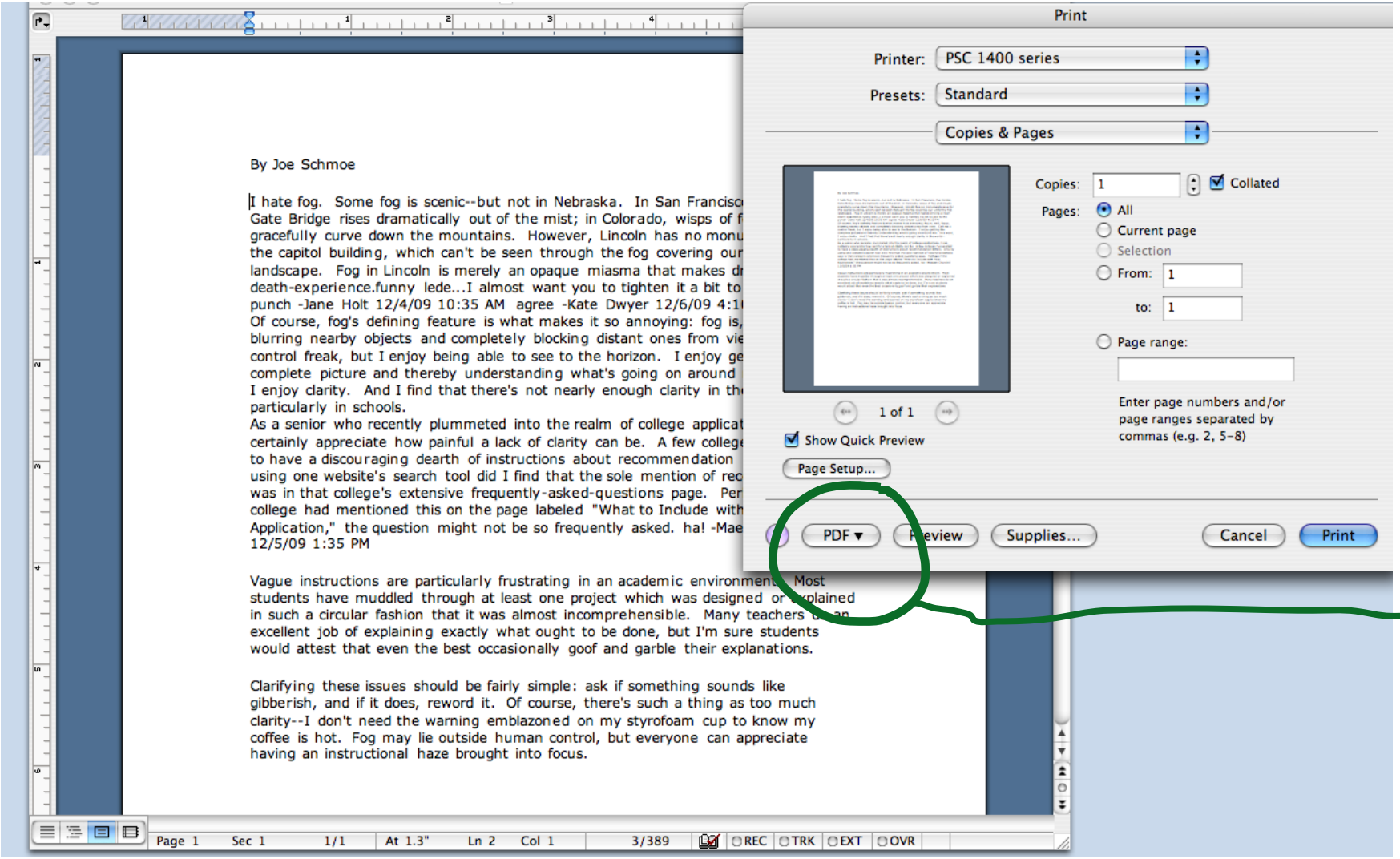
Converting a WORD document to a PDF (for Yearbook writing submissions only)

1. With the story open, go to FILE and PRINT
2. When the PRINT screen appears (see image below), instead of selecting PRINT, click on the PDF button on the lower left.
3. From the PDF drop-down menu, select SAVE AS PDF. Name document according to contest rules.
4. Your WORD document is now a PDF, ready to uploaded to the State Contest site.