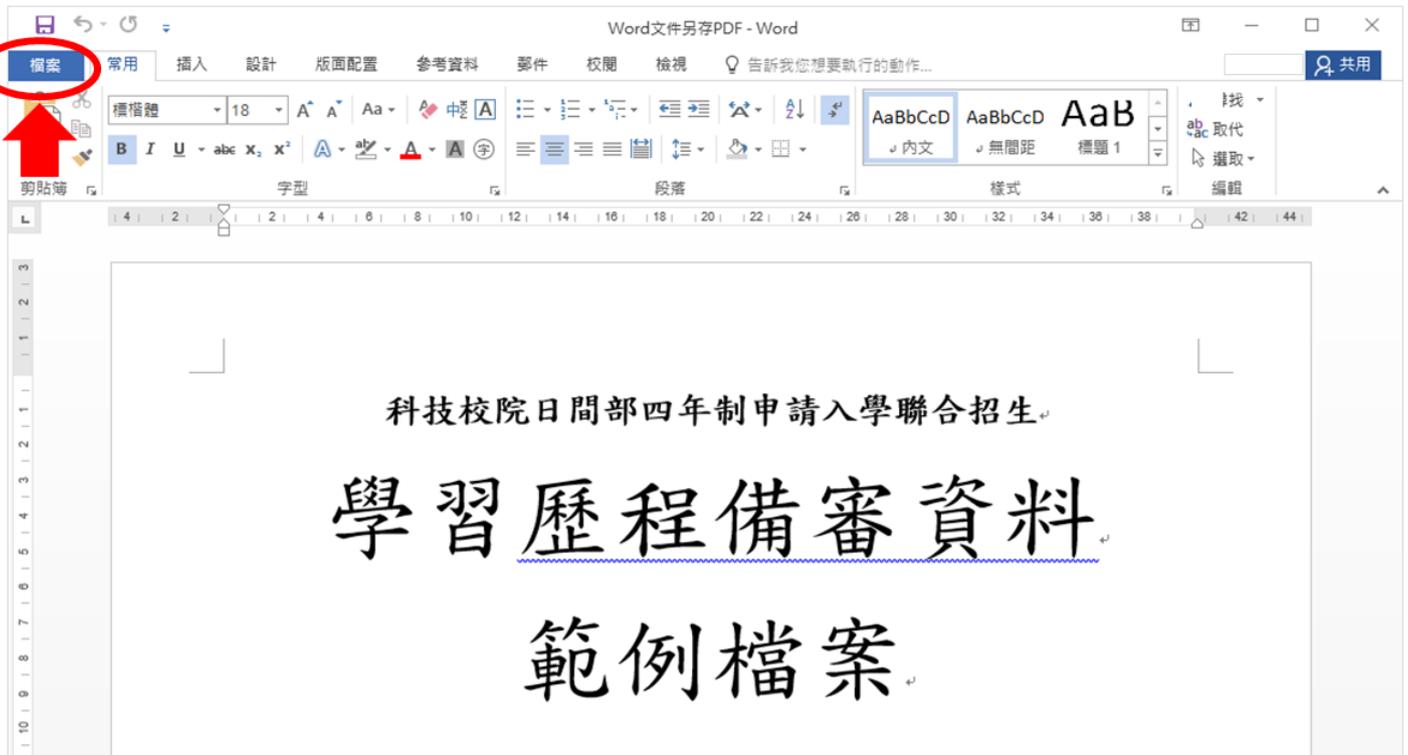


Word 文件另存 PDF 格式檔教學

◆ 步驟一：請點選左上角「檔案」



◆ 步驟二：方法1-發佈成PDF/XPS



◆ 步驟二：方法2-另存新檔

The image shows the 'Save As' dialog box in Microsoft Word. The window title is '另存新檔'. The file name is 'Word文件另存PDF格式檔教學'. The file type is set to 'PDF'. The location is '這部電腦'. The file type dropdown menu is open, showing various options like 'Word 文件', 'PDF', 'XPS 文件', etc. Annotations in yellow boxes point to the '另存新檔' button, the '這部電腦' location, and the 'PDF' file type.

請點選“另存新檔”

請選擇欲存檔的位置

存檔類型請選擇“PDF”