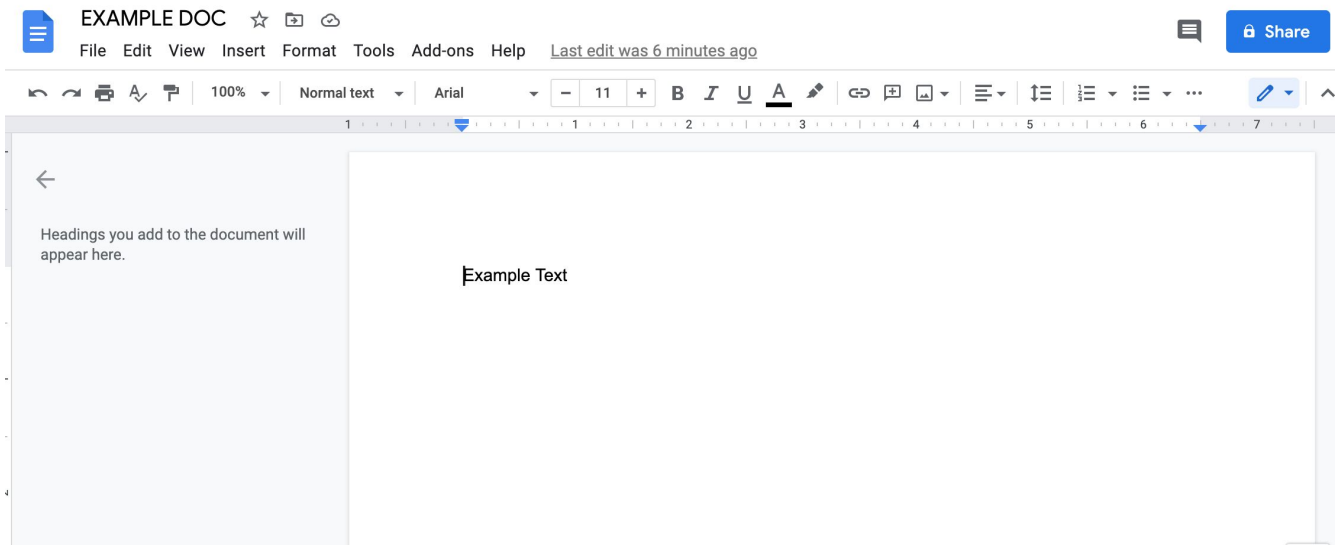




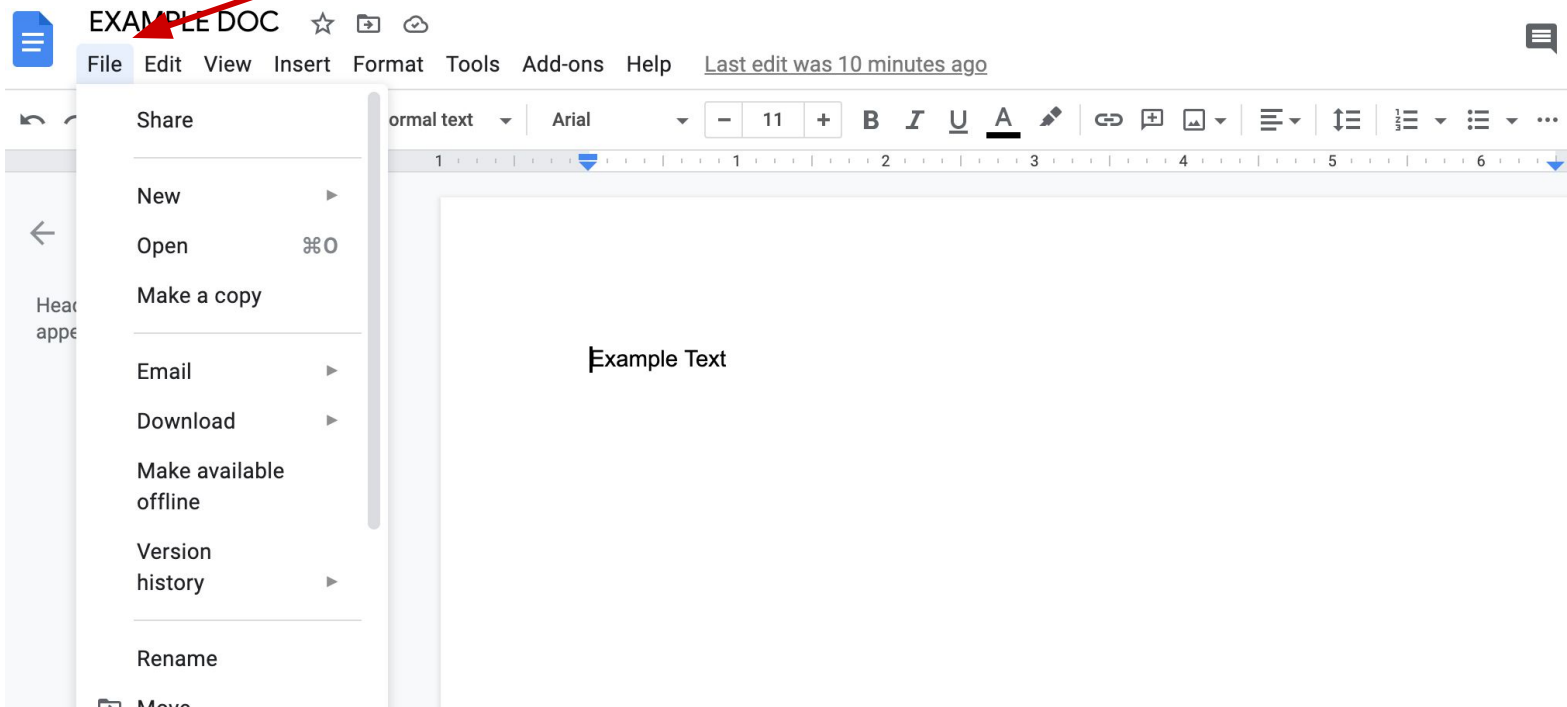
Creating PDF Files Google Docs

Google Doc is a google application that allows you to write out documents, resumes, and convert to different formats such as PDFs. PDFs (Portable Document Format) is a converted document that will keep the same text formatting and images from the original document.

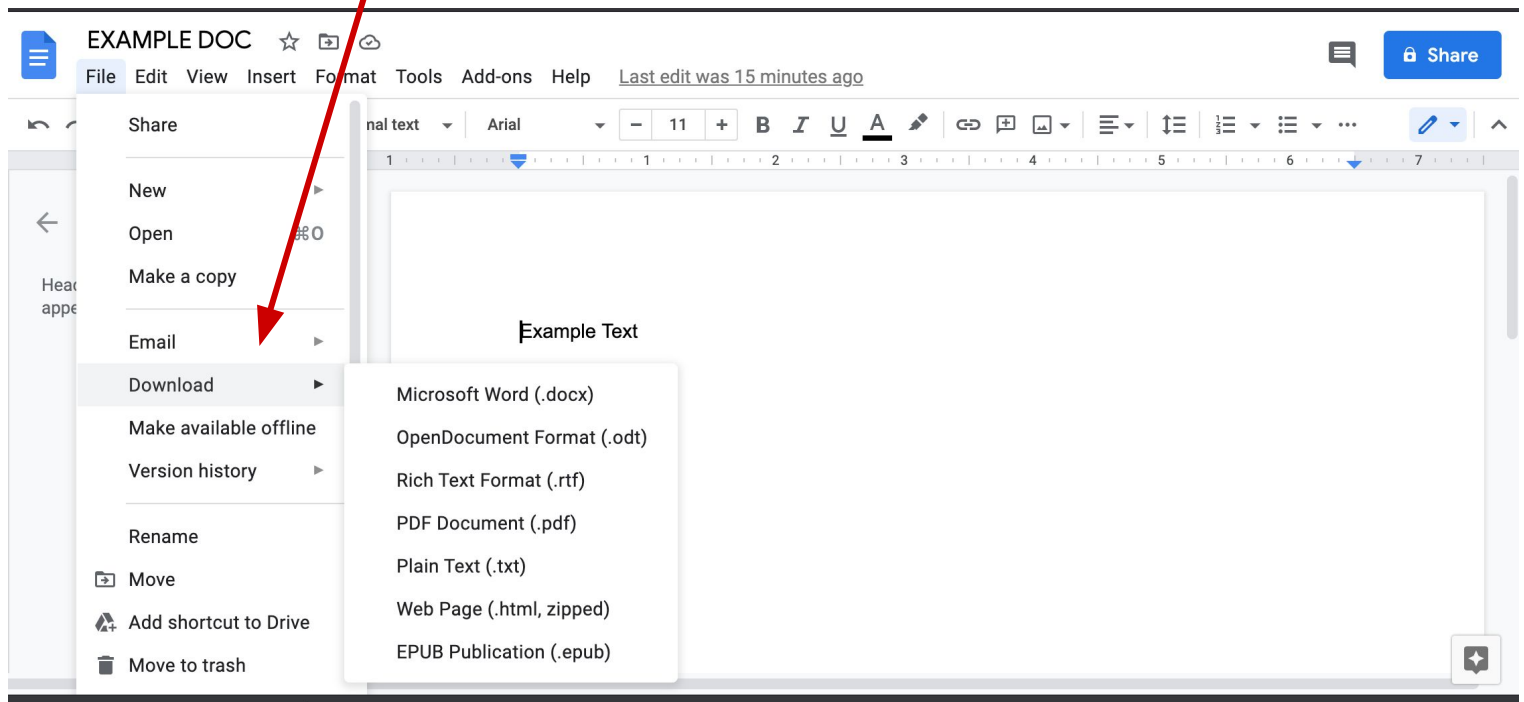
- With Google Docs you can convert your document into a PDF file.
- A PDF is a “Portable Document Format” created by Adobe. It can take any document from any application- such as Google Docs- and be read, viewed and printed on any device, including ChromeBook.
- To create a PDF from Google Docs, first you must open your document in Google Docs.
- **You can find your Docs in Google Drive or by searching for “Google Docs” on Google.**



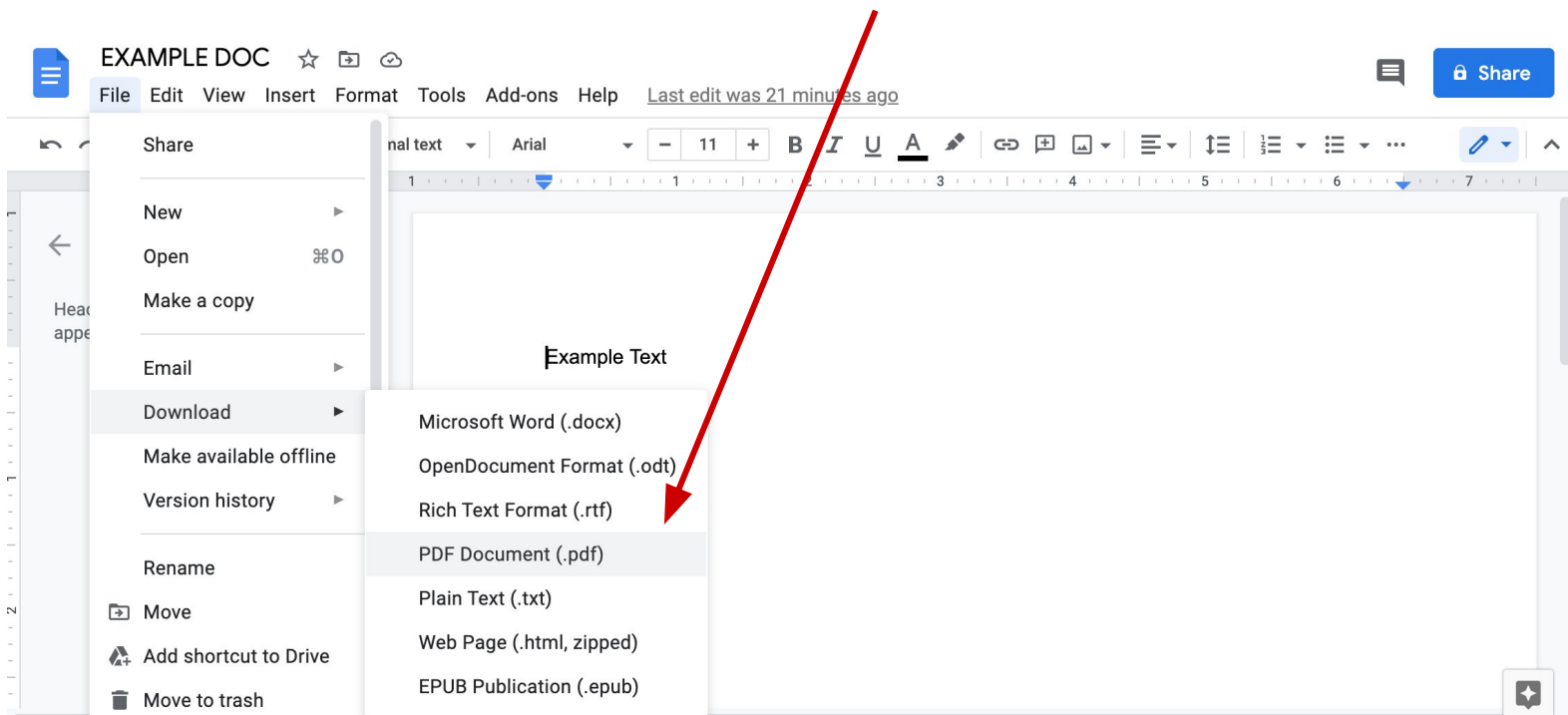
- Then, click on **“File”** from the menu bar.



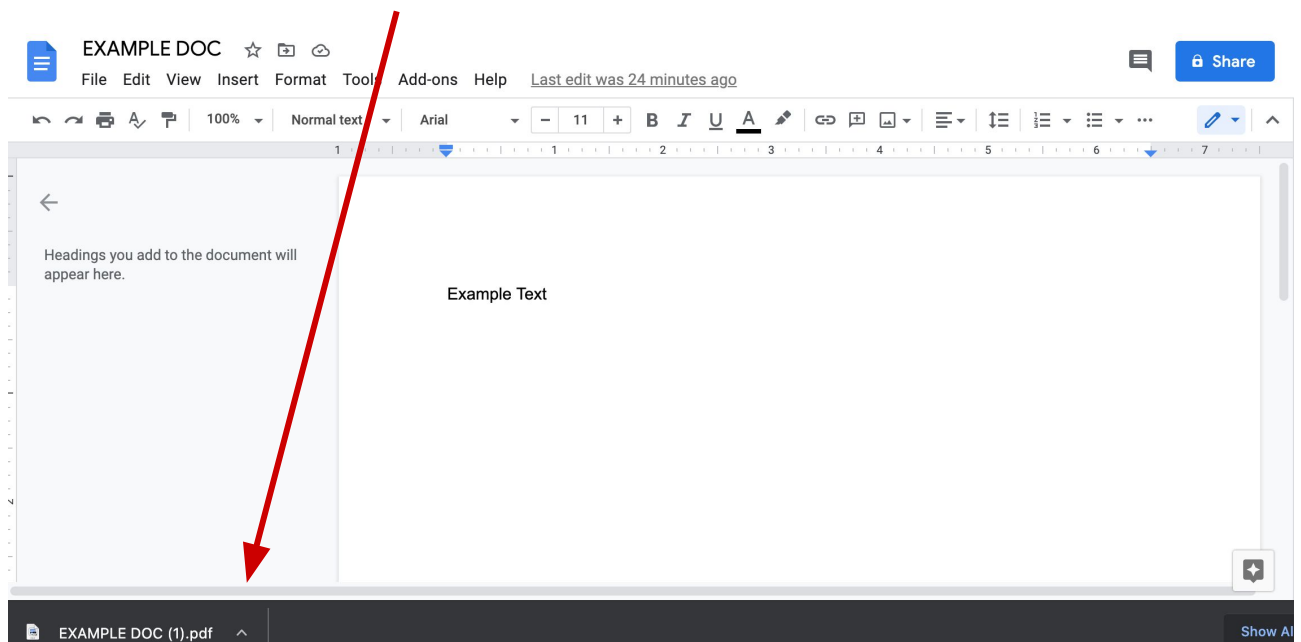
- Then go to **“Download.”** “Download” will open a list of options for files.



- From the list, chose and click on “PDF Document”.



- Your Document will appear at the bottom of the page as a download. It will be a PDF file.



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