

Converting Documents to PDF

I am going to give you the “easiest” and most straight-forward method of converting. This is not the only method though.

1. Open the document you want to convert.
2. Go to “Print” to print the document
3. Once on the Print Dialogue box, choose the printer options and choose PDF or Adobe PDF rather than a printer.
4. This will give you a Save Dialogue box and you can save it to the location that you want.