Saving or Converting a Microsoft Document to PDF

A **Portable Document Format** (PDF) is the industry standard for document sharing. PDF files are widely used because they look the same on any computer that displays them, they have a smaller file size, and are easy to open, view and print.

To view a PDF file, you must have a PDF reader installed on your computer such as Adobe Acrobat Reader: https://get.adobe.com/reader/. If you have Adobe Reader installed but PDF files won't open, you may need to associate Reader with PDF files. Right-click on the PDF file and select "Open With". Select "Adobe Reader" from the list of programs.

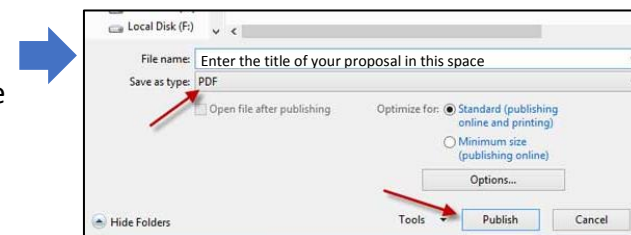## Converting Word 2013 and Word 2016 documents to PDF:

1. Open a Microsoft Word document and click the **File** tab
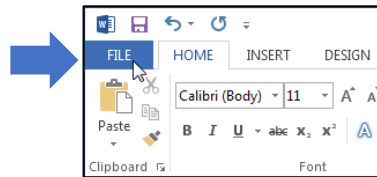
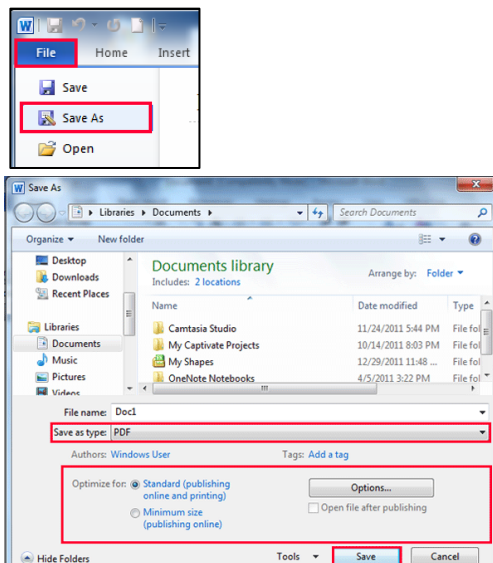2. Click **Export**, then select **Create PDF/XPS**
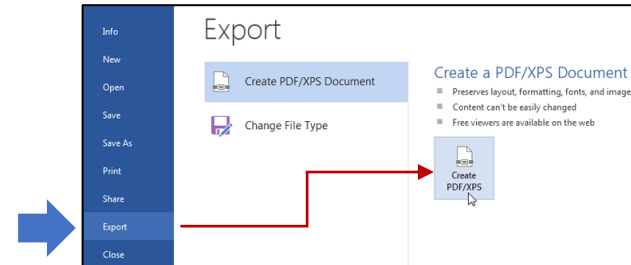
3. The **Save As** dialog box will appear. Select the location where you want to export the document, enter a file name, then click **Publish**
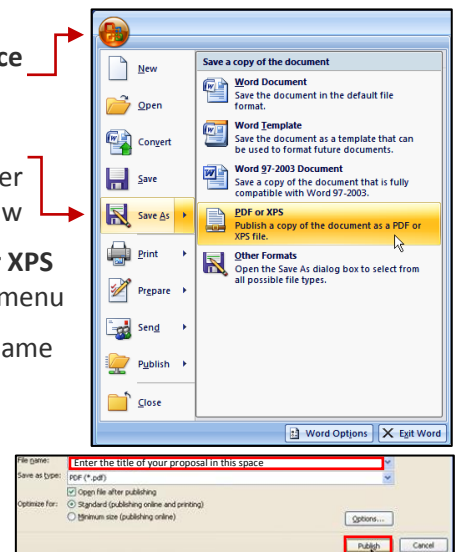
Word 2010

1. Click the File tab

2. Click Save As

3. In the File Name box, enter a file name

4. In the Save as type dropdown list, click PDF (*.pdf)
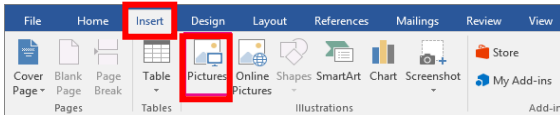
5. Click Save

Word 2007

1. Click the **Office** button

2. Click **Save As** and hover over the right arrow

3. Select **PDF or XPS** from the submenu

4. Enter a File Name

5. Click Publish

# Insert and Format Pictures in Microsoft Word

How to Insert Pictures

1. Place your cursor on the place you want the image to appear

2. On the **Insert** tab, Select **Pictures.**

3. Locate the picture you want to insert, select the file and click **Insert** to add it to your document. (To insert multiple pictures from the same folder, you can hold the Ctrl key to select pictures one by one).
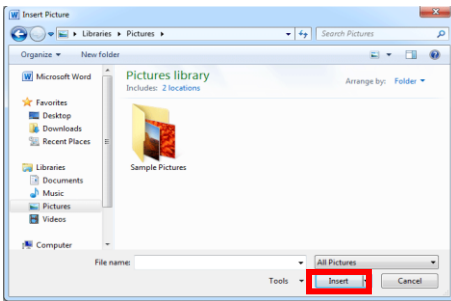
4. To move your picture and secure its position, click the **Layout Options** button. This can be found by clicking a picture and lingering near the image's upper right corner
   - Each of these options keeps the image in line with the text, and the text wraps around the image in one of four ways: Square, Tight, Through, or Top and Bottom
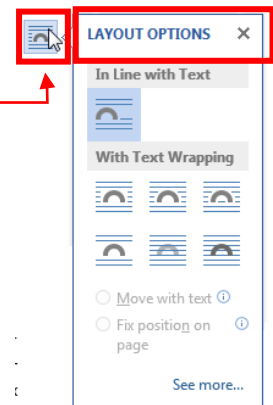
5. In Layout Options select the desired image position, then move your picture around to position it on the page. *Alternatively, select the* **Format** *tab and click* **Position and the dropdown menu** *to access layout options*

How to Crop an Image

To trim and remove unwanted portions of a picture:

1. Select the image you want to crop
2. Click the **Format** tab, and in the **Size** group, click **Crop**
3. **Sizing handles** will appear around the image. Click, hold, and drag a **handle** to crop the image (see below).
4. Click the **Crop** command again. The image will be cropped
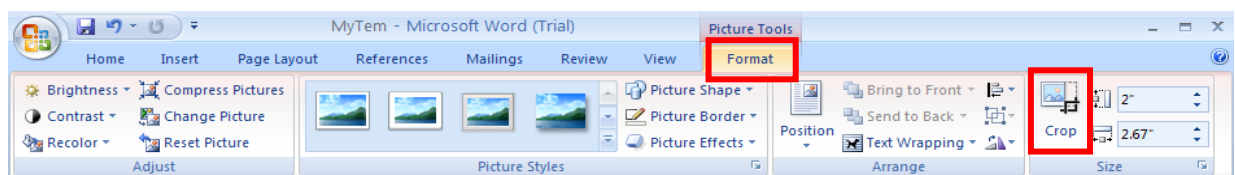
How to Use Sizing Handles

To stretch, shrink, or just change the size of a picture or image, use the **sizing handles** (located at each corner) for more precise control and to avoid distortion.

Drag any sizing handle until the graphic is the size you want.