

# 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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