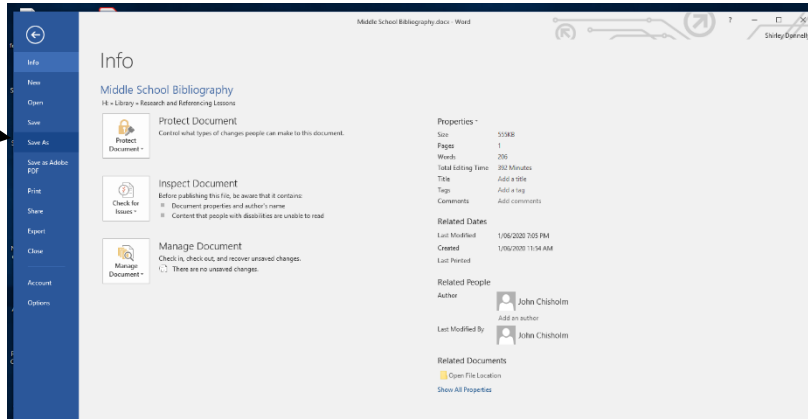


How to....

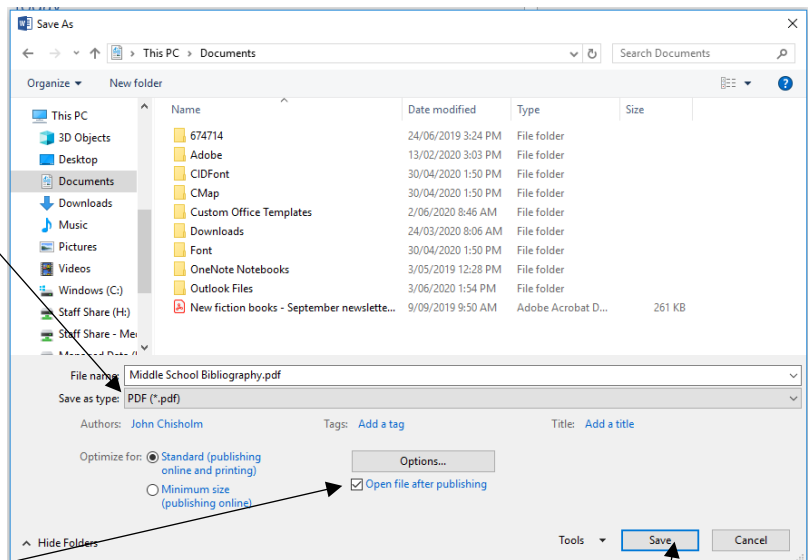
make and save a PDF

- 1 Using Microsoft Word or Powerpoint, under the **File** tab, select **Save as**



- 2 After you have chosen **where** to save your file, change the **file type** by choosing **PDF** from the drop-down list

Make sure you save your PDF to your PC. Do not save it to OneDrive (which is on the Cloud) as the school server does not recognise files saved online.



Hint: If *Open file after publishing* is ticked, it will open the PDF up in a web browser for you to look at. You will need to close it if you want to attach it to an email for printing. It may be simpler to make sure the box isn't ticked.

- 3 Click on **Save** (Ctrl S) to complete the conversion.

Hint: If you have left the file name the same, you will need to look at the icon or the suffix (.pdf) to help you choose the right file.

