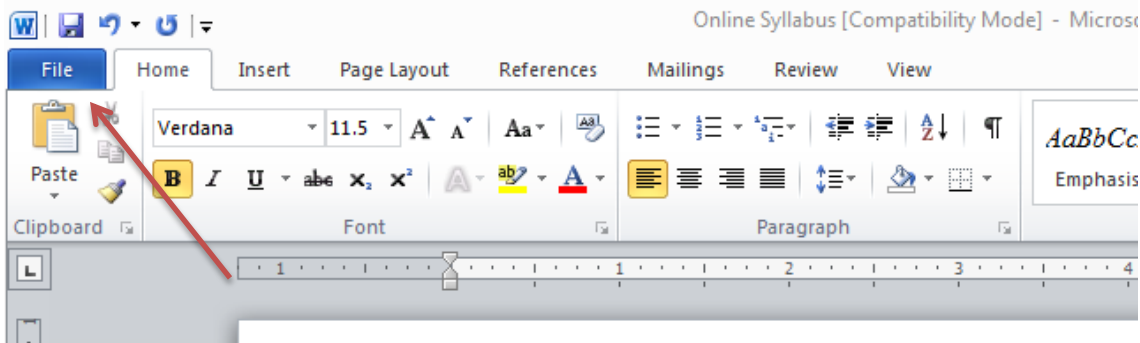


Convert a Word File to a PDF

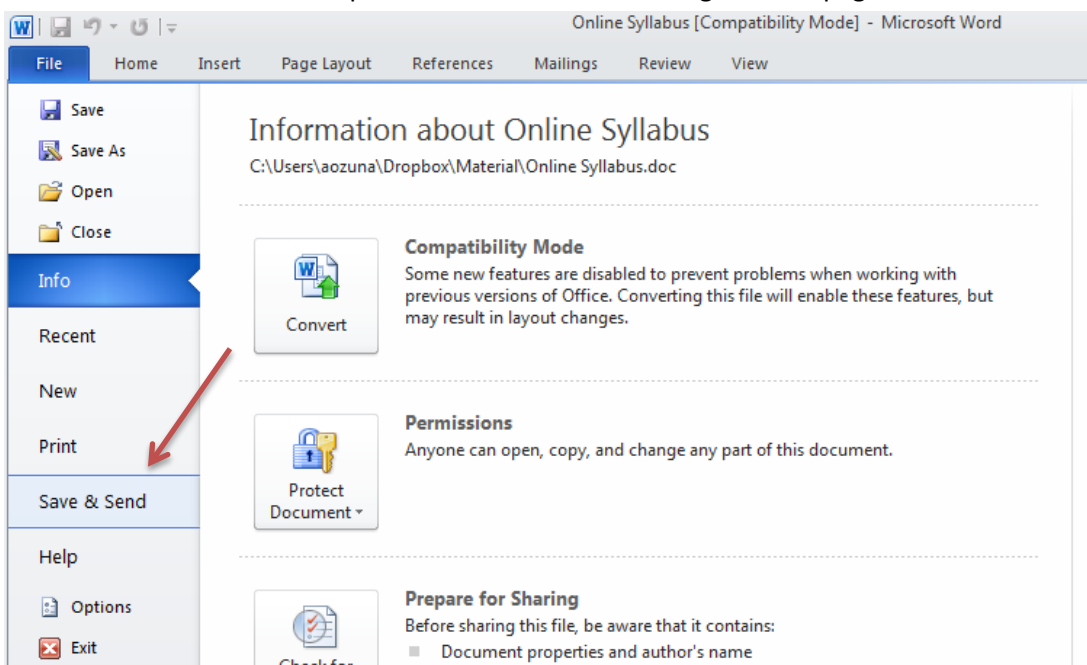


You may need to convert your syllabus each term to a PDF and publish it in your MyParker course. The following instructions walk you through converting a Word file (.doc or .docx) to a PDF. Please note that once you convert your file to PDF, you cannot make revisions to the PDF file. Revisions are made by updating the Word file and re-converting the file to PDF. Instructions for uploading and publishing your syllabus along with this reference guide are available on the [Information Services](#) site on MyParker.

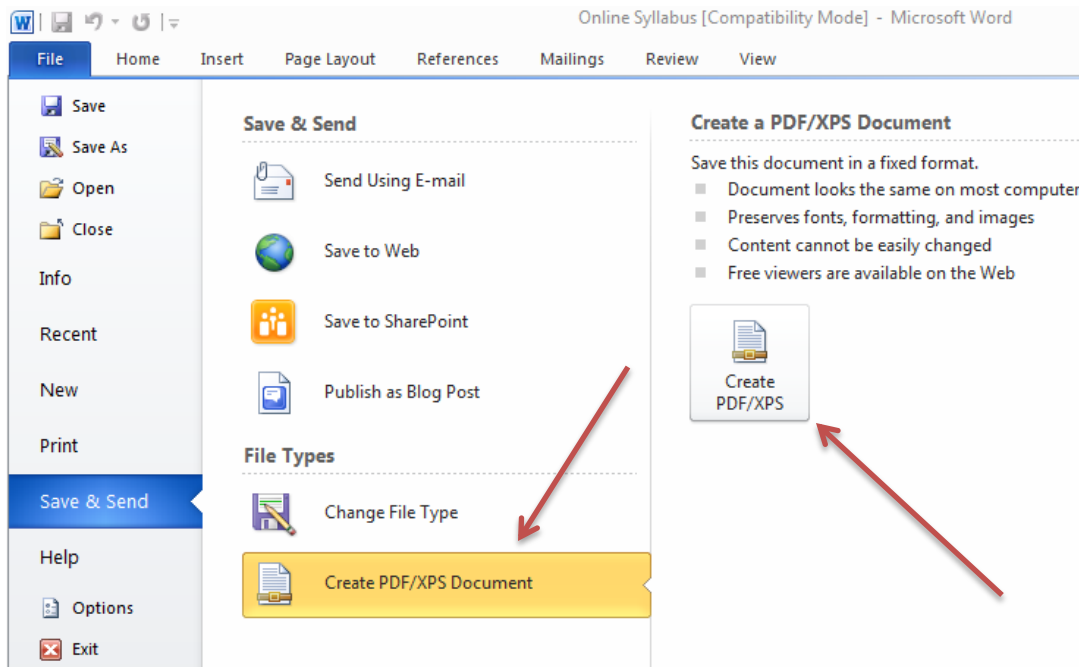
1. Open the Word file you wish to convert to PDF.
2. In Word, click on the **File** tab located on the top of the page.



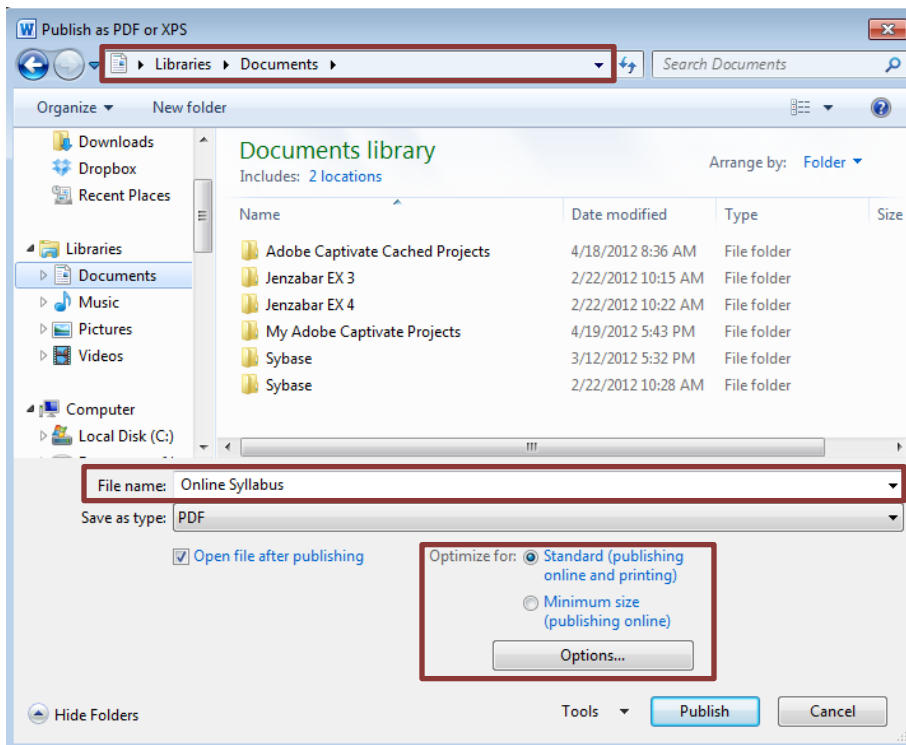
3. Select the **Save & Send** option from the menu of the right of the page.



4. Select the **Create PDF/XPS Document** option and click the **Create PDF/XPS** button. The conversion window opens.



5. The conversion window will allow you to modify the file save location, file name, and quality. Keep the default settings.



6. Click **Publish**. Word will generate a PDF version of the file and will open it automatically for you to review.