

## Saving a Word Document as a PDF

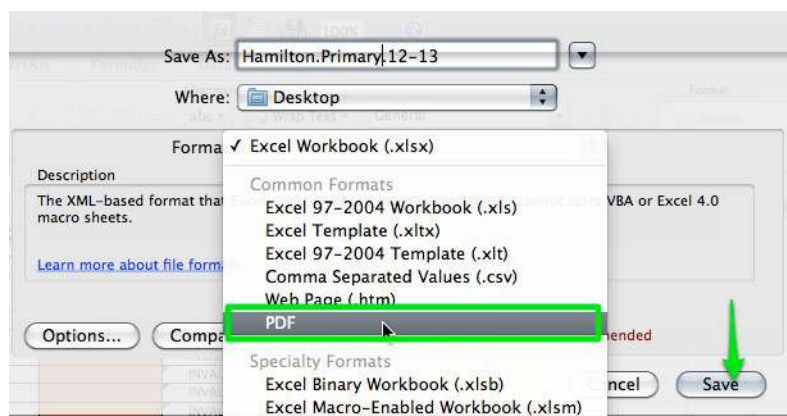


1. Click on **File** and select **Save As...**



2. Save your file in this format: (LastName.Primary/Secondary.SchoolYear)  
**Hamilton.Primary.12-13**

3. Click on the Format dropdown and select **PDF**.



4. Click **Save**