

## Rhonda Hodgdon

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### WEEK #9

#### How can I convert a document to a .pdf file?

**Answer:**

There are several programs you can purchase to convert files. Most common being Adobe Acrobat (*Adobe Reader will not allow you to convert files*). Another really good program is ScanSoft PDF Converter.

However, if you have Office 2007, there is no need to pay for anything more. You can click on the link to Microsoft below, read the instructions and download the FREE add-in that allows you to convert to .pdf right from Word, Excel, Publisher, etc.

<http://www.microsoft.com/downloads/details.aspx?FamilyID=f1fc413c-6d89-4f15-991b-63b07ba5f2e5&displaylang=en>

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