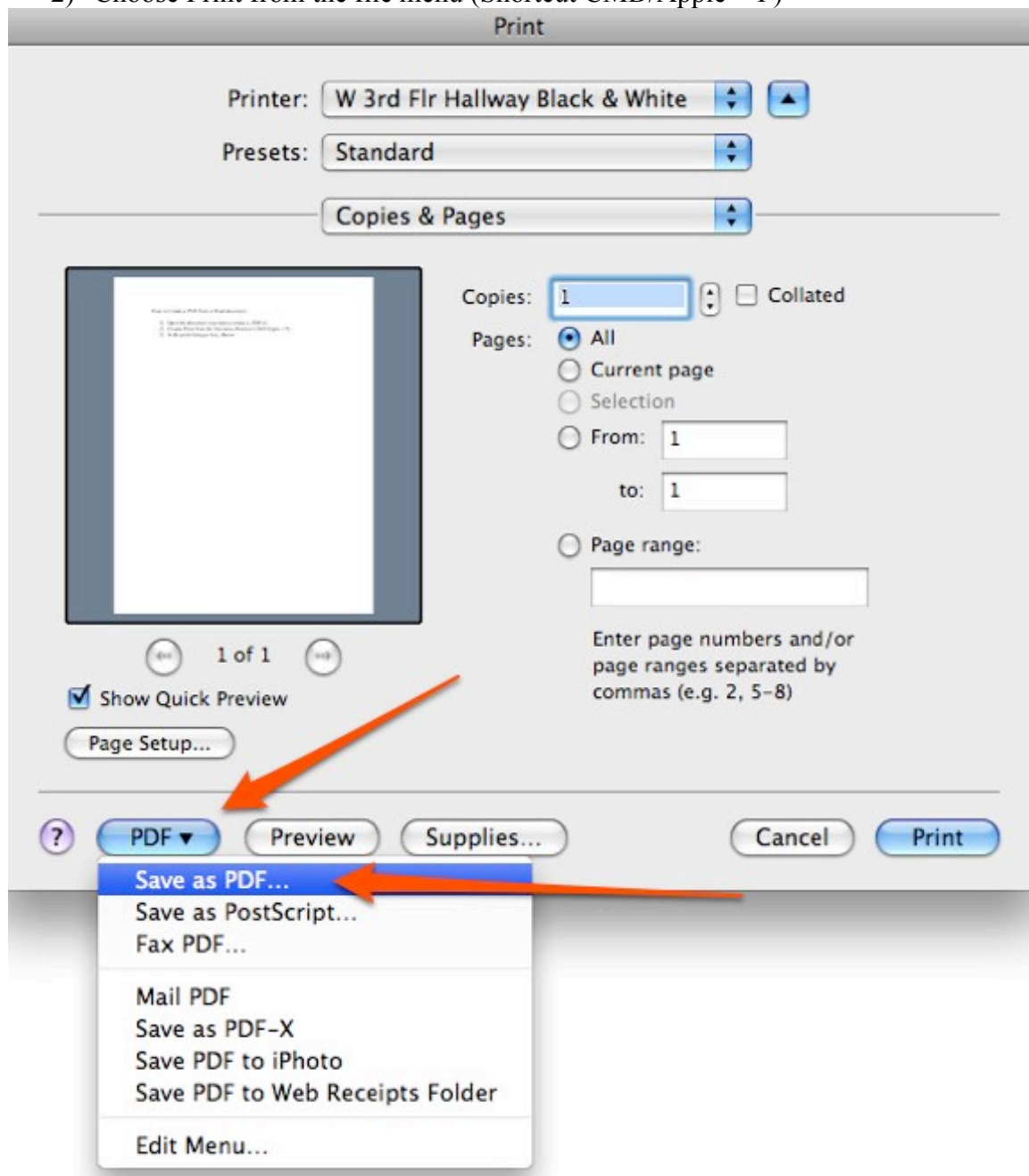


How to Create a .PDF from a Word document.

- 1) Open the document you want to create a .PDF of.
- 2) Choose Print from the file menu (Shortcut CMD/Apple + P)



- 3) In the print dialogue box, choose PDF from the lower left corner and select “Save as PDF...”
- 4) Create a title for your .PDF document.
- 5) Choose where to save your .PDF document.
- 6) Select “Save”