Saving a Word Document as a PDF File

You can only attach a Microsoft/Word document to a referral if it has been converted to a PDF file. In order to do this, first click on **FILE** and then **SAVE AS**.
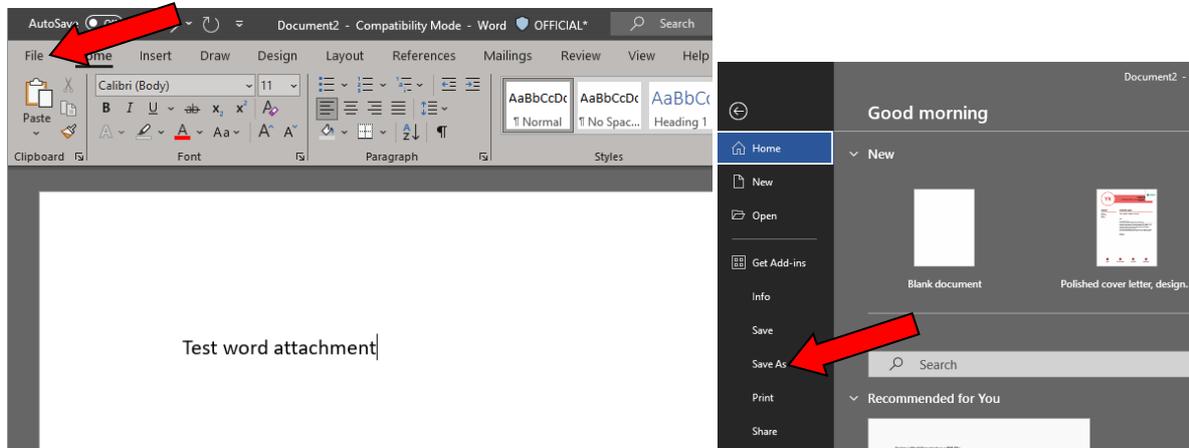
Click on **MORE OPTIONS**.
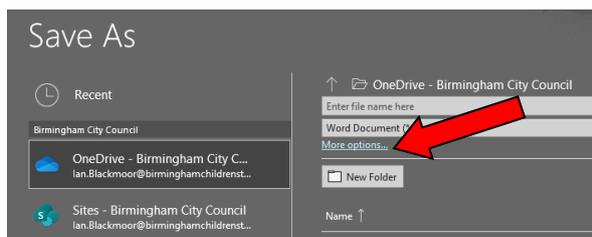
Select **DESKTOP** as the save location, and select the **PDF (*.pdf)** option in the **SAVE AS TYPE** dropdown box. Click on the **SAVE** button.
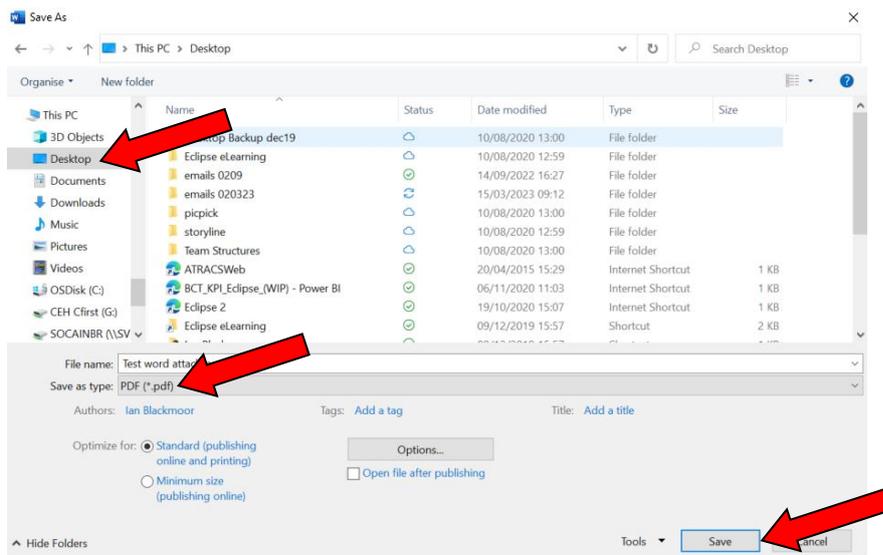
You will now be able to attach the PDF file from your desktop to your referral.