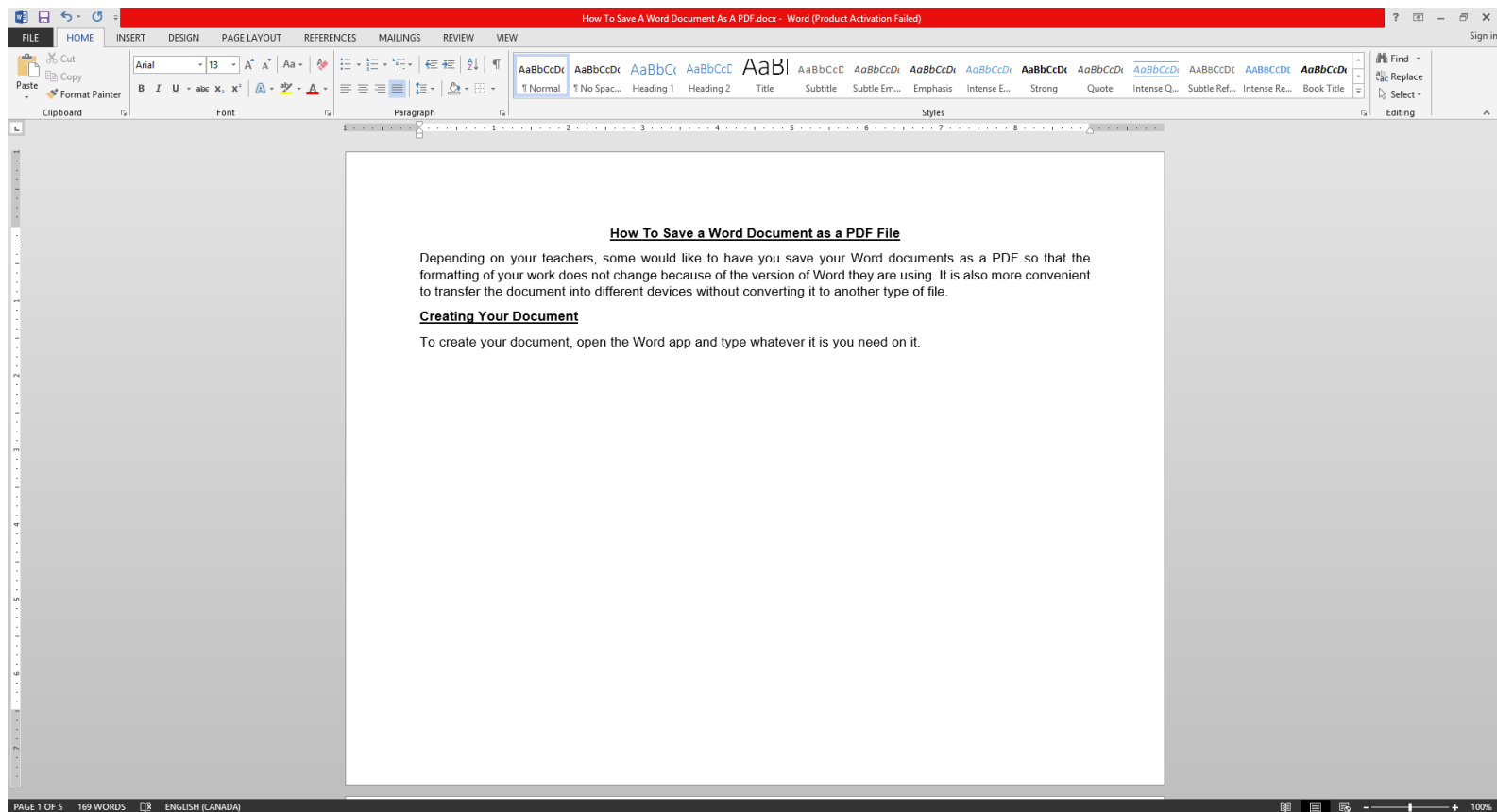


How To Save a Word Document as a PDF File

Depending on your teachers, some would like to have you save your Word documents as a PDF file so that the formatting of your work does not change because of the version of Word they are using. It is also more convenient to transfer the document into different devices without converting it to another type of file.

Creating Your Document

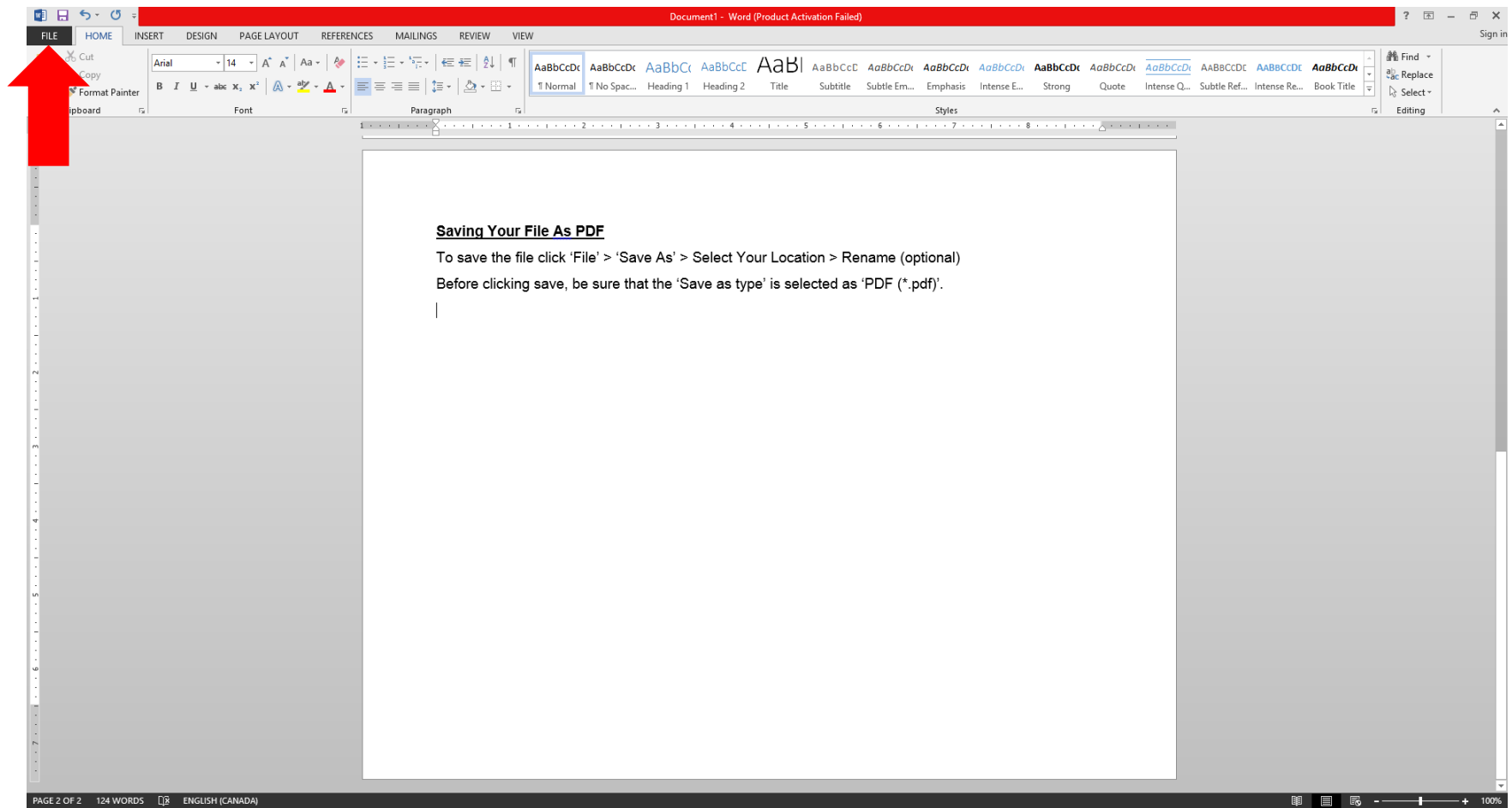
To create your document, open the Word app and type whatever it is you need on it.



Saving Your File as PDF

To save the document, click 'File' > 'Save As' > Select Your Location > Rename (optional)

Before clicking 'Save,' be sure that the 'Save as type' is selected as 'PDF (*.pdf)'.



After clicking 'Save,' you should be able to access the PDF file in the location you saved it in!

