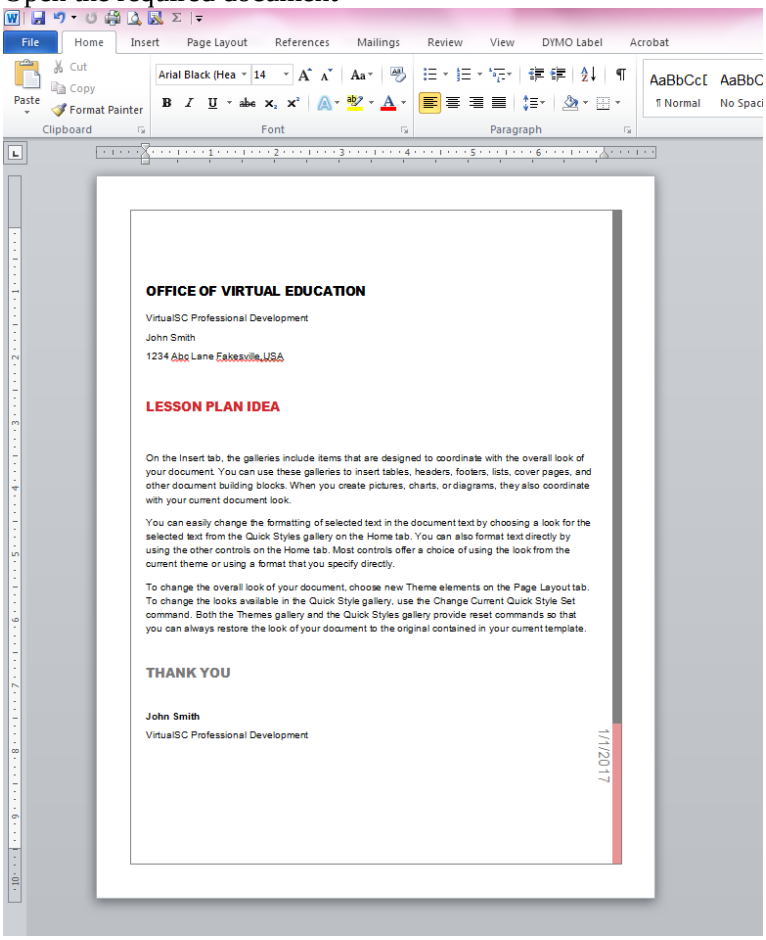
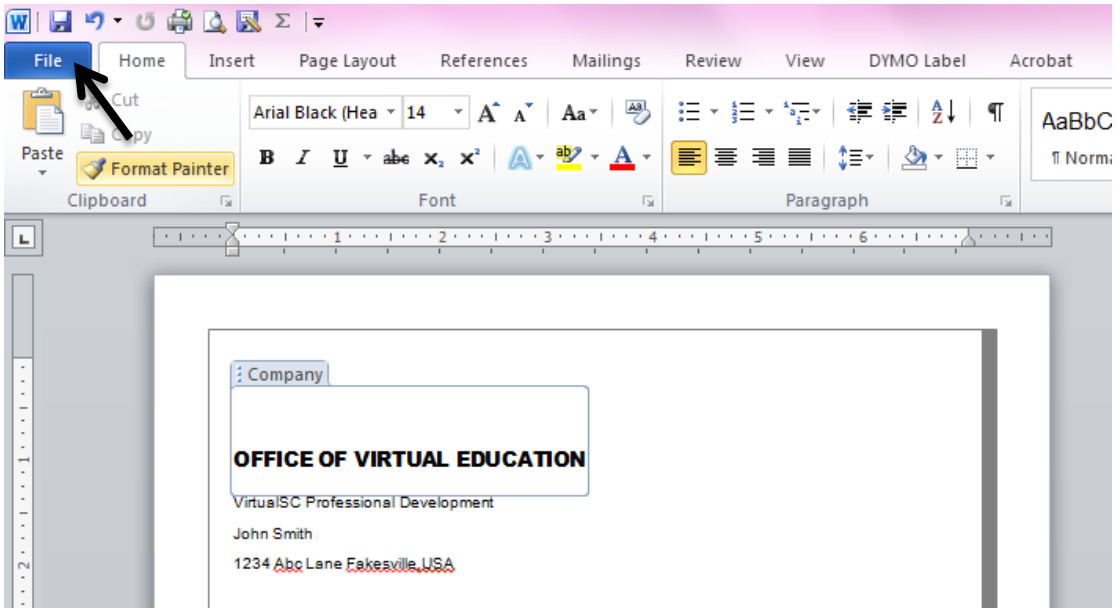
How to convert Word document to PDF

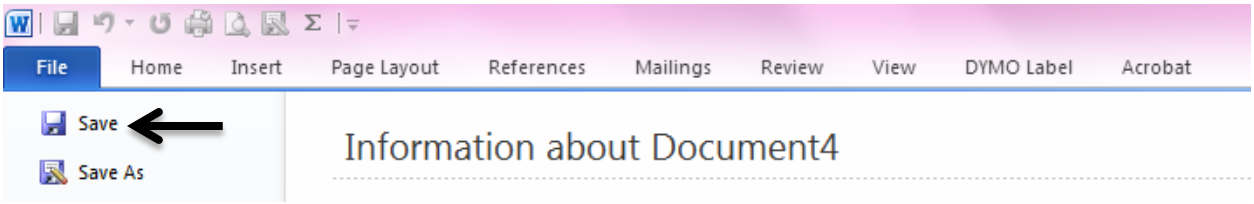
1. Open the required document



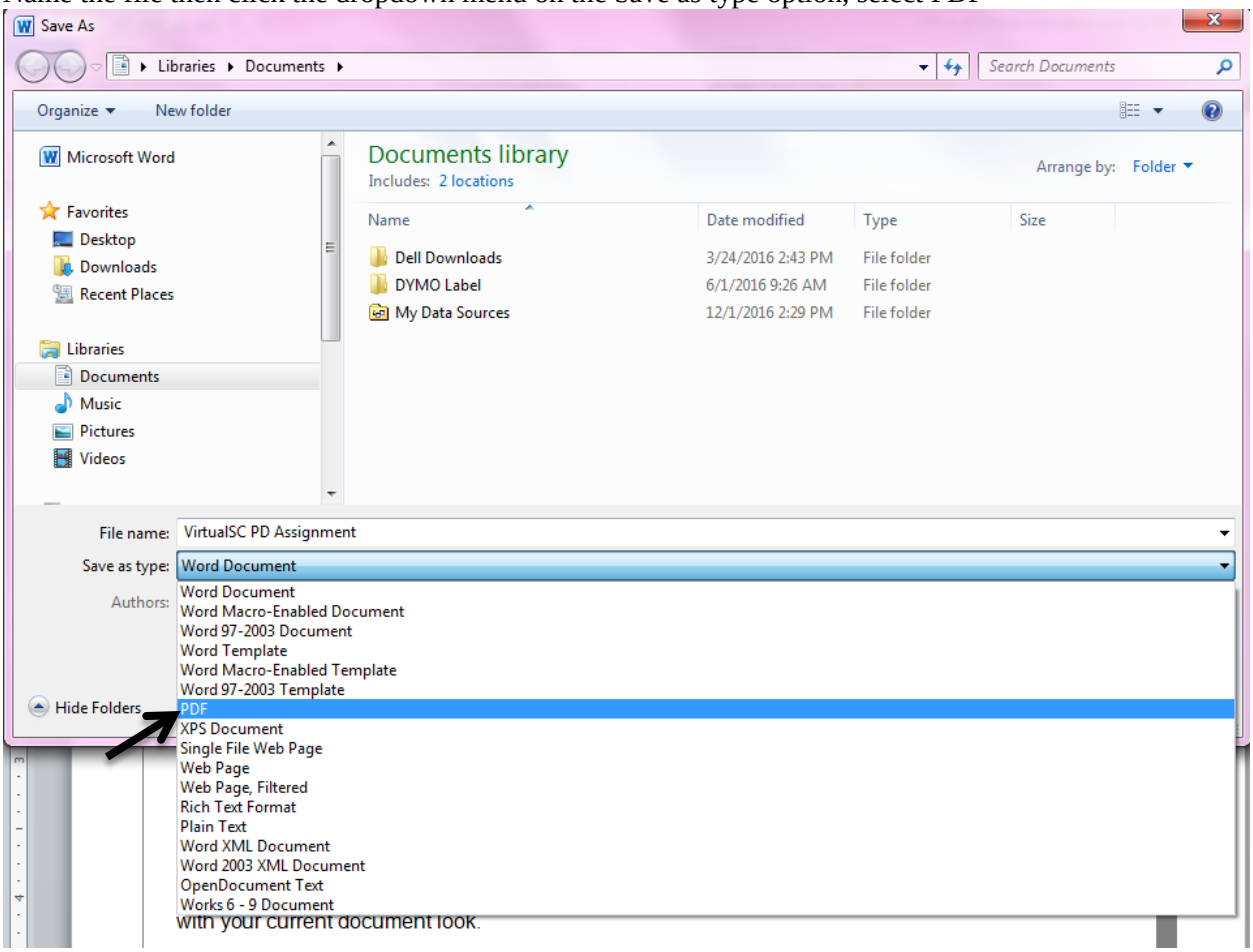
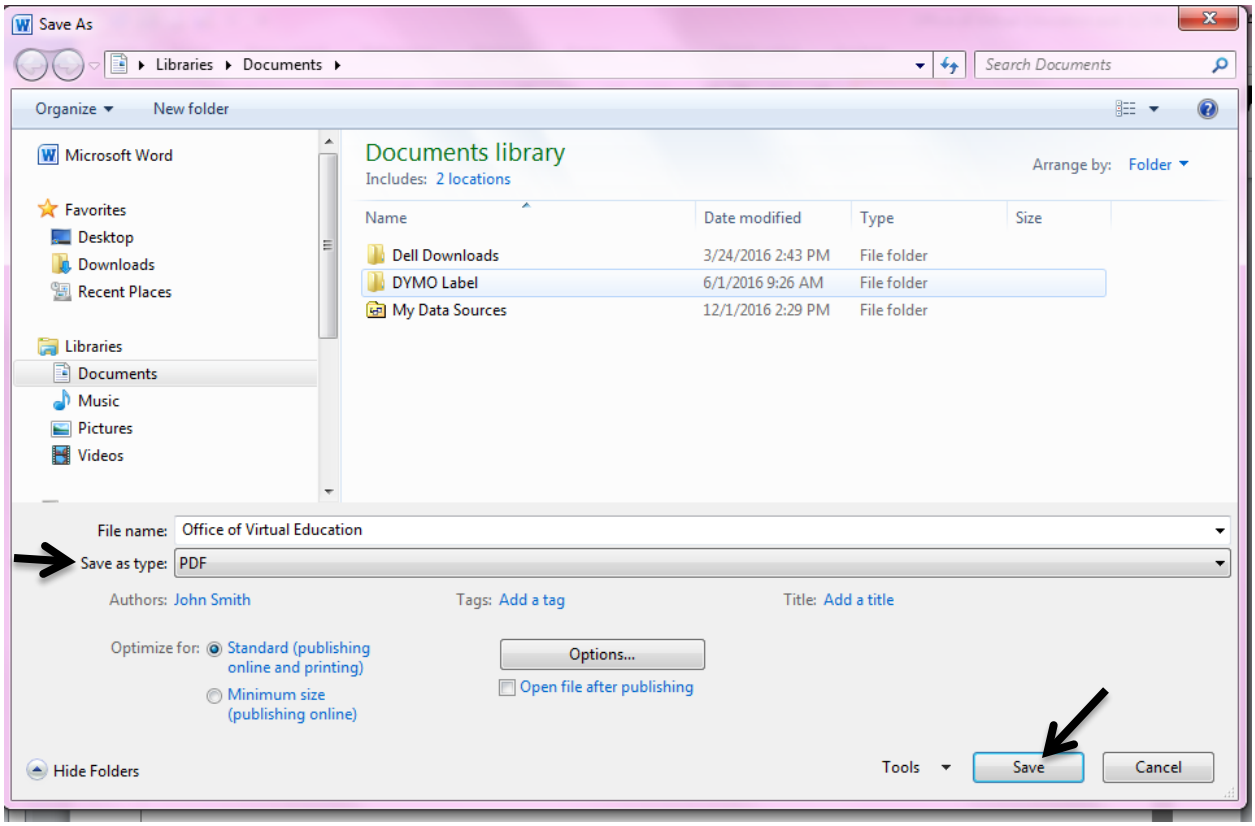
2. Select the File tab



3. Select the Save button



4. Name the file then click the dropdown menu on the Save as type option, select PDF



5. Select Save button to have document stored as PDF