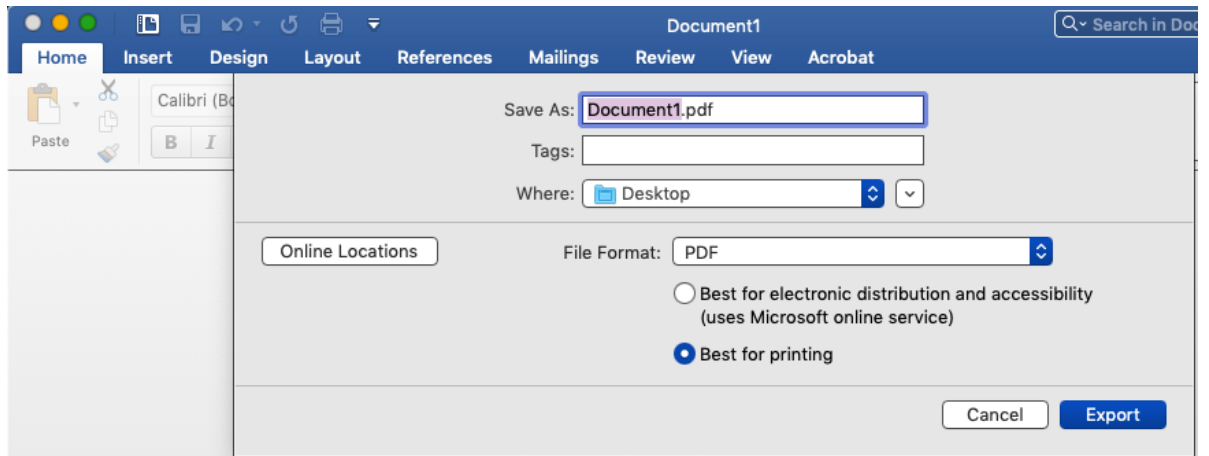


To save your file as a PDF in Office for Mac follow these easy steps: [Link](#)

1. Click **File**
2. Click **Save As**.



3. Click **File Format** towards the bottom of the window
Use the File Format tool in Word's Save As to select **PDF**.

Select **PDF** from the list of available file formats
Select the "**Best for printing**" radio button.

4. Give your file a name, if it doesn't already have one, then click **Export**