

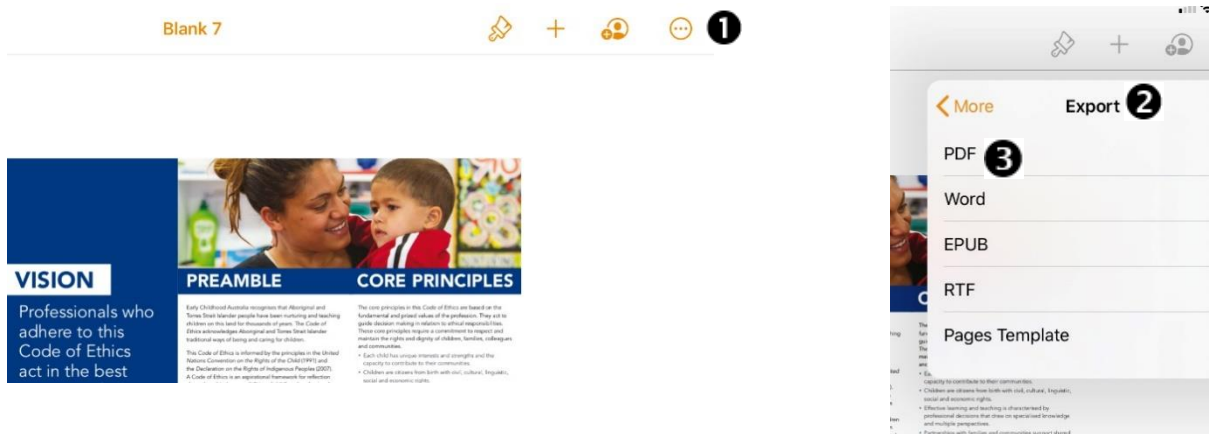
Which file types are compatible?

It is preferable that PDF is used for uploading documents to the Training Portal.

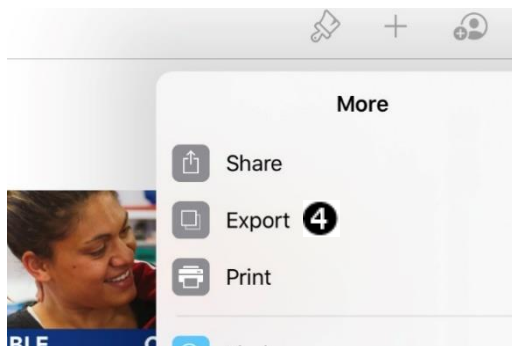
Apple

Convert a Pages Document to PDF:

When using an Apple device and program such as Pages, please click on the top right-hand corner of your screen (circle with 3 dots) **1**, click **Export** **2** and then choose **PDF** **3**. This will allow you to save the PDF to your selected location.



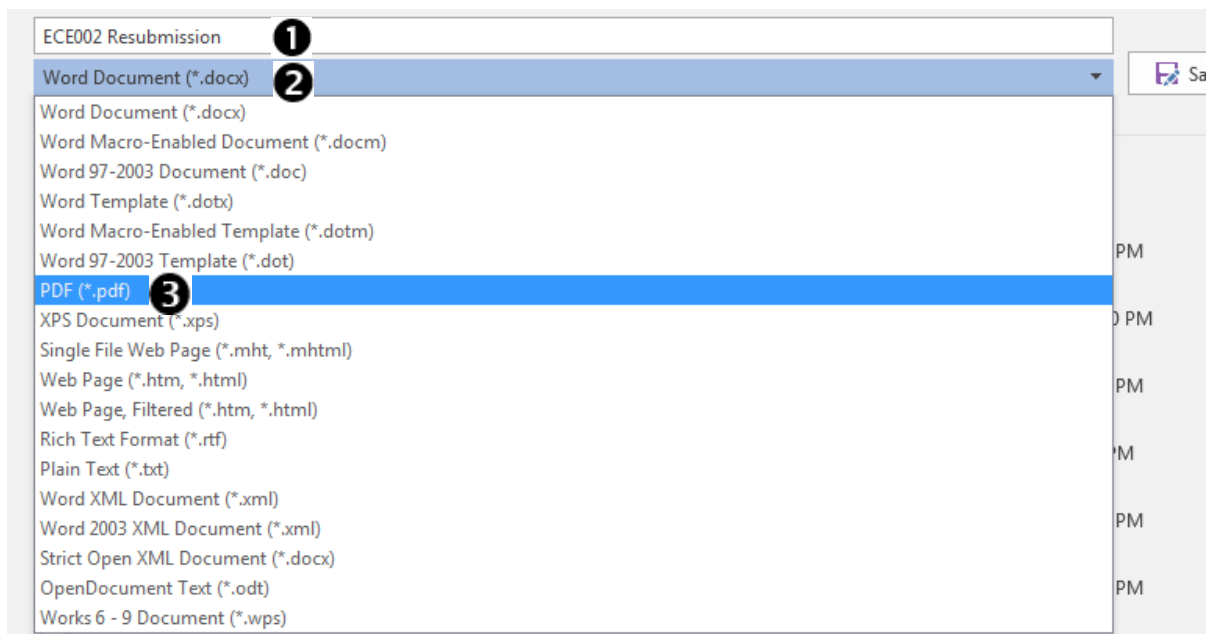
*Note: If you are using a MacBook, you will need to click on the **File** tab and choose **Export** **4**.*



PC (Personal Computer)

Convert a Microsoft Word Document to PDF:

When using Microsoft Word on a PC, click **File**, then **Save As** and there will be a box to choose the title of your document ❶. Just under that is the format the document will be saved in ❷. Click on PDF ❸ to save the document in this format.



Note: If you do not have an active PDF Reader (such as Adobe Acrobat), you will not have this option. In this case, you may be able to find another method via your search engine.