



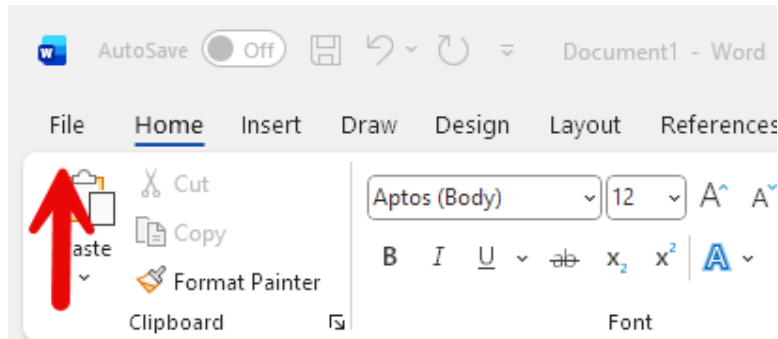
Word to PDF Conversion Guide

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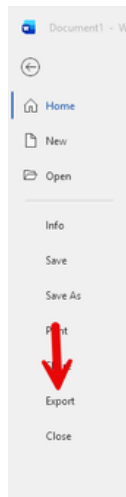
This guide will show how you can convert a MS Word document to a PDF, which you can then upload to CodaSign.

1 Open your document in MS Word 365.

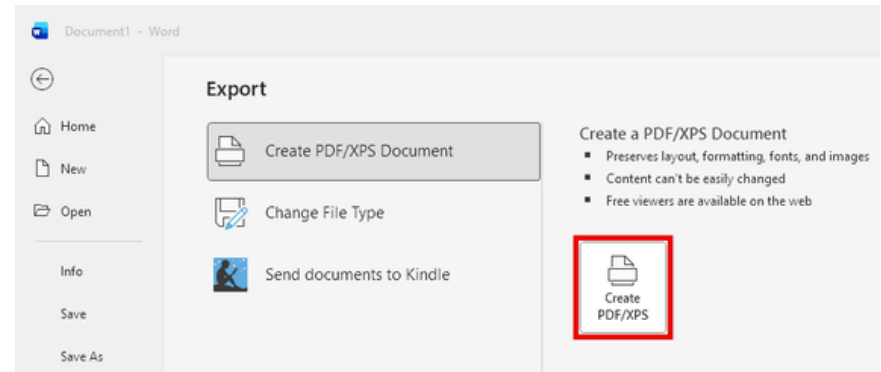
2 Click 'File' in the top left-hand corner.



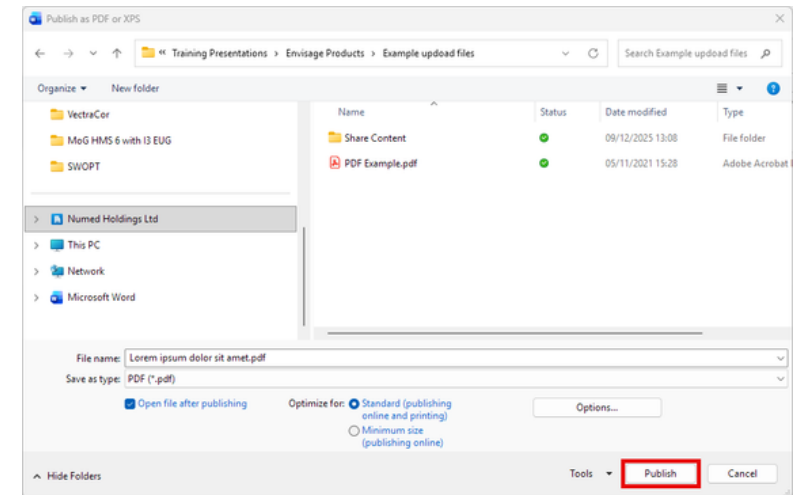
3 On the left-hand menu, select 'Export.'



4 Click 'Create PDF/XPS.'



5 Navigate to where you would like to save the PDF file on your PC and click Publish.



The file that has now been created can successfully be uploaded to CodaSign.



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