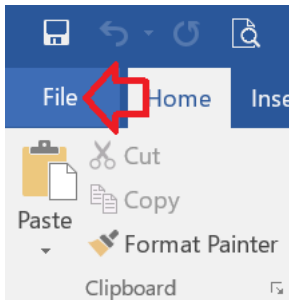
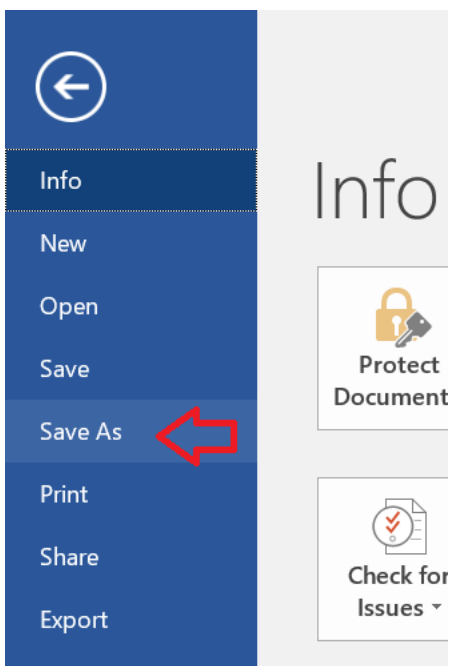


## How to convert Word file to PDF file.

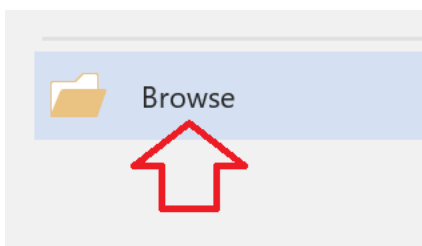
1. Under Microsoft Word document, click “file”.



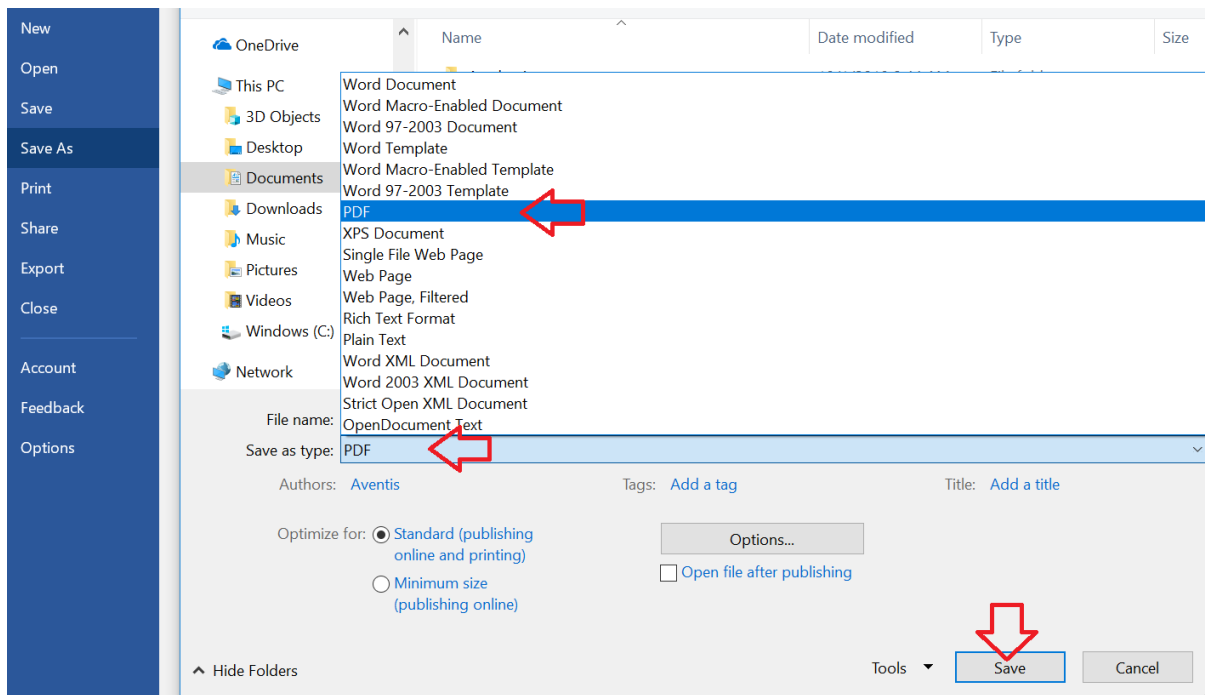
2. Under “file”, click “save as”.



3. Choose the folder to save the PDF file under “browse”



4. After choosing the folder, change the “File name” and click under “Save as type”. Change the “Save as type” from Word documents to PDF and save the PDF file.



5. You may search your PDF file in the folder that you have chosen. For example, if you saved it under “documents”, you may find your file in that folder.

