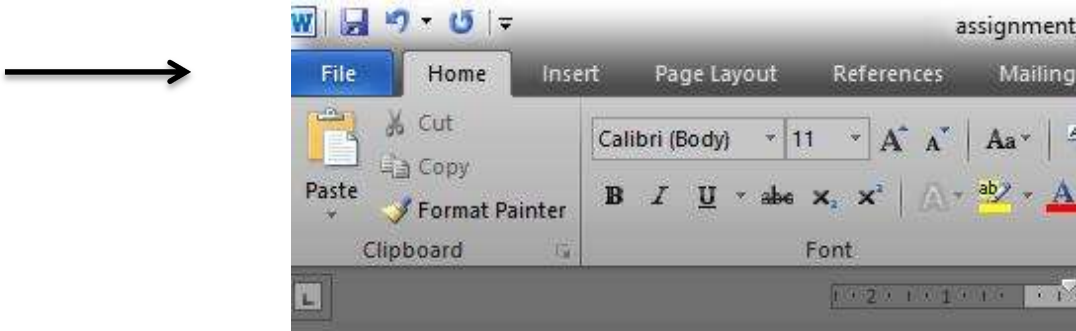


How to Create a PDF Document

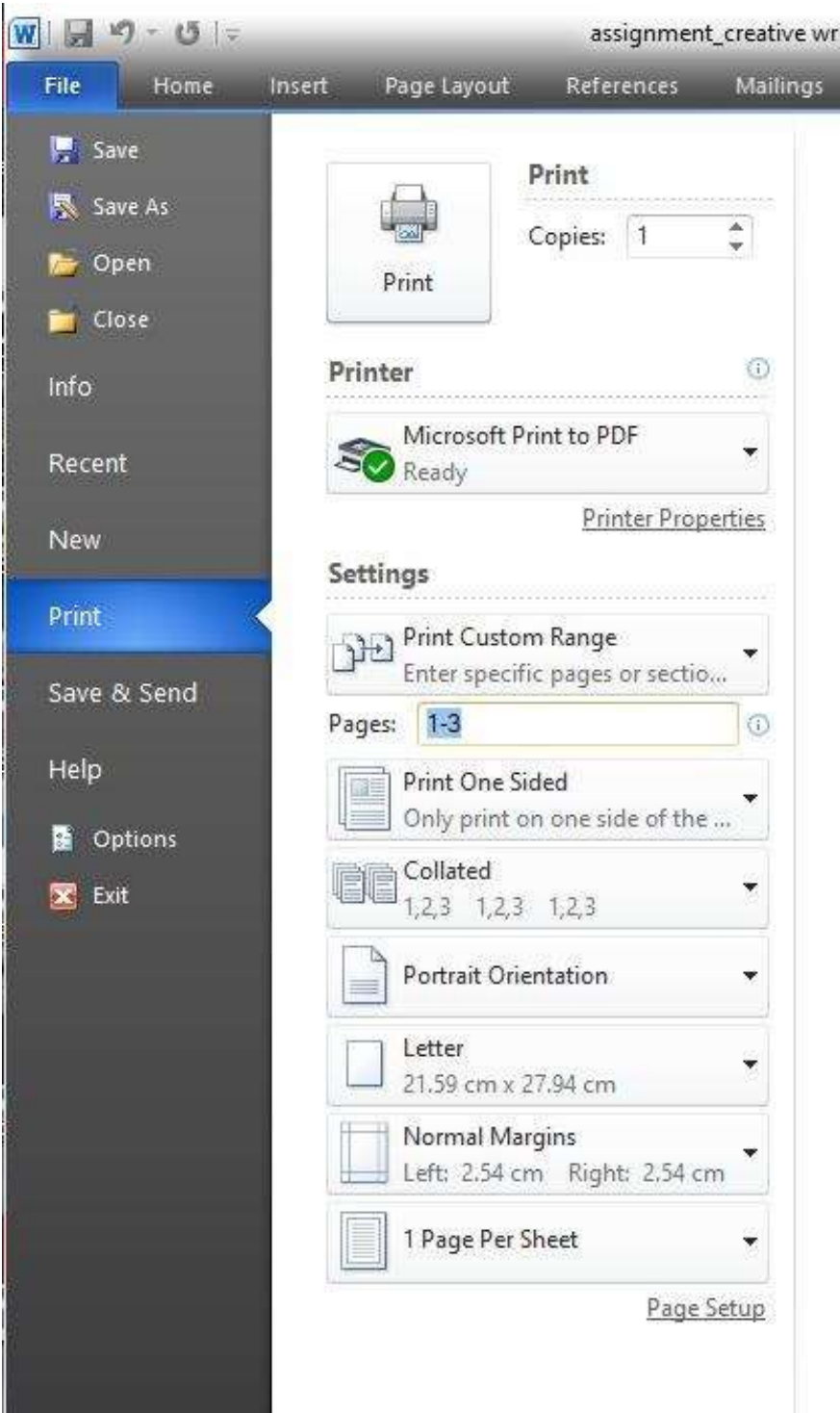
It is very easy to convert your Microsoft word document to a PDF.

Steps:

1. Open your saved Microsoft word document. Make sure your name, date and title are clearly stated at the top.
2. Go to the tab “File” in the ribbon above the document.

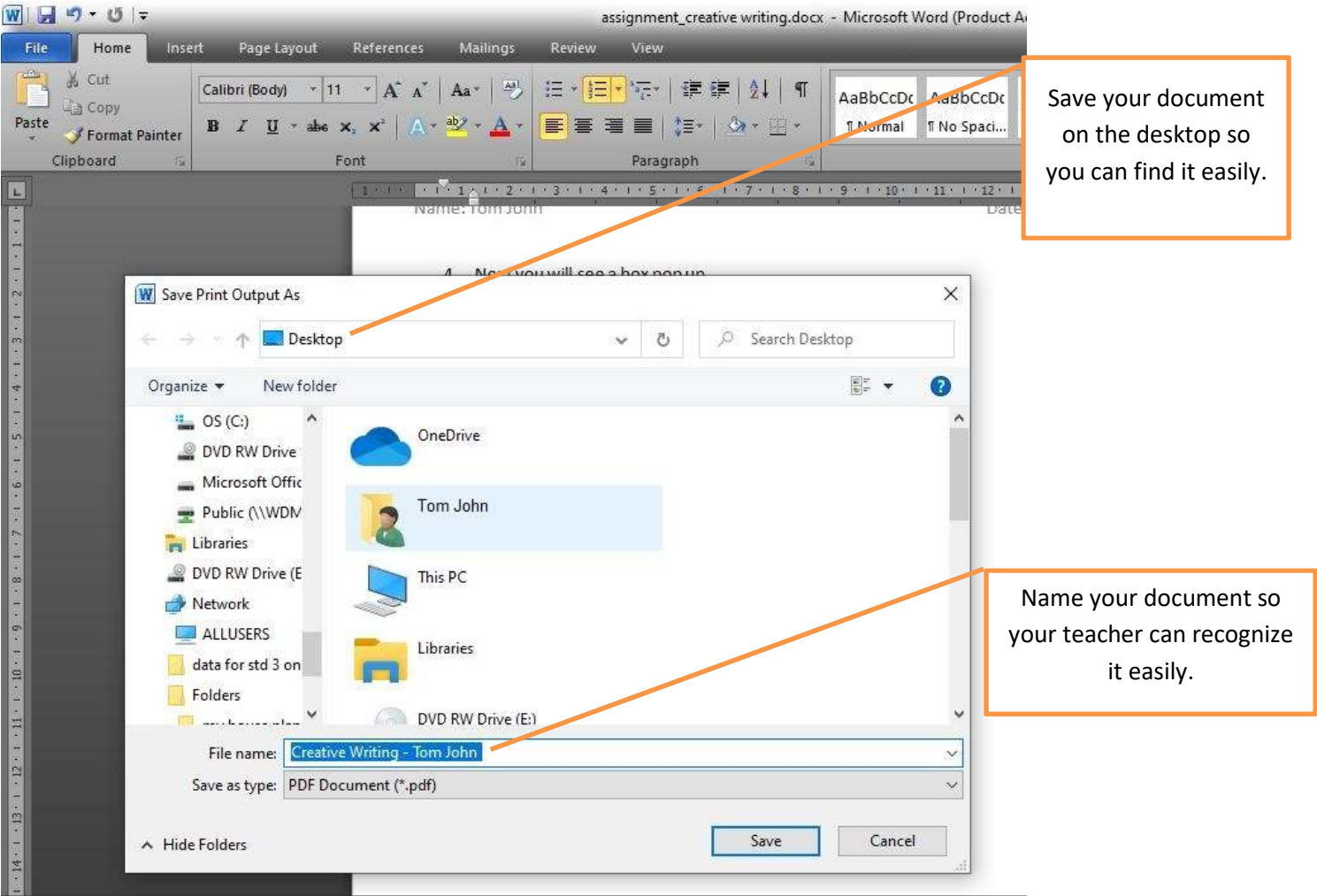


3. Click “Print” along the drop down list. The window will then look like this. Prepare the printing: under **Setting** indicate the number of pages in your document, under **Printer** select Microsoft Print to PDF, and then click on the **Print** icon.

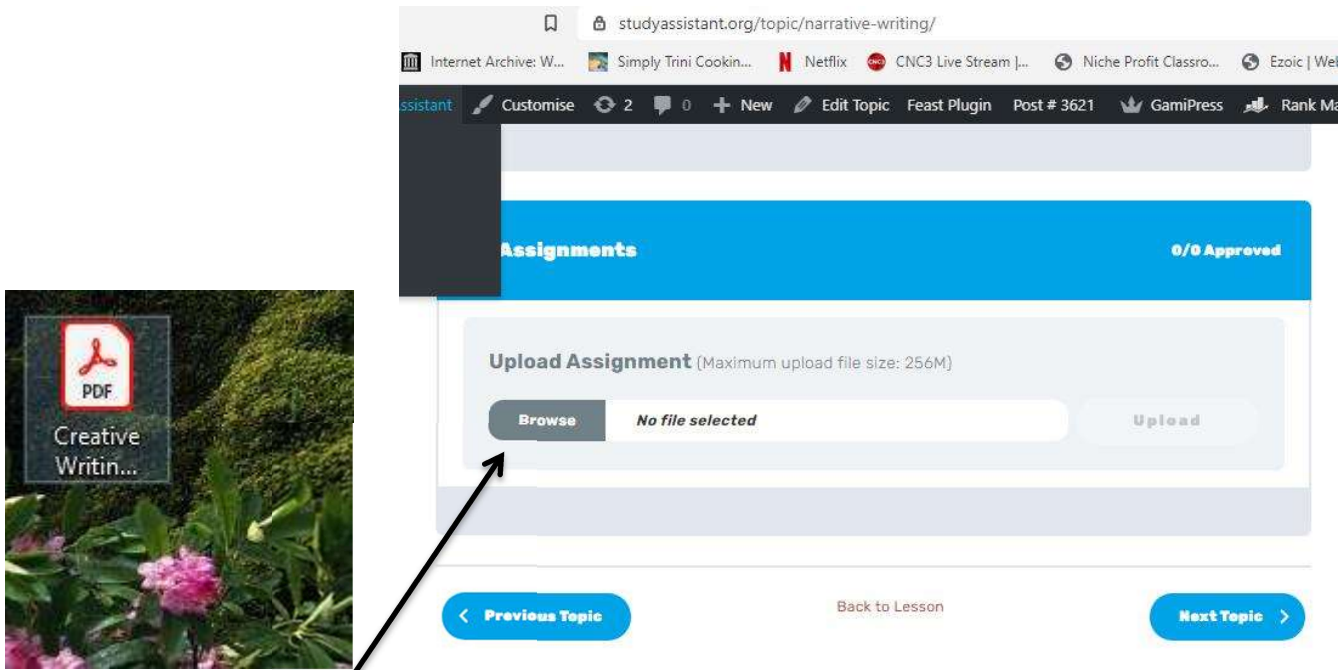


Name: Tom JohnDate: 23/02/2021

4. Next you will see a box pop up. Name your file and make sure you know where you are saving the file, then click on save.



5. Your file will appear as a PDF on your desktop. This is what you will upload on the website.



6. Next, Click on **Browse**. Another window will open.