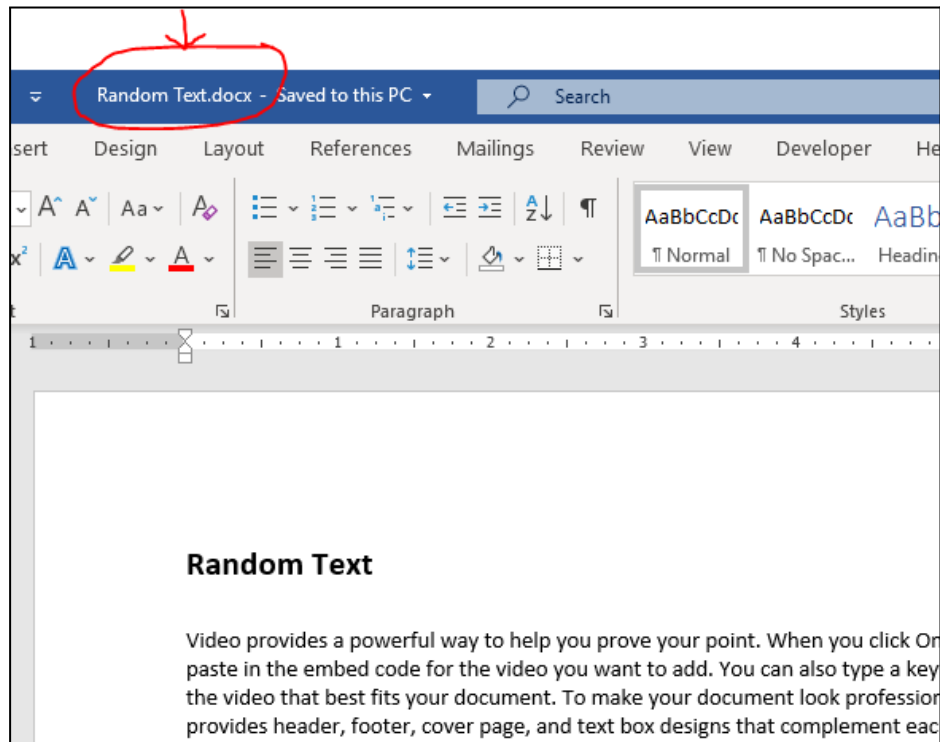


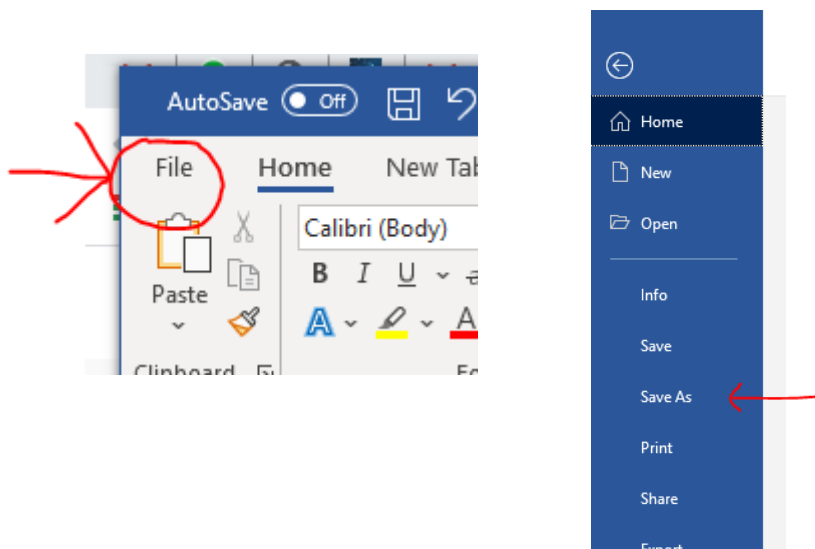
How to Save a Word Doc in PDF Format

PDF stands for Portable Document Format and it can be opened on PCs and MAC by most programs, as long as you have a PDF reader installed on your device. Adobe Reader is the most well-known of the readers but a quick search will bring up a variety.

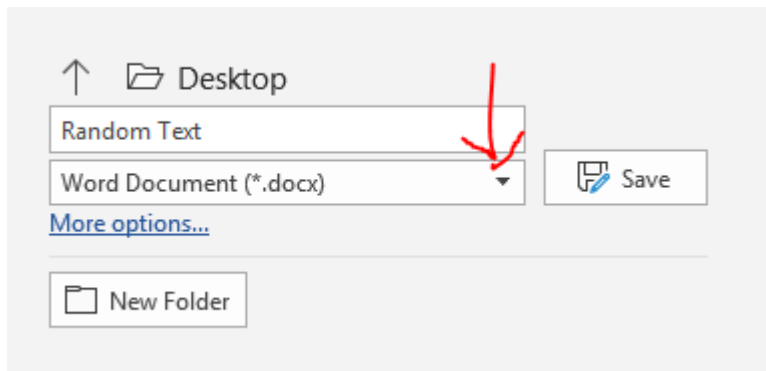
1. Create your document in Microsoft Word.
2. You know you're in Word when you see that it ends with .doc or .docx.



3. Go to **File > Save As**



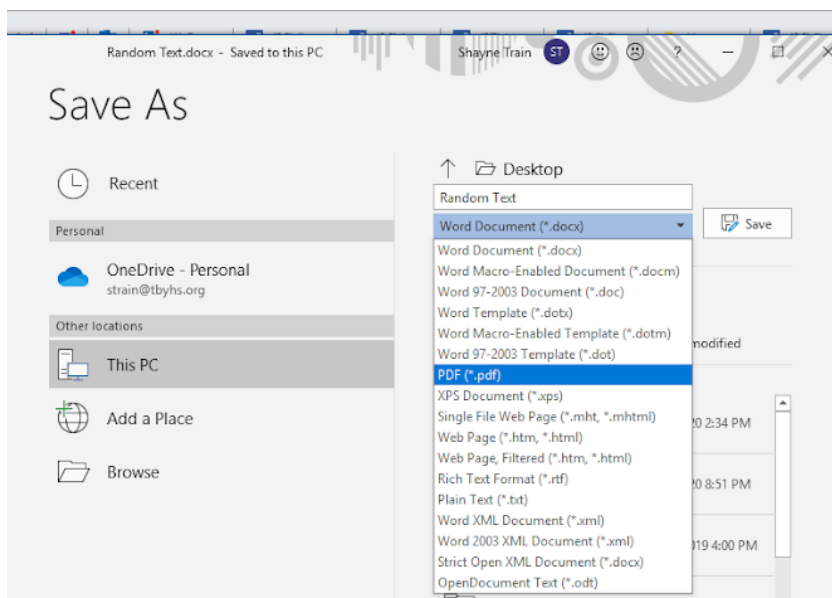
4. Pull down the **arrow** beside where it says “Word Document (*.docx)”



5. Change it to **PDF (*.pdf)**

You can also indicate the location to save it. Above example will save to Desktop. Click on More options... to adjust the location.

Save.



6. Now it should open in .pdf format. It will be saved to your Desktop or Downloads or Documents folder (depending upon where you have specified).

