

This step-by-step guide will show you:

- How to convert documents into PDFs
- From both Microsoft Office documents on Windows and Mac and from Pages on Mac

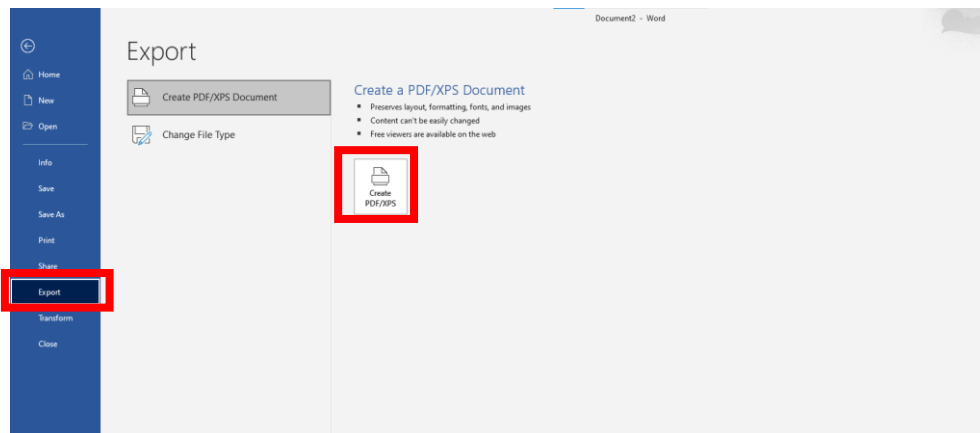
Concur Request is Greene King's solution to manage the spending in Pubs for goods and services supplied by local suppliers. This How To Guide focuses on how to convert invoice documents into PDF format.

1

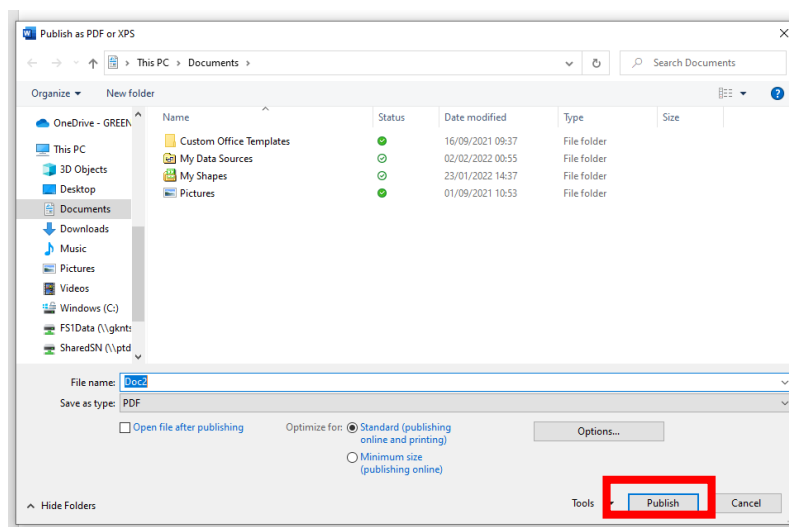
CONVERTING IN MICROSOFT OFFICE 'EXPORT'

On Microsoft Office you can either convert PDF's using the 'Export' function or the 'Save As' function.

- Whilst in the document you are trying to convert, select 'File' on the top left of the screen and then 'Export'
- Then select 'Create PDF/XPS'



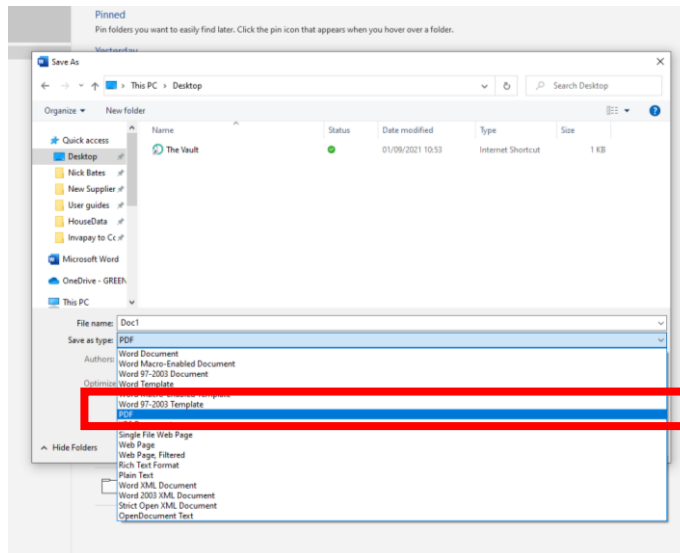
- Then select the location you'd like to save in and check the file name is as you wish and click 'Publish'



2

CONVERTING IN MICROSOFT OFFICE 'SAVE AS'

- Whilst in the document you would like to convert, click 'File' on the top left of the screen
- Click 'Save as'
- Choose your location and name as normal
- Under file name use the 'Save as type' drop down and select 'PDF' then click 'Save'

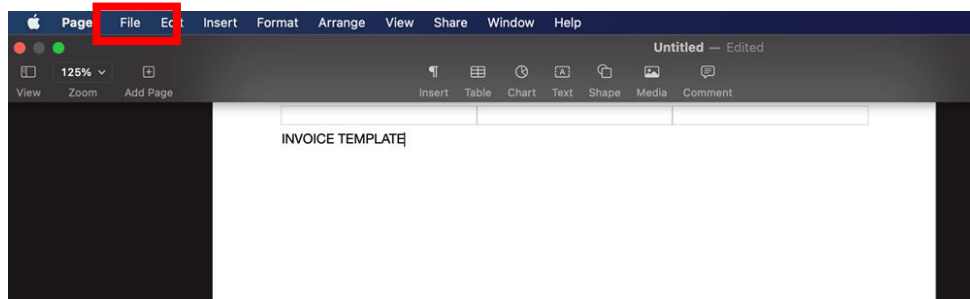


Check out the guidance below for converting on Pages on Mac...

3

CONVERTING FROM PAGES ON MAC

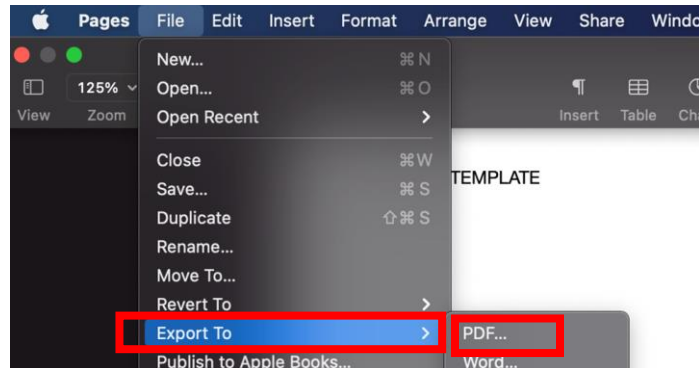
- Open the document you would like to convert
- Click 'File' on the top left of the screen



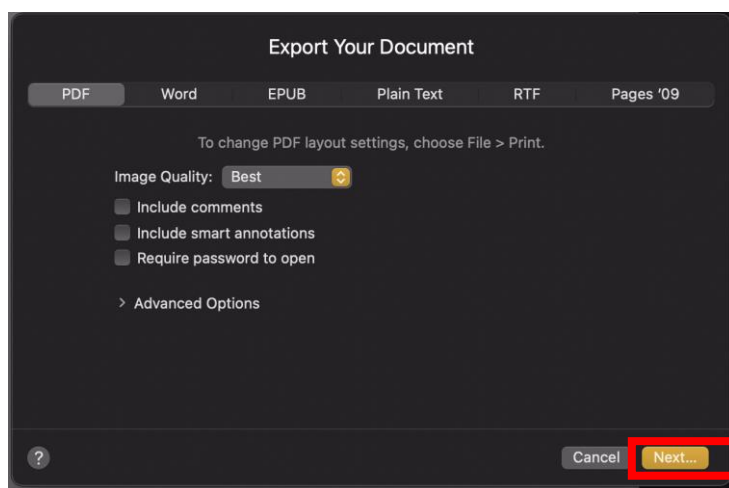
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CONVERTING FROM PAGES ON MAC (CONT.)

c) Select 'Export To' and then select 'PDF'

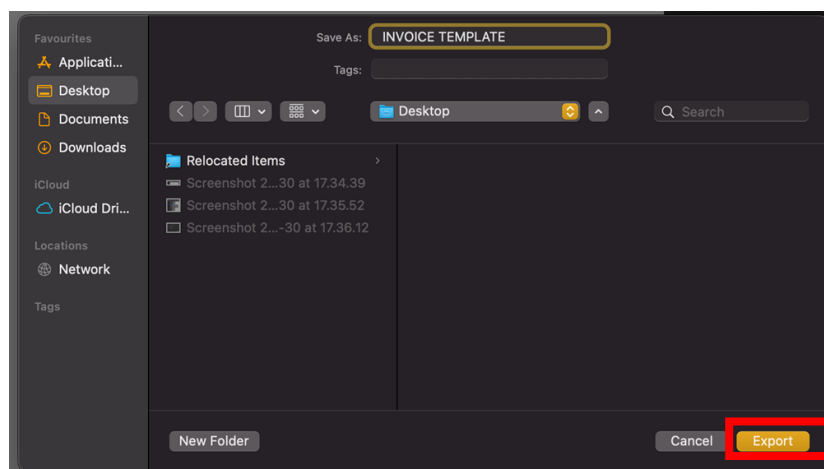


d) The below box will appear, check 'PDF' is selected then click 'Next...'



e) You will then need to select your save location and file name as normal then click 'Export'

f) The PDF will then save to your desired location





If you have a query regarding the payment of your invoice, please contact the General Manager of the pub in the first instance.

For training issues and support with the system please contact Concur Support...



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