

How to Change a Document to a PDF

A PDF (Portable Document Format) file can be viewed on most computers and mobile devices whereas Word, Publisher, and PowerPoint documents need Microsoft Office installed to view the files. A PDF file cannot be changed or manipulated. So when sending a file or posting a file on a website it is best to convert it to a PDF file first.

Save the file as you did before so you can have a backup file in case changes are needed in the future.

Then click **Save As** then select PDF from the drop down menu and click **Save**

