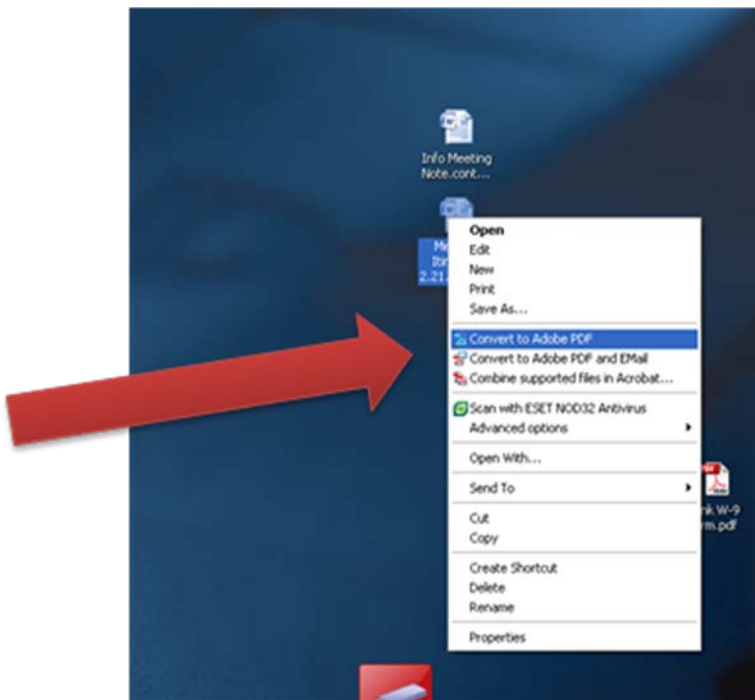


How to convert a document to PDF on a PC

In Microsoft Word you can: File>Save As and choose PDF
OR

You can also right-click on any document and there should be a “Convert to PDF” option



How to Convert a document to PDF - Mac

1. While in a word processing program go to: File > Print

2. In the Print dialog box, click the PDF button that shows up in the bottom, left-hand corner. Then, follow saving options as directed.

