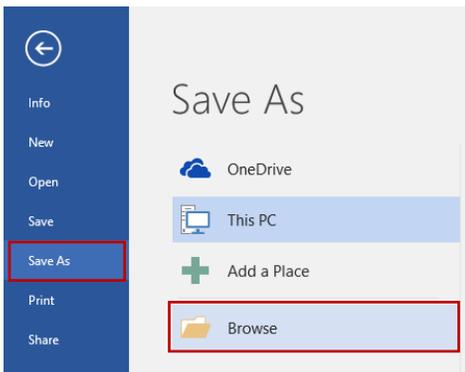


## Technical Tips: How to Save a Word Document as a PDF

In Word go to the “File” tab.

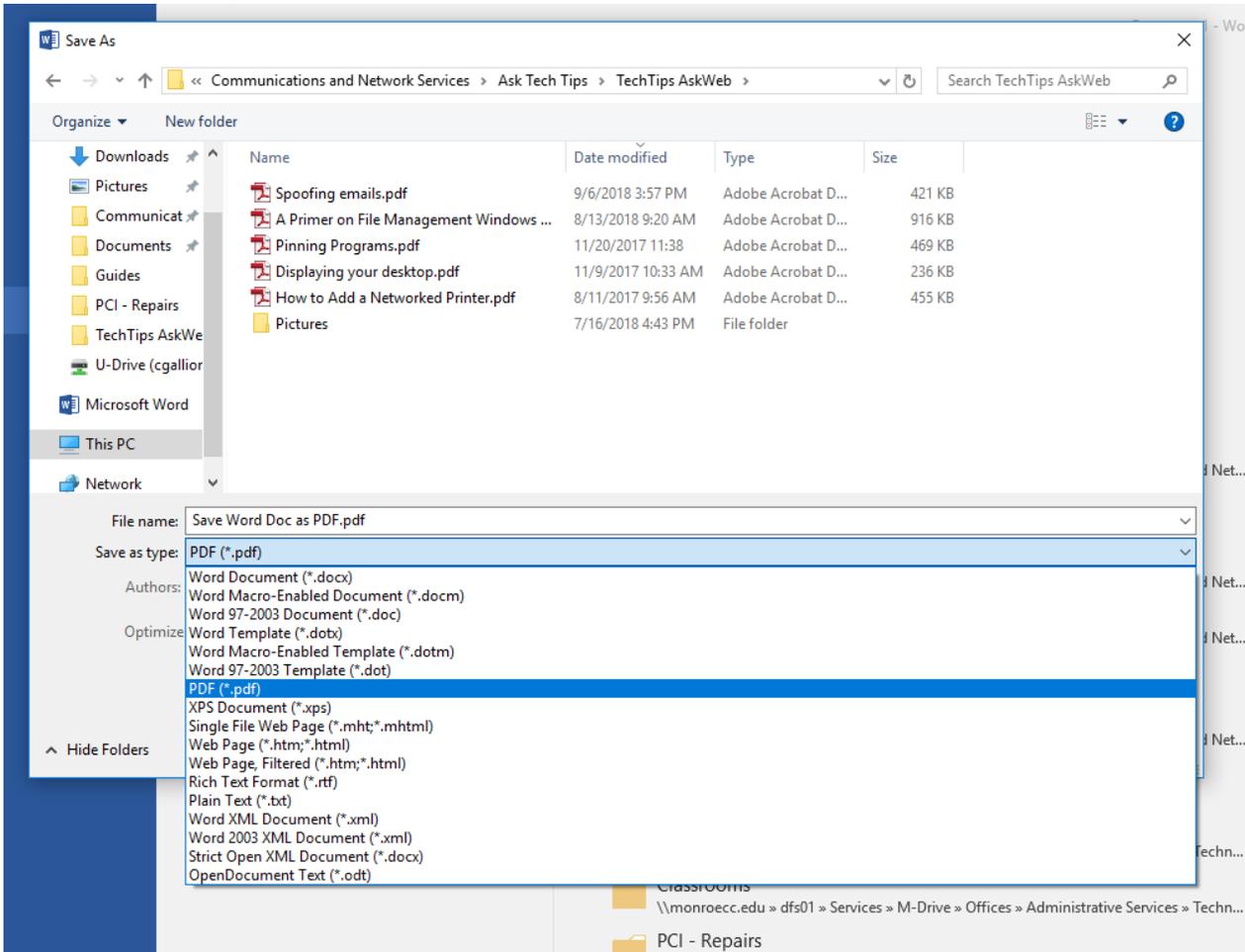
In the left hand column click “Save As.”

Next click “Browse.”



A “Save As” window will open.

Navigate to where you want to save the PDF and then hit the dropdown arrow for “Save as type.”



Select “PDF” from the dropdown.

Click the “Save” button.

Your document has been saved as a PDF.