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)

	word macro Endoled remplate
	Word 97-2003 Template
🔜 Desktop	PDF
Documents	XPS Document
	Single File Web Page
🛓 Downloads	Web Page
Pictures	Web Page, Filtered
	Rich Text Format
🗩 Music	Plain Text
Videos	Word XML Document
	Word 2003 XML Document
	Strict Open XML Document
File name:	OpenDocument Text
Save as type:	Word Document

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