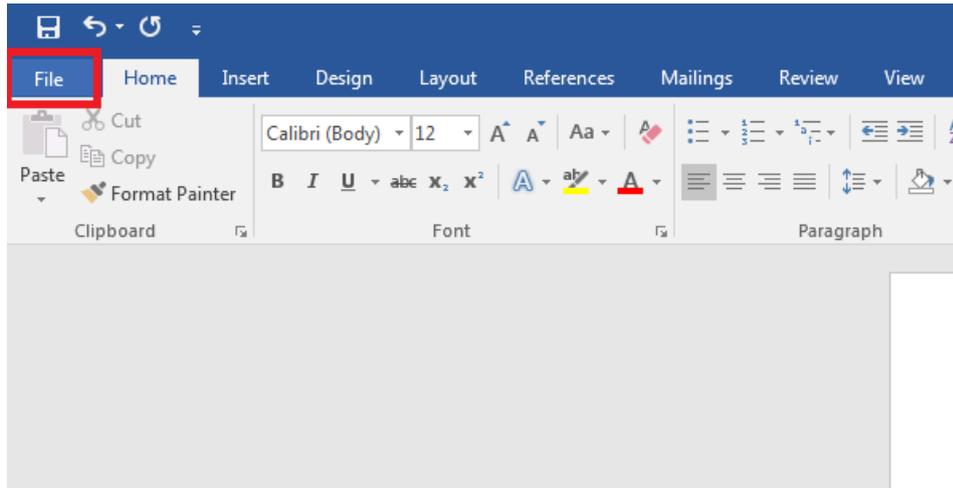


How to save Word document as PDF?

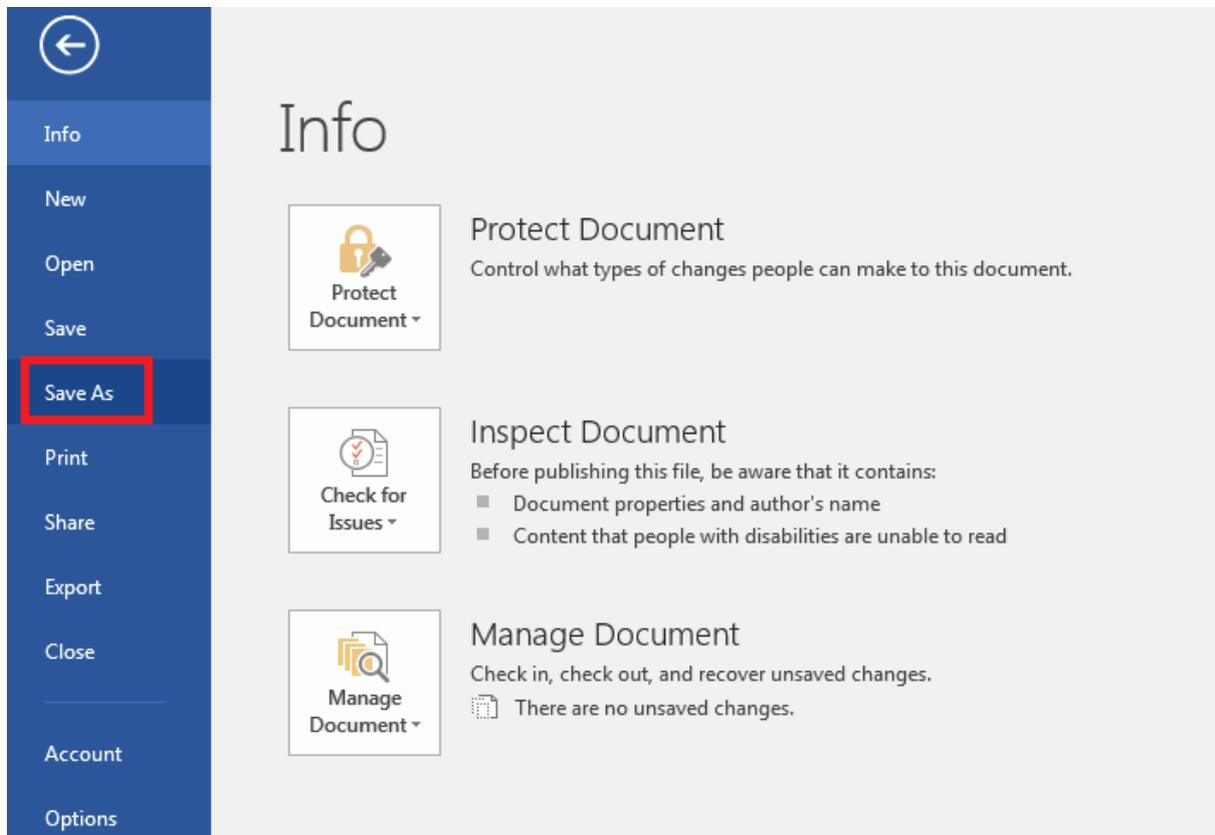
*Below instructions are created using a computer with Microsoft Word 2016 and Acrobat Reader already installed. Steps detailed below could be slightly different for other versions of Microsoft Word.

Step 1 – Open the Word document

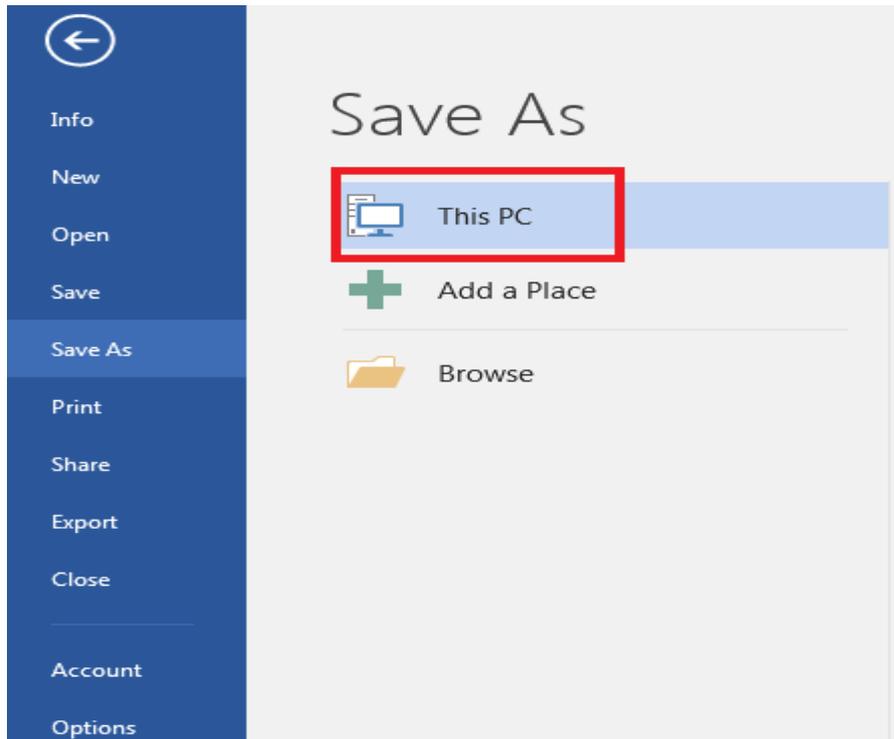
Step 2 – Click on “File” on the top left hand corner



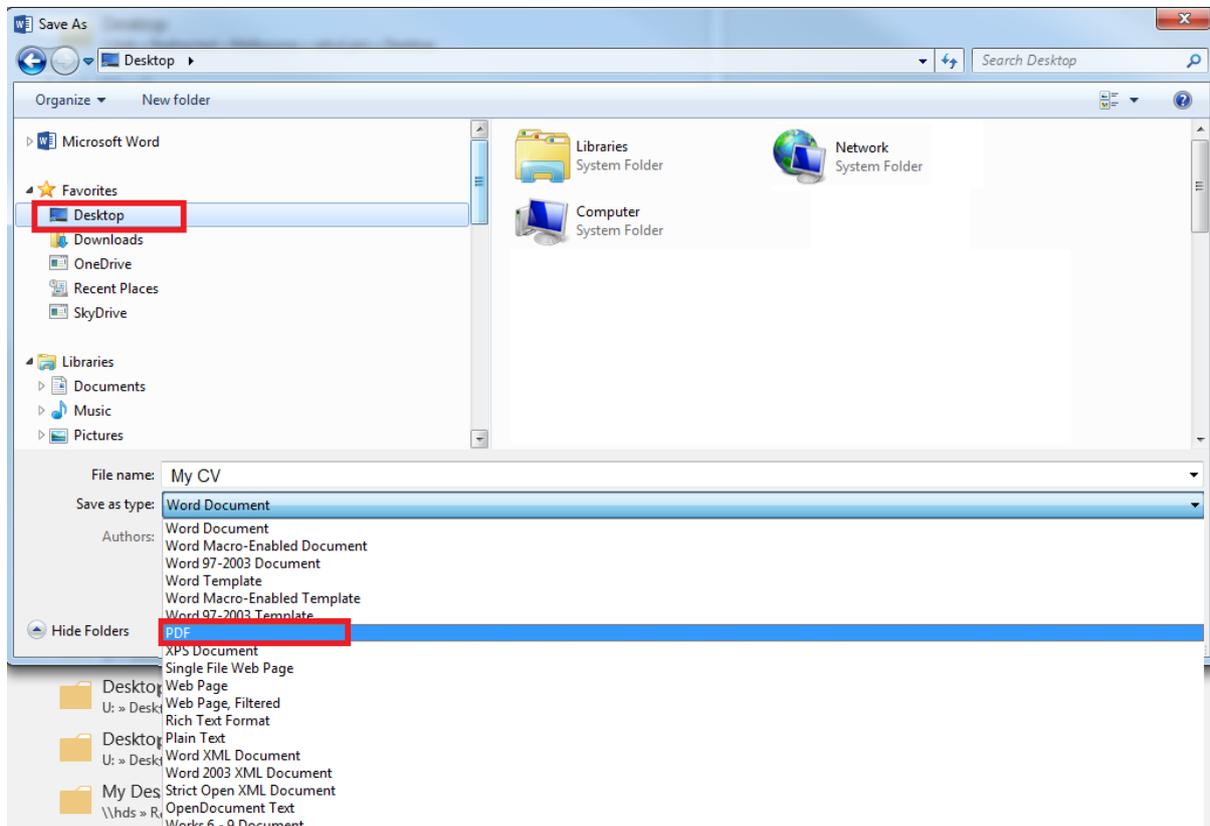
Step 3 – Click “Save As”



Step 4 – Double click on location where you want to save this file i.e. either “This PC” or “Browse”



Step 5 – Browse and select the location where you would like to save the document in PDF format. Then click on “Save as type” and select “PDF” from the drop down options.



Step 6 – Click on “Save” to save the in PDF format

