# Digital Ambassador

# How to save a document as a different file type





## **Step 1:** Press CTRL + S <u>or</u> select **File** then **Save as**



$   \in $	Save As		
斺 Home			
🖹 New	L Recent	↑ ▷ Downloads           Document Name	
🗁 Open	Personal	Word Document (*.docx)	Save
Info	OneDrive - Personal anubfavours@outlook.com	More options	
Save	Other locations	Name ↑ Date modified	
Save As			

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

e	Save As		
☆ Home New	L Recent	↑ ▷ Downloads Document Name	
🗁 Open	Personal	Word Document (*.docx)	Save
Info	OneDrive - Personal	Word Document (*.docx) Word Macro-Enabled Document (*.docm) Word 97-2003 Document (*.doc)	
Sava	Other locations	Word Template (*.dotx)	
Save As	This PC	Word Macro-Enabled Template (*.dotm) Word 97-2003 Template (*.dot) PDF (*.pdf)	
Print	Add a Place	XPS Document (*.xps) Single File Web Page (*.mht, *.mhtml)	24
Share	Browse	Web Page (".htm, ".html) Web Page, Filtered (*.htm, *.html)	24
Export		Rich Text Format (*.rtf) Plain Text (*.txt)	
Transform		Word XML Document (*.xml) Word 2003 XML Document (*.xml)	33
Close		Strict Open XML Document (*.docx) OpenDocument Text (*.odt)	17

# 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

G	Good morning				
☆ Home	~ New				
🗋 New					January
▷ Open		Take a tour	Aa		
Info		÷			
Save a Copy	Blank document	Welcome to Word	Single spaced (blank)	Blue grey resume	Snapshot calendar
Print					More templates $\rightarrow$
Share	₽ Search				
Export	Recent Pinned Shared w	ith Me			
Transform	🗅 Name			Date modified	

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

©	Export		
[n] Home [] New 쥰 Open	Create PDF/XPS Document	Create a PDF/XPS Document <ul> <li>Preserves layout, formatting, fonts, and images</li> <li>Content can't be easily changed</li> </ul>	
Info Save a Copy	Change File Type	Free viewers are available on the web	
Print Share		Create PDF/XPS	
Export			
Transform Close			
Account			
Feedback			
Options			

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

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