

Product Support Tech Tip

Tech Tip No: 61-2411
Page 1 of 3

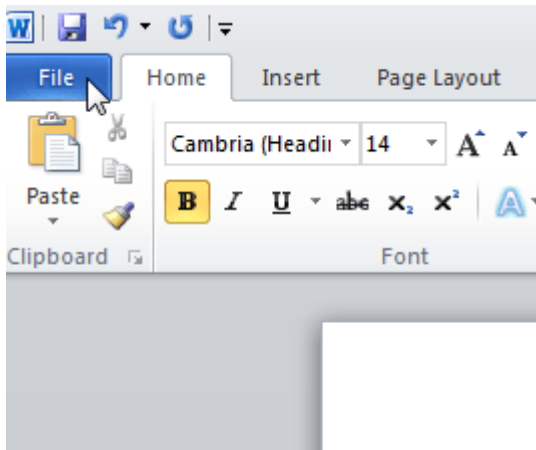
Date first issued: 24 November 2015
Last Update: 10 July 2015 08:20

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
2. Click the File tab



Alliance House, Roman Ridge Road, Sheffield, S9 1GB UK
Tel: 0114 3990010 email: support@numed.co.uk

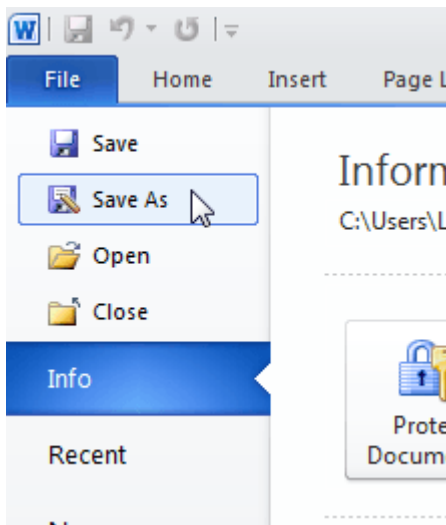
Numed Holdings Limited T/A Numed Healthcare Company Reg. No 1302868
Directors: M K Healy, C M Healy, S J Healy

Product Support Tech Tip

Tech Tip No: 61-2411
Page 2 of 3

Date first issued: 24 November 2015
Last Update: 10 July 2015 08:20

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



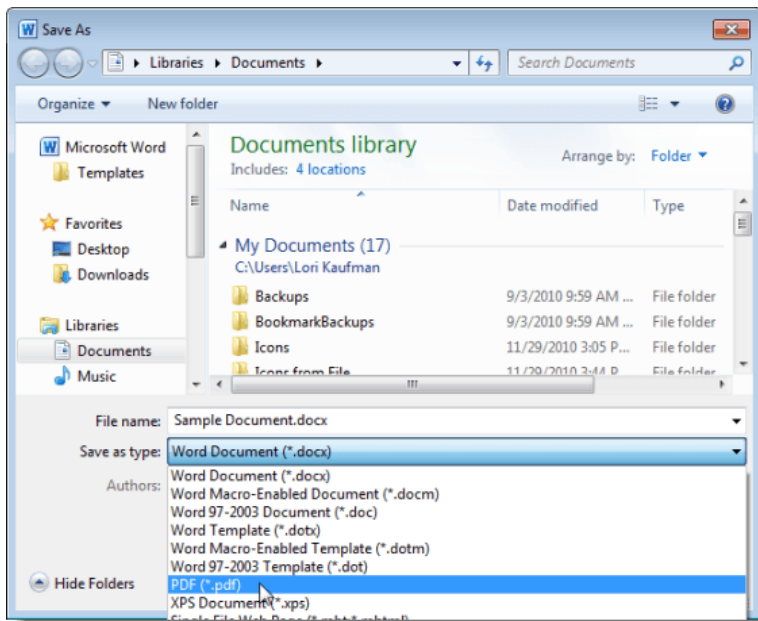
Alliance House, Roman Ridge Road, Sheffield, S9 1GB UK
Tel: 0114 3990010 email: support@numed.co.uk

Numed Holdings Limited T/A Numed Healthcare Company Reg. No 1302868
Directors: M K Healy, C M Healy, S J Healy

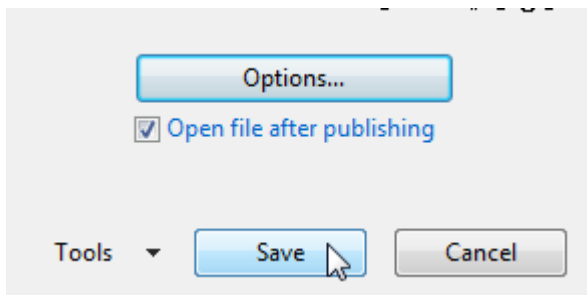
Product Support Tech Tip

Tech Tip No: 61-2411
Page 3 of 3

Date first issued: 24 November 2015
Last Update: 10 July 2015 08:20



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



Alliance House, Roman Ridge Road, Sheffield, S9 1GB UK
Tel: 0114 3990010 email: support@numed.co.uk

Numed Holdings Limited T/A Numed Healthcare Company Reg. No 1302868
Directors: M K Healy, C M Healy, S J Healy

SUPPLY ► INSTALLATION ► TRAINING ► SUPPORT