



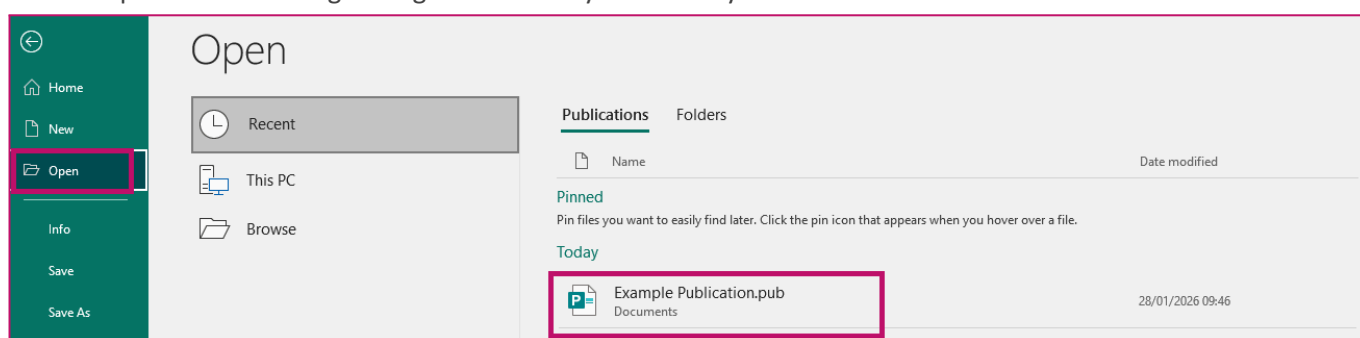
Converting Publisher files to other formats

Microsoft Publisher will be **discontinued on October 13th 2026**, meaning it will no longer be available on school devices. To preserve existing Publisher documents, **follow the instructions below**.

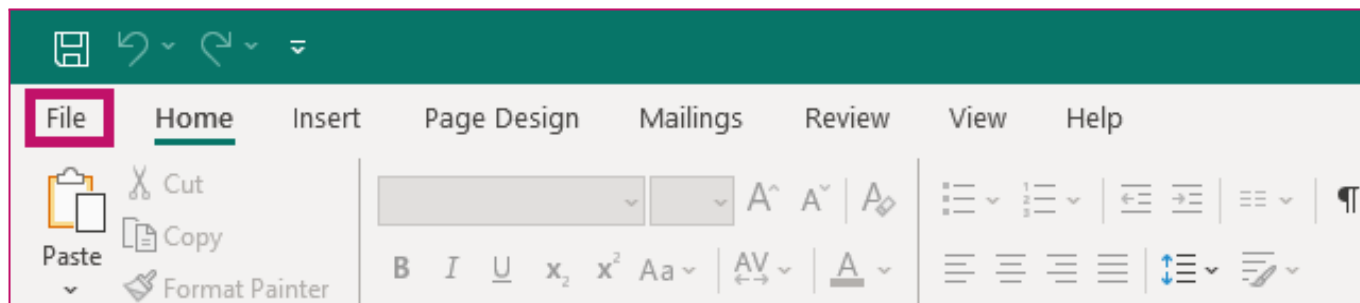
1. [Converting Publisher files to Word files](#)
2. [Converting Publisher files to PDF files](#)
3. [Converting files to Google applications](#)
4. [Keeping your device clean after uploading](#)

Converting Publisher files to Word files

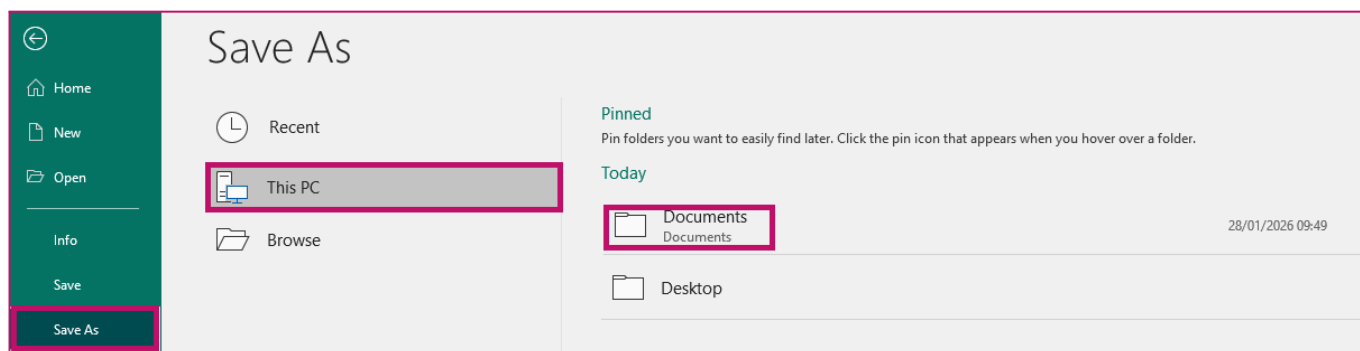
1. Open the file through using Publisher as you normally would



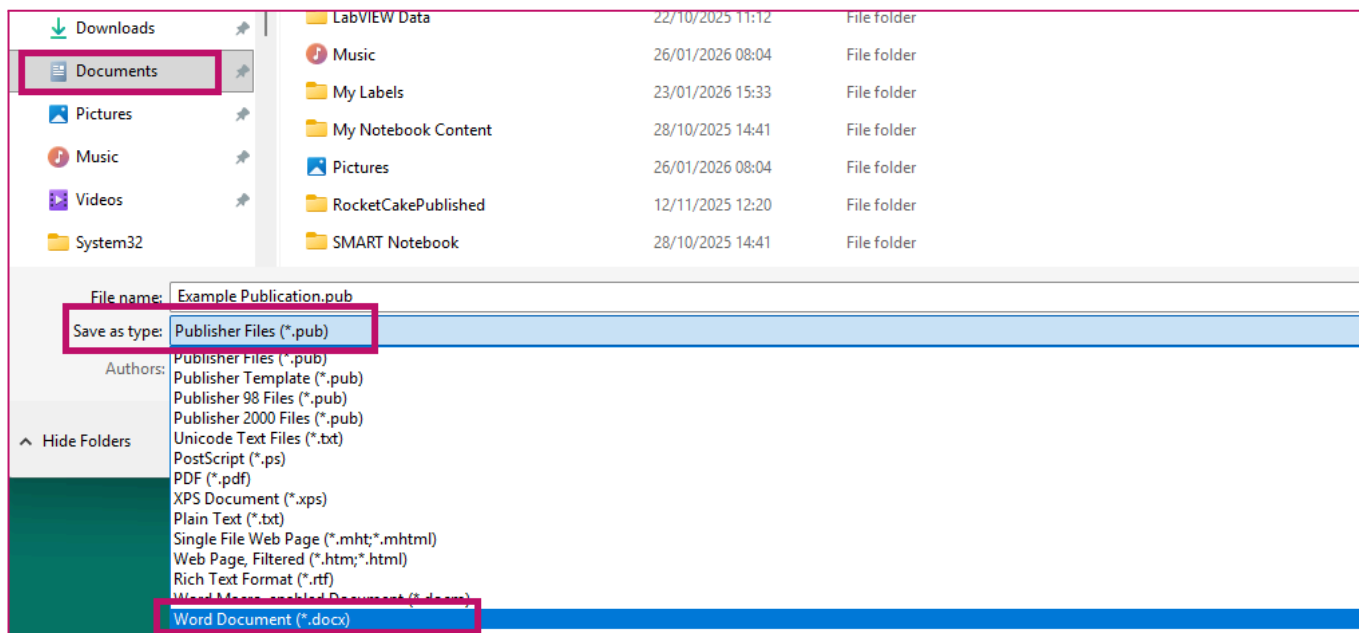
2. Go to **File**, then navigate to the **Save as** button



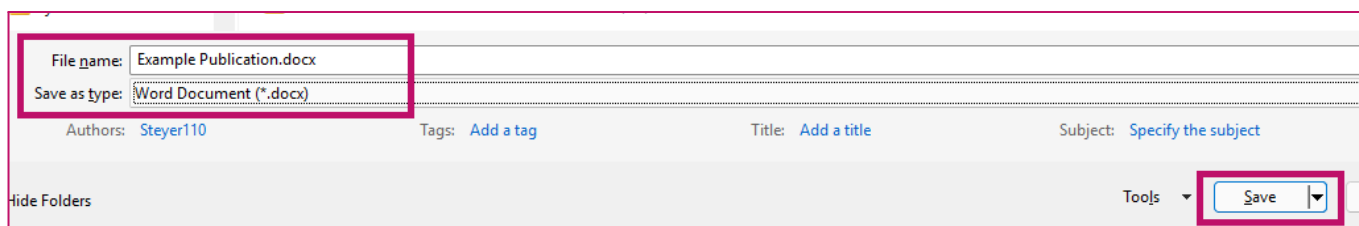
3. Select the location where you want to save the file - preferably the Documents folder



4. In the **Save as type** dropdown, select **Word Document (.docx)**



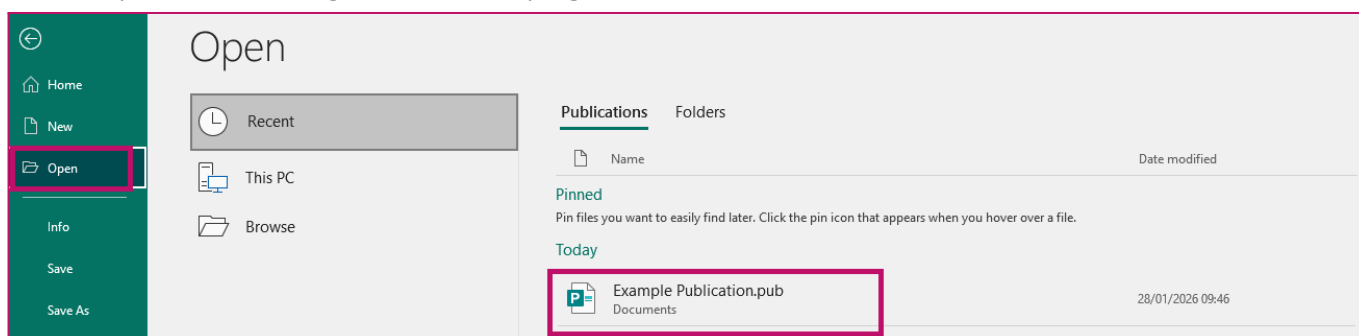
5. Click **Save**, and close the program. Feel free to change the file name here if you wish.



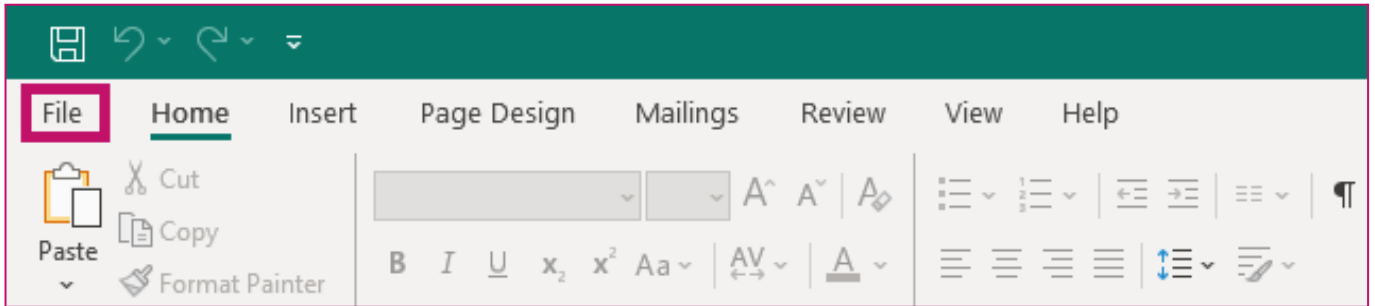
The document should now be saved as a Word document, allowing you to open the Publisher file in Microsoft Word instead. The text can be edited in Word, but the layout and structure may be skewed.

Converting Publisher files to PDF files

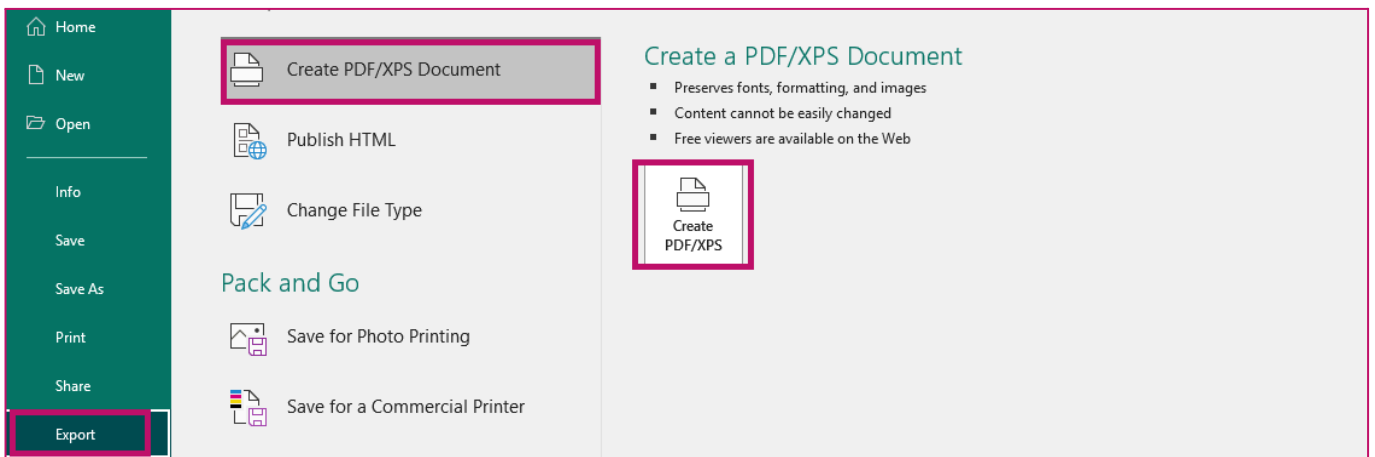
1. Open the file through the Publisher program



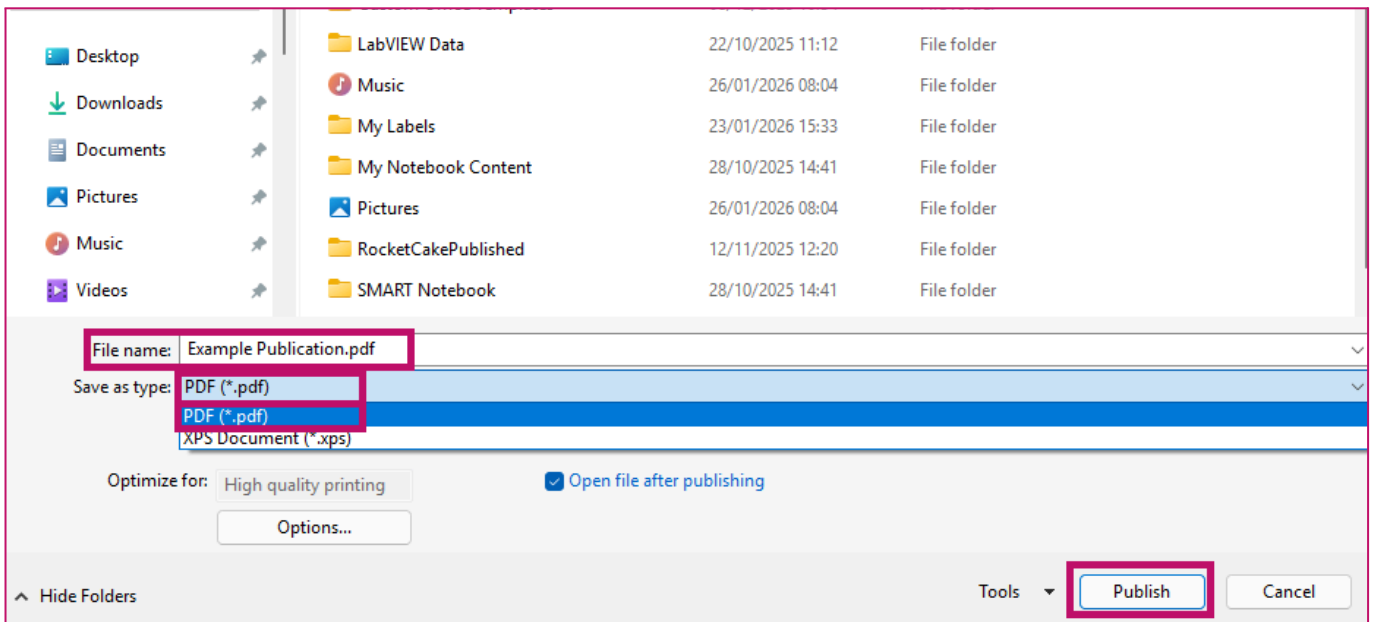
2. Go to **File**, then navigate to the **Export** button



3. Click **Create PDF/XPS Document**, then navigate to **Create PDF/XPS**



4. In the **Export** dropdown, select **PDF (.pdf)**. Feel free to change the file name here if you wish. Then, click **Publish** and close the program.



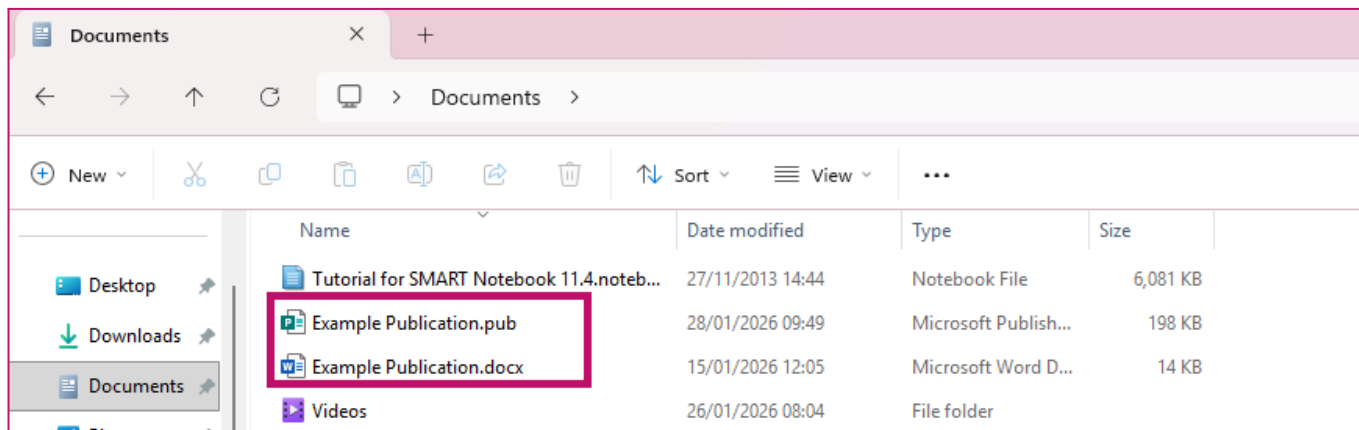
The document should now be saved as a PDF, which is supported by the majority of document viewers and editors on the Internet. The document could also be saved as an XPS document, but it would be recommended not to save files in this format, as it is very difficult to edit and not a lot of platforms accept XPS files.



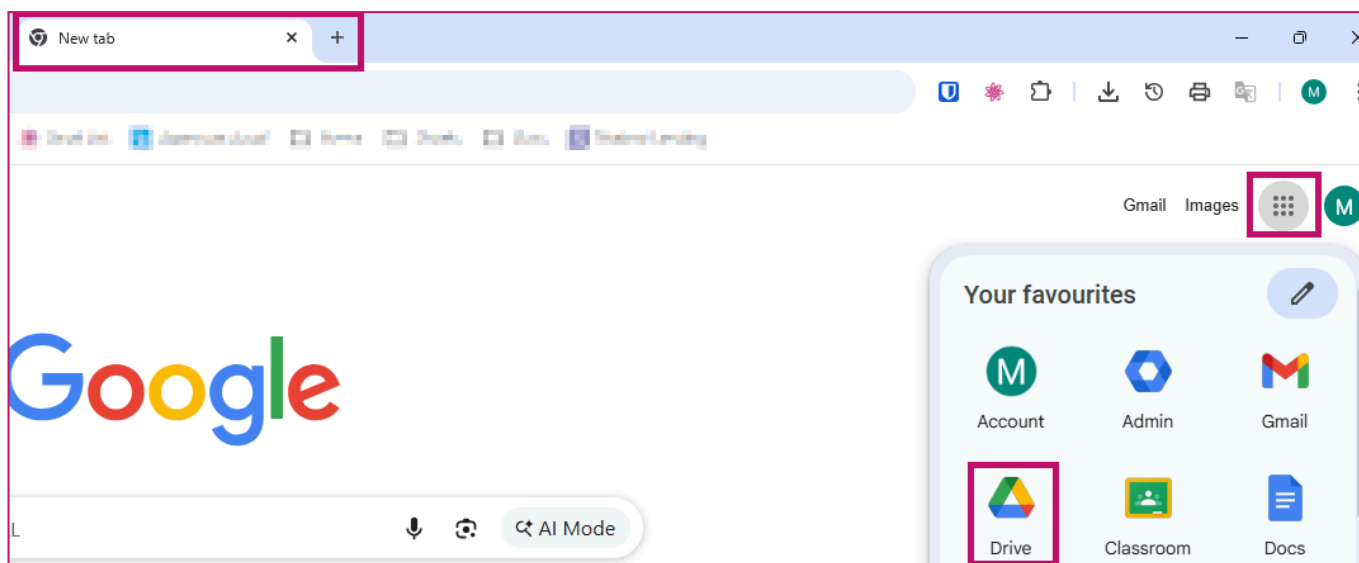
Converting files to Google applications

There is no direct way to upload Publisher files to Google Docs - Google apps instead rely on more broad file types like .docx or .pdf. Fortunately, Publisher is able to export files as DOCX and PDF like previously shown.

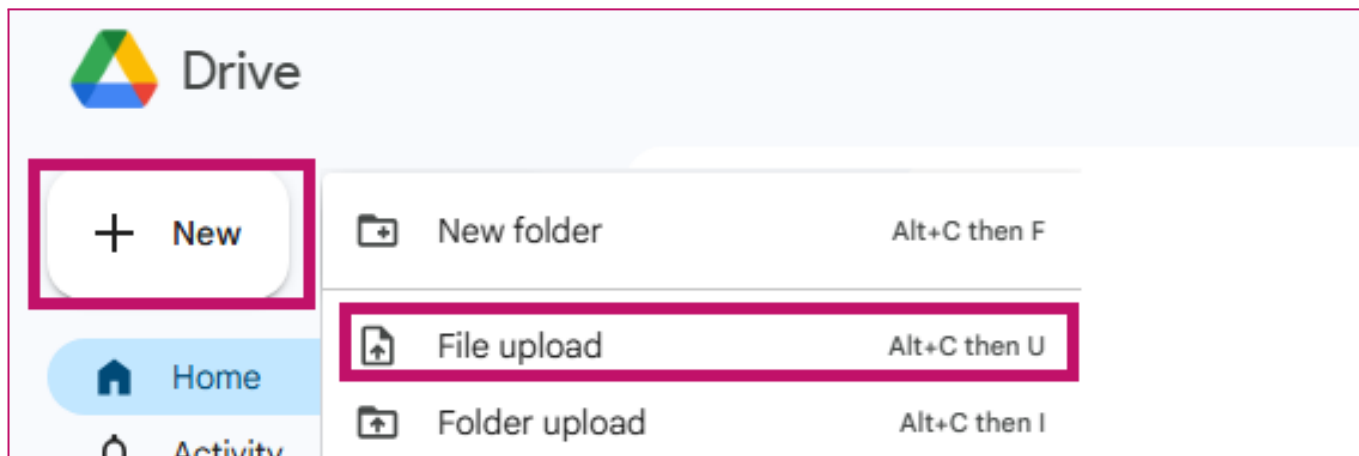
1. Convert the Publisher file into **PDF** or **DOCX (Word Document)**



2. Open a new tab on Google and go to **Google Drive** through the **waffle**

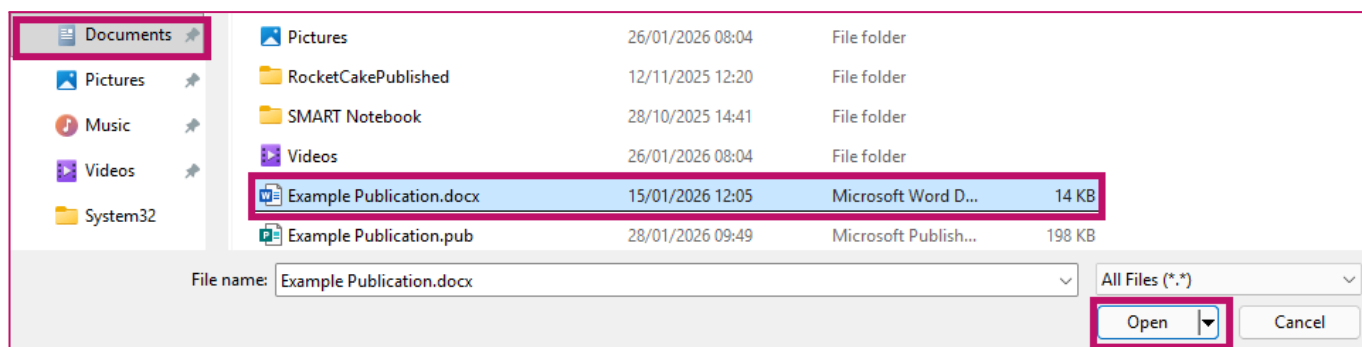


3. Click the **New** button and navigate to **File Upload**

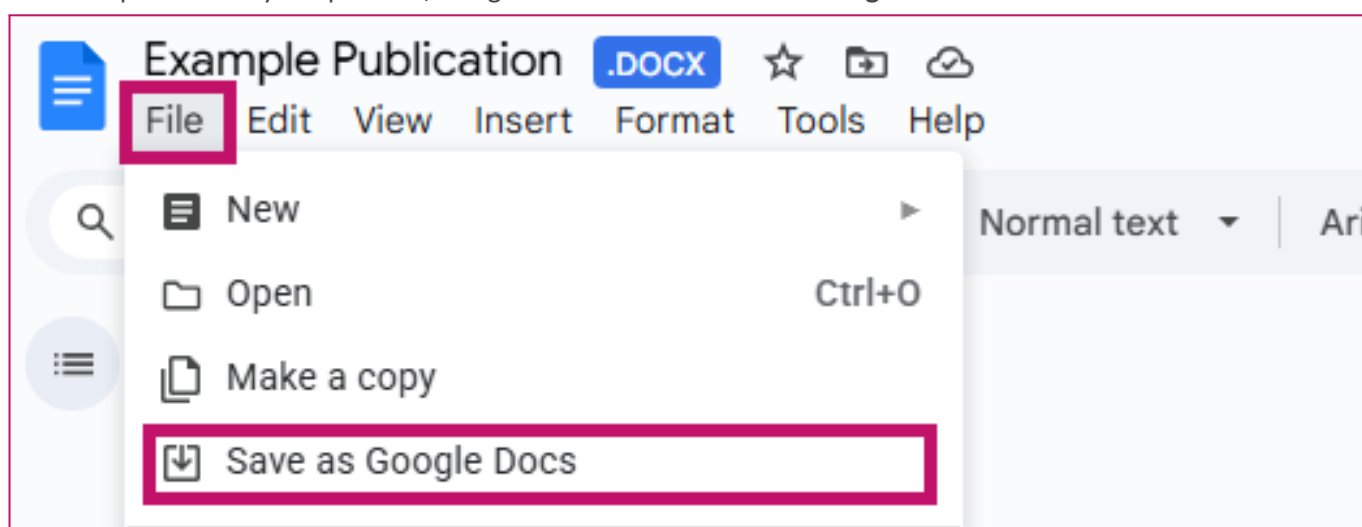




4. Select your **PDF/Word file** from your computer and select **Open**



5. Open the file you uploaded, navigate to **File** then to **Save as Google Docs**

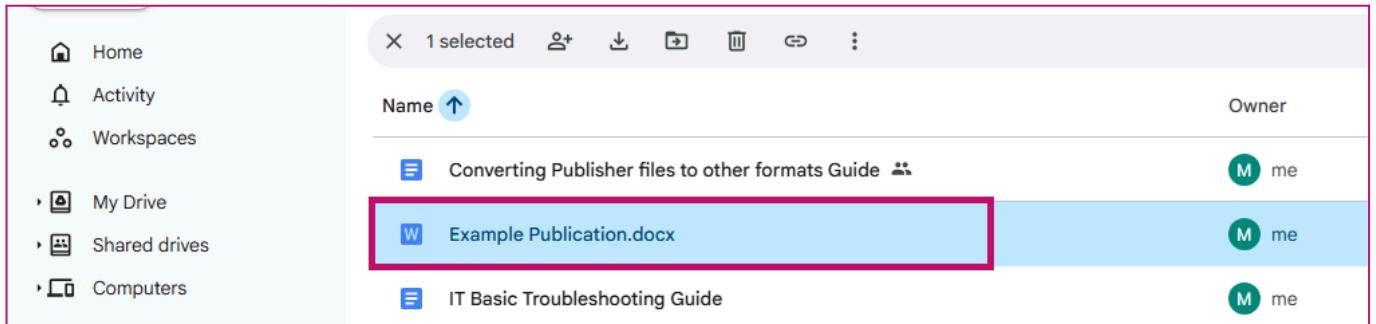


The document should now be in your Google Drive folder as a Google Docs file instead of a PDF/DOCX. This means your file is always accessible as long as you have an internet connection and access to your Google account, allowing you to work on your document from any location. Be aware that the same issues follow over into Google Docs - if you want to edit your document, be aware that it may affect the graphical appearance of your document, as the document was originally designed in Publisher.

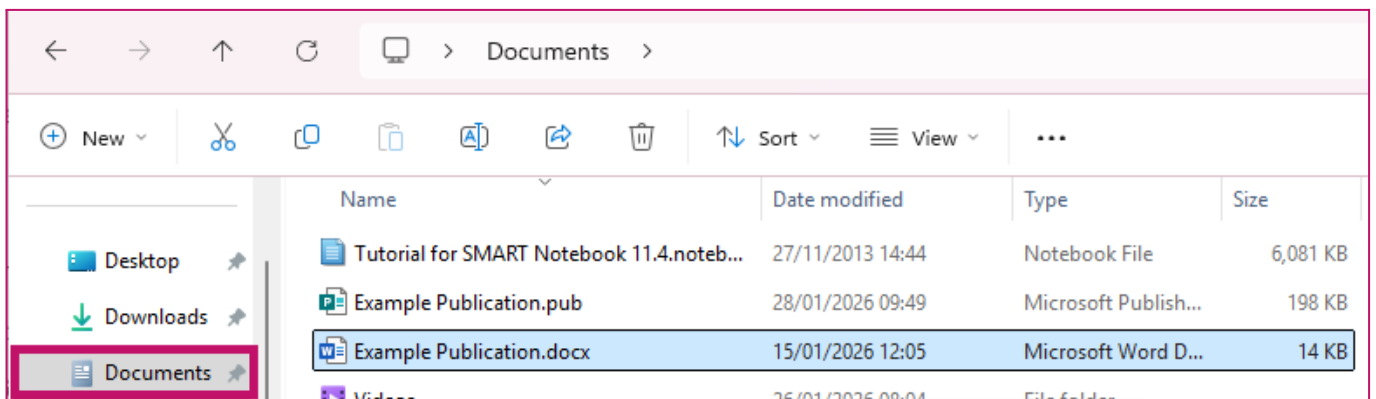
Keeping your device clean after uploading

After uploading your document to Google Drive, it's worth deleting your old file. If you have a file in the cloud, why bother keeping one in your documents folder and taking up space?

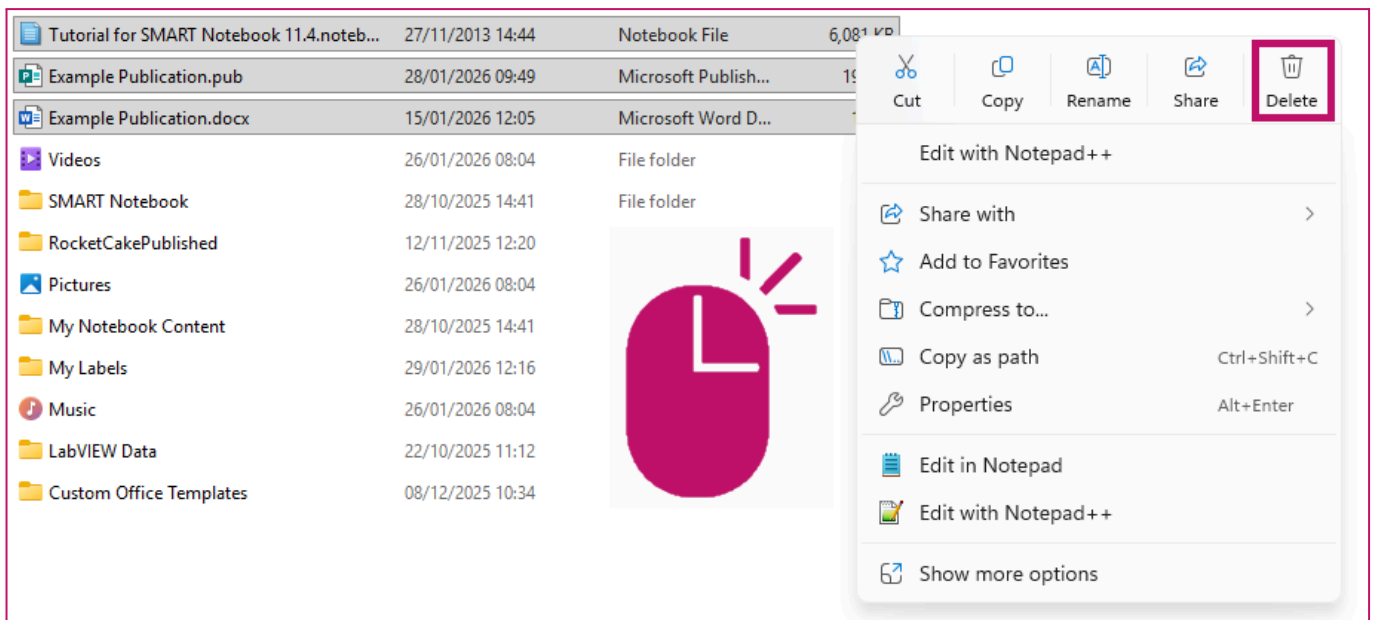
1. Confirm your document is **saved to Google Drive**



2. Navigate to the Documents folder



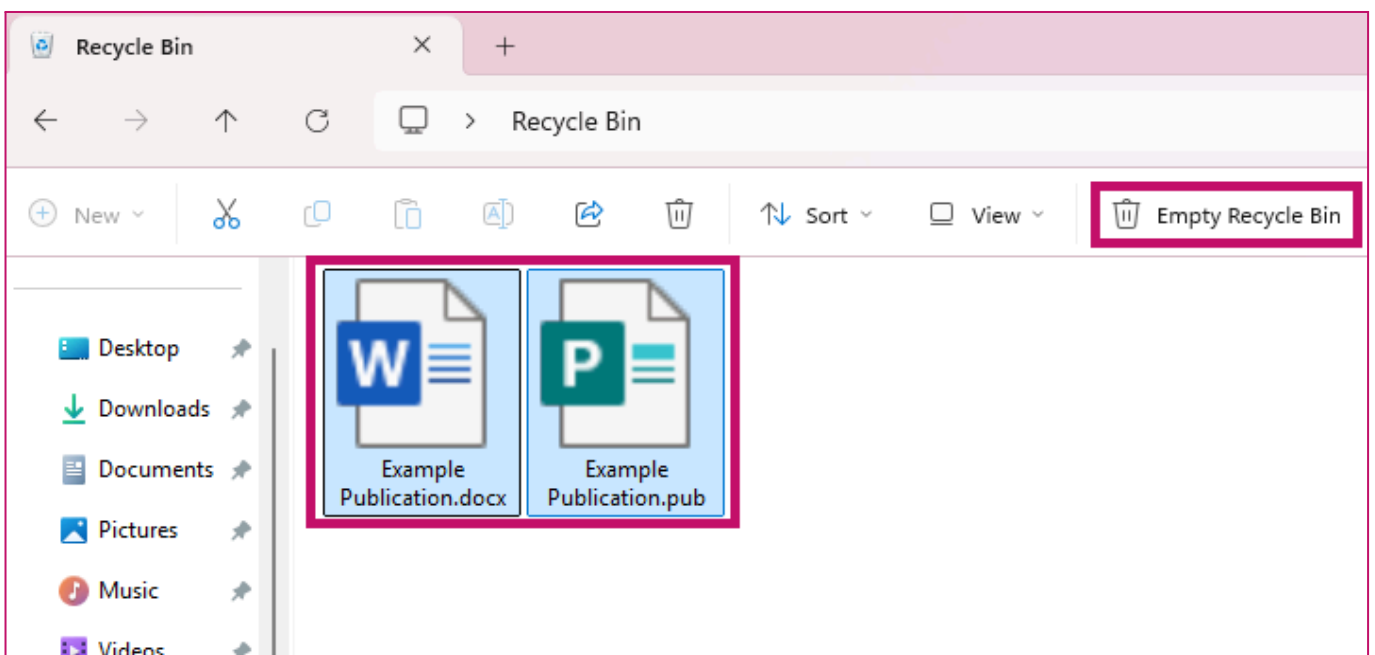
3. Delete the document (and any others that you no longer need)



4. Navigate to your Recycle bin



5. Find the **'Empty the Recycle Bin'** button and **press OK**



Your documents folder should now be cleaner than it was before, providing you with more space to save important documents. Google Drive is a great asset for this, allowing you to save files online for archival, and store newer devices directly on your machine without taking up as much space. Please remember to do this regularly, as you may have files stored on your device that you may not realise you had!