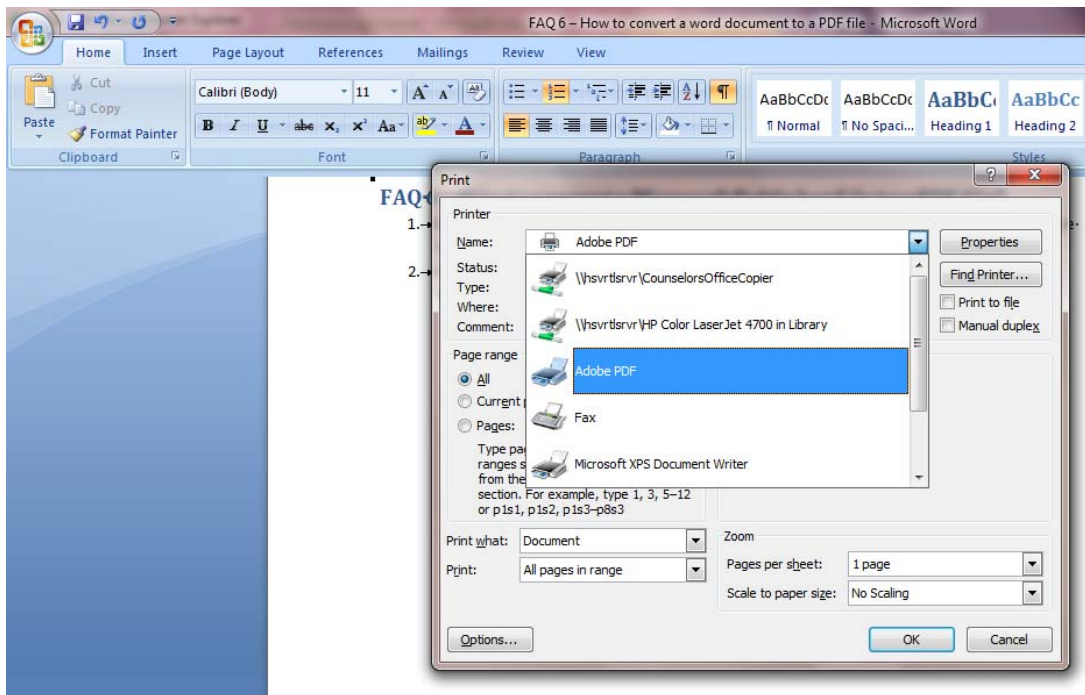
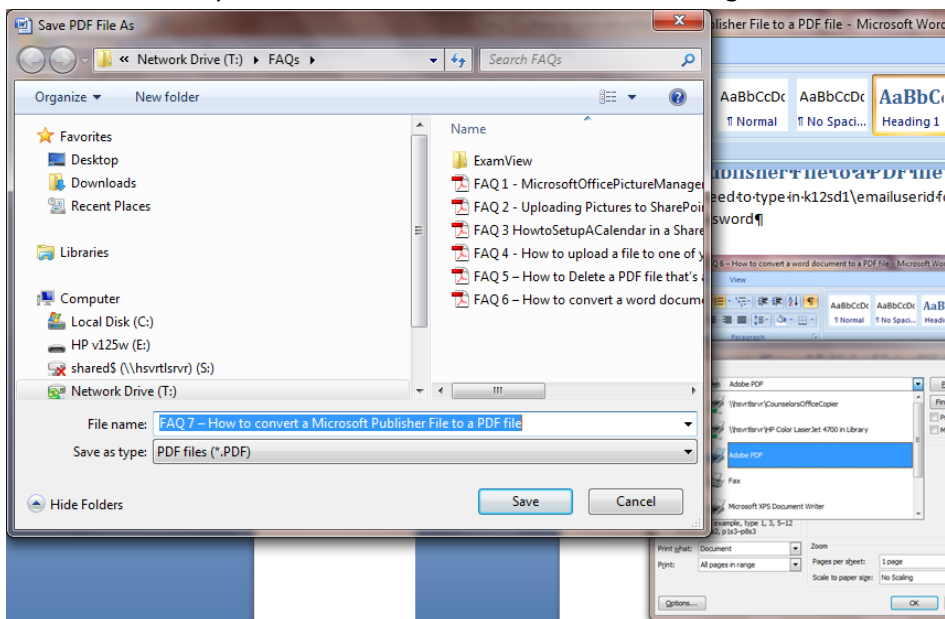


FAQ 7 – How to convert a Microsoft Publisher File to a PDF file

1. Make sure you are signed in. Reminder you need to type in k12sd1\emailuserid for example k12sd1\jn002 and then put in your e-mail password
2. Go to the Office Button and click on Print



3. You need to Select Adobe PDF
4. Then click ok and your will see a screen shot like the following.



5. Click on Save. Make sure you know where you are saving it at.