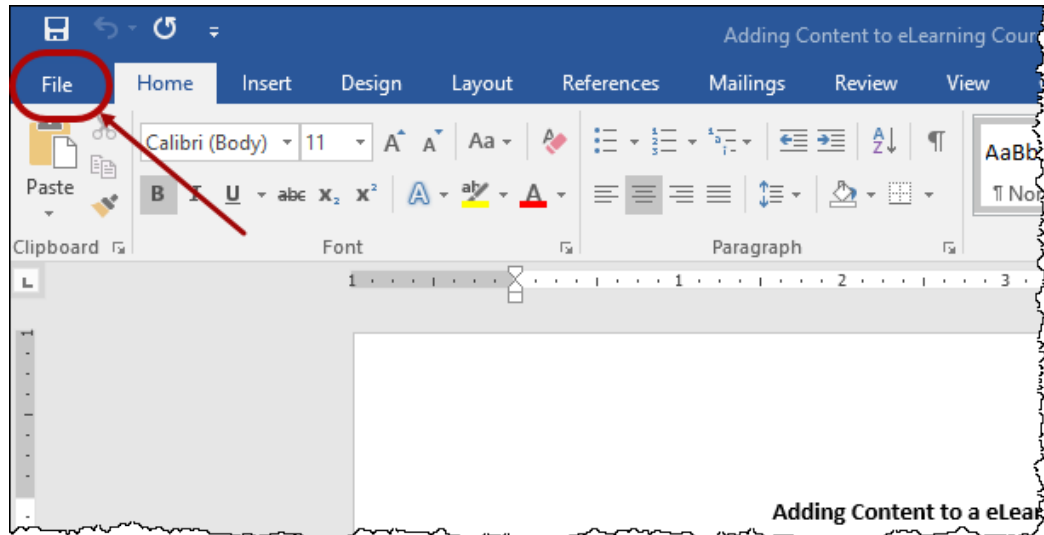
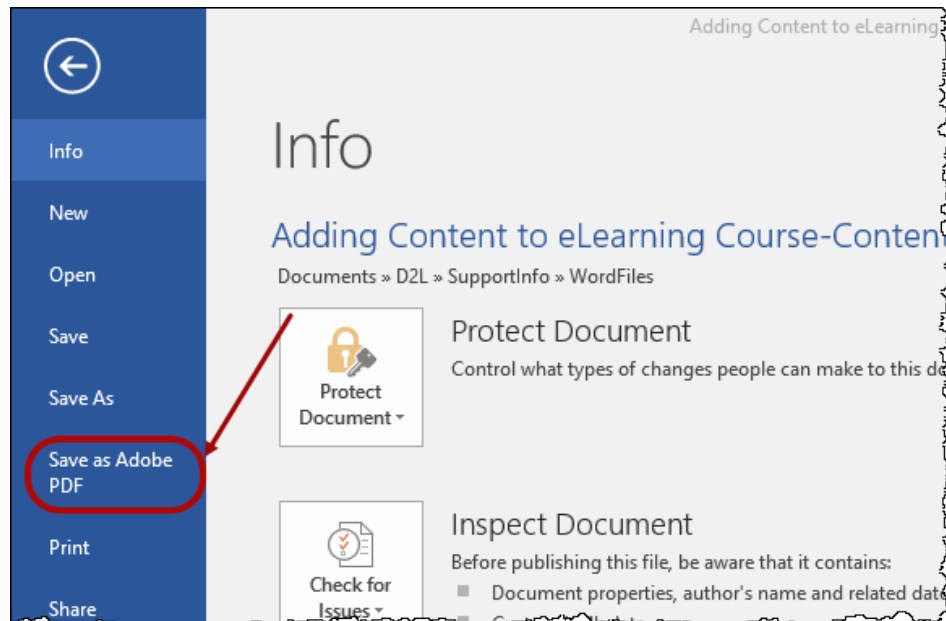


Converting a Word (2016) document to an Adobe PDF

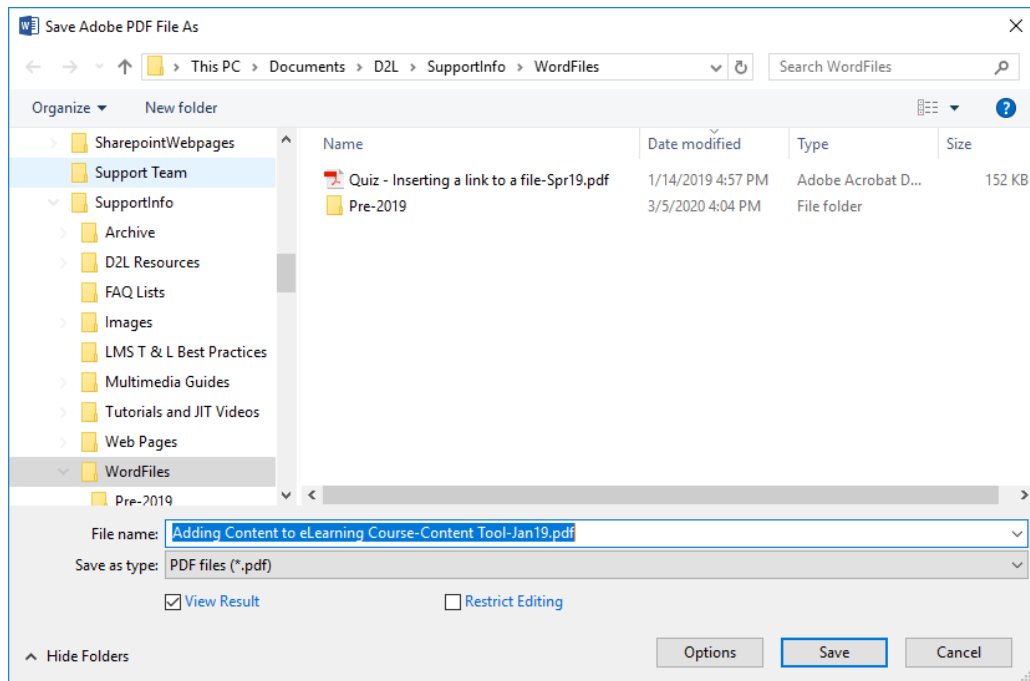
1. Open your Word (.doc or .docx) file in MS-Word and click on “File” in the upper left part of the screen:



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



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



You can alternately use an online conversion tool. Suggest [Zamzar file conversion](#) (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.