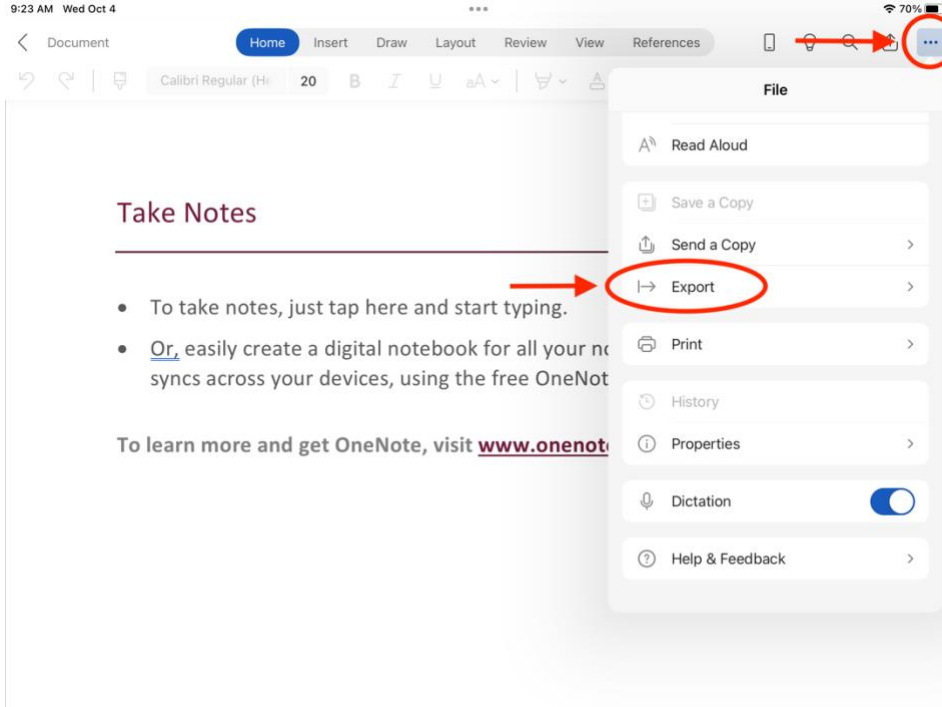


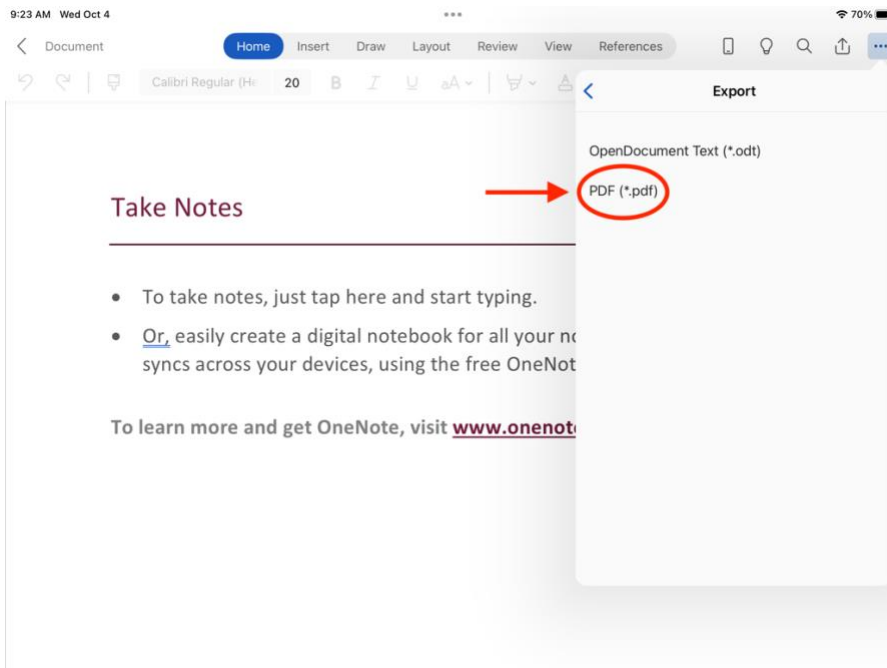
Convert documents to PDF for Printing

These instructions are for Word, but will be similar for other apps

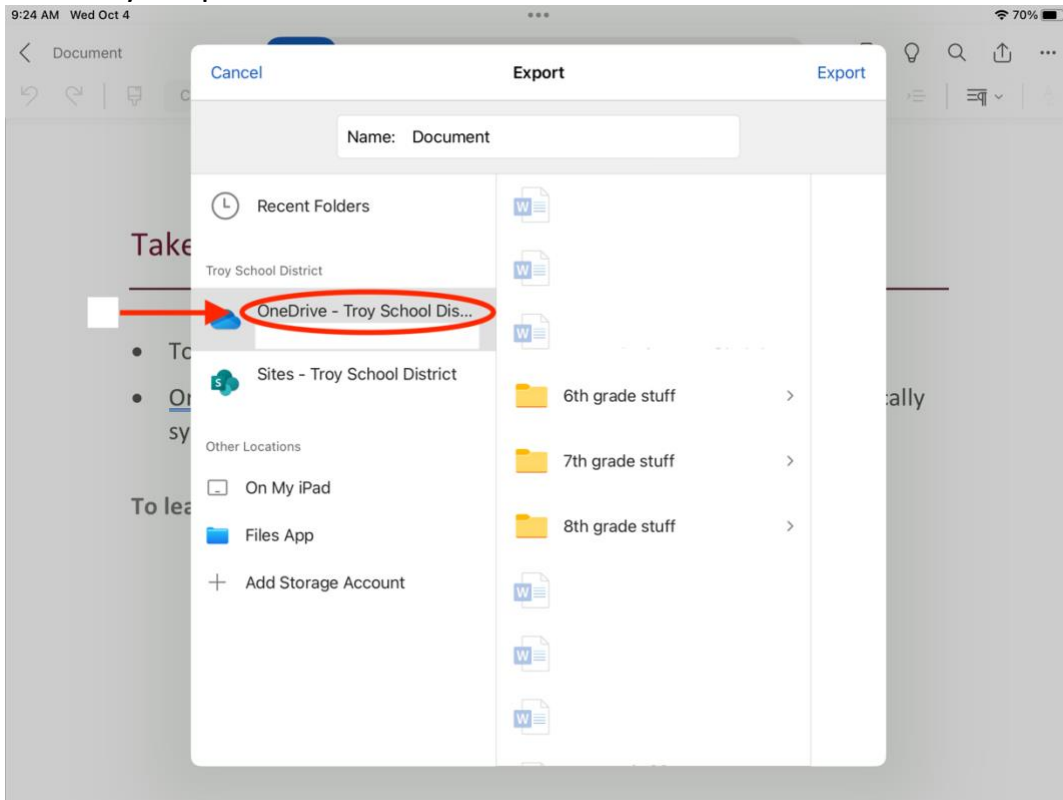
- 1) ***Optional*** Create a folder named “Printing” in your OneDrive so you can find files you need to print easier
- 2) Click the 3 dots in the top right corner and click “Export”



- 3) Select PDF



4) Save to your preferred location in OneDrive



5) After you login click "Submit a Job" and follow the prompts to print

