

# Converting Documents to PDFs

All text file documents must be uploaded as a PDFs to ensure compatibility and lock document formatting.

## Word to PDF

- 1 Create your document.
- 2 Select “File” and then “Save As...”
- 3 Click “Save as PDF.” Choose where you want to save your file and change the title of the document if necessary.

**Note:** The same process can be used in Powerpoint and other Microsoft Office programs.

## Google Doc to PDF

- 1 Create your document
- 2 Select “File” and then “Download As...”
- 3 Click “PDF Document (.pdf)” Access the download via your Downloads folder (or default internet download location) and save to your computer.

**Note:** The same process can be used in Google Slides and other G Suite apps.

## Pages to PDF

- 1 Create your document.
- 2 Select “File” and then “Export to...”
- 3 Click “PDF...” Select your image quality, and click “Next.” Choose where you want to save your file and change the title of the document if necessary.

**Note:** The same process can be used in Keynote and other iWork applications.