

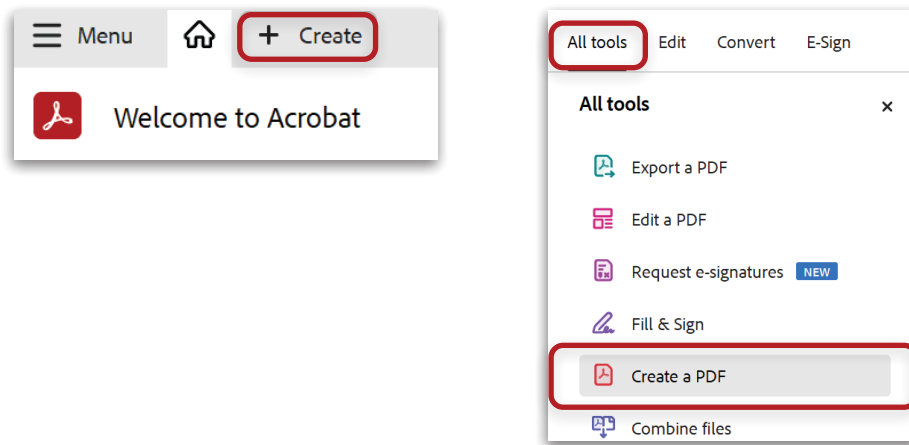
Create a PDF

Create high-quality, shareable PDFs from Microsoft Office documents and other file formats—including Microsoft Word, PowerPoint, and Excel. Or, convert image files—including JPG, PNG, BMP, GIF, and TIFF into PDFs that can be reliably viewed across devices and desktops. Turning content into PDF provides a convenient and reliable way to share, preserve, and secure documents while maintaining their original formatting.

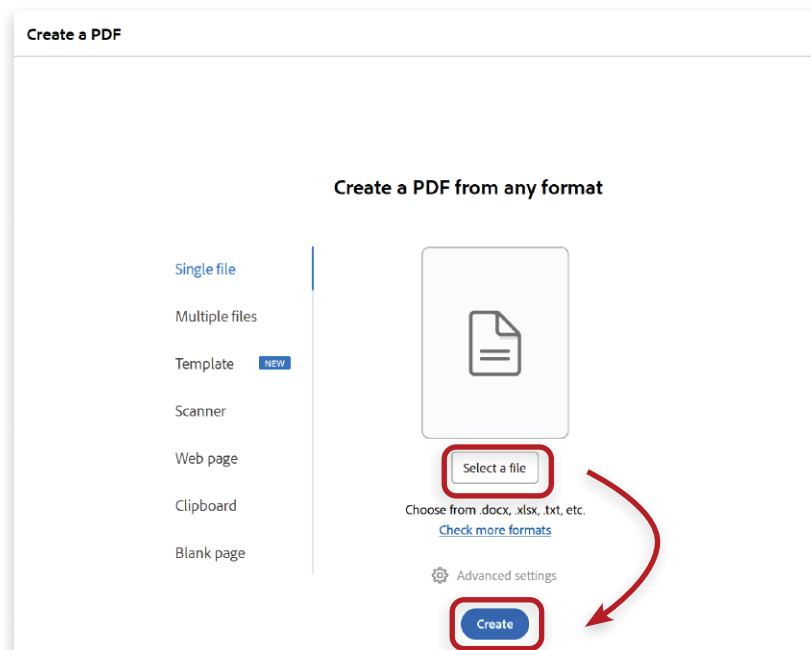
OPTION 1

How to create a PDF in Acrobat on the desktop

1. Select **Create** from the global toolbar. Or, select **All tools** from the toolbar and choose **Create a PDF**.



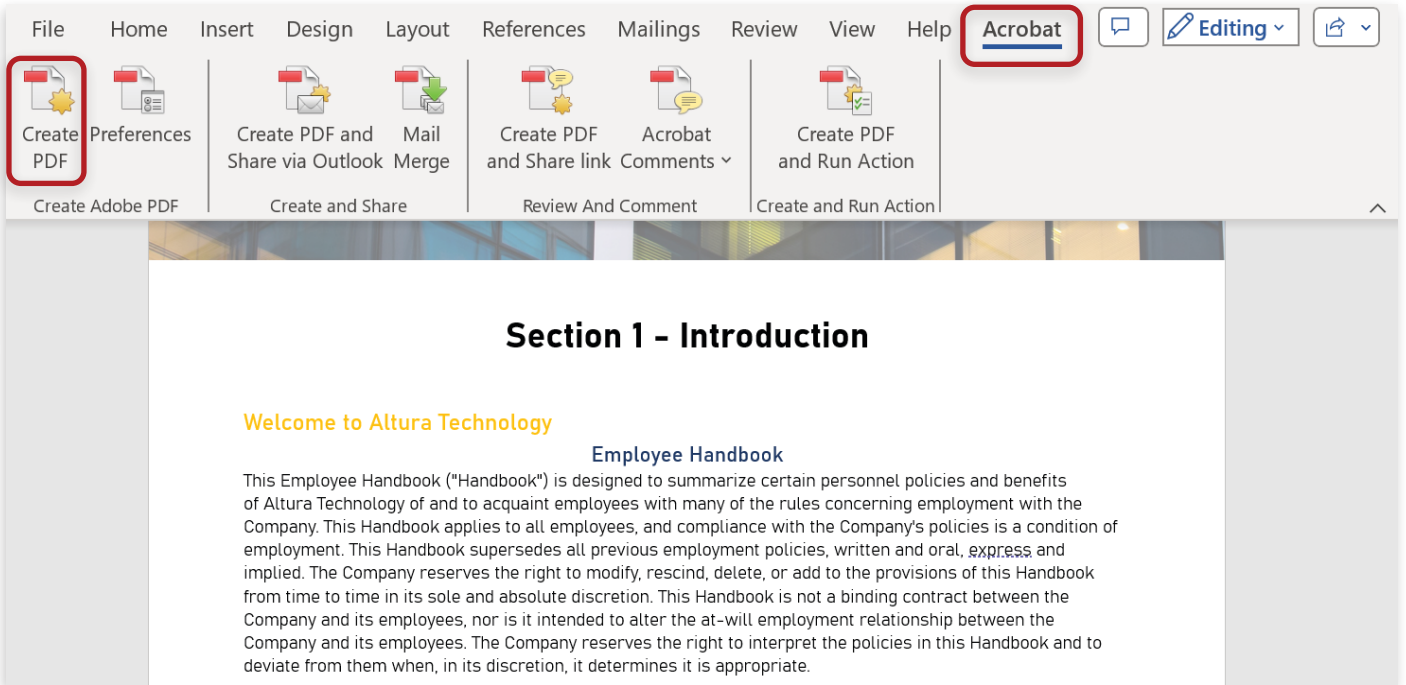
2. Choose **Select a file**, then select **Create**. Acrobat automatically converts the file to PDF.



OPTION 2

How to use the Acrobat task ribbon in Microsoft Office

Use the Acrobat task ribbon in Word, Excel, or PowerPoint to create a PDF directly from Microsoft applications. Open a Word, Excel, or PowerPoint document, select the Acrobat task ribbon, choose **Create PDF**.

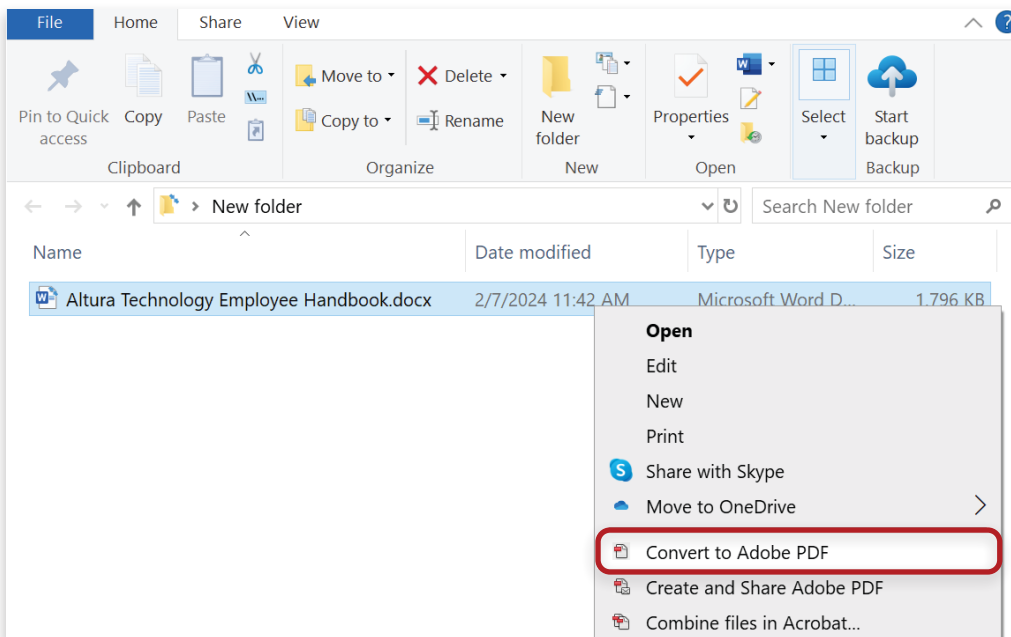


OPTION 3

How to create a PDF in Windows File Explorer

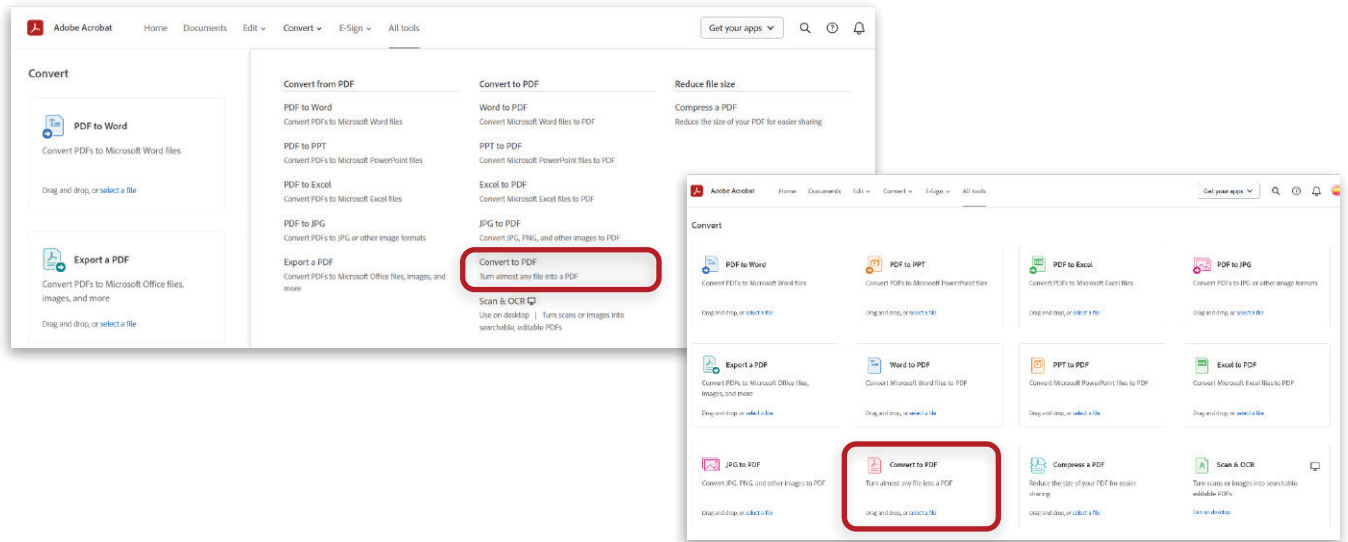
Note: These instructions are for Windows only

To create a PDF directly from your desktop, right-click on a Word, Excel or PowerPoint file, and select **Convert to Adobe PDF**.

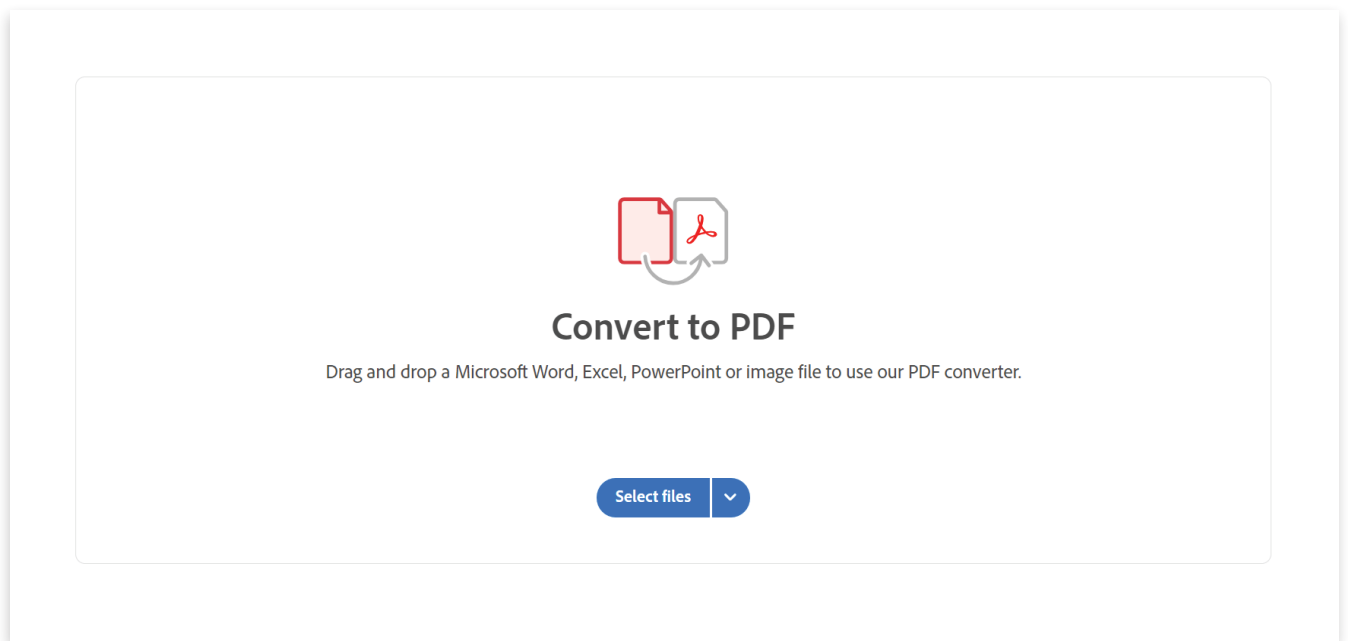


How to use Convert to PDF in Acrobat on the web

1. Sign in to acrobat.adobe.com in a browser.
2. Select **Convert > Convert to PDF** from the menu or choose **Convert to PDF** from **All Tools**.



3. Drag and drop your files on the dialog.



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