Using Microsoft Office 2007 and Above:

1. In your “Microsoft Office 2013 Word” document, click “File” at the top of the page.

   ![Image of Microsoft Word interface with File tab highlighted]

2. The “File” page will open. Then, click “Save As.”

   ![Image of Microsoft Word interface with Save As option highlighted]
3. Once the “Save As” page opens, click “Browse.” The “Save As” window will open.

4. Click the dropdown menu for “Save as type” and select “PDF.”
5. Locate the area you would like to save your file. Then, click “Save.” Your file is now saved as a PDF in the location that you selected.

For a MAC Computer:

1. In the Microsoft Word document that you would like to save as a PDF, click “File.”
2. Then click “Print.”

3. Click “PDF” at the bottom of the “Print” window.
4. Select “Save as PDF...”

5. Locate the area where you would like to save your document. Then click “Save.” Your file is now saved as a PDF in the location that you selected.