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.

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Children's Hospital

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

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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:	B's Book
Author:	Matt Klein
Subject:	
Keywords:	
	Security Options

6. Please ensure that you <u>do not upload a password-protected document</u> 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.



