Create a pdf in SharePoint

CREATE A PDF IN SHAREPOINT

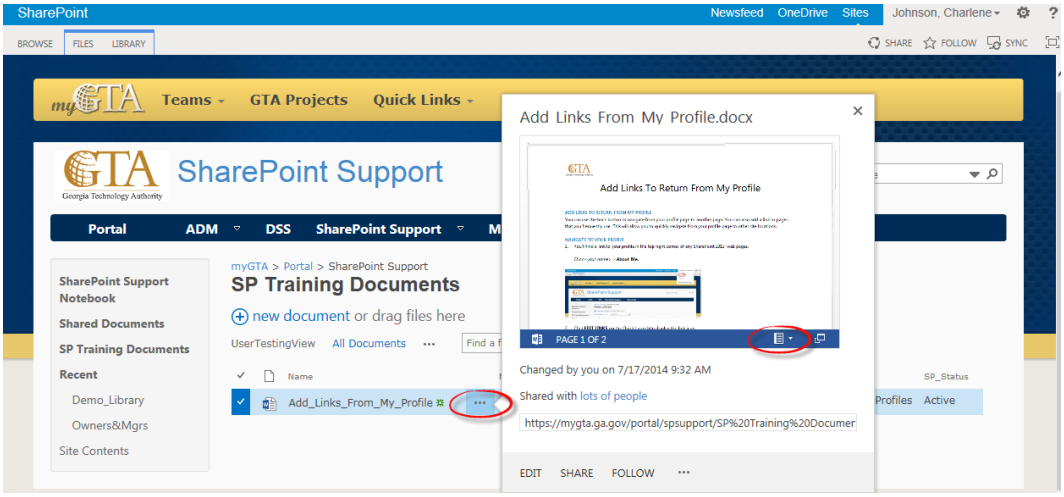
You can quickly create a pdf from SharePoint..

NAVIGATE TO YOUR DOCUMENT

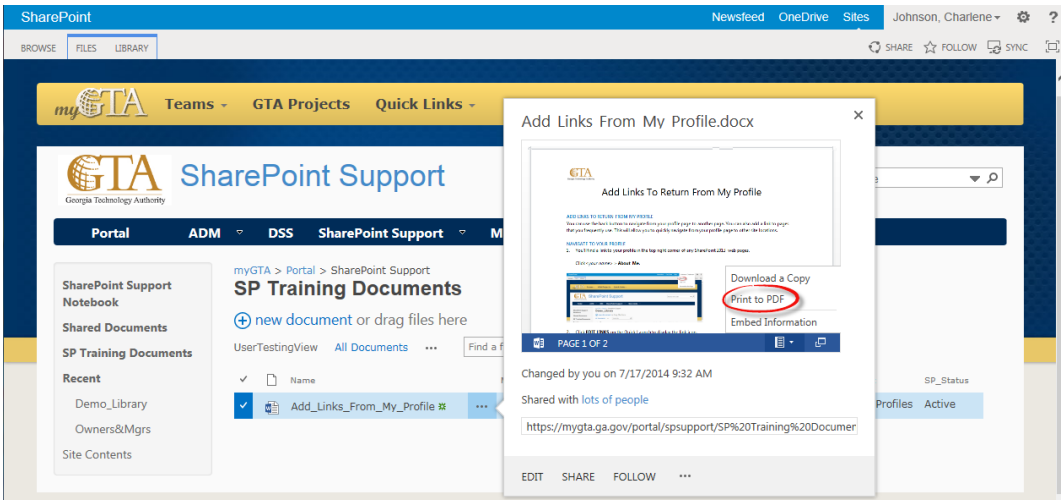
1. Navigate to a document in your library that you want to convert to a pdf. For this example, Add_Links_From_My_Profile is selected.

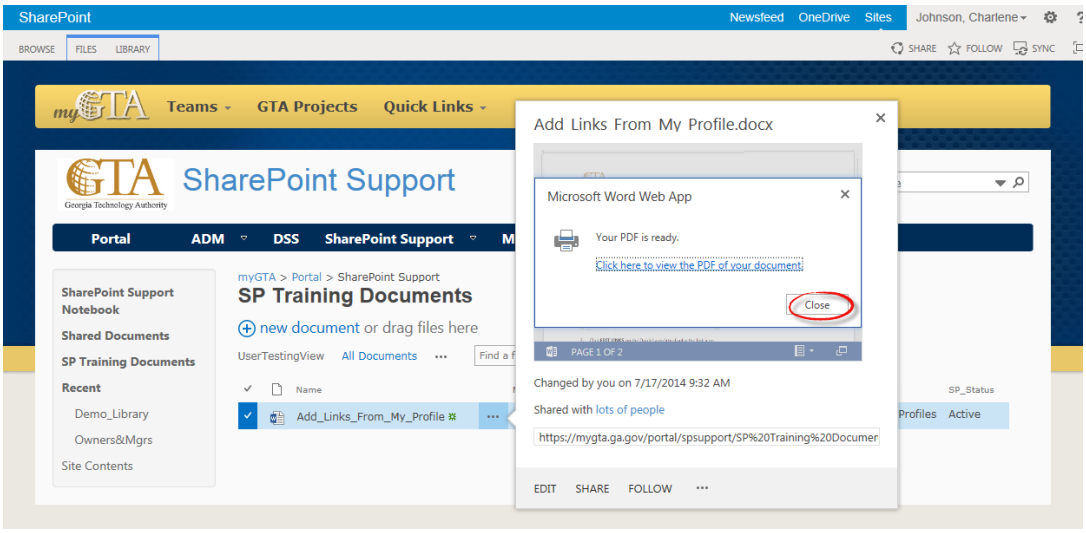
   Click the ellipses to display the preview.

   Then from the preview, click the menu icon



2. From the menu, click Print to PDF.



3. SharePoint will convert the document to pdf and you can **Close** the preview.

Georgia Technology Authority