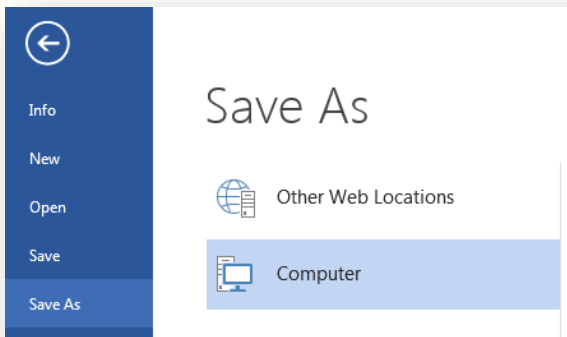
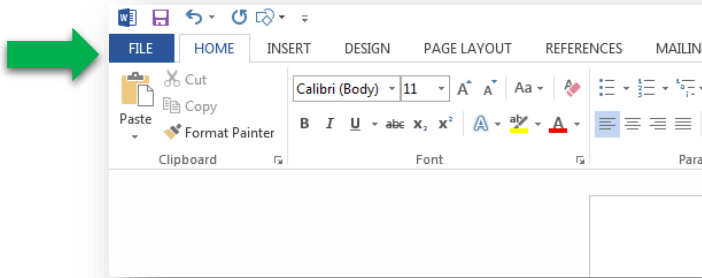


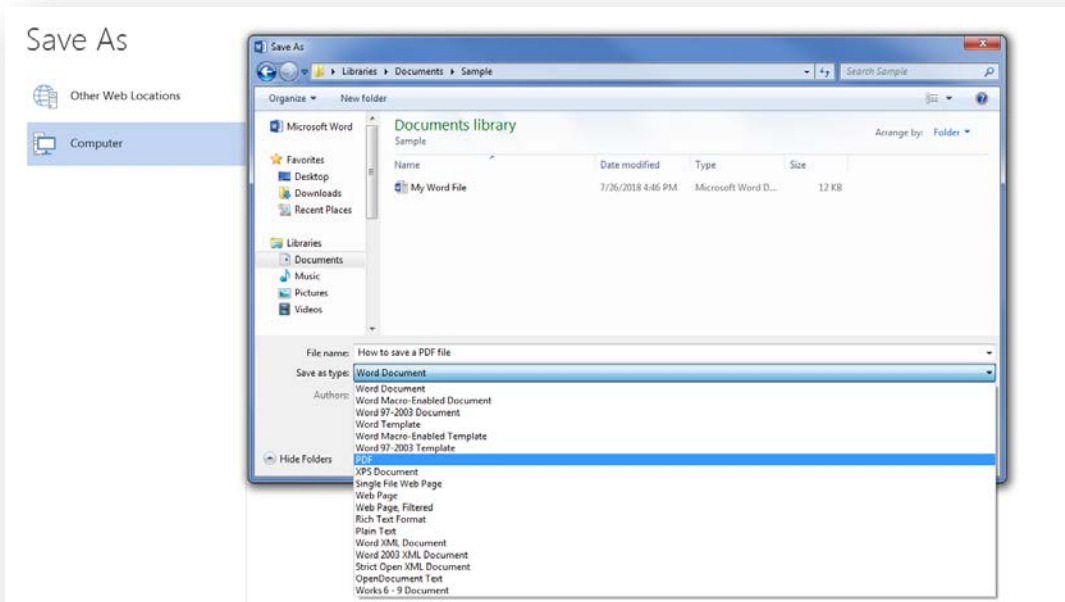
## How to save a PDF file

In the following tutorial we will explore how to create a Portable Document File (PDF) in Word 2013 and Google Docs.

From within your Word Document select the File drop down menu and click on Save as.



Select Computer and type a file name. Then below the file name you will select PDF.

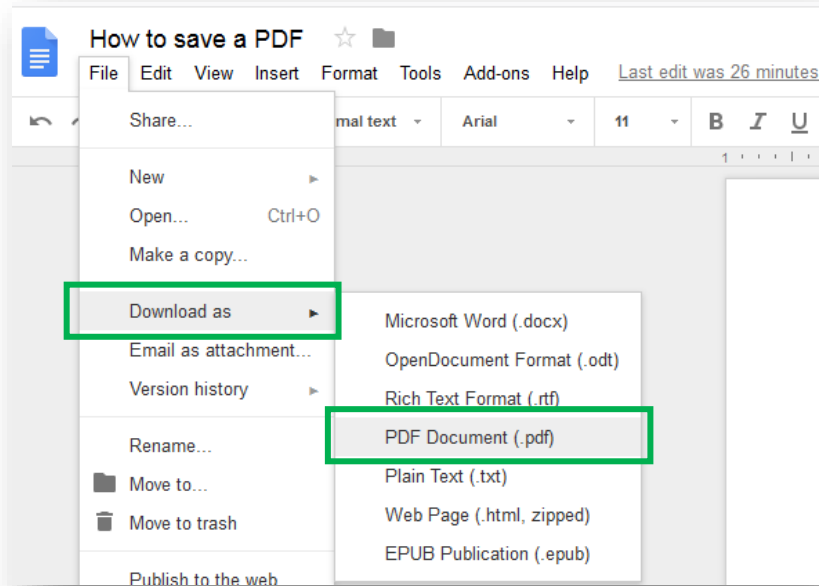


Click save.

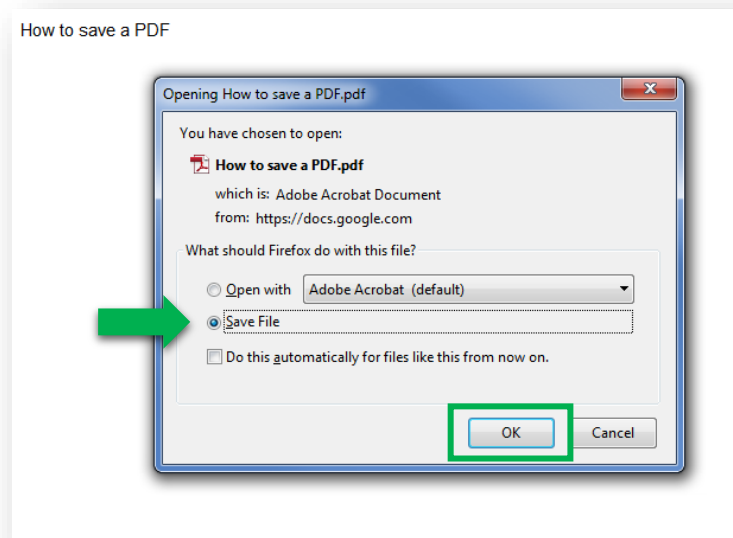
In Google Docs, open the file you would like to save as a PDF

Select the word File next to the blue Google Docs Logo.

Choose Download as, PDF Document.



From the pop up window choose Save File and click OK.



Your new PDF file can be found in the downloads folder.