Converting a Word Document to a PDF without Adobe Pro

Preparation:

* Ensure Adobe Pro is not installed on the machine and is not visible in any menu items
* Close all windows and items on your computer.
* Only have a non-confidential Word document open on your computer with editing enabled.

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| Action | Narration | Notes |
| Title Slide | Converting a Word document to a PDF without Adobe Pro |  |
|  | Creating a new PDF file from a Word file is easy. No special software is needed. |  |
| Show an open Word document | The Word document that you wish to convert to a PDF needs to be open with editing enabled. | Make sure the pointer click highlight is on to make it easy to see. |
| Move pointer to File on the menu. | Click on File to open the menu.. | Add a highlight to the File menu item. |
| Select Save a Copy | Click on Save a Copy.  Note that if you have made any edits to the document, the menu will show Save As instead of Save a Copy. | Add a highlight to the Save a Copy menu item. |
|  | This opens a new window with the name of the document, | Highlight the name field |
|  | a document type drop down list,. | Highlight the document drop-down field. |
|  | and ways to navigate to the folder where you want to save the new PDF file. | Highlight the This PC, Add a Place, and Browse tiems and the top two recent locations. |
| Click on the file-type dropdown menu to open it | Click in the file-type drop-down menu. |  |
| Click on PDF(\*.pdf) | Click on PDF(\*.pdf) to select it. |  |
| Click Save | Click the save icon. | Highlight the Save icon |
|  | Congratulations, you have just saved a Word document as a PDF! |  |
| Closing slide |  |  |