

## How to Save a Document as a PDF

### General steps that apply to most computers:

1. **Open the Document:** Open the file you want to save as a PDF using the appropriate application (e.g., Word, Excel, PowerPoint).
2. **Go to "File" Menu:** Click on the "File" menu in the application's toolbar.
3. **Select "Save As":** Choose the "Save As" option.
4. **Choose File Type:** In the "Save As" dialog box, find the "Save as type" or "Format" dropdown menu and select "PDF".
5. **Name and Location:** Enter a name for your PDF file and choose the desired location (folder) to save it.
6. **Click "Save":** Click the "Save" button to create the PDF file.