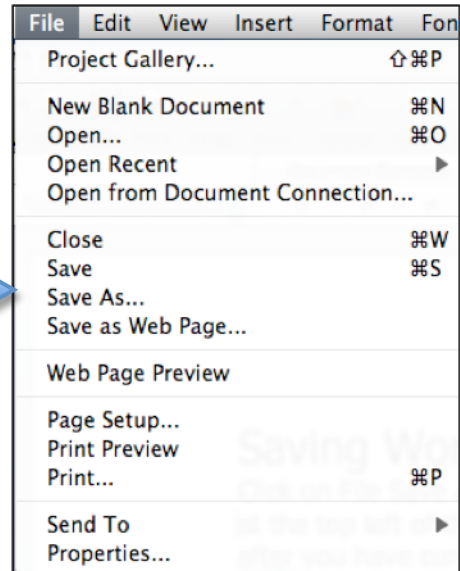


## For Mac Users

### Saving Word as PDF Files

Click on File at the top left of the screen, after you have completed the Word document.

This opens a drop down menu with the options to Save and Save As. If you click Save, the document will be saved to the location and in the file type you have already established. If none has been established, Word will prompt you to do so. By choosing Save As, you will have the option to save the document in a different location and file type.



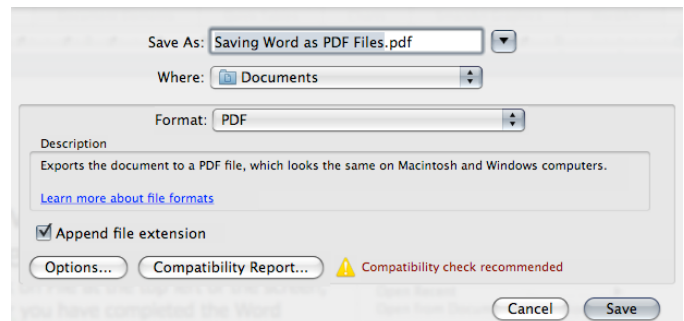
#### Save As PDF

Point and click the cursor to Save As. Saving options will be displayed.

Name your file.

Select the location of where you want to save the file.

“Format” will indicate “PDF.”  
Select PDF format.



\*\*Be certain that the Append file extension is checked.

Click Save.