## **Convert Your Files into PDF Format**

HEC Montreal has the right to refuse any material that does not meet the required format. There are 3 methods accepted by our services. Please consult the list below.

## 1 - Create your document in Microsoft Word and save it in PDF format

• Open your Word documents, click on File, and then click on Save As

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Solution → Libraries → Documents →		✓ 4 Search Documents	
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Documents	Adobe Captivate Cached Projects	2014-01-23 13:44	File folder
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Videos	🌗 Corel VideoStudio Pro	2013-05-31 14:08	File folder
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- In the **File Name** list, provide a name for the document.
  - Provide a short name e.g.: transcript
- In the **Save as type** list, click **PDF**. If the PDF option does not appear and you're using MS Word 2007, you can download and install the <u>Microsoft Save as PDF Add-in</u>
- Next to Optimize, select one of the following
  - For a file size and for an optimal print quality, select **Standard** (publishing online and printing)
  - It is possible that the file size is too large; in this case, select **Minimum size** (publishing online).
- Click **Options** to set the page range to be printed, and then **OK**.
- Click Save.

Note: To reduce the file size:

- ✓ Decrease the resolution (DPI) of the scanned image
- ✓ Reduce the height and width of the scanned image
- ✓ Decrease compression quality, if this option is available
- ✓ Ensure that the fonts are not included

## 2 – Convert your files into PDF format using an Internet application

If you have no way to convert your document into PDF format, you can go to the following link and follow the instructions: <u>http://www.en.conv2pdf.com</u>

## 3 – Scan your official document (diploma, transcripts, etc.) and save it in PDF format with Adobe Acrobat and send it to us

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	🔁 PDF Portfolio	Configure Presets

• Open Adobe Acrobat

- Click File, Create, PDF File From Scanner and choose the color.
- Select your scanner name from the list.
- Choose Front sides in the drop-down menu marked Scan.
- In your scanner window select black and white and resolution.
- To save your PDF, click **Print** from the **File** menu and set the printer name to **Adobe PDF**.
- Be sure to deselect Do not send fonts to "Adobe PDF".
- Click **OK** to close the **Properties** window, and then click **OK** to finalize the **Print** window.
- Create a file name and save to a location.

If you do not have Adobe Acrobat, you may purchase a copy at <u>www.adobe.com</u>. If you prefer, you can download a free PDF creator from various Internet sites, such as: <u>www.cutepdf.com/products/cutepdf/writer.asp</u> or <u>www.irfanview.ca</u>.