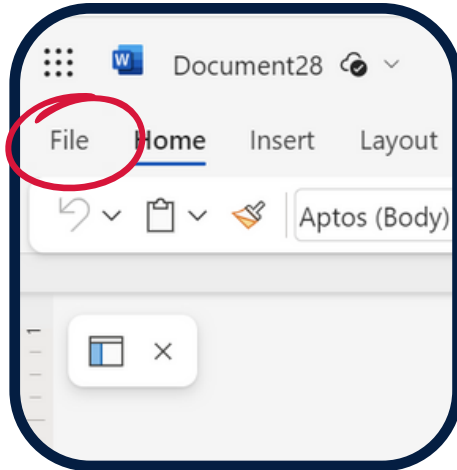# T4L Support Guides
Microsoft 365
Save as PDF
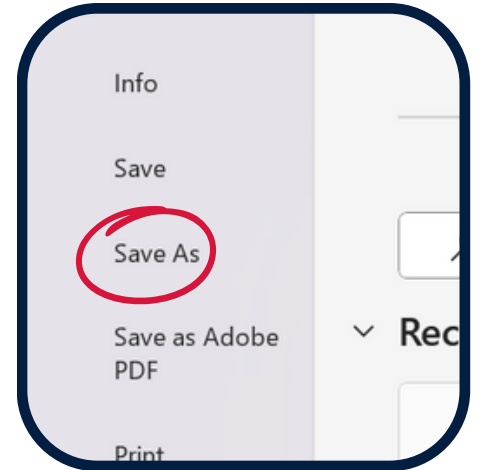**Word, PowerPoint and Excel**

Step 1

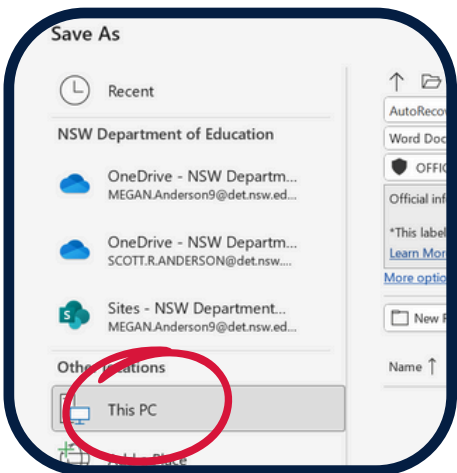In your document select the **file** tab in the top left corner.
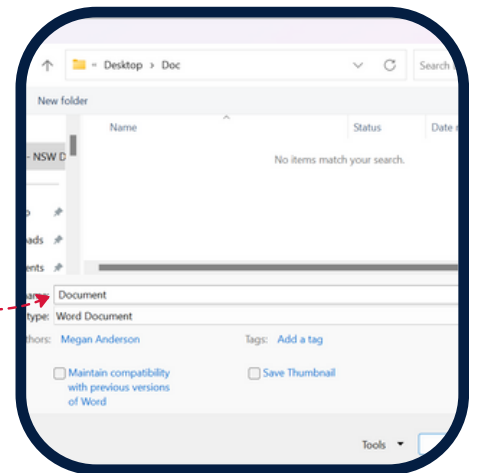

Step 2

Select **Save As**.

Step 3

Under the save as menu, double click on **this PC** to open the Save As window.
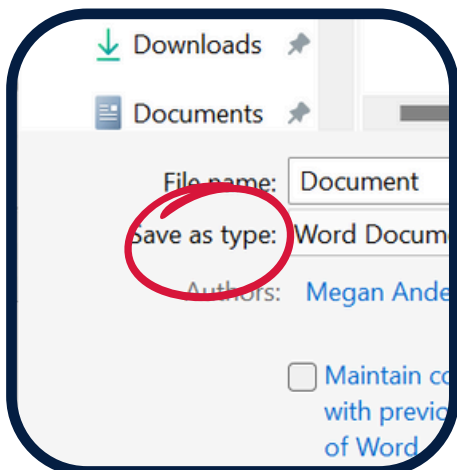

Step 4

Navigate to a location you would like to store your file and give it a file name.

Step 5

Below the file name, select the drop-down arrow on **save as type.**

Step 6

Select **PDF** and **save**.

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