



How to Convert your Invoice to a PDF File.

Microsoft Word or Excel Files

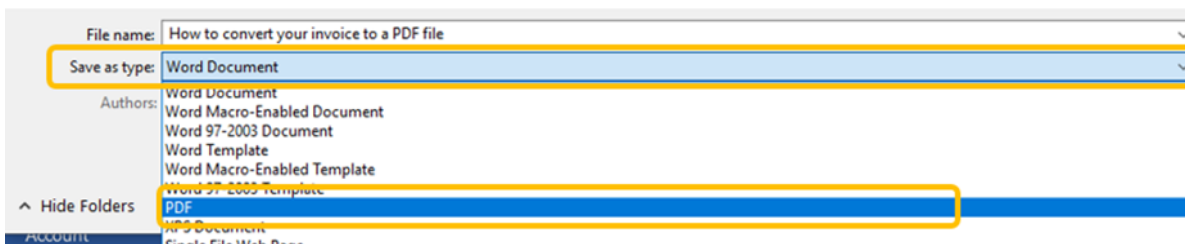


Open your document in Microsoft Word or Excel,

Select File > Save As

Choose where you want to save the PDF.

Under the file name, change the file type to PDF.



Click **Save**.

Apple Mac Pages or Numbers Files



Open the document in Pages or Numbers.

Then choose File > Export To

Select PDF

Type a name for the document.

Choose where you want to save the PDF.

Click **Export**

