

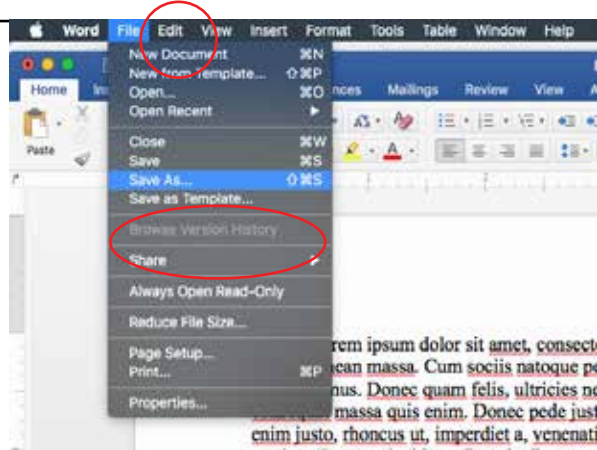
Microsoft Word

Saving as PDF

A PDF file extension is a Portable Document Format file. PDFs are typically used to distribute read-only documents that preserve the layout of a page. They're commonly used for documents like user manuals, eBooks, application forms, and scanned documents, to name just a few.

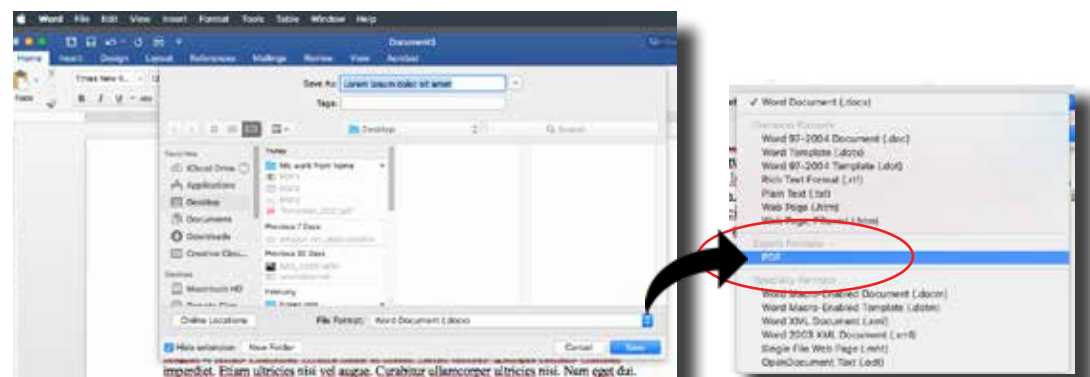
Step One:

Click on FILE, SAVE AS...



Step Two:

Your Word document will default to save as a word document (doc or docx) file. From the drop-down menu, locate PDF and select it.



Step Three:

Name your file according. Select a destination for your file. Click EXPORT.

