

Converting documents to PDF

The Portable Document File (PDF) format is commonly used to share documents. However, it may be that your documents are in other formats, such as .doc, .jpeg and so on. Follow the instruction below to convert your file to PDF format:

Save a Microsoft Office (Word, Excel, Power Point) document in PDF format:

- If you have Microsoft Office version 2007 or later, you can click on File > Save as. A 'save as' screen will pop-up, click on the drop-down box 'save as' and choose 'PDF'.
- If you have an earlier version of Microsoft Office, continue to the instruction on how to save other files in PDF format (see below).

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