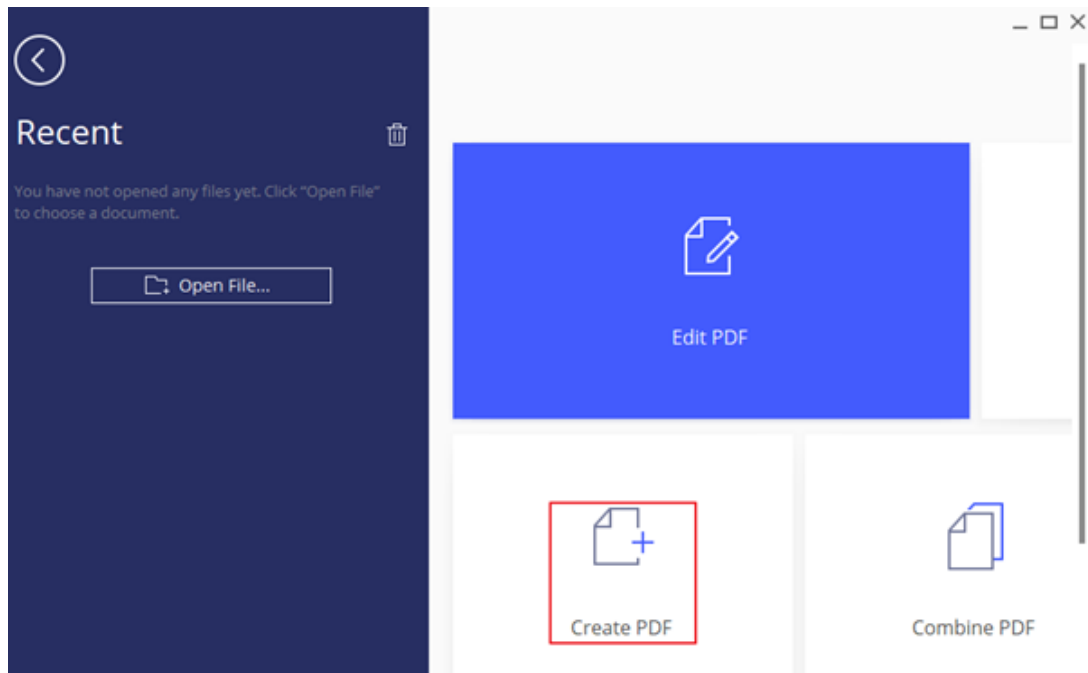
4. Wondershare PDF Element -- Paid Word to PDF Converter

[Wondershare PDF Element](#) is the best option when you need more control over Word to PDF conversion. The only point is that you must be ready to pay for these features. It is indeed one of the best choices for converting a Word document to PDF. It has to be noted that the tool can do even better — from editing your PDF files to encrypting them. Another bigger perk is that you can use Wondershare PDFElement for bulk actions.

Download [Wondershare PDF Element](#) to your computer.

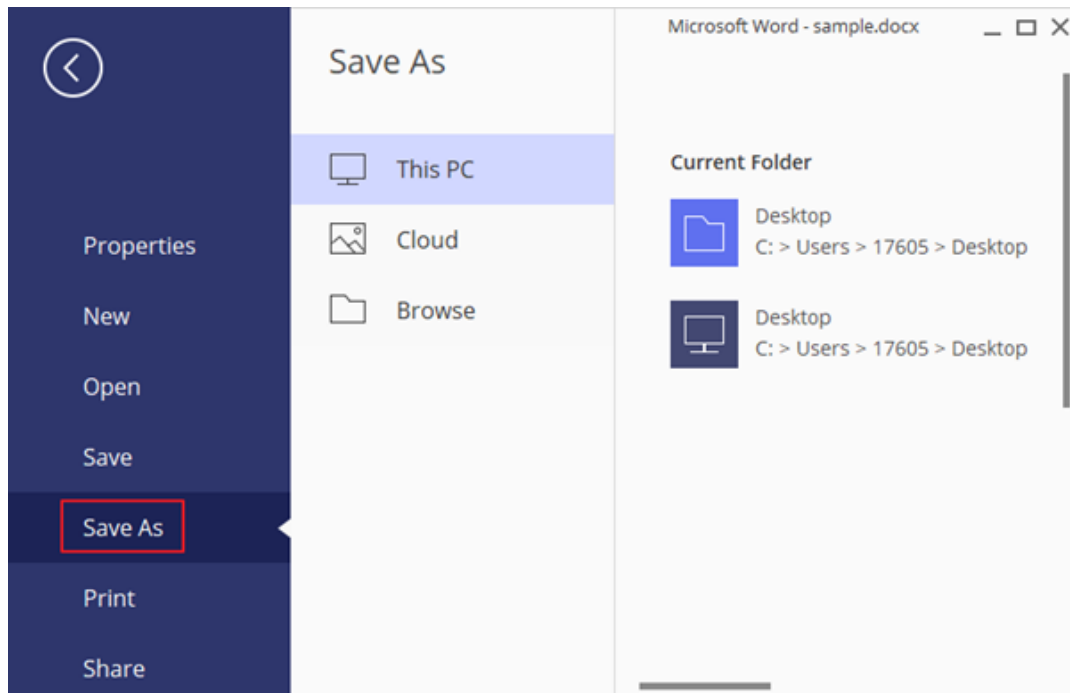
Import Word File to Wondershare PDF Element.

Launch Wondershare PDF Element, click **Create PDF** and select the Word file that you want to convert and click on the **Open** (On a Mac, you may click **Choose here** instead) button to load the Word file to PDFElement.



Save Word document as PDF File.

The created PDF file will be opened in PDFelement directly. You just need to click **Save As** under the **File** tab to save it onto your computer.



Conclusion

We have introduced seven of the most popular and effective ways to convert Word to PDF. Depending on your requirements, you can pick the best Word to PDF converter to meet your demands.

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