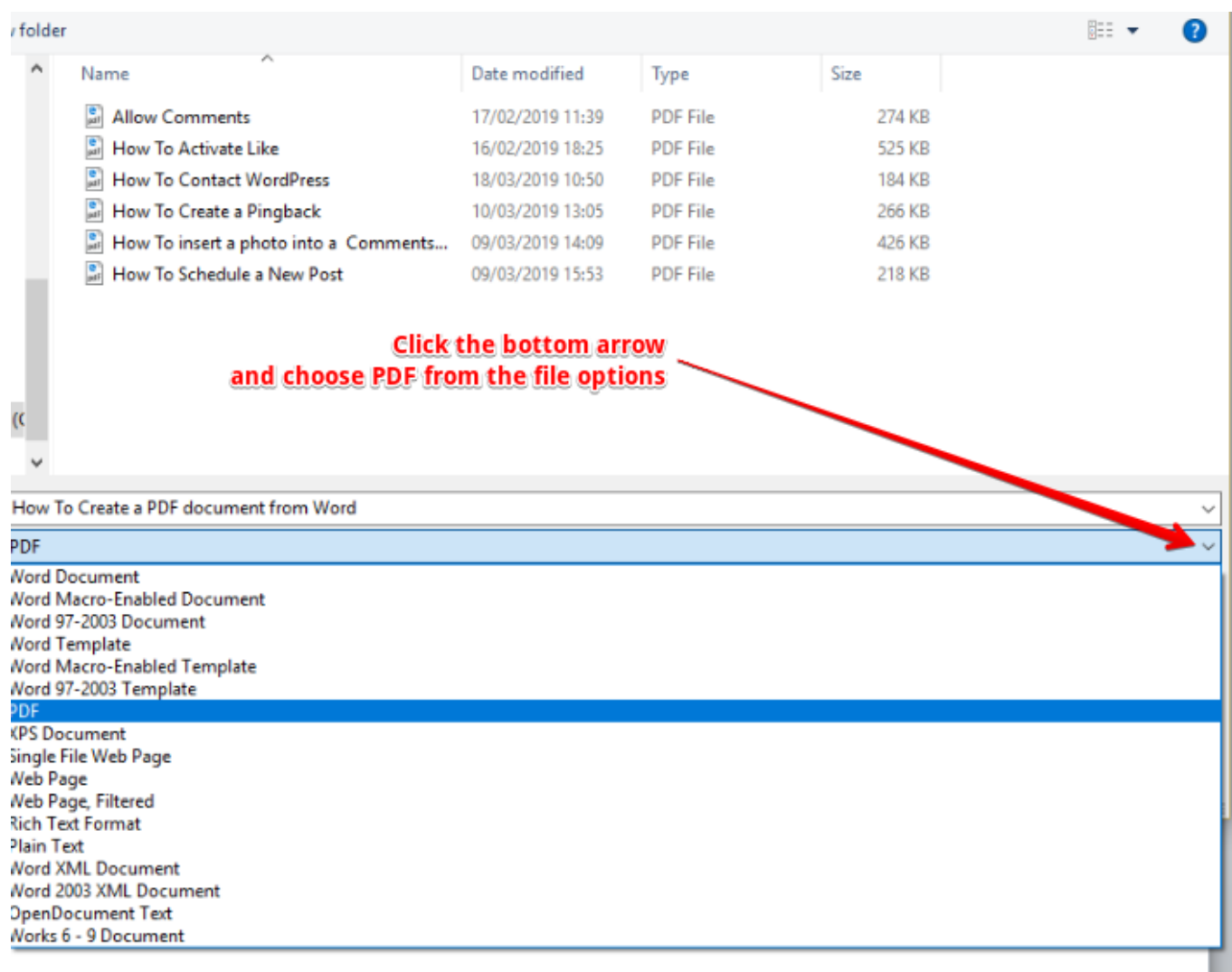


How To – Create a PDF from a Word document

Based on Office 2010

Either open or create a new Word document. (Always save a copy in MS Word for editing purposes.)

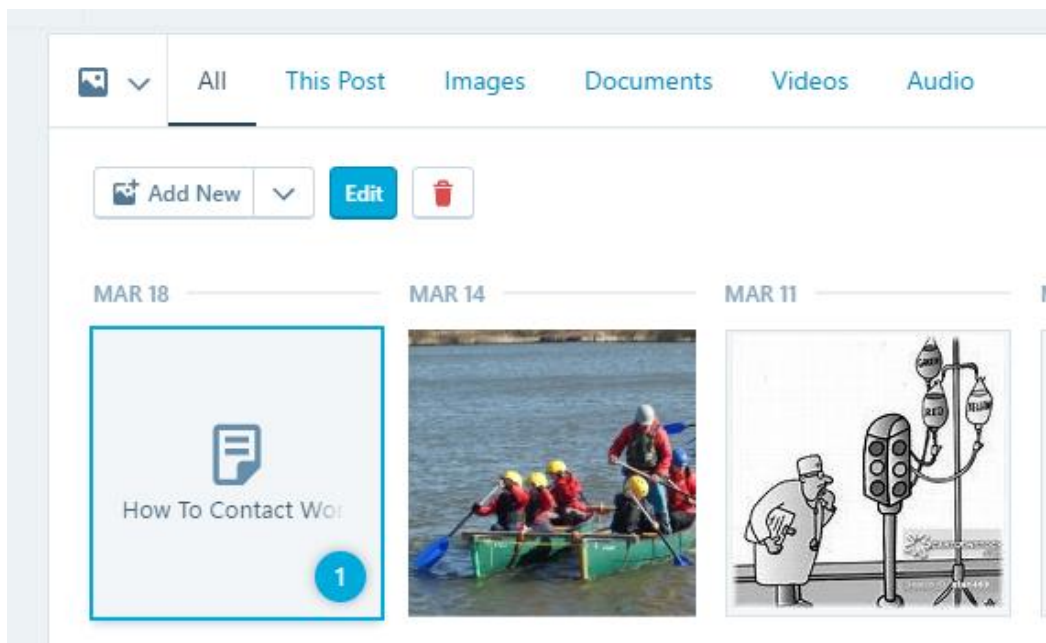
Click File and **Save As**, click the second arrow as shown and choose PDF from the File Format options. **Click Save**.



To upload to your site, Read ON.

Assuming you wish to create a link on your post to the newly created PDF, Upload the PDF document to your site in the usual way. Then Click Edit

See pictures below



Title

Caption

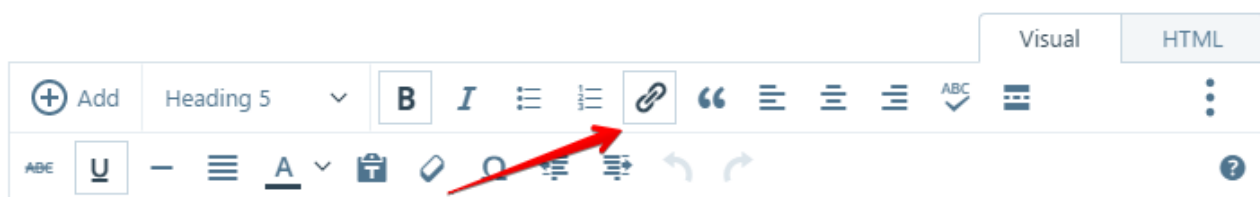
Alt text

Description

URL

FILE NAME	FILE TYPE
water-wings-2.jpg	JPG
DIMENSIONS	UPLOAD DATE
472 X 316	14 March 2019

Create a link on your post, EG. highlight the words **HOW TO** and create a link by using the copied URL just as you would when creating a pingback.



Click the link and past the URL into the box