Converting your file to PDF format in Microsoft word

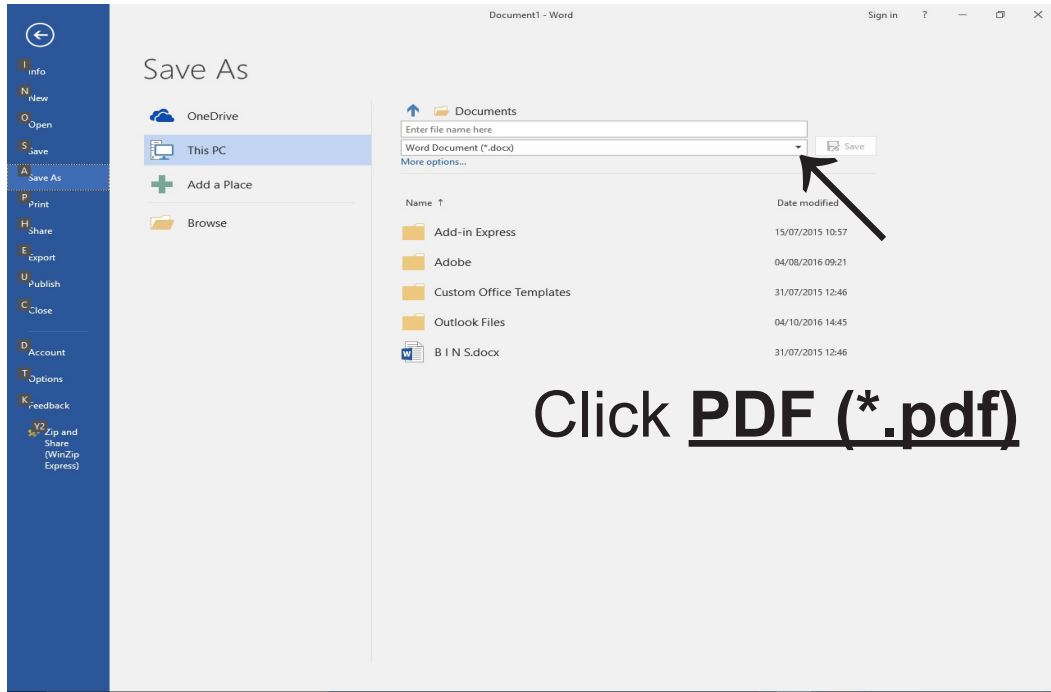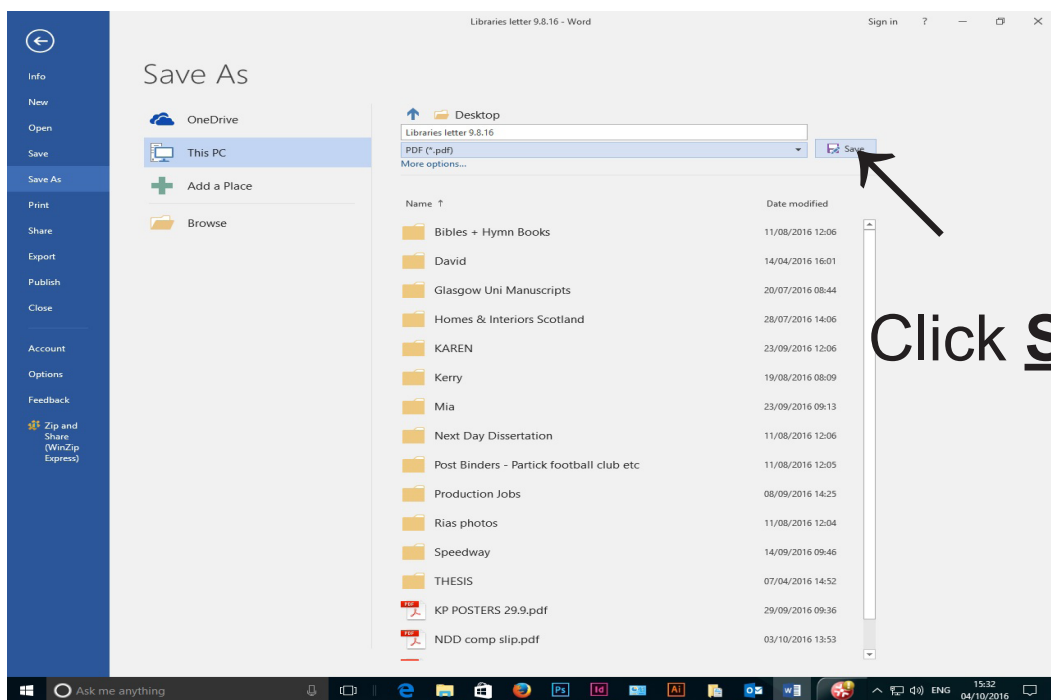## Step 1

Click **File**

Step 2

Click **Save As**

Step 3

Click **PDF (*.pdf)**

Step 4

Click **Save**
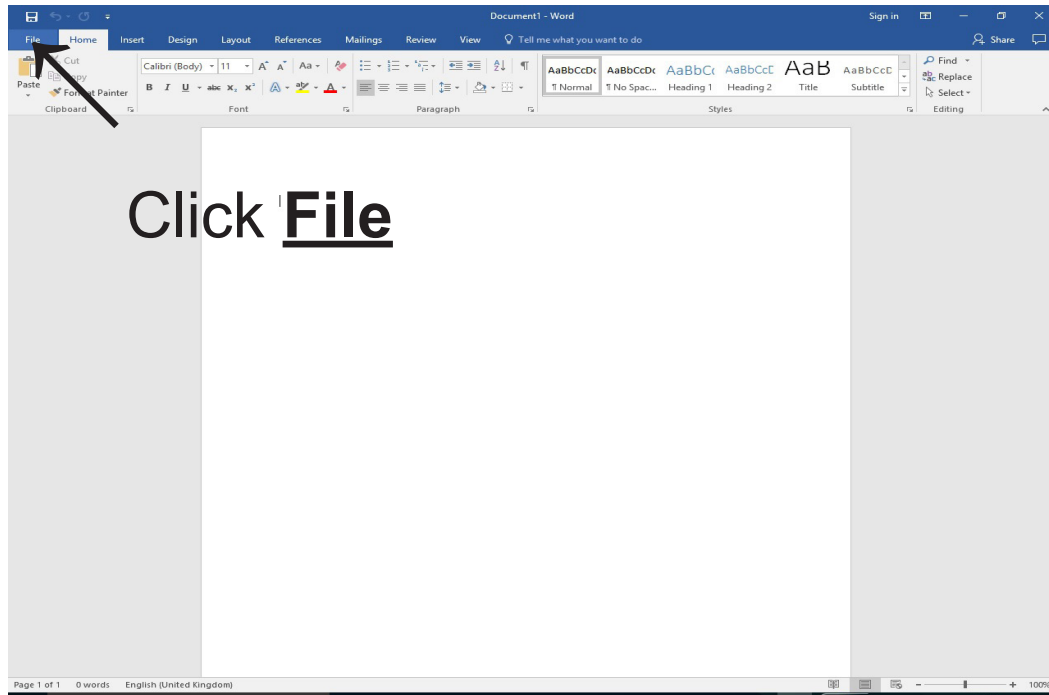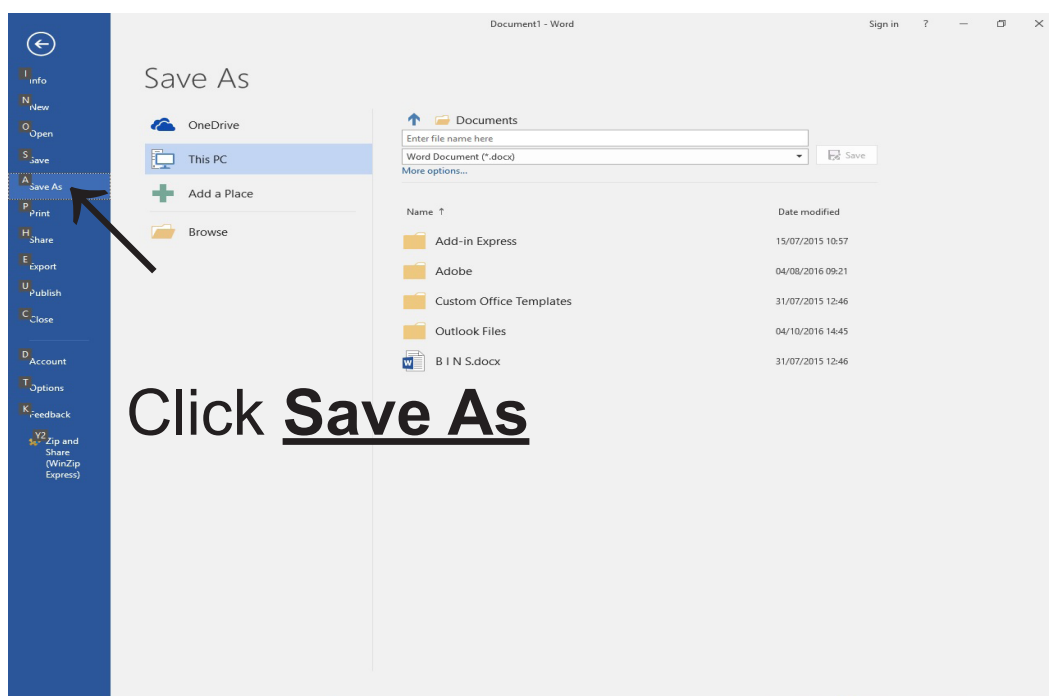
Please have a check through your PDF before sending it on to us, sometimes the text and diagrams can change during the conversion.