

Saving as a .pdf File

On all law school computers you can save an Office file (Word, Excel, PowerPoint, Access, etc.) to a .pdf file to be read in Adobe Reader.

To save a Word file, for instance, do the following:

1. Open the document in Word.
2. Click the **File tab** button.
3. Choose **Save as**
4. Then in the **Save as type** dropdown, select PDF

