



Do you ever struggle with how to convert a Word document into a PDF document? Given up trying? Don't despair...we are here to help! Welcome to the world of creating PDF documents...

- Compose your Word document as usual –

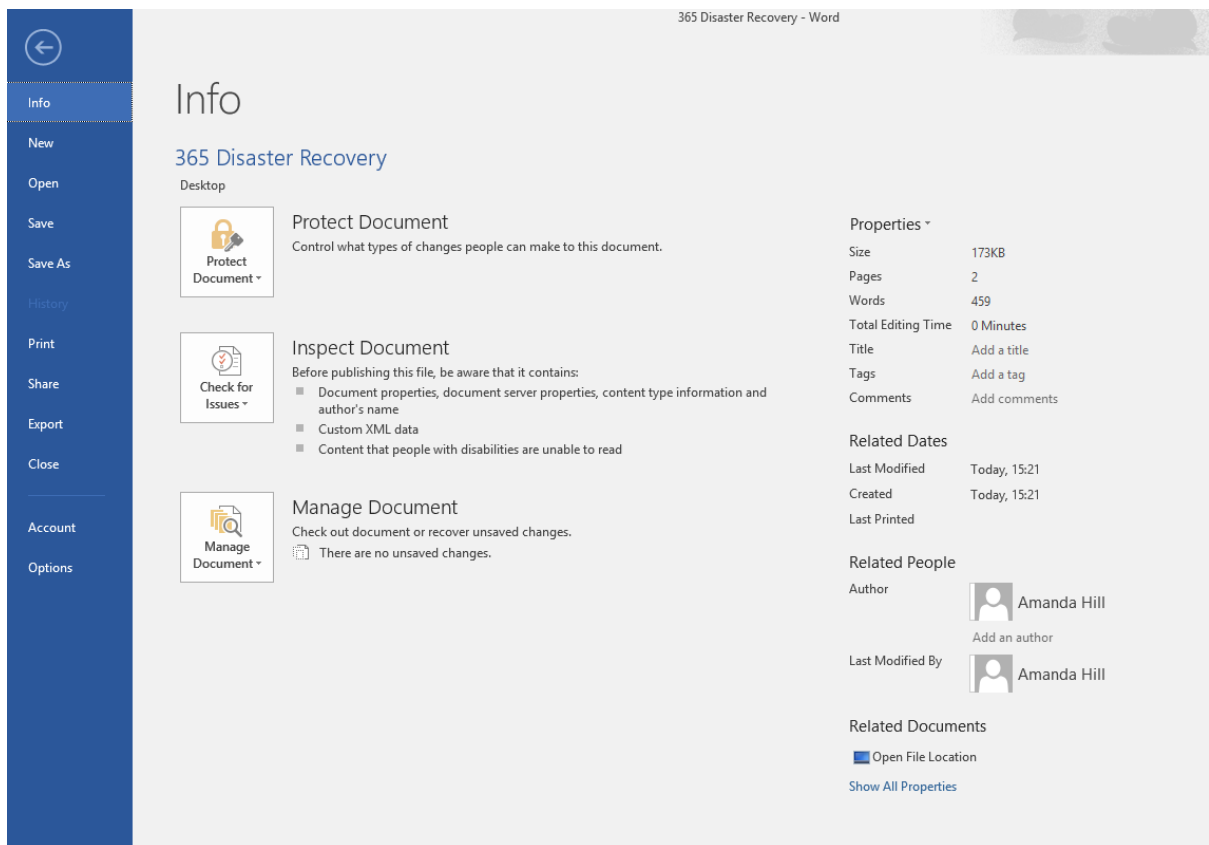
As a proactive and forward thinking organisation, we are always looking for ways to make our clients lives easier. One huge challenge that organisations face is how to avoid business disruption, following a server failure or data loss. Whether it's malicious, human error or Mother Nature, having a solution in place is vital to protect your data. The main reasons for [hardware failure](#) are shown in the below diagram -

Reason	Percentage
Hardware Failure	40%
Human Error	29%
Software Corruption	13%
Theft	9%
Viruses	6%
Hardware Destruction	3%

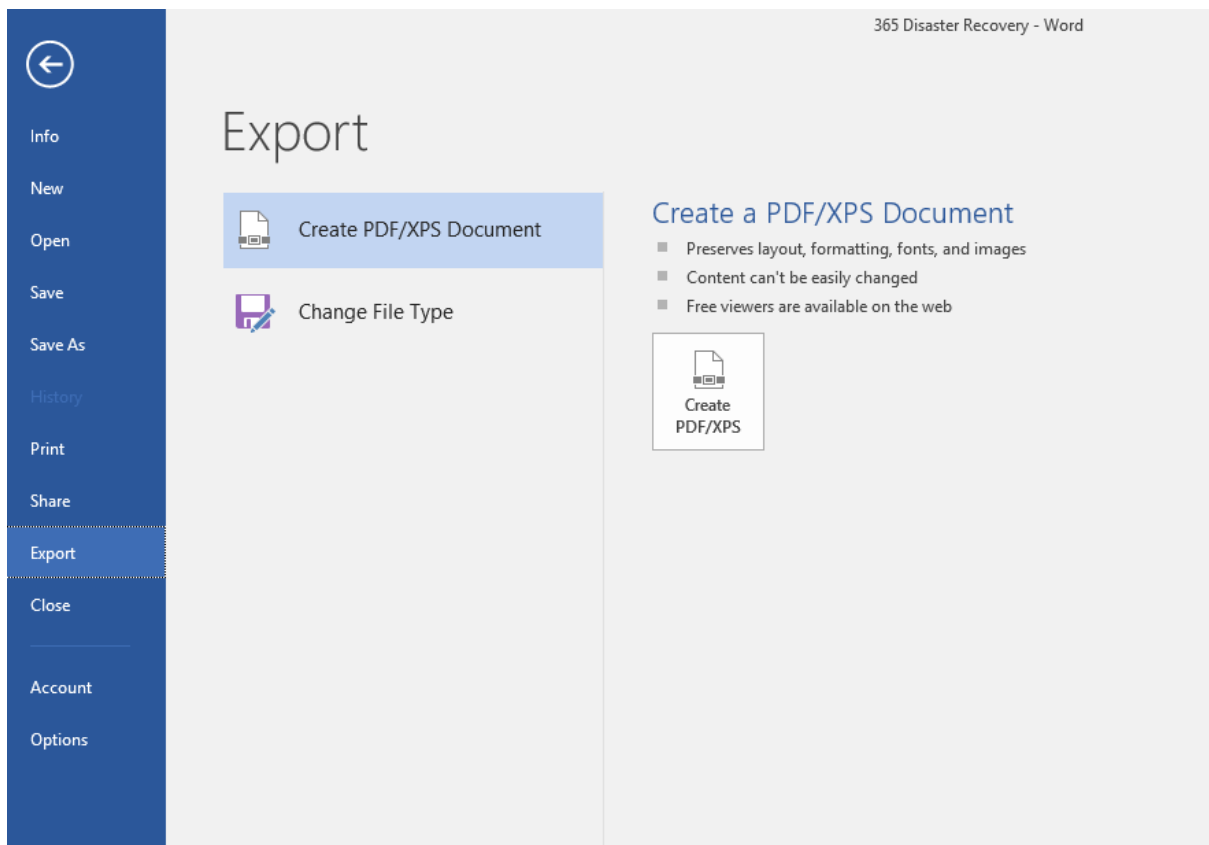
Here are a few examples of UK organisations statistics regarding data loss and hardware failure:

- 20% of businesses will suffer either fire, flood, power failures or hardware/software disasters within their organisations.
- 70% of businesses without an adequate [DRP \(Disaster Recovery Plan\)](#) that experience a major data loss go out of business within the first twelve months.
- 43% of businesses unable to resume operations within ten days will never reopen.

- Once you have composed and saved your Word document as usual, click on **File** and the following menu will appear –



- Click on **Export** on the left hand side of the menu and the following options will appear –

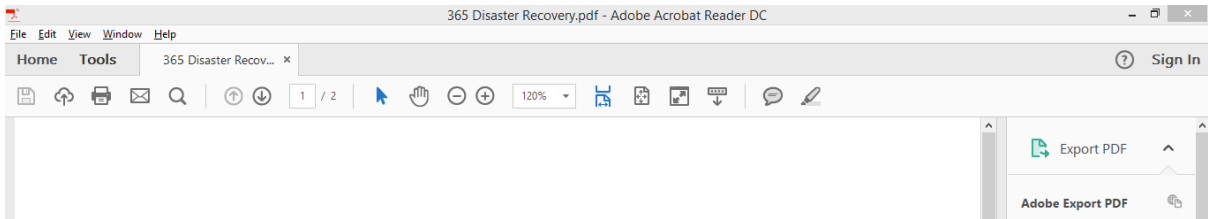


- Click on **Create PDF/XPS Document** and the following will appear –

Here are a few examples of UK organisations statistics regarding data loss and hardware failure:

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- Save your document where you wish and once you have saved it, your PDF will appear! You will be able to see that it is a PDF by the bar at the top of your document. It will have a little PDF file image in the top left hand corner and your document name, followed by pdf in the middle of the document. *Ta-da!*



Please feel free to call our helpful and knowledgeable team on 01843 572600 if you would like any advice about your Word documents. You can also email us at hello@365itsupport.co.uk – we are always happy to help and provide advice for your IT requirements.