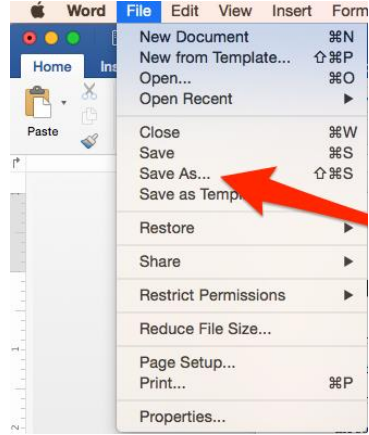
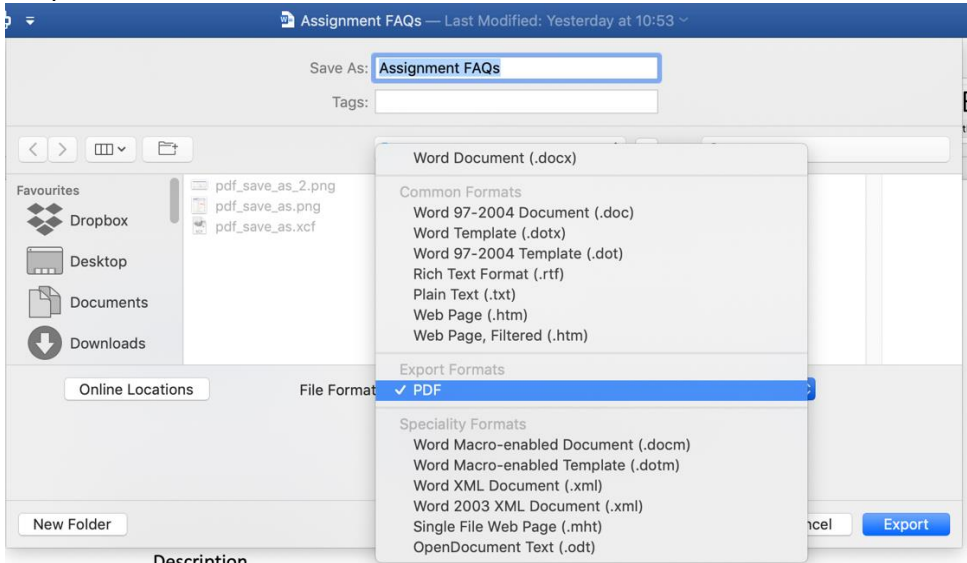



Student Guide – How to create a PDF for your Assignment Submission

PDF submission files should be named as follows: **CandidateNumberUnitCodeQuestionNumber.pdf** (e.g. *01234AR10001Q2.pdf*)

Create a PDF with Microsoft WORD (on a Mac)

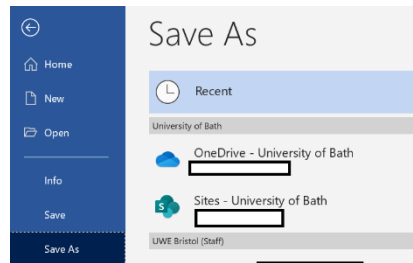
<p>Create your Word document</p>	<p>Go to File > Save As</p> 	<p>In the Save As box, give your PDF a name, then from the File Format dropdown menu, choose PDF</p> 	<p>Click Export</p> 
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Convert Microsoft WORD to PDF video guide: <https://www.youtube.com/watch?v=rhwTsARMNto>

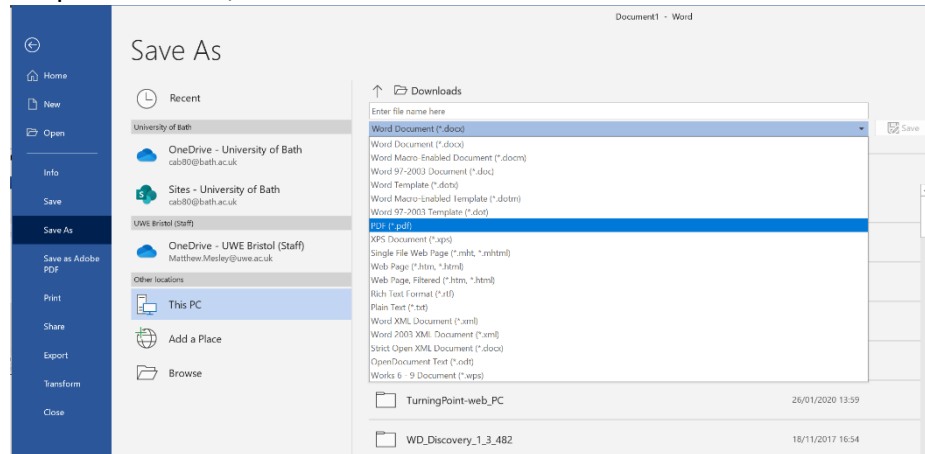
Create a PDF with Microsoft WORD (on Windows)

Create your Word document

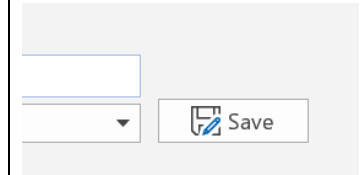
Go to **File > Save As** and choose a location



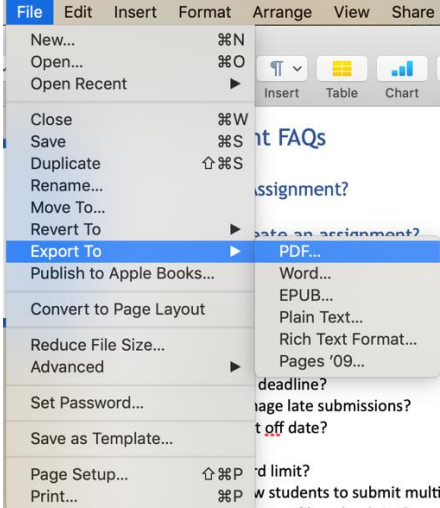
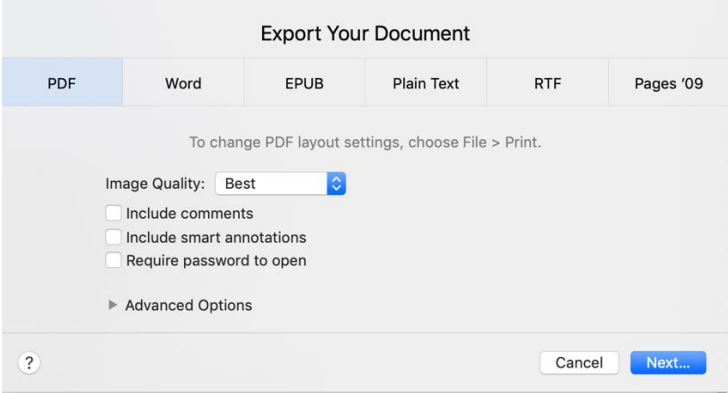
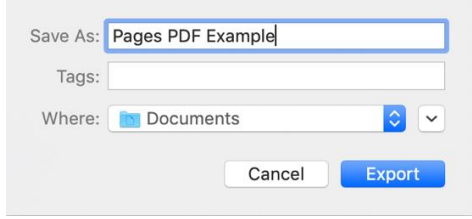
In the **Save As** box, give your PDF a name, then from the **File Type** dropdown menu, choose **PDF**



Click **Save**



Create a PDF with Apple PAGES (for Apple Mac)

<p>Create your Pages document</p>	<p>Go to File > Export To > PDF</p> 	<p>Click on Next</p> 	<p>Enter a filename in the Save As box and choose Where to save your file then click Export</p> 
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