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.

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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 popup window choose Save File and click OK.

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