Converting a Word (2016) document to an Adobe PDF

1. Open your Word (.doc or .docx) file in MS-Word and click on "File" in the upper left part of the screen:



2. Click on "Save as Adobe PDF" in the menu on the left side of this screen:



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3. Select where you want to save your new .pdf file:

You can alternately use an online conversion tool. Suggest <u>Zamzar file conversion</u> (good link as of 3/10/2020). Searching the web (Googling) for this conversion will yield many additional conversion sites as well as helpful resources.