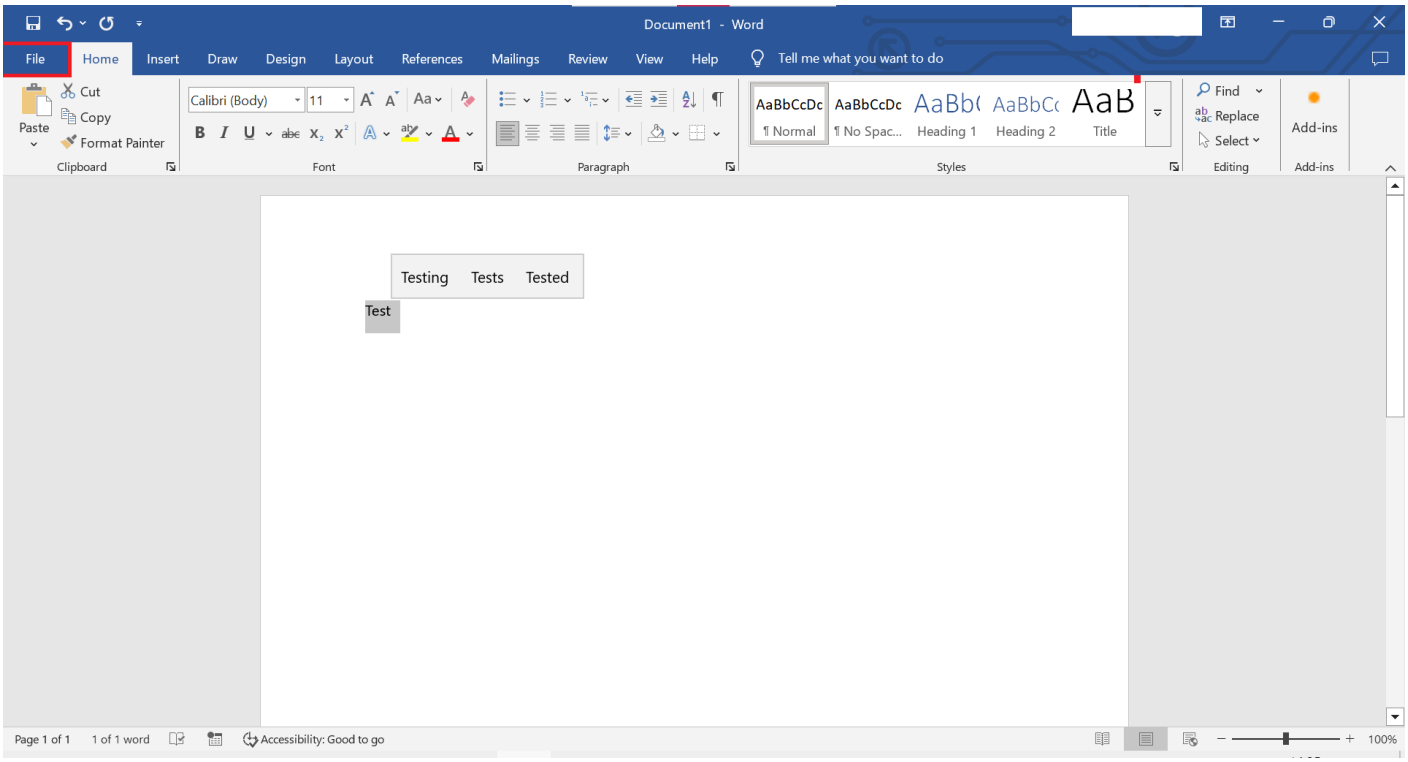
Office: Converting a file into a PDF

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

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1. Open File Tab

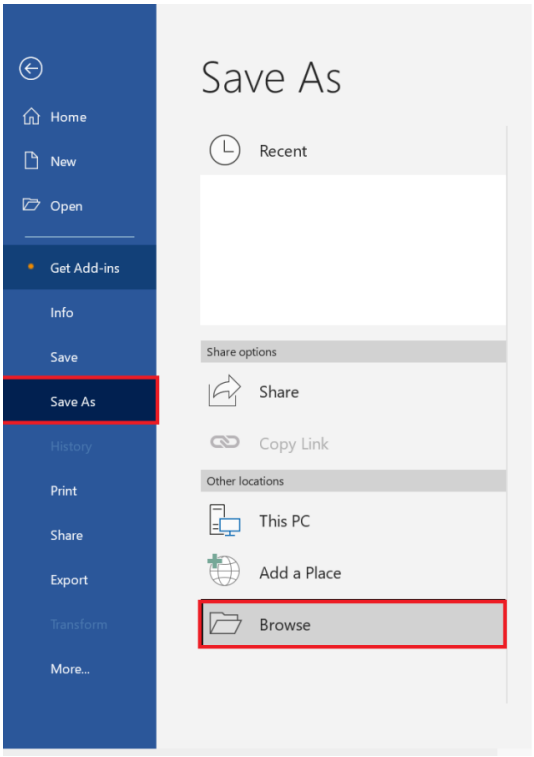
Top-right click File Tab.



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2. Save As Tab

Inside save as tab, look for the browse button.

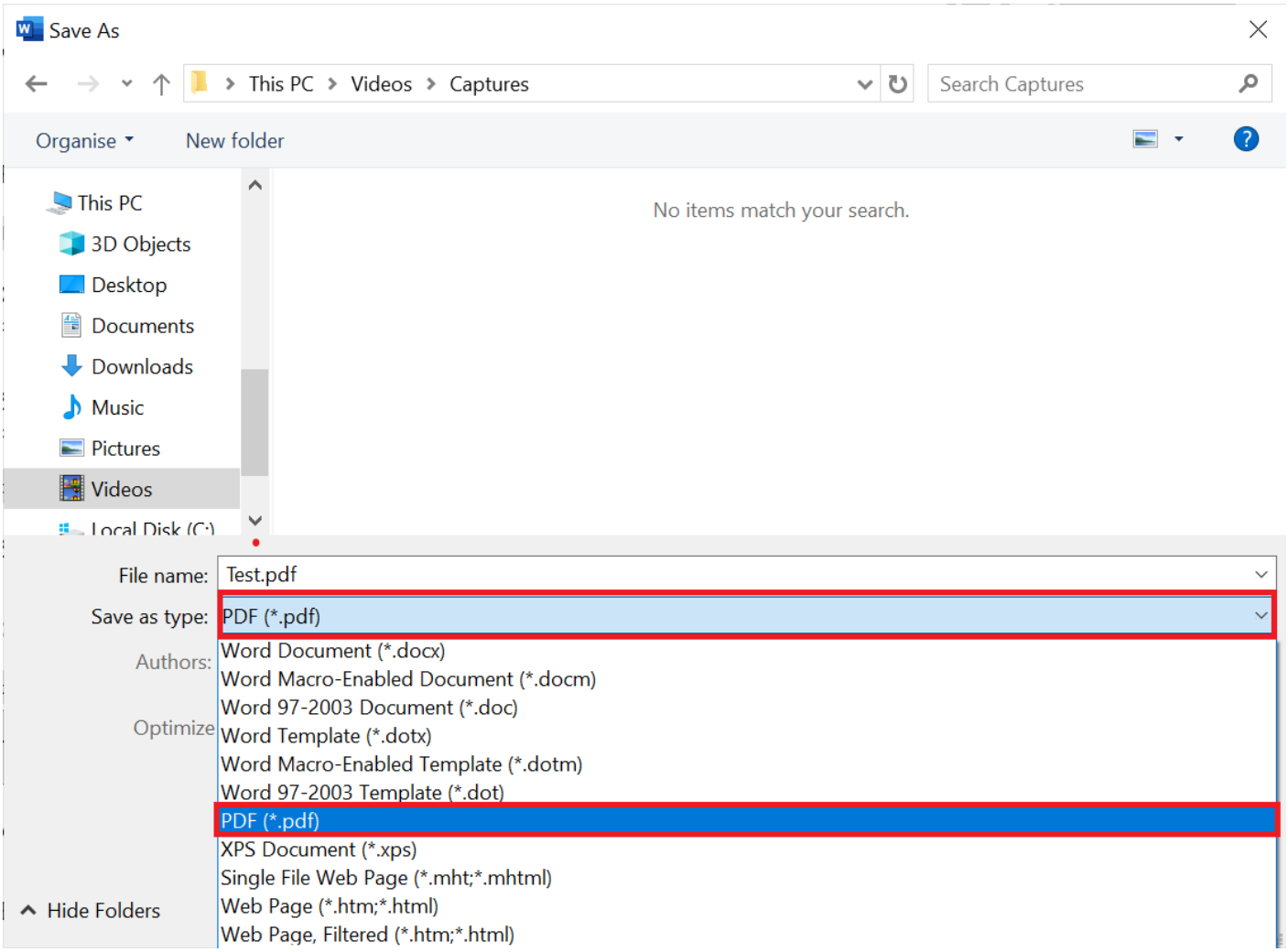




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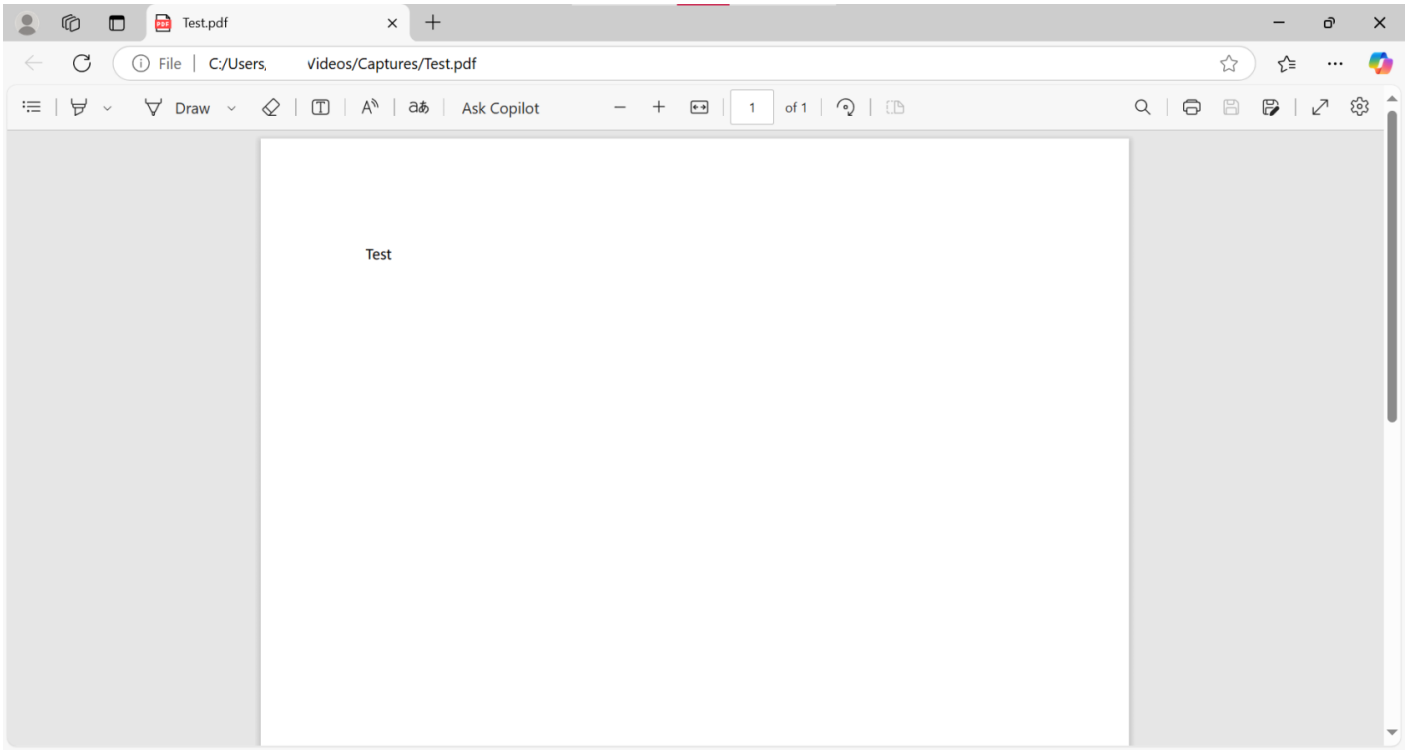
3. Save as type PDF

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.



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