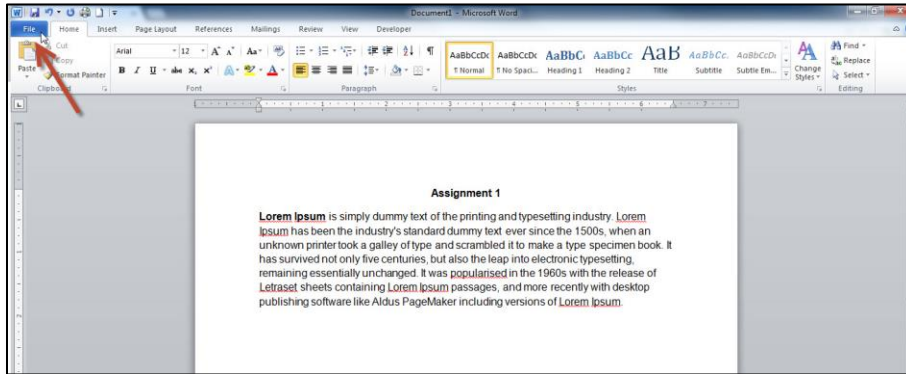
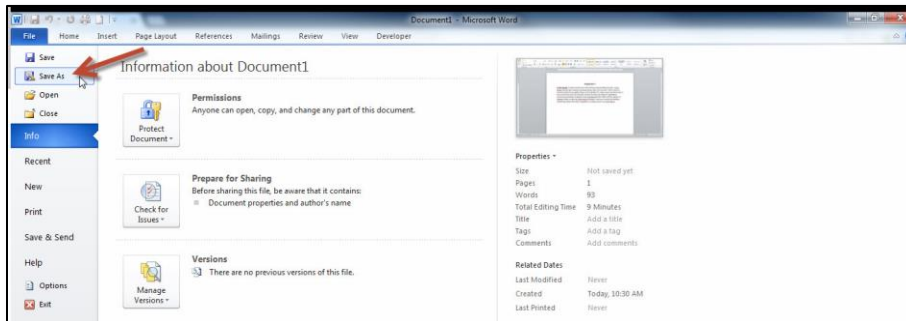


How to Save a File as a .pdf in Microsoft Word

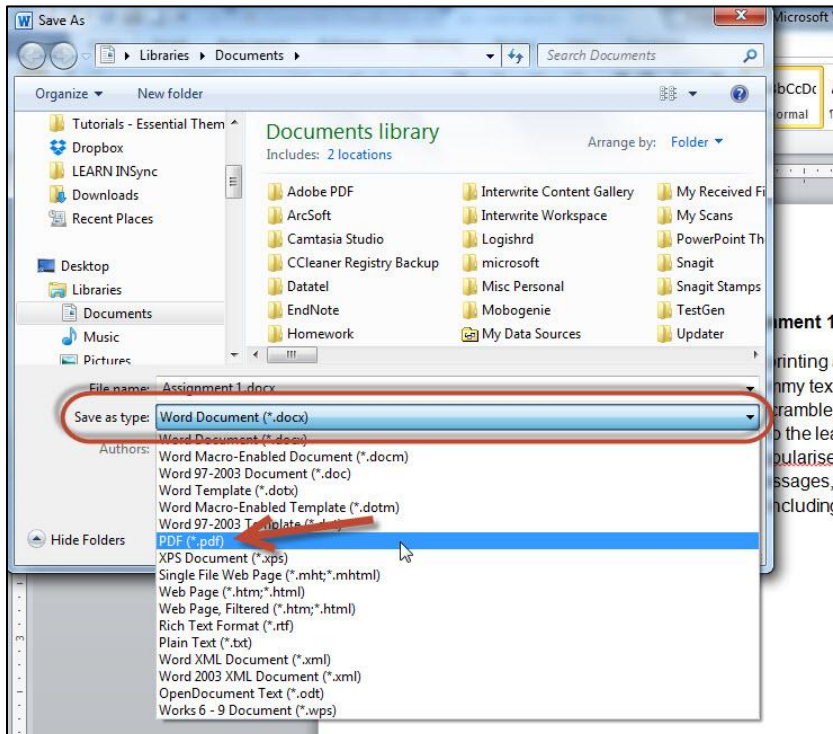
1. Click the File tab



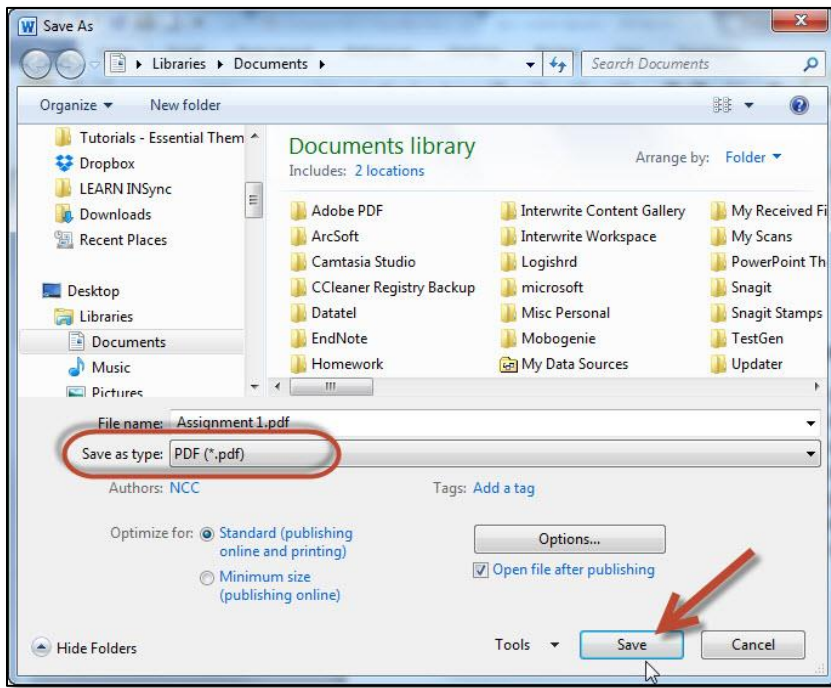
2. Click Save As



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.*