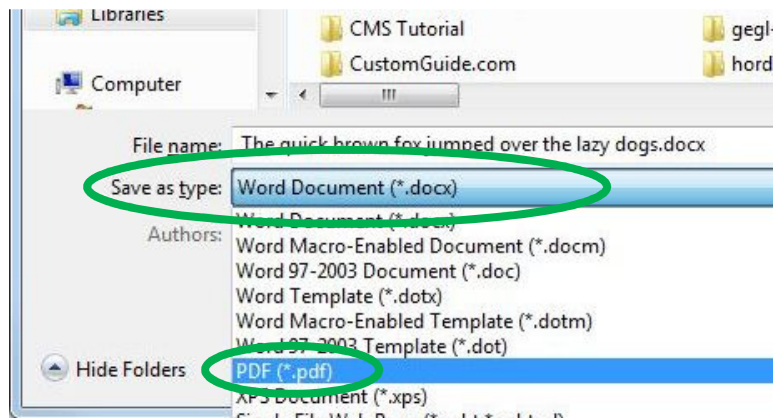


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1. Before saving your Word document as a PDF, please be sure that you have saved your Word document as a Word document one final time.
2. To save your Word document as a PDF, click on “File” and then “Save As”.
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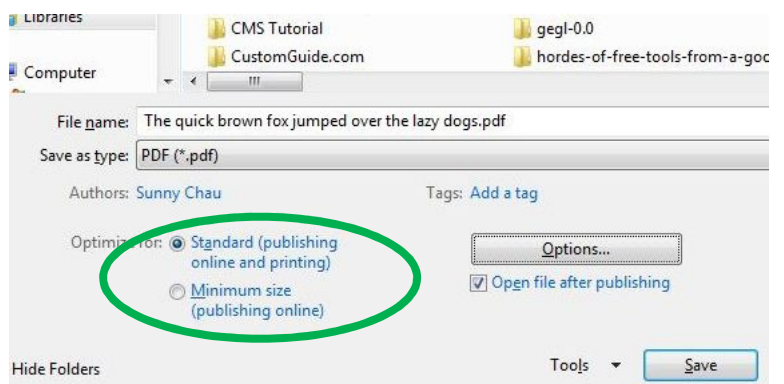


4. Click on the list box labeled “Save as type”.
5. Scroll down the list to find and click on “PDF”.



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