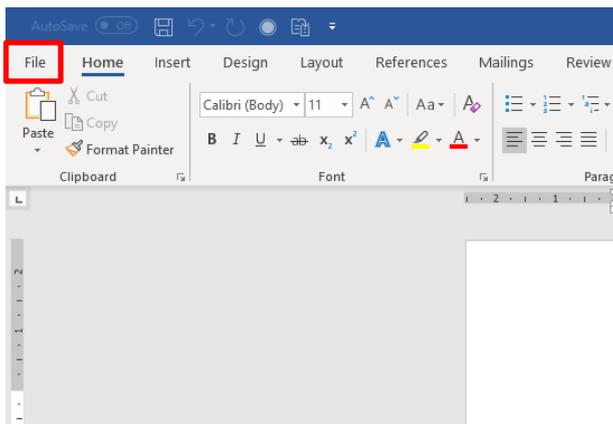


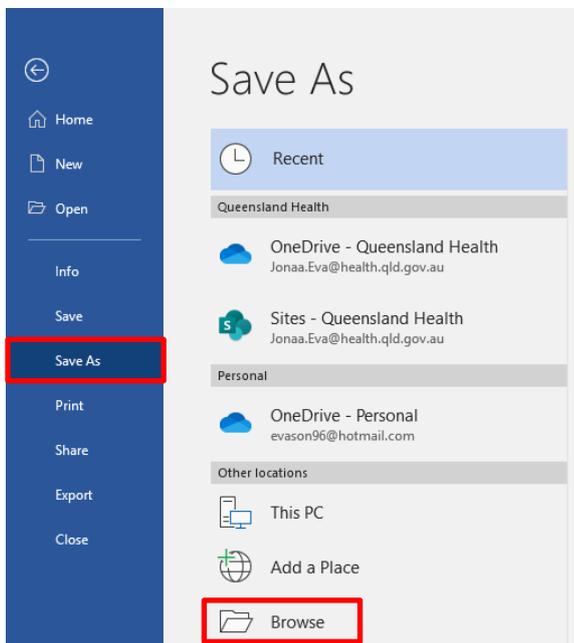
Converting Documents to PDF

You can convert Microsoft Word documents to a PDF for signing or finalising.

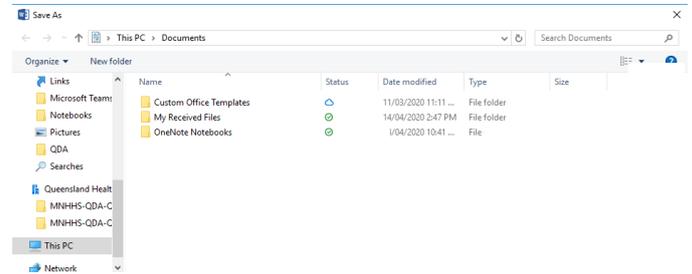
1. Open the document you want to convert and click **File**.



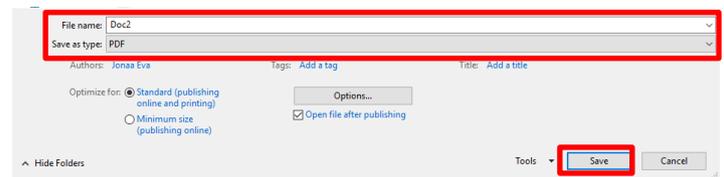
2. Click **Save As** and then select **Browse**.



3. On the 'Save As' screen, select where you would like the PDF to be saved (*OneDrive, SharePoint or Network Drive*).



4. Rename your 'File Name' and change the **Save as** type to PDF from the drop-down menu. Then select the **Save** button.



After saving the PDF, you'll be returned to your *Word* document, and the new PDF will open automatically in your default PDF viewer.

This process can be used for converting other Office 365 documents to PDF (e.g Powerpoint and Excel).