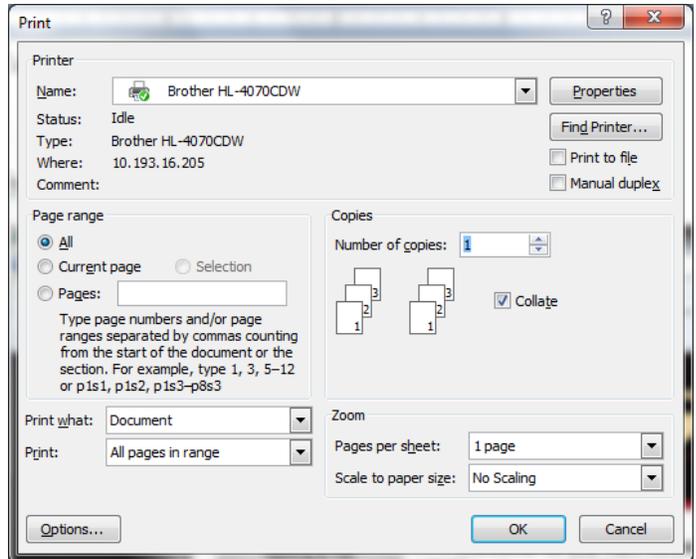


## CREATING A PDF

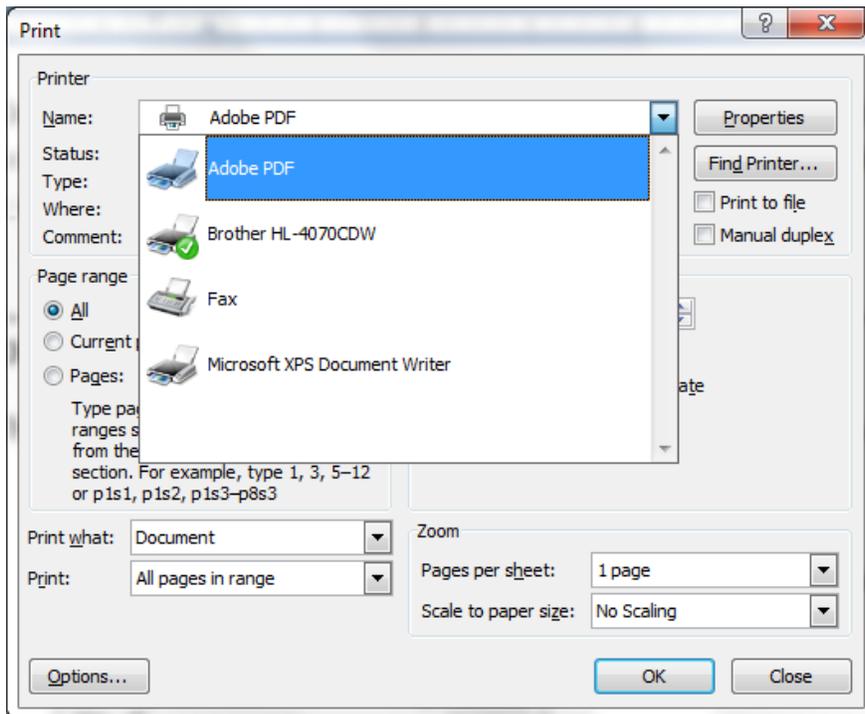
Here are four ways to create a PDF document.

### Option 1

Save your application as a Word document. While in Word, select **Print**. A pop-up window should appear.

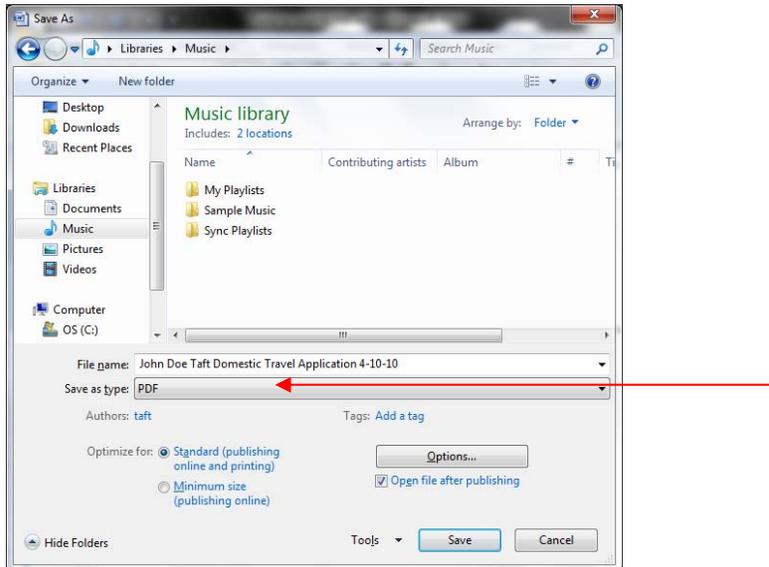


Look to see if you can select a printer with the name **Adobe PDF** as in the case below. If so, then choose this option. This will bring up another screen allowing you to name the file and choose where to save it. Once saved, you will be ready to upload your application to the e-submissions system.



## Option 2

Choose **Save as** and save the document as a PDF.



## Option 3

Download a free PDF writer program such as PDF Creator (<http://sourceforge.net/projects/pdfcreator/>), BullZip PDF Printer (<http://www.bullzip.com/>), PDFfill Printer (<http://www.pdfill.com/>).

These programs function by creating a pseudo-printer on your computer. The process may require administrator access to download and install. After installation, you should be able to either select the printer from the print menu (as in the first option), or click on the application itself and select the document to be converted.

## Option 4

Go to a free PDF conversion website, such as <http://www.pdfonline.com/convert-pdf/>, upload your document, create file name according to directions, enter your email address, and wait for an email to arrive that contains your PDF as an attachment.