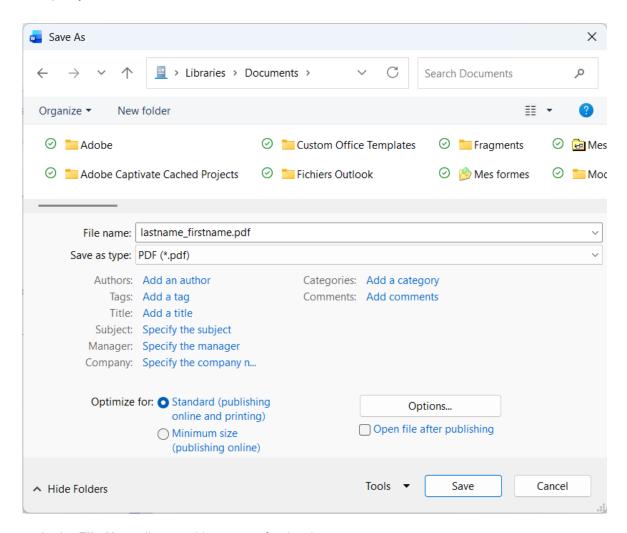


Convert Your Files into PDF Format

HEC Montreal has the right to refuse any material that does not meet the required format. There are 3 methods accepted by our services. Please consult the list below.

1. Create your document in Microsoft Word and save it in PDF format

Open your Word documents, click on File, and then click on Save As:



- In the **File Name** list, provide a name for the document.
 - o Provide a short name e.g.: transcript
- In the Save as type list, click PDF.
- Next to **Optimize**, select one of the following:
 - o For a file size and for an optimal print quality, select **Standard** (publishing online and printing).
 - o It is possible that the file size is too large; in this case, select Minimum size (publishing online).
- Click Options to set the page range to be printed, and then OK.
- Click Save.

Note: To reduce the file size:

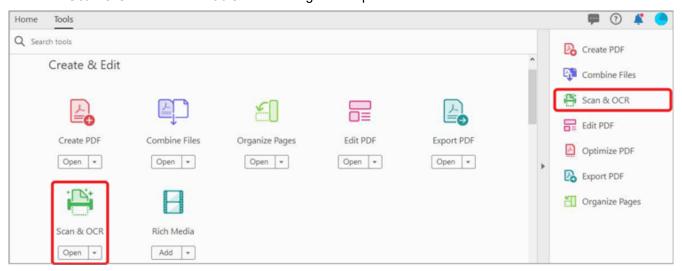
- Decrease the resolution (DPI) of the scanned image
- · Reduce the height and width of the scanned image
- · Decrease compression quality, if this option is available
- Ensure that the fonts are not included

2. Convert your files into PDF format using an Internet application

If you have no way to convert your document into PDF format, you can go to the following link and follow the instructions: https://www.adobe.com/ca/acrobat/online/convert-pdf.html.

3. Scan your official document (diploma, transcripts, etc.) and save it in PDF format with Adobe Acrobat

- Open Adobe Acrobat
- Select Scan & OCR from the Tools center or right-hand pane.



- Click Scan a document.
- · Select your scanner name from the list.
- Choose Front sides in the drop-down menu marked Scan.
- In your scanner window select black and white and resolution.
- To save your PDF, click **Print** from the **File** menu and set the printer name to **Adobe PDF**.
- Be sure to deselect **Do not send fonts to "Adobe PDF"**.
- Click OK to close the **Properties** window, and then click **OK** to finalize the **Print window**.
- Create a file name and save to a location.

If you do not have Adobe Acrobat, you may purchase a copy at https://www.adobe.com/ca_fr/downloads.html or download the free trial.