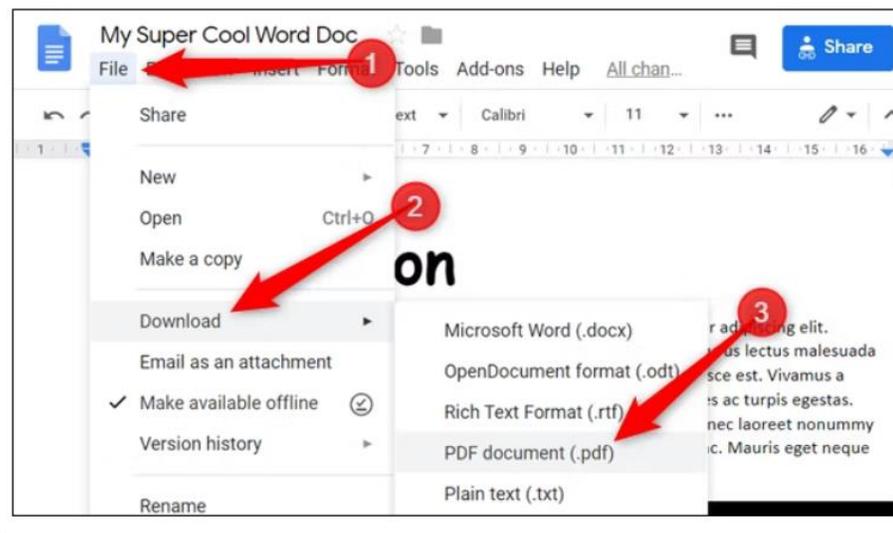


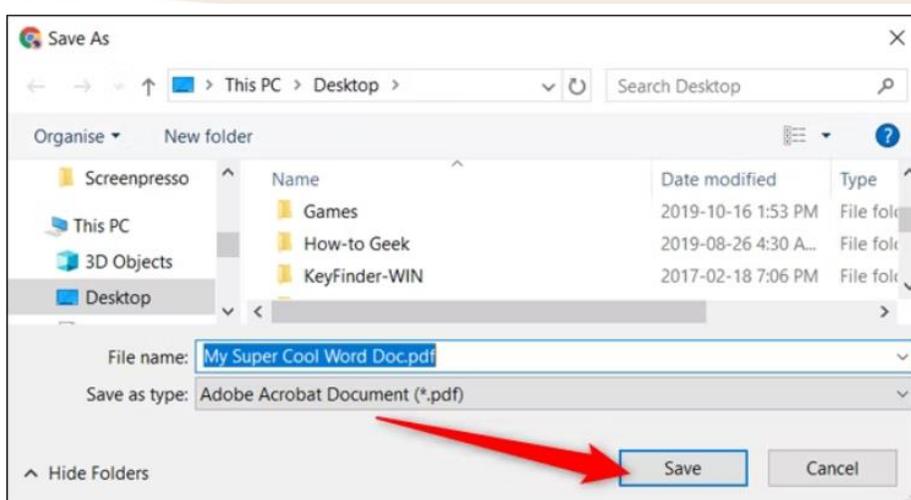
# How to Save a Document in PDF File Format Using Google Docs

When applying for a position at LHSC, all document attachments such as resume and cover letter must be uploaded using a PDF file format. To save a Google document as a PDF file format, please following these instructions:

1. From the Google Docs homepage, open the document you want to create a PDF file of, then click **File** then click **Download**, and then select **PDF document (.pdf)** from the list.



2. A window will open, prompting you to choose where to save the PDF file. You can even change the filename at this time if you want to. Navigate to the folder you want to save it in and then click the **Save** button.



3. When it's finished saving, you can find the PDF in the folder you selected in the previous step.