



# How to Convert to PDF

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When uploading supporting documentation to the DFAP Online Application website, documents must be in the PDF file format. PDF files reduce the size of the file, which means multiple files can be uploaded without going over the maximum total document upload size limit of 100mb. This guide gives information on how to 'save' or 'convert' files into PDF format.

PDF files can be created in many ways, including, but not limited to scanning paper documents and saving as PDF files, converting and saving electronic documents as PDF files, downloading an app such as Adobe Scan, or utilizing the 'Scan Documents' option in the Notes app on your iPhone or iPad.

Below is information on four common methods. For other methods, extensive information can be found on the internet. Use the links below to jump to instructions for the desired method:

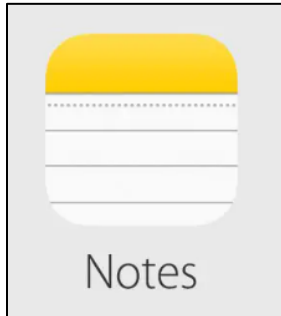
- [iPhone](#)
- [Scan Using Your Home Scanner](#)
- [Microsoft Word](#)
- [MacOS](#)

## iPhone

To scan a document using your iPhone, follow the steps below.

### Step 1: Notes

Open the Notes application on your iPhone.



### Step 2: Scan Documents

Select the 'Camera' icon, then click 'Scan Documents'.



### Step 3: Scan and Save

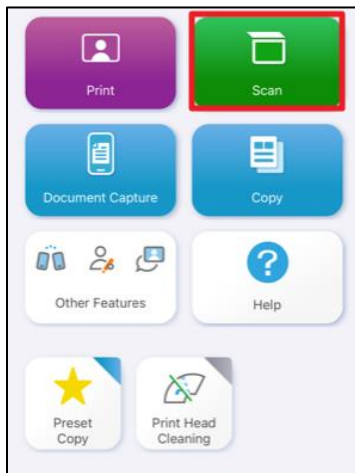
Once the documents are clearly visible on the screen, click the 'Shutter' button just as you would for taking a picture. When the scan is done, click 'Save' or add additional scans to the document.

## Scan Using Your Home Scanner

If you have a scanner but are unsure how to scan documents and save as PDF files, follow the steps below. Process may vary depending on the scanner you are using.

### Step 1: Open the Scanner Program

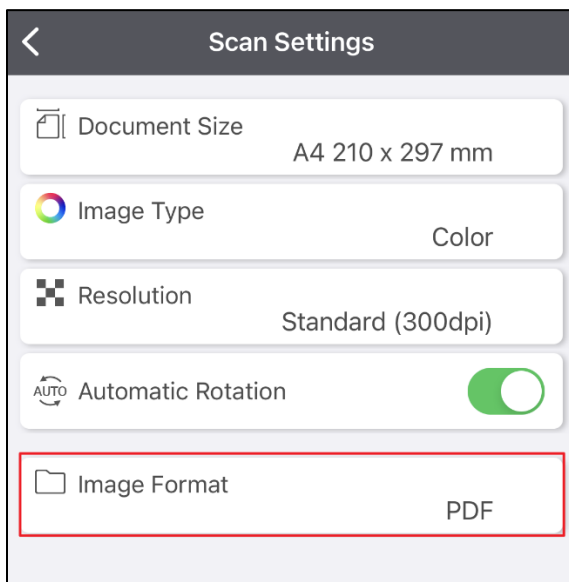
Open the program that you usually use with your scanner. Select the 'Scan' option.



### Step 2: Scan Options

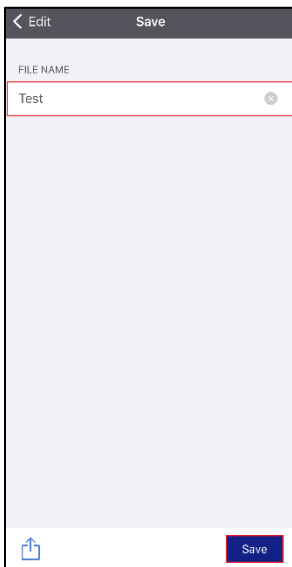
Click on the button or menu item that lets you customize scan options. This control will be named something like 'Settings', 'Customize' or 'Options'. This may be under the 'Tools' menu heading if you're having difficulty finding it.

Once located, click the control that allows you to specify the type of file you want the scan to save as. The control will be called something like 'Image Format', 'Type' or 'Save As Type'. Select the 'PDF' option.



### Step 3: Scan and Save

Ensure the document is placed in the correct position on the scanner, then click the 'Start' or 'Scan' button to scan the document. Once scanned, select 'Save'. Give the PDF file an easily identifiable name, then save it in a specified location.

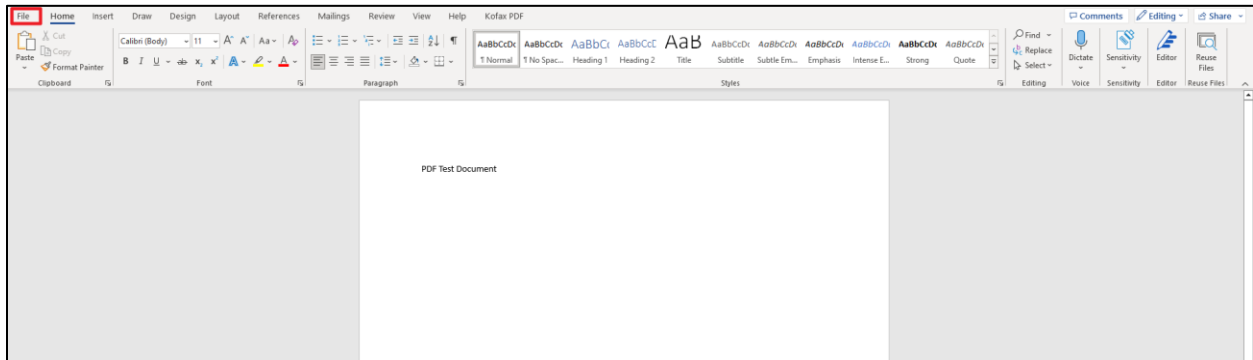


# Microsoft Word

To save a Word document as a PDF file, follow the steps below.

## Step 1: Open the Word Document

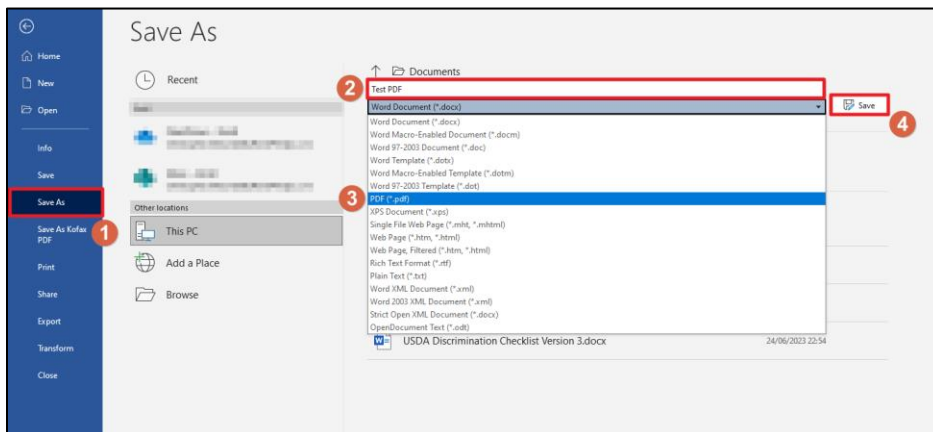
Firstly, you should open the desired document, and click 'File'.



## Step 2: Save As

Next, you should follow these steps in order:

1. Select 'Save As' from the options column on the left.
2. Give the document a Title.
3. Select 'PDF' from the document type dropdown.
4. Click 'Save'

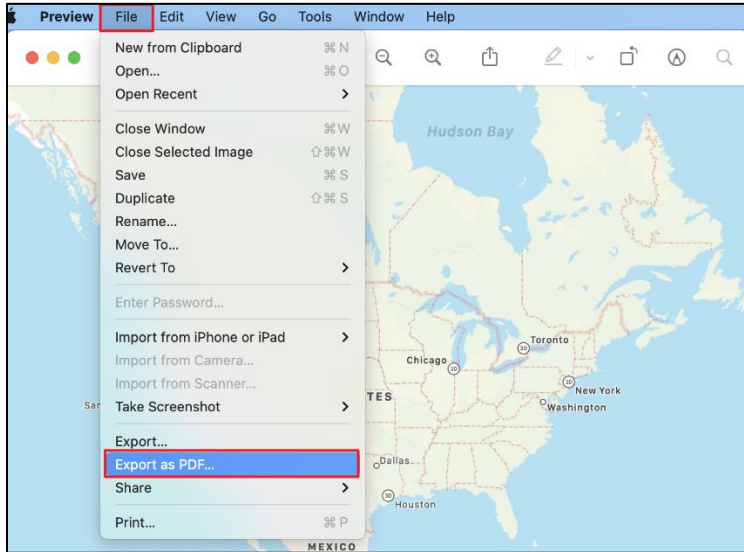


## MacOS

To save a file as a PDF on an Apple Mac, follow the steps below.

### Step 1: Preview

Open the desired file in 'Preview', select 'File', then click 'Export as PDF'.



### Step 2: Save

Give the PDF file a name, select the location where you want to save it, then click 'Save' to finalize the process.

