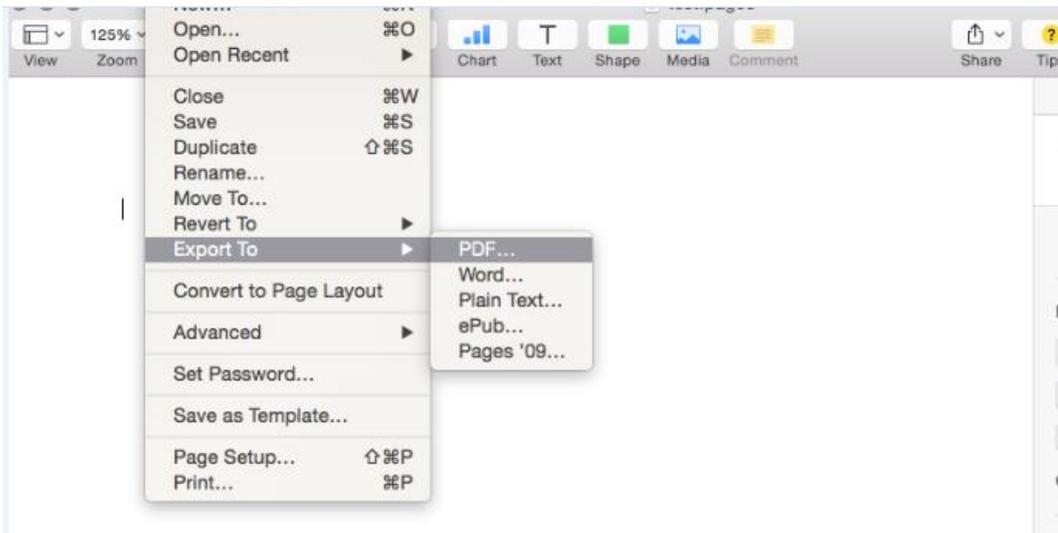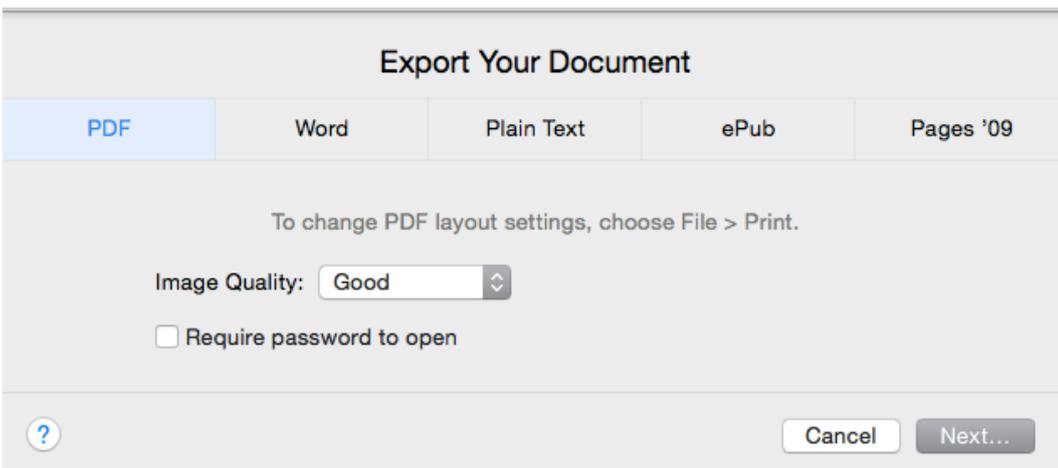# How to make a Pages document a PDF

The purpose of this document is to show how to make a Pages document a PDF document.

1.) Open your saved Pages document that you want to make into a PDF.
2.) Go to "File", "Export To", then click "PDF…".

3.) This opens a new window that says, "Export Your Document".
Choose image quality Good (or higher) and click the "Next…" button.

4.) Now name your document in the "Save As" bar as you normally would do when you are saving a regular document and choose the location where you want to save it from then drop-down bar, then click "Export". This creates a PDF document in addition to the original document copy. It is saved in the location you selected.

You can also export a Pages document to a MS Word document (.docx) when choosing "Export To", "Word …"