

# T4L Support Guides

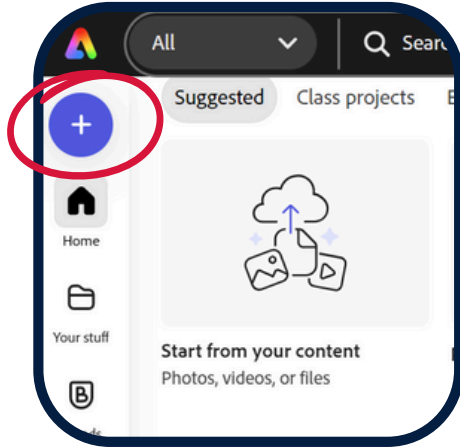
## Adobe Express

### Convert to PDF

PowerPoint, Excel, Word, PNG, JPG

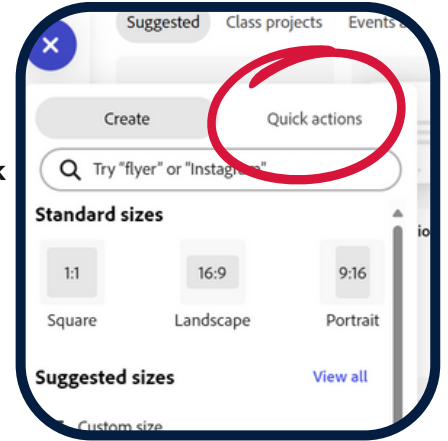
#### Step 1

Select the **+** icon in the top left corner.



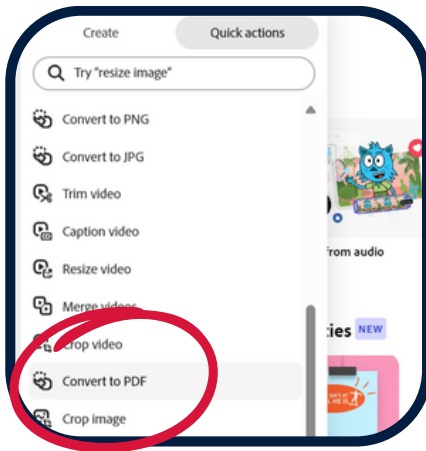
#### Step 2

Select the **quick actions** tab on the right of the pop-up menu.



#### Step 3

Scroll down to **convert to pdf** and select.



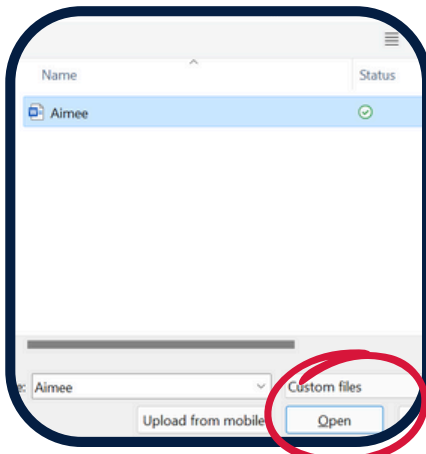
#### Step 4

Tap inside the pop-up window.



#### Step 5

Navigate to the PDF file that you require and select **open**.



#### Step 6

To the right, select **download**.

