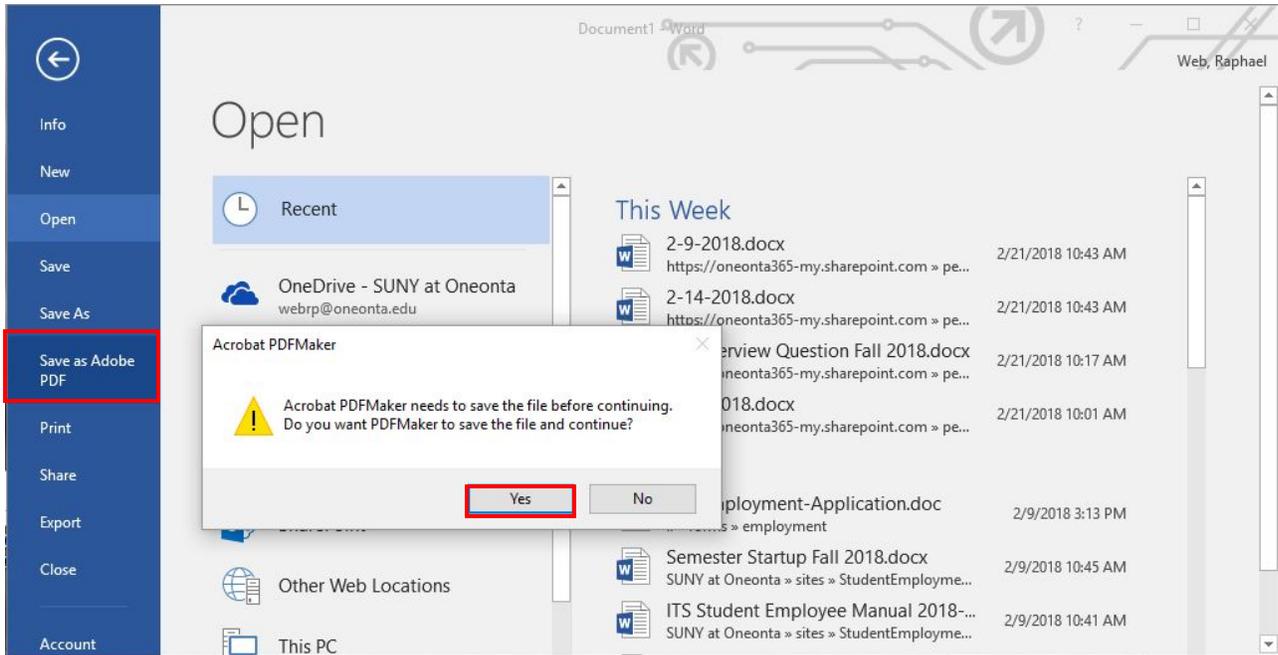


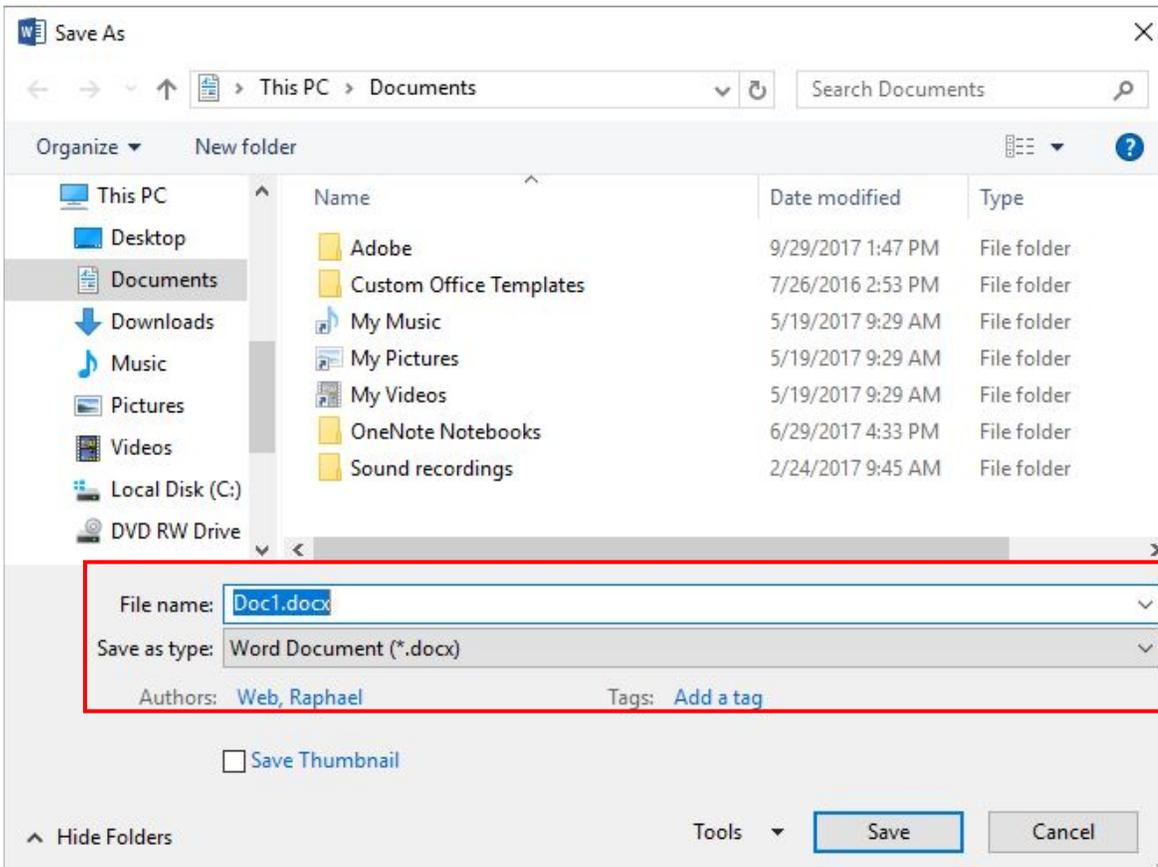
Convert Office Documents to PDF – for Windows Users

These instructions apply to all Office 2016 applications

1. Open your Word document.
2. File Tab > Save as Adobe PDF. Accept the resulting AdobePDFMaker prompt.



3. The system has to save the Word document as a .docx file (required).



4. Then, save file as PDF.

