



# CONVERTING DOCUMENTS TO PDF

## INSTRUCTIONS

### Converting .doc file to .pdf

- 1 Open the document in Microsoft Word
- 2 Click the file tab
- 3 Click Save As
- 4 In the File Name box, enter a name for the file (titles should be kept short without any special characters)
- 5 In the Save As type list, choose PDF (\*.pdf)
- 6 Click Save

We encourage all students to convert vaccine records to PDF to an easier upload.

### Saving images to .pdf

- 1 Open the document in Microsoft Word
- 2 Click the Insert tab
- 3 Click Picture
- 4 Click the image file you want to insert, click "insert"
- 5 Adjust the image orientation if required
- 6 Click the File tab
- 7 Click Save As
- 8 In the File Name box, enter a name for the file (titles should be kept short without any special characters)
- 9 In the Save As type list, choose PDF (\*.pdf). Then, click Save