CONVERTING A WORD DOCUMENT TO A SEARCHABLE PDF

1) Open your document in Microsoft Word.

2) Click on File.
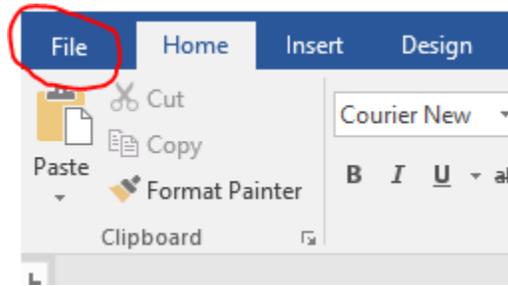
3) Choose "Save as."
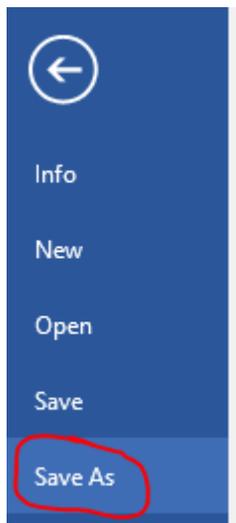
4) Choose the correct file folder you want the
   document to be saved in and then click on the drop
   down arrow under "Save as type:"
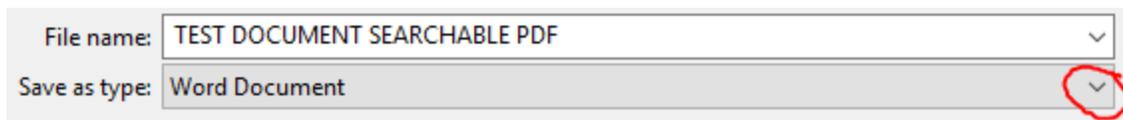
5) Choose "pdf" and then click "save."
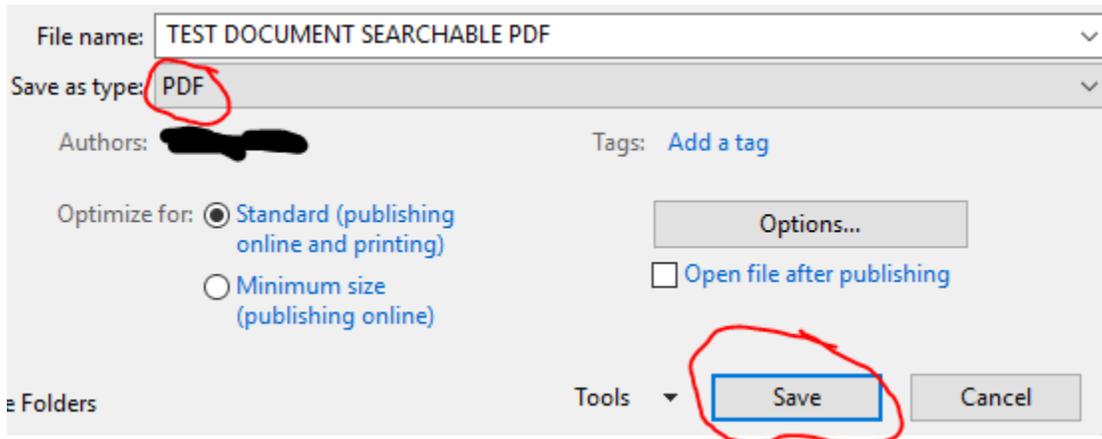
6) Once you hit "save" your document will convert to a pdf and automatically save in the folder you selected.

7) Double click on the pdf you just created to open the document.
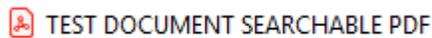
8) The document should be searchable. You can test this by pressing "control" "f" on your keyboard. A search box will pop up. Type in a word that is in your document and hit enter. The program will search for that word and the word will highlight within your document.