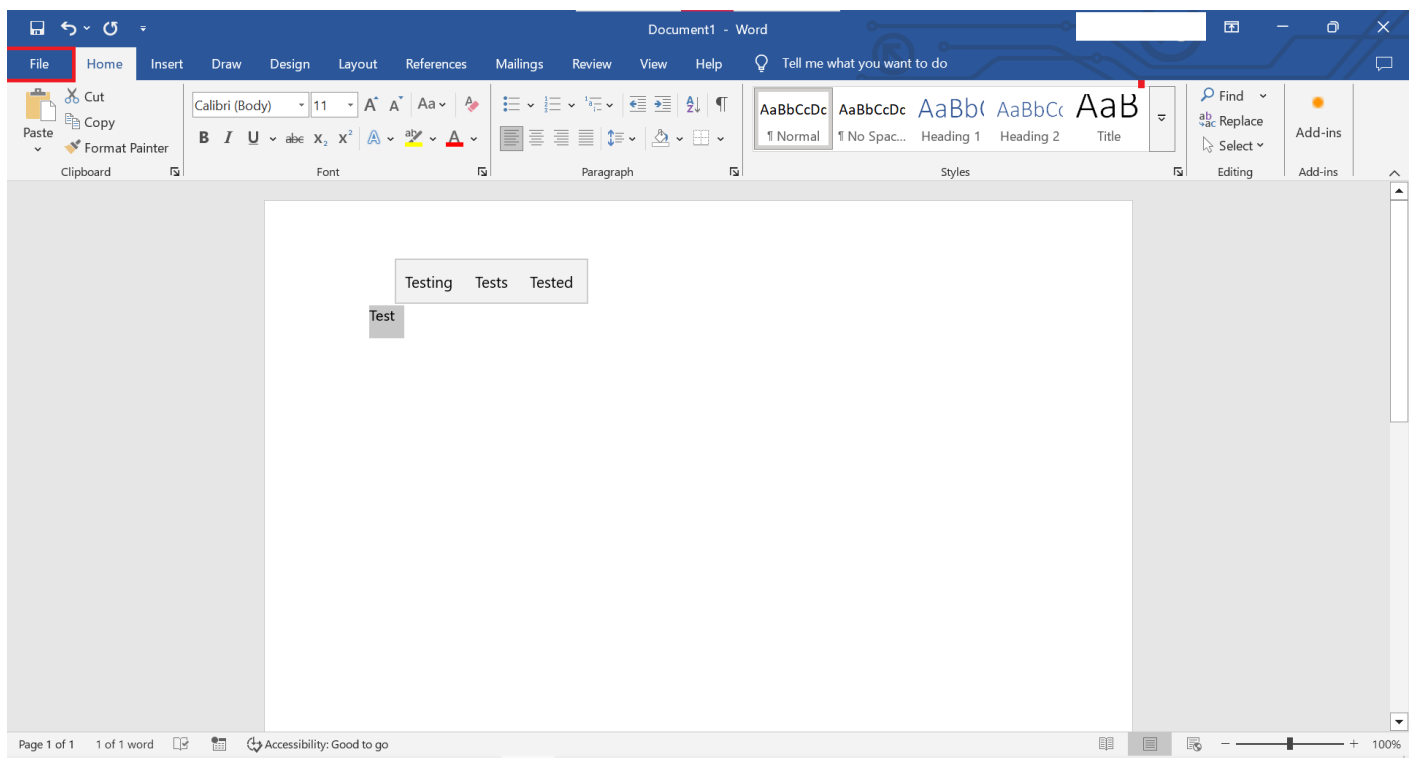


Office: Converting a file into a PDF

You might require to save a document in PDF format. This article shows you how to convert a word document into a PDF. although we have demonstrated it using word it will work on excel, PowerPoint... etc

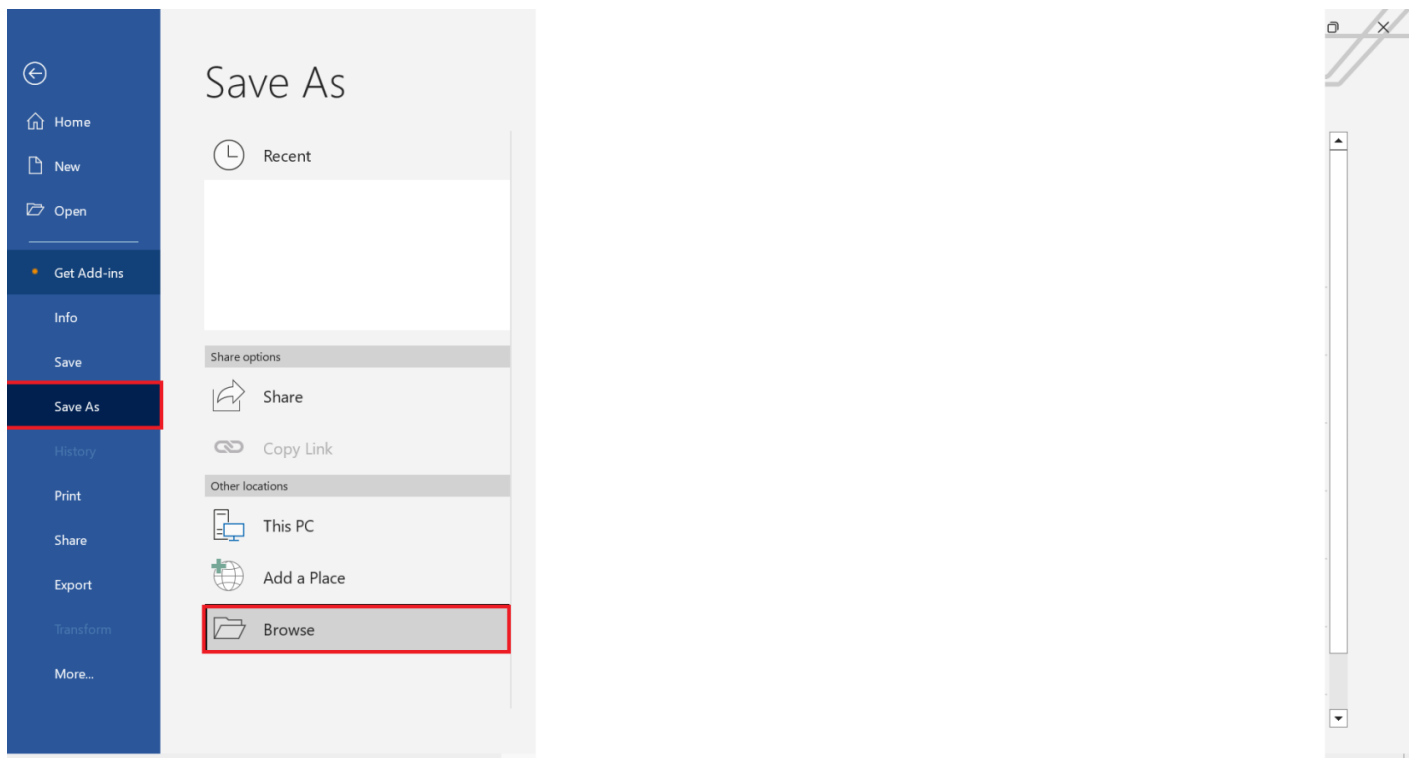
1. Open File Tab

Top-right click File Tab.



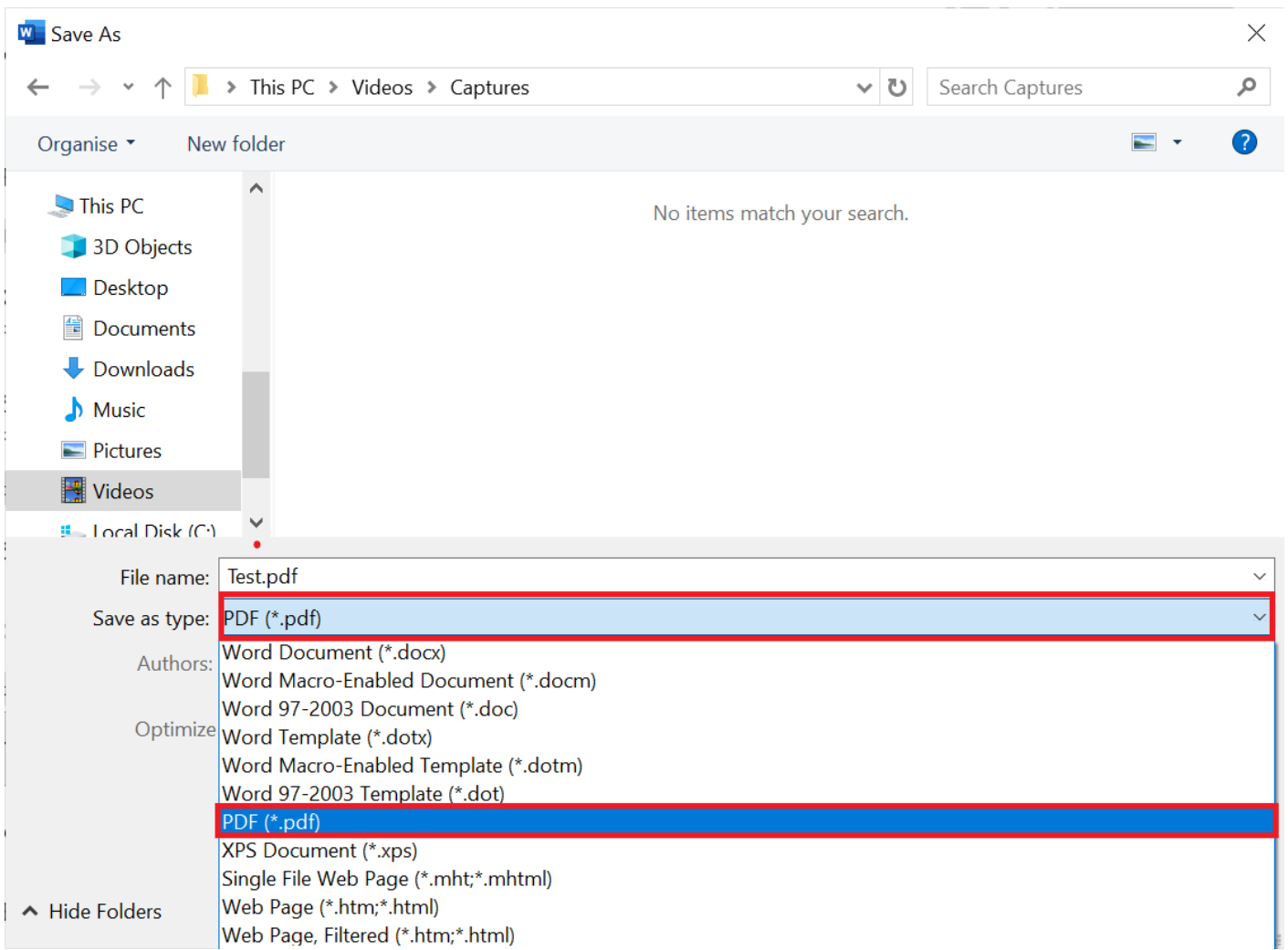
2. Save As Tab

Inside save as tab, look for the browse button.



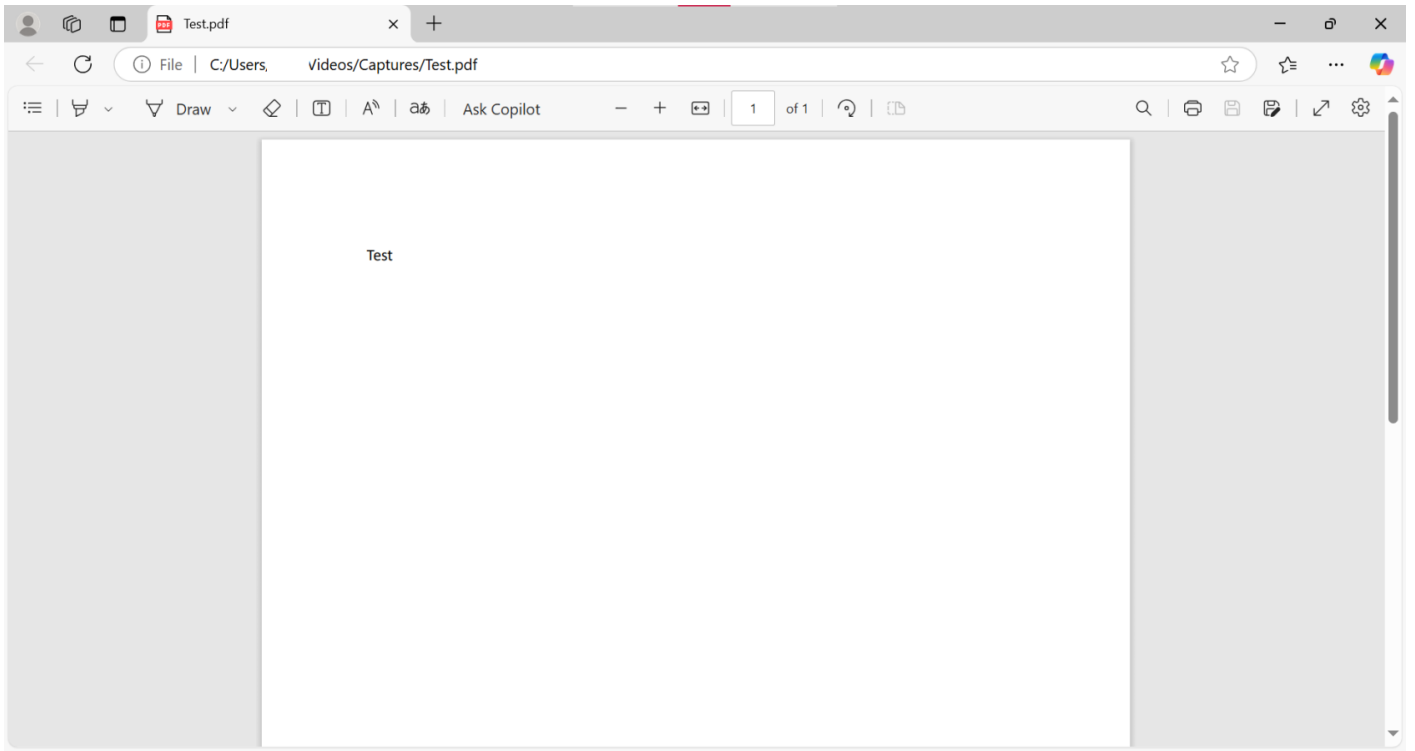
3. Save as type PDF

Under the file name, you can select what file type you would like to save your word document as. **Make sure you have already saved it as a Word doc before saving it as a PDF.**



4. Converted to PDF

As soon as you click save, it will open the PDF.



Revision #3

Created 21 February 2025 14:23:50 by Broadband9Admin

Updated 21 February 2025 15:04:50 by Broadband9Admin