How to Convert a Document to PDF:

**Microsoft Word 2007:**

1. Open your document.
2. Click “File” and then “Save As”.
3. Create a file name in the pop-up box.
4. Choose “PDF” under “Save as type”.
5. Click “Save.”

**Microsoft Word 2010:**

1. Open your document.
2. Click “File” and then “Share”.
4. Click “Create a PDF/XPS” to the right.
5. Create a file name in the pop-up box.
6. Click “Publish”.

**Word for Mac:**

1. Open your document.
2. Go to File > Print.
3. Click “PDF” in the bottom left corner, then “Save as PDF” from the drop down menu.
4. Choose a file name.
5. Click “Save”.

**Google Docs:**

1. Open your document.
2. Go to File > Download As > PDF.
3. Save the PDF file that opens.