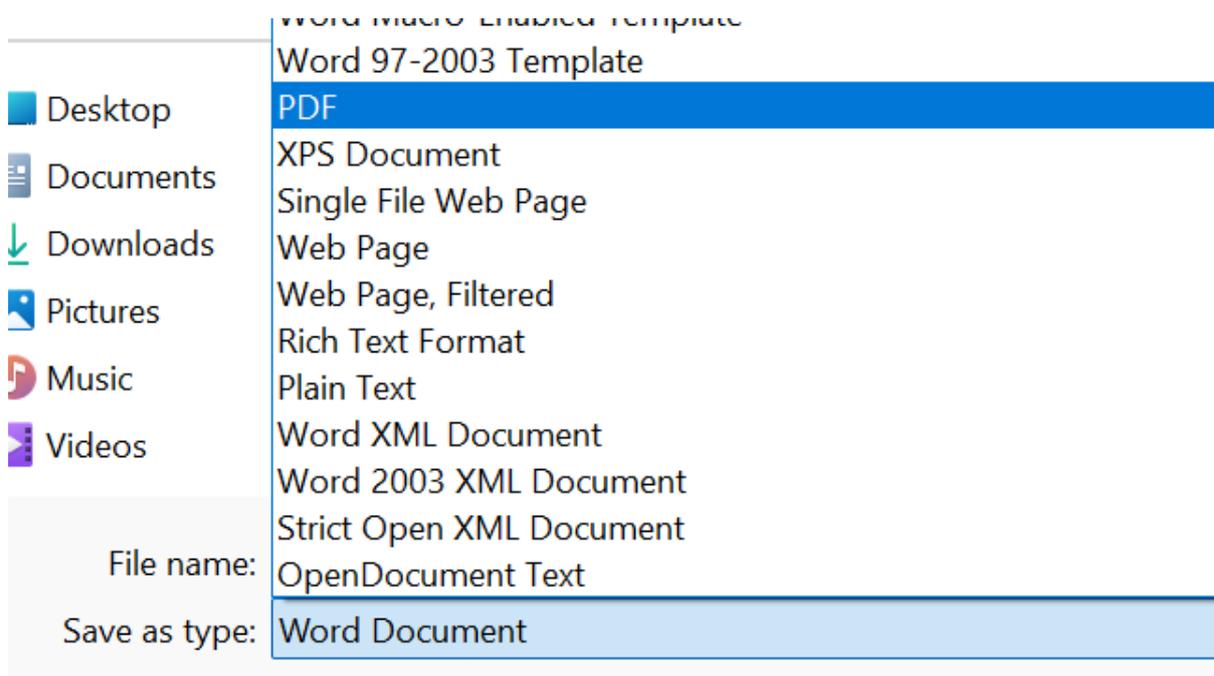


HOW TO CREATE A PDF FROM A WORD DOCUMENT

Once you have completed the application form in MS Word, save it as normal and then repeat the action as follows:

- 1. Go to File – Save As**
- 2. Enter the File Name of your choosing**
- 3. In “Save as type:” choose PDF from the drop down menu (see below)**



- 4. Click Save (keeping note of the location the PDF Document is saving to)**

You should now have two versions of the document, MS Word and PDF. **ONLY** the PDF version of an application form should be submitted to jobs@sligococo.ie