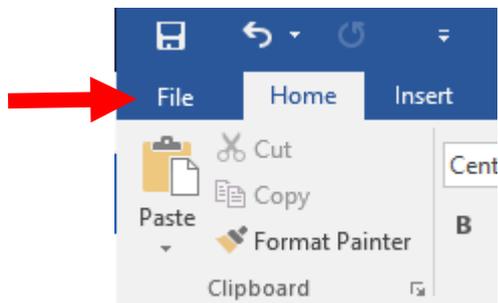


Kindergarten IT Program

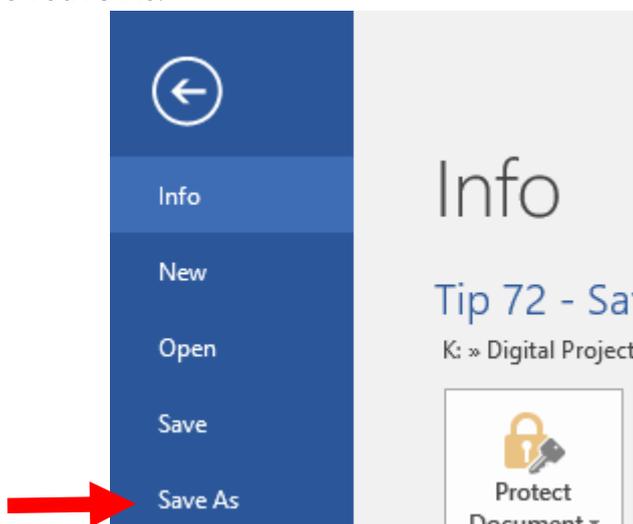


Tip – How do I save Word to PDF?

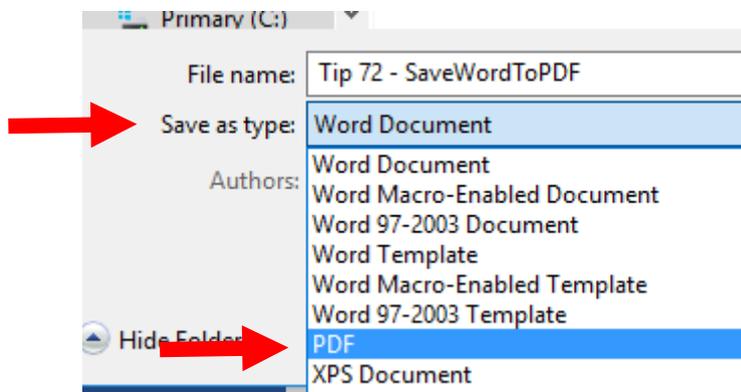
1. Click **File** at top left hand corner.



2. Click **Save As**.



3. Select the destination where you want to save the PDF to, e.g. **Desktop**.
4. Click "Save as type" dropdown and select **PDF**.



5. Click **Save**