

Tutorial on converting documents to PDF

(1) Convert WPS documents to PDF

1. Open the courseware to be converted and click the "WPS Presentation" button in the top-left corner.

1.png

2. In the "WPS Presentation Menu", click: "Save As - Output as PDF Format".

2.png

(2) Convert Microsoft Office 2010, 2013, 2016 documents to PDF

1. Open the courseware to be converted and click the "File" button in the top-left corner.

3.png

2. Then click "Save As - Select the save path - Set the courseware name - Set the save type to PDF" and save.

4.png

5.png

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