

# T4L Support Guides

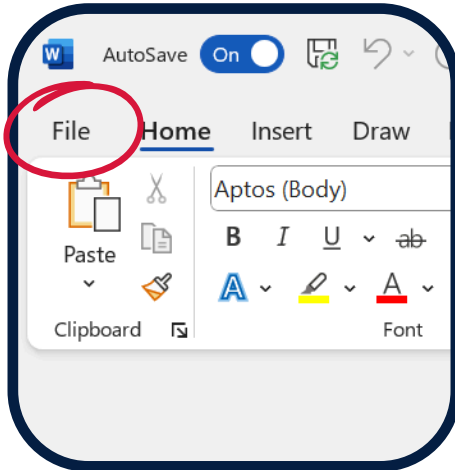
## Microsoft 365

### Save as PDF

Word, PowerPoint and Excel - Desktop App

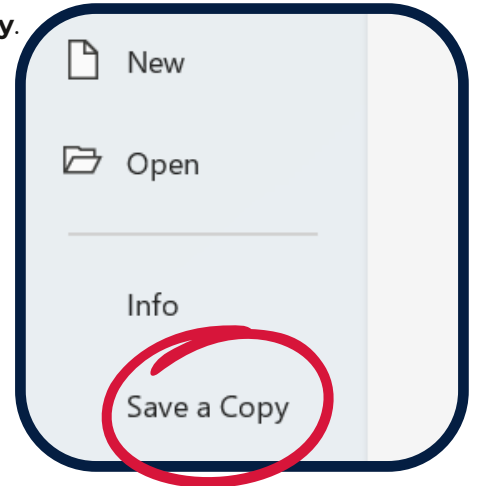
#### Step 1

In your document select the **file** tab in the top left corner.



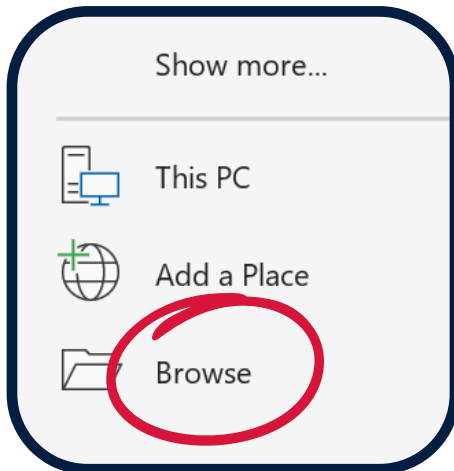
#### Step 2

Select **save a copy**.



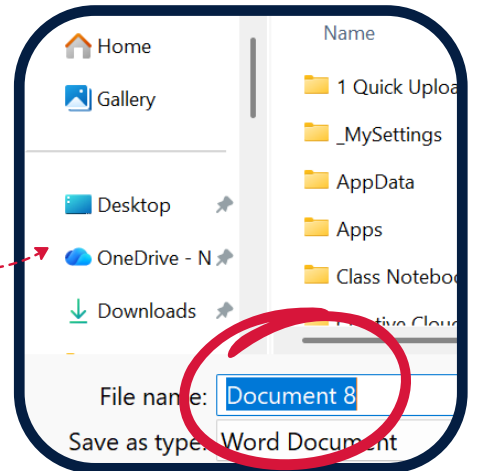
#### Step 3

Towards the bottom of the menu, select **browse**.



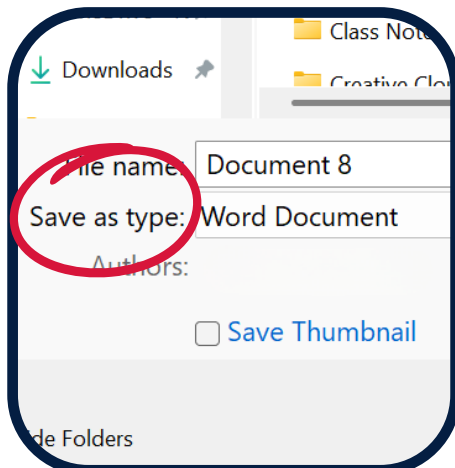
#### Step 4

Navigate to a location you would like to store your file and give it a file name.



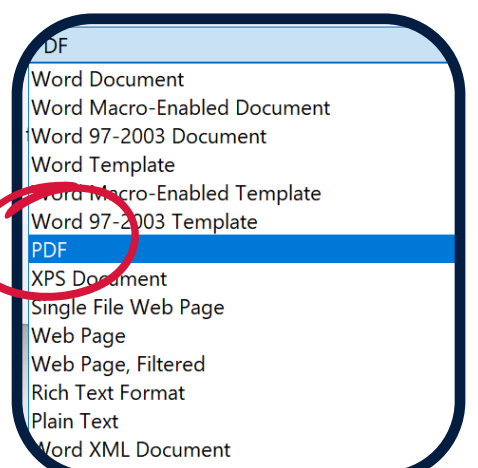
#### Step 5

Below the file name, select the drop-down arrow on **save as type**.



#### Step 6

Select **PDF** and **save**.



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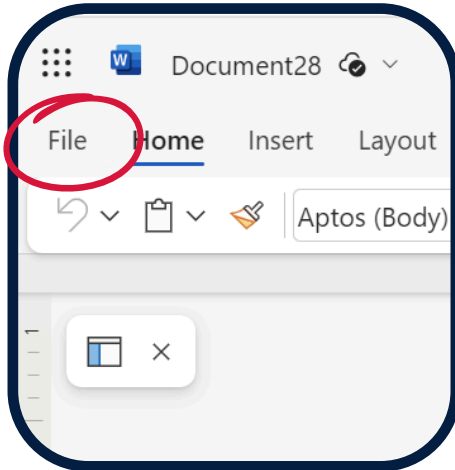
## Microsoft 365

### Save as PDF

Word, PowerPoint and Excel - Browser App

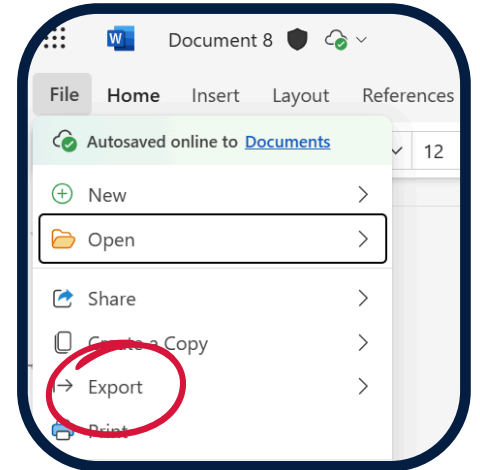
#### Step 1

In your document select the **file** tab in the top left corner.



#### Step 2

Select **export**.



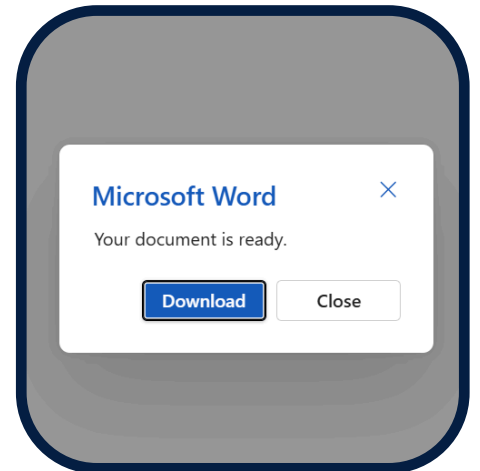
#### Step 3

Following the right arrow, select **download as PDF**.



#### Step 4

Select **download**.



#### Step 5

Locate your file in your **downloads** folder.

