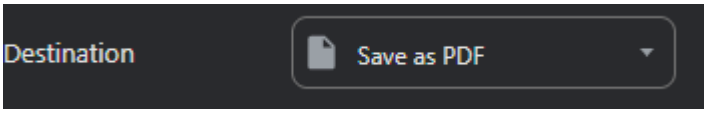
Saving a Document to PDF.

1) Open the document in Google Chrome browser (or other programs that can view the file)
2) In the top right corner, click the print icon
3) When it opens to print in the drop down menu to choose printer you select “Save to PDF” Yours might say “Print to PDF”



4) Then save the document onto your computer under the desired name and it will be a PDF which is universally viewable.
5) Alternatively if saving on a web page or something you aren’t viewing as a document you can “CTRL+P” then follow steps 3 and 4.