To create a PDF:

1) Open your document and go to **File**>**Export**>**Layout as PDF**.

    - Choose your **Desktop** from the Save In menu at the top of the Export PDF window.

    - Change the filename to your school initials, zip code and the edition.

    - Click **Save**. See image A
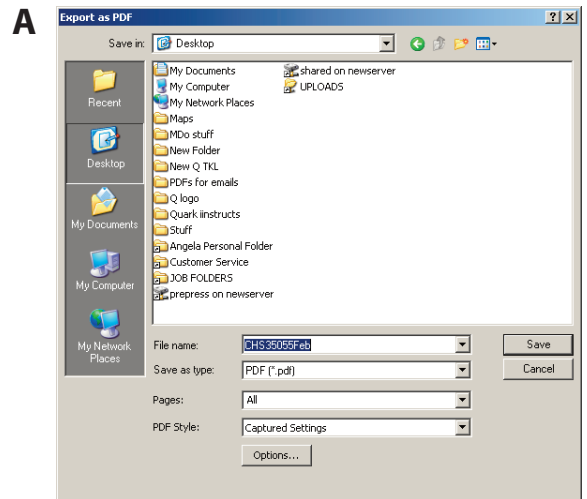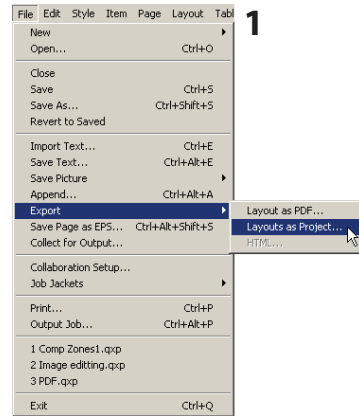
Important!

BEFORE SUBMITTING YOUR ORDER, OPEN THE PDF FILE AND VEIW THE LAYOUT TO ENSURE THERE WERE NO UNEXPECTED RESULTS DURING CONVERSION.

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