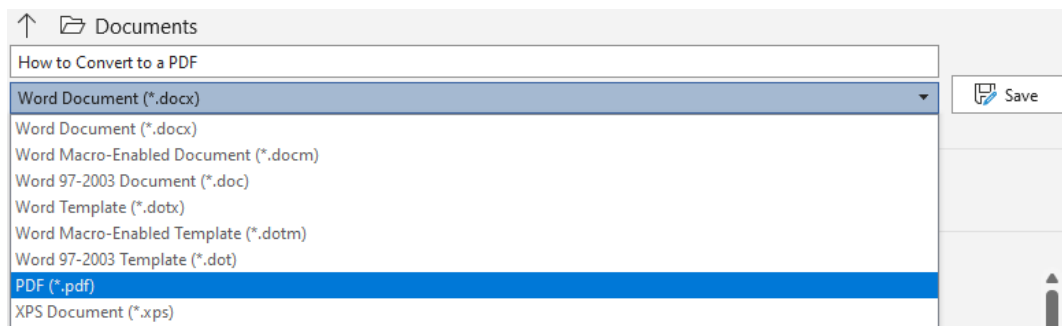


To convert documents to a PDF file is dependent on whether your laptop/ desktop computer has a PDF software installed, such as Adobe and which program you are using, such as Microsoft Word. Using Microsoft Word as an example and assuming Adobe is installed on your device, please follow these steps. These steps will be the same for various file types such as JPEG and PNG.

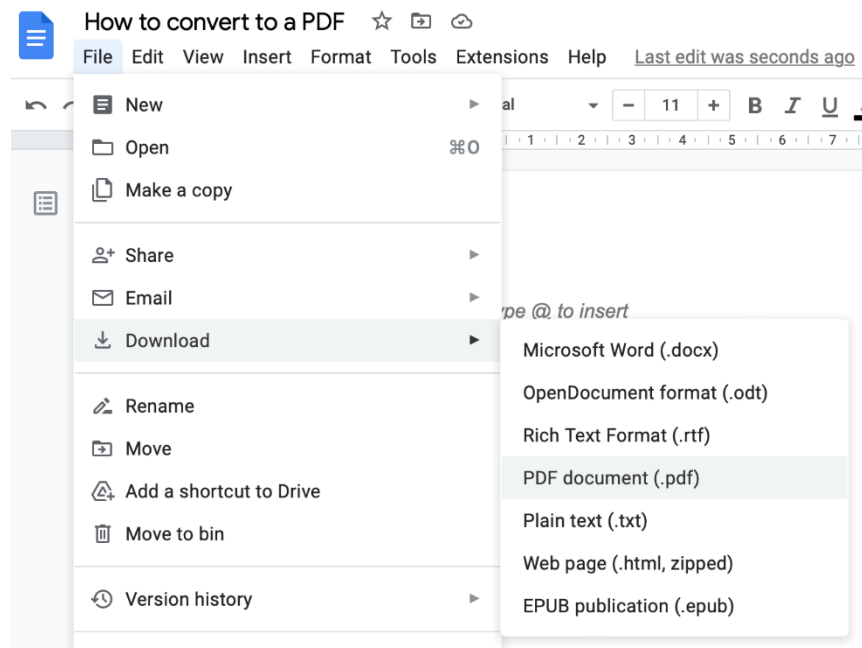
### Convert general file types from a laptop/ desktop computer

- 1) Go to **File**, click on **Save As** and select the folder of where you want your file to be saved.
- 2) Click on the downward arrow to bring a list of possible file types.
- 3) As shown below, click on **PDF (\*.pdf)** and then Save.



### Convert file types from Google Drive

- 1) Go to **File**, click on **Download**, which brings a list of possible file types
- 2) Scroll across and click on **PDF document (.pdf)**.
- 3) Check your Downloads folder to find the PDF file.



## Use Adobe Scan Application

Adobe Scan is an application you can download for free from the Google Play (Android) or App Store (Apple). You can scan a document using the camera on your phone and it will save as a PDF which you can upload either onto your Google Drive/ iCloud or send via email as an attachment to yourself. Follow the steps below once you have downloaded Adobe Scan.

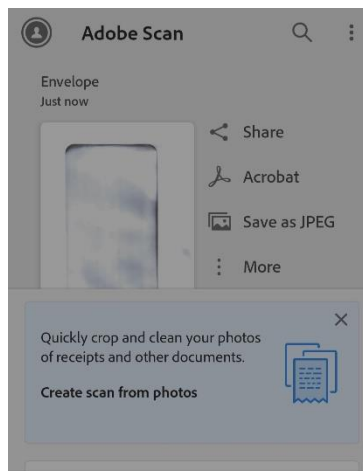
- 1) Using the camera on your phone, line up the blue markers to fit around the document and hold it steady, the app will automatically capture the document.
- 2) If required, adjust the lines to ensure you have all the document within the box and press **Adjust and Save**, this will be saved on your mobile device.




3) You can rename the document and then press **Save PDF**.



4) Once saved, press **Share** and options will become available to either send as an attachment via **Email** or upload onto your Google Drive/ iCloud by pressing **Share a copy**.



When using **Share link** or **Email** to share a link, anyone with access to the link can view it. You can also unshare using [Adobe Acrobat](#).

 Share link

 Email... >

 Share a copy

## Online Websites

There are number of online websites that can also convert various files to PDF format, but these must be used at your own discretion as we cannot advocate a particular website.