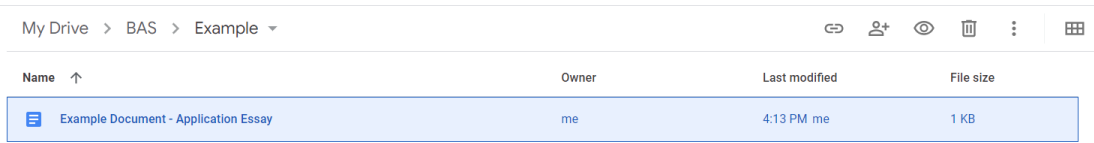
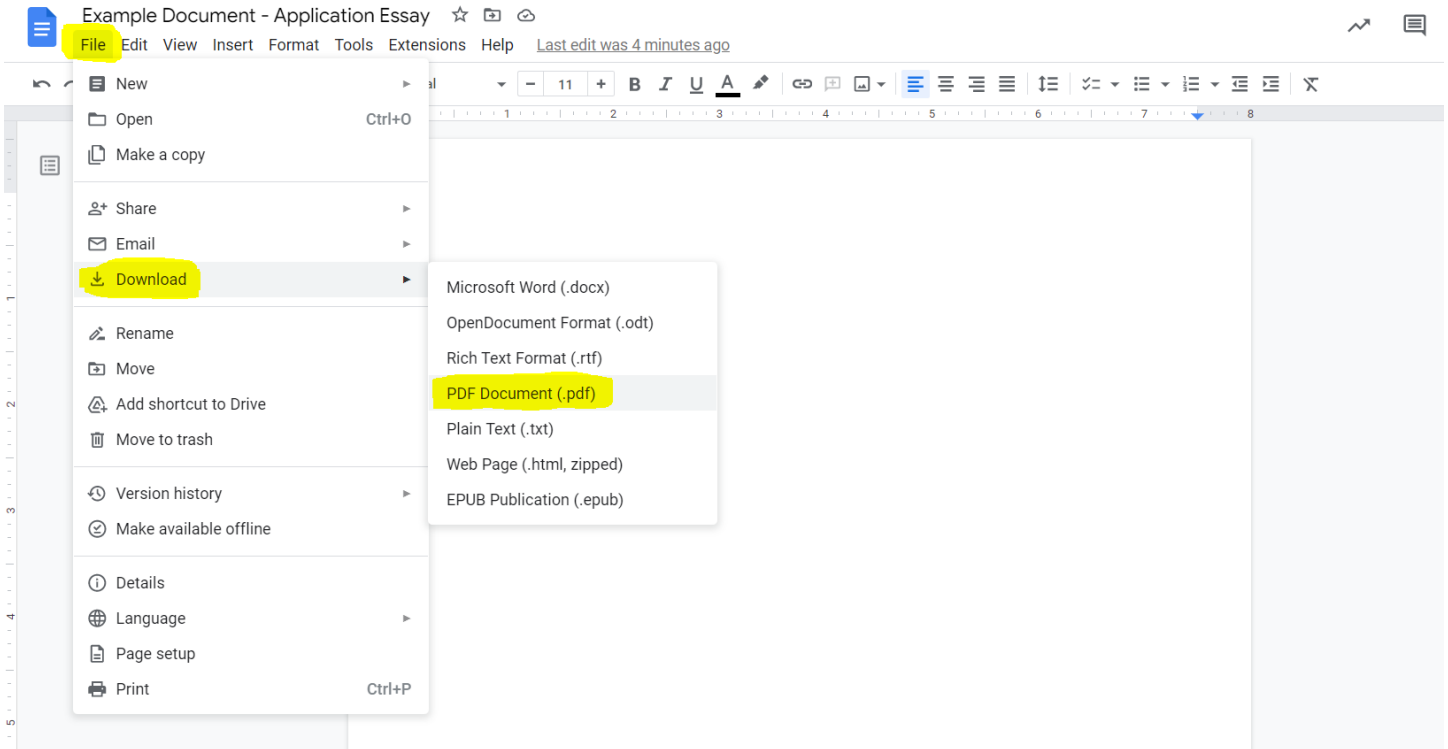


Using Google Docs to Create a PDF File

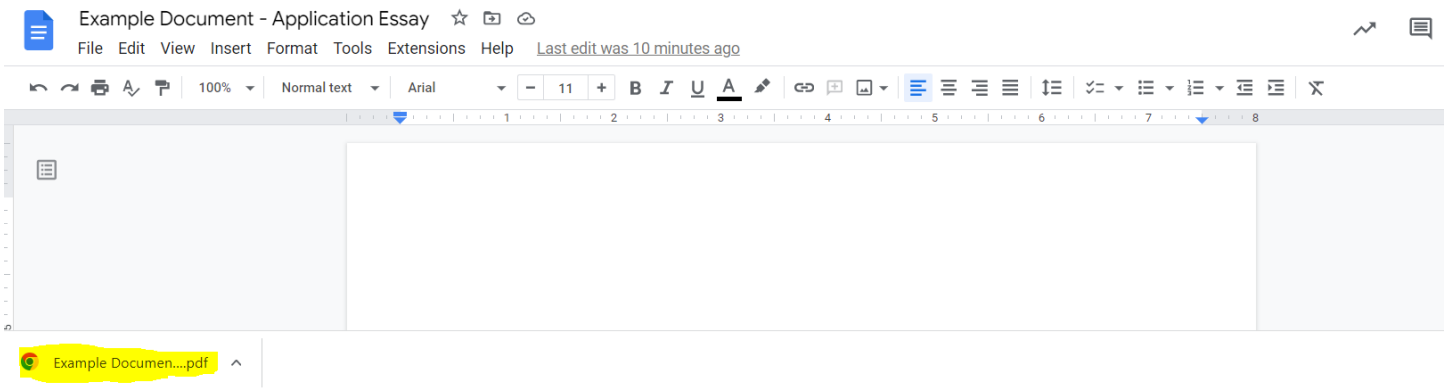
1. Open the document you created.



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



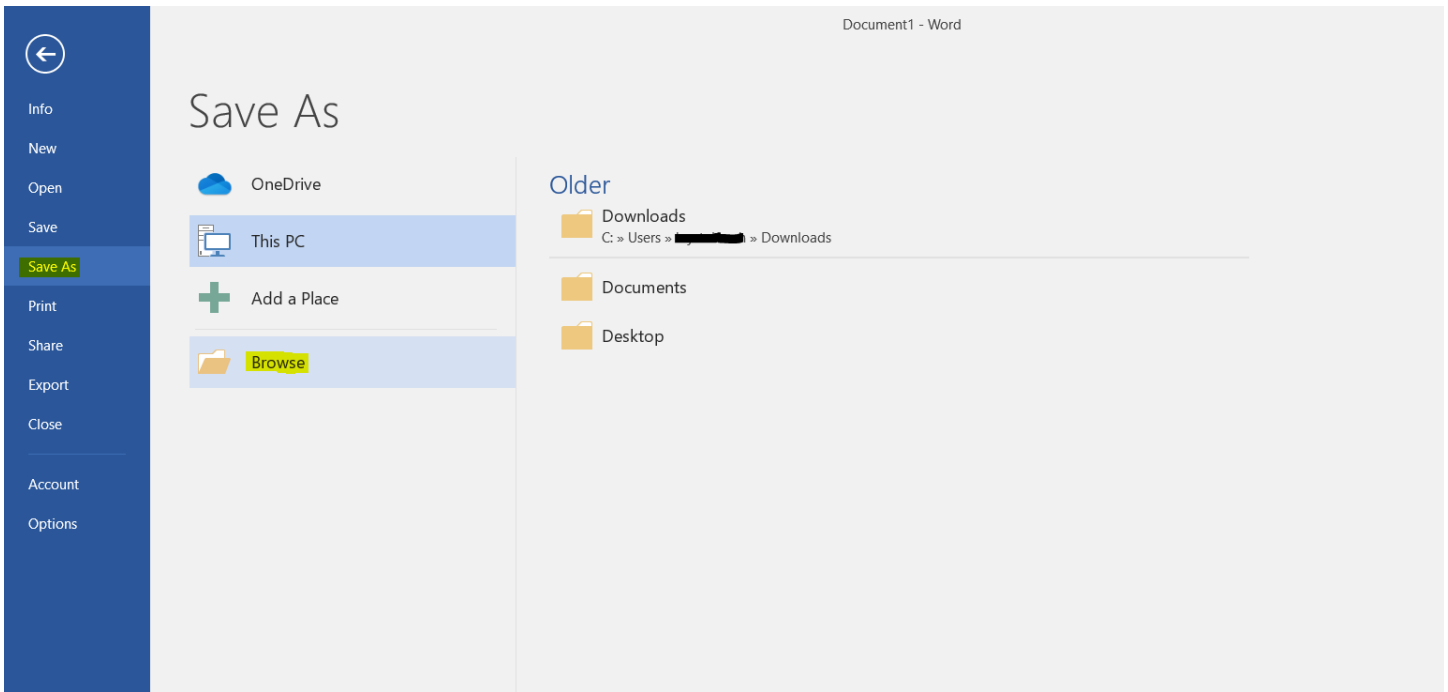
3. The document will download and appear at the bottom of your browser window. Click on the file name to open it in another tab.



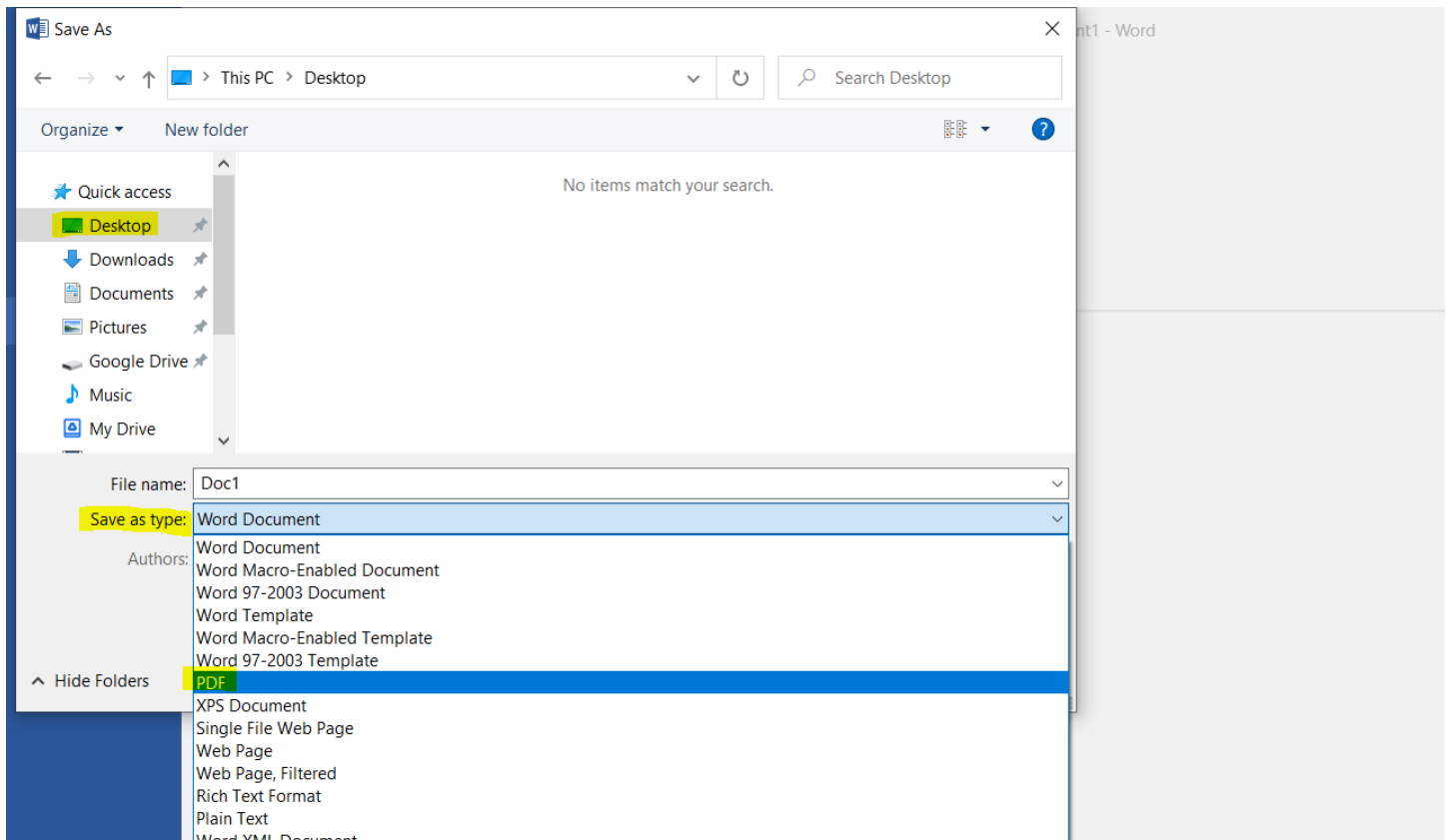
4. Save the file to your computer. It can now be used to upload with your application!

Using Microsoft Word to Create a PDF File

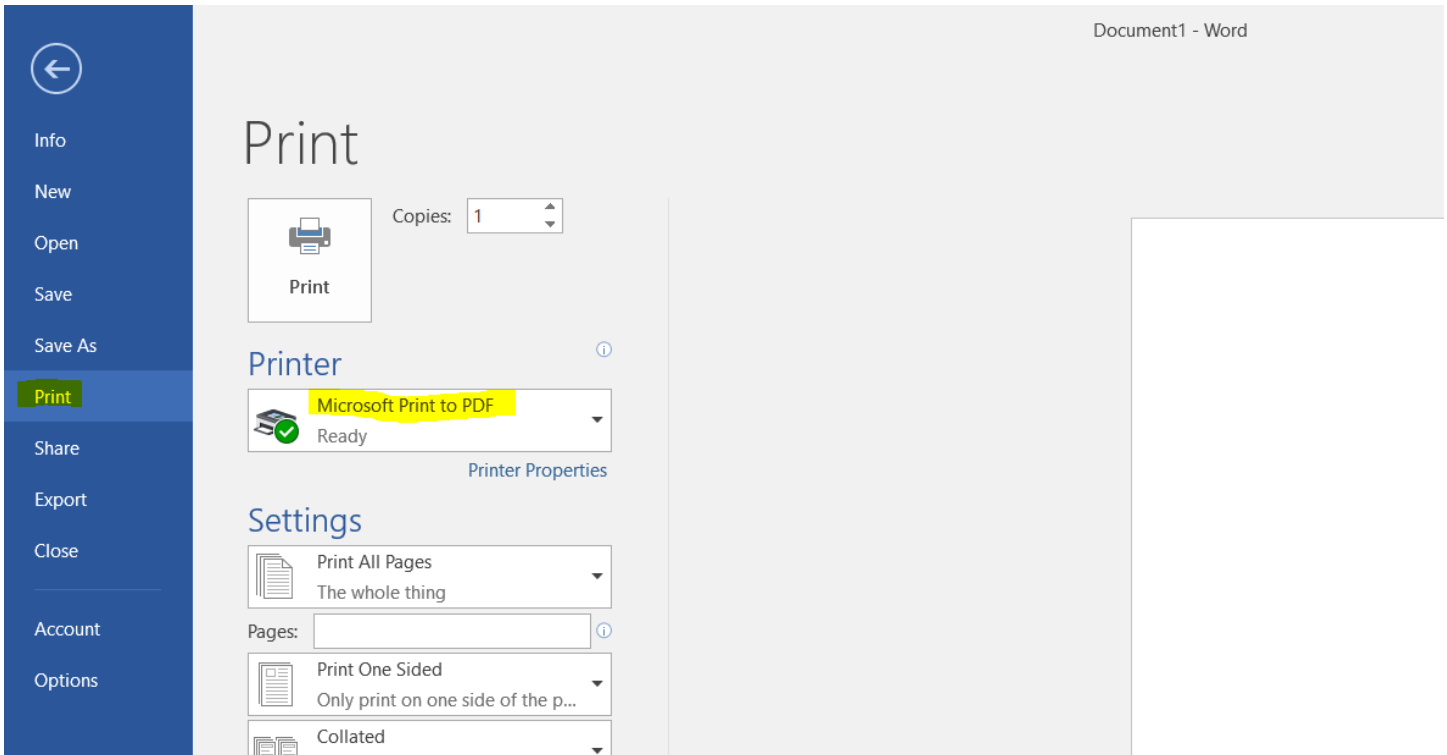
1. Open the document you created.
2. Select "File"
3. **(Option 1)** Select "Save As" and "Browse"



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"



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).



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: <https://get.adobe.com/reader/?promoid=TTGWL47M>

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>