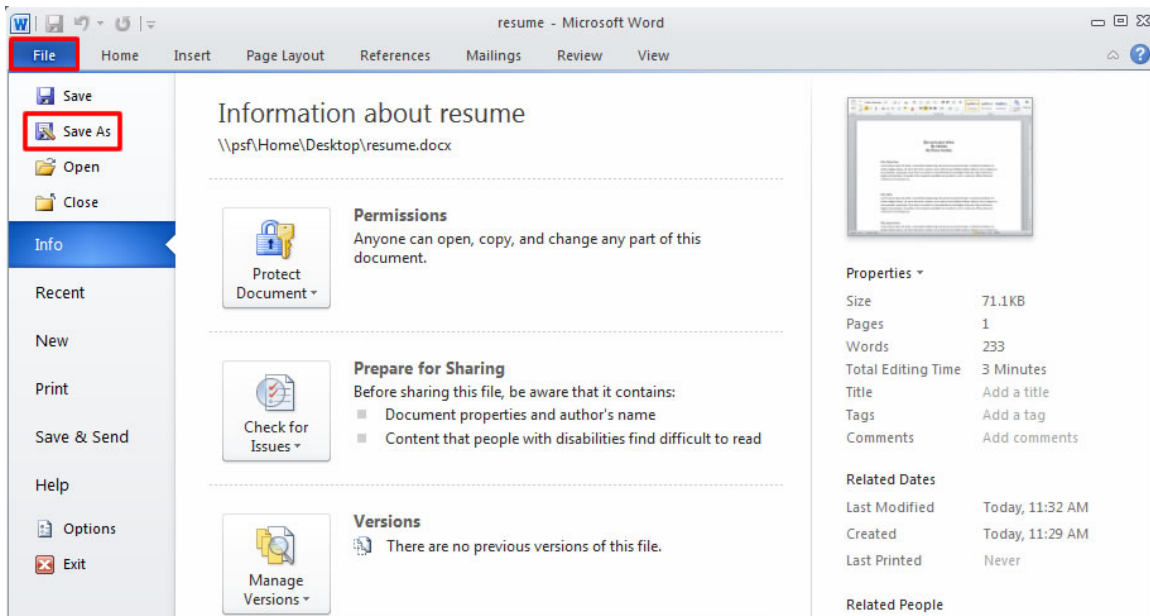


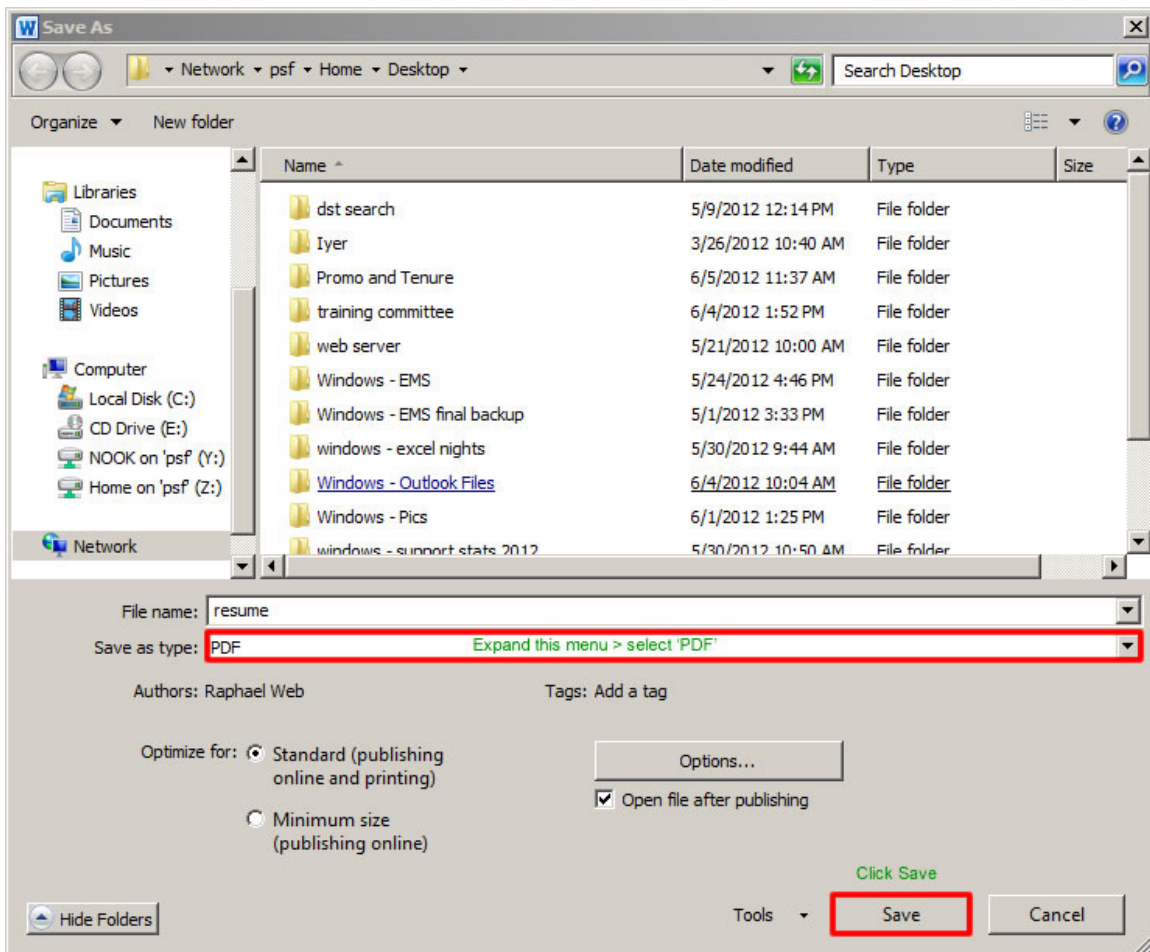
Convert Office Documents to PDF – For **Windows Users**

These instructions are common to all Office 2010 applications.

1. Open your Word document.
2. File Tab > Save As...



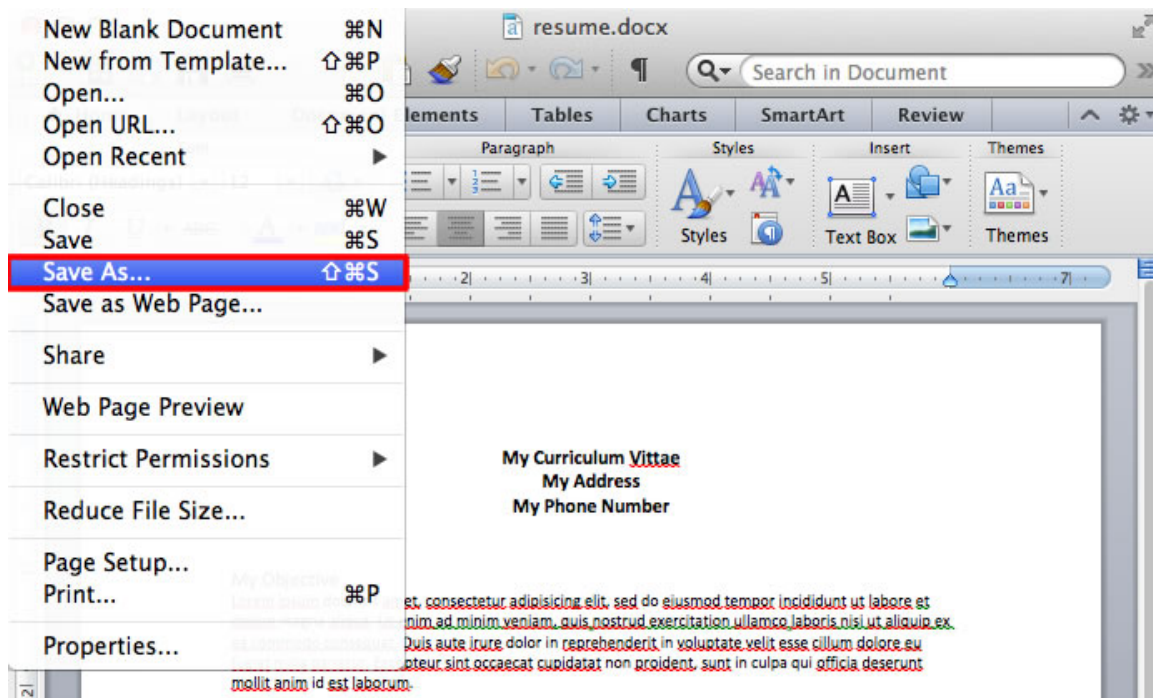
3. Expand Save as Type Menu > PDF
4. Save



Convert Office Documents to PDF – For Macintosh Users

These instructions are common to all Office 2010 applications.

1. Open your Word document.
2. Main Menu > File > Save As...



2. Expand Format Menu > PDF
4. Save

