

Windows Laptop/PC (Windows 10 & Windows 11)

Method 1: Microsoft Print to PDF

This is built into Windows.

Steps

1. Open your document.
2. Press **Ctrl + P** or choose **File → Print**.
3. Under Printer, select **Microsoft Print to PDF**.
4. Click **Print**.
5. Choose where to save the file.
6. Enter a file name.
7. Click **Save**.

Your document is now a PDF.

Method 2: Convert an Image

1. Open the image.
2. Press **Ctrl + P**.
3. Select **Microsoft Print to PDF**.
4. Click **Print**.
5. Save the PDF.