

Save a file as a pdf

Last Modified on 07/15/2024 3:49 pm EDT

The **Portable Document Format (PDF)** file format was designed to ensure that fonts and formatting look the same even when viewed on different types of devices. Thus many platforms and people will prefer or even require you to submit files as PDFs.

- Most software packages allow you to save or export files as PDFs.
- You can also print to PDF from any software that allows printing.

Below are instructions current at the time this article was written. If your application isn't listed below, do a web search for the app name and "save as PDF" for the most up-to-date instructions.

Please note: PDFs need to be checked for accessibility before they can be shared with others or posted online. Please refer to the following resources to learn how to make your PDFs accessible.

- [Adobe Acrobat: Make PDFs accessible](#)
- [Accessibility Best Practices](#)

Microsoft Office/Office 365 (Word, Excel, PowerPoint)

1. Click **File**.
2. Choose **Save as PDF**.
3. Click **More Options** and then **Options**. In the window that appears make sure the check boxes for **Document Properties** and **Document Structure Tags for Accessibility** are checked.
4. Choose where to save the file, edit the filename (optional), and click **Save**.

Apple iWork (Pages, Numbers, Keynote)

1. Open the file in the appropriate iWork app.
2. Click **File**.
3. Choose **Export to...**
4. Choose **PDF**.
5. Set export options by clicking **Advanced Options** and making sure **Accessibility** is set to on.
6. Enter a filename, choose where to save, and click **Export**.

Google Suite (Drive, Docs, Sheets, Slides)

1. Open the file in the appropriate Google app.
2. Click **File**.
3. Choose **Download as...**
4. Choose **PDF**.
5. Depending on your browser settings, the PDF will download to your default folder (such as Downloads) folder or show a dialog window prompting you to choose where to save it.

LibreOffice (Writer, Calc, Impress, Draw)

1. Click **File**.
2. Choose **Export**.
3. Choose **Export as PDF**.
4. Under the General tab make sure **Universal Accessibility PDF/UA** and **Tagged PDF (add document structure)** are selected.
5. Click **Export**.

Print to PDF

Please note that creating a PDF through this method creates an inaccessible version of the PDF, and the PDF will need to be remediated using the steps outlined in [Adobe Acrobat: Make PDFs Accessible](#). □

Windows (🪟)

1. Click **File**.
2. Choose **Print**.
3. Choose **Adobe PDF** from the list of available printers.
4. Click **Print**.
5. Enter a filename, choose where you wish to save it, and click **Save**.

macOS (🍏)

1. Click **File**.
2. Choose **Print**.
3. Choose **Save as Adobe PDF** from the list of available printers.
4. Customize settings if needed (uncommon) and click **Continue**.
5. Enter a filename, choose where you wish to save, and click **Save**.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#) 

Email: help@brynmawr.edu | [Service catalog](#) 

Location: Canaday Library 1st floor
