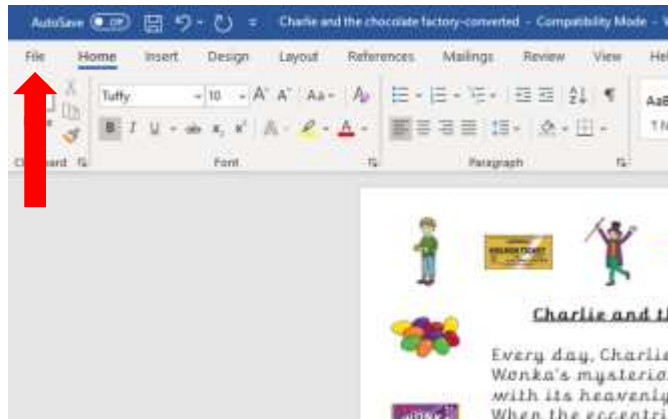
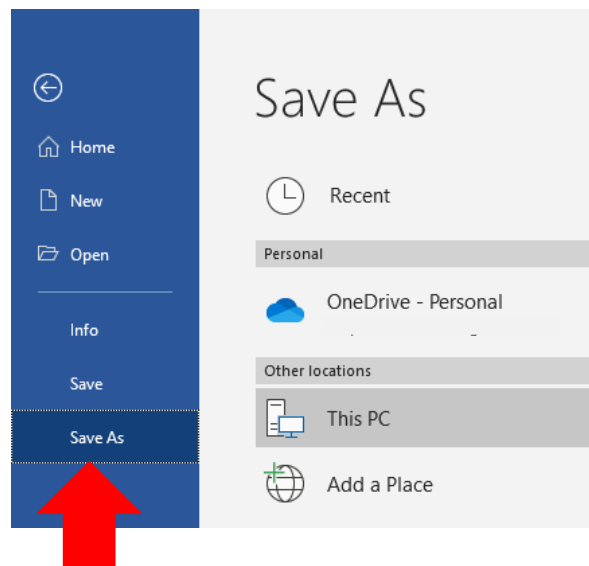


# Converting word doc to PDF, then uploading to Seesaw

1. Click "File" on the Word ribbon



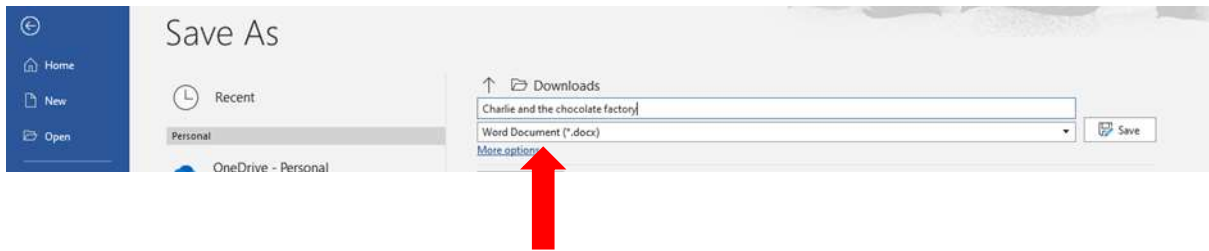
2. In the sidebar that opens, click the "Save as" button



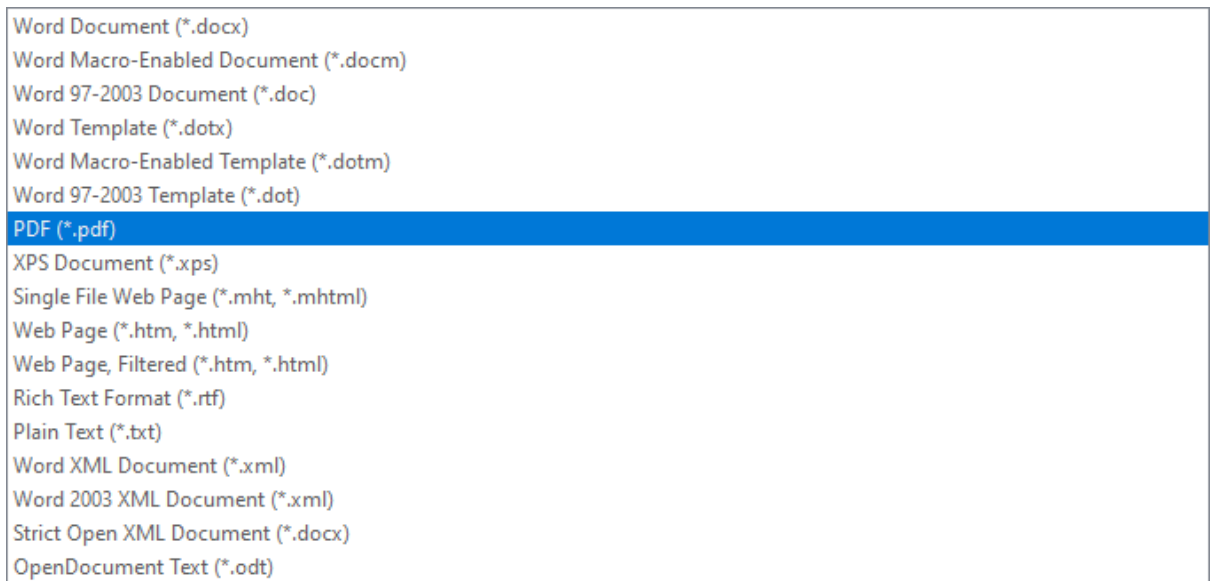
3. Give your work a name.



4. Click where it says word document.



5. A drop down box will appear. Scroll to select PDF.



6. Then click save.



7. Your Word document is now saved as a PDF.