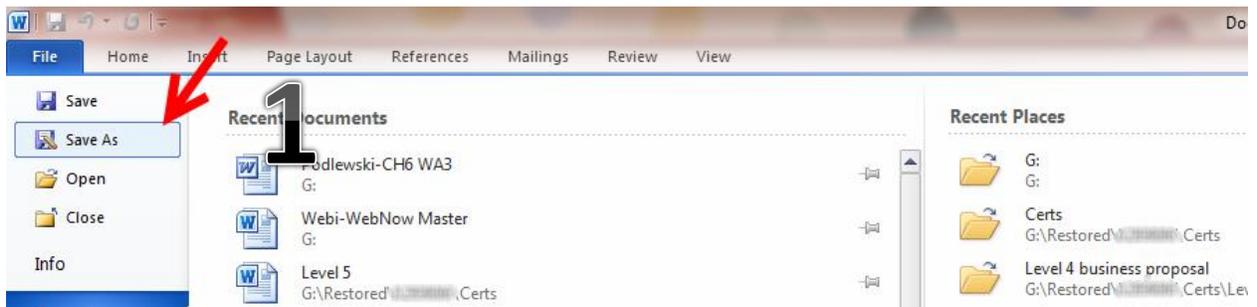
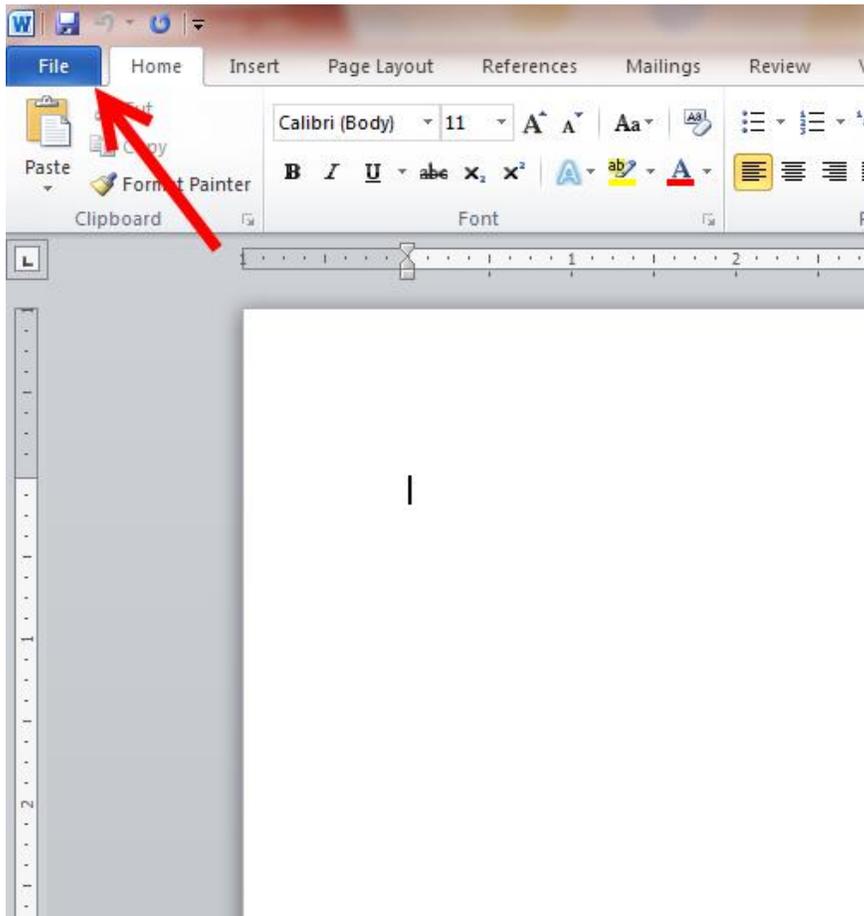


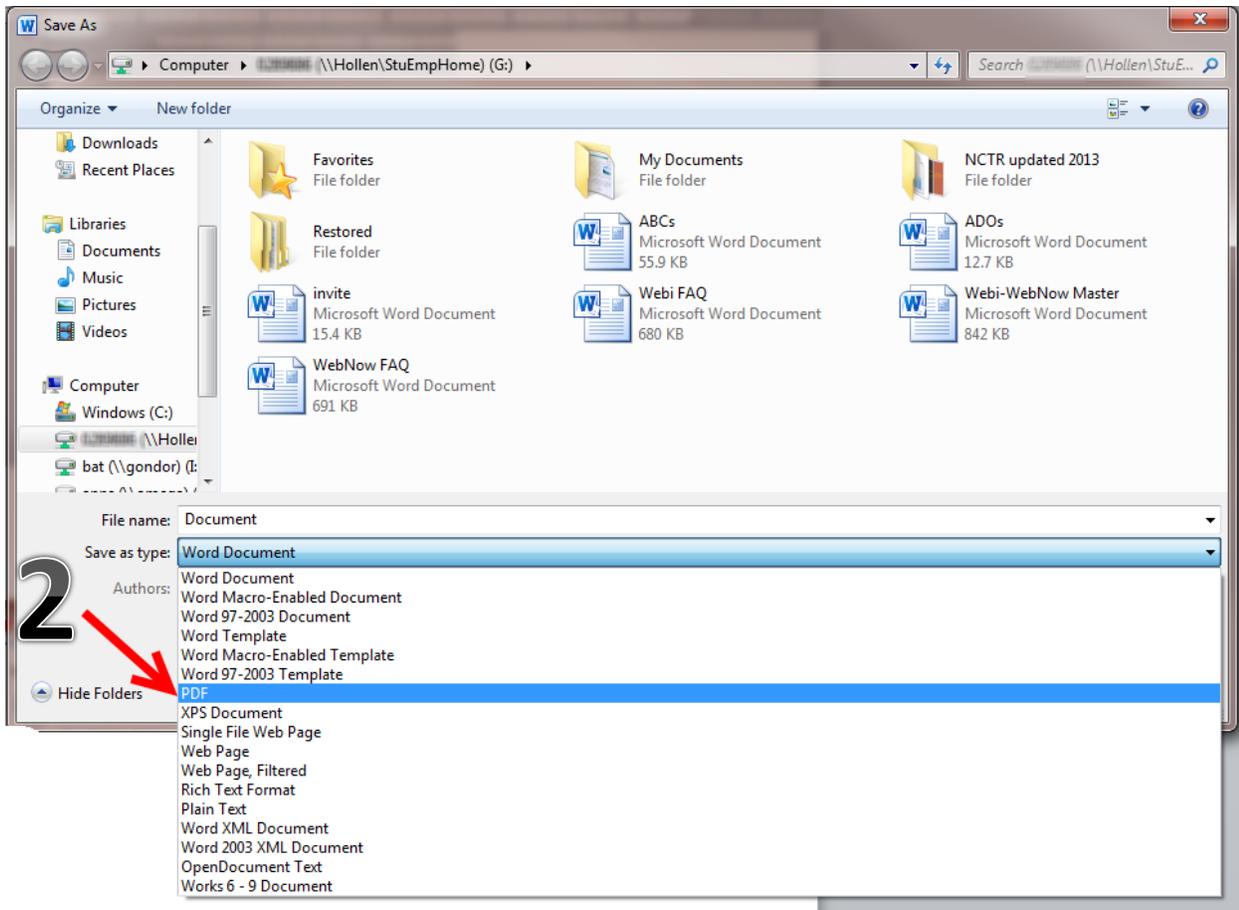
Creating A PDF in Word 2010

Once your document is complete these are the steps to converting your Word document into a PDF.

- 1) Click File, **Save As**

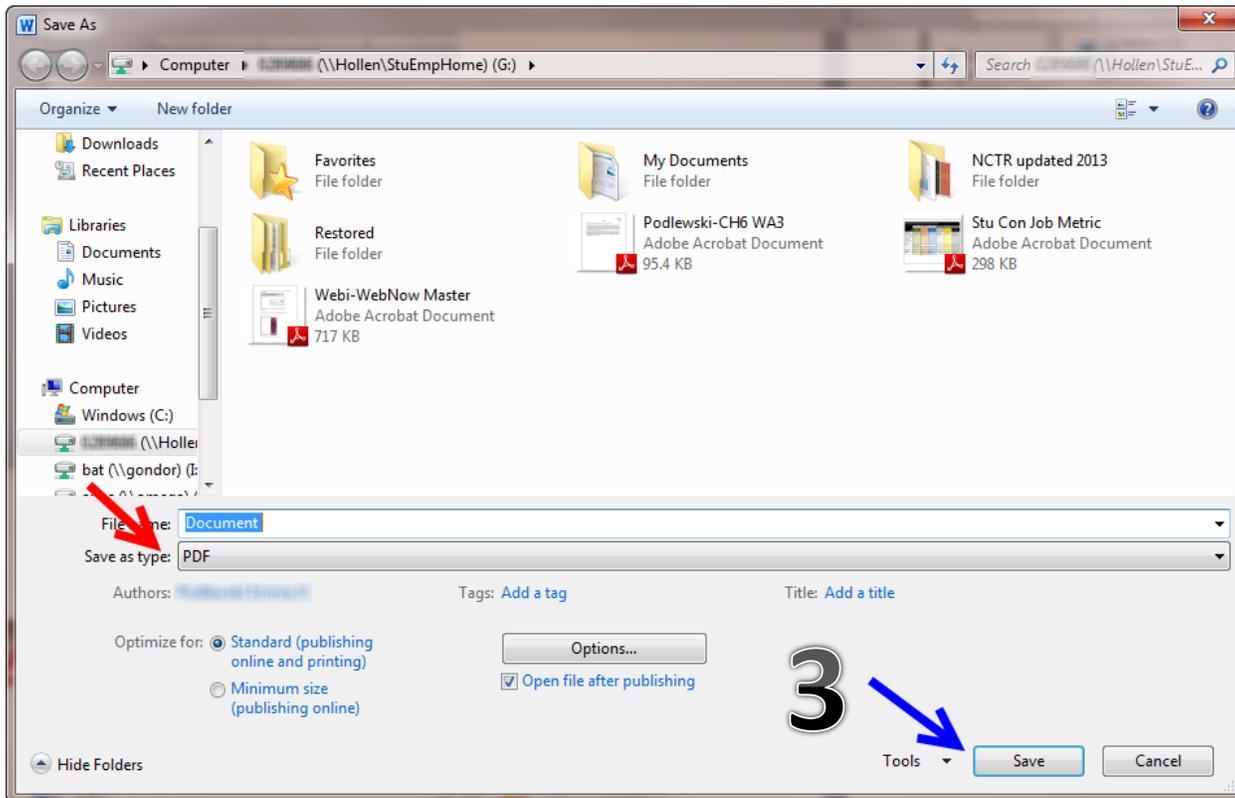


- 2) A Save As window will open. Name your document in the **File Name** field, and then in the **Save as type** field, select the PDF option.



Once PDF is selected in the **Save as type**, any other PDF's that are saved in that current folder will now be visible.

3) Save your document as a PDF



4) When your document has successfully saved as a PDF it will open as a PDF.

