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Method 1. 1. Open the Word document. Double-click the document you want to convert into a JPEG. This will open the document in Microsoft Word. 2. Click File. It's in the top-left corner of the Word window. A pop-out menu will appear. 3. Click Save As. This is in the pop-out menu on the left side of ...

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A special type of software (technically called add-in) has the ability to convert Microsoft Word documents to PDF. However, Word 2007 does not include this add-in by default. To convert to PDF with Microsoft Word 2007, you have to download the add-in from Microsoft's website.

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