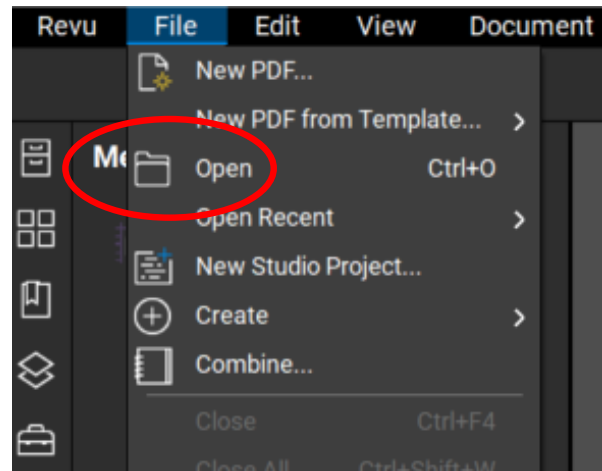


Convert Files

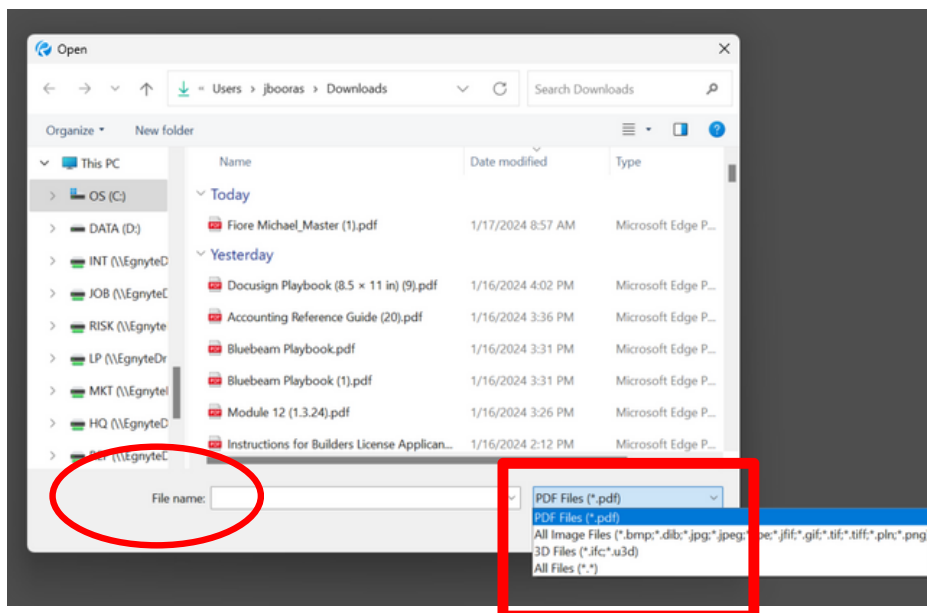
1

- **Click File**
- **Click Open**



***NOTE- Once you click “Open” a new window will open.**

- **Use the “File name” to search for the name of the document**
- **Click the dropdown arrow in the box next to “File name” to search for the type of document**



Convert Files

2

- **Click File**
- **Click “Export”**
 - **A list of options will appear, choose what how you want to convert the file**

