

## HOW TO SAVE A CREATE A PDF DOCUMENT

There are different document formats you will encounter when completing your school work.

The two most common documents are word documents and PDF files.

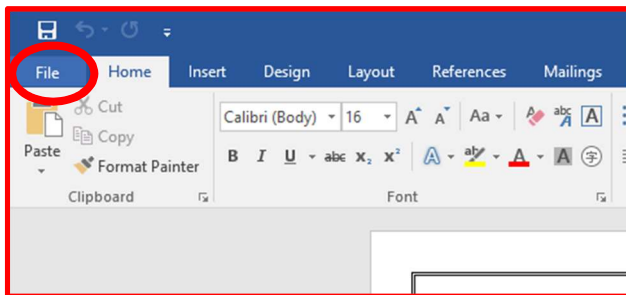
A word document remains as an editable document, something that you or someone you send it to can edit or change. This is useful when sending to a parent or teacher for feedback or assistance.

When you wish to create a version of your document that cannot be altered or changed it is recommended that you turn your word document into a PDF file.

PDF Stands for “Portable Document Format” it is essentially like sending a digital letter to someone and is a format that you will find used very commonly in many businesses and organisations.

Creating a PDF from a Word, Excel or any other program is a very simple process.

When you are happy with you work and ready to create the document.



To begin with simply click the FILE button to take you to the drop down menu displayed below. A quick shortcut to this is to press “Ctrl and P” on your keyboard at the same time (or command and P on a mac)

From here creating your PDF is nice and simple!

1. Click PRINT on the left hand menu, this will bring up the print options on the right.
2. Under the printer drop down, select the option “Microsoft Print to PDF”
3. Once you’ve selected this option simply hit the PRINT Button circled at the top in red. This will then ask you to choose a location to store the file. Chose a location and a file name and save. You can now view this document as a PDF and send it if needed.

