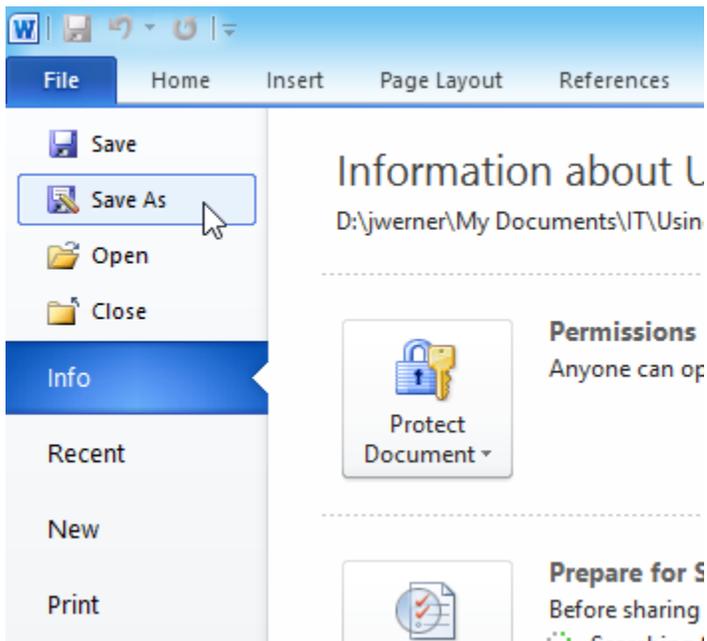


## Saving documents as PDF.

These steps will work in all Microsoft Office programs (Word, Excel, PowerPoint and Publisher).

When you are ready to save your document as a PDF, choose the **File Menu**, then select **Save As**.



When the **Save As** window pops up, change the **Save as type** to PDF. Then name your file and save.

