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On the left side of the window, click the folder in which you want to store the PDF version of your Word file. Since the PDF is a different file type than the Word document, you can store the PDF in the same file location as the Word file. You can also enter a new file name in the "File name" text box if you like.

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On the Acrobat File menu, choose Create > PDF From File. In the Open dialog box, select the file that you want to convert. You can browse all file types or select a specific type from the Files Of Type drop-down menu.

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2. In the Print dialog box, from the bottom left, click on PDF. A drop down menu will appear. 3. From the drop-down menu, select "Save as PDF". 4. Save the file.

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