

# Saving Files as PDFs

## From Office

NOTE: These directions will work for Microsoft Word, PowerPoint, Excel, and many other similar programs such as OpenOffice Writer.

First, open the file you wish to save as a PDF. Once the file is open, select the **File** menu in the upper left.

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From the File menu, select Save As.





### Choose a location on your computer to save the file.

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### In the Save as type menu, select PDF.

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#### Then press Save.

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