

Converting From Jpeg to PDF.

To convert jpeg to pdf:

1. Select **print** (for me it was top right corner - picture of a printer)
2. Select **Microsoft Print to PDF** and
 - (a) when you **click print** in the dialogue box
 - (b) **Save Print Output As** box shows up.
3. Select "**Save as Type - pdf document**"
4. And you can save the file as a pdf.

I hope that helps.