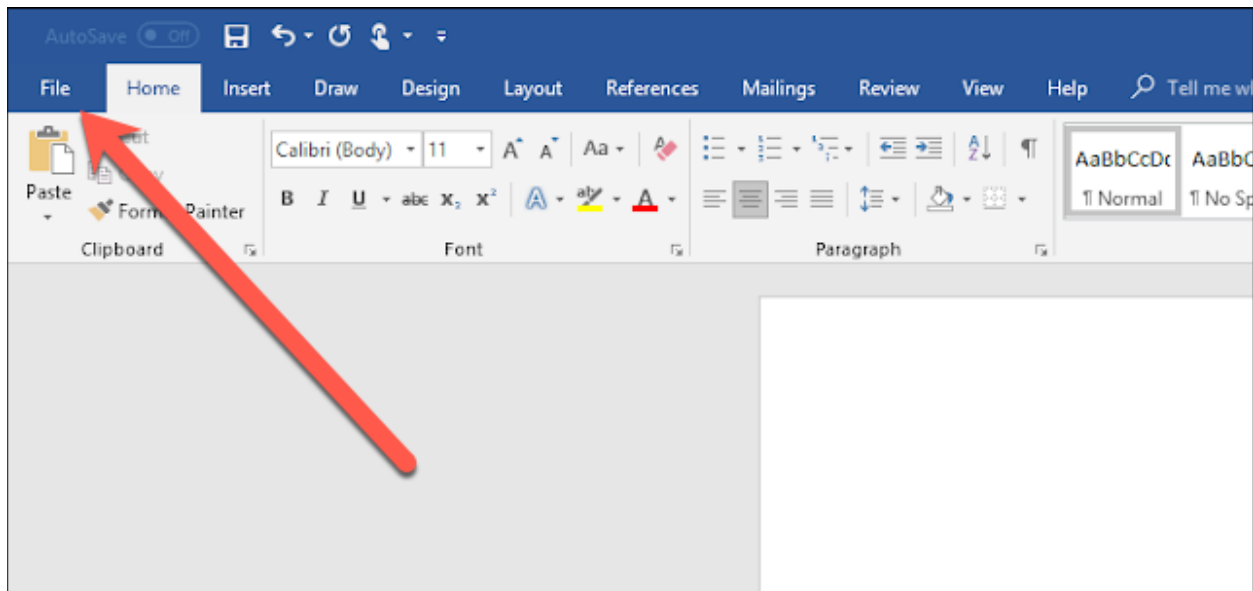


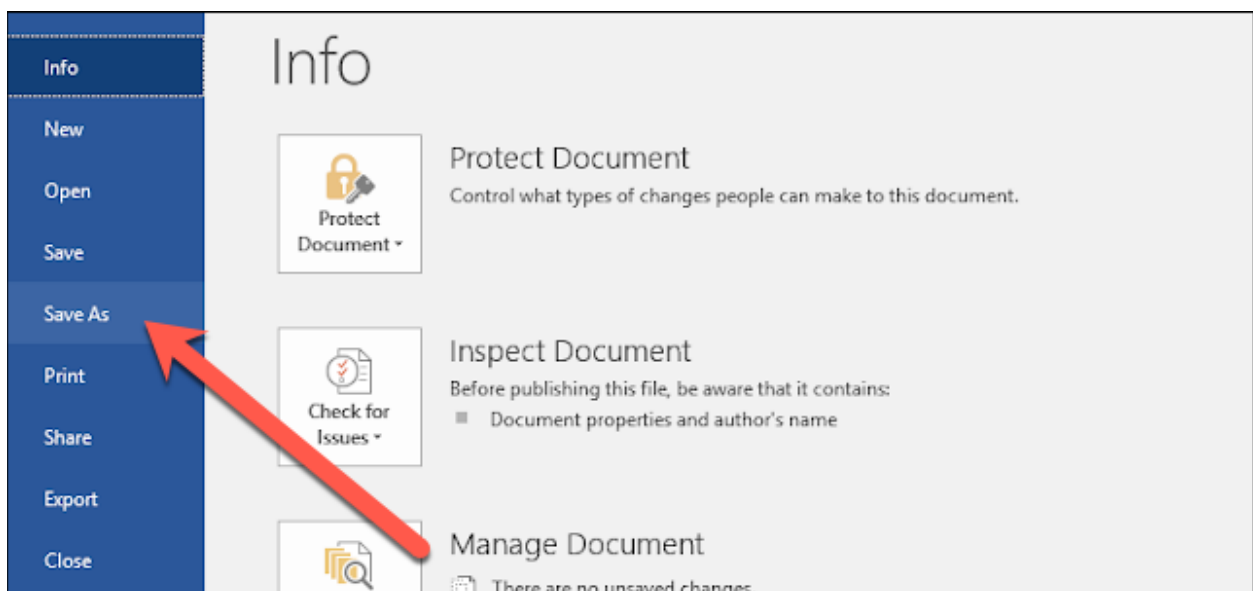
Convert a Document to PDF Using Word

If you have the desktop version of Microsoft Word installed on your Windows PC or Mac, the easiest way to convert your document to PDF is right in Word itself.

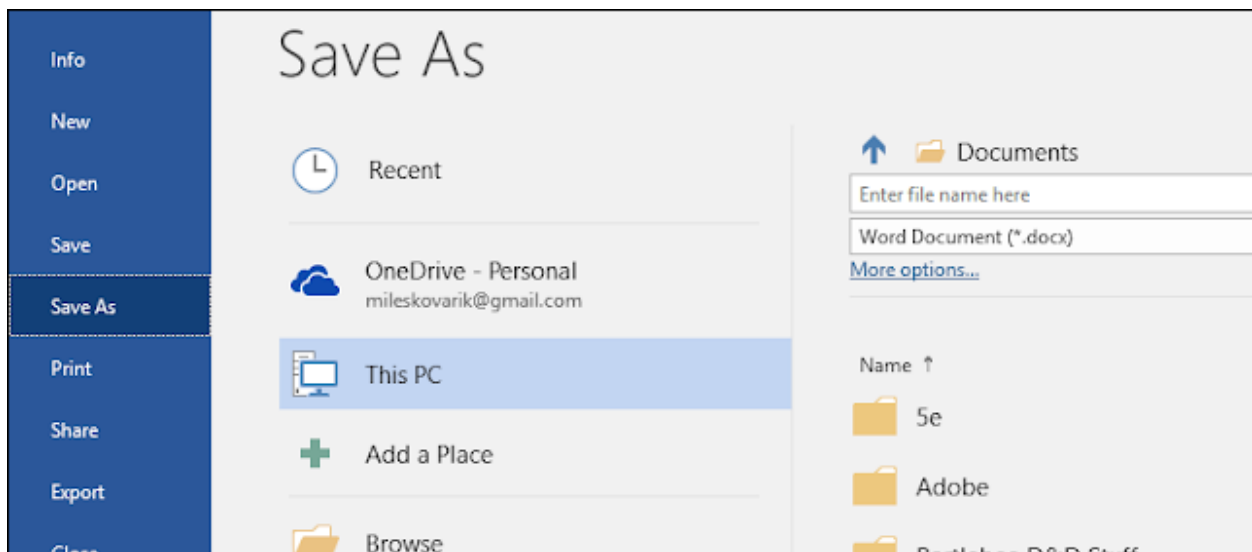
Open the document you want to convert and then click the “File” tab.



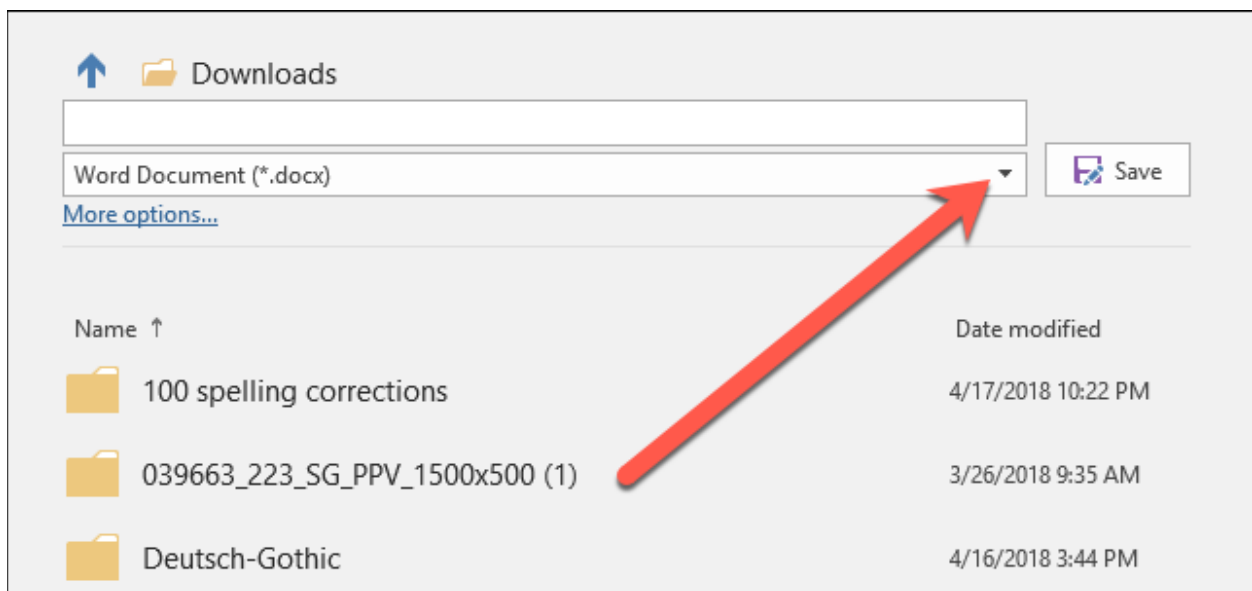
On the backstage screen, select “Save As” from the list on the left.



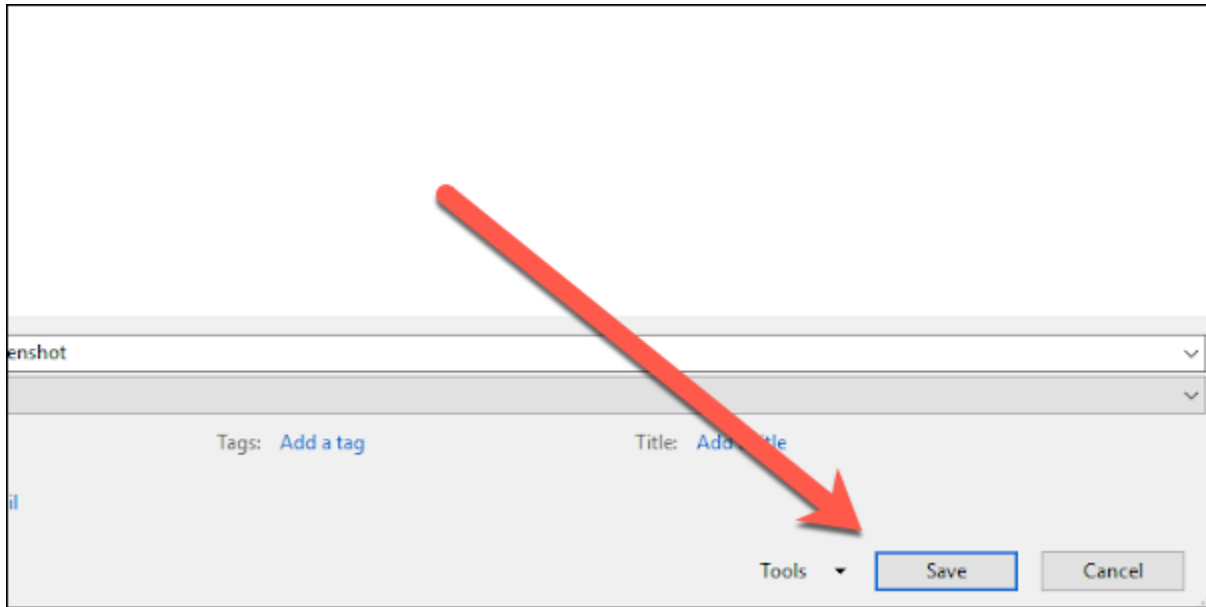
Next, from the Save As screen, select where you would like the PDF to be saved (OneDrive, This PC, a particular folder, or wherever).



Click the dropdown arrow on the right side of the “Save As Type” box and select “PDF (*.pdf)” from the dropdown menu.



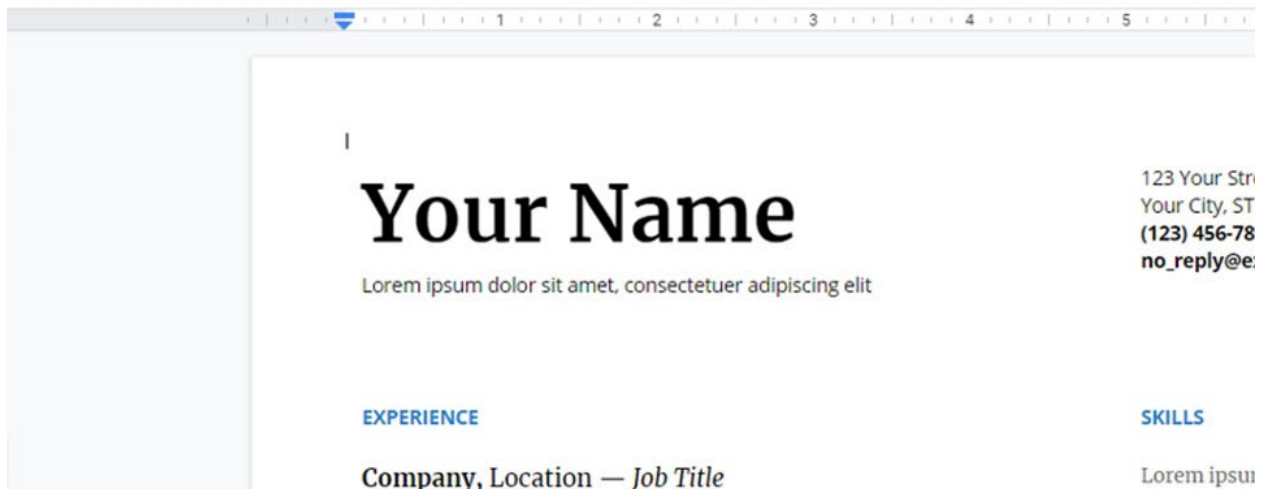
If you want to, you can change the filename at this time. When you're ready, click the “Save” button.



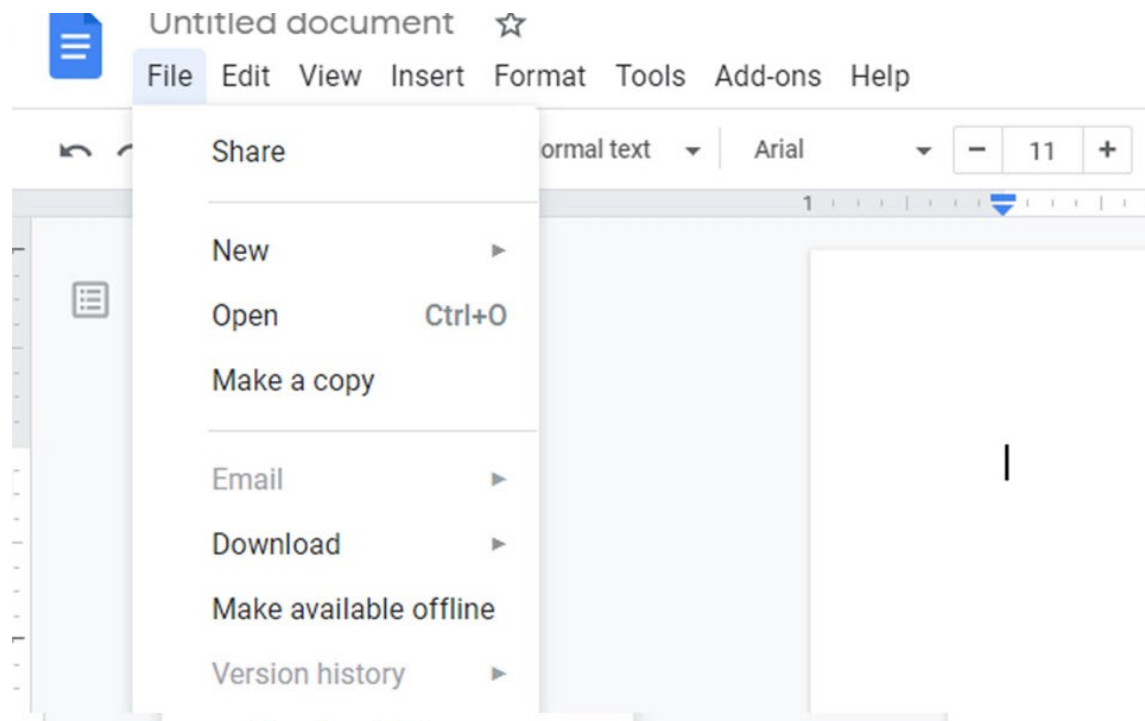
After saving the PDF, you'll be returned to your Word document, and the new PDF will open automatically in your default PDF viewer.

Converting a Google Doc to PDF

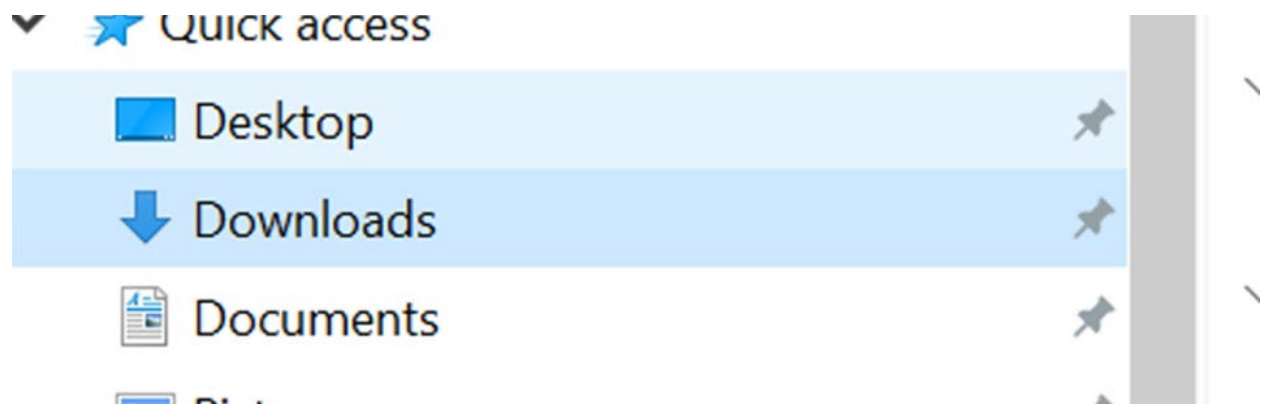
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