



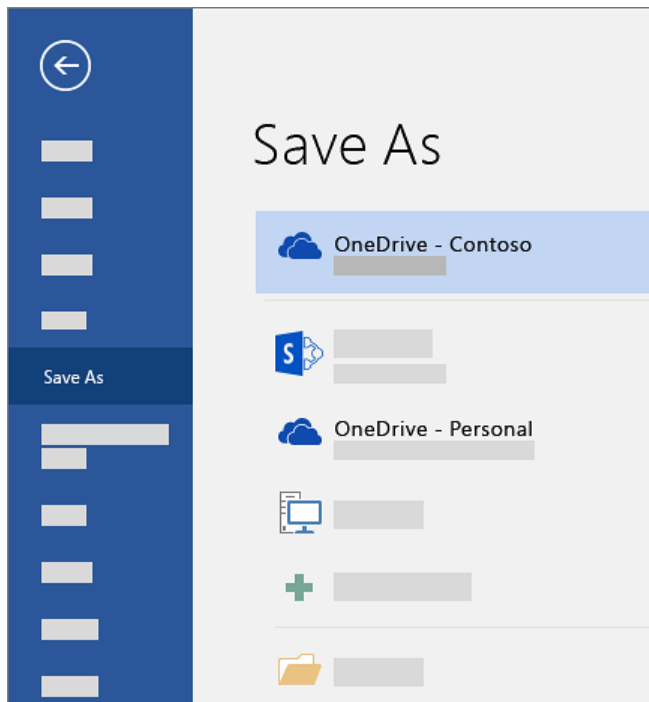
Save and Print in Word

Save a document

Save your document to OneDrive so you can get to it from anywhere – at work, at home, or on the go.

1. Go to **File > Save As**.
2. Select **OneDrive** so you can get to your document from anywhere.

Save personal files to **OneDrive - Personal**, and work files to your company OneDrive. You can also save to another location in the list like **This PC**.



3. Enter a name, and select **Save**.

Note: When your document is stored in OneDrive, Word will save your changes automatically.

[Click to watch the “Save a document” video.](#)

Convert or save to PDF

1. Go to **File > Save As**.
2. Select where you want to save your document, like OneDrive.
3. In the **Save as type** box, choose **PDF (*.pdf)**.
4. Select **Save**.

[Click to watch the “Convert or save to PDF” video.](#)



Save and Print in Word

Edit a PDF

To edit a PDF, simply open it in Word. This works best with PDFs that are mostly text.

1. Go to **File > Open**.
2. Find the PDF, and open it (you might have to select **Browse** and find the PDF in a folder).
3. Word tells you that it's going to make a copy of the PDF and convert its contents into a format that Word can display. The original PDF won't be changed at all. Select **OK**.

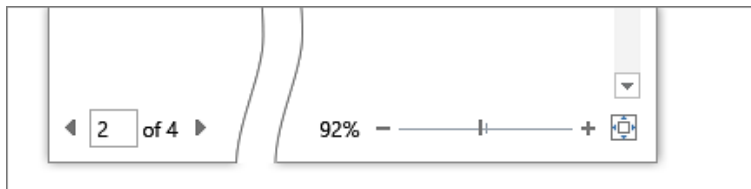
Note: The converted document might not have a perfect page-to-page correspondence with the original. For example, lines and pages may break at different locations.

[Click to watch the "Edit a PDF" video.](#)

Print your document

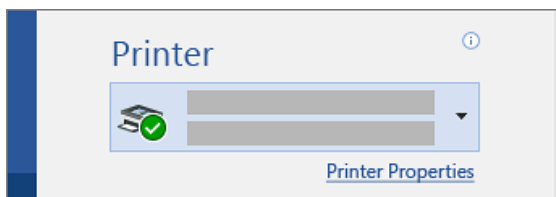
Print and Print Preview are in the same place: go to **File > Print** (or press Ctrl+P).

1. Select **File > Print**. On the right, you'll see a preview of your document. On the left, you'll see the **Print** button and the configurable **Settings**.
2. To see each page, click the arrow at the bottom of the preview, and if the text is too small, use the zoom slider to adjust it.



3. Choose the number of copies you want, and choose the printer to use.
4. Explore **Settings** to print on both sides of the paper, change the paper orientation, and other configurations. These functions will differ according to the capabilities of your printer.

Note: For some settings, like printing in color or black and white, select **Printer Properties**.



5. When you're ready, select **Print**.

For more information, please refer to the Microsoft training resource page [HERE](#).