

Product Support Tech Tip

Tech Tip No: 61-2411	Date first issued: 24 November 2015
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Equipment: Envisage Patient Call and Media System

Noted Symptom: How to convert Word documents to a PDF

Information & Recommended Action:

1. Open the file in Word 2010 that you wish to convert to PDF





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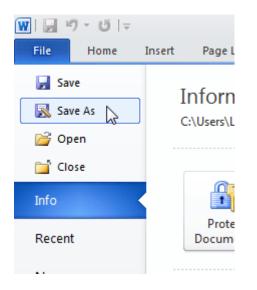
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3. On the File tab, select the 'Save As' option from the navigation list



4. The Save As dialog box will now display. Navigate to the folder where you want to save your PDF file. Enter a name into the 'File name' box and select 'PDF (*pdf)' from the 'Save as type' drop down list



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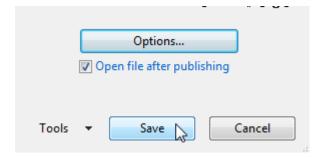


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Save As	ries 🕨 Documents 🕨 💌	Search Documents	×	
Organize 🔻 New folder 🗄 👻 🔞				
👿 Microsoft Word	Documents library Includes: 4 locations	Arrange by:	Folder 🔻	
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📜 Libraries	BookmarkBackups	9/3/2010 9:59 AM	File folder	
Documents	Icons	11/29/2010 3:05 P	File folder	
J Music	+ Const from File	11/20/2010 2-44 D	File folder	
File name: Sample Document.docx				
Save as type: Word Document (*.docx)				
Authors: Word Document (*.docx) Word Macro-Enabled Document (*.docm) Word 97-2003 Document (*.doc) Word Template (*.dotx) Word Macro-Enabled Template (*.dotm)				
Hide Folders	/ord 97-2003 Template (*.dot) DF (*.pdf) PS Document (*.xps)			

5. Finally click 'Save' to save your PDF file





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