

Saving your Student Aid Report (SAR) in PDF-format

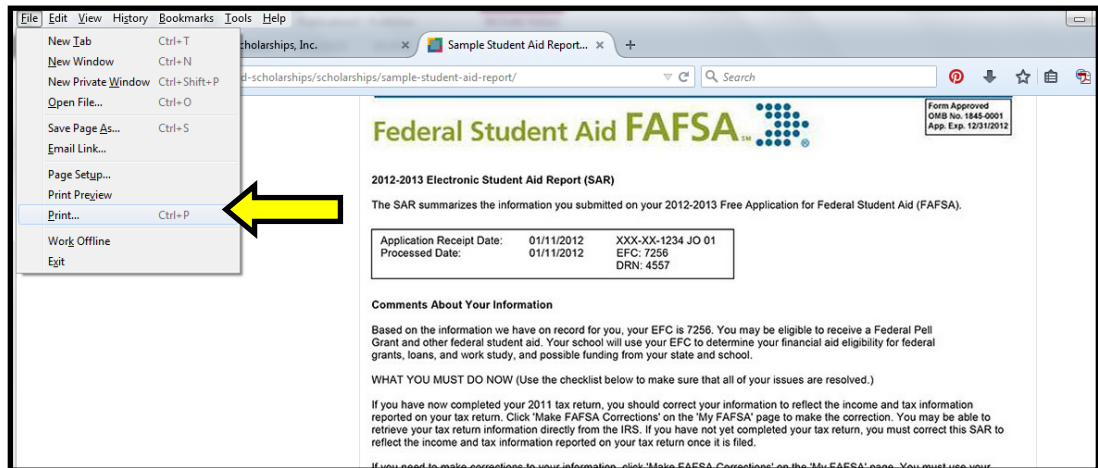
All documents MUST be uploaded to your application in **PDF, JPEG** or **Word document** format **ONLY**. Other formats will not be accepted. Documents that cannot be accessed by Scholarships, Inc. will render your application incomplete.

This brief tutorial is provided by the Community Foundation Scholarship Department to provide instruction on saving/uploading your document in an approved format.

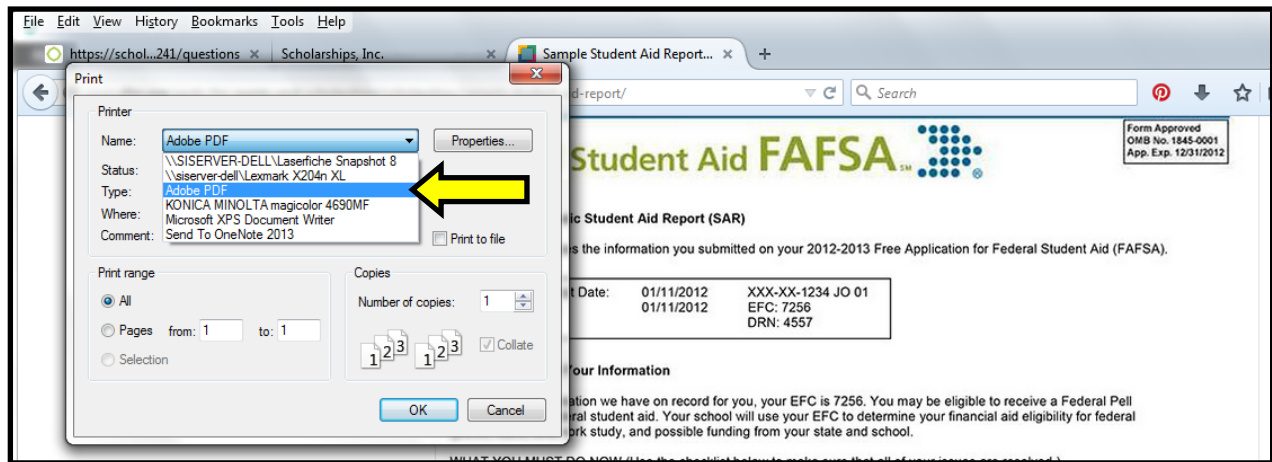
Saving your Student Aid Report as a PDF:

STEP ONE:

Access the document you want to upload to your scholarship application. Click **File**, then **Print**.



STEP TWO: Once you're in the **Print** menu, select the **Adobe PDF** printer and click **OK**



STEP THREE: The **Save PDF As** dialogue box will appear. Choose the desired location on your computer and save your new PDF file.

STEP FOUR: Now, go back to your Scholarships, Inc. application and upload the document by browsing your computer and choosing the PDF that you just created. Easy!