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How do i save a word document to a pdf

By Terri H. Weisser i legal form image by max blain from Fotolia.com You have used the Forms toolbar in Microsoft Word to create a great looking form. But, now you need to figure out how to make it really work to gather data. The process of creating an interactive form that allows users to enter text only in the form fields you have created without being able to change any of the document content or layout isn't too difficult, once you take a few important steps. Open the Microsoft Word form with your completed layout and all form fields inserted. Verify that the "Forms" toolbar is displayed. If it is not, select the "View" drop down menu then click "Toolbars" and "Forms." Click the "Protect Form" button on the "Forms" toolbar. (It is shaped like a lock.) This will restrict cursor movement to form fields only. Select the "Tools" drop down menu and click "Protect Document." The "Protect Document" task pane will display. Select the "Allow only this type of editing in the document" check box and then choose the "Filling in forms" option in the list of editing restrictions. Click the "Yes, Start Enforcing Protection" button on the "Protect Document" task pane. The "Start Enforcing Password" dialog box is displayed. Enter and re-enter a password for the document. (This prevents form users from changing the document or layout.) Click the "OK" button. Save the locked and password protected document. Sometimes you just want to save a document you are working on in Microsoft Word as a picture. It's not a common problem, but there is a simple solution. You'll have to save your Word document as a picture page by page, as follows:Open the document you want to save as a picture in Microsoft Word.Maximize your Microsoft Word window. Zoom in or out and scroll until exactly what you want to save as a picture is visible on the screen.Press the Alt key and the Print Screen key at the same time [source: Microsoft Windows]. This will copy what you see into your computer's clipboard. You've just created a screen capture.Open up a new image in a picture editor such as Paint or Photoshop.Press Ctrl and V at the same time, or click edit and then select paste from the drop-down menu to insert the screen capture of your Word document from your clipboard into the new image file [source: Microsoft Windows].Crop your image so you don't see the window around your Word document in the final picture, if you want.Click File, and then select Save as from the drop-down menu.Click the down arrow on the right side of the Save as type box. Choose which type of image you would like to save your picture as. JPEG is a compressed file that may lose some pixels but is ideal for Web or e-mail use. GIF and PNG are lossless types of files that are compressed by means of eliminating unused colors. Some Web browsers may not support PNG files [source: Grossman].Enter a name for your file in the File name box.Check that all the information is correct, and click Save.Repeat this procedure if you'd like to save more than one page of your document as a picture.You've just saved a Word document as a picture.Originally Published: Jun 7, 2011 Opening a Word document as read-only helps prevent unintentional changes you make to the document from being saved. Read-Only mode does not allow you to make any changes to the document, preventing you from inadvertently saving changes. We will show you how to open any Word document as read-only. The "Recent" list displays on the backstage screen when you first open Word. Click the "Open Other Documents" link at the bottom of the "Recent" list. NOTE: If you already have a new or existing document open and want to open another document as read-only, click the "File" tab and then click "Open" on the backstage screen. A quick way to access the "Open" backstage screen is to press "Ctrl + O". On the "Open" screen, click "Computer" to access files on your computer, or click "OneDrive" to open a file from your OneDrive account as read-only. Below the "Recent Folders" list, on the right side of the "Open" screen, click the "Browse" button. Navigate to the folder containing the file you want to open as read-only. Instead of clicking the main part of the "Open" button, click the down arrow on the right side of the "Open" button. Select "Read-Only" from the drop-down menu. Your document is opened as read-only, as shown in the image at the beginning of this article. Read-Only mode is similar to the Read Mode in Word. Microsoft Word is the go-to word processor for everything from novels to academic papers. The tool offers many unique features, including the ability to compare two Word documents in order to view their similarities and differences. The Compare tool is easy to find and use in Word. Instructions in this article apply to Word 2019, 2016, 2013, 2010, and Word for Microsoft 365. The Compare tool is extremely useful for comparing two documents of virtually any type, from newsletters to blog posts and beyond. Some of the most common uses of the tool include: Finding document revisions: Authors and bloggers alike use the Compare tool to find revisions made by their editors if change tracking isn't available. Finding discrepancies in source code: Programmers use the Compare tool to find discrepancies in the source code when creating computer programs. Comparing contracts and legal documents: Attorneys use the Compare tool to find changes made to contracts and other legal documents before finalizing. Comparing resumes: Resumes and other living, breathing documents are edited often. The Compare tool helps you compare these documents to find the newest version. To get started, open the two documents you want to compare. If you haven't done so already, it's best to add an indicator to your documents to indicate the first version and the subsequent version. A simple number will suffice and keep you on track. In one of your documents, locate and select Review in the Word toolbar. Select Compare > Compare Documents to open the Compare Documents window open on your screen. Under Original Document on the left side of the Compare Documents window, use the field to locate the original document you want to compare with the revised document. To change how you see comparisons in your documents, select the arrow in the bottom left corner of the window to find various comparison settings and the ability to see changes in different ways. Select the ones you want and deselect the ones you don't. Under Revised Document on the right side of the Compare Documents window, use the field to locate the revised document you want to compare with the original document. When you're happy with your settings, select OK. If you want to compare the documents in the opposite way, open the Compare tool again and select the double arrows to switch the documents around without needing to find them again. This way, you'll compare the revised with the original. You can choose what you want to label the changes as when comparing the two documents. Simply enter your label in the Label changes with field. A new document opens showing the comparisons between the two documents as traditional tracked changes. To see the changes in detail, select the red lines on the left side of the document to reveal details about each change on the right side of the document. If you continue working in the newly created document, remember to select the Save As icon in the top toolbar. Your document won't be saved automatically. Thanks for letting us know! Tell us why! File sharing increases the risk that certain kinds of document metadata (stuff that's embedded in a file, often without your knowledge) could leak online, such as who worked on a document or who commented on a document. Word features a built-in tool to help you find and remove personal information and other hidden data. Information in this article applies to Word for Microsoft 365, Word 2019, Word 2016, and Word for Mac. Microsoft Word includes a tool called Document Inspector that removes personal information from your document before you share it with others. When you print a document and want to avoid printing comments, go to File > Print, select Print All Pages, and clear the Print Markup check box. Open the Word document you want to remove any personal information from. Wait until the document is completed before you remove the personal information, particularly when collaborating with other users because names associated with comments and document versions change to "Author," making it difficult to ascertain who made changes to the document. Select the File tab and choose Info. In the Inspect Document section, select Check for Issues. In the drop-down menu that opens, select Inspect Document. The Document Inspector window will open. Document Inspector only runs on a saved file. It prompts you to save your work-in-progress if you haven't manually saved a changed file. Select the Document Properties and Personal Information check box as well as any other items you want the tool to check for. Scroll down to see all the available options. If in doubt, select all the check boxes. Select Inspect. Wait while the Document Inspector checks the document. In the Document Properties and Personal Information section, select Remove All to remove the document and author properties associated with that file. Select Remove All next to other results if you wish to remove other information the Document Inspector discovers. Some changes cannot be undone, so make sure you want to remove them before proceeding. When you next save the document, this information is removed. Don't worry about Microsoft having access to personal information in the documents on your computer. Unless you were to send a document to Microsoft, they do not have access to any information from your documents. Thanks for letting us know! Tell us why! MS Word is more powerful than you may think. The popular word processing tool is used for all sorts of tasks. Not everyone knows this but it can also be used to open web pages in HTML format. In this post, you'll discover how you can open HTML files in Word and save them in one of the supported file formats. Saving Web Pages to Word The easiest method, but with the worst results usually, is to simply save the webpage to your computer and then try to open it in Word. First, open your browser and go to the webpage you want to save. In the example below, we're using Google Chrome but the process should work for any web browser. Right-click anywhere on the page and click Save As. This will prompt the Save As box to pop up. Edit the filename to your liking. Under Save As Type, select Webpage, HTML Only. Click Save. Launch MS Word, then open the HTML file you want to edit. The HTML file will open in Word. However, the document itself will not display as it does online. For starters, the formatting will be ruined. The navigation bar, for example, will be broken up and menus are displayed in separate lines. You will have to edit the document manually to make the page more cohesive. Removing useless links and web elements will make articles easier to read. Using Word's Web Layout view makes the cleanup process that much easier. After some edits, your document should somewhat resemble its source. When you're satisfied with your edits, go to File > Save As. Select .docx as your file format. You should now be able to open the file in Microsoft Word. Using Alternative Solutions If you're not satisfied with the first solution, know that there are other methods available for saving web pages and opening them in Word. There are Google Chrome extensions like Save Webpage As Word Document that lets you download the HTML file as a Word document. I also mention a online conversion tool down below. While the end product looks exactly the same, this tool spares you from having to download the webpage as an HTML file. Install the extension and activate it. Go to the page you want to convert. Click the extension and select Complete Page. The tool will then download the entire webpage as a Word document. Tip: You can also highlight a section of the page and click Current Selection. This will allow you to download a specific section instead of the whole page. You can also try copying the entire webpage and pasting it in Word. But instead of pasting the file as normal, you'd have to use Paste Special. Right-click on Word. Under Paste, there should be several options. Select Keep Source Formatting. This paste option lets you copy the HTML code while keeping most of the formatting intact. Do note however that there is no perfect solution. Once the document is in Word, you'd likely have to make a couple of edits to make the document resemble the source material. Once you're finished making all the necessary changes, go to the file menu and save the document as .docx. Online Conversion Tools The last method, which can sometimes get better results than the two method above is to use an online tool. The one that got me the best results was Convertio. You can either choose an HTML file that you downloaded or you can click the link icon at the far right to simply paste in a URL for any website. A box will pop up where you can enter more than one URL if you like too. Click on Submit and it will analyze the URLs you entered. Once complete, make sure Doc is selected for the file type and then click on the big Convert button. It will take a little time for the conversion to complete, depending on how large the web page is. In my case, it took over a minute because I wanted to convert the Mona Lisa page on Wikipedia into Word. As you can see, it really does look like the webpage in Word, but in this case, it simply converted the webpage into images and put those into Word. None of the text is editable or anything. For a smaller webpage, I tested it and it does bring in the text as editable text. So it really depends on how complex and large the webpage is. You can also try out a couple of other tools to see if you get better results: Hopefully, one of the methods above has gotten you the result you desire. It's not a very pretty process and unfortunately there aren't really that many good tools to accomplish this since it's not something people do very often. On occasion, you will find that it is necessary to edit Word documents. This is not a problem unless you do not have the Word program on your computer. Fortunately, you can download free programs that make it possible for you to do any editing you need. OpenOffice is one of those programs. After downloading the program, you can then open any Word document as an .ODT file and then make changes before saving it again in a typical Word document. Go to openoffice.org. Click to download the latest version of the program. Follow all the instructions, as prompted by your computer, to install the program. Save the Word file, that you want to edit, to your documents. Open the document and right click, only one time, the file you want to open. Right click one more time over the file name to open up another options window. Choose "Open With," which opens another options window. Select "OpenOffice.org Writer." Allow the Word document to open in the OpenOffice program, which will be a read-only file. Hit "Ctrl" and "A" to select the entire document. Hit "Ctrl" and "C" to copy the entire document. Open a new OpenOffice document by clicking on the page icon in the upper left-hand corner of the page. Go to that page and then press "Ctrl" and "V" to place the Word document in a file that you can change. Make any editing changes you desire to the Word document. Click the "File" tab in the uppermost left-hand corner of the page to save the document. Type the title of the document in the file name line. Notice the "Save as type" line in the save box. Click the arrow to open the drop-down box. Choose any Word or .DOC selection to save the file and return it back into a Word document. Click "Save" to complete. A few other programs allow you to open Word documents. Google docs and Microsoft Word viewer are two of them. Both have free downloads. Some programs allow you to open and view Word files, but they do not allow you to make any changes to the document. Make sure you download the program that allows you to do exactly what you want and need.

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