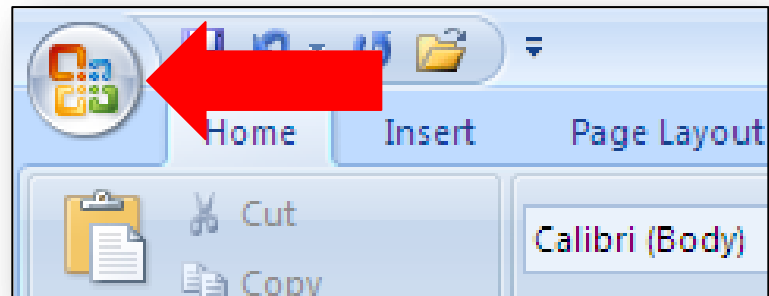


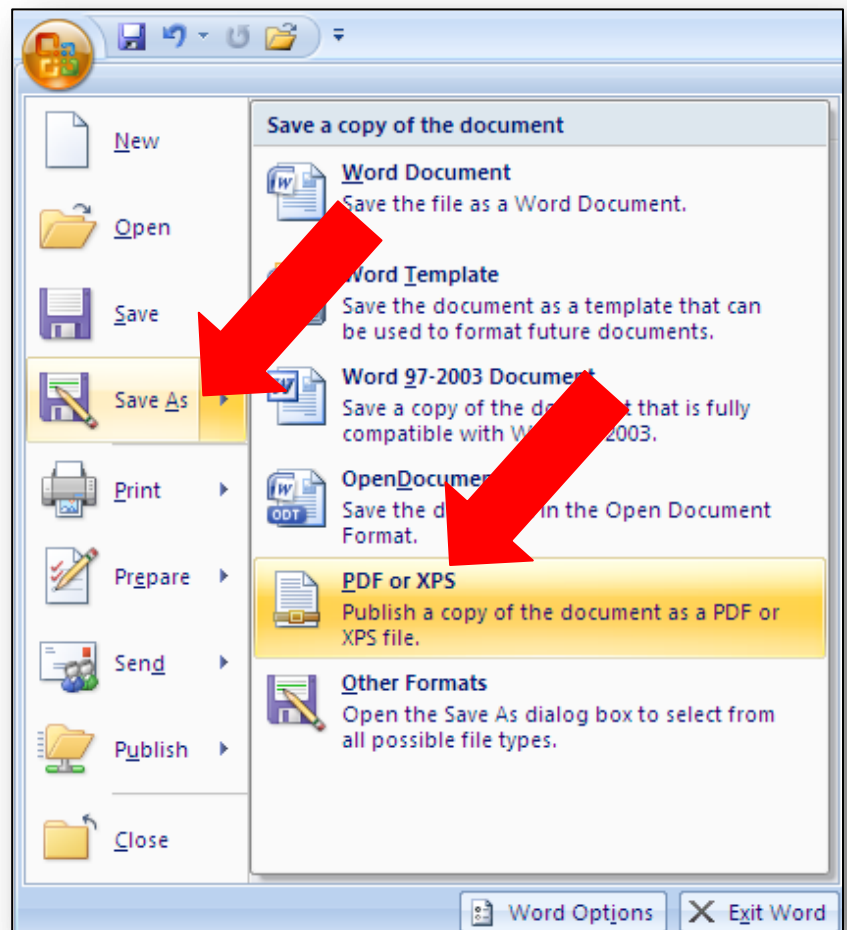
How to make a PDF in Microsoft Word 2007

This tutorial will show you how to convert a Microsoft Word document into a PDF.

1. Click on the **Microsoft Office Button** in the top left side of your Word document

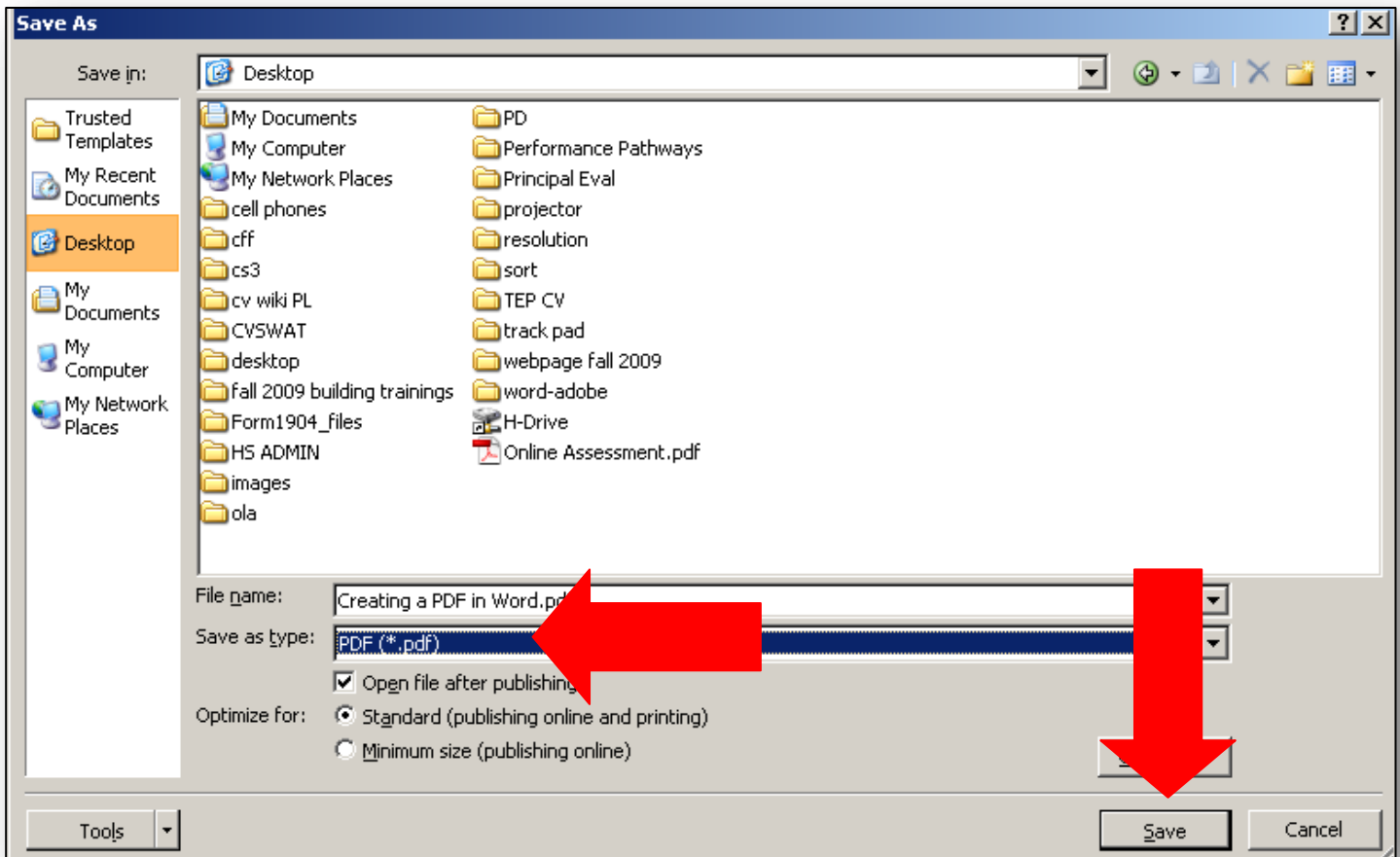


2. Select **Save As** → **PDF or XPS**



3. In the **Save as Type** drop down menu, select PDF.

4. Choose the location where you want it to save, give it a meaningful file name, then click **Save**.



5. You PDF will now be created.