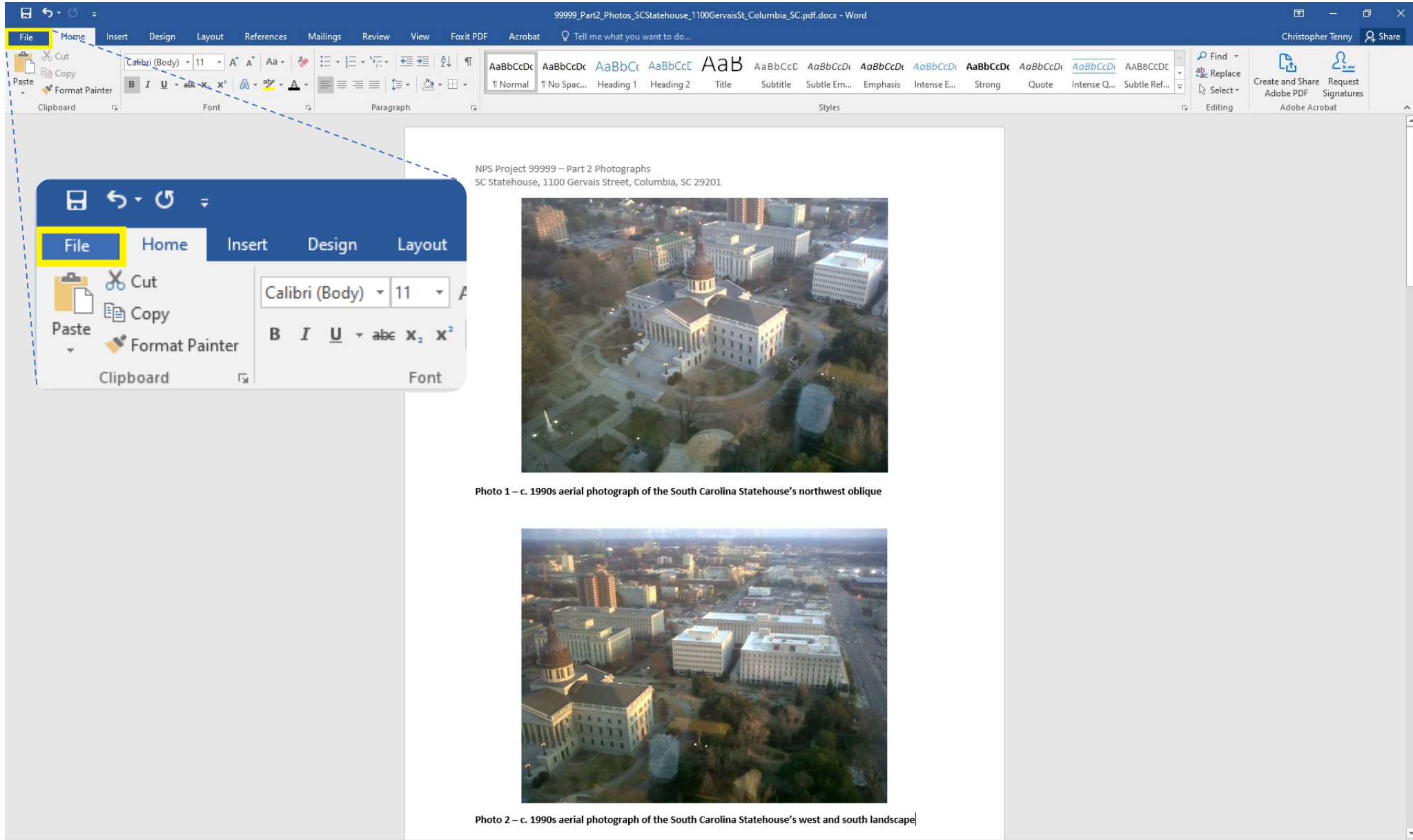


## How to Save a MS Word Document as a PDF



The screenshot displays the Microsoft Word application window. The title bar at the top reads "99999\_Part2\_Photos\_SCStatehouse\_1100GervaisSt\_Columbia\_SC.pdf.docx - Word". The ribbon is set to the "File" tab, which is highlighted in yellow. The ribbon includes options for "Home", "Insert", "Design", "Layout", "References", "Mailings", "Review", "View", "Foxit PDF", and "Acrobat". The "File" menu is open, showing options like "Save", "Save As...", "Print", "Share", "Close", and "Quit". The main document area contains the following text and images:

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


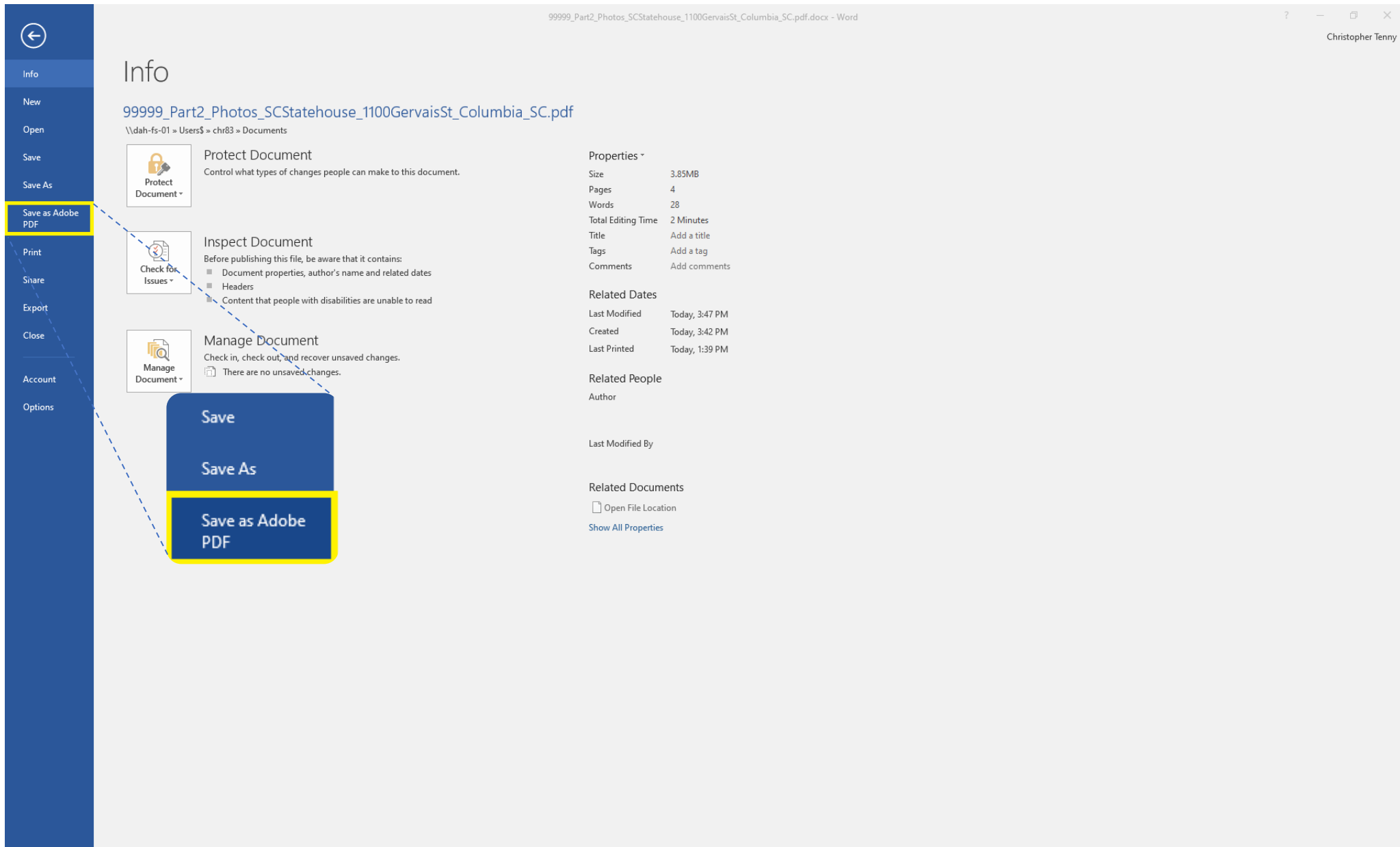


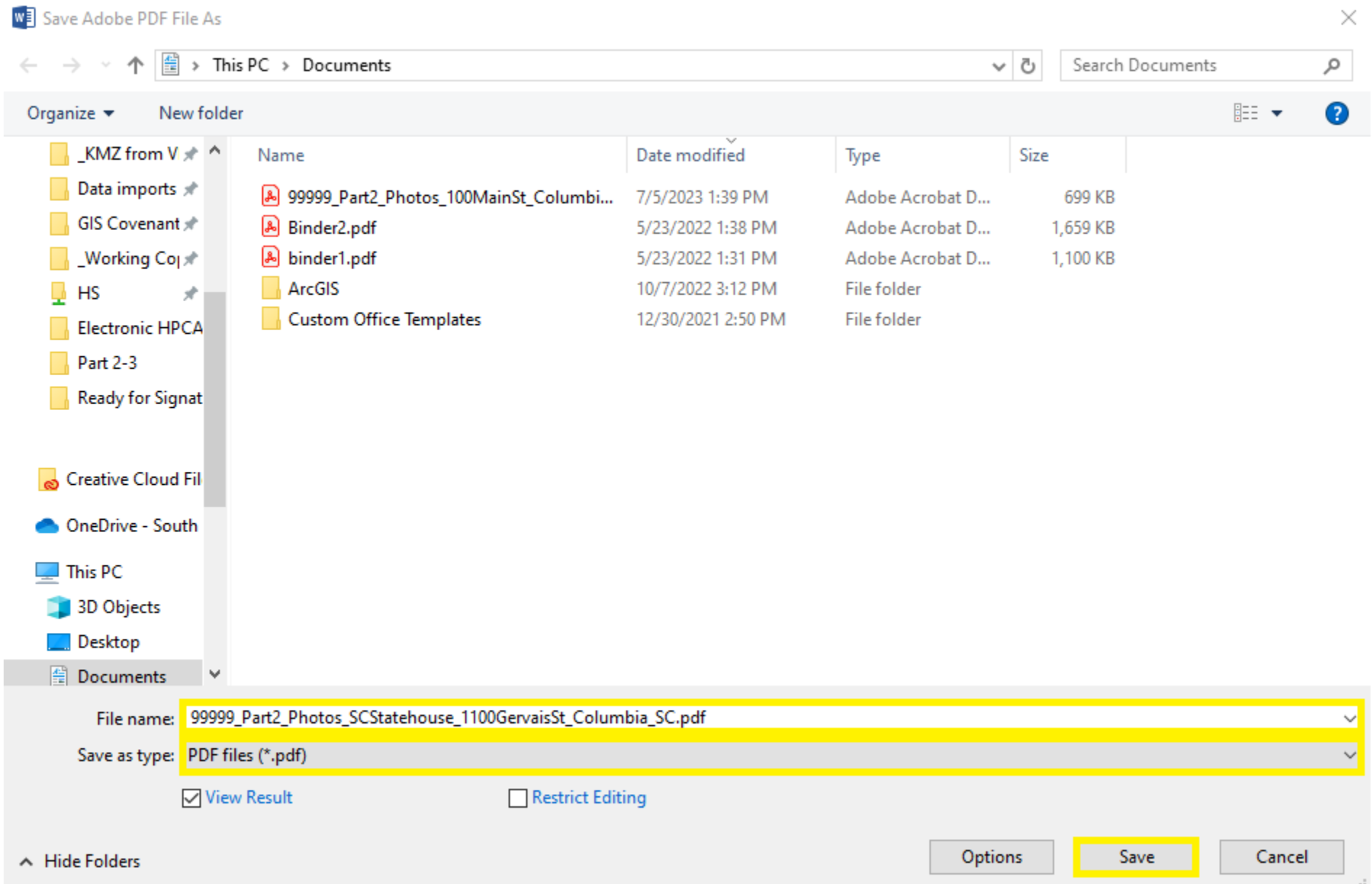
Photo 2 – c. 1990s aerial photograph of the South Carolina Statehouse's west and south landscape

*Along the top blue banner of MS Word, click on the left-most button “file” (highlighted in yellow).*



*On the left-hand side of the screen, click “save as Adobe PDF” (highlighted in yellow).*

*If your software does not have the “Save As PDF ” button, click the “Save As” button and then proceed to the instructions below, making sure you toggle the file format in the pop-up window to “PDF files (\*.pdf)”.*



*In the grey-box area of the “save as” window, appropriately rename the file according to NPS required file naming conventions, ensure the document is to be saved as a PDF (\*.PDF) and then hit the “save” button at the bottom-right hand corner of the grey-box area.*

Menu Home 99999\_Part2\_Photos\_S... X + Create

All tools Edit Convert Sign Find text or tools Q | | | | | | |

NPS Project 99999 – Part 2 Photographs  
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Photo 1 – c. 1990s aerial photograph of the South Carolina Statehouse's northwest oblique



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