**Name:** Kyle Choi

**Saving your files as PDFs**

To have your work graded, you MUST submit your files in the .pdf format.

**Saving the name of your document with .pdf at the end does NOT convert your file to a pdf.**

You must navigate to ***File > Export as > PDF*** OR ***File > Save As > File Format > PDF*** .

Graphical user interface

Description automatically generated

* What problem did you encounter?
* What problem did you encounter?



**Exercise1:** Save this document as a PDF file using the naming convention provided below:

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