Converting documents from ADOBE to Word for personalization:

1. Download document to desktop
2. Open document select the "File" menu item in top left hand corner of screen (next to Edit)
3. Left click the "file" option and you should get a drop down menu (if you don't click it again)
4. Under the drop down select "save as other" then select Microsoft word
5. Once again save the document to your desktop and it should now be editable for your purposes

As always if you have any questions please contact the passenger terminal @ 552-3781