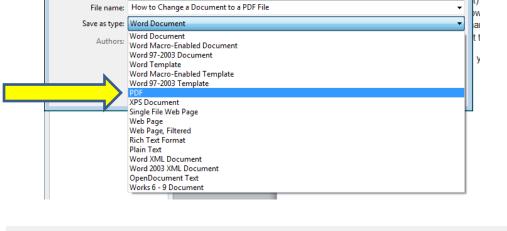
How to Change a Document to a PDF

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 is it best to convert it to a PFD 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

File name:	Tech Fair	-
Save as type:	PDF	•
Authors:	Windows User	Tags: Add a tag
Optimize	for: Standard (publishing online and printing)	Options
	Minimum size (publishing online)	Open file after publishing
le Folders		Click Tool - Save Cancel