DIGITAL METRO NORTH

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.**

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2. Click Save As and then select Browse.



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

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

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