

HOW TO SAVE AS PDF

Save a PDF in Microsoft Office

Windows 10 with Office 365, 2019, 2016

Click **File** > **Save As** and choose where you want the file to be saved.

In the **Save As** dialog box, choose **PDF** in the **Save as type** list.

Click **OK**.

macOS with Office 365, 2019, 2016

Select **File** > **Save As** (or press Command+Shift+S), type the file name in the **Save As** text box, and then choose where you want the file to be saved.

In the Save As dialog, go to the **File Format** drop down box. Use the Down Arrow to browse through file types, and select PDF.

Select the radio button "Best for printing".

Select **Save**.

Online guide for Windows Office 365, 2019, 2016, 2013, 2010 and Mac 365, 2019, 2016 including Accessibility options

<https://support.office.com/en-us/article/create-accessible-pdfs-064625e0-56ea-4e16-ad71-3aa33bb4b7ed#PickTab=Windows>

Save a PDF in LibreOffice

Windows, Mac, Linux

The standard Toolbar must be visible (Go to View > Toolbars > select Standard)

Click the button **Export Directly as PDF** in the upper toolbar, select **Save**.

