How to Save a Google Doc as a PDF

Along the top banner of the Google Doc, hover or click on the left-most button "file" (highlighted in purple).

In the drop-down list, hover or click on the "download" button (highlighted in purple).

In the next drop-down list, click on the "PDF Document (.pdf)" button (highlighted in purple).*

The Google Doc application will then download the Google Doc as a PDF Document.

The downloaded file will appear in the bottom-left hand corner of the screen (highlighted in purple).

The downloaded file will also appear in your computer's "downloads" folder in File Explorer.

NPS Project 99999 – Part 2 Photographs
SC Statehouse, 1100 Gervais Street, Columbia, SC 29201

Photo 1 – c. 1990s aerial photograph of the South Carolina Statehouse's northwest oblique
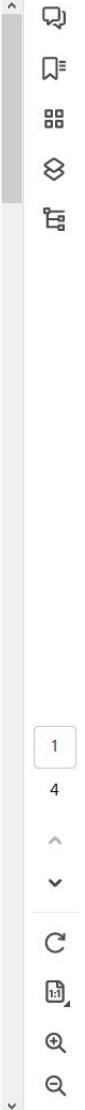

The Google Doc will be saved as a PDF (.pdf) file format. The resulting converted document is displayed above, as an example.*