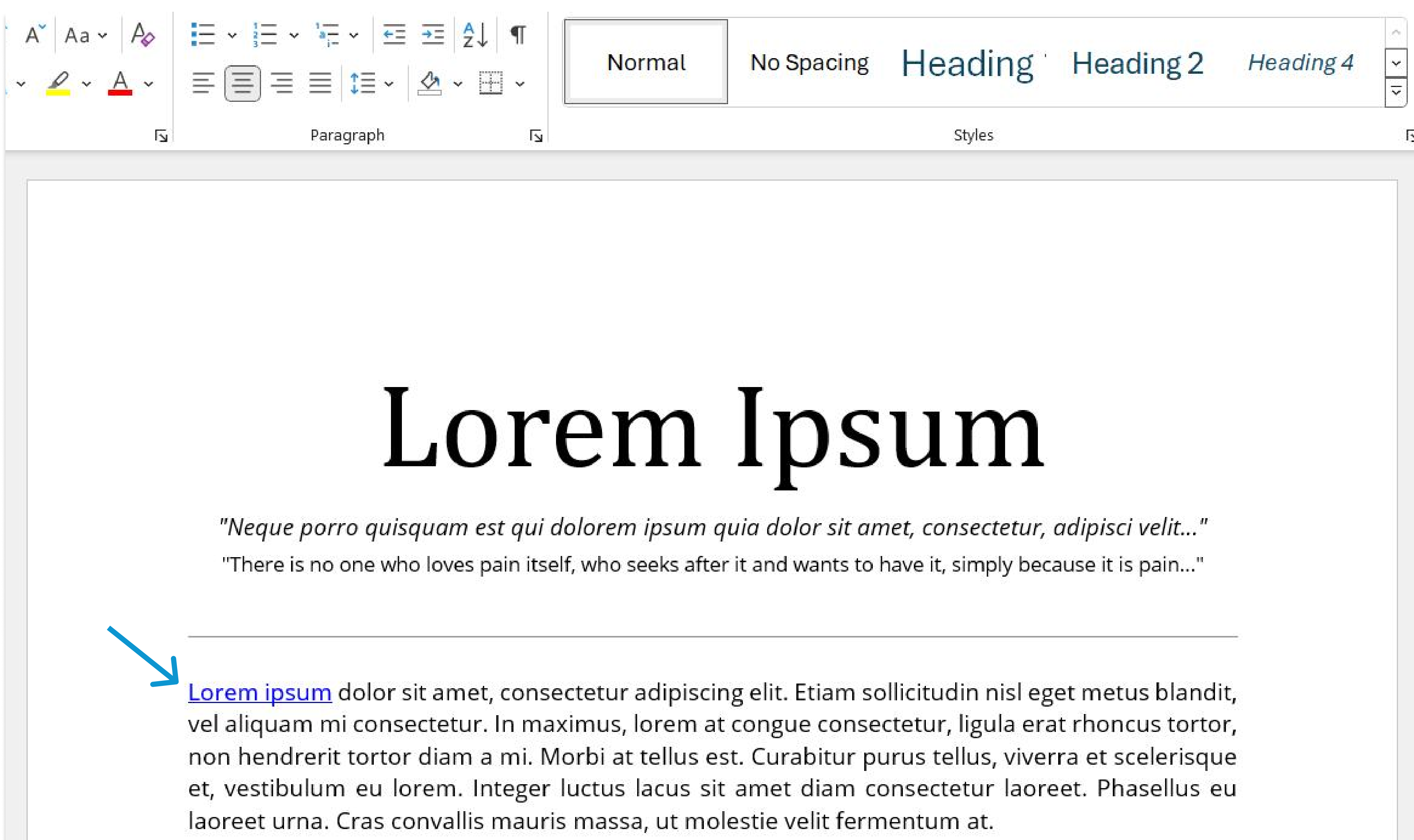


# Create a PDF with functional links from a Word document

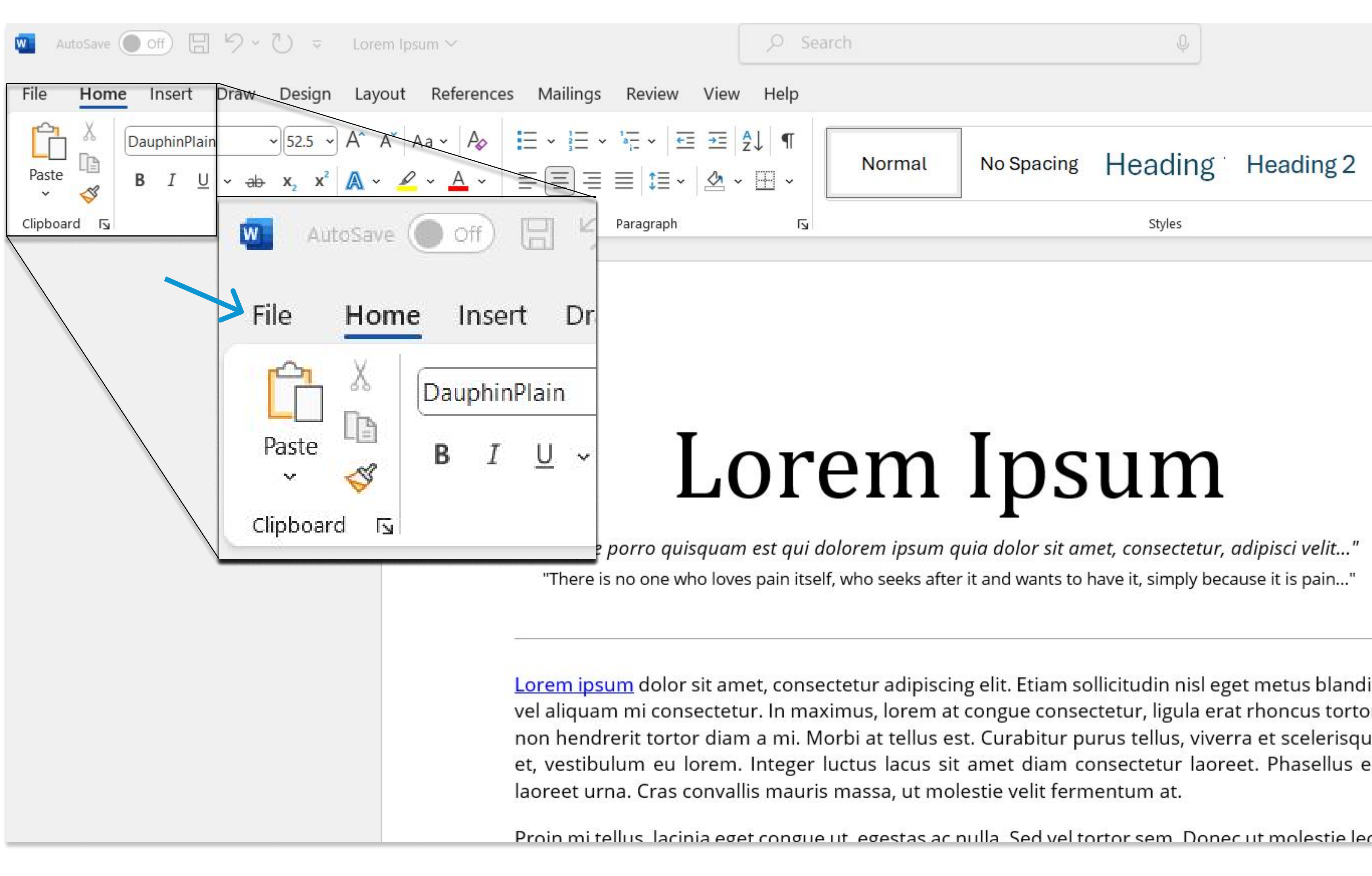
Keep your docs safe from uninvited editing while allowing your reader to follow the embedded links. Don't worry, it's easy!

Image by kirill\_makes\_pics from Pixabay

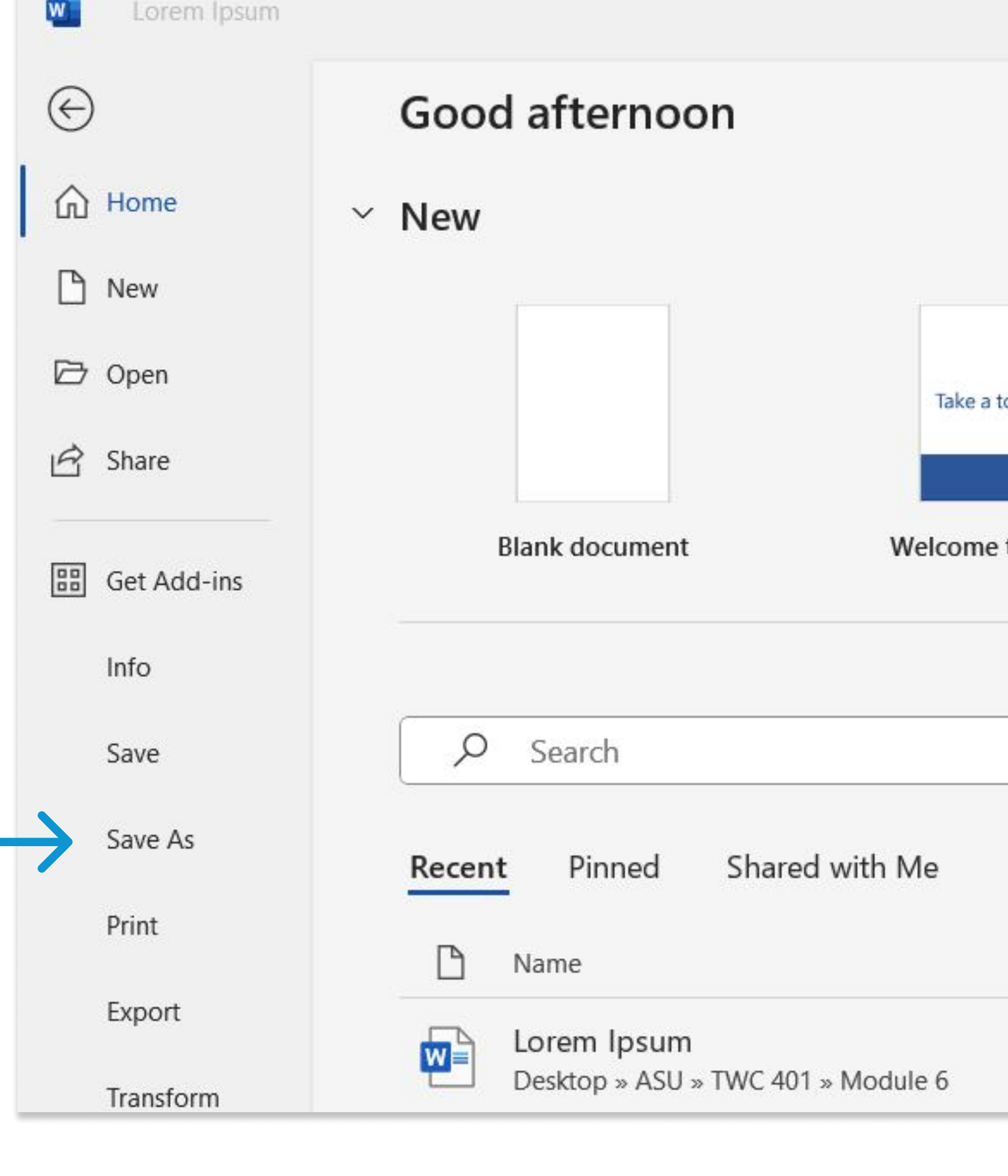
## 1. Create your document with in-text links



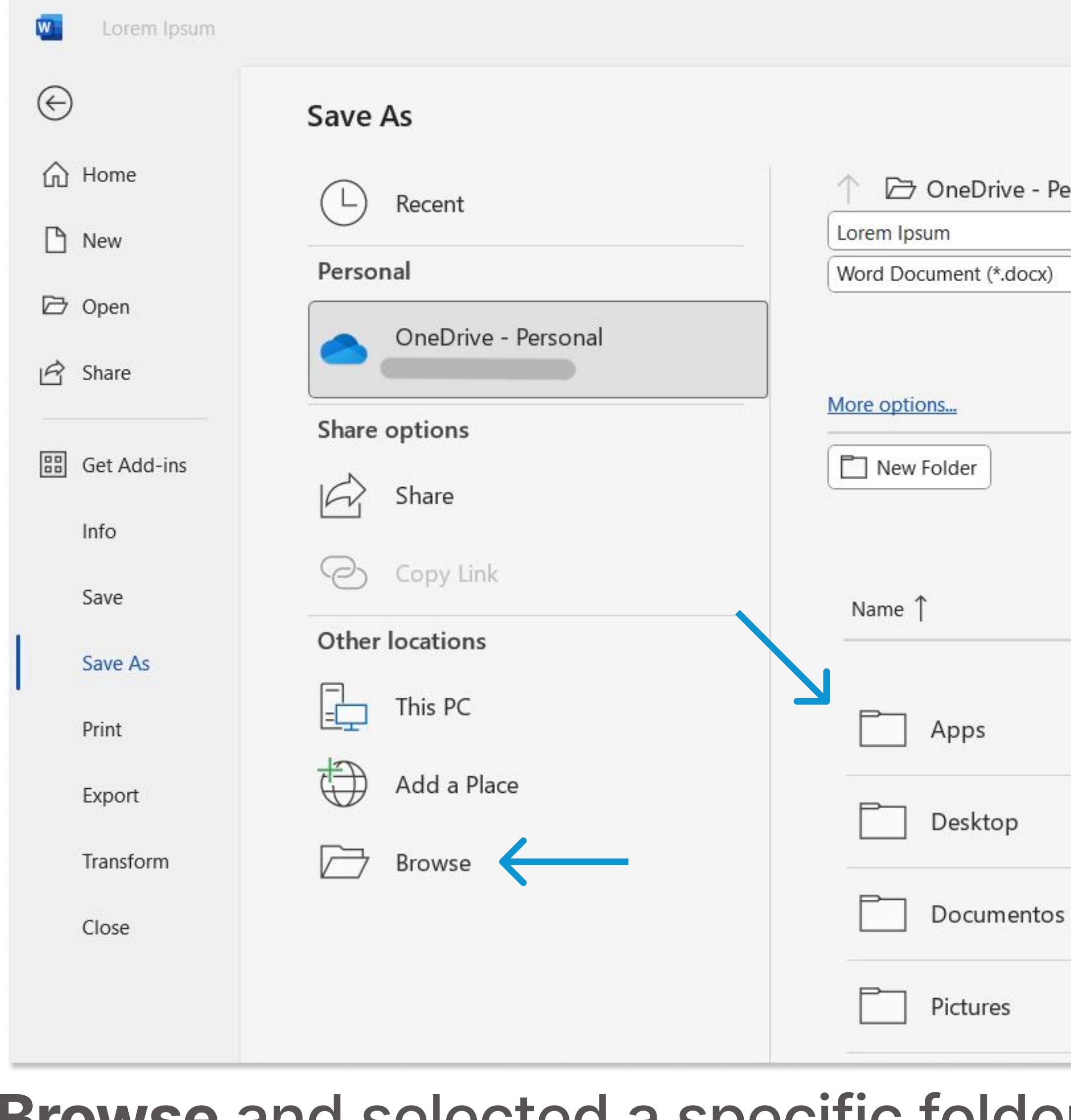
## 2. Click File



## 3. Click Save As

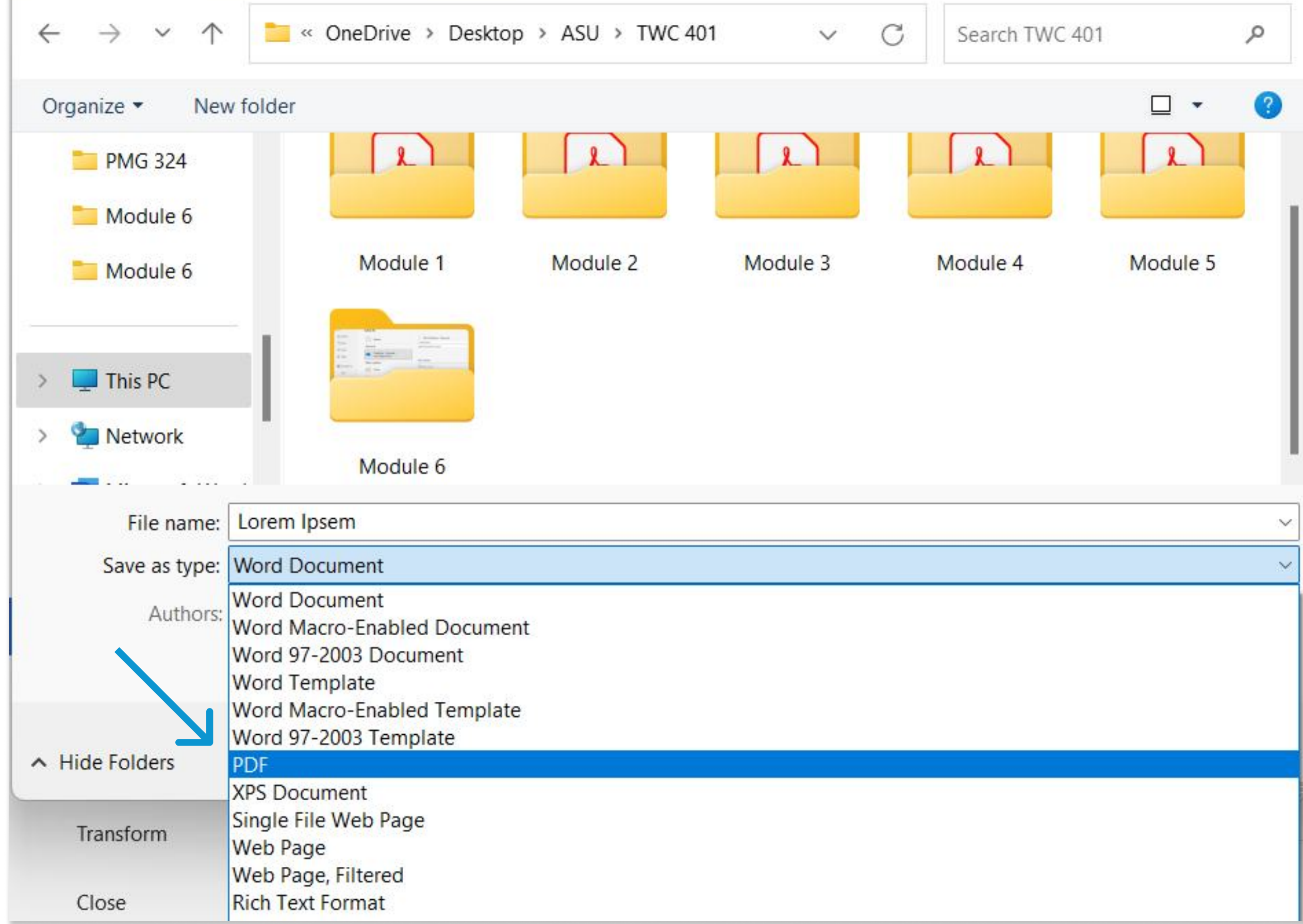


## 4. Choose where to save your file, or click Browse to select another location

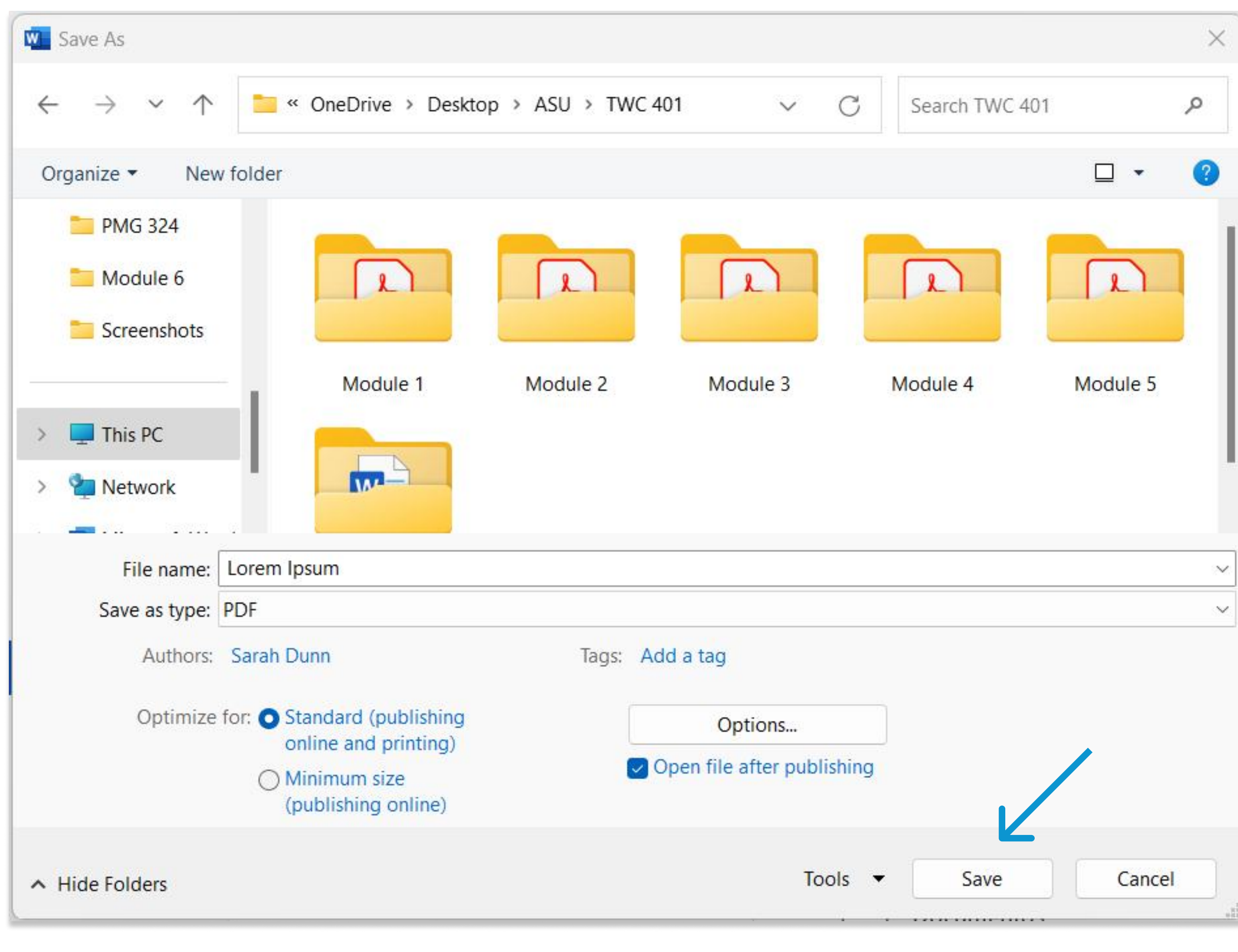


I chose **Browse** and selected a specific folder.

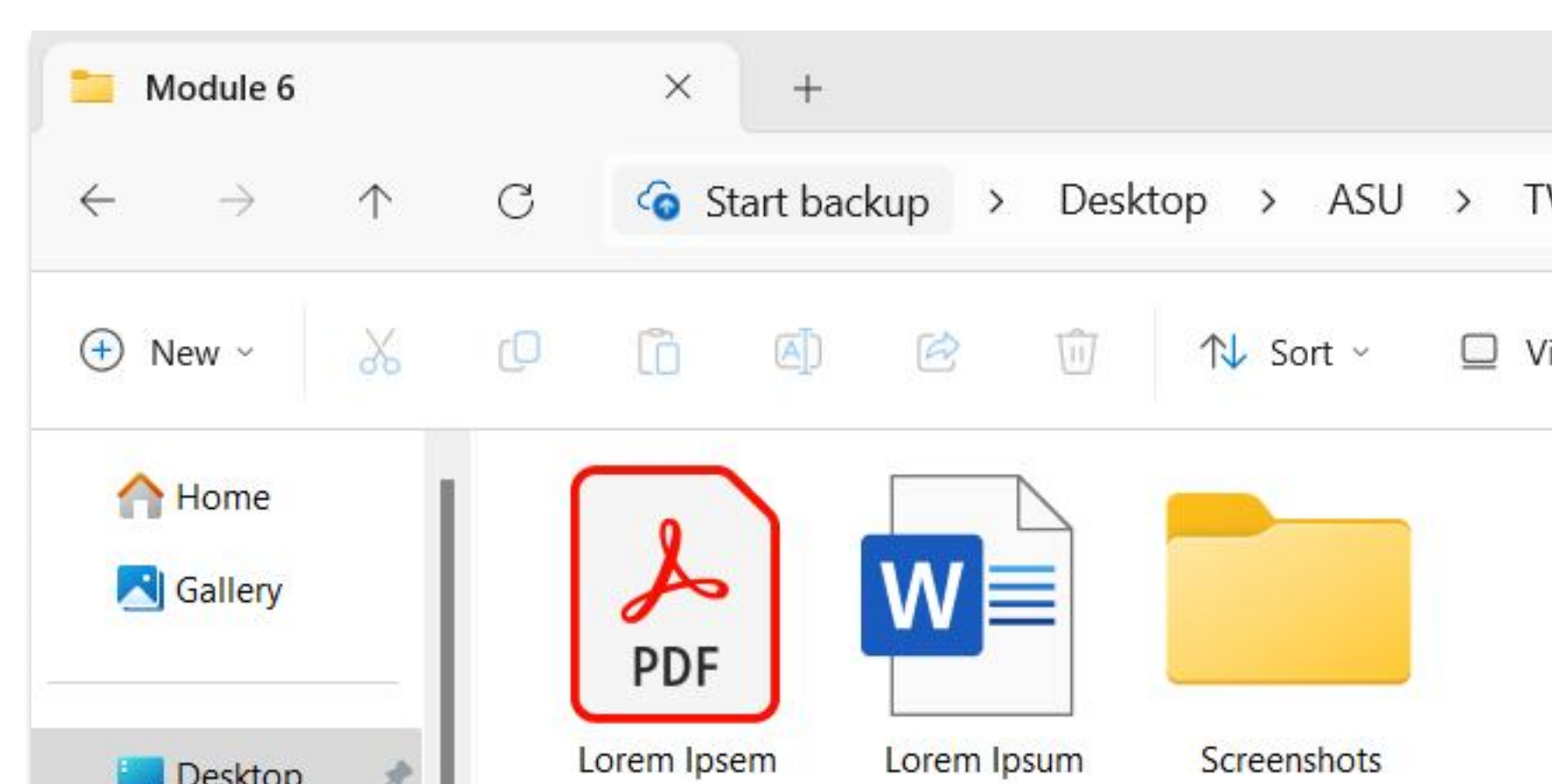
## 5. Using the Save as Type dropdown box, change the file type from Word Document to PDF



## 6. Click Save



Depending on your settings, the PDF may open or you may need to navigate to your chosen location to find it.



## 7. Test your PDF to avoid unexpected problems

Click [here](#) to see the PDF I created and test the links!