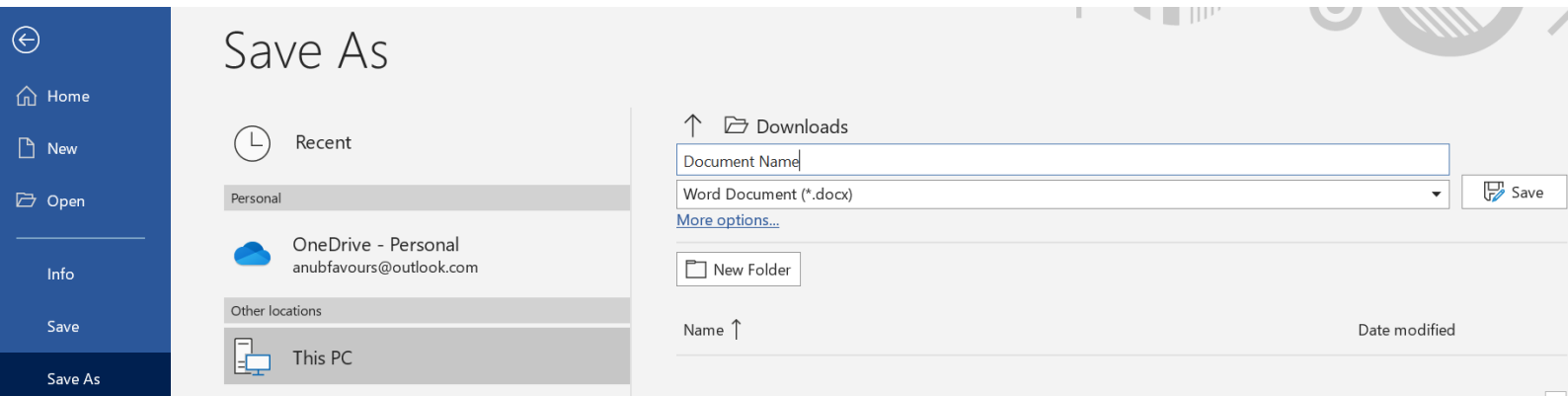# Digital
Ambassador

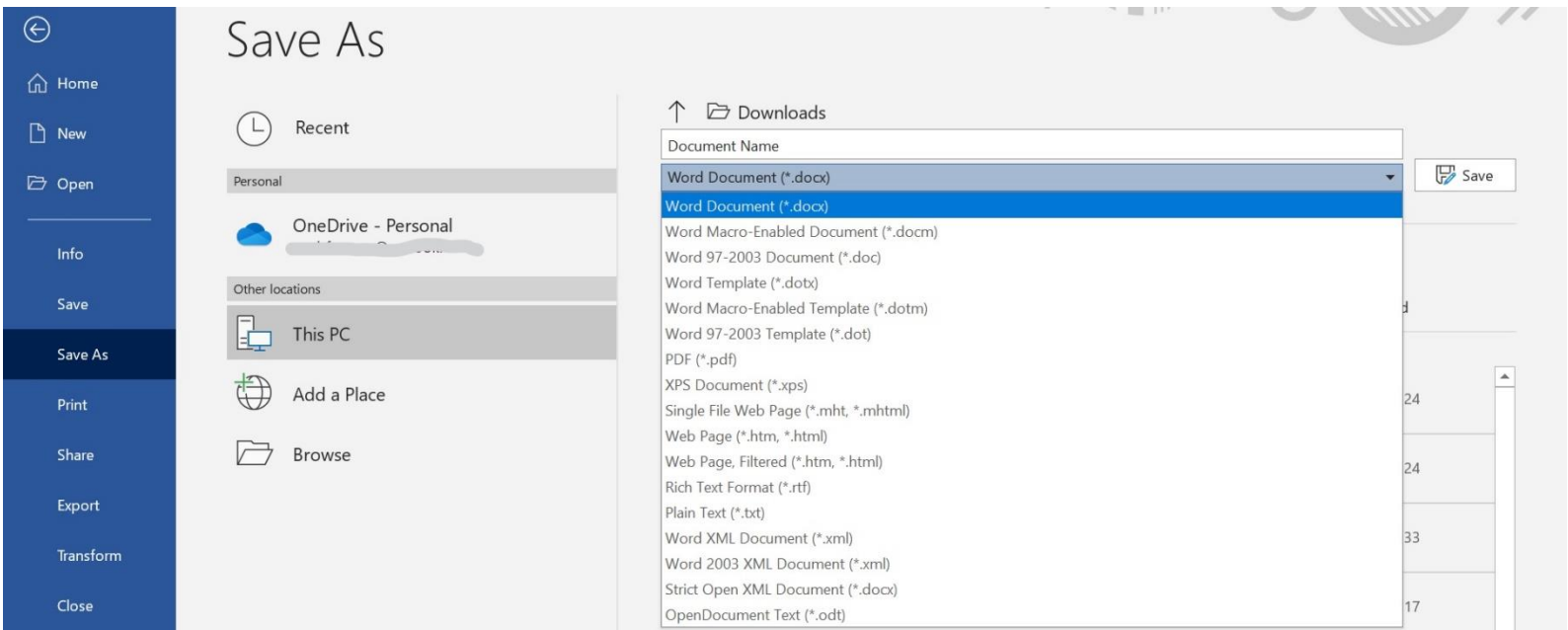How to save a document as a different file type 💾

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

Step 2: Enter the name of the file

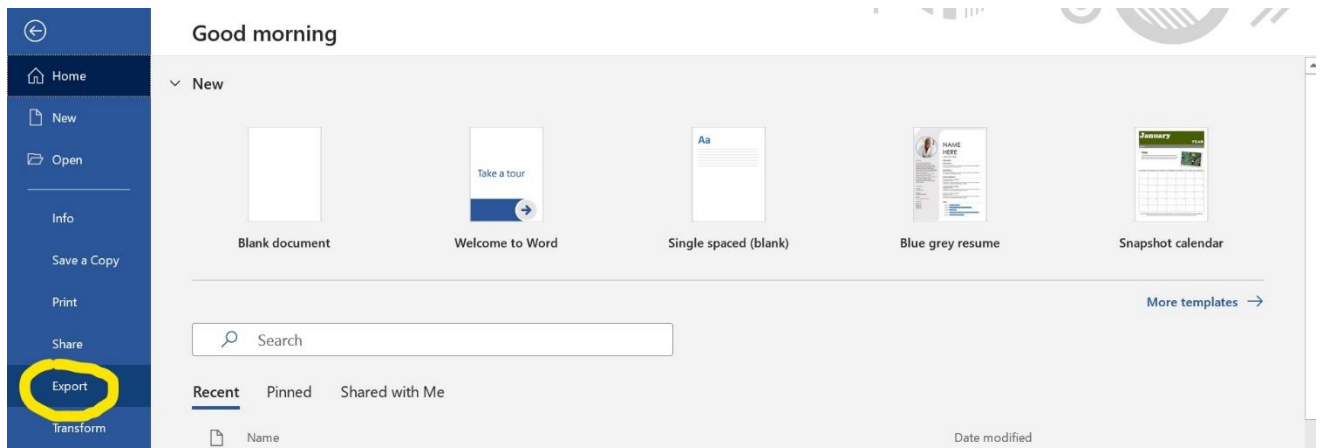**Step 3:** Below file name, select preferred file type.
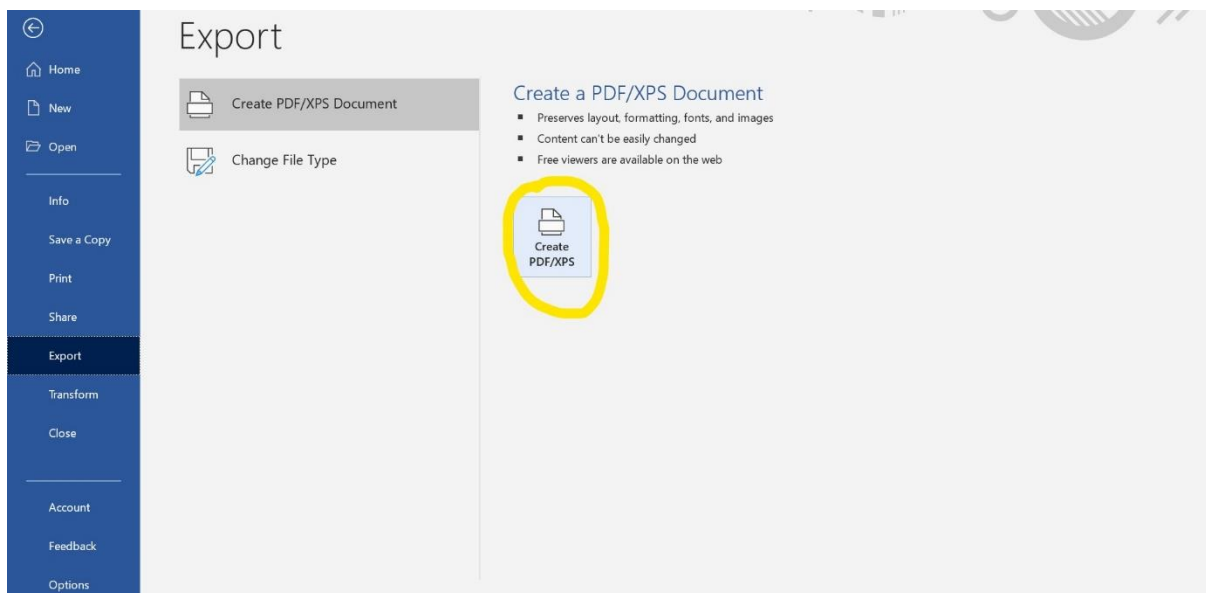
Saving Document as a pdf

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