## **CONVERTING WORD DOCUMENT TO PDF**

Open file.

Click on File tab.

Click on Save as Adobe PDF.

Click on Desktop.

Name file.

Click on Save.

PDF has been created.

## **CONVERTING WordPerfect to PDF**

Open File.

Click on File tab.

Click on Publish to PDF.

Save in: Desktop (Dropdown box)

File name: Click Save

## **CONVERTING CASECATALYST TO PDF**

Open File.

**Click on Print.** 

**Select: Stenograph PDF Printer** 

Or

**Microsoft Print to PDF** 

Click Print.

Select Desktop from dropdown or Click Browse.

Save to Desktop.

Name File.

Click Save.