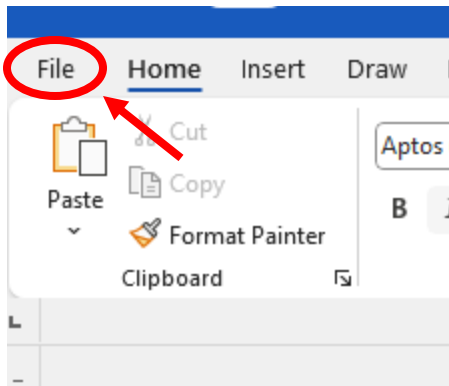
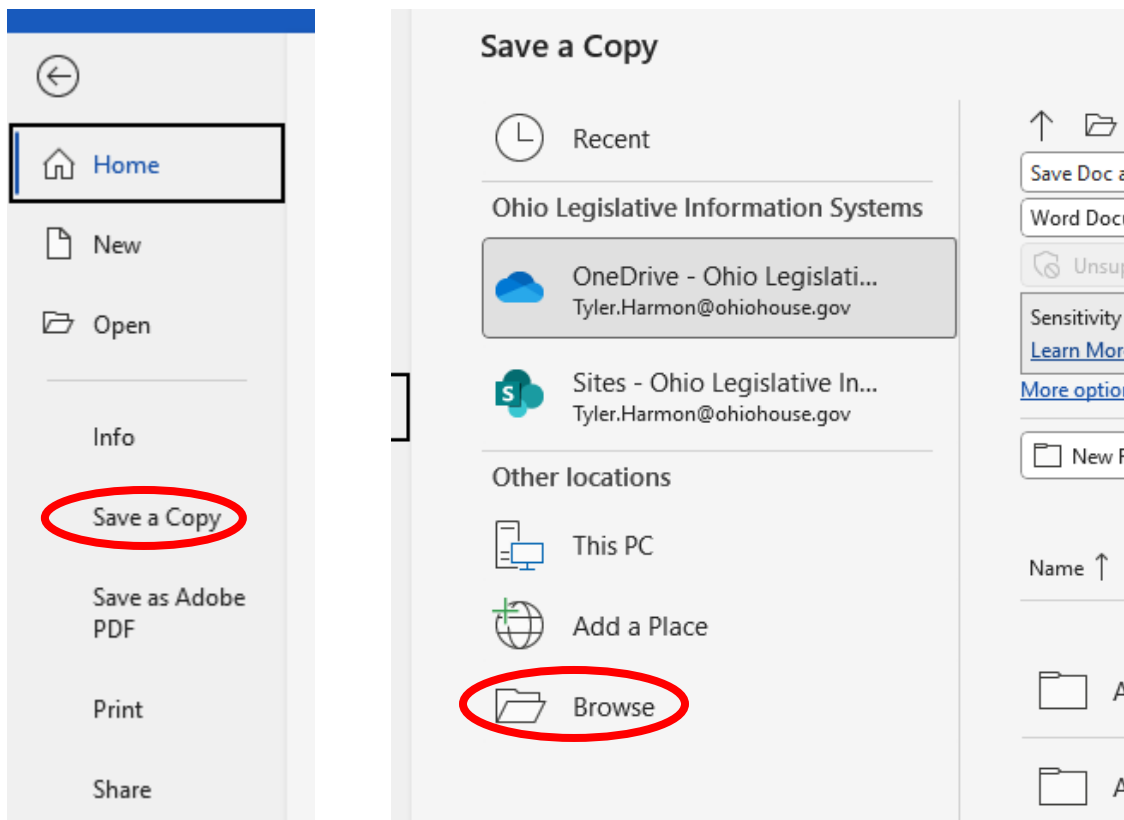


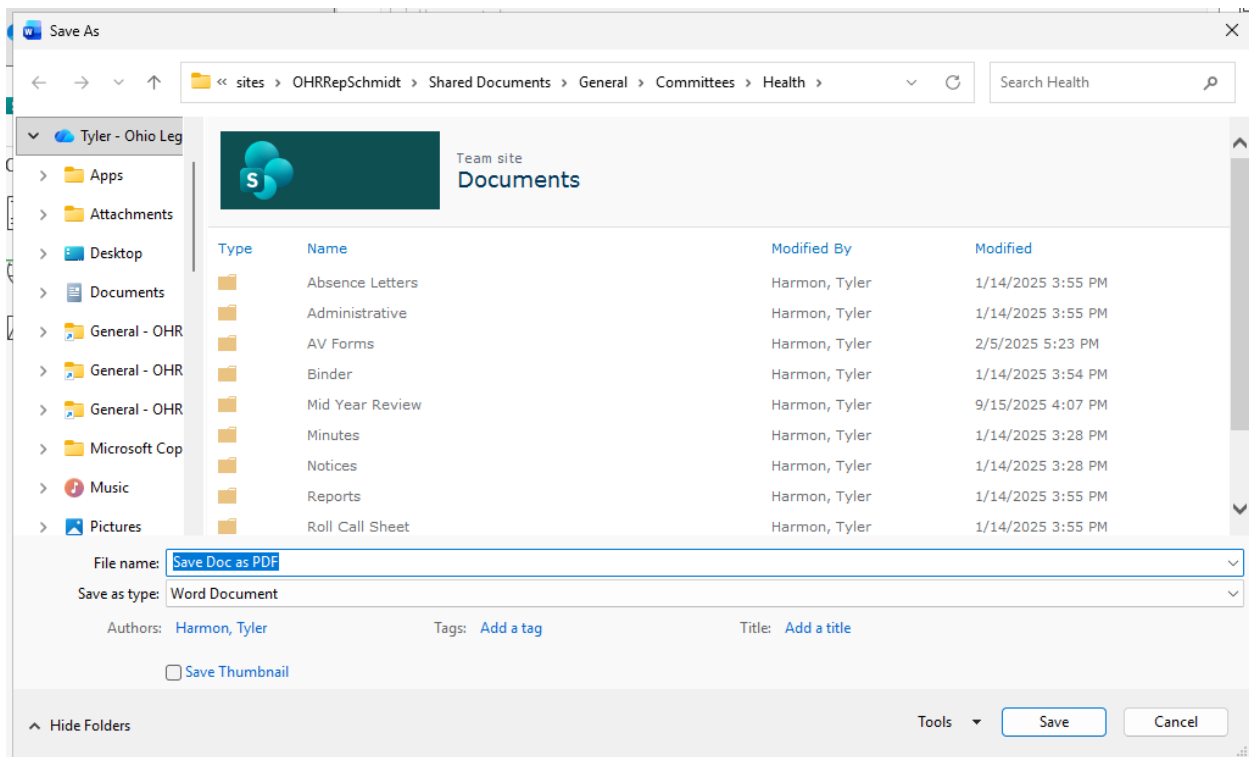
After completing your document in a Microsoft Word, a file can be saved as a PDF by clicking “File” in the upper left corner Word.



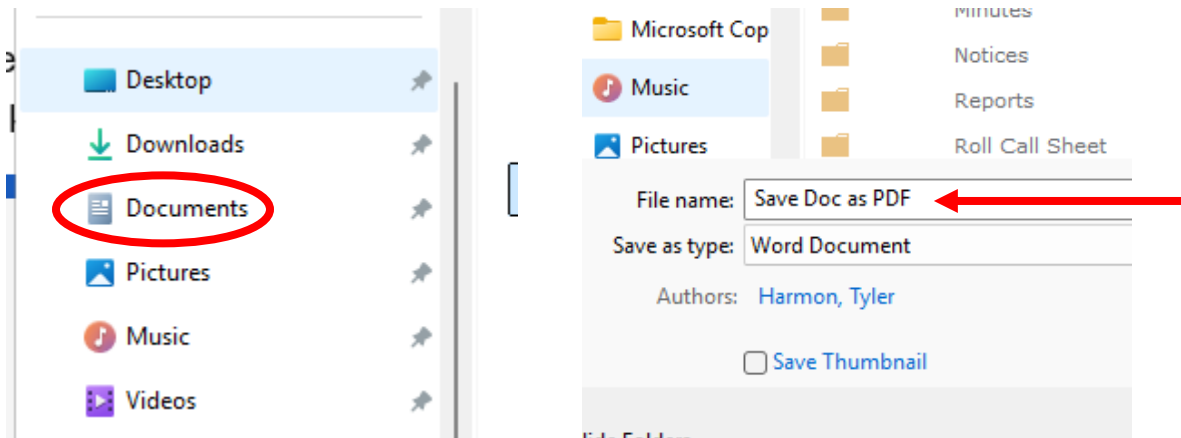
Next click “Save As” or “Save A Copy,” depending on your version of Word. Then click “Browse.”



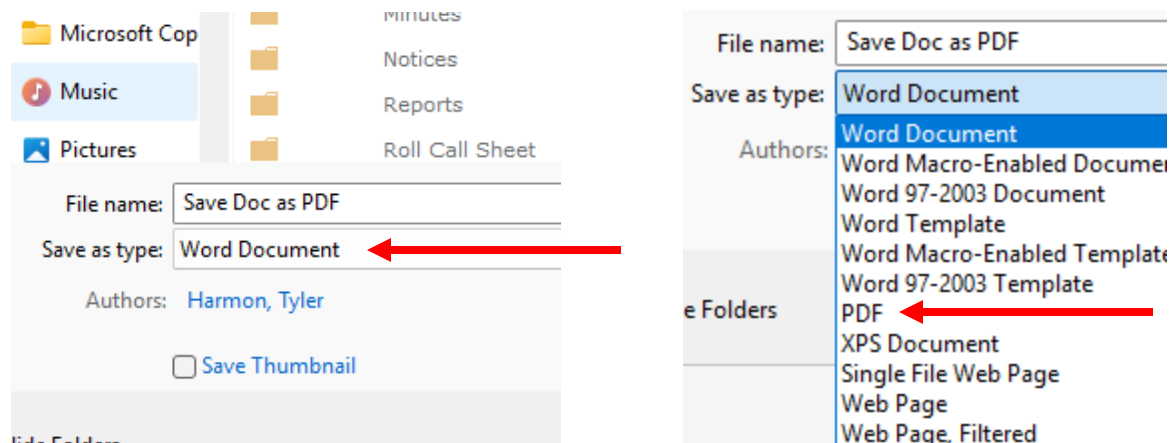
Clicking “Browse” will open up your computer’s File Explorer, which is the various places you can save documents on your computer.



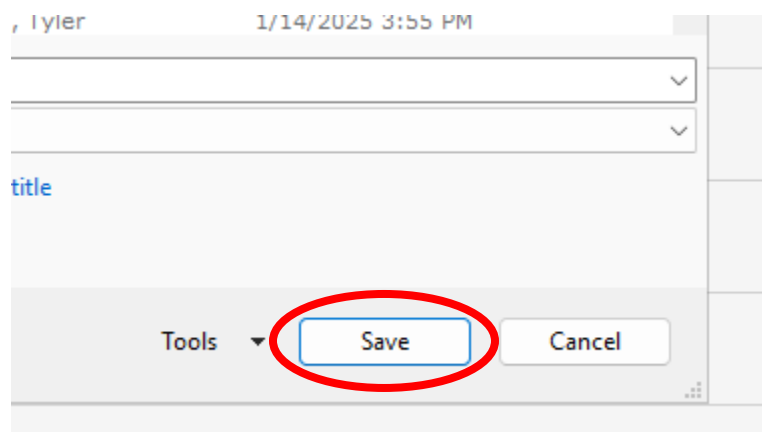
Choose the location on the left-hand side where you want to save the document. For most people, this will be in “My Documents” or “Documents,” however, this is up to you. Give your file a name where it says “File name:” near the bottom.



Click the box next to “Save as type:”. It should currently say “Word Document.” A list of file types will show up, scroll and choose “PDF.”



After you select “PDF,” click “Save” in the bottom right of the window.



Your document is now saved as a PDF in the location you chose with the name you gave it. A PDF version of your document may pop in your browser as a new tab or in a separate window.