

How to save as a PDF in MS Word

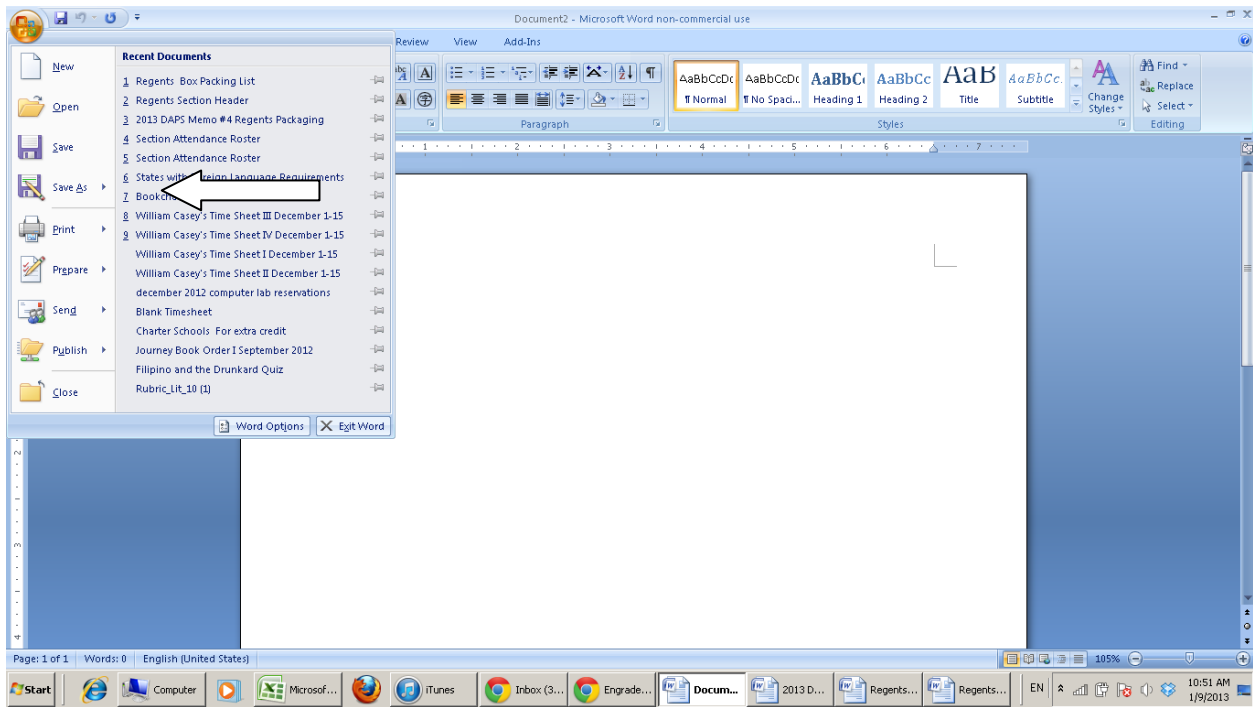


Figure 1 When saving, select 'Save As'. Choose "Word Document" if you a choice is offered.

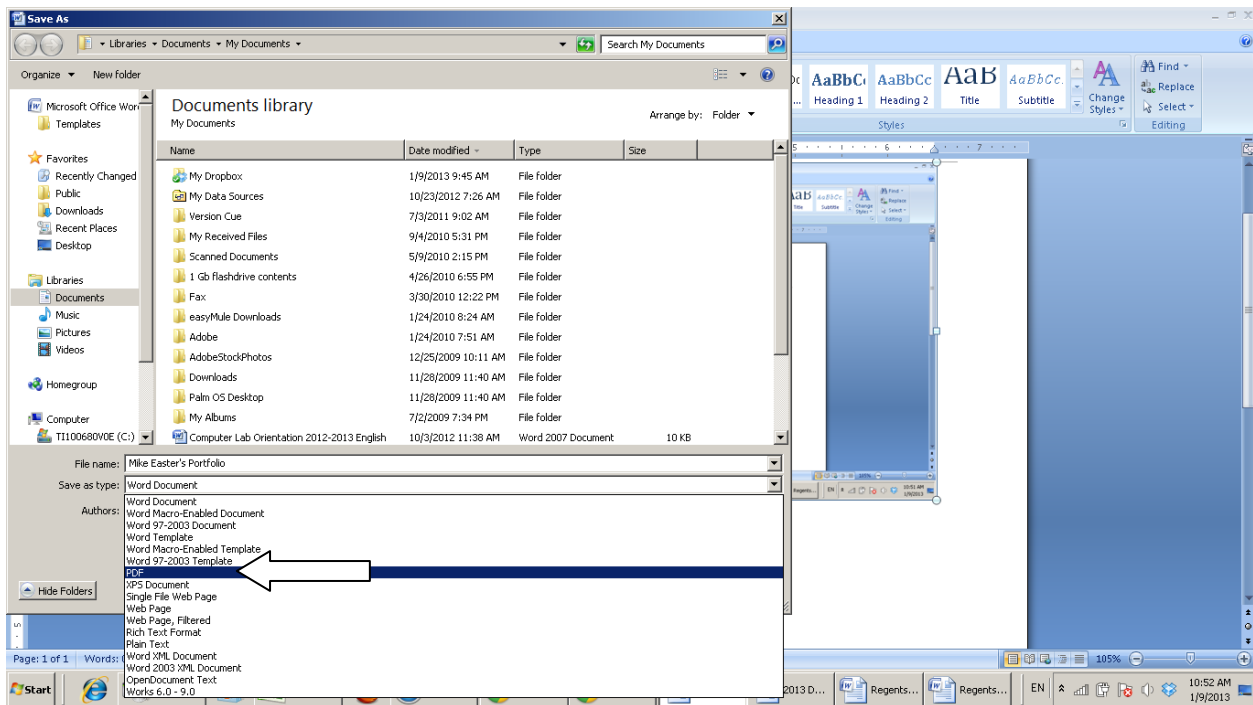


Figure 2 After naming the file, select the drop down menu for file type. Scroll down and find 'PDF'. Save the document.