

PEERNET PDF Creator Plus 8.0

Convert DOCX to PDF with PDF Creator Plus



OVERVIEW

Converting DOCX to PDF is a snap with this economical and easy-to-use PDF creation software. With many built-in features, [PDF Creator Plus](#) is a complete solution for converting **Microsoft Word DOCX and DOC to PDF** and any file from a Windows application that can print.

TUTORIAL VIDEO

Watch on YouTube: <https://www.youtube.com/watch?v=-FcwIwyZhdM>

THE ADVANTAGES OF PDF CREATOR PLUS

What makes PDF Creator Plus shine is that it is a PDF builder. You could always convert **DOCX to PDF** using Microsoft Word's export feature. However, this limits you to a single PDF file. PDF Creator Plus makes it easy to merge your DOCX and DOC files with existing PDF files and any other document you can print. Combining documents for reports and sharing just got easier.

- Includes a Word Add-In for [creating PDF with hyperlinks and bookmarks](#).
- Easily merge DOCX and other files together into a single PDF.
- [Drag and drop PDF files](#) to quickly add your Word document to an existing PDF file.
- Preview, add, organize, and delete unwanted pages before creating your PDF.
- More than just PDF, [PDF Creator Plus can also create TIFF](#), JPEG, and BMP images.

INSTALLING PDF CREATOR PLUS

[Download and install a free trial](#) to try it out or [install and activate your purchased copy](#). This adds the **PDF Creator Plus app**, **Save As PDF 8.0 Word Add-In**, and **PDF Creator Plus 8** virtual printer to your computer.

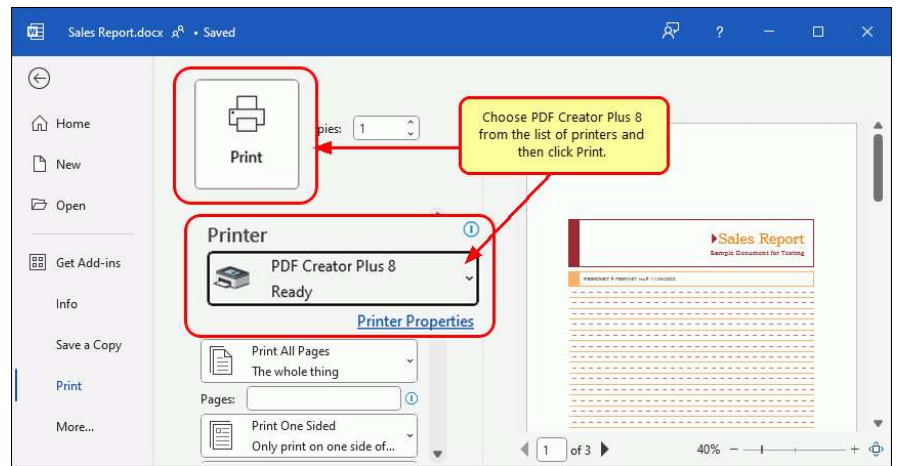
PDF Creator Plus can convert DOCX to PDF in two ways. The first and easiest way is to print the Word document to the **PDF Creator Plus 8** printer. The second method uses the included **Save As PDF 8.0 Add-In** in Word to create a PDF with a table of contents and hyperlinks.

Let's explore the basics of printing our Word document to PDF Creator Plus to create a PDF.

If you need a PDF with a table of contents and link information, jump to the section [Converting a DOCX to PDF with a Table of Contents and Links](#).

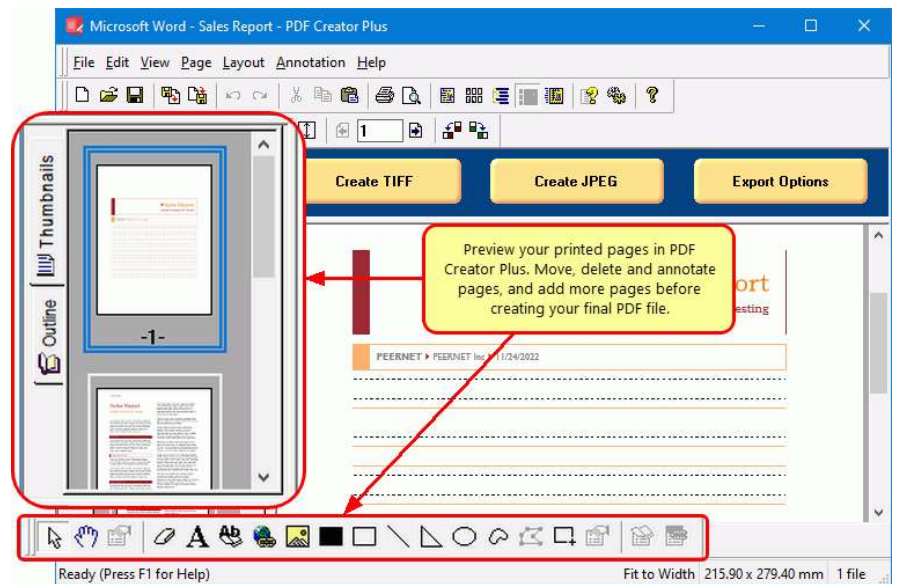
CONVERT DOCX TO PDF – THE BASICS

1. Open your DOCX file in Word and go to **File – Print** in the menu. Next, select **PDF Creator Plus 8** from the list of printers, then click **Print**.

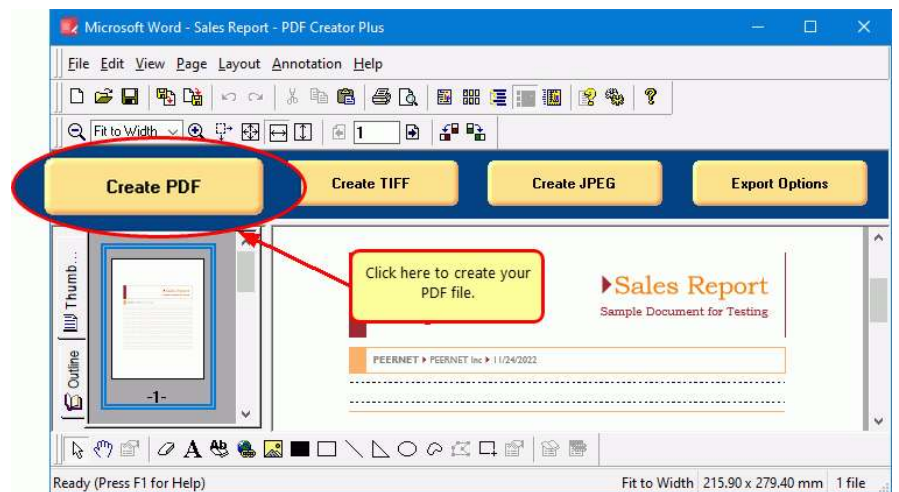


2. The **PDF Creator Plus 8** printer sends your printed DOCX pages to the **PDF Creator Plus app**. In the app, you can move or delete pages.

There are also tools to mark up pages with text, shape, and image annotations.

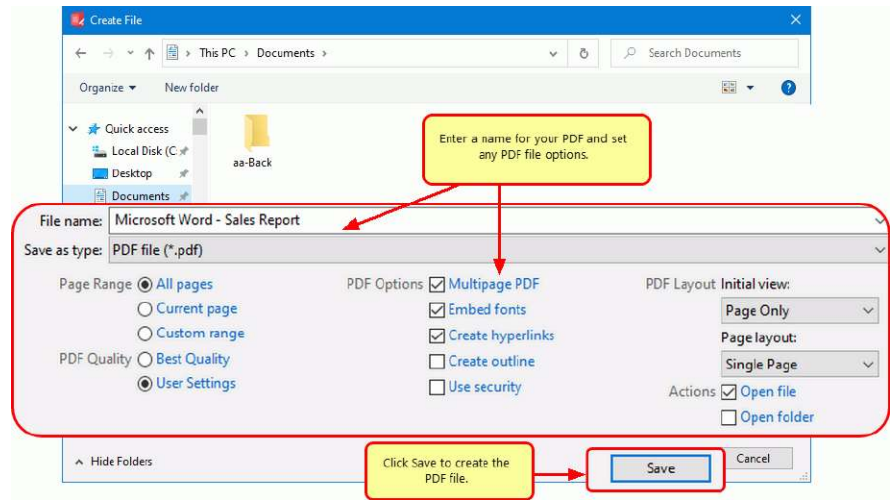


3. Once you have added all the pages from your DOCX or DOC and other files to the PDF Creator Plus app, it is time to create your new PDF file. To begin, select the **Create PDF** button in the task window.

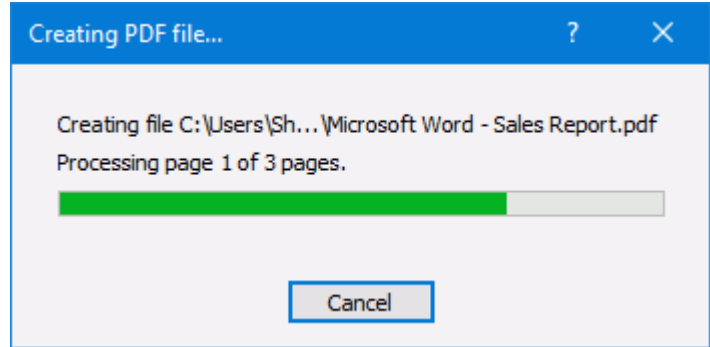


4. In the **Create File** dialog, edit the name for your new PDF file and choose where to save it. Next, set your options for creating a PDF file:

- a. Select **PDF file(*.pdf)** as the *Save as type*
- b. Check the **Multipaged PDF** and **Embed fonts** options.
- c. If you added [hyperlinks](#) or [outline information](#) annotations by hand, check the options for **Create hyperlinks**, **Create outlines**, or both.
- d. Check the **Open file** option to open PDF automatically upon creation.
- e. Click the **Save** button when you are ready to create your PDF file.



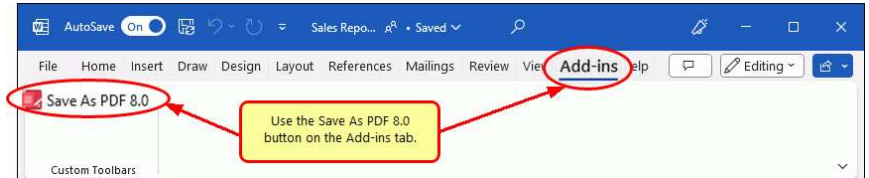
5. As PDF Creator Plus generates your new PDF, a progress dialog will pop up. If you wish to change the PDF, click the Cancel button to halt the process. Make any desired adjustments and start again.



CONVERTING A DOCX TO PDF WITH A TABLE OF CONTENTS AND LINKS

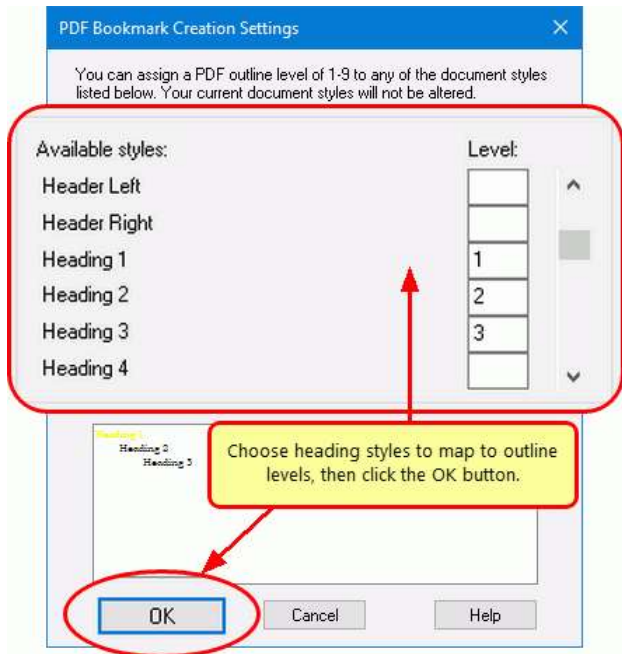
The second way to convert DOCX to PDF and DOC to PDF is to use the **Save As PDF 8.0 Add-In** included with PDF Creator Plus. Using the add-in to send Word documents to PDF Creator Plus creates a PDF with hyperlinks and a table of contents.

1. Open your document in *Microsoft Word* and select the **Save As PDF 8.0** button from the Add-Ins tab on the ribbon.

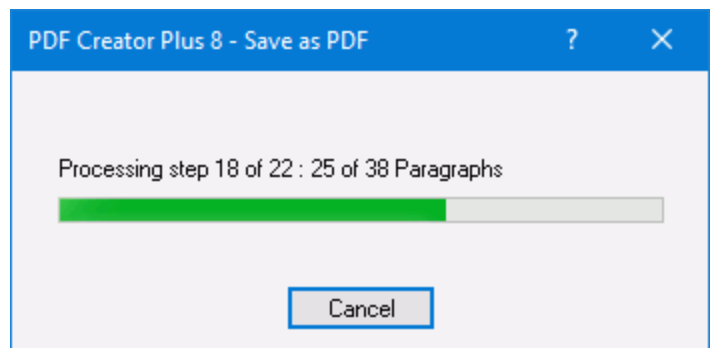


2. In the **PDF Bookmark Creation Settings** dialog, choose which headings and styles in your Word document to include as your table of contents in the PDF file.

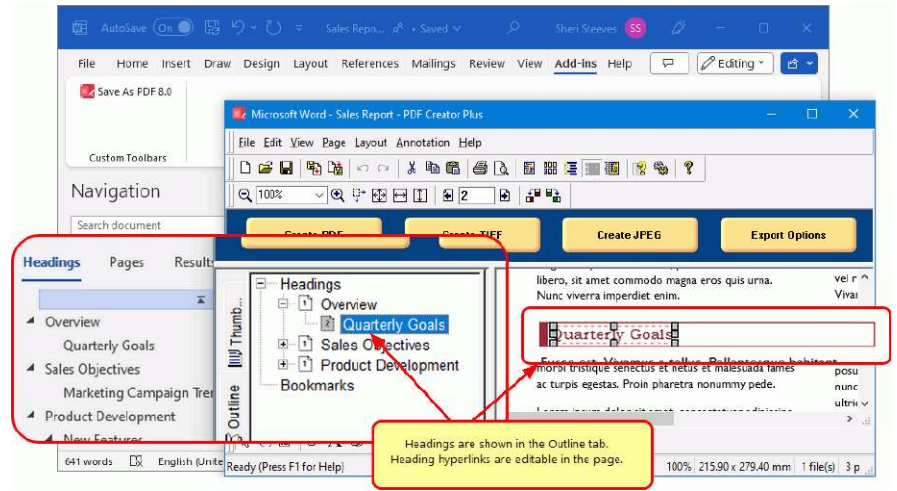
The default settings use Heading 1, 2, or 3 text to generate Level 1, 2, or 3 bookmarks in Adobe PDF. Click the **OK** button to start.



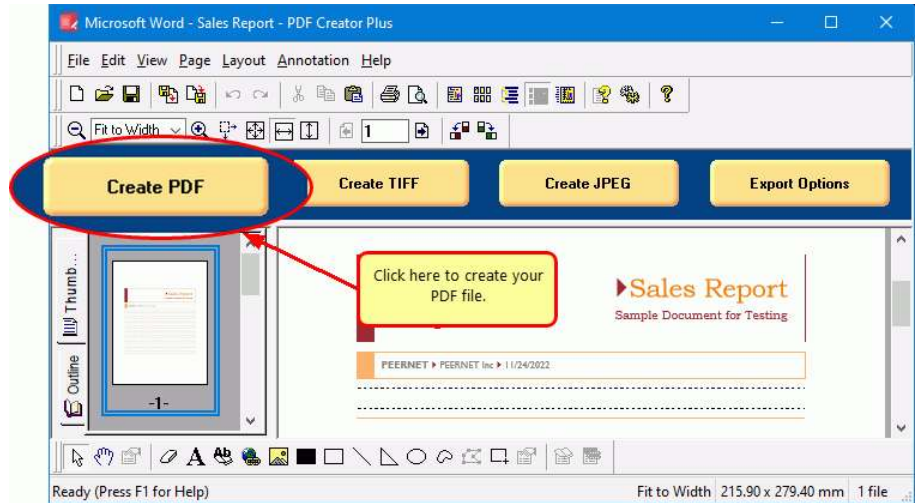
3. A progress dialog displays the steps as the Save As PDF Add-In works on your document; this may take some time when processing complex documents



4. When complete, the Add-In sends the pages, the bookmarks, and hyperlinks to PDF Creator Plus.

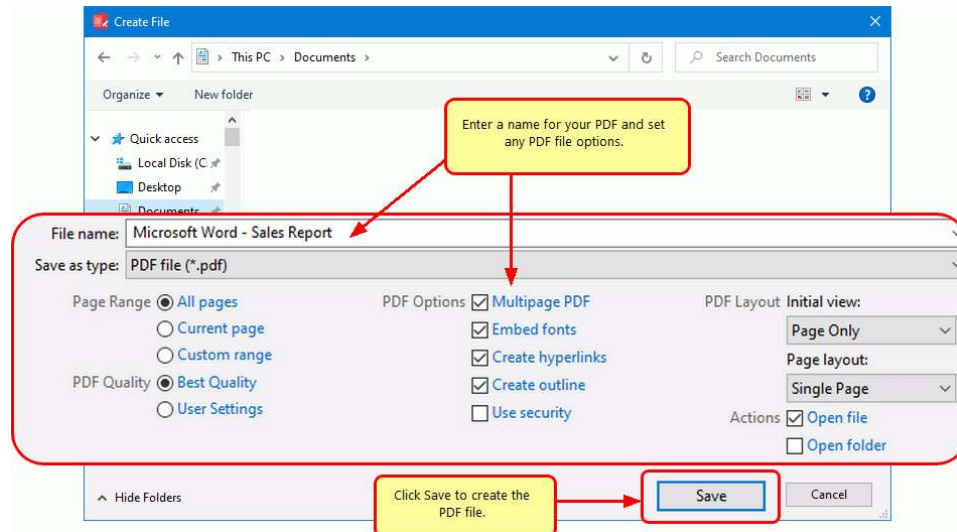


5. You can now create your PDF file or continue adding more pages using the Word Add-In or by printing from Word or other apps. When you have added all the pages you want to include in your PDF, click the **Create PDF** button in the task window.



4. In the **Create File** dialog, edit the name for your new PDF file and choose where to save it. Next, set your options for creating a PDF file:

- Select **PDF file (*.pdf)** as the *Save as type*
- Check the **Multipaged PDF** and **Embed Fonts** options.
- Check the options for **Create hyperlinks** and **Create outlines** to include this information in the PDF. You can also manually add [hyperlink](#) and [outline](#) annotations.
- Check the **Open file** option to open PDF automatically upon creation.
- When you are ready to create your PDF file, click the **Save** button.



8. As PDF Creator Plus generates your new PDF, a progress dialog will pop up. If you wish to change the PDF, click the Cancel button to halt the process. Make any desired adjustments and start again.

