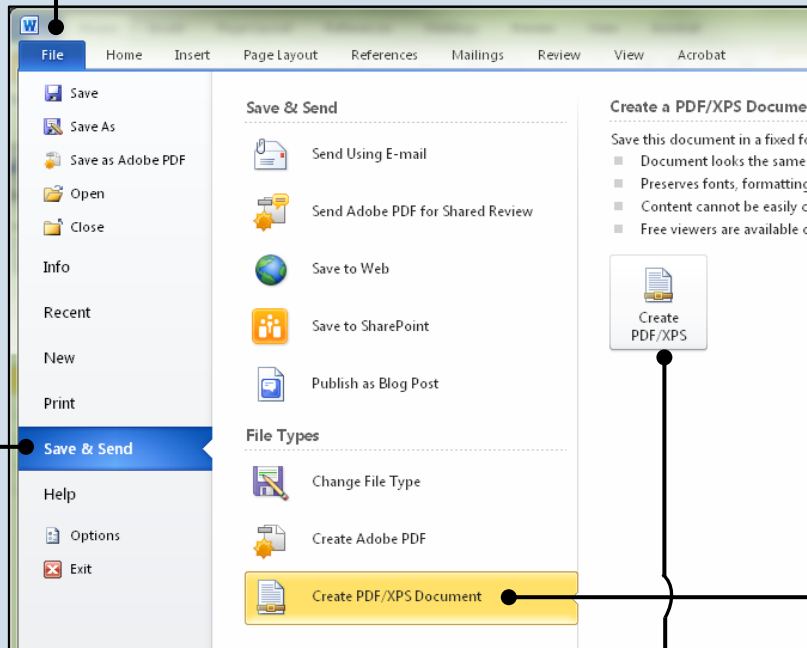


How to Convert a Word document to a PDF in Microsoft Word 2010 or 2013

1. Open the document in Word

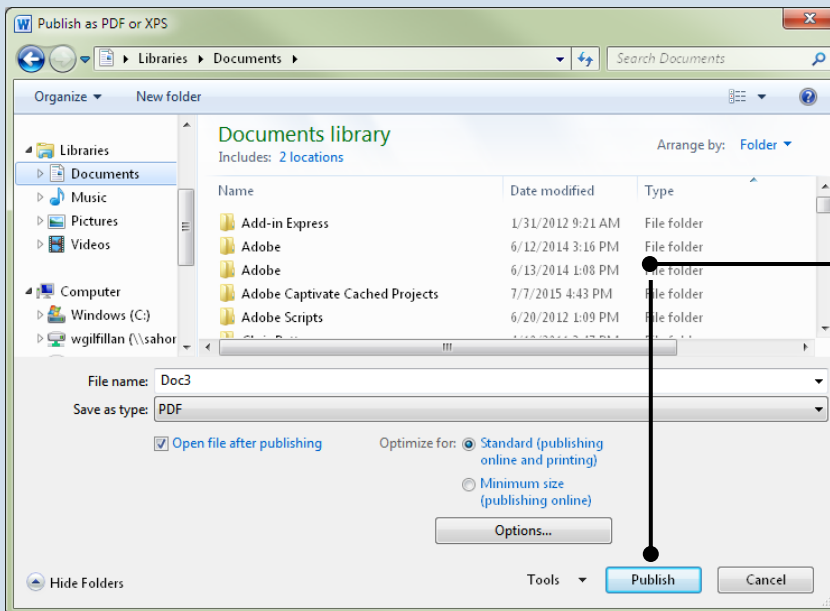


2. Click the File menu

3. Click the 'Save & Send' option

4. Click the 'Create PDF/XPS Document' file type

5. Click the CREATE PDF/XPS button



6. Save the PDF In the Publish as PDF or XPS window, choose a location on your computer or other storage device to save the PDF and click the PUBLISH button.