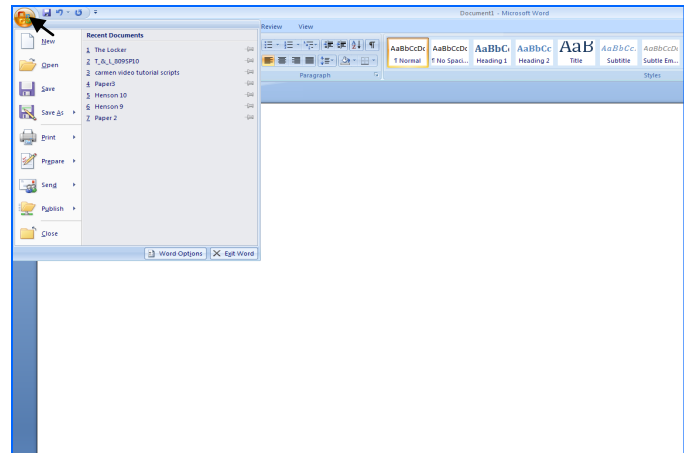


Saving Word as PDF Files

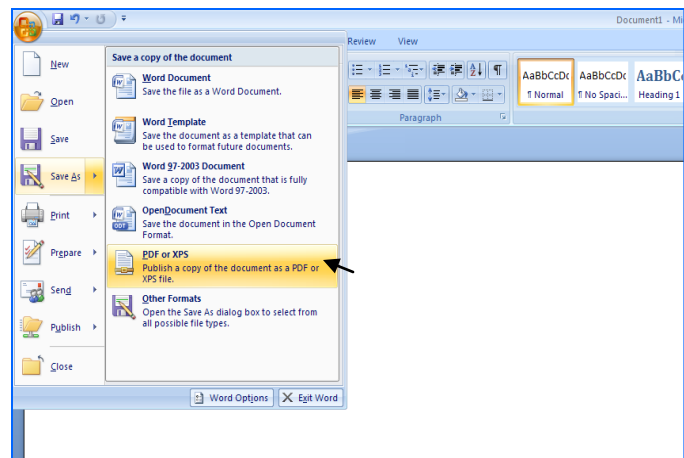
Click the Office Button

- Click on the round Microsoft Office Button at the top left of the screen, after you have completed the Word document.
- This button 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 or XPS

- Point the cursor to Save As. Saving options will be displayed.
- Click on PDF or XPS.



Publish

- Select the location of where you want to save the file.
- Name your file.
- "Save as type" will indicate "PDF."
- Click Publish.

