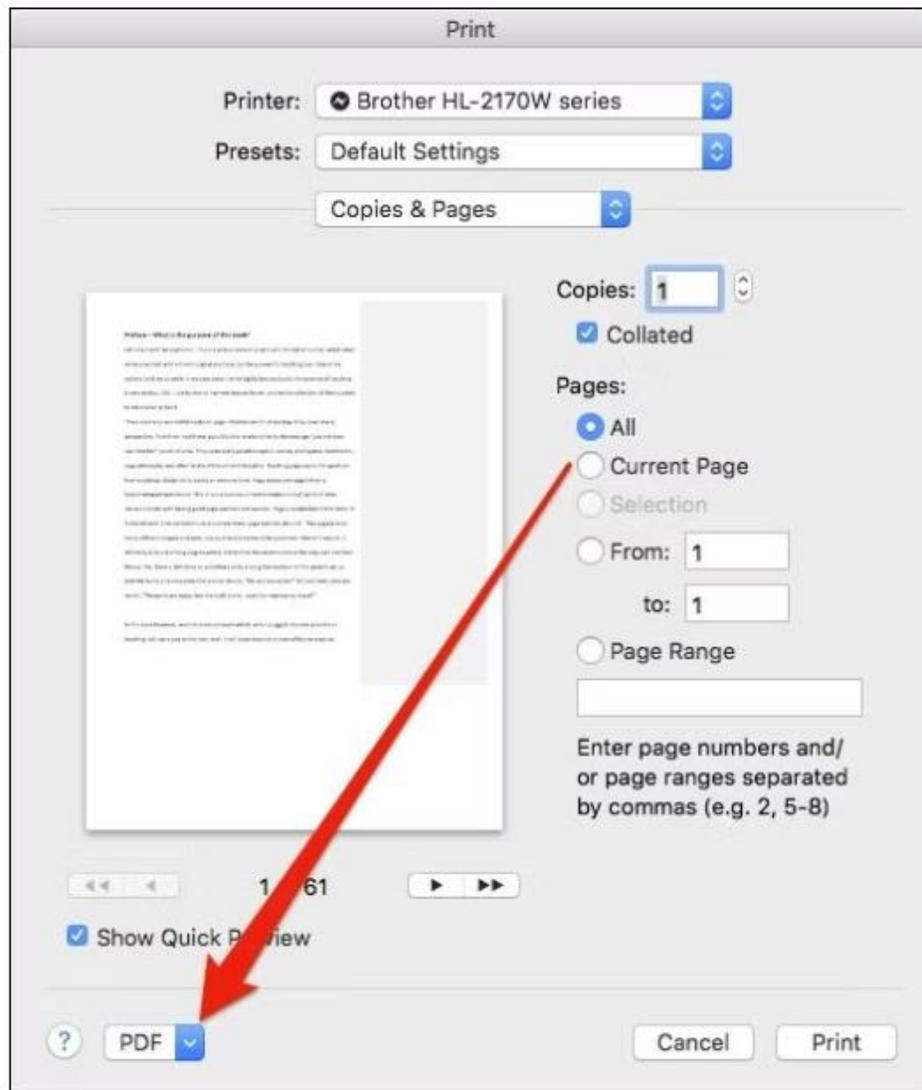


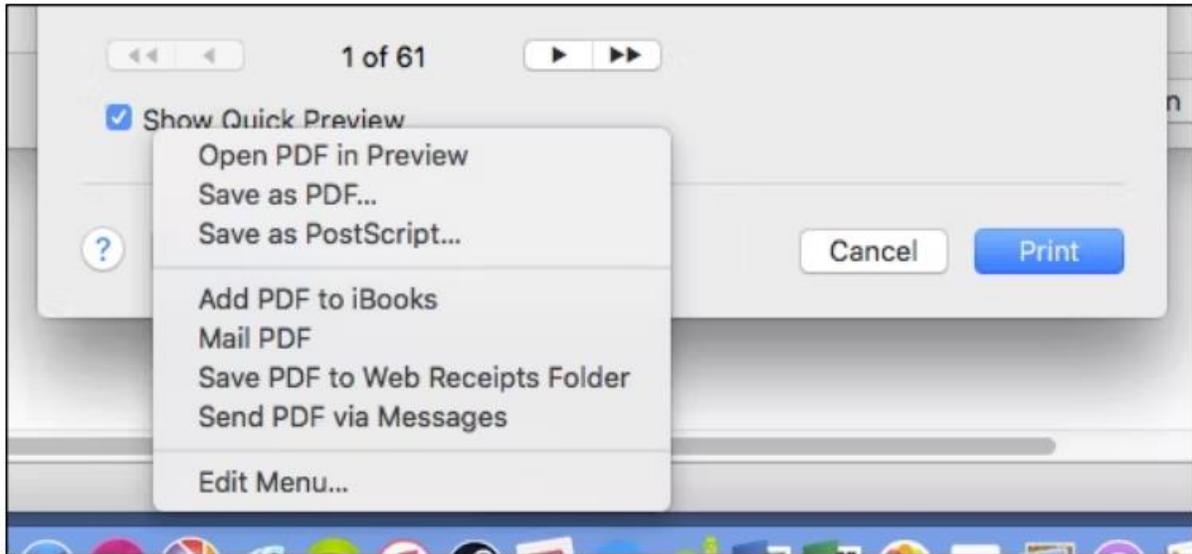
How to Save a Document in PDF File Format Using Mac

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 an existing MAC document as a PDF file format, please following these instructions:

1. Open the document that you want to save as a PDF file.
2. Click on the **File** menu or use the keyboard shortcut **Command+P**.
3. The **Print Dialogue** page will open and show the **PDF** controls in the lower-left corner.



4. Click on the blue down arrow to access the PDF menu of options. Click on **Save as PDF**.



5. Provide the name of the document and any other identifying information that will assist you in finding the PDF document in the future.

Title:

Author:

Subject:

Keywords:

6. Please ensure that you **do not upload a password-protected document** when applying to a position at LHSC. If you do upload a password-protected document, the Recruitment team member will not be able to open it and will not consider your application any further for the position that you have applied to.