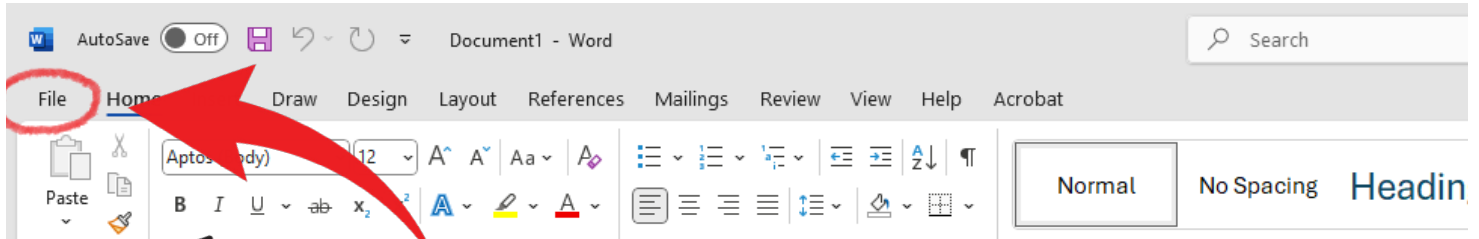
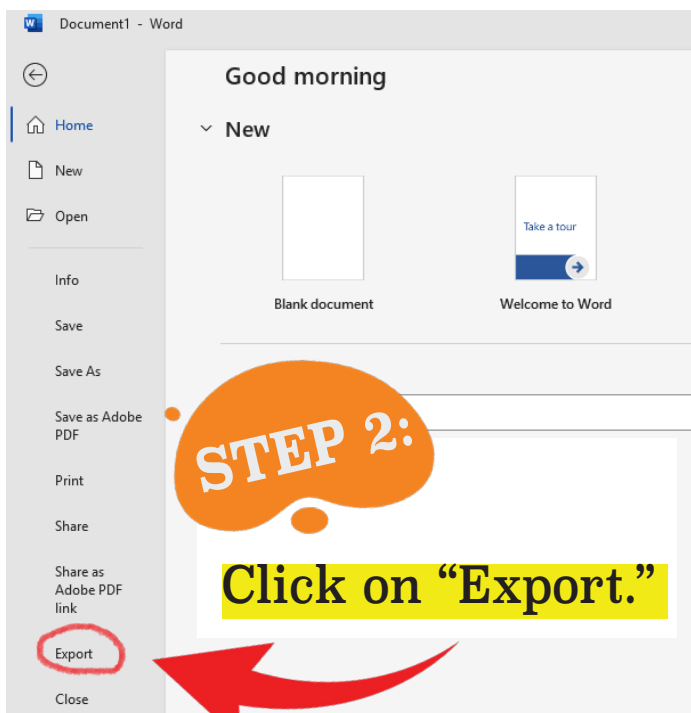


How To: Export a PDF From Word



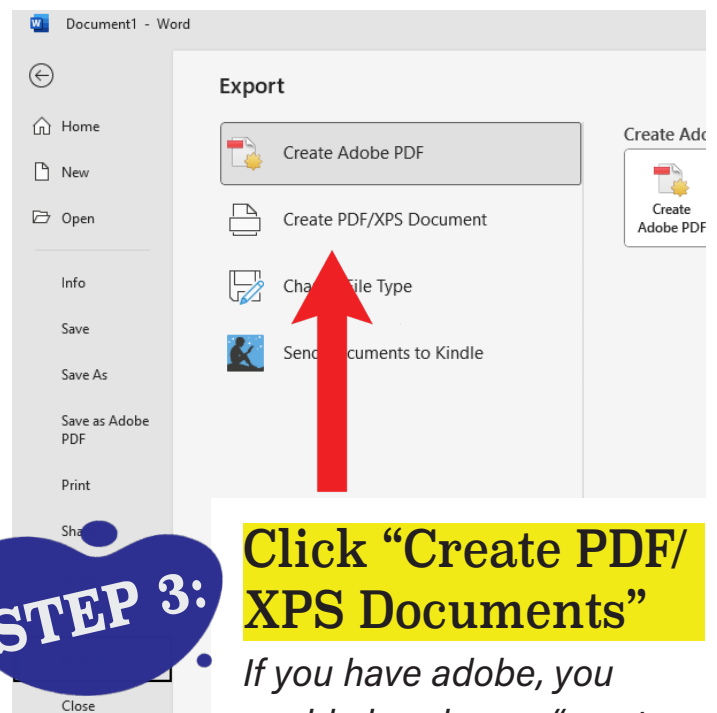
STEP 1:

In the upper left corner, click on "File."



STEP 2:

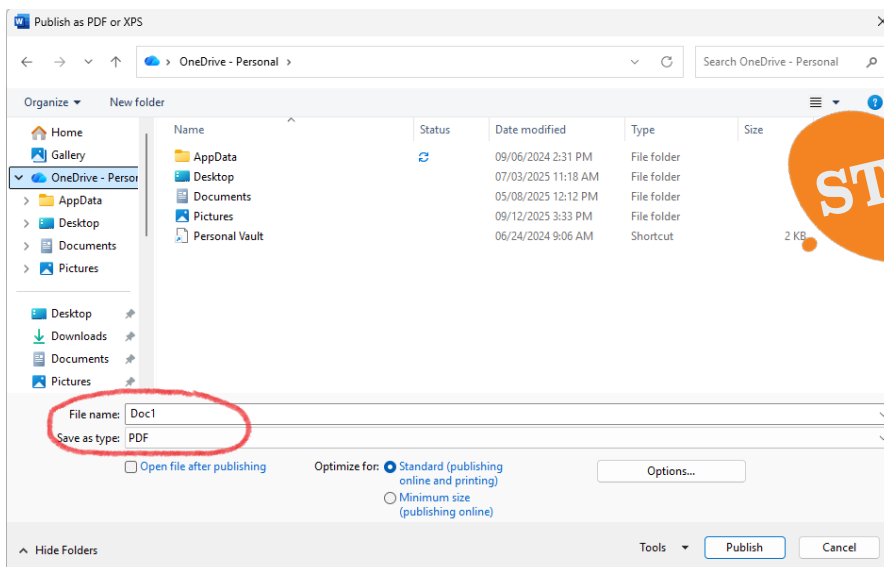
Click on "Export."



STEP 3:

Click "Create PDF/XPS Documents"

If you have adobe, you could also choose "create adobe PDF."



STEP 4:

Name your file and save to desired folder.

Check the "Save as type" box under the "File name" box to ensure it is saving as a PDF.

AND YOU'RE DONE!