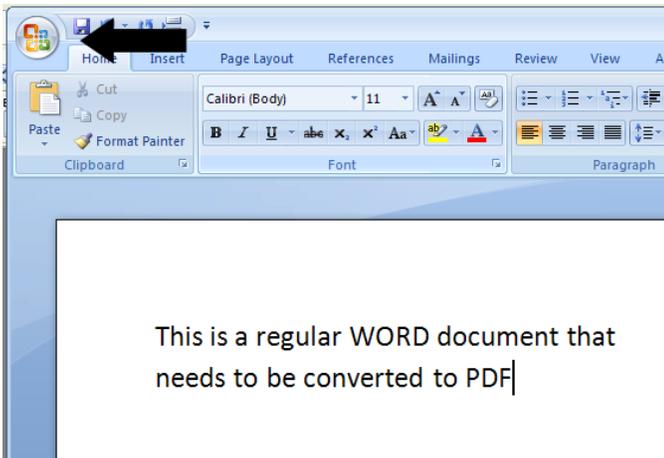


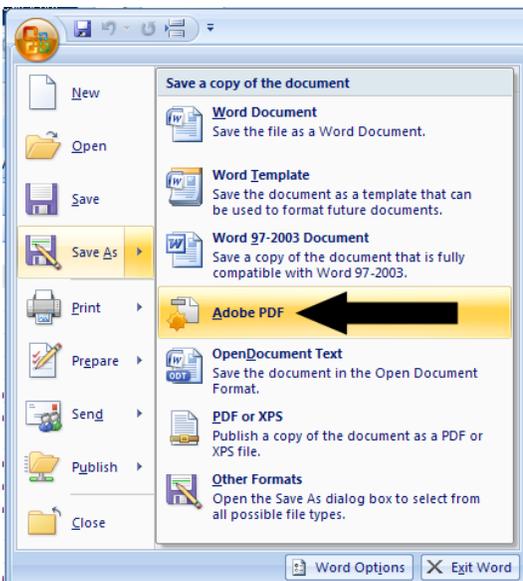
# Convert Word Files to PDF

This will work with WORD documents—and since you can paste any picture (or scan), in a WORD document, it works for just about anything. You must be using WORD 2007 or greater.

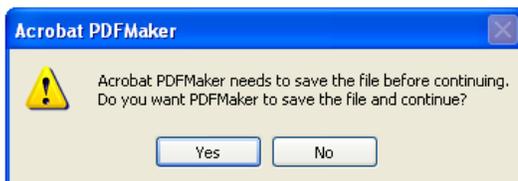
First, you must have WORD open. Click on the MICROSOFT BUTTON



Now, choose “Save as Adobe Pdf”

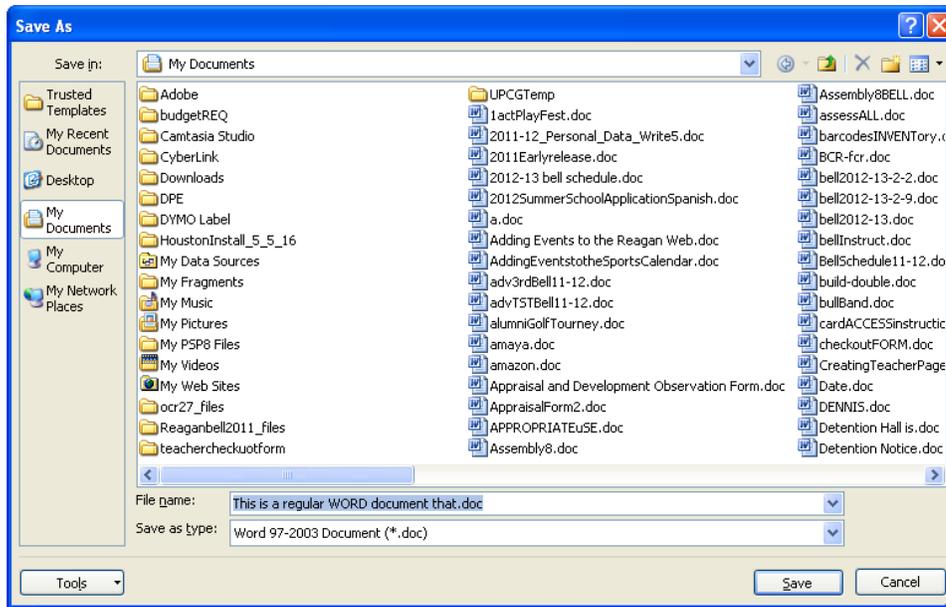


There will be a warning if you haven't saved (choose YES) (this will save the original WORD file)



(next page)

The SAVE AS dialogue box will open—choose an appropriate name and location to save.



After you click SAVE, the pdf will be created—you will be asked for another appropriate file name and you will choose a convenient location for the save.