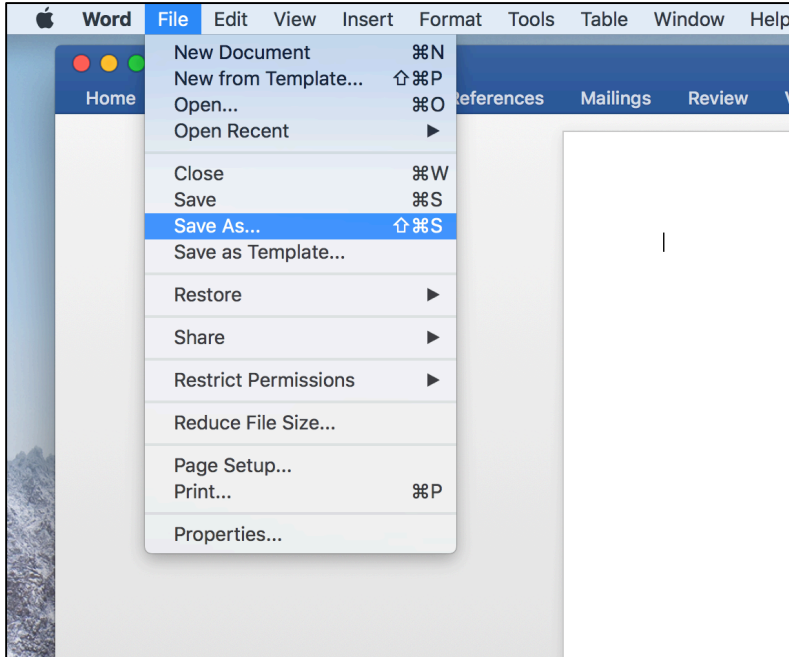


Covert Office Documents to PDF – for Mac Users

These instructions apply to all Office 2016 for Mac applications

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



3. In the Save As dialog : File Format > PDF.
4. Click Save.

