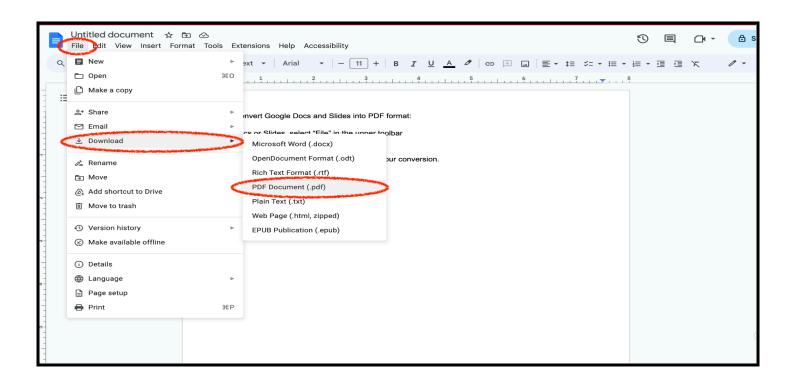


How to convert Google Docs and Slides into PDF format:



- 1. Within Docs or Slides, select "File" in the upper toolbar
- 2. Hover your cursor over "Download."
- 3. Then, select "PDF Document (.pdf)."
- 4. Then, follow your system's dialogue prompts to complete your conversion.



How to convert Microsoft Word and PowerPoint into PDF format:



- 1. Within your document or PowerPoint, select "Save."
- 2. Find and select "File Format," then select "PDF."
- 3. Follow your system's dialogue prompts to complete your conversion.

