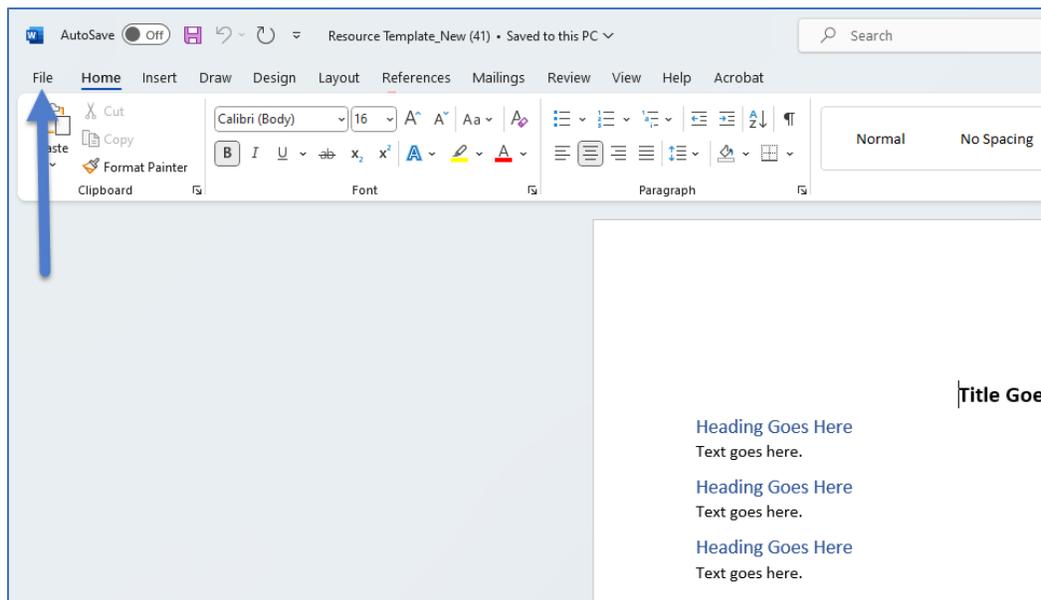


## Saving Files as PDFs

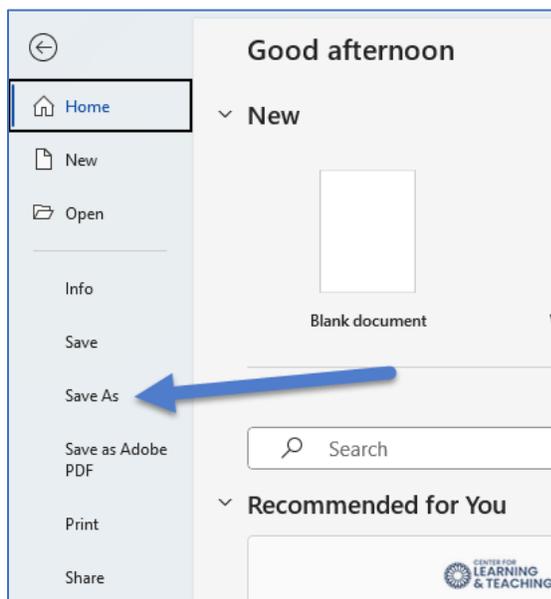
### From Office

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

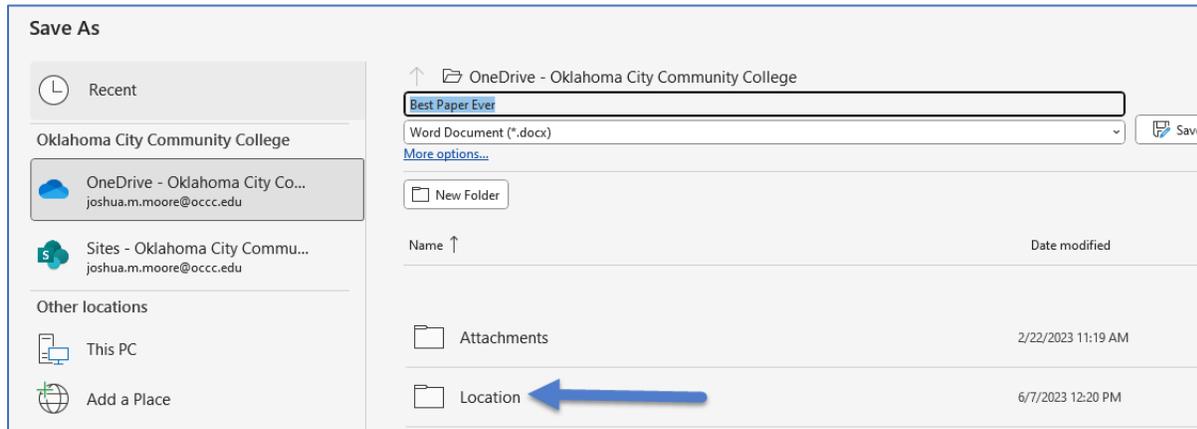
First, open the file you wish to save as a PDF. Once the file is open, select the **File** menu in the upper left.



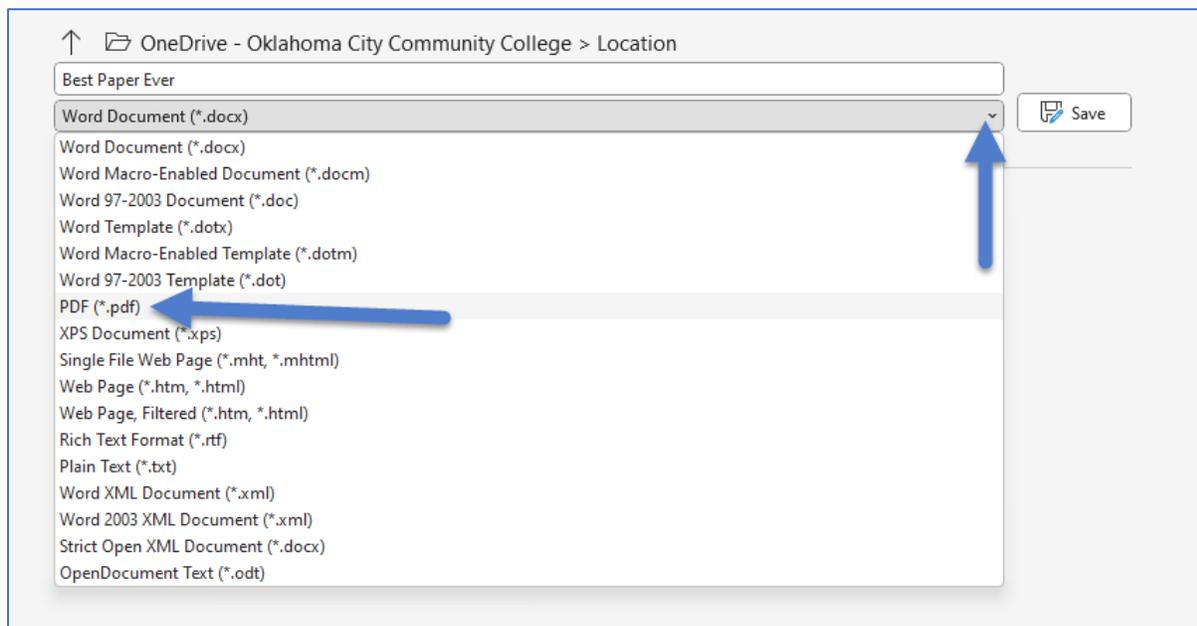
From the File menu, select **Save As**.



Choose a location on your computer to save the file.



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



Then press **Save**.

