

Creating a PDF

If you are using a Macbook or iMac:

You can save any file to pdf using the print function.

- Select "Print"
- Select "Save as pdf"
- Name document
- Save pdf file on your computer or drive.

If you are using a PC and Microsoft Word (2007 or later):

You can save any Word document directly to pdf.

- Select "File"
- Select "Save As"
- Name document
- On the drop down menu that lists formats ("Save as type"), select ".pdf"
- Select "Save"

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