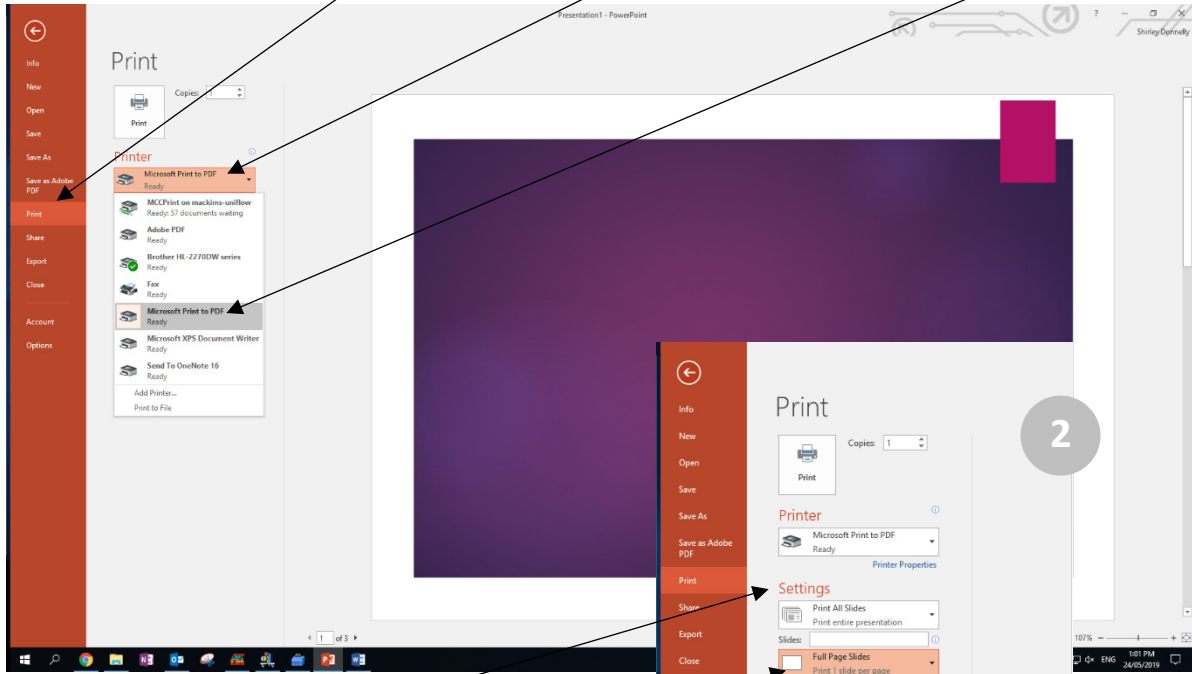


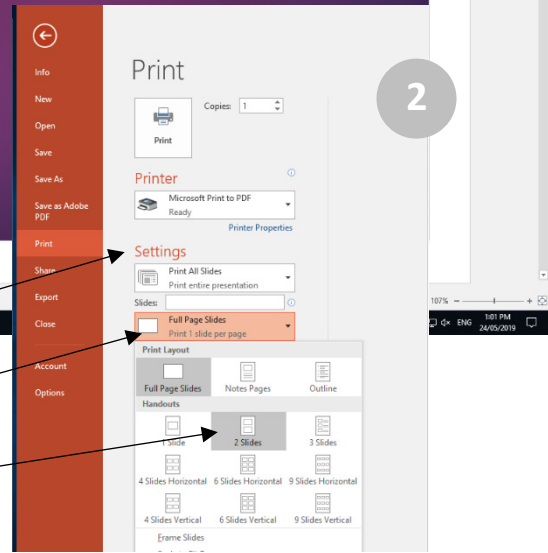
How to....

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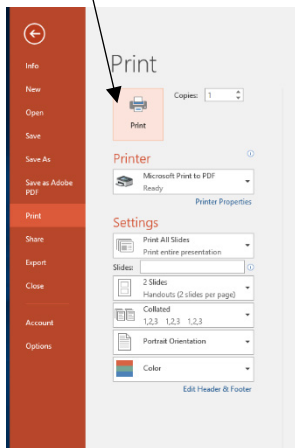
1 Under the **File** tab, click **Print**, then under **Printer** choices, choose **Microsoft Print to PDF**



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3 Click on the **Print** button



4 Finally, choose where you want your file to go, name it and **save it as a PDF**

