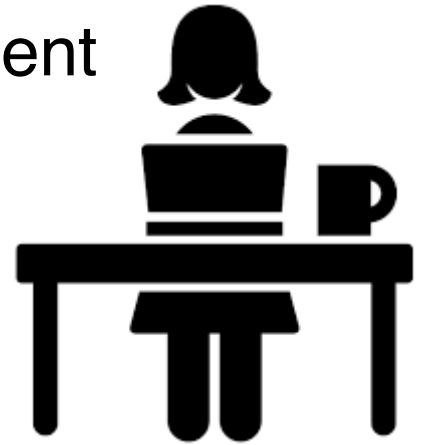


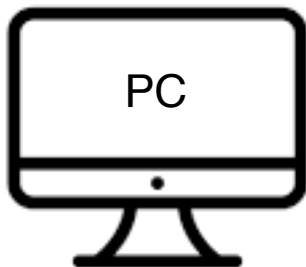


## Turning your document into a PDF



### On a Mac

1. Create document
2. Go to File
  - A. Print
  - B. Click PDF
  - C. Save As PDF
  - D. Name the document & Save



### On a PC

1. Create word document
2. Go to File
  - A. Export
  - B. Create PDF
  - C. Name the Document & Save/Publish