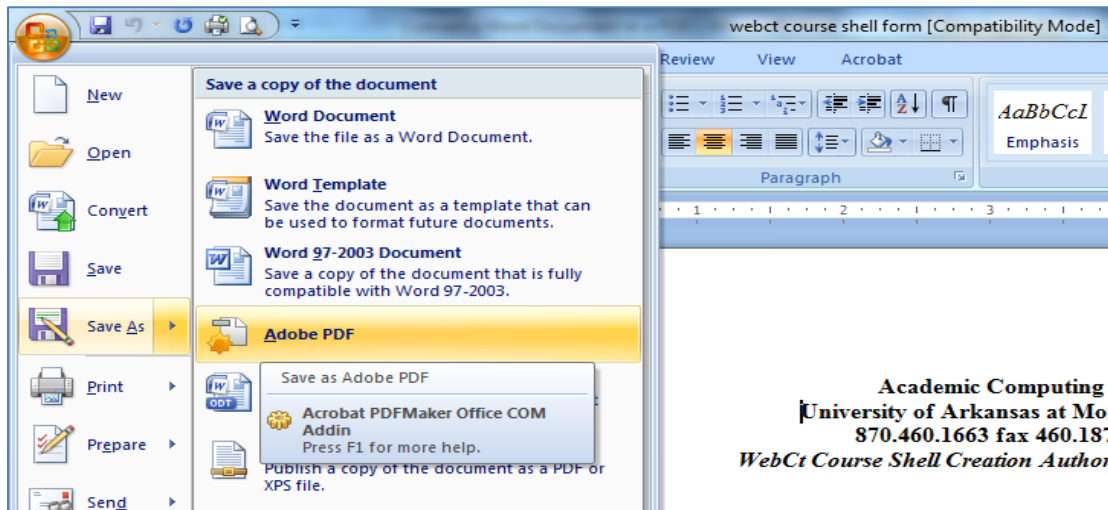


# HOW TO CONVERT A WORD DOCUMENT TO A PDF

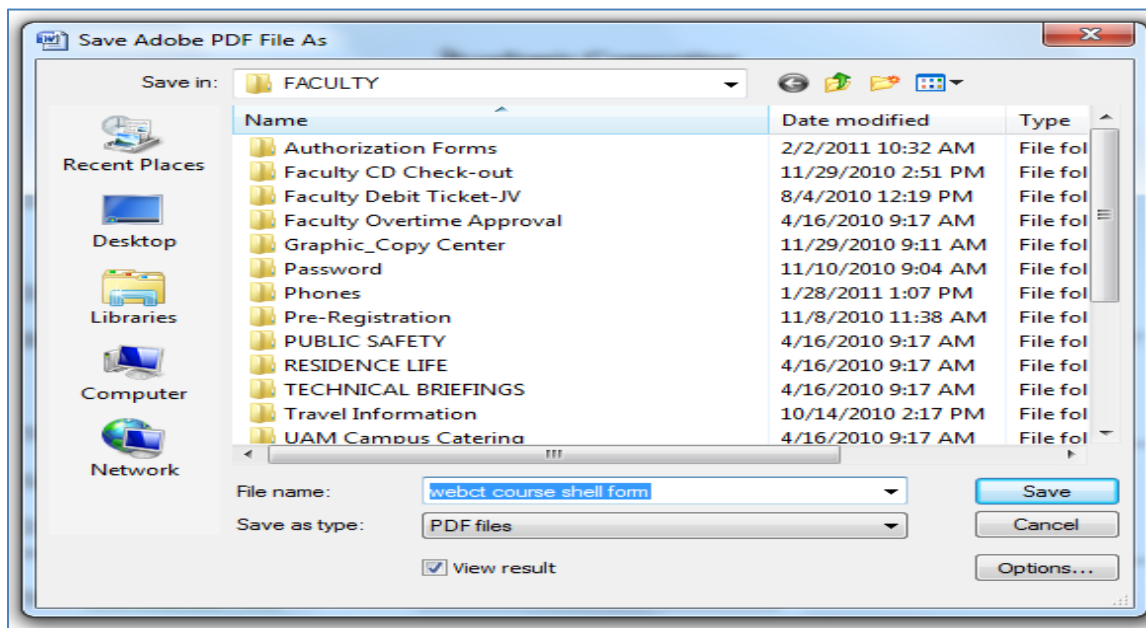
1. Open a Microsoft Word document that you want to convert to a PDF.

**You should now be viewing your document.**

2. Click on the **Office button** in the top left corner of your screen, highlight **Save As** and then click **Adobe PDF**.



3. Now you can choose a **File name** for your PDF and **location** (Save as type).



4. When you are finished, click **Save**.

The conversion process may take a few minutes. When your document has been converted, it will display. When you are done reviewing your PDF, you may close the program.

Questions? Call the IT department at 460-1036.