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.

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