### Using Google Docs to Create a PDF File

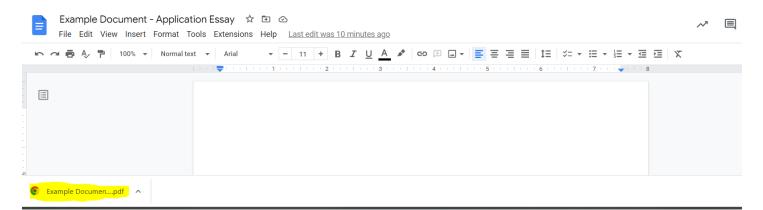
#### 1. Open the document you created.

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My Drive > BAS > Example -		© 2†	◎ ū : ⊞
Name 1	Owner	Last modified	File size
Example Document - Application Essay	me	4:13 PM me	1 KB

## 2. Select "File" > "Download" > "PDF document (.pdf)"

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	🛃 Download	•	Microsoft Word (.docx)	
	nename		OpenDocument Format (.odt)	
	Move		Rich Text Format (.rtf)	
	Add shortcut to Drive		PDF Document (.pdf)	
	<ul> <li>Move to trash</li> </ul>		Plain Text (.txt)	
			Web Page (.html, zipped)	
	Version history	►	EPUB Publication (.epub)	
	<ul> <li>Make available offline</li> </ul>			
	(i) Details			
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	Page setup			
	🖶 Print	Ctrl+P		

3. The document will download and appear at the bottom of your browser window. Click on the file name to open it in another tab.



4. Save the file to your computer. It can now be used to upload with your application!

# Using Microsoft Word to Create a PDF File

- 1. Open the document you created.
- 2. Select "File"
- 3. (Option 1) Select "Save As" and "Browse"

¢	Document1 - Word			
Info New	Save As			
Open	OneDrive	Older		
Save	This PC	C: » Users » — Downloads		
Save As Print	Add a Place	Documents		
Share	Browse	Desktop		
Export Close				
Account				
Options				

4. **(Option 1)** This will open another window. Select where you would like to save the document (example: "Desktop"), name your document, and select "PDF" under "Save As Type"

V Save As		× nt1 - Word
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\blacksquare$ > This PC > Desktop	✓ Ŭ	Search Desktop
Organize   New folder		## <b>▼</b> ?
A Quick access     Desktop     A     Downloads	No items match your search.	
Documents 🖈		
<ul> <li>Pictures</li> <li>Google Drive</li> <li>Music</li> <li>My Drive</li> </ul>		
File name: Doc1		
Save as type: Word Document		✓
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∧ Hide Folders Word 97-2003 Template PDF XPS Document Single File Web Page Web Page, Filtered Rich Text Format Plain Text Word XMI Document		

- 5. (Option 1) Your pdf is saved and ready to upload with your application!
- 6. OR **(Option 2)** After opening your document and selecting "File", select "Print". You can use the "Microsoft Print to PDF" printer option. This will prompt you to name the file and select a location to save it on your computer (similar to Step #4).

-	Document1 - Word
¢	
Info	Print
New	
Open	Copies: 1
Save	Print
Save As	Printer
Print	Microsoft Print to PDF
Share	Ready Printer Properties
Export	Settings
Close	Print All Pages The whole thing
Account	Pages:
Options	Print One Sided Only print on one side of the p
	Collated

7. (Option 2) Your pdf is saved and ready to upload with your application!

# Using Free Adobe Software

You can Download Adobe Acrobat Reader to convert files to pdf. Link: <u>https://get.adobe.com/reader/?promoid=TTGWL47M</u>

# Use Adobe Scan to Turn an Image into a PDF

This is a tool that comes in handy when you only have a printed unofficial transcript you need to upload to your application. You can take a clear picture and the app will convert it into a pdf. This **should not** be used for the other files you need to upload.

Link: https://www.adobe.com/acrobat/mobile/scanner-app.html