

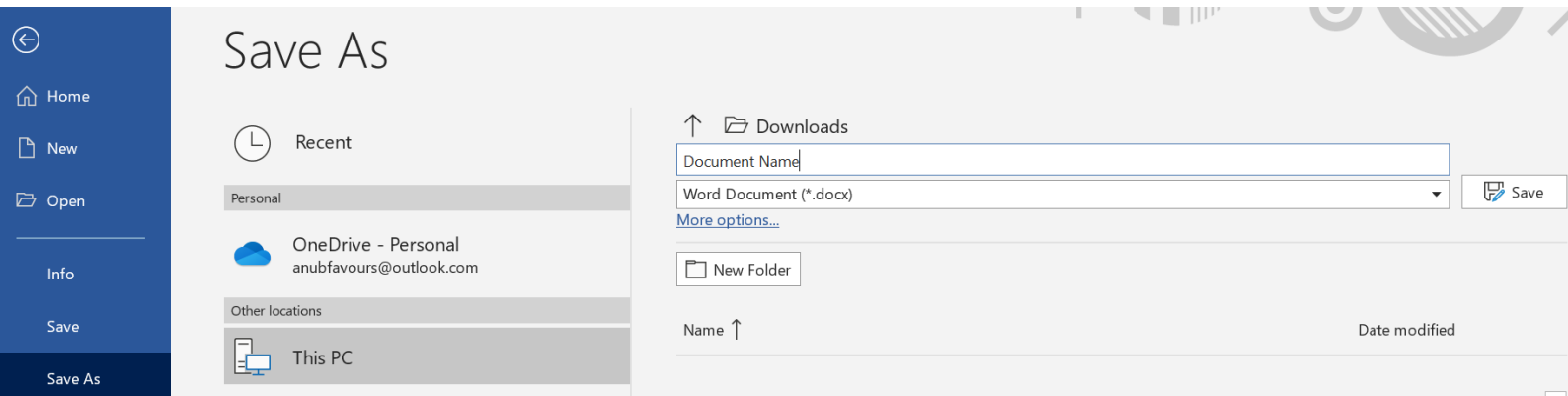
Digital Ambassador

*How to save a
document as a
different file type*

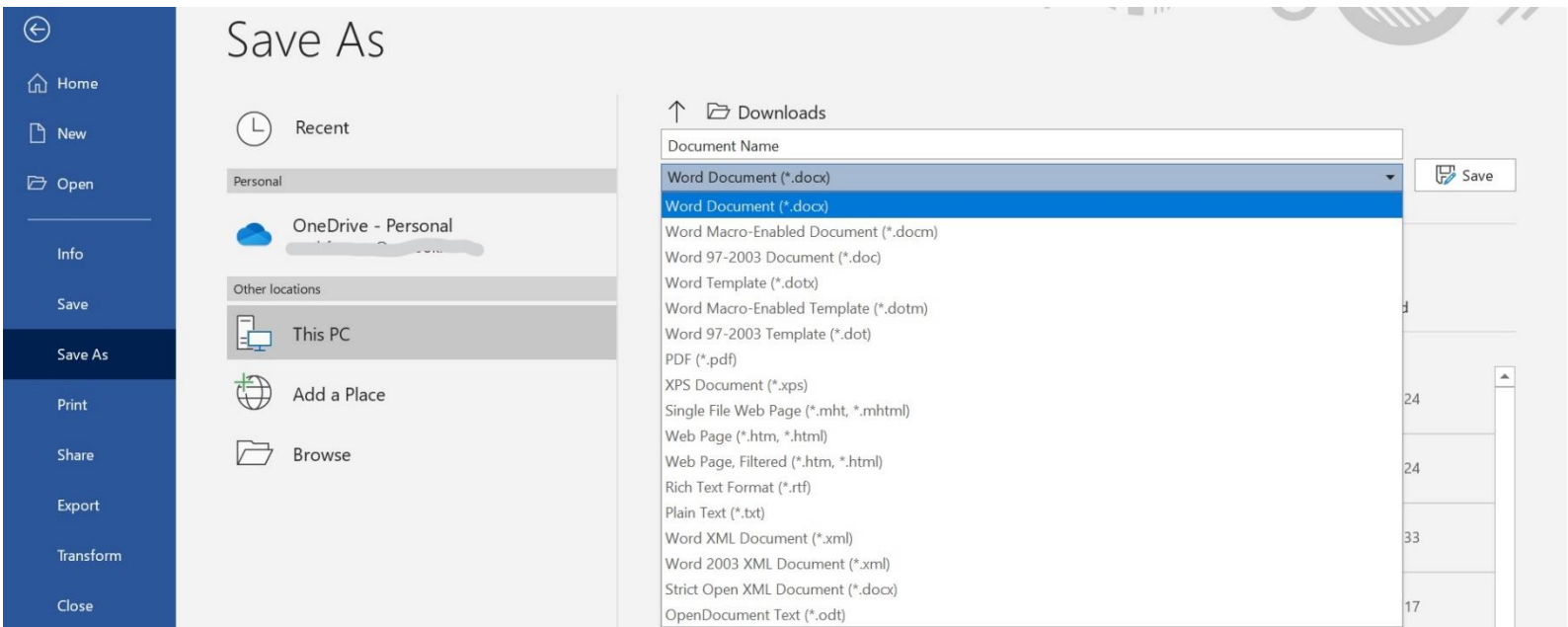


Step 1: Press CTRL + S or select **File** then **Save as**

Step 2: Enter the name of the file



Step 3: Below file name, select preferred file type.

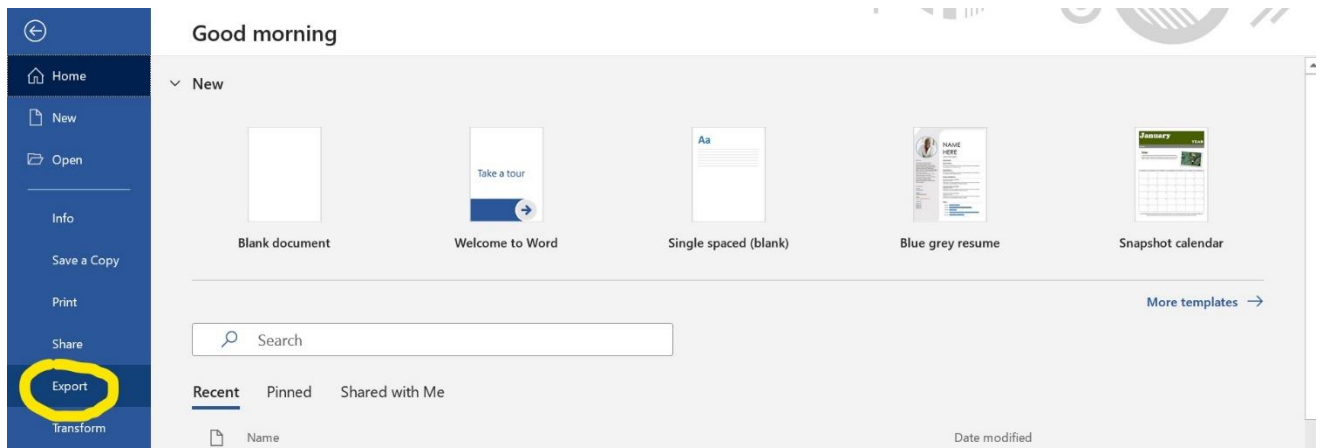


Saving Document as a pdf

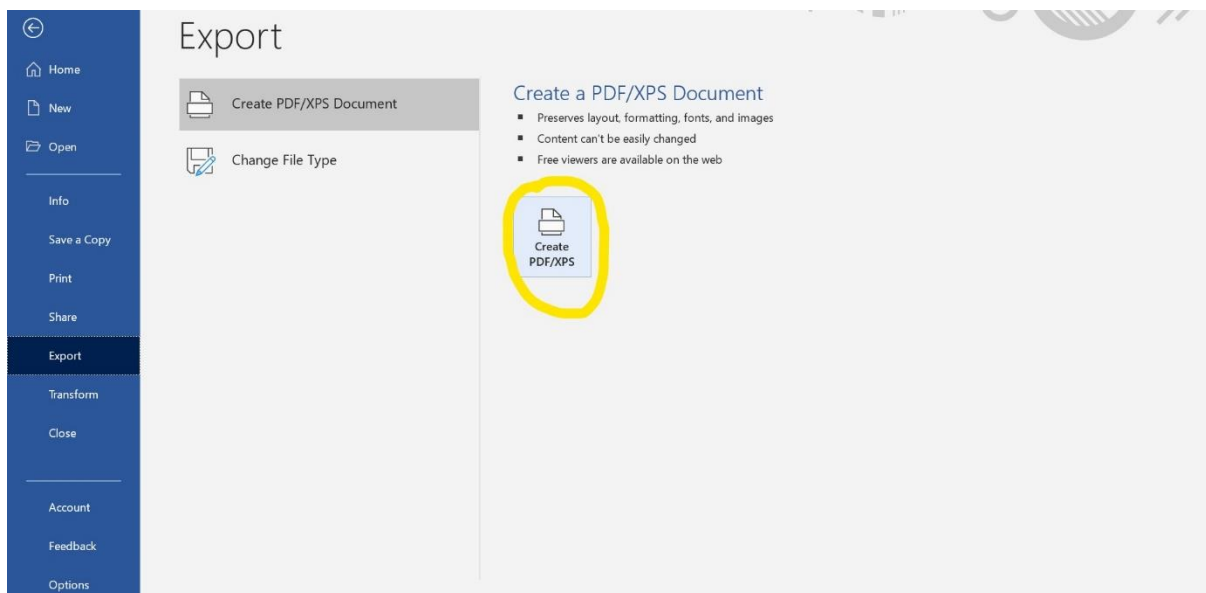
Step 1: Open the preferred word document that you wish to change to a pdf file type

Step 2: Click on the **file** icon

Step 3: Then click on the **export** icon



Step 4: Click on **create pdf/xps**



Step 5: Name the documents and save in preferred location, then click **publish**

Step 6: To access file, open location where file is saved