Save a Document or Image as an Adobe PDF

Images

Windows

1. Open the image you want to convert to a PDF
2. Right click on the image and select "Convert to Adobe PDF"
3. Save the new PDF to the location of your choice

Mac

1. Open the image you want to convert to a PDF
2. Click File > Export as PDF
3. Save the PDF to the location of your choice

Word/Excel/PowerPoint Documents

Windows and Mac

1. Open the word document you want to convert to a PDF
2. Click File > Save As
3. Select the location where you want to save the PDF
4. Select "PDF" as the file type from the drop down
5. Save the document

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