

# User Guide

### Convert a file to pdf:

The Charities Bureau's online registration portal will not accept any other document formats other than PDF's. If you have the documents in other formats convert them to PDF's before uploading. Use one of the 2 methods below to covert a document to PDF.

### Method-1:

- 1. Open the file you want converted into PDF format.
- 2. Click on the tab labeled "File" and select "Save As."



3. Type a name for your file next to "File Name."

-		Document1 - Word	
$\overline{\mathbf{e}}$	N Save As		×
	↓ Libraries → Documents →	- 47 Search Documents	Q
Info	Organize  New folder	8== 👻	
New			
	Microsoft Word Documents library	Arrange by: Folder	-
Open	Includes: 2 locations	· · · · · · · · · · · · · · · · · · ·	
Cours.	Resiston	Date modified	
Save	Downloads	1/22/2018 9:03 A	AM
Save As	Recent Places	9/6/2017 8:34 AI	м
	E 💾 My Shapes	6/8/2017 11:48 A	AM
Save as Adobe	📄 Libraries 💮 My Data Sources	3/10/2017 9:12 4	AM E
PUF	Documents My Tableau Repository	1/20/2016 9:05 /	AM
Print	Music	1/20/2016 8:35 /	
	Pictures	3/22/2018 5:57 F	
Share	Videos	1/11/2018 2:46 E	
Evport	OAG Peregrine Conversion Analysis -	- updates from priva 1/2/2018 5:12 Pl	м
Export	Computer	rnet Browsing 11/16/2017 4:49	PM
Close		10/00/10/10/10/10/10/10/10/10/10/10/10/1	- TA - T
			-
	File name: COI document		
Account	Save as type: Word Document		
Options	Authors: Priya Veeramasu Tags: Ad	ld a tag Title: Add a title	
	Save I numbhail		
	Hide Folders	Tools 🔻 Save Cance	:



User Guide

4. Click on "PDF" next to "Save as type."



5. Click on "Save."



### User Guide

$\left( \leftarrow \right)$	Save As
	Search Documents >
Into	Organize 🔻 New folder 🔠 👻 🔞
New	Microsoft Word Documents library Arrange by: Folder -
Open	Favorites Name Date modified
Save	Desktop     Desktop     Desktop     Desktop     Desktop     Desktop     Desktop     Desktop
Save As	Bownoads     Becent Places     9/6/2017 8:34 AM
Save as Adobe PDF	Libraries 07/0/2017 11:49 AM
Print	Documents     Griffub     Documents     Joint Control     Griffub     Documents     Joint Control
Share	■ Pictures         4/10/200 10/2
Export	Computer Co
Close	
	File name: COI document
Account	Save as type: PDF 🔹
Options	Authors: Priya Veeramasu Tags: Add a tag Title: Add a title
	Optimize for:   Standard (publishing Options Options
	<ul> <li>Minimum size</li> <li>(publishing online)</li> </ul>
	Hide Folders Tools - Save Cancel

### Method-2:

1. Go to <u>https://www.freepdfconvert.com/</u> and click on "Select any file" link Convert Word, Excel, PowerPoint and other files to PDF

Select any file

2. Open the document that you want to convert to PDF



User Guide

			≣ ▼ 🔟
Documents libra	ry	Arrange by: D	ate modified 🔻
Name	Date modified	Туре	Size
Earlier this week (1)			
WMIErrorlog_pveer	8/20/2018 9:00 AM	Text Document	0 KB
Last week (2)			
🔁 document	8/14/2018 1:32 PM	Adobe Acrobat D	3,137 KB
CHAR410 process	8/13/2018 10:18 AM	Microsoft Excel C	123 KB
Earlier this month (49	97)		
🕼 export.excel2003	8/10/2018 5:06 PM	XML Document	277 KB
export	8/10/2018 3:58 PM	SQL File	392 KB
🔊 export	8/8/2018 5:04 PM	Microsoft Excel C	14 KB
Incomplete notice I	8/8/2018 9:09 AM	Microsoft Word D	14 KB
	III		

3. Click on "Download" button after the conversion is done. It might take a minute or two to convert the document depending on the file size

