How to

Info

Using Microsoft Word or Powerpoint, under the File tab, select **Save as**

After you have chosen where to save your file, change the file type by choosing PDF from the drop-down list

Make sure you save your PDF to your PC. Do not save it to OneDrive (which is on the Cloud) as the school server does not recognise files saved online.

Hint: If Open file after publishing is ticked, it will open the PDF up in a web browser for you to look at. You will need to close it if you want to attach it to an email for printing. It may be simpler to make sure the box isn't ticked.

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