

How to make a PDF

A STEP-BY-STEP GUIDE

WORD FILES

STEP 1

Save the file as a new document.

STEP 2

Change save as type into PDF(*pdf).

STEP 3

Choose folder, change name of the document and click save.

OTHER FILE TYPES

STEP 1

Select the "Print" command in whatever app you're using.

STEP 2

Change printer, select print to PDF and print the document.

STEP 3

There will open up a standard Save As window for you to name and save your new PDF.