

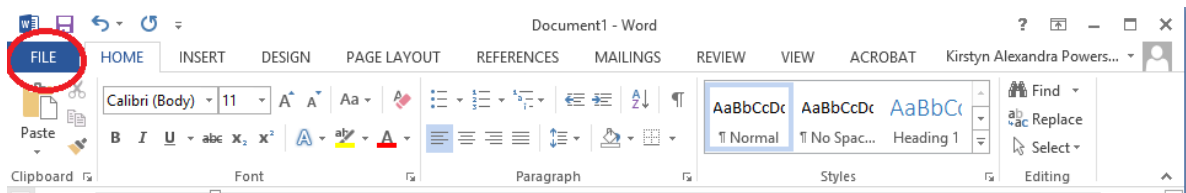
Saving files in PDF format

Windows	Page #
Word Documents	1
Firefox	3
Google Chrome	6
MAC	
Word Document	9
Safari	11

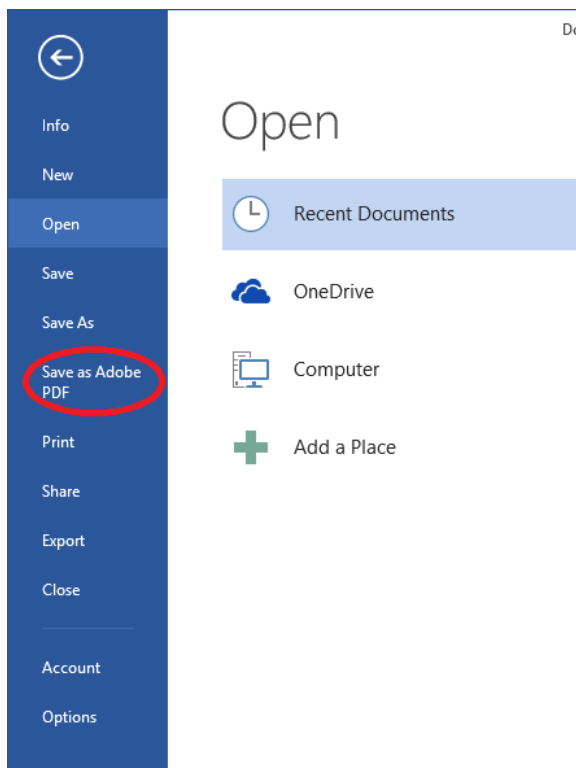
Windows

Word

1. Click the **File** tab

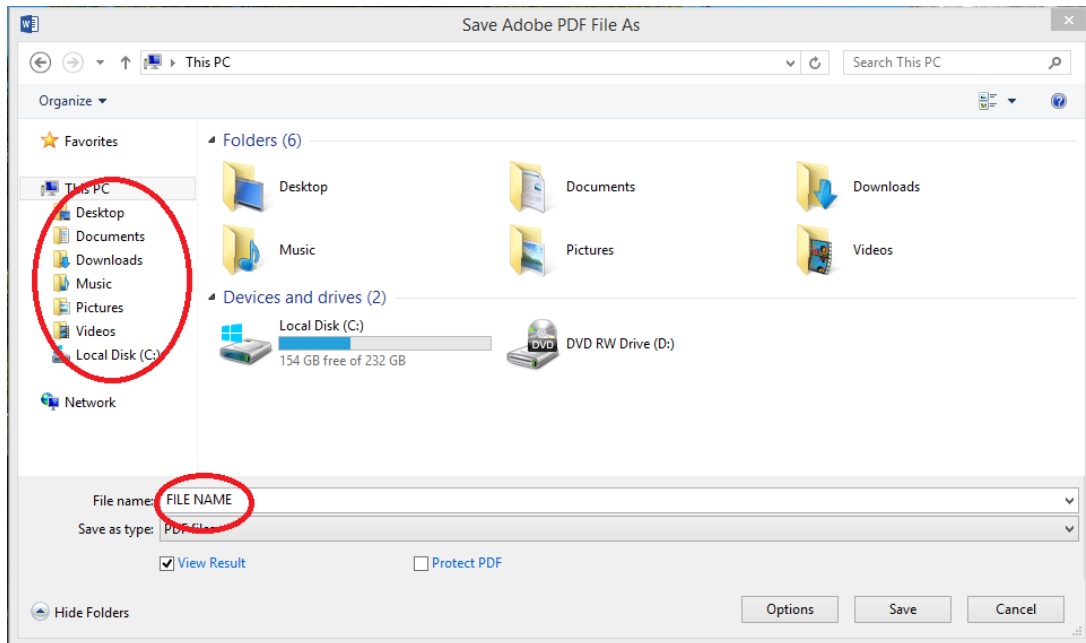


2. From the menu on the left-hand side select **Save as Adobe PDF**

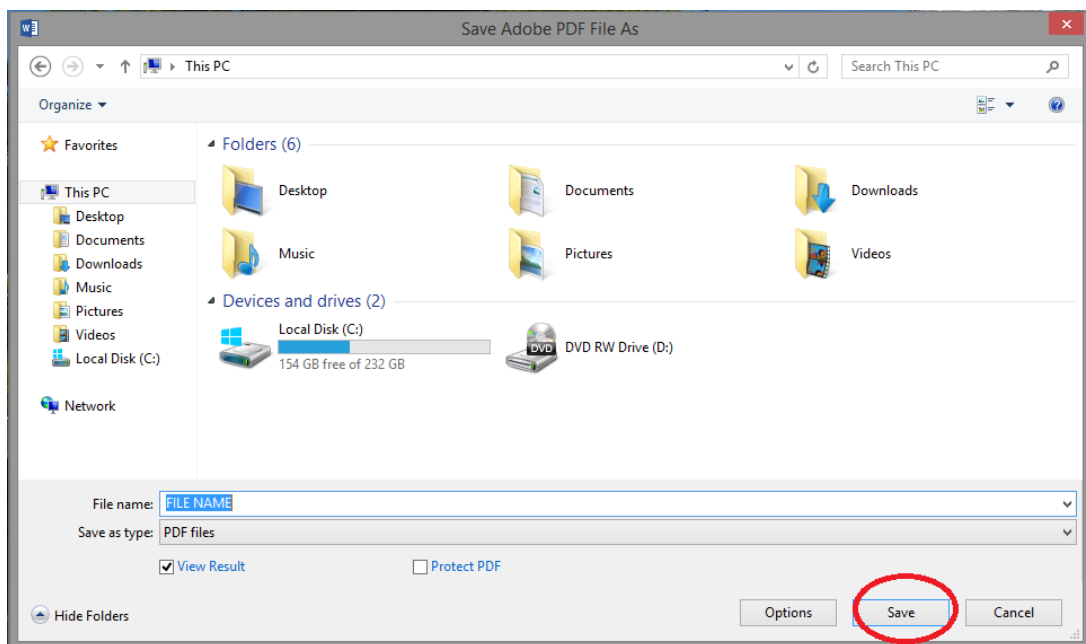


Saving files in PDF format

3. A new window will appear. Choose where you would like to save the new file and update the file name if desired.



4. Click **Save**.

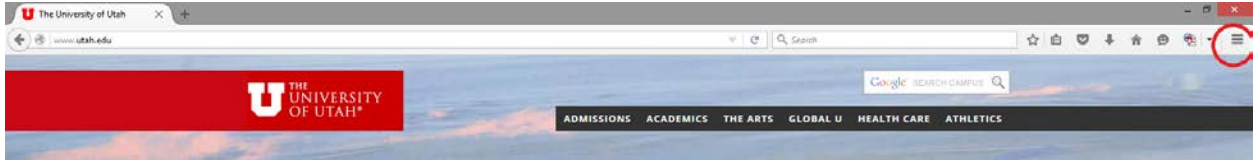


NOTE: If you want to make changes to the PDF after saving it, return to your original Word document to make changes and then save the file as PDF again.

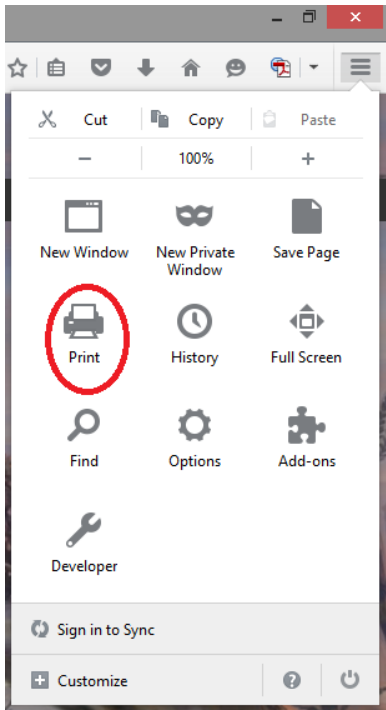
Saving files in PDF format

Firefox

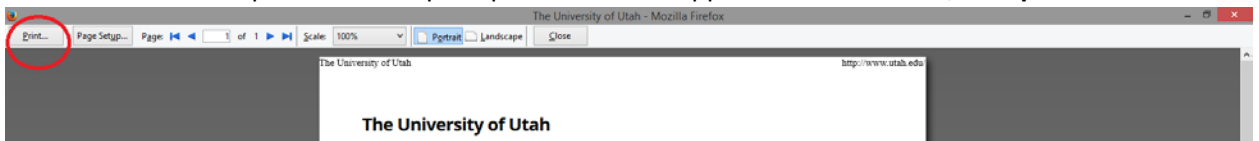
1. In the upper right-hand corner, select the **menu**



2. Click **Print**

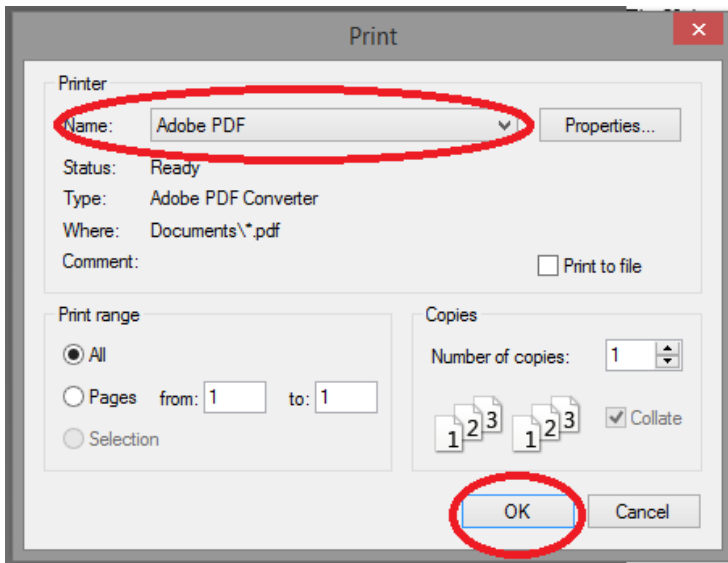


3. A new window will open to show a print preview. In the upper left-hand corner, click **print**

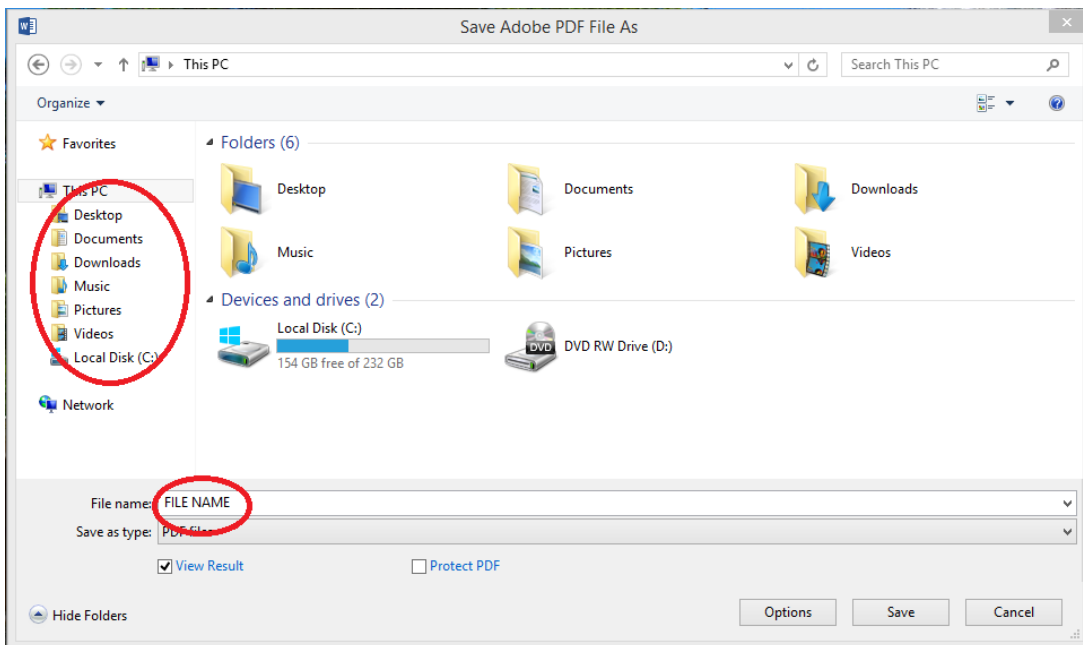


Saving files in PDF format

4. In the new print window, under name, select the drop-down menu and choose **Adobe PDF**, then click **OK**

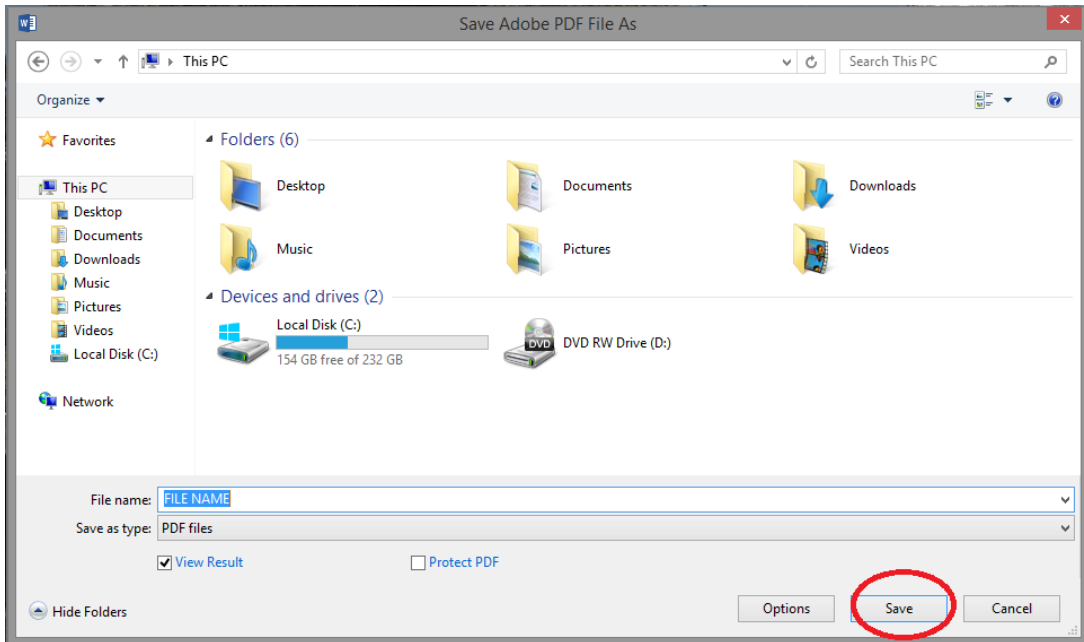


5. A new window will appear. Choose where you would like to save the new file and update the file name if desired.



Saving files in PDF format

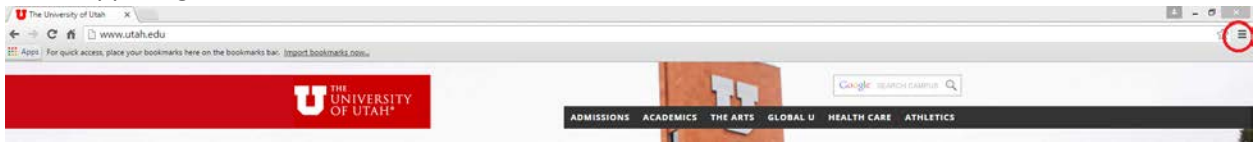
6. Click **Save**.



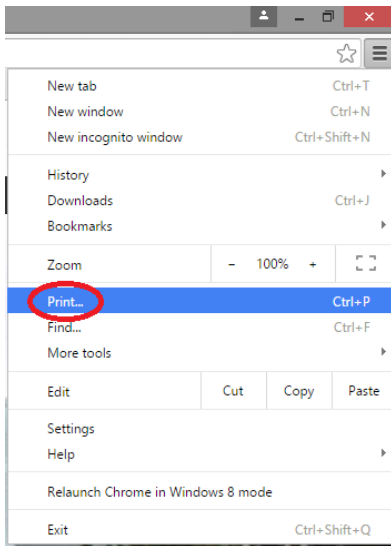
Saving files in PDF format

Google Chrome

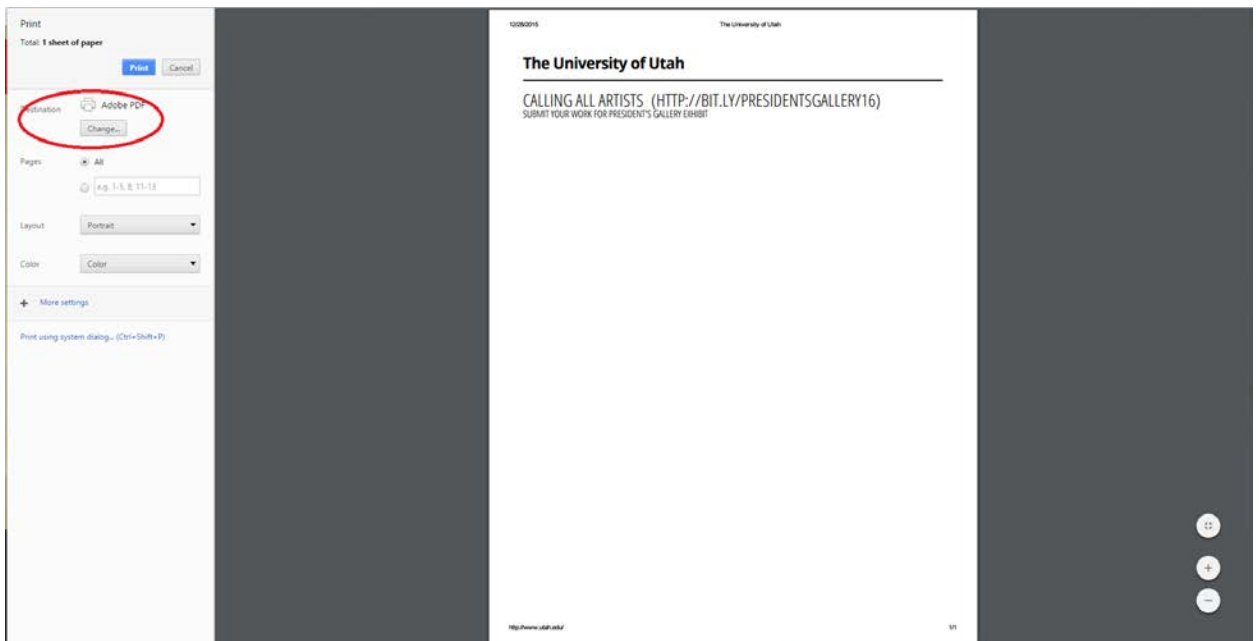
1. In the upper right-hand corner, select the **menu**



2. Click **Print**

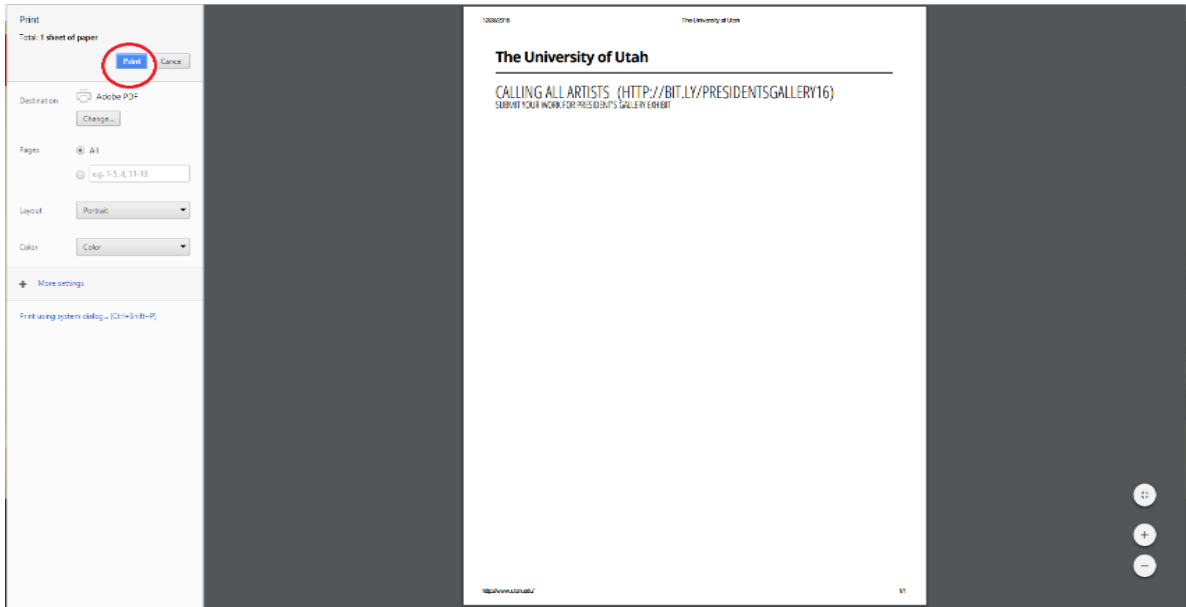


3. A new window will open to show a print preview. The left-hand side of the screen has several options, under **Destination**, select **Change**, and choose **Adobe PDF**

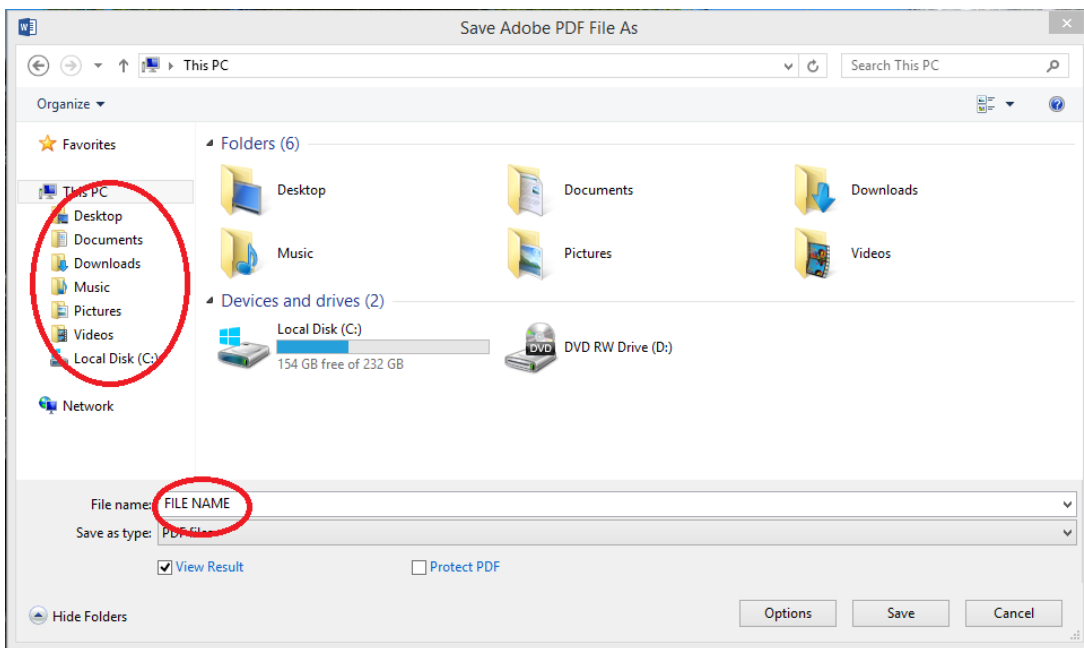


Saving files in PDF format

4. Click **Print**

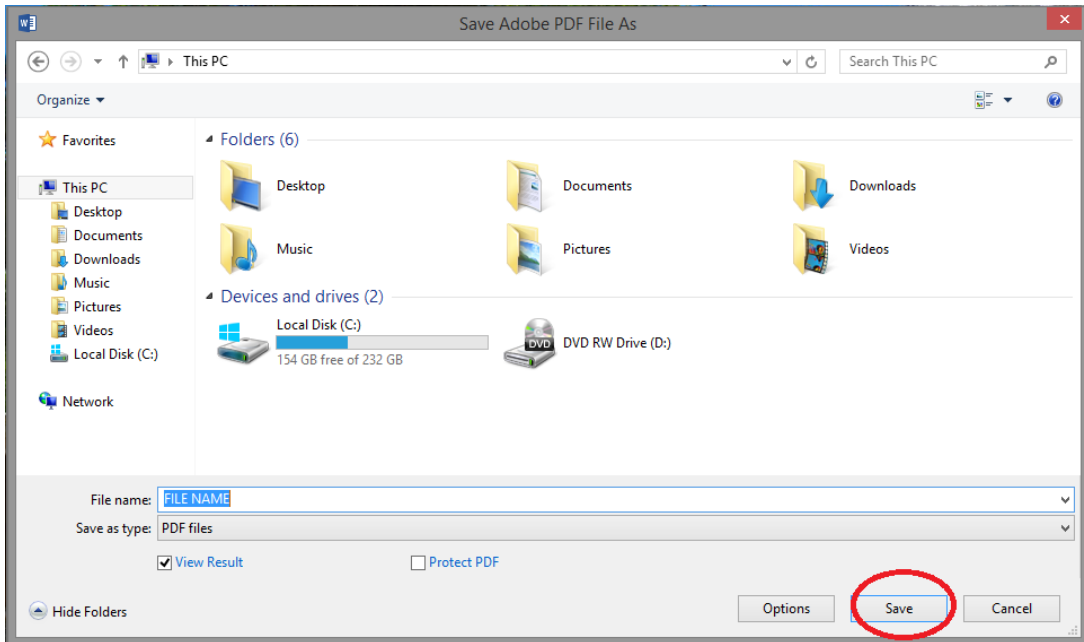


5. A new window will appear. Choose where you would like to save the new file and update the file name if desired.



Saving files in PDF format

6. Click **Save**.



Saving files in PDF format

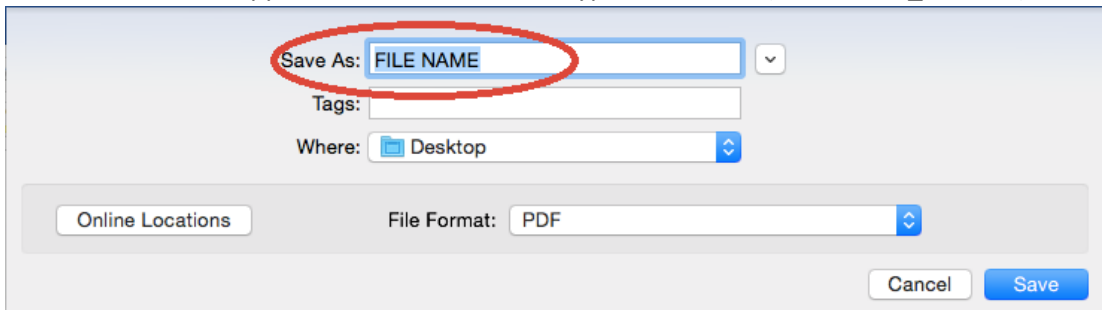
Mac

Word

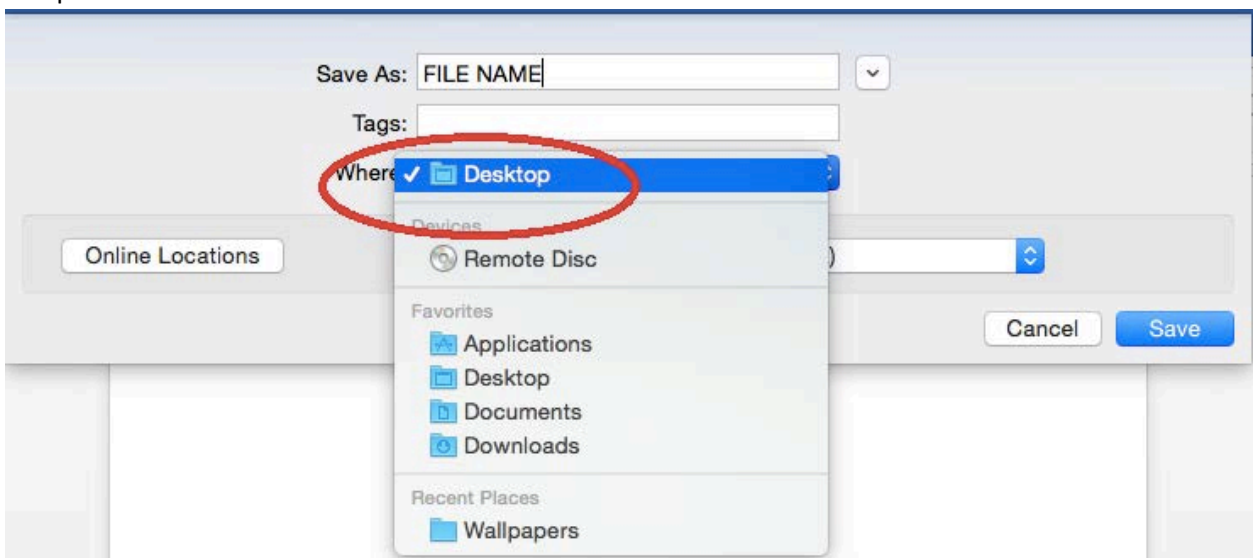
1. In the upper left-hand corner, click the **Save** button



2. A new window will appear. In the **Save As** box, type a file name (ex: J. Smith_Resume)

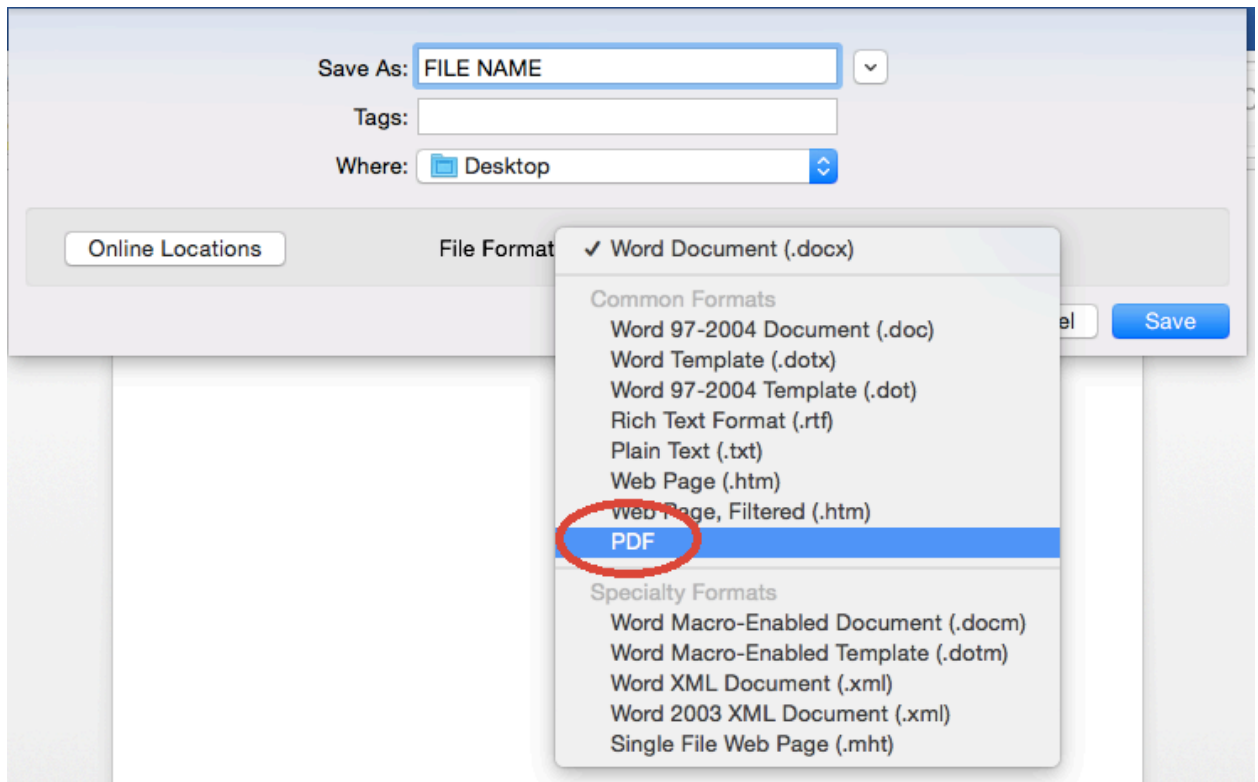


3. Using the **Where** dropdown menu, choose where you would like to save the document on your computer.

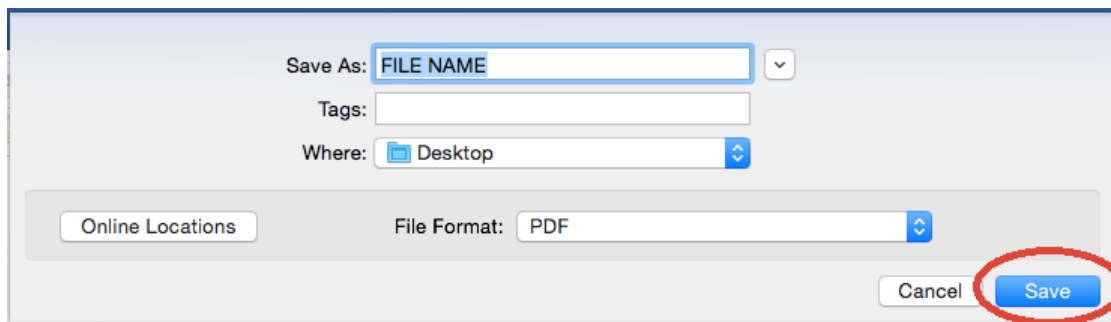


Saving files in PDF format

- Using the **File Format** drop down menu, select **PDF**



- Click **Save**.



NOTE: If you want to make changes to the PDF after saving it, return to your original Word document to make changes and then save the file as PDF again.

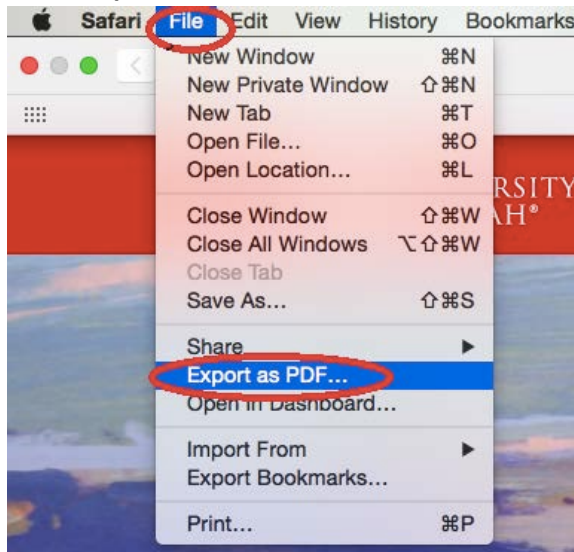
Saving files in PDF format

Safari

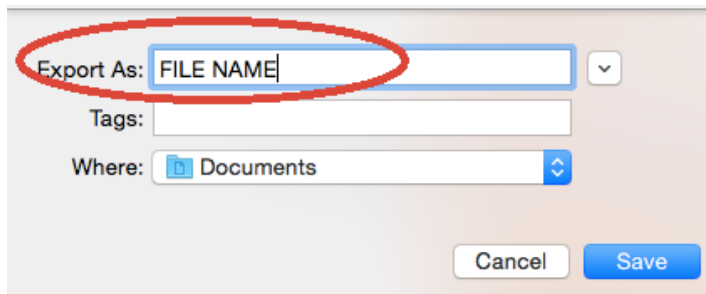
1. In the upper left-hand corner, select **File**



2. Select **Export as PDF**

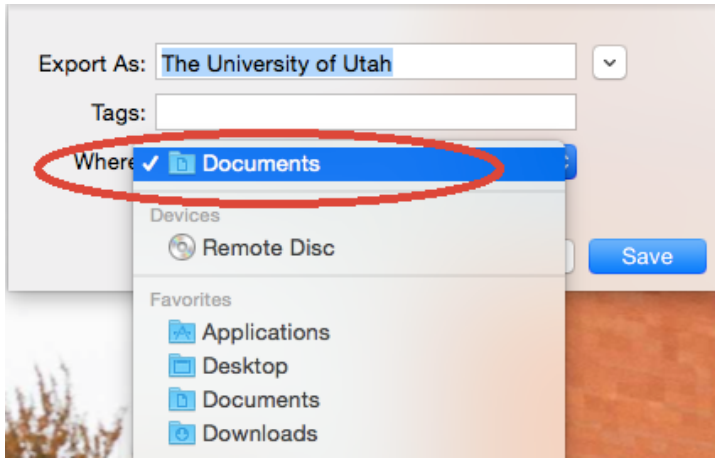


3. In the **Export As** box, type your file name (ex: J. Smith_Transcript)



Saving files in PDF format

- Using the **Where** drop down menu, chose where you would like to save the PDF on your computer



- Click **Save**

