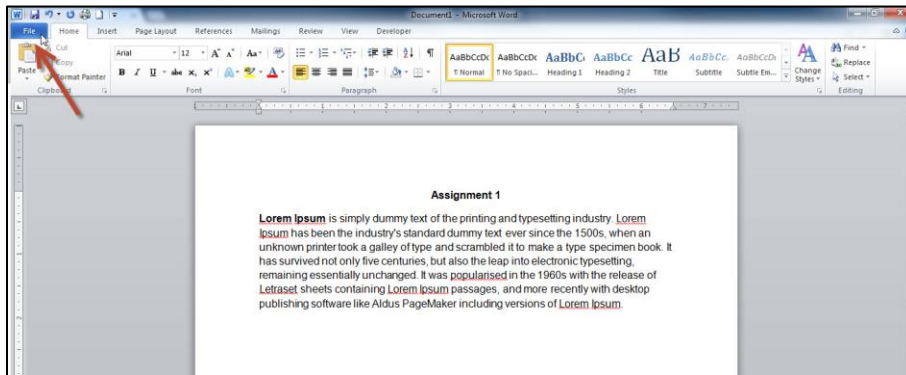


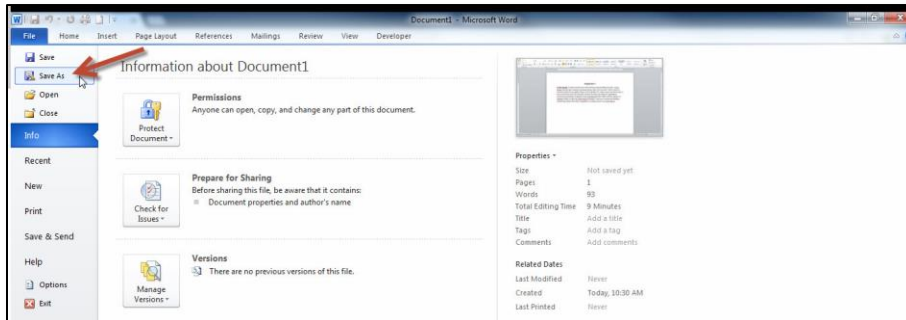
How to Save a File as a .pdf

Microsoft Word:

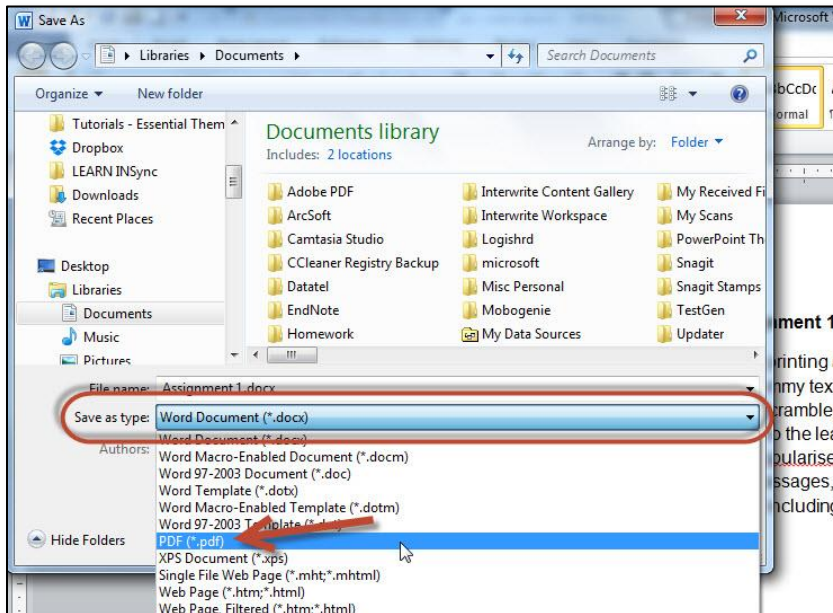
1. Click the **File** tab



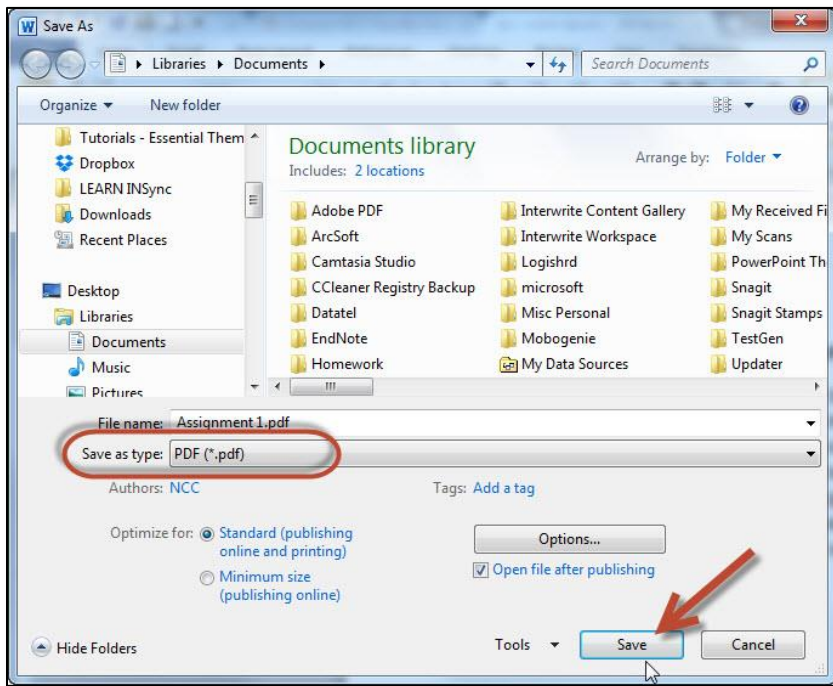
2. Click **Save As**



3. In the **Save as type** dropdown menu, select **PDF (*.pdf)**



4. Click the **Save** button



Notes:

- The above screenshots were taken from a computer using MS Word on a PC. MS Word on a Mac may vary slightly.
- By default, MS Word saves all documents to the Documents folder in your computer. You can select any location any location to save your file.

Google Docs:

1. Click **File**, then **Download As**, and then **PDF Document (.pdf)**

